

Table of Contents

| | |
|---|----|
| PROGRAM STATEMENT | 2 |
| GLOSSARY | 3 |
| A.T. LOAN PROGRAM AT A GLANCE | 4 |
| CLIENT INTAKE..... | 5 |
| ASSESSMENT | 6 |
| RECOMMENDATIONS | 7 |
| REFERRAL TO TESS..... | 8 |
| TESS APPROVAL OF APPLICATION | 9 |
| ACTIVATION OF A.T. PLAN..... | 10 |
| A.T. LOANS - TRIAL/BRIDGING/LONG TERM | 11 |
| A.T. LOANS - EMERGENCY | 12 |
| A.T. LOANS – OUTSIDE EMERGENCY | 13 |
| PROCUREMENT: WNB INVENTORY | 14 |
| PROCUREMENT: WNB INVENTORY NON-INVENTORIED ITEMS..... | 15 |
| PREPARE A.T. | 16 |
| SHIP A.T. | 17 |
| RECEIVE A.T. | 18 |
| LOAN CHECKS | 19 |
| RETURN A.T. | 20 |
| GUIDELINES | 22 |
| APPENDIX A - SPEC SHEET | 23 |
| APPENDIX B – ORDER SUMMARY FORM | 28 |
| APPENDIX C – AT LOAN KIT | 29 |
| APPENDIX D – RETURN LETTER | 32 |
| APPENDIX E – CSG GUIDELINES..... | 33 |

PROGRAM STATEMENT

The Easter Seals New Brunswick (ESNB) and WorkingNB (WNB) joint Assistive Technology (A.T.) Loan Program helps eligible students overcome barriers to education and course training placements by ensuring that they are provided with the right A.T., for the right purpose, at the right time. The Program also includes an A.T. assessment, orientation, and training with a designated professional.

The A.T. Loan Program can be accessed by eligible students requiring accommodations for the duration of their program of study. Clients can access it in employment situations only under specific circumstances:

- 1) when a client has an emergency situation (i.e. equipment broken, in repair, backordered);
- 2) or to trial the A.T. Clients on Workplace Connections placements will also be able to access the loan program during their placement.

For both cases in the employed scenario, it is for short intervention periods.

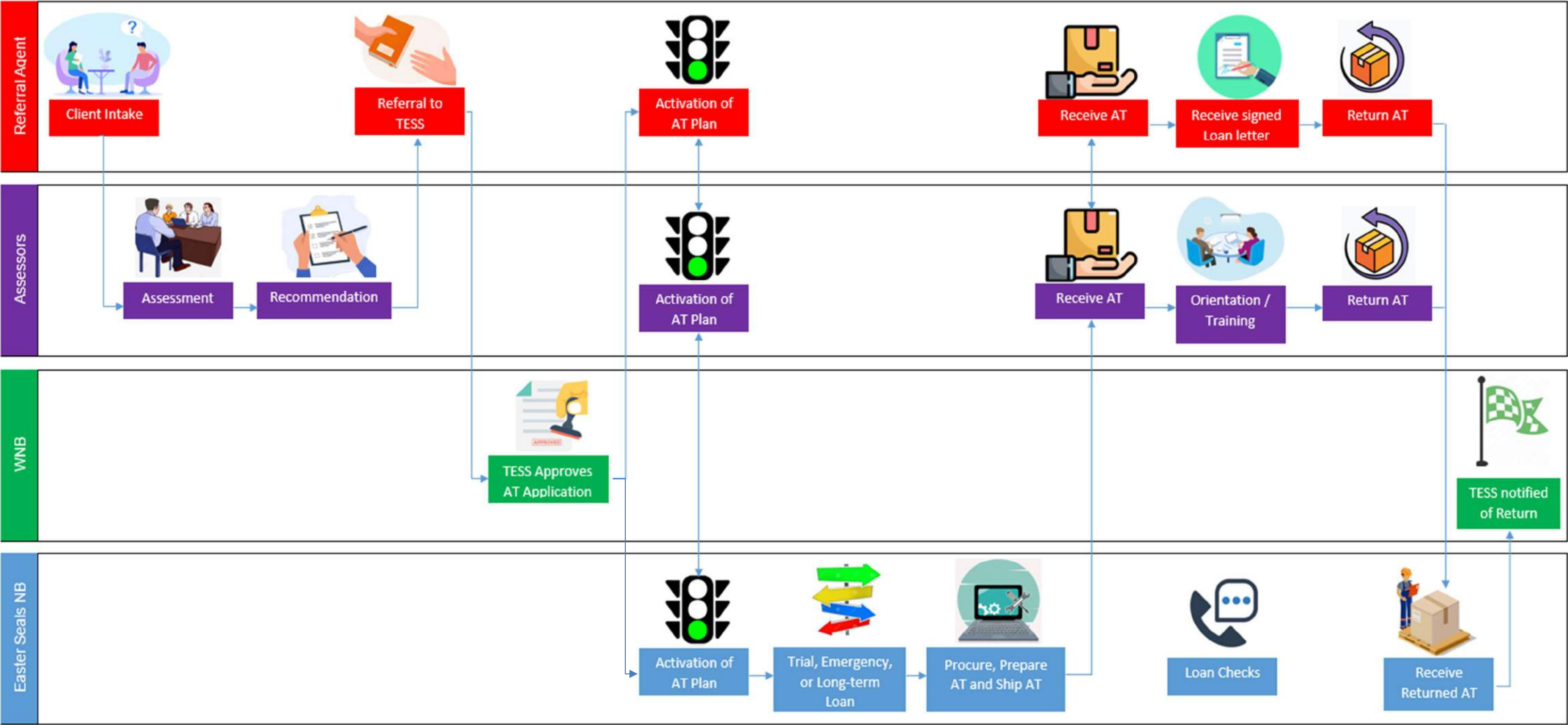
ESNB's new email for all applications and forms: **atloans-pretTA@easterseals.nb.ca**

Please note: This email is for incoming applications only. Any questions/inquiries should still go through the Client Coordinators' (CC) or AT Facilitator's (ATF) email.

GLOSSARY

| Term | Definition |
|--|---|
| A.T. | Assistive Technology |
| A.T. Plan | A plan developed by a qualified Assessor that details the A.T. recommended for a client, submitted to the Referral Agent, and included with the TESS Application. |
| ATF | Assistive Technology Facilitator at ESNB |
| CC | Client Coordinator at ESNB |
| EAS | Employment Assistance Services. |
| ESNB | Easter Seals New Brunswick |
| Loan Agreement Kit | ESNB documents that provide information to the recipient of the loaned A.T., the Loan Agreement Letter that requires the client's signature, and Care of Your Technology information sheet. |
| NS | Neil Squire |
| WorkingNB A.T. Order Summary Form | A WorkingNB form that details each piece of technology that is recommended by a qualified Assessor for a client, and accompanies the TESS Application. |
| P# | Prefix of the inventory number of the A.T. in the database |
| PSE | Post-Secondary Education |
| Psych Ed | Psycho-Educational Assessment |
| R# | ESNB client identification number |
| RA | Referral Agent |
| Return Letter | ESNB letter for clients who have not returned their A.T. once it is no longer being used for its intended purpose. |
| SCCR | Stan Cassidy Centre for Rehabilitation |
| Spec Sheet | An ESNB form that details all pre-authorized A.T. available for loan to clients who have an approved TESS Application. |
| TESS | Training and Employment Support Services |
| WNB | WorkingNB |

A.T. LOAN PROGRAM AT A GLANCE



ESNB PETL AT Loan Program Process Flow Chart

CLIENT INTAKE

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

WORKFORCE CONSULTANT

COMMUNICATION:

During the intake process, the RA and the Assessor coordinate services to the client.

CLIENT INTAKE

- RA meets with client to acquire information and contacts the Workforce Consultant to determine eligibility for TESS Program supports.
- RA completes in-house paperwork, verifies whether client has had or may require a Psych Ed. Assessment, and refers if required. If a Psych Ed. assessment is required, RA coordinates and refers client to appropriate psychologist.
- RA determines that the client may need A.T.
- RA refers client for an A.T. assessment with the appropriate Assessor and coordinates appointment. With consent, RA provides client and Assessor with a copy of the reports, i.e., Psych Ed. RA may attend assessment meetings.

ASSESSMENT

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

During the assessment process, the Assessor and RA coordinate assessment services to the clients. Assessors also communicate with ATF to acquire information such as costs for items not listed on the A.T. Spec Sheet (non-inventoried items) (Appendix A), opportunities for trial loans, emergency loans and shipment dates.

ASSESSMENT

- Assessors receive referrals from RAs for an A.T. assessment and schedule a session with client, accompanied by RA, if desired.
- WNB-approved Assessors perform assessment and begins A.T. Plan.
- Assessors determine the A.T. required by the client and type of loan.
- Assessors check the A.T. spec sheet for items in inventory that are recommended in the A.T. Plan.
- Assessors contact the ATF to acquire costs for items not listed on the specification sheet (reference: Procurement: Non-Inventoried Items). Disability Specialists may consult with ATF regarding the acquisition of A.T.

RECOMMENDATIONS

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

During the recommendation process, the Assessor and RA coordinate services to clients. Assessors also communicate with ATF to acquire costs for items not listed on the spec sheets (reference: Procurement: Non-Inventoried Items).

RECOMMENDATIONS

- Assessor aligns requirements of a client's disability, program of study, and place of employment to the recommended A.T. and prepares rationales.
- Assessor creates the A.T. Plan, completes the WorkingNB A.T. Order Summary Form (Appendix B), and sends both to RA.

REFERRAL TO TESS

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

During the referral process, the RA communicates with the Assessor and/or ATF for clarifications.

REFERRAL TO TESS

- RA reviews A.T. Plan, including rationales required under the TESS Supports Requested, Rationale section of the TESS Application.
- The WorkingNB A.T. Order Summary Form must be completed in order to process the application. Please include client's name, duration of study, and shipping instructions. When applicable use the Spec Sheet to enter the information on to the WorkingNB A.T. Order Summary Form.
- RA sends the TESS Application, A.T. Plan and the WorkingNB A.T. Order Summary Form to the Workforce Consultant.

TESS APPROVAL OF APPLICATION

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

WORKFORCE CONSULTANT

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

During the TESS approval process, the Workforce Consultant may communicate with the RA, Assessors, or ATF for additional clarifications of the TESS Application or A.T. Plan.

TESS APPROVAL OF APPLICATION

- Workforce Consultant verifies that recommended A.T. meets TESS Guidelines.
 1. Acquires missing or other required information from RA, Assessor, or ATF.
 2. Requests and receives amended TESS Application.
- Workforce Consultant approves or denies the application. If the application is approved or denied, the RA is notified. If approved, the RA initiates Activation of A.T. Plan. (Best practice is for the RA to forward the approval email with the paperwork to ESNB).

ACTIVATION OF A.T. PLAN

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC), Assistive Technology Facilitator (ATF)

COMMUNICATION:

During the activation process, CC and ATF communicate with the RA and Assessors. CC communicates with ATF, RA, and Assessor that TESS Application has been received.

ACTIVATION OF A.T. PLAN

- ESNB (atloans-pretta@easterseals.nb.ca) receives the approved TESS Application and WorkingNB A.T. Order Summary Form from the RA.
- RA, Assessor, and ESNB activate the A.T. Plan.
- RA notifies the client (or employer, if applicable) the A.T. Plan has been activated.
- CC enters client information into the database, then notifies the ATF, RA and Assessor so the ATF can prepare A.T.

A.T. LOANS - TRIAL/BRIDGING/LONG TERM

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC), Assistive Technology Facilitator (ATF)

COMMUNICATION:

ATF communicates with RA and Assessor regarding availability of items and possible shipping dates.

A.T. LOANS: TRIAL/BRIDGING/LONG TERM

- ATF checks inventory on hand to determine if item(s) are available or if procurement is required.
- ATF notifies RA and Assessor of the status of the items to be loaned, whether they are new or re-loaned, whether or not all item(s) will be shipped at once, possible shipment date(s), and status of item(s) to be shipped later.
- ATF selects item(s) currently in inventory and configures it according to the client's needs
- ATF loans the item(s) to client in the ESNB database.
- ATF prepares Loan Kit (Appendix C) for client's signature.

Please note: The professionals working with the client must refer the client to an EAS Provider who will make application for bridge funding through TESS. TESS will fast-track applications that are approved.

A.T. LOANS - EMERGENCY

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC), Assistive Technology Facilitator (ATF)

WORKFORCE CONSULTANT

COMMUNICATION:

CC communicates with ATF, RA, and Assessor that TESS Application has been received. ATF communicates with RA and Assessor regarding availability of items and possible shipping dates.

A.T. LOANS - EMERGENCY

- The client, RA, or Assessor sends an email to ESNB and the Workforce Consultant, indicating the need for an emergency loan.
- The email outlines the problem in as much detail as possible and provides contact information in case the ATF needs to make telephone contact for more information.
- The Workforce Consultant needs to be advised of the request.
- If shipping the A.T. back to ESNB is required, the ATF will provide shipping information to the client, RA, or Assessor.
- ATF will give priority to this request.
- ATF reviews the client's original loan and attempts to match, as closely as possible, the A.T. that was originally loaned.
- ATF will prepare and ship the A.T., including a new loan agreement, to the client, RA, or Assessor.
- ATF will assess the returned A.T. and determine whether the A.T. should be repaired or discarded.
- In situations where the A.T. cannot be repaired, replacement A.T. will be provided to the client as soon as possible, including a new loan agreement.

Please note: It is important that the expectations regarding timeframes to complete this process are understood. It may take as long as 3 working days after ESNB receives approval to ship replacement A.T. to the client, RA, or Assessor.

A.T. LOANS – OUTSIDE EMERGENCY

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC), Assistive Technology Facilitator (ATF)

WORKFORCE CONSULTANT

COMMUNICATION:

CC communicates with ATF, RA, and Assessor. ATF communicates with RA and Assessor regarding availability of items and possible shipping dates.

A.T. LOANS – OUTSIDE EMERGENCY

- The client, RA, or Assessor sends an email to ESNB and the Workforce Consultant, indicating the need for an emergency loan.
- The email outlines the problem in as much detail as possible and provides contact information in case the ATF needs to make telephone contact for more information.
- The Workforce Consultant sends approval for a new loan.
- ATF will give priority to this request.
- ATF will prepare and ship the A.T., including a new loan agreement, to the client, RA or Assessor.
- The client will proceed through the A.T. loan process. The A.T. will be provided to the client as an emergency loan.

PROCUREMENT: WNB INVENTORY

ORGANIZATIONS AND STAFF:

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

Communication for the purchase of new A.T. is internal within ESNB.

PROCUREMENT: WNB INVENTORY

- ATF determines that A.T. needs to be purchased for the inventory (i.e., unable to fulfill a request to loan or depleted/low in-house inventory level(s).
- ATF places order for new A.T.
- ATF receives ordered A.T.
- ATF enters A.T. into the ESNB database.
- ATF engraves inventory number and tags all item(s) immediately after entering into the ESNB database (including AT Help Desk sticker).

PROCUREMENT: WNB INVENTORY NON-INVENTORIED ITEMS

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

Communication for this procurement process (non-inventoried items) is between Assessor and ATF.

In line with TESS Guidelines and ESNB's standard operating procedures, two quotes will be sourced, whenever possible, for any inventory items procured. Quotes will be kept on file at ESNB's office for a period of time as determined by WNB Central Office. ESNB will ensure that items procured for the inventory will be scrutinized for return on investment (ROI) factors such as benefits, value, time, durability, and longevity. ATF and Assessor will communicate to ensure that the most appropriate A.T. is provided to the client.

PROCUREMENT: WNB INVENTORY NON-INVENTORIED ITEMS

- ATF receives a request from an Assessor to price A.T. that is not listed on the spec sheet.
- ATF contacts vendors for the non-inventoried item(s) and secures two quotes, whenever possible.
- ATF provides the best price option to the Assessor.

PREPARE A.T.

ORGANIZATIONS AND STAFF:

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

All communication for preparing the A.T. are internal to ESNB unless additional information is required from the RA and/or Assessor by the ATF.

PREPARE A.T.

- ATF selects all approved A.T. items from inventory.
- ATF configures A.T. in accordance with recommendations on the WorkingNB A.T. Order Summary Form and contacts RA and/or Assessors for clarifications, if necessary.
- ATF tests configurations and passwords.
- ATF prints and reviews the Loan Agreement before shipping.

SHIP A.T.

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

ATF will communicate with the RA and Assessors.

SHIP A.T.

- ATF ships the A.T. according to RA or Assessor's instructions from the WorkingNB A.T. Order Summary Form.
- ATF notifies RA and Assessor via email the shipping date and expected delivery.

RECEIVE A.T.

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

ATF communicates with RA and Assessors.

RECEIVE A.T.

The RA or Assessor will perform the tasks below:

- RA and Assessor receives an email from ATF notifying them that the A.T. has been shipped
- If A.T. is shipped to the RA or the Assessor, they unpack the A.T. and verify contents of the shipment per the Loan Agreement and notifies ESNB if item(s) are missing or damaged.
- RA or Assessor coordinates meeting with client to deliver A.T. and schedule orientation and training.
- RA or Assessor reviews documents with client and obtains signature(s) on the Loan Agreement.
- RA or Assessor sends the signed Loan Agreement to ESNB within one working day. *NOTE: If Assessor receives A.T., the Assessor will fax copies of the signed Loan Agreement to the RA.*
- RA retains copies of the Loan Agreement and instructions for returning the A.T.

LOAN CHECKS

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Client Coordinator (CC); Assistive Technology Facilitator (ATF)

COMMUNICATION:

Communication for the loan check process is between CC and RA, and possibly between the CC and Assessor, only when necessary. CC notifies ATF of any change in status of client's use of A.T.

LOAN CHECKS

- CC decides on appropriate timing for individual or group Loan Checks.
- CC generates Loan Check from the database and sends to RA or to the Assessor, if necessary.
- CC documents questions or problems, and communicates client concerns via email to the appropriate person. *NOTE: RA and Assessors must report any change in status (i.e., withdrawal from program, change in contact information) to CC and ATF.*

RETURN A.T.

ORGANIZATIONS AND STAFF:

ASSESSORS: WNB-Approved including: Assistive Technology Specialists, Augmentative Communication Specialists (includes SCCR), Disability Specialists, Vision Rehabilitation Specialists

REFERRAL AGENT: EAS Service Providers (RA)

ESNB: Assistive Technology Facilitator (ATF)

COMMUNICATION:

RA, Assessor, or client communicate with ATF during the return process.

RETURN A.T.

- Client finishes studies/work placement.
- Client, RA, or Assessor notifies ATF that client is no longer using A.T. and needs to be returned.
- ATF arranges a return method with client, RA, or Assessor:
 1. Box and ship A.T. directly to ESNB
 2. Drop A.T. off at ESNB
 3. Drop A.T. off at a Neil Squire office
 4. Drop A.T. off with RA
- ESNB contacts client, RA, Assessor, and Workforce Consultant when A.T. is received.

BELOW ARE DETAILED STEPS TO THE FOUR RETURN METHODS:

1. Box and ship A.T. to ESNB

- A.T. is packaged for shipping, using either the original shipping materials or new boxes and packaging.
- Client, RA, or Assessor contacts ATF and informs them of the package dimensions: height, length, width, and weight.
- ATF sends prepaid shipping slip to client, RA, or Assessor.
- Package can be placed in a mailbox, or if too large to fit, taken to any Canada Post location.

2. Drop A.T. off at ESNB

- Client drops A.T. off at ESNB office.

3. Drop A.T. off at a Neil Squire office

- Contact Neil Squire (1-866-446-7999) to arrange for drop-off.

- Client drops A.T. off at the NS office.
- NS will follow the steps in option 1 or 2.

4. Drop A.T. off with RA

- Client drops A.T. off at the RA's office.
- RA follows the steps in option 1 or 2.

***NOTE: All peripherals such as cables, chargers, adapters, dongles etc. need to be returned.
Non- recyclable items such as headphones do not need to be returned.***

GUIDELINES

Administrative Rights:

All administrative rights will be retained and maintained by ESNB. For changes or for additional software additions that are cost-free, assessors may be given the administrative password to update these changes. For any changes that have a cost, this must be done by the ESNB's A.T. Facilitator. Please note: an administrative password is for a one-time use only and is to be destroyed after it has been used for its intended purpose.

Amendments to TESS Applications:

Amendments to previously approved TESS Applications for new or replacement A.T. may be received and processed. Clients who have existing loaned A.T. will be required to return it before replacement A.T. is loaned. New A.T. will be loaned following the regular process.

Assistance Returning A.T. to ESNB:

If a client requests assistance in returning their A.T. to ESNB, either the RA or the Assessor may assist the client in returning their A.T. The RA or Assessor may perform all or some of the tasks listed in the procedure entitled *Return A.T.* NOTE: If the client contacts the Assessor for assistance, the Assessor and RA will communicate and determine who can best support the client during the return process.

In the event that a client does not return their A.T., a Return Letter (Appendix D) will be sent from ESNB.

Changes / Updates in Client Contact Information:

All professionals who serve clients will be required to communicate changes and/or updates in client contact information to ESNB.

Confidentiality / Electronic Communications:

All electronic communications regarding clients will include only the TESS Application Number followed by the client's initials, i.e., #P123456 JB, and not client names.

Partial Shipments:

When partial shipments are made, only items in that shipment will be detailed on the Loan Agreement Letter. An additional Loan Agreement Letter will accompany any future shipments. Therefore, a client must sign a Loan Agreement Letter for each shipment.

Trial Loans:

The duration for trial loans will be two months. Trials may be extended by consulting with ESNB.

APPENDIX A - SPEC SHEET



New Brunswick
Nouveau Brunswick
Serving people with disabilities since 1966
Au service des personnes handicapées depuis 1966

A.T. Loan Program Specification Sheet

| Laptop | Features | Cost (Capped) |
|---|--|--|
| Standard Configuration | | |
| Processor | Intel Core i5 | |
| Operating System | Windows 10 Pro / Windows 11 Pro | |
| Display | 14" or 15.6" Screen | |
| Memory | 16GB RAM | |
| Storage | 256GB SSD (standard) | 14" - \$1,295 15.6" - \$1,349 |
| | 512GB SSD | 14" - \$1,429 15.6" - 1,399 |
| Processor | Intel Core i7 | |
| Operating System | Windows 10 Pro / Windows 11 Pro | |
| Display | 14" or 15.6" Screen | |
| Memory | 16GB RAM | |
| Storage | 512GB SSD | 14" - \$1,690 15.6" - \$1,599 |
| <i>Intel Core i5 is the standard configuration. Intel Core i7 only when required by program specifically.</i> | | |
| Large Screen Configuration | | |
| Processor | Intel Core i7 | |
| Operating System | Windows 11 Pro | |
| Display | 17.3" Screen | |
| Memory | 16GB RAM | |
| Storage | 512GB SSD | \$ 1,699.00 |
| Macbook Air | | |
| Processor | Apple M1 chip 8-core CPU | |
| Operating System | MacOS | |
| Display | 13.3" Screen | |
| Memory | 16 GB RAM | |
| Storage | 256GB SSD (Standard) (7core GPU) | \$ 1,549.00 |
| | 512GB SSD | \$ 1,799.00 |
| Processor | Apple M2 chip 8-core CPU | |
| Operating System | MacOS | |
| Display | 13.6" Screen | |
| Memory | 16 GB RAM | |
| Storage | 256GB SSD (Standard) (8core GPU) | \$ 1,699.00 |
| | 512GB SSD (10core GPU) | \$ 2,099.00 |
| <i>Apple M1 chip is the standard configuration. Apple M2 only when required by program specifically.</i> | | |
| Other Devices | Features | Cost (Capped) |
| IRIScan Book 5 Wifi | Scan books and magazines anytime, anywhere | \$ 210.99 |
| IRIScan Mouse | All-in-one full-featured scanner and mouse | \$ 97.98 |
| IRIScan Desk 5 Pro | Portable desktop scanner | \$ 384.48 |

A.T. Loan Program Specification Sheet

| | | |
|--------------------------------|---|-----------|
| Livescribe Echo 2 Smartpen 2GB | Record everything you hear, say, and write, while linking your audio recordings to your notes. Quickly replay audio from your Livescribe paper or a computer with a simple tap on your handwritten notes. It's never been easier to take notes and stay organized | \$ 210.00 |
| Livescribe Smartpen Symphony | Simply write with Symphony smartpen on any Livescribe notebooks and watch all your handwritten thoughts, ideas, and notes get an instant digital makeover using the free Livescribe+ App | \$ 160.00 |
| Livescribe Notebooks | Single Subject Notebook, 4-Pack | \$ 59.99 |
| C-Pen Reader | A robust, portable, pocket-sized reading pen that reads text out loud with a human-like digital voice. | \$ 300.00 |
| C-Pen Connect | The C-Pen Connect is the next generation of text readers. Featuring Bluetooth technology, you can effortlessly scan words or lines of text straight to your smartphone, tablet or computer. | \$ 185.00 |
| Scientific Calculator | To help with math calculations | \$ 21.49 |
| Samson Go Microphone | clip-on mic USB | \$ 72.54 |
| Visual Timer | To assist with staying on task when doing work at home. | \$ 22.99 |
| Printer | HP Deskjet 3755 | \$ 124.99 |
| Visual Timer | To help with time management and focus | \$ 22.99 |

| Software | Features | Cost (Capped) |
|----------------------------|---|---|
| Inspiration 10 | For visual mapping, outlining, writing and making presentations | \$ 128.00 |
| Antidote 11 (permanent) | The classic version of Antidote, for one user, that can be installed locally on any Windows or Mac computer. Comes in English, French, or both. | \$129.95 EN OR FR \$198.95 for both |
| Antidote+ (per year) | Yearly subscription. Ideal for students with less than 3 years program duration | \$ 59.95 |
| Grammarly (per year) | From grammar and spelling to style and tone, Grammarly helps you eliminate errors and find the perfect words to express yourself. | \$ 144 (USD) |
| WordQ Pro (per year) | Write better with more confidence and independence (preferred if installed to client's computer) | \$ 149.00 |
| Office Home & Student 2021 | One-time purchase (Included: Word, Excel, PowerPoint) | \$ 169.00 |

A.T. Loan Program Specification Sheet

| | | |
|--|--|--|
| Office 365 Personal (yearly) | Annual Subscription (Includes Word, Excel, PowerPoint, Outlook, OneNote, Publisher-PC only, Access-PC only). Services: OneDrive Microsoft Skype | \$ 79.00 |
| ZoomText Magnifier/Reader | A fully integrated magnification and reading program tailored for low-vision users. It enlarges and enhances everything on your computer screen, echoes your typing and essential program activity, and automatically reads documents, web pages, email. | \$ 795.00 |
| Read & Write (per year) | Annual Subscription. Read&Write is a big confidence booster for anyone who needs a little support with their reading and writing, at school or in the workplace | \$ 150.00 |
| Quizlet Plus (per year) | Quizlet Plus now has explanations, personalised study paths, and customisable flashcards. Sign up for Quizlet Plus today! Featuring expert-verified explanations. Customizable Resources. Accessible On Any Device. Seven Unique Study Modes. Curated Content. | \$ 59.99 |
| Kurzweil 3000 (standalone for Windows) | Kurzweil 3000 for Windows provides the most comprehensive suite of supports for struggling students; including reading, writing, study skills, and test taking. Here are some of the key features that are central for helping students become independent learners. | \$ 1,605.00 |
| Glean (Subscription) | Glean note taking boosts your ability to learn and build knowledge from class. Glean's note taking solution records audio notes so you can capture and learn from information more effectively. | \$180 - 1 year \$455 - 3 year \$616 - 4 year |
| Snap & Read (monthly only) | Snap&Read is the Next-Generation reading tool that can cover the most diverse reading needs. Features: Read Aloud - Listen to text as it's read aloud across websites, PDFs, and Google Drive. It also reads in other languages. | \$ 3.99 (USD) |
| Otter AI Pro (per year) | Otter turns your voice conversations into smart notes that you can easily search and share. You can use it to take notes at your meetings and interviews, capture your thoughts and ideas while you're driving in the car, and transcribe your existing recordings and podcasts. | \$ 99.99 (USD) |

A.T. Loan Program Specification Sheet

| iPad 10.2" | Feature | Cost (Capped) |
|---------------------------------------|--|---------------|
| 64 GB (WiFi only) | 10.2-inch New iPad (Options: Space Grey, Silver, Gold) - Supports Apple Pen (1st Gen) | \$ 429.00 |
| 256 GB (WiFi only) | 10.2-inch New iPad (Options: Space Grey, Silver, Gold) - Supports Apple Pen (1st Gen) | \$ 629.00 |
| Logitech Slim folio Keyboard and Case | Enjoy comfortable typing anywhere you take your iPad. This all-in-one case is easy to use and carry around, all while keeping your iPad safe from bumps and scratches. | \$ 129.99 |
| Logitech Crayon Digital Pencil | Unleash what's possible in your classroom. Crayon empowers students to write, draw, create, and learn however they do best. | \$ 89.99 |
| Apple Pencil | 1st Generation compatible to iPad 10.2 inch and iPad 10.9 inch | \$ 129.00 |

| iOS Apps | Feature | Cost (Capped) |
|-------------------------------|---|---------------|
| Proloquo2Go | Speak up with symbol-based AAC | \$ 349.99 |
| Predictable | Designed for literate individuals who have lost the ability to speak | \$ 199.99 |
| Notability Plus App (yearly) | Powerful, yet wonderfully simple note-taking and PDF annotation. | \$ 15.99 |
| Inspiration Maps VPP | The most intuitive and powerful visual learning app | \$ 13.99 |
| iWordQ Pro CA or CF | An easy-to-use writing and reading application to assist struggling writers and readers. | \$ 34.99 |
| iWordQ Pro CA + CF | Canadian English & French Bundle | \$ 53.99 |
| Good Notes 5 | Transform your Mac/iOS into smart digital paper and a powerful document management system. | \$ 9.99 |
| Voice Dream Reader (per year) | Voice Dream Reader lets you listen to PDFs, Web pages, and books using text-to-speech. | \$ 99.99 |
| Voice Dream Scanner | Scan paper documents with the camera and recognize text. Listen using built-in text-to-speech | \$ 12.99 |

| Earpieces | Feature | Cost (Capped) |
|---------------------------------------|-----------------|---------------|
| Listening Only (No Microphone) | | |
| Headphones | On-Ear | |
| | - Wired | \$ 50.00 |
| | - Wireless | \$ 50.00 |
| | Over-Ear | |
| | - Wired | \$ 50.00 |
| | - Wireless | \$ 50.00 |

A.T. Loan Program Specification Sheet

| | | |
|------------------|---------------|----------|
| Earphones | In-Ear | |
| | - Wired | \$ 50.00 |
| | - Wireless | \$ 50.00 |

| Listening & Interactive (with Microphone) | | |
|---|-------------------------|----------|
| Headsets | On-Ear | |
| | - Wired | \$ 50.00 |
| | - Wireless | \$ 50.00 |
| | - Noise Cancelling | \$ 99.00 |
| | Over-Ear | |
| | - Wired | \$ 50.00 |
| | - Wireless | \$ 50.00 |
| | - Noise Cancelling | \$ 99.00 |
| Earphones | In-Ear (Earbuds) | |
| | - Wired | \$ 50.00 |
| | - Wireless | \$ 50.00 |
| | - Noise Cancelling | \$ 99.00 |

APPENDIX B – ORDER SUMMARY FORM



New Brunswick
Nouveau Brunswick
Serving people with disabilities since 1900
Au service des personnes handicapées depuis 1900

65, rue Brunswick Street, Fredericton, N.-B., E3B 1G5

Tel: 506-458-8739
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
Web: www.easterseals.nb.ca



WorkingNB AT Order Summary Sheet

| Item Name | Description | Qty | Cost | Remarks/Others |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Client Name: _____

Date: Click or tap to enter a date.

Duration of Study: MMM-yyyy to MMM-yyyy

Shipping Instructions: _____

Assessor's Name: _____

|

Please send your complete application and forms to: atloans-pretTA@easterseals.nb.ca

APPENDIX C – AT LOAN KIT



65, rue Brunswick Street, Fredericton, N-B., E3B 1G5

Tel: 506-458-8730
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
Web: www.easterseals.nb.ca

PETL A.T. Loan Program Information Sheet

To: {{client.name}}

Referrer: {{loan1.referrerName}}

From: Oliver Barrientos

This loan kit has 3 documents designed to provide information to you regarding the A.T. on loan for your studies or course training placement. Please review all documents carefully:

PETL A.T. Loan Agreement:

The loan agreement enclosed lists each piece of A.T. included in your shipment. Check each item carefully as you unpack. Please sign the PETL A.T. Loan Agreement and return to ESNB within one working day of receiving the A.T. You may fax or email the form back to ESNB at 1-506-457-2863 or at_facilitator@easterseals.nb.ca. Receipt of this agreement by ESNB confirms that you received all A.T. in good working order. You and the RA should keep a copy for future reference. If the A.T. was sent to the Assessor, please ensure a signed copy of the agreement is provided to the RA.

Caring for Your A.T.:

This sheet is for you to keep. It provides useful tips for caring for the A.T. ESNB's office will contact your Referral Agent on a regular basis to check on the status of your studies and the A.T. Additional information regarding repairs and maintenance may be obtained by calling ESNB at 1-888-280-8155.

You may contact the AT Help Desk at Neil Squire for technical support by calling toll-free 1-855-450-3287 or emailing ta-atsupport@neilsquire.ca.

Instructions for Returning Your Loaned Equipment:

The gold sticker on the A.T. has contact information for ESNB. When I am ready to return the A.T., I will contact ESNB toll-free at 1-888-280-8155, or by email at at_facilitator@easterseals.nb.ca. ESNB staff will arrange for the return of the A.T. at no cost to me. By returning the A.T., I may become eligible to borrow A.T. in the future should I decide to go back to school or obtain employment.



65, rue Brunswick Street, Fredericton, N.-B., E3B 1G5

Tel: 506-458-8730
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
Web: www.easterseals.nb.ca

PETL A.T. Loan Agreement

Client Name: {{client.name}} Client ID No.: {{client.clientNumber}} Contract No: {{client.fcsNumber}}

Items Loaned:

| Equipment | Number | Loan Date |
|-------------------------|---------------------------|---------------------------|
| {{loan1.equipmentItem}} | {{loan1.equipmentNumber}} | {{loan1.date.date.short}} |
| {{loan2.equipmentItem}} | {{loan2.equipmentNumber}} | {{loan2.date.date.short}} |
| {{loan3.equipmentItem}} | {{loan3.equipmentNumber}} | {{loan3.date.date.short}} |
| {{loan4.equipmentItem}} | {{loan4.equipmentNumber}} | {{loan4.date.date.short}} |
| {{loan5.equipmentItem}} | {{loan5.equipmentNumber}} | {{loan5.date.date.short}} |
| {{loan6.equipmentItem}} | {{loan6.equipmentNumber}} | {{loan6.date.date.short}} |
| {{loan7.equipmentItem}} | {{loan7.equipmentNumber}} | {{loan7.date.date.short}} |
| {{loan8.equipmentItem}} | {{loan8.equipmentNumber}} | {{loan8.date.date.short}} |

TERMS AND CONDITIONS

1. This A.T. is on loan to me from ESNB and funded by the Government of New Brunswick's Department of Post-Secondary Education, Training, and Labour (PETL) and was delivered to me in good working order.
2. I understand that the A.T. provided may either be new or previously used.
3. I agree to take proper care of the A.T., operate it safely, and not abuse or misuse the A.T. in any way.
4. I will call ESNB regarding any repairs or maintenance that may be required.
5. I understand that ESNB will contact the RA to verify the status and condition of the A.T.
6. I agree to return A.T. to ESNB once I complete my studies or training placement.
7. I agree to reimburse ESNB the full amount of the cost of the A.T. should I decide not to return it to ESNB.

The gold sticker on the A.T. has contact information for ESNB. When I am ready to return the A.T., I will contact ESNB toll-free at 1-888-280-8155, or by email at at_facilitator@easterseals.nb.ca. ESNB staff will arrange for the return of the A.T. **at no cost to me.**

I agree to these Terms and Conditions.

Signature of Client: _____ Date: _____

Signature of Witness: _____ Date: _____



65, rue Brunswick Street, Fredericton, N.-B., E3B 1G5

Tel: 506-458-8730
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
Web: www.easterseals.nb.ca

Caring For Your A.T.

Hardware:

- Accidents can be avoided!
 - Keep food and drink away from the A.T. and use in safe areas away from temperatures that are very cold or very hot and keep the A.T. out of reach of children or pets.
- Use a computer case!
 - If you transport the A.T. from school to home you might want to invest in a back pack/carrying case to prevent damage.
- Keep the A.T. plugged in to an electrical outlet.
 - Use the battery only when necessary as every time you recharge your battery, it reduces the life span.
- Use the A.T. under good conditions.
 - Put the A.T. on a clean, flat surface and make sure its vents are clear, not blocked by dirt or objects.
- Clean the A.T. often.
 - Do not spray A.T. with any liquid. Turn the A.T. off and use a lightly damp cloth to clean. Focus on the keyboard, vents, and screen. Be sure to remove any dirt, oil, and residue.
- Be careful when plugging items into the A.T., such as headphones and USB devices, etc.
 - Pay attention to the locations where each of these fit, and compare it to the shape and size of the item's connector before plugging in.
- Placing things on top of the A.T. can cause damage.
 - Items such as cellphones, books, dishes, or clothes can push a laptop screen into the keyboard and cause damage.
- Shut down the A.T. every few days. Turning off your A.T. for 15 minutes will allow it to rest and reset.
- Lift and/or hold the laptop computer by the base.
 - Lifting a laptop by the screen alone could damage the screen or the hinges that attach it to the base.
 - Screens can be scratched easily, or damaged by direct pressure.
 - Never shake the laptop or turn it upside down while it is powered on.

Software:

- Keep your programs and operating system up-to-date.
- Close programs that you are not using. Each program that you run uses memory and power from your A.T.

For routine maintenance, you may contact the Assistive Technology Facilitator at ESNB by e-mail at at_facilitator@easterseals.nb.ca or call 1-888-280-8155.

For technical assistance, you may contact Neil Squire Helpdesk by email at ta-at-support@neilsquire.ca or by calling toll free 1 855-450-3287.

APPENDIX D – RETURN LETTER



65, rue Brunswick Street, Fredericton, N.-B., E3B 1G5

Tel: 506-458-8739
Fax: 506-457-2863
E-mail: info@easterseals.nb.ca
Web: www.easterseals.nb.ca

PETL A.T. RETURN LETTER

{{client.name}}
{{client.mailingAddress1}}
{{client.mailingCity}},
{{client.mailingProvince}}
{{client.mailingPostalCode}}

{{now.date.long}}
Phone Number:

Equipment: {{loan1.equipmentItem}}
 {{loan2.equipmentItem}}
 {{loan3.equipmentItem}}
 {{loan4.equipmentItem}}
 {{loan5.equipmentItem}}
 {{loan6.equipmentItem}}
 {{loan7.equipmentItem}}
 {{loan8.equipmentItem}}

Number: {{loan1.equipmentNumber}}
 {{loan2.equipmentNumber}}
 {{loan3.equipmentNumber}}
 {{loan4.equipmentNumber}}
 {{loan5.equipmentNumber}}
 {{loan6.equipmentNumber}}
 {{loan7.equipmentNumber}}
 {{loan8.equipmentNumber}}

Dear {{client.firstName}}:

The above A.T. has been loaned to you through the Easter Seals New Brunswick (ESNB) PETL A.T. Loan Program. As previously agreed, when you are no longer enrolled in school or in a place of employment, you will return the A.T. to ESNB.

I am enclosing a copy of the PETL A.T. Loan Agreement you signed, stating that if you should leave your studies or your work placement, you would return the A.T. to ESNB. Returning the A.T. ensures that should you decide to return to school in the future and apply to TESS, you may once again be eligible for a loan through this program.

The A.T. on loan to you is valued at approximately \$ __, ____, so you must return the A.T. or pay the amount immediately. If you are returning the A.T., please ensure you return chargers, adapters, cases, and other accessories provided for the A.T. Items such as headphones and earbuds are personal, therefore, non-recyclable and do not have to be returned.

Please contact your Referral Agent, or the person listed below to arrange for the return of the A.T.

Oliver Barrientos
Assistive Technology Facilitator
Tel: 506-206-9530
Email: at_facilitator@easterseals.nb.ca

ENCL: Copy of your signed PETL A.T. Loan Agreement

Updated: Nov 30 2022

APPENDIX E – CSG GUIDELINES

Guidelines for CSG students requesting A.T. through the PETL A.T. LOAN Program

HOW IT AFFECTS THE A.T. LOAN PROCESS

- Clients, in conjunction with their Referral Agent (RA) or Assessor, should contact Easter Seals New Brunswick (ESNB) for the A.T. spec sheet, which provides prices of A.T. currently in the ESNB inventory. This will help ensure that their submission reflects the prices of all the A.T. required.
- Some clients would require A.T. before their funds are dispersed. The A.T. is then loaned on a short-term basis until the client receives their funding. This is referred to as a "Bridging Loan"
- The PETL AT Loan Program is set up to loan, return, refurbish and then re-loan. A.T. for clients is selected based on the inventory at the time of application (Inventory is listed on the A.T. spec sheet)
- The client should receive written notification from the National Student Loan Service Centre, confirming the amount of the grant as well as a date of dispersal.
- The client would need to decide to purchase the A.T. on loan to them from ESNB or purchase their A.T. elsewhere.
- ESNB can sell the A.T. on loan to the CSG client, including non-recyclable items, provided the A.T. on loan are new.
- If the client decides to purchase the A.T., the client must contact ESNB for a detailed price list, at which time ESNB will also provide the various accepted modes of payment.
- **PLEASE NOTE: It is not mandatory for clients to purchase the A.T. they have on loan.**
However, if there is any indication of intent, this should be made clear when the application is submitted.
- If the client decides not to purchase the A.T., they will have 10 days from the receipt of their funds to arrange the return of the A.T. back to ESNB.
- Purchasing & providing "non-inventoried" A.T., (A.T. not listed on the spec sheet) can be done by ESNB with the hopes that the client shows intent to buy their A.T. when they receive their funding.
- In short, ESNB is expecting within a 25-day period, one of two outcomes:
 - Return the A.T. to ESNB
 - Payment for the A.T. is made to ESNB.



