



New Mexico Technology Assistance Program  
Device Loan Program  
**POLICY & PROCEDURES FOR DEVICE LOANS**

6.13.17  
2 pages

New Mexico Technology Assistance Program (NMTAP) is a program under the Governor's Commission on Disability. Loans of any devices serve as a trial of equipment prior to purchasing, a temporary replacement of a device in repair, or a short term accommodation allowing independent completion of activities in daily school, work and/or home life. Devices are loaned to anyone with any disability statewide and it is important that the person is working with a professional or qualified person to assist in use of any loaned equipment.

**Loans of equipment from the Device Loan Program are made on a first come, first served basis for a period of 30 days.** Software is loaned on a device due to respect for proprietary licenses. Borrowed items must be returned at the end of the loan period, unless prior arrangements have been made to extend the loan for a longer period.

NMTAP ensures that all loaned devices are fully functional at the time of the loan and that all related peripherals are enclosed. We provide requested equipment, if available, to the school, agency, or client within 5-10 business days of receipt of the completed application/loan agreement. If a device is not immediately available, the individual(s) will be placed on a waiting list for the next available device. We maintain an inventory of devices to meet a wide array of needs. We will be responsive to questions, concerns and needs that are related to the program and assistive technology statewide.

**Borrower assumes full responsibility of the equipment loaned.** The Borrower may be a professional (i.e.: therapist, counselor, teacher, service provider, or qualified AT specialist) assisting the User (person with a disability), family member or the User (the person with a disability). If a professional is requesting a device loan for more than one client, please complete an Application/Agreement for each one. Both Borrower will abide by these rules and obligations. Also any user of the equipment must also follow the rules if not primary borrower:

1. Borrowers must confirm upon receipt that all items loaned are included as listed on paperwork. A copy of the signed agreement and application is included when equipment is picked up or shipped and shall be kept with the borrower(s) until all items are returned. The original documents are kept at NMTAP.
2. Borrowers must care for the equipment appropriately, keep it safe at all times and use it in non-smoking environments only. No eating / drinking on or around the equipment as applicable.
3. Borrowers must contact the Device Loan Program at 505-841-4464 if any of the following occur:
  - a. Components listed on the enclosed loan agreement are missing upon receipt
  - b. Device is stolen \*\* Local police must be contacted, a police report filed and a copy sent to NMTAP.
  - c. An equipment breakage or malfunction occurs during the loan.



**Governor's Commission on Disability / NM Technology Assistance Program**

**625 Silver Ave. SW, Suite 100B, Albuquerque, NM 87102**

**Ph: 505-841-4464 • Fax 505-841-4467 • <http://www.tap.gcd.state.nm.us>**

***For more information or questions contact us or call GCD toll free (in NM only) 1-877-696-1470***

4. Borrowers must complete an evaluation form when returning the equipment. If the form originally provided with equipment is misplaced, obtain one from the NMTAP website.
5. Borrowers are responsible for returning all devices and peripheral items loaned including a copy of the loan agreement with list of items. Drop off of equipment at any NMTAP location is preferred, but if this is not possible please use the return FED EX ground-shipping label provided.
6. Borrowers may be held responsible for loss of equipment or damage to the loaned equipment due to misuse, abuse, or neglect while the equipment is on loan and in the Borrowers possession.
7. It is illegal to copy or distribute any software on loaned device through the device loan program.
8. **Failure to comply with the above listed responsibilities may result in loss of future access to the Device Loan Program, in addition to applicable financial liability.**

We require an evaluation of the equipment loaned so that we can better serve persons with any disability statewide. **Please follow the directions below to access the Device Loan Program:**

**NMTAP MUST BE PROVIDED all of these via mailing address, email or fax as noted below:**

- Completed and Signed Application/Release of Information form for User(s) of equipment.
- Completed and Signed Loan Agreement (Page 1) / Borrower Rules & Obligations (Page 2).
- Documentation of prior evaluation that indicates the need for specific equipment, including:
  - An Individualized Plan of Employment (IPE) if working with DVR, current Individual Service Plan (ISP) if a DD Waiver or Centennial Care client, or a current Individual Education Plan (IEP) if working with a NM school system (*\*\*please indicate if the student is a transition student*).
  - A current independent AT evaluation by a qualified professional if a person with a disability is not involved in the above services.
- Contact information for any qualified Borrower assisting the User(s) of equipment:
  - DVR client must be working with a DVR Counselor, students must have Teachers and/or Therapists involved, DD Waiver clients must have Case Manager and/or Therapists involved and others with disabilities should have a qualified professional involved.



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