

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0882 (EFM)  
Effective Date: 01-01-18  
Person Responsible: Health Supports Coordinator

Subject: HSPR Loan Closet  
Last Revision: 08-16-2024

Approvals/Date:

*Brent Ober* 8/20/24  
Superintendent, WCBDD

Date

*Jouanne Hayward* 8/20/24  
Department Director/Coordinator

Date

**LOANED EQUIPMENT**

1. Referrals can be made by the Service and Support Administrator, Primary Service Provider, family, provider staff or self.
2. Screen or assessment may be necessary by a licensed practitioner to determine what equipment is appropriate.
3. HSPR Loan Closet Agreement: Equipment release for Loaned Items Form 03-ALL-ALL-0984 must be completed by WCBDD staff and signed by the person/guardian/staff receiving the equipment.
4. Equipment will be loaned on a first-come basis.
5. Equipment will be loaned for a period of up to 6 weeks or longer under extenuating circumstances.

**Universal Changing Unit**

1. Health Supports Coordinator will review requests and ensure that the request meets all requirements for unit loans.
2. Health Supports Coordinator will coordinate with Maintenance Supervisor to ensure delivery, setup, and pickup of the unit can be provided during the requested timeframe.
3. Health Supports Coordinator will coordinate with Custodial Supervisor to ensure cleaning of the unit can take place during the requested timeframe, as needed or requested.
4. WCBDD will obtain a Certificate of Insurance from the requesting entity to ensure that the unit is covered under their insurance policy for the duration that the unit is in their possession.
5. A representative from the requesting entity will complete the Equipment release for Loaned Items Form 03-ALL-ALL-0984 prior to taking possession of the unit.

**CONSUMABLE ITEMS:**

1. Product will be determined to be appropriate for use by a person served by a practitioner or Primary Service Provider.
2. Product individual/guardian/staff will sign HSPR Loan Closet Agreement: Equipment release for Consumable Items Form 03-ALL-ALL-0985.
3. Product distributed will be tracked by HSPR for inventory purposes and replenished as necessary.

**EQUIPMENT DONATED:**

1. Equipment will be inspected to ensure quality.
2. Equipment will be thoroughly sanitized.
3. Equipment will be added to the loan closet inventory spread sheet.

**EQUIPMENT RETURNED:**

1. Equipment that is returned will be inspected to ensure quality.
2. Equipment will be thoroughly sanitized.
3. Equipment will be returned to inventory to be loaned again.

Forms: 03-ALL-ALL-0984  
03-ALL-ALL-0985

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