

PROCEDURE

OVERVIEW: THE PROCESS BY WHICH VATP REVIEWS INVENTORY

Proper inventory management is essential to meeting the needs of our clients and ensuring equipment funding is adequately apportioned. Inventory management is an intensive activity that is best accomplished without distractions, so other duties will be reassigned or deferred during this period. This procedure defines how VATP will conduct this activity.

POLICY VATP INVENTORY REVIEW

VATP maintains substantial physical inventory at the following tryout centers and partner programs:

Waterbury, Rutland, Castleton, White River Junction, Burlington, and external programs. A list of external programs can be found in the drop-down list of Programs in AT4All.

Once or twice each year VATP will close a tryout center for 5-7 business days so the AT Specialist can perform an inventory check. During that period, the other tryout centers will remain open to cover any incoming requests for service.

VR referrals for the AT Specialist involved in inventory work will be deferred for the inventory period unless the client is in danger of immediately losing employment.

Inventory management is performed to confirm equipment is physically accounted for, in working order, and still valuable to our clientele.



State of Vermont
Vermont Assistive Technology Program

AT Specialists will confirm each item in inventory and will sort items to be repaired, donated to the Reuse program, and to be recycled by ADS or BGS surplus.

All items must be marked or put physically in a box indicating their status: broken to be repaired, inventory that can be donated to the Reuse program, items to be recycled by ADS or BGS surplus, or inventory that needs to be disposed of.

Items must be marked in a way that when it is time to carry out the task of recycle, repair, or donate, the items are still clearly marked for their next phase.

The VATP Director will make final determinations on questions that arise during inventory review.

If an item is to be replaced, the VATP Director will notify the AT Services Coordinator when an item is ok to reorder off the Wish List.

After inventory has been sorted by the AT Specialist, the AT Services Coordinator works with the AT Specialist in person or remotely to assist with identifying VATP program equipment for surplus recycling and reviews equipment that can be disposed of and in what manner. The AT Services Coordinator removes the list of items provided by the AT Specialist that will be removed from inventory.

For tryout centers who house an AT4ALL program at their tryout center, that tryout center is responsible for reviewing the physical inventory.

For external programs, staff located at that program will be responsible for annual review of VATP purchased physical inventory. The assigned representative of VATP contacts point person once per

year to ensure this is done. Missing equipment is to be reimbursed at the expense of the program or per the director's decision. The AT Services Coordinator will order replacement inventory per standard procedure.

Items no longer needed should be absorbed into the VATP inventory, location to be determined.

PROCEDURE

1. The AT Specialist, in consultation with the VATP Director, will decide what dates to be closed for inventory.
2. Adequate coverage for AT and VR services will be identified by the entire team.
3. Working from the current data in AT4ALL and item labeling, the AT Specialist will physically identify and confirm each piece of AT for their Tryout Center.
4. Items requiring additional action will follow the appropriate processes below.

Broken items

1. Determine if the item can be repaired.
2. The AT Specialist will contact the manufacturer to set up repair and return instructions.
3. The AT Specialist will "admin check out" the item with a repair note.
4. When the repair is received, the AT Specialist notifies AT Services Coordinator to check item back in.

5. If no repair can be made, the AT Services Coordinator removes the item and follows the disposal instructions.

Lost items

1. The AT Specialist tries to locate item with the last known client or any of the other TOCs.
2. If the item cannot be found, the AT Specialist will advise the AT Services Coordinator of the item's inventory number for removal.
3. The AT Specialist determines if the item should be replaced and, if so, adds it to the Wishlist.

Reuse Donations

1. The AT Specialist determines if the item still functions.
2. The AT Specialist contacts the AT Services Coordinator and informs them of the item's inventory number.
3. The AT Services Coordinator will put the item into the Reuse Program.
4. Reuse items will be kept at each TOC. When a request comes in for an item, they can be sent out by the AT Specialist.

Items that need to be recycled/disposed of:

1. Schedule a meeting between the AT Services Coordinator and AT Specialist to discuss the inventory to be disposed of/recycled. Determine if it is simple trash (can throw out at tryout center), needs specialized recycling (computer, iPad etc.,

will go to ADS.), can be sent on to surplus, or can be donated to Reuse.

2. The AT Services Coordinator can assist remotely with forms/items being shipped to BGS surplus and can assist with entering ADS tickets for iPads/computers to be picked up by ADS staff.
3. The AT Services Coordinator submits required recycle form to BGS surplus and confirms that items listed on form can be shipped to surplus. The AT Specialist ships items via UPS to surplus.
4. The AT Services Coordinator will remove item numbers from AT4All as final step.

External Program Inventory Review:

1. The assigned representative of VATP contacts the point person to request annual review of inventory.
2. Once the point person reports back, VATP representative alerts the AT Services Coordinator. Follow procedure for broken, missing, and no longer needed items.
3. The external program will be invoiced for replacement items.
4. Items identified as no longer needed will be absorbed into VATP inventory.