

COMPUTER LENDING PROCEDURE – MINNESOTA ONLY



Procedure Name:	COMPUTER LENDING PROCEDURE – MINNESOTA ONLY
Procedure Number:	002
Domain:	Information Technology (IT)
Approved By:	Tita Yutuc, President/CEO
Created/Written By:	Rich Petro, HR Director
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Date(s) of Revision:	
References:	Client Computer Loan Form

STATEMENT OF PURPOSE

This procedure covers the guidelines for loaning computers to clients at the Winona Franklin Street Building (FSB) location. The computers were made available at that location through a gift from the Winona Community Foundation.

AREAS OF RESPONSIBILITY

The Agency's Information Technology (IT) Consultant is responsible for preparing and identifying the computers loaned to clients from programs at the Franklin Street Building (FSB) Location. Treatment Providers (Case Managers; Therapists) at Winona FSB will be responsible for requesting computers to be given out to a client and also for determining when computers should be returned. The Minnesota State Director is responsible for maintaining the computer inventory locally and approving loan requests. The HR Director is responsible for updating and disseminating this procedure.

PROCEDURE

Treatment providers at FSB will request the loan of a computer to clients when it is the only way possible for a client to participate in remote services. A nominal deposit of \$20 will normally be requested, but the deposit can be waived if requested by the treatment Provider and Approved by the State Director. When lending a computer the following procedure will be followed.

The Treatment Professional will submit a request via email to the MN State Director stating the rationale for the loan, the potential time frame (when possible – often will be open ended) and a deposit waiver if circumstances warrant.

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The MN State Director will approve or not approve the request in writing. If approved, the State Director will include the Administrative Assistant (AA) on the approval email, and include the serial number of the computer the client will borrow. The MN State Director will maintain a local inventory of the computers available to be borrowed, and notate the borrowed computer on that inventory.

The Treatment Provider will confirm the approval to the client and instruct the client to see the AA to pick up the computer and bring \$20 for the deposit if not waived.

The AA will provide the computer to the client, collect the deposit and have the client sign the Client Computer Loan form before providing the computer. The AA will also provide instruction on how to operate the computer if the client chooses. If the client is not able to come into the office to sign the form and take possession of the computer, the Treatment Provider may deliver the computer to the client's residence and complete this step, including collecting the deposit if appropriate. The AA will provide the deposit and the completed form to the MN State Director.

The Treatment Provider will request the return of the computer in writing when the client is no longer using it to receive services and direct the client to return it to the AA. The Treatment Provider will copy the AA on the return request. The AA will make a second request in writing if the computer is not returned after 10 days. If the computer is not returned after 10 days following the second request the MN State Director will remove that computer from the inventory.

Upon receiving the computer from the client who borrowed it, the AA will retrieve the deposit – if applicable - from the State Director and complete the returned line on the lending form. The AA will then notify the MN State Director and the IT Consultant via email that a computer was returned and is ready to be evaluated. The IT Consultant will look over the returned computer, make any necessary changes, and if suitable to be borrowed again will return it to the MN State Director. The MN State Director will update the inventory upon receipt of the computer and make it available to be borrowed again. If the computer is not suitable for the borrowing inventory the IT Consultant will notify the MN

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State Director in writing that the computer will not be returned. The MN State Director will remove that computer from the inventory and notate that it is not serviceable.

GETTING HELP

The MN State Director should be contacted with any questions or needed assistance with this procedure