

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY**

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**Department:** Human Services-Waivered Services

**Policy Number:** HHS-HUM-WS 7501

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**Policy Title:** Device Checkout Program

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**Revision History:** New policy

**Revised by/Date:** Jennifer Ballinger

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**Approved by:**

**Date:**

Carmen Kalk, Executive Director of Human Services



3/7/22

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**Approved by:**

**Date:**

Nicole Anderson, Commissioner of HHS



3-16-2022

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**POLICY:** The Mille Lacs Band Human Services Waivered Services department provides tablets to pre-approved clients utilizing a device checkout program. The program is a privilege that can be withdrawn at any time if the policy details are not adhered to.

**POLICY DETAILS:**

**1. Eligibility and Availability**

- a. Devices may be checked out by pre-approved individuals 18 years and older with proper identification.
- b. Pre-approved individuals 17 years old and younger may only check out devices if a parent or legal guardian has signed the *Statement of Policy Agreement* and checks out the device on their behalf.
  - a. Adults checking out a device on behalf of a dependent will be responsible for lost, damaged, or stolen items.
- c. Individuals who owe fees from previous loss, damage or theft of a device are ineligible to use this service.
- d. Checkout period varies by department's discretion and availability.
- e. Only one device per individual may be checked out at a given time.
- f. Devices may be checked out from a Waivered Services staff member at the borrower's residence in certain approved cases.

**2. Rules for Borrowing**

- a. The borrower must present a valid ID. (Tribal or State)
- b. The borrower or the parent or legal guardian of a borrower under 18 years old must sign the *Statement of Policy Agreement* (in the presence of Waivered Services staff member) the first time they use this service. It will be kept on file and a note will be placed on the borrower's record to identify when the policy was signed.
- c. This policy will be in effect for all future checkouts, unless changes are made to the policy. At that time, the borrower or the parent or legal guardian of a borrower under 18 years old will need to sign a new copy of the *Statement of Policy Agreement*.
- d. At the time of checkout, a Waivered Services staff member and the individual will inspect the device together to make sure it is intact and functioning properly.

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- e. Borrowers may not install software on the devices. Permissions may be set-up on the device requiring an administrative password to install software.
- f. Devices that are 7 days overdue are considered lost and the individual will be charged the full replacement cost.

**3. Return of Waivered Services department electronic devices**

- a. The borrower must return the device directly to a Waivered Services staff member on duty between the hours of 8:00am-4:30pm. The device should not be left unattended.
- b. In cases, that the borrower has checked out a device from a Waivered Services staff member at their residence they will set up a time for pickup.
- c. The borrower should allow at least five minutes to inspect devices and equipment along with a Waivered Services staff member using a checklist to make sure all the parts are present, undamaged, and in working order.

**4. Fees and Liability**

- a. The borrower is responsible for a lost or stolen device and it is highly recommended the borrower be in possession of the device at all times.
- b. The borrower is fully responsible and fiscally liable for all costs associated with damage or loss to the device and the associated accessories during the period it is checked out.
- c. If a device is stolen, the borrower is responsible for reporting the theft to Waivered Services staff, submitting a police report with MLB Tribal Police department, and providing the Executive Director of Human Services with a copy.
- d. The Mille Lacs Band of Ojibwe Health & Human Services department is not responsible for damage to any removable drive or media (i.e. flash drive, SD card) or loss of data that may occur due to malfunctioning hardware or software.

<b>Department Procedures Attached?</b>	Yes
<b>Compliance - Posting Date</b>	3/16/2022
<b>Next Review - Due Date</b>	3/16/2025