



1. Information about the person	
Family name	Given names
Age: 0-5 ☐ 6-17 ☐ 18-39 ☐ 40-54 ☐ 55+ ☐	Gender: Male ☐ Female ☐ Other ☐
Address	Telephone
Communication partner	
Check: Is the communication partner present for the assessment?	Yes → Continue No → Discuss planning a new time to meet

2. Assessment interview			
Communication priorities			
Ask: What are three things you would like to communicate that you currently find difficult? <i>Discuss and decide with the person and their communication partner.</i>	1.		
	2.		
	3.		
Reading, spelling and language	Yes	No	
Ask the communication partner: Can you read individual words?	☐	☐	Yes → Continue. No → Assess ability using symbol assessment boards . Consider conversation support top page . Skip to section 3.
Ask the person: Can you spell out words?	☐	☐	Yes → Assess ability using alphabet assessment boards . Skip to section 3. No → Assess ability using symbol assessment boards and continue.
If adult, check: Has the person lost (or is losing) their ability to understand spoken words?	☐	☐	Yes → Consider conversation support top page No → Consider core words top page

3. Ability to use communication books and boards. <i>Based on previous answers, use either alphabet or symbol assessment boards. If person has near vision spectacles, ask them to wear them.</i>				
Vision		Yes	No	
Instructions: Place the high density board within the person's reach. Ask: Can you see the symbols or letters on this board? If they cannot see the letters or symbols, move on to the low density board.	High density	☐	☐	Yes to any → Continue using highest density board the person can see. No to both → Stop assessment and Refer to communication service and discuss referral to an eye health professional.
	Low density	☐	☐	
Movement		Yes	No	
Instructions: Place the board selected when checking vision within the person's reach. Ask: Can you point to a symbol or letter in all four corners and in the centre on the board?	High density	☐	☐	Yes to any → A communication book or board may be suitable. Skip to section 4. No to both → Stop assessment and Refer to communication service. If person has difficulty sitting up without support Refer to rehabilitation service.
	Low density	☐	☐	

Provide without checking ability Complete this section only if person does not participate at any point while checking their abilities.

Ask the communication partner:
Which board density is the person most likely able to use?

High density ☐ → Consider high density layout

Low density ☐ → Consider low density layout

4. Plan

Provide	Communication aid	Communication book ☐ Communication board ☐ Electronic communication aid ☐ → Use electronic communication aids form	
	Vocabulary	Type: Symbol ☐ Alphabet ☐	
		Layout: High density ☐ Low density ☐	
		Top page: Core ☐ Conversation support ☐	
		Topic pages:	
Teach	How to use ☐ Modelling ☐ Repair communication breakdowns ☐ How to look after ☐		
Refer	Communication service ☐ Eye health professional ☐ Rehabilitation service ☐ Other	Follow up date	

5. Follow up

Check:

- Is the communication aid still meeting the person's needs?
- Are they using their communication aid?
- Is their communication partner modelling how to use it?
- Are they having any difficulty using it?
 - Watch the person and their communication partner talk together or do an activity.
- Is there anything they want to say but cannot because words or topics are missing?
- Does the current vocabulary and topic selection still suit their needs?

If changes are needed:

- Add more vocabulary if required.
- Consider an electronic communication aid if more words are needed.
- Refer to a communication service for support with expanding vocabulary.