



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.
Spelling and language	Yes No
Ask the person: Can you spell?	☐ ☐ Yes → Continue using Alphabet vocabulary . Skip to Alphabet vocabulary. No and child → Continue using Core vocabulary. Skip to Core assessment pages. No and adult → Continue.
If adult → Check: Has the person lost (or is losing) their ability to understand spoken words?	☐ ☐ Yes → Continue using Foundation vocabulary . Skip to Foundation assessment page. No → Continue using Core vocabulary . Skip to Core assessment pages.

3. Ability to use electronic communication aids. Based on previous answers, use either Alphabet vocabulary or Core/Foundation assessment pages. If person has near vision spectacles, ask them to wear them.						
Alphabet vocabulary				Yes	No	Action
Vision	Instructions: Open the alphabet on the electronic communication aid. Place it within the person's reach. Ask: Can you see the letters? <i>If a smartphone and tablet are available, check on both.</i>	Smartphone	☐	☐	Yes to any → Continue. No to both → Skip to Core assessment pages.	
		Tablet	☐	☐		
Movement	Instructions: Keep the identified vocabulary display open. Place within the person's reach. Check: Is the person able to tap 5 letters (one in each corner and one in the centre) without other letters being accidentally spoken by the communication aid?	Smartphone	☐	☐	Yes to one → Skip to Plan. Yes to both → Ask: Would you prefer to use a smartphone ☐ or tablet ☐ ? Skip to Plan. No to both → Skip to Core assessment pages.	
		Tablet	☐	☐		

Core assessment pages			Yes	No	Action
Vision	Instructions: Open the high density Core assessment page on the electronic communication aid. Place within the person's reach. Ask: Can you see the symbols on this page? If they cannot see the symbols clearly, try a lower density assessment page.	High density page	☐	☐	Yes to any → Continue using highest density page the person can see. No to all → ☹ Stop assessment. 📞 Refer to communication service. If person has difficulty seeing the low density page → Discuss 📞 referral to eye health professional.
		Medium density page	☐	☐	
		Low density page	☐	☐	
Movement	Instructions: Keep the identified assessment page open. Place within the person's reach. Check: Is the person able to tap on all the animal symbols without tapping on a boat symbol?	High density page	☐	☐	Yes to any → Skip to Plan. No to all → Try with communication book. If not possible 📞 Refer to communication service. If person has difficulty sitting up without support 📞 Refer to rehabilitation service. If person does not participate in activity → Skip to Provide without checking ability.
		Medium density page	☐	☐	
		Low density page	☐	☐	
Foundation assessment page			Yes	No	
Vision	Instructions: Open the Foundation assessment page on the electronic communication aid. Place within the person's reach. Ask: Can you see the symbols on this page?	Assessment page	☐	☐	Yes → Continue. No → ☹ Stop assessment and 📞 Refer to communication service. Discuss 📞 referral to eye health professional.
Movement	Instructions: Keep the identified assessment page open. Place within the person's reach. Check: Is the person able to tap on all the animal symbols without tapping on a boat symbol?	Assessment page	☐	☐	Yes → Skip to Plan. No → ☹ Stop assessment. 📞 Refer to communication service. If person has difficulty sitting up without support 📞 Refer to rehabilitation service If person does not participate with activity → Continue to Provide without checking ability.
Provide without checking ability					
Ask the communication partner: Which vocabulary is the person most likely able to use?	Alphabet ☐	→ Consider smartphone ☐ or tablet ☐			
	Core ☐	→ Consider high ☐ medium ☐ or low ☐ density Core vocabulary			
	Foundation ☐	→ Consider Foundation vocabulary			

4. Plan		
Provide	Communication aid	Electronic communication aid: Smartphone ☐ Tablet ☐ Communication book/board ☐ → Use communication books and boards form
	Vocabulary	Type: Alphabet ☐ Core ☐ Foundation ☐
		Core vocabulary layout: High density ☐ Medium density ☐ Low density ☐
Teach	How to use ☐ Modelling ☐ Repair communication breakdowns ☐ How to look after ☐	
Refer	Communication service ☐ Eye health professional ☐ Rehabilitation service ☐ Other ☐	Follow up date