

Discover the power of effective collaboration within AAC teams. Each step strengthens connections and empowers individuals with complex communication needs.

AAC Team Collaboration Checklist

Establish Team Roles and Responsibilities

Clarify responsibilities for medical professionals, educators, therapists, and families.

Utilize Communication Profile

Create and maintain communication profiles for users.

Organize Contact Information

Collect and organize team members' contact details for easy access.

Complete Release of Information Forms

Ensure necessary forms are filled out to facilitate transparent communication.

Initiate Communication at the Beginning of the School Year

Start communication at the beginning of the school year or treatment cycle.

Schedule Regular Check-ins

Establish routine check-in times to keep the team updated and aligned.

AAC EXPERIENCE

RESOURCES FOR EYE-GAZE

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Possible AAC Team Members

A well-rounded AAC team comprises diverse professionals and caregivers who collaborate to support individuals with complex communication needs. While this list highlights key members such as family members, SLPs, OTs, and educators, additional contributors may also play vital roles in enhancing the team's effectiveness and meeting the individual's unique needs.

<input type="checkbox"/> ATPs (Assistive Technology Professionals) <input type="checkbox"/> AAC Specialists	<input type="checkbox"/> Occupational Therapists (Outpatient & School Based)
<input type="checkbox"/> DME Providers <input type="checkbox"/> Equipment Specialists	<input type="checkbox"/> Physical Therapists (Outpatient & School Based)
<input type="checkbox"/> Family Members	<input type="checkbox"/> Seating Technicians <input type="checkbox"/> Mobility Specialists
<input type="checkbox"/> General Education Teachers <input type="checkbox"/> Classroom Teachers <input type="checkbox"/> Subject Teachers	<input type="checkbox"/> Special Education Teachers
<input type="checkbox"/> Medical Professionals <input type="checkbox"/> Nurses <input type="checkbox"/> Physicians <input type="checkbox"/> Specialists (e.g., neurologists)	<input type="checkbox"/> Speech Language Pathologists (Outpatient & School Based)

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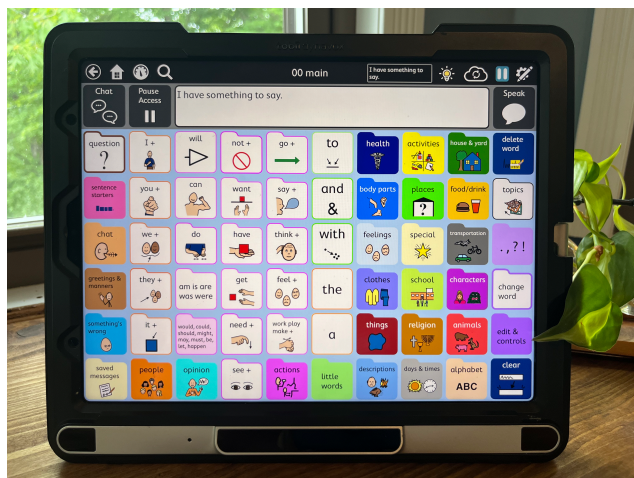
Transforming AAC Communities Through Collaboration

Collaboration among AAC teams ensures comprehensive support for individuals and their families. With collective expertise, communication needs are understood. This empowers parents and professionals to provide confident and unified support throughout the journey.



Establish Team Roles and Responsibilities

Having clear roles is essential for fostering effective collaboration within AAC teams. Defined roles ensure that each team member understands their unique contributions and areas of expertise. This minimizes duplication of efforts and maximizes efficiency in achieving shared goals. Clarity in expectations creates a supportive environment designed to meet the complex communication needs of individuals and their families.



Utilize Communication Profiles

A comprehensive guide for understanding unique preferences, abilities, and challenges. Including facts about a specific diagnosis, creative strategies for communication, likes and dislikes, goals, and personal touches like fun pictures provide a holistic view. This personalized resource facilitates tailored support and enhances communication interactions. This promotes inclusivity and empowers individuals to express themselves authentically while fostering meaningful connections within their environment.

Organize Team Contact Information

Organizing contact information (see attached list for ideas) is essential for effective communication within AAC teams. It ensures accessibility to medical professionals, educators, therapists, and families when needed. Easy access to contact information streamlines communication channels, for timely exchanges of information, updates, and collaborative decision-making. Centralizing contact details in a readily accessible format such as a support manual can coordinate efforts, address emerging needs, and provide seamless support to individuals with complex communication needs.



Complete Release of Information forms

Completing release of information forms at the school year's onset ensures transparency and fosters collaboration among the AAC user's team members. These forms authorize the sharing of crucial insights and observations among stakeholders. By establishing clear consent upfront, teams can align on the individuals needs and goals, facilitating a unified approach to supporting communication and development.

Initiate Communication at the Beginning of the School Year

To create a supportive environment and address individual needs effectively, early engagement is crucial. This allows for the establishment of rapport, understanding and trust among team members and provides time to assess communication goals. There is time to customize strategies across all disciplines, including OT and PT while considering input from medical professionals for individuals whose medical needs may impact their communication abilities. This ensures a proactive approach providing comprehensive care coordination and holistic support providing time to adjust interventions as needed. By initiating communication from the outset, teams can lay a solid foundation for collaboration throughout the school year.

Schedule Regular Check-ins and Reminders

For ongoing communication, regular check-ins are essential to maintain alignment and address emerging needs within AAC teams. These sessions provide opportunities to review progress, discuss challenges, and adjust strategies collaboratively. By establishing consistent communication channels, teams can ensure proactive support and foster a cohesive approach to meeting individuals' communication goals.

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