INSTALLATION & INITIAL AAC DEVICE TRAINING CHECKLIST

Date	Client:_____
	Get a copy of evaluation from family or NAU AAC Evaluation Program.
Equipment	
	Confirm family has all equipment listed in the ordering section of the evaluation.
	Request the family purchase batteries and/or charge the device before the first appointment.
	iTunes Account – (If applicable) • Set up an iTunes account with the family and purchase app with code provided by DDD. Be sure this is an account assigned to the family and not to the service provider. *(Save code in client's file in case family loses it.)*
	Desk mount and/or Rolling Floor Mount - (If applicable) • Assemble according to manufacturer instructions.
	• Train family in safe maintenance and adjustments of desk mount and/or rolling floor mount.
	Wheelchair Mount - (If applicable) • Determine if instructions that came with mounting equipment are sufficient to place wheelchair mount safely or if company support is required.
	• Attach wheelchair mount according to manufacturer instructions.
	• Train family in safe maintenance and adjustments of wheelchair mount.
	Alternative Access Mounting Equipment e.g. switch mounts – (If applicable) • Put mounts together and install according to manufacturer instructions.
	• Train family in safe set up, maintenance and adjustments of alternative access mounting equipment.
	• Contact AAC and mounting or alternative access company representatives for additional training if determined necessary.
Language and Vocabulary	
	• Reference the first page of the evaluation to determine the overlay/user area/vocabulary level and access method recommended.
	• Determine vocabulary and pictures that will need to be custom programmed.
	• Teach the support team how to program custom vocabulary.
	• Teach the support team how to back up user's vocabulary according to specific device.
Alternative Access	
	• Teach support team how to customize settings for alternative access method on specific device.
	• Teach team how to support the user's learning process for alternative access method (physical, visual, verbal prompting if needed).
	• Facilitate the client's ability to begin communicating with the device.
Documentation & Communication	
	• Share your contact information with support team members from all settings (school, home DDD, day program).
	• Provide hard copy product information sheet to support ongoing therapist.
	• Provide hard copy "getting started" handbook if necessary to facilitate transition to ongoing support team.
	• Submit Aug Comm. Device Training Report via NAU SharePoint to Debbie Mariage -**quarterly** - *no later than*: **April 5th, July 5th, Oct 5th and Jan 5th**.