

Agency Name:

Name of person completing the audit:

Date:

People who cannot speak and who use Augmentative and Alternative Communication (AAC) should be able to communicate as independently and as reliably as possible with legal professionals. This involves providing the supports and accommodations required by the individual to fully access legal services.

Do you have strategies and resources for the following:

Face -to-Face Communications:

	Yes	No	Need to address		
Communicating with people who use AAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider Guidelines for communicating In-service training Guidelines for using a facilitator Resources for finding a facilitator	
Securing and using a communication facilitator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring the person understands what you are saying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Guidelines for supporting client's comprehension of spoken language
Ensuring that the person has the means to communicate about the legal matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Resources for AAC services Picture communication displays
Maintaining Contact					
Communicating over the telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidelines for telephone calls Alternatives to phone use	

Do you have strategies and resources for the following:

Making Text Based Materials Accessible

Supporting clients with reduced reading skills

Supporting clients who cannot write independently

Yes

No

Need to address

Consider

Guidelines for supporting reading

Guidelines for supporting writing

Personal Assistance

Providing assistance around personal care

Guidelines for accessing attendants

Transportation

Flexibility to accommodate transportation delays and cancellations

Guidelines for accommodating transportation

Time

Flexibility to accommodate extra time needed to communicate

Guidelines for time required

Location

Flexibility to relocate meeting locations

Guidelines for alternate locations

Privacy

Policies and procedures to ensure client privacy

Guidelines for ensuring privacy