

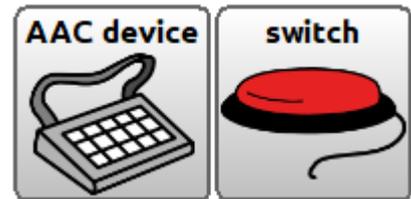
# Trial Handbook

Thank you for considering a trial of a Liberator device. This resource has been designed to provide a step by step guide with ideas and suggestions to ensure your trial runs smoothly. **Be sure to click on the blue underlined links to find resources/ templates to save you time.**

**If you are unsure which device, vocabulary, access method or accessories you need, please contact [your local Liberator consultant](#). They will be able to assist with your assessment and help you prepare for your trial.**

## Step 1 – Booking your trial

- Book your free device trial at <https://liberator.net.au/products/device-trials>
- Choose a device with the essential AAC features that you need, based on your assessment of the individual, their environment, and their current and future communication needs. More information about AAC Assessment can be found on [our website](#).
- Ensure you know which vocabulary you want to trial (Unity, LAMP, EasyChat, Core Scanner, WordPower etc.). You will need to select this when you book your trial. You may find this resource on '[Language Representation](#)' to be useful.
- Ensure you request the [access method](#) and [accessories](#) that you need.
  - This may include eye gaze, head pointing or switch access (only available on particular devices), or adding a keyguard, touch guide, carry strap, carry bag, extreme case or switches.
  - Do you need a device mount during the trial? Chat to your OT. We may be able to supply a mounting plate to suit your device. Please note: our eye gaze devices come with a table stand in the trial kit.
- Prepare the person and their support network for the upcoming trial.
  - Find out if there are any times when it is not suitable to commence the trial. You want to ensure that key communication partners are available in the lead up and during the trial.
  - Start talking about possible trial goals and expectations for different team members during the trial.
  - Review the relevant funding requirements to ensure you are aware of what information/ evidence needs to be collected during the trial. You may be interested to check out our "[Completing an NDIS AT Assessment Form for AAC Prescription- Tips & Suggestions from the Liberator Team](#)" document.



## Step 2 – While waiting for your device to arrive



- Wait times for trial devices can vary. You will be notified by email when your trial is booked and provided with an estimated wait time. **You can use this wait time wisely to prepare for your trial.**

### Set goals

- Set your trial goals with the individual and their key communication partners. The team should agree on goals that are motivating, meaningful and can be targeted within different environments over the trial period.
- Consider goals within each [area of communicative competence](#) – linguistic, operational, social, strategic and emotional. [Here are some sample goals.](#)
- For more information about GAS and SMART goal setting check out this page on [our website](#) and this [Salttilo "Ready Set Goal" resource.](#)
- What words/ vocabulary do you expect the individual to use during the trial? These will be the same words that communication partners will need to learn to model within meaningful routines and activities. Try our ["Core Words Planner"](#) to assist in choosing relevant core vocabulary goals.
- Which [communication functions](#) are you targeting during the trial?
- Do your goals include learning early word combinations or sentence building?
  - Check out these ["Language Stages"](#) charts to map where the individual is currently functioning, and what the next step/ goals in their language development could be.
- You will want to select motivating activities where the device will be used during the trial. You can [use this template](#) to work through different daily activities with key communication partners and plan the vocabulary they will model and use.

### Download your software & start customising your vocabulary file

- The following software can be downloaded for free on a Windows computer.

[Nu Voice PASS software for Accent devices](#)



[Chat Editor software for Nova Chat, Chat Fusion and LR7 devices](#)



- Download the [Quick Reference Guide and other support documentation](#)

- Watch some [online training](#) to learn how to use the software/ device or book a pre-trial support appointment with your local Liberator consultant.



[Training/ Support page for Nova Chat, Chat Fusion & LR7 devices](#)

[Training/ Support page for Accent devices](#)

- In the software you can;
  - Explore the range of available vocabulary files and choose the most suitable one to meet the individual's needs.
  - Encourage key communication partners to explore the vocabulary file, so they can start to get comfortable with locating words and modelling.
  - Start customising your vocabulary to suit your goals. This "[Choosing Personalised Vocabulary](#)" template might be helpful to give to key communication partners to complete before the trial commences, so you can collect relevant words to add to the device.
  - When your device arrives, you can transfer your customised vocabulary file from the computer software over to the trial device.

[How to transfer vocabulary between Chat Editor & LR7/ Nova Chat/ Chat Fusion device](#)

[How to transfer vocabulary between Nu Voice & Accent device](#)



## Resources & More!

There are so many AAC resources available to support you to plan and implement a successful trial. Here are some of our favourites. Be sure to share these with parents, educators and others in the person's team. This will help them feel prepared for the trial.

### AAC Language Lab <https://aaclanguagelab.com/>

We like the activities and lesson plans which include ready made Smart Charts for most vocabulary files on our devices.



Some free resources are available while others need a subscription.

Contact your [Liberator consultant](#) to enquire about a subscription.

Our consultants can show you how to make your own Smart Charts for our devices too.

### Liberator Resource Pages

<https://liberator.net.au/support/resources>

<https://liberator.net.au/support/education>

<https://liberator.net.au/support/resources/documents>



## Step 3 – Setting up your device when it arrives

| ✓ | <b>Start of Trial – CHECKLIST</b>   |
|---|---|
|   | Choose or load the vocabulary file.   |
|   | Duplicate/ rename the vocabulary file to ensure it's easy to find and save later.   |
|   | Set up access method if you are using touch, eye gaze or switch settings.   |
|   | Choose your voice. Show the user and communication partners how to adjust volume.   |
|   | Complete any programming of customised vocabulary. Consider showing the person and their communication partners how to add words during the trial.  |
|   | Do you need to <a href="#">mask/ hide any vocabulary?</a>   |
|   | Teach user and communication partners how to use <b>'Word Finder'</b> .   |
|   | Turn on <b>Data Logging</b> on the device (with permission from user and their guardian). This will collect evidence of device usage which is essential for your funding application.                           |
|   | Set up a trial diary or data collection sheet to be completed regularly throughout the trial. <a href="#">Templates are available here</a>  |
|   | Provide contact details for technical support to the family and team who are supporting the trial. Liberator technicians can be contacted at our head office in South Australia ( <b>Phone: 08 8211 7766</b> ). |
|   | Do you need to lock the toolbox/ settings menu on the device?<br>For Chat devices see <a href="#">How to Lock</a><br>For Accent devices see <a href="#">USB Lock</a> or <a href="#">Password Lock</a>           |
|   | Take a backup of your vocabulary file before you hand the device over (just in case it gets lost, programmed or deleted!)   |
|   | Teach the person/ communication partners how to <b>properly shut down</b> the device each day, and how/ when to charge the device.  |
|   | Run through basic device functions with communication partners, as indicated on the Quick Reference Guide in the box.   |

It is often helpful to agree on clear **roles and responsibilities** for the team who are supporting the device trial. See these checklists for both [children](#) and [adults](#).

## Step 4– During your trial

- Collect as much data and evidence as possible. Refer to your goals and funding application form throughout the trial to ensure you are collecting all the required information. You may want to collect some video footage if you have permission.
- Ensure you trial the device in a range of environments and gain feedback from different communication partners.
- Revisit your trial goals regularly throughout the trial. Is the person progressing towards the expected outcome? Why or why not? What other supports need to be put in place?
- Check in with key communication partners at least once a week to ensure they feel well supported, to answer any questions and to check that data is being collected.
- You may want to do some 'scripting' with the individual and their communication partners to provide ideas for meaningful communication opportunities.
  - Develop some simple AAC scripts. “A script helps communication partners think about their role in the communication exchange and also how to organize and engineer an activity to promote the use of core vocabulary and generative language” (Van Tatenhove, 2016). Examples of scripts can be found on [page 12-14 of this resource](#) or on [our website](#).
- Consider how the client will manage once you have to return the trial device in a few weeks' time. Do you need to make a low tech alternative? (Tip: Ask your Liberator consultant for manual board templates to suit your vocabulary file or take a screenshot of relevant vocabulary using Snipping Tool via your Chat Editor/ Nu Voice). Would it be helpful to write a social story or develop a calendar/visual support to prepare the person for when the device will be sent back?

### Example: Trial Diary

| <b>Date/<br/>Location</b> | <b>Communication<br/>Partner</b>     | <b>Observations of device use</b>  | <b>Level of<br/>Prompting</b>  | <b>Comments</b>  |
|---------------------------|--------------------------------------|--|--|--|
| 5/01/2020                 | Kylie (SP) & Lyn<br>(Support Worker) | Mia used her device to request for paints and other craft items during a card making activity. Towards the end of the activity, she was able to put two words together independently including “want red” “more glue”. | Direct modelling to start, reduced to indirect verbal prompt “What should we do next?” | Mia enjoyed this activity and seems to be getting faster at accessing some words including more, want and colours. |

## Step 5– At the end of your trial

| ✓ | End of Trial - CHECKLIST   |
|---|--|
|   | Back up your vocabulary file (in case you need it again for another trial or to load onto your funded device).<br>Instructions are available in your <a href="#">Quick Reference Guide</a>   |
|   | If you need trial data/ evidence for your funding application, extract the data log from the device and upload into Realize for analysis.<br><a href="#">How to save data log on Accent devices</a><br><a href="#">How to save data log on Chat devices</a><br><br>For more information <a href="https://realizelanguage.com/info/">https://realizelanguage.com/info/</a><br><a href="https://liberator.net.au/support/education/aac/data-logging-analysis">https://liberator.net.au/support/education/aac/data-logging-analysis</a> |
|   | Collect trial diary or other data collection forms that have been completed by the team.   |
|   | Gain feedback from the individual and their key communication partners and evaluate the trial goals together. You may want to use a <a href="#">visual rating scale</a> to support the person to give their feedback.  |
|   | Check off all equipment on the list in your trial box and return the device to Liberator. You can <a href="#">download a free postage label here</a> and just drop the box to your nearest post office.  |
|   | If your trial was successful and you need a quote for your funding application, you can create quotes directly on our website.<br>You just need to sign in or <a href="#">create a log-in here</a> .<br>Don't forget to add your accessories to your quote.  |
|   | Contact your local Liberator consultant for any assistance before, during or after your trial/s. 😊 <a href="https://liberator.net.au/liberator/team-liberator">https://liberator.net.au/liberator/team-liberator</a>   |