

Liberator AAC Training: ACCESS *Trial Handbook*

Thank you for considering a device trial with Liberator. Completion of the online ACCESS course is a prerequisite to our device trial scheme (unless you have trialled with us in the past). The course should be completed by the speech pathologist supporting the trial; however, it may also be of interest to parents, carers, and other team members. You can access the course at:

<http://aac-training.liberator.net.au/courses/access>

We have introduced the course, and this companion handbook, to help you make the most of your trial. Please [follow the blue links](#) for more information on each topic. If you have a printed copy of this handbook, you can access a PDF copy via the link to our trial form below.



About AAC device Trials

- Trials can be requested via our online trial agreement form, available at <https://liberator.net.au/products/device-trials>.
- Our devices are available for free, 3-week trials. This includes free return postage of the device to Liberator's head office.
- 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. We advise you to use this wait time to prepare for your trial.
- Liberator's consultant team are ready to support you at all stages of your device trial, free of charge. You can find [your local Liberator consultant at our website](#).

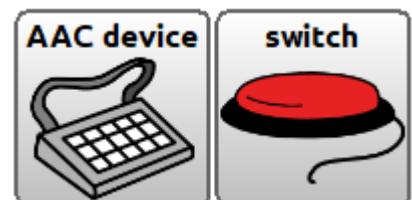
Choosing a device and vocabulary options

- Assessment in AAC occurs to evaluate factors such as a person's skills, interests, preferences, goals and environments in order to determine the most suitable AAC systems to trial and implement. **There are no specific prerequisite skills for successful use of AAC.** This section of [our website](#) references some of the formal tools used by Liberator speech pathologists.

- The [Least Dangerous Assumption](#) is a concept coined by Anne Donnellan. It is characterised by these principles, [defined by Cheryl Jorgensen](#):
 - All people have different talents, ability and skills.
 - Intelligence cannot be measured accurately and reliably enough to base programs and goals solely on test results.
 - People learn best when they feel valued, when people hold high expectations for them, and when they are supported.
- Feature matching consists of listing essential device features that your client needs, based on your assessments. See the SPA AAC Clinical Guideline for a more detailed definition. These features are used to evaluate the suitability of each AAC system. The [SETT Framework](#) Scaffold for Tool Selection is a great feature matching tool.
- There are many ways to organise words and messages in an AAC system, consisting of three basic methods (read more about these at [ASHA's website](#)).

Single meaning pictures	Each picture represents one word, phrase, sentence or meaning
Alphabet-based systems	Includes spelling, word prediction, whole word selection and abbreviations
Semantic compaction	Multi-meaning icons (Unity® / Minspeak® / LAMP Words for Life®)

- Each Liberator device comes with many vocabulary options - before your trial, you will need to know which option/s you want to compare. For a complete guide to the features and vocabularies available on each Liberator device, you can download our Product Guide [from our website](#).
- Please visit our website to view the [specifications for each device](#), and the [accessories](#) and [access methods](#) available. You can read more about alternative access [on our website](#). Some access methods may require a device mount - please speak with your OT or local consultant.



Preparing for the trial

Goal setting

- 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 and strategic (plus psychosocial / emotional). [Here are some sample goals](#).

- Use Goal Attainment Scaling (GAS) and SMART goals throughout your trial and beyond. For more information check out [our website](#).
- 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?
- 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 and start customising your vocabulary file

- The Accent® and Chat devices offer free companion software for your Windows computer, allowing you to:
 - 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.
 - Create a Smart Chart - a useful list of the icon sequences you need to find your target vocabulary.
 - 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 - see instructions here for the [Accent](#) and [Chat](#) devices.



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

[Chat Editor - for NovaChat® & LR8 devices](#)



- You can also download the [Quick Reference Guide](#) for the software and for each of our devices.

Checklist: Setting up your device

Watch our 'Out of the Box' videos

[Setting up Accent® devices](#)

[Setting up NovaChat® & LR8 devices](#)



✓	Start of Trial – CHECKLIST
	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 mask/ hide any vocabulary? View videos on YouTube for the Accent or NovaChat and Rugged .
	Teach user and communication partners how to use ' Word Finder '.
	Turn on Data Logging 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. Templates are available here
	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 (Phone: 08 8211 7766).
	Do you need to lock the toolbox/ settings menu on the device? For Chat devices see How to Lock For Accent devices see USB Lock or Password Lock
	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 properly shut down 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](#).

During the trial

- Collect as much data and evidence as possible. This can take many forms - [example here](#) & below - and should include observations and feedback from communication partners and the device user. 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.
- Check in with key communication partners at least once a week - these may be teachers, parents, siblings, therapists, friends, support workers. Support the team with basic device operation, and to implement strategies such as [aided language stimulation and modelling](#). The majority of communication opportunities for your client will occur outside of therapy sessions, so it is crucial that the entire team feels supported.
- Revisit your trial goals regularly. Is the person progressing towards the expected outcome? Why or why not? Remember to collect data to inform your GAS goals. Your local consultant can help you with goal setting before and during the trial - please get in touch with us at any stage.
- 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?

Example: Trial Diary

Date/ Location	Communication Partner	Observations of device use	Level of Prompting	Comments
5/01/2020	Kylie (SP) & Lyn (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.

Checklist: *At the end of your trial*

✓	End of Trial - CHECKLIST
	<p>Back up your vocabulary file (in case you need it again for another trial or to load onto your funded device). Instructions are available in your Quick Reference Guide</p>
	<p>If you need trial data/ evidence for your funding application, extract the data log from the device and upload into Realize Language™ for analysis. How to save data log on Accent@ devices How to save data log on Chat devices</p> <p>For more information https://realizelanguage.com/info/ https://liberator.net.au/support/education/aac/data-logging-analysis https://www.youtube.com/watch?v=RQ4Opa8jNYc&t=744s</p> 
	<p>Collect trial diary or other data collection forms that have been completed by the team.</p>
	<p>Gain feedback from the individual and their key communication partners and evaluate the trial goals together. You may want to use a visual rating scale to support the person to give their feedback.</p>
	<p>Check off all equipment on the list in your trial box and return the device to Liberator. You can download a return postage label from https://return.auspost.com.au/liberator and just drop the box to your nearest post office.</p>
	<p>If your trial was successful and you need a quote for your funding application, you can create quotes directly on our website. You just need to sign in or create a log-in here. Don't forget to add your accessories to your quote, such as keyguard and carry strap.</p>
	<p>Contact your local Liberator consultant for any assistance before, during or after your trial/s. 😊 https://liberator.net.au/liberator/team-liberator</p>

Funding for AAC Devices

- The process to fund an AAC device through the NDIS requires detailed planning and data collection throughout your trial, and submission of a comprehensive assessment form. [Please download and review this document](#) of tips and suggestions from Liberator's team of Speech Pathologists, based on our experience navigating the system.
- When completing your NDIS AT Assessment form, you will need to submit a quote for the device you have chosen. You can do this directly [from our website](#) at any time.
- For a more detailed overview of the NDIS funding process:
 - Watch our [30 minute webinar](#)
 - Visit the [funding page](#) on our website

Please do not hesitate to contact us at any stage of the funding process, including support for reviews.



Resources

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.

Liberator Resource Pages

- [PRC On-Demand Product Training Modules](#)
- [Salttillo On-Demand Product Training Webinars](#)
- [Liberator Videos & Webinars \(YouTube\)](#)
- [Liberator Device Manuals & Quick Reference Guides](#)
- [Liberator Resources & Documents](#)

You can also contact your local consultant with questions and for personalised training.