



**ACTU RE-REFERRAL FOR PREVIOUSLY KNOWN ACTU CLIENTS: AAC SERVICE**

This referral form is to be filled in by the child’s Speech and Language Therapist and/or Occupational Therapist who would like to re-refer a client, previously known to the ACTU service, for reassessment.

This referral form is to be filled out if the client previously accessed ACTU services and:

1. The client has an AAC recommendation that was previously recommended by ACTU and requires re-evaluation, or
2. The client was discharged following assessment with goals to work on which are now achieved

If the client is over 16 years of age, his/her SLT/OT/educator should make a request for an Information Day consultation.

**SECTION 1: CHILD INFORMATION**

1a. Child’s personal information		
Name & surname:		
Address:		
Date of birth:	I.D. number:	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
	Parent/Guardian 1	Parent/Guardian 2
Name & surname:		
Relationship to the child:		

Address if different to the child's:		
Tel:		
Mobile:		
Email:		
Custody	In the event that custody of the minor is vested in one parent, documentary evidence, such as the relative court decree or birth certificate, is to be presented for verification purposes.	
School/College name:	School/College address:	
Telephone:		
<b>1b. People involved in the child's care (give names and contact details)</b>		<b>Are they aware of the referral?</b>
Who should we contact in regard to the person being referred?		
Class teacher:		
HOD inclusion (INCO):		
Speech and Language Pathologist:		
Occupational Therapist:		
Physiotherapist:		

## SECTION 2: REFERRER'S DETAILS

<b>2a. Referrer's information</b>	
Name & surname:	Profession:
Address:	
Email address:	Telephone number:

**SECTION 3: REASON FOR RE-REFERRAL**

1. Tick the reason that applies from the following list:

- Upgrade of system needed due to the current AAC system reaching end of life:  
discussed with ACTU’s technical team.
  - Change of AAC system/strategy needed as current AAC system is not meeting needs.
  - Previous AAC system has been abandoned.
  - Client has achieved recommended goals following previous ACTU assessment, and it  
is felt that re-evaluation is warranted.
  - Other: please specify
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**SECTION 4: RECEPTIVE LANGUAGE**

1. Is the client able to make a choice between 2 graphic symbols?    Yes  No

2. Understanding (tick the highest level the child can consistently achieved)

- Unable to follow single word commands
- Follows contextual commands
- Follows 1-word commands
- Able to follow 2-word commands
- Able to follow 3+ word commands
- Able to follow short complex commands
- Able to follow long complex commands
- Able to follow group conversation

## SECTION 5: AAC HISTORY

If client has a communication aid, kindly fill out this section:

1. Name of AAC system hardware and vocabulary: \_\_\_\_\_
2. What language is the vocabulary customised in? \_\_\_\_\_
3. Does the client prefer to use:
  - Graphic symbols
  - Text
  - Combination of symbols and text
4. How long have they had their communication aid for? \_\_\_\_\_
5. Where is the communication aid being used? \_\_\_\_\_
6. What communicative functions can your client express with the communication aid?
  - Attracting attention
  - Requesting
  - Negating
  - Labelling
  - Commenting
  - Giving personal information
  - Asking questions
  - Answering questions
7. Does the client require prompting (e.g. verbal/physical prompting to use the communication aid?)
  - Yes
  - No

8. If yes, please describe the prompt used and in what situations this is used. Please send a video on the ACTU email \_\_\_\_\_

9. Does the client use the communication aid independently?

Yes. how and in what situations? \_\_\_\_\_

No. Please explain why you think this is so \_\_\_\_\_

Refusing to use the communication aid

10. What is the client's expressive language ability using an AAC system?

Not yet able to use an AAC system

Single words

Able to combine words, phrases or symbols to create more than one concept

Able to use complex multipage vocabulary to combine multiple words, phrase or symbols to compile a sentence

Able to construct novel messages using the alphabet

## SECTION 6: AAC ABANDONMENT

***Answer only if the child has abandoned the recommended AAC system/strategy.***

Why do you think your child stopped using their communication aid? Tick the applicable ones from the below list:

Lack of support

Limited reinforcers

Communication aid vocabulary not meeting demands

Communication aid is outdated

Client does not seem to understand the purpose of the communication aid

*If this is the case, please refer your client to an Information Day consultation.*

Other: \_\_\_\_\_

### SECTION 7: AAC STRATEGIES

1. What strategies do you feel were effective during AAC implementation (e.g. modelling, prompting, etc.)?

\_\_\_\_\_

2. What strategies do you feel were not effective during AAC implementation (e.g. modelling, prompting, etc.)?

3. \_\_\_\_\_

### SECTION 8: DAGG RESULTS

For clients who already have an AAC system/strategy recommended by ACTU, please provide a summary of the results of the DAGG 3:

Skills	Ability Level				
	Emergent	Emergent Transitional	Context Dependent	Transitional Independent	Independent
Linguistic	%	%	%	%	%
Operational	%	%	%	%	%
Social	%	%	%	%	%
Strategic	%	%	%	%	%

Please attach a scan of the full DAGG 3 (with parental consent).

## SECTION 9: CONSENT

I/We, the undersigned in my/our capacity of guardian(s)/parent(s) of \_\_\_\_\_, bearer of I.D. card number \_\_\_\_\_, (hereinafter referred to as “the Client”) am giving my consent to Aġenzija Sapport, to process and hold personal and sensitive personal data concerning the Client as necessary so that the Client can receive ACTU service from the aforesaid Agency in accordance with this application.

I understand that:

- By opting out, my application cannot be processed;
- If I do not give my consent, ACTU professionals authorised by Aġenzija Sapport will not be in a position to provide the Client with any of its service;
- I accept home and school visits from ACTU professionals;
- To ensure that the Client receives professional help, professionals involved in the case and persons authorised by Aġenzija Sapport, who may be assigned with different units and services within the Agency, may have access to the Client’s personal and sensitive information, in accordance with the confidentiality policy of the Agency;
- Data provided by the undersigned may be retained by Aġenzija Sapport or transferred to third parties to provide me and the Client with the best possible service or otherwise as required by law. Data about the Client may also be collected from third parties for these purposes;
- Data files would be kept under lock and key when not in use;
- Certain information, which in no way can be used to identify the Client, can be processed for statistical and research purposes;
- Information which I share about minors or persons considered vulnerable who are victims of abuse or who Aġenzija Sapport deems to be at risk of abuse, may be passed on to other relevant authorities, including police, both locally or internationally, in circumstances where this would be in the best interest of the persons in question;
- Information about the Client may be passed on to other relevant authorities, including police, both locally or internationally, in circumstances where Aġenzija Sapport deems that the Client can be a risk either to himself/herself or to a third person or where the Client might potentially be at risk because

of someone else, or in circumstances where Aġenzija Sapport is compelled by law to disclose such data;

- Information about the Client may also be disclosed to relevant authorities who are authorised by law to request such data in the exercise of their official authority;
- Aġenzija Sapport workers may be asked to give their testimony in pending or future court cases, and the courts may, under certain circumstances, oblige the worker to give witness and pass on information which could have been communicated to them by the Client or by a third person about the Client or about someone else;
- I/we am/are aware that for the purpose of the Data Protection Act (Chapter 440 of the Laws of Malta, 2002), I/we can make a written request to be informed which information about the Client is stored by Aġenzija Sapport. I/we am/are also aware that for the purpose of the same Act, the Data Controller within Aġenzija Sapport is:

Mr Oliver Scicluna, Chief Executive Officer, Aġenzija Sapport  
Triq Patri Ġwann Azzopardi, Santa Venera, SVR 1614

I/we confirm that I/we have read this declaration myself/ourselves and that I/we understood it

I/we confirm that this declaration was read to me/us and that I/we understood it

Parent/Guardian 1: \_\_\_\_\_ I.D.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ I.D.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I/we hereby give permission to Agenzija Sapport to contact me/us to gather information for statistical purposes or to invite me/us or the Client to participate in research studies, even after the Client no longer receives service from Agenzija Sapport.*

*I/We can be contacted on:* \_\_\_\_\_

Signature: \_\_\_\_\_

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