



**PEDIATRIC ELECTRONIC ASSISTIVE
TECHNOLOGY SERVICE**

**SERVIZZ PEDJATRIKU TA' ELECTRONIC
ASSISTIVE TECHNOLOGY**

ACCESS TO COMMUNICATION AND TECHNOLOGY UNIT (ACTU)

INFORMATION LEAFLET
FULJETT TA' INFORMAZZJONI

INFORMATION FOR PARENTS

This leaflet aims to give you information about Access to Communication and Technology Unit (ACTU) services within Aġenzija Support. In this leaflet you will find information about the Electronic Assistive Technology (EAT) service. This leaflet also describes how you should prepare for an appointment at ACTU and what you can expect during the appointments. At the end of this leaflet, you will find information about ACTU's appointment cancellation policies.

The EAT Service

Your child may be referred to the EAT service by your Occupational Therapist or a member of your child's school leadership team. Your child may have been referred to the EAT service because they have difficulties with handwriting legibility due to spelling difficulties or because they cannot produce writing with a pencil/pen or standard keyboard/mouse due to physical difficulties affecting the arms and hands. Additionally, your child may have been referred because they cannot access typical technological devices by the usual means. Your child might be experiencing reading difficulties and the professional referring your child would like to explore reading software that can help your child.

The EAT service is provided by the Occupational Therapists at ACTU. In cases of literacy difficulties, the Speech and Language Therapist at ACTU may see the child. This consultative service provides assessments for alternative access to different technological devices such as tablets, mobile phones, computers and laptops, among others, as well as advice on software that can support literacy development. The EAT service also offers an environmental control service, e.g. ways to access appliances, the home environment and school environment.



Some of the things we might recommend for your child include:

- Specialised equipment to help your child access their computer such as a specialised keyboard, enlarged mouse, single button mouse, eye-gaze devices, and/or switches (these are small buttons that can be operated by a functional body part e.g. head, hand, chin).
- Applications and software to support literacy or play and that can be installed on your child's device.
- Different device settings and access features to make your child's computer easy to use.
- Environmental modifications (e.g. mounting for a device, how to operate a lamp from the mobile device).



WHAT TO EXPECT

1. FIRST APPOINTMENT:

When your child is called from the waiting list, ACTU will send you an appointment by post. The first session will be held at the ACTU premises, where an assessment of your child's strengths, weaknesses and needs is carried out by an Occupational Therapist. Information might have been collected before by contacting the professionals supporting your child or from reports. The assessment is carried out by talking to you as parents, obtaining information from educators and if necessary, the child's healthcare professionals. This will be followed by observing the child doing the activity that is of concern and then try different equipment that may help increase independent participation in that activity e.g. try different text-to-speech software if the child is experiencing reading difficulties.

2. FOLLOW-UP SESSIONS:

Follow-up sessions may include additional assessments, use of different technological devices, implementation of assistive applications and attempting environmental modification strategies. Sometimes, the therapists may loan you an EAT device or suggest a software trial to see how you and your child progress with a particular access method. Sometimes a school or home visit might be organised as part of the assessment process to better understand and view your child in different environments.



3. SOLUTIONS:

If an EAT solution is identified, the therapist will write a prescription for the recommended EAT device or application/setting. The report will also contain information on how best to support your child to learn to use the recommendation. You will be guided on available funding options. The ACTU Occupational Therapist will train the child, the parents and professionals in the use of the purchased equipment. Once this is completed, ACTU will no longer offer further appointments and will discharge the child from ACTU services. Sometimes it might be agreed by everyone that your child should continue to work on developing his/her skills or continue using the EAT that your child is already using. In this case, no new EAT recommendation will be made.

WHO CAN ATTEND?

Different members of your child's team can be asked to attend the sessions. These may include members of the child's education team, members of the multi-disciplinary team and other primary caregivers.

HOW TO PREPARE YOURSELF FOR THE FIRST APPOINTMENT

1. Confirm your attendance to the appointment as instructed in the appointment letter.
2. It is recommended to prepare the following information/documents:
 - Any important documents relating to your child's health and development
 - Videos of the child carrying out a writing/typing task
 - Photos of word-based schoolwork
 - Samples of handwriting
3. Think about what you would like to achieve from our service and what your child's goals are.

HOW TO CANCEL AN APPOINTMENT

If you are unable to make it for your child's appointment, please contact your ACTU therapists before the session. You may cancel appointments by telephone or by email. The session will then be rescheduled as soon as therapists are able to find the next available appointment. If you cancel three consecutive appointments in a row, your child will be automatically discharged from ACTU.

WHAT HAPPENS IF YOU MISS AN APPOINTMENT WITHOUT CANCELLING

If you do not come for an appointment and do not contact ACTU regarding the missed appointment, you will be sent a letter of non-attendance. You will be given two weeks from the date of posting of the letter to respond by telephone or by email to request another appointment. If you do not contact ACTU within two weeks, your child will be discharged from ACTU services. If you miss two appointments in a row and do not notify your therapists in advance, your child will also be discharged.

INFORMAZZJONI GHALL-ĠENITURI

Dan il-fuljett għandu l-għan li jagħtik informazzjoni dwar is-servizzi tal-Access to Communication and Technology Unit (ACTU) ta' Aġenzija Support. F'dan il-fuljett issib informazzjoni dwar is-servizz ta' Electronic Assistive Technology (EAT). Dan il-fuljett jiddeskrivi wkoll kif għandek tipprepara għal appuntament ġewwa ACTU u x'tista' tistenna waqt l-appuntamenti. Lejn l-aħħar ta' dan il-fuljett, issib informazzjoni dwar il-policy relatata mat-tħassir tal-appuntamenti tal-ACTU.



Is-Servizz ta' EAT

It-tifel/tifla tiegħek j/tista' j/tigi rreferut/a għas-servizz ta' EAT mill-Occupational Therapist tiegħek jew minn membru tat-tim tat-tmexxija tal-iskola tat-tifel/tifla tiegħek. It-tifel/tifla tiegħek seta'/setgħet gie/t rreferut/a għas-servizz ta' EAT għax għandu/għandha diffikultajiet fl-ortografija minhabba diffikultajiet fil-kitba jew għax ma j/tistax j/tikteb b'lapes/pinna jew keyboard/mouse tipiku minhabba diffikultajiet fiżiċi li jaffettwaw id-dirgħajn u l-idejn. Barra minn hekk, it-tifel/tifla tiegħek seta'/setgħet gie/t rreferut/a għax ma j/tistax j/taċċessa tagħmir teknoloġiku tipiku bil-mezzi normali. It-tifel/tifla tiegħek j/tista' j/tkun qed j/tesperjenza diffikultajiet bil-qari u l-professionist li qed jirreferi lit-tifel/tifla tiegħek jixtieq jesplora software tal-qari li jista' jgħin lit-tifel/tifla tiegħek.

Is-servizz ta' EAT jingħata mill-Occupational Therapists fl-ACTU. F'kazijiet ta' diffikultajiet fil-litterizzmu, l-iSpeech and Language Therapist tal-ACTU tista' tara t-tifel/tifla. Dan is-servizz konsultattiv joffri assessjar għal aċċess alternattiv għal tagħmir teknoloġiku differenti bħal tablets, mobiles, kompjuters jew laptops, fost oħrajn, kif ukoll pariri dwar software li jista' tgħin l-izvilupp tal-litterizzmu. Is-servizz ta' EAT joffri wkoll servizz tal-kontroll ambjentali, pereżempju l-mezzi biex jiġi aċċessat apparat, l-ambjent tad-dar u l-ambjent tal-iskola.

Uhud mill-affarijiet li nistgħu nirrakkomandaw għat-tifel/tifla tiegħek jinkludu:

- Tagħmir speċjalizzat li jgħin lit-tifel/tifla tiegħek j/taċċessa l-kompjuter tiegħu/tagħha bħal keyboard speċjalizzata, mouse akbar, mouse b'buttuna waħda, tagħmir li jahdem bil-moviment tal-ghajnejn, u/jew switches (dawn huma buttuni zghar li jistgħu jithaddmu minn parti tal-gisem li għandhom moviment kontrollat eż. ir-ras, l-id, il-geddum).
- Applikazzjonijiet u softwer li jgħinu l-litterizzmu jew il-logħob u li jistgħu jiġu installati fuq it-tagħmir tat-tifel/tifla tiegħek.
- Konfigurazzjonijiet differenti tas-settings li jinsabu fil-kompjuter u tgħamir ieħor elettroniku li jgħinu biex il-kompjuter tat-tifel/tifla tiegħek faċli biex jintuza.
- Modifikazzjonijiet ambjentali (eż. l-installazzjoni tal-appart elettroniku, kif thaddem lampa mil-mowbajl).



X'GHANDEK TISTENNA

1. L-EWWEL APPUNTAMENT:

Meta t-tifel/tifla tiegħek j/tissejjah mil-lista ta' stennija, ACTU jibgħatlek appuntament bil-posta. L-ewwel sessjoni ssir fil-bini tal-ACTU, fejn isir assessjar minn Occupational Therapist tal-hiliet tagħhom, id-dgħufijiet u l-bżonnijiet tat-tifel/tifla tiegħek. Jista' jkun li l-informazzjoni tkun ingabret qabel mill-professjonisti li jissapportjaw lit-tifel/tifla tiegħek jew mir-rapporti. L-assessjar jitwettaq billi t-terapisti jkellmukom bħala ġenituri, jiksbu informazzjoni mill-edukaturi u jekk meħtieġ, mill-professjonisti tal-kura tas-saħħa tat-tifel/tifla. Wara dan, it-tifel/tifla j/tigi osservat/a waqt li j/tagħmel l-attività li qed tqajjem it-tħassib imbagħad j/tipprova t-tagħmir differenti li jista' jżid il-partecipazzjoni indipendenti f'dik l-attività eż. jippruvaw software bħal text-to-speech jekk it-tifel/tifla qed j/tesperjenza diffikultajiet fil-qari.

2. SESSJONIJIET TA' SEGWITU:

Is-sessjonijiet ta' segwitu jistgħu jinkludu assessjar addizzjonali, l-użu ta' tagħmir teknoloġiku differenti, l-implimentazzjoni tal-applikazzjonijiet assistivi u nippruvaw ukoll nimmodifikaw l-ambjent fejn ser isir l-attività. Xi drabi, it-terapisti jistgħu jsellfuk tagħmir ta' EAT jew jissuggerulek tipprova software biex jaraw kif inti u t-tifel/tifla tiegħek tmorru b'metodu ta' aċċess alternattiv. Xi drabi tista' tigi organizzata zjara fl-iskola jew fid-dar bħala parti mill-proċess tal-assessjar biex jifhemu aħjar is-sitwazzjoni u jaraw it-tifel/tifla tiegħek f'ambjenti differenti.

3. SOLUZZJONIJIET:

Jekk tigi identifikata soluzzjoni ta' EAT, it-terapista j/tikteb preskrizzjoni bir-rakkomandazzjonijiet għat-tagħmir jew applikazzjoni ta' EAT. Ir-rapport jinkludi wkoll informazzjoni dwar l-aħjar mod biex tissapportja lit-tifel/tifla tiegħek biex j/titgħallim j/tuża r-rakkomandazzjoni. Inti tigi ggwidat dwar l-għażliet ta' finanzjament disponibbli. L-Occupational Therapist ta' ACTU jħarreg lit-tifel/tifla, lill-ġenituri u lill-professjonisti dwar l-użu tat-tagħmir mixtri. Ladarba dan jitlestha, ACTU ma jibqax joffri aktar appuntamenti u jneħhi lit-tifel/tifla mis-servizzi ta' ACTU. Xi drabi, jista' jkun li kulhadd jaqbel li t-tifel/tifla tiegħek għandu/għandha j/tkompli j/tahdem biex j/tizviluppa l-hiliet tiegħu/tagħha jew i/tkompli j/tuża l-EAT li t-tifel/tifla tiegħek diġà qed j/tuża. F'dan il-każ, ma ssir l-ebda rakkomandazzjoni għidida għal EAT.

MIN JISTA' JATTENDI?

Membri differenti tat-tim tat-tifel/tifla tiegħek jistgħu jintalbu jattendu s-sessjonijiet. Dawn jistgħu jinkludu l-membri tat-tim tal-edukazzjoni tat-tifel/tifla, il-membri tat-tim multidixxiplinari u persuni oħra primarji li jiehdu hsieb it-tfal.

KIF GHANDEK TIPPREPARA RUHEK GHALL-EWWEL APPUNTAMENT

1. Ikkonferma li se tattendi l-appuntament skont l-istruzzjonijiet fl-ittra tal-appuntament.
2. Huwa rakkomandat li tipprepara l-informazzjoni/dokumenti li ġejjin:
 - Kwalunkwe dokument importanti relatat mas-saħħa u l-izvilupp tat-tifel/tifla tiegħek.
 - Videos tat-tifel/tifla waqt li j/tkun qed j/tagħmel komputu ta' kitba/ittajpar
 - Ritratti ta' xogħol tal-iskola bbażat fuq il-kliem
 - Kampjuni tal-kitba
3. Aħseb dwar x'tixtieq tikseb mis-servizz tagħna u x'inhuma l-għanjiet tat-tifel/tifla tiegħek.

KIF THASSAR APPUNTAMENT

Jekk ma tistax tattendi għall-appuntament tat-tifel/tifla tiegħek, jekk jogħġbok ikkuntattja lit-terapisti tiegħek tal-ACTU qabel is-sessjoni. Tista' thassar l-appuntamenti permezz ta' telefonata jew email. Imbagħad l-appuntament jerga' jigi skedat mal-ewwel disponibiltà li jkollhom it-terapisti. Jekk thassar tliet appuntamenti konsekuttivi wara xulxin, it-tifel/tifla tiegħek se j/titneħħa awtomatikament mis-servizz tal-ACTU.

X'JIGRI JEKK TITLIF APPUNTAMENT MINGHAJR MA THASSRU

Jekk ma tigi x għall-appuntament u ma tikkuntattjax lill-ACTU dwar l-appuntament mitluf, inti tircievi ittra dwar in-nuqqas ta' attendenza. Tingħata ġimagħtejn mid-data li tintbagħat l-ittra biex tirispondi permezz ta' telefonata jew email biex titlob appuntament ieħor. Jekk ma tikkuntattjax lill-ACTU fi żmien ġimagħtejn jew jekk titlef zewġ appuntamenti wara xulxin u ma tavżax lit-terapisti tiegħek minn qabel, it-tifel/tifla tiegħek j/titneħħa mis-servizzi tal-ACTU.

ACTU operates an appointment-based service, so contact ACTU beforehand if you have any questions or if you need to speak to any ACTU member on:

Peress li l-ACTU jopera servizz ibbażat fuq l-appuntamenti, għandek tikkuntattja lill-ACTU minn qabel jekk ikollok xi mistoqsijiet jew jekk ikollok b'zonn titkellem ma' xi membru tal-ACTU fuq:

actu.sappor@gov.mt

+356 21653938 / +356 21653991 / +356 77132310

Agenzja Sappor Helpline – Freephone 153
(press 5 / agħfas 5)

Opening hours / Hinijiet tal-ftuh:

Monday / It-Tnejn: 08:00 - 16:00

Tuesday - Friday / Tlieta – Ġimgħa: 08:00 - 14:30

Access to Communication & Technology Unit (ACTU)

Ċentru Pastorali Qalb ta' Ġesù,

Triq il-Bizantini, Qrendi QRD 1802

