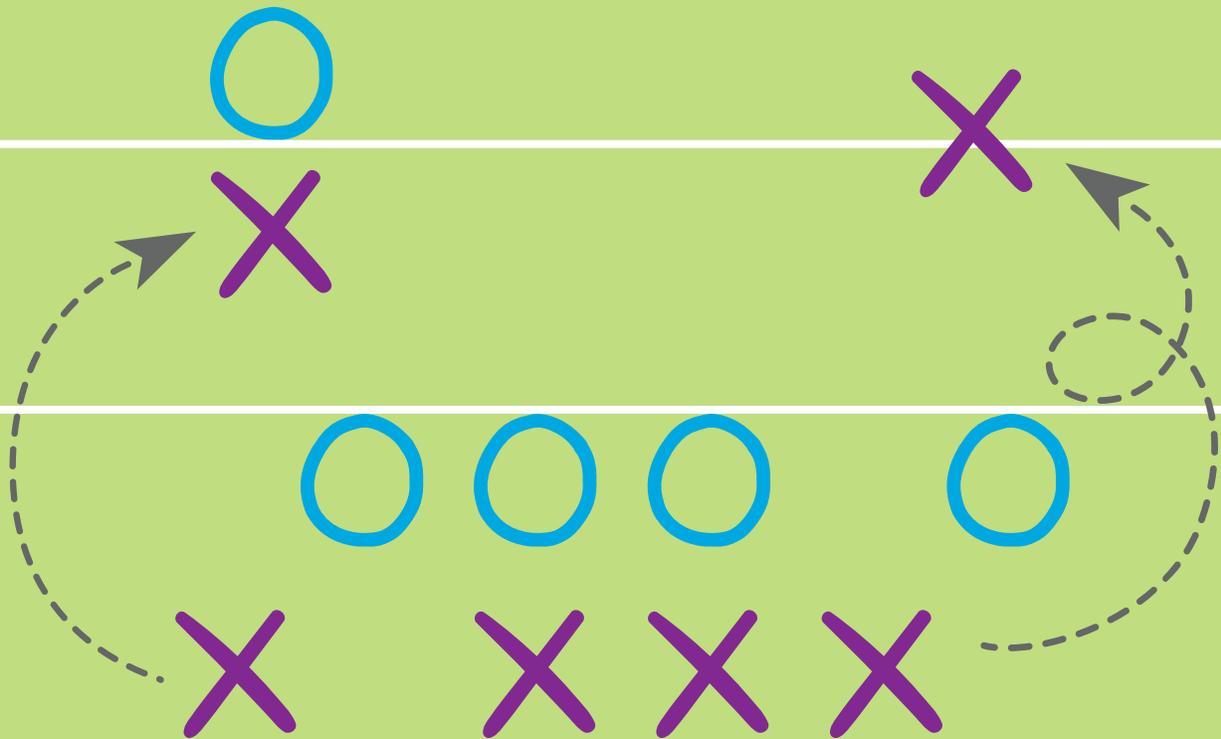# prc-saltillo

Team Planning Pack

Supporting the 2024 PRC-Saltillo Calendar

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AAC Team List

List of all team members and their contact info.

Preferred method of contact for the team is:

E-mail   Phone   Group Text   Other Texting/Chat App

What's App, FB Messenger, etc.

Other important details to know about the communication plan for the team (preferred frequency, preferred timeframe, preferred app, etc.)

Team Member Name and Title	Phone Number	Email Address
Parent		
AAC Specialist		
Speech-Lang. Pathologist		
Teacher - Special Education		
Teacher - General Education		
Paraprofessional		
Occupational Therapist		
Physical Therapist		
Assistive Technology Specialist		
Vision Specialist		
Hearing Specialist		
Physician		
Care Provider		
Family Member(s)		
Other:_____		
Other:_____		
Other:_____		
Other:_____		
Other:_____		

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AAC Team Communication Log

Use this log to share and communicate about the what the AAC learner is saying and doing. This log can be used to share good things that happen, as well as, to keep track of issues that need to be addressed. Use the log frequently to communicate and refer back to it to see how much progress your team has made.

Name of AAC Learner: _____

Who: (name of reporter)		When: (date)

What: (title or phrase of what happened)

Provide a brief summary of what you saw here.

Why: (circle one option)	Needs follow-up Need to meet or discuss	Shows progress Look at how far we've come!	Just wanted to share This was great to see!

(Notes or anything else you feel is important)

Who: (name of reporter)		When: (date)

What: (title or phrase of what happened)

Provide a brief summary of what you saw here.

Why: (circle one option)	Needs follow-up Need to meet or discuss	Shows progress Look at how far we've come!	Just wanted to share This was great to see!

(Notes or anything else you feel is important)

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Who:
(name of reporter)

When:
(date)

What:
(title or phrase of what happened)

Provide a brief summary of what you saw here.

Why:
(circle one option)

Needs follow-up
Need to meet or discuss

Shows progress
Look at how far we've come!

Just wanted to share
This was great to see!

(Notes or anything else you feel is important)

Who:
(name of reporter)

When:
(date)

What:
(title or phrase of what happened)

Provide a brief summary of what you saw here.

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Needs follow-up
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Need to meet or discuss

Shows progress
Look at how far we've come!

Just wanted to share
This was great to see!

(Notes or anything else you feel is important)

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AAC Team Jobs

Name of AAC Learner: _____

Use the checklist below to define who will do what. Not every member of the team will do all tasks, nor should they! Go through the list as a team to decide who will do what; and keep each other accountable. Make sure everyone gets a copy of the checklist.

		Teacher – Spec. Educ.	Teacher – Gen. Educ.	Case Manager	AAC Specialist	Paraprofessional/Assistant	Speech-Lang. Pathologist	Occupational Therapist	Physical Therapist	Parent	Caregiver	Family	Other Staff	Other: ___	Other: ___
Device Upkeep	Daily Care: clean screen, charge, etc.														
	Troubleshoot problems and call technical support														
	Back-up system regularly														
	Send in device for repair (as needed)														
	Request a loaner device and transfer language system to loaner (as needed)														
	Install back-up language system (lite-tech, app, etc.)														
	Download and install updates to AAC system														
Device Customizing	Guides and sets up device (select language system, modify settings, etc.)														
	Schedules and sets up training for system, as needed														
	Identify new messages/words to add to the language system														
	Add new messages/words to the language system														
	Create & maintain documentation/ visuals to support device use														
	Manage updates to language system, add words/messages/pages (as needed)														
Device Support & Documentaiton	Facilitate use of AAC using research-based strategies														
	Teach peers & communication partners how to interact with AAC learner														
	Identify opportunities for communication														
	Collect data on use & progress														
	Advocate/educate for use of AAC system, as needed														
Other	Create visuals & supports for activities and lessons														

AAC Success Planner

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Use the AAC Success Planner to establish goals, the most efficient strategies to use throughout implementation, and track progress. Refer back to this document throughout the year to ensure the team works together toward success.

AAC Learner: _____ Meeting date: _____

Team Members Attending

Name and Role on Team	Name and Role on Team
Name and Role on Team	Name and Role on Team
Name and Role on Team	Name and Role on Team

Target Skill List the long-term goal here; could be from the IEP or other goals	**Team Members**	**Goal** List the short-term goal here; could be from the IEP or smaller steps	**Strategies & Supports** List the strategies and supports the team will use to meet goals

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Target Skill List the long-term goal here; could be from the IEP or other goals	Team Members	Goal List the short-term goal here; could be from the IEP or smaller steps	Strategies & Supports List the strategies and supports the team will use to meet goals

Next Steps

Task Task to follow-up on	Who Who will complete task	Due Date

Next Meeting Date: _____

Future Meeting Dates: _____   _____

IEP Date: _____

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AAC Success Planner
Progress Tracker

Use the Progress Tracker to monitor all the goals the team set for the AAC learner. The team should also track and monitor the team's collaboration and any changes as needed.

AAC Learner: _____   Meeting date: _____

List the goal, circle how you think the team is progressing toward that goal, and brainstorm any changes that need to be made to help achieve the goal.

Goal	Progress	Changes
	1 2 3 4 5	
	1 2 3 4 5	
	1 2 3 4 5	
	1 2 3 4 5	

Evaluate the team. How is the team communicating and working together. Discuss any changes that need to occur.

Team Work	1 2 3 4 5	
Team Communication	1 2 3 4 5	