

TEAM COMMUNICATION: ROLES & RESPONSIBILITIES of TEAMS SUPPORTING ADULT USERS OF AAC

~list of team members' roles and responsibilities ~

Team Member Responsibilities	Case Manager	AAC Specialist / SLP	Personal/ Assistant	OT	PT	Family	Program Staff	Other	Other
Device Maintenance									
Daily device maintenance: charge, clean etc.									
Troubleshoot mechanical problems / call tech support									
Back-up device regularly (edit software, flash drive)									
Set up SGD repair & obtain funding for repair (*warranty)									
Determine need for loaner/back-up system during repair									
Transfer SGD vocabulary to loaner									
Device Content									
Initial device set up, programming & training									
Manage vocabulary updates & programming - ongoing									
Teach /facilitate user to navigate & use their SGD vocabulary									
Track tech support & vocabulary changes/updates - ongoing									
Maintain updated documentation of device content									
Device Support and Documentation									
Fabricate supplementary tools for access									
Make decisions and changes about position of the device									
Collect data on progress to evaluate progress (ITP goals)									
Device use in programs/activities/work									
Facilitate real-time device use during activities									
Facilitate peers in interactions with user of AAC									
Teach team members how to use the device									
Define opportunities for device use outside home									
Define opportunities for device use at home									
Program Activities									
Obtain activity vocabulary from family &/or staff									
Make/provide materials to accompany SGD, as needed									

The Bridge School Transition Program. (n.d.) *Collaborative Teaming Matrix*. Retrieved from http://www.bridgeschool.org/transition/docs/collab_teaming.pdf

Additional references at <http://rastresources.com>

