

## CLINIC FOR AUGMENTATIVE COMMUNICATION (CAC) - WRITING AIDS SCREENING

This screening form provides important information about the client's needs in order to determine eligibility for CAC writing aids assessment. The form should be completed by the client's *occupational therapist (OT)*. **If the client does not have an OT, he/she should be referred to a School Health Services OT or if this is not possible, contact the CHEO Access Team in order to complete this screening form.**

If you require assistance to complete this screening form, please contact CAC at 613-737-7600 ext. 4346 and ask to speak with a CAC OT. We can provide a copy of a timed typing test if needed, for calculating writing or typing speed.

Please return the completed screening form to CHEO Access Team. You may fax the forms to 613-738-4841 or mail them to 395 Smyth Road, Ottawa, Ontario K1H 8L2.

<b>Client's name:</b>	<b>Date completed:</b>
<b>Name/ Tel# of person answering questionnaire:</b>	
<b>Relationship to client:</b>	<b>Tel#:</b>

1. DIAGNOSIS		
a) Does the client have a physical disability or an identified fine motor problem contributing to the handwriting difficulty?	NO → not eligible for CAC assessment. May request All About AAC consultation related to the physical aspects of writing or computer input needs.	YES → <b>Continue screening.</b>
2. LITERACY		
a) For clients of Kindergarten age (under 6 years old), who have great difficulty with age-appropriate pencil & paper tasks and <b>CANNOT functionally access an iPad keyboard or standard computer keyboard (even with computer accessibility settings activated)</b> : Can the client recognize at least 5 letters of the alphabet (i.e. when asked to point/show letters as you name them) and some sight words (i.e. Name)?	NO → Not eligible for CAC assessment. May request All About AAC (Alternative and Augmentative Communication) consultation to community OT regarding computer access, with possible subsequent referral if complex alternate access is required (this would be a consultation visit only, with any equipment needs followed up by community OT)	YES → <b>Eligible for CAC assessment.</b>
b) For clients in Grade 1: Can the client spell words (using a pencil or keyboard, or by dictating letter by letter to an adult)?	NO → Not eligible for CAC assessment. Can provide All About AAC consultation to community OT regarding computer access, with possible subsequent referral if complex alternate access is required (this would be a consultation visit only, with any equipment needs followed up by community OT).	YES → <b>Continue screening.</b>
c) For clients Grade 2 and older: Can the client communicate a basic idea in writing, ie. write a simple sentence* (using a pencil or keyboard, or by dictating letter by letter to an adult)? *Perfect spelling and grammar are not required. For non- speaking clients who recognize letters and some sight words, ideas may be conveyed through symbols.	NO → Not eligible for CAC assessment. May request All About AAC consultation to community OT regarding computer access, with possible subsequent referral if complex alternate access is required (this would be a consultation visit only, with any equipment needs followed up by community OT).	YES → <b>Continue screening.</b>
3. WRITING NEEDS		

<p>Does the client have a need to produce written work at home (ie. homework, diary, email, lists, etc.) OR would the client be expected to produce written work at home (similar to</p>	<p>NO → Not eligible for CAC assessment. May request All About AAC consultation regarding writing needs at school, with possible subsequent referral if complex</p>	<p>YES → <b>Continue screening.</b></p>
<p>expectations for peers/classmates) <b>IF</b> he/she had a means of writing which was faster or less tiring?</p>	<p>alternate access is required.</p>	
<p><b>4. HANDWRITING / PRINTING</b></p>		
<p>Are there concerns with any of the following?          Ability to print/write _____           Speed of printing or cursive writing speed (speed is below age/grade norms). Please list writing speed (number of words per minute, where 1 word = 5 characters; <i>do not count spaces</i>): _____           Pain or fatigue (decreased endurance) when printing/writing (if so, noted after: ___minutes)           Legibility of handwritten work           Ergonomic issues related to handwriting (ie how the writing tool is held, body position and/or stresses on certain parts of the body)</p>	<p>NO CONCERNS → Not eligible for CAC assessment. May request All About AAC consultation if there are concerns regarding computer access.</p>	<p>CONCERNS PRESENT → <b>Continue screening.</b>           CONCERNS PRESENT, <b>AND</b> THE CLIENT HAS A DEGENERATIVE DISABILITY (ie. muscular dystrophy) OR HEMIPARESIS OR IS ALSO BEING REFERRED TO CAC FOR FACE-TO-FACE COMMUNICATION → <b>Eligible for CAC assessment.</b></p>
<p><b>5. TYPING</b></p>		
<p>a) Are there concerns with any of the following? Please describe:          Use of a standard keyboard           Use of a standard mouse or laptop glide pad (ie. accuracy, ability to perform click, drag, etc.)           Typing speed (below age/grade norms). Please list typing speed (number of words per minute, where 1 word = 5 characters; <i>do not count spaces</i>): _____ words per minute           Pain or fatigue (decreased endurance) when typing; noted after: ___minutes           Other concerns related to body posture and/or stresses on body parts because of how the client types?           b) List any computer adaptations that have already been           c) tried, including control panel adjustments (i.e. Repeat rate</p>	<p>NO CONCERNS, <b>OR</b> CONCERNS RESOLVED THROUGH CONTROL PANEL ADJUSTMENTS →          Not eligible for CAC assessment. Client should be seen by an OT Individual Authorizer with the Assistive Devices Program (ADP) for possible prescription of a low tech writing aid.</p>	<p>CONCERNS RELATED TO TYPING SPEED ONLY → Recommend All About AAC consultation regarding computer access, with possible subsequent referral to CAC if client is a candidate for rate enhancement software.           OTHER CONCERNS PRESENT, EVEN WITH CONTROL PANEL ADJUSTMENTS → <b>Eligible for CAC assessment.</b></p>

changes, Sticky Keys, Mouse Keys), and the outcome:

*Updated March 2023*