

## Checklist for Facility Review of the Total Communication Programme.

Date	Facility				Locality		
1. Summary of Facility Communication Skills Profile (give numbers)	1	2	3	4	5	6	6+
2. Support Needs of people in the facility (pen portrait)							
<b>From observation of staff on duty and their interactions with clients:-</b>							
3. Level of interaction of clients in activities and interactions (give numbers for each category)	Number of staff on duty	Clients just observing	Little interaction	Respond to others	Initiation & response		
4. List all communication strategies put in place in this facility, and note the extent to which these are seen being used and any examples where they are <u>not</u> being used, and note also client response to the strategy (passive, responsive, responds appropriately)	Strategy		Observed used		Client response		
5. Are any clients left out? (Give examples)							
<b>From discussions with staff (complete for the group of clients but use individuals as examples):-</b>							
6. How do staff believe the strategies help people understand more about things like choices, timetables, staff rosters and changes in routine in the facility? (Give examples)							
7. How do they see these strategies useful in increasing circles of friends and communication both within and outside the service? (Give examples)							

8. How do they believe these strategies increase people's purpose to communicate and give them greater opportunity to make decisions about their lives? (Give examples)

9. How were the strategies right and useful for the people you support? (Give examples)

**From review of files and discussions with clients, (either singly or as a group):-**

10. How do the Total Communication strategies help people understand more about their world, such as by use of key signs or simple language, simple information about what happens during the day, what staff are on, changes in routine, activities, meals or outings? (Give examples)

11. How do the strategies help people have more people to communicate with, such as having more choices or more opportunities to interact with people both inside and outside the facility? (Give examples)

12. How do the strategies help people have more reasons to communicate and more things to communicate about, such as diaries, chat books, being given more choices? (Give examples)

13. Which of the strategies seemed to help people communicate better? (Give examples)

14. Describe any BSS intervention or risk plans in place

15. Estimate number of recorded incidents

3 months before started

Over last 3 months

16. Estimate number of referrals for BSS

3 months before started

Over last 3 months

17. How well did staff feel supported in putting the strategies into practice?

Other relevant comments over page if necessary