



Hollinwood Business Centre
Albert Street
Hollinwood
Oldham
OL8 3LQ
Tel: 0161 358 0151

Email: enquiries@acecentre.org.uk
Website: www.acecentre.org.uk

ACE Centre Assessment Service

ACE Centre offers independent interdisciplinary assessments to identify appropriate assistive technology resources for people with physical and/or communication impairments to support their communication and learning.

The aim of each assessment is to work in partnership with the individual, their family and involved professionals to identify appropriate assistive technology to support communication and learning.

ACE Centre has an assessment and training team consisting of Occupational Therapists, Speech and Language Therapists, Teachers and Technicians.

The Referral Form

A completed referral form is required in support of any assessment requested. The referral form can be downloaded from the ACE Centre website (www.acecentre.org.uk) or requested by telephone or email. The referral form should be completed in as much detail as possible to support the assessment and training team in planning and preparing for the assessment. It may help if the individual and all those who support him/her meet together to discuss the aims of the assessment prior to completing the referral.

Video Support

A recent video of the individual is requested to support the referral. This will help the assessment and training team in planning for the assessment and determining what equipment may be required. Ideally, the video should aim to show the individual:

- a) interacting and communicating with others (showing any resources they use)
- b) accessing a computer or other technology
- c) completing activities that demonstrate the physical movements they are capable of
- d) in the typical range of positions they work in

Further information can be found in the Video Guidelines form enclosed.

Prior to the assessment

A service delivery meeting is held once a month to discuss and allocate any received referrals. Once your completed referral form is received it will be discussed at the next scheduled service delivery meeting and 2 members of the assessment and training team will be allocated to complete the assessment. They will then make the necessary arrangements for the assessment and confirm this in writing to those people identified on the referral form.

Who should be involved?

ACE Centre recognises the benefits of a partnership approach when completing assessments. The individual, family members and any professionals identified on the referral form will be invited to the assessment unless otherwise stated. This may include the local Speech and Language Therapist, Occupational Therapist, Teacher and/or Support Worker depending upon the individual's needs.

The venue

Assessments are typically completed in an environment familiar to the individual. This may be the person's home, school/college, day centre or work place.

Length of assessment

The length of time required for the assessment will vary but typically takes place over the course of a day. On some occasions it may be necessary to make a second visit and this will be included in the initial cost. The timings for the assessment will be agreed with the referrer initially and subject to modification as necessary dependent on individual needs.

What happens at the assessment?

Two members of the assessment and training team will facilitate the assessment. The session will typically commence with a general discussion with everyone concerned providing an opportunity to share any relevant information and identify aims and expectations.

During the assessment the individual will have an opportunity to demonstrate any resources they are currently using and they will be supported in trying out alternative resources and strategies that might be suitable. It may be necessary to work for short periods, with breaks to set up different equipment and work within the individuals levels of attention motivation and stamina.

At the end of the assessment it is useful if the group meet together again to discuss the assessment and consider potential recommendations and reach shared conclusions and appropriate solutions.



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Following the assessment

Arrangements will be made for the loan of any recommended equipment to allow a period of further evaluation. Following this a comprehensive report will be compiled and sent to all those involved in the assessment. The report will summarise the assessment, outline conclusions reached and provide recommendations. The report will also include details of any software or hardware recommended with prices / suppliers and follow up action and/or training recommendations as appropriate.

Please Note: ACE Centre do not supply equipment. Once equipment recommendations have been made following assessment, it is the responsibility of the individual and those providing support to seek funding for the equipment and order it.

Charges

There is a charge of £3000 per assessment. This allows for: an initial assessment visit by 2 members of the Assessment and Training Team, the loan of any equipment for trial purposes, a comprehensive written report and a follow up review or training session. Additional expenses are incurred if the assessment does not take place at the centre (travel at 45p per mile and overnight accommodation if the location is over 2 hours drive one way).

Please note: An appointment for an assessment cannot be given until we have received the completed referral form, the signed payment for, parental consent (where required) and a video to support the referral.

If you have any queries about any of the above, please contact ACE Centre's Assessment Coordinator:

Lisa Farrand - email lfarrand@acecentre.org.uk or telephone 0161 358 0151