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**Referral to KM CAT: Partnership Agreement**

A referral to the KM CAT service **may** result in a complex assessment and subsequent provision of communication equipment for the child or young person (CYP) concerned. If this is the case, the process is much more effective if all professionals and family members supporting the CYP work together to evaluate the CYP’s language skills prior to assessment, deliver an appropriate assessment and fully commit to the process of implementing equipment and supporting the CYP to develop their skills in using it.

In order to achieve this, we ask for the following commitments from the **Parents and Carers** and from the **Education Settings** and **Therapy Services** supporting the CYP:

* Contribute to the referral form and subsequent assessment process.
* Attend all meetings regarding
	+ the initial assessment,
	+ the delivery of equipment, and
	+ training in how to use the device and edit the software.
* Support a trial loan of equipment (if this is deemed appropriate) and give feedback which helps to evaluate the suitability of the loaned equipment,
* To be actively involved in setting progress targets and outcome measures for the CYP at regular target review meetings with the KM CAT team and other professionals supporting the CYP.
* Provide the support and follow-up as agreed at these target setting meetings. This will include ensuring there are regular opportunities for the CYP to use their communication aid, and to model use of the device to the CYP.
* Take care of the equipment and ensure that it is regularly cleaned, stored safely when not in use (for example, overnight) and transported safely in an appropriate bag or case.
* Notify the KM CAT service of any breakages or problems with the device or software.
* Add the equipment to the home contents insurance policy and the school insurance policy.

**In addition, for the Educational Provision, we ask that you:**

* Incorporate the communication targets into the CYP’s EHC Plan (if one is in place), or their school Provision Plan.
* Where appropriate, make provision for the CYP to:
	+ use the specialised hardware and software recommended
	+ practise keyboarding skills.
* Facilitate the KM CAT team coming into class to work with the CYP and to liaise with the class team.
* Continue to evaluate CYP’s changing learning needs and educational levels, with respect to KM CAT’s assessment recommendations.

**For local therapy services (for example, SLT or Occupational Therapy), we ask that you:**

* Work collaboratively with school staff to produce and implement appropriate, personalised low tech communication resources, for the CYP to use in addition to any high tech equipment supplied.
* Support educational staff to implement and use the high tech equipment supplied by the KM CAT service.
* Continue to evaluate CYP’s changing needs in terms of physical access to equipment and their language skills. Advise the KM CAT team if changing needs mean that existing communication systems require review.
* Provide support in the home and education settings (as appropriate), to develop physical access to high and low tech AAC resources and equipment.
* Ensure CYP have their sensory and physical needs met to support functional use of communication equipment and resources.

**In return the KM CAT is committed to:**

* Provide a complex, trans-disciplinary assessment for CYP who meet the service criteria (KM CAT Referral Form, Section 8). This will include:
	+ A preliminary discussion with family and supporting professionals, in order to get a clear picture of the CYP, and to tailor a bespoke assessment around their interests, motivators and their specific needs;
	+ A trans-disciplinary, CYP-centred assessment session, which may also lead to a trial loan of specific equipment;
	+ Provision of equipment, as indicated by the conclusion of the assessment process;
	+ A detailed assessment report outlining the rationale behind provision of specific equipment and advice around how to introduce this to the CYP.
	+ Training for the CYP’s family, local therapists and school staff supporting the CYP to enable them to operate the equipment, edit the software and feel confident about introducing it to the CYP.
* Work collaboratively with the CYP’s family, school staff and therapists to ensure that a robust post-assessment package is delivered, enabling the CYP to become familiar with their new equipment and software.
* Co-ordinate meetings to set and review progress targets and outcome measures, so that the CYP continues to develop their communication skills.
* Offer school and home intervention visits in order to model good practice, discuss on-going requirements and observe the CYP’s progress.
* Provide further advice, guidance and strategies as a result of these meetings and interventions.
* Endeavour to attend EHCP (Education, Health care Plan) meetings, so that KM CAT advice and guidance can be incorporated into the EHC outcomes and Provision Plans.
* Provide a re-assessment, when the need arises for this.