

Communication Needs

Last updated: _____

For anyone spending time with the person I support. Fill in by hand and update it whenever needs change.

Name of the person I support: _____

Emergency contact & phone: _____

Name the person I support likes to be called: _____

Preferred spoken or signed language: _____

Interpreter needed? ☐ Yes ☐ No

HEARING AND VISION

Hearing aids: ☐ Yes ☐ No

Which ear is better: _____

Hearing aid batteries / charging: _____

Glasses: ☐ For reading ☐ For distance ☐ All the time ☐ None ☐ Other: _____

USUAL SPEECH OR LANGUAGE NEEDS

HOW THE PERSON I SUPPORT COMMUNICATES BEST

☐ Speaking

☐ Gestures

☐ Pointing

☐ Writing

☐ Pictures / communication board

☐ Device / app

☐ Facial expressions

☐ Other: _____

How they communicate yes, no, or I don't know: _____

Communication board/device/app name, where kept, and charging instructions: _____

WHAT SIGNALS USUALLY MEAN

Sign or behavior	What it may mean	What helps
	Pain	
	Hunger	
	Thirst	
	Needing the bathroom	
	Tired	
	Frightened	
	Bored	
	Other:	

Best time of day to talk: _____

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Private health information—store securely.



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Treat the person I support with dignity; speak to them, not about them.

TIPS THAT HELP *(check all that apply)*

- | | | |
|--|--|--|
| ☐ Approach from the front | ☐ At eye level | ☐ One step at a time |
| ☐ Short, simple sentences | ☐ Yes/no or two choices | ☐ Allow time to respond |
| ☐ Calm tone | ☐ Reduce noise | ☐ Show rather than tell |

THINGS TO AVOID

- | | | | |
|--|--|--|----------------------------------|
| ☐ Arguing or correcting | ☐ Quizzing memory | ☐ Talking over them | ☐ Rushing |
|--|--|--|----------------------------------|

Other: _____

TOPICS THE PERSON I SUPPORT ENJOYS

TOPICS TO AVOID OR THAT UPSET THEM

PHRASES OR WORDS THAT COMFORT

IMPORTANT PEOPLE, PETS AND PLACES THEY MAY MENTION

HOW THEY SHOW PAIN OR DISCOMFORT IF THEY CAN'T SAY IT

A GOOD CONVERSATION WITH THE PERSON I SUPPORT LOOKS LIKE:

Report new or gradual communication changes to the care team. Call 911 for sudden trouble speaking or understanding, facial drooping, arm weakness, or a sudden major change in alertness. Note when the symptoms began.

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