HOW TO PREPARE FOR THE AccessOAP DETERMINATION OF NEEDS ASSESSMENTessential CHECKLIST

Phase 1: Gathering Practical Documentation

- ☐ **Compile Existing Clinical Reports**
  Gather recent formal assessments, progress summaries, or diagnostic reports from your child's support team (e.g., Speech-Language Pathologists, Occupational Therapists, or Board Certified Behaviour Analysts).
- ☐ **Log High-Support Routines & Daily Tools**
  Track a 1-week support log highlighting daily routines (such as dressing, hygiene, or mealtime) where your child requires extra prompting, physical assistance, or specialized sensory tools.
- ☐ **Document Safety & High-Risk Considerations**
  Prepare detailed notes on specific safety concerns to discuss openly during the interview, including elopement (wandering), self-injurious behaviours, or severe sleep disruptions.

Phase 2: Reviewing the 10 Evaluation Domains

Use this overview of the ten functional domains evaluated by the Care Coordinator to help identify your child's strengths and daily support needs across home, school, and community environments:

- ☐ **Communication**
  How your child expresses their needs and understands language.
- ☐ **Social Interaction**
  How your child interacts with family members, peers, and new people.
- ☐ **Play & Leisure**
  How your child engages in independent and group play activities.
- ☐ **Activities of Daily Living**
  Skills such as dressing, eating, personal hygiene, and sleep routines.
- ☐ **Motor Skills**
  Fine and gross motor coordination used in writing, walking, or physical activities.
- ☐ **Cognitive Skills**
  Problem-solving, focus, and following multi-step directions.
- ☐ **Emotional Regulation**
  How your child manages stress, transitions, and daily frustrations.
- ☐ **Behavioural Supports**
  Specific safety or behavioural considerations requiring clinical supervision.
- ☐ **Community Participation**
  Navigating public spaces, safety skills, and local outings.
- ☐ **Caregiver & Family Impact**

The level of daily hands-on support required by caregivers to maintain family routines.

Phase 3: Framing Your Assessment Strategy

- [ ] **Focus on "Without-Support" Realities**
  When describing daily challenges to the Care Coordinator, focus on what happens on your child's most challenging days when extra supports or accommodations are not in place.
- [ ] **Highlight Environmental Variations**
  Note how your child's support needs change across different settings (e.g., home vs. school vs. public community spaces).
- [ ] **Plan for the Interview Length**
  Set aside 3 to 4 hours for the structured interview with the AccessOAP Care Coordinator.

Phase 4: Post-Assessment Next Steps

- [ ] **Review Support Score & Funding Level**
  Understand that your funding allocation is calculated by combining your child's age with their overall assessed support score from the DON evaluation.
- [ ] **Direct Allocation Toward Core Clinical Services**
  Use your custom funding allocation to access core clinical supports such as intensive early intervention programs, speech therapy, or occupational therapy.