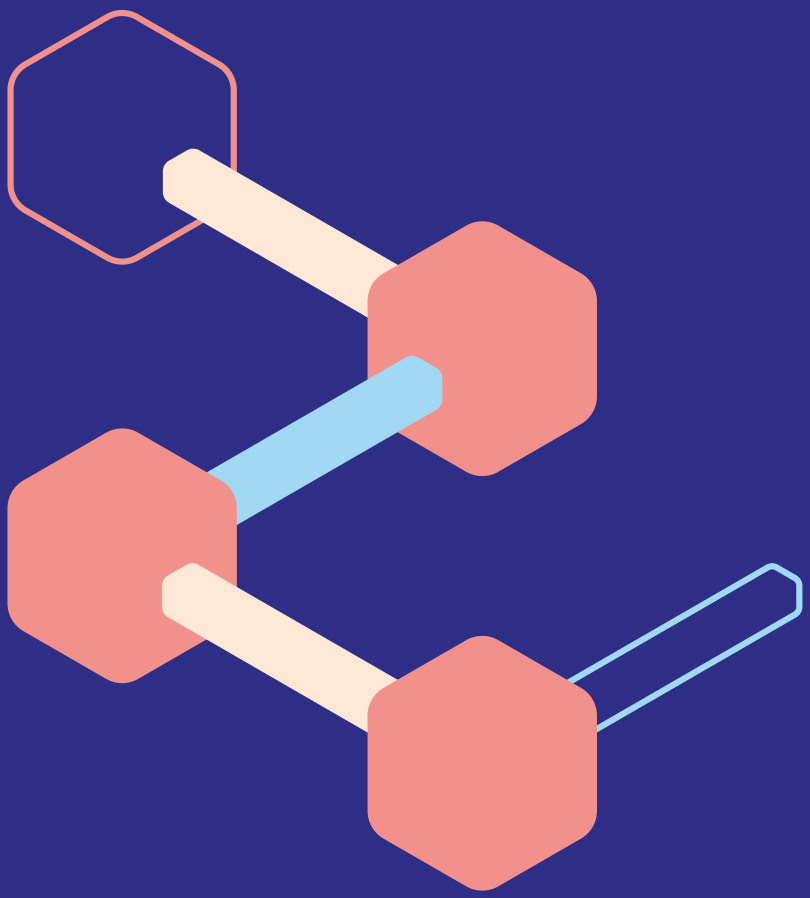


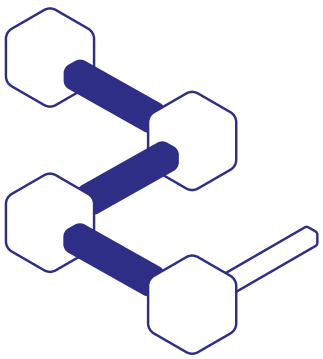
span.toolkit

preferences & accommodations
clinical tool

OTARC | La Trobe University

This tool is designed to support shared understanding about communication, engagement, and accessibility needs. It can be used during intake, early engagement, or ongoing work, and updated over time as needs or preferences change.

Please note: This tool is optional and can be completed in part or in full. You can choose not to answer any questions. Information can be updated at any time.



About me (optional):

Name:

Pronouns:

Anything important you would like us to know about you:

Communication preferences

How I prefer to communicate most of the time (tick all that apply):

☐ Speaking	☐ Auslan/sign language
☐ Writing/typing	☐ A mix of methods
☐ AAC/comms device	☐ I need help identifying these
☐ Other:	

When I'm overwhelmed, my communication may change in these ways:

Things that make communication easier for me:

Receiving information

I understand information best when it is provided as (tick all that apply):

☐ Written	☐ Visual (images, diagrams)
☐ Audio	☐ Video
☐ A combination	☐ I need help identifying these

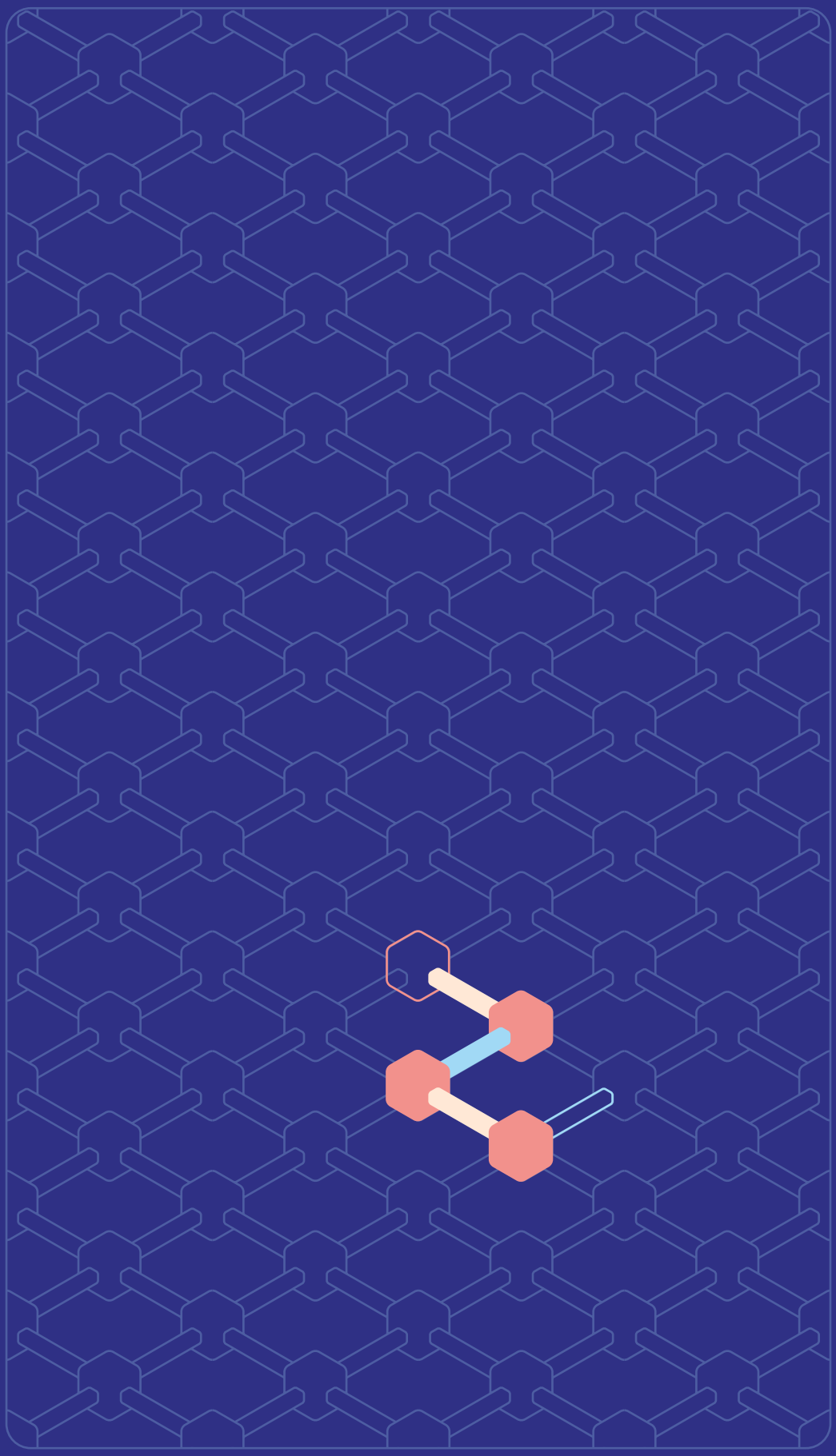
Things that help me process information:

☐ Clear structure or agenda	☐ Receiving information in advance
☐ Summaries at the end	☐ Follow-up to clarify questions
☐ Clear deadlines	☐ I need help identifying these
☐ Other:	

Appointments & engagement	
I usually prefer appointments to be (tick all that apply):	
☐ In person	☐ Structured
☐ Telehealth	☐ Flexible
☐ Shorter	☐ I need help identifying these
☐ Longer	
Things that help during appointments:	
Things that help after appointments:	

Sensory & environmental considerations	
Sensory factors that affect me (tick all that apply):	
☐ Sound	☐ Light
☐ Smells	☐ Visual clutter
☐ Touch	☐ I need help identifying these
☐ Other:	
Adjustments that help:	

Support people & technology	
I may need support with (tick all that apply):	
☐ Paperwork or forms	☐ Understanding information
☐ Technology	☐ Attending appointments
Support person (if applicable):*	
*Role/relationship:	
Anything else you would like us to know:	



© OTARC 2026