The 5 steps of the Accessible Information Standard

1. **ASK**
   Find out if a person has any communication or information needs because of a disability or sensory loss and if so what they are.

2. **RECORD**
   Record those needs in a clear way that everyone agrees with. This could be done on a computer or on paper.
3. **HIGHLIGHT**

Make sure that a person's needs stand out whenever their records are checked. This means something can be done straight away.

4. **SHARE**

Include information about a person's needs as part of data sharing and make sure it is in line with other information you have.

5. **ACT**

Make sure that people get information which they can access and understand, and get communication support if they need it.