Improve Cross-Discipline Communication and Increasing Collaboration through Shared Documents

HELLO!
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Dynamic Duo Of Awesomeness

Bentonville School District, Northwest Arkansas
- 17,269 students
- 1,895 receiving special education services
- 1,089 receive speech therapy services
- 31 SLPS
- 22 schools
This spring, we transitioned almost 200 pre-K students with services!
Learner Objectives

- Identify specific areas where shared documents will increase collaboration between SLPs and other disciplines.
- Identify steps in creating Google documents and PDFs for collaboration and workload management.
- Understand data tracking for systems improvement using shared documents and real-time caseload tracking and management.

Workload VS Caseload

Work Smarter NOT Harder

Understanding all speech therapy students are NOT equal for workload ramifications is very important.

Think about the workload of these caseloads:

- Elementary SLP; 40 students: Fluency, articulation and language; mostly 60/90 min/week; many students who have never had therapy and will eventually become SLD or OHI
- Elementary SLP; travels between two buildings with 45, mainly sees articulation or one day/week students to assist with time needed to travel
- Middle School SLP with 43 students: ½ of the caseload is severe profound and requires 60+ minutes per week;½ of caseload close to dismissal and working on vocalic R
- Jr High SLP with 45 mixed group of all levels and disabilities but most students are 30 minutes per week; 10 students are in self-contained rooms and are 60 min/week
- High School SLP of 38 who has mostly severe profound students 30-60 min/week, but has ½ the caseload on AAC or need AAC eval before graduation; parents fearful of dismissal
**Articulation**

- Only Should Be In Resource
- Finding Time To Dismiss
- Can’t That Home Return
- Parent Didn’t Know
- Forgot SLP a TDC time

**Workload is Often Overlooked.**

- How are you tracking caseloads in your district?
- Are all students really equal on workload?
- When students move in district, how is that data shared between SLPs?
- Can you easily share your caseload with admin and other staff as needed?
- Do you have a quick reference for medicaid billing eligibility?
- Do you track new preschool placements?

**Google Documents for Workload MGMT**

- How do we document time spent on “Other Duties as Assigned?”
Screeners Take Time... Are You Struggling to Keep Up?
- Do you know how many screeners you performed last year?
- Do you have a system in place for when screeners are requested for a child that has already been screened?
- Where is screening data maintained?
- Do you have a district standard for gaining permission?
- All screeners are not created equal… elementary versus secondary.
- Can workload sharing help equalize the time required to complete screenings?

Using Google Docs with Teachers
Teacher Information for Screening
Speech Screening Form
- Please complete the following speech language screening request form with your concerns for a student’s speech language or voice.
- When requesting a screening, please keep in mind the following:
- Your request will be reviewed by the speech language clinician
- Your request will be scheduled within 7 days

Who is requesting the screening?
- Teacher
- Parent
- Parent’s Representative
- Other

Parent Permission To Screen Form
Parent Permission to Screen
- Yes, you can
Screenings: Tracking and Beyond!

Testing Documentation & Consistency

Get credit for all of your evaluation time!

Is Your Testing and Placement Consistent?

- Do all staff use a variety of testing measures to best assess each child?
- Are all factors being considered; how long has child gotten services; what other services does child receive; what is measured intellectual function?

- Do all therapists use similar placement criteria?
- How do you address those “hard to dismiss” cases?
- Would it be beneficial to have another set of eyes and opinion on placement and therapy recommendations?
Weekly Communication Ideas

SLP Tuesday Tidbits
SLP Shout Out!

PDFs & Easy Data Tracking
What are easy ways to track data?
Building to Building
Monthly Accountability

Rolling Docs for Next School Year
Sorting and Updating a Singular Document

It’s the End of The Year and ½ of My Caseload is Switching Schools… Now What?