

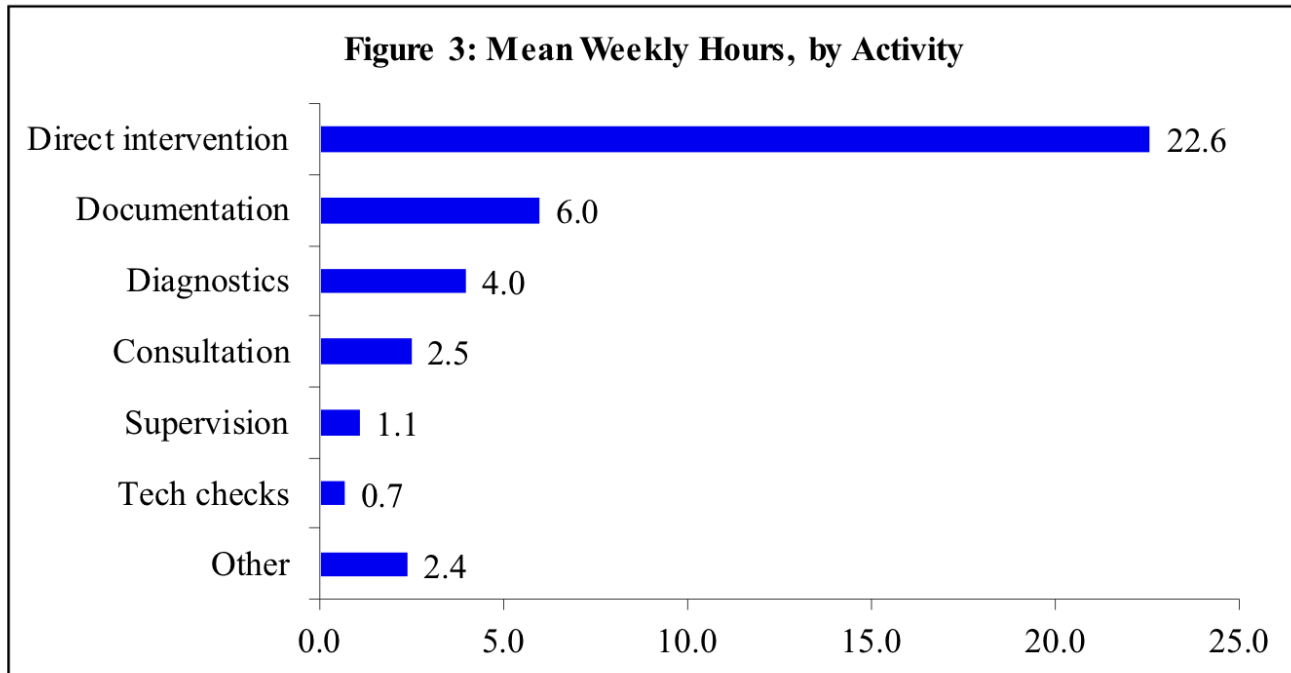
BLANK TEMPLATE Worksheet for SLP Teams to Determine Typical/Average Minutes/Month for Activities

RESOURCES: ASHA's Schools Surveys, specifically [Caseload and Workload Characteristics](#) (i.e. page 6 Weekly Hours by Activity)
Use your district's Collective Bargaining Agreement (CBA) for contractual work/plan/lunch times, etc.

For Student Info (page 1) and SLP Summary (page 2) of ISHA's WL Analysis: (times listed are suggested; use averages determined by your district's SLP team) NOTE: For activities/tasks that happen infrequently, divide the minutes by 9 months and use that result as mpm.	
TASK/ACTIVITY	Minutes/Month
Referrals (non-IEP'd students): Consultations: eg. a 15 minute consultation divided by 9 mos = 1.7 mpm Team Consensus = _____ minutes/consultation ÷ 9 mos = _____ mpm →	_____mpm
Observations: eg. a 10 minute observation divided by 9 mos = 1.1 mpm Team Consensus = _____ minutes/observation ÷ 9 mos = _____ mpm →	_____mpm
Screening: eg. a 20 minute screening divided by 9 mos = 2.2 mpm Team Consensus = _____ minutes/screening ÷ 9 mos = _____ mpm →	_____mpm
Initial Evaluation OR 3-year Re-eval eg. 2-3 hrs = 120-180 min ÷ 9 mo. = 13.3-20 mpm Team Consensus = _____ minutes/evaluation ÷ 9 mos = _____ mpm →	_____mpm
Communication, Networking, Meetings: <input type="checkbox"/> Parents; Networking with outside agencies = _____ min ÷ 9 months = _____ min/month → <input type="checkbox"/> P/T conferences = _____ min/student ÷ 9 months = _____ min/month → <input type="checkbox"/> Domain Review = _____ min ÷ 9 months = _____ min/month → <input type="checkbox"/> Annual Review, Transition Mtgs = _____ min ÷ 9 months = _____ min/month → <input type="checkbox"/> Eligibility (eval, re-eval) + IEP/Annual Review = _____ min ÷ 9 months = _____ min/month → TOTAL COMMUNICATIONS, MEETING MIN/MONTH = _____ mpm →	_____mpm
Direct Intervention Services (see ISHA guide; use clinical judgment to determine direct intervention minutes for each student); This will not be based on team consensus. <input type="checkbox"/> Mild = 15-30 mpw = 60-120 mpm → <input type="checkbox"/> Moderate = 31-60 mpw = 124 → <input type="checkbox"/> Substantial = 61-90 mpw = 244-360 mpm → <input type="checkbox"/> Profound = minutes based on student need + supports available in the educational environment. →	_____mpm
Scheduling students for direct services, evaluations, classroom observations, etc. (not for meetings with parents) _____ min ÷ 9 months = _____ min/month →	_____mpm
Case Management Responsibilities: scheduling DR, Elig/IEP meetings, preparing paperwork, maintaining files, etc. [Determined only for each student the SLP case manages] _____ min/wk x 4 = _____ min/month →	_____mpm/st.
Record-keeping: <input type="checkbox"/> Evaluation report writing = _____ min/per student report ÷ 9 months = _____ mpm/student → <input type="checkbox"/> Progress monitoring = _____ mpm (per student; some students will require more time) → <input type="checkbox"/> Progress reports/quarter updates = _____ min/st x 4/yr = _____ min/st/yr ÷ 9 = _____ mpm/st →	_____ mpm/st _____ mpm/st _____ mpm/st

Individualized/specialized therapy program, materials, or devices needed (i.e. social stories, picture/visual cues and/or schedules, PROMPT, AAC/AT + device maintenance and programming, etc.). = ____ min/wk x 4 = ____ mpm/st →	____mpm/st.
Academic supports: Team Meetings = ____ mpw/st x 4 = ____ mpm. → Curriculum Modifications = ____ mpw/st x 4 = ____ mpm. → Consults/Trainings (teachers, aides, parents) = ____ mpw/st x 4 = ____ mpm →	Team Mtgs = ____ Curric Mod = ____ Consult = ____
Behavioral factors—student may exhibit chronic and/or severe aggression requiring development and implementation of a Behavioral Intervention Plan (BIP); team collab. ____ min/week x 4 = ____ min/month →	____mpm/st.
SLP Summary (page 2) of ISHA’s WL Form (calculate monthly minutes)	
TOP of pg. 2: enter student initials, total WL mpm from student page, and enter direct minutes. TOTAL Indirect mpm will be auto calculated.	
TASK/ACTIVITY	Minutes/Month
1. Service Provider’s typical # of total direct student session minutes/day: enter in space provided. Total Direct Session minutes/week auto-summed. Use your own schedules and session times to enter totals.	----
2. # of total direct session mpw is auto-populated and auto-calculated on the SLP Summary form to give the total direct session minutes/month.	----
3. Each total from the 4 “Indirect” mpm columns from the top section will auto-populate and sum.	----
4. The first two items will auto-populate on the actual SLP Summary page. Then... Enter *Contractual Plan Time for Elementary = ____ mpw x 4 = ____ mpm →	____mpm
Enter *Contractual Plan Time for MS = ____ mpw x 4 = ____ mpm →	____mpm
Enter *Contractual Lunch Time for Elementary = ____ mpw x 4 = ____ mpm →	____mpm
Enter *Contractual Lunch Time for MS/HS = ____ mpw x 4 = ____ mpm →	____mpm
Enter *Supervision of CFs, SLPAs; Mentoring = ____ mpw x 4 = ____ mpm →	____mpm
Enter *Total MTSS/Rtl Consultation Time = ____ mpw x 4 = ____ mpm →	____mpm
Enter *District-required mtgs (PD, SIP, PLCs, Gen Info, etc.) = ____mpm →	____mpm
Enter *Medicaid Billing/FFS/Administrative Outreach = ____ mpw x 4 = ____ mpm →	____mpm
Enter. *Travel Time (between buildings or to off-site/home-bound services). = ____ mpw x 4 = ____ mpm. →	____mpm
TOTAL TIME NEEDED BY SERVICE PROVIDER. [auto-sums and auto-populates on SLP form]. →	____mpm
6. Enter District Contractual Minutes = ____ hrs/week x 60 min. = ____ mpw x 4 = ____ mpm →	____mpm
7. Calculate WORKLOAD Time [form auto-populates and auto-calculates from #5, 6]. →	----
8. Calculate Full Time Equivalent (FTE) [form auto-populates and auto-calculates from #5, 6]. →	----

The following excerpt from page 7 of ASHA's [2024 Schools Survey: Caseload and Workload Characteristics](#) may provide teams with additional guidance regarding activities and "average" times PER WEEK as reported by respondents. [Please be sure to note whether times are in minutes/week, hours/week, etc., as your calculations' accuracies will be dependent on consistent use of time units.]



Note. $n = 2,347$. Total number of hours was limited to a maximum of 55 which captured 89% of respondents.

Respondents also reported that they spent a mean of

- 6.0 hours on documentation;
- 4.0 hours on diagnostic evaluations (e.g., observation, screening, scoring, analysis);
- 2.5 hours on collaborative consultation;
- 1.1 hours on supervision;
- 0.7 hour on technology checks; and
- 2.4 hours on other duties as assigned.