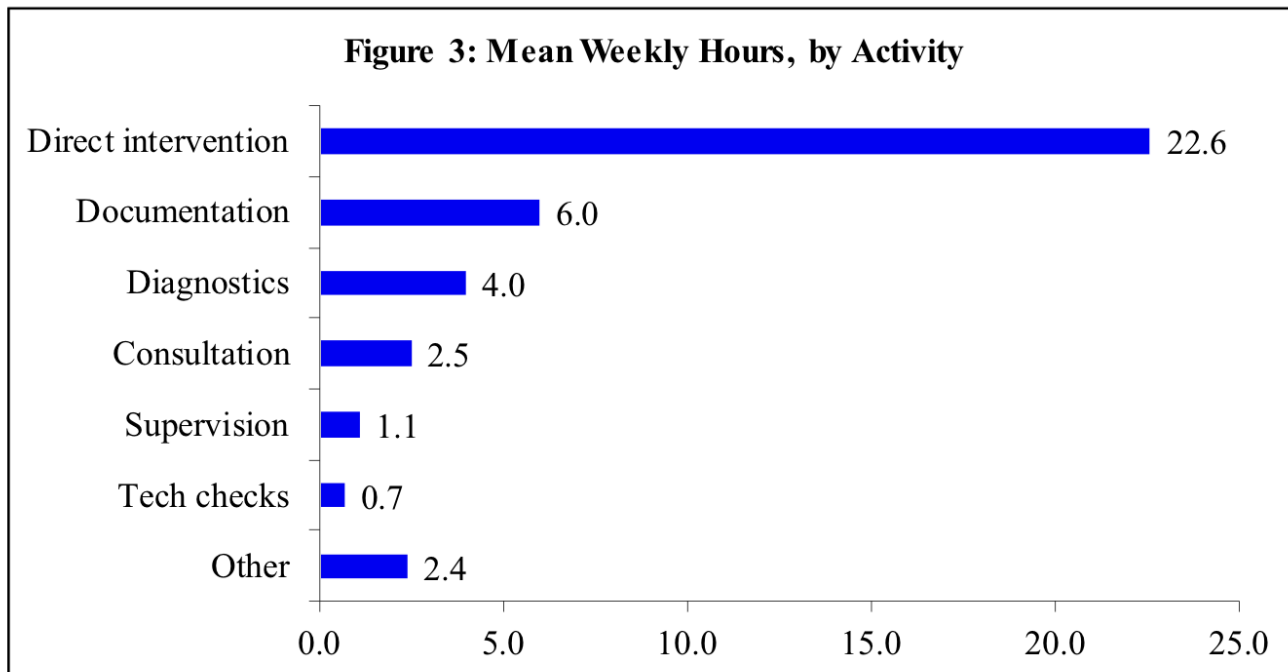


Individualized/specialized therapy program, materials, or devices needed (i.e. social stories, picture/visual cues and/or schedules, PROMPT, AAC/AT + device maintenance and programming, etc.). = <u>30</u> min/wk x 4 = <u>120</u> mpm →	<u>120</u> mpm
Academic supports: Team Meetings (incl. BIP teams) = <u>30</u> mpw x 4 = <u>120</u> mpm → Curriculum Modifications = <u>30</u> mpw x 4 = <u>120</u> mpm → Consults/Trainings (teachers, aides, parents) = <u>15</u> mpw x 4 = <u>60</u> mpm →	120 mpm 120 mpm <u>60</u> mpm Total 300 mpm
Behavioral factors—student may exhibit chronic and/or severe aggression requiring development and implementation of a Behavioral Intervention Plan (BIP); team collaboration. = <u>30</u> min/week x 4 = <u>120</u> min/month →	<u>120</u> mpm
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. 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. Eg. 12 sessions/day @ 30 min each = 360 min/day x 4 days = 1440 mpw x 4 wks = 5760 mpm →	---
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 SLP Summary form. Then... Enter *Contractual Plan Time for Elementary = <u>300</u> mpw x 4 = <u>1200</u> mpm →	1200 mpm
Enter *Contractual Plan Time for MS/HS = _____ mpw x 4 = _____ mpm →	_____ mpm
Enter *Contractual Lunch Time for Elementary = <u>200</u> mpw x 4 = <u>800</u> mpm →	<u>800</u> mpm
Enter *Contractual Lunch Time for MS/HS = _____ mpw x 4 = _____ mpm →	_____ mpm
Enter *Supervision of CFs, SLPAs; Mentoring = <u>30</u> mpw x 4 = <u>120</u> mpm. →	<u>120</u> mpm
Enter *Total MTSS/Rtl Consultation Time = <u>30</u> mpw x 4 = <u>120</u> mpm →	<u>120</u> mpm
Enter *District-required mtgs (PD, SIP, PLCs, Data, Gen Info, etc.) = <u>180</u> mpm →	<u>180</u> mpm
Enter *Medicaid Billing/FFS/Administrative Outreach = <u>50</u> mpw x 4 = <u>200</u> mpm	<u>200</u> mpm
Enter. *Travel Time (between buildings or to off-site/home-bound services). <u>50</u> mpw x 4 = <u>200</u> mpm. →	<u>200</u> mpm
TOTAL TIME NEEDED BY SERVICE PROVIDER. [auto-sums and auto-populates on SLP form]. →	_____ mpm
6. *Enter District Contractual Minutes = <u>37.25</u> hrs/week x 60 min. = <u>2235</u> mpw x 4 = <u>8940</u> mpm →	8940 mpm
7. Calculate WORKLOAD Time [form auto-populates and auto-calculates from #5, 6]. →	_____ mpm
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.