

O&M MENTOR CONTACT LOG FOR 2019-2020

MENTOR: _____

PROTÉGÉ: _____

Instructions:

Note time spent in quarter hours for each topic discussed with your protégé during the school year. Interactions may be by phone, in person or by email. **NOTE:** All of these activities are important to new COMS. However, **items marked with * are required activities** between the mentor and protege.

TOPICS RELATED TO VI STUDENTS:	Time Spent
ARD process/paperwork*	
IEPs*	
Review Student folders	
Etiologies/medical information	
Eye reports	
O&M referral process*	
O&M Evaluation/report writing*	
Student Programming*	
Observing Students	
Community based O&M	
Optical device training	
Student behavior issues	
Instructional Strategies*	
MIVI Issues	
Living Skills	
Transition	
Career	
Rec/Leisure	
AT related to O&M	
Communicating with others	
Other:	

TOPICS RELATED TO PROGRAM STRUCTURE	Time Spent
Legal issues: Eligibility for services*	
Legal issues: Liability for transporting*	
Service documentation & hours of service	
Resources for the job	
O&M assessment tools	
Consulting model/skills	
Scheduling	
Individual organization	
Determining type/amount of student service*	

Analyzing your caseload	
Role of COMS*	
Information on Agencies	
Ordering Materials/APH	
Dog Guide information	
Workshop/Conferences Info.	
Other:	
TOPICS RELATED TO INFANTS	Time Spent
IFSP development	
Assessment and curriculum for infants/toddlers	
Home visits	
Infant Programming	
Other:	
CRUCIAL WEBSITES Spend time together on these:	Time Spent
http://www.tsbvi.edu/o-m-page	
http://www.tsbvi.edu/	
2019-20 TSBVI Conferences/Events	
2019-20 TSBVI Webinars	

Please note any lessons/evaluations you may have observed or participated in with your protégé:

DATE	LESSON TOPIC	Time Spent

Email, fax or mail this log to the mentor coordinator by **April 15, 2020**

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