

## **VISSPA Scenario: Donna**

Donna is dually certified as a TSVI and COMS. She works in one small rural school district where she serves the students for VI and O&M. She has taught in the district for 10 years as the TSVI and just started serving the students as the COMS after receiving her COMS certification this summer. She is being mentored for O&M by a COMS that is 1 hour away in a large urban district. She has 10 students for VI; 6 receive direct and collaborative consultation services and 4 receive collaborative consultation only. Of the caseload of 10, 5 of those also receive O&M. She has one high school student learning braille that she sees 4 days a week and one 2-year-old infant who is blind that she serves at home 4 days a week. The remainder of her caseload includes 2 students with low vision in middle school and 6 students with visual and multiple impairments in elementary, middle, and high school. Donna's combined VI and O&M caseload is 15 students. The following is an overview of Donna's workload, aligned with the *VISSPA* categories.

### **Documented-Time Activities**

#### **Direct Service**

Based on cumulative data from the *VISSITs* of all her students, Donna is providing 12 hours of direct service a week for VI and 6 hours direct service a week for O&M for her caseload.

(18 hours = 1080 minutes per week)

#### **Collaborative Consultation Time**

Based on cumulative data from the *VISSITs* of all her students, Donna is providing 6 hours of collaborative consultation service a week for VI and 2 hours of collaborative consultation service a week for O&M for her caseload.

(8.5 hours = 510 minutes per week)

#### **Travel Time**

Daily travel time to schools is minimal, as all 3 campuses are on the same grounds, and Donna lives in the community. She does travel to the infant's home 4 days a week, for a 45 minute round trip.

(45 minutes x 4 days = 180 minutes per week)

#### **Duty-Free Lunch**

Donna takes a 30-minute lunch each day.

(30 minutes x 5 days = 150 minutes per week)

## Student-Specific Activities

### Materials/Equipment Preparation

Donna has many pre-made materials for her infant student and spends **30** minutes a week preparing tactile materials for this student. She spends **30** minutes per week preparing for the 2 middle school students for their VI lesson. She spends **60** minutes per week preparing for O&M lessons since she is a new COMS.

$(30 \text{ minutes} + 30 \text{ minutes} + 60 \text{ minutes} = 120 \text{ minutes per week})$

### IEP/IFSP Meetings – Planning/Participation

Donna participates in all IEP/IFSP meetings. As a dual certified teacher, she attends at least 12 IEP/IFSP meetings per year. Each IEP/IFSP meeting takes 1 hour to prepare for ( $60 \text{ minutes} \times 12 \text{ meetings} = 720 \text{ minutes per year}$ ) and 2 hours for attendance ( $120 \text{ minutes} \times 12 \text{ meetings} = 1440 \text{ minutes per year}$ ).

$(720 \text{ minutes} + 1440 \text{ minutes} = 2160 \text{ minutes per year})$

### Braille Materials Preparation

Donna uses the district braille production system for most of the braille for her high school student, and spends 2 hours (**120** minutes) a week on her own braille. She also uses a braille production service for all formal testing materials and benchmark materials for this student. These materials are emailed back and forth between her and the production company, and she then embosses them if needed, for a total of **60** minutes for embossing and binding.

$(120 \text{ minutes for braille} + 60 \text{ minutes for embossing} = 180 \text{ minutes per week})$

### Lesson Preparation

Donna prepares lesson plans at the end of each week for the 11 VI & O&M students she serves directly. She spends **45** minutes per week creating the O&M lessons, as these are still new to her. She spends **15** minutes per week on VI lesson planning.

$(45 \text{ minutes} + 15 \text{ minutes} = 60 \text{ minutes per week})$

### Evaluations

Donna completes approximately 4 VI evaluations and 3 O&M evaluations each year. Each takes her 6 hours to complete and write up.

$(7 \text{ evaluations} \times 6 \text{ hours each} = 42 \text{ hours} = 2520 \text{ minutes per year})$

### Medical Appointments

Donna attends clinical low vision evaluations for all her students that receive a recommendation for an evaluation, with about 2 students a year. Each evaluation runs approximately 2 hours. The office of the low vision specialist is one hour away, so with travel, each appointment takes her 4 hours. ( $2 \text{ hours in the clinic} + 2 \text{ hours travel} = 4 \text{ hours for each evaluation}$ ).

$(4 \text{ hours} \times 60 \text{ minutes} = 240 \text{ minutes} \times 2 \text{ students} = 480 \text{ minutes per year})$

### **Accountability Reporting**

Donna completes her accountability reporting daily through her district portal. She is very familiar with the system and can fill in progress monitoring for her students' goals quickly and efficiently during and after each lesson for a total of 45 minutes per week.

(45 minutes per week)

### **Assistive Technology Support**

Donna spends 1 hour a week supporting her high school braille student and 1 hour a week preparing materials for students who are in active learning classrooms.

(2 hours = 120 minutes per week)

### **Applications for Other Services or Program Development/Participation**

Donna has 2 students that attend short term and summer programs regularly. She takes approximately 7 hours a year to fill out applications. One student has received ESY for the past 2 summers. The school district contracts with Donna to provide these summer services, so that time is not counted toward her regular yearly school schedule.

(7 hours = 420 minutes per year)

### **Preparation and Administration of High Stakes Testing**

Donna administers state testing for her high school student and one of her middle school students that takes approximately 3 days a year.

(7.5 hours x 3 days = 22.5 hours = 1350 minutes per year)

## **Non-Student-Specific Activities**

### **Technical Assistance for Other Team Members**

Donna conducts several beginning-of-the-year school orientations for new teachers for her high school student each summer. The district pays her for 2 days to prepare for and implement this technical assistance.

(7.5 hours X 2 days = 15 hours = 900 minutes per year)

### **District-Required Meetings**

Donna attends staffings with her district for one half day (4 hours) each month (9 month contract).

(4 hours x 9 months = 36 hours = 2160 minutes per year)

### **Staff/Professional Development**

Donna participates in 3 days of professional development during the summer. Her administrators allow her to use these PD days in exchange for the district required staff development that is conducted the week before school starts each year, as the summer PD is more relevant to her position as a vision professional.

(7.5 hours X 3 days = 22.5 hours = 1350 minutes per year)

### Team/Staff Meetings

Donna has a monthly team/staff meeting after each of her monthly District-required meetings. These meetings last 2 hours each month (9 month contract).

(2 hours X 9 months = 18 hours = 1080 minutes per year)

### Next Step

Enter the time from each activity onto the *VISSPA* form.

### Results

Based on Donna's *VISSPA* Grand Total scores, the work week range is 42.22 hours (2533 minutes) to 55.57 hours (3334 minutes) for a standard 40-hour work week. We can determine the percentage of time spent on Documented-Time Activities (direct service, collaborative consultation, travel, and lunch) and percentage of time spent on activities related to both Student-Specific and Non-Student-Specific Activities.

Here's the math\*: If we take the average of Donna's total range (2533 to 3334), we get **2934** minutes per week. The average of Documented-Time Activities (direct service, collaborative consultation, travel, and lunch) is **1920** minutes, which represents 65% of the total range of 2934 minutes per week ( $1920 \div 2934 = 0.65\%$ ). An average of **1014** minutes per week ( $2934 - 1920 = 1014$ ) is documented for Student-Specific and Non-Student-Specific Activities, which accounts for an average of 35% of time per week ( $100\% - 65\% = 35\%$ ).

The total of all these times represents the "workload" for this VI professional.

- 65% - Documented-Time Activities
- 35% - Student-Specific and Non-Student-Specific Activities
- 100% - Workload

\*All numbers are rounded. Math calculations based on <https://www.calculator.net/Average-Calculator> and [Percentage-Calculator](https://www.calculator.net/Percentage-Calculator)

### Possible Considerations for this Workload

Because this time is on the high end of the standard work week, these results indicate the need for further review and discussion. Refer to *VISSPA* Suggestions for Workload Adjustments.

# Visual Impairment Scale of Staffing Pattern Analysis (VISSPA)

Name:

Date:

Role (TVI/TSVI, COMS, TDB/TSDB, or Dual):

DOCUMENTED-TIME ACTIVITIES	Time (Minutes per Week)
<b>Direct Service Time</b> – total minutes of direct service time from <i>VISSIT/O&amp;M VISSIT</i> results for all students on caseload	
<b>Collaborative Consultation Time</b> - total minutes of collaborative consultation service time from <i>VISSIT/O&amp;M VISSIT</i> results for all students on caseload	
<b>Travel Time</b>	
<b>Duty-Free Lunch</b>	
<b>TOTAL FOR DOCUMENTED-TIME ACTIVITIES</b>	

## IMPORTANT

You MUST download the form and open in Adobe DC, Adobe Reader or Adobe Acrobat.

If your computer is opening the form in Chrome, Firefox, Safari, Internet Explorer, Microsoft Edge or another browser, then the information may be filled but the form will not calculate.

JavaScript must be enabled to utilize the form.

STUDENT-SPECIFIC ACTIVITIES	Time in Minutes	Range Selection	Range Score
<b>Materials/Equipment Preparation and Procurement</b>	_____ Per		
<b>IEP/IFSP Meetings- Planning/ Participation</b>	_____ Per		
<b>Braille Materials Preparation</b>	_____ Per		
<b>Lesson Preparation</b>	_____ Per		
<b>Evaluations</b>	_____ Per		
<b>Medical Appointments</b>	_____ Per		
<b>Accountability Reporting</b>	_____ Per		
<b>Assistive Technology (AT) Support</b>	_____ Per		
<b>Applications for Other Services or Program Development/Participation</b>	_____ Per		
<b>Preparation and Administration of High-Stakes Testing</b>	_____ Per		

NON-STUDENT-SPECIFIC ACTIVITIES	Time in Minutes	Range Selection	Range Score
Technical Assistance/Training for Others	_____ Per		
District-Required Meetings			
Staff/Professional Development	_____ Per		
Team/Staff Meetings			

GRAND TOTAL	Minutes			Hours		
(Based on 480 minutes in a <b>day</b> )		to			to	
(Based on 2400 minutes in a <b>week</b> )		to			to	