

## **VISSPA Scenario: Jeremy**

Jeremy is new to his role as a full-time COMS working for a large, urban school district. He has a caseload of 17 students on 10 different campuses. He is working with two infants and one preschool-aged child in an Early Childhood Special Education (ECSE) program. The remainder of his caseload is made up of upper elementary, middle, and high school students where lessons include bus travel and/or preparing for the transition to a middle or high school campus. He has three students who receive collaborative consultation without direct service. Six students receive direct instruction once a week, including collaborative consultation. Five students receive direct and collaborative consultation services twice a month. Jeremy meets with his mentor weekly. The following is an overview of Jeremy's workload, aligned with the *VISSPA* categories.

### **Documented-Time Activities**

#### **Direct Service**

Based on cumulative totals from the *O&M VISS/ITs* of all students, Jeremy is providing a total of 9 hours of direct service a week for his caseload.

(9 hours = 540 minutes per week)

#### **Collaborative Consultation Time**

Based on cumulative totals from the *O&M VISS/ITs* of all his students, Jeremy is providing a total of 2.5 hours of collaborative consultation service a week for his caseload.

(2.5 hours = 150 minutes per week)

#### **Travel Time**

Daily travel time averages 45 minutes per day.

(45 minutes x 5 days = 225 minutes per week)

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

Jeremy takes a 30-minute lunch each day

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

### **Student-Specific Activities**

#### **Materials/Equipment Preparation**

Map production, ordering canes, and general equipment upkeep averages 120 minutes per week.

(120 minutes per week)

#### **IEP/IFSP Meetings – Planning/Participation**

Attends all annual IEP/IFSP meetings. Jeremy averages one hour of preparation (60 minutes preparation time x 17 students = **1020** minutes per year) and 1.5 hours of

participation (90 minutes participation time x 17 students = **1530** minutes per year) for each IEP/IFSP meeting.

(**1020** minutes + **1530** minutes = 2550 minutes per year)

### **Braille Materials Preparation**

Jeremy spends an hour a month preparing braille materials for tactile map purposes.

(60 minutes per month)

### **Lesson Preparation**

Being new to the profession, Jeremy requires 5 hours a week on lesson preparation for lessons conducted in the community.

(5 hours = 300 minutes per week)

### **Evaluations**

Jeremy completes about 10 evaluations over the year and spends approximately 10 hours per evaluation to conduct and write the report.

(10 evaluations x 10 hours each = 100 hours per year = 6000 minutes per year)

### **Medical Appointments**

Jeremy typically does not attend medical appointments with students.

### **Accountability Reporting**

Jeremy spends **60** minutes a week entering goal progress into special education software. He also completes his service delivery notes during the last 30 minutes of each day. (30 minutes x 5 days = **150** minutes)

(**60** minutes + **150** minutes = 210 minutes a week)

### **Assistive Technology Support**

Jeremy spends approximately 30 minutes per week learning how to select, teach, and incorporate the appropriate AT device during his O&M lessons.

(30 minutes per week)

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

Jeremy does not fill out applications for his students at this time.

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

Jeremy does not assist with high stakes testing.

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

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

Jeremy meets with all teachers and/or campus teams for his 17 students for an hour each at the beginning of the school year to model guide technique, expectations with the cane, etc.

(60 minutes x 17 students = 1020 minutes per year)

### District-Required Meetings

Jeremy attends district-required meetings at the beginning of the school year and again mid-way through each year. Each meeting lasts 7.5 hours.

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

### Staff/Professional Development

Jeremy attends a four-hour regional O&M network meeting 2 times a year (2 times x 4 hours a day = **8 hours**) and attends one 2-day state conference each year (2 days x 8 hours a day = **16 hours**).

(8 hours + 16 hours = 24 hours = 1440 minutes per year)

### Team/Staff Meetings

Jeremy attends monthly team meetings, 2 hours long each (2 hours x 60 minutes = 120 minutes per month/4 weeks = **30 minutes per week**). In addition, he meets with his O&M mentor weekly for **60 minutes** a week.

(30 minutes + 60 minutes = 90 minutes per week)

## Next Step

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

## Results

Based on Jeremy's VISSPA Grand Total scores, the work week range is 26.33 hours (1580 minutes) to 35.97 hours (2158 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 Jeremy's total range (1580 to 2158), we get **1869 minutes per week**. The average of Documented-Time Activities (direct service, collaborative consultation, travel, and lunch) is **1065 minutes**, which represents 57% of the total range of 1869 minutes per week ( $1065 \div 1869 = 0.57\%$ ). An average of **804 minutes per week** ( $1869 - 1065 = 804$ ) is documented for Student-Specific and Non-Student-Specific-Activities, which accounts for an average of 43% of time per week ( $100\% - 57\% = 43\%$ ).

The total of all these times represents the **Workload** for this VI professional.

- 57% - Documented-Time Activities
- 43% - 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 less than the 40-hour 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	