

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

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
Materials/Equipment Preparation and Procurement	_____ Per		
IEP/IFSP Meetings- Planning/ Participation	_____ Per		
Braille Materials Preparation	_____ Per		
Lesson Preparation	_____ Per		
Evaluations	_____ Per		
Medical Appointments	_____ Per		
Accountability Reporting	_____ Per		
Assistive Technology (AT) Support	_____ Per		
Applications for Other Services or Program Development/Participation	_____ Per		
Preparation and Administration of High-Stakes Testing	_____ 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 day)		to			to	
(Based on 2400 minutes in a week)		to			to	