

## THE FLUENCY EVALUATION: STUDENT RESPONSIBILITIES AND PROTOCOL

### Pre-Evaluation Conference

1. Make an appointment with your supervisor no less than one week prior to the date of the evaluation. Prior to the conference thoroughly familiarize yourself with (1) the client's file and all pertinent information, (2) chapter on assessment in *Stuttering: An Integrated Approach* (Peters and Guitar, 1991). Be prepared to present a 5-10 minute synopsis of the client and discuss the evaluation protocol.

**Evaluation: Sequence of Events:** The following is a general outline. The actual sequence of events is subject to change based on the several factors, such as the age of the client.

1. Greet client in waiting area, introduce self and supervisor. Proceed to Dx room.
2. Inform client about the nature of the evaluation and general sequence of events. Most fluency evaluation last approximately 2.5 to 3.0 hours.
3. Discuss and have client sign release forms.
4. Conduct client interview.
5. Collect speech samples. Arrange camera for best possible view of face and upper torso.
6. Administer any other tests, and evaluation protocols discussed with your supervisor. Be prepared to eliminate certain tests as deemed appropriate at the time.
7. Conduct hearing screening in the audiology suite. Screen bilateral pure tones for 500, 1000, 4000, 6000, and 8000 Hz at 25 dB; obtain bilateral tympanograms if possible.
8. Return to diagnostic room and conduct an oral-peripheral examination including DDK rate.
9. Excuse yourself and meet with supervisor for approximately ten minutes to discuss observations and prepare summary statement to client.
10. Return to diagnostic room to conduct summary conference and make recommendations. The supervisor will be present during this stage of the process to provide additional information and follow-up as needed.
11. At conclusion of the summary conference proceed to reception area and conclude any needed paper work.

## Data Collection

*Minimum Speech Sample for All Clients* (oral reading sample is based on age and reading ability)

1. Automatic speech tasks (count from 1-10 and 240-250, say days of the week and months of the year)
2. Oral reading passage (2 minutes or minimum 150 words) of age appropriate material (e.g. Rainbow Passage or equivalent).
3. Spontaneous speech: continuous monologue of no less than 3 minutes on a predefined topic (e.g. career goals, etc.)

### *Other Tests*

1. Oral-Peripheral Examination
2. Others as agreed upon between student clinician and supervisor

## Analysis of Speech Samples

The following analysis will be conducted after the evaluation has concluded. Speech analyses will be based on the audio/video recording of the evaluation session.

### *Segmental Analysis:*

1. Conduct a complete segmental analysis separately for both the spontaneous speech and oral reading samples. This includes a fluency index, proportion of disfluencies by type, duration of disfluencies, and speaking rate during continuous utterances. Use Segmental Analysis-Form (03) for this purpose. You will complete one form for each sample. Turn this form in with your report.

### *Speech Movement Analysis*

1. Conduct an analysis of speech movement that describes the most frequent form of speech behavior across all speech samples. Minimally, complete the following forms to analyze the samples.
  - *Analysis of Speech Movements-Sequence*
  - *Analysis of Communication Pace-Parameter (03)*

### *Summary Profiles*

1. Complete the *Individual Fluency Profile (04)*. Integrating information obtained from previous reports, client interviews, speech analysis, and test results

## **Evaluation Report**

The clinic manual determines when the first draft of the report is due to your supervisor. This is typically three working days after the evaluation. If the evaluation was conducted on a Wednesday then the first draft is due on the following Monday. If the evaluation took place on a Monday, then the report is due that Thursday. The first draft of the evaluation report **must** be typed and **double-spaced**. Use the template *Evaluation Report Format: Fluency (04)* to write your evaluation report. Attach all analysis forms to each draft of the report. Your supervisor will return your report draft with comments as soon as possible after it is turned in. This will include instructions and timeline for summing the next draft if necessary.

## **Summary Conference**

After you receive written notification that your final report draft has been accepted for printing make an appointment for a final summary conference. This appointment should be made no more than three working days after your final draft has been placed in your mailbox.

The summary conference last approximately thirty to forty minutes at most. The primary purpose of this conference is to provide you and the supervisor an opportunity to discuss the nature and outcomes of the evaluation. It is a time for the student to ask any questions about the nature of the client's problem, the diagnostic process, or fluency disorders in general. Your supervisor will provide you with both verbal and written feedback regarding your participation in the evaluation. You will be provided with a grade relative to your participation in the total evaluation process (from first meeting to summary conference). A copy of this grade and evaluation form will be copied to the clinic coordinator for her records.