

## SIGN LANGUAGE PROGRAM ANNUAL REPORT MODEL 3

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**PROGRAM School for the Deaf and the Blind (PSDB) Fiscal Year XX-XX (FYXX--XX)  
Department of Sign Language Communication (DSLCL) Annual Board Report**

NAME(S)

DATE

(Note: Numbers and percentages included in this model report for purposes of clarity.)

**Department of Sign Language Communication (DSLCL) Areas of Responsibility:** Sign Language Instruction and Assessment for Employees (primary), Volunteers, Parents, Students Interns, and Others.

### Introduction

This PSDB FYXX-XX DSLCL Annual Board Report includes the FYXX-XX DSLCL Performance Scorecard and a narrative summary of the information reported in this scorecard.

The DSLCL Performance Scorecard, which reports information by quarters and totals for the year as appropriate, includes the following parts:

- Part 1: Table 1. DSLCL Sign Language Instruction and Sign Language Proficiency Interview (SLPI) Services
- Part 2: DSLCL Special Classes, Workshops, Projects, and Other Accomplishments
- Part 3: Table 2. Sign Language Information for PSDB Employees with Sign Language Skill Level Goals and Minimum Entry Skill Levels

This report is organized in a manner consistent with the above three scorecard parts, and, based on the information reported in this scorecard, recommendations are made for FYXX-XX (Part 4).

### Part 1: DSLCL Sign Language Instruction and Sign Language Proficiency Interview (SLPI) Services

As shown in Table 1 (page 4), during FYXX-XX the DSLCL provided the following sign language instruction and SLPI services:

1. Services Column: #1 & #2 - Sign Language Classes and Sign Language Class Participants  
DSLCL offered 38 classes with a total of XXX class participants; XXX of these participants (XX.X%) were employees, X (X.X%) were volunteers, X (X.X%) were parents and X (X.X%) were interns.
2. Services Column: #3 – Employees Taking Sign Language Labs: DSLCL provided sign language labs for XX employee participants.
3. Services Column: #4 - Sign Language Workshops: DSLCL provided X workshops that were attended by XX employees.
4. Services Column: #5 & #6 – SLPI Services:
  - A. #5 – For PSDB employees, DSLCL provided XX SLPI Interviews, XX SLPI Ratings, and XX SLPI Follow-Up Meetings.
  - B. #6 – For potential student interns and parents, DSLCL provided X SLPI Interviews, X SLPI Ratings, and X SLPI Follow-Up Meetings

## **Part 2: FYXX-XX DSLC Special Classes, Workshops, Projects, and Other Accomplishments**

For FYXX-XX DSLC Special Classes, Workshops, Projects, and Other Accomplishments, see page 5.

## **Part 3: Sign Language Information for PSDB Employees in Job Positions with Sign Language Skill Level Goals and Minimum Entry Skill Levels**

Table 2 (page 6) provides sign language information for FYXX-XX PSDB employees in job positions with sign language skill level goals and minimum entry skill levels. As shown in Table 2:

1. For Measure #1: Number of Employees with Sign Language Skill Level Goals -
  - A. At the beginning of FYXX-XX (DATE), of XXX employees with sign language skill level goals –
    - 1) XX (XX.X%) had achieved their goals
    - 2) XX (XX.X%) had not achieved their goals.
    - 3) XX (XX.X%) were exempt from taking the SLPI basis on a regular basis.
  - B. At the end of FYXX-XX (DATE), of XXX employees with sign language skill level goals -
    - 1) XXX (XX.X%) had achieved their goals
    - 2) XX (XX.X%) had not achieved their goals.
    - 3) XX (XX.X%) were exempt from taking the SLPI basis on a regular basis.
2. For Measure #2: Employees Expected to Take the SLPI - Of the total XX employees expected to take the SLPI during FYXX-XX, XX (XX.X%) took the SLPI, XX (XX.X%) did not take the SLPI, and XX (XX.X%) achieved their goals.
3. For Measure #3: Number of Employees Starting Job Positions with Skill Level Goals - Of the XX Employees starting job positions with skill level goals during FYXX-XX, XX1 (XX.X%) were at or above the skill levels for their goals and XX (XX.X%) were not.
4. For Measure #4: Number of Employees Starting Job Positions with Minimum Entry Skill Levels - Of the XX employees starting job positions with minimum entry skill levels during FYXX-XX:
  - A. XX (XX.X%) satisfied these levels and X (XX.X%) did not
  - B. Of the X not satisfying these levels, at time of job hire X (XX.X%) were granted waivers and X (XX.X%) were not.
5. For Measure #5: Number of Employees Who Have Not Achieved Their Goals and PSDB Sign Language Instruction Participation – During the four FYXX-XX quarters:
  - A. Classes - XX employees attended classes, with XX satisfying class attendance expectations.
  - B. Labs – XX employees attended labs, with XX satisfying lab attendance expectations.
  - C. Workshops – XX attended workshops. (Workshops have a one-time attendance expectation.)
  - D. Of the total XX employees who had not achieved their goals by the end of FYXX-XX (DATE), XX (XX.X%) had satisfied attendance expectations for one or more sign classes or labs. An additional XX (XX.X%) of these XX employees attended one or more sign language workshops.

**Part 4: Recommendations for FYXX-XX**

1. Continue to develop and offer classes, workshop, and instructional materials that address the specific communication needs of PSDB employees and other PDSDB community members (for example, nursing employees, mathematics teachers, and parents).
2. For employees expected to take the SLPI, increase the percentage that actually do take the SLPI.
3. For employees who have not achieved their sign language skill level goals, increase the percentage of these employees that participate in PSDB sign language instruction and increase the percentage of these participants that satisfy attendance expectations for sign language classes and labs.
4. For employees starting job positions with sign language skill level goals, increase the percentage of employees that have these skill levels at time of job entry.
5. For employees starting job positions with minimum entry skill levels increase the percentage that satisfy these levels and for those that do not satisfy these levels ensure all receive waivers at time of job hire.
6. Provide the training needed to add two members to the PSDB SLPI Team.
7. Provide in-service training for SLPI Team members as appropriate; use information collected on the consistency of first SLPI independent ratings by SLPI Team members to assist in planning this training.
8. Initiate a study on the appropriateness of sign language skill level goals and minimum entry skill levels for PSDB employees.

**Fiscal Year (FY) XX-XX PSDB Department of Sign Language Communication (DSLCL)  
Performance Scorecard**

**Part 1**

Table 1. FYXX-XX PSDB Department of Sign Language Communication (DSLCL) Sign Language Instruction and Sign Language Proficiency Interview (SLPI) Services.

Services	Fiscal Year (FY) XX-XX				
	Quarter 1: DATES	Quarter 2: DATES	Quarter 3: DATES	Quarter 4: DATES	Totals <sup>a</sup>
1-Number of Sign Language Classes					
2-Number of Sign Language Class Participants					
A. Employees					
B. Volunteers					
C. Parents					
D. Interns					
3-Employees Taking Sign Language Labs					
4-Sign Language Workshops					
A. Number Offered					
B. Number of Employees Attending					
5-SLPI Services for Employees					
A. Interviews					
B. Ratings					
C. Follow-Up Meetings					
6-SLPI Services for Potential Student Interns and Parents					
A. Interviews					
B. Ratings					
C. Follow-Up Meetings					

<sup>a</sup>For totals individuals are counted according to the number of classes, labs, and workshops taken; for example, an employee taking two classes and one lab would be counted twice for the class participants' total and once for the lab total.

<sup>b</sup>X employees requested a re-rating. Re-ratings by second rating teams agreed with the ratings of the first rating teams for these X employees.

## **Part 2: FYXX-XX DSLC Special Classes, Workshops, Projects, and Other Accomplishments**

### **Quarter 1**

Offered two workshops:

- A. Use of space, indexing, and eye gaze for locating persons, places, and objects.
- B. Use of classifiers for describing objects.

DSLDC Director provided an in-service training workshop on SCPI interviewing and rating for X of the X PSDB SLPI Team members.

DSLDC Director met individually with the other two SLPI Team members to discuss information presented in the in-service training workshop on SLPI interviewing and rating.

DSLDC Director completed Leadership Development Program with NAME.

### **Quarter 2**

Offered a sign language class that addressed the communication needs of nursing staff.

DSLDC Director met with NAME, SLPI Consultant, NAME, PSDB Vice-President, and NAME, PSDB Human Resources Director, to discuss ways to streamline the DSLC Quarterly Scorecard and Board Report information and to identify measures that better reflect the services provided by the DSLC.

The PSDB Communication Task Force (CTF) and communication access in PSDB public areas was discussed with the SLPI Consultant and two CTF members, and it was recommended that the DSLC Director become a member of the CTF.

### **Quarter 3**

Offered a sign language class that addressed the communication needs of PROGRAM transportation employees.

Offered one workshop: Use of listing on the non-dominant hand for discussing related items and time sequence.

Designed and distributed a booklet of job-related signs for PSDB transportation employees.

DSLDC Director served as a member of the PSDB Communication Task Force (CTF).

### **Quarter 4**

Designed and taught a Food Signs workshop for PSDB Multi-Handicapped school associate teachers.

DSLDC Director served as a member of the PSDB Communication Task Force (CTF).

**Part 3**

Table 2. Sign Language Information for FYXX-XX PSDB Employees in Job Positions with Sign Language Skill Level Goals and Minimum Entry Skill Levels.

Measures	FYXX-XX					
	Totals as of DATE	Quarter 1: July 1-Sept 30 <sup>a</sup>	Quarter 2: Oct 1-Dec 30 <sup>a</sup>	Quarter 3: Jan 1-March 30 <sup>a</sup>	Quarter 4: April 1-June 30 <sup>a</sup>	Totals as of DATE
1-Number of Employees with Goals:		X	X	X	X	
A. Have Achieved Their Goals		X	X	X	X	
B. Have Not Achieved Their Goals		X	X	X	X	
C. Exempt from Taking the SLPI <sup>a</sup>		X	X	X	X	
2-Employees Expected to Take the SLPI: <sup>b</sup>	X					
A. Took the SLPI	X					
B. Did Not Take the SLPI	X					
C. Achieved Their Goals	X					
3-Number of Employees Starting Job Positions with Sign Language Skill Level Goals:	X					
A. At or Above Goal at Job Entry	X					
B. Below Goal at Job Entry	X					
4-Number of Employees Starting Job Positions with Minimum Entry Skill Levels	X					
A. Satisfied These Levels	X					
B. Did Not Satisfy These Levels	X					
C. Waivers Granted at Time of Hire	X					
D. Waivers Not Granted at Time of Hire	X					
5-Number of Employees Who Have Not Achieved Their Goals and PSDB Sign Language Instruction Participation:	X					
A. Attended PSDB Sign Classes	X	X	X	X	X	<sup>d</sup>
B. Satisfied Class Attendance Expectation <sup>c</sup>	X	X	X	X	X	<sup>d</sup>
C. Attended Sign Language Labs	X	X	X	X	X	<sup>d</sup>
D. Satisfied Lab Attendance Expectation <sup>c</sup>	X	X	X	X	X	<sup>d</sup>
E. Attended Sign Workshop (WSs) <sup>c</sup>	X	X	X	X	X	<sup>d</sup>

<sup>a</sup>Employees achieving SLPI Advanced Plus-Superior Plus Skill Level Range or achieving their goal on two successive SLPIs become exempt from taking the SLPI on a regular basis.

<sup>b</sup>Employees not at their skill level goals are expected to take the SLPI within two years of their last SLPI and within two years of job entry if they have no sign language skills at job entry

<sup>c</sup>Attendance expectation is 75% for classes and labs. Workshops have a one-time attendance expectation. Percentages are based on number of employees attending classes and number attending labs.

<sup>d</sup>Of the total XX employees who had not achieved their goals by the end of FYXX-XX (DATE), XX (XX.X%) had satisfied attendance expectations for one or more sign classes or labs. An additional XX (XX.X%) of these XX employees attended one or more sign language workshops.