SOUTH CAROLINA SCHOOL FOR THE DEAF AND THE BLIND (SCSDB)

SIGN LANGUAGE COMMUNICATION

PHILOSOPHY AND POLICY:

PROCEDURES FOR EMPLOYEES WITH

SIGN LANGUAGE COMMUNICATION GOALS

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TABLE OF CONTENTS

SCSDB SIGN LANGUAGE COMMUNICATION PHILOSOPHY AND POLICY:
PROCEDURES FOR EMPLOYEES WITH
SIGN LANGUAGE COMMUNICATION GOALS

The language used in this procedures document does not create an employment contract between the employee and the agency. The agency reserves the right to revise the contents of this policy, in whole or in part with or without notice.

I.   AN OVERVIEW OF THE SIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI)

The SCPI, developed by Dr. William Newell and Dr. Frank Caccamise in the early 1980's, is used (1) to identify how well individuals can use sign language for communication, and (2) to assist individuals in identifying and planning sign language communication skill development opportunities appropriate for their participation. The SCPI involves a videotaped one-to-one interview/conversation in sign language between a trained SCPI interviewer and a candidate. SCPI videotapes are rated independently by trained raters using the SCPI Rating Scale (see Appendix A, Attachment 4, p.14). In addition to a SCPI rating, a follow-up meeting to support sign language communication skills development is an important part of the SCPI process.

II.   SIGN LANGUAGE COMMUNICATION SKILL LEVEL GOALS & MINIMUM ENTRY SKILL LEVELS

A.   As stated in the *SCSDB Sign Language Communication Philosophy and Policy,* sign language communication skill level goals for achieving these goals have been established for selected SCSDB positions based on the SCPI Rating Scale (see Appendix A, Attachment 4, p.14). In addition, for some of these selected positions, minimum entry skill levels have been established. These goals and minimum entry skill levels are included in Appendix B of the *SCSDB Sign Language Communication Philosophy and Policy.*

Also, as stated in the *SCSDB Sign Language Communication Philosophy and Policy*, "The preferred entry skill level goals for all job positions are the skill level goals for these positions." Employees not above or at their skill level goals at time of job entry are encouraged to achieve their goals within four years of job entry dates.

NOTE: Appendix B of the *SCSDB Sign Language Communication Philosophy and Policy* may be updated at SCSDB's discretion to add or delete specific positions, or to change, modify, delete, add to or otherwise update the specific SCPI levels.

B.   Also, as stated in the *SCSDB Sign Language Communication Philosophy and Policy*:

Minimum entry skill levels and skill level goals apply to applicants and/or employees with joib entry dates **after** July 1, 1999 except for Residential Advisors (RAs). For RAs levels and goals stated in the *SCSDB Sign Language Communication Philosophy and Policy* apply
to (1) 2nd shift Deaf and Multi-Handicapped RA applicants and employees with job entry dates after October 1, 1999, and (2) 3rd shift applicants and employees with job entry dates after July 1, 2005.

III. SCPI PROCEDURES: SCHEDULING, INTERVIEWING, RATING, & SHARING RESULTS

A. Scheduling SCPIs: Employees in positions that have skill level goals contact the SCSDB Department of Sign Language Communication (DSLC) Director's Office to schedule a SCPI evaluation (see Section V, p. 6).

B. Employees are scheduled for thirty minute interview time blocks, with one videotape per interview. A label with name of the employee, name of interviewer, and date of interview is affixed to each SCPI videotape.

C. Employees are informed that SCPI pre-interview forms are available at the SCSDB Intranet site and that paper copies of the forms are available from the DSLC Director (see Appendix A, pp. 9-14).

D. Generally, SCPI interview videotapes are rated within three weeks of interview dates, with results shared with employees within four weeks of interview dates.

E. SCPI Results Memo: Employees receive SCPI results memos that –

1. May or may not include SCPI ratings; if rating is included a copy of the SCPI Rating Scale is attached to memo.

2. State that they should or may contact the DSLC Director to schedule SCPI Instructional Follow-Up Meetings (a) to review their SCPI videotapes, (b) to discuss their sign language communication skills, and (c) to discuss suggestions for improving their sign language communication skills.

F. For employees having sign language communication skill level goals, SCPI Instructional Follow-Up Meetings are:

1) Part of the normal SCPI process if ratings achieved are not above or at employees' skill level goals (Report Memo Option #1, p. 15).

2) Optional if ratings achieved are above or at employees' skill level goals (Report Memo Option #2, p. 16).

G. For employees not having goals, SCPI Instructional Follow-Up Meeting is always optional.

H. All employees' viewings of their SCPI videotapes must be done at an SCSDB campus site with an SCSDB SCPI Team member knowledgeable about staff sign language communication skill development opportunities.

I. Employees may be requested to give permission for their SCPI videotapes to be used for demonstration and training (Appendix C, p. 17).

J. Employees' immediate supervisors also receive copies of SCPI results, and employees' results are placed in a confidential file in the DSLC Director's office. Sharing of results with any other persons and groups may be done only if staff members sign a release of information form (Appendix D, p. 18).

K. SCSDB SCPI Evaluation Data Document:

1. For employees/positions with sign language communication skill level goals, the DSLC Director maintains and updates the SCSDB SCPI Evaluation Data Document monthly, and shares this monthly document with additional statistical information with the Division of Human Resources (DHR) Director.

2. On a quarterly basis, the DSLC Director meets with the SCSDB President and DHR Director to discuss SCPI results and any other related SCSDB Employee Sign Language Program matters pertaining to employees. Similar discussions for employees in each SCSDB Division occur with Division Directors as appropriate.

L. Erasure of SCPI Videotapes: SCPI tapes are maintained until employees become exempt from taking the SCPI on a regular basis (see Section V, p.4). These employees' SCPI videotapes are erased within one month from the dates they become exempt from taking the SCPI on a regular basis, unless tapes are being used to assist employees in sign language communication skills development and/or employees have signed a form stating that their SCPI tapes may be used for demonstration and training (see Appendix C, p.17).

M. Confidentiality of SCPI results must be maintained by all parties (interviewers, raters, supervisors, etc.). Any issues, questions, or concerns relative to confidentiality of SCPI results should be directed to the DSLC Director.

IV. REQUESTS FOR SCPI RE-INTERVIEWS & RE-RATINGS

A. Requests for Re-Interviews:

1. If employees are not satisfied with their interviews, they may request that another interview be scheduled with a different interviewer. Requests   must be made in writing within two business days of interview dates. Request must be directed to the DSLC Director.

2. When employees request re-interviews, first interviews are not rated.

B. Requests for Re-Ratings:

1. If, after SCPI Follow-Up Meetings, employees believe their ratings are not correct, they must notify the DSLC Director in writing of this within ten business days following the day of follow-up meetings.

2. The DSLC Director schedules second ratings that are conducted by raters not involved in first ratings; raters for second ratings are not told that they are conducting second ratings:

a.   If the first and second ratings are in agreement, the rating result is official.
b.   If the first and second ratings differ, a third rating is conducted by raters not knowledgeable about the first two ratings.

3.   If the third rating is in agreement with one of the first two ratings, this rating is official; if the third rating is not in agreement with either of the first two ratings, the employee is scheduled for another interview.

V.   SKILL LEVEL GOALS & SCHEDULE FOR (RE)TAKING SCPI

Note: Guidelines for re-taking the SCPI are based on four principles:

1. Employees should be expected to demonstrate that they will maintain their skill level goal before they become exempt from taking the SCPI on a regularly scheduled basis.

2.   Employees should be encouraged to continue development of their sign language communication skills beyond their skill level goal.

3. School resources should not be used unnecessarily. This is especially important for SCPI Team Members and sign language instructional staff.

4. Employees should have the opportunity to become exempt from taking the SCPI on a regularly scheduled basis.

Principles #1 and #2 are important to supporting quality communication across campus, and principles #3 and #4 are important to employee morale.

A.   Communication skills of employees are included in the annual EPMS. Based on the results of the SSCSD Employee Performance Management System (EPMS) process, Immediate Supervisors may include in employees' skill development plans for the next year: (1) participation in sign language communication skills development activities (classes, tutoring, etc.), and/or (2) taking the SCPI. These expectations may be included in employees' skill development plans prior to and after employees' have satisfied the guidelines below for (re) taking the SCPI.

B.   Employees take the SCPI within two year time frames until they achieve their goals.

C.   There must be a minimum of six months between SCPIs unless: (1) employees request re-interviews prior to interviews being rated (see Section IV-A, p. 5), or (2) employees receive approval from the DSLC Director and Vice President to waive this six month minimum. Employees must submit in writing reason(s) for requesting waivers.

D.   All employees achieving a rating of Advanced Plus–Superior Plus Range are exempt from taking the SCPI again.

E.   All employees employed in positions with sign language communication skill level goals of Advanced or below (who do not achieve an Advanced Plus–Superior Plus Range rating):

1.   When they achieve their goals, they take the SCPI again <u>two</u> years from the year they achieve their goals.

2.   If they achieve at or above their goals on this <u>two</u> year re-evaluation, they are exempt from taking the SCPI unless an employees' supervisors request them to take the SCPI again as part of their professional development plans.

3.   If they do not achieve their goals on these <u>two</u> year re-evaluations, they are expected to take the SCPI within two years and to achieve their goals on two successive SCPIs administered two years apart.

VI.   USE OF EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS)

A. All employees are encouraged to develop:

1. Sign Language Communication Skills.

2. Strategies for Effectively Communicating with Deaf and Hard-of-Hearing Persons.

3. Knowledge about Deaf Culture.

B. Use of EPMS with Employees Having Sign Language Communication Skill Level Goals:

1. Sign language communication skill level goals are included in the position descriptions and the EPMS. In addition, the EPMS should include training opportunities for employees to assist them achieving and maintaining their skill level goals.

2. Supervisors of employees who have not achieved their skill level goals **must include in the employees' performance evaluation documentation** (in the Summary and Improvement Plan section) the employee's participation in opportunities for developing their sign language communication skills and reiterate the expectations for employees' to achieve and maintain their sign language communication skill level goals within the appropriate timelines.

C. Employee appraisals should recognize the participation/efforts of employees to develop the skills and knowledge identified in A and B of this section

VII.   OPPORTUNITIES FOR DEVELOPING SIGN LANGUAGE COMMUNICATION SKILLS

A. SCSDB is committed to a comprehensive sign language communication skills development program for all employees, utilizing SCPI results to tailor instruction to best meet each employee's needs. This program considers and includes asappropriate, and as resources allow: (1) group instruction, (2) individual instruction/tutoring, (3) self-guided study utilizing selected videotapes and other educational experiences, and (4) on-the-job observations with follow up instruction based on these observations.

B. The primary mission of the SCSDB Department of Sign Language Communication (DSLC) is to provide an integrated sign language communication skills assessment-development program for SCSDB employees. This includes:

1. Provision of comprehensive sign language opportunities,

                          and

2. Provision of individual sign language evaluations (SCPI) and follow-up meetings.

C. Within suggested guidelines, employees may choose to participate in formal sign language instruction and/or individualized informal skill development activities as suggested as appropriate by their SCPI results.

D. Training Offered:

1. Each employee is responsible for utilizing the training available to achieve his/her sign language communication level goal and to seek additional skill development opportunities as necessary. Supervisors and employees need to work together in identifying skill development opportunities for employees, including opportunities during regular work hours. The DSLC coordinates sign language training opportunities at various times throughout the workday. It is the employee's responsibility to register for an SCSDB sponsored sign language development opportunity during the registration period. Various efforts are made to ensure employees are informed of training opportunities. These efforts include: (a) the DSLC periodically publishing and distributing schedules of sign language communication skill development opportunities via email or in writing to all employees, (b) posting schedules on the SCSDB Intranet Service and (c) other communication strategies. Some tutoring and supervised independent study using videotapes and other educational experiences (such as special sign language training programs in the summer and during the school year) are available to assist employees in achieving skill level goals.

2. Non-exempt Employees:

   a. May participate in sign language training as part of their normal work hours. Immediate Supervisor's and Division Director's approval are required.

   b. May be paid for their time in sign language classes if training takes place other than during their normal work hours. Immediate Supervisor's and Division Director's approval are required.

3. Exempt Employees:

   a. May attend classes as part of their work hours. Immediate Supervisor's and Division Director's approval are required.

   b. May attend classes offered during nontraditional work hours.

D. Employees achieving the expectations for becoming exmpt from taking the SCPI on a regular basis (see Section V,(p.4) o are encouraged: (1) to continue to develop/refine their sign language communication skills, and (2) to participate in the SCPI process in order to receive feedback on these improvements and to assist in planning additional sign language skill development opportunities as appropriate.

VIII.   REASONABLE ACCOMMODATIONS REQUESTS

A. Certain SCSDB employees may believe their situations or conditions warrant reasonable accommodations (RAs) to the Sign Language Communication Policy.

B. Requests for RAs to the Sign Language Communication Policy, which must be made in writing using the appropriate form, are treated as normal RAs requests through the Division of Human Resources (DHR).

C. Employees may obtain request form for RAs from the DHR Director.

APPENDIX A

SOUTH CAROLINA SCHOOL FOR THE DEAF AND THE BLIND (SCSDB)
SIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI)
PRE-INTERVIEW FORMS

SCPI Appointment and Information Memo (p. 10):

- The SCPI: A Brief Description (Attachment 1) (p. 11)

- SCPI Information for Candidates (Attachment 2) (p. 12)

- SCPI Tips for Candidates (Attachment 3) (p. 13)

- SCPI Rating Scale (Attachment 4) (p. 14)

SOUTH CAROLINA SCHOOL FOR THE DEAF AND THE BLIND
SCPI APPOINTMENT & INFORMATION MEMO

To: **NAME** (SCSDB Employee/ Applicant)

From: **NAME**, SCSDB Department of Sign Language Communication (DSLC)   Director

Date:

Subject: Sign Communication Proficiency Interview (SCPI) Appointment & Information

Your SCPI has been scheduled for _____at _____ . Please come to
ADDRESS.

_____ will be conducting your interview.

Enclosed are the following to help you prepare for your SCPI:

1.   The SCPI: A Brief Description (Attachment 1)

2.   SCPI Information for Candidates – Explains SCPI procedures and the basis for evaluating your sign
     language communication skills (Attachment 2)

3.   SCPI Tips for Candidates – Provides hints on strategies to use during the SCPI in order to do well
     (Attachment 3)

4.   SCPI Rating Scale (Attachment 4)

Based on your SCPI, you will receive a report of your American Sign Language (ASL) communication
skills; that is, a rating from <u>No Functional Skills</u> to <u>Advanced Plus–Superior Plus</u> from the SCPI Rating
Scale (see Attachment 4). Based on your SCPI result you may be requested to schedule an SCPI
Instructional Follow–Up Meeting. At this meeting you will receive your SCPI rating and you will have
the opportunity (1) to review your SCPI tape, (2) to discuss your sign language communication skills,
and (3) if appropriate, to discuss suggestions for improving your sign language communication skills. If
your SCPI result is mailed to you, you will have the option to schedule an SCPI Instructional Follow-Up
Meeting.If you have any questions about your scheduled SCPI, please contact your supervisor or me.

<u>Note:</u> We would appreciate it if you would wear solid colored, skin contrasting clothing to your
interview. Thank you.

xc: NAME, SUPERVISOR (cover memo only)

ATTACHMENT 1

THE SIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI):
A BRIEF DESCRIPTION

Dr. Frank Caccamise & William Newell
September 2000

The SCPI, a conversational approach to sign language communication skills assessment, is based on the Oral Proficiency Interview (OPI) (also known as the Language Proficiency Interview/LPI). Like the O/LPI, the SCPI permits interview content to vary according to the job responsibilities, background, and interests of each person interviewed. Consistent with the O/LPI, the goal of the SCPI is to assess how well people are able to use sign language for their communication needs, and, as appropriate, to assist people in development of their sign language communication skills.

The SCPI involves a one-to-one conversation between the interviewer and candidate/interviewee, with interviewees videotaped and subsequently rated independently by SCPI raters. [See Attachments 2 and 3 for SCPI candidate information and tips.] The basis for ratings is the SCPI Rating Scale (Attachment 4), a standard scale based on a highly skilled, knowledgeable native/native-like signer.

The SCPI assesses American Sign Language (ASL) as it is used among skilled sign language communicators in the United States. This use includes the full range of ASL from pure, linguistic descriptions of ASL to English influenced signing. This full range is characterized by (a) meaning-based sign language vocabulary selection consistent with standardized signs in current use by skilled language users, and (b) a variety of grammatical features that are consistent with effective use of gestural/visual language for communication. These grammatical features include: (a) space, indexing, eye gaze, sign movement directionality, and body shifts to separate ideas and to identify and discuss persons, places, and objects present and not present; (b) classifiers for describing and representing persons, places and objects and their movements (for example, use of the index finger to represent "a person"); (c) sign-word order which facilitates effective communication in gestural-visual language ; and (d) facial expressions and other body movements (non-manual signals) to support and add to information communicated (for example, affirmative and negative head movements). In addition to vocabulary and grammatical features, clarity of sign production, fluency, and comprehension are important to effective communication when using a gestural-visual language, and therefore, are considered in SCPI ratings. Further explanation of what is assessed by the SCPI is provided in the SCPI Notebook, Section 5, *Skills Important for Effective Sign Language Communication and Sign Communication Proficiency Interview (SCPI) Rating Levels.* Copies of this paper are available from the SCSDB Department of Sign Language Communication (DSLC) Director.

As we have discussed consistently in SCPI presentations and published materials, follow-up is critical to successful use of the SCPI. Thus, SCPI candidates are encouraged to schedule SCPI Follow-Up Meetings. During follow-up meetings candidates have the opportunity to meet with sign language specialists to review and discuss their SCPI videotapes as a basis for planning skill development activities based on their individual communication skills and needs.

ATTACHMENT 2

SIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI)
INFORMATION FOR CANDIDATES

1. We will have a conversation about social and work topics. I will ask you questions, and you may ask me questions.

2. We want to get the best sample of your American Sign Language (ASL) skills.

3. In order to elicit your best ASL skills, I may ask you to "re-sign" (restate) some responses.

4. We will evaluate your ASL skills, including: (a) ASL vocabulary; (b) clarity and control of sign production; (c) use of ASL grammar (for example, use of space, sign directionality, classifiers, time indicators, and sentence and discourse structure); (d) nonmanual behaviors such as facial expressions and body shifts; (e) fluency or smoothness of sign and fingerspelling production; and (f) comprehension (skill in receiving ASL).

5. Please try to maintain a good "signing posture;" that is, please sit upright. This should help you show your best ASL skills.

6. Please answer my questions as completely as possible.

Do you have any questions? Please use ASL.

NOTE: PLEASE USE YOUR BEST ASL.

ATTACHMENT 3

SIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI)
TIPS FOR CANDIDATES

1. <u>RELAX</u>: Sip a cup of coffee, rub your hands, talk about the weather - anything that will help you relax and be confident.

2. <u>RATE OF SIGNING</u>: Sign at a rate that is comfortable for you. If you know that you make many mistakes when you sign quickly, slow down.

3. <u>KEEP SIGNING:</u> Don't stop the conversation by answering simply YES or NO. Be generous. Give details, explain your point, develop your thoughts, and make comparisons. Anything that shows you can discuss a topic in depth will help you perform better. If you are not a "talkative" person by nature, you must make an extra effort to communicate during the interview.

4. <u>DON'T DOWNGRADE YOURSELF:</u> Don't apologize for your signing skills. Be positive. Let the interview show your skills.

WHAT TO DO…

1. <u>IF YOU MAKE A MISTAKE:</u> If you know you made a mistake, correct it and continue. Correcting a mistake can help your performance.

2. <u>IF YOU ARE LOST IN A LONG EXPLANATION:</u> Stop. Think. Say something like, "let me tell you again – it is complicated." Then try again. Don't worry about what happened. No one expects you to sign without mistakes.

3. <u>IF YOU BECOME NERVOUS DURING THE INTERVIEW:</u> The interviewer will know you are nervous and help you. You can stop for a few seconds and get control. Relax. Admit that you are nervous and joke about it. Often this is enough to make you comfortable again.

4. <u>IF SOMETHING IS INTERFERING WITH YOUR SIGNING</u>: If the air conditioner bothers you, say so. If you can't see the interviewer clearly, say so. Remember that this is your interview. You should have the best possible interview conditions.

Attachment 4
SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) RATING SCALE[ab]

RATINGS	DESCRIPTORS[c]
Superior Plus	**<u>Able</u> to have a fully shared and natural conversation, with in-depth elaboration for both social and work topics.** All aspects of signing are native-like.
Superior	**<u>Able</u> to have a fully shared conversation, with in-depth elaboration for both social and work topics.** Very broad sign language vocabulary, near native-like production and fluency, excellent use of sign language grammatical features, and excellent comprehension for normal signing rate.
Advanced Plus	<u>Exhibits</u> some superior level skills, but not <u>all</u> and not <u>consistently</u>.
Advanced	**<u>Able</u> to have a generally shared conversation with good, spontaneous elaboration for both social and work topics.** Broad sign language vocabulary knowledge and clear, accurate production of signs and fingerspelling at a normal/near-normal rate; occasional misproductions do not detract from conversational flow. Good use of many sign language grammatical features and comprehension good for normal signing rate.
Intermediate Plus	<u>Exhibits</u> some advanced level skills, but not <u>all</u> and not <u>consistently</u>.
Intermediate	**<u>Able</u> to discuss with some confidence routine social and work topics within a conversational format with some elaboration; generally 3-to-5 sentences.** Good knowledge and control of everyday/basic sign language vocabulary with some sign vocabulary errors. Fairly clear signing at a moderate signing rate with some sign misproductions. Fair use of some sign language grammatical features and fairly good comprehension for a moderate-to-normal signing rate; a few repetitions and rephrasing of questions may be needed.
Survival Plus	<u>Exhibits</u> some intermediate level skills, but not <u>all</u> and not <u>consistently</u>.
Survival	**<u>Able</u> to discuss basic social and work topics with responses generally 1-to-3 sentences in length.** Some knowledge of basic sign language vocabulary with many sign vocabulary and/or sign production errors. Slow-to-moderate signing rate. Basic use of a few sign language grammatical features. Fair comprehension for signing produced at a slow-to-moderate rate with some repetition and rephrasing.
Novice Plus	<u>Exhibits</u> some survival level skills, but not <u>all</u> and not <u>consistently</u>.
Novice	**<u>Able</u> to provide single sign and some short phrase/sentence responses to basic questions signed at a slow-to-moderate rate with frequent repetition and rephrasing.** Vocabulary primarily related to everyday work and/or social areas such as basic work-related signs, family members, basic objects, colors, numbers, names of weekdays, and time. Production and fluency characterized by many sign production errors and by a slow rate with frequent inappropriate pauses/hesitations.
Below Novice/No Functional Skills	**(May be) <u>Able</u> to provide short single sign and "primarily" fingerspelled responses to some basic questions signed at a slow rate with extensive repetition and rephrasing.**

[a] Adapted from U.S. Foreign Service Institute & ACTFL LPI rating scales by William Newell and Frank Caccamise.
[b] The SLPI was referred to as the Sign Communication Proficiency Interview (SCPI) from 1983 to May 2006.
[c] For all SLPI rating descriptors, **first statement (in bold type) always a statement of sign language communicative functioning**, with all remaining statements (regular type) descriptors of SIGN LANGUAGE form (vocabulary, production, fluency, grammar, and comprehension).
June 2006 (revised edition).

APPENDIX B (OPTION #1)

SIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI)
REPORT MEMO FOR SCSDB EMPLOYEES WITH SKILL LEVEL GOALS

To:

From: **NAME**, SCSDB Department of Sign Language Communication (DSLC) Director

Date:

Subject: Your SCPI Result & Follow-Up Meeting

Your Sign Communication Proficiency Interview (SCPI) rating for your DATE SCPI has been completed.

The next step in the SCPI process is an SCPI Instructional Follow-Up Meeting. Please contact the SCSDB DSLC Office (ROOM #, BUILDING, PHONE #, E-MAIL) within two weeks so that we may schedule your SCPI Instructional Follow-Up Meeting. At this meeting you will receive your SCPI rating result and you will have the opportunity (a) to review your SCPI videotape, (b) to discuss your sign language communication skills, and (c) to discuss suggestions and opportunities for improving your sign language communication skills if appropriate.

Thank you for participating in the SCPI process and for your timely response to the above.

 Your SCPI rating is _____. The SCPI Rating Scale attached will help you understand your rating.

(Note: Add two lines immediately above and give to employee at SCPI Instructional Follow-up Meeting. Do not include in memo sent to employee.)

xc: NAME (employee's immediate supervisor) (cover memo only)

APPENDIX B (OPTION #2)

SIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI)
REPORT MEMO FOR SCSDB EMPLOYEES WITH SKILL LEVEL GOALS

To:

From: **NAME**, Department of Sign Language Communication (DSLC) Director

Date:

Subject: Your SCPI Results

Your Sign Communication Proficiency Interview (SCPI) rating is _____. The
SCPI Rating Scale attached will help you understand your rating.

If you wish to review your SCPI videotape and discuss your sign language communication skills, please
contact the SCSDB DSLC Office (**ROOM #, BLDG. , PHONE #, EMAIL**) to schedule a SCPI
Instructional Follow-Up Meeting. At this meeting you will have the opportunity to (a) review your
SCPI videotape, (b) discuss your sign language communication skills and (c) discuss suggestions and
opportunities for improving your sign language communication skills if appropriate. You should request
this meeting within two weeks from the date you receive this SCPI rating report.

Also, attached is a form requesting permission to use your SCPI videotape for demonstration and
training. Please consider completing this form and returning it to me. Thank you. [a]

xc: NAME (employee's immediate supervisor) (cover memo only)

_____

[a]This paragraph and the attachment referred to are optional.

APPENDIX C

SOUTH CAROLINA SCHOOL FOR THE DEAF AND THE BLIND (SCSDB) PERMISSION
TO USE SIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI) VIDEOTAPES
FOR DEMONSTRATION & TRAINING

To:

From: **NAME**, SCSDB Department of Sign Language Communication
(DSLC) Coordinator

Persons who may/will be taking the SCPI often request the opportunity to see examples of signers who achieve each of the SCPI rating levels. In addition, we sometimes need sample SCPI videotapes in order to provide training for current and potential new SCPI Team members.

Given the above, we wish to request your permission to use your SCPI videotape for the purpose of demonstration and training.

 If you are willing to give us permission, please sign below and return this form to me. Thank you.

 My signature below signifies my granting permission to SCSDB to use my SCPI videotape dated _____ for demonstration and training.

_____   _____

Signature   Date

Please return this form to **NAME**, SCSDB DSLC Director, **ADDRESS.**

Thank you.

APPENDIX D

SOUTH CAROLINA SCHOOL FOR THE DEAF & THE BLIND (SCSDB) RELEASE OF INFORMATION FORM FOR SHARINGSIGN COMMUNICATION PROFICIENCY INTERVIEW (SCPI) RESULTS

I request that SCSDB share results of my _____

(month/day/year)

SCPI with the following individual(s)/group(s) (please include addresses):

My signature below is my permission for SCSDB to share my SCPI results as requested above.

_____   _____

Signature   Date

Witnessed by: _____   _____

              SCSDB Representative   Date

FC 5-2-08