

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI)

TRAINING WORKSHOP

PLANNING, IMPLEMENTATION, AND FOLLOW-UP

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<http://www.ntid.rit.edu/slpi>

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SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) TRAINING WORKSHOP PLANNING, IMPLEMENTATION AND FOLLOW-UP

Note: PROGRAM in this document refers to program that is (considering) hosting an SLPI Workshop

Follow-up is essential to effective use of communication assessment. Therefore, in addition to sharing assessment results with persons taking the SLPI, SLPI Follow-Up Meetings and opportunities for developing sign language communication skills are considered critical parts of the SLPI process. From this perspective, in application the SLPI becomes one part of an integrated sign language communication skills assessment-development program.

See Appendix J (pages 29-31) for a list of workshop planning steps and detailed information about workshop materials.

1. Workshop Feasibility: PROGRAM representative(s) consult with SLPI Trainer to determine feasibility of conducting an SLPI Training Workshop, taking into consideration:
 - A. PROGRAM goals, expectations, concerns, and commitment
 - B. PROGRAM resources (people, materials, equipment) for conducting on-going SLPI assessments and follow-up opportunities for developing sign language communication skills
 - C. PROGRAMS may have one-to-three SLPI Coordinators -
 - 1) One or two SLPI Team Co-Coordinator who are SLPI Interviewers-Raters and
 - 2) One SLPI Administrative Coordinator who helps to ensure that the support necessary for conducting SLPI services is available (administrative support, rooms, equipment, clerical support, video storage, etc.).
 - D. Expenses/Costs -
 - 1) Contract Letter (or E-Mail): See Appendix A (page 6)
 - 2) Notebooks (see Appendix B, page 7, #1)
 - 3) Videos - one 30 minute video for each person taking SLPI during workshop
 - 4) Media Support (discuss)
 - 5) Resources for training workshop and resources for conducting on-going assessments and follow-up opportunities for developing sign language communication skills (see #1B and #1C above)
 - E. Resources for training workshop: See #2, pages 2-4, and pages 7-9
 - F. Development of *PROGRAM Plan for Interim SLPI Use* Prior to SLPI Training Workshop (see Appendix F, pages 16-19).

2. Pre-Workshop Activities: If decision is made to offer an SLPI Training Workshop, PROGRAM SLPI Coordinator(s) and SLPI-Trainer(s) plan workshop, including:
 - A. Development of workshop schedule (see Appendix C, pages 10-13)
 - B. Selection of training workshop participants -
 - 1) For participant/applicant information form, see Appendix E, page 15 - Copies of completed participant/applicant information forms should be sent to SLPI Trainers prior to training workshop.
 - 2) PROGRAM SLPI Coordinator(s) are responsible for selecting participants in consultation with SLPI Trainers, taking into consideration factors listed and discussed in #3)-to-#9) immediately below.
 - 3) There should be 6-10 participants per training workshop; if possible, majority of participants should be Deaf persons.
 - 4) In selecting participants, consideration should be given to community resources as well as PROGRAM staff.
 - 5) PROGRAMS should establish standard requirements that apply to all potential SLPI Workshop participants and SLPI Team Members. The following should be considered as potential requirements -
 - a. Be a highly skilled signer as indicated by factors such as the following:
 - (1) Native signer (Deaf parents)
 - (2) Attendance at residential school for Deaf students
 - (3) American Sign Language Teachers Association Certification (ASLTA)
 - (4) Interpreter Certification
 - (5) SLPI rating in the Advanced Plus-Superior Plus Range (Note: Persons with SLPI Advanced ratings may serve as SLPI Raters, but not Interviewers)
 - (6) Model of upper range of SLPI Rating Scale; that is, persons who comfortably communicate in sign language only and who are considered good models of American Sign Language (ASL)
 - b. Have a positive and supportive attitude toward SLPI as part of an integrated sign language communication skills assessment-development program
 - b. Be able to function in a professional manner as an SLPI Team Member, including maintenance of strict confidentiality relative to SLPI results.
 - c. In general, program administrators should not be participants. However, this may be discussed and exceptions made if appropriate.

- 6) One of workshop participants should be a PROGRAM SLPI Team Coordinator, who, if appropriate, has responsibility for ensuring connection between SLPI results and ASL communication skill development options. See page 1, #1C, for concept of SLPI Team Coordinator(s) and an SLPI Administrative Coordinator.
- C. As noted on participant/applicant form (page 15), participation in an SLPI training workshop is a prerequisite, but not a guarantee, for becoming an SLPI Team Member.
- D. All participants who have not taken the SLPI prior to the training workshop may take the SLPI during training workshop week (see page 13).
- E. Reserve and set-up equipment and rooms for training workshop with special attention to interview recording room needs (see Appendix B, pages 7-9).
- F. Preparation and scheduling for Training Workshop SLPIs:
- 1) Generally two SLPI interviews are scheduled DAY 1 of workshop, 10 on DAY 2, and 10 on DAY 3 (see Appendix C, pages 10-11).
 - 2) Program administrators should not be scheduled for any of the first four interviews.
 - 3) Participants need practice interviewing and rating interviewees at all sign language skill levels represented in the SLPI Rating Scale; therefore, volunteers with varying sign language skill levels should be scheduled.
 - 4) Interview scheduling requires consideration of several factors, including Hearing/Deafness status of interviewers and interviewees (persons taking SLPIs) and interviewees' sign language skill levels. Therefore, PROGRAM SLPI Coordinator(s) should develop two schedules: (a) one with candidate/interviewee and interviewer names only; and (b) using SLPI Rating Scale (page 25), a second schedule that also includes ratings of interviewees' sign skills (1 = Novice Range; 2 = Survival Range, 3 = Intermediate Range, 4 = Advanced, and 5 = Advanced Plus-Superior Plus Range) and whether interviewee is deaf (D), hard-of-hearing (HH), or hearing (H) (see page 15). As shown on page 14, an Intermediate Range signer should be first workshop interviewee. Also, as shown on page 14, majority of interviewees should be in the Intermediate-to-Advanced Range, with some in the Survival Range, and only a few in the No Functional Skills-Novice Range and in the Advanced Plus-Superior Plus Range.
 - 5) All participants should have (at least) one interview on two different days.
 - 6) When schedule is finalized, PROGRAM SLPI Coordinator(s) should make copies and place these in Section 2 of *SLPI Notebooks (NBs)* (see Appendix B, page 7, #1); also, if transparencies will be used during the workshop, PROGRAM SLPI Coordinator(s) should make one set of transparencies of schedule for use by SLPI Trainers.

- 7) Also, when schedule for interviews completed, video labels (see below) should be prepared with “SLPI, date, time, interviewer’s name, and interviewee’s name” for each workshop SLPI; for example –

SLPI 1/27/95 Tues. 8:00 A.M. C: David Robinson I: Alan Davis
--

These labels should be placed on videos and videos should be placed in training room.

- 8) Video labels should also be prepared for each workshop participant who has not achieved an SLPI rating in the Advanced Plus-Superior Plus Range (or Advanced if participant is to be trained as a rater, but not an interviewer).

G. Pre-Workshop Information for SLPI Interviewees: See Appendix B, page 7, #2.

H. Training Workshop Materials, Equipment, and Room Set-Ups (see Appendix B, pages 7-9).

I. Modify model *SLPI Notebook* Section 3A, 3B, and 9B to fit PROGRAM hosting workshop (see page 31, #2).

3. Check SLPI Training Rooms and Conduct SLPI Training Workshop: Trainers conduct workshop and assist PROGRAM in initiating plan for developing permanent policy (or policies) and procedures documents which address ASL communication skills assessment and development opportunities. *SLPI NB* Section 7 includes questions to guide SLPI policies and procedures development, factors to consider, and principles for establishing and monitoring communication skill level standards/goals. This information and sample policy and procedures documents are included at the following website: <http://www.ntid.rit.edu/slpi>.

Note: Workshop participants focus their time and efforts primarily on developing SLPI interviewing and rating skills. PROGRAM staff sign language communication policy and procedures committee generally develop recommended policies and procedures for SLPI use (see page 16, #1). SLPI Trainers may assist with this.

4. Workshop Interviewee/Interviewee SLPI Rater Report Memos and Follow-Up Meetings: Workshop SLPI interviewees should receive SLPI report of results memos that include an opportunity for interviewees to schedule SLPI Follow-Up Meetings and requests permission to use interviewees’ SLPI videos for training, demonstration, and research (see pages 19 and 26).
5. SLPI Team Members: As appropriate, within 2-3 weeks following training workshop SLPI Trainers:
- A. Rate interviews conducted with training workshop participants.
 - B. Provide PROGRAM SLPI Coordinator(S) with names of participants recommended to become SLPI Team Members (interviewers and raters and raters only).

Note: PROGRAM SLPI Coordinator(s) make final decisions relative to PROGRAM SLPI Team Membership.

6. Administrative Needs: Within 4-to-6 weeks following training workshop, (a) workshop participants should conduct additional SLPI interviews and ratings, and (b) a schedule for conducting additional SLPI interviews and ratings on a regular basis during the upcoming year should be determined (see *PROGRAM Plan for Interim SLPI Use*, page 16, #2).

Note: For additional administrative needs for successful implementation of SLPI use the PROGRAM SLPI Coordinators and (other) appropriate administrators should review *SLPI NB* Section 7 and information at <http://www.ntid.rit.edu/slpi>.

7. SLPI Follow-Up Consulting/Services (see page 28, #5 and #6)

Appendix A

SAMPLE SLPI TRAINING WORKSHOP CONTRACT LETTER^a

DATE

PROGRAM
ADDRESS

WORKSHOP TRAINERS
ADDRESS

Dear Frank:

As per our recent conversation, this letter is to confirm our commitment of payment for a Sign Language Proficiency Interview (SLPI). Expenditures for this workshop are not to exceed eleven thousand dollars (\$11,000.00).

We agree to reimburse you for all workshop expenses, including:

Airfare: Two round trip airline tickets.

Hotel: Two hotel rooms, 6 nights each

Meals: Meal expenses, with meal allowance of \$? per day. We will/will not need receipt for meals.

Car Rental: Rental car for up to 7 days.

Fee: SLPI planning, training workshop, and follow-up consulting services fee of eight thousand dollars (\$8,000.00); four thousand dollars (\$4,000.00) per trainer.

Invoices for expenses and fee should be sent to NAME, ADDRESS, TELEPHONE and FAX NUMBERS, and/or E-MAIL ADDRESS.

If you have any questions or need clarification regarding expenses and reimbursements, please contact me.

Sincerely,

NAME
TITLE
PROGRAM

^aMay also be sent via email to Workshop Trainers.

Appendix B

SLPI TRAINING WORKSHOP MATERIALS, EQUIPMENT, AND ROOM SET-UPS

1. *SLPI NOTEBOOKS (NBs) FOR WORKSHOP PARTICIPANTS and TRAINERS:*

- A. SLPI Trainers provide one master *SLPI NB* with dividers and a master set of notebook print materials for making additional *SLPI NBs*.
- B. PROGRAM provides 3-ring binder *SLPI NBs* for SLPI Training Workshop Participants, PROGRAM SLPI Coordinators, and two SLPI Trainers. *NBs* should have pocket on back of front cover. PROGRAM, using master *SLPI NB* as a guide, copies master set of notebook print materials and places these in *NBs* with dividers for training workshop participants and SLPI Coordinators.

Note: Workshop NBs for participants and trainers need to be available to SLPI Trainers the day of their arrival at workshop location. Notebooks are distributed to participants first day of workshop. Notebooks should not be distributed to participants prior to workshop.

2. PRINT MATERIALS FOR SLPI INTERVIEWEES/INTERVIEWEES (PERSONS TAKING SLPI):

- A. SLPI-ASL Appointment and Information Memo (page 20)
- B. A Brief Description of the SLPI-ASL (pages 21)
- C. SLPI-ASL Information for Interviewees (page 22)
- D. SLPI Tips for Interviewees (page 23)
- E. SLPI Rating Scale (page 24)
- F. SLPI Interviewee Questionnaire (page 25)

3. ROOM FOR RECORDING SLPI INTERVIEWS/ONE CAMERA: SIZE, MATERIALS, EQUIPMENT, AND SET-UP

- A. One well lit room, large enough for all necessary equipment and a casual, comfortable area for interviews (minimum size approximately 18 feet by 12 feet). Recording room where interviews are conducted should be as pleasant an environment as possible; only chairs, equipment, and lighting needed for interviews should be in recording room (boxes, desks, “other” equipment, etc. should be removed)
- B. One camera with built-in recording and playback capabilities
- C. Solid, medium blue, green, or “similar” color background for recording and minimal glare (not white background); interviewers’ and interviewees’ clothing also should be solid, medium, dark colors)
 Note: If background/walls not solid, medium blue, green, or “similar” color, please cover “entire” length of long (18’) wall with colored paper prior to arrival of trainers at workshop site.
- D. Two Straight back, comfortable chairs with no arms
- E. One 30 (or 60 minute) video for each SLPI interviewee
- F. Masking tape to mark location of chairs and camera.

- G. Interviewer and person taking the SLPI (interviewee) should sit facing one another, with camera placed so as to capture side view of interviewer and nearly frontal view of interviewee; camera position/angle should (1) allow for clearest view of dominant hand palm of interviewee, and (2) largest possible image of interviewer and interviewee from waists to just above heads (see *SLPI Notebook* Section 7, PAPER #5, *Angles and Other SLPI Recording Guidelines*).

Note: If you have separate control/recording and interview rooms with one way mirror between and/or two cameras and split screen capability, please discuss this with trainers.

DIAGRAMS FOR VIDEOTAPING SLPI INTERVIEWS: ONE CAMERA

DIAGRAM 1
For Right Handed Dominant Signer

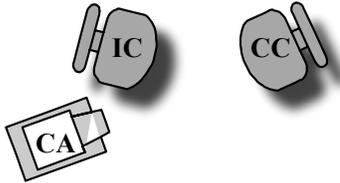
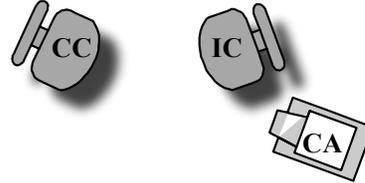


DIAGRAM 2
For Left Handed Dominant Signer

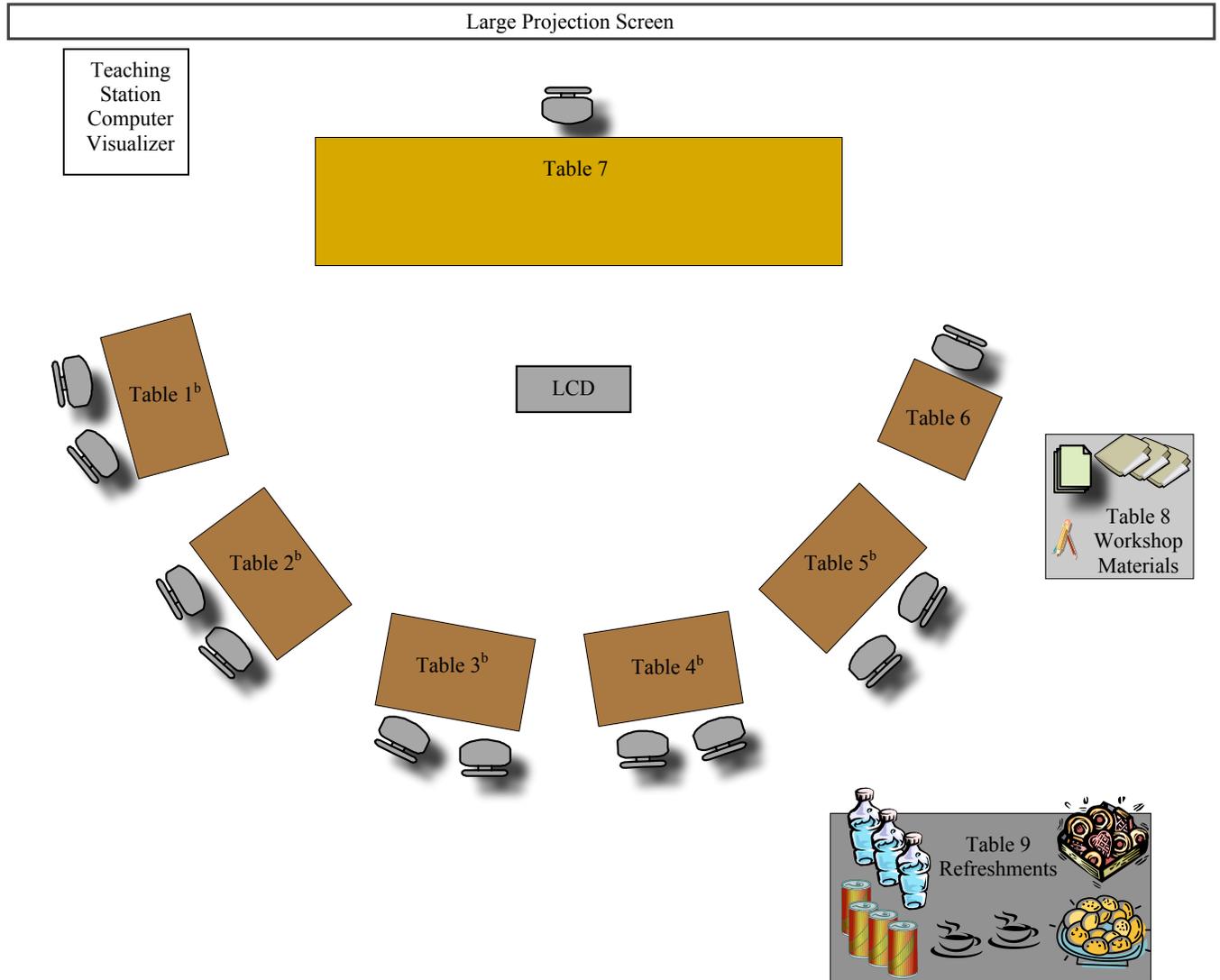


Key: CC = Interviewee Chair IC = Interviewer Chair CA = Camera

4. SLPI TRAINING WORKSHOP ROOM: MATERIALS, EQUIPMENT, and SET-UP (see next page).
5. CHECKING TRAINING ROOMS

Since sign language will be used throughout the training workshop, and since “clear viewing” of fingerspelling and signing on SLPI videos is critical, it is important that SLPI Trainers and PROGRAM SLPI Coordinator(s) meet before workshop training begins in order to ensure (a) workshop training rooms have appropriate lighting, chairs, and tables; and (b) all requested equipment is in both rooms, working properly, and appropriately placed.

SAMPLE SLPI TRAINING WORKSHOP ROOM SET-UP



 = Chairs for participants and trainers

^aRemote controls important for equipment.

^bTables 1 through 5 should be approximately 5 to 6 feet in length.

Appendix C

SECTION 2 (S2)^aSIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI)
TRAINING WORKSHOP SCHEDULE^b

PROGRAM
MONTH/YEAR FOR WORKSHOP
NAMES, SLPI Trainers
EMAIL ADDRESSES OF TRAINER

DAY, DATE

NAMES, SLPI Trainers arrive in workshop location and meet with NAME, PROGRAM SLPI Coordinator(s), to check training rooms and materials, and to discuss factors to consider in implementing use of the SLPI. Trainers organize their materials and prepare for workshop.

SLPI
Notebook (NB)
Sections (Ss)

DAY 1, DATE

8:00 am–11:30 am

- | | |
|--|-------------------|
| 1. SLPI Notebook Table of Contents | Table of Contents |
| 2. Overview of SLPI, Workshop Goal, Introductory Information, and
Some Important Communication Assessment (and SLPI) Concepts | 1 |
| 3. Workshop Schedule..... | 2 |
| 4. SLPI Rating Scale and Function | 1 |
| 5. View Sample SLPI Videos: Focus on Rating Function | 1 |

11:30 am–12:30 pm Lunch

12:30–3:30 pm

- | | |
|--|---------------------|
| 6. View SLPI Videos: Focus on Function (optional) | 1 |
| 7. SLPI Interviewing | 3A, 9B |
| A. Discussion of Guidelines (Preparation and Conducting) | |
| B. Demonstration and Sample Interview Videos | |
| C. Workshop Participants Conduct Practice SLPI Interviews with Each Other | |
| 8. Homework—Monday Evening and Tuesday–Wednesday Schedule..... | 1, 3A, 4A, 4B, 5, 7 |
| 9. Interview Room Set-Up and Taping Steps/Guidelines (Includes Going to
Interview Room) [Presented by Local/PROGRAM SLPI Coordinator(s)]..... | 3A, 9B |

^aModel schedule developed by Frank Caccamise and William Newell; this is the November 2007 edition of this model document,

^bIt is important that all participants be present for the entire workshop.

		<u>Candidate/Interviewee</u>	<u>Interviewer</u>
3:30 pm	SLPI #1:	_____	_____
4:00 pm	SLPI #2:	_____	_____

DAY 2, DATE

8:00–8:15 am Discussion/participants' questions relative to DAY 1 workshop information and experiences, DAY 2 schedule, and review of rating procedures for DAYS 2 AND 3.

8:15–11:30 am Ratings (Focus on **Function**) and Interviews^c

		<u>Candidate/Interviewee</u>	<u>Interviewer</u>
8:00 am	SLPI #3:	_____	_____
8:30 am	SLPI #4:	_____	_____
9:00 am	SLPI #5:	_____	_____
9:30 am	SLPI #6:	_____	_____
10:00 am	SLPI #7:	_____	_____
10:30 am	SLPI #8:	_____	_____
11:00 am	SLPI #9:	_____	_____
11:30 am	SLPI #10:	_____	_____
12:00 pm	SLPI #11:	_____	_____
11:30 am–12:30 pm	Lunch		
12:30 pm	SLPI #12:	_____	_____

12:30–2:15 pm Conduct SLPI Ratings—Focus on Function

2:15–3:25 pm Discussion of SLPI Rating Scale, Form, and SLPI Rater Worksheet; analyze form for one PROGRAM video

3:35–3:30 pm Homework, and Tomorrow's Schedule

DAY 3, DATE

8:00–9:00 am Discussion/Questions, Schedule for Day, Discussion of ASL Grammar using SLPI Individual Rater Worksheet, Blue Laminated Page, and *SLPI NB S6* (Optional)

9:00–11:30 am Ratings (Focus on **Function** and **Form**) and Interviews^c

9:00 am	SLPI #13:	_____	_____
9:30 am	SLPI #14:	_____	_____
10:00 am	SLPI #15:	_____	_____
10:30 am	SLPI #16:	_____	_____
11:00 am	SLPI #17:	_____	_____
11:30 am	SLPI #18:	_____	_____
12:00 pm	SLPI #19:	_____	_____
11:30 am–12:30 pm	Lunch		
12:30 pm	SLPI #20	_____	_____
1:00 pm	SLPI #21	_____	_____
1:30 pm	SLPI #22:	_____	_____

12:30–3:25 pm Conduct SLPI Ratings—Focus on **Function** and **Form** as appropriate

3:25–3:30 pm Homework and Tomorrow's Schedule

3:45–5:30 pm (OPTIONAL): PROGRAM SLPI Coordinator(s), other appropriate PROGRAM persons, and SLPI Trainers meet to discuss policy and procedures for implementing SLPI use within an integrated Sign Language Communication Skills Assessment-Development Program; also, may discuss SLPI services for external groups, student teacher candidates etc. See *SLPI NB S7*, interim plan in workshop planning paper (pages 17-19), and the SLPI website: <http://www.ntid.rit.edu/slpi>.

^cDuring interviews previous workshop interviews are rated by participants and trainers.

DAY 4, DATE

8:00–9:30 am	Discussion/Questions, Schedule for Day, and Discussion of SLPI Interviewing (<i>SLPI NB S3A and S9B</i>)
9:30-11:30 am	Review of SLPI Rating and Sharing of Results Procedures (<i>SLPI NB S3B and S9B</i>)
11:30 am–12:30 pm	Lunch
12:30–3:00 pm	Conduct SLPI Ratings Using “Normal” SLPI Rating Procedures
3:00–3:30 pm	Review of SLPI Process as Appropriate (Scheduling, Interviewing, Rating, and Sharing Results – <i>SLPI NB S3A, S3B, and S9B</i>)

As appropriate, discuss factors and recommendations for implementing and refining use of SLPI for assessment and planning sign language communication skills development opportunities. Topics for discussion may include:

1. Confidentiality of SLPI Interviews and Results
2. Establishment of SLPI Rating Level Standards
3. Process for Implementing and Conducting SLPIs
4. Reporting and Discussion of SLPI Results persons taking the SLPI
5. Faculty/Staff Options for Improving Sign Language Communication Skills
6. Follow-Up Training for SLPI Interviewers/Raters
7. SLPI Interim Use Plan and Policy and Procedures for Implementing Sign Language Communication Skills Assessment and Development Program

DAYS 2, 3, and 4, DATES

Interviews for Workshop Participants (Optional)

1. Each workshop participant, who has not taken the SLPI, may be interviewed by a workshop participant who is Deaf. These interview videos are rated later by workshop trainers.
2. Participants may conduct interviews with one another during times shown below:

DAY 2	3:30	3:50	4:10	4:30			
DAY 3	3:30	3:50	4:10	4:30			
DAY 4	11:30	11:50	12:10	3:30	3:50	4:10	4:30

3. Please discuss with SLPI Trainer(s) day and time you wish your “Participant Interview” to be scheduled so above schedule may be completed.

	Workshop Participants	
Day, Time	Candidate/Interviewee	Interviewer
SLPI #1:		
SLPI #2:		
SLPI #3:		
SLPI #4:		
SLPI #5:		
SLPI #6		
SLPI #7		
SLPI #8		
SLPI #9		
SLPI #10		

Appendix D

SAMPLE SLPI TRAINING WORKSHOP SCHEDULE INTERVIEWEE INFORMATION

Day 1, DATE

		<u>Interviewee/Interviewee</u>	<u>Interviewer</u>
3:30 pm	SLPI #1:	H-3 Karen Cooper	Karen Smith
4:00 pm	SLPI #2:	H-4 Kris Burton	David Johnson

Day 2, DATE

		<u>Interviewee/Interviewee</u>	<u>Interviewer</u>
8:00 am	SLPI #3:	H-3 Mary Simmons	Mary Kraft
8:30 am	SLPI #4:	H-1 Dave Smith	Kathy Wiser
9:00 am	SLPI #5:	HH-2 John More	Jim Better
9:30 am	SLPI #6:	H-3 Cindy Dunn	Tony Costa
10:00 am	SLPI #7:	HH-4 Alan Jones	Elizabeth Barnes
10:30 am	SLPI #8:	D-5 Pete Samuels	Rita Masters
11:00 am	SLPI #9:	H-4 Susan Simpson	Gayle Girard
11:30 am	SLPI #10:	H-3 David Marten	Jean Andrews
12:00 pm	SLPI #11:	H-2 Pam Jarvey	Karen Smith
11:30 am–12:30 pm	Lunch		
12:30 am	SLPI #12:	H-1 Bill Spencer	David Johnson

Day 3, DATE

		<u>Interviewee/Interviewee</u>	<u>Interviewer</u>
9:00 pm	SLPI #13:	H-3 Ron Whitson	Mary Kraft
9:30 pm	SLPI #14:	H-4 Bill Noonan	Kathy Wiser
10:00 am	SLPI #15:	H-5 James Gibbs	Jim Better
10:30 am	SLPI #15:	H-3 Kathy Simms	Tony Costa
11:00 am	SLPI #17:	H-4 Aaron Hopkins	Elizabeth Barnes
11:30 am	SLPI #18:	H-3 Dick Donaldson	Rita Masters
12:00 pm	SLPI #19:	H-2 Barbara Becker	Gayle Girard
11:30 am–12:30 pm	Lunch		
12:30 pm	SLPI #20:	H-2 Donna Bateson	Jean Andrews
1:00 pm	SLPI #21:	H-4 Elisa Whitson	Karen Smith
1:30 pm	SLPI #22:	H-4 Carol Burton	David Johnson

^aSee page 3, G-4, for guidelines for scheduling workshop interviewees; Key for information near interviewees' names: D = deaf, H = hearing, HH = hard-of-hearing; 5 = Advanced Plus-Superior Plus Range, 4 = Advanced, 3 = Intermediate Range, 2 = Survival Range, 1 = Novice Range or No Functional Skills.

Appendix E

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) TRAINING WORKSHOP
PARTICIPANT/APPLICANT INFORMATION FORMDrs. Frank Caccamise and William Newell
February 2008

Note: Participation in an SLPI Training Workshop is a prerequisite, but not a guarantee, for becoming an SLPI Interviewer and/or Rater.

1. Program/Organization Sponsoring Workshop:
2. Name of Participant/Applicant:
3. Deaf ____ Hard-of-Hearing ____ Hearing ____
4. Age Began to Learn Sign Language
5. Fill in with specific certificate(s) (C) earned and SLPI rating (if you have taken the SLPI):
 - A. RID-C
 - B. State Interpreter-C
 - C. NAD Interpreter-C
 - D. American Sign Language Teachers Association-C
 - E. SLPI Rating
 - F. Other Relevant Certifications
6. Are you left or right-handed (dominant signing hand)?: Right ____ Left
7. Other information you wish to share with us relative to your sign language skills (how you learned sign language, situations in which you use sign language, etc.)

Appendix F

PROGRAM PLAN FOR INTERIM SLPI USE

Drs. Frank Caccamise and William Newell
June 2006

1. The SLPI Implementation Committee that includes NAME (S), PROGRAM SLPI Coordinator(s), NAME, JOB POSITION, etc. will develop proposed policy and procedure documents for SLPI use within an integrated staff sign language communication skills assessment-development program. This development will consider (a) current staff, staff hired following adoption of policy, and job applicants, (b) time frames for achieving skill levels, and (c) role of SLPI in staff evaluations.
2. SLPI guidelines for scheduling, interviewing, rating, and sharing results will guide interim procedures used by PROGRAM: (See *SLPI Notebook* Sections 3A and 3B.)
3. All staff will be provided the opportunity to take the SLPI as resources allow. Starting in MONTH, YEAR, a minimum of 8 to 10 SLPIs will be conducted per month throughout the academic year. Staff having no ASL communication skills may sign a statement in lieu of taking the SLPI. All staff signing this statement is required to participate in PROGRAM supported ASL classes (see Attachment A).
4. During this interim use, PROGRAM SLPI Coordinator(s) will (a) share SLPI results with each staff member only, and (b) maintain a copy of these results in an SLPI file. When an SLPI policy is approved, staff Members will be given the option (a) to have their interim SLPI results accepted as official, or (b) to have all information related to these results destroyed and take another SLPI.
5. Opportunities will be provided for staff Members to schedule SLPI Follow-Up Meetings to discuss SLPI results, suggestions for improving sign language communication skills, and to view their SLPI Videos. At location(s) designated by SLPI Coordinator(s), these follow-up meetings will be scheduled with SLPI Team Members knowledgeable about sign language communication skills development.
6. During interim SLPI use support will be provided for staff ASL communication skills development. As resources allow, this will include (a) group instruction (classes, workshops, retreats, etc.), (b) tutoring, and (c) self-instruction in a sign language/Deaf culture resource room (texts, videos, etc.).
7. SLPI interviews are automatically erased six months from interview date unless tape is being used to assist staff Members in their ASL communication skills development and/or staff Members have signed a form stating that their SLPI interviews may be used for training, demonstration, and/or research purposes (see Attachment B).

8. During interim use of the SLPI, for PROGRAM open job positions:
 - A. Job announcements, as appropriate, will include a statement that sign language communication skills are preferred at time of hire.
 - B. SLPI will be administered as part of job interview process or new hires will receive an SLPI within three months of their job start dates.
 - C. For applicants who have taken the SLPI, documentation of this should be submitted prior to or during the job interview process. If SLPI rating from a program on an approved list, SLPI rating will be accepted.

Note: Job applicants/new hires having minimal or no ASL skills may sign a statement of this fact in lieu of taking an SLPI (see Attachment A). All staff signing this statement is required to participate in PROGRAM supported ASL classes.

9. In a staff sign language program report, staff SLPI results will be documented and a group report prepared by the SLPI Coordinator(s) (individual results not reported). This report will inform SLPI policy and procedures development. SLPI results obtained during interim SLPI plan will be used to assist in setting staff sign language communication skill level standards. This use of SLPI results will continue on an annual basis to ensure standards are appropriate, as well as to inform development of the staff sign language communication skills development program (see #6 of this interim plan).

Attachment A

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) FORM FOR
STAFF/STAFF APPLICANTS WITH NO SIGN LANGUAGE COMMUNICATION SKILLS

My signature below:

- A. Verifies that I have no sign language communication skills.
- B. Verifies that (if I am hired by PROGRAM) I will enroll in a PROGRAM introductory sign language course and will take the SLPI within one year (from the date of my hire).

Signature

Date

Witnessed by: _____
PROGRAM Representative

Date

Attachment B

PERMISSION TO USE SLPI INTERVIEWS FOR TRAINING, DEMONSTRATION, AND RESEARCH

Dear

In order to help ensure we are able to provide quality SLPI services, in-service training is provided for current PROGRAM SLPI Team Members, and training is sometimes necessary to add additional SLPI Team Members. In addition, persons who may/will be taking the SLPI often request the opportunity to see examples of signers who achieve each of the SLPI rating levels.

Given the above, we wish to request your permission to use your SLPI Interview Video to assist us in conducting SLPI training, demonstration, and/or research.

If you are willing to give us permission, please sign below and return this form to NAME, PROGRAM SLPI Coordinator, ADDRESS. Thank you.

My signature below signifies my granting permission to PROGRAM to use my MONTH DAY YEAR SLPI interview for:

_____ training _____ demonstration _____ research

Signature

Date

Appendix G

SLPI-ASL APPOINTMENT AND INFORMATION MEMO

To: NAME
 From: NAME, PROGRAM SLPI Coordinator
 Date:
 Subject: Sign Language Proficiency Interview (SLPI) Appointment and Information

Your SLPI-ASL has been scheduled for MONTH DAY YEAR at TIME in _____.

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

1. The SLPI-ASL: A Brief Description (Attachment 1)
2. SLPI-ASL Information for Interviewees - Explains SLPI procedures and the basis for evaluating your sign language communication skills (Attachment 2)
3. SLPI-ASL Tips for Interviewees - Provides hints on strategies to use during the SLPI in order to do well (Attachment 3)
4. The SLPI Rating Scale (Attachment 4)

Also enclosed is an SLPI Interviewee Questionnaire. We would appreciate if you would fill this out and return it to me prior to your interview (Attachment 5).

Based on your SLPI, you will receive a report of your American Sign Language (ASL) communication skills; that is, a rating from No Functional Skills to Advanced Plus-to-Superior Plus Skill Level Range from the SLPI Rating Scale (see Attachment 4). After receiving your report, if you wish to review your SLPI video and discuss your sign language communication skills, please contact me to schedule an SLPI follow-up meeting OR After receiving your report, please contact me to schedule an SLPI follow-up meeting. At this follow-up meeting you will have the opportunity (1) to discuss your sign language communication skills, and (2) if appropriate, to discuss suggestions for improving your sign language communication skills.

If you have any questions about your scheduled SLPI, please contact me.

Note: We would appreciate it if you would wear medium-to-dark, solid colored skin contrasting clothing to your interview. Please do not wear white or very light colored clothing. Thank you.

Attachment 1

A BRIEF DESCRIPTION OF THE
SIGN LANGUAGE PROFICIENCY INTERVIEW-AMERICAN SIGN LANGUAGE (SLPI-ASL)^a

Frank Caccamise and William Newell
October 2007

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

The SLPI-ASL 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 SLPI-ASL ratings. Further explanation of what is assessed by the SLPI is provided in the *SLPI Notebook, Section 5, Skills Important for Effective Sign Language Communication and SLPI-ASL Rating Levels*. Copies of this paper are available from your SLPI Coordinator and in the Training Materials section of the SLPI website: <http://www.ntid.rit.edu/slpi>.

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

^aThe SLPI was referred to as the Sign Communication Proficiency Interview (SCPI) from 1983 to May 2006.

Attachment 2

SLPI-ASL INFORMATION FOR INTERVIEWEES

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 LANGUAGE PROFICIENCY INTERVIEW (SLPI) TIPS FOR INTERVIEWEES

1. **RELAX:** Sip a cup of coffee, rub your hands, talk about the weather—anything that will help you to relax and be confident.
2. **RATE OF SIGNING:** Sign at a rate that is comfortable for you. If you know that you make many mistakes when you sign quickly, slow down.
3. **KEEP SIGNING:** 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. **DON'T DOWNGRADE YOURSELF:** Don't apologize for your signing skills. Be positive. Let the interview show your skills.

WHAT TO DO...

1. **IF YOU MAKE A MISTAKE:** If you know you made a mistake, correct it and continue. Correcting a mistake can help your performance.
2. **IF YOU ARE LOST IN A LONG EXPLANATION:** 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. **IF YOU BECOME NERVOUS DURING THE INTERVIEW:** 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. **IF SOMETHING IS INTERFERING WITH YOUR SIGNING:** 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^a

<u>RATINGS</u>	<u>DESCRIPTORS^b</u>
<u>Superior Plus</u>	<u>Able to have a fully shared and natural conversation, with in-depth elaboration for both social and work topics.</u> All aspects of signing are native-like.
<u>Superior</u>	<u>Able to have a fully shared conversation, with in-depth elaboration for both social and work topics.</u> 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.
<u>Advanced Plus</u>	<u>Exhibits</u> some superior level skills, but not <u>all</u> and not <u>consistently</u> .
<u>Advanced</u>	<u>Able to have a generally shared conversation with good, spontaneous elaboration for both social and work topics.</u> 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.
<u>Intermediate Plus</u>	<u>Exhibits</u> some advanced level skills, but not all and not consistently.
<u>Intermediate</u>	<u>Able to discuss with some confidence routine social and work topics within a conversational format with some elaboration; generally 3-to-5 sentences.</u> 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.
<u>Survival Plus</u>	<u>Exhibits</u> some intermediate level skills, but not <u>all</u> and not <u>consistently</u> .
<u>Survival</u>	<u>Able to discuss basic social and work topics with responses generally 1-to-3 sentences in length.</u> 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.
<u>Novice Plus</u>	<u>Exhibits</u> some survival level skills, but not <u>all</u> and not <u>consistently</u> .
<u>Novice</u>	<u>Able 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.</u> 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.
<u>No Functional Skills</u>	<u>(May be) Able to provide short single sign and "primarily" fingerspelled responses to some basic questions signed at a slow rate with extensive repetition and rephrasing.</u>

^aAdapted from US Foreign Service Institute and ACTFL LPI Rating Scales by William Newell and Frank Caccamise

^bThe SLPI was referred to as the Sign Communication Proficiency Interview (SCPI) from 1983 to May 2006.

^cFor all SLPI rating descriptors, **first statement (in bold type) always a statement of ASL communicative functioning**, with all remaining statements (regular type) descriptors of ASL form (vocabulary, production, fluency, grammar, and comprehension).

Attachment 5

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI)
INTERVIEWEE QUESTIONNAIRE (Before Interview)Drs. Frank Caccamise and William Newell
February 2008

Please fill-in the information requested below and prior to your scheduled SLPI, please give/send to NAME, PROGRAM SLPI Coordinator, EMAIL AND OFFICE ADDRESSES, FAX. Thank you.

Note: All responses for individuals are used with strict confidentiality; that is, no individuals will be identified in any reports generated based on the information provided on this form.

1. Name: _____ 2. Date: _____
3. Deaf ____ Hard-of-Hearing ____ Hearing ____
4. Age began to learn/acquire Sign Language:: _____
5. Please rate your ASL skills by circling or underlining one of the numbers below:

1	2	3	4	5
no	basic	fair	good	excellent
skills	skills	skills	skills	skills
6. Are you left or right handed (dominant signing hand)? Right _____ Left _____
7. Other information you wish to share with us relative to your sign language skills (how you learned sign language, situations in which you use sign language, etc.): _____

Appendix H

SLPI-ASL RESULT AND FOLLOW-UP MEETING MEMO FOR TRAINING WORKSHOP VOLUNTEERS/INTERVIEWEES

To:
 From: NAME, PROGRAM SLPI Team or Administrative Coordinator
 Date:
 Subject: Results of Your DATE Training Workshop Sign Language Proficiency
 Interview-American Sign Language (SLPI-ASL)

Thank you for taking the SLPI during our SLPI training workshop. Your SLPI-ASL rating is _____. The SLPI Rating Scale attached will help you understand your rating.

If you wish to review your SLPI interview video and discuss your sign language communication skills (including suggestions for improving your skills if appropriate), please contact me to schedule an SLPI Follow-Up Meeting. When our program officially adopts use of the SLPI, you may take another SLPI or use your/this SLPI result from our training workshop.

OR

Please contact me to schedule an SLPI Follow-Up Meeting. At this meeting you will have the opportunity to review your SLPI interview video and to discuss your sign language communication skills (including suggestions for improving skills if appropriate). When our program officially adopts use of the SLPI, you may take another SLPI or use your/this SLPI result from our training workshop.

Also, attached is a form requesting permission to use your SLPI video for training, demonstration, and/or research. Please consider completing this form and return it to me. ^a
 Thank you. (THIS PARAGRAH IS OPTIONAL.)

Again, thank you for taking an SLPI and for helping SLPI Training Workshop participants to develop skills as SLPI Interviewers-Raters.

^aSee page 18 for copy of permission form.

Appendix I

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) TRAINING WORKSHOP CONSULTING SERVICES

Drs. Frank Caccamise and William Newell
February 2007

The services listed involve cooperative efforts between SLPI consultants and program staff. This is consistent with our beliefs that (a) each program using the SLPI has unique needs, and (b) local program control of staff sign language communication skills assessment-development opportunities is critical to the overall success of SLPI program implementation.

Services #1-through-#5 are covered by eight thousand dollar (\$8,000.00) SLPI planning, training workshop, and follow-up consulting services fee. Services listed under #6 require additional consulting fees.

1. Workshop Feasibility: Determine feasibility of conducting SLPI Training Workshop considering various factors, including goal(s) of program SLPI use and program resources.
2. Pre-Workshop Services - Includes assistance with:
 - A. Developing plan for interim SLPI Use
 - B. Developing workshop schedule
 - C. Selecting workshop participants
 - D. Equipment and room needs
 - E. Preparing materials and scheduling SLPI interviews for training workshop, including information to be shared with persons volunteering to take SLPI during workshop
 - F. Preparing *SLPI Notebooks* and other workshop materials (each participant receives a copy of notebook at beginning of training workshop week)
3. Pre-Workshop Services On-Site - Includes pre-workshop meeting with PROGRAM SLPI Coordinator(s) (and other program personnel if appropriate) to check training rooms, to make a final check on workshop materials and schedule, and to discuss factors to consider in (implementing) SLPI use.
4. Conduct SLPI Training Workshop for 6-to-10 participants.

5. Post-Workshop Services:

- A. Rate workshop participants' SLPI interviews and make recommendations for program SLPI Team
- B. Support development of staff sign language program policy, procedures, and annual report documents

6. SLPI Follow-up Consulting Services: Additional consulting services relative to sign language assessment and/or skills development may be appropriate; for example -

- A. Review of SLPI Ratings
- B. Review of SLPI interviews/interviewer skills
- C. Two day follow-up in-service training workshop for SLPI Team Members:
In-service workshops may include:
 - 1) Feedback and refinement for SLPI interviewing skills.
 - 2) Refinement and re-calibration of SLPI rating skills to support consistent and appropriate interpretation of the SLPI Rating Scale; this is important to ensuring fair ratings and is consistent with what is recommended for Language/Oral Proficiency Interview Raters. Program needs to send trainers 12 unrated SLPI interviews a minimum of 2 weeks prior to workshop (2 Novice Range, 2 Survival Range, 3 Intermediate Range, 3 Advanced, 2 Advanced Plus-Superior Plus Range).
 - 3) Connecting SLPI to sign language communication skills development.
 - 4) Discussion of SLPI Policies and Procedures documents and Annual Reports.
 - 5) Support for SLPI Coordinators to provide in-service for current SLPI Team Members and mentoring for potential/new SLPI Team Members.

Note 1: Prior to scheduling an in-service workshop trainers need to be sent policy and procedures documents that guide program's use of the SLPI.

Note 2: In-service workshops generally recommended within two-to-three years following four day SLPI Training Workshop.

- D. ASL Instructor Workshop (2 days) - Focus on connecting SLPI results to ASL communication skill development.

Appendix J

SIGN LANGUAGE PROFICIENCY INTERVIEW (SLPI) TRAINING WORKSHOP (WS)
PLANNING STEPS AND MATERIALS

Dr. Frank Caccamise
fcncr@rit.edu
November 2007

Page numbers refer to pages in this document.

1. Determine Workshop (WS) Feasibility and Send Contract letter/form: page 1, #1, & p. 6
2. Discuss/make Hotel Reservations. plane reservations, and need for receipts with trainers
3. Develop WS Schedule: pages 10—13
4. Reserve Training WS Rooms and Equipment: pages 7-9, #3-to-#5
5. Identify WS Participants: pages 2-3, #2B, page 15
6. Schedule people to have an SLPI Interview during Workshop, Prepare Final Editions of WS Schedules, and Prepare One Video for Each Interview: pages 3-4, #2F, page 14
7. Prepare Pre-WS Information for Interviewees/Interviewees, page 7, #2
8. Prepare results memo for WS Interviewees/Interviewees: page 4, #4, pages 26 & 19
9. Prepare WS Print Materials for Participants and Trainers using model and master copies of WS print materials: page 7, #1 & Attachment to this list
10. If you do not have a policy and set of procedures for SLPI use, prepare interim plan for SLPI use: pages 16-19.

ATTACHMENT

SLPI MATERIALS INFORMATION FOR LOCAL WORKSHOP (WS) COORDINATORS

What follows below likely seems like a lot. However, when planning an SLPI WS, if you use what follows below as a checklist, along with the *SLPI Training Workshop Planning, Implementation, & Follow-Up* document, the planning process should go smoothly (more or less!)

1. Lead WS trainer/planner, in collaboration with PROGRAM SLPI Coordinator, provides PROGRAM SLPI Coordinator with an *SLPI Notebook* (NB) to serve as a model and a non-3-hole punched master copy of all NB documents; these documents include the Table of Contents up through Section 8 (S8), S9B, and S10, and Ss9A, 9C, and 9D if available.

Note: Copies of Section 10, *Connecting ASL Instruction & the SLPI*, should be made available to PROGRAM SLPI Team Members and ASL Instructors as appropriate by the PROGRAM SLPI Coordinator(s)

2. The following Sections (Ss) of *SLPI NBs* need to be modified, via discussion between PROGRAM SLPI Coordinator and lead trainer/planner to fit each PROGRAM hosting an SLPI WS:
 - A. S2: *MODEL Workshop Schedule* – Modifications needed include adding trainer names, local SLPI Coordinator's name, WS dates and times, and possible meeting with PROGRAM administrators to discuss SLPI application (interim plan, policies, procedures, etc.).
 - B. S3A: *MODEL SLPI Scheduling and Interviewing Procedures* – Modifications include replacing PROGRAM with name of PROGRAM hosting workshop, modifying page 15 or 16 to match PROGRAM interview recording procedures (and deleting other page) and finalizing appointment and information memo (p. 6) and interviewee's questionnaire (p. 11).
 - C. S3B: *MODEL SLPI Rating and Sharing Results Procedures* – Using appropriate model document (Individual, Two, or Three Rater Team Procedures), modifications for consideration/needed include replacing PROGRAM with name of PROGRAM hosting workshop and how SLPI results are to be reported to interviewees.
 - D. S9B: *MODEL PROGRAM Staff Sign Language Communication Philosophy and Policy: Procedures for Implementation*: This document provides persons taking the SLPI with information to help them prepare for the SLPI, expectations for staff to participate in the PROGRAM Staff Sign Language Program (including the SLPI), information about how SLPI ratings are reported, and procedures and materials for sharing SLPI results. Modifications for consideration/needed include replacing PROGRAM with name of PROGRAM hosting workshop, SLPI interviewee questionnaire, results memos, permission form for use of SLPI videos, SLPI release of information form, SLPI re-interviews and re-ratings, reasonable accommodations, and timeline extensions for achieving skill level standards. This document needs to be consistent with the S3A, S3B, and the PROGRAM Sign Language Philosophy and Policy (Section 9A).
3. PROGRAM SLPI Coordinator uses *SLPI NB* master copy to make NBs for each trainer and WS participant. For Section 8, only pages i-iv copied for all participants except PROGRAM SLPI Coordinator. Participants/SLPI Team Members may request copies of articles from their SLPI Coordinator.
4. When WS schedule (S2) has been finalized, PROGRAM SLPI Coordinator provides S2 transparencies for trainers (if transparencies are to be used during workshop) and inserts copies of S2 for all NBs.

5. For program hosting SLPI WS, PROGRAM SLPI Coordinator also provides copies of S9A-to-9E (if they exist). Programs hosting first SLPI WS should place PROGRAM interim plan for SLPI use in Section 9A (see #10 on page 29 of this document).
6. In addition, PROGRAM SLPI Coordinator provide the following (lead workshop trainer/planner places on inside cover of NB master copy paper copies of the following pages between white and blue laminated pages):
 - A. SLPI Information for Interviewees - 1 laminated page.
 - B. SLPI Rating Scale and Analyzing Function – 2-sided white laminated pages for inside pocket of each PNB, 20 one sided paper copies of SLPI Rating Scale, and 25 one sided paper copies of Analyzing Function.
 - C. SLPI Worksheet (Discussion) Guidelines and Some Guidelines for Discussing ASL Grammar - sided blue laminated pages for inside pocket of each PNB, 20 one sided copies of SLPI Worksheet (Discussion) Guideline, and two one sided copies of Some Guidelines for Discussing ASL Grammar
 - D. SLPI Individual Rater Worksheet (2-sided): 300 three hole punched copies for use by participants and trainers during WS – Be sure you have appropriate worksheet; that is either worksheet for Individual Rater Procedures or worksheet for Two and Three Rater Team Procedures.
 - E. SLPI Rater Team Discussion Worksheet (2- sided): 26 copies (24 three hole punched).
7. PROGRAM SLPI Coordinator also needs to make one transparency of interview recording guidelines if overhead transparencies are to be used during workshop (no visualizer available); also, a three hole punched paper copy of interview recording guidelines should be made for each WS participant and trainer; in S3A see page 3, II-B, and pages 15-16.
8. PROGRAM SLPI Coordinator or lead trainer/planner provides following if overhead transparencies to be used during workshop (no visualizer available):
 - A. SLPI Individual Rater Worksheet - 24 transparencies of each page/side (solid white or colored sheets of paper placed behind each transparency).
 - B. SLPI Rater Discussion Worksheet –
 - 1) For 2 and Rater Team Procedures, three transparencies of each page/side (solid white or colored sheets of paper placed behind each transparency).
 - 2) For Individual Rater Team Procedures, three transparencies of each page/side (solid white or colored sheets of paper placed behind each transparency).
9. Lead trainer/planner provides:
 - A. If visualizer not being used, transparencies of following SLPI WS NB materials:
Table of Contents, S1, S3A, S3B, S4A (optional), S4B (optional), and first two pages of S6.
 - B. Sample SLPI videos
10. PROGRAM SLPI Coordinator should ensure, in consultation with trainers. following are available when trainers arrive to check training rooms: (a) masking tape for marking positions of chairs and cameras for recording interviews, (b) two armless chairs for interview room, (c) remote controls for video equipment, and (d) extension cords for all equipment as needed.