



VERA Z. DWYER
COLLEGE OF HEALTH SCIENCES
School of Rehabilitation Sciences

MS-SLP Referrals and Waitlist Policy # SLP-CL-22-A

About This Policy:

Faculty Approval: 06/29/2020

Effective Date: 06/29/2020

Scope

This policy is for all students enrolled in the MS-SLP program within the Vera Z. Dwyer College of Health Sciences.

Policy Statement

The MS-SLP program follows specified procedures in regards to scheduling of prospective clients.

Procedure

Referrals:

Referral for a diagnostic evaluation may come from a physician, a school/district, another SLP, and/or client/caregiver self-referral. All interested clients are sent a case history form which helps route him/her to an appropriate faculty provider who will supervise the diagnostic session. If no faculty supervisors have the relevant expertise, attempts will be made to assist the client/family by referring to another service provider.

All clients who participate in a diagnostic evaluation will receive a detailed evaluation report. If a client/family has recently undergone an evaluation with an outside SLP and can produce the report, it may be more appropriate for a diagnostic screening to be completed; in which case the client/family would still receive the results in writing. For overflow school-age evaluations being completed at the request of a school district, the client/family and the school will receive copies of the evaluation and client/family is to follow up with the school for next steps. Additional services available through the IUSB MS-SLP Clinic include select group therapy and support groups. If

group therapy and/or a support group is recommended as a result of the evaluation, see "Scheduling," below.

Scheduling- Evaluation:

There are a limited number of diagnostic sessions available each semester. Faculty supervise within their specialty area(s), and some faculty members' schedules may fill up faster than others depending on diagnostic need. Additionally, a client can only be scheduled for a diagnostic session once the case history paperwork and necessary forms are returned to the Clinic Director. Therefore, diagnostic sessions are scheduled on a first come, first serve basis depending on the availability of an appropriate supervising faculty member *and* the order in which all paperwork is received. Once all slots are full for a semester, client evaluations will be waitlisted, and waitlists will carry over from the previous semester. The Administrative Assistant for the MS-SLP program will initiate the scheduling process with a client/family.

Scheduling- Group Therapy or Support Group:

If a diagnostic evaluation produces a recommendation for group therapy or a support group, this will be communicated to the client/family and the Administrative Assistant will initiate the scheduling process if/when a spot is available. Group therapy and support group opportunities may vary depending on student clinician availability, supervisor availability, and group opportunities available (for example with group therapy, attempts will be made to group pediatric clients based on age and therapeutic goals). If a spot is not available at the conclusion of the diagnostic evaluation, the client will be placed on a waitlist and the Administrative Assistant will contact a client/family for scheduling when a spot opens up.