ASHA Workload Calculators
What is workload?

What is ASHA's Stance on Workload?

“It is the position of the American Speech-Language-Hearing Association that the total workload activities required and performed by school-based speech-language pathologists (SLPs) must be taken into account to set caseload standards.” (ASHA, 2002)

https://www.asha.org/policy/PS2002-00122/
ASHA’s Implementation Guide was developed as a supplement to the 2002 workload position statement, technical report, and guidelines.

Components, include:

- success stories;
- workload activity clusters;
- talking points to use with decision makers;
- Pearson
- Heartland Area Education Agency, Iowa
- Ohio Calculator
- North Carolina Workload Guidance
ASHA Workload Calculators

https://www.asha.org/SLP/schools/Workload-Calculator/

- Calculate/analyze workload
- Determine the amount and frequency of workload activities
- Address workload issues
- Quick and easy graphic data
- Can be shared with administrators and colleagues
ASHA Workload Calculator (weekly) This weekly Excel worksheet allows you to identify workload responsibilities over the course of a typical workweek (Monday through Friday).

ASHA Workload Calculator (monthly) The monthly worksheet allows you to identify workload responsibilities over the course of a typical month.

The ASHA Workload Calculator: Telepractice Edition [XLS] is designed to help SLPs identify the amount of time spent preparing, learning and using technology to deliver speech-language services, and meet federal, state, and district mandates.
The ASHA Workload Calculator can document:

Direct services  Indirect services  Gen Ed
Compliance  Other activities (e.g., email, phone calls, etc.)
Weekly and Monthly Calculator Domains

- Direct services
- Indirect services
- Indirect services in the general education setting
- Compliance activities
- Other activities
Hybrid/Telepractice Calculator Domains

Includes compliance and other activities with these new additions:

- Preparation
- Planning and technology
- Service delivery
## Hybrid/Telepractice Calculator Domains Include:

<table>
<thead>
<tr>
<th>Preparation</th>
<th>Planning &amp; Technology</th>
<th>Service Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reviewing state and federal telepractice regulations</td>
<td>• Familiarizing with virtual platform</td>
<td>• Providing synchronous services</td>
</tr>
<tr>
<td>• Reviewing telepractice resources and education</td>
<td>• Working with facilitators</td>
<td>• Providing asynchronous services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Providing hybrid services</td>
</tr>
</tbody>
</table>
ASHA Workload Analysis Calculator

• Companion tool to the Workload Calculator
• Helps identify the amount of time spent addressing workload activities for each student on their caseload
• Assists SLPs see a breakdown of activities for each student

Gain insights on actual hours spent providing direct and indirect services

Analyze tasks/activities that are needed to meet compliance requirements

Completion of other activities for students on your caseload outside the mandated service hours on students' IEPs

https://www.asha.org/slp/schools/workload-calculator/
Frequently Asked Questions

How long does it take to complete?
• 5 minutes, informally; approximately an hour if completed in detail

Do I have to do anything with the graphics?
• NO – all information transfers automatically from forms to graphics

In the directions what does “scheduled ___ hours mean?”
• The number of hours you are committed to work per your employment contract weekly or monthly

Can I save my data?
• Yes, once you download it, save it with a different name
Questions?

If you have questions about how to use the ASHA Workload Calculator or the results to advocate for your workload, please contact the ASHA School Services Team schools@asha.org