

**SAMPLE  
STAFF INSTRUCTIONS**

**TYPE OF INSTRUCTIONS:** Communication

**Name:** Susie Q **Address:** 1234 Sunny Lane, Memphis TN 38128  
**Date Written:** May 15, 2005 **Provider/Person Responsible for** Personal Assistant  
**Carrying Out Staff Instructions:** \_\_\_\_\_

<b>ISP Action:</b>	
Susie will use her Delta Talker independently to decide what activities she will do each day.	
<b>Frequency of implementation:</b>	
Throughout the day, every day	
<b>Precautions:</b>	
None	
<b>Equipment:</b>	
DeltaTalker Wheelchair mounting equipment	(Insert photo of equipment)
<b>Staff Instructions:</b>	
<ol style="list-style-type: none"><li>1. Direct support staff should place the Delta Talker into the mounting system whenever Ms. Q is in her wheelchair.</li><li>2. Direct support staff should ensure that the Delta Talker is always turned on when it is mounted on her wheelchair.</li><li>3. Direct support staff will offer Ms. Q a choice between two activities for the morning and then two activities for the afternoon.</li><li>4. Direct support staff should respond appropriately to her choices or answers and write them on her calendar for that day.</li><li>5. If Ms. Q does not respond within 30 seconds of a question, repeat the question to ensure that she heard you.</li><li>6. If Ms. Q still does not respond within 30 seconds of a question, repeat the question in a different way to ensure that she understood what you asked.</li><li>7. If Ms. Q still does not respond within 30 seconds, activate the appropriate keys on her Delta Talker to demonstrate to her an appropriate response. Repeat the question to determine if she would like to make a different response. If she does not respond within 30 seconds, record the question on the data sheet so that the Speech Language Pathologist can determine if the DeltaTalker needs new programming.</li></ol>	(Insert photo of correct positioning of equipment in front of Ms. Q)
<b>Data to be Collected:</b>	
Staff should indicated on data sheet the level of prompting it took Ms. Q to respond using her Delta Talker.	
<b>Method that the action will be functionally integrated into naturally occurring activities throughout the day and all environments:</b>	
The DeltaTalker should be mounted on Ms. Q's wheelchair and turned on whenever she is seated in her wheelchair. It should be used throughout the day, every day, in all of her environments and during any activity that is occurring.	

Speech Language Pathologist

May 15, 2005

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**Signature/Credentials**

**Date signed**