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| **ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06****TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

**Monthly Report for the Month of June 2017**

1. **ACADEMIC ACTIVITIES**
2. Short-term Training Programs:- NIL
3. Clinical Observation Posting of Students from other Institutes
4. Virtual Seminars/Conferences/Workshops/ Staff enrichment program attended - Nil
5. Guest Lectures: 01

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the staff attended** | **Date** | **Topic** | **Name of the Guest** |
| Ms. Ayesha Anjum, Speech Language Pathologist | 29.06.2017 | Guest lecture on ***Editorial Skills*** | Dr. Bharath Chandrasekaran, Associate Professor, Dept. of Communication Sciences and Disorders, University of Texas. |

1. Additional Academic Services rendered by the Faculty and Staff-: Nil
2. Clinical Observation Posting of Students: Nil
3. Virtual Seminars/Conferences/Workshops/ Staff enrichment program: 02
* Virtual Seminar organized by Tele Center for Persons with Communication Disorders on 07th June 2017 titled on ***“Applied Behavioral Analysis”*** by Dr. Radhika Poovayya, Director of Samvaad Institute of Speech and Hearing Bangalore, through Audio visual mode using Skype.
* I B.Sc (Sp & Hg) students of 25 students each of 2 batches were orientated about TCPD activities.

**Prof. K. S Prema, Professor of Language Pathology: -**

* Planning and administration of TCPD activities.

|  |
| --- |
| **Dr. Malar, Reader in Special Education (Deputed Staff to TCPD one day/week)** |
| Outreach Clinical Activities | Educational Guidance and/or Assessment:01 | (ii)Via Video Conferencing: Nil |
| Material Development | * Orientation brochure on curriculum adaptation for CWLO & LD
 |
| **Dr. N Devi, Lecturer in Audiologist (Deputed Staff to TCPD on Tue & Thur)** |
| * Review & Modified Speech reading videos and manual.
* Preparation of a manuscript of speech reading manual and videos.
* Discussed about the paper for publication.
 |
| **Ms. Yashashwini. R, Clinical Supervisor:**  |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 02 | 02 |
| Tele-Intervention - Video Conference | 07 | 16 |
| Tele-Assessment-Skype | - | - |
| Tele-Intervention-Skype | - | - |
| E-mails Queries | - |
| Telephone | 2 |
| Assistance for Administrative Activities | * Working on two research papers with tentative tiles a) Teleservice delivery for PWCD: A sample survey, b)Telesevice in SLP and Audiology: Prospects and challenges
* Orientation to two batches of B.Sc. Students on TCPD activities with Ms. Ayesha Anjum on 19.6.17
* Mr. Bharath, ISO implementation cell had visited TCPD to check ISO documentation and guide on 14.6.17

As per his suggestions, the following were updated* + Prepared inputs for MRM submitted to Head and mailed ISO implementation cell for meeting on 22.6.17
	+ Generated work completion and feedback compilation format for graphic designing, filled the updated the data
	+ Worked on updating MoPs from Nov, 2016 to June, 2017of TCPD.
	+ Visited Dept. of Audiology and POCD to study ISO documentation
	+ Generated reports and graphs for the training programs attended by TCPD staff and training program organized by TPD for 2014-2017
	+ Generated graphs for feedback from clients, participants of virtual seminar and teleorientation
	+ Generated graphs for MoPs 2014-15, 2015-16, 2016-17
	+ Generated report for corrective actions submitted to Head-TCPD and mailed to ISO implementation cell
	+ Named the registeres, updated the list of formats, records, registers, documents.
	+ received process manual from ISO Implementation cell
	+ generated formats for feedback summary from clients, participants, students, GD, MoP summary
* Assisted in arrangement and attended Virtual seminar on "ABA for Autism" on 7/6/17 by Mrs. Radhika Poovaiah
* Discussion with Mr. Prashanth on the inputs required from TCPD for digital archiving
* Mailed all the ppts of tele orientation and virtual seminar to graphic designer and conveyed ma'am's instruction to convert the video to audio files and edit the audio files for uploading on TCPD website
* Conveyed the instructions to edit and finalize the audio files of teleorientation/virtual seminar to Ms. Vandana,Ms. Madalambika, Ms. Ayesha, Ms. Haritha, Ms. Pavithra
* Made arrangements for visit of Mr. Sunil sharma, joint secretary ministry of health and family welfare, GoI on 27.06.2017
 |
| Others | * Counselled 7 Cases who were referred to TCPD
 |
| **Ms. Haritha. S. Mohan, Speech Language Pathologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | - | - |
| Tele-Assessment-Skype | 1 | 2 |
| Tele-Intervention-Skype | 5 | 25 |
| Telephone  | 3 | - |
| Email Quiries | 9 | - |
| Counselling | 1 | 0 |
| Material Development | * Preparation of Power Point Presentation for Clients
 |
| Assistance for Administrative Activities | * Maintenance of counselling register, referral forms and consent forms
* Segregated emails under different labels
* Sending conformation e-mail to enrol for telesessions
* Follow up emails to clients
* Complied list of online games available
* Calculated the number of VC and Skype session from January 2017 to may 2017
* Segregated the audio visuals and materials prepared for clients.
* Send Google forms as reminder for patients who completed counselling at TCPD.
* Counselled two patients on the books available in TCPD.
* Send feedback forms to clients.
* Send home training for clients.
 |
| Others | * Maintenance of daily diary and documents for clients
 |
| **Ms. Vandana B, Audiologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - | - |
| Tele-Intervention - Video Conference | 00 | 00 |
| Tele-Assessment-Skype | 1 |  2 |
| Tele-Intervention-Skype | 6 | 40 |
| E-mails Queries |  2 |
| Telephone |  - |
| Assistance for Administrative Activities | * Preparation of Therapy materials for each clients, segregation of therapy materials based on each cases
* Counseling for 2 clients regarding Tele-intervention services.
* Counseled 2 cases on the books available in TCPD.
* Attended virtual seminar on ‘’Basics of ABA ‘’ by Dr. Radhika Poovaiah
* Edited audio file of tele orientation of speech reading for children
* Recorded speech videos for speech reading manual in English
* Preparation of script for ‘speech reading manual’’
* Prepared a draft on ‘how to create skype account’’
* Compilation of monthly reports of staff
* Updated case reports and progress reports of cases.
 |
| Others | * Maintenance of clinical work schedule
* Updated Skype therapy register
* Signage maintenance
 |
| **Ms. Ayesha Anjum, Speech Language Pathologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | - |  - |
| Tele-Intervention - Video Conference | 01 |  01 |
| Tele-Assessment-Skype | 01 |  01 |
| Tele-Intervention-Skype | 06 |  19 |
| Telephone  | 5 |
| Email Queries | 06 |
| Counselling | 01 |
| Material Development | * Preparation of Power Point Presentation for Clients
* Digitization of test materials and treatment manuals
 |
| Assistance for Administrative Activities | * Attended Tele-orientation by Mrs. Radhika Poovayya.
* Maintenance of M.Sc. SLP student work records and assignments.
* Segregated emails under different labels.
* Corresponded with ISHA secretary and writing the article for the survey titled “Survey of Telepractice in Speech-Language Pathology and Audiology in India”
* Made graphs for TCPD statistics for ISO.
 |
| Others | * Maintenance of daily diary and documents for clients.
* Scheduled tele educational sessions for Dr. Malar for a patient.
 |
| **Ms. Pavithra. K, Speech Language Pathologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 8 | 6 |
| Tele-Intervention - Video Conference | 2 | 2 |
| Tele-Assessment-Skype | 01 | 01 |
| Tele-Intervention-Skype | 05 | 41 |
| E-mails Queries | 6 |
| Counselling | 4 | 2 |
| Material Development | * Preparation of assessment and therapy materials for the clients. Documentation and updating of the online therapy sessions.
 |
| Assistance for Administrative Activities | * Co-ordinated the official correspondence for the DHLS centres for Tele-assessment, tele-intervention through video conferencing for the cases.
* Attended the Monthly meeting in BGS on 11-6-2017 and conducted an screening assessment for swallowing issues using Eating Assessment tool(EAT) and Checklist on Swallowing-Quality of life (Swal-QOL).
* Official correspondence was made for conducting the virtual seminar on "Applied Behavioral Analysis" by Ms. Radhika Poovayya.
* Compilation of the feedback forms from the DHLS centers for the virtual seminar.
* Updated the user name and password for the client registered in Parkinson Helpline.
* Attended department meeting.
 |
| Others | * Maintaining daily diary and patient progress reports.
 |
| **Ms. Madalambika.M.B, Audiologist Gr I** |
| **Nature of Service** | **No. of Clients** | **No. of Sessions** |
| Tele-Assessment - Video Conference | 0 | 0 |
| Tele-Intervention - Video Conference | 0 | 0 |
| Tele-Assessment-Skype | 0 | 0 |
| Tele-Intervention-Skype | 5 | 7 |
| E-mails Queries | 2 |
| Telephone | 2 |
| Material Development | * Made PPTs on different lexical categories and English grammar for the clients.
* Prepared draft on “how to create Skype ID”
 |
| Assistance for Administrative Activities | * Verified the telephone bill (May,2017)
* Updated student records and attendance of the month of May
* Counselled two clients for tele intervention services.
* Assisted in arranging feedback forms for virtual Seminar on 7th June 2017
* Maintenance of M.Sc. Audiology student work records and assignments.
 |
| Others | * Maintaining daily dairy and progress reports regularly and filing the same in the respective files/registers.
 |
| **Ms. Nithyashree R, Junior Technical Writer** |
| **Nature of Service** | **Work done**  |
| Material Development | * Editing of Script on Speech Reading activities
* Editing of Content on Learning disability
* Article on ‘Awareness about Tele health services among school going children” - Ongoing
 |
| Assistance for Administrative Activities | * Assistance in administrative activities (Drafted a letter reg. requisition of books from library, Preparation of a format for quantification of Graphic designing work as a part of ISO NC closure)
* Incorporation of changes in the book titled ‘Guidelines for teaching children with dyslexia’
 |
| Others | * Sorting of TCPD photos and captions for the same for Digital Archive purpose (DMD)
 |
| **Mr. Shivaprasad.M, Graphic Designer** |
| **Nature of Service** | **Details of work for Tele-Centre for Persons with Communication Disorders** | **Work for Other Dept.** |
| Graphic Designing/ Illustrations/ Video editing/ Photo editing/ Audio editing | 1. **Video recording** of virtual seminar. Topic: Basics of ABA
2. **Video Recording** Specch Reading manual
 | 1. **Booklet Design** of information about research and extension activities of the institution
2. **Booklet Design** Extention activities of te institution
3. **Booklet design** guidelines for teaching children with dystexia
4. **Booklet design** of Learning disability
 |
| Number of Brochures given to Clients | TCPD Brochures English, Kannada, Hindi and Malayalam - 0P. D. Helpline Brochures English, Kannada, Hindi and Malayalam - 0 | - |
| Monthly Meeting | Attended Dept. monthly meeting on 28th June 2017 | - |
| Orientation Programs/ Virtual Seminar | Attended Virtual Seminar 07th June 2017, AIISH seminar hall | - |
| Others | Preparation & documentation was carried on for ISO Audit | - |
| **Ms. Preethi, Data Entry Operator** |
| Administrative Activities | * Drafting letters/circulars/notes/formats
* Receiving letters/documents from other sections/departments for onward transmission to the head
* Dispatch of letters to concerned sections/departments
* Filing documents of TCPD
* Preparation of Monthly Report
* Maintenance of Leave of all staff in register
* Leave statement of permanent staff and Attendance certificate of contract staff
* Mail correspondence
* Maintenance of stock (Consumable) of the TCPD
* Maintained office equipments by placing work orders.
* Monitoring and indenting the printing requirement of the department.
 |

1. Invited Talks-NIL
2. Curriculum Development:
	1. Adaptation of curriculum for tele education services.
	2. Handbook of learning disability being finalized for parents/caregivers and teachers as a part of Learning Disability Awareness month
	3. Guidelines for teleservices-draft finalized
	4. Terms and conditions for client enrollment in TCPD for teleservices –draft prepared
	5. Instruction Manual for Students(SLP/Aud) – in progress
	6. Instruction Manual for staff of TCPD -- in progress
	7. Preparation of success stories
	8. MMC in progress.
3. Service in Academic bodies of other Organizations
4. **Books/Book Chapters/ Other Resource Materials prepared:**
	1. Adaptation of test materials for online evaluation
	2. Editing of Tele orientation Video
5. Membership in Professional Organizations/Associations:

Life Membership (Institutional) with Tele-medicine Society of India

1. Any Other: NIL
2. **Research Activities**
3. Research Projects

FUNDED

Completed Research Projects: NIL

NON-FUNDED

1. Ongoing Research Projects : Development of Tinnitus app
2. Doctoral and Post Doctoral Programs -NA
3. Research Papers presented at National/International Conferences/ Seminars (in APA format)- NA
4. Research Papers Published (in APA format)

i) Papers published in National /International Journals

 ii) Papers published in Conference/Seminar Proceedings

1. Research Papers in press.:- NIL
2. Books published (in APA format):- NIL
3. Book chapters published (in APA format) NIL
4. Books in press: NIL
5. Books/Manuals/Seminar Proceedings edited- NIL
6. Journal Editorship- NIL
7. Scholarly Reviewing Activities- NIL
8. Ongoing Research:
	1. Ms. Ayesha Anjum & Ms. Haritha S Mohan – “Survey of Tele practice in Speech Language Pathology and Audiology in India.
	2. Tele assessment of Naming in persons with Aphasia: Perspective from India.
9. **Clinical Services**
10. General Clinical Services:- NIL
11. Specialized Clinical Services
12. **Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.**
13. **Tele- Diagnosis & Rehabilitation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Video - Conference | Skype Therapy Sessions | Educational Guidance | Total  |
| TA | TI | TA | TI | VC | Skype |
| Clients | 4 | 3 | - | 25 | - | - | **32** |
| Sessions | 6 | 9 | - | 112 | - | - | **127** |

1. **Details of Tele-Rehabilitation through Video Conferencing in the Month of June, 2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Phonological Disorders | Fluency Disorders | Voice Disorders | Language Disorders | Neuro-motor speech disorders  | Total |
| P | A | G | P | A | G | P | A | G | P | A | G | P | A | G |  |
| Total number of clients | 2 | - | - | 2 | 1 | - | - | - | - | - | 2 | - | - | - | - | **7** |
| Total number of sessions | 4 | - | - | 4 | 5 | - | - | - | - | - | 2 | - | - | - | - | **15** |

1. **Details of Tele-Rehabilitation through Skype in the Month of June,2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Phonological Disorders | Fluency Disorders | Voice Disorders | Language Disorders | Neuro-motor speech disorders  | Total |
| P | A | G | P | A | G | P | A | G | P | A | G | P | A | G |  |
| Total number of clients | - | - | - | 2 | 1 | - | - | 1 | - | 17 | 3 | - | 1 | - | - | **25** |
| Total number of sessions | - | - | - | 3 | 1 | - | - | 8 | - | 78 | 18 | - | 4 | - | - | **112** |

1. **Total no. of Clients/Sessions for Tele-Rehabilitation across India in April, 2017**

|  |  |  |
| --- | --- | --- |
| **State** | **No of Clients** | **No of sessions** |
| uttarakhand | 1 | 5 |
| Karnataka | 9 | 52 |
| Tamil Nadu | 2 | 11 |
| Himachal Pradesh | 1 | 2 |
| Kerala | 5 | 8 |
| Mumbai | 1 | 2 |

1. **Total no. of Clients/Sessions for Tele-Rehabilitation of Indians abroad, April, 2017**

|  |  |  |
| --- | --- | --- |
| **Place** | **No of Clients** | **No of sessions** |
| Dubai | 2 | 4 |
| UK | 1 | 11 |
| US | 3 | 17 |

1. **State-wise distribution of clients availing Tele-Sessions through Skype**
2. **Out-side India distribution of clients availing Tele-Sessions and Skype**

**Feedback on Internet connectivity for tele-sessions**

Clinical Support Services to Clients and Family:- NIL

1. Clinical Electronic Services:- NIL

**IV. Extension Activities**

1. Rehabilitation and Education through Distance Mode
* Out-reach Clinical/rehabilitation/Special educational activities through tele-mode.

 **V. Technological Consultancy Services**

**VI.Central Facilities**

1. Library and Information Services
2. Public Information Activities
3. Material Development:

 **VII.** **Awards and Honors Received by Faculty and Staff: NIl**

 **VIII EXTRA Curricular Activities: Nil**

**Ix. MAJOR EVENTS OF THE Month: Nil**

**x. Eminent VISITORS:**

* Sri Sunil Sharma IAS Joint Secretary Ministry of Health & Family welfare, GoI on 27th June 2017.
* Dr. C. P. Ravi kumar, Consultant Pediatric Neurologist on 29th June 2017.

**XI. STAFF RELATED: Nil**

**XII. Any Other:**

* Monthly meeting was held on 28.06.2017 by Head-TCPD and staff-TCPD.
* ISO Internal Audit was carried on 14th June 2017.
* **Parkinson Website:**
* Parkinson’s disease helpline registration is in process. Number of members/cases registered 38 & No. of participants were 9 Persons with Parkinson Disease with their Caregivers.
* An Ayurvedic doctor was invited to give a talk. The speaker gave a talk on various diet issues associated with Parkinson Disease affecting the routines. There was a discussion with the participants regarding their individual queries. The speaker counselled the patients and gave few guidelines about the use of the commonly available herbs and pulses that can considered in the diet for better overall health
* The speech language pathologist administered the screening checklist for swallowing issues for the PD participants using Eating Assessment Tool (EAT) and a checklist for assessing the quality of life due to swallowing issues Swal-QOL.
* An introduction was given by the organizer about the Parkinson's disease Helpline and pamphlets were distributed to the new participant.
* Their queries regarding swallowing difficulties and voice problems were answered by Ms. Pavithra K, Speech Language Pathologist Grade I

**TCPD website:** [**www.aiishtcpd.com**](http://www.aiishtcpd.com)

|  |  |  |
| --- | --- | --- |
| **Hits of previous month**  | **Number of Hits** | **Enquiries & discussions** |
| 5204 | 5349 | Nil |

1. **Parkinson’s disease Helpline: website:** [**www.aiishcredmhelpline.in**](http://www.aiishcredmhelpline.in)

|  |  |  |
| --- | --- | --- |
| **Hits of previous month** | **Number of Hits** | **Enquiries & discussions** |
| 14959 | 15273 | Nil |

1. **Official Language Implementation (OLI)**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Skype** | **Videoconferencing** |
| Clients | 2 | 7 |
| Sessions | 4 | 15 |
| Official letters | 5 |
| Mails | 12 |

 **Head/** प्रधान शासक

 **TCPD/** टि सी पि डि