**Parent/Client Final Conferences 101**

**MOST IMPORTANT RULE**: Student clinicians must NEVER conduct a parent/client conference without the supervisor IN THE TREATMENT ROOM.

**SCHEDULING:**
- Appointment slips are given to the client and/or family at least one week prior to the assigned time.
- Usually, conferences are conducted during the client’s regularly scheduled appointment time. But, the client will either be assigned for the first 20 minute time slot or the last 20 minute time slot so that your supervisor can attend both conferences.
- If your supervisor feels that another time would be better for the client/family, then they will give the clinician options to offer the client/family. The clinician MUST NOTIFY the supervisor of the time chosen by the client/family so that they are not double-booked.
- We do occasionally do conferences over the phone, but this needs to be decided upon by the supervisor and does not need to be offered to the family unless the supervisor advises the clinician to do so.
- IF THERE IS ANY CHANGE TO THE ASSIGNED APPOINTMENT TIME OR ANY SCHEDULING CONFLICT, the clinician must notify the supervisor PRIOR to promising any conference times. It is the CLINICIAN’S responsibility to inform the client and the supervisor of the final conference time assigned.

**PREPARATION FOR CONFERENCES:**
- The clinician will be the person leading the conference. Therefore, it is your responsibility to prepare PRIOR to the conference so that you appear knowledgeable, professional, and confident to the client/family. The supervisor is ONLY present to answer questions that are not within your abilities/knowledge-base, assist you with any difficult moments, clarify any areas for the client/family, and to discuss any other areas that a CCC-SLP needs to address.
- The clinician will prepare the room PRIOR to the conference by arranging the table and chairs in the most comfortable arrangement. For example, if you know that both parents are in attendance, get two adult-size chairs into the room. If you know that your pediatric client is there with her siblings, then have a few QUIET toys or books in the cabinet for entertainment during the conference.

**CONDUCTING THE CONFERENCES:**
- You will get your supervisor when the client arrives. You and the supervisor will walk them back to their therapy room. If your supervisor is delayed with another client’s conference, please go out to the waiting room and politely inform your client/family that your supervisor is delayed with another family and you will return as soon as possible. If you feel that the client/family is pressed for time, please see Teresa or another supervisor so that they may interrupt the supervisor’s session to inform them.
You will begin the conference by telling the client/family any positive information, such as you enjoying your time with them, or you learning so much from them, etc. Be nice, friendly, and appropriate.

You will report the progress (or lack of) made by your client by identifying each goal, the baseline date, and then the final data. You will give examples of activities or programs that were used. You will discuss any specific techniques that assisted the client in progressing. You will discuss your goals, techniques, and results in clear, client- or parent-friendly terminology. For example, if you site a goal for present progressive verbs, then be sure to also say that those are verbs with “-ing” endings, as in “walking”. *You WILL NOT read your client’s progress report during this conference, BUT you may use it as a reference. Some students prefer to make a note outline instead. Be sure that your information is organized and understandable to your client/family.

Then, you will ask if the client/family member has any questions or comments about the information. You will try to answer these, but if you feel that you are unable to do so, just look to your supervisor for help.

Then, you will report the suggested goals for next semester. You will ask if they are agreeable to those goals or if they have any other areas that they wish to address.

*Then, you will provide your client/family with some written or copied home program recommendations and briefly discuss how to complete them. Inform them that this will enable them to maintain what they have achieved during the semester, so that they do not regress during the semester break.

If applicable, your supervisor will discuss any recommendations for further assessments or other therapy referrals (PT, OT).

You will ask the client if they wish to keep the same therapy time and days for the next semester. If they wish to change, then ask them for a WINDOW of time, such as 9-11 on M/W or 3-5 on T/Th. BE AWARE THAT SOME TIMES ARE DIFFICULT TO GET, SO NO TIME IS GUARANTEED, BUT THEY WILL BE FIRST TO GET THOSE POPULAR TIMES BEFORE A NEW CLIENT. Write the appointment choice down and provide that to Teresa IMMEDIATELY FOLLOWING THE CONFERENCE.

Notify the client/family of the length of the semester break and that the clinic will contact them during the first week of the semester to inform them of their schedule and start date. *It would be helpful to the client/family if you knew when that first week of the semester is so that they have an estimated date of return.

**CLOSING THE CONFERENCE:**

- Thank the client/family for their attendance and participation. Remind them to do their home program. Walk them out to the waiting room and tell them goodbye. (This can be done with or without the supervisor.) Give Teresa their chosen appointment time for the next semester.

**RECORDING THE CONFERENCE TIME:**

- The clinician and the supervisor will record the time spent in the parent/client conference. The clinician will log the approved time on their yellow monthly log. This time will be recorded as “Therapy” on the Verification of Hours form at the end of the semester.