PowerPath® BASIC CERTIFICATION REQUIREMENTS

Case Study Review and Submission Form

Name of Submitter

Personal Mailing Address

City, State, Zip

Program

Email address

Phone #

Certification Timeline & Requirements

Attend Level I

Attend Level II

Attend Follow-up I

Attend Follow-up II

BEFORE Level I. . .

1. **Read the User's Guide!** Review all PowerPath materials.
2. Complete 2 intakes and screenings, Steps 1-3, with 1 non-client and 1 participant/client.
3. Bring documentation of completed pre-requisite intakes and screenings to Level I.
4. Bring LOTS of questions to Level I!

Due at Level II. . .

1. Screen **5** clients for VSS (including selection of an overlay, if needed), Visual Functions, Auditory Functions, and
   ____ Submit participant screening forms

2. With 2 participants complete PowerPath Basic Case Studies. Case Studies include:
   ____ A letter from YOU - Pre PowerPath - on what you think may be the learning challenges of the participant and how you would consider helping them to better succeed.
   ____ Completed Personal Profile Folder
   ____ Completed Basic Response Booklet
   ____ A software-generate Basic Individual Report; annotate report with participant
   ____ Completed Strategy Sheet listing adaptations and strategies selected by participant
   ____ Three consecutive weeks of SMARTER Plans - using the Facilitator's Guide
   ____ Handwritten or dictated letter from participant about what they learned about them selves via the 5-Step PowerPath Process.
   ____ A letter from YOU on what you learned about the participant, his/her needs, and how the PowerPath Process was helpful to YOU in assisting the participant maximize learning/employment success.
   ____ A copy of *this* Case Study Review and Submission form with *each* case study that is being submitted. The inside two-page checklist must be √'d indicating YOUR review of the case study being submitted.
3. Your program's PowerPath Service Summary, dated ____ to ____ for all sites/participants.
4. A Listing of Participants - generated using the PowerPath software.
5. Begin and maintain Learning Journal. Bring Journal to Level II, Follow-up I and II for review!

A COMPLETED COPY OF THIS FORM MUST BE SUBMITTED WITH EACH CASE STUDY IN ORDER FOR THE CASE STUDY TO BE COUNTED. NO FORM = NO CREDIT!

Due at Follow-up I

1. Submit 2 additional completed Basic Case Studies
2. Conduct 2 Share the Power trainings: 1 with participants and 1 with community partners/co-workers. Submit Training Form and all evaluations.
3. Submit 10 SMARTER Plans completed with an additional 10 participants (not from case studies).
4. Submit Learning Journey Journal for review at Follow-up I and Follow-up II.

POWERPATH CERTIFICATION IS VALID FOR 2 YEARS

Please review the case study you are submitting. As you read through each of the following criteria, place a √ next to the items which you find to be in compliance. Use 'N/A' for items not relevant to your case study.

The Personal Profile Folder

_____ All of the responses, on both sides of the **Personal Profile Folder,** are filled-in or otherwise noted.

_____ (The CLD Interview was used when participant indicated English was not home language.)

_____ Comments made by the participant were added next to questions on the folder -- indicating additional pertinent information was collected.

The Basic Response Booklet

_____ The Agreement to Participate form was read to the participant and signed.

Attention Challenges and Visual Stress Syndrome

_____ Checklists were completed for both the *Attention Challenges* and *Visual Stress Syndrome* Screenings.

_____ The Reading of Single Words was completed along with notations as to what the participant said if they did not read a word correctly.

_____ *(*The APS was administered to individuals scoring below 4.0 reading level on Reading of Single Words.

Colored Filter and Colored Paper Selection

_____ A colored filter(s) were selected for all participants. The colored filter selection is noted in the Response Booklet.

_____ Colored paper was selected and listed in the Response Booklet.

Visual Functions and Auditory Function Screenings

_____ The circle under each test item was filled-in to indicate correct responses.

_____ The *Plus Lens Test* has been accurately scored -- remembering that actually reading the line of E's is the wrong answer. Correct responses (in this case, not being able to see the E's) have their circles filled in.

_____ The filter(s) was/were placed over the stereoscope card for the Near Acuity and Binocularity screenings.

_____ The '10 Decibel Rule' was used and any increases in decibels were noted on the Auditory Function form.

_____ All correct responses have been totaled for each test and placed in the "Total Correct" box.

_____ For each test a 'Strength - Challenges' box has been filled in re: the Total Correct score.

_____ A 'Visual Profile' has been made by connecting the filled in Strength - Challenge boxes.

Summary of Basic Screening Results

_____ All scores for all screenings were totaled, levels of difficulty noted, Total Scores were placed into the **Summary of Basic Screening Results** on page 1 of the Basic Response Booklet along with additional needed information.

Personal Feedback Form

_____ The **Personal Feedback Form** indicates that key *PowerPoints* were followed, i.e., using the participant's own words (showing that the words on the form are a recap of your conversation), no 'educational' jargon is present, strengths are noted, form was written in a style the participant can read (printing vs. cursive), etc.

_____ The original **Personal Feedback Form** has been torn out of the **Response Booklet** and given to the participant, but a copy was kept and submitted as part of the case study.

Release of Information

_____ The **Release of Information** form was completed and signed by the participant so that his / her materials and screening results could be submitted as a case study.

Individual Report

_____ The Browse/Edit option was used to **modify the Individual Report** — either adding additional strategies or removing strategies that were not applicable for the specific participant.

_____ The **Individual Report was annotated using the participant's own words**. The words chosen for the annotations demonstrate that a dialogue was used with questions posed to engage the participant and involve him/her in the discussion about the screening results. Quotes were also used to note the participant's verbatim comments during the dialogue.

____ **Strategies that were noted** (highlighted or commented upon in writing, etc.) **were also listed on the Strategy Sheet** and then used to build the **SMARTER Plan**.

_____ The **Partnership Contract** was written with the participant — using their own words and written in a style that the participant could read (i.e., printing vs. cursive, etc.).

_____ The **Partnership Contract** was written for short time period (1 - 2) weeks.

____ **Referral Forms** were completed with the participant. Auditory referrals were made only after the participant had been retested. Retesting dates and results are noted on the Comments/Observation page in the Response Booklet.

The Strategy Sheet

_____ The **Strategy Sheet** lists the adaptations & strategies that were selected from the Individual Report by the participant. Page numbers were listed identifying the page that the strategy came from in the Report.

_____ The **Strategy Sheet** was written in the participant's own words (restating the strategy) and written so the participant could read the strategies he/she selected to use as part of the SMARTER Plan.

SMARTER Plans (submit 3 consecutive plans with each case study)

_____ The **SMARTER PLAN was clearly written** (both in style of printing and vocabulary) with the participant — in words the participant can read and understand. The SMARTER PLAN has been kept simple for easy understanding and to ensure the participant's success.

_____ The Smarter Plan **Facilitator's Guide** and questions were obviously used to create the Smarter Plan.

____ The *Long-Term Goal* and *Short-Term Goal* repeated what the participant had previously stated in the intake interview (**Personal Profile Folder**) and on the **Partnership Contract**. The goal(s) go beyond "to get my GED" or "to read better" and describe <u>why</u> the participant wants to achieve the goal. The *Short-Term Goal* is even more specific as to what can be accomplished this week/month. **A MAP was created linking this Plan to Short/Long-term goals.**

_____ The **participant's strengths** were listed including such attributes as effort, attitude, skills, personal traits, etc.

_____ The **skills and subskills** had additional words listed that described the skill in everyday terms - with a graphic organizer drawn on the backside of the Smarter Plan noting the relationship of the skill and sub-skills to the participant's goal and question.

____ The **Strategies (adaptations)** listed on the Smarter Plan correspond to those listed on the **Strategy Sheet** <u>and</u> to those strategies that were highlighted or commented on in the **Individual Report.**

_____ The **Resources / Materials** listed on the Smarter Plan reflect not only the materials (workbooks) but also the additional tools (such as highlighters, overlays, cards, computers, etc.) . <u>These resources are cited in the Tasks / Steps as to when the participant is to implement them to adapt and support learning / training.</u>

_____ The **Tasks** are <u>numbered</u> and s<u>equenced</u> for the participant to follow. Materials that were listed such as workbooks, books, computer programs (etc.) are listed along with pages to be completed and timelines for completion.

____ **Task timelines** were decided by the participant — and checked by him/her when completed.

_____ **When the Smarter Plan was finished, each set of tasks was reviewed by the participant and comments were noted under "How I did" and "What I learned".**

_____ A HAND WRITTEN (OR DICTATED) LETTER is included FROM PARTICIPANT ABOUT THEIR EXPERIENCES WITH POWERPATH - WHAT DID THEY LEARN FROM THE PROCESS; WHAT HAS HELPED; WHAT WAS DIFFERENT ABOUT THE EXPERIENCE, ETC.

_____ TWO - 2 - letters are included from the instructor/caseworker about his/her experience using PowerPath with this participant. One letter is pre-PowerPath and the other is post PowerPath.

Help us by letting us learn with you.......

*What was the most difficult aspect of learning the **PowerPath Process?***

What could have been done to make it easier?

How did the participant respond to the:

Engagement
Basic Screenings
Selection of Filter(s) and Colored Paper
Personal Feedback
The Individual Report
The Partnership Contract
The SMARTER Plan

What did you add to the PowerPath Process that made it better?

How are you planning to implemented PowerPath into your program?

Who will be administering the:

Engagement Interview
Basic Screenings & Personal Feedback
Data Entry
Review of the Individual Report(s)?
Partnership Contract?
Implementing / Writing the SMARTER Plan with the participant?

How can PowerPath's administrative reports -- i.e., the Service Summary be helpful to you and your program?

Thank you for helping us build our Collective Wisdom!

Certification and ReCertification -

All *PowerPath* Certificates are valid for two years.
To renew certification, download requirements and Certification Renewal Form from www.powerpath.com
Recertification includes submitting additional case studies, a Service Summary and Listing of Participants in System Reports, and attending an update seminar.

Submit this form* (all 4 pages) with EACH case study.
Final Certification Documentation can be sent to:
***PowerPath* Certification**
The TLP Group
PO Box 21510
Columbus, OH 43221
Please allow 10-12 weeks for processing. Certificates are issued twice annually.