



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

WILL GORDILLO  
DIRECTOR

KEITH OSWALD  
ASSISTANT SUPERINTENDENT

EXCEPTIONAL STUDENT EDUCATION  
3378 FOREST HILL BLVD., A-203  
WEST PALM BEACH, FL 33406-5813  
Phone: 561-434-8626 Fax: 561-434-8384  
[www.palmbeachschools.org](http://www.palmbeachschools.org)

August 20, 2012  
Bulletin #P-14305-CLS/ESE

Contact Person:  
Sue Alex, PX 48066

Information Only

**TO:** All Principals

**FROM:** Janis Andrews, Ed.D., Chief Academic Officer 

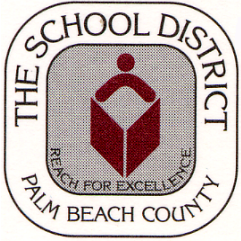
**SUBJECT: CENTRALIZATION OF SPEECH-LANGUAGE PATHOLOGISTS: GUIDEBOOK FOR SCHOOL-BASED ADMINISTRATORS AND SCHOOL SECRETARIES**

The attached document was compiled to provide guidance for school-based administrators and secretaries related to policies and procedures in effect as of July 1, 2012 regarding centralized speech-language pathologists. Please contact Sue Alex or the SLP Specialist assigned to your specific school (listed on page 4) to address any questions you may have.

EWG:JA:KO:WG:SA:jb

Attachment 

Approved by: \_\_\_\_\_  
E. Wayne Gent, Superintendent



The School District of Palm Beach County, Florida  
Department of Exceptional Student Education  
Speech-Language Impaired Program

**Centralization of Speech-Language  
Pathologists:  
*Guidebook for School-Based  
Administrators and School Secretaries*  
FY 13**

Susan Z. Alex, M.A., CCC-SLP  
Program Planner  
(561) 434-8066, PX 48066  
Fax: (561) 434-8047  
[sue.alex@palmbeachschools.org](mailto:sue.alex@palmbeachschools.org)  
July 23, 2012

	<b>Table of Contents</b>	<b>Page No.</b>
<b>I</b>	Communication Contact Information & SLP Specialist Assignments by Area	3-4
<b>II</b>	SLP Assignments, Roles & Responsibilities	5
<b>III</b>	Attendance, Absences, Temporary Duty Elsewhere and Leaves	5
<b>IV</b>	Payroll	6
<b>V</b>	Substitutes	6
<b>VI</b>	Compensatory Time	7
<b>VII</b>	School-Based Administration Responsibilities	7
<b>VIII</b>	Individual Professional Development Plans	7
<b>IX</b>	SLP Performance and Discipline	7
<b>X</b>	Line of Duty Injury/Worker's Comp	8
<b>XI</b>	Florida Teacher's Lead Program	8
<b>XII</b>	Supplies and Materials	8
<b>XIII</b>	Hiring and Assigning of SLPs	8
<b>XIV</b>	Assignment of Contracted Staff	9
<b>XV</b>	Contracted SLP Procedures and Information	9-10
<b>XVI</b>	Professional Development	10
<b>XVII</b>	SLP Information	10
<b>XVIII</b>	SLP Lesson/Therapy Plans & Data Collection	10
<b>XIX</b>	Therapy Attendance Records	10
<b>XX</b>	SLP Schedule	11
<b>XXI</b>	Medicaid Documentation of Services	11
<b>XXII</b>	Technical Assistance and Clinical Supervision of SLPs	11
<b>XXIII</b>	Mileage/In-County Travel Reimbursement Claims	11
<b>XXIV</b>	EDW Access	11

## I. Communication

- The SLP Department will send out regular emails to SLPs, copied to Principals, with pertinent information.
- SLP Administration will be available via email and telephone.
  - If a reply within 24 hours is needed, contact Maureen Diaz, secretary at (561) 963-3886 (PX 43886) and leave an urgent message.
  - If an immediate reply is not needed, please leave a voicemail using the phone numbers listed below.
  - In the case of an emergency, call or text message Sue Alex's personal cell phone (561) 723-1295.

### SLP Administration Contact information

Sue Alex, Program Planner  
(561)434-8066, PX 48066  
FAX (561) 434-8857, PX 48857  
Personal Cell (561) 723-1295 (text or voice)  
[sue.alex@palmbeachschools.org](mailto:sue.alex@palmbeachschools.org)

Joan Clark, SLP Specialist  
Area 3 Office (561) 996-4926, PX 44926  
FAX (561) 434-7307, PX 47307  
Personal Cell (561) 596-6670 (text or voice)  
[joan.clark@palmbeachschools.org](mailto:joan.clark@palmbeachschools.org)

Suzette Gingold, SLP Specialist  
Area 2 Office (561)804-3257, PX 83257  
FAX (561) 434-7332, PX 47332  
[suzette.gingold@palmbeachschools.org](mailto:suzette.gingold@palmbeachschools.org)

Beverly Keyser, SLP Specialist  
Area 4 Office (561) 494-1517, PX 81517  
FAX (561) 434-8247, PX 48247  
Personal Cell (561) 310-5936 (text or voice)  
[beverly.keyser@palmbeachschools.org](mailto:beverly.keyser@palmbeachschools.org)

Eileen Petersen, SLP Specialist  
Area 1 Office (561) 381-2695, PX 82695  
FAX (561) 434-8113, PX 48113  
Personal Cell (561) 573-0690 (text or voice)  
[eileen.petersen@palmbeachschools.org](mailto:eileen.petersen@palmbeachschools.org)

## SLP Specialist Assignment by School

Area 1 - Connie Tuman-Rugg		Area 2 - Rod Montgomery		Area 3 - Matt Shoemaker		Area 4 - Camille Coleman		Area 5 - Ian Saltzman	
Addison Mizner	E. Petersen	Barton	S. Gingold	Acreage Pines	J. Clark	Allamanda	B. Keyser	Dreyfoos SOA	S. Gingold
Atlantic	E. Petersen	Christa McAuliffe	S. Gingold	Belle Glade	J. Clark	Bak MS of the Arts	B. Keyser	Belvedere	S. Gingold
Banyan Creek	E. Petersen	Citrus Cove	E. Petersen	Binks Forest	J. Clark	Beacon Cove	B. Keyser	Benoist Farms	J. Clark
Boca Raton Elem	E. Petersen	C. O. Taylor/Kirklane	S. Gingold	Crossroads	J. Clark	Bear Lakes	B. Keyser	Berkshire	S. Gingold
Boca Raton High	E. Petersen	Congress	E. Petersen	Elbridge Gale	J. Clark	Dr. M. McLeod Bethune	B. Keyser	Cholee Lake	J. Clark
Boca Raton Middle	E. Petersen	Coral Reef	S. Gingold	Emerald Cove	J. Clark	Dwight D. Eisenhower	B. Keyser	Conniston	S. Gingold
Boynton Beach High	E. Petersen	Crystal Lakes	S. Gingold	Equestrian Trails	J. Clark	Egret Lake	B. Keyser	Crestwood	J. Clark
Calusa	E. Petersen	Diamond View	S. Gingold	Frontier	J. Clark	Grove Park	B. Keyser	Cypress Trails	J. Clark
Carver	E. Petersen	Discovery Key	S. Gingold	Glade View	J. Clark	Howell L. Watkins	B. Keyser	Everglades	J. Clark
Coral Sunset	E. Petersen	Forest Hill El.	S. Gingold	Glades Central	J. Clark	Independence	B. Keyser	Forest Hill High	S. Gingold
Crosspoint	E. Petersen	Freedom Shores	S. Gingold	Golden Grove	J. Clark	Jerry Thomas	B. Keyser	Goldcoast Community	J. Clark
Del Prado	E. Petersen	Greenacres	S. Gingold	Gove	J. Clark	John F. Kennedy	B. Keyser	Grassy Waters	J. Clark
Don Estridge High Tech	E. Petersen	Hagen Road	E. Petersen	K.E. Cunningham/Canal Point	J. Clark	Jupiter Elem	B. Keyser	H.L. Johnson	J. Clark
Eagles Landings	E. Petersen	Heritage	S. Gingold	Lake Shore	J. Clark	Jupiter Farms	B. Keyser	Hope Centennial	B. Keyser
Forest Park	E. Petersen	Hidden Oaks	S. Gingold	New Horizons	J. Clark	Jupiter High	B. Keyser	Indian Ridge School	B. Keyser
Galaxy	E. Petersen	Highland	S. Gingold	Osceola Creek	J. Clark	Jupiter Middle	B. Keyser	Jeaga	J. Clark
Hammock Pointe	E. Petersen	Indian Pines	S. Gingold	Pahokee Elem	J. Clark	Lake Park	B. Keyser	Meadow Park	S. Gingold
J.C. Mitchell	E. Petersen	John I Leonard	S. Gingold	Pahokee High	J. Clark	Lighthouse	B. Keyser	Loxahatchee Groves	J. Clark
Loggers Run	E. Petersen	L.C. Swain	S. Gingold	Pahokee Middle	J. Clark	Limestone Creek	B. Keyser	Melaleuca	J. Clark
Morikami Park	E. Petersen	Lake Worth High	S. Gingold	Palm Beach Central	J. Clark	Lincoln	B. Keyser	Palm Beach Public	S. Gingold
Odyssey	E. Petersen	Lake Worth Middle	S. Gingold	Panther Run	J. Clark	Marsh Pointe	B. Keyser	Palmetto	S. Gingold
Olympic Heights	E. Petersen	Lantana Elem	S. Gingold	Pierce Hammock	J. Clark	North Palm Beach	B. Keyser	Pine Jog	J. Clark
Omni	E. Petersen	Lantana Middle	S. Gingold	Pioneer Park	J. Clark	Northboro	B. Keyser	Pleasant City	B. Keyser
Orchard View	E. Petersen	Liberty Park	S. Gingold	Polo Park	J. Clark	Northmore	B. Keyser	Roosevelt El	B. Keyser
Pine Grove	E. Petersen	Manatee	S. Gingold	Rosenwald	J. Clark	Palm Bch Gardens Elem	B. Keyser	Roosevelt M	B. Keyser
Plumosa	E. Petersen	North Grade	S. Gingold	Seminole Ridge	J. Clark	Palm Bch Gardens High	B. Keyser	Royal Palm Beach Elem	J. Clark
Poinciana	E. Petersen	Okeeheelee	J. Clark	Wellington Elem	J. Clark	Palm Beach Lakes High	B. Keyser	Royal Palm Beach High	J. Clark
Rolling Green	E. Petersen	Palm Springs Elem	S. Gingold	Wellington High	J. Clark	Riviera Bch Prep (R.F.S.)	S. Gingold	South Olive	S. Gingold
S.D. Spady	E. Petersen	Palm Springs Middle	S. Gingold	Wellington Landings	J. Clark	Seminole Trails	B. Keyser	Turning Points	J. Clark
Sandpiper Shores	E. Petersen	Park Vista	S. Gingold	Western Pines	J. Clark	Suncoast	B. Keyser	UB Kinsey/PalmView	B. Keyser
South Area Intensive	E. Petersen	Royal Palm School	S. Gingold			Timber Trace	B. Keyser	West Gate	J. Clark
Spanish River	E. Petersen	Santaluces	S. Gingold			Washington	B. Keyser	Wynnebrook	J. Clark
Sunrise Park	E. Petersen	South Grade	S. Gingold			Watson B. Duncan	B. Keyser		
Verde	E. Petersen	Starlight Cove	S. Gingold			West Riviera	B. Keyser		
Village Academy	E. Petersen	Sunset Palms	E. Petersen			Westward	B. Keyser		
Waters Edge	E. Petersen	Tradewinds	S. Gingold			William T. Dwyer	B. Keyser		
West Boca High	E. Petersen	Woodlands	S. Gingold						
Whispering Pines	E. Petersen								

## **II. SLP Assignments, Roles and Responsibilities**

- SLPs must be assigned 100% to SLP specific duties. These include:
  - Contractual time (planning, lunch, breaks)
  - Direct services to students (therapy, evaluations, intervention)
  - Indirect services to students (parent conferences/contact, data collection/analysis, observations, IEP/CST/SBT meetings, collaboration and consultation with staff per IEP, programming communication devices)
  - Compliance Activities (file reviews, synthesizing assessment and evaluation data, writing reports, IEPs, progress reports/notes, Medicaid documentation, travel where applicable, grade/department meetings, LTM/PDD)
- SLPs are to schedule all workload activities on a weekly basis. The weekly schedule should vary based on workload needs. Weekly schedules are to be current and available to the SLP Specialists and school-based administration via Google Calendar.
- SLPs are not to be assigned School-Based Team Leader or 504 Designee duties, but they are expected to participate in meetings for applicable student cases.
- SLPs serving prekindergarten and ASD populations are expected to assist with their students' arrival and dismissal. Where possible, this duty should be assigned on a rotating basis. Toileting and other daily living activities should be handled by the paraprofessional allocated to the class. SLPs serving these populations are expected to pitch in when needed to ensure student health and safety.
- SLPs are exempt from other duties as assigned during the work day. SLPs are expected to use time as intended, wisely, and responsibly. If concerns arise that SLPs are not using their time as intended, for 100% SLP duties, school-based administration is asked to collaborate with the SLP administration so disciplinary procedures can be implemented.
- Schools are encouraged to consider SLPs for extra-curricular activities that may provide supplementary pay, such as club leaders, committee or department chairs, coaching, tutoring positions, etc. provided these activities occur beyond duty hours.

## **III. Attendance, Absences, Temporary Duty Elsewhere and Leaves**

- Sign In/Out:
  - SLPs need to be included on the 'Sign In' sheet per school policy. School procedures are to be followed for late arrival, leaving early, and use of earned compensatory time. If concerns arise about an SLP's attendance, the school-based administration is asked to collaborate with the SLP administration so disciplinary procedures can be implemented.
- Reporting Absences:
  - Prior to the beginning of the work day, SLPs are to report absences to the designated person at each scheduled location for the day. In addition, SLPs are to e-mail their SLP Specialist notifying them of their absence.
- Temporary Duty Elsewhere:

- Leaves/Temporary Duty Elsewhere (TDE) (PBSD 0032) application is to be submitted via Liquid Office for any instance in which the SLP is not reporting to their assigned location(s). Prior approval from the SLP and school-based administration is required to participate in professional development or other off-campus activities. SLPs will route their TDEs to the SLP Specialist and add the designated school-based staff person to receive a final copy via liquid office.
- In county TDEs must be submitted for approval more than 48 hours in advance.
- Out of county TDEs must be submitted 60 days in advance.
- Out of state TDEs must be submitted 3months in advance.
- Sick Leave:
  - PBSD 0032 is to be completed via Liquid Office as soon as possible when an SLP is out sick. SLPs will route the PBSD 0032 to the SLP Specialist and add the designated school-based staff person to receive a final copy via liquid office.
- Leave of Absence without Pay:
  - Initial requests and extensions for Leave of Absence without Pay (PBSD 1666) must be submitted to the SLP Specialist with a final copy to the school-based designee. The ESE department will process the leave through the Department of Compensation and Human Resources.

#### **IV. Payroll**

- All payroll issues and activities will be handled by the ESE department. The payroll contact is Loretta Pisciotta. She can be reached at 434-8625, PX 48625, by fax 434-8356, or email [loretta.pisciotta@palmbeachschools.org](mailto:loretta.pisciotta@palmbeachschools.org).
- Supplemental pay:
  - A+ Monies, Club Monies, Team Leader/Grade Chair Monies
  - The Principal's secretary can send Sue Alex an email with SLPs who are taking on additional duties with supplemental pay. This information will be sent to Compensation for timely processing.
- SLPs assigned to Glades area schools will be provided the Glades Supplement prorated based on the number of days they are assigned in the Glades.
- SLPs assigned to SIG schools with extended hours are NOT to work beyond the regular 7.5 hours per day.

#### **V. Substitutes**

- Considering program model, school-based administrators will determine whether a substitute is needed when the SLP is absent.
- If a sub is necessary, SLPs will follow the district process for contacting a substitute via Sub Locator.
- School-based administration shall inform the SLP administration of their determination for need for SLP substitutes.
- Sub slips are to be faxed to the designated SLP Specialist.

## **VI. Compensatory Time**

- SLPs will follow the procedures for earning and using compensatory time in accordance with assigned school procedures per the CTA contract.
- When an SLP serves multiple sites, compensatory time must be used at the site where it was earned.

## **VII. School-Based Administration Responsibilities**

- SLPs assigned to schools are members of the school community and are to be included in school-wide communication and faculty social activities.
- School-based administration continue to be responsible for:
  - Providing appropriate classroom, teacher desks, mailboxes, and computers
  - Providing access to school-wide supplies, the school server for their “My Documents” file, and lunch accounts
  - Providing identification badges (ESE will provide identification badges to SLPs serving 2 or more sites) and badges access to the campus
    - Reviewing and collecting SLPs’ lesson/therapy plans per school and contract guidelines.
      - Per Bulletin #P-14269-COO/IT, lesson/therapy plans documents are to be collected and stored for 3 years.
  - Individual students’ therapy attendance and data collection records are to be housed in the students’ working files and follow the student throughout their school career.
  - Completing on-site supervision including required walk-troughs and informal observations.
  - Collaboration with SLP administration if there are concerns with the performance of an SLP (district or contracted) or of any disciplinary action.
  - Collaboration with SLP administration to arrange and complete the Employee Support Programs (ESP) for ‘new-to-the-director’ SLP.

## **VIII. Individual Professional Development Plans**

- SLPs will complete an IPDP according to current district guidelines and submit to their SLP Specialist. SLPs will provide a copy to the school-based administration upon request.

## **IX. SLP Performance and Discipline**

- Progressive discipline of SLPs, if needed, will be a joint effort between the SLP and school-based administration following the CTA contract guidelines.



## **X. Line of Duty Injury/Worker's Comp**

- In the event of any injury of a district employee on campus, the "First Report of Injury" form DWC1 must be filled out, as much as possible, at the site of the injury and emailed to Janet Blackford, ESE Department Confidential Secretary. The ESE department will handle the accident investigation and follow-up.
- If a contracted SLP is injured on a campus, the Student and Visitor Accident Report (PBSD 0335) is to be completed and submitted with SLP Program Planner's email [sue.alex@palmbeachschools.org](mailto:sue.alex@palmbeachschools.org). A copy will be forwarded to the contracted staff's agency.

## **XI. Florida Teacher's Lead Program**

- The ESE Department will handle the distribution of affidavits and Lead funds, per annual legislative approval and District direction.

## **XII. Supplies and Materials**

- For FY 13, annual supply money is \$ 200 per full time SLP and \$ 100 per part time SLP.
  - Orders for supplies and materials are to be faxed to the designated SLP Specialist.
- Medicaid supply money is distributed in the spring. Orders using these funds are processed through the ESE Department.
- SLP Specialists maintain lending libraries of diagnostic materials and protocols. To request materials, SLPs email the designated SLP Specialist.

## **XIII. Hiring and Assigning of SLPs**

- The ESE Department will post and advertise vacant SLP positions. The SLP administration will interview candidates for clinical skills and recommend school sites that match skill set and experience. The school-based administration will be provided the opportunity to meet candidates and determine if the candidate is a good match for the school climate.
- Assignment of SLPs to schools is based on allocation. Allocation is determined on February enrollment data in the spring and reviewed/adjusted at the 11 Day Count in the fall.
- SLPs will be surveyed and assigned annually per contract. The contractual procedures will be followed for voluntary transfer and UAT. Any changes outside of those circumstances must be mutually agreed upon by all parties.

#### **XIV. Assignment of Contracted Staff**

- In the event that a suitable candidate is not hired, a contract SLP will be assigned until a permanent hire can be obtained. Placement of contract SLPs will begin in late July for the upcoming school year. The school-based administration will be provided the opportunity to meet candidates and determine if the candidate is a good match for the school climate.
- Joan Clark, SLP Specialist, manages all contract assignments. Communication regarding contract SLPs will be from Ms. Clark. Timely response from school-based administration will expedite provision of student services.
- Notification of pending leaves and extended absences should be promptly directed to the designated SLP Specialist.
- Concerns regarding contract SLP performance, attendance, etc. needs to be directed to Ms. Clark.

#### **XV. Contracted SLP Procedures and Information**

- As Contract SLPs are employees of six contract companies (vendors), school-based administrators/designees must not directly contact contracted SLPs or their companies prior to the assignment per contract.
- Contracted SLPs are expected to work the regular duty hours at the assigned school(s) to the extent of their assignment. Full-time is a maximum of 7 billable hours daily. Part-time is 3.5 billable hours daily. Overtime is not permitted.
- Any variance from regularly scheduled hours must be approved by the school-based administrator and communicated to Ms. Clark.
- School-based administrators will complete the Consultants Evaluation Form PBSO 2075 annually to assess the performance of the Contracted SLP. Once completed the form should be sent by pony to Ms. Clark at FHESC A-203.
- Contracted SLPs must be assigned 100% to SLP specific duties and are not permitted to be used for activities other than those specific to speech-language pathology.
- Contracted SLPs are expected to complete activities related specifically to speech-language pathology including direct therapy, evaluations, compliance activities, planning, and are expected to participate in Child Study and School-Based Team meetings for applicable student cases.
- Contracted SLPs are not able to participate in the administration or proctoring of District or Statewide assessments including FCAT diagnostics, FCAT Writes, FCAT, or FAA.
- Contracted SLPs work modified schedules on District and Statewide test administration days if able to provide therapy to students not participating in testing.
- Contracted SLPs work modified schedules on PDDs. Although they are not paid for their work that day, Contracted SLPs are invited to participate in District PDD offerings.
- Contracted SLPs do not work on Teacher Work Days.

- Contracted SLPs will sign-in daily on the computer as a visitor. The school-based administrator/designee will sign weekly timesheets verifying hours the contracted SLP worked.
- In the event a substitute is needed during a Contracted SLP's absence, the administrator/designee will contact the sub office using the vacant position. Sub slips should be faxed to Ms. Clark.

## **XVI. Professional Development**

- The SLP Administration will provide professional learning opportunities specific to the needs of SLPs on scheduled PDD and In-Service days.
- SLPs are responsible for coordinating with the school-based administrators to select the most appropriate learning opportunity(ies).
- TDEs will be submitted to the SLP Specialist copying school-based administration/designee for each professional development activity.
- The SLP administration will inform staff and school-based administration of professional development offerings annually. Updates or revisions will be communicated directly to Principals.
- Eileen Petersen, SLP Specialist, manages SLP professional development. Questions regarding SLP professional development should be directed to Mrs. Petersen.

## **XVII. SLP Information**

- The SLP administration will provide school-based administration with assigned SLPs' employee identification numbers, contact information and emergency contact information.
- Contract SLPs are given Guest Instructor access to Liquid Office and email and do get employee identification numbers for scheduling in TERMS.

## **XVIII. SLP Lesson/Therapy Plans and Data Collection**

- SLPs are required to complete lesson/therapy plans consistent with contract guidelines.
- SLPs are required to collect progress data per the IEPs of the students they serve. This data should be reviewed on an on-going basis for therapy planning purposes.
- Data analysis is to be completed and summary information brought to IEP meetings to document progress and to develop new goals. SLPs are permitted to document data using the form of their choice. Samples are provided in SharePoint for SLPs.

## **XIX. Therapy Attendance Records**

- SLPs are required to maintain student attendance for therapy using the attendance codes in the SLI Manual and on the attendance forms in SharePoint for SLPs.
- Individual student's therapy attendance records are to be housed in the student's

working files and follow the student throughout their school career.

## **XX. SLP Schedule**

- SLPs are to create and maintain their schedule using Google Calendar. They will need to adjust the settings to allow “See All Event Details” access to their SLP Specialist and school-based administration.
- SLPs are to track weekly workload activities including: therapy groups, observations, evaluations, scoring, report writing, data analysis, etc. in Google Calendar.
- NOTE: Confidentiality rules require that only student initials are used in Google Calendar.

## **XXI. Medicaid Documentation of Services**

- Per CTA contract, SLPs are to document services to Medicaid eligible students via the online EasyTRAC program. As this requirement is beyond duties of other instructional personnel, SLPs earn a small stipend and supply monies based on a percentage of the amount earned from Medicaid.
- It is acceptable to schedule documentation of services during the school day based on prioritized workload needs.

## **XXII. Technical Assistance and Clinical Supervision of SLPs**

- SLP Specialists will provide technical assistance as needed to SLPs upon request.
- SLP Specialists will provide clinical supervision to Clinical Fellows and coordinate mentors for bachelor level staff.

## **XXIII. Mileage/In-County Travel Reimbursement**

- SLPs assigned to more than one site per day are entitled to claim mileage reimbursement per the current District policy.
- SLPs are to complete In-County Travel Reimbursement Claim PBSO 0095 in Liquid Office and route to the appropriate SLP Specialist.
- The claim is due to the SLP Specialists by the 7<sup>th</sup> of the next month in order to guarantee timely submission for payment.
- Late submissions will not be processed. Timelines for reimbursement processing are strictly enforced.

## **XXIV. EDW Access**

- The EDW is available to SLPs. If SLPs are new or unable to access EDW contact the designated SLP Specialist.