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SPEECH-LANGUAGE SERVICES

The Master of Science degree in Communication Disorders and Sciences prepares students to work with individuals with speech, language and hearing disorders. Early practicum training is offered through the SIUC Clinical Center (CC) and the Center for Autism Spectrum Disorders (C ASD), two facilities that provide direct care services to the community. The CC provides a wide range of speech-language diagnostic and therapeutic services. The CASD specializes in services to persons with autism spectrum disorders.

All activities related to speech-language services are performed in compliance with ASHA, HIPAA, State of IL, University, and CDS graduate program requirements. All clinic supervisors are ASHA certified and licensed to practice in Illinois. All practitioners follow the ASHA Code of Ethics and Scope of Practice.

CDS graduate students are extended clinic privileges through their enrollment in good standing in the program, and in CDS 594 & 595. Students who do not maintain enrollment in good standing, or who do not comply with clinical policies and procedures will have their privileges revoked.

Clinical Center Contact Information:

SIUC Clinical Center
625 Wham Drive
Room 141
Carbondale, IL 62901

Phone: 618-453-2361
Fax: 618-453-6130

Long distance code:

Center for Autism Spectrum Disorders Contact Information:

CASD
625 Wham Drive
Room 124
Carbondale, IL 62901
CDS Clinical Program Policies & Procedures – All Clinicians

Credentials of Graduate Clinicians

Clinical privileges are extended only to graduate students in good standing in the CDS program and who are enrolled in CDS 594 – Advanced Clinical Practicum, and CDS 595 – Clinic Seminar. Students must have completed a criminal background check with the FBI and State of Illinois, HIPAA training, and the Rehabilitation Institute and Clinic Orientation and Training sessions. Students retain clinical privileges by complying with the policies and procedures as outlined in this manual, and/or provided through other means (e.g. clinic seminar, supervision meetings, etc.). Clinicians who experience difficulty maintaining these requirements may have their privileges revoked.

Each graduate student must present documentation of 25 ASHA observation hours with supervisor signature and ASHA ID number. If these hours are lacking, they must be completed during the first month of graduate practicum.

It is required that all students enrolled in CDS 594 & 595 have completed all required undergraduate coursework with a final grade of B or better. A grade of C or below, or a grade of INC in any course related to a disorder area, may result in an interruption in clinic assignments.

Students must successfully complete all disorder-related coursework prior to progressing to internship/student-teaching. Students who earned a C or lower, or who have INC in any disorder-related course, will not be permitted to enroll in CDS 597 – Public School Practicum or 598 – Internship in CDS.

Clinic Advisement

The Clinic Coordinator receives information about each student's clinical performance from clinic supervisors, through oral or written (descriptive or grade) reports, or the student her/himself. Advisement to students about the routine process through the clinical sequence is the responsibility of the clinic coordinator. This is accomplished through clinic seminars, individual appointments as needed, and electronic storage of ASHA hours.

If a student experiences problems in the clinical program, his/her first redress is to speak with the clinic supervisor most closely associated with the situation in which the difficulty is experienced. If the problem is not resolved at this level, then the student may contact the persons below, preferably in the order listed:

1. CDS Clinic Coordinator
2. CDS Program Coordinator
3. Director of the Rehabilitation Institute
4. Dean of the College of Education & Human Services
Students have available to them the Academic Grievance Policy/Procedures as detailed in the Graduate School Catalog.

**Clinical Standing**

A graduate student’s performance in clinical courses is routinely reviewed at midterm and final grading periods. A final grade of B or better must be earned in each clinical assignment to pass the course.

If at any point during practicum the supervisor evaluates the student to be performing at a grade equivalency of C or lower, informal or formal remediation may begin. Please see the CDS

A student may lose clinical privileges if he/she:

1. Is on academic probation, or have an excessive number of INC grades.
2. Earns a grade of C or less in clinical coursework.
3. Violates the SIUC Student Conduct Code.
4. Engages in unethical behavior.
5. Violates the ASHA Code of Ethics and/or Scope of Practice.
6. Violates the policies and procedures of this manual.
7. Demonstrates non-compliance with any policies/procedures that may apply.

**Clinical Practicum**

The minimum practicum requirements for all SIUC graduate students meet ASHA certification requirements. All hours required by ASHA must be completed prior to graduation.

ASHA requires a minimum 400 hours of clinical hours for certification. Of these 400, 25 must be observation, and 325 must be accrued at the graduate level. A maximum of 50 hours accrued at the undergraduate level may be considered in the 400 total. Undergraduate hours are only considered if a student is short graduate level hours.

Students wishing to transfer clinical hours into the SIUC CDS program must request from their previous program authorized copies of practicum and observation hours, and submit to the clinic coordinator for filing. Students must have three enrollments in CDS 594 at SIUC, but hours accrued elsewhere can be used to supplement total ASHA hours earned.

There is no minimum number of hours required in any specific disorder area, age, severity, or cultural diversity of clients. The SIUC CDS graduate program will attempt to provide each graduate clinician with a breadth of experience that spans the expectations as implied in ASHA Standard 3.0B. Over the course of three semesters of CDS 594, and one semester each of CDS 597 & 598, students will gain
experience with a wide variety of clients for diagnosis and treatment in each of the “ASHA Big 9” disorder areas.

The Clinic Coordinator monitors assignments both on-and off-campus practica to ensure students receive the maximum breadth of experiences possible.

**Clinical Training Sequence**

During the course of graduate training, students participate in five semesters of clinical experiences. The typical time frame is outlined below. However, this general sequence may be changed to accommodate individual needs, per request to the Clinic Coordinator.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>CDS 594</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CDS 595</td>
<td>1</td>
</tr>
<tr>
<td>Second</td>
<td>CDS 594</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CDS 595</td>
<td>1</td>
</tr>
<tr>
<td>Third</td>
<td>CDS 594</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CDS 595</td>
<td>1</td>
</tr>
<tr>
<td>Fourth &amp; Fifth</td>
<td>CDS 597</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CDS 598</td>
<td>6-9*</td>
</tr>
</tbody>
</table>

*9 credit hours during fall and spring semesters; 6 credit hours during summer semester

Students entering or continuing the clinical course sequence must have their registration approved by the clinic coordinator. A student’s progress through the clinical sequence will be monitored using appropriate program forms. Depending upon the student’s progress in clinical practicum, a remediation program and additional enrollments in CDS 594 may be required before off-site placement is recommended. For more information about remediation programs, please see the CDS Program Handbook.

**CDS 594 – Advanced Clinical Practicum**: CDS 594 experiences are conducted in the Clinical Center or the Center for Autism Spectrum Disorders, on the SIUC campus. Each student is supervised by ASHA certified and State licensed CDS faculty. Students may also participate in diagnostic assignments. Three successful enrollments in CDS 594 and CDS 595 are required before the student is eligible for off-site practicum placement.
CDS 595 – Clinic Seminar: All seminars are mandatory. Topics are offered only once per year (the fall, spring and summer schedule of topics all differ, and do not repeat). Topics covered are of professional interest and necessity, as mandated by the American Speech-Language-Hearing Association, the State of Illinois, and the SIUC Communication Disorders & Sciences program.

CDS 597 – Public School Practicum: Students seeking the State of IL Professional Educator License with School Support Personnel Endorsement for SLP: Non-teaching will enroll in CDS 597 during their fourth or fifth semester in the practicum sequence. This is a full-time experience during which the student works under the supervision of a certified and licensed speech-language pathologist in a public school setting. The student-teacher will participate in a range of professional experiences expected in a public school setting and acquire direct contact hours in education-based, pediatric assessment and treatment of communication disorders. Student-teaching is a full-time experience, which may require that the clinician reside in areas distant from campus.

Meeting standards for public school licensure is not a program requirement; however, in the State of Illinois, public school licensure is required in order to practice speech-language pathology in the public school setting. More information about the PEL requirements are outlined later in this manual.

CDS 598 – Internship in CDS: All graduate students will enroll for a minimum of one semester of internship outside the public school setting, and may enroll under this course number for up to two semesters if no public school experience is desired. Students enrolled in this course are assigned to sites outside of the public school system, which typically include hospitals, rehab centers, skilled nursing facilities, private clinics, home healthcare, early intervention, private schools, and private practice.

Internship placements must be requested during the first semester of enrollment in practicum (CDS 594). A list of active internship sites will be made available from the clinic coordinator. Students may request internship sites not listed on the current master list, but the request should be either in a geographic area where there are no current sites available, or the new site will provide a distinctly different experience. All requests and assignments are granted at the discretion of the clinic coordinator. Prior to off-site internship assignments, the clinic coordinator must approve the site and student placement. On occasion, a student may be required to remain at a local site so that the clinic coordinator may provide additional supervisory support.
Illinois Public School License - State of IL Professional Educator License with School Support Personnel Endorsement for SLP: Non-teaching

Students who would like to hold the credential necessary to work in an IL public school need to complete additional requirements. The State of IL Professional Educator License with School Support Personnel Endorsement for SLP: Non-teaching (PEL) permits the SLP to work as an itinerant, and/or provide services other than in a self-contained classroom (i.e. “push-in/pull-out” therapies).

Students wishing to complete the PEL will identify themselves to the clinic coordinator and have a separate advisement meeting to review requirements. Plans for completing these requirements should be done collaboratively between the clinic coordinator and the CDS academic advisor.

Clinical Practica Assignments

All clinical practica assignments (i.e. CDS 594, 595, 597, 598), are made at the discretion of the clinic coordinator, in consultation with the faculty. Students may not refuse client/site assignments, unless such an assignment presents a conflict of interest. Clinic schedules are made in consideration of classes and client appointments. It is impossible to accommodate each individual student’s personal schedule. Likewise, internship assignments are ultimately at the discretion of the CDS program.

Students are encouraged to inform the clinic coordinator of their clinical interests; every effort will be made to accommodate.

Students, who are unable to accept client assignments, or attend other required clinical activities, will be given the option to delay enrollment in clinical practicum until the following semester.

Professional Conduct

Clinicians will maintain the highest standards of integrity and ethical principles in order to ensure the responsible discharge of services. Clinicians will be familiar and act in accordance with the Code of Ethics and Scope of Practice set forth by ASHA.

Following are some highlighted professional behaviors. This is not an exhaustive list. Clinicians are required to apply the ASHA Code of Ethics, Scope of Practice and professional judgment to all situations.

Confidentiality: All information regarding a client is confidential. Information is released to other parties only with the written consent of the client or guardian. All materials containing identifying information must remain on the premises. Email correspondence may only contain the client’s
initials or I.D. number. Please do not discuss your client with anyone outside of the program, and not in public venues.

**Student Observation of Sessions:** Graduate students are encouraged to observe their peers’ sessions. When in the observation room, please refrain from discussing the client with anyone other than the supervisor, and only with prior approval. Never comment on anything to anyone else in the presence of a family member or caregiver. Students are given priority to observe. Please inform the supervisor so that they are aware of your presence beforehand, and can make accommodation, as the maximum number of observers in the room is 4.

**Relationships:** To avoid conflict of interest, clinicians will refrain from treating family members or close friends/associates. The clinician will advise the clinic coordinator should such an assignment occur.

Clinical relationships will remain professional. If a personal relationship appears to be developing between you and your client, the clinician will inform the clinic coordinator and a decision will be reached to protect the objectivity and judgment of the clinician, and the integrity of the clinical assignment.

Students are prohibited from socializing with clients, and from providing personal favors such as babysitting, transportation, loans, etc.

**Attire:** Clinicians in the CC will dress modestly, in “business casual” attire. It is recommended that students purchase CC shirts/blouses, which may be worn with pants/slacks (no denim please).

Clinicians assigned to CASD will follow the dress code of that agency.

Shirts/blouses will cover the entire torso to the waist, including a sleeve. Necklines will be modest.

Pants will rise to the waist and length will be no shorter than to the knee. The entire torso will remain covered, regardless of movement or posture.

Shoes will be comfortable. No sneakers in the CC.

Jewelry should be minimal and simple. Avoid dangling, sparkling or other jewelry that may distract the client, and/or result in the client attempting to touch or remove it.

Visible body piercings to areas other than the ear should be removed during clinical activities.
**Substance use:** Alcohol and illegal substances are prohibited in clinical settings. Students may not consume alcohol or illegal substances prior to clinical sessions.

**Weapons:** Any item that may be construed as a weapon is prohibited. Sprays carried for self-defense may remain in your possession; however, please secure the canister so that clients do not have opportunity for accidental misuse.

**Food/Drinks:** CC clinicians may not consume food/drinks inside therapy rooms. Only food items which are used for therapeutic purposes may be brought to therapy rooms. CASD students will follow the policies of that agency.

**Cell phones:** Use of a cell phone for non-emergency purposes is prohibited. Leave the clinic area when using a cell phone.

**Reception Area:** Please do not use reception areas or the hallways to conduct consultations or to socialize. Consultations will be conducted in a private office; socializing is conducted off clinical premises.

**Gossip:** The function of gossip is to hurt the reputation of another person. Information about the personal situation of a client, peer, or any other person should be shared only on a need-to-know basis. Use good professional judgment, and refrain from engaging in such discussions.

**Social Media Postings:** No student will post comments on any social media outlet about clients, peers, faculty, supervisors, staff or any other person related to the CDS program, the Clinical Center or CASD. When such posts are negative/critical in nature, this reflects poorly on you. Public statements of criticism indicate a lack of professional judgment, and may be indicative of a student’s need to remediate and mature into readiness for clinical practice.

**Fragrance use:** For the comfort of our clients, clinical facilities are fragrance-free. Please refrain from the use of perfume/cologne as it may cause sensory responses from clients.

**Smoking:** No smoking anywhere on campus. Please do not come to therapy sessions with the smell of smoke on your person. This may have a negative sensory response from your clients.

**Physical contact with clients:** Physical contact with clients is only as necessary to assist, re-direct or prevent injury to the client and/or others. It is permissible, in fact recommended, to hold a child’s hand between the reception area and the therapy room. It is also permissible to provide gentle,
discreet, and limited physical cues to redirect or prevent a behavior. Consult with your supervisor regarding individual client needs.

**Toileting assistance with clients:** Consult with your supervisor prior to consulting with the client’s parent regarding toileting preferences and skill level. If the child needs assistance, the parent must remain in the waiting area to be available for toileting needs. If an unexpected situation occurs and no parent is available, seek another party to accompany you and the child to the restroom. If another clinician is not available, ask any supervisor from any discipline or Paula Chapa to help you. Please do not ask support staff. Follow toileting routines as instructed by the parent. If the child is of the opposite sex, and the child is not independent in toileting, use the bathroom of your own identified sex after it is cleared. Whenever you are assisting a client, keep the main bathroom door open, and the second party in view of the process. These procedures will protect you from any possible misrepresentations of interactions between you and the client.

**CLINICIAN-RELATED DOCUMENTATION FOR ASHA CERTIFICATION**

Each clinician will maintain the accrual of ASHA hours. Students will estimate direct service hours to the nearest quarter hour. Please do not use increments smaller than one-quarter hour.

**Direct Service Conversion Table**

<table>
<thead>
<tr>
<th>Time</th>
<th>Conversion Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 minutes</td>
<td>0.25</td>
</tr>
<tr>
<td>30 minutes</td>
<td>0.50</td>
</tr>
<tr>
<td>45 minutes</td>
<td>0.75</td>
</tr>
<tr>
<td>60 minutes</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**ASHA Standard 3.0B Form**

All students will maintain their ASHA hours on this form. Students will monitor accrual of hours and report to the clinic coordinator any deficiencies that need to be addressed.

This form is submitted each semester at the conclusion of practicum (including internship). At the conclusion of the clinician’s fifth and final semester, the clinician will also submit a cumulative form, representing all hours accrued throughout the program.

The only valid approval of clinical hours for departmental purposes will be the signature of the clinic coordinator. The clinic coordinator maintains these forms with the CDS program.
Clinical Activity Schedule

The Clinical Activity Schedule is a schedule of all clinic-related activities taking place during the semester. It is each clinician’s responsibility to read the schedule and participate in required activities.

Appraisal of Clinical Competence

The Appraisal of Clinical Competence is an online tool used to evaluate each clinician's performance at midterm and at the conclusion of the semester. The evaluation will reflect the clinician's current level of competence, not a cumulative or average assessment. A grade of B or higher is needed to pass practica.

Supervisor Evaluation

Clinicians in all practicum courses will submit an evaluation of their supervisor at the end of each semester. These evaluations are submitted to the clinic coordinator. They are anonymous to the supervisor. The clinic coordinator reviews the evaluations with the supervisor for the purposes of professional development.

Clinic Check-Out

Each semester, all clinicians will be cleared to receive a final grade for clinical practicum by completing clinic ‘check-out.’ At the conclusion of practicum (including internship), clinicians will submit:

1. ASHA Standard 3.0B form
2. supervisor evaluation
3. client-related reports
4. materials
5. If a clinician is transferring from the Clinical Center to CASD, they must also return mailbox key and badge.
6. If final semester, cumulative hours

Final grades will not be posted to your transcript until all of the above check-out requirements have been met.
Speech-Language Services Policies & Procedures – CC Clinicians Only

Clinic Assignments

Clinic assignments are made at the discretion of the clinic coordinator. Generally, client appointments are scheduled Monday-Friday, 8:00am-5:00pm, in consideration of the graduate class schedule. Evening appointments may be scheduled at the supervisor’s preference.

Clinic appointments begin the third week of the fall semester, the second week of the spring semester, and the second day of the summer semester.

Titanium (Ti)

Clinicians will document all reports in Titanium, our electronic documentation system. Titanium is accessible from CC computers only.

Weekly Group and Individual Supervisory Meetings

Clinicians will attend weekly group supervision meetings as scheduled by the supervisor. The supervisor may also require additional individual meetings as deemed necessary.

Initial Contact with Client

As soon as assignment is made, clinicians will contact their client to introduce themselves and confirm the first session appointment. Contact may be made by email, (if such is provided) or by CC telephone. Additional information may also be obtained at this time (e.g. additional details regarding communicative complaint, preferred activities or reinforcers for children, separation strategies, etc.). Do not use your personal phone to contact clients, and do not give clients your personal phone number. Please use the CC telephones (available in the Materials Library) only to communicate via telephone with clients. You may only use your siu.edu email account to exchange email messages with clients.

Absences from Clinic

There are three possible reasons why a session may be cancelled: (1) the client cancels the session; (2) the client doesn’t show up for a session; (3) the clinician cancels a session.

(1) If the client cancels the session, attempt to reschedule as soon as possible. Get all available times from the client; match those to your schedule and the availability of your supervisor. Then make sure a room is available. Please never confirm a make-up session without the approval of your supervisor.
With the supervisor's approval, you may be on master coverage for your make-up session.

(2) If a client is 10 minutes late for a session, attempt to reach them by phone. If you are unable to do so, wait until 15 minutes after the hour, then consider the session cancelled. **Schedule a make-up as soon as possible.** If a client is a no-show twice (not necessarily for consecutive sessions), please bring this to the attention of the Clinic Coordinator.

(3) Clinicians never cancel sessions without advance prior approval from the supervisor. Sessions should never be cancelled unless unavoidable (i.e. serious acute illness) or for scholarly activities (i.e. ISHA or ASHA convention). Repeated cancellations may result in termination of client assignment. As in situations 1 & 2, please make up the cancelled session as soon as possible.

Clients are aware that consistent attendance is necessary to remain a client of the CC. Clinicians must accrue an average of 20-22 hours per semester to fulfill course requirements. If a client has frequent absences, please inform the clinic coordinator so that steps can be taken to assure your course completion.

When a regularly scheduled session is cancelled, please inform the front desk to delete your appointment and room reservation, and to process your Encounter form. You will also write a SOAP note accounting for the missed session.

**Observation Policy for Caregivers**

The supervisor has sole discretion in determining who will be present in the observation room. Guardians may be invited to observe, if the supervisor is available to escort them to and remain in the room. If a caregiver requests to observe the session, please reply that you will inform the supervisor, who will discuss their options.

**Recording Sessions**

Clinicians will record each session and save them to the video folder on the hard drive of the room computer. Videos are erased by the Director at the end of each semester, unless she is instructed otherwise.

**Client-Related Documentation**

Client-related documentation, such as consent forms, test protocols, etc., will be submitted to the tray behind the CC receptionist. The tray is located inside of the top drawer of the file cabinet under the printer in Wham 141. **All client documentation must include the client I.D. number.** All test protocols must be signed by the supervisor.
Informed Consent

Clinicians must obtain a signed consent to record the client. The Informed Consent form is presented to the client just prior to the first session and filled out in the reception area. The CC receptionist will serve as the witness. The form is submitted to the tray behind the receptionist for electronic filing to the client’s file. This consent must be renewed at the beginning of each semester.

When presenting forms requiring a signature, provide the form on a clipboard, and give the client a black pen. Put an X next to the lines where the client must sign, date, and/or initial. Immediately present the form to the receptionist for a witness signature.

Authorization for Release of Information

The Authorization for Release of Information form is an optional form used when it is necessary to release, obtain, or exchange information with some party other than the legal guardian. The client must initial the nature of information to be disclosed and the purpose of the disclosure. The form must be signed and witnessed. The original of this form is submitted for filing. A copy should be sent to the party with whom the information will be exchanged. Paula or the receptionist will first approve the form prior to putting it in the tray for scanning.

Encounter form

The Encounter form is a form similar to the time of scheduling and billing form that many of you see at a doctor’s office. The Encounter form for your first session will be generated for you, and can be obtained from the receptionist just prior to your session. Each subsequent Encounter form is generated by the date of next appointment indicated on the current form. After you see your client, complete the encounter form as follows:

• Complete the box indicating the time of the next appointment.
• Check the CPT code that matches the service that you provided (see section on CPT codes).
• Check a diagnostic category. Please note that you may select “Diagnosis deferred” (799.9) or other (provide code) since you may need time to determine the correct diagnosis. You need only select one code even if your client meets criteria for more than one diagnosis.
• Each of these areas on the encounter form must be completed.

The clinician is required to complete an Encounter form for each scheduled session.
Client Disposition form

Prior to the end of the semester, each clinician will complete a Client Disposition form. The distribution and collection of the Disposition form is indicated in the clinical activity schedule each semester. This form is used to schedule the client for the following semester. Please consult with your supervisor regarding recommendation for continued treatment or discharge.

Progress Notes

Progress notes are written in the SOAP format. These are submitted to your supervisor within 24 hours of the completed (or canceled) session. The final draft is due to the client’s file within 5 clinic days of the session. SOAP stands for subjective, objective, assessment, and plan. The Clinic Coordinator and your supervisor will train you in how to write these notes.

Evaluation Report

An evaluation report is required for all new cases at the initiation of service. The report is due to the supervisor within three days following the eval. The final draft of the eval report is due to the client’s file within 10 clinic days of the session.

Treatment Plan

The treatment plan is written at the beginning of the semester. You will be given due dates for first and final drafts from your supervisor. Typically, the first draft is due to your supervisor after the third or fourth session; the final draft is due to the client’s file within 30 days of the start of treatment.

Closing Summary

A Closing Summary is written at the end of the semester for all clients. You will be given the due dates for first and final drafts from your supervisor. The Closing Summary may be a report of continuation of services, or a discharge from services. A Closing Summary is also written for clients who are discharged mid-semester.