

Functional Communication Profile™

Reporting Software

Assessing Communicative Effectiveness
in Clients with Developmental Delays

Larry I. Kleiman

 **LinguSystems**

Skill Area: Communication

Ages: 3 and up

Grades: PreK and up

About the Author



Larry I. Kleiman, M.A., CCC-SLP, received his undergraduate degree in Psychology from U.C.L.A. While earning his degree, he first gained experience with individuals with developmental delays in his work with autistic children under the supervision of Dr. O. Ivar Lovaas. Following his graduation with a master's degree in Communicative Disorders from

California State University at Northridge in 1980, he joined a private practice and pursued a career as a speech-language pathologist, evaluating and treating individuals with developmental delays. Two-and-a-half years later, he founded his own southern California private practice, Larry Kleiman and Associates.

Larry specializes in serving individuals of all ages with developmental delays in residential, community, and clinic settings, including program development, consultation, assessment, and therapeutic intervention. A prime interest of Larry's for 30 years has been individuals with autism spectrum disorders. *The Functional Communication Profile* was originally published by LinguSystems in 1994 and continues to be a valuable and unique communication assessment tool for professionals in a variety of settings.

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Using the CD

The application will start automatically after you insert the CD into the drive. If it does not run automatically, complete these steps:

1. Double-click *My Computer*.
2. Double-click the *CD-ROM* icon.
3. Double-click *start.exe*.



Requirements

- You must have Adobe Reader 8.0 installed on your machine to save completed forms. Any version earlier than 8.0 will not allow you to save the data you enter on the form. Adobe Reader 8.0 is included on the CD and can be found by exploring the CD's contents or clicking the Adobe Reader button on the application screen.
- Keep your CD in a handy place because you will need to insert it in your computer and run the application each time you want to load a new blank form.

Overview

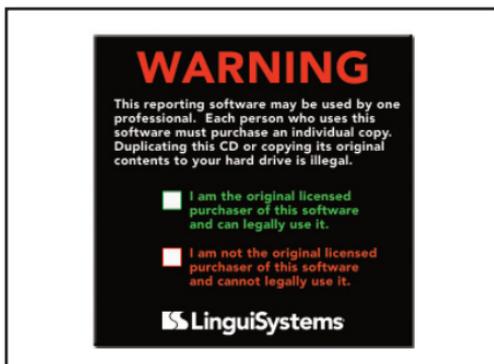
The Functional Communication Profile Reporting Software allows you to enter profile data on an electronic form, save it, print it, and recall it later. You can even send a completed form as an e-mail attachment to another professional involved in a client's assessment or treatment.

If you are accustomed to using the printed version of *The Functional Communication Profile*, you will find that the electronic form mirrors the layout of the printed version, so there's no learning curve!

Starting the Program

Each time the application starts, you'll see the **Warning** screen.

Click the first box if you are the licensed purchaser of this product to load the main screen.

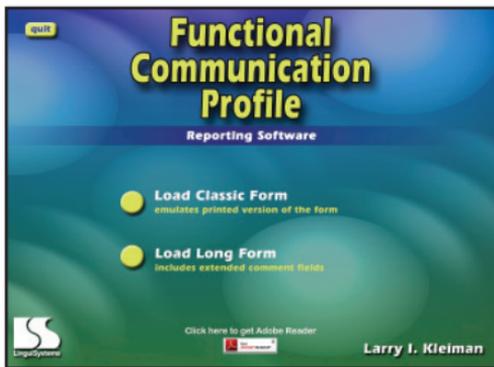


Launching the Electronic Form

You can perform four actions from the main screen.

1. Load Classic Form:

Click the first yellow button to launch Adobe Reader and an electronic form that follows the same format and page count of the printed version of *The Functional Communication Profile*. (If you do not have Adobe Reader 8.0 installed on your computer, see #3 on the next page.)



2. Load Long Form:

Click the second yellow button to launch the Adobe Reader program and a longer version of the electronic form in which each skill area begins at the top of a new page and extended commenting areas are available. This form is useful if you are not administering the entire profile and want to print out selected pages/sections of the form, or if you anticipate making lots of narrative comments.

3. **Install Adobe Reader 8.0:** If you do not have Adobe Reader 8.0 installed on your computer, choose this option before loading any forms. You can't save any form data with previous versions of Adobe Reader.
4. **Quit:** Click the button in the upper left-hand corner to close the application window. If you have a form loaded, it will remain open.

Entering Data

After Adobe Reader launches and the form loads, you can begin entering data by clicking on boxes to select and deselect them, and clicking inside text fields to enter text. Use the scroll bar on the right of the window to move to different pages in the document or use the forward and backward arrow keys on your computer keyboard to move page by page through the form.

You can also open the **Bookmarks** window by clicking on the third icon in the dark gray area. Opening **Bookmarks** will allow you to jump to specific areas of the form by clicking on those page names. For detailed information on using documents in Adobe Reader, click the Help selection on the menu bar at the top of the window.

Bookmarks
Icon

Functional Communication Profile - Revised

Level 1 Review

NAME: [] SEX: [] DATE OF BIRTH: [Aug 11, 2007]

SEX: [] AGE: [] LOCATION: []

REVISION: []

SPEECH & LANGUAGE EVALUATION

AREA	LEVEL OF IMPAIRMENT				
	SEVERE	MOD	MOD/SEVERE	MINOR	NO IMPAIRMENT
Sequency	[]	[]	[]	[]	[]
Mixtur	[]	[]	[]	[]	[]
Behavior	[]	[]	[]	[]	[]
Attention	[]	[]	[]	[]	[]
Receptive Language	[]	[]	[]	[]	[]
Expressive Language	[]	[]	[]	[]	[]
Pragmatic/Social	[]	[]	[]	[]	[]
Speech	[]	[]	[]	[]	[]
Voice	[]	[]	[]	[]	[]
Oral	[]	[]	[]	[]	[]
Fluency	[]	[]	[]	[]	[]

REVISION HISTORY: []

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Saving, Printing, and Editing Forms

When you have completed a form or need to close it for editing later, save it to your computer as you would any other file, such as a word processing document or a spreadsheet.

- Select **File** → **Save As** from the menu at the top of the window.
- Choose the folder on your hard drive where you would like to save the form or create a new folder for it.
- Type in a name for your form and save it (see **General Notes and Tips** on page 7 for form-naming suggestions).

You can print a form by clicking the printer icon or by selecting **File** → **Print** from the menu at the top of the window.

If you want to open a form you have already entered data into, choose **File** → **Open** from the menu at the top of the window (launch Adobe Reader from Windows **Start** → **Programs** if it isn't open yet), locate the file on your hard drive, and open it. You will be able to edit data, finish completing the form, or print it. After you have made changes, you can save them by choosing **File** → **Save** from the menu at the top of the window or **File** → **Save As** if you want to give the form a different name or save it to a different location.

Printer Icon

FIELD	LEVEL OF IMPAIRMENT				
	NORMAL	MILD	MODERATE	SEVERE	PROFOUND
Stimulus	✓	✓	✓	✓	✓
Motor	✓	✓	✓	✓	✓
Behavioral	✓	✓	✓	✓	✓
Intelligibility	✓	✓	✓	✓	✓
Receptive Language	✓	✓	✓	✓	✓
Expressive Language	✓	✓	✓	✓	✓
Pragmatic/Social	✓	✓	✓	✓	✓
Speech	✓	✓	✓	✓	✓
Voice	✓	✓	✓	✓	✓
Oral	✓	✓	✓	✓	✓
Fluency	✓	✓	✓	✓	✓

General Notes and Tips

Here are some suggestions to help you efficiently use *The Functional Communication Profile Reporting Software*.

- **Naming Saved Forms**

It will be easier to organize and recall completed forms if you create a consistent naming convention for the files you save. For example, you might name your saved files by patient last name, first initial, date of assessment, and facility abbreviation:

Marquez_G_09-07-08_CLITC

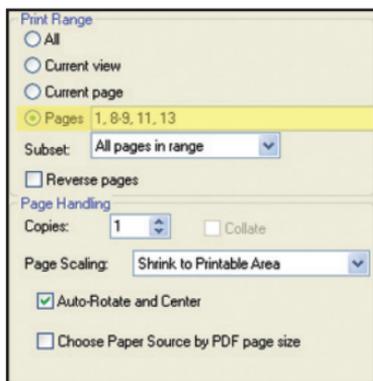
You might also name the file with a case number and date for confidentiality purposes. Whatever format you decide to implement, consistently using it to name your files is the key to keeping your information organized.

- **E-mail Attachments**

After you've saved a form, you can attach it to an e-mail as you would any other document and send it to other members of the assessment and intervention team.

- **Customizing a Form**

If you only need to complete portions of *The Functional Communication Profile*, choose **Load Long Form** from the application. Then use the Bookmarks (see page 5) to locate the specific skill areas you need in the form. Complete only the areas that apply to your client. When you print the form, just select the pages you've completed from the print dialog box. Click the "Pages" area and enter the specific pages you want to print from the form.



The screenshot shows a 'Print Range' dialog box with the following options:

- All
- Current view
- Current page
- Pages: 1, 8-9, 11, 13

Below the 'Pages' section, there is a 'Subset' dropdown menu set to 'All pages in range'. There are also checkboxes for 'Reverse pages' (unchecked) and 'Auto-Rotate and Center' (checked). Under 'Page Handling', there is a 'Copies' spinner set to 1 and a 'Collate' checkbox (unchecked). Under 'Page Scaling', there is a dropdown menu set to 'Shrink to Printable Area'. At the bottom, there is a checkbox for 'Choose Paper Source by PDF page size' (unchecked).