GRADUATE STUDENT TYPHON MANUAL
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WELCOME

Typhon is the tool our academic faculty and clinical supervisors, on and off campus, use to approve your documentation of academic and clinical knowledge/skills. To join Typhon you must pay for a subscription that expires 3 years past your graduation date. Typhon allows you to create documentation that is required for graduation, ASHA certification, state licensure, clinical practicum placements, and job searches post-graduation.

The University of Montana CSD Department requires all graduate students use Typhon. Be assured that all information is confidential. This manual shows screen shots to help you navigate Typhon. Kay Barth is available at any time to help you with Typhon. You may call or email to request training.

Kay Barth: Phone number 243-2118 or email kay.barth@mso.umt.edu

The web site for Typhon is: www.typhongroup.net. We use the Evaluate and Survey Instrument (EASI) system and our account login is 9099. Use your personal EASI password to access Your All Health Student Tracking System (AHST) -- Data Entry Section. You will receive an email with your temperary password. New passwords must 6-30 characters and include letters and at least one number. You may change your password under the Information & Setup, heading of your account.

TYPHON TOP 3 HINTS

Hint 1: The link to return to the main page is either on TOP FAR RIGHT or on the LOWER LEFT SIDE: Go To Main Menu

Hint 2: When finished with TYPHON please log out. If you idle on the page for about 15 minutes you will “time out” and you may lose data.

Hint 3: Hit “save” often.

Enter your data daily and save as you move from page to page
**GETTING STARTED**

**MAIN MENU OVERVIEW**

In the Left Column of the main menu page there are three sections: case log management, case log reports, and other activities and reports. The Right Column has one section, information and setup, with a message box from Typhon administrators at the bottom.

**MAIN MENU: LEFT SIDE**

1. **Case Log Management**

This section is for entering clinical clock hours with clients. Enter a session called a “case log” for each client or for a group. The log includes information about the client that is HIPAA compliant. Once a client is entered into Typhon, the main information may be linked making it easy to log and document your time for each session. Students must link entries for each client. In addition to the clock hours, you will document clinical skills or competencies. Both the clinical clock hours and competencies are approved by your supervisor and all clock hours must be entered within 24 hours of the session. Typhon has time limits on retroactive entries. Please get in the habit of entering your case logs and time logs daily, you could lose caselog access if you wait more than 4 weeks. After review, if your hours are “not approved” by your supervisor. Read the notes and double check that you have correctly entered your supervisor and dates and review for inaccuracies in the information about the case log. Then, let your supervisor know that you made corrections. If there are still challenges, check in with your supervisor because he/she may need additional support from the Typhon administrators.
Add New Case Log: Enter a new case log or client

View/Edit Case Logs: You may edit a case log or link case logs. If clients have multiple appointments, link the cases, allowing you to quickly note the new session. Occasionally your supervisor will give you notes about a client; use the edit feature to revise or amend the information.

Missing Information: A red diamond shape will flash when information is missing in a case log.

Case Log Totals (Graphical): Shows data via pie charts and graphs with information such as total hours, hours with age groups, disorders, competencies, sites, etc.

Case Log Highlights (by Day/Week/Month): This shows which case logs have been approved.

Case Log Details: Case logs can be exported in bulk to a word or pdf file.

Procedures/Skills Total: Displays how many times you have marked a procedure/skill and level of your clinical skill. (observed, assisted, performed).

My Time Logs: Each clinical day you will document your non-client activities such as observation hours, meetings, time with supervisor, etc.

My Hours by Course: This link shows how much time you have logged related to coursework.

My Conference Logs: Document each conference, in-service, or training you attend, such as ASHA, MSHA, online modules, etc. These events are essential to support your competencies, clinical practicum placements, and job applications.

My External Documents: You may upload external documents including observation hours, certificates, transcripts, etc.

My Portfolio: We will support you in building an electronic portfolio that may include a resume, cover letter, skill level, etc.

My Evaluations & Surveys: You will be able to see each evaluation completed by your supervisor(s).

My Schedule: You may suggest 2-3 practicum/externship requests for each semester, after you have completed two semesters on campus. Requests are pink and confirmed placements are green. You must also note your academic 

'schedule for each semester.
Modify Account Information:

Please take time to complete personal information and keep this information current. Update any changes to your phone number, personal email, or address. We are required to maintain this information for 3 years past your graduation. Upon graduation we will require information about your employer.

**Your Account:**

Modify Account Information: You need to keep this current with both contact information and requirements for practicums. Verifications (e.g. background check) must be uploaded. For immunization records only Typhon administrators can confirm dates of documents you upload. If you have trouble sending the documents, email Typhon administrators when you update this area and we will modify the dates.

Setup Default Choices: Each semester you will need to set the defaults (semester, supervisor, site). This information will automatically go into your case logs.

Audit Trail: This will show you a chronological listing of when you signed in, logged in/out, and added cases.

Directories

Student Directory: Includes photos, email, and phone numbers for all CSD Graduate Students.

Clinical Site Directory: A listing of contact information for all the Clinical Sites.

Clinical Supervisor Directory: A listing of contact information for all Clinical Supervisors. If sites/supervisors are not listed, you may make a Typhon request.

Downloads

Blank Case Log Worksheet: You may print this form to use if you are unable to login to Typhon. It may also be a helpful handout for your supervisor.

Printable List of Procedures/Skills: These skills include the clinical competencies. To graduate you will need to have met 75% of these competencies as part of the documentation required for KASA (Knowledge And Skills Assessment).

Program Documents/Templates: You will be able to find many of the documents that are required for the practicum.

HELP: Supports created by Typhon.

Instructions: Typhon group instructions.

Video Tutorials: Step by step video from the Typhon group.

Support Tickets: For use of Typhon administrators only.

FAQ: Additional resources for solving problems in Typhon.

**Messages**

From Your program (These are update 2-3 times a semester with reminders.)

Warning: Critical updates that require your immediate attention. Do not ignore.
**DOCUMENTING A CLIENT**

**ADD NEW CASE LOG**

Either type in the date or click on the “calendar” to select a date then click **SAVE DATA**

Case Logs

A new window will open. At the top left side of the page you will see the Case ID #. The number in red (Case ID #: 1148-20130602-002) is the client’s session. Each session has a unique number.

On the right side is your name and the case log date. You can edit the date if you made an error.

For these sections all required fields have a RED triangle. These fields must be completed or you will get error messages/signals, of “missing information”, in the Case Log Management.

**STUDENT INFORMATION**

Student Information will automatically be populated. If the information is not correct you will need to go to the main page and edit your Setup Default Choices. If you have multiple supervisors and sites you will need to use the drop down menus to document supervisor and site. You must indicate the correct supervisor so they may see the log.

**PATIENT DEMOGRAPHICS**

- **Group Session**: If your session was a group session, meaning you were responsible for 2 or more clients, click the box for group encounter. The choices for age, race, and insurance will be removed. Later in this section you can select a general group age.
- **Age**: Is done in years. Only use months for clients under 24 months of age.
- Use the dropdown menu for **Gender** and **Race**. **Insurance** is optional.
**Clinical Information**

- **Time with Patient:** This means direct contact with the patient. This field includes your time with the client. ASHA indicates that the following can be counted for clinical clock hours: “Only direct contact with the client or the client’s family in assessment, intervention, and/or counseling can be counted toward practicum”, ASHA goes on to say “Supervised clinical experience is defined as clinical services (e.g. assessment, diagnostic evaluation, screening, treatment, report writing, family/client consultation, and/or counseling) related to the management of populations that fit within the ASHA Scope of Practice in Speech-Language Pathology.” Reference: [http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/](http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/)

- **Consult time with supervisor:** This field is not the time you were supervised. Supervised time must be documented in the notes section or in your time log. This field is time without your client that your supervisor spends in clinical training such as guidance and feedback, video review of session, discussion of written work, EBP (evidence based practice) principles, and ethical issues/concerns for a particular client. In your TIME LOGs you may document clinical education that is not client specific, about multiple clients, and your supervised time for the day.

- **Student participation:**
  - **Observation only:** This field is not for your 25 observation hours. Those hours need to be completed before you start CSD 571 and documents can be uploaded in Section 3 Other Activities & Reports – My External documents. Observation refers to the time observing your supervisor or other ASHA certified SLPs in a technique or evaluation tool that requires specialized training, or the client’s needs require the expertise of your supervisor. Use this if you are working with the client or assigned to the clinical site, but only participating for 25% or less of the session. Do not count “observation only”, observation must be active learning with a client, simulated client, or standardized patient.
  - **Basic skills used:** Select this field if your supervisor is providing supports during the session: such as modeling or giving you explicit step-by-step instructions. It is expected that your supervisor will support you from time to time. These learning opportunities (25-75% direct contact with client) count as clinical clock hours.
  - **Complex skills used:** You are basically independent in the sessions. The supervisor may provide some hints or suggestions but most of the clinical training occurs after the session (75% independent).

**ICD-10 Diagnosis Codes and CPT Billing Codes**

- **ICD-10 is optional documentation that is highly encouraged.** You may find this number by using the magnifying glass (if you know the disease category) or click the note page to search by Key Word. Another web link to use is [http://www.icd10data.com/ICD10CM/Codes](http://www.icd10data.com/ICD10CM/Codes)

- **CPT codes** are easiest to find by selecting the Page or Key Word. Individual therapy is 92507 and group is 92508, and evaluation are 92521, speech fluency; 92522, speech sound production; 92523, speech sound production with language comprehension and expression; and 96105, aphasia. This ASHA link that may help in choosing the correct code: [http://www.asha.org/practice/reimbursement/coding/new_codes_slp/](http://www.asha.org/practice/reimbursement/coding/new_codes_slp/)

**Other Questions About This Case**

All of the required fields need to be completed. You may use multiple DX (diagnostic) or TX (therapy) categories but they must add up to your total number of minutes. For example, 30 minutes of Language therapy and 30 minutes of social aspect equal a 60 minute session. Your minutes must total the same amount as listed above in **Time with Patient** under Clinical Information. If they do not match, your hours will not be approved.

**Age Group:** This field is your option to select the general age group for a group session and general categories for each client. Your final 400 Clinical clock hours must reflect diversity of groups.
If the time or disorder is not accurately represented in the dropdown list, use the clinical notes section to add details and accuracy, (e.g. pediatric feeding could be noted for swallowing minutes.)

**Severity of Communication Disorder:** Your clinical supervisor will help you determine this if you cannot identify the severity from your file review.

**PROCEDURES/SKILLS (OBSERVED, ASSISTED, PERFORMED)**

At the beginning of the semester you need to talk to your supervisor about the competency areas you will be addressing with your client and the site. Items in red are critical and some need to be completed more than one time. Print these competencies from your main page. Go to Information & Setup Downloads – Printable List of Procedures/skills.
- **Observed**: Direct contact with client 25% or less. There may be specialize diagnostic and treatment items that are required for a client and are part of your training. This field is different from an observation in that these are opportunites that are part of your practicum. Sometimes at the beginning of a practicum you observe your supervisor for 1-2 days; this time may be counted in TIME LOGS.
- **Assisted**: You collaborated with your supervisor or your supervisor assisted you for 25-75% of the session.
- **Performed**: independent 75% or more of the time.
Use the notes to document the amount of time you were supervised for this client. Use a percentage.

Note any special test, therapy tools, or techniques that were used.

You may also provide non-personal information about a client to help your supervisor identify the client.

SAVE YOUR WORK
At the bottom left hand side of your screen you are given 3 options to save a case log:

- **Copy/Link** the case log you are working. This link allows you to add another session for this client. You will need to input date, time, and skills/procedures but all other information is retained.
- **New Case/Same day:** This lets you continue to add clients (cases) or sessions to the clinical day. It will save the case you are working on and start a new case with the same date, supervisor, and setting.
- **Go to Next Case in list:** This link lets you view the clients or case logs that you have entered. It is important for reviews or required changes.

**Encounter Continuity:** At the bottom right hand side of your screen you will see Encounter Continuity. From here, you may view and edit your case logs. You may CREATE LINKs for the cases you are finishing. It helps both you and your supervisor to link clients that you see on a daily or weekly schedule. You then can review all sessions for one client with ease.

**Save Data / Cancel:** Always make sure you save your case logs. Cancel to continue to add information.

**Delete This Case Log:** this link is where you may delete a session.
View/Edit Case Logs

This link will show a list of all the case logs that you have entered. It displays the date you entered case log, Case ID#, notes, links to other cases, semester, clinical course, clinical site, clinical supervisor and the status of the session. The status will be pending, not approved, or approved. Pending means that the supervisor has not looked at your case log. Not approved will often have notes from your supervisor on corrections.

MISSING INFORMATION

A red diamond indicates that there is information missing. The screen will look like view/edit case logs, but it only shows the cases that have missing information. Please edit and fix all information. After you save it, the case logs may be approved.
This is a report based on all cases that you have entered in the system. This report can be filtered in many different ways, using the dropdown boxes. This report is helpful for monitoring your progress and guiding your decisions about practicums.

CASE LOG HIGHLIGHTS (BY DAY/WEEK/MONTH)

This is used to access a table of your case logs for any day, week, or month.

CASE LOG DETAILS (BULK EXPORT)

This report will export the details of each case log into a Word or PDF document. Enter the date range to be exported. This feature can be helpful for your supervisor and planning future practicums. At graduation you should print this report for your records. Below is an example of what an export report will look like:
PROCEDURES/SKILLS TOTALS

You may view all of the required competencies (procedures and skills) in alphabetical order or sort by category (e.g. Aphasia, Articulation). Semester, Site, and Competency Met will be listed in blue.
My Time Log:

You may review your time logs entering a date range, course, and/or clinical supervisor. If you select display patient consult and conference time, you will see all of the time documented for that day. Time logs are required for all practicums.

ADD A TIME LOG

Click to Add a Daily Time Log

ENTER A DAILY TIME LOG INFORMATION

Enter the date, course, clinical supervisor, and then click continue to move to a new window.
A new window will open showing a time log. Your time log is for clinical skills and site skills. This log includes: conferences, report writing, diagnostic interpretation, staff meetings, etc. You should enter your supervisor meeting time in the case log file (not time log) and the time you were supervised in the note section of case log. Use the supervisor meeting time for meetings not directly related to a client such as learning to give a new diagnostic tool, therapy technique, learning about counseling interview techniques, etc. #9 Time supervised should not be used; instead note this time in the notes section of each client. Only use the conference time if you did not enter the conference in My Conference Log (section 3). If you feel something does not fit in a section use other and add a note to the Notes Section.

For all clinical practicums if you are sick or absent for a scheduled day, you must select “absent” and note time if no patients were seen.
**My Hours by Course**

This screenshot is a table view of total hours achieved by course, including total shift hours and total patient hours. This section documents the time for each clinical practicum: CSD 570, 575, 675.

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Hours</th>
<th>Shift Hours</th>
<th>Other Time Log Hours</th>
<th>Patient Hours</th>
<th>Consult w/ Clinical Supervisor Hours</th>
<th>Conference Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSD 570 Clinical theory</td>
<td>200</td>
<td>4.0</td>
<td>16.0</td>
<td>6.0</td>
<td>1.7</td>
<td>0.0</td>
</tr>
<tr>
<td>CSD 575 Clinical procedure 1</td>
<td>50.0</td>
<td>3.0</td>
<td>3.0</td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>CSD 675 Clinical Practice</td>
<td>100.0</td>
<td>2.0</td>
<td>1.0</td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**My Conference Logs**

This is used to log any details of any conferences or workshops you attend. To add a conference, click on **add a conference** and a new window will open to add the conference. Be sure to save data.

**My External Documents:** this location is where you may upload any work or PDF documents such as transcripts, support work such as reports, lesson plans, projects, papers, etc.

**My Portfolio:** Your resume, cover letter, etc. will go here. Typhon administrators assist with development of the portfolio. Feel free to explore and begin to personalize. This represents your best academic and clinical work including evidence of your competencies.

**My Schedule:** This link is where you submit your practicum suggestions for each semester. Typhon administrators will confirm your suggestion or assign you a placement. Confirmed placements will be green. During your first week of a practicum, when you have completed the site contract, you must add an event that details the dates of the practicum, site, supervisor(s), days, and times.
First go to the Main Menu Section 3 Other Activities & Reports, select My Schedule. On far right you can Add Event.

Prior to or during the first week of your practicum when you complete your practicum site contract, you must add an event “Details of practicum confirmed: times, days, dates”. Be specific! If times or days change during the practicum you must update the information.

**YOUR SUPERVISOR’S VIEW OF TYPHON**

Their log in site is: https://www.typhongroup.net/easi/login.asp?facility=9099
EVALUATIONS & SURVEYS

The following evaluations and surveys can be completed by you. Click on a link to begin:

- Approval of Practice Sites O&A
  - Begin new evaluation
- Clinical Supervisor Review of LIU CSD Student
  - Begin new evaluation
- Final Semester Clinical Evaluation
  - Begin new evaluation
- Mid Term Clinical Evaluation
  - Begin new evaluation

History of evaluations you completed

The following evaluations and surveys were completed about you. Click on a link to view details:

- Student Evaluation of Supervisor (4 responses, last completed 4/17/2013 12:33:55 AM MST)

STUDENT REPORTS

- Case Log Details
  View the details of each patient encounter where students entered you as the supervisor
- Case Log Highlights
  View a summary list of patient encounters where students entered you as the supervisor
- Time Log
  Review and approve student's time each day where students entered you as the supervisor

YOUR SCHEDULE

- View Schedule of Events
  View all of your events in a chronological list or in calendar format. These events are entered by the program and usually include your schedule with students.

ACCOUNT INFORMATION

- Edit Your Information
  Edit certain personal information that is shared in the program for you

SCHOOL DOCUMENTS/INSTRUCTIONS

- Download Documents/Instructions
  Download documents that the school has posted for supervisors

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