STX Documentation Guide for Speech Records

This document provides an overview of Smile Train Express (STX) documentation requirements, as well as guidance on best practices for patient data collection (i.e., photos, videos) for all partners receiving speech funding.

1. SMILE TRAIN EXPRESS (STX) REPORTING OVERVIEW

Partners receiving speech funding are required to report patient data for all speech care visits supported by Smile Train via the Smile Train Express (STX) online medical records database.

- Practitioners providing speech treatment to Smile Train patients, or clinical staff overseeing upload of STX patient records, must have access to the STX database. If a practitioner or staff member requires support with STX login, reach out to your local Smile Train contact.
- The **STX Speech Assessment** form must be completed at each patient's initial evaluation, and the **STX Speech Treatment Report** form must be completed every three months for all patients receiving ongoing speech therapy.
- Video recordings should be taken at initial evaluation and every three months for all patients receiving ongoing speech therapy. Syllable and sentence stimuli to be used during video recordings will be provided by Smile Train.
- Partners' STX documentation should be complete and accurate. STX records must be submitted within 4 weeks of the patient visit.
- Funding installments may be withheld if a partner fails to comply with stated documentation requirements.

If you have questions about Smile Train's reporting requirements and processes, or would like to request a virtual STX training, reach out to your local Smile Train contact.

2. SPEECH REPORTING IN STX

2.1 Speech Reporting Requirements
What is expected of Smile Train speech partners?
- Accurate and complete reporting of patient data
- Proper recording of video data
- Timely and proper submission of reports and video recordings

STX Basics: Patient Registration
All patients receiving speech treatment supported by Smile Train must be registered in STX. If the patient has received a surgery or other cleft care services from a Smile Train center, they may already be registered in STX. If the patient is new to Smile Train, a **Patient Registration** and **Patient Release Form** must be completed, and a new patient record created. Partners should use the 'search' feature in STX to confirm that a patient does not have an existing STX record, prior to creating a new patient record.

STX Basics: Submission of Records
The STX database has two stages for completion of records:

"SAVE DRAFT" – Not all required fields must be completed. Record has not yet been submitted. Practitioners may return at a later date to finish and submit the record. Record is stored in the system and status will show as 'In Progress'. NOTE: Records will be automatically rejected after 3 months of "In Progress" status, to encourage submission of records in a timely manner.
"SUBMIT" – All required fields must be completed. Record can no longer be edited and has been submitted to Smile Train. Record status will show as 'Submitted'.

2.2 STX Speech Data Collection Forms
Smile Train has developed two STX speech data collection forms:

STX SPEECH ASSESSMENT
The **STX Speech Assessment** form should be completed for ALL patients at their Initial Assessment. The Current Stage in Patient's Care should be identified as Initial Assessment for all first-time Smile Train speech therapy patients. Following the Initial Assessment, no additional speech therapy evaluations are required by Smile Train. If your center chooses, you may complete Re-Evaluations using the STX Speech Assessment form, however this is completely optional and not mandated by Smile Train.

A total of two speech sample video recordings must be collected during the speech assessment. One recording should document the patient participating in a Syllable Repetition Task, while the other should document a Sentence Repetition Task. **Partners must use the syllable and sentence repetition stimuli provided by Smile Train, which can be found in the STX Speech Assessment form.** Refer to Section 2.3 of this document for Smile Train's guidelines for speech sample video recordings. Please reach out to your local Smile Train contact if stimuli in your local language is not listed within the STX form.
The Instrumental Assessment section of the form is optional, and allows for documentation of nasopharyngoscopy, videofluoroscopy, and/or nasometry. However, this section is REQUIRED for all partners who have applied for and received VPD approval from Smile Train.

STX SPEECH TREATMENT REPORT
The **STX Speech Treatment Report** must be completed EVERY THREE MONTHS for all patients receiving ongoing speech therapy.

Speech sample video recordings must be collected every three months and documented within the STX Speech Treatment Report. Video recording protocols for the STX Speech Treatment Report are the same as requested within the STX Speech Assessment: One recording should document the patient participating in a Syllable Repetition Task, while the other should document a Sentence Repetition Task. Partners must use the syllable and sentence repetition stimuli provided by Smile Train, which can be found in the STX Speech Assessment form. Refer to Section 2.3 of this document for Smile Train's guidelines for speech sample video recordings. Please reach out to your local Smile Train contact if stimuli in your local language is not listed within the STX form. Within the Treatment Goals section of the form, it is possible to report on up to four treatment goals, however only one treatment goal is required.

2.3 Guidelines for Speech Sample Video Recordings
1. Complete video recordings in a quiet, well-lit environment
2. A microphone or headset should be used to record the patient's speech samples
3. Camera frame should include a full view of the patient's face, from the shoulders upward
4. Speech sample video recordings must consist of a syllable repetition task and a sentence repetition task

5. Partners must use the syllable and sentence repetition stimuli provided by Smile Train, which can be found in the STX Speech Assessment form

6. Keep recordings brief, including only the requested repetition tasks (no counting tasks, conversational speech, etc.)

2.4 Patient Discharge Protocol
If a patient has mastered all treatment goals and speech therapy is no longer warranted, discharge from treatment must be documented. An **STX Speech Treatment Report** must be completed to demonstrate the patient's mastery of speech treatment goals. NOTE: Discharge must be documented within the Recommendations section of the STX form by selecting "Discharge from speech therapy".

If a patient is recommended for speech therapy but does not return for recommended treatment visits, this must be documented within the Treatment Period section of the **STX Speech Treatment Report** under "patient discontinued therapy before the treatment period was completed".

3. STX REPORTING RESOURCES FOR PARTNERS

User Guide Video
In STX, partners can find a short video demonstrating how to report speech data. This video is available from **Resources > User Guide > Speech**.

Offline STX Data Collection Forms
All patient records must be submitted online through STX, however the STX forms are available for download under **Resources > Speech > Medical Forms**. Partners are encouraged to download and print the STX forms to facilitate data collection in real time during patient visits, which may help to expedite upload and submission of STX records.