

Table of Contents

| | |
|---|----|
| Introduction | 7 |
| Chapter 1—Disorders of Voice: What Can Go Wrong | 9 |
| Disorders Related to Vocal Abuse and Misuse | 9 |
| Disorders with Medically-Related Causes | 13 |
| Voice Problems Caused by Congenital Medical Disorders | 15 |
| Chapter 2—Clinical Evaluation of Voice | 16 |
| Screening and Referrals | 16 |
| Medical Evaluation | 17 |
| Components of a Clinical Evaluation | 18 |
| Tips for Determining Hypernasality from Hyponasality | 22 |
| s/z Ratio | 23 |
| Appendix 2A: Observation of Child’s Voice Use | 25 |
| Appendix 2B: Parent Letter | 26 |
| Appendix 2C: What Is a Voice Disorder? | 27 |
| Appendix 2D: Case History | 28 |
| Appendix 2E: Clinical Voice Evaluation Checklist | 30 |
| Appendix 2F: Summary Template for Voice Evaluation | 33 |
| Appendix 2G: ICD-9-CM Codes | 34 |
| Chapter 3—Instrumental Evaluation of Voice | 35 |
| Acoustic Measures | 36 |
| Frequency | 36 |
| Perturbation Measures | 37 |
| Intensity | 38 |
| Signal-to-noise Ratios | 38 |
| Aerodynamic (Physiologic) Measures | 39 |
| Visualization | 40 |
| Chapter 4—Planning and Implementing Intervention | 42 |
| Integrating Evaluation Information | 42 |
| The clinical evaluation | 42 |
| The medical evaluation | 42 |
| The instrumental voice evaluation | 43 |
| Gaining Support for Voice Treatment | 43 |
| Using a Reinforcement System | 46 |
| Managing Related Medical Problems | 48 |
| Determining Prognosis and Length of Treatment | 48 |
| Insurance/Reimbursement | 49 |
| Developing a Treatment Plan/IEP | 49 |
| Documenting Progress During Therapy | 51 |
| Appendix 4A: Respiratory, Phonatory, and Resonance Systems | 54 |
| Appendix 4B: Chart for Recording Points | 55 |
| Appendix 4C: Reducing Reflux | 56 |
| Appendix 4D: Master List of Long-Term Goals, Short-Term Goals, and Treatment Objectives | 57 |
| Appendix 4E: Sample Treatment Sequences for Vocal Problems | 62 |
| Appendix 4F: Treatment Plan and Discharge Summary | 64 |

Table of Contents, *continued*

| | |
|--|------------|
| Appendix 4G.1: Sample Treatment Plan for Vocal Abuse with Vocal Hygiene (generic) | 65 |
| Appendix 4G.2: Sample Treatment Plan for Vocal Abuse with Vocal Hygiene (detailed) | 66 |
| Appendix 4G.3: Sample Discharge Summary for Vocal Abuse with Vocal Hygiene | 67 |
| Appendix 4H: Sample Treatment Plan for Vocal Misuse | 68 |
| Appendix 4I: Sample Treatment Plan for Vocal Hyperfunction | 69 |
| Chapter 5—Treating the Hyperfunctional Voice | 70 |
| Types of Hyperfunction | 70 |
| Treating Hyperfunction | 72 |
| Short-Term Goal and Treatment Objectives | 73 |
| Determining where the muscle tension is occurring | 74 |
| Reducing muscle tension | 75 |
| Appendix 5A: Relaxed Phonation vs. Strained Phonation | 79 |
| Appendix 5B: Reducing Tension in the Phonatory Muscles | 80 |
| Appendix 5C: Reducing Tension in the Oro-Pharyngeal Muscles | 81 |
| Chapter 6—Treatment for Vocal Abuse | 83 |
| Short-Term Goal and Treatment Objectives for Vocal Abuse | 83 |
| Specific Lessons to Teach | 83 |
| Identifying vocal abuses | 84 |
| Increasing awareness of frequency of vocal abuse | 85 |
| Obtaining baseline data | 85 |
| Identifying alternatives to vocal abuse | 88 |
| Reducing abuse/substituting alternative behaviors | 89 |
| Vocal Hygiene | 90 |
| Short-Term Goal and Treatment Objectives for Vocal Hygiene | 91 |
| Appendix 6A: Things I Do That Hurt My Voice | 93 |
| Appendix 6B: Chart to Collect Baseline Data on Vocal Abuse | 94 |
| Appendix 6C: Vocal Abuse Cumulative Data Sheet | 95 |
| Appendix 6D: Things I Can Try Instead of Using My Voice | 96 |
| Appendix 6E: Things I Can Do to Interact Better with Others | 98 |
| Appendix 6F: Things I Can Do Instead That Won't Hurt My Voice | 99 |
| Appendix 6G: Chart to Record Behaviors to Reduce and Substitute | 100 |
| Chapter 7—Treatment for Respiration | 101 |
| Short-Term Goal and Treatment Objectives for Respiration | 101 |
| Demonstrating inappropriate and appropriate patterns | 102 |
| Practicing diaphragmatic breathing | 104 |
| Breathing Correctly During Speech Tasks | 105 |
| Using Negative Practice | 107 |
| Relaxing the Muscles | 107 |
| Appendix 7A: Breathing Practice | 108 |
| Appendix 7B: Utterances of Increasing Lengths | 109 |
| Appendix 7C: Questions to Elicit Short Answers | 112 |
| Appendix 7D: Take-a-Breath Characters | 113 |
| Appendix 7E: Topics for Monologues and Conversations | 114 |
| Appendix 7F: Ways to Elicit List Responses | 115 |
| Chapter 8—Treatment for Phonation | 116 |
| Short-Term Goals and Treatment Objectives | 116 |
| Explaining How Phonation Occurs | 117 |
| Volume Problems | 117 |

Table of Contents, continued

| | |
|---|------------|
| Pitch Problems | 120 |
| Short-Term Goal and Treatment Objectives for Pitch | 121 |
| Voice Onset and Quality | 123 |
| Short-Term Goal and Treatment Objectives for Onset and Quality | 123 |
| Using Instrumentation for Phonation Goals | 125 |
| Appendix 8A: Loudness Level Pictures | 126 |
| Appendix 8B: The Loudness Match Game | 127 |
| Appendix 8C: Record Form for Volume | 128 |
| Appendix 8D: Pitch Picture Pairs | 129 |
| Appendix 8E: High and Low Pitch Characters | 130 |
| Appendix 8F: Vowel Words, Phrases, and Sentences | 131 |
| Appendix 8G: Vowel Sentences | 132 |
| Appendix 8H: Onset Pairs | 133 |
| Appendix 8I: “H” Words | 134 |
| Appendix 8J: Word Pairs Beginning with Vowels and “H” | 135 |
| Appendix 8K: Easy Onset Words and Sentences | 136 |
| | |
| Chapter 9—Oral-Nasal Resonance and Tone Focus | 137 |
| Hypernasality | 137 |
| Short-Term Goal and Treatment Objectives for Hypernasality | 138 |
| Tone Focus | 138 |
| Short-Term Goal and Treatment Objectives for Tone Focus | 139 |
| Discrimination of Hypernasal Resonance | 140 |
| Tone Focus in the Mouth | 142 |
| Tone Focus in the Mask | 143 |
| Appendix 9A: Oral and Nasal Resonance Balance | 147 |
| Appendix 9B: Sentences With/Without Nasal Phonemes | 148 |
| Appendix 9C: Words and Sentences with Open Vowels | 150 |
| Appendix 9D: Phrases and Sentences with Back Vowels and Back Consonants | 152 |
| Appendix 9E: Phrases and Sentences with Front Vowels and Front Consonants | 153 |
| Appendix 9F: Steps of Tone Focus | 154 |
| Appendix 9G: Changing the Parameters of Speech | 155 |
| Appendix 9H: Words, Phrases, and Sentences Beginning with “m” or “n” | 156 |
| | |
| Chapter 10—Paradoxical Vocal Fold Dysfunction (PVFD) | 157 |
| What Is PVFD? | 157 |
| Comprehensive Approach to Treatment | 159 |
| Goals and Treatment Objectives | 160 |
| Prognosis and Typical Progression of Recovery | 161 |
| Recognizing tension | 162 |
| Appendix 10A: Vocal Cord Dysfunction Fact Sheet | 166 |
| Appendix 10B: Breathing: Out and In for PVFD | 167 |
| Appendix 10C: Important Tips to Remember During Physical Activity | 168 |
| | |
| PowerPoint Presentation | 169 |
| | |
| Resources | 173 |
| | |
| References | 174 |