



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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April 5, 2017

TO: Directors, Exceptional Children Programs  
Directors, Charter Schools

FROM: William J. Hussey, Director *WJH*  
Exceptional Children Division

RE: Related Services Workforce Survey - 2017

North Carolina continues to experience a shortage of audiology, school nursing, orientation and mobility, speech-language pathology (SLP), occupational therapy (OT), and physical therapy (PT) personnel. To support LEAs and charter schools as they recruit and retain qualified staff in these disciplines, NC Department of Public Instruction's Exceptional Children Division is conducting a survey of existing resources.

Before completing the online survey, Exceptional Children Directors or their designees will need to acquire the following data:

- Number of students with an IEP in LEA
- Number of directly hired full-time equivalent (FTE) positions in each discipline
- Number of contracted FTE positions in each discipline
- Hourly contract rates paid for each discipline (provide average rate, if using multiple vendors for same discipline)
- Number of students receiving services from each discipline
- Number of sites served
- Number of hours per week allotted for specialty teams
- Number of vacancies in each discipline
- Cumulative number of IEP hours *per week* served by each discipline. To calculate the number of IEP hours per week for a given service:
  - 1) Identify all the students in the LEA by service type (e.g., 332 students have OT on their IEP)
  - 2) Calculate the amount of each service in hours per week for individual students identified in step 1 (e.g., 30 mins per week = .5 hr/week, 60 min per week = 1hr/week, 7 30-min sessions per reporting period = .39 hr/week, etc.)
  - 3) Add all the values found in step 2; mostly, these will be decimal values lower than 1.0  
The total sum is the data submitted on the survey item requesting **#IEP hours of service per week** for each service.

An excel caseload roster tool is attached which may be helpful in completing this calculation. If you have any question about calculating IEP hours per week for OT, PT, or SLP, please contact Lauren Holahan at [lauren\\_holahan@med.unc.edu](mailto:lauren_holahan@med.unc.edu) or 919-428-7201.

For the purposes of this survey, 1 FTE = 40 hours/week. Complete information is critical to assess the related service workforce for NC. However, if an LEA is unable to gather all the requested information, submitting some information is preferred to no submission.

## EXCEPTIONAL CHILDREN DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The survey is located at the link below. You must cut and paste the link into a new browser window.

[https://unc.az1.qualtrics.com/jfe/form/SV\\_9oDoakKnQCwCDXf](https://unc.az1.qualtrics.com/jfe/form/SV_9oDoakKnQCwCDXf)

Only one submission per LEA will be accepted, so please ensure data for all disciplines is included at the same time. Please submit data no later than **May 15, 2017**.

Questions on completing the survey should be directed to Lauren Holahan, Consultant for Occupational Therapy and Medicaid ([lauren\\_holahan@med.unc.edu](mailto:lauren_holahan@med.unc.edu) or 919-428-7201).