

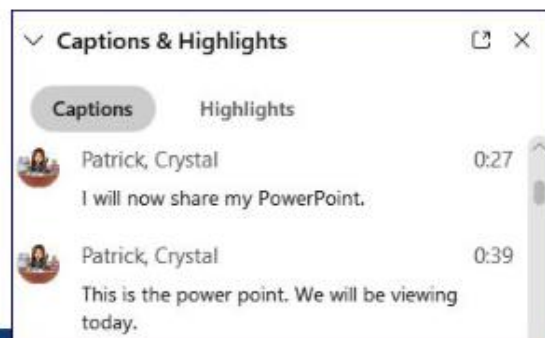
Federal Reporting Office Hours

Special Programs and Data *February 2024*

Automated Captioning for Participants in WebEx

Option 1: Caption and Highlights Panel

1. Locate blue circle and dot icon on the bottom of screen.
2. Select icon
3. A side panel will appear on the right side of the screen.



Option 2: Closed Captioning

1. Select the Closed Captioning (CC) icon
a. Captions will appear on the bottom of screen.
2. Grab and move to desired location



Federal Reporting Preparation Tips

Federal Personnel Survey

Federal Personnel *Overview*

Federal Personnel Training Resources



[Districts & Schools](#) > [Classroom Resources](#) > [Exceptional Children](#) > [Every Child Accountability & Tracking System \(ECATS\)](#) > **Reporting**

Federal Personnel Survey

The Federal Personnel data collection for the 2023-24 school year will be submitted via a revised survey. The link to access the survey is listed here:

https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma.

You may need to copy and paste this link into your browser to access the survey. The Federal Personnel Survey opened on January 17, 2024, and the due date for the Federal Personnel Survey is by close of business on March 29, 2024. Your cooperation in meeting this deadline for data submission is greatly appreciated.

Review the Federal Personnel Survey training resources below for more information.

[Federal Personnel Survey PPT 2024.pdf](#)

Webex Recording: [Federal Personnel Survey Training 1.17.24](#)

Password: zV5epBVK

OSEP Requirements

Report data on the licensure/certification status and full-time equivalent (FTE) of personnel employed/contracted to provide services to children with disabilities, ages 3 – 21, who were included in the December Child Count

The Federal Personnel Survey is now open!

https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma

Due Date
March 29, 2024

March 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Federal Personnel

Data Preparation and Clarification

Survey Data Preparation

- Print Blank Survey (PDF copy)
- Gather required data from Human Resources
- If you have technical questions **about the survey**, please send email to khalilah.ofarrow@dpi.nc.gov or tory.lawrence@dpi.nc.gov
- If you have questions **about the role or who/how to count that personnel**, please contact the EC Consultant by the appropriate discipline/content area

Survey Data Preparation

Data needed to complete Federal Personnel Survey

Data needed for each personnel role	Data Source
Licensed/Certified Staff	Personnel records, HR
FTE Licensed (calculated full time equivalency)	Review FTE Calculation Tips in instructions
NOT Licensed/Certified Staff	Personnel records, HR
FTE Not Licensed (calculated full time equivalency)	Review FTE Calculation Tips in instructions
Number of Vacancies	Personnel records, HR

Survey Data Clarification

- **Special Education Teachers**
 - Fully Licensed/Certified
 - NOT Fully Licensed/Certified
- **Other Special Education Staff/Assistants**
 - Fully Licensed/Certified
 - NOT Fully Licensed/Certified
- **Special Education Related Services**
 - Fully Licensed/Certified
 - NOT Fully Licensed/Certified
- **All Student Staff***
 - Fully Licensed/Certified
 - NOT Fully Licensed/Certified

Survey Data Clarification

Special Education Teachers

Fully Licensed/Certified

Report personnel as fully licensed/certified if they have been issued the appropriate NC state certification or license for the position held

- Professional Educator License
- Initial Professional License (IPL)
- Continuing Professional License (CPL)
- Residency License
- Emergency License
- Limited License

For more information, refer to the NC State Board of Education [General Licensure Requirements](#)

Survey Data Clarification

Special Education Teachers

NOT Fully Licensed/Certified

Report personnel as not fully licensed/certified if

- They have not been issued the appropriate NC state certification or license for the position held
- Their current license/certification has expired
- Their licensure requirements have been waived by the State Board of Education

Survey Data Clarification

Other *Special Education Staff/Assistants*

Fully Licensed/Certified

Position	Special Requirement(s)
Paraprofessional/Teacher Assistant	
Braillist	
Speech-Language Pathology Assistant	Registration as an assistant with NC Board of Examiners for Speech Language Pathology and Audiology by a supervising speech-language pathologist who is licensed by the NC Board of Examiners for Speech Language Pathologists and Audiologists
Occupational Therapy Assistant	License as an occupational therapy assistant in North Carolina
Physical Therapy Assistant	License as a physical therapist assistant in North Carolina
School Health Assistant / Medical Staff	

Survey Data Clarification

Other *Special Education Staff/Assistants* *NOT Fully Licensed/Certified*

Report personnel as not fully licensed/certified if:

- They have not been issued the appropriate NC state certification or license for the position held that has special requirement(s)
- Their current license/certification has expired
- Their licensure requirements have been waived by the State Board of Education

Survey Data Clarification

Special Education Related Services

Fully Licensed/Certified

NC Professional Educators' License Categories	
School Counselor	School Speech-Language Pathologist
School Psychologist	School Audiologist

Survey Data Clarification

Special Education Related Services

Fully Licensed/Certified

Position	Special Requirement(s)
Educational Interpreter/ Transliterator	
Occupational Therapist	License as an occupational therapist in North Carolina
Physical Therapist	License as a physical therapist in North Carolina
Therapeutic Recreation Therapist	
Orientation & Mobility Specialist	
School Health Assistant / Medical Staff	
School Nurse	Must be certified by the American Nurses' Associate (ANA) or the National Association of School Nurses (NASN)

Survey Data Clarification

Special Education Related Services

NOT Fully Licensed/Certified

Report personnel as not fully licensed/certified if:

- They have not been issued the appropriate NC state certification or license for the position held
- Their current license/certification has expired
- Their licensure requirements have been waived by the State Board of Education

Survey Data Clarification

All Student Staff

Fully Licensed/Certified

NC Professional Educators' License Categories

School Counselor	Physical Education
School Social Worker	Health and Physical Education

Position	Special Requirement(s)
School Nurse	Must be certified by the American Nurses' Associate (ANA) or the National Association of School Nurses (NASN)

Survey Data Clarification

All Student Staff

NOT Fully Licensed/Certified

Report personnel as not fully licensed/certified if:

- They have not been issued the appropriate NC state certification or license for the position held
- Their current license/certification has expired
- Their licensure requirements have been waived by the State Board of Education

Federal Personnel ***Survey Collection Tool***

The Federal Personnel Survey is now open!

https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma

Reporting Federal Personnel Data - DUE March 29, 2024

The federal personnel report provides the U.S. Department of Education's Office of Special Education Programs (OSEP) with information on the number of full-time equivalent (FTE) special education staff employed or contracted to provide special education services for children with disabilities (IDEA) ages 3 through 21, who were reported in the December Child Count.

Survey Instructions

1. Prior to beginning the survey, click the [Link to Instructions](#) below for more information on reporting personnel data. Also, click the [Link to Blank Survey](#) below to access a blank PDF copy of the survey. This may assist PSUs with collecting personnel data needed to complete the survey.
2. This survey has been designed to allow respondents to leave at any time and then return to finish within two weeks if respondents return using the same internet browser and the same computer. This feature uses cookies to save the respondent's progress; therefore, if the browser's cache is cleared or cookies are disabled this option will not be available and the survey should be completed in one sitting.
3. All fields must be completed (do not leave any fields blank; enter 0 for none) before submitting the survey to the Office of Exceptional Children.
4. Please review each section before the survey is submitted.
5. Once the survey is submitted, PSUs will not have access to change their responses without contacting Khalilah O'Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov.
6. After the survey is submitted, PSUs will have the option to download and print a PDF version of their responses.

[Link to Instructions](#)

[Link to Blank Survey \(PDF copy\)](#)



Please select your PSU:



Special Education Teachers - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of <u>NOT</u> Fully Licensed / Certified Staff	FTE of <u>NOT</u> Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
Special Education: General Curriculum Teachers serving students ages 3-PK5					
Special Education: General Curriculum Teachers serving students ages 5K-21					
Adapted Physical Educator serving students ages 3-PK5					
Adapted Physical Educator serving students ages 5K-21					
Teacher of the Deaf and Hard of Hearing serving students ages 3-PK5					
Teacher of the Deaf and Hard of Hearing serving students ages 5K-21					
Teacher for the Visually Impaired serving students ages 3-PK5					
Teacher for the Visually Impaired serving students ages 5K-21					
Extended Content Standard Teachers serving students ages 5K-21					



Other Special Education Staff - Assistants and other staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
3-PK5 Special Education Paraprofessional					
5K-21 Special Education Paraprofessional					
3-PK5 Brailist					
5K-21 Brailist					
3-PK5 Speech Language Pathology Assistant					
5K-21 Speech Language Pathology Assistant					
3-PK5 Occupational Therapy Assistant					
5K-21 Occupational Therapy Assistant					
3-PK5 Physical Therapy Assistant					
5K-21 Physical Therapy Assistant					



Special Education Related Services - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)
FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
School Psychologists					
Occupational Therapists					
Audiologists					
Recreation and Therapeutic Recreation Specialists					
Physical Therapists					
Speech-Language Pathologists					
Interpreters					
Rehabilitation Counselors					
Orientation and Mobility Specialists					
School Nurse/ Medical Staff					

Total number of Speech-Language Pathologists who hold the Certificate of Clinical Competence from the American Speech-Language Hearing Association:



**All Students Staff - Staff that serve all students including EC students. Use ADM Calculation Method to calculate FTE
(Enter 0 for none)**

All fields must be completed (enter 0 for none)

FTE = full time equivalency

Use ADM Calculation Method to calculate FTE (refer to *Link to Instructions*)

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
Physical Education Teachers - General					
School Nurses - General					
School Social Worker - General					
School Counselor - General					



Please review the data to ensure accuracy before submitting. Click the right-pointing arrow below to submit the completed report.



Federal Personnel *FTE Calculations*

FTE Calculation Tips

[Link to Instructions](#)

[Link to Blank Survey \(PDF copy\)](#)

[How to calculate FTE](#)

FTE Calculation Tips

FTE Calculation Tips:

- [How to calculate FTE](#)
- *How do I calculate FTE for a speech-language pathologist who works with SWD 3 hours per day of a 40-hour work week?*
Calculate total hours worked per week
 $\text{Total hours worked per week} \div \text{Total hours in work week} = \text{FTE}$
 $3 \text{ hours per day} \times 5 \text{ in work week} = 15$
 $15 \text{ hours worked} \div 40\text{-hour work week} = 0.375$ (0.38 FTE rounded to the nearest hundredths)
- How do I calculate FTE for part-time personnel, who serve all students?
For part-time personnel who serve all students (e.g., School Nurses, School Social Workers), **use your ADM percentage to calculate the FTE**. To access your ADM percentage, review to the [By LEA 3-21 Report](#) (under Child Count > December 2023) posted on the Office of Exceptional Children Federal Reporting website at <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/program-and-fiscal-monitoring/federal-reporting#child-count>.
Refer to the column, 3-21 (PRC060) Total %ADM, for your calculation. Click [here](#) to access an online percent to decimal calculator.
Convert your ADM percentage to a decimal
Number of part-time personnel in role (serving all students)
 $\text{Number of hours worked per week} \times \text{Number of part-time personnel in role}$
 $(\text{Total hours worked per week} \div \text{Total hours in work week}) \times \text{ADM} = \text{FTE}$

Federal Personnel *FAQs/Contact Info*

Consultant Contact Information

Discipline or Content Area	Name	Email	Phone #
Federal Personnel Survey	Khalilah O'Farrow-Boulware	khalilah.ofarrow@dpi.nc.gov	(984) 236-2641
Federal Personnel Survey	Tory Lawrence	tory.lawrence@dpi.nc.gov	(984) 236-2640
Teachers of the Visually Impaired	Crystal Patrick	crystal.patrick@dpi.nc.gov	(984) 236-2617
Orientation & Mobility Specialists	Crystal Patrick	crystal.patrick@dpi.nc.gov	(984) 236-2617
Extended Content Standard	Matthew Martinez	matthew.martinez@dpi.nc.gov	(984) 236-2554
Adapted Physical Education	Vacant		

Consultant Contact Information

Discipline or Content Area	Name	Email	Phone #
Teachers of the Deaf and Hard of Hearing	Antwan Campbell	antwan.campbell@dpi.nc.gov	984) 236-2587
Speech-Language Pathologists	Perry Flynn	pfflynn@uncg.edu	336) 256-2005
Occupational Therapy	Bridgette LeCompte	bridgette.lecompte@dpi.nc.gov	984) 236-2638
Physical Therapy	Laurie Ray	laurie.ray@dpi.nc.gov	919) 636-1827
Psychological Services	Lynn Makor	lynn.makor@dpi.nc.gov	984) 236-2555

Link to Federal Personnel Survey

https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma

FEDERAL PERSONNEL SURVEY Q&A

We are here to answer your questions!

Feel free to type in the chat or unmute and ask anything you like!



Other Reminders & Tips

ECATS

ECATS Data Managers Contact Directory

Update the Contact Directory with any corrections and/or additions.

<https://docs.google.com/document/d/1tQFdgbqV1kqhMXN9PIGR38JrYbvR8UuZ/edit?usp=sharing&oid=100162846075394212010&rtpof=true&sd=true>

ECATS Resource website: Federal Reporting Office Hours

Access previous PowerPoint and session recordings from the ECATS resource website at <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/reporting/federal-reporting-office-hours>

ECATS website: Federal Reporting Office Hours

Every Child Accountability & Tracking System (ECATS)

[Special Education](#)

[Service Documentation](#)

[MTSS](#)

[Monday Messages](#)

[Frequently Asked Questions](#)

[Newsletters](#)

[ECATS ODS](#)

[Resources](#)

[Reporting](#)

[Federal Reporting Office Hours](#)

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Federal Reporting Office Hours

The Office of Exceptional Children will have staff available for Federal Reporting Office Hours on the first Wednesday of each month from 10:00-10:30 a.m. and from 2:00-2:30 p.m. to provide additional support to districts with Federal Reporting questions. Student level data cannot be shared in an open forum; therefore, only general reporting and data correction questions may be addressed during the office hours. Student level data questions must be submitted via a ZenDesk ticket. To ask questions about upcoming federal reporting, please click [here](#) to join the call.

Below is an archive of Federal Reporting Office Hour sessions. Because this is an archive, please note that some website links may change.

Frequently Asked Questions

2023 Federal Reporting Office Hours Resources



2022 Federal Reporting Office Hours Resources



2021 Federal Reporting Office Hours Resources



[Reporting](#)

[Federal Reporting Office Hours](#)