Federal Personnel Survey Training

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Agenda

- What is the Federal Personnel Survey?
- Survey Data Preparation and Clarification
- Survey Collection Tool
- Personnel FTE Calculations
- FAQs
- Q&A

What is the Federal Personnel Survey?

Personnel
OSEP Requirements

Collect data on the number of full-time equivalent (FTE):

- special education teachers (EdFacts File Spec 070)
- paraprofessionals (EdFacts File Spec 112)
- related services personnel (EdFacts File Spec 099) who are employed or contracted to work with children with disabilities (IDEA) who were ages 3 through 21 on the December 1 Child Count.

Due Date
March 14, 2022

March						
Su	M	Tu	W	Th	F	Sa
		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		

Rationale for Combining Surveys

- In previous years, North Carolina's federal personnel data has been unstable and inaccurate.
- Related services consultants have conducted separate workforce surveys; this inclusive update affords helpful workforce data for EC directors/coordinators.
- Combining surveys reduces redundant data entry.
- The changes will clarify data input and assist in making the data accurate, valid and reliable.

Survey Data Preparation and Clarification

Survey Data Preparation

- Print PDF of each section of the survey
- Gather required data (FTE, Salary) from Human Resources
- If you have questions **about the survey**, please send email to khalilah.ofarrow@dpi.nc.gov
- If you have questions **about the role or who/how to count that personnel**, please contact the appropriate consultant-

EC Consultants listed by Discipline or Content Area

Clarification

- Report personnel employed to serve students with disabilities ages 3 through 21 regardless of funding source (e.g., Part B of IDEA, State, local funding)
- Do not include personnel who serve children from birth through age 2 unless they also serve children with disabilities ages 3 through 21
- For teachers and other instructional personnel who work with children ages 3 through PK5 report them if they either:
  - Hold appropriate state certification or licensure for the position held.
  - Hold positions for which no state requirements exist (e.g., no certification or licensure requirements).
- Teachers and other instructional personnel who work with children ages 5K-21 must hold appropriate state certification or license for the position held.

Clarification

- The related services data are not a comprehensive count of all types of personnel who provide services to children with disabilities (IDEA).
- Report only those related services personnel types listed in the survey. Those listed are only what the federal report requires.

Qualtrics Survey Collection Tool

Reporting Federal Personnel Data - DUE March 14, 2022

This 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

Link to Instructions

Link to Example Template

Please select your PSU:

Special Education Teachers: - (Enter 0 for none)

Special Education Teachers PDF

	Number of Licensed Staff in this role	Of the Licensed Staff in this role - Number Certified	FTE Licensed (calculated full time equivalency of all staff in this role)	Number of NOT Licensed Staff in this role	Of the Not Licensed Staff in this role - Number Certified	FTE NOT Licensed (calculated full time equivalency of all staff in this role)	Total number of staff in this role	Number of Direct Hire Staff	Number of Contracted Staff	Lowest Salary or Hourly Wage	Highest Salary or Hourly Wage	Total Number of Vacancies
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 PDF

Other Special Education Staff - Assistants and other staff

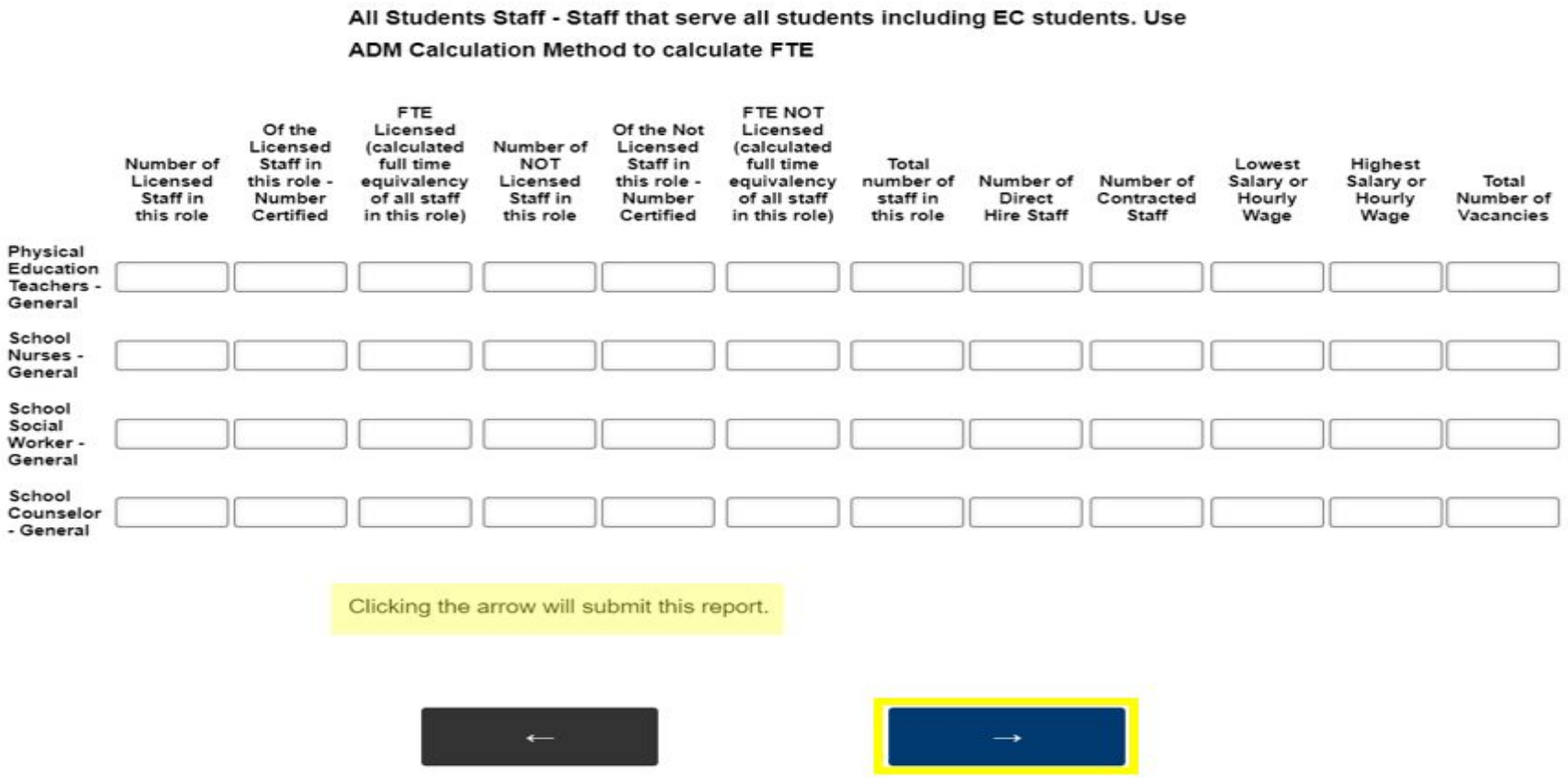
	Number of Licensed Staff in this role	Of the Licensed Staff in this role - Number Certified	FTE Licensed (calculated full time equivalency of all staff in this role)	Number of NOT Licensed Staff in this role	Of the Not Licensed Staff in this role - Number Certified	FTE NOT Licensed (calculated full time equivalency of all staff in this role)	Total number of staff in this role	Number of Direct Hire Staff	Number of Contracted Staff	Lowest Salary or Hourly Wage	Highest Salary or Hourly Wage	Total Number of vacancies
3-PK5 Special Education Paraprofessional												
5K-21 Special Education Paraprofessional												
3-PK5 Braillist												
5K-21 Braillist												
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												

Related Services PDF

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

	Number of Licensed Staff in this role	Of the Licensed Staff in this role - Number Certified	FTE Licensed (calculated full time equivalency of all staff in this role)	Number of NOT Licensed Staff in this role	Of the Not Licensed Staff in this role - Number Certified	FTE NOT Licensed (calculated full time equivalency of all staff in this role)	Total number of staff in this role	Number of Direct Hire Staff	Number of Contracted Staff	Lowest Salary or Hourly Wage	Highest Salary or Hourly Wage	Total Number of vacancies
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												

All Students Staff PDF



All Students Staff - Staff that serve all students including EC students. Use ADM Calculation Method to calculate FTE

	Number of Licensed Staff in this role	Of the Licensed Staff in this role - Number Certified	FTE Licensed (calculated full time equivalency of all staff in this role)	Number of NOT Licensed Staff in this role	Of the Not Licensed Staff in this role - Number Certified	FTE NOT Licensed (calculated full time equivalency of all staff in this role)	Total number of staff in this role	Number of Direct Hire Staff	Number of Contracted Staff	Lowest Salary or Hourly Wage	Highest Salary or Hourly Wage	Total Number of Vacancies
Physical Education Teachers - General												
School Nurses - General												
School Social Worker - General												
School Counselor - General												

Clicking the arrow will submit this report.

←

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Use ADM percentage to calculate the FTE. To access your ADM percentage, review to the By LEA 3-21 Report (under December 2021) posted on the DPI Federal Reporting website. Refer to the column, 3-21 (PRC060) Total %ADM, for your calculation.

Question Key

Number of Licensed Staff in this role= This is the total number of licensed personnel in the discipline or curriculum hired for this role regardless of funding source, part-time, full-time, itinerant or contracted/hired status.

Of the Licensed Staff in this role - Number Certified= This is a subset of the total number of licensed personnel for each role. This indicates either HR category (e.g., Professional Educator, Student Services Personnel) and/or specialty certification (e.g., Certified in Adapted Physical Education or National Board Certified).

FTE of Licensed Staff= Calculated full time equivalency of all licensed personnel this role– **use Number of "Licensed Staff in this role" field to calculate FTE**

Number of Not Licensed Staff in this role= This is the total number of not licensed personnel hired to work in this role regardless of funding source, part-time, full-time, itinerant or contracted/hired status.

Of the Not Licensed Staff in this role - Number Certified= This is a subset of the total number of not licensed personnel for each role. This may include Non-Certified Public School Employees with positions in which certification is not a prerequisite as defined by the NC State Board of Education

Question Key

FTE Not Licensed= Calculated full time equivalency of all not licensed personnel this role **– use Number of "Not Licensed Staff in this role" field to calculate FTE**

Total number of staff in this role= Total number of Licensed, Certified and Not Licensed personnel. This column should equal ALL personnel serving in this role.

Number of Direct Hire Staff= Of the total number of personnel licensed and/or certified, how many are directly hired (part-time, full-time and/or itinerant) by the district?

Number of Contracted Staff= Of the total number of personnel licensed and/or certified, how many are contracted (part-time, full-time and/or itinerant) by the district?

Lowest Salary or Hourly Wage= For this role, what is the lowest wage paid? Include only the Salary/Hourly Wage, not including additional benefits.

Highest Salary or Hourly Wage= For this role, what is the highest wage paid? Include only the Salary/Hourly Wage, not including additional benefits.

Total Number of Vacancies= How many vacancies does your district have for this role? (Include long term, unposted vacancies)

NC State Board of Education General Licensure Requirements

Definitions

Professional Educator or Educator – An administrator, teacher, or student services personnel

Teacher – An individual whose major responsibility is to either teach or directly supervise teaching, as classified by the North Carolina State Board of Education (NCSBE).

Student Services Personnel – An individual providing specialized assistance to students, teachers, administrators, or the education program in general, as classified by the NCSBE. Student services personnel include, but are not limited to, individuals employed in school counseling, school social work, school psychology audiology, speech-language pathology, and media coordination.

1.0 Licensure Required

Any person employed by a Local Education Agency (LEA) in a professional educator position must hold a professional educator's license. Each applicant shall file an application in the form prescribed by the North Carolina Department of Public Instruction (NCDPI) with the required appropriate supporting documentation and the required processing fee.

NC Professional Educators' License Categories

School Counselor	Special Education: General Curriculum
School Social Worker	Special Education: Adapted Curriculum
School Psychologist	Deaf and Hard of Hearing
School Speech-Language Pathologist	Visually Impaired
School Audiologist	Health and Physical Education

NC State Board of Education
Non-Certified Public School Employees

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

Personnel FTE Calculations

Personnel FTE Calculations

For full-time employee serving only EC

Number of personnel: 1
Total hours worked per week ÷ Total hours in work week = FTE
37.5 hours ÷ 37.5-hour work week = 1.0 FTE

Number of personnel: 5
Total hours worked per week x Number of personnel = Total hours worked per week for all full-time personnel in role
Total hours worked per week ÷ Total hours in work week = FTE
37.5 hours x 5 personnel = 187.5
187.5 hours worked per week ÷ 37.5-hour work week = 5.0 FTE

Personnel FTE Calculations

For part-time employee serving only EC

Number of personnel: 1
Total hours worked per week ÷ Total hours in work week = FTE
15 hours ÷ 37.5-work week = 0.4 FTE

Number of personnel: 2
Number of hours worked per week x Number of personnel in role
Total hours worked per week ÷ Total hours in work week = FTE
20 hours x 2 audiologists = 40 hours worked per week
40 hours ÷ 37.5-hour work week = 1.067 (1.07 FTE rounded to the nearest hundredths)

Personnel FTE Calculations

For full-time personnel serving all students (e.g., School Nurses, PE Teachers), apply ADM Calculation

Go to the December 2021 LEA 3-21 Report posted on the EC Division site. Convert 3-21 ADM percent to a decimal and use that for each personnel role in this category.

Number of personnel: 5 PE Teachers
ADM: 13.8% (0.138 = 0.14 rounded to the nearest hundredths)
Number of full-time personnel x ADM = FTE
5 PE Teachers x 0.14 = 0.70 FTE

Personnel FTE Calculations

For part-time personnel serving all students (e.g., School Nurses, PE Teachers, School Social Workers), apply ADM Calculation

Go to the December 2021 LEA 3-21 Report posted on the EC Division site. Convert 6-21 ADM percent to a decimal and use that for each personnel role in this category.

ADM: 13.8% (0.138 = 0.14 rounded to the nearest hundredths)
Number of personnel serving all students: 2 School Social Workers
Number of hours worked per week x Number of personnel in role
(Total hours worked per week ÷ Total hours in work week) x ADM = FTE
25 hours x 2 School Social Workers = 50 hours worked per week
50 hours ÷ 37.5-hour work week = 1.333 (1.33 rounded to the nearest hundredths)
1.33 x 0.14 = 0.1862 (0.19 FTE rounded to the nearest hundredths)

Personnel Survey FAQs

FAQ- Adapted Physical Educator

Q: When I am trying to complete this survey for PE and/or APE teachers, can it be someone with a K-8 special education license or a physical therapist? What if I have a 'general education' PE teacher providing APE? What does certified mean for APE?

A: Only a person with a Physical Education license can provide PE/APE instruction. LEAs/PSUs may have a collaborative approach to providing APE evaluation and services. Please complete the survey to document what personnel are providing these services to students with disabilities (you can use the PE or APE teacher rows to do this, as is appropriate for the way you staff).

A 'general education' licensed PE teacher may provide APE/specialized instruction in the absence of a Certified Adapted Physical Educator (CAPE) to any student with and IEP or 504 plan.

A licensed physical education teacher who is a Certified Adapted Physical Educator (CAPE) and/or has completed additional training in serving SWD with specially designed instruction in the physical education curriculum.

Please make certain **no** personnel is counted twice.

FAQ- Language Facilitator

Would a full-time language facilitator for a student with a hearing impairment be counted under Speech Language Pathologist?

 No, however they can be counted as a paraprofessional if they:

(1) provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher

(2) assist with classroom management, such as organizing instructional and other materials

(3) provide instructional assistance in a computer laboratory

(4) conduct parental involvement activities

(5) provide support in a library or media center

(6) act as a translator

(7) provide instructional support services under the direct supervision of a teacher.

FAQ- Serving Students Inclusively

Q: The directions say, "if your PE Teacher, school counselor, guidance counselor works with children with disabilities, to calculate the FTE". Is that only if they are providing services such as adapted PE that are listed within a student's IEP? What if they are just seeing them in general (an EC student in PE for their PE block but without adapted PE/Special Education or related services)?

A: A teacher providing APE/Specially Designed Instruction in PE should be counted either as PE or APE teacher regardless of instructional setting of the student (e.g., general education, inclusive and/or pull out instruction). These teachers should be licensed in PE (not K-8 SpEd) and **not be counted twice**. Any teacher holding Certification in Adapted Physical Education (CAPE) should be counted (as a subset of the licensed APE teacher/1st column) in the Certified (2nd) column.

FAQ- Serving Students Inclusively

Q: What about general education teachers who have students with disabilities in their classrooms? Specials teachers, such as Art, PE, Technology, and Spanish teachers? What about if our nurse administers any medication to students with disabilities? Would that time be counted?

A: This report requires you to count/include all staff/personnel who provide special education and/or work with students with disabilities from age 3-21. General Ed teachers, Art and Spanish are not counted

Viewing State Level Personnel Data

Each year, the data submitted from all LEAs, Charters and State Operated Programs comprises the report North Carolina submits to the Office of Special Education Programs.

This report is then posted on the EC Division website if you are interested in reviewing the state level data.

Link to Federal Personnel Survey

https://ncdpi.az1.qualtrics.com/jfe/form/SV_dmBbNr5ycvtPrq6

QUESTIONS?

Contact Information

Discipline or Content Area	Name	Email	Phone #
Federal Personnel Survey	Khalilah O'Farrow-Boulware	khalilah.ofarrow@dpi.nc.gov	984) 236-2641
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	Sally Jones	sally.jones@dpi.nc.gov	984) 236-2652

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