

August 2011

Office of Early Learning and School Readiness

Determining Caseloads for Related Services Staff who Serve Both Preschool and School-Age Children

- 1. Review the rule regarding caseloads for preschool**
- 2. Calculate the percent of time the related service staff are assigned to preschool services**
- 3. Subtract the percent of time for preschool from 100% to obtain the percent of time available for school-age services**
- 4. Review the rule regarding caseloads for school-age**
- 5. Multiply the percent of time available for school-age services to the allowable caseload for school-age children**
- 6. Total the number of preschool and school-age children for the total number of children that can be served by the related service provider**

Details:

1. Review the rule regarding caseloads for preschool:

Rule 3301-51-11 (G)

(7) APE and related services shall be counted as one FTE based upon the following number of eligible preschool children with disabilities served:

(a) An APE staff member at one FTE shall have a caseload of no more than one hundred eligible preschool children with disabilities;

(b) A preschool attendant at one FTE shall have a caseload of no more than three eligible preschool children with disabilities;

(c) An audiologist at one FTE shall have a caseload of no more than seventy-five eligible preschool children with hearing disabilities;

(d) An occupational therapist at one FTE shall have a caseload of no more than forty eligible preschool children with disabilities;

(e) An orientation and mobility specialist at one FTE shall have a caseload of no more than forty eligible preschool children with vision disabilities;

(f) A physical therapist at one FTE shall have a caseload of no more than forty eligible preschool children with disabilities;

(g) A school psychologist at one FTE shall have a caseload of no more than seventy-five eligible preschool children with disabilities or on the basis of one thousand children, ages three through five, an average daily membership as authorized by section [3317.15](#) of the Revised Code; and

(h) A speech and language pathologist at one FTE shall have a caseload of no more than fifty eligible preschool children with disabilities.

(8) Staff serving children with disabilities ages three through five and six through twenty-one will have FTE apportioned on the basis of the number of children served in each age category and the percentages totaling one hundred per cent.

(9) The number of hours for FTE shall not exceed the total number of days per year that the preschool special education program is legally in session.

(10) The caseloads in this rule will be used to determine state unit funding in accordance with state law. Fractional FTEs will be computed using caseload numbers in this rule. Related services may be reimbursed at an hourly rate and calculated in accordance with state law.

2. Calculate the percent of time the related service staff are assigned to preschool services

Example: OT or PT have a maximum caseload of 40 which is also the minimum required for preschool special education unit funding

OT is serving 25 preschool children for 25/40 or 62% of time is for preschool

3. Subtract the percent of time for preschool from 100% to obtain the percent of time available for school-age services

A staff member can only be 100% FTE so if 62% is spent with preschool, the remaining time or 38% can be devoted to school-age services.

4. Review the rule regarding caseloads for school-age

Rule 3301-51-09

(I) Service provider ratios for delivery of services

(3) Related service providers for preschool and school-age children with disabilities shall provide direct services in accordance with the following ratios. Additionally, consideration shall be given to paragraph (I)(I) of this rule. Indirect and direct services shall be provided in accordance with each child's IEP.

(a) An adapted physical education specialist shall provide services to no more than one hundred children with disabilities.

(b) An audiologist shall provide services to no more than one hundred school-age children with disabilities or no more than seventy-five preschool children with disabilities.

(c) An occupational therapist shall provide services to no more than fifty school-age children with disabilities or no more than forty preschool children with disabilities. An occupational therapy assistant who provides occupational therapy techniques must do so under the general supervision of an occupational therapist as required by rules 4755-7-01 and 4755-7-03 of the Administrative Code.

(d) An orientation and mobility instructor shall provide services to no more than fifty school-age children with disabilities or no more than forty preschool children with disabilities.

(e) A physical therapist shall provide services to no more than fifty school-age children with disabilities or no more than forty preschool children with disabilities. A physical therapist assistant who assists in the provision of physical therapy services must do so under the supervision of a physical therapist as required by Chapter 4755-27 of the Administrative Code.

(f) A speech and language pathologist shall provide services to no more than eighty school-age children with disabilities; or no more than fifty school-age children with multiple disabilities, hearing impairments, or orthopedic/other health impairments; or no more than fifty preschool children with disabilities. Each school district shall provide services at a ratio of one speech and language pathologist per two thousand children as required by division (F) of section 3317.15 of the Revised Code.

(g) A school psychologist shall provide services to no more than one hundred twenty-five school-age children with disabilities and no more than seventy-five preschool children with disabilities. Psychological services are defined in paragraph (B)(52)(b)(xiii) of rule 3301-51-01 of the Administrative Code. Each school district shall provide services at a ratio of one school psychologist per two thousand five hundred children as required by division (F) of section 3317.15 of the Revised Code.

5. Multiply the percent of time available for school-age services to the allowable caseload for school-age children

38% for an OT that can have a caseload of 50 school-age children would be 17.5 children and we cannot serve a half a student so we round down to 17

5. Total the number of preschool and school-age children for the total number of children that can be served by the related service provider

62% preschool = 25

38% school-age = 17

Total number of children served = 42

The sequence may be reversed with the school-age percentage being determined first and the remaining available FTE percentage applied to preschool.

Caseloads for Preschool Special Education State-Funded Units

These numbers represent the minimum number of children served in order to receive full funding and the maximum number that any staff can have on a caseload.

Service	Caseload Min/Max
Centerbased Teacher	Minimum of 6 FTE preschool children with a disability Maximum of 8 FTE preschool children with a disability Children may be full day or half day so <ul style="list-style-type: none"> • for full day services it is 6 – 8 children; • for half day, it is 12-16 children
Itinerant Teacher	20 preschool children with a disability – all are considered .50 FTE so the caseload is 10 FTE
Combination Teacher providing centerbased services to one group of children and itinerant services to <u>another</u> group of children	The maximum is 10 FTE same as an itinerant teacher If centerbased services are half day 10 FTE or 20 children – 6 CB each session = 12 CB + 8 IT 7 CB each session = 14 CB + 6 IT 8 CB each session = 16 CB + 4 IT If centerbased is full day 6 CB each session + 4-8 IT 7 CB each session + 3-6 IT 8 CB each session + 2-4 IT
Related services are allocated based upon the number of children eligible for service- these are maximum numbers	
APE	100 eligible preschool children with a disability
Attendant	3 eligible preschool children with a disability
Audiologist	75 eligible preschool children with a disability with hearing disabilities
OT	40 eligible preschool children with a disability
Orientation and mobility specialist	40 eligible preschool children with a disability with vision disabilities
PT	40 eligible preschool children with a disability
School psychologist	75 eligible preschool children with a disability or on the basis of 1000 children, ages 3through5, on ADM
SLP	50 eligible preschool children with a disability

Note: child FTE is either 50% or 100% in EMIS. Half day and itinerant children count as 50% (attend up to 10 hours per week). Full day children count at 100%.