

## TABLE 5

NUMBER AND TYPE OF PERSONNEL (In Full-Time Equivalency of Assignment) EMPLOYED  
AND CONTRACTED TO PROVIDE EARLY INTERVENTION SERVICES FOR  
INFANTS AND TODDLERS WITH DISABILITIES AND THEIR FAMILIES

December 1, 2004

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0556. The time required to complete this information collection is estimated to average 58 hours per State response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Special Education Programs, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4651.

Instructions

Authorization: 20 U.S.C. 1418(a)(2) and 20 U.S.C. 1418(b)

Due Date: **November 1, 2005**

Sampling Allowed: Yes

Send Form to: Stephanie S. Lee, Director  
Office of Special Education  
Part C Data Reports  
Program Support Services Group  
Mail stop 2600  
550 12th Street, S.W.  
Washington, D.C. 20202  
Attn: Cheryl Broady

Instructions for Reporting, Early Intervention Services Personnel Employed and Contracted

1. Report the number of full-time equivalent personnel employed and contracted to provide early intervention services. *Report all employed personnel who were providing services to the infants and toddlers, as reported in Section A, Table 1, Report of Infants and Toddlers Receiving Early Intervention Services in Accordance with Part C on December 1, 2004 (i.e., the total number of infants and toddlers receiving early intervention services).*

2. Include the following in the personnel counts:
  - Personnel providing early intervention services employed by the lead agency and all other public agencies;
  - Personnel contracted to provide early intervention services by the lead agency or other public agencies;
  - Personnel who are providing early intervention services to infants and toddlers, employed by private agencies which are under public supervision; and
  - Personnel providing early intervention services to at-risk infants and toddlers if your State serves these children under Part C.
3. **Service Coordinators are intentionally not included in the list of personnel. Do not count service coordinators in the personnel counts.**
4. The number of personnel should be reported in full-time equivalency (FTE) of assignment. For example, if two half-time personnel are employed, they would equal one full-time employee.
5. If personnel work with children of all ages, count only that proportion of time spent with infants and toddlers with disabilities. For example, a person who works with infants 20 percent of the time would be counted as .2 FTE. Decimals may be used.
6. For contracted personnel, calculate the FTE by dividing the total number of hours contracted per week (or month) by the number of hours in a full-time work week (or month). For example, 19 hours contracted and 38 hours in a full-time work week would be counted as .5 FTE. Decimals may be used.
7. For personnel employed by private agencies, calculate the FTE by apportioning staff time to the infants and toddlers whose services are being delivered under public supervision in accordance with Part C. For example, in a center-based program that serves 5 toddlers, 4 of whom are receiving services under public supervision, a .8 FTE would be reported for their teachers. The program's occupational therapist is employed half-time and works with 10 infants, 7 of whom are receiving services under public supervision. An FTE of .35 would be reported ( $1/2 \times 7/10$ ). Decimals may be used.
8. Place zeros (0) in categories where no personnel are employed. For example, if the State did not employ orientation and mobility specialists in the reporting year, place a zero in that cell.
9. If any personnel categories are not used in the State, indicate by entering (-9). For example, if "family therapists" is not a recognized personnel category in the State, place a -9 in that cell.

### Sampling Guidelines

States may use sampling to obtain data from State and local service agencies on the number of personnel serving infants, toddlers, and their families. When sampling is used, a description of the sampling methodology outlining how the design will yield valid and reliable estimates must be submitted to OSEP for approval. The level of precision of the estimates to be obtained must be specified in this description. States *must* submit sampling plans to OSEP for approval by **September 1** of the reporting year.

OSEP will evaluate the validity of the sampling plan using the following guidelines:

1. The sampling framework may include all programs or service units or a sample of those programs or units. If a State chooses to sample, programs or service units for the most populous areas in the State must be included.
2. States that serve at risk infants and toddlers must collect data separately for eligible infants and toddlers and at risk infants and toddlers.

States that use sampling will provide OSEP with weighted rather than unweighted data. A description of the final sample sizes and the weights used must be provided at the time the data are submitted.

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 WITH DISABILITIES AND THEIR FAMILIES

December 1, 2004

STATE:

EARLY INTERVENTION SERVICES PERSONNEL	FTE EMPLOYED AND CONTRACTED (for ages birth through 2)
TOTAL (ROWS 1-15)	
1. AUDIOLOGISTS	
2. FAMILY THERAPISTS	
3. NURSES	
4. NUTRITIONISTS	
5. OCCUPATIONAL THERAPISTS	
6. ORIENTATION AND MOBILITY SPECIALISTS	
7. PARAPROFESSIONALS	
8. PEDIATRICIANS	
9. PHYSICAL THERAPISTS	
10. PHYSICIANS, OTHER THAN PEDIATRICIANS	
11. PSYCHOLOGISTS	
12. SOCIAL WORKERS	
13. SPECIAL EDUCATORS	
14. SPEECH AND LANGUAGE PATHOLOGISTS	
15. OTHER STAFF*	

\* Please list the Other Professional Staff included: