

Template for Report of Caseloads for Occupational Therapists:

District/School		Signature Preparatory Charter School	
2-Year Report for Period of	7/1/2019	through	6/30/2021
<p>REPORT OF CASELOADS FOR OCCUPATIONAL THERAPISTS (Must be submitted to the Nevada Department of Education and posted to the district's website by October 1 in each odd-numbered year)</p>			
<p>1. Describe the factors used in determining caseloads (check all that apply):</p>			
Geographic considerations such as distance OTs must travel to get to sites			
Number of students who need services at a given site		x	
Number of students who need services in the district			
Level of intensity of students' needs			
Number of OTs employed by the district			
Number of existing vacancies			
Other – Describe:			
<p>2. Describe the range of number of pupils with disabilities at different school sites who require services:</p>			
Minimum number of students who receive OT at any given site:		18	
Maximum number of students who receive OT at any given site:		25	
<p>3. Describe the range of levels of intensity of the services required:</p>			
Number of pupils who receive direct services approximately 1-2 times per week:		x	
Number of pupils who receive direct services approximately 1-2 times per month:		x	
Number of pupils who receive consultation services approximately 1 time per week:		x	
Number of pupils who receive consultation services approximately 1 time per month:		x	
<p>4. Describe the availability of appropriately certified assistants to assist with provision of services:</p>			

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Signature Prep has employed an OT and COTA to provide students services as needed.	
5. Describe the geographic factors that affect the ability of therapists to travel to provide the services (check all that apply and provide a brief description):	
Travel time / distance. Describe:	NA
Weather conditions. Describe:	
	NA
Other – Describe:	
Signature Prep has just one campus. There are no difficulties associated with travel between campuses.	
6. Describe the degree to which the district expects occupational therapists to participate in meetings pertaining to the pupils:	
Signature Prep expects OTs to participate in all meetings associated with students they serve.	
7. Provide the number of occupational therapist vacancies experienced by the district in this reporting period:	0

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8. Describe the efforts made by the district for the recruitment and retention of occupational therapists:

Signature Prep contracts related services and have been able to retain OT services.

District						
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9. List the number and caseload of each OT employed in this reporting period:						
Full Time Occupational Therapists (OTs)			Part-Time Occupational Therapists (OTs)			
Full-Time Ots (FT OT)	Maximum Caseload	Employee (E) or Contracted (C)	Part-Time OTs (PT OT)	% FTE Worked	Maximum Caseload	Employee (E) or Contracted (C)
FT OT #1			PT OT #1	50%	25	C
FT OT #2			PT OT #2			
FT OT #3			PT OT #3			
FT OT #4			PT OT #4			
FT OT #5			PT OT #5			
FT OT #6			PT OT #6			
FT OT #7			PT OT #7			
FT OT #8			PT OT #8			
FT OT #9			PT OT #9			
FT OT #10			PT OT #10			
FT OT #11			PT OT #11			

Template for Report of Caseloads for Occupational Therapists:

FT OT #12			PT OT #12			
FT OT #13			PT OT #13			
FT OT #14			PT OT #14			
FT OT #15			PT OT #15			
FT OT #16			PT OT #16			
FT OT #17			PT OT #17			
FT OT #18			PT OT #18			
FT OT #19			PT OT #19			