

Template for Report of Caseloads for Occupational Therapists:

District/School		Silver Sands Montessori Charter School	
2-Year Report for Period of	7/1/2021	through	6/30/2023
<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>			
1. Describe the factors used in determining caseloads (check all that apply):			
Geographic considerations such as distance OTs must travel to get to sites			
Number of students who need services at a given site		6	
Number of students who need services in the district		6	
Level of intensity of students’ needs		Medium	
Number of OTs employed by the district		1	
Number of existing vacancies		0	
Other – Describe:			
Plus one COTA			
2. Describe the range of number of pupils with disabilities at different school sites who require services:			
Minimum number of students who receive OT at any given site:		6	
Maximum number of students who receive OT at any given site:		6	
3. Describe the range of levels of intensity of the services required:			
Number of pupils who receive direct services approximately 1-2 times per week:		4	
Number of pupils who receive direct services approximately 1-2 times per month:		2	
Number of pupils who receive consultation services approximately 1 time per week:		0	
Number of pupils who receive consultation services approximately 1 time per month:		0	
4. Describe the availability of appropriately certified assistants to assist with provision of services:			

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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:	
6. Describe the degree to which the district expects occupational therapists to participate in meetings pertaining to the pupils:	
Occupational therapists are expected to attend evaluation and IEP meetings on students for whom they provide services. If a OT cannot attend the meeting, the OT can meet with the parent prior to the meeting, review present levels, goals, related service minutes, and accommodations. Parent can excuse OT from meeting via an email.	
7. Provide the number of occupational therapist vacancies experienced by the district in this reporting period:	

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

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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	.067	6	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			

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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			