

ANNUAL DATA REPORT UNDER PART B of IDEA: PERSONNEL EMPLOYED TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES

The Annual Data Report of Personnel Employed to Provide Special Education and Related Services is to be submitted to the West Virginia Department of Education (WVDE), Office of Special Education (OSE), through WVEISweb no later than **January 15th**.

This report, **required** under Part B of the Individuals with Disabilities Education Act (IDEA 2004), is entered online by the local director of special education or designee. It lists the full-time equivalency (FTE) of the assignment of special education teachers, related service providers and paraprofessionals employed on or about **December 1st** to provide special education and related services for students with disabilities ages 3-21. General instructions for completing the report are attached. You may access the Special Collections link on WVEISweb at <https://wveis.k12.wv.us/wveisweb/wveismainmenu.asp>.

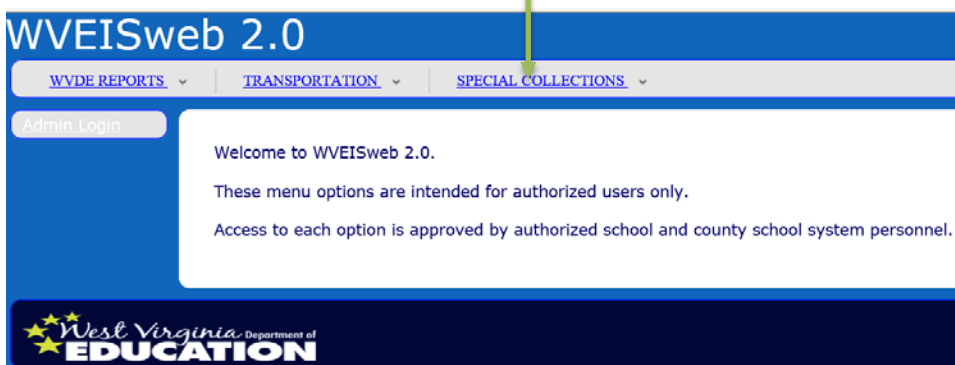
Instructions for WVEIS Special Data Collections Website

To access the WVEIS Special Data Collections website, for entering your personnel data, please follow the instructions below:

- 1) Go to WVEIS/WOW
- 2) Click on "WVEIS Web" link



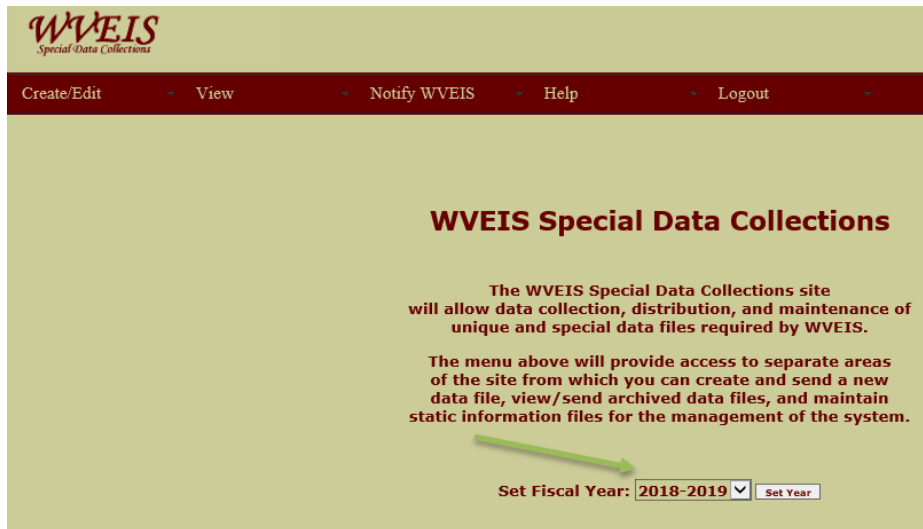
- 3) Hover over "Special Collections"
- 4) Click on "Special Collection Menu"



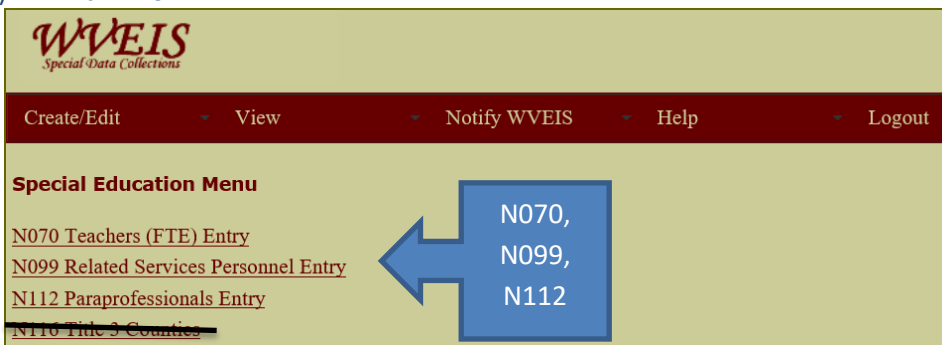
- 5) Enter WVEIS login and password
- 6) Click on "Create/Edit"
- 7) Under "Create/Edit" you will then Click on "Special Education"



- 8) Change "Set Fiscal Year"



- 9) Click on each link; N070, N099, and N112
- 10) Fill in all info



- 11) Once info is filled in there is no submit button
- 12) There is no need to "Notify WVEIS"
- 13) Once all info is entered you have completed the report

Attachment 1

PERSONNEL (In Full-Time Equivalency of Assignment) EMPLOYED TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES

WVDE-ISS-22

GENERAL INSTRUCTIONS

Provide the number of full-time equivalent (FTE) personnel *employed* or *contracted* to provide special education and related services on or about the December 1 child count date. The figures must include data from all agencies having responsibility for educating children with disabilities, including personnel employed by private agencies. Report personnel employed to serve students with disabilities ages 3-21 regardless of funding source (i.e., Part B of IDEA, State or local). Do not count teachers and other instructional personnel who serve children from birth through age 2, unless they also serve children with disabilities ages 3 through 21.

Report the FTE on only the percentage of time the special education personnel work specifically with children with disabilities (IDEA) receiving special education and related services. When reporting the SEA or LEA data, the data are rounded to the hundredth decimal place. For example, a special education employee/contractor who works specifically with children with disabilities for 3 hours per day of a 6-hour school day is counted as 0.50 FTE. special education employee/contractor who works 4 hours per day of a 6-hour school day is counted as 0.67 FTE. As another example, if an LEA has two special education employees/contractors who each work with children with disabilities for 4 hours per day of a 6-hour school day, the LEA would report 1.33 FTE (rounding 1.334 to the nearest hundredth decimal place). Decimals may be used. Place zeros (0) in categories where no personnel are employed.

Please note the following:

- Only personnel providing services to students with disabilities with Individualized Education Programs (IEPs) are included and only for the FTE representing special education services.
- Do not count personnel who serve children from birth through age 2, unless they also serve children with disabilities ages 3 through 21.
- FTEs for contracted personnel are included in the report.
- If the position is not covered by the fully certified requirements, report position based on whether the individual meets state certification or licensure requirements.
- If neither the fully certified requirements nor certification or licensure requirements exist for a particular category those personnel are reported as fully certified.

N070 Special Education Teachers

For this section of the personnel report, it will be critical for special education administrators to work with the district personnel director to provide accurate data regarding fully certified status.

Report the number of FTE Special Education teachers contracted or employed to work with children who are receiving special education, according to whether the special education teachers are identified to be *fully certified* for the capacity in which they serve or not. Teachers reported as *fully certified* must meet the standard based on the definition of fully certified in WVBE Policy 5202: *Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications*.

Special Education teachers include teachers employed to provide special education to children with disabilities, including preschool teachers, itinerant/consulting teachers and home/hospital teachers. This count should include teachers of children with disabilities in separate schools and facilities. This count should not include teachers serving exclusively students identified for gifted services.

Report the status of teachers working with 3 through 5-year-old children with disabilities by selecting Ages 3-to-5 in the Staff Category field. Report these personnel as fully certified if they meet the definition of fully certified. Report teachers working with children ages 6 through 21 by selecting Ages 6-to-21 in the Staff Category field.

When reporting Special Education teachers whose service time is divided between students with disabilities and students in the general population, base the reported FTE on only the percentage of time the Special Education teacher works specifically with students receiving special education and related services.

N099 Related Services Personnel

Report the number of FTE related services personnel, by type of personnel contracted and employed to provide related services for students with disabilities ages 3-21, according to whether they are fully certified for the position held or not. **Note that the count of speech-language pathologists employed has been included in this section.**

For personnel employed or contracted to provide related services on or about December 1, report the number of FTE personnel who are considered fully certified for the position. This category includes: (a) personnel who hold appropriate State certification or licensure for the position held; and (b) personnel who hold positions for which *no* State requirements exist (i.e., no certification or licensure requirements).

For personnel employed or contracted to provide related services on or about December 1, report the number of FTE personnel NOT fully certified; these persons, who may have been employed on an emergency, provisional or other basis, should be reported in this column if they did not hold standard State certification or licensure for the position to which they were assigned, or if they did not meet other existing State requirements for the position. **This includes long-term substitutes.**

For each related services personnel category report the total number of FTE personnel employed to provide related **services to children with disabilities ages 3-21, according to whether they are fully certified for the position held or not.**

Audiologists	Report an unduplicated number of the percentage of FTE audiologists who provide services to children with disabilities.
Speech-Language Pathologists	<p>Report an unduplicated number of the percentage of FTE speech-language pathologists providing services to children with disabilities.</p> <p><i>Speech Assistants (i.e., personnel with a bachelor’s degree in speech pathology or communication disorders from an accredited institution) should be reported Speech-Language Pathologists who are Not Fully Certified.</i></p>
Interpreters	<p>Report an unduplicated number of the percentage of FTE interpreters who provide services, as used with respect to children who are deaf or hard of hearing, including oral transliteration services, cued language transliteration services and sign language interpreting services.</p> <p><i>Please refer to page 56 of the <u>Educational Sign Language Interpreters: Guidance for West Virginia Schools and Districts</u> :</i></p> <div data-bbox="618 1329 1430 1476" data-label="Image"> </div> <p>Education Sign Language Interpreters Guidance for WV Schools .</p> <p><i>Educational sign language interpreter is the minimum classification for a qualified educational interpreter. A sign support specialist must now be included in the interpreter count as Not Fully Certified.</i></p>
School Psychologists	Report an unduplicated number of the percentage of FTE school psychologists who provide psychological services to children with disabilities, including administering psychological and

	<p>educational tests and other assessment procedures and interpreting results to determine eligibility.</p> <p><i>Do <u>NOT</u> include psychologists employed to work with all students, with and without disabilities. Include only those psychologists employed specifically to work with students with disabilities or eligibility determination.</i></p>
Occupational Therapists	<p>Report an unduplicated number of the percentage of FTE occupational therapists who provide services to children with disabilities.</p> <p><i>Certified occupational therapy assistants may be reported as Fully Certified since the federal definition does not specify diagnostic or program planning functions.</i></p>
Physical Therapists	<p>Report an unduplicated number of the percentage of FTE physical therapists who provide the services to children with disabilities.</p> <p><i>Because physical therapy assistants do not meet the diagnostic and planning requirements under federal definition, they should not be reported under the Physical Therapist category. In some cases, PT assistants may be appropriately reported under the paraprofessional category.</i></p>
Physical Education Teachers	<p>Report an unduplicated number of the percentage FTE physical education teachers and recreation and therapeutic recreation specialists who provide special physical education, adaptive physical education, movement education or motor development to children and youth with disabilities.</p>
Social Workers	<p>Report an unduplicated number of the percentage of FTE social workers who provide the services to children with disabilities.</p> <p><i>Do <u>NOT</u> include social workers employed to work with all students, with and without disabilities. Include only those social workers employed specifically to work with students with disabilities.</i></p>
Medical/Nursing Services	<p>Report an unduplicated number of the percentage of FTE personnel providing medical/nursing services. Include medical services for diagnostic and evaluation purposes provided to</p>

	determine whether a student has a disability and the nature and extent of the special education and related services that the student needs. Also include personnel who provide nursing services designed to enable a student with a disability to receive FAPE as described in the child's IEP, with the exception of services related to medical devices that are surgically implanted (e.g., cochlear implants).
Counselors	<p>Report an unduplicated number of the percentage of FTE counselors and rehabilitation counselors.</p> <p>Include school counselors and rehabilitation counselors who provide services in individual or group sessions that focus specifically on career development, employment preparation, achieving independence and integration in the workplace and community of a student with a disability. The term also includes vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.</p> <p><i>Do NOT include counselors employed to work with all students, with and without disabilities. Include only counselors who are employed specifically to work with students with disabilities.</i></p>
Orientation and Mobility	Report an unduplicated number of the percentage of FTE personnel providing orientation and mobility services.

N122 Paraprofessionals

This section is for reporting the number of FTE Special Education paraprofessionals (teacher aides) contracted or employed to work with students with disabilities, according to whether they are qualified for the position held or not. Report paraprofessionals who work with 3 through 5-year-old children with disabilities separately from paraprofessionals who work with students ages 6 through 21.

Paraprofessionals are employees who provide instructional support, including those who:

- (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 or (7) provide instructional support services under the direct supervision of a teacher.¹

The federal definition of Paraprofessional includes persons classified as Aide I, II, III, IV and paraprofessional in West Virginia presuming that these staff meets criteria 1, 2, 3, 4, 5, 6, or 7 above.

Paraprofessionals reported as *qualified* must meet the State standard for qualified based on the criteria identified in 20 U.S.C. 1412 (14)(B) and Policy 5202. **For paraprofessionals not included in the State's definition of *qualified*, report these personnel as qualified, if they meet the definition of fully certified or if no certification is required for the position.**

Do not include paraprofessionals who work with children with disabilities in a regular preschool setting.

For paraprofessionals employed or contracted to provide special education and related services on or about December 1, report the number of FTE paraprofessionals who meet the State standard of *qualified* for the position.

For paraprofessionals employed or contracted to provide special education and related services on or about December 1, report the number of FTE paraprofessionals who do NOT meet the State standard for qualified for the position in which they are employed.

¹ Definition adapted from 20 U.S.C. § 6319(g)(2)