

Workload Calculator Calculations for Full-Time Service Providers

Work Parameters

- To find the **number of four-week periods in contract**: Divide the number of days that the service provider works in the year by 20. This is because a work week is five days. Five times four weeks is 20.
 $\text{Days contracted to work this year} / 20$
- To find the **number of weeks contracted to work each year**: Divide the number of contracted days for the service provider in a year by five, which is the number of days a full-time employee works in a week.
 $\text{Days contracted to work this year} / 5$
- To find the **total days available to work per year**: Subtract the number of days spent away from work from the number of days contracted to work this year.
 $\text{Days contracted to work this year} - \text{Sick days} - \text{Personal days} - \text{Professional development days} - \text{Calamity days} - \text{Other days away from work}$
- To find the **total minutes available to work per year**: Multiply the total days available to work per year by the number of hours in the work day. The result is the total number of *hours* available to work. Then multiply by 60 (the number of minutes in an hour).
 $\text{Total days available to work per contract} \times \text{Hours in workday} \times 60$
- To find the **total weeks available to work per year**: Divide the total days available to work per year by five, which is the number of days in a work week.
 $\text{Total days available to work per year} / 5$

Standard Deductions

- To find the **subtotal: minutes needed for standard deductions per week**: The sum of the number of minutes per week needed for the various standard deductions.
 $\text{Minutes for lunch} + \text{Minutes for workload analysis} + \text{Minutes for school duties} + \text{Minutes for staff meetings} + \text{Minutes for supervision activities} + \text{Minutes for transitions between students and/or settings} + \text{Minutes for travel between buildings and/or jobsites} + \text{Minutes for preparation and delivery of Tier 1 response-to-intervention and associated activities} + \text{Minutes for any other standard deductions}$
- To find the **minutes needed for standard deductions per contract**: Multiply the subtotal of minutes needed for standard deductions per week by the number of weeks in the provider's yearly contract, which was calculated on the Work Parameters page.
 $\text{Subtotal: minutes needed for standard deductions per week} \times \text{Number of weeks contracted to work this year}$

Planning

- To find the **subtotal: minutes needed for planning time per week**: This is the sum of the number of minutes per week needed for the various planning activities.
 $\text{Minutes for designing work for students} + \text{Minutes for progress documentation, reporting, and evaluation of progress} + \text{Minutes for conferencing and team planning} + \text{Minutes for collaborative planning for the development of lesson plans} + \text{Minutes for ongoing professional development and shared learning}$
- To find the **minutes needed for planning per contract**: Multiply the number of minutes needed for planning time per week by the number of weeks in the service provider's yearly contract, which is on the Work Parameters page.
 $\text{Subtotal: minutes needed for planning per week} \times \text{Number of weeks contracted to work this year}$

Workload Duties

- To find the **subtotal: minutes needed for workload duties per four-week period**: Add the number of minutes per four-week period needed for the various workload duties.
Minutes for assessments + Minutes for secondary transition service planning + Minutes for conferences/meetings + Minutes for documentation for individual students + Minutes for third party billing requirements + Minutes for screenings + Minutes for other workload duties
- To find the **minutes needed for workload duties per week**: Divide the number of minutes needed for workload duties per four-week period by four.
Subtotal: minutes needed for workload duties per four-week period / 4
- To find the **minutes needed for workload duties per contract**: Multiply the number of minutes needed for workload duties per week by the number of weeks in the service provider's yearly contract. Find this calculation on the Work Parameters page.
Minutes needed for workload duties per week X Number of weeks contracted to work this year

Services and Interventions

- To find the **subtotal: minutes needed for direct and indirect services per four-week period**: The sum of all the minutes entered for the various students, groups or instructional periods on this page.
The sum of all numerical data entered in the table as minutes per four-week period
- To find the **minutes needed for services and interventions per week**: Divide the number of minutes needed for services and interventions per four-week period by four.
Subtotal: minutes needed for services and interventions per four-week period / 4
- To find the **minutes needed for services and interventions per contract**: Multiply the number of minutes needed for services and interventions per week by the number of weeks in the service provider's yearly contract, which is on the Work Parameters page.
Minutes needed for services and interventions per week X Number of weeks contracted to work this year

Caseload Calculator

- To find the **speech-language pathologist's (LP) weighted caseload**: Assign the weight of 1.6 to school-aged children who fall into the following disability categories: Multiple Disabilities, Hearing Impairment, Orthopedic Handicap, Autism, or Other Health Impairment. Also assign any preschooler a weight of 1.6. Assign all other categories the weight of 1. Multiply the number of students in each category by its respective weight. Add all these numbers together.
 $1.6 \times (\text{Children with Multiple Disabilities} + \text{Children with Hearing Impairment} + \text{Children with Orthopedic Handicap} + \text{Children with Autism} + \text{Children with Other Health Impairment} + \text{Preschoolers}) + \text{Children who are Deaf/Blind} + \text{Children with Deafness} + \text{Children with Visual Impairment} + \text{Children with Speech Language Impairment} + \text{Children with Emotional Disturbance} + \text{Children with Intellectual Disability} + \text{Children with Specific Learning Disability} + \text{Children with Traumatic Brain Injury}$
- To find the **school psychologist weighted caseload**: Assign the weight of 1.667 to any preK student and the weight of 1 to any school-aged student. Multiply the number of students in each category by its respective weight. Then add these numbers together.
 $(1.667 \times \text{PreK-aged children}) + \text{School-aged Children}$
- To find the **audiologist weighted caseload**: Assign the weight of 1.333 to any preK student and the weight of 1 to any school-aged student. Multiply the number of students in each category by its respective weight. Then add these numbers together.
 $(1.333 \times \text{PreK-aged children}) + \text{School-aged Children}$
- To find the **occupational therapist weighted caseload**: Assign the weight of 1.25 to any preK student and the weight of 1 to any school-aged student. Multiply the number of students in each category by its respective weight. Then add these numbers together.
 $(1.25 \times \text{PreK-aged children}) + \text{School-aged Children}$
- To find the **physical therapist weighted caseload**: Assign the weight of 1.25 to any preK student and the weight of 1 to any school-aged student. Multiply the number of students in each category by its respective

weight. Then add these numbers together.

$(1.25 \times \text{PreK-aged children}) + \text{School-aged Children}$

- To find the **orientation/mobility instructor weighted caseload**: Assign the weight of 1.25 to any preK student and the weight of 1 to any school-aged student. Multiply the number of students in each category by its respective weight. Then add these numbers together.
 $(1.25 \times \text{PreK-aged children}) + \text{School-aged Children}$
- To find the **intervention specialist serving children in both school/grade level categories**: This weighted caseload Includes two separate calculations – one for case coordination and one for specially designed instruction per instructional period.
 - To find the **weighted caseload for case coordination**: Assign the weight of 1.5 to elementary, middle or junior high students who are in the disability categories Intellectual Disability (I), Specific Learning Disability, or Multiple Categories. Assign the weight of 1 to elementary, middle or junior high students in All Other Categories and to all high school students in All Categories. Multiply the number of students in each category by its respective weight. Then add these numbers together.
 $1.5 \times (\text{Elementary, middle or junior high children with Intellectual Disability} + \text{Elementary, middle or junior high children with Specific Learning Disability} + \text{Elementary, middle or junior high children with Multiple Categories}) + \text{Elementary, middle or junior high children with All Other Categories} + \text{High school students of All Categories}$
 - To find the **weighted caseload for specially designed instruction per instructional period**: Assign the weight of 1.33 to elementary, middle or junior high children with Intellectual Disability. Assign the weight of 1.5 to elementary, middle or junior high children with Multiple Categories. Assign the weight of 1 to elementary, middle or junior high children with All Other Categories and to high school children of All Categories.
 $(1.33 \times \text{Elementary, middle or junior high children with Intellectual Disability}) + (1.5 \times \text{Elementary, middle or junior high children with Multiple Categories}) + \text{Elementary, middle or junior high children with All Other Categories} + \text{high school children of All Categories}$

Summary

- Carry the **number of days contracted to work per year** and the **number of hours in my workday** over from what was entered on the Work Parameters page.
- To find the **number of four-week periods in contract**: Divide the number of days contracted to work per year by 20, which is the number of days in a four-week period.
 $\text{Number of days contracted to work per year} / 20$
- To find the **number of weeks in my contract**: Divide the number of days contracted to work per year by five, which is the number of days in a full-time work week.
 $\text{Number of days contracted to work per year} / 5$
- To find the **number of minutes contracted to work per four-week period**: Multiply the length of the workday by 20, which is the number of days in a four-week period. Then multiply by 60, which converts the figure from hours to minutes.
 $\text{Length of workday} \times 20 \times 60$
- **After considering likely absences**, carry the **number of days actually able to work per year** over from the Work Parameters page. For how this calculation, see above under the Work Parameters heading.
- To find **after considering likely absences, the average number of days available to work per four-week period**: After considering likely absences, subtract the number of days actually able to work per year from the number of days contracted to work each year. This results in the likely number of days absent each year. Divide this number by the number of four-week periods contracted to work. This results in the likely number of days absent per four-week period. Subtract this number from 20, which is the most possible amount of days available to work per four-week period of a person with zero anticipated absences.
 $20 - [(\text{the number of days contracted to work per year} - \text{After considering likely absences, the number of days actually able to work per year}) / \text{The number of four-week periods contracted to work}]$

- **After considering likely absences**, carry the **number of weeks the service provider is able to work per school year** over from the Work Parameters page.
- To find **after considering likely absences, the average number of minutes available to work per four-week period**: After considering likely absences, multiply the number of days available to work per four-week period by the number of hours in workday to convert the figure from days to hours. Then, multiply this number by 60 to convert the figure from hours to minutes.
After considering likely absences, the average number of days available to work per 4 week period X The number of hours in my workday X 60

Summary: Weekly Workload

- Carry the **actual numbers of minutes per week devoted to standard deductions, planning time, workload duties and services and interventions** over from their respective pages.
- To find the **total number of hours per week needed to work to complete assigned workload**: Add the actual number of minutes per week devoted to standard deductions, planning time, workload duties and services and interventions together. Then divide this sum by 60, which will convert the figure from minutes to hours.
(Actual number of minutes per week devoted to standard deductions + Actual number of minutes per week devoted to planning time + Actual number of minutes per week devoted to workload duties + Actual number of minutes per week devoted to services and interventions) / 60
- To find the **total number of minutes per week needed to work to complete assigned workload**: Add the number of minutes per week devoted to standard deductions, planning time, workload duties and services and interventions are added together.
Actual number of minutes per week devoted to standard deductions + Actual number of minutes per week devoted to planning time + Actual number of minutes per week devoted to workload duties + Actual number of minutes per week devoted to services and interventions
- To find the **total number of days per week needed to complete the assigned workload (with no absences)**: Divide the total number of hours per week needed to work to complete the assigned workload by the number of hours in a workday. This will convert the figure from hours/week to days/week. This number shows as the numerator of a fraction. The denominator stays a constant five, since this is the number of days in a standard full-time workweek.
The total number of hours per week needed to complete the assigned workload / The number of hours in a workday
- To find the **percentage of the workload devoted to standard deductions**: Divide the number of minutes per week devoted to standard deductions by the number of minutes per week needed to complete the assigned workload.
The actual number of minutes per week devoted to standard deductions / The total number of minutes per week needed to work to complete assigned workload
- To find the **percentage of the workload devoted to planning**: Divide the number of minutes per week devoted to planning by the number of minutes per week needed to complete the assigned workload.
The actual number of minutes per week devoted to planning / The total number of minutes per week needed to work to complete assigned workload
- To find the **percentage of the workload devoted to workload duties**: Divide the number of minutes per week devoted to workload duties by the number of minutes per week needed to complete the assigned workload.
The actual number of minutes per week devoted to workload duties / The total number of minutes per week needed to work to complete assigned workload
- To find the **percentage of the workload devoted to services and interventions**: Divide the number of minutes per week devoted to services and interventions by the number of minutes per week needed to complete the assigned workload.
The actual number of minutes per week devoted to services and interventions / The total number of minutes per week needed to work to complete assigned workload

- To find the **actual number of minutes per four-week period devoted to standard deductions**: Multiply the actual number of minutes per week devoted to standard deductions by four.
The actual number of minutes per week devoted to standard deductions X 4
- To find the **actual number of minutes per four-week period devoted to planning time**: Multiply the actual number of minutes per week devoted to planning time by four.
The actual number of minutes per week devoted to planning time X 4
- To find the **actual number of minutes per four-week period devoted to workload duties**: Multiply the actual number of minutes per week devoted to workload duties by four.
The actual number of minutes per week devoted to workload duties X 4
- To find the **actual number of minutes per four-week period devoted to standard deductions**: The actual number of minutes per week devoted to standard deductions is multiplied times 4.
The actual number of minutes per week devoted to standard deductions X 4
- To find the **actual number of minutes per four-week period devoted to services and interventions**: Multiply the actual number of minutes per week devoted to services and interventions by four.
The actual number of minutes per week devoted to services and interventions X 4
- To find the **total number of hours per four-week period needed to work to complete assigned workload**: Multiply the total number of hours per week need to work to complete assigned workload by four.
The total number of hours per week needed to work to complete assigned workload X 4
- To find the **total number of minutes per four-week period needed to work to complete the assigned workload**: Multiply the total number of minutes per week needed to work to complete the assigned workload by four.
The total number of minutes per week needed to work to complete the assigned workload X 4
- To find the **total number of days per 4 week period of time needed to complete the assigned workload (with no absences)**: Divide the total number of hours per four-week period of time needed to work to complete the assigned workload by the number of hours in the workday. This converts the figure from hours/four-week periods to days/four-week periods.
The total number of hours per four-week period of time needed to work to complete the assigned workload / The number of hours in the workday.
- To find the **total number of days per four-week period of time needed to complete the assigned workload (considering expected absences)**: Carry this number down from the field above. The amount of time needed to work to complete the workload stays the same, even when a service provided has absences. What changes is the amount of time available. Thus, the carried-down number is shown in comparison to the average number of days the service provider works when considering absences. This number is carried down from previous calculation earlier on this page, called “After considering my likely absences, the average number of days I am available to work per four-week period (i.e., 20 consecutive school days) if full time.
- To find the **percentage of the workload devoted to standard deductions**: Divide the number of minutes per four-week period devoted to standard deductions by the number of minutes per four-week period needed to complete the assigned workload.
The actual number of minutes per four-week period devoted to standard deductions / The total number of minutes per four-week period needed to work to complete assigned workload
- To find the **percentage of the workload devoted to planning**: Divide the number of minutes per four-week period devoted to planning by the number of minutes per four-week period needed to complete the assigned workload.
The actual number of minutes per four-week period devoted to planning / The total number of minutes per four-week period needed to work to complete assigned workload
- To find the **percentage of the workload devoted to workload duties**: Divide the number of minutes per four-week period devoted to workload duties by the number of minutes per four-week period needed to complete the assigned workload.
The actual number of minutes per four-week period devoted to workload duties / The total number of minutes per four-week period needed to work to complete assigned workload

- To find the **percentage of the workload devoted to services and interventions**: Divide the number of minutes per four-week period devoted to services and interventions by the number of minutes per four-week period needed to complete the assigned workload.
The actual number of minutes per four-week period devoted to services and interventions / The total number of minutes per four-week period needed to work to complete assigned workload
- To find the **actual number of minutes per year devoted to standard deductions**: Multiply the actual number of minutes per week devoted to standard deductions by the number of weeks in the contract year, which is calculated on the same page. This converts the figure from minutes/week to minutes/year.
The actual number of minutes per week devoted to standard deductions X the number of weeks in the service provider's contract
- To find the **actual number of minutes per year devoted to planning time**: Multiply the actual number of minutes per week devoted to planning time by the number of weeks in the contract year, which is calculated on the same page). This converts the figure from minutes/week to minutes/year.
The actual number of minutes per week devoted to planning time X The number of weeks in the service provider's contract
- To find the **actual number of minutes per year devoted to workload duties**: The actual number of minutes per week devoted to workload duties is multiplied times the number of weeks in the contract year (which is calculated on the same page. This converts the figure from minutes/week to minutes/year.
The actual number of minutes per week devoted to workload duties X the number of weeks in the service provider's contract
- To find the **actual number of minutes per year devoted to services and interventions**: Multiply the actual number of minutes per week devoted to services and interventions by the number of weeks in the contract year, which is calculated on the same page. This converts the figure from minutes/week to minutes/year.
The actual number of minutes per week devoted to services and interventions X the number of weeks in the service provider's contract
- To find the **total number of hours per year needed to work to complete the assigned workload**: Add the actual number of minutes per year devoted to standard deductions, planning time, workload duties and services and interventions. Divide this number (the total number of minutes per year needed to complete the assigned workload) by 60 to convert the figure from minutes/year to hours/year.
(The actual number of minutes per year devoted to standard deductions + The actual number of minutes per year devoted to planning time + The actual number of minutes per year devoted to workload duties + The actual number of minutes per year devoted to services and interventions) / 60
- To find the **total number of minutes per year needed to work to complete the assigned workload**: Add the actual number of minutes per year devoted to standard deductions, planning time, workload duties and services and interventions together.
The actual number of minutes per year devoted to standard deductions + The actual number of minutes per year devoted to planning time + The actual number of minutes per year devoted to workload duties + The actual number of minutes per year devoted to services and interventions
- To find the **total number of days in a year needed to work to complete the assigned workload (with no absences)**: Divide the total number of hours per year needed to work to complete the assigned workload by the number of hours in the workday. This converts the number from hours/year to days/year. This number also appears in the comparison with the total number of days per year the service provider is contracted to work.
The total number of hours per year needed to work to complete the assigned workload / The number of hours in the workday
- To find the **total number of days per year needed to complete the assigned workload (considering expected absences)**: The number of days per year remains the same from the above calculation, so this number is carried down. Whereas in the above calculation there is a comparison of the number to the total number of days the service provider is contracted to work, in this field the number is in a comparison of the number of days the service provider would actually work after subtracting likely absences.

- To find the **Percentage of the workload devoted to standard deductions**: Divide the number of minutes per year devoted to standard deductions by the number of minutes per year needed to complete the assigned workload.
The actual number of minutes per year devoted to standard deductions / The total number of minutes per year needed to work to complete assigned workload
- To find the **percentage of the workload devoted to planning**: Divide the number of minutes per year devoted to planning by the number of minutes per year needed to complete the assigned workload.
The actual number of minutes per year devoted to planning / The total number of minutes per year needed to work to complete assigned workload
- To find the **percentage of the workload devoted to workload duties**: Divide the number of minutes per year devoted to workload duties by the number of minutes per year needed to complete the assigned workload.
The actual number of minutes per year devoted to workload duties / The total number of minutes per year needed to work to complete assigned workload
- To find the **percentage of the workload devoted to services and interventions**: Divide the number of minutes per year devoted to services and interventions by the number of minutes per year needed to complete the assigned workload.
The actual number of minutes per year devoted to services and interventions / The total number of minutes per year needed to work to complete assigned workload