

Template for Report of Caseloads for Occupational Therapists:

District/School Honors Academy of Literature		
2-Year Report for Period of	7/1/2023	through 6/30/2025
REPORT OF CASELOADS FOR OCCUPATIONAL THERAPISTS		
<i>(Must be submitted to the Nevada Department of Education and posted to the district's website by October 1 in each odd-numbered year)</i>		
1. Describe the factors used in determining caseloads (check all that apply):		
Geographic considerations such as distance OTs must travel to get to sites		10.7
Number of students who need services at a given site		
Number of students who need services in the district		
Level of intensity of students' needs		varying
Number of OTs employed by the district		1
Number of existing vacancies		0
Other – Describe:		
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:		19
Maximum number of students who receive OT at any given site:		23
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:		19
Number of pupils who receive direct services approximately 1-2 times per month:		23
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:		2

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4. Describe the availability of appropriately certified assistants to assist with provision of services:	
Not Applicable	
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:	10.7
Weather conditions. Describe:	Occasional
Other – Describe:	
6. Describe the degree to which the district expects occupational theOT participates in IEP meetings throughout the school year, 1-2 meetings a month, sometimes more. rapists to participate in meetings pertaining to the pupils:	
OT participates in IEP meetings throughout the school year, 1-2 meetings a month, sometimes more.	

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7. Provide the number of occupational therapist vacancies experienced by the district in this reporting period:					0	
8. Describe the efforts made by the district for the recruitment and retention of occupational therapists:						
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	23	C	PT OT #1			
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			

Template for Report of Caseloads for Occupational Therapists:

FT OT #11			PT OT #11			
FT OT #12			PT OT #12			
FT OT #13			PT OT #13			