

Topic	Formula	DHH	# of Students/Meetings/ Weeks	Frequency	Total Hours Per Year Per Category
Assessment - work directly with student	Multiply # of students times frequency of service in a month times 9 (= a year) <i>(Includes new referrals, assessments, Level 2-4 School Age)</i>	45 minutes	4 students/month	54 students/year	40.5
Home Visits	Multiply # of students times frequency of service in a month times 9 (equals a year) <i>(Birth to School Age)</i>	60 minutes	8 home visits/month	72 home visits/year	72
Monitor Contacts	Multiply # of students time frequency of service in a year <i>(Level 0-1)</i>	30 minutes	70 students (level 0-1)	Check in 2X/year	70
Consultations w/Schools	Multiply # of students times frequency of service in a month times 9 (equals a year) <i>(Level 3-4 School Age)</i>	45 minutes	30 students (level 3-4)	30 X 1.5 visits/consultations per month	304
IEP/IFSP/504	Multiple # of meetings times frequency of occurrence in a year	90 minutes	40 student meetings	1 each/year	60
Staff Training (w Para/Brl/FA/DM) includes direct modeling	Multiply # of paras times reported frequency in a week times 40 (equals a year) * beyond direct instruction/consultation time	20 minutes	0.25		10
Management of DM/FA Invoicement		20 minutes	8 invoices/month	72 invoices/year	24
Preparation (lesson)* Phone calls, Emails, Faxing	8 hours per week times 40 weeks (equals a year)	320 hours per year			320
Preparing Materials (ASL users) Preparation for home/school lessons, ASL sign cards, Deaf Mentor materials and collect at MSDB	Multiply # of students times 1 hr per week times 40 weeks	60 hours per	4 students/week	160 students (or 4 students per week, typically meeting with the same students 1-4X each month)	160
Travel Time	1 hour = 50 miles distance driving	Put in number of miles	10000	(In 6 months, I traveled a little over 5,000 miles)	200
Report Writing - Assessments Reports (ECC, O&M, LSL, EDU, Audiology, SPICE, SKI HI, etc.)	90 minutes per child per year	Put in number of activities/child	2 reports/month	18 reports/year	27
Presentations	1 hour per school served per year (multiply number of schools by 1 hour)	Put in number of schools	12 schools		12
Participation in Professional development Participation on a committee	Inservice(s) (fall/spring) – 32 hours per year (Orientation– 16 hours per year)	32	Orientation- 16, Webinars- 12, Conference- 24		52
Referrals and early intervention (0-school age) and secondary (HS) transition students	4 hours per referral or transition student per year	Put in number referrals or transitions	2 students/month	18 students/year	72

Special Projects	Enter number of hours Supervisor has approved		Fall DEW- 40, Spring DEW- 40, FLW- 60, Resource Event- 40, DMP Christmas- 20, DMP Easter- 20		220
Total Work Hours Per Year			0	1643.5	
Clarification:					
Special The consultant will work with his/her supervisor to determine activities and time allotments for the above. Activities participated in-lieu of regular services do not warrant additional time.					
Notes:					
Number of workdays in a school year: 200 8-hour days					
Number of work hours in a school year: 1600					
Number of work weeks in a school year = 40					