

618 Data Pre-submission Edit Check Tool - Part B Personnel

The 618 Data Pre-submission Edit Check Tool is designed to be used by states as they prepare their data for submission via *EDFacts*. The tool can identify potential edit check errors or errors in subtotals or totals.

Please note that data may not be submitted using this tool. All data must be submitted following the guidelines provided in the data file specifications at: [The EDFacts Initiative](#)

Please read the following basic guidelines before using this tool:

1. To change the size and appearance of the text on the spreadsheet, select VIEW from the toolbar, select ZOOM, and then select the percentage increase or decrease.
2. Enter the appropriate data into the YELLOW shaded areas on each page of the form. Please be sure to read section heading descriptions so data are entered in the correct section.
3. If you choose to cut and paste data from another area, use the PASTE SPECIAL option and select VALUES. This will protect the current formats.
4. Each cell in the 618 Data Pre-submission Edit Check Tool contains a "-9" value by default. If your state will not report that data element, leave the "-9" as a placeholder. Only enter "0" for true zero counts.
5. **RED cells indicate computational errors or an error in reporting. Please make sure there are NO RED CELLS before saving data.**

If you would like assistance using this tool, please contact your IDC State Liaison or IDEAdata@westat.com.

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**PERSONNEL (IN FULL-TIME EQUIVALENCY OF ASSIGNMENT) EMPLOYED
TO PROVIDE SPECIAL EDUCATION AND RELATED SERVICES FOR CHILDREN WITH DISABILITIES**

SECTION C. RELATED SERVICES PERSONNEL SERVING CHILDREN WITH DISABILITIES AGES 3-21.

	(1) FULLY CERTIFIED	(2) NOT FULLY CERTIFIED	(3) TOTAL
RELATED SERVICES PERSONNEL			
1. AUDIOLOGISTS	77.78	1	78.78
2. SPEECH-LANGUAGE PATHOLOGISTS	2720.95	40.3	2761.25
3. INTERPRETERS	233.38	12	245.38
4. PSYCHOLOGISTS	1628.91	27.5	1656.41
5. OCCUPATIONAL THERAPISTS	1115.57	15.55	1131.12
6. PHYSICAL THERAPISTS	468.73	4.5	473.23
7. PHYSICAL EDUCATION TEACHERS AND RECREATION AND THERAPEUTIC RECREATION SPECIALISTS	1081.2	20.63	1101.83
8. SOCIAL WORKERS	492.93	9.13	502.06
9. MEDICAL/NURSING SERVICE STAFF	1198.69	39.3	1237.99
10. COUNSELORS AND REHABILITATION COUNSELORS	1586.92	31.8	1618.72
11. ORIENTATION AND MOBILITY SPECIALISTS	88.67	1.4	90.07