

Sample Determining Individual Needs for FTE Projection and Caseload Management Spreadsheet

Instructions:

1. Meet with each individual and their support team to determine the overall average weekly support hours needed and schedule.
2. For the FTE Calculation formula, enter the number of billable and non-billable hours required for each job coach/developer each week to fund the program budget in the yellow cells. The result will be the number of FTE's needed to provide services to the current roster of individuals. Billing hour targets should include additional hours for unexpected unbillable events and changes.
3. Use this information to determine caseload size and allocation by days of the week to build efficient caseloads. Caseloads may be determined based on various factors such as geographical region, support hours needed, day of the week supports are needed, and/or staff roles or skills.
4. **When building staff schedules, staff should also be assigned back up tasks for when an activity is cancelled.**

				Staff Service Hours Required to Provide SEMP Servifor Each Person Per Week Including Staff Travel						Document & Coordinate Time Billed to Specific Individuals	Total Staff Hours Needed to Provide SEMP Services
SEMP ENROLLED AND AUTHORIZED Name	Employed or Not Employed (E or NE)	Job Site	Primary SEMP Services Provided (or Projected)	Mon	Tue	Wed	Thurs	Friday	Sat/Sun		
John Smith	NE		ETP Discovery		3.50	3.50	0.00	4.00		4.00	15.00
Temesha Anderson	E	Albany Law Assoc.	Job Coaching	3.00	4.00	4.00	3.50	4.00		1.00	19.50
Mary Jones	E	McDonalds	Job Coaching	6.00	4.00	4.00			6.00	2.00	22.00
Jonathan Jones	E	TJ Maxx	Job Coaching	2.00	2.00	0.00	2.00	1.00		1.00	8.00
Anne Gifford	NE	Albany College	ETP Discovery		3.50	0.00	3.50			4.00	11.00
Maria Lopez	NE		Job Development	0.00	2.00	0.00		2.00	2.00	3.00	9.00
Allen Harding	E	Chinese Buffet	Job Coaching	7.00	0.00	0.00	7.00			2.00	16.00
Linda Smith	E	Home Depot	Job Coaching	4.00	2.50	2.50				2.00	11.00
Carol Sky	E	Walgreens	Job Coaching		3.00		2.50		2.50	3.00	11.00
Harold Purdy	NE		Job Development	4.00			4.00			3.00	11.00
Lakisha Tope	E	Valley Farms	Job Coaching	3.75		3.75			3.75	1.00	12.25
Maria Sky	E	The Gap	Job Coaching	1.50					1.50	1.00	4.00
Tom Washington	E	Prudential Insuranc	Job Coaching	4.00		4.00		4.00		1.00	13.00
Carlita Perrult	E	Stop & Shop	Job Coaching	2.75				2.75		1.00	6.50
Mario Voppe	E	Meineke Muffler	Job Coaching	1.75		2.50			2.50	1.00	7.75
TOTAL				39.75	24.50	24.25	22.50	17.75	18.25	30.00	177.00

FTE Calculations:

Number of Hours Per Week Each Staff is Required to Bill SEMP Services

32

 * (Enter number in yellow cell)

Average Non-Billable Work Hours Per Week (lunch, time off, training, non-billable meetings, etc.)

8

 * (Enter number in yellow cell)

Total Staff Work Hours (adds billable and non-billable hours)

40

 Automatically calculates

Total Staff Hours Needed to Provide SEMP Services (L19)

177

 Automatically calculates

Total Staff (FTE's) Needed to Provide SEMP Services Per Week (L22 divided by L24)**

5.53

 Automatically calculates

* Each agency determines the target number of hours staff are required to provide SEMP services and for non-billable services.

**FTE-Full Time Equivalent (Staffing)