

State Requirements for Full Time Equivalent Counts

Full Time Equivalent (FTE) data is required by the State of Pennsylvania for the Specialties listed below. Please indicate the number of FTE staff available and the Counties served by the FTE staff in the chart. If the provider has multiple facilities, please use a separate form for each location.

1. Fill out the 13 digit Service Location ID the location address is registered to with OLTL.
2. Fill out the Service Location Address the Service Location ID is registered to with OLTL.
3. Fill out the number of employees providing the service registered to the Service Location Address and the Service Location ID.
4. Make sure you are filling out the staff counts next to the correct service code and description your location is registered for with OLTL.
5. Fill out the counties served by the employees providing the service registered to the Service Location Address and the Service Location ID. Use the County Codes listed below.
6. Make sure you are filling out the correct counties you have staff available to serve.
 - Staff member working 35-40 hours is equal to 1 FTE.
 - Staff member working less than 35 hours is equal to 0.5 FTE.

Pennsylvanian County Codes

<u>1</u> Adams	<u>13</u> Carbon	<u>25</u> Erie	<u>37</u> Lawrence	<u>49</u> Northumberland	<u>61</u> Venango
<u>2</u> Allegheny	<u>14</u> Centre	<u>26</u> Fayette	<u>38</u> Lebanon	<u>50</u> Perry	<u>62</u> Warren
<u>3</u> Armstrong	<u>15</u> Chester	<u>27</u> Forest	<u>39</u> Lehigh	<u>51</u> Philadelphia	<u>63</u> Washington
<u>4</u> Beaver	<u>16</u> Clarion	<u>28</u> Franklin	<u>40</u> Luzerne	<u>52</u> Pike	<u>64</u> Wayne
<u>5</u> Bedford	<u>17</u> Clearfield	<u>29</u> Fulton	<u>41</u> Lycoming	<u>53</u> Potter	<u>65</u> Westmoreland
<u>6</u> Berks	<u>18</u> Clinton	<u>30</u> Greene	<u>42</u> McKean	<u>54</u> Schuylkill	<u>66</u> Wyoming
<u>7</u> Blair	<u>19</u> Columbia	<u>31</u> Huntingdon	<u>43</u> Mercer	<u>55</u> Snyder	<u>67</u> York
<u>8</u> Bradford	<u>20</u> Crawford	<u>32</u> Indiana	<u>44</u> Mifflin	<u>56</u> Somerset	
<u>9</u> Bucks	<u>21</u> Cumberland	<u>33</u> Jefferson	<u>45</u> Monroe	<u>57</u> Sullivan	
<u>10</u> Butler	<u>22</u> Dauphin	<u>34</u> Juniata	<u>46</u> Montgomery	<u>58</u> Susquehanna	
<u>11</u> Cambria	<u>23</u> Delaware	<u>35</u> Lackawanna	<u>47</u> Montour	<u>59</u> Tioga	
<u>12</u> Cameron	<u>24</u> Elk	<u>36</u> Lancaster	<u>48</u> Northampton	<u>60</u> Union	

Service Location ID: _____

Service Location Address: _____

State Requirements for Full Time Equivalent Counts		
Provider Specialty Code and Description	Staff Count	Counties Served
050 (HOME HEALTH AGENCY)		
160 (REGISTERED NURSE)		
161 (LICENSED PRACTICAL NURSE)		
170 (PHYSICAL THERAPIST)		
171 (OCCUPATIONAL THERAPIST)		
173 (SPEECH/HEARING THERAPIST)		
207 (COGNITIVE THERAPIST)		
209 (BEHAVIOR THERAPY)		
230 (REGISTERED NUTRITIONIST)		
231 (NON-MEDICAL COUNSELING)		
267 (NON-EMERGENCY TRANSPORTATION)		
360 (PERSONAL CARE - INDIVIDUAL)		
362 (PERSONAL ASSISTANCE SERVICE)		
502 (EMPLOYMENT - BENEFITS COUNSELING)		
504 (EMPLOYMENT - JOB COACHING)		
505 (EMPLOYMENT - SKILLS DEVELOPMENT)		
510 (HOME AND COMMUNITY HABILITATION)		
512 (RESPITE CARE - HOME BASED)		
525 (COMMUNITY INTERGRATION)		
551 (COMMUNITY TRANSITION SERVICES)		
361 (PERSONAL CARE - AGENCY)		
456 (CRR-ADULT)		

*FTE based on United States Department of Labor, Bureau of Labor Statistics definition, "Full time is 35 hours or more per week; part time is less than 35 hours." <https://www.bls.gov/cps/lfcharacteristics.htm>