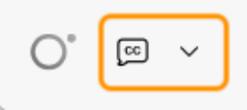


Federal Reporting Office Hours

General Supervision and Data Management
August 2024

Automated Captioning for Participants in Webex

- **Option 1:** Caption and Highlights Panel
- Locate the blue circle and dot icon on the bottom left of your screen. 
- Select icon
- Select turn on Webex assistant
- Select View Captions and Highlights
- A new side panel will appear on the right of the screen.

- **Option 2:** Closed Captioning
- Select the Closed Captioning (CC) icon in the lower left corner of the screen
 - Captions will appear on the bottom of screen 
- Grab and move the captions to the desired location.

Federal Reporting Preparation Tips

- Documenting Child Outcomes Summary Data
- Indicator 7: Preschool Outcomes
- Exit Count

Documenting COS Data

COS Overview

- Child Outcomes Summary
- A seven-point scale for summarizing assessment data in three areas
- An instrument used to combine information from various assessments, observations, discussions, etc.
- Included in Indicator 7 to compare entry data with exit data

COS Workflow – Entry COS

MAIN MENU STUDENTS WIZARDS MY ACCOUNT REPORTING EWS ADMIN

STUDENT INFORMATION DOCUMENTS PLAN OF CARE EC PROCESS

Documents:

- General
 - Accommodation Review
 - Child Outcome Summary Form
 - Contact Log
 - Core Plan
 - Core Plan Review
 - CSP Document
 - Progress Report
 - Plan of Care (Speech/Language)
 - Plan of Care (Occupational Therapy)
- Progress Monitoring
 - Plan of Care (Physical Therapy)
 - Plan of Care (Psychological Services)
 - Plan of Care (Counseling Services)
 - Plan of Care (Special Education - Speech/Language)
 - FAM-S Scoring Summary School (pdf)
 - FAM-S Scoring Summary School (xls)
 - FAM-S Item Summary School (pdf)
 - FAM-S Item Summary School Level (xls)
 - IEP at a Glance

Letters: (No Letters Available)

CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)

CREATE FINAL DOCUMENT (WILL BE SAVED)

UPLOAD EXTERNAL DOCUMENT(S)

COS Workflow – Entry COS Continued

Child Outcome Summary Form

PURPOSE

 The proper selection must be made in order to generate the appropriate document.

Select One:

Active in Pre-k services start date: **Entry**

Pre-k services completion date: Exit
Interim

Child Outcome Summary Form

PURPOSE

 The proper selection must be made in order to generate the appropriate document.

Select One: Entry

Active in Pre-k services start date: 12/15/2022 

Pre-k services completion date:  

Student History

Event Date	Event Type	Begin Date
12/08/2022 	IEP	12/15/2022 
12/09/2022 	Provision of Services Parental Consent	

COS Workflow – Interim COS

- Optional for students expected to receive preschool EC services for more than one year
- Data from finalized Entry COS populates in new COS
- Change purpose to Interim
- Leave Pre-k services completion date blank

The image displays two side-by-side screenshots of the 'Child Outcome Summary Form'. Both screenshots show a light blue header with the text 'Child Outcome Summary Form'. Below the header, there is a light blue box containing the text 'must be made in order to generate the appropriate document.' Below this box, there is a 'Select One:' dropdown menu. In the left screenshot, the dropdown menu is set to 'Entry'. In the right screenshot, the dropdown menu is set to 'Interim'. Below the dropdown menu, there are two date fields. The first field is 'Active in Pre-k services start date:' with the value '12/10/2021' and a calendar icon. The second field is 'Pre-k services completion date:' with a red prohibition sign over the input area and a calendar icon.

COS Workflow – Exit COS

- Child exits preschool by entering kindergarten
- Child is age appropriate for kindergarten
- Child withdraws from PSU
- Child is no longer eligible for EC services
- Important: Confirm Entry COS event on Student History Screen before documenting Exit COS

Student History			
Event Date*	Event Type	(transferred from)	Begin Date
03/15/2021	COSF - Entry		
03/15/2021	Plan of Care (Physical Therapy)		03/15/2021
03/01/2021	IEP		03/15/2021
03/11/2021	Provision of Services Parental Consent		

COS Workflow – Exit COS Continued

- Data from finalized Entry COS populates in new COS
- Change purpose to Exit
- Document Pre-k services completion date

Child Outcome Summary Form	Child Outcome Summary Form
must be made in order to generate the appropriate document.	
Select One: <input type="text" value="Entry"/>	Select One: <input type="text" value="Exit"/>
Active in Pre-k services start date: <input type="text" value="12/10/2021"/> 	Active in Pre-k services start date: <input type="text" value="12/10/2021"/> 
Pre-k services completion date: <input type="text" value=""/>	Pre-k services completion date: <input type="text" value="06/09/2023"/> 

COS Workflow – Exit COS Continued 2

- Select the Exit COS rating for each outcome
- Document Supporting Evidence

	Not Yet 1	2	Emerging 3	4	Somewhat 5	6	Completely 7
EXIT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>				

 COMPLETE AT ENTRY AND EXIT

Supporting Evidence

Source of Information:	Date:	Summary of Relevant Results:
Assessment	12/07/2021	

ADD ROW

COS Workflow – Exit COS Continued 3

- Select Yes/No to indicate student's progress
- If Yes is selected, describe progress made in text field
- Finalize Exit COS

i COMPLETE AT EXIT

(If Question Extent of Age Appropriate Functioning has been answered previously): Has the child shown any new skills or behaviors related to positive social-emotional skills (including positive social relationships) since the last outcomes summary?

Yes

If yes, describe progress here.

If yes, describe progress:

SAVE

CREATE FINAL DOCUMENT

Documenting COS Data Q&A

We are here to answer your questions!

Feel free to type in the chat or unmute and ask a question.

Indicator 7: Preschool Outcomes

Indicator 7 Dates & Data

- Opens August 1st
- Closes August 23rd
- Based on data from the 7/1/23 through 6/30/24 reporting period
- Report students (ages 3 – 5) with IEPs, who exited preschool during the previous year
- Captures improved childhood outcomes data in the following skills:
 - (A) Positive social-emotional skills
 - (B) Acquisition and use of knowledge and skills
 - (C) Use of appropriate behaviors to meet their needs.

ECATS Indicator 7 Reporting Checklist

- Navigation
 - ECATS Main Page
 - Resources
 - Federal Reporting
 - “ECATS Indicator 7 Reporting Checklist”

ECATS Indicator 7 Reporting Checklist Continued

ECATS Screens/Workspace	What to Check
Student Profile and Documents tab	Student must be age 3 to less than 6 as of the COS Exit Date.
Documents tab	Student must have an Exit COS event (or projected Exit COS date) between the begin and end date of the count period.
COSF document	Student must have received EC services in PK for 6 months or more. This is the number of days between the Active in Pre-K services start date and Active in Pre-K services completion date on the COS.
Student Level Report View	The student must not be marked as “Exclude Students from This Report” for the applicable report and count period.

Indicator 7: Tip

- How do you document Exit COS for a student who transfers from another PSU with no documentation of Entry COS, and the child has been enrolled in PreK for at least 6 months?
 - EC Preschool Staff should enter information from the initial eligibility as the “Entry” COS if there was none previously entered. This would provide the growth data from beginning of services until exit if the student has been enrolled and receiving services for 6 months or more.

Child Outcome Summary Form

PURPOSE

 The proper selection must be made in order to generate the appropriate document.

Select One:

Active in Pre-k services start date: 

Pre-k services completion date: 

PERSONS INVOLVED IN DECIDING THE SUMMARY RATINGS

Name	Role
<input type="text"/>	<input type="text"/>

Indicator 7: Videos/Resources

- Navigation
 - ECATS Main Page
 - Resources
 - Federal Reporting
 - ECATS Training Federal Reporting Webinar Videos
 - ECATS Indicator 7 Reporting – Errors and Warning Reference Guide
 - ECATS Indicator 7 Reporting Checklist

Indicator 7 Report

- Navigation
 - ECATS Main Page
 - Reporting
 - Standard Reports
 - Special Education
 - Indicator 7

Data Source: Transactional/EDPlan

Count Period: August 2023 | 07/01/2022 - 06/30/2023

CHECK ALL CHECK NONE

Import Holding School CECAS LEP

Schools: DPI FTE School Migrant

Graduated Students Homeless

Detailed Student Listing

Include Outcome Report

Include Summary Report

Include Exception/Validation Report

Sort By: Last Name

Indicator 7: Charter School Reminder

- Charter Schools must also review Indicator 7 report to identify students with COS data transferred from previous PSU

Indicator 7 Report Continued

[MAIN MENU](#)
[STUDENTS](#)
[WIZARDS](#)
[MY ACCOUNT](#)
[REPORTING](#)
[EWS](#)

Announcements

- MY REPORTS
- STANDARD REPORTS
- ADVANCED REPORTING

Reports

Report	Date Created	Created By
Indicator 7	07/04/2023 16:11:00	Khalilah Sabreen O'Farrow

StudentID	Is Duplicated	Exit COSF Date is Blank	Exit Outcome 1 is Blank	Exit Outcome 2 is Blank	Exit Outcome 3 is Blank	Progress 1 is Blank	Progress 2 is Blank	Progress 3 is Blank
ABC123		X	X	X	X	X	X	X
ABC124		X	X	X	X	X	X	X
ABC125		X	X	X	X	X	X	X
ABC126		X	X	X	X	X	X	X

[StudentDetail](#)
[OutcomeReport](#)
[SummaryReport](#)
[Exceptions](#)

Indicator 7 Continued 2

- Why are students missing from the report?
 - Student must have an Exit COS Date or Projected Exit COS Date during the reporting period (7/1 - 6/30)
 - Note: ECATS looks at Projected Exit COS dates only for students between the ages of 5 and 6.
 - When the Exit COS is finalized, with the Exit COS date as on or before 6/30, the student will display in the report
 - When the Exit COS is finalized, with the Exit COS date as after 6/30, the student will display in next year's Ind 7 report

Understanding COS & Preparing for Ind 7 Resource

- Early Childhood Technical Assistance Center
 - [ECTA](#)

The screenshot displays the ECTA website interface. At the top, the logo 'ecta' is in green, followed by 'Early Childhood Technical Assistance Center' in blue. Below the logo is the tagline 'Improving Systems, Practices, and Outcomes'. A search bar with 'ENHANCED BY Google' and a magnifying glass icon is on the right. A dark blue navigation bar contains links: Home, About, IDEA, Systems, Practices, Outcomes, Events, Resources, and For Families. On the left, a light green sidebar lists menu items: Outcomes, Outcomes Measurement, Child Outcomes, COS Process, Family Outcomes, IFSP/IEP-Outcomes Integration, Data Quality, and State-Developed Outcomes Materials. The main content area shows a breadcrumb 'Home > Outcomes' and a large green heading 'Outcomes'. Below the heading is a paragraph: 'An outcome is a benefit experienced as a result of services provided to children and families. Child and family outcomes are connected. A positive outcome experienced by the family serves to promote the child outcomes and outcomes achieved by the child benefit the family. Data is collected on outcomes to measure individual and program progress.' Below this is another heading 'Child Outcomes' and a paragraph: 'The goal of early intervention and early childhood special education is to enable young children with disabilities to be active and successful participants during their early childhood years and in the future. States collect, analyze, and use data on three child outcomes to measure individual child and family progress toward improved results and to improve their systems and services.'

Indicator 7 Q & A

We are here to answer your questions!

Feel free to type in the chat or unmute and ask a question.

Exit Count Tips

Exit Count Dates and Data

- Opens September 16th
- Closes September 30th
- Captures end-of-year reporting data on students exiting special education during 7/1/2023 through 6/30/2024 reporting period

Exit Count Report

- Exit Count Report Navigation
 - ECATS Main Page
 - Reporting
 - Standard Reports
 - Special Education
 - Exit Count

Exit Count Resources

- Training Video and Resources Navigation
 - ECATS Main Page
 - Resources
 - Federal Reporting
 - ECATS Training Federal Reporting Webinar Videos
 - ECATS Exit Count Errors and Warning Reference Guide
 - ECATS Exit Count- Same Day Reporting Updates
 - ECATS Exit Count Checklist

ECATS Exit Count Reporting Checklist

- Navigation
 - ECATS Main Page
 - Resources
 - Federal Reporting
 - “ECATS Exit Count Reporting Checklist”

ECATS Exit Count Reporting Checklist Continued

ECATS Screens/Workspace	What to Check
Student History page	Student must have exited Special Education or the District between the begin date and the end date of the reporting period window (7/1-6/30)
Student History page	<p>Student must be exited on the end date of the reporting period window (6/30) in all of NC. Students could be active or inactive overall in ECATS.</p> <ul style="list-style-type: none">• If a child exits one NC district to move to another NC district, and in the 2nd district they are receiving services on the Count Period End Date, they would not be included in this report for either district.• If a child is active and exited in many districts during the Count Period and remain exited on the Count Period End Date, only the last district exited would report that student.

ECATS Exit Count Reporting Checklist Continued 2

ECATS Screens/Workspace	What to Check
Student History page	<p>The following are considered Special Education Exit Events:</p> <ul style="list-style-type: none"> • Non-Eligibility Event (not Initial) • Parent Revocation of Service Event (not Initial) • Parent Consent Denial Event (not Initial) • Reached Maximum Age
Student History page or Finalized IEP document	<p>The IEP/PSSP/CSP End Date must be greater than or equal to the Exit Date (for Special Ed Exit Event) AND there must be at least one service with an End Date on or after the Exit Date.</p>
Student Profile	<p>The student must not be age 23 or older.</p>
Student Level Report View	<p>The student must not be marked as “Exclude Student from This Report” for the applicable report and count period.</p>

Exit Count Report: Common Exceptions

- Setting - The Student's age is invalid for the Primary Educational Setting
 - This is a warning; no action needed
- Exit Reason Blank
 - Document modified exit reason
- Is Duplicated
 - LEA with most recent exit date within reporting period includes student in Exit Count
 - LEA with older exit date within reporting period excludes student from Exit Count
- Exit Reason Not Appropriate for Age
 - Update the modified exit reason
 - There should be no students under age 16 with exit reason, Dropped Out

Exit Count Report: Common Exceptions Continued

- Exit Reason Blank
- Exit Reason Not Appropriate for Age

Region	Age As Of Count Period End Date	IEP Start Date	Exceptionality Category	Setting	Exit Reason	Exit Date
ECATS	6	12/7/2021	SI	REG	TR	11/29/2022
ECATS	11	3/30/2022	LD	REG	MV	7/1/2022
ECATS	5	10/25/2022	AU	REG		4/24/2023
ECATS	9	5/25/2022	SI	REG		7/19/2022
ECATS	10	1/3/2022	VI	REG	TR	7/1/2022
ECATS	8	10/18/2021	SI	REG	MV	10/11/2022
ECATS	7	12/3/2021	SI	REG	TR	11/29/2022
ECATS	8	11/29/2021	SI	REG	DO	11/22/2022
ECATS	10	10/26/2021	LD	REG	DO	10/24/2022
ECATS	6	5/26/2022	SI	REG	MV	1/24/2023
ECATS	7	1/11/2023	SI	REG		4/29/2023
ECATS	14	6/3/2022	AU	REG		7/1/2022

Reminder: Modified Exit Reason

- Students withdrawn from your LEA in PowerSchool are also withdrawn in ECATS
- Conduct inactive students search to access student record
 - Navigation
 - ECATS Main Page
 - Admin
 - School System
 - Administration
 - Inactive Students

The screenshot shows the 'Criteria for Selecting Inactive Students to View' search form. The form includes the following fields and options:

- Last School Attended:** All Schools (dropdown menu with an asterisk)
- Student Last Name:** (text input field with an 'Exact Match' checkbox)
- Student First Name:** (text input field with an 'Exact Match' checkbox)
- Student Middle Name:** (text input field with an 'Exact Match' checkbox)
- Date of Birth:** (date picker field)
- Student ID:** (text input field with an 'Exact Match' checkbox)
- Students Exited After:** (date picker field)
- Students Exited Before:** (date picker field)
- Exit Reason:** -Any- (dropdown menu)
- Sort List By:** Student's Last Name (dropdown menu with an asterisk)

A green button labeled 'VIEW INACTIVE STUDENTS' with an asterisk is located at the bottom right of the form.

Reminder: Modified Exit Reason Continued

- Click the inactive student's name link to access the record

Student ID	Name	Date of Birth	School	Date Exited	Reason for Exiting
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

- Select the appropriate Modified Exit Reason and click Update Database.

Exiting Student Information

Date Exited: 07/01/2022

Reason for Exiting: W1 Transfer Withdrawal

Modified Exit Reason:

UPDATE THE DATABASE

- Graduated with Regular High School Diploma
- Dropped Out of School
- Died
- Received a Certificate
- Reached Maximum Age
- Moved, Known to be Continuing

Reminder: Modified Exit Reason Continued 2

- For currently active student records, click Details next to the associated Exit event

Student History							
Event Date*	Event Type	(transferred from)	Begin Date	End Date	User	Document	Date Created
07/01/2022	Exit School System				Transfer / Import		07/21/2022 21:01 (375 days) DETAILS

- Select the appropriate Modified Exit Reason and click Update Database.

Event Details

Event Type: Exit School System

Date: 07/01/2022

Transferred By:

School:

Exit Info

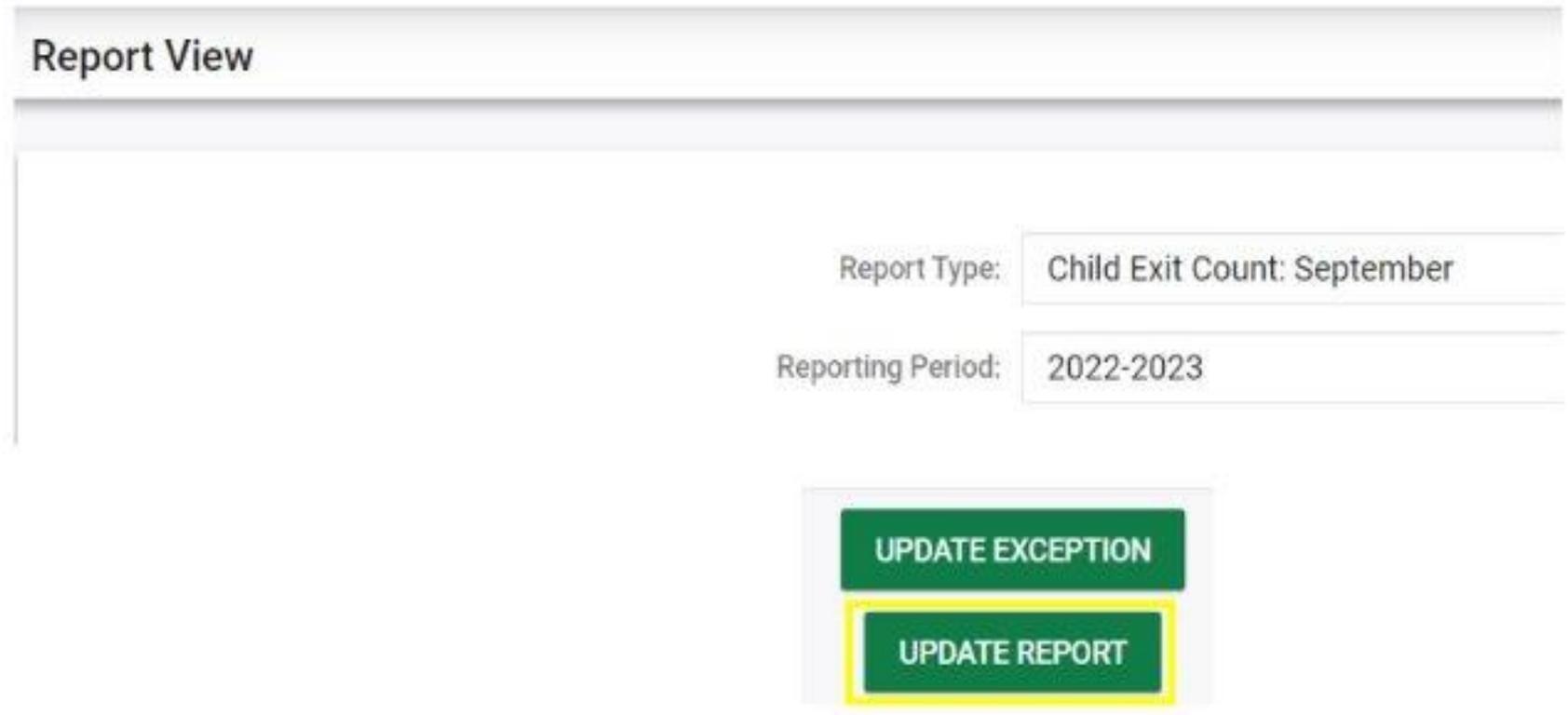
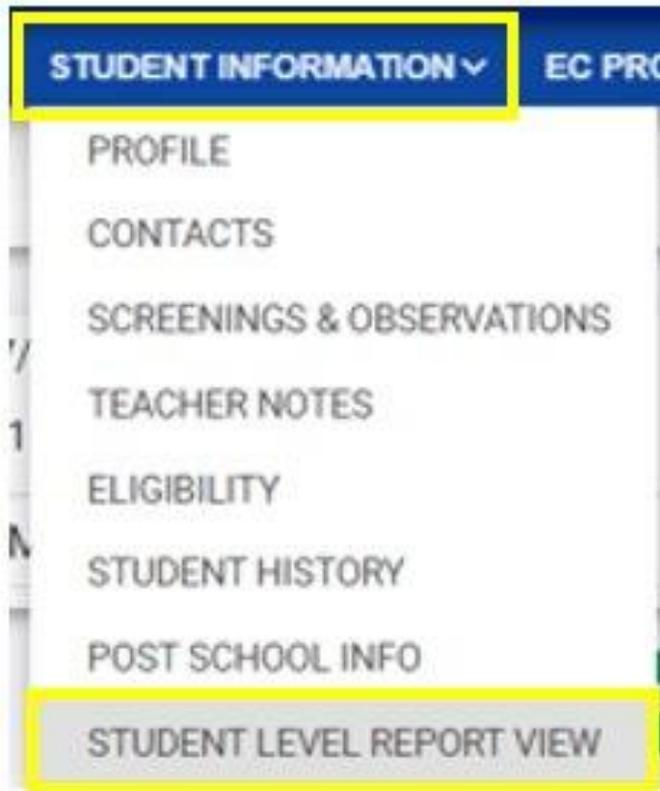
Exit Reason: W1 Transfer Withdrawal

Modified Exit Reason: Moved, Known to be Continuing

UPDATE THE DATABASE

Reminder: Student Level Report View

- After documenting the Modified Exit Reason in the student record, also update the Student Level Report View to clear the error from the report



Reminder: ECATS BOY Process

- ECATS has completed its Beginning-of-Year (BOY) process for Phase II (PowerSchool) PSUs. Data for the 2024-2025 school year, including new students and updated PowerSchool data, has been loaded. All files have returned to their normal load schedules. Please submit a Zendesk ticket if you see any data issues.
- The process to update graduation data in ECATS will occur after the August deadline for entering graduation data into PowerSchool. Once this file is processed, students who have graduated will be exited from ECATS. After that point, districts will be able to select the Modified Exit Reason in ECATS for the 2023-2024 Exit Count, and these students will no longer appear active in ECATS.
- BOY for Phase I (Infinite Campus) PSUs is ongoing and expected to be completed the week of August 12. More information concerning Phase I BOY status will be provided as received. Please share the ECATS: PowerSchool to IC Crosswalk with your IC SIS coordinators for a smooth transition.

Exit Count Q & A

We are here to answer your questions!

Feel free to type in the chat or unmute and ask a question.

Other Reminders

NC ECATS Data Managers Contact Directory

Federal Reporting Office Hours Website

ECATS Data Managers Contact Directory

- Update the Contact Directory with any corrections and/or additions.
 - [ECATS Data Managers Contact Directory](#)

Federal Reporting Office Hours

- Access previous PowerPoints and session recordings from the Office of Exceptional Children's website at:
 - [Technical Assistance and Professional Development: Federal Reporting Office Hours](#)

Accessibility commitment

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- Alt text with images
- Logical reading order
- Accessibility check