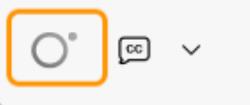


Federal Reporting Office Hours

General Supervision and Data Management
IDEA Data Analysts
December 2024

Automated Captioning for Participants in Webex

Option 1: Caption and Highlights Panel

1. Locate the blue circle and dot icon on the bottom left of your screen.
2. Select icon 
3. Select turn on Webex assistant
4. Select View Captions and Highlights
5. A new side panel will appear on the right of the screen.

Option 2: Closed Captioning

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

Child Count December 2024

Child Count

- Captures reporting data on students receiving special education as of December 1st
- Generates funding
- Certification window is during the 1st three weeks December; **for 2024, the window closes on December 20th**
- Expectation that EC Administrator certifies Child Count on or before the certification due date
- If the EC Administrator does not certify the count, a signed and scanned verification form must be submitted to one of the IDEA Data Analysts



Child Count Continued

- If the EC Administrator does not certify the count, a signed and scanned verification form must be submitted to one of the following:
 - Khalilah O’Farrow
 - Tory Lawrence
 - Sarah Barton
 - Amy Snyder

December 1, 2024 Child Count Verification Form

(Form must be Typed or Printed)

Date:

PSU Name:

PSU Number:

Number of Students with Disabilities reported on 12/1/2024:

Name of authorized Exceptional Children Personnel:

(Print name)

Authorized Exceptional Children Signature:

(Sign name)

Child Count Resources

- ECATS Main Menu > Resources > Federal Reporting

Resources

- ECATS Documents
- EWS & Intervention Planning Documents
- Federal Reporting**
- General
- Service Logging Documents

File Name

- [ECATS Child Count Reporting Checklist](#)
- [ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020](#)
- [ECATS Child Count - Exception Tab Guide](#)

Link/Topic & Description	Module	Release Date
ECATS Webinar – Child Count Reporting This webinar will review how to run the Child Count report to see who is included, how to retrieve and read the report, and how to resolve any exceptions.	Special Education	December 2, 2019

Child Count Resources Continued

- ECATS Main Menu > Resources > Federal Reporting



Student Record Review Checklist to Ensure Accuracy for Child Count

ECATS Screens/Workspace	What to check
Student History page	The student must have been enrolled in the district on or before the count period date (12/1 for December Count or 4/1 for April Count). Look for Student Enrollment event and verify Event Date is correct.
Student History page	Students with an Initial referral after 7/1/2019 must have Parental Consent for services response documented to be included.
Student History page or Finalized IEP document	The student must have a finalized IEP/PSSP/CSP event that is valid on the count period date (12/1 for December Count or 4/1 for April Count). Check Begin Date and End Date on Student History page. OR Check From and To dates on finalized IEP document for most current IEP.

ECATS Child Count Warnings and Exceptions Guide

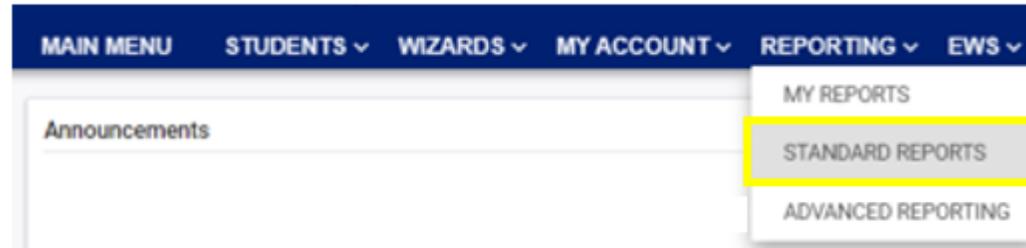
Key Points:

- Warnings do not need to be addressed in order to certify the Child Count.
- Errors must be corrected prior to certification.
- Students must have a current IEP on the child count date (12/1 or 4/1) in order to be included.
- Students with an Initial referral after 7/1/2019 must have Parental Consent for services response documented to be included.

Warning Type	Exception	Action
Error	Is Duplicated	Same student ID exists on another LEA's Child Count. Work with the other LEA where the student duplicated to determine which district needs to resolve this via exclusion in ECATS. Find LEA Data Manager here . Once the student is excluded both districts should click Update Report on the Student Level Report View Page to clear the error.
Warning	Potential Duplicates	Student has similar demographic-level information as another student at a different, or within the same, LEA but has a different ID. Resolve via exclusion if student is actually a duplicate. No action required if student is not a duplicate.
Error	School Code is Blank	Student is missing a school code. Update this in PowerSchool. If School Code exists in PowerSchool, submit a ZenDesk ticket for it to be corrected in ECATS.
Error	Grade is Blank	Student is missing a grade code. Update this in PowerSchool. If grade exists in PowerSchool, submit a ZenDesk ticket for it to be corrected in ECATS.
Error	PK Grade Check	Student is greater than 5 years old and is being counted in Pre-K. Verify student grade, update in PowerSchool if it is incorrect.
Error	Developmental Delay Age Not Appropriate	Student that is 8 or older and has DD Eligibility. If no new eligibility exists on or before 12/1 (December) or 4/1 (April), exclude student from count.
Warning	Setting Age Not Appropriate	Students' age is not appropriate for the setting on the count period date, this is a warning and can be ignored.

Child Count Report

- Child Count report available to review data



Scheduled Reports		
Early Warning System	Accommodations Report School/Grade/Class/Test	Exit Count
FAM-S	Caseloads as of a Point in Time	IEP Services Report with Location (xls)
General	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
Progress Monitoring	Child Count	IEP Services Report with Minutes (xls)
Service Logging	Compliance by Case Manager (xls)	Indicator 11
Special Education	Compliance by School (xls)	Indicator 7
	Compliance by Students (xls)	Missing Progress Report (xls)
	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xls)
	Contacts Report (PDF)	Progress Report Status (PDF)
	ESY By School By Case Manager (xls)	Projected/Missed Eligibility Meetings (xls)
	ESY by Service (xls)	Projected/Missed IEP Meetings (xls)

Child Count Report Continued

Reports - Child Count

Data Source: Transactional/EDPlan

Count Period: December 2024 | 12/02/2023 - 12/01/2024

CHECK ALL

CHECK NONE

Import Holding School DPI FTE School LEP

Schools: Graduated Students Homeless Migrant

The Academy of Moore County CECAS

Include Exceptions/Validations:

Sort By: Last Name

GENERATE REPORT

MAIN MENU STUDENTS WIZARDS MY ACCOUNT REPORTING EWS ADMIN

SCHOOL SYSTEM REPORTING SYSTEM INFO SUMMARY ADMINISTRATION

Your report is number 6 in line for generation.

An e-mail will be sent to 'khalilah.ofarrow@dpi.nc.gov' when it is complete.

When the report has successfully generated, you will find it in either the Saved System Reports section at the bottom of the Reports Page or on the My Reports Page.

The email will provide you with details.

Child Count Report Continued 2

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

Announcements

- MY REPORTS
- STANDARD REPORTS
- ADVANCED REPORTING

Reports

Report	Date Created	Created By
Child Count	01/03/2023 19:30:00	Khalilah Sabreen OFarrow

Region	District	School	StudentID	Is Duplicated	Potential Duplicates	School Code is Blank	Grade is Blank	PK Grade Check	Developmental Delay Age Not Appropriate	Setting Age Not Appropriate	Provision of Services Parental Consent Date is blank	Race	StudentID	IsLEP
Region ABC	ABC County	ECATS	ABC123		Potential Dup						X			
Region ABC	ABC County	ECATS	ABC234											
Region ABC	ABC County	ECATS	ABC345	X	Potential Dup									
Region ABC	ABC County	ECATS	ABC456		Potential Dup						X			
Region ABC	ABC County	ECATS	ABC567		Potential Dup				X					
Region ABC	ABC County	ECATS	ABC678		Potential Dup						X			
Region ABC	ABC County	ECATS	ABC789		Potential Dup									
Region ABC	ABC County	ECATS	ABC890	X	Potential Dup						X			
Region ABC	ABC County	ECATS	ABC321		Potential Dup				X		X			
Region ABC	ABC County	ECATS	ABC432	X	Potential Dup						X			

Child Count **Exceptions** +

Child Count Report Continued 3

Total Students:		72				
Region	LEA Name	Student ID	Age As Of Count Period End	Grade	IEP Start Date	Exceptionality Category
Region A	ECATS	ABC123	13	7	2022-12-09	AU
Region A	ECATS	ABC124	2	PK	2022-04-06	LD
Region A	ECATS	ABC125	15	AE	2022-05-13	LD
Region A	ECATS	ABC126	10	4	2022-05-25	LD
Region A	ECATS	ABC127	9	3	2022-10-12	LD
Region A	ECATS	ABC128	10	5	2022-09-09	ED
Region A	ECATS	ABC129	8	3	2022-09-09	DD
Region A	ECATS	ABC130	6	1	2022-10-03	SI
Region A	ECATS	ABC131	9	4	2022-10-07	ED
Region A	ECATS	ABC132	11	5	2022-06-01	LD
Region A	ECATS	ABC133	7	2	2022-05-11	DD
Region A	ECATS	ABC134	14	8	2022-11-04	AU
Region A	ECATS	ABC135	12	PK	2022-11-29	SI
Region A	ECATS	ABC136	13	OS	2022-09-09	OH
Region A	ECATS	ABC137	10	4	2022-04-06	LD
Region A	ECATS	ABC138	9	3	2022-04-07	LD

Child Count

Exceptions



Child Count Report Common Exceptions

- *Potential Duplicates*
 - This is a warning; no action is needed
- *Is Duplicated*
 - PSU in which the student is enrolled as of December 1st includes the student in their Child Count
 - PSU in which the student is not enrolled as of December 1st excludes the student from their Child Count
- *Developmental Delay Age Not Appropriate*
 - Student is age 8 or older and DD displays as the primary disability
- *Provision of Services Parental Consent Date is Blank*
 - Student is missing the Provision of Services Parental Consent event

Developmental Delay Age Not Appropriate

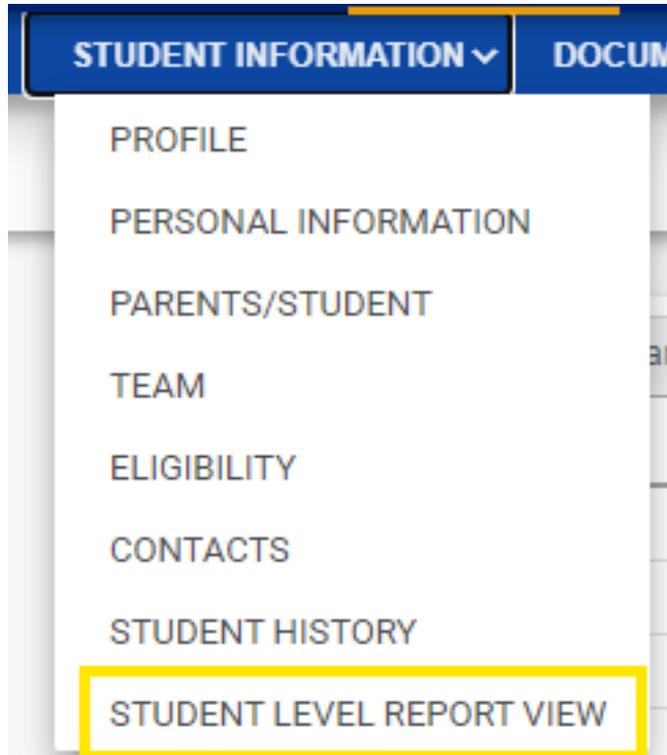
- Student must have a finalized Eligibility Determination with new primary disability on or before December 1st
- Check the timestamp of the finalized Eligibility Determination and the Annual Review/Addendum IEP

<u>IEP Document</u> (ID #123456)	5/12/2024	16:58
<u>Eligibility Determination</u> (ID #789101)	5/12/2024	16:59

- If the Eligibility Determination with the new disability was finalized after the IEP:
 - Finalize a new IEP with the same information from the IEP created with the Eligibility Determination. **Note:** The new IEP will display the new primary disability.
 - Delete the IEP that was finalized prior to finalizing the Eligibility Determination.

Reminder: Student Level Report View

- After addressing an error from a report in the student record, also update the Student Level Report View to clear the error from the selected report



Developmental Delay Age Not Appropriate Continued

- If no new Eligibility Determination was completed to update the student's primary disability from Developmental Delay
 - Exclude the student from child count
 - Update the Student Level Report View

Steps to Exclude Student Record

- Student Level Report View
 - Report Type: “Active Child Count: December”
 - Reporting Period: “2024-2025”
- Select “Exclude this Student”
- Select “Update Exception” and “Update Report”



Provision of Services Parental Consent Date is Blank

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)



Use the link directly above to create a final parent/guardian/student Consent to Evaluate document. Then submit the response information in the fields directly below.

Consent for Services

[CREATE CONSENT FOR SERVICES](#)



Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Consent Response (EC Process > Consent Screen)

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)



Use the link directly above to create a final parent/guardian/student Consent to Evaluate document. Then submit the response information in the fields directly below.

Consent for Services

[CREATE CONSENT FOR SERVICES](#)



Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Documents created for

- [Consent for Eval](#)
- [Consent for Services](#)

Remember: An open check box associated with the Consent document indicates the document was finalized, the but the Consent response has not yet been submitted on the EC Process > Consent screen.

Consent Response (EC Process > Consent Screen) Continued

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)



Use the link directly above to create a final parent/guardian/student Consent to Evaluate document. Then submit the response information in the fields directly below.

Initial or Reeval? Initial Reeval

Parent/Guardian/Student Consent to Evaluate Response: Parent/Guardian/Student Signed - Yes

Parent/Guardian/Student Consent to Evaluate Date Signed: 03/17/2023



The following question is specific to private school students ONLY. Regardless of whether a student is private school or public school status, users should complete the applicable EC processes.

Is the parent requesting an evaluation/reevaluation solely for the purpose of applying or renewing scholarships (vouchers), and will not receive services through a private school services plan (PSSP)?

No

Date: 03/17/2023

SUBMIT CONSENT TO EVALUATE RESPONSE

Consent for Services

[CREATE CONSENT FOR SERVICES](#)



Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Parent/Guardian/Student Consent for Services Response: Parent/Guardian/Student Signed - Yes

Parent/Guardian/Student Consent for Services Date Signed: 05/14/2023

SUBMIT CONSENT FOR SERVICES RESPONSE

Consent Response: Confirm Response was Submitted

Documents created for

- E** [Consent for Eval](#)
- E** [Consent for Services](#)

Remember: The red **E** associated with the Consent document indicates the document was finalized, and the Consent response was submitted on the EC Process > Consent screen.

Student History

- 05/14/2023  Provision of Services Parental Consent
- 03/17/2023  Parent Consent (Yes)

Remember: The Provision of Services Parental Consent event and Parent Consent (Yes) event on the Student History screen indicates the Consent responses were submitted on the EC Process > Consent screen.

Consent Response: Upload Consent Document(s)

- Upload signed copy of Consent to Evaluate (if applicable) and Consent for Services to Document

Documents					
<u>Document</u>		Batch	<u>Status</u>	Del	Attachment
<u>Consent for Services</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>Consent for Service</u>
<u>Consent for Eval</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>Signed Consent</u>

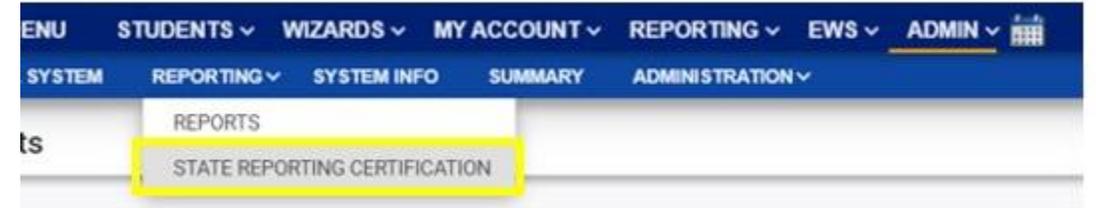
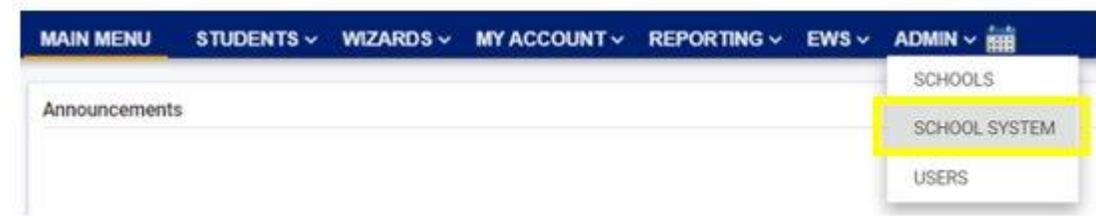
Child Count Report Missing Students

- Provision of Services Parental Consent event date on or before December 1
- IEP/PSSP/CSP begin date on or before December 1
- IEP/PSSP/CSP end date after December 1
- Student Enrollment date on or before December 1

Student History					
Event Date*		Event Type	Begin Date		End Date
06/13/2022		Provision of Services Parental Consent	<input type="text"/>		<input type="text"/>
06/13/2022		Notification - IEP	<input type="text"/>		<input type="text"/>
06/12/2022		IEP	06/13/2022		06/12/2023
06/12/2022		Eligibility Determination	06/12/2022		06/12/2025
03/30/2022		Parent Consent (Yes)	<input type="text"/>		<input type="text"/>
03/25/2022		Notification - IEP	<input type="text"/>		<input type="text"/>
03/14/2022		Referral	<input type="text"/>		<input type="text"/>
07/16/2021		Grade Change (Fourth Grade)	07/16/2021		07/13/2022
08/19/2019		Student Enrollment	<input type="text"/>		<input type="text"/>

Certifying Child Count

- From the Admin drop list, select School Systems.
- From the secondary level Reporting drop list, select State Reporting Certification.
- From the State Reporting Certification screen, select the 2024-2025 Timeframe, locate the Active Child Count: December, and click the Certify button. **Note: This does not certify your report.**



State Reporting Certification For

Timeframe: 2024 - 2025

Report	Report Date	Certified	Certified By	Date Certified	Certify/Decertify	Details
Indicator 5: Educational Environments for Ages 6-21	12/01/2024	Report does not need certification			SUMMATION	
Indicator 6: Educational Environments for Ages 3-5	12/01/2024	Report does not need certification			SUMMATION	
Indicator 7: Preschool Outcomes	06/30/2025	✓				
Indicator 15: Due Process Complaints	06/30/2025	Report does not need certification			SUMMATION	
Indicator 16: Dispute Resolution	06/30/2025	Report does not need certification			SUMMATION	
Active Child Count: December	12/01/2024	✓			CERTIFY	
Active Child Count: April	04/01/2025	✓				
Child Exit Count:	06/30/2025	✓				

Certifying Child Count Continued

- Select the Certification check box, then click the Certify Active Child Count button. **Do not click Print Certification Status before you click Certify Active Child Count.**

2024 Certification Process For Active Child Count: Calender Year End Report

Certification

I certify that the information was submitted and accepted by ECATS for Region/LEA: Region 6 Southwest/Anson Charter Academy by _____ on 12/02/2024.

Summation Data

Number of records submitted for active students enrolled in special education on December 1, 2024: 0

CERTIFY ACTIVE CHILD COUNT 😊
PRINT CERTIFICATION STATUS ❌
VIEW AUDIT HISTORY
BACK

Certifying Child Count Continued 2

- Return to the State Reporting Certification screen to confirm the December Child Count is certified. To confirm Child Count Certification, check for the following:
 - A green check mark under the column, **Certified**
 - A name under the column, **Certified By**
 - A date under the column, **Date Certified**
 - The **Decertify** button under the column, **Certify/Decertify**
 - The **View** button under the column, **Details**

State Reporting Certification For

Timeframe: 2024 - 2025

Report	Report Date	Certified	Certified By	Date Certified	Certify/Decertify	Details
Active Child Count: December	12/01/2024	✓	Khalilah Sabreen OFarrow	12/02/2024	DECERTIFY	VIEW

Child Count Q & A

We are here to answer your questions!

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

Federal Personnel Survey 2025

Opens January 15th

Closes March 28th

Federal Personnel Survey

- Data collection required by OSEP
- Report the full-time equivalency (FTE) of staff serving students with disabilities regardless of how they are funded.
- Must reflect the staff providing services to students with disabilities, ages 3 through 21, who were reported in the December Child Count.
- The survey captures staff data on fully licensed/not fully licensed status, FTE, and vacancies.

Preparing for Federal Personnel Survey

Collaborate with Human Resources and Finance Department to gather information (e.g. licensure status, FTE, vacancies) regarding:

- Staff who work exclusively with EC students
 - Special Education Teachers
 - Related Services Providers
 - Paraprofessionals
- Staff who work with all students including EC students
 - PE Teachers
 - School Nurses
 - School Social Workers
 - School Counselors

Federal Personnel Survey Contact Info

Area	Name	Email	Phone
Adapted Physical Education	Vacant		
Extended Content Standards	Matthew Martinez	matthew.martinez@dpi.nc.gov	984 236-2554
Teachers of the Deaf & Hard of Hearing	Antwan Campbell	antwan.campbell@dpi.nc.gov	984-236-2587
Teachers of the Visually Impaired	Crystal Patrick	crystal.patrick@dpi.nc.gov	984-236-2617
Psychological Services	Lynn Makor	lynn.makor@dpi.nc.gov	984-236-2555
Occupational Therapy	Bridgette LeCompte	bridgette.lecompte@dpi.nc.gov	984-236-2638
Physical Therapy	Laurie Ray	laurie.ray@dpi.nc.gov	919-636-1827
Orientation & Mobility Specialists	Crystal Patrick	crystal.patrick@dpi.nc.gov	984-236-2617
Speech-Language Pathologists	Perry Flynn	pfflynn@uncg.edu	336-256-2005
Federal Personnel Survey	Sarah Barton	sarah.barton@dpi.nc.gov	984-236-2600
Federal Personnel Survey	Khalilah O'Farrow	khalilah.ofarrow@dpi.nc.gov	984-236-2641
Federal Personnel Survey	Tory Lawrence	tory.lawrence@dpi.nc.gov	984-236-2640
Federal Personnel Survey	Amy Snyder	amy.snyder@dpi.nc.gov	984-236-2854

Federal Personnel Survey Training

- OEC Website > EC Calendar of Events

15
Jan

Federal Personnel Survey Training Session

- This training is intended for EC administrators and data managers that will be completing the Federal Personnel Survey. Two sessions will be offered with the first at 10am and a repeat at 2pm. Registration is not required.

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](#)

Region #	LEA #	LEA Name	Contact Name	Phone Number	Email Address	Fax Number	Mailing Address	Est. # of Schools	Est. # of EC Students
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Federal Reporting Office Hours

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

Accessibility commitment

This presentation has been [designed to be accessible](#) through:

- Clear structure/layout
- High color contrast
- Effective use of color
- Readable font
- Distinct slide titles
- Descriptive links
- Captioned video
- Accessible tables
- Effective use of images
- Alt text with images
- Logical reading order
- Accessibility check