North Carolina Department of PUBLIC INSTRUCTION

This resource is intended to provide an overview and the location of several ECATS resources produced by the EC Division. This may be especially helpful for onboarding new staff and locating materials since the transition to the new EC Division website.

The ECATS Manual 2019 (revised 9/13/19)-the BIG BOOK of ECATS. This manual is a helpful reference as you work through the videos and TIP SHEETS recommended below. The pages that support any of the steps are noted at each step. This manual is located on the ECD website and the ECATS Special Education documents pages.

Getting Started

To access ECATS, log into RapidIdentity/NCEdCloud IAM and locate the ECATS icon. Click to get started. This is covered under the first bullet on the Quick Reference Card.

1. Quick Reference Card: The first three topics on this card are important for getting started and are bold. Additionally, the Quick Reference Card (QRC) provides an at-a-glance look at the processes that are covered more in depth in each of the sections below.
   QRC TOPICS:
   - **Logging In**
   - **Main Menu and Messages**
   - Caseload (In depth at #3 and ECATS manual page: 124)
   - Completing an IEP (In depth at #4 - 6)
   - **Logging Out** (ECATS manual page: 134)

2. Main Menu and Tab Navigation: An overview of the main menu and tab navigation of ECATS. This gives a general overview of how to navigate through the main menu front page and the ECATS tabs as you work through the sections below. (PCG video: 2:57 & ECATS manual pages: 5-8)
   - For users who have access to view students beyond a caseload:
     Student Search: Learn how to complete student searches and print or export the search results. (PCG)

3. IEP Team and Invitation Documents: Learn how to update the IEP Team page, change the case manager, and add ECATS users to a student's IEP team. This video will walk the user through identifying each of the staff members (ECATS users) who need to be part of the IEP team for meetings and access, how to change the person designated as the case manager in the system, and the creation of the IEP Team Meeting Invitation. (PCG video: 4:45 & ECATS manual pages: 15-28)
   - For users who need to add additional members to the IEP Team who are NOT ECATS users and for details about the data contained in the *Student Information Profile Tab-*
     Student Information and Data Movement: Learn how to access Student Information and Data (PCG)
   - For secondary users who need to invite outside agencies for transition services: Invitation of Outside Agencies for Transition Services: Learn how to develop invitations to be sent to outside agencies for transition services. (PCG)
   - For users who need to document contacts being made with parents or other contacts; for example, for collaborating with parents to set up meetings or to document additional notifications (watch video to 1:55 for *Contacts* or continue viewing for information on

EXCEPTIONAL CHILDREN
NC Department of Public Instruction

*Documents):*General Documentation: An overview of general documentation within the EC Process, including screenings, contacts, and the creation of documents. (PCG)

Completing the IEP

Each of the resources in this section focuses on the IEP and documenting that process in ECATS and were produced from a collaboration between PCG and the EC Division. All of the EC Process forms are in a printable/fillable format on the EC Division website, located here: Federal Regulations & State Policies | NC DPI. Scroll down to the + Forms heading and click on the + to expand the table with all the forms listed, including the *Spanish* versions.

1. Annual IEP**:** The ECD has prepared a short video to demonstrate the sequence of the data entry required for annual IEPs. This video is only meant as a guide for new users or staff that are having difficulty navigating the system. It is NOT intended to be a demonstration of writing a compliant IEP. The information in text boxes was simply keyed in to advance the process not provide users with the expected language necessary to produce a compliant IEP or meet any requirement on a monitoring protocol. (DPI video)
   o Annual IEP Video Companion Document: A sample IEP has been created in ECATS to demonstrate options for documenting services and supports. It is highly recommended that the sample IEP be used in conjunction with the Training Video to enhance the data entry process. This sample is not intended to be generalized into practice beyond the purpose for which it was intended.
   o Microsoft Word – Tips for Starting an IEP Meeting Purpose to PLAAFPs.docx (nc.gov): This TIP SHEET is another guide through the ECATS IEP steps.

2. ECATS Training Videos: Special Education Topics: This is the Exceptional Children Division's website that contains all the videos developed to assist users with ECATS. These cover numerous areas and listed by topics. Each of the topics that were covered in the *Annual IEP video* above are addressed below but broken down into small steps for each of the sections of the Annual IEP Process. (ECATS manual pages: 52-79)
   o Meeting Purpose and Assessment Summary/Review for IEP: An overview of the Meeting Purpose and Assessment Summary/Review sections of the IEP process. (PCG)
   o IEP Introduction, Purpose, Profile, and Summary: An overview of the Introduction, Purpose, Profile, and Summary sections of the IEP process. (PCG)
   o Source of Relevant Information: An overview of the Sources of Relevant Info section of the IEP process. (PCG)
   o Present Level(s) of Performance and Special Factors: An overview of the present levels of performance and special factors section of the IEP Process. (PCG)
   o Communication Plan: Learn how to complete a Communication Plan in the IEP process. (PCG)
   o Secondary Transition: An overview of the Secondary Transition section of the IEP Process. (PCG)
   o Goals and Objectives: the Goals and Objectives sections of the IEP Process. (PCG)
   o Services and Services/Goal Integration: An overview of the Services and Services Goal Integration sections of the IEP process. (PCG)
   o Accommodations: An overview of the accommodations section of the IEP process. (PCG)

- o ESY Services and Services/Goal Integration: An overview of ESY Services and Services Goal Integration sections of the IEP Process. (PCG)
- o Create Draft/Final IEP: Learn how to create a Draft/Final IEP (PCG)
- o Prior Written Notice: An overview of the Prior Written Notice section of the EC process. (PCG)
- o Progress Report Document: Learn how to complete a progress report document. (PCG)

3. EC Process and ECATS Courses:
These courses are accessed in NCEES by logging into RapidIdentity/NCEdCloud IAM and directions for this are linked below. There are 11 total, and the ones listed below will supplement your beginning ECATS knowledge while adding information about the IEP processes.

This links to a document demonstrating access to the courses:
TIP SHEET on NCEES access for Courses 2021.02.23

	EC Process and ECATS Course Name	Course Code
Course 1:	Invitation to the IEP Team Meeting	16779
Course 4a:	Present Levels of Academic Achievement and Functional Performance (PLAAFP) and Consideration of Special Factors	16782
	Module 4aCPW: Communication Plan Worksheet	16789
Course 4b:	Postsecondary Transition	16783
Course 4c:	Annual Goals, Short-Term Objectives, and Benchmarks	16784
Course 4d:	Least Restrictive Environment (LRE) and Extended School Year (ESY)	16785
Course 6:	Prior Written Notice (PWN)	16787

4. Manifestation Determination Process: Two PCG videos and one EC Process and ECATS Course will walk you through the manifestation determination process and the documentation of the process in ECATS. (ECATS manual pages: 108-114)
- o Disciplinary Change in Placement: Learn how to complete Disciplinary Change in the Placement process. (PCG)
- o MDR - Overview, Current Disciplinary Event and Data Used: An overview of the manifestation determination process and demonstrate how to complete the first two steps in the process. (PCG)
- o MDR - Assessment and Review of Participants: Learn how to complete the assessment and review of participant steps within the manifestation determination process. (PCG)

	EC Process and ECATS Course Name	Course Code
Course 7:	Disciplinary Change in Placement and Manifestation Determination	16788

EXCEPTIONAL CHILDREN
NC Department of Public Instruction

09/02/2021

Beyond the IEP – Initial Referral and Reevaluation

Required Screening/Evaluations for Eligibility (as of 2/26/21)-This is a quick reference companion document that may be used to work through reviewing existing data to determine eligibility questions, areas of concern or suspected disabilities, and the needed evaluations. The specific and detailed policy references for each of the eligibility areas are contained in the NC Policies Governing Services for Children with Disabilities-Revised March 2021 on pages 61-75 beginning with *NC 1503-2.5 Evaluation Procedures*.

1. EC Process and ECATS Courses:
   The additional EC Division courses in NCEES (RapidIdentity/NCEdCloud IAM) addressing the initial referral and reevaluation processes are listed below.

	EC Process and ECATS Course Name	Course Code
Course 1:	Invitation to the IEP Team Meeting	16779
Course 2:	Initial Referral and Consent for Evaluation	16780
Course 3:	Determining Eligibility and Consent for Services	16781
Course 5:	Reevaluation	16786

2. ECATS Training Videos: Special Education Topics: This list continues the Exceptional Children Division's ECATS website with the videos developed to assist users with the initial referral and reevaluation documentation in ECATS.
3. Initial Referral (ECATS manual pages: 29-39)
4. Referral Process: An overview of the Referral process. (PCG)
   o Referral Information: Learn how to enter Referral information. (PCG)
   o Student Strengths: Learn how to complete the Student Strengths section of the Referral process. (PCG)
     ▪ Student Strengths - Preschool: Learn how to complete the Students Strengths – Preschool link within the Referral process. (PCG)
   o Review of Existing Data: Learn how to complete the Review of Existing Data link within the Referral process. (PCG)
     ▪ Review of Existing Data - Preschool: Learn how to complete the Review of Existing Data – Preschool link within the Referral process. (PCG)
   o Assessment Review: Learn how to complete the Assessment Review link within the Referral process. (PCG)
   o Reason for Referral and IEP Team Determination: Learn how to complete the Reason for Referral and IEP Team Determination links within the Referral process. (PCG)
   o Evaluation Plan, Consent for Evaluation and Create a Draft (ECATS manual pages: 40-42)
     ▪ Evaluation Plan: An overview of the Evaluation Plan within the Referral process. (PCG)
     ▪ Consent Process Introduction: An introduction to the Consent process. (PCG)
     ▪ Consent to Evaluate: An overview of the Consent to Evaluate section of the EC process.
     ▪ Create Draft/Create Final in the Referral Process: Learn how to complete the Create Draft/Final link within the Referral process. (PCG)
   o Assessment Summary, Eligibility, Create a Draft, and Consent for Services (ECATS

manual pages: 42-52)

- Assessment Summary Within the Referral Process: Learn how to complete the Assessment Summary within the Referral process. (PCG)
- Eligibility Determination: Learn how to complete an eligibility determination within the Eligibility process. (PCG)
- Eligibility Worksheets: Learn how to complete an eligibility worksheet within the Eligibility process. (PCG)
- Create Draft/Create Final Eligibility Determination: Learn how to complete the eligibility process and create a final Eligibility Determination and disability worksheet. (PCG)
- Consent for Services: An overview of the Consent for Services section of the EC process. (PCG)
  - Reevaluation, Assessment Summary, Review of Existing Data, and completion of the Reevaluation Process. (ECATS manual pages: 98-108)
    - Reevaluation Process and Assessment Summary: An overview of the Reevaluation process and Assessment Summary link. (PCG)
    - Reevaluation Process Review of Existing Data: Learn how to complete the review of the existing data page within the Reevaluation process. (PCG)
    - Reevaluation Process Decision, Evaluation Plan, and Create Draft/Final Reevaluation: Learn how to complete the Reevaluation Decision, Evaluation Plan, and create draft or final pages within the Reevaluation process. (PCG)

3. Out of State IEPs-For students who transfer in with IEP documentation from outside of North Carolina it may be appropriate to utilize a Comparable Service Plan (CSP) until North Carolina eligibility is established. The purposes and considerations of a CSP are explained here in Comparable Service Plan (see the second topic).
   - General Documentation: In this video, beginning at 1:50, are the directions for creating documents using the Documents tab in ECATS. To create a CSP document, select the radio button next to *Comparable Service Plan*.
   - The specific requirements to address an out of state IEP, beginning with the initial referral process, are contained in the NC Policies Governing Services for Children with Disabilities-Revised March 2021 on pages 79 - 80 at *NC 1503-4.4(f)* *IEPs for children who transfer from another state*