

00:00:00.000 --> 00:00:18.629

I want to welcome everyone once again to the federal reporting office hours session for May. Thank you for joining. I want to let everyone know that this session is being recorded and will be posted on the federal reporting section of the website.

00:00:22.079 --> 00:00:40.079

Once again, thank you for joining and this is just a quick reminder to display closed captioning on your screen, click the cc icon at the bottom of the of your screen so you can see the closed captioning display.

00:00:40.079 --> 00:00:50.490

So, we welcome any questions you may have regarding federal reporting, feel free to unmute your mic or submit your question in the chat and we will address those.

00:00:50.490 --> 00:01:00.060

And as we are waiting for questions to come in, we'll go over some updates and reminders regarding federal reporting.

00:01:04.709 --> 00:01:16.260

During this session, I will be covering various federal reporting preparation tips with the focus on Indicator 7, Exit Count, and Indicator 11.

00:01:16.260 --> 00:01:21.450

So, we will begin with Indicator 7, Preschool Outcomes.

00:01:24.870 --> 00:01:37.859

Indicator 7 opens August 1st and it must be certified by August 19th.

00:01:37.859 --> 00:02:11.729

It is based on the data from the July 1st, 2021 through June, 30th, 2022 reporting period and it captures the percent of preschool students, ages 3 through 5, with improved childhood outcomes in the following 3 areas: That would be positive, social, emotional skills; acquisition, and use of knowledge and skills; and use of appropriate behaviors to meet their needs.

00:02:14.699 --> 00:02:22.889

In preparation for Indicator 7, there are some things to check for accuracy in the student record.

00:02:22.889 --> 00:02:45.419

The 1st screen shot, displays the link to the resource document, ECATS Indicator 7 reporting checklist, which you can access from the federal reporting tab on the main menu in the resources section. And, the 2nd screenshot shows the following things to check for accuracy in the student record.

00:02:45.419 --> 00:02:54.900

You want to ensure that the student is between age 3 and less than age 6 as the COSF Exit date.

00:02:54.900 --> 00:03:11.189

The student received services in PreK for at least 6 months. And you're looking at the dates from the Active in PreK services start date to the Active and PreK services completion date.

00:03:11.189 --> 00:03:41.819

You want to confirm that the student has an Exit COSF event between the reporting period begin an end date, which is July 1st through June 30th. Now, let's look at what to do when students transfer from another district with no documentation of Entry COSF, and the child has been enrolled in Pre K for at least 6 months.

00:03:41.819 --> 00:03:54.900

EC preschool staff could enter information from the initial eligibility as the entry if there wasn't one previously entered.

00:03:55.194 --> 00:04:05.305

So, this will provide the growth data from beginning of services until exit if the student has been enrolled and receiving services for 6 months or more.

00:04:05.634 --> 00:04:18.865

So, this screenshot displays the fields in which you can document personnel from the previous district, if necessary. Those fields are not drop lists. You can manually document that information.

00:04:22.529 --> 00:04:36.238

As a reminder, the Indicator 7 report is currently available for you to check your data and address any possible errors that must be corrected before the certification window opens in August.

00:04:36.238 --> 00:05:18.899

Also, you'll find the training video and additional resources on Indicator 7 from the main menu resources section. It is very important for charter schools to also review Indicator 7 report to identify students who transfer to the charter school with COSF data from the previous district. If the student currently enrolled in a charter school is missing Exit COSF data, the charter school should contact the previous district and request the Exit COSF data so the charter school can enter and finalize the data.

00:05:23.579 --> 00:05:32.278

In this screenshot, you'll see on the Student Level Report View, one of the OSEP Total Outcome Ratings is blank.

00:05:32.278 --> 00:05:38.699

The Student Level Report View should display all three OSEP Total Outcome Ratings.

00:05:38.699 --> 00:05:48.749

So, a blank rating by an OSEP Total Outcome Category indicates a discrepancy in the Exit COSF progress rating.

00:05:48.749 --> 00:06:03.869

And to resolve this discrepancy, you'll need to create a new Exit COSF with the corrected information and delete the existing Exit COSF with the incorrect information.

00:06:07.709 --> 00:06:24.718

And many of you know or have experienced that you cannot finalize another Exit COSF when there is an existing Exit COSF. So, these next few slides will demonstrate what to do in this situation.

00:06:24.718 --> 00:06:36.809

You want to navigate to the document screen and download a PDF copy of the existing finalized Exit COSF, so you'll have the data to document in the new Exit COSF.

00:06:36.809 --> 00:06:42.178

And from the document screen, you want to create a draft COSF.

00:06:48.084 --> 00:07:01.584

Then, you want to update the progress response on the draft Exit COSF along with the other required fields for each of the three outcomes and enter progress details if the response is yes.

00:07:01.613 --> 00:07:04.553

And once you have completed this information, you want to click save.

00:07:08.428 --> 00:07:11.788

Then navigate to the Student History Screen.

00:07:11.788 --> 00:07:19.439

Select the Exit COSF event that has the incorrect information and delete that exit.

00:07:19.439 --> 00:07:33.988

Then you want to navigate back to the Documents screen, and you should now be able to create a final Exit COSF with the correct information.

00:07:37.199 --> 00:07:47.069

After correcting the data, and the student record, update the report from the Student Level Report View.

00:07:47.069 --> 00:07:57.658

From the Student Information drop list, select the Student Level Report View. You want to select Indicator 7 Preschool Outcomes as the Report Type.

00:07:57.658 --> 00:08:02.129

Select the appropriate Reporting Period, then click Update Report.

00:08:02.129 --> 00:08:12.538

From the detailed report view screen, scroll to the bottom and click Update Report and this will include the correction in the Indicator 7 Report.

00:08:17.309 --> 00:08:21.358

At this point, let me pause and ask are there any questions.

00:08:21.358 --> 00:08:26.788

Feel free to unmute your mic or send your question in the chat view.

00:08:31.288 --> 00:08:35.308

Nothing in the chat right now. Okay. Thank you.

00:08:39.923 --> 00:08:52.974

On this next slide, you'll see the Early Childhood Technical Assistance Center. It provides the resource Converting COS Data to OSEP Progress Categories, Summary Statements.

00:08:53.153 --> 00:09:18.629

So, this is an interactive resource that allows you to confirm the progress ratings documented in the Exit COSF is based on OSEP category rules. So, this is a great resource for you to double check that the progress ratings in your exit COSF are being documented correctly, according to the OSEP category rules.

00:09:20.129 --> 00:09:23.698

Now, let's take a look at Exit Count.

00:09:26.129 --> 00:09:31.589

Exit Count opens September 15th and close September 30th.

00:09:31.589 --> 00:09:40.619

The Exit Count captures end of year reporting data on students who exited from special ed during the previous reporting period.

00:09:40.619 --> 00:09:49.048

Or, during the reporting period, July 12,2021 through June 30th, 2022.

00:09:50.668 --> 00:10:04.739

So, you want to be sure to query the Exit Count report to check your data and address any possible errors that must be corrected before the certification window opens in September.

00:10:04.739 --> 00:10:13.678

And the training video and other training resources on the Exit Count are available from the ECATS main menu resources section.

00:10:13.678 --> 00:10:40.408

In preparation for the Exit Count, there are some things to check for accuracy in the student record. You'll see this screenshot shows a link to the resource document, ECATS Exit Count Reporting Checklist, which is available in the resources section on the main menu in ECATS.

00:10:40.408 --> 00:10:45.899

And the 2nd, screen shot will display the following things to check.

00:10:45.899 --> 00:10:56.788

For accuracy in the student record, the student has an Exit School System event during the reporting period of July 1 through June 30th.

00:10:56.788 --> 00:11:21.599

The student must be exited as of June 30th in all of North Carolina. So, let's say that a student accident on June 30th and later re-enrolled on July 1. Because the student exited as of June 30th and was not enrolled anywhere else in North Carolina as of June 30th, that student would be included in the Exit Count.

00:11:22.918 --> 00:11:43.139

So, another criteria to check for accuracy is a student has one of the following Special Ed exit events on the student history screen: A Non-Eligibility event, such as transfer to regular education; Parent Revocation of Consent for Service event; Parent Consent Denial Event.

00:11:43.139 --> 00:11:54.418

Or reached maximum age. Other criteria include the student must have a current IEP that does not expire prior to the exit date.

00:11:54.418 --> 00:11:58.798

The student must be under age 23.

00:11:58.798 --> 00:12:06.958

And the student must not be marked as excluded on that student level report view screen.

00:12:06.958 --> 00:12:19.859

So be sure to review that resource document, ECATS Exit Count Reporting Checklist, to ensure the data pulling into your Exit Count Report is accurate.

00:12:23.124 --> 00:12:33.774

This slide is a screenshot of what to look for when you are reviewing the student details tab of the Exit Count Report.

00:12:34.104 --> 00:12:53.729

You want to get into the habit of creating column filters to check your data. So, you can check the student details tab in addition to the exceptions tab. So, this is a screenshot of what to look for.

00:12:53.729 --> 00:13:09.089

When you're reviewing data on your student details tab in the Exit Count Report two of the most common exceptions in the Exit Count Report are Exit Reason Blank and Exit Reason Not Appropriate for Age.

00:13:09.089 --> 00:13:24.869

So, the Exit Reason Blank is an error that must be corrected. And this occurs when the modified exit reason has not been documented for the exit event that occurred during that reporting period.

00:13:24.869 --> 00:13:38.639

And Exit Reason Not Appropriate for Age is an error that also must be corrected. And so, this occurs when the incorrect modified exit reason is selected based on the student's age.

00:13:38.639 --> 00:13:47.519

For example, as you see in the screen shot, there are two students under the age 16, but they have the exit reason dropped out.

00:13:47.903 --> 00:13:57.173

There should not be any students under the age of 16 with the modified exit reason, dropped out.

00:13:57.474 --> 00:14:14.933

So, to correct this you would need to update that modified exit reason in that inactive student record and then update the report from the student level report view detail screen. So, let me pause and check. Are there any questions?

00:14:16.798 --> 00:14:29.033

Yes, I have a question in the chat. He says, I have a student showing on my transactional report that are missing the modified exit reason dropdown and are therefore missing the exit reason.

00:14:29.364 --> 00:14:41.308

It looks like the only thing they all have in common is the parent consent for eval response, Yes, entered prior to their exit. How can I fix these students?

00:14:42.839 --> 00:14:57.688

So, in general, okay, so in that, there's a couple of things that you can check if you're unable to document the modified exit reason, check the student history screen.

00:14:57.688 --> 00:15:07.259

A lot of times on the student history screen, when you see that exit event display at the far, right, click the details button.

00:15:07.259 --> 00:15:15.808

Once you click the details button, you should get another screen for you to then document that modified exit reason.

00:15:15.808 --> 00:15:29.308

Another reason why you may not see the modified exit reason option for you to select is if the student is not EC prior to the exit.

00:15:29.308 --> 00:15:47.129

So, for example, if the student transferred to regular education, or let's say if there was a consent revocation event prior to the exit date, then that would remove the option for you to document the modified exit reason.

00:15:47.129 --> 00:15:57.208

So, the modified exit reason can only be documented if the student is EC prior to that exit event.

00:15:57.208 --> 00:16:09.808

If you check both of those and you're still unable to document the modified exit reason. That would be the point for you to submit a Zendesk ticket.

00:16:12.869 --> 00:16:19.619

Let me know if that address your question and, let me know if there are any other questions.

00:16:19.619 -->

Okay, same continuation, it looks like all of these students were in their retrieval process when exit, but she said, she'll submit she will submit to the then the Zendesk. Thanks.

00:16:37.048 --> 00:16:42.509

Okay, thank you. Are there any other questions?

00:16:49.254 --> 00:17:05.063

Okay, great. Once again, if you have any questions feel free to send your question to the chat or feel free to unmute your mind. So, the next thing that we're going to cover is Indicator 11 Child Find.

00:17:07.378 --> 00:17:13.288

Indicator 11 opens October 3rd and closes October 31st.

00:17:13.288 --> 00:17:28.949

And so, Indicator 11, it captures the percent or percentage of timely placement within 90 days that occurred during the July 1, 2021 through June 30th reporting period.

00:17:28.949 --> 00:17:48.838

And as a reminder, the Indicator 11 Report is currently available for you to check your data and address in any possible errors or discrepancies that must be corrected before the certification window opens in October.

00:17:52.078 --> 00:18:14.273

And just like, I had mentioned with the previous counts the Indicator 11 training video is available along with other training resources. You can access, uh, these resources from the main menu resources section. Be sure to click the federal reporting tab.

00:18:17.338 --> 00:18:25.048

In preparation for Indicator 11, there are some things to check for accuracy and the student record.

00:18:25.048 --> 00:18:38.368

If the initial placement process ended after the 90 day timeline, the initial placement delay reason must be documented on a data collection screen.

00:18:38.368 --> 00:18:51.088

If the initial placement was within the 90 days, you want to confirm that the consent for services response has been submitted on the consent screen.

00:18:51.088 --> 00:19:10.013

And if you need to make corrections or if you have make corrections to student, the student records for those same day corrections to update to the Indicator 11 Report to show, navigate to the Student Level Report View detail screen and click update report.

00:19:13.618 --> 00:19:42.209

It is very important to remember to document and submit the consent response on the EC Process Consent screen. So, this will create the event, the appropriate event on the student history screen and cut down the volume of the initial placement delay reason errors that may occur when you're missing or when that student record is missing that consent event.

00:19:45.838 --> 00:19:58.828

And it is also very important to upload a copy of the signed consent to the document screen. So, this is needed for policy monitoring reviews. So, let me emphasize again.

00:19:58.828 --> 00:20:12.028

When that student is going through the initial placement process, it is very important to document and submit those consent responses from the process consent screen.

00:20:12.028 --> 00:20:22.588

Once you leave that screen, you can navigate to the Student History screen to confirm that you see those consent events.

00:20:22.588 --> 00:20:41.338

After you have confirmed that those consent events display on the Student History screen, you also want to confirm on the document screen that a copy of the signed consent forms have been uploaded to them to the Documents screen.

00:20:41.338 --> 00:20:48.868

This is very important for the initial placement process as well as policy monitoring reviews.

00:20:54.358 --> 00:21:06.683

This slide is a screen shot of what of additional things to look for when reviewing the Student Details tab in the Indicator 11 report.

00:21:06.983 --> 00:21:22.288

And as I had mentioned with the Exit Count report, you want to get into the habit of creating column filters on the Student Detail screen in addition to reviewing your exceptions tab.

00:21:24.749 --> 00:21:32.969

So, as you're reviewing your data for accuracy, confirm that it aligns with what occurred.

00:21:32.969 --> 00:21:41.939

For example, check the referral received by school date along with the referral determination date.

00:21:41.939 --> 00:21:58.828

If the referral received by school date, and the referral determination date are documented as the same date, be sure to review your data to determine the circumstances in which this would have occurred on the same day.

00:22:01.199 --> 00:22:09.898

You can further monitor your data by reviewing the invitation to conference created prior to the referral.

00:22:09.898 --> 00:22:33.328

For example, if the Referral Received by School Date and Referral Determination Date were both documented as November 2nd, 2021, as you can see in that 1st example, but the invitation of conference was dated as October 25th, 2021, chances are the Referral Received by School Date was prior to November.

00:22:33.328 --> 00:22:38.429

And in this case, it was documented incorrectly in the referral.

00:22:38.429 --> 00:22:46.378

So, to correct this discrepancy, you will need to finalize a new referral with the correct information.

00:22:46.378 --> 00:22:51.388

Then delete the existing referral with the incorrect information.

00:22:51.388 --> 00:23:08.519

So, you, once again, you want to be mindful of checking the accuracy of your data and ensure that what has been documented aligns with what occurred.

00:23:08.519 --> 00:23:11.759

Now let's take a look at some other information to review.

00:23:14.368 --> 00:23:23.909

Let's look at the columns, Number of Days Delayed and Initial Placement Delay Reason.

00:23:26.999 --> 00:23:41.009

If you see 0 in the column of Number of Days Delayed, but there is a delay reason in the Initial Placement Delay Reason column, this is also a discrepancy in the data.

00:23:41.009 --> 00:24:00.118

This discrepancy may have occurred when an initial placement delay reason is selected to clear the error but the consent for services response is later submitted within that reporting period, and the initial placement delay reason just has not been removed.

00:24:00.118 --> 00:24:20.608

So be sure to remove the initial placement delay reason from the data collection screen. If there was no delay, then navigate to the Student Level Report View detail screen and click update report to clear this data discrepancy in your Indicator 11 report.

00:24:21.659 --> 00:24:26.999

Now, at this point, I want to pause and ask are there any questions.

00:24:26.999 --> 00:24:55.733

And I also want to open the mics or open the floor for any of the attending monitoring consultants if you would like to provide any further guidance on some of the information that I discussed.

00:24:56.878 --> 00:25:23.459

Hey, yes, I ran my indicator 11 report and how long does it take to update the consent? Because we uploaded the consent yesterday, and I just ran the report and it's not showing that the consent was there, but I see it on the Documents screen.

00:25:23.459 --> 00:25:33.959

Okay, so here's a couple of things to check. If you uploaded the copy of the signed consent to the Documents screen, that is excellent practice.

00:25:33.959 --> 00:25:37.949

Also check your Student History screen.

00:25:37.949 --> 00:25:49.229

If your Student History screen does not have that consent event, then you want to go to that EC Process Consent screen and make sure you document and submit that.

00:25:49.229 --> 00:26:00.719

Now, if it has not been documented and submitted, be sure to document and submit that response. Let me just go back to that screenshot.

00:26:03.358 --> 00:26:06.598

You want to go back to that EC Process Consent screen.

00:26:06.598 --> 00:26:16.318

Document and submit that response, make sure you see the corresponding event display on that Student History screen.

00:26:16.318 --> 00:26:23.128

Then go to that Student Level Report View for Indicator 11 and click update report.

00:26:23.128 --> 00:26:34.858

And so, once you run your indicator level report, again, you should see that information update.

00:26:34.858 --> 00:26:40.528

Let me know if that answers your question.

00:26:40.528 --> 00:26:46.259

I think so. I'm working on it now. Okay perfect.

00:26:46.259 --> 00:26:55.618

Yes, can you tell them where again the today's recording can be accessed?

00:26:55.618 --> 00:27:02.669

Someone was asking where, how today's recording can be accessed for guidance when preparing for the indicators.

00:27:08.338 --> 00:27:19.679

The recordings will be posted to the federal reporting office hours website, and I'll show you that slide in just a moment.

00:27:19.679 --> 00:27:41.009

I would say, give it to at least Monday, the beginning of next week to see today's recordings, because there is a process that needs to be completed to request the recordings to be posted to the website.

00:27:41.009 --> 00:27:52.138

So, give it until Monday or at the beginning of next week to see this recording posted, today's recording posted.

00:28:03.269 --> 00:28:06.568

Any other questions.

00:28:07.769 --> 00:28:14.249

One just came in. Will there be a summer institute? If so, what are dates and places.

00:28:18.898 --> 00:28:36.808

I don't have that information on the exact dates of the summer institutes. Um, I would like to ask if any of the other monitoring consultants on the call know the summer Institute. Or is it still in the planning phase stage?

00:28:40.493 --> 00:28:56.844

Yeah, totally. I think it's still in the planning stage. I'm not sure that the dates are ready. I'm sure they will get that in the Wednesday communication.

00:29:02.519 --> 00:29:09.419

Yes, thank you. Any other questions.

00:29:13.348 --> 00:29:31.138

Okay, so let me pull the PowerPoint back up a resume sharing. Here we go, so let's go over some other tips and reminders.

00:29:32.159 --> 00:29:46.078

As we mentioned every month is very important to review the ECATS Data manager's contact directory. We all know that there's there are changes in personnel changes in staff throughout the year.

00:29:46.078 --> 00:30:00.659

So, it's very important to review this contact directory. It is open. And editable as a Google Doc, so be sure to check the contact information for your Public School Unit.

00:30:00.659 --> 00:30:10.348

If it's changed, or if there's information that needs to be added, please, please do that.

00:30:10.348 --> 00:30:20.993

Updating the information, this is very important when you're preparing or getting ready for child counts or indicators, and especially when we get into the end of the school year.

00:30:21.263 --> 00:30:27.263

So if there's any, um, updated content information, please visit that site to update your information.

00:30:27.538 --> 00:30:36.868

Also, there is a federal reporting office hours site on the website.

00:30:36.868 --> 00:30:47.278

I just entered in the chat, the link to the federal reporting office hours site.

00:30:47.278 --> 00:30:58.108

This is where you can go to view any of the previously recorded office hours sessions as well as the associated PowerPoint.

00:30:58.108 --> 00:31:08.398

As I mentioned today's power point, and today's recorded session will be, or should be posted by the beginning of next week.

00:31:08.398 --> 00:31:13.378

So, you should be able to review today's information by next week.

00:31:17.034 --> 00:31:34.463

So, I want to thank everyone for your participation, your attention, and your questions at this time I want to check once more. Are there any questions that you may have regarding Indicator 7, Exit Count or Indicator 11?

00:31:34.769 --> 00:31:41.308

Feel free to send your question in the chat or on mute your mic.

00:31:41.308 --> 00:31:52.679

For those who may not have any additional questions once again, thank you for your attention today. And I hope everyone enjoy the rest of your afternoon.