## **Federal Reporting Office Hours**

#### Special Programs and Data August 2023



EXCEPTIONAL CHILDREN DIVISION

# Automated Captioning for Participants in WebEx

#### Option 1: Caption and Highlights Panel

- Locate blue circle and dot icon on the bottom of
- 2. Select icon



3. A side panel will appear on the right side of the screen.

~ c	$\vee$ Captions & Highlights	
C	aptions Highlights	
٩	Patrick, Crystal I will now share my PowerPoint.	0:27
٩	Patrick, Crystal This is the power point. We will be viewi today.	0:39 ing

#### Option 2: Closed Captioning

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



EXCEPTIONAL CHILDREN DIVISION

# Federal Reporting Preparation Tips

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

# **Documenting COSF Data**

## **COSF Overview**

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

MAIN MENU		DS V MY ACCOUNT V REPORTING	- EWS - ADMIN - 🛗		
STUDENT INFOR		PLAN OF CARE EC PROCESS V			
Documents:	General	$\bigcirc$ Accommodation Review	$\bigcirc$ Plan of Care (Physical Therapy)		
	Progress Monitoring	Child Outcome Summary Form	○ Plan of Care (Psychological Services)		
r rogicoo monitoring		○ Contact Log	○ Plan of Care (Counseling Services)		
		○ Core Plan	O Plan of Care (Special Education - Speech/Language)		
		○ Core Plan Review	○ FAM-S Scoring Summary School (pdf)		
		○ CSP Document	○ FAM-S Scoring Summary School (xls)		
		○ Progress Report	○ FAM-S Item Summary School (pdf)		
		○ Plan of Care (Speech/Language)	○ FAM-S Item Summary School Level (xls)		
		$\bigcirc$ Plan of Care (Occupational Therapy)	○ IEP at a Glance		



#### **Child Outcome Summary Form**



Real North Carolina Department of Strain PUBLIC INSTRUCTION

## **COSF Workflow - Interim COSF**

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

Leave Pre-k services completion date blank

Child Outcome Summary Form Child Outcome Summary Form



DIVISION



- 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 COSF event on Student History Screen before documenting Exit COSF
   Student History

	510	ident 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	m	Provision of Services F	Parental Consent		i

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



Select the Exit COSF rating for each outcome
Document Supporting Evidence



#### Supporting Evidence

Source of Information:		Date:	Summary of Relevant Results:	
Assessment	~	12/07/2021		abe
	~			abc
			ADD ROW	

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

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:	If yes, describe progress here.
	SAVE

CREATE FINAL DOCUMENT



We are here to answer your questions!

Feel free to type in the chat or unmute and ask anything you like!

## **Indicator 7: Preschool Outcomes**

# **Indicator 7**

- Opens August 1<sup>st</sup>
- Closes August 18th
- Based on data from the 7/1/2022 through 6/30/2023 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.

#### **Preparing for Indicator 7** *Things to check in the student record*

Resources					Disclaimer/License	e Agreement	Upload File(s) D	elete/Update Docu	uments
Planning Documents							ECATE India	tor 7 Exception	
Federal Departing		11	Federal Reporting	~	06/16/2021	Colton Ash	<u>Desc</u>	riptions	
Pederal Reporting		27	Federal Reporting	~	09/17/2020	Beth Burris	ECATS Exit C	count Reporting ecklist	11
General	0	28	Federal Reporting	~	09/17/2020	Beth Burris	ECATS Exit Co Reportin	<u>ount - Same Day</u> I <u>g Updates</u>	
Service Logging Documents		29	Federal Reporting	~	09/17/2020	Beth Burris	ECATS Exit Co Warnings Re	ount - Errors and eference Guide	
Special Education Documents		31	Federal Reporting	~	10/05/2020	Beth Burris	ECATS Indica Che	ator 7 Reporting ecklist	÷

Student Record Review Checklist to Ensure Accuracy for Indicator 7

ECATS Screens/Workspace	What to Check
Student Profile and Documents tab	Student must be age 3 to less than 6 as of the COSF Exit Date.
Documents tab	Student must have an Exit COSF event (or projected Exit COSF 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 COSF.
Student Level Report View	The student must not be marked and 'Exclude Student from This Report' for the applicable report and count period

# **Indicator 7: Tip**

How do you document Exit COSF for a student who transfers from another PSU with no documentation of Entry COSF, 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 Child	Outcome Summary Form	
POSE		
The proper selection must be made in order to generate the a	ppropriate document.	
Select One:	Entry	*
Active in Pre-k services start date:		
Pre-k services completion date:	i	
SONS INVOLVED IN DECIDING THE SUMMARY RA	TINGS Role	
		abcy

# **Indicator 7**

🔐 🚘 North Carolina Department of

PUBLIC INSTRUCTION

 Training video and resources available in ECATS (Main Menu > Resources)

esources			Review the License Ag	greement Upload Fil	e(s) Delete/Update Docu	ments	
-		Federal Reporting 🗸	10/26/2020 Be	eth <u>ECATS Ir</u> urris <u>Exc</u>	ndicator 11 Reporting - eptions Tab Guide	-	
Federal Reporting		Federal Reporting 🗸	10/13/2020 Be Bu	eth <u>ECATS Ir</u> urris <u>Updating Ir</u>	ndicator 11 Reporting - nitial Delay Reason Guide		ECATS Indicator 7 Reporting - Errors
Service Logging Documents		Federal Reporting 🗸	10/13/2020 Be Bu	eth <u>ECATS Ir</u> urris <u>Errors</u>	ndicator 11 Reporting - and Warnings Guide		ECATS Indicator 7 Reporting
Special Education Documents	D	Federal Reporting 🗸	10/13/2020 Be Bu	eth <u>ECATS Indi</u> urris	icator 11 Reporting - FAQ Guide		<u>Checklist</u>
	0	Federal Reporting ~	10/13/2020 Be Bu	eth <u>ECATS Tra</u> urris <u>Webinar</u>	aining Federal Reporting Videos - Last Updated 10/11/2020	÷	

Indicator 7 report available to review data

Early Warning System	Accommodations Report School/Grade/Class/Test	Exit Count		
51110	Caseloads as of a Point in Time	IEP Services Report with Location (xls)		
FAM-S	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)		
General	Child Count	IEP Services Report with Minutes (xls)		
	Compliance by Case Manager (xls)	Indicator 11		
Progress Monitoring	Compliance by School (xls)	Indicator 7		
Ormina Langing	Compliance by Students (xls)	Missing Progress Report (xls)		
Service Logging	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xls)		
Special Education	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)		



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

## Indicator 7 Report

	IUDENIS V	WIZARDS ~	MY ACCOUNT ~	REPORTING ~	EWS ~	ADMIN ~ III
				MY REPORTS		
Announcements				STANDARD REP	ORTS	
				ADVANCED REP	ORTING	

Include Summary Report

Sort By: Last Name

**GENERATE REPORT** 

Include Exception/Validation Report

#### Scheduled Reports

Early Warning System	Accommodations Report School/Grade/Class/Test	IEP Services Report with Location (xls)				
5111.0	Caseloads as of a Point in Time	IEP Services Report with Location/Transportation (xls	<u>))</u>			
FAM-S	Caseloads Report Admin (xls)	IEP Services Report with Minute	Data Source:	Transactional/EDPlan		
General	Child Count	Indicator 11	ndicator 11			
	Compliance by Case Manager (xls)	Indicator 14	Indicator 14 Count Period: August 2023			
Progress Monitoring	Compliance by School (xls)	Indicator 7				
	Compliance by Students (xls)	<u>Missing Progress Report (xls)</u>		CHECK ALL CHECK N	DNE	
Service Logging	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xl		Import Holding School	CECAS	
Special Education	Contacts Report (PDF)	Progress Report Status (PDF)	Schoole			Migrant
Special Education	ESY By School By Case Manager (xls)	Projected/Missed Eligibility Mee	5610015.		DELE SCHOOL	U Wigrant
				Graduated Students	Homeless	
			Detailed Student Listing			
			Include Outcome Report			

# **Indicator 7 Report**

MAIN MENU	STUDENTS ~	WIZARDS ~	MY ACCOUNT ~	REPORTING ~	EWS ~
				MY REPORTS	
Announcement	ts			STANDARD REP	ORTS
				ADVANCED REP	ORTING

#### 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	Х	X	Х	Х	Х	Х	Х
ABC124	Х	X	Х	Х	Х	Х	Х
ABC125	X	X	Х	Х	Х	Х	Х
ABC126	X	Х	X	Х	Х	Х	Х
<	StudentDetail OutcomeReport	SummaryReport Excer	otions (+)	1		•	\

#### Indicator 7 Report Why are students missing from the report?

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

#### Understanding COS & Preparing for Ind 7 Resource: NC Child Outcomes Summary Tips, Tricks & Resources <u>https://padlet.com/dawnmeskil/COSResources</u>

padlet						SIGN UP LOG IN 🔶 SHARE
Dawn Meskil + 4 • 6d NC Child Outcom Please submit any additional r	es Summary Tips, Tricks & esources to dawn.meskil@dpi.nc.gov.	Resources				
About Child Outcomes	For Families	Child Outcomes Tools	COS Data	ECATS	Other States	Related Resources
<ul> <li>Parameterial 2000</li> <li>Catadadas parameterial 2000</li></ul>	<ul> <li>Dawn Meskil 220</li> <li>Charly Charles Charl</li></ul>	Dawn Meskil 223 ECTA Video: Child Outcomes Step-by-Step IDEAS that Work U.S. Office of Special ectacenter.org vtion Programs This video describes and illustrates the three child outcomes adopted by the Office of Special Education Branczmer (OSEP) and	<page-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></page-header>	<ul> <li>Dawn Meskil 15d :</li> <li>How to access ECAT Training Videos</li> <li>ECATS Federal Reporting videos in ECATS</li> <li>Go to the Main Menu &gt; Resources section &gt; Federal Reporting tab.</li> <li>☆ Rate 0 0</li> <li>☆ Add comment</li> <li>Dawn Meskil 15d :</li> <li>Federal Reporting Preparation</li> </ul>	Dawn Meskil 22d Vermont Resources  education.vermont.gov Early Childhood Special Education Services   Agency of Education	Dawn Meskil 22d CPMI (National Center for Pyramid Model Innovations) Description <pdescription< p=""> <pdescription< p=""> <pdescription< p=""> <pdescri< td=""></pdescri<></pdescription<></pdescription<></pdescription<>
Dawn Meskil 220 ECTA: COS Process Professional Development CIDEAS that Work U.S. Office of Special ectacenter.org vion Programs Provided here is a collection of national resources to support COS training and technical assistance.	Dawn Meskil 220 CA Family Guide to Understanding the Early Childhood Outcomes Measurement Process	reported on by all state early intervention (Part C) and preschool special education (Part B, Section 619) programs as part of their Annual Performance Report (APR). ☆ Rate 0 and Add comment Commen	<text><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></text>	<text><text><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></text></text>	Add comment     Add comment     Add comment     Add comment     Comment     Add comment     Comme	ncein.fpg.unc.edu ☆ Rate Add comment



We are here to answer your questions!

Feel free to type in the chat or unmute and ask anything you like!



# **Exit Count Tips**

## **Exit Count**

- Opens September 15<sup>th</sup>
- Closes September 29th
- Captures end-of-year reporting data on students exiting special education during 7/1/2022 through 6/30/2023 reporting period

# **Exit Count**

#### • Exit Count report available to review data

Scheduled Reports

Early Warning System	Accommodations Report School/Grade/Class/Test	Exit Count
51110	Caseloads as of a Point in Time	IEP Services Report with Location (xls)
FAM-S	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
General	Child Count	IEP Services Report with Minutes (xls)
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Service Logging	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xls)
Special Education	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)

#### Training video and resources available in ECATS (Main Menu > Resources)

Resources			Review the License Agreeme	nt Upload File(s) Delete/Update Doci	uments
-		Federal Reporting ~	10/26/2020 Beth Burris	ECATS Indicator 11 Reporting - Exceptions Tab Guide	ECATS Exit Count - Errors and
Federal Reporting		Federal Reporting ~	10/13/2020 Beth Burris	ECATS Indicator 11 Reporting - Updating Initial Delay Reason Guide	Warnings Reference Guide
Documents	•	Federal Reporting ~	10/13/2020 Beth Burris	ECATS Indicator 11 Reporting - Errors and Warnings Guide	ECATS Exit Count - Same Day
Special Education Documents	0	Federal Reporting ~	10/13/2020 Beth Burris	ECATS Indicator 11 Reporting - FAQ Guide	Reporting Updates
	0	Federal Reporting	10/13/2020 Beth Burris	ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020	<u>ECAIS EXIT Count Reporting</u> <u>Checklist</u>

#### Resources

General

Documents

Federal Reporting ECATS Exit Count Reporting Checklist ECATS Exit Count - Same Day **Reporting Updates** Service Logging

> ECATS Exit Count - Errors and Warnings Reference Guide

**Preparing for Exit Count** Things to check in the student record

#### Student Record Review Checklist to Ensure Accuracy for EC Exit Count

ECATS Screens/Workspace	What to Check
Student History page	Student must have exited Special Education or the District between the begin date and end date of the reporting period window (7/1-6/30).
Student History page	<ul> <li>Student must be exited on the end date of the reporting period window (6/30) in all of North Carolina. Students could be active or inactive overall in ECATS.</li> <li>If a child exits one NC district to move to another NC district, and in the second district they are receiving services on the Count Period End Date, they would not be included in this report for either district.</li> </ul>
	- 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.
Student History page	<ul> <li>The following are considered Special Ed Exit Events:</li> <li>1. Non-Eligibility Event (not initial)</li> <li>2. Parent Revocation of Service Event (not initial)</li> <li>3. Parent Consent Denial Event (not initial</li> <li>4. Reached Maximum Age</li> </ul>
Student History page or Finalized IEP document	The IEP/PSSP/CSP End Date must be greater than or equal to the Exit Date (or Special Ed Exit event) AND there must be at least one service with an End Date on or after the Exit Date.
Student Profile	The student must not be age 23 or older.
Student Level Report View	The student must not be marked and 'Exclude Student from This Report' for the applicable report and count period.

### **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

#### **Preparing for Exit Count** *Exit Count Report: Common Exceptions*

Exit Reason Blank

#### Exit Reason Not Appropriate for Age

	Age As Of Count		Exceptionality		Exit	
Region	Period End Date	IEP Start Date	Category	Setting	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

$\cup$	ADMIN ~ IIII	Criteria for Selecting Inactive Stude	nts to View	
	SCHOOLS	Last School Attended:	All Schools	*
	SCHOOL SYSTEM	Student Last Name:		Exact Mate
	USERS	Student First Name:		Exact Mate
		Student Middle Name:		Exact Mate
$\frown$		Date of Birth:		
(2)	REPORTING - EWS - ADMIN -	Student ID:		Exact Mate
		Students Exited After:		
		Students Exited Before:	<b></b>	
	INACTIVE STUDENTS	Exit Reason:	-Any-	*
	INACTIVE USERS	Sort List By:	Student's Last Name	<b>*</b>

## **Reminder: Modified Exit Reason**

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



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

**Exiting Student Information** 

Reason for Exiting: wit fransfer withdrawal
Modified Exit Reason:

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**

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

Stu	dent	History			_						
Event Date*		Event Type	(transferred from)	Begin Date		End Date		User	Document	Date Created	
07/01/2022		Exit School System					Ē	Transfer / Imp	port	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:	07/01/202
Transferred By:	
School:	
Exit Info	
Exit Reason:	W1 Transfer Withdrawal



## **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

ONTACTS		
UNIACIS	Report View	
CREENINGS & OBSERVATIONS		
EACHER NOTES		
LIGIBILITY		
TUDENT HISTORY	Report Type:	Child Exit Count: September
OST SCHOOL INFO	Reporting Period:	2022-2023
TUDENT LEVEL REPORT VIEW		

### Reminder: ECATS Beginning-of-Year Process



#### ECATS Beginning-of-Year (BOY) Process

ECATS Beginning-of-Year (BOY) process is in progress. Data for the 2023-2024 school year is being loaded including new students and updated PowerSchool data. Files will return to their normal load schedules once the initial loads take place.

Please be aware that student data transfers will take longer than usual due to the number of transfers occurring at the beginning of the school year.

In addition, the process to update graduation data in ECATS will occur after the August deadline for entry of graduation data into PowerSchool. Once this file is processed, students who have graduated will be exited in ECATS. After that point, districts will be able to select the Modified Exit Reason in ECATS for the 2022-2023 Exit Count and these students will no longer appear active in ECATS.





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# **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.

https://docs.google.com/document/d/1tQFdgbqV 1kqhMXN9PIGR38JrYbvR8UuZ/edit?usp=sharin g&ouid=100162846075394212010&rtpof=true&s d=true

### ECATS website: Federal Reporting Office Hours

Access previous PowerPoints and session recordings from the ECATS website at <u>https://www.dpi.nc.gov/districts-</u> <u>schools/classroom-resources/exceptional-</u> <u>children/every-child-accountability-tracking-</u> <u>system-ecats/reporting/federal-reporting-</u> <u>office-hours</u>