

Federal Reporting Office Hours

Special Programs and Data

October 2022

Automated Captioning for Participants in WebEx

Option 1: Caption and Highlights Panel

1. Locate blue circle and dot icon on the bottom of screen.
2. Select icon
3. A side panel will appear on the right side of the screen.



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



WELCOME TO THE FEDERAL DATA Q&A

We are here to answer your questions!

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



Federal Reporting Preparation Tips

Indicator 11

Indicator 12

Indicator 11 Tips

Child Find

Indicator 11

- Opened October 3rd and closes October 31st
- Captures the percent of students for whom a referral was received, and placement determined within 90 days
- Based on data from the 7/1/2021 through 6/30/2022 reporting period

Indicator 11 Resources

- Training video and resources available in ECATS
(Main Menu > Resources > Federal Reporting tab)

Resources

[Review the License Agreement](#) [Upload File\(s\)](#) [Delete/Update Documents](#)

Document Type	Document Name	Date	Author	Document Description
Federal Reporting	Federal Reporting	10/26/2020	Beth Burris	ECATS Indicator 11 Reporting - Exceptions Tab Guide
Federal Reporting	Federal Reporting	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting - Updating Initial Delay Reason Guide
Federal Reporting	Federal Reporting	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting - Errors and Warnings Guide
Federal Reporting	Federal Reporting	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting - FAQ Guide
Federal Reporting	Federal Reporting	10/13/2020	Beth Burris	ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020



ECATS Federal Reporting Webinar Videos

Link/Topic & Description	Module	Release Date
ECATS Webinar – Indicator 11 Reporting This video will demonstrate the process for Indicator 11 Reporting. We will review: <ul style="list-style-type: none"> Student scenarios included in the report How to run the report How to read the report How to resolve exceptions How to exclude student record How to certify the Indicator 11 report after exceptions have been resolved 	Special Education	October 11, 2020

Indicator 11 Resources

The screenshot shows the North Carolina Department of Public Instruction website. The header includes the DPI logo, a search bar, and links for NC SUPERINTENDENT, STATE BOARD, and NC.GOV. The main navigation bar has links for Home, Educators, Students & Families, Districts & Schools, Data & Reports, News, and About DPI. Below the navigation bar, a breadcrumb trail reads: NC DPI » Districts & Schools » Classroom Resources » Exceptional Children » Every Child Accountability & Tracking System (ECATS) » Special Education » Manuals, Tip Sheets & Documentation. The main heading is "Manuals, Tip Sheets & Documentation". To the right, a sidebar menu lists "Special Education", "Training Videos", and "Manuals, Tip Sheets & Documentation". Under the "Tip Sheets" section, a list of three documents is shown, with the first two highlighted by a yellow box:

- [PM.ECATS Tip Sheet 8.9.2022](#)
- [Data Quality for Ind. 11 & 12 8.9.2022](#)
- [Indicator 11 Tip Sheet 8.9.2022](#)

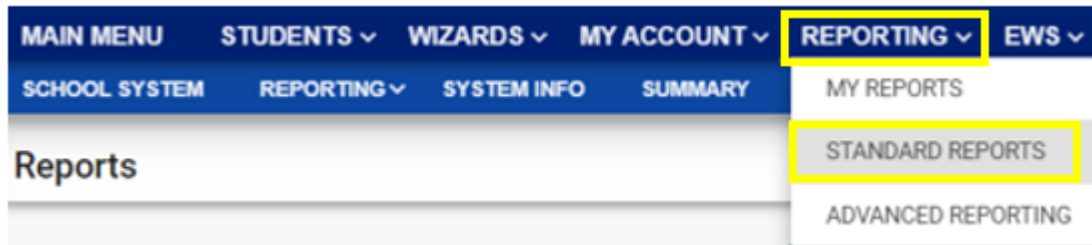
[PM.ECATS Tip Sheet 8.9.2022](#)

[Data Quality for Ind. 11 & 12 8.9.2022](#)

[Indicator 11 Tip Sheet 8.9.2022](#)

Indicator 11 Report

- Go to Reporting > Standard Reports



- Scroll to Scheduled Reports > Select the Special Ed tab > Click the Indicator 11 link

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)
	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
General	Child Count	IEP Services Report with Minutes (xls)
Progress Monitoring	Compliance by Case Manager (xls)	Indicator 11
	Compliance by School (xls)	Indicator 7
Service Logging	Compliance by Students (xls)	Missing Progress Report (xls)
	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)

Indicator 11 Report

- Leave the Data Set and Count Period default to the current selection
- Leave the Schools options blank
- Select Detailed Student Listing, Include Summary Calculations, and Include Exception/Validations Report
- Click Generate Report

Reports - Indicator 11

Data Set: Transactional/EDPlan

Count Period: Indicator 11 | October 2022 | 07/01/2021 - 06/30/2022

Schools: ☐ CECAS ☐ DPI FTE School ☐ Homeless ☐ Migrant
☐ Graduated Students ☐ LEP

Detailed Student Listing: ☒

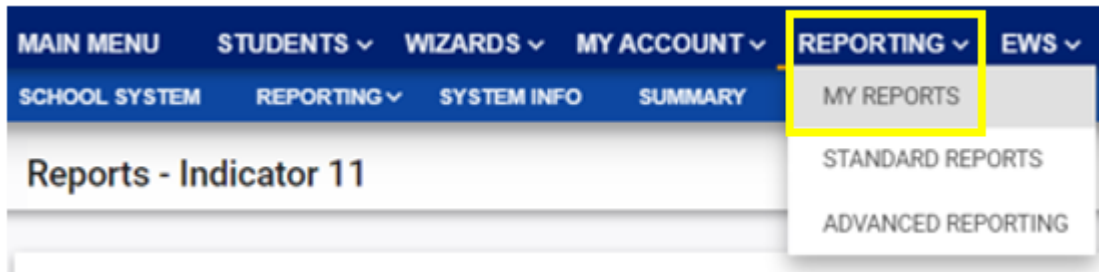
Include Summary Calculations: ☒

Include Exception/Validation Report: ☒

Sort By: Last Name

Indicator 11 Report

- Go to Reporting > My Reports to view the report



Reports

<u>Report</u>	<u>Date Created</u>	<u>Created By</u>
Indicator 11	10/04/2022 16:09:00	Khalilah Sabreen OFarrow

Indicator 11 Common Exceptions

StudentID	Is Duplicated
123456789	Duplicate Records found in ncecatsEFG
987654321	Duplicate Records found in ncecatsEFG

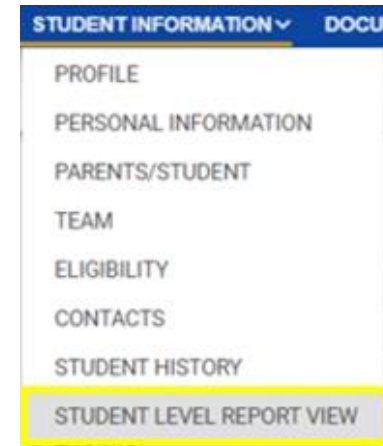
- If the student transferred to a PSU with a referral that was initiated in the previous PSU, and the new PSU did not have the full 90 days to complete the initial placement process, the new PSU would exclude the referral event from Indicator 11.

Event ID	Event Date*	Event Type	Begin Date	End Date
8602	08/15/2022	Student Enrollment		
10111	07/20/2022	Transfer Student (ncecatsABC => ncecats EFG)		
8692	07/20/2022	Grade Change (Eighth Grade)	07/20/2022	
8691	07/20/2022	School Change (EFG Charter School)	07/20/2022	
10110	07/01/2022	Exit School System (ncecatsABC)		
10109	05/26/2022	IEP (ncecatsABC)	05/31/2022	05/25/2023
10108	05/25/2022	Notification - IEP (ncecatsABC)		
10107	05/25/2022	Eligibility Determination (ncecatsABC)	05/25/2022	05/25/2025
10106	03/15/2022	Notification - IEP (ncecatsABC)		
10105	03/04/2022	Referral (ncecatsABC)		

Indicator 11 Common Exceptions

Steps to exclude duplicated student

- Navigate to the Student Level Report View and select the appropriate reporting period.



Report View

- Select Exclude this record. Click Update Exception and Update Report.

Report Type: Indicator 11: Child Find

Reporting Period: 2021-2022

Exclude this Record: ☒

UPDATE EXCEPTION

UPDATE REPORT





Indicator 11 Common Exceptions

StudentID	Consent to Evaluate Date Required	Consent to Evaluate Purpose Required
123123123	X	X
234234234	X	X
345345345	X	X





- **This is a warning.** This is not an error. **No action is needed to resolve this exception.**

Indicator 11 Common Exceptions

StudentID		Consent for Services Date must be >= Initial Placement Date
112233445		X

09/28/2022		IEP
09/28/2022		Notification - IEP
09/28/2022		Eligibility Determination
09/27/2022		Provision of Services Parental Consent

- Change the Provision of Services Parental Consent date to the Initial IEP event date and click Update the Database. Then update the Student Level Report View to clear the error.

09/28/2022		IEP
09/28/2022		Notification - IEP
09/28/2022		Eligibility Determination
09/28/2022		Provision of Services Parental Consent

UPDATE THE DATABASE

VIEW USER ACTIONS

Indicator 11 Common Exceptions

StudentID	Initial Placement Delay Reason is Required
222333444	X
777888999	X
333444555	X

- Confirm the consent for services response has been submitted on the EC Process > Consent screen.
- Confirm the initial placement delay reason has been documented on the Data Collection screen if there was a delay.



Indicator 11 Common Exceptions

Initial Placement Delay Reason is Required

- ❑ If initial placement is after 90-day timeline, document initial placement delay reason (Data Collection > Part B Referral tab)


General Data Part C Referral: C to B Transition **Part B Referral**



Referral Data

Referral Date:	90 Day Timeline End Date:	Private School Non-Participation Notice Date (If Applicable):	Delay Reason (If Applicable):
10/12/2021	01/10/2022	<input type="text"/> 	IN02: Referral paperwork not processed in a time 

- ❑ If initial placement is within 90-day timeline, submit Consent for Services response (EC Process > Consent)

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:	11/03/2021 

SUBMIT CONSENT FOR SERVICES RESPONSE

Reminder: 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.

Reminder: 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.

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: 09/28/2021



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)?

Date:

[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: 10/27/2021

[SUBMIT CONSENT FOR SERVICES RESPONSE](#)

Reminder: Consent Response

Confirm the 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

10/27/2021



Provision of Services Parental Consent

09/28/2021



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.

Preparing for Indicator 11

Things to check in the student record

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

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 Services 9-3-21</u>
<u>Consent for Eval</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>consent for evaluatin, signed 7-10-21</u>

Indicator 11 Report

Things to check on the Student Details tab

☐ Confirm the Consent to Evaluate response has been submitted for Referral - Yes

Referral Received by School Date	Referral Determination Date	Referred for Evaluation	Consent to Evaluate Date	Consent to Evaluate Purpose	Consent to Evaluate Given
11/10/2021	1/25/2022	Y			
5/12/2022	5/16/2022	Y			

IV. IEP Team Determination

☐ No evaluation will be conducted based on the review of existing information. The referral to special education ends.

Explain decision not to evaluate:
N/A

☐ Eligibility for special education and related services is being determined by existing evaluation data made available to the IEP Team through the *Special Education Referral*. NO additional evaluation(s) are needed to determine eligibility.

Explain decision to determine eligibility by existing evaluation data:
N/A

Assessment information and evaluation data used to make this determination can be found on the assessment summary page. (Note: this data must meet the requirements of the eligibility worksheet(s))

☒ Conduct an initial evaluation. Eligibility cannot be determined by the review of existing data.

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 Consent to Evaluate Date Signed:

[SUBMIT CONSENT TO EVALUATE RESPONSE](#)

Indicator 11 Report

Things to check on the Student Details tab

- ❑ If the initial placement delay reason was documented, but there were 0 days delayed, remove the initial placement delay reason from the Data Collection Screen.

Evaluation Purpose	Eligibility Date	Eligible	Initial Placement Date	Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
INIT	3/9/2022	Yes	3/9/2022	IN04: Delay in get	3/9/2022	Yes	0	Eligible
INIT	11/19/2021	Yes	12/14/2021	IN02: Referral pa	1/10/2022	Yes	0	Exclusions Prior to 90 Day Timeline
INIT	10/29/2021	Yes	10/29/2021	IN02: Referral pa	11/22/2021	Yes	0	Exclusions Prior to 90 Day Timeline
INIT	11/19/2021	Yes	11/19/2021	IN02: Referral pa	11/19/2021	Yes	0	Exclusions Prior to 90 Day Timeline
INIT	4/7/2022	Yes	4/7/2022	IN04: Delay in get	5/3/2022	Yes	0	Exclusions Prior to 90 Day Timeline
INIT	1/12/2022	Yes	1/12/2022	IN05: Other	1/12/2022	Yes	0	Eligible

Indicator 11 Report

Things to check on the Student Details tab

- ❑ If the referral was initiated in current PSU, confirm the Referral date is on/after the Student Enrollment date

Evaluation Purpose	Eligibility Date	Eligible	Initial Placement Date	Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
INIT	3/9/2022	Yes	3/9/2022	IN04: Delay in get	3/9/2022	Yes	0	Eligible
INIT	11/19/2021	Yes	12/14/2021	IN02: Referral pag	1/10/2022	Yes	0	Exclusions Prior to 90 Day Timeline
INIT	10/29/2021	Yes	10/29/2021	IN02: Referral pag	11/22/2021	Yes	0	Exclusions Prior to 90 Day Timeline
INIT	11/19/2021	Yes	11/19/2021	IN02: Referral pag	11/19/2021	Yes	0	Exclusions Prior to 90 Day Timeline
INIT	4/7/2022	Yes	4/7/2022	IN04: Delay in get	5/3/2022	Yes	0	Exclusions Prior to 90 Day Timeline
INIT	1/12/2022	Yes	1/12/2022	IN05: Other	1/12/2022	Yes	0	Eligible

08/02/2021



Student Enrollment

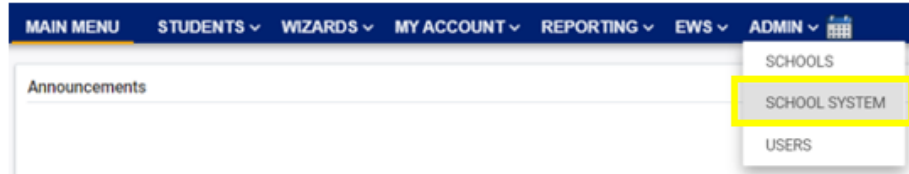
07/29/2021



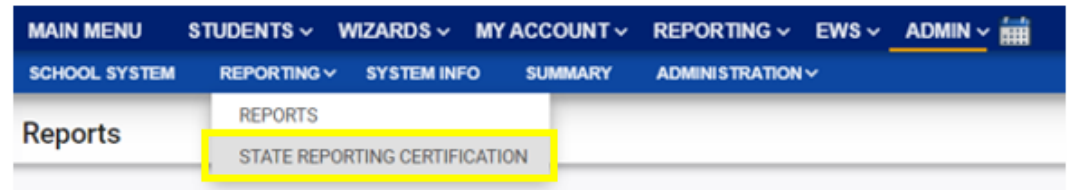
Referral

Certifying Indicator 11

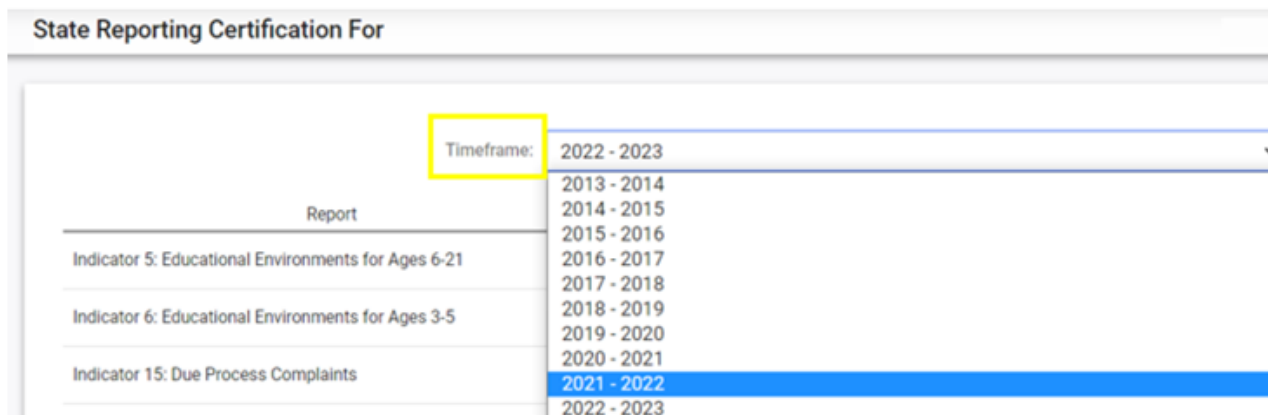
- From the Admin drop list. select School Systems.



- From the secondary level Reporting drop list, select State Reporting Certification.



- From the State Reporting Certification screen, select the appropriate Timeframe.



Certifying Indicator 11

- Click the Certify button next to the report, Indicator 11: Child Find

State Reporting Certification For

Timeframe: 2021 - 2022

Report	Report Date	Certified	Certified By	Date Certified	Certify/Decertify	Details
Indicator 5: Educational Environments for Ages 6-21	12/01/2021	Report does not need certification			SUMMATION	
Indicator 6: Educational Environments for Ages 3-5	12/01/2021	Report does not need certification			SUMMATION	
Indicator 7: Preschool Outcomes	06/30/2022	✓	Khalilah Sabreen OFarrow	08/03/2022	Finalized	VIEW
Indicator 11: Child Find	06/30/2022	✓			CERTIFY	

- Select the “I certify...” check box

2021 Certification Process For

Indicator 11: Child Find

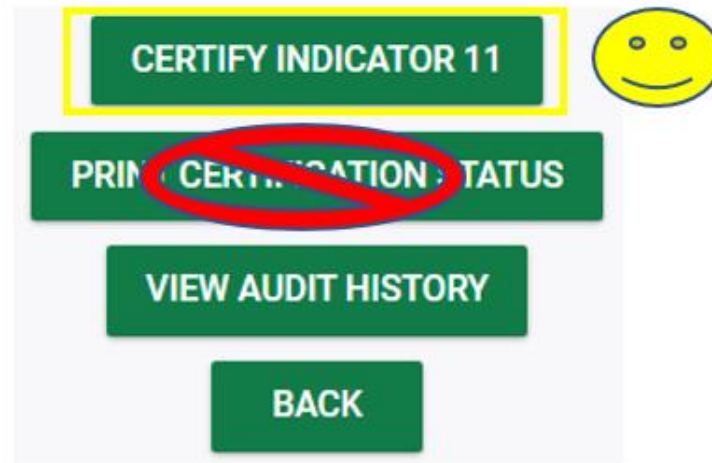
Certification



I certify that the information was submitted and accepted by ECATS for Region/LEA: ECATS ABC County Schools in ECATS World by Khalilah Sabreen OFarrow on 10/05/2022.

Certifying Indicator 11

- Scroll down to click the Certify Indicator 11 button. Do not click Print Certification Status before you click Certify Indicator 11.



- Return to the State Reporting Certification screen to confirm Indicator 11 is certified.

Indicator 11: Child Find

06/30/2022



Khalilah Sabreen OFarrow

10/05/2022

DECERTIFY

VIEW

Certifying Indicator 11

- Certification is indicated by 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
 - ✓ The View button

State Reporting Certification For

Timeframe: 2021 - 2022

Report	Report Date	Certified	Certified By	Date Certified	Certify/Decertify	Details
Indicator 5: Educational Environments for Ages 6-21	12/01/2021	Report does not need certification			SUMMATION	
Indicator 6: Educational Environments for Ages 3-5	12/01/2021	Report does not need certification			SUMMATION	
Indicator 7: Preschool Outcomes	06/30/2022	✓	Khalilah Sabreen OFarrow	08/03/2022	Finalized	VIEW
Indicator 11: Child Find	06/30/2022	✓	Khalilah Sabreen OFarrow	10/05/2022	DECERTIFY	VIEW

Indicator 12 Tips

Part C to Part B Timely Referral

Indicator 12

- Captures data on students who received Part C services and were referred to Part B during the 7/1/2021 through 6/30/2022 reporting period.
- All students must have an IEP developed within 90 days of the referral and receive services by their 3rd birthday.
- All Traditional LEAs must submit completed Indicator 12 spreadsheets to ecindicators@dpi.nc.gov by October 31st.
- Charter Schools and State Operated Programs do not submit Indicator 12


Indicator 12 Spreadsheet

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Indicator 12 - Part C to Part B Timely Referral

Indicator 12 will be submitted on spreadsheets by all PSUs. Charter Schools do not need to submit an Indicator 12 spreadsheet this year. The Indicator 12 spreadsheet has a tab with helpful clarifications to assist PSUs in entering their data and can be found below. The spreadsheet can be submitted at any time prior to the due date of October 31, 2022. Your cooperation in meeting the deadline for data submission is greatly appreciated. Please email all Indicator 12 spreadsheets to ecindicators@dpi.nc.gov.

2021-22 Indicator 12 Spreadsheet

[Indicator 12 Excel Spreadsheet](#)[Indicator 12 Data Collection Templates](#)[Child Find Resources | NC Early Learning Network \(unc.edu\)](#) [Transition Resources | NC Early Learning Network \(unc.edu\)](#) 

Remember to submit Indicator 12 spreadsheet to ecindicators@dpi.nc.gov by October 31st

Preparing for Indicator 12

Identifying students for Indicator 12

- ❑ Run the Indicator 11 report in ECATS.
- ❑ In the Indicator 11 Excel spreadsheet, add a column next to *Date of Birth* and label it, *Age as of Referral Date*.

Date Of Birth	Age as of Referral Date	Grade
▼	▼	▼
11/21/2016		PK
5/9/2015		1
12/10/2017		PK
8/22/2013		2
2/24/2019		PK

Preparing for Indicator 12

Identifying students for Indicator 12

- ❑ Enter the following formula in the first cell under the header, *Age as of Referral Date*:

=DATEDIF(K2,V2,"y")

or

=DATEDIF(RC[-1],RC[10],"y")

- ❑ **Note:** This formula calculates in years the difference between the *Date of Birth* and *Referral Received by School Date*

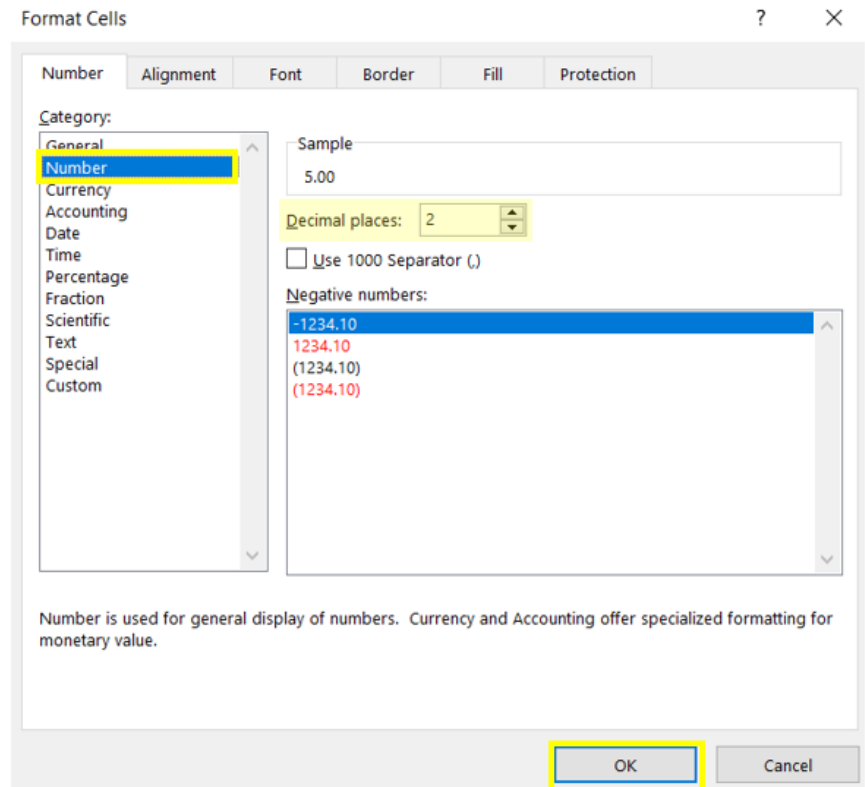
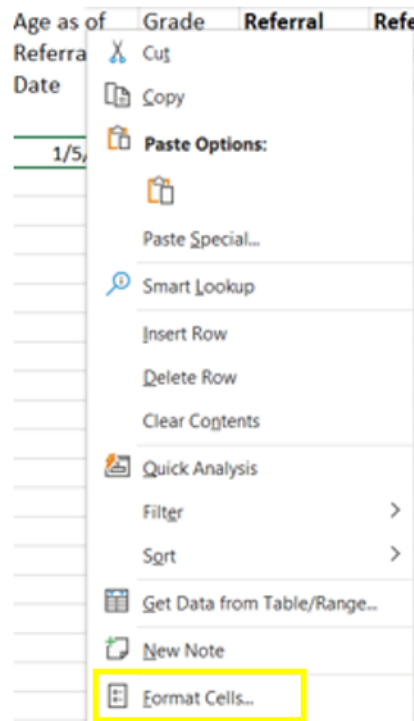
11	12	16	22	23
Date Of Birth	Age as of Referral Date	Grade	Referral Received by School Date	Referral Determination Date
11/21/2016	RC[10],"y")	PK	2/2/2022	3/16/2022

Preparing for Indicator 12

Identifying students for Indicator 12

Date Of Birth	Age as of Referral Date	Grade	Referral Received by School Date
11/21/2016	1/5/1900	PK	2/2/2022

Change the format of the cell contents to Number



Preparing for Indicator 12

Identifying students for Indicator 12

- ☐ Copy and paste the formula down *Age as of Referral Date* column.
- ☐ Filter *Age as of Referral Date* column results by Age 2 and less than Age 3 (e.g., Age 2.5).

Date Of Birth	Age as of Referral Date	Grade	Referral Received by School Date	Referral Determination Date
2/24/2019	2.00	PK	11/22/2021	11/22/2021
4/7/2019	2.00	PK	3/4/2022	3/4/2022
4/10/2019	2.00	PK	3/9/2022	3/9/2022
7/5/2019	2.00	PK	4/14/2022	4/14/2022
11/14/2018	2.00	PK	10/8/2021	10/8/2021

- ☐ This helps to identify students who were referred prior to Age 3 during the selected reporting period.

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/1tQFdgbqV1kqhMXN9PIGR38JrYbvR8UuZ/edit?usp=sharing&oid=100162846075394212010&rtpof=true&sd=true>

ECATS website: Federal Reporting Office Hours

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

ECATS website: Federal Reporting Office Hours

**Every Child
Accountability &
Tracking System
(ECATS)**

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Federal Reporting Office Hours

This is the archive of Federal Reporting Office Hour sessions. Because this is an archive, please note that some website links may change.

Reporting

Federal Reporting Office
Hours

Frequently Asked Questions

— 2022 Federal Reporting Office Hours Resources

[Federal Reporting Office Hours FAQs](#)

May

- [Welcome to the Federal Data Q&A - May 2022](#)
- [Federal Reporting Office Hours session 5.4.22](#) [PDF](#) - Password: mDXjSid4
 - [Transcript](#)