

# Federal Reporting Office Hours

**Special Programs and Data**

*October 2023*

# Automated Captioning for Participants in WebEx

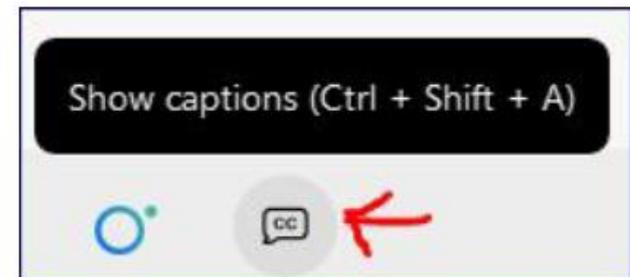
## Option 1: Caption and Highlights Panel

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



# Federal Reporting Preparation Tips

**Indicator 11**

**Indicator 12**

# Indicator 11 Tips

## Child Find

# Indicator 11

- Opens October 2<sup>nd</sup> and closes October 31<sup>st</sup>
- Captures the percent of students for whom a referral was received, and placement determined within 90 days
- Based on data from the 7/1/2022 through 6/30/2023 reporting period

October						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<b>2-Oct</b>	<b>Indicator 11 Opens</b>
<b>31-Oct</b>	<b>Indicator 11 Closes</b>

# Indicator 11

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

Resources

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

Category	Document Name	Date	Author
Federal Reporting	Federal Reporting	10/26/2020	Beth Burris
Federal Reporting	Federal Reporting	10/13/2020	Beth Burris
Federal Reporting	Federal Reporting	10/13/2020	Beth Burris
Federal Reporting	Federal Reporting	10/13/2020	Beth Burris
Federal Reporting	Federal Reporting	10/13/2020	Beth Burris

ECATS Indicator 11 Reporting - Exceptions Tab Guide

ECATS Indicator 11 Reporting - Updating Initial Delay Reason Guide

ECATS Indicator 11 Reporting - Errors and Warnings Guide

ECATS Indicator 11 Reporting - FAQ Guide

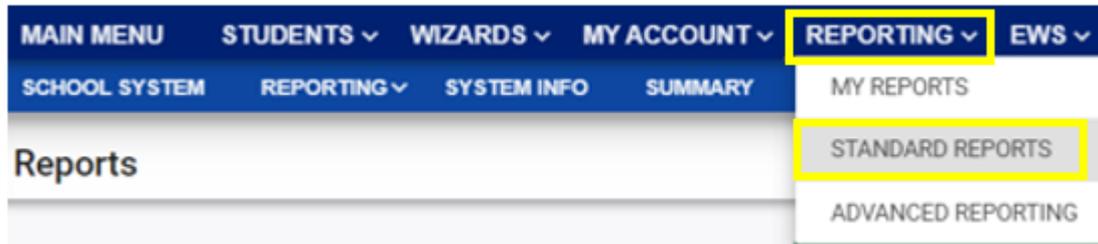
ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020

- Indicator 11 report available to review data

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

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

# 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

CHECK ALL  CHECK NONE

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

The screenshot shows a navigation menu with the following items: MAIN MENU, STUDENTS, WIZARDS, MY ACCOUNT, REPORTING (highlighted), EWS, ADMIN, SCHOOL SYSTEM, REPORTING, SYSTEM INFO, SUMMARY, and ADMINISTRATION. Below the menu, a message states: "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."

- Go to Reporting > My Reports to view the report

The screenshot shows the 'REPORTING' dropdown menu with the following options: MY REPORTS (highlighted with a yellow box), STANDARD REPORTS, and ADVANCED REPORTING. The page title 'Reports - Indicator 11' is visible below the menu.

## Reports

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

# Ind 11 Report: Common Exceptions

- Is Duplicated
  - Exclude the referral event that was finalized in the previous PSU
- Consent to Evaluate Date Required/Consent to Evaluate Purpose Required
  - Submit the Consent to Evaluate Response
- Initial Placement Delay Reason is Required
  - Document Initial Placement Delay Reason (if delay)
  - Submit Consent for Services response (if no delay)
- Delay Reason Not Required
  - Remove/clear initial placement delay reason if no delay (0 days delayed)

# Common Exception: *Is Duplicated*

- ❑ If the student transferred to your PSU, with a Referral event that was initiated in the previous PSU, exclude that Referral event from the Student Level Report View.

04/18/2023		Transfer Student (ncecatspamico => ncecatsEFG )
04/18/2023		Grade Change (P2)
04/18/2023		School Change (CECAS)
04/06/2023		Student Enrollment
04/05/2023		Exit School System (ncecatsABC )
02/09/2023		Parent Consent (Yes) (ncecats_ABC )
02/09/2023		Notification - IEP (ncecats_ABC )
02/08/2023		Referral (ncecats_ABC )

### Report View

Report Type: Indicator 11: Child Find

Reporting Period: 2022-2023

Exclude this Record:

**UPDATE EXCEPTION**

**UPDATE REPORT**

# Tip:

## *Duplicate Referral Event*

- ❑ If the student has duplicated referral events with the same date OR multiple referral events within the same PSU in which the previous referral was not completed, exclude the duplicated referral event from the Student Level Report View.

Student History	
Event Date*	Event Type
04/05/2023	Parent Consent (Yes)
04/05/2023	Notification - IEP
04/05/2023	Referral
03/01/2023	Parent Consent (Yes)
03/01/2023	Notification - IEP
02/15/2023	Referral

Student History	
Event Date*	Event Type
03/21/2023	Notification - IEP
03/21/2023	Non-Eligibility Determination
11/17/2022	Notification - IEP
11/17/2022	Notification - IEP
09/22/2022	Referral
09/22/2022	Referral
08/29/2022	Student Enrollment

# Common Exception: Consent to Evaluate Date Required/Consent to Evaluate Purpose Required

- Submit the Consent to Evaluate Response and update the Student Level Report View

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

## Report View

Report Type: Indicator 11: Child Find

Reporting Period: 2022-2023

UPDATE EXCEPTION

UPDATE REPORT

## Common Exception: *Initial Placement Delay Reason is Required (beyond 90-day timeline)*

- ❑ If initial placement is after 90-day timeline, document initial placement delay reason and update the Student Level Report View

Student History	
Event Date*	Event Type
06/16/2023	Provision of Services Parental Consent

### Timeliness and Special Situations

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):
03/10/2023	06/08/2023		

**SAVE**

### Report View

Report Type: Indicator 11: Child Find

Reporting Period: 2022-2023

**UPDATE EXCEPTION**

**UPDATE REPORT**

# Reminder:

## *Initial Placement Delay Reason - COVID 19*

- ❑ Students with COVID 19 selected as initial placement delay reason must be updated.

### Removal of Initial Placement Delay Reason: COVID 19

The COVID 19 delay reason was added to ECATS as an internal tracking field during the pandemic and was never an approved exception for federal reporting. As of January 13, 2023, the COVID 19 delay reason will no longer be an option in ECATS. For any student with a new referral as of 7/1/2022 and has the initial placement delay reason, COVID 19, documented in their record, please update the initial placement delay reason to a more appropriate reason. The Indicator 11 – October 2023 report is now available and can be reviewed to identify those students who may have the initial placement delay reason documented as COVID 19. Once users download the report, go to the Student Details tab, and filter the column, Initial Placement Delay Reason, to identify students with COVID 19 selected as the initial placement delay reason.

Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
COVID-19	1/12/2023	Yes	46	Delayed
COVID-19			1	Delayed
COVID-19			3	Delayed

## Common Exception: *Initial Placement Delay Reason is Required (0 days delayed)*

- ❑ If initial placement is within the 90-day timeline, submit the Consent for Services response and update the Student Level Report View

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 

Report View

Report Type: Indicator 11: Child Find

Reporting Period: 2022-2023

SUBMIT CONSENT FOR SERVICES RESPONSE

UPDATE EXCEPTION

UPDATE REPORT

# Reminder: Consent Responses

## *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 Consent to Evaluate Date Signed:



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 Consent for Services Date Signed:

[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

- 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.

# Reminder: Consent Response

## *Upload copy of signed consent*

- ❑ 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"/>	<b>Final</b>	<input type="checkbox"/>	<u>Consent for Service</u>
<u>Consent for Eval</u>	PDF	<input type="checkbox"/>	<b>Final</b>	<input type="checkbox"/>	<u>Signed Consent</u>

# Common Exception: Delay Reason Not Required

- ❑ Remove the initial placement delay reason from the Data Collection screen if there was no delay

Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
IN04: Delay in getting parent consent	2/28/2023	Yes	0	Eligible
IN04: Delay in getting parent consent	3/17/2023	Yes	0	Eligible

## Student History

Event Date*	Event Type
02/28/2023	Provision of Services Parental Consent

## Timeliness and Special Situations

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):
12/06/2022	03/06/2023		IN04: Delay in getting parent consent

# Tip:

## ***Subtraction Category – Exclusion Prior to 90 Days***

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

<b>Subtraction Category</b>	
Eligible	
Eligible	
Exclusions Prior to 90 Day Timeline	
Exclusions Prior to 90 Day Timeline	
Exclusions Prior to 90 Day Timeline	
Exclusions Prior to 90 Day Timeline	
Eligible	
Eligible	

08/29/2022		Student Enrollment
08/22/2022		Referral

# Preparing for Indicator 11

## *Reminders*

- Do not wait until October to begin reviewing the Indicator 11 Report for accuracy of data
- Routinely review the Student Details tab in the Indicator 11 report
- The Exceptions tab in the Indicator 11 report displays errors in student records that must be corrected before certifying data. It does not display discrepancies (“false delays”) created by incorrect or incomplete data entry
- Delete duplicate referral events for the same student record
- Review the [Indicator 11 Federal Reporting User Guide](#)

# INDICATOR 11

## Q&A

We are here to answer your questions!

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



# 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 7/1/2022 through 6/30/2023 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](mailto:ecindicators@dpi.nc.gov) by October 31<sup>st</sup>.
- Charter Schools and State Operated Programs do not submit Indicator 12 spreadsheets.

# Indicator 12

## 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 30, 2023. Your cooperation in meeting the deadline for data submission is greatly appreciated. Please email all Indicator 12 spreadsheets to [ecindicators@dpi.nc.gov](mailto:ecindicators@dpi.nc.gov).

**2022-23 Indicator 12 Spreadsheet**

[Indicator 12 Excel Spreadsheet](#)

**Indicator 12 Data Collection Templates**

[Child Find Resources](#) | [NC Early Learning Network \(unc.edu\)](#)

[PreK Child Find & Transition Calculator \(2023\)](#)

[Transition Resources](#) | [NC Early Learning Network \(unc.edu\)](#)

***Remember to submit [Indicator 12 spreadsheet](#) to [ecindicators@dpi.nc.gov](mailto:ecindicators@dpi.nc.gov) by October 31<sup>st</sup>***

# Indicator 12 Reminders

- Submit as Excel spreadsheet only (no PDFs)
- Submit updated version

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## Data Submission Form for Indicator 12 (7/1/2022-6/30/2023)

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*Revised 5/23/2023*

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- Submit with no red cells

Red cells signify an error in the calculation of data or missing data. Enter 0's where appropriate. Please do not submit your Indicator Spreadsheet with red cells.

**Section B: For children included in (a), but not included in b, c, d, or e, indicate the range of days beyond the third birthday when eligibility was determined and the IEP developed.**

0	=Number of children with placement delayed beyond their 3rd birthday. (a-b-c-d-e)
	1-5 days
	6-15 days
	16-25 days
	26-35 days
	36-45 days
	46 or more days

# INDICATOR 12

## Q&A

We are here to answer your questions!

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



# 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 PowerPoints 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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[Special Education](#)

[Service Documentation](#)

[MTSS](#)

[Monday Messages](#)

[Frequently Asked Questions](#)

[Newsletters](#)

[ECATS ODS](#)

[Resources](#)

[Reporting](#)

[Federal Reporting Office Hours](#)

## Federal Reporting Office Hours

The Office of Exceptional Children will have staff available for Federal Reporting Office Hours on the first Wednesday of each month from 10:00-10:30 a.m. and from 2:00-2:30 p.m. to provide additional support to districts with Federal Reporting questions. Student level data cannot be shared in an open forum; therefore, only general reporting and data correction questions may be addressed during the office hours. Student level data questions must be submitted via a ZenDesk ticket. To ask questions about upcoming federal reporting, please click [here](#) to join the call.

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

### Frequently Asked Questions

[2023 Federal Reporting Office Hours Resources](#)



[2022 Federal Reporting Office Hours Resources](#)



[2021 Federal Reporting Office Hours Resources](#)

