

Federal Reporting Office Hours

Special Programs and Data

September 2022

Automated Captioning for Participants in WebEx

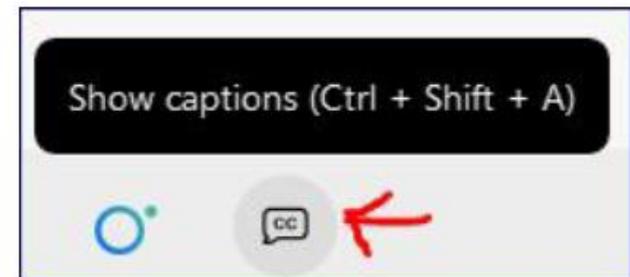
Option 1: Caption and Highlights Panel

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

Exit Count

Indicator 11

Indicator 12

Exit Count Tips

Exit Count

- Opens September 15th
- Closes September 30th
- Captures end-of-year reporting data on students exiting special education during 7/1/2021 through 6/30/2022 reporting period

Exit Count

- Exit Count report available to review data

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)
General	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
	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)

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

Resources		Review the License Agreement	Upload File(s)	Delete/Update Documents
Federal Reporting	<input type="checkbox"/>	Federal Reporting	10/26/2020	Beth Burris
Service Logging Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
Special Education Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris

- [ECATS Exit Count - Errors and Warnings Reference Guide](#)
- [ECATS Exit Count - Same Day Reporting Updates](#)
- [ECATS Exit Count Reporting Checklist](#)

- Federal Reporting
- General
- Service Logging Documents

- ECATS Exit Count Reporting Checklist**
- [ECATS Exit Count - Same Day Reporting Updates](#)
- [ECATS Exit Count - Errors and Warnings Reference Guide](#)

Student Record Review Checklist to Ensure Accuracy for EC Exit Count

Preparing for Exit Count

Things to check in the student record

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	<p>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.</p> <p>- 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.</p> <p>- 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.</p>
Student History page	<p>The following are considered Special Ed Exit Events:</p> <ol style="list-style-type: none"> 1. Non-Eligibility Event (not initial) 2. Parent Revocation of Service Event (not initial) 3. Parent Consent Denial Event (not initial) 4. Reached Maximum Age
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

Region	AgeAsOfC	IEPStartDate	Exceptions	Setting	Entitlemer	PlanType	ExitReasor	ExitDate
ECATS	11	3/18/2022	SI	REG	Y	IEP	TR	3/25/2022
ECATS	13	4/4/2022	LD	REG	Y	IEP	MV	7/19/2021
ECATS	16	4/11/2022	LD	REG	Y	IEP	MV	7/5/2021
ECATS	10	12/13/2021	OH	REG	Y	IEP		7/5/2021
ECATS	9	11/8/2021	SI	REG	Y	IEP		7/5/2021
ECATS	14	12/17/2021	OH	REG	Y	IEP	MV	7/5/2021
ECATS	16	3/14/2022	LD	REG	Y	IEP	MV	10/18/2021
ECATS	10	3/28/2022	LD	REG	Y	IEP	DO	4/11/2022
ECATS	9	11/4/2021	SI	REG	Y	IEP	DO	10/25/2021
ECATS	10	4/8/2022	SI	REG	Y	IEP	MV	7/5/2021
ECATS	7	10/18/2021	DD	REG	Y	IEP	TR	11/15/2021
ECATS	13	2/21/2022	SI	REG	Y	IEP		4/18/2022

Reminder: Modified Exit Reason

- Students withdrawn from your LEA in PowerSchool are also withdrawn in ECATS
- Conduct inactive students search to access student record

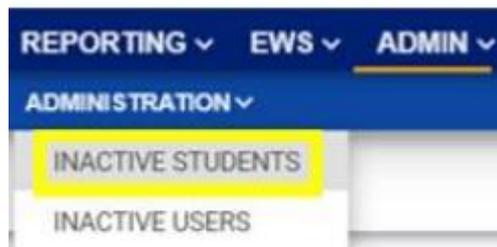
1



3

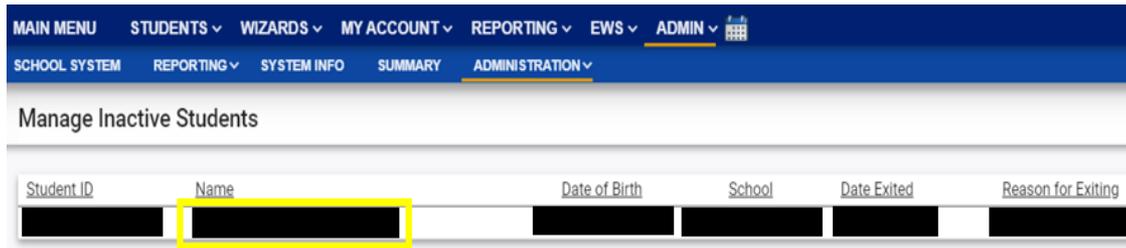
A screenshot of the 'Criteria for Selecting Inactive Students to View' search form. The form is titled 'Criteria for Selecting Inactive Students to View' and is located under the 'ADMINISTRATION' sub-menu. It contains several search criteria fields: 'Last School Attended' (dropdown menu set to 'All Schools'), 'Student Last Name' (text input with 'Exact Match' checkbox), 'Student First Name' (text input with 'Exact Match' checkbox), 'Student Middle Name' (text input with 'Exact Match' checkbox), 'Date of Birth' (calendar icon), 'Student ID' (text input with 'Exact Match' checkbox), 'Students Exited After' (calendar icon), 'Students Exited Before' (calendar icon), 'Exit Reason' (dropdown menu set to '-Any-'), and 'Sort List By' (dropdown menu set to 'Student's Last Name'). A 'VIEW INACTIVE STUDENTS' button with an asterisk is highlighted with a yellow box at the bottom right of the form.

2



Reminder: Modified Exit Reason

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



Manage Inactive Students

Student ID	Name	Date of Birth	School	Date Exited	Reason for Exiting
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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

Exiting Student Information

Date Exited: 07/06/2021

Reason for Exiting: W1 Transfer Withdrawal

Modified Exit Reason:

[UPDATE THE DATABASE](#)

- 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

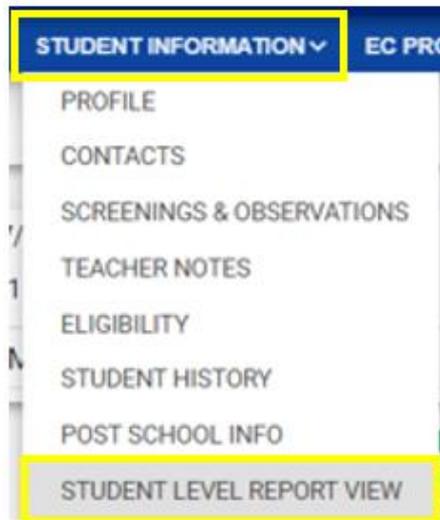
Student History							
Event Date*	Event Type	(transferred from)	Begin Date	End Date	User	Document	Date Created
07/06/2020	Exit School System				Transfer / Import		DETAILS

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

Event Details	
Event Type: Exit School System	
Date:	07/06/2020
Created By:	
School:	
Exit Info	
Exit Reason:	W1 Transfer Withdrawal
Modified Exit Reason:	Moved, Known to be Continuing
UPDATE THE DATABASE	

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



Report View

Report Type: Child Exit Count: September

Reporting Period: 2021-2022

UPDATE EXCEPTION

UPDATE REPORT

Indicator 11 Tips

Child Find

Indicator 11

- Opens 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

- Indicator 11 report available to review data

Scheduled Reports		
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	<input type="checkbox"/>	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

Preparing for Indicator 11

Things to check in the student record

- ❑ If initial placement is after 90-day timeline, document initial placement delay reason

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

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 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

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>

Preparing for Indicator 11

Things to check in the student record

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

Referral Received by School Date	Referral Determination Date	Referred for Evaluation	Consent to Evaluate Date	Consent to Evaluate Purpose	Consent to Evaluate Given	Evaluation Purpose	Eligibility Date	Eligible	Pvt School Non-participant Notice Date	Initial Placement Date	Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
11/12/2021	11/12/2021	Y	11/12/2021	INIT	Yes	INIT	3/4/2022	Yes		3/4/2022	IN05: Other	11/12/2021	Yes	0	Eligible
1/20/2022	1/20/2022	Y	1/20/2022	INIT	Yes	INIT	4/8/2022	Yes		4/8/2022	IN04: Delay in getting parent consent	4/12/2022	Yes	0	Eligible
11/23/2021	1/7/2022	Y	11/24/2021	INIT	Yes	INIT	1/31/2022	Yes		1/31/2022	IN05: Other	1/31/2022	Yes	0	Eligible
10/29/2021	11/5/2021	Y	11/8/2021	INIT	Yes	INIT	1/21/2022	Yes		1/21/2022	IN04: Delay in getting parent consent	1/24/2022	Yes	0	Eligible

Student History

Event Date*

Event Type

01/24/2022



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):

10/29/2021

01/27/2022



IN04: Delay in getting parent consent



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 Standard Report Tip Sheet](#)

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*

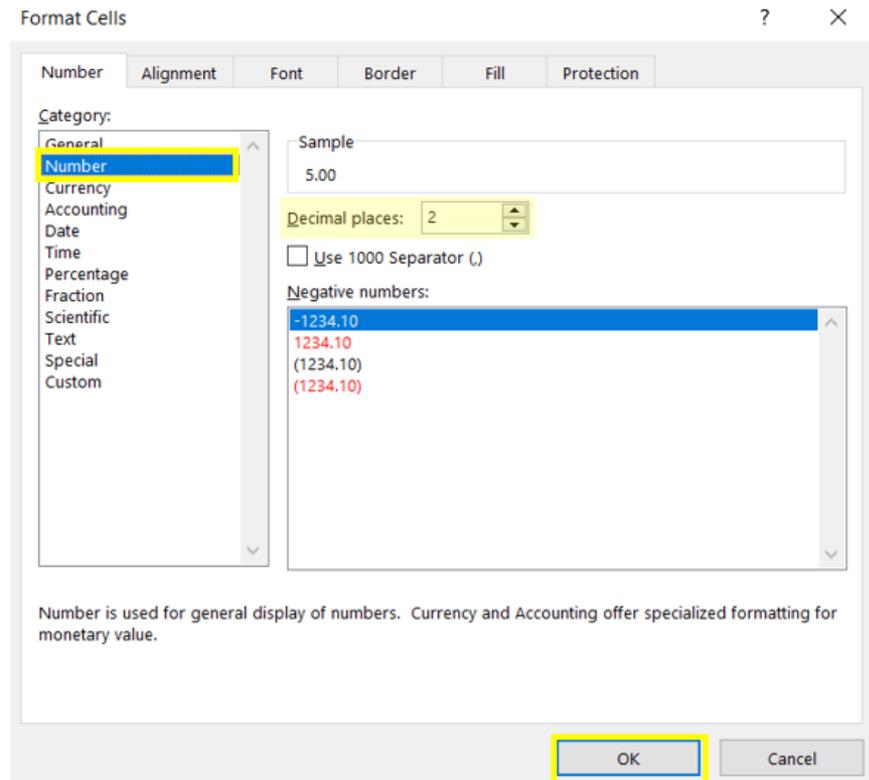
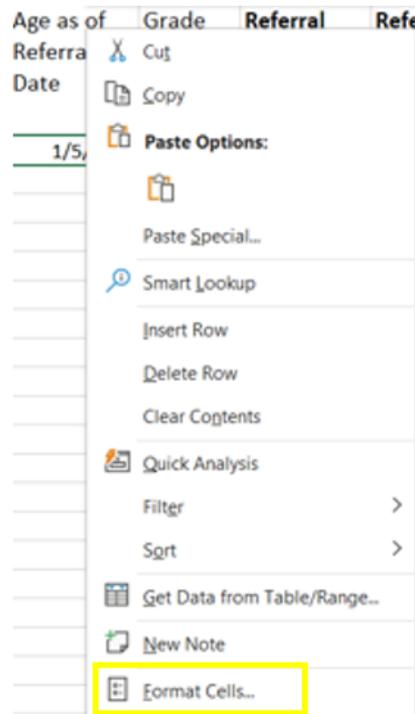
11	12	16	22	23
Date Of Birth	Age as of Referral Date	Grade	Referral Received by School Date	Referral Determination Date
11/21/2016	RC[10],"y")	PK	2/2/2022	3/16/2022

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 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

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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](#) [🗨] - Password: mDXjSid4
 - [Transcript](#)