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Again, thank you for joining. Welcome to the federal reporting office hours session for September.

00:00:08.365 --> 00:00:21.865

We welcome any questions that you may have regarding federal reporting so feel free to unmute your microphone or submit your question in the chat so we can respond.

00:00:22.525 --> 00:00:35.580

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

00:00:35.580 --> 00:00:49.830

So, during this session, I will be covering various federal reporting preparation tips with the focus on the Exit Count, Indicator 11, and Indicator 12.

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So, let's start with the exit count.

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The exit count opens September 15th and closes September 30th.

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The exit count captures end of year reporting data on students who exited from special education during the previous reporting period, which was July 1st, 2021 through June 30th, 2022.

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Students must have a current IEP, PSSP, or CSP that does not expire before their exit date.

00:01:28.920 --> 00:01:40.680

Be sure to query the exit count report to check your data and address any possible errors that must be corrected before the certification windows open this month.

00:01:40.680 --> 00:01:52.140

And I want to let everyone know that the training video and other resources on the exit count are accessible from the main menu resources section.

00:01:54.870 --> 00:02:01.170

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

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The 1st, screenshot that you see on the screen shows the link to the resource document, exit count reporting checklist, which is available from the federal reporting tab located in the main menu resources section.

00:02:18.120 --> 00:02:26.010

And the 2nd screen shot shows the following things to check for accuracy and the student record.

00:02:26.010 --> 00:02:37.890

You want to check that the student has an exit school system event during the reporting period of July 1st through June 30th.

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The student must be exited as of June 30th, in all of North Carolina. So, let's say a student exited on June 30th, and later in re-enrolled on July 7th.

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Because the student exited as of June 30th, and was not enrolled anywhere else in North Carolina, as of June 30th, the student would be included in the exit count although the student may currently be active or re-enrolled.

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The student has 1 or more of the following Special Ed exit events on the student history screen:

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Including non-eligibility event, for example, transfers to regular education.

00:03:23.670 --> 00:03:27.780

Parent revocation of consent for services event.

00:03:27.780 --> 00:03:31.530

A parent consent, denial event, which is not initial.

00:03:32.065 --> 00:03:45.475

Reached maximum age. The student must have a current IEP that does not expire prior to the exit date. The student must be under age 23, and the student must not be marked as excluded on the student level report view.

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So, these are some of the criteria to check for accuracy to ensure the students are included in the exit count report.

00:03:53.755 --> 00:04:08.275

This slide covers common exceptions in the exit count report, which includes setting - the student age is invalid for the primary educational setting. This is a warning.

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So, no action is needed to correct this.

00:04:10.860 --> 00:04:23.910

Then, there is exit reason blank, which is an error that must be corrected. This occurs when the modified exit reason has not been documented for the exit event that occurred during the reporting period.

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Is duplicated is also an error that must be corrected. The LEA the with the most recent exit date within the reporting period includes the student in their exit count. The LEA with the older exit date within the reporting period excludes the student from their exit count.

00:04:46.679 --> 00:04:50.399

Then there is exit reason not appropriate for age.

00:04:50.399 --> 00:05:03.239

This is an error that must be corrected, and this occurs when the incorrect modified exit reason is selected based on the student's age.

00:05:03.239 --> 00:05:10.649

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

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So, to correct this, you will need to update the modified exit reason and update the report from the student level report view detail screen.

00:05:23.754 --> 00:05:37.764

This slide is a screenshot of what to look for, when reviewing the student details tab of the exit count report. So, it is important to get into the habit of creating column filters to view your data for accuracy.

00:05:38.429 --> 00:05:48.329

So, for example, you can filter the exit reasons by the student's age to confirm those students with the exit reason dropped out are the appropriate age.

00:05:48.329 --> 00:05:53.039

And in this example, you'll see highlighted there are a couple of students with the exit reason, dropped out, but they are under the age 16.

00:05:53.039 --> 00:06:05.544

So, this is another example of how to check your data for accuracy.

00:06:05.904 --> 00:06:08.064

In this case, that will need to be corrected.

00:06:10.889 --> 00:06:21.449

An important reminder about preparing for the exit count is to ensure the EC exit reason has been documented for student records that have exited from your district.

00:06:21.449 --> 00:06:31.409

After an EC student withdraws from your LEA through PowerSchool, you must document the modified exit reason.

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And, to document the modified exit reason, first conduct an inactive search for the student record.

00:06:35.069 --> 00:06:43.979

So, from the admin drop list, you would select school system.

00:06:43.979 --> 00:06:51.569

And from the secondary menu bar, you will go to the administration drop list and select inactive students.

00:06:51.569 --> 00:06:58.319

Then enter the search criteria for the student record and click view inactive students.

00:07:00.869 --> 00:07:05.969

The search results will display on the manage inactive student's screen.

00:07:05.969 --> 00:07:17.789

So, you would click the inactive student's name to access the record. Then, select the appropriate modified exit reason from the drop list and click update database.

00:07:17.789 --> 00:07:47.874

You can only select a modified exit reason for EC student records. For example, if the student exits special education and withdrew from the LEA, the event that exited the student from special education, whether it was consent revocation or re-evaluation that transferred the student to regular education, that event would serve as the exit reason.

00:07:48.209 --> 00:07:51.899

So, if the student remains a special education.

00:07:51.899 --> 00:07:59.039

Then withdrew from the LEA, the modified exit reason would need to be documented.

00:08:03.119 --> 00:08:22.019

For students that are currently active in your LEA and have an exit event on the student history screen within the reporting period, you can document the modified exit reason from the student history screen.

00:08:22.019 --> 00:08:32.609

So, if you're on a student history screen, you want to click the details button associated with that exit event to document the modified exit reason.

00:08:32.609 --> 00:08:49.374

So, once you click that details button that's associated with the exit event, you will then see a field where you can select the modified exit reason. And once you select the appropriate modified exit reason, you would then click update database.

00:08:52.584 --> 00:09:07.374

After documenting or updating the modified exit reason, you want to be sure to update the report from the student level report view. So, this will also update or correct the information in the exit count report.

00:09:07.644 --> 00:09:18.234

So, this slide shows how to access the student level report view screen. From the student information drop list, you want to select student level report view.

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Then select the report type Child Exit Count: September.

00:09:23.039 --> 00:09:32.729

And once you get to the report view detail, screen, scroll to the bottom of the report detail screen and click update report.

00:09:34.529 --> 00:09:38.189

At this time, I'd like to pause, and check are there any questions regarding exit count?

00:09:42.509 --> 00:09:59.189

Feel free to unmute your mic or drop your question in the chat. Okay, so I'm going to move on with the Indicator 11 tips.

00:10:00.419 --> 00:10:05.999

And once again, if you have any questions feel free to send your question in the chat or unmute your microphone.

00:10:09.269 --> 00:10:13.439

So, Indicator 11: Child Find.

00:10:14.274 --> 00:10:34.374

Indicator 11 opens October 3rd and closes October 31st. And Indicator 11 captures the percentage of timely placement within 90 days that occurred during the July 1st, 2021 through June 30th, 2022 reporting period.

00:10:34.679 --> 00:10:49.709

And as a reminder, the Indicator 11 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 October.

00:10:49.709 --> 00:11:05.879

When you run the Indicator 11 report, it is very important that you also review the student details tab to check data for accuracy in addition to reviewing the exceptions tab when checking for errors. And we will cover this in more detail during this segment.

00:11:05.879 --> 00:11:15.449

I want to mention that the training video and other resources on Indicator 11 are accessible from the main menu resources section.

00:11:17.009 --> 00:11:25.079

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

00:11:25.079 --> 00:11:37.919

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

00:11:37.919 --> 00:11:45.479

So, I do want to take this moment to share the reminder that the delay reason, COVID-19, is still available Under the data collection screen.

00:11:45.479 --> 00:11:58.289

However, selecting this delay reason will not exclude the record from Indicator 11 and it will not result in a higher final percentage rate.

00:11:58.289 --> 00:12:07.499

So, districts will still need to follow up with their monitoring consultant to ensure eligibility and placement decisions are made as soon as possible.

00:12:07.499 --> 00:12:14.219

Also on this slide, you will see the screenshot referencing the consent for services response.

00:12:14.219 --> 00:12:25.619

If the initial placement was within the 90 days, the consent for services response must be submitted on the EC process consent screen.

00:12:25.619 --> 00:12:34.769

For same day corrections to update in the Indicator 11 report, you would need to navigate to the student level report view screen detail screen and click update report.

00:12:34.769 --> 00:12:53.729

It is important to document and submit the consent response from the EC process consent screen. And as the reminder, this is a multiple step process.

00:12:53.729 --> 00:13:13.374

First, you will go to the EC process consent screen to create the consent document and have it signed. And after you finalize the consent document, a PDF copy of it will display on the document screen.

97 "OFARROW, KHALILAH S" (3953095936)

00:13:14.244 --> 00:13:18.474

In the screenshot, notice the open check box next to the document.

00:13:18.984 --> 00:13:29.394

So, this open check box indicates the document was finalized but the response has not yet been submitted on the consent screen.

00:13:37.584 --> 00:13:49.464

After you receive the written response to the consent document, you want to go back to the process consent screen to document and submit the response.

00:13:49.764 --> 00:14:03.899

And so, this will create the event on the student history screen and cut down the frequency of the initial placement delay reason errors that may occur in the Indicator 11 report.

00:14:06.659 --> 00:14:17.459

Two quick ways to confirm that the consent response was submitted is from the documents screen and from the student history screen.

00:14:17.459 --> 00:14:26.849

On the documents screen, you should see a red E associated with the consent document.

00:14:26.849 --> 00:14:33.959

So, the red E indicates the consent response was submitted on the EC process screen.

00:14:35.664 --> 00:14:53.184

On the student history screen, you should see the provision of services parental consent event and the parent consent Yes event, which also indicates the consent response was submitted on the EC process consent screen.

00:14:57.864 --> 00:15:27.114

The final step to the consent process is to also upload the copy of the signed initial consent forms to the documents screen. This is needed for policy monitoring reviews and please be aware that only uploading the signed consent for services does not stop the 90 day timeline.

00:15:27.119 --> 00:15:33.989

Submitting the consent response from the process consent screen is what creates the provision of services parental consent event on the student history screen, which stops the 90 day timeline.

00:15:34.494 --> 00:15:40.374

Also, a green check on the student history screen does not mean the initial placement process is complete.

00:15:40.974 --> 00:15:49.614

You must confirm that the provision of services parental consent event has been created on the student history screen.

00:15:49.854 --> 00:16:04.889

And as I previously mentioned, the provision of services parental consent event on the student history screen is what stops the 90 timeline if the student is found eligible and IEP was created.

00:16:08.519 --> 00:16:22.589

This slide is a screenshot of what to look for, when reviewing the student details tab in the Indicator 11 report and as you review data for accuracy. You want to confirm that it aligns with what occurred.

00:16:22.589 --> 00:16:37.914

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

00:16:38.219 --> 00:16:55.019

And if you see there is a discrepancy between the referral received by school date and the referral determination date, you will need to finalize a new referral with the correct information. Then, delete the existing referral with the incorrect information.

00:16:55.019 --> 00:17:02.279

Now, let's look at the columns, number of days delayed and initial placement delay reason.

00:17:02.279 --> 00:17:17.249

If you see 0 in the column, number of days delayed, but there is a delay reason in the initial placement delay reason column, this is a discrepancy in the data.

00:17:17.754 --> 00:17:31.674

This data discrepancy may occur when an initial placement delay reason is selected to clear the error, but the consent for services response is later submitted, and the initial placement delay reason is not removed.

00:17:31.914 --> 00:17:38.154

So, be sure to remove the initial placement delay reason from the data collection screen if there was no delay.

00:17:38.214 --> 00:17:49.199

Then navigate to the student level report view detail, screen and click update report to clear the data discrepancy.

00:17:50.339 --> 00:18:02.724

And it's also important to not wait until October to begin reviewing the Indicator 11 report for accuracy of data.

00:18:02.754 --> 00:18:12.264

Take this time now, to review and correct any discrepancies in the student records, or any possible errors, and routinely review the student details tab in the Indicator 11 report.

00:18:12.539 --> 00:18:26.129

For re-evaluations that were incorrectly documented as new initial referrals, be sure to correct that as soon as possible and prior to certifying your Indicator 11 data in October.

00:18:26.129 --> 00:18:36.894

The exceptions tab in the Indicator 11 report displays errors in student records that must be corrected before certifying the data.

00:18:37.254 --> 00:18:50.754

It does not display discrepancies or false delays created by incorrect or incomplete data entry. So, be sure to delete duplicate referral events for the same student record.

00:18:51.084 --> 00:19:07.679

For example, if you see on the student history screen, multiple referral events with the same date that creates multiple referral IDs on the student level report view and in the Indicator 11 report.

00:19:07.679 --> 00:19:17.669

The other student history events created from completing the initial placement process will be linked to one of the duplicated referral events.

00:19:17.669 --> 00:19:21.389

So, you must determine which referral events to keep.

00:19:21.389 --> 00:19:25.349

And which duplicated referral events to delete.

00:19:25.349 --> 00:19:32.609

And failure to delete the duplicated referral events will result in a delay for the referral event that was not completed.

00:19:32.609 --> 00:19:40.799

So, that is an example of a false delay that just mentioned.

00:19:40.799 --> 00:19:48.539

You want to review the Indicator 11 Standard Report Tip Sheet.

00:19:48.539 --> 00:19:52.949

This resource provides tips on what to review and look for on the student details tab.

00:19:52.949 --> 00:19:59.519

And also, that tip sheet is available on the EC Division Padlet.

00:20:00.809 --> 00:20:08.699

Now, let me pause and check. Are there any questions about Indicator 11 or Exit Count that we covered?

00:20:08.699 --> 00:20:16.049

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

00:20:17.099 --> 00:20:22.169

Let me pause. Let's see there are some questions that come in.

00:20:27.569 --> 00:20:40.199

Okay, from Megan. Scenario for Indicator 11 of students initial referral has exceeded the 90 day time line within the initial district.

00:20:40.199 --> 00:20:46.829

The process has not been completed and the student moves to another district.

00:20:46.829 --> 00:20:49.979

Exclusions prior to.

00:20:49.979 --> 00:20:53.939

Oh, on the exclusions.

00:20:53.939 --> 00:20:59.219

Prior to the 90 day Timeline does not apply.

00:20:59.784 --> 00:21:13.434

And the student becomes... it keeps dropping and it's... please help me out because I'm trying to and it keeps... Yeah, it's jumping because I was texting her response to them while you were talking.

00:21:13.434 --> 00:21:21.204

I'm sorry, we answered that one in the chat and there was another one on Indicator 11.

00:21:21.564 --> 00:21:29.124

So, you know, if the question was, if a child is enrolled in a district, that district.

00:21:29.219 --> 00:21:34.769

And has the child for the full 90 days, but they don't get it finished.

00:21:34.769 --> 00:21:45.989

You know, then the child moves to district B with an open referral. So, because district a had the full 90 days.

00:21:45.989 --> 00:21:50.129

They cannot exclude the student and they would take the hit. And I'm putting that in quotes.

00:21:50.129 --> 00:21:59.879

District B, because they did not have the child in the full 90 days, would be able to exclude. But it's based on whether or not you have the full 90 days or not.

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00:22:08.754 --> 00:22:16.974

If you have the full 90 days, and you don't complete the referral within the 90 days, then that student should not be excluded.

00:22:17.424 --> 00:22:25.644

If a child moves from district to district, and you don't have the child for the full 90 days then you can exclude them.

00:22:26.399 --> 00:22:37.524

And I think folks worry a lot about well, what did the 1st district do um, and that it makes it really muddy.

00:22:37.524 --> 00:22:50.784

So, let's just concentrate on while they were with us. Did we have the full 90 days to complete it? Whether the other district excludes it or not really isn't relevant. It's what happened in your district.

00:22:50.994 --> 00:23:03.569

And so, if you get a child with an open referral, you need to go ahead and get that, especially if you can see that they're delayed. You need to jump on that and prioritize that for completion.

00:23:03.569 --> 00:23:18.809

And it's also like, if a student moves to another district that the district that initiates the referral includes the student. And the district that did not initiate the referral, exclude the student.

00:23:18.809 --> 00:23:27.599

Well, it can be both. Why is it? Because the 1st one at the student moved, they didn't have the full 90 days.

00:23:27.599 --> 00:23:34.829

So, the student left, and they didn't have the opportunity to do that, but that student's probably not going to show up on their report.

00:23:34.829 --> 00:23:44.429

Okay. Just as a rule of thumb. Did you have the full 90 days or not?

00:23:44.429 --> 00:23:48.329

If you did not, then you can exclude.

00:23:48.329 --> 00:23:56.279

If you did, and you didn't get it done, then you should not exclude that student.

00:23:57.659 --> 00:24:05.009

Thank you for that clarification. And there was another one about referral date, kids moving in the summer.

00:24:05.009 --> 00:24:16.439

The parent calls and, about moving. And the question is... okay, are they talking about moving or are they saying they moved over the summer?

00:24:16.439 -->

So, if they moved, you need to go ahead and get started on that and not wait until the school year starts.

179 "Cox, Princa" (26980608)

00:24:22.284 --> 00:24:34.914

You know, my child has an iPad.

00:24:35.364 --> 00:24:47.874

So, you know, we have students all the time, who we don't wait till August to enroll. That's an issue of convenience for PowerSchool and for school administration.

00:24:49.259 --> 00:24:58.469

And I get and I understand why it is that way, but we can't let that hinder or delay a referral that's in process.

00:24:58.469 --> 00:25:06.689

So, if a student transfers during the summer, we need to get started on that.

00:25:06.689 --> 00:25:10.049

Thank you for that.

00:25:11.579 --> 00:25:28.464

Okay, so I see this, question. Our PowerSchool team is saying that they are going to continue to use drop out when they cannot locate a student even when the age is below 16.

00:25:28.734 --> 00:25:36.654

How should I resolve this for the exit count?

00:25:36.929 --> 00:25:45.149

If you see that W2 code that PowerSchool uses and the student is under age 16, you can select Moved, known to be continuing.

00:25:45.149 --> 00:25:55.679

That can be the modified extra reason that you would use. If you were to select dropped out, then that would flag as an error in the exit count.

00:26:03.149 --> 00:26:12.299

So, our district is... so I think this the next question is similar question about the withdrawal code for students that are not dropping out.

00:26:12.299 --> 00:26:18.779

So, this is resulting in us reporting a higher number of dropped out from school.

00:26:23.309 --> 00:26:41.219

Let's say this... if, you know, once you get to that modified... that screen on the inactive students screen and you see that the withdrawal code is dropped out, but you see that the student is under age, you don't have to select dropped out as the modified exit reason.

00:26:41.604 --> 00:27:12.059

You can select Move, known to be continuing. Because once again, once you look at the exit count report, and then you see the exit reason as dropped out, but the student is under age 16, that will flag as an error, exit reason not appropriate for age.

00:27:12.059 --> 00:27:21.179

So, that is another check in the system that will ensure the correct exit reason is selected based on a student's age.

00:27:22.979 --> 00:27:29.399

Okay, Pat I see there are some more Indicator 11 questions.

00:27:29.399 --> 00:27:35.279

Is there a question that I need to respond to?

00:27:35.279 --> 00:27:38.369

This is about the full 90 days.

00:27:38.369 --> 00:27:42.239

I think what we've answered those. Okay.

00:27:43.379 --> 00:28:04.464

One thing that we've been talking about and really stressing with districts is 2 weeks ago, or so, in the Wednesday updates, we sent some tip sheets on how to check and assure the quality of the data in your Indicator 11.

00:28:04.464 --> 00:28:14.934

Districts really need to be working through those now. Because cleaning up those errors solves 2 issues.

00:28:15.324 --> 00:28:20.034

First of all, it prepares you for the upcoming Indicator 11 submission.

00:28:20.219 --> 00:28:36.414

If you just go to the details tab and you don't really go through those quality checks. If you just go to the exceptions tab and fix whatever's in there and think you're done.

00:28:36.864 --> 00:28:54.864

You're not really. That's just dealing with issues for submission. You need to ensure the quality and the accuracy of the data you are submitting, and you only can do that by reviewing that student details tab.

00:28:55.164 --> 00:29:06.084

And in that update, we gave tip sheets for how to do that, and things to look for, like, duplicate referrals that should have been re-evals.

00:29:06.689 --> 00:29:18.504

Those kinds of things you want to get all that data cleaned up so that you have a clean, accurate Indicator 11 submission in October.

00:29:18.504 --> 00:29:45.059

But secondly, for those that had corrective action for last year, that helps us resolve what is called the prong 2, which is the systemic quality of data and processes you have in place for accurate and timely reporting and placement.

00:29:45.059 --> 00:29:59.604

So, following those tips, you go back, dig out those, those division communications, and get those tips sheets, and really spend time right now on that student details tab.

00:30:00.264 --> 00:30:08.429

Once you clean that and rerun your reports, most likely you will have fewer exceptions to correct.

00:30:08.634 --> 00:30:22.944

And your data will be more accurate. If you just go in and start putting in delay reasons now, and there's an error and that student should not be delayed, you will go to confessional for something that you didn't commit.

00:30:23.429 --> 00:30:36.839

So, we don't want false delays in there and cleaning up that details tab will prevent that.

00:30:38.184 --> 00:30:51.864

Thanks, Khalilah, for dropping that in there. Yes. There was a request to share the tip sheet and so it is in the chat, so everyone should be able to access it.

00:30:51.924 --> 00:30:58.319

Patty, thank you very much for the explanations and the other guidance you provided. That's greatly appreciated.

00:30:58.319 --> 00:31:07.439

Another question is why students without any errors are still pulling into the exceptions tab in the exit count report.

00:31:07.439 --> 00:31:25.289

Everyone, remember that any report you run, whether it's Indicator 11, exit count, or active child count, the exceptions tab will display both warnings and errors.

00:31:25.289 --> 00:31:33.299

So, whether there are no errors, you may still see students on that exceptions tab.

00:31:33.299 --> 00:31:43.829

A common warning that displays across all counts, all child counts, and all indicators, is the warning, potential duplicates.

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And the criteria for potential duplicates is so wide, it can be a student that has the last the similar or same last name as another student in that district, or across the state.

00:31:49.289 --> 00:32:07.679

It could be a student with different IDs. Something in their data demographic data is similar.

00:32:07.679 --> 00:32:22.134

So, it could be that on the exception tab, you may see students that are flagged as potential duplicates and remember potential duplicates is a warning. It is not an error.

00:32:22.343 --> 00:32:32.154

So that would be a reason why you may see students on that exceptions tab in the exit count report when there are no errors.

00:32:32.489 --> 00:32:36.959

So, you want to look for the column, is duplicated. That is an error.

00:32:36.959 --> 00:32:46.079

And then the other exceptions, if you see x's, then those would be flagged as an error.

00:32:59.039 --> 00:33:07.649

There is another question. I have a student on my exit count that has not exited or left school. How can I fix this?

00:33:07.649 --> 00:33:26.099

So, that would be an example of a student who may have exited during the reporting period but came back outside of the reporting period.

00:33:26.099 --> 00:33:34.529

So, let's say the student exited June 15.

00:33:34.614 --> 00:33:48.474

And the student is currently re-enrolled. Then, that exit event fell within the reporting period and the modified exit reason will need to be documented.

00:33:48.684 --> 00:34:06.329

So, in this case, where the student is an active student, you would go to the student history screen, and you should see the screenshot, when you go to the student history screen, you want to look for the exit school system event that occurred during that reporting period, July 1, 2021 through June 30, 2022.

00:34:06.329 --> 00:34:25.734

And then, just look to your far right. And you should see a Details button. Once you click that details button, you should get another window for you to document the modified exit reason that is associated with that event.

00:34:26.009 --> 00:34:46.139

If you click that details button and you are not able to document the modified exit reason, that is when you can submit a Zendesk ticket for support, or you can send me an email. And then I'll take a closer look at that record.

00:34:51.204 --> 00:35:05.184

Great questions. And this is a good sign that there are a lot of people who are invested in preparing for the exit count and Indicator 11, which is wonderful.

00:35:05.604 --> 00:35:24.144

Once again, if you have any questions, unmute your microphone or send them in a chat so we can address. I know I'm over time, but this is important information that we're presenting today, so I'm going to move on with Indicator 12, Part C to Part B, timely referral.

00:35:24.894 --> 00:35:36.564

So, Indicator 12 captures data on students who receive part C services and were referred to part B, during the reporting period of July 1, 2021 through June 30, 2022.

00:35:36.564 --> 00:35:47.814

so, all students must have an IEP developed within 90 days of the referral, and the services began by their 3rd birthday.

00:35:48.119 --> 00:35:58.559

All traditional LEAs must submit the completed Indicator 12 spreadsheet to the EC indicators email address by October 31st.

00:35:58.559 --> 00:36:04.469

Charter schools and state operated programs do not submit Indicator 12.

00:36:06.564 --> 00:36:17.454

You can access the Indicator 12 spreadsheet from the ECATS reporting website and once you click the link, the file will download as an Excel spreadsheet.

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00:36:17.484 --> 00:36:24.624

As a reminder, only traditional LEAs submit the Indicator 12. Charter schools and state operated programs do not submit Indicator 12.

00:36:25.709 --> 00:36:32.459

So, the Indicator 12 spreadsheet has a tab with helpful clarifications to assist with entering the data.

00:36:32.459 --> 00:36:38.549

And be sure to complete the Indicated 12 spreadsheet and submit it to EC indicators email address by October 31st.

00:36:38.549 --> 00:36:50.519

It is important that when you submit your Indicator 12 data, submit it in the Excel spreadsheet format.

00:36:50.519 --> 00:37:04.619

If it's submitted in a PDF format, we will request that you resubmit it in the Excel spreadsheet. So please submit your completed Indicator 12 data in the Excel spreadsheet format.

00:37:07.374 --> 00:37:11.574

In preparation for indicated 12, there is a way to identify students in ECATS.

00:37:11.574 --> 00:37:28.374

You can start with querying the Indicator 11 report in ECATS, and once you access the Indicator 11 Excel spreadsheet, you want to add a column next to date of birth and label it, age as of referral date.

00:37:29.699 --> 00:37:37.704

Once you create that column, you want to enter the formula in the 1st cell under that column header, age as of referral date.

00:37:38.184 --> 00:37:45.354

So, if your Excel spreadsheet displays letters as column headings, you would use the 1st formula that you see on the screenshot.

00:37:45.924 --> 00:37:59.694

If your Excel spreadsheet displays numbers as column headings, as what you see here on the screenshot, you would use the 2nd formula.

00:38:00.084 --> 00:38:07.434

And so, this formula calculates in years, the difference between the date of birth, and the referral received by school date.

00:38:10.199 --> 00:38:23.004

Then you want to change the format of the cell contents to number and select the decimal place as 2. So, you would right-click the cell content and select format cells from the format cells prompt.

00:38:23.034 --> 00:38:37.674

You want to select the category as number, then select the decimal places and click, okay. So, this will allow you to view students who have not yet turned 3. For example, that could be age 2.6 or 2years, 7 months.

00:38:37.674 --> 00:38:39.924

And this will ensure those students are not rounded up as age 3.

00:38:40.199 --> 00:38:52.800

So, once you change the format of the cell, you want to copy and paste the formula down the age as of referral date column.

00:38:53.245 --> 00:39:07.975

Once you do that, you want to filter the age as a referral date column, results by age 2, and also includes students who are less than age 3.

00:39:07.975 --> 00:39:09.925

For example, 2 years, 7 months or 2 years, 4 months.

00:39:10.230 --> 00:39:20.490

So this will help identify those students who were referred prior to age 3 during the reporting period.

00:39:21.925 --> 00:39:31.435

Did you have any questions about Indicator 12? Feel free to send your question in the chat. And while you're doing that, I want to go over some other quick reminders.

00:39:31.615 --> 00:39:49.890

The data manager's contact directory and the federal reporting office hours website. It is very important to periodically check the data managers, contact directory, I just dropped the link in the chat.

00:39:49.890 --> 00:39:54.600

We all know that there are staff changes throughout the year.

00:39:54.600 --> 00:40:07.260

So, if you have new data managers, or there's change in data managers, please update the contacts directory. The contacts directory is an editable Google form, Google document.

00:40:07.260 --> 00:40:15.120

So, you can update your information.

00:40:15.120 --> 00:40:23.010

And this is also the directory to use if you need to contact another district.

00:40:23.010 --> 00:40:28.470

Definitely utilize this data manager contact directory.

00:40:28.470 --> 00:40:34.800

It's a great resource. Also, we have the federal reporting office hours website.

00:40:34.800 --> 00:40:40.080

I just dropped the link for that in the chat.

00:40:40.080 --> 00:40:44.280

The federal reporting office hours website.

00:40:44.280 --> 00:41:00.534

This is where you can go to view any previously recorded office hour sessions, get access to the transcript if you want to read it as well as, access the PowerPoint.

00:41:00.840 --> 00:41:07.470

It typically takes about a week to post the recorded sessions.

00:41:07.470 --> 00:41:19.525

So, for today's session, I'll put in the request to have it posted to the website, and it may be posted by next week. So, we're going to look out for that.

00:41:19.825 --> 00:41:32.815

If you have any questions about exit count, indicator 11, or indicator 12, I'll hang around for just a few more moments. I want to thank everyone who stayed over time.

00:41:33.055 --> 00:41:37.465

It is a lot of information to cover in a short amount of time.

00:41:37.470 --> 00:41:45.030

Especially when it's a lot of great dialogue, and a lot of questions asked and answered.

00:41:45.030 --> 00:41:55.380

So, if you don't have any other questions I want to, thank everyone for attending the session today.

00:41:55.380 --> 00:42:02.490

And I hope everyone enjoy the rest of the day. Thank you so much for your time and attention.