00:00:00.000 --> 00:00:11.789
Welcome everyone to the federal reporting office hours session. Thank you
for joining. This is the office hour session for the month of August.

00:00:11.789 --> 00:00:18.089
Once again, I want to welcome everyone to the office hours session.

00:00:18.089 --> 00:00:30.984
During this office hour session, if you have any questions, feel free to
enter your question in the question field so we may respond, or feel free
to unmute your microphone.

00:00:31.014 --> 00:00:42.294
I just wanted to let everyone know that this session is being recorded.
It will be posted to the federal reporting office hours website.

00:00:42.744 --> 00:01:02.310
So, as we are waiting for some questions to come in, I will be going over
dates and reminders regarding federal reporting. and during this session,
I will be covering updates on Indicator 7, Indicator 11, and Indicator
12.

00:01:02.310 --> 00:01:08.220
So, let's begin with Indicator 7, Preschool Outcomes.

00:01:08.575 --> 00:01:25.315
The Indicator 7 opened August 1st, and must be certified by August 19th.
It is based on data from the July 1st 2021 through June 30th 2022
reporting period.

00:01:25.825 --> 00:01:41.335
And it captures the percent of preschool students ages 5, excuse me, ages
3 through 5 with IEPs with improved childhood outcomes in the following 3
areas

00:01:41.610 --> 00:01:55.410
That includes positive social emotional skills, acquisition of knowledge.
Excuse me acquisition and use of knowledge, and skills and use of
appropriate behaviors to meet their needs.

00:01:56.880 --> 00:02:21.655
In preparation for Indicator 7, there are some things to check for
accuracy in the student record. The 1st screenshot shows, the link to the
resource document, Indicator 7 Reporting Checklist, and this is available

from the federal reporting tab located on the main menu and the resources section.

00:02:21.655 --> 00:02:38.610
And the 2nd screenshot shows the following things to check for accuracy in the student record. When you're preparing for Indicator 7, you want to look to ensure that the student is between age 3 and less than age 6 as of the exit date.

00:02:38.610 --> 00:02:50.850
You also wanted to check for accuracy that the student received services in Pre-K for at least 6 months. And that would be from the active in Pre-K Services Start Date to the services completion date.

00:02:50.850 --> 00:03:09.870
And, you also want to confirm that the student has an Exit COSF event between the reporting period begin and end date, which includes July 1, 2021 through June 30, 2022.

00:03:11.665 --> 00:03:27.175
Let's look at what to do when a student transfers from one LEA with no documentation of the Entry COSF and the child has been enrolled in Pre K for at least 6 months.

00:03:27.925 --> 00:03:39.685
The EC preschool staff could enter information from the student's initial eligibility as the Entry COSF if there wasn't one previously documented.

00:03:40.045 --> 00:03:51.235
So, this would provide the growth data from the beginning of services if the student has been enrolled and receiving services for 6 months or more.

00:03:51.540 --> 00:04:04.410
So, this screenshot on the slide shows the fields in which you can document personnel from a previous district if that is needed.

00:04:07.705 --> 00:04:22.495
As a reminder, the Indicator 7 report is available as the certification window is now open and available for you to check your data and address any possible errors that must be corrected before the certification window closes.

00:04:22.495 --> 00:04:48.865
Also, you'll find the training video and additional resources for
Indicator 7 from the main menu resources section. So, it is important for
charter schools to also review the Indicator 7 report to identify
students who they have transferred to that charter school and have COSF
data that was documented in the previous district.

00:04:49.345 --> 00:05:10.079
So, if the student is currently enrolled in a charter school, and there
is missing Exit COSF data, the charter school has the opportunity to
contact the previous district and request the Exit COSF data so that the
charter school can then enter and finalize the Exit COSF data in ECATS.

00:05:13.224 --> 00:05:28.014
I also want to mention about resources that the DPI team participating in
the early childhood technical assistance and data systems cohort has
developed.

33 "OFARROW, KHALILAH S" (2647671296)
00:05:28.044 --> 00:05:34.674
A Padlet, which is tips and tricks and other resources that based that
was created based on requests from the field.

00:05:34.949 --> 00:05:39.209
So, the North Carolina Child Outcomes Summary, Tips, trips.

00:05:39.209 --> 00:05:56.424
Excuse me, Tips, Tricks, and Resources Padlet provides various resources,
um, for staff to access tools or learn more about childhood outcomes,
family, engagement, and data collection.

00:05:56.729 --> 00:06:03.569
So, let me pause and copy this link and send it in the chat.

00:06:06.089 --> 00:06:15.509
Hopefully, everyone has received the chat I put in there.

00:06:15.509 --> 00:06:21.059
All right, so hopefully, everyone see is able to see the link that popped
in that chat.

00:06:21.059 --> 00:06:29.669
So, feel free to access the link as well as share the link, with your
staff members in your district.

00:06:30.959 --> 00:06:37.349
Before I move to Indicator 11, I'm going to pause and check.

00:06:37.349 --> 00:06:41.429
Are there any questions about Indicator 7?

00:06:41.429 --> 00:06:49.139
If so, feel free to unmute your microphone or send your question in the
chat.

00:06:49.139 --> 00:06:52.499
I'm just going to pause for just a brief moment.

00:06:59.369 --> 00:07:06.449
And as you might be thinking of any questions at once again, feel free to
send your question in the chat.

00:07:06.449 --> 00:07:12.209
We can move on to Indicator 11 tips.

00:07:14.214 --> 00:07:17.904
Indicator 11, the certification window for Indicator 11 opens October
3rd, and closes October 31st.

00:07:17.934 --> 00:07:33.504
Indicator 11 captures the percentage of timely placement within 90 days
that occurred during the previous reporting period, which would be July
1st 2021 through June 30th 2022.

00:07:40.349 --> 00:07:54.599
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 closes in October.

00:07:55.224 --> 00:08:09.234
And when you run the Indicator 11 report, it is very important that you
also review the student details tab to check for data accuracy in
addition to reviewing the exceptions tab when checking for errors.

00:08:09.234 --> 00:08:12.744
And we'll cover this in more detail during this segment.

00:08:13.049 --> 00:08:26.759
I do want to mention that there is the training video and other resources available for Indicator 11, and that's located in the main menu resources section.

00:08:29.369 --> 00:08:35.759
In preparation for Indicator 11, there are some things to check for accuracy in the student record.

00:08:35.759 --> 00:08:41.729
If the initial placement process ended after the 90 day timeline the initial placement delay reason must be documented on the data collection screen.

00:08:41.729 --> 00:08:56.124
And 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.

00:08:56.364 --> 00:09:06.354
However, if you select the delay reason, it will not exclude the record from indicator 11, and it will not result in a higher percentage rate.

00:09:06.624 --> 00:09:14.999
So, districts should still need to follow up with their monitor consultant to ensure that eligibility and placement decisions are made as soon as possible.

00:09:14.999 --> 00:09:28.589
Also on this slide, you'll see the screenshot referencing the consent services response. If the initial placement was within the 90 days, the consent for services response must be submitted on the process consent screen.

00:09:28.614 --> 00:09:45.474
And to see same day corrections update to the indicator level report, be sure to navigate to the student level report view detail screen and click update report.

00:09:49.079 --> 00:09:58.439
It is important to remember to document and submit the consent response on the process consent screen.

00:09:58.439 --> 00:10:04.409
EC process consent screen, so I do want to emphasize that.

00:10:04.409 --> 00:10:10.439
Documenting the consent response is a multiple step process.

00:10:10.439 --> 00:10:19.139
The 1st thing you want to do is go to the EC Process Consent screen to create the consent document.

00:10:19.139 --> 00:10:24.149
And have that signed and after you have finalized the consent document.

00:10:24.149 --> 00:10:31.859
You will have access to a PDF copy of it and that PDF copy will display on the document screen.

00:10:31.859 --> 00:10:38.459
And you'll see on this slide in a screenshot, notice the open check box that's next to the document.

00:10:38.459 --> 00:10:52.859
Anytime you see an open checkbox on that document screen that indicates the document was finalized. However, the response has not yet been submitted on the EC Process Consent screen.

00:10:56.189 --> 00:11:08.879
So, after you have received the written response to the consent document, you want to go back to the EC Process Consent screen to document and submit the response.

00:11:08.879 --> 00:11:25.259
And once you document and click that submit consent button, that is what creates the event on the student history screen, and it may cut down the frequency of the initial placement delay refund errors.

00:11:26.789 --> 00:11:33.839
So, there are 2 quick ways to confirm that the consent response was submitted.

00:11:33.839 --> 00:11:46.709
You can check the Documents screen and then you can check the Student History screen.

00:11:46.709 --> 00:11:54.359
On the Documents screen, you should see a red E associated with the consent document.

00:11:54.359 --> 00:12:02.759
So, the red E indicates that the consent response was submitted on the EC
Process Consent screen.

00:12:02.759 --> 00:12:05.909
And remember the open checkbox Just indicates that the document was
finalized, but that the response was not submitted.

00:12:05.909 --> 00:12:21.989
So that's the difference between the open check box from this screenshot
and the red E displayed on this slide.

00:12:23.844 --> 00:12:38.454
So that's one way to check that the consent response was submitted. On
the Documents screen, look for the red E. If you're on the Student
History screen, the way to check that the consent response was submitted
is look for the events.

00:12:38.784 --> 00:12:47.849
You want to look for the Provision of Services Parental Consent event.
And the parent consent yes. Even if that applies.

00:12:47.849 --> 00:13:00.989
So those so the events that you see on the Student History screen based
on the responses submitted on the EC Process Consent screen.

00:13:00.989 --> 00:13:04.349
So, I want to emphasize that.

00:13:05.909 --> 00:13:11.249
The final step to the consent process as you.

00:13:11.249 --> 00:13:18.924
You know, recall I mentioned the consent process is a multiple step
process. 1st, start off with finalizing the consent document.

00:13:19.254 --> 00:13:32.364
Then you submit the response on the EC Process Consent screen and the
final step is to also upload the copy of these signed initial consent
forms to the document screen.

00:13:32.639 --> 00:13:46.709
So, this is what is needed for policy monitoring reviews and, you know, please be aware that if you only submit, or if you only upload the sign consent for services document, that will not stop the 90-day timeline.

00:13:46.709 --> 00:14:06.479
ECATS looks for the event. And how is an event created on a student history screen? It is created by submitting the consent response on the EC Process Consent screen.

00:14:08.214 --> 00:14:17.394
Also, I want to emphasize that a green check on the student history screen does not mean that the initial placement process is complete.

00:14:17.844 --> 00:14:26.094
You must confirm that the Provision of Services Parental Consent event has been created on that Student History screen.

00:14:30.059 --> 00:14:42.389
All righty, next slide is the screenshot of what to look for when you are reviewing the student details tab in the Indicator 11 report.

00:14:42.389 --> 00:14:57.149
As you are reviewing your data for accuracy, you want to confirm that it aligns with what actually occurred. So, for example, you can check the referral received by school date along with the referral determination date.

00:14:57.804 --> 00:15:11.604
If the referral received by school date and the referral determination, they are documented as the same day you want to be sure to review your data to determine the circumstances in which this would have occurred on the same day.

00:15:11.904 --> 00:15:18.984
And so, there are some things that you can do to for the monitor data by reviewing the invitation to conference.

00:15:19.229 --> 00:15:28.769
So, let's say, you know, for example, if the, if the referral received by school date, and the referral determination date were both documented as November 12.

00:15:28.769 --> 00:15:41.069
But the invitation to conference was submitted On October 25th, chances
are the referral received by school date was prior to November.

00:15:41.069 --> 00:15:46.349
And in this case, it was documented incorrectly in the referral.

00:15:47.244 --> 00:16:02.214
If you see a discrepancy in the referral data, and you need to correct
it, what you'll need to do is you'll need to finalize a new referral with
the correct information. Then delete the existing referral with the
incorrect information.

00:16:02.519 --> 00:16:09.689
Now, let's take a look at the columns, Number of Days Delayed and Initial
Placement Delay Reason.

00:16:09.689 --> 00:16:24.059
If you see a 0 in the column for Number of Days Delayed, but you see a
delay reason in the Initial Placement Delay Reason column, this is a
discrepancy in the data.

00:16:24.059 --> 00:16:37.769
So, this data discrepancy may have occurred when an initial placement
delay reason was, you know, selected to clear the initial placement delay
error. But, later the consent for services response was submitted.

00:16:37.769 --> 00:16:58.229
And the initial placement delay reason was not removed. So that's an
example of, a data discrepancy that must be corrected. So, you want to be
sure to remove the initial placement delay reason from the data
collection screen, if there was no delay.

00:16:58.229 --> 00:17:16.049
Then to clear the discrepancy in Indicator 11, just navigate to the
Student Level Report View detail screen and click Update report to clear
that data discrepancy.

00:17:16.049 --> 00:17:27.989
So, it's a great practice when you're reviewing the Student Details tab
of the Indicator 11 report to get into the habit of creating column
filters.

00:17:29.004 --> 00:17:45.834
Creating filters for those of columns, and you can filter, let's say the days delayed by 0 and then once you have filtered that to display all of the students that have 0 days delay, compare that with the initial placement delay reason.

00:17:46.169 --> 00:17:56.964
So, essentially, there are 0 days delayed for students showing up on the Indicator 11 report. There should not be an initial placement delayed reason documented.

00:17:57.324 --> 00:18:09.359
If there is an initial placement delay reason documented as previously mentioned, be sure to go back to the data collection tab and remove that that that delay.

00:18:12.659 --> 00:18:16.079
All right more tips about indicator 11.

00:18:16.079 --> 00:18:22.589
Please do not wait until October to begin reviewing the Indicator 11 report for accuracy.

00:18:22.589 --> 00:18:34.469
You want to take this summer to review and correct any discrepancies in student records and routinely review the student details tab and the Indicator 11 report.

00:18:34.469 --> 00:18:44.249
Don't just only look at the Exceptions tab. Also look at the Student Detail details tab to check for any data discrepancy.

00:18:44.249 --> 00:19:00.209
For situations in which re-evaluations 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.

00:19:00.209 --> 00:19:16.584
The Exceptions tab in the Indicator 11 report displays errors in the student records that must be corrected before certifying data. The Exceptions tab does not display data discrepancies.

00:19:16.584 --> 00:19:32.969
That's why it's important to get into the habit of viewing, also viewing
your Student Details tab, filtering your columns and, checking your data
for accuracy in addition to reviewing the Exceptions tab for errors.

00:19:34.409 --> 00:19:46.049
Be sure to delete if there are situations where there are duplicate
referral events for the same student record.

00:19:46.554 --> 00:19:58.284
You want to view that Student History screen. If you see multiple
referral events with the same date, that actually creates multiple
referral IDs on the student level report view.

00:19:58.494 --> 00:20:11.454
And even if the student has gone through and completed the initial
placement process, there are still multiple referrals that are open,
which may also cause errors in the Indicator 11 report.

00:20:11.574 --> 00:20:30.024
So, you want to be sure to view those duplicated referral events. The
case manager may have clicked finalize on the referral on the EC process
referral screen. You know, click finalize multiple times.

00:20:30.269 --> 00:20:34.529
And that creates multiple referral events.

00:20:34.529 --> 00:20:45.509
So, if you have multiple referral events with the same day, just go ahead
and delete those multiple referrals.

00:20:45.509 --> 00:20:53.964
But before you do, check your Student Level Report View to see which
referral ID has the additional processes attached to that referral. Don't
delete that one.

00:20:53.964 --> 00:21:03.294
Delete the other referral IDs that have no other information or no other
EC process attached to that referral ID.

00:21:04.799 --> 00:21:09.779
Also, there is the Indicator 11 Standard Report Tip Sheet.

00:21:09.779 --> 00:21:15.809
And let me grab this link and put it in a chat. So, everyone has access to it.

00:21:15.809 --> 00:21:28.559
The Indicator 11 Standard Report Tip Sheet - that's a resource that provides tips on what to review and look for in the, on the student details tab.

00:21:30.599 --> 00:21:35.549
Before I move on to Indicator 12. I'm going to pause and open the microphones.

00:21:35.549 --> 00:21:50.489
Well, I'm not going to open the microphones. If you have a question, feel free to open or feel free to unmute your microphone, or you can send your question and a chat. So, I'm going to pause for just a moment.

00:21:59.369 --> 00:22:10.109
All right, as you may be thinking about some questions that you may have once again, feel free to put your question in a chat so we can address that.

00:22:10.109 --> 00:22:19.229
Or, feel free to unmute your microphone, and as we're waiting for some questions to come in, we can move on with Indicator 12 tips.

00:22:20.519 --> 00:22:34.974
The Indicator 12 captures data on students who receive Part C services, and were referred to Part B, during the previous reporting period of July 1, 2021 through June 32, 2022.

00:22:35.304 --> 00:22:43.589
So, all students must have an IEP developed within ninety days of the referral, and the services must begin by the 3rd birthday.

00:22:47.699 --> 00:22:54.089
All traditional PSUs must submit the completed Indicator 12 spreadsheet.

00:22:54.089 --> 00:23:00.419
Charter schools and State Operated Programs do not submit the Indicator 12 spreadsheet.

00:23:00.419 --> 00:23:16.049
And it's important for traditional LEAs who must submit the Indicator 12 spreadsheet, when you send it to the EC indicators email address, please submit it as the Excel spreadsheet.

00:23:21.029 --> 00:23:27.179
Do not submit your completed data as a PDF. Do not submit it in the PDF format.

00:23:27.179 --> 00:23:30.869
Leave it in the Excel spreadsheet format.

00:23:30.869 --> 00:23:35.339
That's greatly appreciated.

00:23:35.574 --> 00:23:43.794
So, for the traditional LEAs, you can access, you can now access the Indicator 12 spreadsheet from the ECATS Reporting website.

00:23:44.424 --> 00:23:50.994
Once you click the link, as I mentioned, you, the file will download as an Excel spreadsheet.

00:23:51.419 --> 00:23:58.079
And now that, you know, I mentioned that only traditional LEAs submit the Indicator 12.

00:23:58.079 --> 00:24:01.974
State Operated Programs and Charter schools do not submit Indicator 12 spreadsheet.

00:24:02.364 --> 00:24:14.124
And, it is due by October 31st. You do not have to wait for, this is for the traditional LEAs, you do not have to wait until October to submit.

00:24:14.124 --> 00:24:26.004
We have been receiving completed Indicator 12 spreadsheets now. So, if you have the information, and it's already completed, feel free to submit your Indicator 12 spreadsheet.

00:24:26.279 --> 00:24:30.299
But once again, it is due by October 31st.

00:24:31.769 --> 00:24:45.269
In preparation for completing the Indicator 12 spreadsheet, there is a
way to identify students in ECATS. You would start with the Indicator 11
report.

00:24:45.269 --> 00:25:01.319
After you run the Indicator 11 report, it downloads as an Excel
spreadsheet. Once you open that Excel spreadsheet go ahead and add the
column, um, add a new column in between date of birth, well, add a new
column next to date of birth.

00:25:01.319 --> 00:25:07.349
And you can label that column as Age as of Referral Date.

00:25:07.349 --> 00:25:13.799
And there's a formula that you can add that will calculate the age of
those students.

00:25:14.819 --> 00:25:35.099
So, if you, if your Excel spreadsheet displays letters as column,
headers, you would use the 1st formula that you see on the slide. If the,
if you're Excel spreadsheet displays numbers as column headers, as you
see in this screenshot, then you would use the 2nd formula.

00:25:35.099 --> 00:25:47.039
And so, this formula calculates the in, it calculates in years the
difference between the date of birth and the referral received by school
date.

00:25:48.089 --> 00:25:58.679
Once you add the formula, you want to change the format of the cell
contents to number and select the decimal place as 2.

00:25:59.184 --> 00:26:13.194
And so, to select the decimal place as 2, it will allow you to view
students who have not yet turned 3 and it will allow you to view those
students that are not rounded up to age 3.

00:26:13.194 --> 00:26:29.309
So, it could be a student age 2.5 or age 2.6. So, you want to make sure
that you, once you change the cell content number, be sure to include
decimal places as 2.

00:26:30.989 --> 00:26:48.744
Once you have the formula added to that column, you can filter the Age as
of Referral Date column, filter those results by age 2 and also include
students who are less than age 3, for example, age 2.5 or 2.6.

00:26:48.744 --> 00:27:02.484
So, this helps to identify students who were referred prior to age 3
during the reporting period.

00:27:08.729 --> 00:27:15.929
I'm going to pause for a moment before moving on to other reminders. Are
there any questions about Indicator 12?

00:27:17.249 --> 00:27:24.149
If so, feel free to unmute your microphone or send your question in the
chat.

00:27:28.889 --> 00:27:42.959
Okay, as a reminder it is important to review the data manager content
directory periodically throughout the year.

00:27:42.959 --> 00:27:50.514
And, you know, we do understand that there may be staff changes over the
summer, or before the new year begins.

00:27:50.694 --> 00:28:04.169
So, if there's, you know, if there are any updates or changes to contact
information or updates, or changes to the data manager, please update
this information in the directory.

00:28:04.169 --> 00:28:11.309
And you should now see a link in the chat that will direct you to the
data managers contact directory.

00:28:11.309 --> 00:28:17.609
The directory is an editable Google document, so you can edit the
information.

00:28:17.609 --> 00:28:29.999
If you need assistance with it feel free to send me an email and I will
assist you with updating the contact directory for your district,
charter, or state operator program.

00:28:31.349 --> 00:28:42.779
I also want to give the reminder about the website, the federal reporting office hours. I just dropped that link in the chat.

00:28:44.484 --> 00:28:59.064
If you want to view any previous federal reporting office hours recordings or review any of the previous PowerPoints, you can access that from the federal reporting office hours website.

00:28:59.339 --> 00:29:03.689
And you should now have that link in the chat.

00:29:04.799 --> 00:29:09.689
All right, so let me pause and check.

00:29:09.689 --> 00:29:16.169
Are there any questions that you may have?

00:29:16.644 --> 00:29:28.854
We covered Indicator 7, Indicator 11, and Indicator 12. If you have any questions, feel free to send your question in a chat or unmute your microphone.

00:29:29.454 --> 00:29:37.824
If not, thank you very much for your attention and participation during this session.

00:29:38.099 --> 00:29:43.079
I will hang out for another minute or 2 in case you may have any questions.

00:29:43.079 --> 00:29:50.159
If not once again, thank you so much for your participation and I hope you enjoy your day to day the rest of your day.