



# North Carolina ECATS Newsletter

MAY 2019

Welcome to this month's edition of the ECATS Newsletter.

The ECATS team is finalizing project activities in preparation for go-live.

## Special Education Module: Current Focus

Now is a great time to think about allocating user types to teachers and staff. Each user within ECATS is assigned a 'User Type', which are groups of permissions and access levels. Every LEA is responsible for assigning User Types to staff members within the district.

User Types in ECATS are categorized as district-level, school-level and student-level User Types. Here are questions to consider when deciding which User Type should be assigned to certain staff members:

- Is this staff member primarily responsible for working at the administrative level or with students?
- Does this staff member work only with data, or do they lead IEP meetings?
- Is this staff member responsible for delivering and recording special ed/related services prescribed on the IEP/PSSP?

Keep in mind that User Type names may not always correspond to job titles. Staff roles/responsibilities in the district should drive what permissions are granted in the system. Definitions of the User Types within ECATS can be found in a guide located [HERE](#).

## Service Documentation Module: Current Focus

The Service Documentation team has continued preparations for LEA training as ECATS rollout approaches. Training materials and sessions have been built to ensure LEAs are comfortable with, and ready for use of the module. As you prepare for ECATS roll out, please thoughtfully consider who will represent your LEA for the training sessions focused on the Service Documentation module (e.g., related service providers, varied disciplines, varied experience/comfort with technology, contracted or hired staff) to ensure a transition that is as smooth as possible.

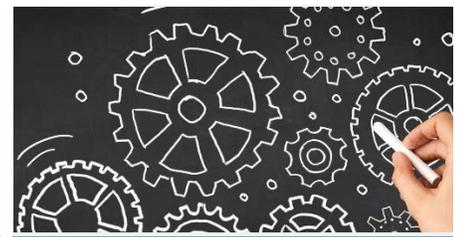
## MTSS Module: Current Focus

The Integrated Academic and Behavior Support Systems (IABS) and PCG teams have been collaborating on training, including aligning features of the platform like core planning and ad hoc groups to best practice in implementing a Multi-Tiered System of Support.

## Transition Tips – Data Cleanup

As we near our go-live date, please continue to work on data cleanup. It is important to work with your PowerSchool personnel to ensure that the data in PowerSchool and CECAS match. In ECATS, PowerSchool will be the authoritative source for some data that could manually be changed in CECAS.

1. Make sure all students who have been exited from your LEA in PowerSchool and are no longer receiving Services at your LEA are properly exited in CECAS.
2. Make sure all students have a gender.
3. Make sure all students have a proper birth date with a proper year. We are seeing some students with the birth year of 2018 and in upper grades or a birth date of 00/00/0000.



## PROJECT TIME LINE

### June 16 – week of July 15, 2019

Final Data Migration Period

### Week of July 15, 2019

Statewide Implementation – Special Education/Service Documentation Go-Live

### Winter 2020

MTSS Go-Live for First Implementers

## RESOURCES

### DPI ECATS Website:

<http://www.ncpublicschools.org/ecats/>

### DPI Contact:

We welcome your thoughts, suggestions, and questions. Please send ECATS project related inquiries to:

[ECATS.INFO@DPI.NC.GOV](mailto:ECATS.INFO@DPI.NC.GOV)

## FAQ

Click [here](#) for FAQ. This will be updated on an ongoing basis.

**Q:** From an "Administrator" level, is there a way to add users to IEP Teams/as case managers (to groups of students) in ECATS or will case managers need to be added to each student record, one at a time?

**A:** LEA admins will be able to assign caseloads in bulk using the Caseload Administration Wizard. For User Types who have permission to assign themselves caseloads, they can add students in bulk using the Caseload Wizard.

**Q:** What is the amount of time of inactivity before the ECATS system automatically logs off a user?

**A:** Users are automatically logged off after 30 minutes of inactivity. They will receive pop-up warnings at 10, 5, and 2 minutes before they will have to re-login to ECATS.