



ECATS

Monday Message

March 27, 2023

Special Education Module

Note: This message is a repeat of the March 22, 2023 Director's Weekly Message.

Federal Personnel Survey: Due by March 31st!

The Federal Personnel data collection for the 2022-23 school year will be submitted via a revised survey that combines the Related Service Workforce survey with the federally required personnel data. Here is the link to access the survey: https://ncdpi.az1.qualtrics.com/jfe/form/SV_5ooVIRpkycSzRWe. You may need to copy and paste this link into your browser to access the survey. The federal personnel survey opened on February 8, 2023, and **the due date has been extended to March 31, 2023**. For more information about completing the federal personnel survey, please review the recorded training sessions and PowerPoint presentation located on the [ECATS Federal Reporting](https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/reporting) website at <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/reporting>.

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Federal Reporting Office Hours

As a reminder, the Federal Reporting Office Hours sessions begin at 10:00 AM and 2:00 PM on the first Wednesday of each month. Please contact Khalilah O'Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov if you have any questions. To join the webinar and ask any questions about upcoming federal reporting, please use the following link: <https://ncgov.webex.com/meet/khalilah.ofarrow>.

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April 2023 Child Count schedule

Child Count Correction and Certification Schedule	
April Child Count opens for all LEAs, Charters, and SOPs	4/3/2023
Deadline for Certification Status	4/24/2023

EC Directors or Data Managers should review the April 2023 Child Count Report for errors such as duplicate records, incorrect age, grade, setting, and disability. Please remember that when certifying the child count, the EC Director assures that all data submitted is accurate. According to the State Auditors, Directors of Exceptional Children Programs and Lead Administrators of Charter schools must certify the child count data. For this to occur, Directors of Exceptional Children Programs must use their “username” and “password” to log into ECATS to verify and certify the child count data. If the EC Director does not certify the count, a signed and scanned verification form must be submitted to Khalilah O’Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov. All errors must be corrected, and all Public School Units must certify their submissions no later than April 24, 2023.

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Child Count Report – Exceptions Tab

An update to the Child Count Report Exceptions tab has been released to ECATS. This update includes an exception if the student is missing a Provision of Services Parental Consent event. By creating this exception, the Child Count Report now displays students who are eligible but missing the Provision of Services Parental Consent event. To correct this exception, submit the Parent/Guardian/Student Consent for Services Response and Parent/Guardian/Student Consent for Services Date Signed on the EC Process > Consent page in ECATS. Navigate to the Student History screen to ensure that the Provision of Services Parental Consent event is created. Then, navigate to the Student Level Record Review screen for the current child count report and click Update Report. This will resolve the Provision of Services Parental Consent Date is blank error in the child count. Please do not exclude these records from the count if the student is currently receiving services with a valid Provision of Parental Consent as excluding them will lower the total child count. If you have any questions about this update, please contact Khalilah O’Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov or Kelley Blas at kelley.blas@dpi.nc.gov.

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Important Federal Reporting Reminder: Submission Timeliness

If your district does not certify the data required for Indicators by the due date, your data may be certified by state staff. The integrity of the data is always at risk when the Department of Public Instruction must finalize the data for your district.

For previous issues of the ECATS Monday Message, please visit <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/monday-messages>.