

**Preschool Child Find & Transition Calculator  
Recorded Overview Transcript  
June 2021**

**Slide 1 – Preschool Child Find & Transition Calculator (CFTC) – Overview & Update Instructions**

Welcome to this pre-recorded overview of the Preschool Child Find & Transition Calculator. I'm Katie Lewis, a Regional Consultant with the North Carolina Early Learning Network, which is a joint project of the North Carolina Department of Public Instruction's Office of Early Learning and UNC Frank Porter Graham Child Development Institute. I am honored to be facilitating today's presentation on behalf of Dawn Meskil & Keashia Walker, Preschool 619 Co-Coordinators, and the Special Programs and Data Section within the Exceptional Children's Division

Today's presentation will orient you to the Child Find & Transition Calculator and provide you with some helpful information about how to successfully transfer information from your current Child Find & Transition Calculator into the new, recently revised, CFTC template. So, let's get started.

**Slide 2 – Background & Rationale**

The Child Find and Transition Calculator was originally developed as a way for LEAs to collect and track important data related to their EC Preschool Programs. While our data collection tools have certainly evolved since the inception of this calculator, we know that many LEAs are still using this tool and find it particularly helpful for collecting and analyzing data related to Indicator 12 reporting.

The tool, while not often updated, needed a face lift. Changes you'll note in this revision include updated language that more closely align with ECATS and the preschool program survey that accompanies the Preschool 619 grant process. We have also taken this opportunity to update calculations and data collection fields related to Indicator 12 so the reporting generated from this tool more accurately aligns with OSEPs reporting requirements for Indicator 12.

**Slide 3 – Getting Started**

Before moving forward, we recommend you have a few things on hand. First, you'll want to have the Preschool Child Find & Transition Calculator Update Instructions close by. You'll also want to go ahead and open a template of the new Child Find & Transition Calculator (Excel File). Lastly, you'll want to open a copy of your most current Child Find & Transition Calculator. We strongly encourage you to work from a copy, that way you can preserve your data, should you have any technical issues when working through the transfer process.

Additionally, if you have your calculator saved as a GoogleSheets file, it is strongly recommended that you download it as an Excel file for the purposes of transferring information and reupload to the GoogleSheets format after you have completed your transfer.

**Slide 4 – Transferring Data**

The first step to updating your Child Find and Transition Calculator is updating your existing data into the new file. To do this, you'll want to follow the update instructions in the word document provided and copy/paste information in the segments that are outlined in the instructions. For example, the first group of information tells you to pull information from Columns A through Column J. You'll grab all of your student information in your existing file, you will copy just those columns and move into your new file and starting in the first row, you will right click and select paste special/paste values. Using paste

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values, allows you to pull in your existing information without overriding any of the dropdown boxes or fields in the new spreadsheet.

Once you have done the first section, Columns A-J, you can then move to the next step of the instructions and do Columns L-N. To do that, we'll go back to our other file, make sure we're back at the top row, select all student data, right-click and copy, move into the new spreadsheet, and starting in the first row of Column L, you are going to right click and paste values.

#### **Slide 5 – Updating Information**

Let's look now at how to update some of the fields where we've made changes. Let's start with Column B. In the previous CFTC children transitioning from the Infant Toddler Program were coded as "ITP". ECATS refers to these records as CDSA/Part C so we have updated the option in the dropdown to be "CDSA/Part C." You can change each record individually by clicking on the cell and selecting "CDSA/Part C" in the dropdown or you can use the Find & Replace feature to update all records at the same time. To use find and replace you'll want to highlight Column B, select Find/Replace, enter "ITP" in the field for "Find" and "CDSA/Part C" in the field for Replace. When you use find/replace it is important that the word used as the replacement matches the option in the dropdown exactly because the dropdowns are what are used for references in the spreadsheet formulas.

Let's look at a more complicated example with Column N. In the updates we have dropped the use of "DEC 1" as a reference to a referral so we have eliminated the use of this language in the dropdown choices. To quickly change each of the fields, you can use find and replace finding the old reference and replacing with the outcome typed without the use of DEC 1 or the backslash. You would repeat this step for each of the referral outcome options in this column.

#### **Slide 6 – Understanding New Fields**

Let's take a moment to explore new fields in the updated CFTC. First, let's look at Column O – Process Interrupted. Previously, Process Interrupted was included as a referral outcome option in Column N; however, we know that process interrupted isn't truly an outcome of a referral, it is something that typically happens after a referral has been initiated. We have added this column so you can document situations in which a process stops or is interrupted after the referral has begun but before eligibility can be determined. For more information about how to record items as "Process Interrupted," refer to the "Help" tab of the spreadsheet.

Let's look at Columns R & S – here we have added Provision of parental Consent Date and Provision of Parental Consent Response. These dates were not previously included in the CFTC but have been added to help us more accurately report timeline data. In some instances, your Provision of Parental Consent Date may be the same as your PWN Date but this isn't always the case. Please refer to ECATS and/or information at the local level to correctly input consent date and response for each existing student in your CFTC.

#### **Slide 7 – Reviewing Updated Information**

After you have updated data fields, you're then going to want to look for any outstanding issues, particularly in the area of Indicator 11 and Indicator 12. In this area, anything signified by red cells

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should be looked at and addressed. It likely means a timeline has been missed and you haven't entered an Exception or Delay Reason. Look back in ECATS, or local records, to determine how to best code the Exception/Delay and correct the red cell(s).

**Slide 8 – Data Screen Updates**

A few updates have been made to a few of the data screen. Specifically, on the "Administration" screen we have reduced the number of dates you need to enter to only include the first and last date of the program year. The dates used in the past were removed because they no longer had any connection to formulas embedded in other areas of spreadsheet.

On the Pre-K Grant Data screen, we updated the Notification Counts section to reflect the changes made to the list of Notification Sources. We updated the Screening and Assessment questions to align with questions pose on the preschool grant survey that accompanies the Preschool 619 grant submission.

Lastly, you should have noticed some updates with the Indicator 12 report that was released earlier this Spring. Changes here have to do with who is being counted in Indicator 12 and where children are being accounted for when there are exceptions. Please refer to the Indicator 12 reporting document for more information about these changes.

**Slide 9 – Questions**

While we hope that the instructional document and this presentation have been helpful in getting you started with transferring your information into the updated Child Find & Transition Calculator. We know you may still have questions or need additional support. At this time, we are asking that you direct all questions and request for support to the Federal Reporting Office Hours. This way your questions and concerns can be noted and we can plan for how to provide further support to the field.

As a reminder, the Federal Reporting Office hours are open at 10 am and 2 pm on the first Wednesday of each month. If interested in attending the Federal Reporting Office Hours, you can access the link to those meetings in the EC Division Weekly Updates.

**Slide 10 – Wrap Up**

We appreciate you listening in and hope you'll refer back to this presentation should you have additional questions or need to revisit any of the steps in transitioning your information from your existing Child Find & Transition Calculator to the revised and updated Child Find & Transition Calculator. Thank you and have a great day!