

Preschool Child Find & Transition Calculator (CFTC) Spreadsheet Update Instructions

June 2021

Background

The Child Find & Transition Calculator (CFTC) spreadsheet was developed to support LEAs in tracking pertinent information related to the EC Preschool Programs. Specifically, the calculator assists with tracking the number and source of notifications received through the Child Find process and provides programs with a tool to record and store data related to Indicator 12 reporting.

The purpose of this series of updates is threefold:

- 1) Language within the CFTC has been updated to more closely match the language used in ECATS.
- 2) Language and data collection metrics have been updated to more closely match the updated preschool program survey that accompanies the completion of the Preschool 619 grant application.
- 3) Calculations and data collection fields related to Indicator 12 have been updated to more accurately reflect the information reported to OSEP.

Getting Started

To support the transition to the revised CFTC tool, this instructional guide and a short instructional video that demonstrates a few of the transfer and update steps needed and provides an overview of the general updates on the various reporting tabs are provided.

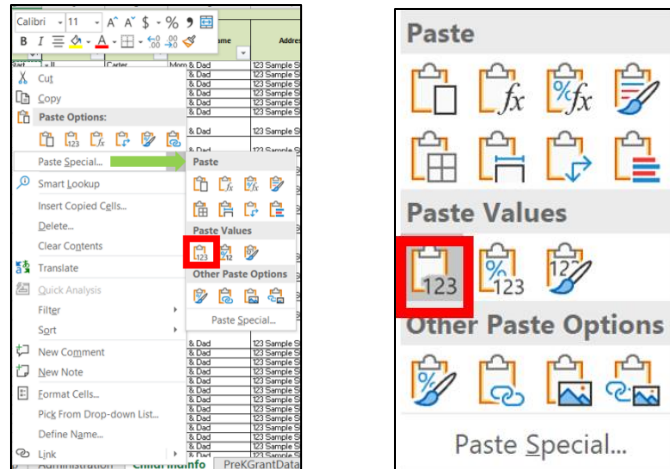
Prior to starting the recording, we recommend getting prepared by:

1. Making a copy of your existing CFTC file. *(If you use the Google Sheets version of the CFTC, it is strongly encouraged that you download your file into the .xlsx format and reupload to Google once updates are complete.)*
2. Opening the copy to use for the transfer process. (Working from a copy helps to preserve your data in the event of any technical issues and/or data transfer errors.)
3. Opening a copy of the updated CFTC template (Child-Find-Transition-Calculator-2021Final.xlsx)

With both files open, you should be ready to begin watching the recording which will provide a demonstration of how to complete a few steps from each of the sections outlined below. Feel free to pause, rewind, and re-watch as much as you find helpful.

Transferring Data – Important Reminders

- Data should be copied/pasted in segments (outlined below) to avoid pasting existing information into new columns and/or formula fields.
- Using “**Paste Special/Paste Values**” – represented by the icons shown below – is essential to data integrity. It allows old data to be transferred into the new file without overriding dropdown lists that have been added and/or updated.



- Columns U (Days Beyond 90-day Timeline), Y (3rd Birthday), and Z (Day Beyond 3rd Birthday) are all formula based and should not be altered by cutting, pasting, or otherwise editing their contents.
 - The formulas within these fields use a combination of dates from other columns (e.g. Date of Birth, Date of Written Referral, PWN Date, Provision of Parent Consent Date, etc.)

Transferring Data – Instructions

- Move data in Column A (Notification Date) – Column J (EISC Name)
 - Click on the first cell of student data in Column A. Hold down the left mouse button (or SHIFT key) to select all cells within the row through Column J. Once selected, continue holding down the left mouse button (or SHIFT key) to scroll down and highlight all rows of student data within this range of columns. When all information has been selected, copy the information by right-clicking and selecting “copy” or use the CTRL+C function.
 - In your new CFTC file, select the first cell in the first student data row (A3). Right click on the cell and select **“Paste Special/Paste Values.”**
- Move data in Column L (Screening) – Column N (Referral Outcome)
 - Click on the first cell of student data in Column L. Hold down the left mouse button (or SHIFT key) to select all cells within the row through Column N. Once selected, continue holding down the left mouse button (or SHIFT key) to scroll down and highlight all rows of student data within this range of columns. When all information has been selected, copy the information by right-clicking and selecting “copy” or use the CTRL+C function.
 - In your new CFTC file, select the first cell in the first student data row of Column L (L3). Right click on the cell and select **“Paste Special/Paste Values.”**
- Move data in Column O (Prior Written Notice Date – Eligibility Meeting) & Column P (Eligibility Determination)
 - Click on the first cell of student data in Column O. Hold down the left mouse button (or SHIFT key) to select all cells within the row through Column P. Once selected, continue holding down the left mouse button (or SHIFT key) to scroll down and highlight all rows of student data within this range of columns. When all information has been selected, copy the information by right-clicking and selecting “copy” or use the CTRL+C function.
 - In your new CFTC file, select the first student data row in Column P (PWN Date – Elig. Mtg.). Right click on the cell and select **“Paste Special/Paste Values.”**

4. Move data in Column S (Indicator 11 Exception) and Column T (Indicator 11 Circumstance)
 - a. Click on the first cell of student data in Column S. Hold down the left mouse button (or SHIFT key) to select all cells within the row through Column T. Once selected, continue holding down the left mouse button (or SHIFT key) to scroll down and highlight all rows of student data within this range of columns. When all information has been selected, copy the information by right-clicking and selecting “copy” or use the CTRL+C function.
 - b. In your new CFTC file, select the first student data row in Column V (Indicator 11 Exception). Right click on the cell and select **“Paste Special/Paste Values.”**
5. Move data in Column X (Indicator 12 Exception) and Column Y (Indicator 12 Circumstance)
 - a. Click on the first cell of student data in Column X. Hold down the left mouse button (or SHIFT key) to select all cells within the row through Column Y. Once selected, continue holding down the left mouse button (or SHIFT key) to scroll down and highlight all rows of student data within this range of columns. When all information has been selected, copy the information by right-clicking and selecting “copy” or use the CTRL+C function.
 - b. In your new CFTC file, select the first student data row in Column AA (Indicator 12 Exception). Right click on the cell and select **“Paste Special/Paste Values.”**
6. Move data in Column AA (Notes)
 - a. Click on the first cell of student data in Column AA, scroll down or press SHIFT with the down arrow to select all student data in the column. When all information has been selected, copy the information by right-clicking and selecting “copy” or use the CTRL+C function.
 - b. In your new CFTC file, select the first student data row in Column AD (Notes). Right click on the cell and select **“Paste Special/Paste Values.”**

Updating Transferred Information & Understanding New Fields – Important Reminders

- Find/Replace is an efficient way to update large batches of information but it is only helpful if your “replacement” phrases are an exact match to the options in the dropdown lists. The terms in the dropdown lists are used to calculate data in other areas of the spreadsheet. Use the instructions below to know the exact term that should be updated if using find/replace.
- Column O (Process Interrupted) is new as “Process Interrupted” is no longer a “Referral Outcome” option in Column N. A record should only be considered “Process Interrupted” if the referral process was initiated but stopped prior to eligibility determination. Refer to the “Help” tab for more detailed information about knowing when to indicate “Y” for this field.
- Column R and Column S are new additions to the calculator. The Provision of Parental Consent Date is the date that ends timelines for eligible children. In cases where children are found ineligible, and there is no consent applicable, the PWN date serves as the stop date for the timeline. Use ECATS or local records to enter accurate dates and responses into these fields.

Updating Data Fields – Instructions

1. Column B (Notification Source)
 - a. All “ITP” records should be changed to “CDSA/Part C”
 - b. All “Mental Health” records should be changed to an appropriate alternative (Mental Health is no longer an option in the dropdown list.)
 - c. Review “Other” and update if any updated dropdown options are more appropriate reflection of notification source.

- | Old Option | New Comparable Option |
|-------------------------|-----------------------|
| Process Interrupted | N/A |
| DEC 1/Cease Process | Cease Process |
| DEC 1/Use Existing Info | Use Existing Info |
| DEC 1/Eval-Speech | Eval-Speech P/C |
| DEC 1/Eval-Standard | Eval-Standard |
| DEC 1/Eval-TPBA | Eval-TPBA |

- ## Reviewing Child Find Information

Look for red cells, indicating data is missing/needs to be entered and correct as needed.

Changes to Reporting Screens

- **Administration**
 - Dates included on this screen have been reduced to 2 – only requiring dates for the current program year to be entered, as these dates are used to establish the ranges for reporting of other data.
- **PreK Grant Data**
 - Notification Counts – updated to reflect changes in “Notification Sources”
 - Screening/Assessment Questions – updated to reflect how information is being collected on the preschool grant survey.
 - Eligibility Counts – updated to include all 14 disabling conditions.
- **Indicator 12**
 - Updated to mirror the Indicator 12 Report that was shared with LEAs earlier in the Spring.
 - Formulas adjusted to account how the term “referred” is used in the OSEP reporting language for this Indicator.
 - Indicator 12 formulas within the CFTC will only count CDSA/Part C children referred to Part B for eligibility determination. Notifications from the CDSA that do not result in referral should still be recorded as notifications on the CFTC but these children will not be included in the Indicator 12 calculations.
 - Previous versions of the CFTC considered parent failure/refusal to produce child for evaluation and child moving during transition as independent exceptions; however, these two factors are a subpart of d. “# of children for whom parent refusal to provide consent caused delays in evaluation or initial services” and will now be reported as such (see blue italics on Indicator 12 tab for full definition).

Questions & Additional Support

Any questions or requests for additional support will be addressed during the regularly scheduled Federal Reporting Office Hours (see EC Division Weekly Updates for dates, times and login information).