



# Indicator 11: Child Find

## Federal Reporting

### User Guide

October 18, 2022  
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## **Purpose**

This document is designed to compile previously issued technical assistance documents, tip sheets, or other materials intended to support the accurate reporting, submission, correction, and certification of federal reporting data associated with Indicator 11: Child Find.

Any updates to this process will be packaged in a revision to this core document with the date revised included on the cover at each revision.

## **Order of Events: IEP Team Meeting vs. ECATS Event Creation**

Please remember the following:

- The order in which EC processes are discussed in an IEP Team meeting may differ from the order in which documents to create events are finalized in ECATS.
  - Example
    - IEP TEAM Discussion
      - Eligibility, Proposed IEP, Parent Consent for Initial Placement
    - ECATS Event Creation
      - Finalize Eligibility, Finalize Consent for Initial Placement, Enter and Submit Parent Response & Date, Paperclip Signed Parent Consent, Finalize IEP
- All events must be finalized within the 90-day timeline in order to demonstrate compliance with the requirements and to avoid exceptions or errors in the Indicator 11 Federal Report.

## MONITORING: Indicator 11 Data (90-day Timeline)

### (c) Timeline for initial referral.

- (1) Evaluations must be conducted, eligibility determined, and for an eligible child, the IEP developed, and placement completed within 90 days of receipt of a written referral; and
- (2) The IEP Team must determine--
  - (i) If the child is a child with a disability under NC 1500-2.4; and
  - (ii) The educational needs of the child.

### ◆ STOPS the 90-Day Timeline:

- Stops During **REFERRAL**:
  - NO evaluation will be conducted because no disability is suspected.
    - Referral is finalized with this IEP Team decision & creates the event in Student History to end the timeline.
- Stops During **EVALUATION**:
  - Parent/Guardian/Student Consent to Evaluate is Created & Finalized in ECATS
  - Response is:
    - No
    - No Response
  - Entering and submitting one of these responses on the Consent to Evaluate EC Process in ECATS creates an Event in Student History and ends the timeline.
    - Ensure the signed copy of the consent is uploaded in the Documents Section of ECATS.
- Stops During **ELIGIBILITY**:
  - Student is not found eligible for special education and related services
    - Once completed and finalized with the determination that the student “is not eligible”, an Event will be created in Student History and ends the timeline.
  - Student is found eligible for special education and related services:
    - Once completed and finalized with the determination that the student “is eligible”, an Event will be created in Student History.
    - Parent/Guardian/Student Consent for Services Response is:
      - Yes
      - No
      - No Response
    - Entering and finalizing one of these responses on the Consent for Services EC Process in ECATS creates an Event in Student History and ends the timeline.
      - Ensure the signed copy of the consent is uploaded in the Documents Section of ECATS.

### ◆ Reminders:

- **“STOPS”** occur after the EC Case Manager finalizes documents and submits consent responses in ECATS; therefore, they occur as the case manager finalizes documents inside ECATS.
  - Remember the order in which EC Processes are discussed in an IEP Team Meeting may differ from the order in which documents are finalized in ECATS. For clean Indicator 11 data finalize documents in the following order:
    - Referral Documents Finalizing Order:
      - Initial Invitation
      - Referral

- Consent for Evaluation (if applicable)
  - PWN for referral
- Eligibility Documents Finalizing Order:
  - Invitation
  - Eligibility
  - PWN
  - Consent for Services
    - Enter & Submit Parent Response & Date under Consent Process
    - Paperclip Signed Parent Consent
  - IEP (*remember the Consent for Services Response date cannot be before the IEP meeting date*)
- If an IEP Team is conducting a Reevaluation, please do not complete a new Initial Referral:
  - Note: if the team is conducting an Initial Referral/Eligibility, confirm the purpose is Initial rather than Reevaluation on all documents.
- **Out-of-State Transfer students** must have an Initial Referral completed, even if the student has previously attended school in NC.
  - Complete the CSP (See Weekly Updates 12/15/2021)
  - Provide a Prior Written Notice to the parents explaining the comparable services and any accommodation the student will receive while the Initial Referral process is being conducted.
  - Consent for Services **is not required** until the Out-of-State Transfer Initial Referral and Eligibility Determination have been completed.
  - Plan for and complete an Initial Referral Meeting:
    - The Referral Received by School Date is:
      - Date of Registration/Enrollment:
        - the date the parent completes the registration and indicate the student is a student with a disability.
        - the Student Enrollment Event Date in ECATS (student history screen) should not be after the Referral Received by School Date initiated in the current PSU. Adjust/correct the Student Enrollment Event Date in ECATS if needed.
      - Date of Discovery: -
        - The student registration documentation does not indicate the student has a disability, but the PSU is later notified per documentation from the sending state, the student is a student with a disability.
        - The date the PSU is notified is the “date of discovery”.
    - Teams **may not need to request all new evaluations** for eligibility:
      - If the sending state has provided reports of evaluations completed for eligibility and the team determines they are current, relevant, and provide data for the required evaluations for eligibility in NC, incoming evaluations may be used for eligibility. (Review of existing data)
      - Teams may have to collect some/all the evaluations for eligibility if the sending state does not provide data for the required evaluations necessary to determine eligibility in NC. **Do not delay the referral process waiting for paperwork from the sending state.**
- 90-days = 90 calendar days

## REPORTING: Indicator 11 Data (90-day Timeline)

- ◆ Run the Indicator 11 Standard Report monthly in ECATS.
  - Focus on the Student Details Tab looking for:
    - Duplicate Referrals for the same student.
      - More than one may have been finalized
        - Check with EC Case Manager assigned to identify the duplicated event to be deleted from the student history screen.
        - If external documents are attached to the finalized Referral that needs to be deleted, download/save a copy of the external document, and attach to the corrected finalized event.
        - Delete the duplicated referral event(s) from the Student History Screen.
    - Initial Referrals completed by mistake rather than Reevaluations.
      - The Initial Referral Process will need to be completed in its entirety.
      - Consent for Services will be **required** to **STOP** the 90-day timeline.
    - Identify students missing Parent/Guardian/Student Consent for Services Response:
      - Filter report by Eligibility “Yes”
        - Consent for Services date & response are blank –
          - Navigate to Consent Process
            - Enter Consent for Services Response & Date
            - Click submit
          - Go to Student Level Report View and Update the Report.
          - Make sure signed Consent for Evaluation & Consent for Services are uploaded in documents.
        - # Of Days Delayed:
          - Greater than 0 & Initial Placement Delay Reason is blank:
            - Go to the Individual Student in ECATS
            - Enter the Data Collection under EC Process
            - Click on Part B Referral Tab
              - Enter the Delay Reason
              - Click Save
              - Go to Student Level Report View and Update the Report.
          - Shows 0 & Delay Reason is showing:
            - Go to Individual Student in ECATS
            - Enter the Data collection Under EC Process
            - Click on Part B Referral Tab
              - Remove Delay Reason
              - Click Save
              - Go to Student Level Report View and Update the Report.
        - If Initial Placement <sup>1</sup>Date is blank:
          - Ensure IEP has been finalized with the correct date.
          - Go to Student Level Report View and Update the Report.

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<sup>1</sup> Please note: Work efforts are underway to revise this label to Initial IEP Date so the data point and the label match. In the interim, Initial Placement Date = Initial IEP Meeting Date; however, this date and data point does not stop the 90-day Timeline. It is a data point used to ensure that all EC Initial Process Events within the 90-day Timeline are finalized within the 90-day Timeline.

- If data correction is needed for inactive student records in your PSU you can:
  - Document and submit the Consent to Evaluate & Consent for Services response & date
  - Update Event Dates on the Student History Screen
  - Update the Student Level Report View
- ◆ Check the changes by running the report again:
  - Check that changes have been recorded correctly.
  - Focus on Exceptions Tab and clear any remaining errors.

## Updating the Initial Delay Reason

There are situations in which a student may have an incorrect Initial Delay Reason appearing on Indicator 11. This document outlines how to update the Initial Delay Reason and update the Indicator 11 report.

1. Navigate to the Data Collection page, and click on the Part B Referral tab. All referral(s) are listed here with an Initial Delay Reason dropdown.

General Data   Part C Referral: C to B Transition   **Part B Referral**

**Referral Data**

| Referral Date: | 90 Day Timeline End Date: | Private School Non-Participation Notice Date (If Applicable): | Delay Reason (If Applicable):                                                                                                                                                                                     |
|----------------|---------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/03/2019     | 01/01/2020                | <input type="text"/>                                          | <div>IN01: Excessive student absences<br/>IN02: Referral paperwork not processed in a timely manner<br/>IN03: Weather related delays<br/>IN04: Delay in getting parent consent<br/>IN05: Other<br/>COVID-19</div> |

**SAVE**

- a. If the Initial Delay Reason is incorrect, select the correct reason (or blank option) and click “Save”.
2. Update the Indicator 11 report. Navigate to Student Information -> Student Level Report View. Select Indicator 11 2019-2020.
    - a. Note the Initial Delay Reason has not yet been updated within the report record.
    - b. Click “Update Report”. The Initial Delay Reason should update on the report.
  3. Once you have updated the Initial Delay Reasons and individual student report record (via the Student Level Report page), rerun Indicator 11. The report will display the updated information and the Missing Delay Reason exception will clear.



## Report Fields

| Column Header      | Definition                                                                                                                                                                                                                                                                                                                      | Exception | Warning Type | Troubleshooting                                                                                                                                                         |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Region Code</b> | One of the following: <ul style="list-style-type: none"> <li>• Region 1 Northeast,</li> <li>• Region 2 Southeast,</li> <li>• Region 3 North Central,</li> <li>• Region 4 Sandhills,</li> <li>• Region 5 Piedmont-Triad,</li> <li>• Region 6 Southwest,</li> <li>• Region 7 Northwest, or</li> <li>• Region 8 Western</li> </ul> | None      | None         | None                                                                                                                                                                    |
| <b>LEA Code</b>    | 3-digit code assigned to the Public School Unit                                                                                                                                                                                                                                                                                 | None      | None         | None                                                                                                                                                                    |
| <b>LEA Name</b>    | Name assigned to the Public School Unit                                                                                                                                                                                                                                                                                         | None      | None         | None                                                                                                                                                                    |
| <b>NCESID</b>      | Identification code assigned to the Public School Unit                                                                                                                                                                                                                                                                          | None      | None         | None                                                                                                                                                                    |
| <b>School Code</b> | Code assigned to the school within the Public School Unit                                                                                                                                                                                                                                                                       | Blank     | Error        | <ul style="list-style-type: none"> <li>• Update in PowerSchool</li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul> |
| <b>School Name</b> | Name assigned to the school within the Public School Unit                                                                                                                                                                                                                                                                       | None      | None         | None                                                                                                                                                                    |
| <b>Student ID</b>  | Student's identification number as displayed in the NC Student ID system                                                                                                                                                                                                                                                        | None      | None         | None                                                                                                                                                                    |
| <b>Last Name</b>   | Student's last name as displayed in the NC Student ID system                                                                                                                                                                                                                                                                    | None      | None         | None                                                                                                                                                                    |
| <b>First Name</b>  | Student's first name as displayed in the NC Student ID system                                                                                                                                                                                                                                                                   | None      | None         | None                                                                                                                                                                    |

| <b>Column Header</b>         | <b>Definition</b>                                                                                                              | <b>Exception</b>                 | <b>Warning Type</b> | <b>Troubleshooting</b>                                                                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Middle Name</b>           | Student's middle name as displayed in the NC Student ID system                                                                 | None                             | None                | None                                                                                                                                                                    |
| <b>Date Of Birth</b>         | Student's date of birth as displayed in the NC Student ID system                                                               | None                             | None                | None                                                                                                                                                                    |
| <b>Is Hispanic</b>           | Student's ethnicity as displayed in the NC Student ID system                                                                   | None                             | None                | None                                                                                                                                                                    |
| <b>Race</b>                  | Student's race as displayed in the NC Student ID system                                                                        | None                             | None                | None                                                                                                                                                                    |
| <b>Gender</b>                | Student's Gender as displayed in the NC Student ID system                                                                      | None                             | None                | None                                                                                                                                                                    |
| <b>Grade</b>                 | Student's Grade as displayed in the NC Student ID system                                                                       | Blank                            | Error               | <ul style="list-style-type: none"> <li>• Update in PowerSchool</li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul> |
| <b>Placement Date</b>        | The IEP Meeting Date of the IEP/PSSP event that was in place on the end date (June 30 <sup>th</sup> ) of the reporting period. | See Initial Placement Date below |                     |                                                                                                                                                                         |
| <b>Primary Disability</b>    | The primary disability as displayed in the IEP or PSSP event.                                                                  | None                             | None                | None                                                                                                                                                                    |
| <b>Plan Type</b>             | Event Type (IEP or PSSP) as of end date (June 30 <sup>th</sup> ) of the reporting period.                                      | None                             | None                | None                                                                                                                                                                    |
| <b>School Placement Type</b> | Personal Information workspace; the student's enrollment type as Public or Private                                             | None                             | None                | None                                                                                                                                                                    |
| <b>Referral ID</b>           | Event ID assigned to the finalized referral                                                                                    | None                             | None                | None                                                                                                                                                                    |

| Column Header                           | Definition                                                                                                                                | Exception                                                               | Warning Type | Troubleshooting                                                                                                                                                                                                                                                                           |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Referral Received by School Date</b> | Displays as the <i>Date School Received Written Referral</i> from the PDF copy of the finalized referral                                  | Before Date of Birth                                                    | Error        | <ul style="list-style-type: none"> <li>Update either: <ul style="list-style-type: none"> <li>DOB in Power School</li> <li>Referral Received by School date in ECATS</li> </ul> </li> <li>Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul>    |
| <b>Referral Determination Date</b>      | Displays as the <i>IEP Team Participants Date</i> from the PDF copy of the finalized referral                                             | Referral Determination is before referral received by school date       | Error        | <ul style="list-style-type: none"> <li>Update ECATS: <ul style="list-style-type: none"> <li>Change the date on the Student History Screen</li> <li>Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul> </li> </ul>                              |
| <b>Referred for Evaluation</b>          | Displays as Y (Determine eligibility by existing evaluation date or conduct an initial evaluation) or N (No evaluation will be conducted) |                                                                         |              |                                                                                                                                                                                                                                                                                           |
| <b>Consent to Evaluate Date</b>         | Displays as the Parent/Guardian/Student Consent to Evaluate Date signed from the EC Process > Consent                                     | Consent to Evaluate date is before the Referral Received by School Date | Error        | <ul style="list-style-type: none"> <li>Update response date ECATS in the Consent Process</li> <li>Delete the student event with the incorrect date from the Student History Screen</li> <li>Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul> |
| <b>Consent to Evaluate Purpose</b>      | Displays as the Consent to Evaluate Purpose (INIT or RE)>Consent workspace                                                                |                                                                         | Warning      | Will not prevent certification                                                                                                                                                                                                                                                            |

| Column Header                    | Definition                                                                                                                    | Exception                   | Warning Type                                                                                         | Troubleshooting                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Consent to Evaluate Given</b> | Displays as Yes, No, or No Response from the EC Process>Consent workspace                                                     | Blank or incorrect response | Error if response is incorrect or blank when required<br><br>Warning if Blank & No consent required. | <ul style="list-style-type: none"> <li>• Update in ECATS on the Consent Process</li> <li>• Delete the student even with the incorrect information on the Student History</li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul>                                                                                                                                             |
| <b>Evaluation Purpose</b>        | Displays as the <i>Eligibility Determination Meeting Purpose</i> from the PDF copy of the finalized eligibility determination | If blank                    | Error                                                                                                | <ul style="list-style-type: none"> <li>• Check for order of documents finalized (Referral, Eligibility, Consent, IEP) consecutively.</li> <li>• Check for clerical error completed on forms but the event still exists: <ul style="list-style-type: none"> <li>○ Delete/inactivate event with the error.</li> </ul> </li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul> |

| Column Header                                 | Definition                                                                                                                 | Exception                                                                                                                                                                                                                                                                                                                                                                            | Warning Type | Troubleshooting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility Date</b>                       | Displays as the <i>Eligibility Determination Meeting Date</i> from the PDF copy of the finalized eligibility determination | <ul style="list-style-type: none"> <li>• Must be after Referral Received by School Date</li> <li>• Must be before or equal to Initial Placement Date</li> <li>• Cannot be blank if: <ul style="list-style-type: none"> <li>○ Initial Placement is not blank.</li> <li>○ eligibility purpose and eligible is provided.</li> <li>○ eligibility date is provided</li> </ul> </li> </ul> | Error        | <ul style="list-style-type: none"> <li>• Update Eligibility Date in ECATS by recreating eligibility document with correct date.</li> <li>• Check Eligibility/IEP Meeting Dates for accuracy. If incorrect: <ul style="list-style-type: none"> <li>○ Recreate w/the correct dates.</li> <li>○ Finalize in the correct order.</li> <li>○ Delete Events in Student History.</li> </ul> </li> <li>• Check for finalized documents for blank dates.</li> </ul> <p>Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</p> |
| <b>Eligible</b>                               | Displays as the <i>Eligibility Determination</i> response from the PDF copy of the finalized eligibility determination     | <ul style="list-style-type: none"> <li>• Eligible date is present, but eligibility determination is blank</li> <li>• Eligible is Y, Consent to Evaluate Given and Referred for Eval are N</li> </ul>                                                                                                                                                                                 | Error        | <ul style="list-style-type: none"> <li>• Navigate to Consent Process and enter parent response &amp; date, submit.</li> <li>• Check that the referral document is finalized before the Eligibility Document.</li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul>                                                                                                                                                                                                                               |
| <b>Pvt School Non-participant Notice Date</b> | Displays as the Private School Non-Participation Date (If Applicable) response                                             | <ul style="list-style-type: none"> <li>• Pvt School Non-Participation Date cannot be before the Referral Received by School Date.</li> <li>• Cannot be before or same day as Part C to Part B Plan Date</li> </ul>                                                                                                                                                                   | Error        | <ul style="list-style-type: none"> <li>• Check dates and finalized documents in ECATS: <ul style="list-style-type: none"> <li>○ Data Collection Process</li> <li>○ Part B Referral</li> <li>○ Private School Non-Participation Notice Date</li> </ul> </li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul>                                                                                                                                                                                     |

| Column Header                         | Definition                                                                                                          | Exception                                                                                                                                                                                                             | Warning Type | Troubleshooting                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initial Placement Date</b>         | Displays as the <i>IEP Team Participants Date (IEP Meeting date)</i> from the PDF copy of the finalized Initial IEP | <ul style="list-style-type: none"> <li>• If eligible = N, must be blank.</li> <li>• Must be after or same day as Referral Received by School Date</li> <li>• Must be after or same day as Eligibility Date</li> </ul> | Error        | <ul style="list-style-type: none"> <li>• Review the Student History Screen: <ul style="list-style-type: none"> <li>○ Referral, Eligibility, Consent for Services &amp; IEP dates must be in consecutive order</li> <li>○ If a correction was made, but the event still exists, delete the incorrect event.</li> <li>○ Check meeting dates for accuracy &amp; correct.</li> </ul> </li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul> |
| <b>Initial Placement Delay Reason</b> | Displays as the Delay Reason (If Applicable) response                                                               | Cannot be blank                                                                                                                                                                                                       | Error        | <ul style="list-style-type: none"> <li>• Navigate to the Data Collection Process: <ul style="list-style-type: none"> <li>○ Part B Referral</li> <li>○ Enter Delay Reason</li> <li>○ Save</li> </ul> </li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul>                                                                                                                                                                              |

| Column Header                    | Definition                                                                                                     | Exception                                                                                                                                                                                                     | Warning Type | Troubleshooting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Consent for Services Date</b> | Displays as the Parent/Guardian/Student Consent for Services Date Signed from the EC Process>Consent workspace | <ul style="list-style-type: none"> <li>• Cannot be blank</li> <li>• Cannot be before the Referral Received by School Date</li> <li>• Cannot be after the Initial Placement Date (IEP Meeting Date)</li> </ul> | Error        | <ul style="list-style-type: none"> <li>• No Consent for Services showing in Student History: <ul style="list-style-type: none"> <li>○ Navigate to Consent Process,</li> <li>○ Enter Response &amp; Date</li> <li>○ Submit</li> </ul> </li> <li>• If before Referral or after Initial Placement Date (IEP Meeting Date): <ul style="list-style-type: none"> <li>○ Check the order documents are finalized (Referral, Consent for Eval, Eligibility, Consent for Services, IEP)</li> <li>○ Check dates for accuracy &amp; correct</li> <li>○ Delete incorrect Events</li> </ul> </li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul> |

| <b>Column Header</b>              | <b>Definition</b>                                                                                                                                                                                                                                                                           | <b>Exception</b>                            | <b>Warning Type</b> | <b>Troubleshooting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Consent for Services Given</b> | Displays as Yes, No, or No Response from the EC Process > Consent workspace                                                                                                                                                                                                                 | Cannot be blank if Consent Date is provided | Error               | <ul style="list-style-type: none"> <li>• Navigate to Consent Process <ul style="list-style-type: none"> <li>○ Check accuracy of response given &amp; date based on signed document</li> <li>○ Correct if needed</li> <li>○ Submit</li> </ul> </li> <li>• Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |
| <b># Days Delayed</b>             | Calculated as number of days between Initial Referral Date and Consent for Services Date or Non-Eligibility Determination, Consent to Evaluate Denial, Consent for Services Denial if No IEP has been finalized, Referral Discontinuation or Count End Date (if no actions have been taken) | Placement Delay Reason is Required          | Error               | <ul style="list-style-type: none"> <li>• Navigate to Data Collection Process: <ul style="list-style-type: none"> <li>○ Part B Referral</li> <li>○ Enter Delay Reason</li> <li>○ Save</li> </ul> </li> </ul> <p>If the student is inactive</p> <ul style="list-style-type: none"> <li>• Navigate to Admin &gt; School System &gt; Administration &gt; Inactive Students: <ul style="list-style-type: none"> <li>○ Enter Student name or #</li> <li>○ Navigate to Data Collection Process <ul style="list-style-type: none"> <li>▪ Part B Referral</li> <li>▪ Enter Delay Reason</li> <li>▪ Save</li> </ul> </li> </ul> </li> </ul> <p>Once complete, Navigate to Student Level Report View &amp; Update Report in ECATS.</p> |



| Column Header        | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Exception | Warning Type | Troubleshooting |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Subtraction Category | <p>Calculated as one of the following based on the Student History workspace events:</p> <ul style="list-style-type: none"> <li>• <i>Exclusions Prior to 90 Day Timeline</i> – initiated by: <ul style="list-style-type: none"> <li>○ Referral Discontinuation,</li> <li>○ Consent to Evaluate Denial,</li> <li>○ Non-Eligibility Determination,</li> <li>○ Provision of Services Consent Denial (if No IEP has been finalized),</li> <li>○ student transfers to PSU prior to 90-day timeline (referral initiated in previous PSU), or student transfers from PSU prior to 90-day timeline (referral initiated in current PSU)</li> </ul> </li> <li>• <i>No Evaluation</i> – initiated by finalized referral &gt; IEP Team Determination response = an evaluation will not be conducted, or Consent to Evaluate response = No or No Response</li> <li>• <i>Child Not Produced for Evaluation</i> – initiated by Non-Eligibility Determination event with a meeting purpose code of Child Not Produced within the 90-day timeline (EC Process &gt; Consent workspace)</li> <li>• <i>Not Eligible</i> – initiated by: <ul style="list-style-type: none"> <li>○ Non-Eligibility Determination event with Eligibility Determination = No (finalized eligibility determination) within the 90-day timeline, or</li> <li>○ Consent for Services response = No or No Response (EC Process &gt; Consent workspace) within the 90-day timeline</li> </ul> </li> </ul> <p><i>Delayed</i> – initiated by one of the following in the PSU that initiated the referral, and <b>the event is greater than 90 days from the referral date</b>:</p> <ul style="list-style-type: none"> <li>• Referral Discontinuation,</li> <li>• Consent to Evaluate Denial,</li> <li>• Non-Eligibility Determination,</li> <li>• Provision of Services Consent Denial (if No IEP has been finalized),</li> <li>• Initial IEP Meeting Date and Parent/Guardian/Student Consent for Services Response = Yes, No or No Response, Non-Eligibility Determination with a purpose of Child Not Produced, or</li> <li>• the 90-day timeline has passed</li> </ul> |           |              |                 |

## Errors and Warnings

| Warning Type | Exception                                                                   | Troubleshooting                                                                                                                                                                                                                                                                                                                                        |
|--------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error        | Duplicate Referral                                                          | Same student ID and same referral date exists on another LEA's Indicator 11. Work with other LEA where student shows as duplicated to determine which district needs to resolve this via exclusion in ECATS.                                                                                                                                           |
| Warning      | Potential Duplicate Referral                                                | Student has similar demographic-level information as another student at a different, or within the same, LEA but has a different ID. Resolve via exclusion if student is actually a duplicate. No action required if student is not a duplicate.                                                                                                       |
| Error        | School Code is Blank                                                        | Student is missing a school code. Update this in PowerSchool.                                                                                                                                                                                                                                                                                          |
| Error        | Grade is Blank                                                              | Student is missing a grade code. Update this in PowerSchool                                                                                                                                                                                                                                                                                            |
| Error        | School Student Placement                                                    | Student's school code is Private and Enrollment Type is Null. Update this on the Personal Info screen in ECATS.                                                                                                                                                                                                                                        |
| Error        | Referral Received by School Date Must be After the Date of Birth            | Student's Referral Date is before their Date of Birth. Update this in PowerSchool (DOB) or ECATS (Referral)                                                                                                                                                                                                                                            |
| Error        | Referral Determination Date Must be $\geq$ Referral Received by School Date | Students' Referral Determination Date is less than their Referral Date. Update this in ECATS on the Student History screen.                                                                                                                                                                                                                            |
| Error        | Consent to Evaluate Date Must be $\geq$ Referral Received by School Date    | Student's Consent to Evaluate is less than Referral Date. Update this in ECATS on the consent page. Once corrected, delete the student event with the incorrect date.                                                                                                                                                                                  |
| Warning      | Consent to Evaluate Date Required                                           | Ignore this error. This error is only a warning and will not prevent certification.                                                                                                                                                                                                                                                                    |
| Warning      | Consent to Evaluate Purpose Required                                        | Ignore this error. This error is only a warning and will not prevent certification.                                                                                                                                                                                                                                                                    |
| Error        | Consent to Evaluate Given Required                                          | Update this in ECATS on the consent page. Once corrected, delete the student event with the incorrect information.                                                                                                                                                                                                                                     |
| Error        | Consent to Evaluate is N, Referral for Evaluation be N.                     | Student's Consent to Evaluate Response is "No" and a Referral for Evaluation Response of "No". Update this in ECATS. Either change the Referral for Evaluation to "Yes" or delete the Consent to Evaluate Response Event. Once an IEP team determines No Evaluation is needed, the 90 day timeline ends and no further information should be recorded. |
| Error        | Evaluation Purpose can not be Null                                          | Student has an Eligibility Date but their Evaluation Purpose is null. Update this in ECATS. Evaluation purpose must be Initial for inclusion on Indicator 11.                                                                                                                                                                                          |
| Error        | Eligibility Date Must be $\geq$ Referral Received by School Date            | Student's Eligibility Date is less than their Referral Date. Update this in ECATS.                                                                                                                                                                                                                                                                     |

| Warning Type | Exception                                                                             | Troubleshooting                                                                                                                                                                                                                                                   |
|--------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error        | Eligibility Date Must be < = Initial Placement Date                                   | Student's Eligibility Date is greater than their Initial Placement date. Update this in ECATS.                                                                                                                                                                    |
| Error        | Eligibility Date Cannot be Null if Initial Placement Date is Not Null                 | Student's Eligibility Date is Null but they have an Initial Placement Date. Update this in ECATS.                                                                                                                                                                 |
| Error        | Eligibility Date is Required if Eligibility Purpose and Eligible is provided          | Student's Eligibility Date is Null but they have an Eligibility Purpose and Eligible is not null. Update this in ECATS.                                                                                                                                           |
| Error        | Eligible is Required if Eligibility Date is provided                                  | Student has an Eligibility Date but Eligible is null. Update this in ECATS.                                                                                                                                                                                       |
| Error        | Eligible cannot be Y when Consent to Evaluate Given and Referred to Evaluation are N  | Student's Consent to Evaluate Given and Referral for Evaluation are "No" and Eligible is "Yes". Update this in ECATS.                                                                                                                                             |
| Error        | Pvt School Non-Participant Notice Date cannot be < = Referral Received by School Date | Student's Private School Non-Participation Notice Date is less than their Referral Date. Update this in ECATS.                                                                                                                                                    |
| Error        | Pvt School Non-Participant Notice Date cannot be < = Part C to Part B Plan Date       | Student's Private School Non-Participation Notice Date is greater than their Part C to Part B Plan Date. Update this in ECATS.                                                                                                                                    |
| Error        | Initial Placement Date Must be Blank if Eligible = N                                  | Student has an Initial Placement Date but Eligible is "No". Determine whether or not student is Eligible or if IEP event needs to be deleted.                                                                                                                     |
| Error        | Initial Placement Date Must be > = Referral Received by School Date                   | Student's Initial Placement Date is less than their Referral Received by School Date. Update this in ECATS.                                                                                                                                                       |
| Error        | Initial Placement Date must be > = the Eligibility Date                               | Student's Initial Placement Date is less than their Eligibility Date. Update this in ECATS.                                                                                                                                                                       |
| Error        | Consent for Services Response must = YES, NO, or NO RESPONSE                          | Student's Consent for Services Response is null or invalid. Update this in ECATS on the Consent Page. All Eligible students must have a consent for services response recorded in ECATS or they will be counted as delayed.                                       |
| Error        | Consent for Services Date is required if Consent for Services Response is provided    | Student has a Consent for Services Response but their Consent for Services Response date is null. Update this in ECATS on the Consent Page. All Eligible students must have a consent for services response recorded in ECATS or they will be counted as delayed. |

| Warning Type | Exception                                                                                             | Troubleshooting                                                                                                                                                                                                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error        | Consent for Services Response must = YES, NO, or NO RESPONSE if Consent for Services Date is provided | Student's Consent for Services Date Signed was provided but the Parent's response is null or invalid. Update this in ECATS on the Consent Page. All Eligible students must have a consent for services response recorded in ECATS or they will be counted as delayed. |
| Error        | Consent for Services Date must be >= Referral Received by School Date                                 | Student's Consent for Services Date Signed is less than their Referral Date. Update this in ECATS.                                                                                                                                                                    |
| Error        | Consent for Services Date must be >= Initial Placement Date                                           | Student's Consent for Services Date Signed is less than their IEP Meeting Date. Update this in ECATS.                                                                                                                                                                 |
| Error        | Initial Placement Delay Reason is Required                                                            | Student is missing and Initial Placement Delay Reason. Update this in ECATS on the Data Collection Screen - Part B Referral. Before selecting a Delay Reason, ensure all other data fields are correctly documented and student is truly delayed.                     |

## Frequently Asked Questions

1. Why is a student appearing in the Delayed Subtraction Category, when she had an IEP within the 90-day timeline?
  - a. **Troubleshooting:** Check that the student has a Consent for Services within the 90-day timeline. The Consent is required for a student to appear in the Eligible Subtraction Category.
  - b. **Resolution:** A Consent for Services is created within the 90-day timeline
2. Why is a student appearing in the Exclusions Prior to 90 Day timeline Subtraction Category, when he has not left the district during the Referral process?
  - a. **Troubleshooting:**
    - i. Check the Student History for the Enrollment Date event and compare it to the Referral event date. There have been cases when the enrollment date sent by PowerSchool is future dated and appears after the Referral event date.
    - ii. Alternately, filter Consent for Services does not equal null and Subtraction Category equals “Exclusions Prior to 90 day timeline”. These students should, most likely, be in a different Subtraction Category, as the Referral to Consent timeline was completed.

|   |            |                             |            |            |                                   |                             |
|---|------------|-----------------------------|------------|------------|-----------------------------------|-----------------------------|
| 1 | 11/26/2019 | IEP                         | 11/27/2019 | 11/18/2020 | IEP Document (ID# )               | 11/26/2019 15:21 (211 days) |
| 3 | 11/26/2019 | Notification - IEP          |            |            | Prior Written Notice (ID# )       | 11/26/2019 15:27 (211 days) |
| 7 | 11/26/2019 | Eligibility Determination   | 11/26/2019 | 11/26/2022 | Eligibility Determination (ID# )  | 11/26/2019 15:19 (211 days) |
| 3 | 09/18/2019 | Transportation Form         | 09/28/2019 | 09/18/2020 | Transfer / Import                 | 09/28/2019 0:07 (270 days)  |
| 3 | 09/18/2019 | Notification - IEP          |            |            | Prior Written Notice (ID# )       | 09/18/2019 09:58 (280 days) |
| 1 | 08/19/2019 | Student Enrollment          |            |            | Transfer / Import                 | 08/09/2019 01:02 (320 days) |
| 3 | 08/15/2019 | Notification - IEP          |            |            | Prior Written Notice (ID# )       | 08/15/2019 08:58 (314 days) |
| 3 | 08/15/2019 | Referral                    |            |            | Special Education Referral (ID# ) | 08/15/2019 08:48 (314 days) |
| 7 | 08/09/2019 | Grade Change (Kindergarten) | 08/09/2019 |            | Transfer / Import                 | 08/09/2019 03:23 (320 days) |
| 5 | 08/09/2019 | School Change (Elementary)  | 08/09/2019 |            | Transfer / Import                 | 08/09/2019 03:23 (320 days) |

- b. **Resolution:** Update the Enrollment event date on the Student History page to reflect the date when the student entered the school system (before the Referral received by school date).
3. Why does a student have an Initial Delay Reason (Student Details: column AF), when she is not delayed?
  - a. **Troubleshooting:** Check the Data Collection page Part B Referral tab. The Initial Delay Reason should be pulling directly from this page. Note that if a student has multiple referrals, the Delay Reason is only associated to one referral.
  - b. **Resolution:** Remove the incorrect Initial Delay Reason from the Data Collection page. There is a separate user guide with screenshots and step-by-step guide for this process.
4. Why do students have an exception for “Consent to Evaluate Date Required” and “Consent to Evaluate Purpose Required”?

- a. This exception is firing when Referred for Evaluation = N, and Consent to Evaluate Date/Purpose is Null. This only a warning exception and no action is required if the student data in ECATS is accurate.
- 5. How is the “Number of children for whom a referral for evaluation was received” calculated (Summary tab: Column H)?
  - a. This field is calculated as such:
    - i. Total number of Children for which Referral is Received (Summary tab: column C), minus;
    - ii. Transferred in After Referral (Summary tab: column G), minus;
    - iii. Transferred out prior to 90 day timeline ends (Student Details tab: column AJ Subtraction Category = Exclusions Prior to 90 day timeline), minus;
    - iv. No Evaluation (Student Details tab: column AJ Subtraction Category = No Evaluation), minus;
    - v. Child not produced for Evaluation (Student Details tab: column AJ Subtraction Category = Child Not Produced for Evaluation)
- 6. Why are the summary totals on the Certification PDF page not matching the numbers on the Indicator 11 report Summary tab?
  - a. The total numbers on the Certification page and PDF are not displaying correctly. These numbers are not indicative of the LEA totals and should be disregarded.
  - b. For accurate total referrals, delayed students, and other summary statistics, refer to the Summary tab in the Indicator 11 report.