

This report is designed to assist districts in their efforts to maintain accurate exit data in ECATS for the upcoming end of year exit count.

The accuracy of this report is dependent upon the following data elements being entered into ECATS in a timely manner:

- Modified EC Exit Reason
- Provision of Services Consent Revoked
- Non-Eligibility Determination

In order to build the report:

1. Navigate to Advanced Reporting from the ECATS Main Menu. Main Menu > Reporting > Advanced Reporting

| MAIN MENU   | STUDENTS $\sim$ | WIZARDS ~ | MY ACCOUNT ~ |              | EWS ~   |  |
|-------------|-----------------|-----------|--------------|--------------|---------|--|
|             |                 |           |              | MY REPORTS   |         |  |
| Announcemen | ts              |           |              | STANDARD REP | PORTS   |  |
|             |                 |           |              | ADVANCED REF | PORTING |  |
|             |                 |           |              |              | _       |  |
|             |                 |           |              |              |         |  |

2. Open a new document through the Web Intelligence function. SAP Menu > Applications > Web Intelligence

| SAP                          | Welcome: ncecatsalleghany_Patti Cox_400 | OT A | Applications - Preferences Heipmenu - | I |
|------------------------------|---|------|---------------------------------------|---|
| Home Documents               |   |      | 🥜 Web Intelligence                    |   |
| View - New - Organize - More | Actions - Details                       |      |                                       |   |

3. Open a blank document from the Web Intelligence tab by finding and selecting the blank paper icon.





4. In the "Create a document" window, select "Universe" and click "OK".

| Home Documents Web Intelligence |  |             |
|---------------------------------|--|-------------|
|                                 |  | 🕼 Track 🍷 🍹 |
|                                 | Create a document                          | <b>20</b> × |
|                                 | Select a data source                       |             |
|                                 | No data source<br>Create an empty document |             |
| C                               | Select a universe as a data source         |             |
|                                 |  |             |
|                                 |  |             |
|                                 |  |             |
|                                 | ОК   | Cancel      |

5. In the "Universe" window, the ECATS Aggregate universe name will be highlighted in blue. Click "OK".

|                                 |        |                                 | 3 |
|---------------------------------|--------|---------------------------------|---|
| elect a universe for the query. |        |                                 |   |
| vailable Universes:             | 🔁 Ref  | resh universe list              |   |
| Name 🛓                          | Revisi |                                 |   |
| ECATS Aggregate V1.1.unx        | 50     | @WTW2EDUMVWB006.pcgus.com_6400/ |   |
|                                 |        |                                 |   |
|                                 |        |                                 |   |
|                                 |        |                                 |   |
|                                 |        |                                 |   |
|                                 |        |                                 |   |
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|                                 |        |                                 |   |
|                                 |        |                                 |   |
|                                 |        |                                 |   |
|                                 |        |                                 |   |
|                                 |        |                                 |   |
| Help on selected universe:      |        |                                 |   |
| Help on selected universe:      |        |                                 |   |
|                                 |        |                                 |   |
|                                 |        |                                 |   |

6. A window called the Query Panel will open in the center of the page. If you click on the arrow beside ECATS Aggregate, it will expand to allow access to elements you may use to build your report.



Building the Exit Count Report in Advanced Reporting

| 🔁 Query Panel  |        |   |            |        |         | (     | <mark>?</mark> X |
|--|--------|---|------------|--------|---------|-------|------------------|
| 👔 Add Query 👻 🖬 🐺 🧐  | 🚰 🗈    |   | 🕲 Run Q    | uery   |         | Close | • •              |
| 🔆 Universe outline   |        | 🗊 Result Objects  | P          | ×      | *       | •     | ►                |
| DPI View  Type here to filter on  Type Additional Control Cont | > <    | To include data in reports, select objects on the Universe pane and add<br>arrow. Click Run Query to return the results.  | d them her | e by c | licking | the   |                  |
| ECATS Agregate V1.1  |        | Y Query Filters   | 4          | - 7    |         | Ŧ     | 12               |
|  | ><br>< | To filter the query, select predefined filters or objects in the Universe p<br>clicking the arrow. Select Filter to specify the values you want returned<br>to define a message so users can select values of their choice. |            |        |         |       | :                |
|  |        | Data Preview  |            |        | 2       | Refr  | esh              |
|  |        |   |            |        |         |       |                  |
|  |        | Type a text to filter the values  |            |        |         |       |                  |
| 🗊 Query 1  |        |   |            |        |         |       | _                |
|  |        |   |            |        |         |       |                  |

7. Using the elements in the folders on the left-hand side of the Query Panel, users will drag Objects and Filters (specified in the next step) into the corresponding boxes on the right-hand side of the Query Panel. \*Use the Inactive Filter only for this report

| Add Query • Image: Second product of the second product  | g Query Panel  |   |                                 |          |         | 2          |
|--|--|---|---------------------------------|----------|---------|------------|
| Non DPI View  To include data in reports, select objects on the Universe pane and add them here by clicking the arrow.  Click Run Query to return the results.  To include data in reports, select objects on the Universe pane and add them here by clicking the arrow.  Click Run Query to return the results.  Click Run Query to r   | 🕜 Add Query 🔹 🔃 🐨 🖽 🤣  | 🚰 🐚 🥶 Run Query   🕵 Close 👻   |                                 |          |         |            |
| Cick Run Query to return the results.<br>Cick Run Query to return the result.<br>Cick Run Query to return the results.<br>Cick Run Query to r | Universe outline   | C Result Objects  | 7                               | XX       | £       | 0          |
| ECATS Training Aggregate V1.1     Current Workspace     Current Workspace     LEA Information     Schools     Schools     Schools     Sudent Events     Sudent Events     Sudent Information     Fist Name     Fist Name     Fist Name     Fist Name   | 🕸 - Type here to filter on ti 🕒 🕬  | Click Run Query to return the results.  | nane and add them here by clici | king the | e arrow | ¢          |
| First Name     Filter     Fi  | ECATS Training Aggregate V1.1     Current Workspace     Current Workspace     Different Constant     Electronic Constant | Query Filters     To filter the query, select predefined filters or objects in the the arrow. Select Filter to specify the values you want returned to the the arrow. Select Filter to specify the values you want returned to the select filter to specify the values of the select filter to specify the select filter t |                                 |          |         | • <b>8</b> |
| Atticking toking -   | Inactive Stadents Filter     Personal Information     First Name     Iddle Name  |   |                                 |          | æ i     | tefres     |
| Type a text to filter the values   | Middle Initial   | Type a text to filter the values  |                                 |          |         |            |

8. To create a report specifically to monitor Exited students, locate the following Objects and Filters in the Query Panel. The Folder Path with provide you with the precise location of the correct result object. You can either "drag and drop" each component into the Results Object window or you can highlight and click on the arrow buttons in order to place the objects in the window. This step builds the columns that you will see in your report.



| Result Object   | Folder Path to Follow  |
|-----------------|--|
| School          | Current Workspace > Student Information > School Information     |
| First Name      | Current Workspace > Student Information > Personal Information   |
| Middle Name     | Current Workspace > Student Information > Personal Information   |
| Last Name       | Current Workspace > Student Information > Personal Information   |
| Student ID      | Current Workspace > Student Information > Personal Information   |
| Date of Birth   | Current Workspace > Student Information > Personal Information   |
| Age             | Current Workspace > Student Information > Personal Information   |
| Gender          | Current Workspace > Student Information > Personal Information   |
| Grade           | Current Workspace > Student Information > Personal Information   |
| Abbreviation    |  |
| Exit Reason     | Current Workspace > Student Information > Personal Information   |
| Modified Exit   | Current Workspace > Student Information > Personal Information   |
| Reason          |  |
| Primary         | Current Workspace > Special Education > Eligibility>Disabilities |
| Disability Code |  |
| IEP End Date    | Current Workspace > Special Education > IEP/PSSP>IEP/PSSP        |
|                 | General  |
| Event Type 1    | Current Workspace > Student Events > Selector 1                  |
| Event Date 1    | Current Workspace > Student Events > Selector 1                  |

The Results Objects Window should look like the following:

| 🔁 Query Panel   |     |  |      | ?     | ×         |
|---|-----|--|------|-------|-----------|
| 🞁 Add Query 🔹 🔲 📑 🖼 🤣   | 🚰 🗈 | 🍣 Run Query  | st c | lose  | •         |
| Niverse outline   |     | 🗊 Result Objects 🤺 🗙 🗸   | £    | •     | ×         |
| DPI View     -       Image: Second state of the second st | A V | LEA Code       LEA Name       School Name       First Name       Middle Name         Last Name       Student ID       Date of Birth       Age       Gender         Grade       Primary Disability Code       IEP End Date       Exit Reason         Modified Exit Reason       Event Type 1       Event Date 1 | ]    | •     | f::<br>\$ |
|   |     | Data Preview   | 2    | Refre | sh        |
| 🔁 Query 1   |     | 1  |      |       |           |



9. Continue to use the same process of drag and drop to build the Query Filters that determine the parameters of the data that will be pulled into the report.

You will pull the following elements:

| Query Filters | Folder Path to Follow                           |
|---------------|---|
| Event Type 1  | Current Workspace > Student Events > Selector 1 |
| Event Date 1  | Current Workspace > Student Events > Selector 1 |
|               |   |

We now need to set the parameters within each of the elements. This is accomplished by selecting items from the "Lookup Fields" found by accessing the dropdown menus.

| U Query Panel  |  | @ ×                   |
|--|--|-----------------------|
| Add Query 🔹 🔲 🐺 🔛 🤣 🛛  |  | Run Query 🛛 🖈 Close 🔹 |
| 2 Universe outline   | 🗊 Result Objects                         | <b>∀</b> ×¾ ↔         |
| DPI View -<br>≪@ - Type here to filter on ti ⊕+ ⊖†                             | LEA Code LEA Name School Name First Name | Middle Name           |
| <ul> <li>K ECATS Aggregate V1.1 [unx]</li> <li>ECATS Aggregate V1.1</li> </ul> |  | Reason                |
|  | Data Preview                             | 🔊 Refresh             |
| 🔁 Query 1  |  |                       |

Leave the selector as "In List" for "Event Type" Type and "Exit School System" in the box

| 🝸 Quer   | y Filters   |
|----------|---|
|          | Is Current Referral Event? In List ▼ 1  |
| AND      | Fixed |
|          | ✓ Zvent Type 1 In List ▼ Type a ronstant 🖳  |
| III Data | Draviour  |



Building the Exit Count Report in Advanced Reporting

| Y Query  | y Filters                                |
|----------|--|
|          | ✓ Is Current Referral Event? In List ▼ 1 |
| AND      | Fixed Freater than or Equal to           |
|          | Event Type 1 In List - Type a constant   |
| III Data | Provinu                                  |

## Choose Value(s) from List

| <b>7</b> Query | / Filters  |                               | * | 74 |
|----------------|--|-------------------------------|---|----|
|                | Is Current Referral Event? In List ▼ 1                             | Ę                             |   |    |
| AND            | AND Event Date Greater than or Equal to - 7/1/2019 12:00:00 AM 📧 🗮 |                               |   |    |
|                | Event Type 1 In List      One or more values                       | I.                            |   |    |
| 🔠 Data I       | Preview  | Value(s) from list            | > |    |
|                |  | Prompt Object from this query |   |    |
|                |  | Result from another query     |   | _  |

In the list of values, choose "Exit School System". Either drag and drop or use the arrows to place the event into the box on the right.

| Winverse outline List Of Values     DPI View   Refresh Values Exit School System Evit School System ddle Name ddle Name ddle Name ddle Name ddle Name de   | Uuery Panel  | 😴 🗐 🖼 🤣 🚰 🖻  | থ ><br>Strain Query   🛒 Close ▼ |
|--|--|--|---------------------------------|
| Image: Second of the secon | 🔆 Universe outline   | List Of Values   | ②× 🕈 × 🔆 । ∢ →                  |
| Refresh  | <ul> <li>Type here to filter</li> <li>Recards Aggregate V</li> </ul> | Event Type 1<br>Enter Child Study<br>EP<br>Evaluation<br>Exit Child Study<br>Exit RTI<br>Exit School System<br>Gifted Ripbility Determination<br>Gifted Ripbility Determination<br>Gifted Roport Card<br>Grade Change<br>May 27, 2020 7:44:41 AM GMT-04:00 |                                 |
|  |  |  | Refresh                         |



Click OK

Use the selectors to set the event date at Greater than or Equal to 7/1/2019. The Query Filter Panel should look like the one below.

| Uuery Panel   |   | 3 ×   |
|---|---|---|
| 🞁 Add Query 🔹 🔚 📑 🖼 🦻   | <b>7</b> D  | 😵 Run Query 🛛 📩 Close 🔹                     |
| Image: Second | Result Objects     IEA Code  LEA Name  School Name  First Name        | ✓ X X     ✓       ✓ Middle Name       ender |
| Cuery 1   | Event Date 1 Greater than or Equal to  7/1/2019 12:00:00 Data Preview | 0 AM 👿 IĘ                                   |

(Note: you will need to edit the event date at the beginning of each reporting year.)

10. Click on the "Run Query" button in the Query Panel. This will pull the information into a list of available objects for the report found in the left window. If you don't see the elements make sure you are in the "Design" tab on the left.





11. Drag and drop each element into the report frame in order to see the search results and build the columns for the spreadsheet.



Optional: You can click on the Report Title and type in a new title.

(Note any time you add new elements to the report, you will need to drag the element into the spreadsheet of results. Remember to save.)

12. Find missing values – once your report is built you can review the Modified Exit Reason column to determine which students still need an exit reason added in their ECATS record.

| IEP End Date | Exit Reason   | Modified Exi | Event Type 1  | Event Date | 1 |
|--------------|---------------|--------------|---------------|------------|---|
| 9/30/20      | W1 Transfer \ |              | Exit School S | 1/21/20    |   |
| 11/7/20      | W1 Transfer \ |              | Exit School S | 7/8/19     |   |
| 11/7/20      | W1 Transfer \ |              | Exit School S | 1/17/20    |   |
| 11/7/20      | W1 Transfer \ |              | Exit School S | 3/11/20    |   |
| 11/1/19      | W1 Transfer \ |              | Exit School S | 8/21/19    |   |
| 12/11/19     | W1 Transfer \ |              | Exit School S | 8/16/19    |   |
| 11/4/19      | W2 Early Lea  |              | Exit School S | 7/31/19    |   |
| 3/26/20      | W1 Transfer \ |              | Exit School S | 8/21/19    |   |
| 2/10/20      | W1 Transfer \ |              | Exit School S | 12/5/19 🔺  |   |
| 3/21/20      | W1 Transfer \ |              | Exit School S | 7/1/19     |   |
| 12/16/19     | W1 Transfer \ |              | Exit School S | 8/16/19 🔻  |   |



To update a missing exit reason – in ECATS go to Admin>Administration>Inactive Students

| MAIN MENU     | STUDENTS ~ WIZARDS ~      | MY ACCOUNT ~          | REPORTING $\sim$ EWS $\sim$  | ADMIN ~  |
|---------------|---------------------------|-----------------------|------------------------------|--|
| SCHOOL SYSTEM | REPORTING V SYSTEM II     | NFO SUMMARY           | ADMINISTRATION ~             |  |
| Reports       |                           |                       | INACTIVE STUDENTS            |  |
| Reports       |                           |                       | INACTIVE USERS               |  |
|               |                           |                       | START ADVANCED REPO          | DRTING SYSTEM                                    |
|               | NOTE: The Advanced Report | ing System provides f | eatures such as Graphical Da | ata Representation, Drill Down for specific data |

## Standard Reports

Search for the record and go to Exit Info and select the Modified Exit Reason. Click update the data base.

| INACTIVE STUDENTS  | <b>EXIT INFO</b> | PERSONAL INFORMATION | DOCUMENTS | STUDENT HISTORY | POST SCHOOL INFO | S |
|--------------------|------------------|----------------------|-----------|-----------------|------------------|---|
| E ditione Otrodone |                  |                      |           |                 |                  | G |

## **Exiting Student Information**

| Date Exited:                   | 02/04/2020  |
|--------------------------------|---|
| Reason for Exiting:            | W1 Transfer Withdrawal  |
| Modified Exit Reason:          |   |
|                                |   |
|                                | Graduated with Regular High School Diploma<br>Dropped Out of School<br>Died<br>Received a Certificate<br>Reached Maximum Age<br>Moved, Known to be Continuing |
|                                | RE-ACTIVATE THIS STUDENT IN THE DATABASE  |
| Kelley Blas, DPI Administrator |   |



Extras

1. If you would like to <u>add input controls</u> to allow you to quickly filter for specific categories of students (i.e. a specific school, case manager, age group, etc.) Select the input control tab on the left-hand side of the screen, the click "New"

| Input Controls → 《<br>Input Controls → 《 | 3  | fx 📑 | × 🖌             |  |
|--|----|------|-----------------|--|
| LEA Code *<br>All values *               |    |      |                 |  |
| Student ID *                             | cs |      |                 |  |
| ОК                                       | th | Age  | Grade<br>Abbrev | Personal<br>Informati<br>on.Stude<br>nt Status |
|  |    | 10   | 5               | Inactive                                       |
|  |    | 8    | 3               | Active   |

Select the element that you would like to filter by (School, Disability, etc.) and then click "Next"

|     | -                   |  |        |
|-----|---------------------|--|--------|
| à l | Input Controls -    |  |        |
| -   | 📲 New Map Reset 🕇 🖊 |  |        |
| 8   |                     |  |        |
| 8   | LEA Code            | *  |        |
|     | All values          | Select Report Object   | 🕜 🗙    |
| 2   | LEA Name            | Select the report object assigned to the input control   |        |
|     |                     | LEA Code   |        |
| •   | All values          | LEA Name   |        |
| 5   |                     | Non-Eligibility Event Date   |        |
| 2   | Student ID          | Parent Consent Event Date  |        |
|     |                     | Parent Consent for Evaluation Event Date   |        |
|     |                     | Part B Referral2.Delay Reason  |        |
|     |                     | Part B Referral Hist.Date of Initial Referral  |        |
|     |                     | Part B Referral Hist.Delay Reason  |        |
|     |                     | <ul> <li>Part B Referral Hist2.Date of Initial Referral</li> <li>Part B Referral Hist2.Delay Reason</li> </ul> |        |
|     |                     | Personal Information.Student Status  |        |
|     |                     | Personal Information.Jacuary Satus   |        |
|     |                     | Primary Disability Abbreviation  |        |
|     |                     | Philade Vision Notice Date   |        |
|     |                     | Referral Event Tin cline. Provisions of Service Parent Consent Event Date                                      |        |
|     |                     | School Name  |        |
|     |                     | Stylent ID   |        |
|     |                     | Days Between Referral To Eligibility Determination   |        |
|     |                     | uuu Days Between Referral To IEP Event Date  |        |
|     |                     | Days Between Referral To Non-Eligibility Determination   |        |
|     |                     | uuu Days Between Referral To Parent Consent  |        |
|     |                     | Variables  |        |
|     |                     | Filter objects to current selection  |        |
|     |                     |  |        |
|     |                     | Arranged By Alphabetic Order   |        |
|     |                     |  |        |
|     |                     |  |        |
|     |                     | < Previous Next >  | Cancel |
|     |                     |  |        |
|     |                     |  |        |



The next screen will allow you to indicate how you would like to select your options and if multiple selections should be displayed at once. (For a drop-down menu, choose "List box". If you want to type in a student number, staff or school name, select "Entry field". This is a matter of personal preference. Then click "Next".

| Choose Control Type   |   | 2 ×   |
|---|---|---|
| Select a control and its asso   | ciated properties   |   |
| Simple Selection  |   | v a user to select one value from a list of possible<br>ways displayed and the chosen value is selected.<br>List box<br>School Name |
| Multiple Selections          B       Check box         E       List box         S       Double slider         E       Tree list | List of values<br>Use restricted List of Values<br>Allow selection of all values<br>Default value(s)<br>Filter operators<br>Number of line(s) | From report   Yes  Yes  Equal to  5   |
|   |   | < Previous Next > Cancel  |

Click "Finish" to "Assign Report Elements" on the pop-up window.

| Assign Report Elements<br>Select report elements to assign them to the input control   | 3 ×    |
|--|--------|
| Report object 🖉 School Name Control 🗐 List box   |        |
| <ul> <li>▼ Pattis Prong 2</li> <li>▼ Report 1</li> <li>IZ Page Header</li> <li>▼ D Page Body</li> <li>○ Page Body</li> <li>○ Block 1</li> <li>○ Page Footer</li> </ul> |        |
| $\sim$   |        |
| < Previous Finish  | Cancel |



You will see a selector appear in the window on the left-hand side that will allow you to filter specific results. Remember to save.

| Student ID   | *  |
|--|----|
|  | ОК |
| School Name  | *  |
| A L Brown High<br>Alderman Road Elementary<br>Alexander Central High<br>Alexander Graham Middle<br>Alexander Wilson Elementary |    |

2. Editing the Query Filters

There are times when you may need to edit the Query Filters in order to fully analyze your data. You will also need to edit the Query Filter at the beginning of each new reporting year (July 1).

Ensure you are in "Design View" rather than "Reading View"

| up      | Reading 👻 | Design | - 2 - |
|---------|-----------|--------|-------|
| Linking |           |        |       |

Choose the "Edit Query" in the left toolbar.

|   | File       |      | Prope | erties    |            |          |   |   |
|---|------------|------|-------|-----------|------------|----------|---|---|
|   | <b>2</b> 🔚 | -    | 🖴     | 1 1 A A A | <b>≇</b> ₽ | <u>-</u> |   | - |
| 5 | e          | K    |       |           | $\times$   |          | Ð |   |
|   | Na         | viga | tion  | Мар       | -          |          |   |   |



The existing query will display. You will can change parameters (dates, etc.). Make sure to save.

| × < | Y Query | y Filters  Is Current Referral Event? In List ▼ 1  Event Date Greater than or Equal to ▼ 7/1/2019 12:00:00 AM  Event Type 1 In List ▼ Referral |
|-----|---------|--|
|     | 🗰 Data  | Preview  |

Click on the "Run Query" button in the Query Panel.

3. Formatting your report

You may use typical excel formatting options for your report by accessing the formatting tab while in Design view.

|   | Report Elements Formatting | Dita Access Analysis Pag    | ge Setup | Reading - Design - |
|---|----------------------------|-----------------------------|----------|--------------------|
|   | Font Border Cell           | Style Numbers B I U S A · S |          | Padding Tools      |
| * | fx ≝ <sup>#</sup> × ✓      |                             |          |                    |

4. Saving and Printing

You should save often, especially if switching between views by clicking on the disc on the File tab. You can also print from this tab.

| File Prop        | erties      |   |
|------------------|-------------|---|
|                  | h   🌮 🚢 🗝 🔻 | F |
| <b>9</b> @   % 🖻 | 🖺   X   🗗 🍣 |   |
| Navigation       | Map +       |   |



## 5. Exporting

If you wish to export your report to a pdf, excel document or other format, click the export icon on the file tab.

