


Federal Reporting Office Hours

Special Programs and Data

April 2022

Automated Captioning for Participants in WebEx

Option 1: Caption and Highlights Panel

1. Locate blue circle and dot icon on the bottom of screen.
2. Select icon 
3. A side panel will appear on the right side of the screen.



Option 2: Closed Captioning

1. Select the Closed Captioning (CC) icon
 - a. Captions will appear on the bottom of screen.
2. Grab and move to desired location



WELCOME TO THE FEDERAL DATA Q&A

We are here to answer your questions!

Feel free to type in the chat or unmute and ask anything you like!



Federal Reporting Preparation Reminders/Tips

**Active Child Count: April
Indicator 11**

Active Child Count

April Child Count

Active Child Count: Reminders

- April Child Count opens April 1st and closes April 22nd
- **Expectation that EC Director certifies Active Child Count on or before April 22nd.**
- If the EC Director does not certify the count, a signed and scanned verification form must be submitted to Khalilah O’Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov.



PUBLIC SCHOOLS OF NORTH CAROLINA
DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, Superintendent of Public Instruction
WWW.DPI.NC.GOV

April 1, 2022 Child Count Verification Form (Form Must Be Typed or Printed)

Date _____

LEA Name: _____

LEA Number: _____

Number of Students with Disabilities reported on 4/1/2022: _____

Name of authorized Exceptional Children Personnel: _____
(Print)

Authorized Exceptional Children Signature: _____

Scan and Email Child Count Verification Form to:
Khalilah O’Farrow-Boulware
khalilah.ofarrow@dpi.nc.gov
*(*Must be printed and signed prior to email)*

April Child Count: Resources

- Go to ECATS Main Menu > Resources

Resources

Advanced Reporting (AR)

ECATS Documents

EWS & Intervention Planning Documents

Federal Reporting

File Name

- [ECATS Child Count-Exception Tab Guide \(March 2022\)](#)
- [April 2022 Child Count Verification Form](#)
- [ECATS Child Count Reporting Checklist](#)
- [ECATS Training Federal Reporting Webinar Videos- Last Updated 3/11/2022](#)

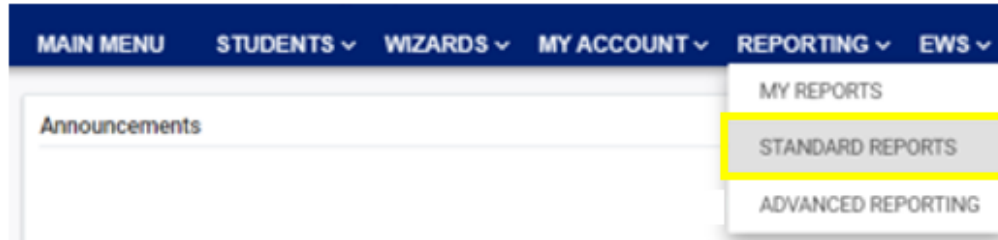


ECATS Federal Reporting Webinar Videos

Link/Topic & Description	Module	Release Date
ECATS Webinar – Child Count Reporting This webinar will review how to run the Child Count report to see who is included, how to retrieve and read the report, and how to resolve any exceptions.	Special Education	December 2, 2019

Child Count Report

- Child Count report available to review data



Scheduled Reports		
Early Warning System	Accommodations Report School/Grade/Class/Test	Exit Count
FAM-S	Caseloads as of a Point in Time	IEP Services Report with Location (xls)
General	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
Progress Monitoring	Child Count	IEP Services Report with Minutes (xls)
Service Logging	Compliance by Case Manager (xls)	Indicator 11
Special Education	Compliance by School (xls)	Indicator 7
	Compliance by Students (xls)	Missing Progress Report (xls)
	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xls)
	Contacts Report (PDF)	Progress Report Status (PDF)
	ESY By School By Case Manager (xls)	Projected/Missed Eligibility Meetings (xls)
	ESY by Service (xls)	Projected/Missed IEP Meetings (xls)

Child Count Report

Reports - Child Count

Data Source: Transactional/EDPlan

Count Period: April 2022 | 04/02/2021 - 04/01/2022

CHECK ALL

CHECK NONE

Import Holding School

DPI FTE School

LEP

Schools: Graduated Students

Homeless

Migrant

Include Exceptions/Validations:

Sort By: Last Name

GENERATE REPORT

MAIN MENU STUDENTS ▾ WIZARDS ▾ MY ACCOUNT ▾ REPORTING ▾ EWS ▾ ADMIN ▾ 🏠

SCHOOL SYSTEM REPORTING ▾ SYSTEM INFO SUMMARY ADMINISTRATION ▾

Your report is number 6 in line for generation.

An e-mail will be sent to 'khalilah.ofarrow@dpi.nc.gov' when it is complete.

When the report has successfully generated, you will find it in either the Saved System Reports section at the bottom of the Reports Page or on the My Reports Page.

The email will provide you with details.

Child Count Report

[MAIN MENU](#)
[STUDENTS](#)
[WIZARDS](#)
[MY ACCOUNT](#)
[REPORTING](#)
[EWS](#)

Announcements

- MY REPORTS
- STANDARD REPORTS
- ADVANCED REPORTING

Reports

<u>Report</u>	<u>Date Created</u>	<u>Created By</u>
Child Count	01/04/2022	Khalilah Sabreen O'Farrow

Region	School	Student ID	Is Duplicated	Potential Duplicates	School Code is Blank	Grade is Blank	PK Grade Check	Developmental Delay Age Not Appropriate	Setting Age Not Appropriate
Region ABC	ECATS	ABC213		Potential D				X	
Region ABC	ECATS	ABC345		Potential D					

[Child Count](#)
[Exceptions](#)
(+)

Child Count Report

Total Students:

Region	School Name	Student ID	Age As Of Count Period End Date	Race	Grade	IEP Start Date	Exceptionality Category
Region A	ECATS	ABC123	12	M	6	2021-12-14	AU
Region A	ECATS	ABC234	8	BL7	3	2021-05-29	LD
Region A	ECATS	ABC345	2	HI7,AM7,WH7	PK	2021-11-19	LD
Region A	ECATS	ABC456	5	BL7	KI	2021-10-22	DD
Region A	ECATS	ABC567	3	WH7	OS	2021-10-08	LD
Region A	ECATS	ABC678	14	BL7	8	2021-11-19	IDMI
Region A	ECATS	ABC789	5	BL7	AE	2022-01-24	LD
Region A	ECATS	ABC890	9	HI7	4	2021-09-13	ED
Region A	ECATS	ABC901	12	BL7	PK	2021-09-22	ED
Region A	ECATS	ABC012	5	BL7	KI	2021-10-11	SI
Region A	ECATS	ABC213	8	BL7,WH7	3	2021-10-08	DD

Child Count

Exceptions | (+)

Child Count Report: Common Exceptions

- Potential Duplicates
 - ✓ This is a warning; no action is needed
- Is Duplicated
 - ✓ PSU in which the student is enrolled as of April 1st includes the student in their Child Count
 - ✓ PSU in which the student is not enrolled as of April 1st excludes the student from their Child Count
- PK Grade Check
 - ✓ Student under age 5 and enrolled in Kindergarten
 - ✓ Student over age 5 and enrolled in Pre-Kindergarten
 - ✓ Verify student grade and update in PowerSchool
- Developmental Delay Age Not Appropriate
 - ✓ Student is age 8 or older and still has DD selected as the primary disability
- Setting Age Not Appropriate
 - ✓ Student's setting is invalid based on their age and grade as of April 1st (e.g., preschool student with school-age setting, school-age student with preschool setting)

Child Count Report: Common Exceptions

- Developmental Delay Age Not Appropriate
 - ✓ Student must have a finalized Eligibility Determination with new primary disability on or before April 1st
 - ✓ Check the time stamp of the finalized Eligibility Determination and the Annual Review/Addendum IEP

06/07/2021



05/11/2022



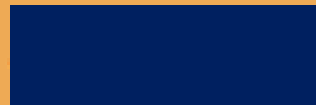
IEP Document (ID# 156609)

05/27/2021 16:58

05/27/2021



05/27/2024



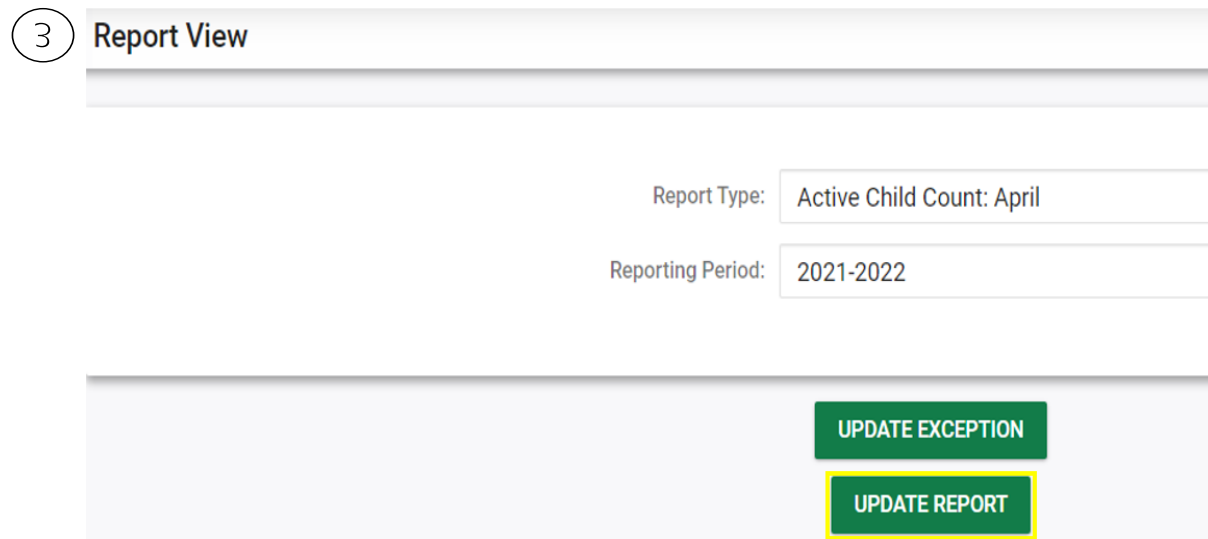
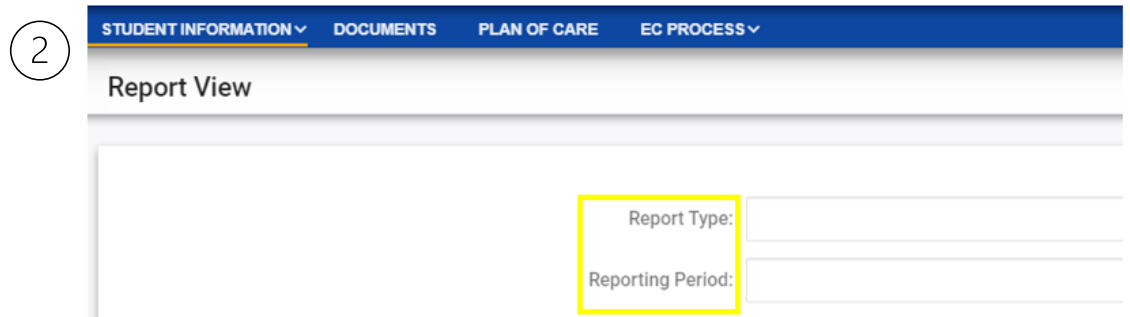
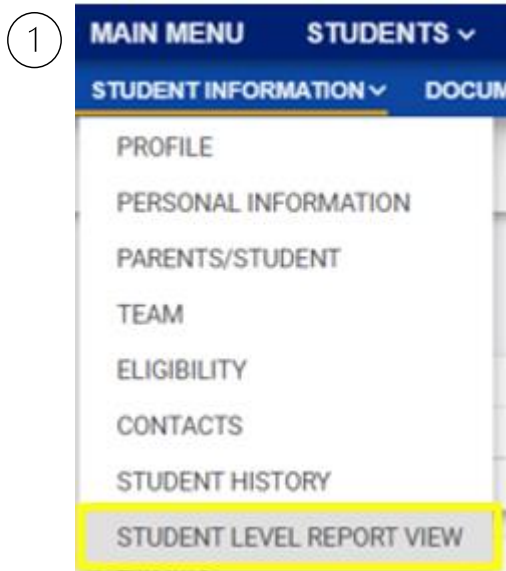
Eligibility Determination
(ID# 156610)

05/27/2021 16:59

- ✓ If the Eligibility Determination with the new disability was finalized after the IEP...
 - Finalize a new IEP with the same information from the IEP created with the Eligibility Determination. **Note:** The new IEP will display the new primary disability.
 - Delete the IEP that was finalized prior to finalizing the Eligibility Determination.

Reminder: Student Level Report View

- After correcting data in the student record, also update the Student Level Report View to clear the error from the report

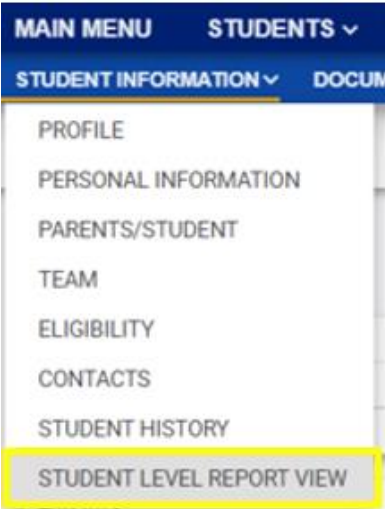


Child Count Report: Common Exceptions

- Developmental Delay Age Not Appropriate
 - ✓ If no new Eligibility Determination was completed to update the student's primary disability from Developmental Delay...
 - Exclude the student from child count
 - Update the Student Level Report View

Steps to exclude student record

①

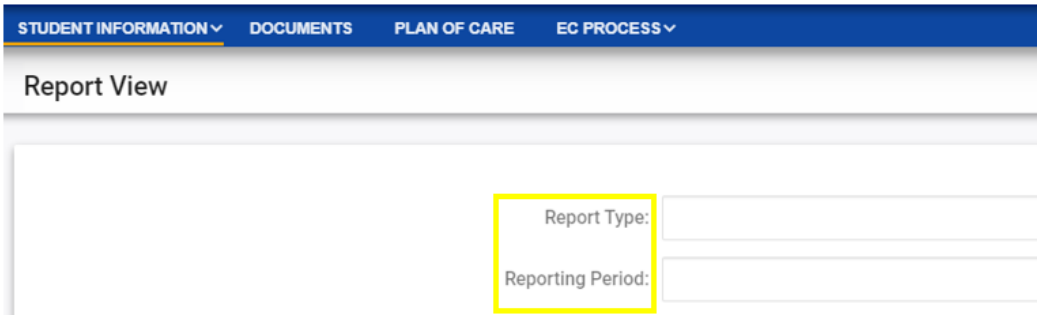


MAIN MENU STUDENTS ▾

STUDENT INFORMATION ▾ DOCUMENTS

- PROFILE
- PERSONAL INFORMATION
- PARENTS/STUDENT
- TEAM
- ELIGIBILITY
- CONTACTS
- STUDENT HISTORY
- STUDENT LEVEL REPORT VIEW**

②



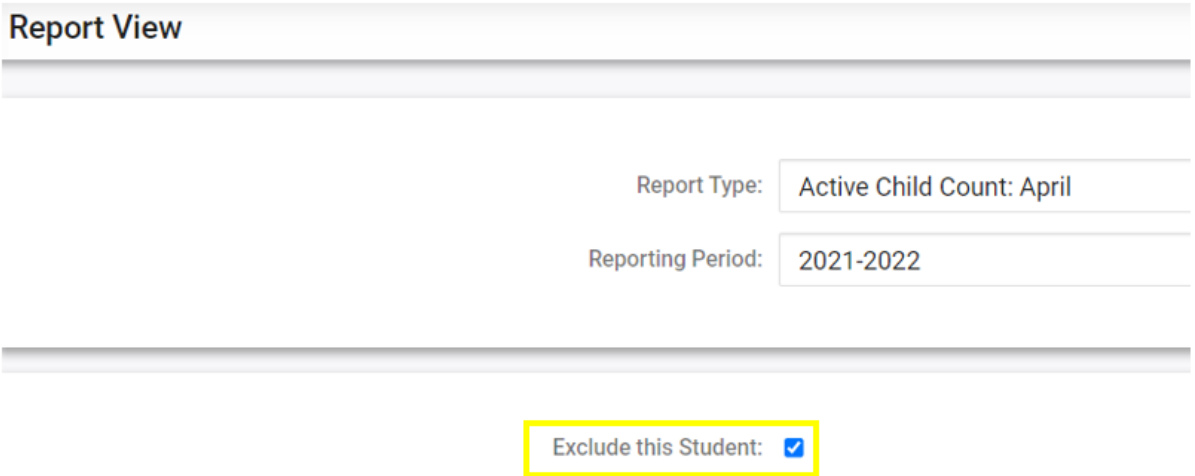
STUDENT INFORMATION ▾ DOCUMENTS PLAN OF CARE EC PROCESS ▾

Report View

Report Type: _____

Reporting Period: _____

③



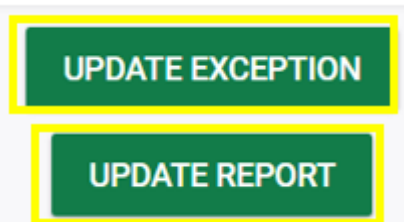
Report View

Report Type: Active Child Count: April

Reporting Period: 2021-2022

Exclude this Student:

④



UPDATE EXCEPTION

UPDATE REPORT

Child Count Report: Common Exceptions

- Setting Age Not Appropriate
 - ✓ Error occurs when student's setting is invalid based on their age and grade as of April 1st (e.g., preschool student with school-age setting, school-age student with preschool setting)
 - ✓ For students with CSP, finalize new CSP with correct setting
 - ✓ For students with IEP, submit the Consent for Services Response for the Initial IEP data to pull to the Student Level Report View

Child Count Report: Common Exceptions

Setting Age Not Appropriate – students with CSP

- ✓ Finalize new CSP with correct setting
- ✓ Update report from Student Level Report View


CSP Document


Student: [REDACTED] **DOB:** 11/03/2016
School: CECAS **Grade:** Pre-Kindergarten **Age:** 5


COMPARABLE SERVICES PLAN (CSP)


Comparable Services Consultation Meeting Date: 11/29/2021
Comparable Service Plan Start Date: 11/29/2021
Out of State IEP End Date: 08/05/2022
Out of State Eligibility Decision: Developmental Delay (DD)
Out of State Placement Decision: Regular-80% or more of the day with non-disabled peers


CSP Document


 Please complete the Comparable Services Plan

Comparable Services Plan Consultation Meeting Date: 

Comparable Service Plan Start Date: 

Out of State IEP End Date: 

Out of State Eligibility Decision: 

Out of State Placement Decision: 

Child Count Report: Common Exceptions

Setting Age Not Appropriate – students with IEP

- Submit Consent for Services response
- Update report from Student Level Report View

Grade: PK

IEPStartDate: 2021-11-29

ExceptionalityCategory: DD

Setting: REG

Placement: Y

PlanType: IEP

Setting Age Not Appropriate: X

03/29/2022		Progress Report (2021 - 3rd 9 Weeks)				
03/04/2022		IEP	03/11/2022		03/03/2023	
03/04/2022		Notification - IEP				
03/04/2022		Eligibility Determination	03/04/2022		03/04/2025	
12/10/2021		Referral				
11/29/2021		Comparable Service Plan	11/29/2021		08/05/2022	

Child Count Report: *Reminders*

☐ Submit the Consent Response (EC Process > Consent)

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)



Use the link directly above to create a final parent/guardian/student Consent to Evaluate document. Then submit the response information in the fields directly below.

Initial or Reeval? Initial Reeval

Parent/Guardian/Student Consent to Evaluate Response:

Parent/Guardian/Student Consent to Evaluate Date Signed:

SUBMIT CONSENT TO EVALUATE RESPONSE

Consent for Services

[CREATE CONSENT FOR SERVICES](#)



Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Parent/Guardian/Student Consent for Services Response:

Parent/Guardian/Student Consent for Services Date Signed:

SUBMIT CONSENT FOR SERVICES RESPONSE

Child Count Report: *Reminders*

- ❑ Confirm the Provision of Services Parental Consent event on the Student History screen

<u>Event Date*</u>	<u>Event Type</u>
09/14/2021	IEP
09/15/2021	Provision of Services Parental Consent

- ❑ Upload signed copy of Consent to Evaluate (if applicable) and Consent for Services to Documents




Documents					
<u>Document</u>		<u>Batch</u>	<u>Status</u>	<u>Del</u>	<u>Attachment</u>
Consent for Services	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	Consent for Services 9-3-21
Consent for Eval	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	consent for evaluatin, signed 7-10-21

Child Count Report: Missing Students

Things to check on the Student History screen

Student History

<u>Event Date*</u>	<u>Event Type</u>	<u>(transferred from)</u>	<u>Begin Date</u>	<u>End Date</u>
--------------------	-------------------	---------------------------	-------------------	-----------------

11/18/2021 	Provision of Services Parental Consent			
--	--	--	---	---

Provision of Services Parental Consent Event Date on or before April 1st

11/18/2021 	IEP	11/18/2021 	11/18/2022 
--	-----	--	--

IEP/PSSP/CSP Event Date on or before April 1st

IEP/PSSP/CSP Begin Date on or before April 1st

IEP/PSSP/CSP End Date after April 1st

07/26/2021 	Student Enrollment		
--	--------------------	---	---

Student Enrollment on or before April 1st

Indicator 11 Tips

Child Find

Indicator 11

- Indicator 11 report available to review data

Scheduled Reports		
Early Warning System	Accommodations Report School/Grade/Class/Test	Exit Count
FAM-S	Caseloads as of a Point in Time	IEP Services Report with Location (xls)
	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
General	Child Count	IEP Services Report with Minutes (xls)
	Compliance by Case Manager (xls)	Indicator 11
Progress Monitoring	Compliance by School (xls)	Indicator 7
	Compliance by Students (xls)	Missing Progress Report (xls)
Service Logging	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xls)
Special Education	Contacts Report (PDF)	Progress Report Status (PDF)
	ESY By School By Case Manager (xls)	Projected/Missed Eligibility Meetings (xls)
	ESY by Service (xls)	Projected/Missed IEP Meetings (xls)

- Training video and resources available in ECATS (Main Menu > Resources)

Resources		Review the License Agreement	Upload File(s)	Delete/Update Documents
Federal Reporting	<input type="checkbox"/>	Federal Reporting	10/26/2020	Beth Burris
	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
Service Logging Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
Special Education Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris

ECATS Indicator 11 Reporting - Exceptions Tab Guide

ECATS Indicator 11 Reporting - Updating Initial Delay Reason Guide

ECATS Indicator 11 Reporting - Errors and Warnings Guide

ECATS Indicator 11 Reporting - FAQ Guide

ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020

Indicator 11 Report

Reports - Indicator 11

Data Set: Transactional/EDPlan

Count Period: Indicator 11 | October 2022 | 07/01/2021 - 06/30/2022

Schools: CECAS DPI FTE School Homeless Migrant
 Graduated Students LEP North Carolina Schools

Detailed Student Listing:
Include Summary Calculations
Include Exception/Validation Report

Sort By: Last Name

Your report is number 6 in line for generation.
An e-mail will be sent to 'khalilah.ofarrow@dpi.nc.gov' when it is complete.
When the report has successfully generated, you will find it in either the Saved System Reports section at the bottom of the Reports Page or on the My Reports Page.
The email will provide you with details.

Indicator 11 Report: Common Exceptions

- Potential Duplicates/Consent to Evaluate Date Required/Consent to Evaluate Purpose Required
 - ✓ These are warnings; no action is needed
- Is Duplicated
- Consent for Services Date must be \geq Initial Placement Date
- Evaluation Purpose Cannot be Null
- Initial Placement Delay Reason is Required

Indicator 11: Common Exceptions

Is Duplicated

- The PSU that initiated the referral within reporting period includes that referral event in their Indicator 11
- The PSU with the student that transferred in with a referral initiated in the previous PSU excludes that referral event from their Indicator 11

531238	10/29/2021		Referral	
531236	10/29/2021		Notification - IEP	
525894	10/07/2021		Transfer Student	(necatst' => necatst')
525827	10/07/2021		Grade Change	(Ninth Grade)
525826	10/07/2021		School Change	
525893	10/06/2021		Exit School System	(necatst')
525777	10/06/2021		Student Enrollment	
525892	09/29/2021		Notification - IEP	(necatst')
525891	08/31/2021		Referral	(necatst')

Exclude this Record:

NCESID:

School Code:

School Name:

Student ID:

Last Name:

First Name:

Middle Name:

Birth Date:

Is Hispanic:

Race:

Gender:

Grade:

Placement Date:

Primary Disability:

Plan Type:

School Placement Type: Public

Referral ID: 525891

Referral Received by School Date: 08/31/2021

Exclude this Record:

NCESID:

School Code:

School Name:

Student ID:

Last Name:

First Name:

Middle Name:

Birth Date:

Is Hispanic:

Race:

Gender:

Grade:

Placement Date:

Primary Disability:

Plan Type: IEP

School Placement Type: Public

Referral ID: 531238

Referral Received by School Date: 10/29/2021


UPDATE EXCEPTION

UPDATE REPORT

Indicator 11: Common Exceptions




Consent for Services Date must be \geq Initial Placement Date

- Provision of Parental Services Consent event date must be on or after the Initial IEP event date

<u>Event Date*</u>		<u>Event Type</u>
09/14/2021		IEP
09/15/2021		Provision of Services Parental Consent

Evaluation Purpose Cannot be Null

- Non-Eligibility Determination event must follow a Referral event, not Referral Discontinuation event

10/14/2020		Non-Eligibility Determination
10/14/2020		Notification - IEP
09/24/2020		Referral Discontinuation

Indicator 11: Common Exceptions

Initial Placement Delay Reason is required

- If initial placement is after 90-day timeline, document initial placement delay reason

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):
11/17/2020	02/15/2021	<input type="text"/>	IN04: Delay in getting parent consent

- If initial placement is within 90-day timeline, submit Consent for Services response

Consent for Services [CREATE CONSENT FOR SERVICES](#)

i Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Parent/Guardian/Student Consent for Services Response:

Parent/Guardian/Student Consent for Services Date Signed:

SUBMIT CONSENT FOR SERVICES RESPONSE

Preparing for Indicator 11

Things to check in the student record

- ❑ Remove the initial placement delay reason from the Data Collection screen if there was no delay

Referral Received by School Date	Referral Determination Date	Referred for Evaluation	Consent to Evaluate Date	Consent to Evaluate Purpose	Consent to Evaluate Given	Evaluation Purpose	Eligibility Date	Eligible	Pvt School Non-participant Notice Date	Initial Placement Date	Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
6/3/2021	6/3/2021	Y	7/13/2021	INIT	Yes	INIT	9/1/2021	Yes		9/1/2021	IN05: Other	9/1/2021	Yes	0	Eligible
6/10/2021	6/22/2021	Y	6/23/2021	INIT	Yes	INIT	8/25/2021	Yes		9/7/2021	IN04: Delay in getting parent consent	9/7/2021	Yes	0	Eligible
6/29/2021	7/29/2021	Y	7/30/2021	INIT	Yes	INIT	9/23/2021	Yes		9/23/2021	IN04: Delay in getting parent consent	9/24/2021	Yes	0	Eligible

Event Date* Event Type

09/24/2021 Provision of Services Parental Consent

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

Referral Data

Referral Date: 06/29/2021 90 Day Timeline End Date: 09/27/2021 Private School Non-Participation Notice Date (If Applicable): Delay Reason (If Applicable): IN04: Delay in getting parent consent

Other Reminders & Tips

ECATS

ECATS Data Managers Contact Directory

Update the Contact Directory with any corrections and/or additions.

<https://docs.google.com/document/d/1tQFdgbqV1kqhMXN9PIGR38JrYbvR8UuZ/edit?usp=sharing&oid=100162846075394212010&rtpof=true&sd=true>

ECATS Reporting website: ***Federal Reporting Office Hours***

Access previous PowerPoints and session recordings from the ECATS website at <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/reporting/federal-reporting-office-hours>

ECATS website: Federal Reporting Office Hours

**Every Child
Accountability &
Tracking System
(ECATS)**

[Special Education](#)

[Service Documentation](#)

[MTSS](#)

[Monday Messages](#)

[Frequently Asked Questions](#)

[Newsletters](#)

[ECATS ODS](#)

[Resources](#)

Reporting

Federal Reporting Office Hours

NC DPI » Districts & Schools » Classroom Resources » Exceptional Children » Every Child Accountability & Tracking System (ECATS) » Reporting » Federal Reporting Office Hours

Federal Reporting Office Hours

This is the archive of Federal Reporting Office Hour sessions. Because this is an archive, please note that some website links may change.

Frequently Asked Questions

– 2022 Federal Reporting Office Hours Resources

[Federal Reporting Office Hours FAQs](#)

January

- [Welcome to the Federal Data Q&A - January 2022](#)
- [Federal Reporting Office Hours am session 1.3.22](#) ☞ - password AbUdExp2
 - [Transcript](#)
- [Federal Reporting Office Hours pm session 1.3.22](#) ☞ - password yWtJpUx3
 - [Transcript](#)

Reporting

Federal Reporting Office
Hours