

# Federal Reporting Office Hours

## Special Programs and Data

*April 2023*

# 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



# **Federal Reporting Preparation Tips**

**Federal Personnel Survey in Review  
Active Child Count**

# Federal Personnel Survey *Review*

# Federal Personnel Survey

- Data collection required by OSEP
- Report the FTE of staff serving students with disabilities **regardless of how they are funded.**
- Must reflect the staff providing services to students with disabilities, ages 3 through 21, who were reported in the December Child Count.
- All PSUs that certified the December Child Count are required to submit federal personnel data

# Federal Personnel Survey - Common Errors

## Q3. Special Education Teachers - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of <u>NOT</u> Fully Licensed / Certified Staff	FTE of <u>NOT</u> Fully Licensed / Certified Staff	Total number of Direct Hire Staff	Average Monthly Salary for Direct Hire Staff	Total number of Contracted Staff and/or serving through an assurance agreement	Average Hourly Wage for Contracted Staff	Total Number of Vacancies including contractors
Special Education: General Curriculum Teachers serving students ages 3-PK5	1	1	0	0	1	3800	0	0	0
Special Education: General Curriculum Teachers serving students ages 5K-21	9	9	1	1	10	4900	0	0	1
Adapted Physical Educator serving students ages 3-PK5	0	0	0	0	0	0	0	0	0
Adapted Physical Educator serving students ages 5K-21	0	0	0	0	0	0	0	0	0
Teacher of the Deaf and Hard of Hearing serving students ages 3-PK5	0	0	0	0	0	0	0	0	0
Teacher of the Deaf and Hard of Hearing serving students ages 5K-21	0	0	0	0	0	0	1	41	0
Teacher for the Visually Impaired serving students ages 3-PK5	0	0	0	0	0	0	0	0	0
Teacher for the Visually Impaired serving students ages 5K-21	0	0	0	0	0	0	1	100	0
Extended Content Standard Teachers serving students ages 5K-21	2	2	1	1	3	4041	0	0	0

# Federal Personnel Survey - Common Errors

## Q5. Special Education Related Services - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of <b>NOT</b> Fully Licensed / Certified Staff	FTE of <b>NOT</b> Fully Licensed / Certified Staff	Total number of Direct Hire Staff	Average Monthly Salary for Direct Hire Staff	Total number of Contracted Staff and/or serving through an assurance agreement	Average Hourly Wage for Contracted Staff	Total Number of Vacancies including contractors
Audiologists	0	0	0	0	0	0	0	0	0
Interpreters	0	0	0	0	0	0	0	0	0
School Psychologists	0	0	0	0	0	0	1	100	0
Occupational Therapists	0	0	0	0	0	0	1	50	0
Physical Therapists	0	0	0	0	0	0	1	50	0
Recreation and Therapeutic Recreation Specialists	0	0	0	0	0	0	0	0	0
Rehabilitation Counselors	0	0	0	0	0	0	0	0	0
Orientation and Mobility Specialists	0	0	0	0	0	0	0	0	0
School Nurse/Medical Staff	0	0	1	.8	1	4000	0	0	0
Speech-Language Pathologists	0	0	0	0	0	0	1	50	0



# Federal Personnel Survey - Common Errors

## Q4. Other Special Education Staff - Assistants and other staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of <b>NOT</b> Fully Licensed / Certified Staff	FTE of <b>NOT</b> Fully Licensed / Certified Staff	Total number of Direct Hire Staff	Average Monthly Salary for Direct Hire Staff	Total number of Contracted Staff and/or serving through an assurance agreement	Average Hourly Wage for Contracted Staff	Total Number of Vacancies including contractors
3-PK5 Special Education Paraprofessional	0	0	0	0	0	0	0	0	0
5K-21 Special Education Paraprofessional	0	0	2	2	2	2400	0	0	0

## Report Paraprofessionals as Fully Licensed/Certified Staff.

*Paraprofessionals are considered as Non-Certified positions in which license/certification or other special requirements are not prerequisites associated with that personnel role.*



# Federal Personnel Survey - Common Errors

## Q7. All Students Staff - Staff that serve all students including EC students

All fields must be completed (enter 0 for none)

FTE = full time equivalency

Use ADM Calculation Method to calculate FTE (refer to [Link to Instructions](#))

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total number of Direct Hire Staff	Average Monthly Salary for Direct Hire Staff	Total number of Contracted Staff and/or serving through an assurance agreement	Average Hourly Wage for Contracted Staff	Total Number of Vacancies including contractors
Physical Education Teachers - General	4	4	0	0	4	3833	0	0	0
School Nurses - General	2	2	0	0	2	3929	0	0	0
School Social Worker - General	0	0	0	0	0	0	0	0	0
School Counselor - General	3	3	0	0	0	4268	0	0	0

Example Scenario: The ADM for ECATS Academy was 9.4%, so convert that to .09

PE Teachers:  $4 \times .09 = .36$  FTE

School Nurses:  $2 \times .09 = .18$  FTE

School Counselors:  $3 \times .09 = .27$  FTE

**The FTE for all personnel roles in the All Students Staff section will be calculated differently because they are not only working with EC students. They're working with all students, including EC students.**

# Federal Personnel Survey - Common Errors

## Q3. Special Education Teachers - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of <u>NOT</u> Fully Licensed / Certified Staff	FTE of <u>NOT</u> Fully Licensed / Certified Staff	Total number of Direct Hire Staff	Average Monthly Salary for Direct Hire Staff	Total number of Contracted Staff and/or serving through an assurance agreement	Average Hourly Wage for Contracted Staff	Total Number of Vacancies including contractors
Special Education: General Curriculum Teachers serving students ages 3-PK5	28	4.48	0	0	28	5080	0	0	1
Special Education: General Curriculum Teachers serving students ages 5K-21	80	12.8	0	0	80	4863	0	0	1
Adapted Physical Educator serving students ages 3-PK5	0	0	0	0	0	0	0	0	0
Adapted Physical Educator serving students ages 5K-21	0	0		0	0	0	0	0	0
Teacher of the Deaf and Hard of Hearing serving students ages 3-PK5	1	.09	0	0	1	5940	0	0	0
Teacher of the Deaf and Hard of Hearing serving students ages 5K-21	1	.09	0	0	1	5940	0	0	0
Teacher for the Visually Impaired serving students ages 3-PK5	1	.16	0	0	1	5973	0	0	0
Teacher for the Visually Impaired serving students ages 5K-21	1	.16	0	0	1	5973	0	0	0
Extended Content Standard Teachers serving students ages 5K-21	15	2.4	0	0	15	4700	0	0	0

# FEDERAL PERSONNEL SURVEY Q&A

We are here to answer your questions!

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



# Active Child Count

April Child Count

# April Child Count: Reminders

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Opened April 3<sup>rd</sup> and closes April 24<sup>th</sup>
- **Expectation that EC Director certifies April Child Count on or before April 24<sup>th</sup>.**

# Active Child Count: Reminders

- Expectation that EC Director certifies Active Child Count on or before April 24<sup>th</sup>.
- If the EC Director does not certify the count, a signed and scanned verification form must be submitted to DPI at [khalilah.ofarrow@dpi.nc.gov](mailto: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, 2023 Child Count Verification Form (Form must be Typed or Printed)

Date:

PSU Name:

PSU Number:

Number of Students with Disabilities reported on 4/1/2023:

Name of authorized Exceptional Children Personnel:

(Print name)

Authorized Exceptional Children Signature:

(Sign name)

Scan and Email Child Count Verification Form by 4/24/2023 to:

[khalilah.ofarrow@dpi.nc.gov](mailto:khalilah.ofarrow@dpi.nc.gov)

(\*Must be printed and signed prior to email)

### EXCEPTIONAL CHILDREN DIVISION

Sherry H. Thomas, Director | [sherry.thomas@dpi.nc.gov](mailto:sherry.thomas@dpi.nc.gov)  
6356 Mail Service Center, Raleigh, North Carolina 27699-6356  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#### Resources

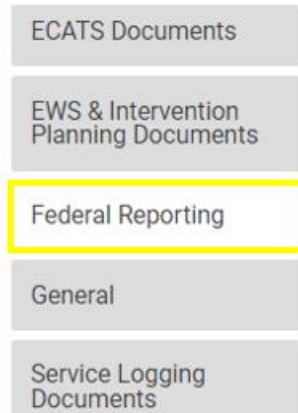
(AK)	Del	Pos	New Pos	File Type Category	Uploaded	By	File Name
ECATS Documents	<input type="checkbox"/>	2	<input type="checkbox"/>	Federal Reporting	03/14/2023	Christine Fournier	<a href="#">April 2023 Child Count Verification Form</a>
EWS & Intervention Planning Documents	<input type="checkbox"/>	3	<input type="checkbox"/>	Federal Reporting	03/21/2023	Christine Fournier	<a href="#">ECATS Child Count Reporting Checklist- March 2023</a>
Federal Reporting	<input type="checkbox"/>	6	<input type="checkbox"/>	Federal Reporting	10/28/2022	Christine Fournier	<a href="#">Indicator 11 Federal Reporting User Guide-Updated 10/21/22</a>
General	<input type="checkbox"/>	17	<input type="checkbox"/>	Federal Reporting	09/17/2020	Beth Burris	<a href="#">ECATS Exit Count Reporting Checklist</a>
	<input type="checkbox"/>	18	<input type="checkbox"/>	Federal Reporting	09/17/2020	Beth Burris	<a href="#">ECATS Exit Count - Same Day Reporting Updates</a>



# April Child Count: Resources

- Go to ECATS Main Menu > Resources

## Resources



## File Name

[ECATS Child Count Reporting Checklist](#)

[ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020](#)

[ECATS Child Count - Exception Tab Guide](#)



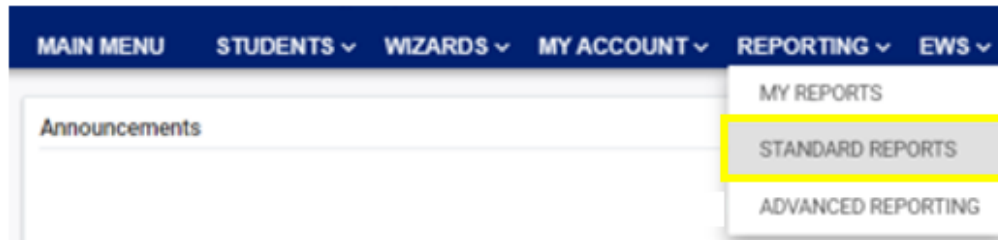
## ECATS Federal Reporting Webinar Videos

Link/Topic & Description	Module	Release Date
<a href="#">ECATS Webinar – Child Count Reporting</a> 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



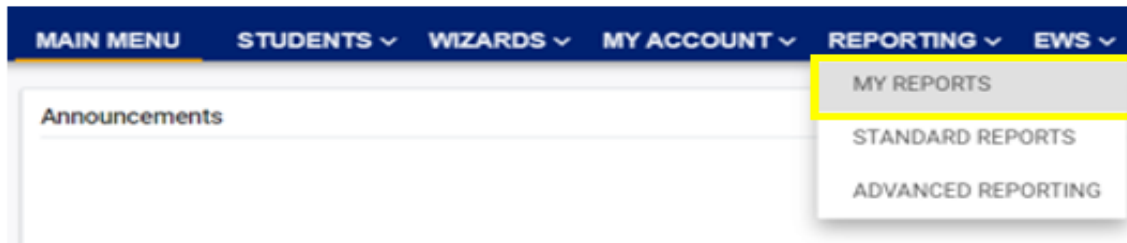
# Child Count Report

- Child Count report available to review data



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

# Child Count Report



## Reports

Report	Date Created	Created By
<a href="#">Child Count</a>	01/03/2023 19:30:00	Khalilah Sabreen OFarrow

Region	District	School	StudentID	Is Duplicated	Potential Duplicates	School Code is Blank	Grade is Blank	PK Grade Check	Developmental Delay Age Not Appropriate	Setting Age Not Appropriate	Provision of Services Parental Consent Date is blank	Race	StudentID	IsLEP
Region ABC	ABC County	ECATS	ABC123		Potential Dup						X			
Region ABC	ABC County	ECATS	ABC234											
Region ABC	ABC County	ECATS	ABC345	X	Potential Dup									
Region ABC	ABC County	ECATS	ABC456		Potential Dup						X			
Region ABC	ABC County	ECATS	ABC567		Potential Dup				X					
Region ABC	ABC County	ECATS	ABC678		Potential Dup						X			
Region ABC	ABC County	ECATS	ABC789		Potential Dup									
Region ABC	ABC County	ECATS	ABC890	X	Potential Dup						X			
Region ABC	ABC County	ECATS	ABC321		Potential Dup				X		X			
Region ABC	ABC County	ECATS	ABC432	X	Potential Dup						X			

< > Child Count **Exceptions** +

# Child Count Report

Total Students:		72				
Region	LEA Name	Student ID	Age As Of Count Period End	Grade	IEP Start Date	Exceptionality Category
Region A	ECATS	ABC123	13	7	2022-12-09	AU
Region A	ECATS	ABC124	2	PK	2022-04-06	LD
Region A	ECATS	ABC125	15	AE	2022-05-13	LD
Region A	ECATS	ABC126	10	4	2022-05-25	LD
Region A	ECATS	ABC127	9	3	2022-10-12	LD
Region A	ECATS	ABC128	10	5	2022-09-09	ED
Region A	ECATS	ABC129	8	3	2022-09-09	DD
Region A	ECATS	ABC130	6	1	2022-10-03	SI
Region A	ECATS	ABC131	9	4	2022-10-07	ED
Region A	ECATS	ABC132	11	5	2022-06-01	LD
Region A	ECATS	ABC133	7	2	2022-05-11	DD
Region A	ECATS	ABC134	14	8	2022-11-04	AU
Region A	ECATS	ABC135	12	PK	2022-11-29	SI
Region A	ECATS	ABC136	13	OS	2022-09-09	OH
Region A	ECATS	ABC137	10	4	2022-04-06	LD
Region A	ECATS	ABC138	9	3	2022-04-07	LD
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 1<sup>st</sup> includes the student in their Child Count

- ✓ PSU in which the student is not enrolled as of April 1<sup>st</sup> excludes the student from their Child Count

- **Developmental Delay Age Not Appropriate**

- ✓ Student is age 8 or older and DD displays as the primary disability







- **Provision of Services Parental Consent Date is blank**

- ✓ Student is missing the Provision of Services Parental Consent event

# Common Exceptions:

## *Developmental Delay Age Not Appropriate*

- ✓ Student must have a finalized Eligibility Determination with new primary disability on or before April 1<sup>st</sup>
- ✓ Check the time stamp of the finalized Eligibility Determination and the IEP

06/06/2022		05/10/2023			IEP Document (ID# 156609)	05/26/2022 16:58
05/26/2022		05/26/2025			Eligibility Determination (ID# 156610)	05/26/2022 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.

# Common Exceptions: *Provision of Services* *Parental Consent Date is blank*

## ❑ 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**

# Common Exceptions: *Provision of Services Parental Consent Date is blank*

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

<u>Event Date*</u>		<u>Event Type</u>
11/14/2022		IEP
11/14/2022		Provision of Services Parental Consent

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

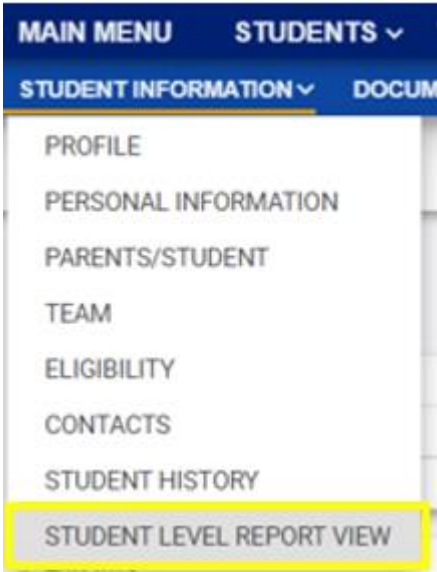
Documents					
<u>Document</u>		Batch	<u>Status</u>	Del	Attachment
<a href="#">Consent for Services</a>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<a href="#">Consent for Services</a>
<a href="#">Consent for Eval</a>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<a href="#">consent for evaluatin</a>



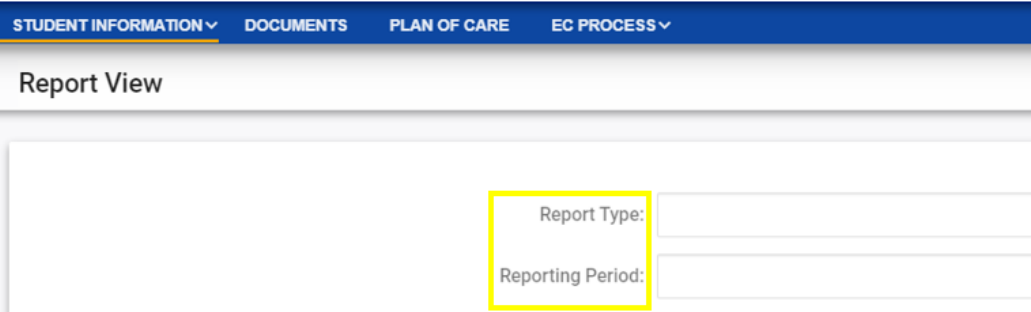
# Reminder: Student Level Report View

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

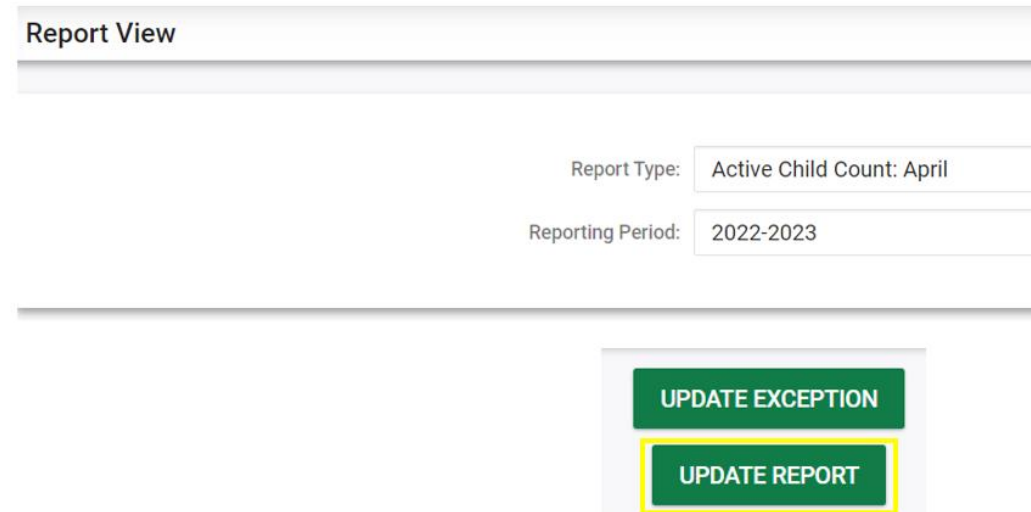
1



2



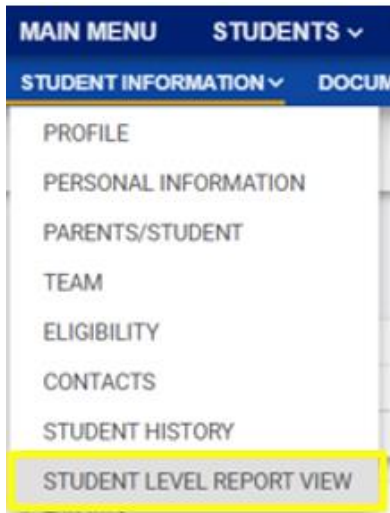
3



The image shows a three-step process for navigating to and updating the Student Level Report View. Step 1 shows the 'STUDENTS' dropdown menu with 'STUDENT LEVEL REPORT VIEW' highlighted. Step 2 shows the 'Report View' page with the 'Report Type' and 'Reporting Period' fields highlighted. Step 3 shows the 'Report View' page with the 'Report Type' as 'Active Child Count: April' and the 'Reporting Period' as '2022-2023'. The 'UPDATE REPORT' button is highlighted.

# Steps to exclude student record

1

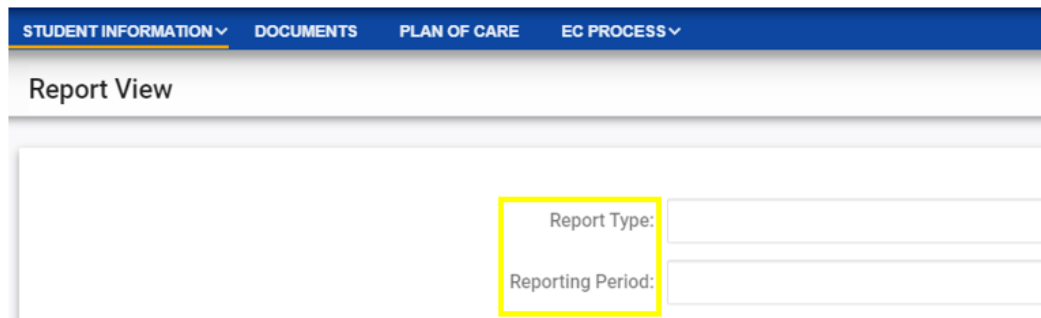


MAIN MENU STUDENTS ▾

STUDENT INFORMATION ▾ DOCUMENTS

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

2



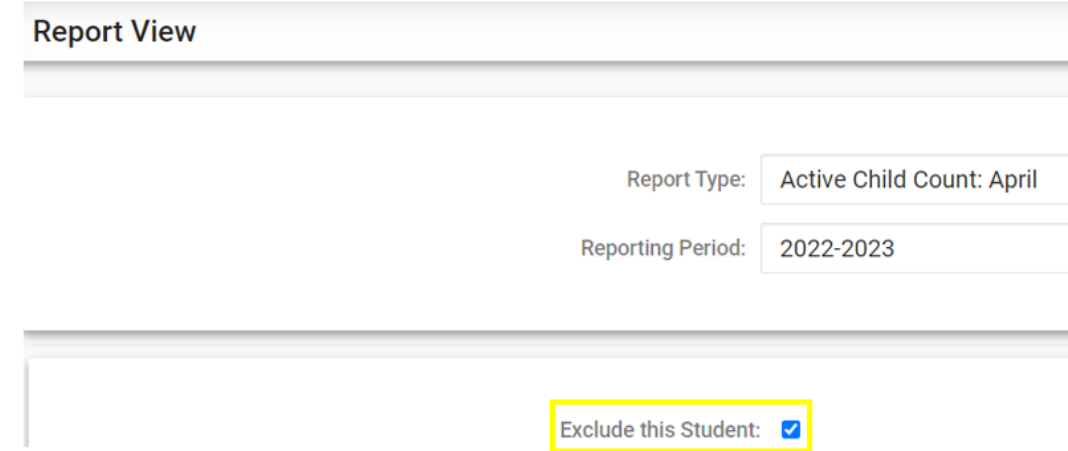
STUDENT INFORMATION ▾ DOCUMENTS PLAN OF CARE EC PROCESS ▾

Report View

Report Type:

Reporting Period:

3



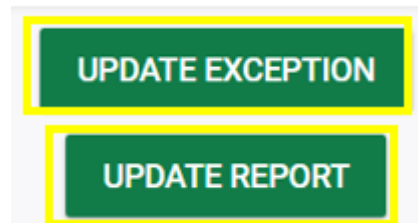
Report View

Report Type: Active Child Count: April

Reporting Period: 2022-2023

Exclude this Student: ☒

4





















UPDATE EXCEPTION

UPDATE REPORT

# Child Count Report: Missing Students

## *Things to check on the Student History screen*

Student History				
Event Date*	Event Type	Begin Date	End Date	
06/13/2022	 Provision of Services Parental Consent			
06/13/2022	 Notification - IEP			
06/12/2022	 IEP	06/13/2022		06/12/2023
06/12/2022	 Eligibility Determination	06/12/2022		06/12/2025
03/30/2022	 Parent Consent (Yes)			
03/25/2022	 Notification - IEP			
03/14/2022	 Referral			
07/16/2021	 Grade Change (Fourth Grade)	07/16/2021		07/13/2022
08/19/2019	 Student Enrollment			

- Provision of Services Parental Consent event date on or before 4/1
- IEP/PSSP/CSP begin date on or before 4/1
- IEP/PSSP/CSP end date after 4/1
- Student Enrollment date on or before 4/1

# APRIL CHILD COUNT Q&A

We are here to answer your questions!

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



# 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 Resource website: Federal Reporting Office Hours

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