

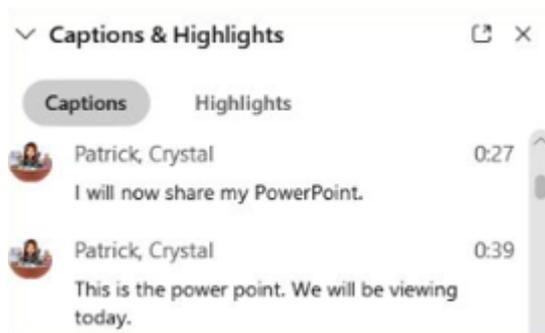
Federal Reporting Office Hours

Special Programs and Data *April 2024*

Automated Captioning for Participants in Webex

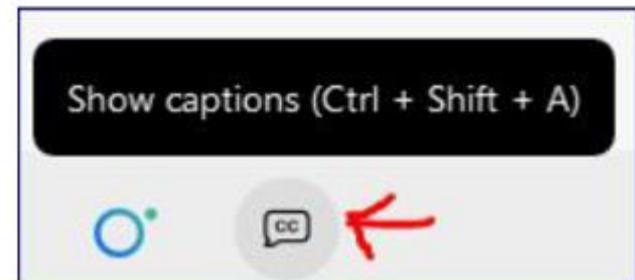
Option 1: Caption and Highlights Panel

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

April Child Count Updates & Reminders

April Child Count *Reminders*

Active Child Count



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION
Catherine Truitt, Superintendent of Public Instruction
www.dpi.nc.gov

April 1, 2024 Child Count Verification Form (Form must be Typed or Printed)

Date:

PSU Name:

PSU Number:

Number of Students with Disabilities reported on 4/1/2024:

Name of authorized Exceptional Children Personnel:

(Print name)

Authorized Exceptional Children Signature:

(Sign name)

Scan and Email Child Count Verification Form by 3/29/2024 to:

khalilah.ofarrow@dpi.nc.gov or tory.lawrence@dpi.nc.gov

(*Must be printed and signed prior to email)

OFFICE OF EXCEPTIONAL CHILDREN

Dr. Carol Ann M. Hudgens, Senior Director | CarolAnn.Hudgens@dpi.nc.gov
6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 236-2550

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

- It captures reporting data on students receiving special education as of April 1st
- Active Child Count certification window is during the month of April
- **Expectation that EC Director certifies Active Child Count on or before the certification due date**
- If the EC Director does not certify the count, a signed and scanned verification form must be submitted to Khalilah O’Farrow-Boulware or Tory Lawrence

The Child Count certification window opens on April 1st!

Due Date April 29, 2024



April Child Count: Resources

- Go to ECATS Main Menu > Resources

Resources

- ECATS Documents
- EWS & Intervention Planning Documents
- Federal Reporting**
- General
- Service Logging Documents

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
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

April Child Count: Resources

ECATS Main Menu > Resources



Student Record Review Checklist to Ensure Accuracy for Child Count

ECATS Screens/Workspace	What to check
Student History page	The student must have been enrolled in the district on or before the count period date (12/1 for December Count or 4/1 for April Count). Look for Student Enrollment event and verify Event Date is correct.
Student History page	Students with an Initial referral after 7/1/2019 must have Parental Consent for services response documented to be included.
Student History page or Finalized IEP document	The student must have a finalized IEP/PSSP/CSP event that is valid on the count period date (12/1 for December Count or 4/1 for April Count). Check Begin Date and End Date on Student History page. OR Check From and To dates on finalized IEP document for most current IEP.

ECATS Child Count Warnings and Exceptions Guide

Key Points:

- Warnings do not need to be addressed in order to certify the Child Count.
- Errors must be corrected prior to certification.
- Students must have a current IEP on the child count date (12/1 or 4/1) in order to be included.
- Students with an Initial referral after 7/1/2019 must have Parental Consent for services response documented to be included.

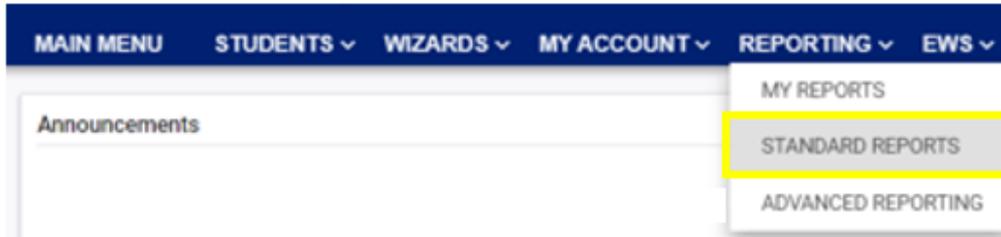
Warning Type	Exception	Action
Error	Is Duplicated	Same student ID exists on another LEA's Child Count. Work with the other LEA where the student duplicated to determine which district needs to resolve this via exclusion in ECATS. Find LEA Data Manager here . Once the student is excluded both districts should click Update Report on the Student Level Report View Page to clear the error.
Warning	Potential Duplicates	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. If School Code exists in PowerSchool, submit a ZenDesk ticket for it to be corrected in ECATS.
Error	Grade is Blank	Student is missing a grade code. Update this in PowerSchool. If grade exists in PowerSchool, submit a ZenDesk ticket for it to be corrected in ECATS.
Error	PK Grade Check	Student is greater than 5 years old and is being counted in Pre-K. Verify student grade, update in PowerSchool if it is incorrect.
Error	Developmental Delay Age Not Appropriate	Student that is 8 or older and has DD Eligibility. If no new eligibility exists on or before 12/1 (December) or 4/1 (April), exclude student from count.
Warning	Setting Age Not Appropriate	Students' age is not appropriate for the setting on the count period date, this is a warning and can be ignored.

April Child Count

The Child Count Report

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 2024 | 04/02/2023 - 04/01/2024

CHECK ALL CHECK NONE

Import Holding School CECAS Migrant

Schools: North Carolina Schools DPI FTE School

Graduated Students LEP

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

<u>Report</u>	<u>Date Created</u>	<u>Created By</u>
Child Count	03/02/2024 16:27:00	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: 307												
Region	LEA Code	LEA Name	Student ID	Last Name	First Name	Date Of Birth	Age As Of Count Period End Date	Grade	IEP Start Date	Exceptionality Category	Setting	PlanType
ECATS	ABC	ECATS	ABC123	Student	Sample1	2019-08-28	4	PK	2023-11-04	SI	RECP2	IEP
ECATS	ABC	ECATS	ABC124	Student	Sample2	2021-10-08	2	PK	2023-11-28	AU	RECP2	IEP
ECATS	ABC	ECATS	ABC125	Student	Sample3	2015-03-06	9	3	2023-05-10	SI	PPP	PSSP
ECATS	ABC	ECATS	ABC126	Student	Sample4	2016-12-24	7	1	2024-02-06	SI	PPP	PSSP
ECATS	ABC	ECATS	ABC127	Student	Sample5	2012-04-05	11	6	2023-10-17	SI	PPP	PSSP
ECATS	ABC	ECATS	ABC128	Student	Sample6	2019-03-29	5	PK	2023-12-20	SI	PKPL	IEP
ECATS	ABC	ECATS	ABC129	Student	Sample7	2020-03-03	8	3	2024-01-31	DD	REG	IEP
ECATS	ABC	ECATS	ABC130	Student	Sample8	2021-02-27	3	PK	2024-02-27	AU	PKPL	IEP
ECATS	ABC	ECATS	ABC137	Student	Sample15	2019-01-10	5	1	2024-02-17	SI	REG	PSSP
ECATS	ABC	ECATS	ABC138	Student	Sample16	2012-02-13	12	PK	2024-01-18	AU	PPP	PSSP
ECATS	ABC	ECATS	ABC139	Student	Sample17	2019-12-13	4	PK	2023-11-08	AU	PKPL	IEP
ECATS	ABC	ECATS	ABC140	Student	Sample18	2019-07-19	4	PK	2024-01-15	SI	PPP	PSSP
ECATS	ABC	ECATS	ABC141	Student	Sample19	2019-07-19	4	PK	2024-01-15	SI	PPP	PSSP

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
- **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

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

<u>IEP Document</u> (ID# 156609)	05/12/2023 16:58
<u>Eligibility Determination</u> (ID# 156610)	05/12/2023 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

The screenshot illustrates the process of updating the Student Level Report View in three steps:

- Step 1:** A navigation menu is shown with the 'STUDENT LEVEL REPORT VIEW' option highlighted in yellow.
- Step 2:** The 'Report View' page is shown with the 'Report Type' and 'Reporting Period' fields highlighted in yellow.
- Step 3:** The 'Report View' page is shown with the 'Report Type' field set to 'Active Child Count: December' and the 'Reporting Period' field set to '2022-2023'. The 'UPDATE REPORT' button is highlighted in yellow.

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 **STUDENT INFORMATION** ▾ DOCUMENTS

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

2 Report View

Report Type: _____

Reporting Period: _____

3 Report View

Report Type: Active Child Count: April

Reporting Period: 2023-2024

Exclude this Student:

4 UPDATE EXCEPTION

UPDATE REPORT

Common Exception: Provision of Services *Parental Consent Date is blank*

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.

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.

Reminder: Consent Response

EC Process > Consent screen

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.

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.

Documents created for

- [Consent for Eval](#)
- [Consent for Services](#)

Remember: An open check box associated with the Consent document indicates the document was finalized, the but the Consent response has not yet been submitted on the EC Process > Consent screen.

Reminder: Consent Response EC Process > Consent screen

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)

i 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: 

i The following question is specific to private school students ONLY. Regardless of whether a student is private school or public school status, users should complete the applicable EC processes.

Is the parent requesting an evaluation/reevaluation solely for the purpose of applying or renewing scholarships (vouchers), and will not receive services through a private school services plan (PSSP)?

Date: 

SUBMIT CONSENT TO EVALUATE 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

Reminder: Consent Response

Confirm the response was submitted

Documents created for

- E** [Consent for Eval](#)
- E** [Consent for Services](#)

Remember: The red **E** associated with the Consent document indicates the document was finalized, and the Consent response was submitted on the EC Process > Consent screen.

Student History

05/14/2023



Provision of Services Parental Consent

03/17/2023



Parent Consent (Yes)

Remember: The Provision of Services Parental Consent event and Parent Consent (Yes) event on the Student History screen indicates the Consent responses were submitted on the EC Process > Consent screen.

Reminder: Upload Consent document(s)

- 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
<u>Consent for Services</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>Consent for Service</u>
<u>Consent for Eval</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>Signed Consent</u>

Child Count Report: Missing Students

Things to check on the Student History screen

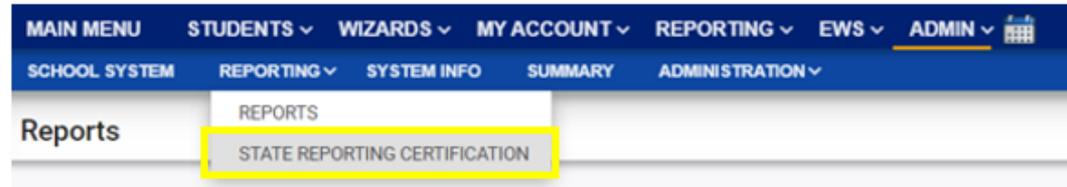
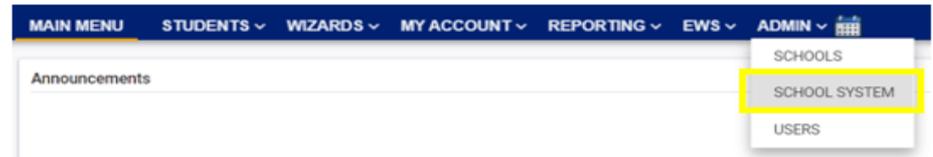
Student History				
Event Date*	Event Type	(transferred from)	Begin Date	End Date
11/15/2023	IEP		11/24/2023	11/14/2024
11/15/2023	Provision of Services Parental Consent			
11/15/2023	Notification - IEP			
11/15/2023	Eligibility Determination		11/15/2023	11/15/2026
09/25/2023	Parent Consent (Yes)			
09/25/2023	Medicaid Parental Consent (Overall)		09/25/2023	
09/25/2023	Notification - IEP			
09/14/2023	Referral			
08/25/2023	Grade Change (P2)		08/25/2023	
08/25/2023	School Change (CECAS)		08/25/2023	
08/24/2023	Student Enrollment			

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

April Child Count Certifying April Child Count

Certifying April Child Count

- From the Admin drop list, select School Systems.
- From the secondary level Reporting drop list, select State Reporting Certification.
- From the State Reporting Certification screen, click the Certify button next to Active Child Count: April.



State Reporting Certification For

Timeframe: 2023 - 2024

Report	Report Date	Certified	Certified By	Date Certified	Certify/Decertify	Details
Indicator 5: Educational Environments for Ages 6-21	12/01/2023	Report does not need certification			SUMMATION	
Indicator 6: Educational Environments for Ages 3-5	12/01/2023	Report does not need certification			SUMMATION	
Indicator 7: Preschool Outcomes	06/30/2024	✓				
Indicator 11: Child Find	06/30/2024	✓				
Indicator 14: Post School Outcomes	06/30/2023	Report does not need certification			SUMMATION	
Indicator 15: Due Process Complaints	06/30/2024	Report does not need certification			SUMMATION	
Indicator 16: Dispute Resolution	06/30/2024	Report does not need certification			SUMMATION	
Active Child Count: December	12/01/2023	✓		12/14/2023	Finalized	VIEW
Active Child Count: April	04/01/2024	✓			CERTIFY	

Certifying April Child Count

- Select the Certification check box, then click the Certify Active Child Count button. ***Do not click Print Certification Status before you click Certify Active Child Count.***

2024 Certification Process For Active Child Count: Calender Mid Year Report

Certification

I certify that the information was submitted and accepted by ECATS for Region/LEA: Region by Khalilah Sabreen OFarrow on

Summation Data

Number of records submitted for active students enrolled in special education on April 1, 2024: 0

[CERTIFY ACTIVE CHILD COUNT](#) 😊
[PRINT CERTIFICATION STATUS](#)
[VIEW AUDIT HISTORY](#)
[BACK](#)

Certifying April Child Count

- Return to the State Reporting Certification screen to confirm the April Child Count is certified. To confirm Child Count Certification, check for the following:
 1. A green check mark under the column, **Certified**
 2. A name under the column, **Certified By**
 3. A date under the column, **Date Certified**
 4. The Decertify button under the column, **Certify/Decertify**
 5. The View button under the column, **Details**

State Reporting Certification For						
Timeframe: 2023 - 2024						
Report	Report Date	Certified	Certified By	Date Certified	Certify/Decertify	Details
Active Child Count: April		✓	Khalilah Sabreen OFarrow	(Date Certified)	DECERTIFY	VIEW

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!



Updates, Reminders, & Tips

Indicator 12

Updated Resources

Indicator 12 Spreadsheet

- All reporting dates are updated for current year
- Highlight that ***Section A item e*** refers to Part C **eligibility date** rather than Part C referral date (the previous workbook listed these two terms interchangeably so this shouldn't be “new” information but more of a clarification)

Child Find & Transition Calculator

- All reporting dates are updated for current year
- Added a column to the calculator tool to track notification follow-up dates

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 PowerPoint 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>

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](#)

[Districts & Schools](#) > [Classroom Resources](#) > [Exceptional Children](#) > [Every Child Accountability & Tracking System \(ECATS\)](#) > [Reporting](#) > [Federal Reporting Office Hours](#)

Federal Reporting Office Hours

The Office of Exceptional Children will have staff available for Federal Reporting Office Hours on the first Wednesday of each month from 10:00-10:30 a.m. and from 2:00-2:30 p.m. to provide additional support to districts with Federal Reporting questions. Student level data cannot be shared in an open forum; therefore, only general reporting and data correction questions may be addressed during the office hours. Student level data questions must be submitted via a ZenDesk ticket. To ask questions about upcoming federal reporting [join the call](#).

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

Frequently Asked Questions

[2024 Federal Reporting Office Hours Resources](#)



[2023 Federal Reporting Office Hours Resources](#)



[2022 Federal Reporting Office Hours Resources](#)



[2021 Federal Reporting Office Hours Resources](#)



Reporting

Federal Reporting Office Hours

Final Thoughts & Questions