Federal Reporting Office Hours

Special Programs and Data

December 2021

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 Tips

Active Child Count: December

Indicator 7

Exit Count

Indicator 11

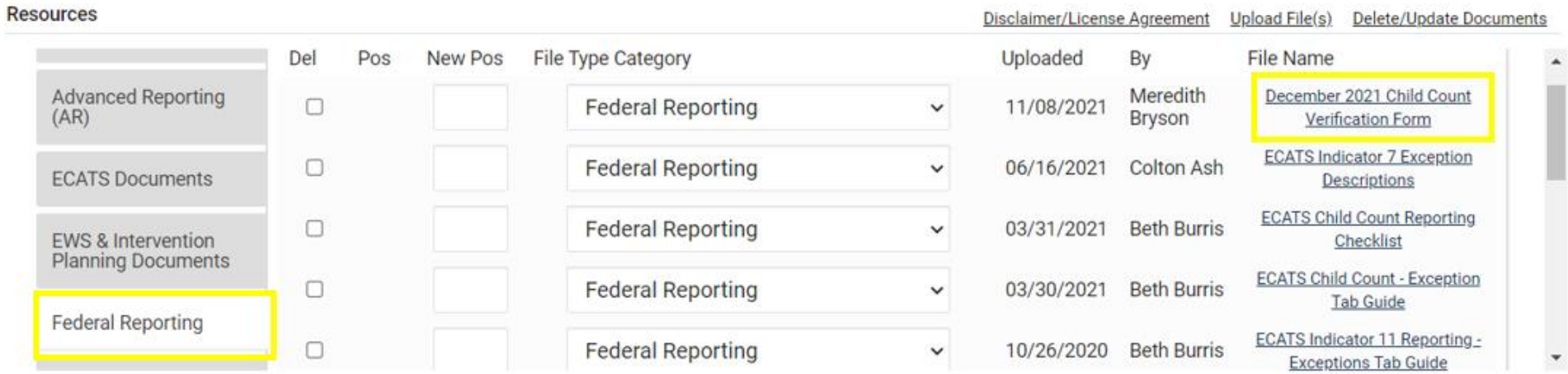
Indicator 12

Active Child Count

December Child Count

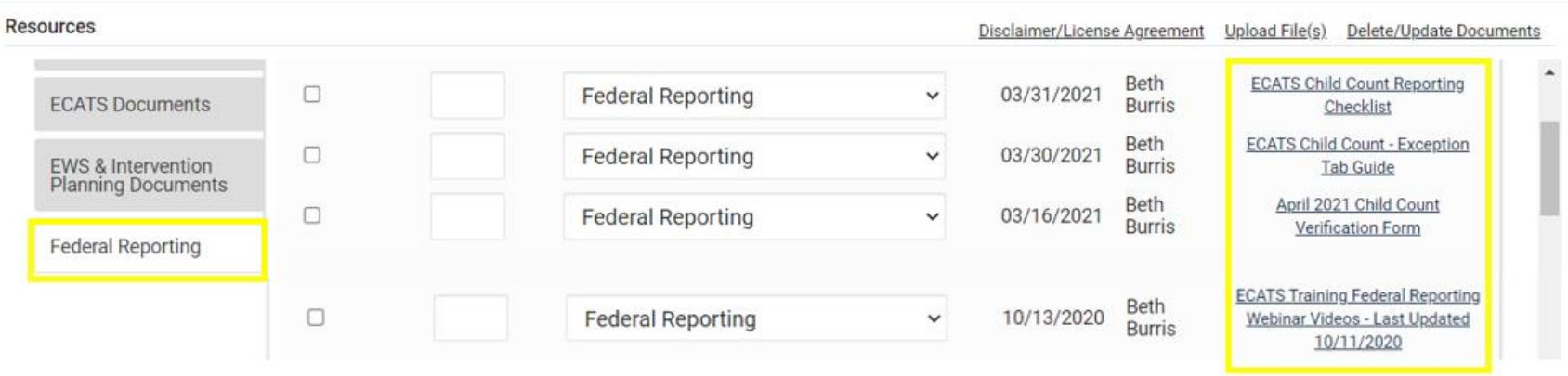
December Child Count: Reminders

- Opened December 1st and closes December 20th
- **Expectation that EC Director certifies December Child Count on or before December 20th.**
- 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.



December Child Count: Resources

- Go to ECATS Main Menu > Resources



PUBLIC CONSULTING GROUP
Solutions that Matter

ECATS

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

December Child Count: Resources

ECATS Main Menu > Resources

ECATS

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

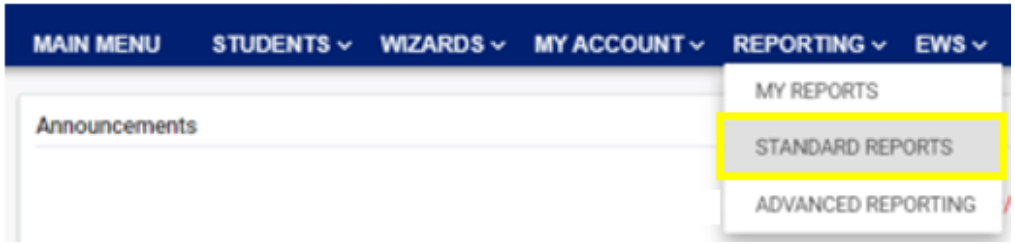
Key Points:

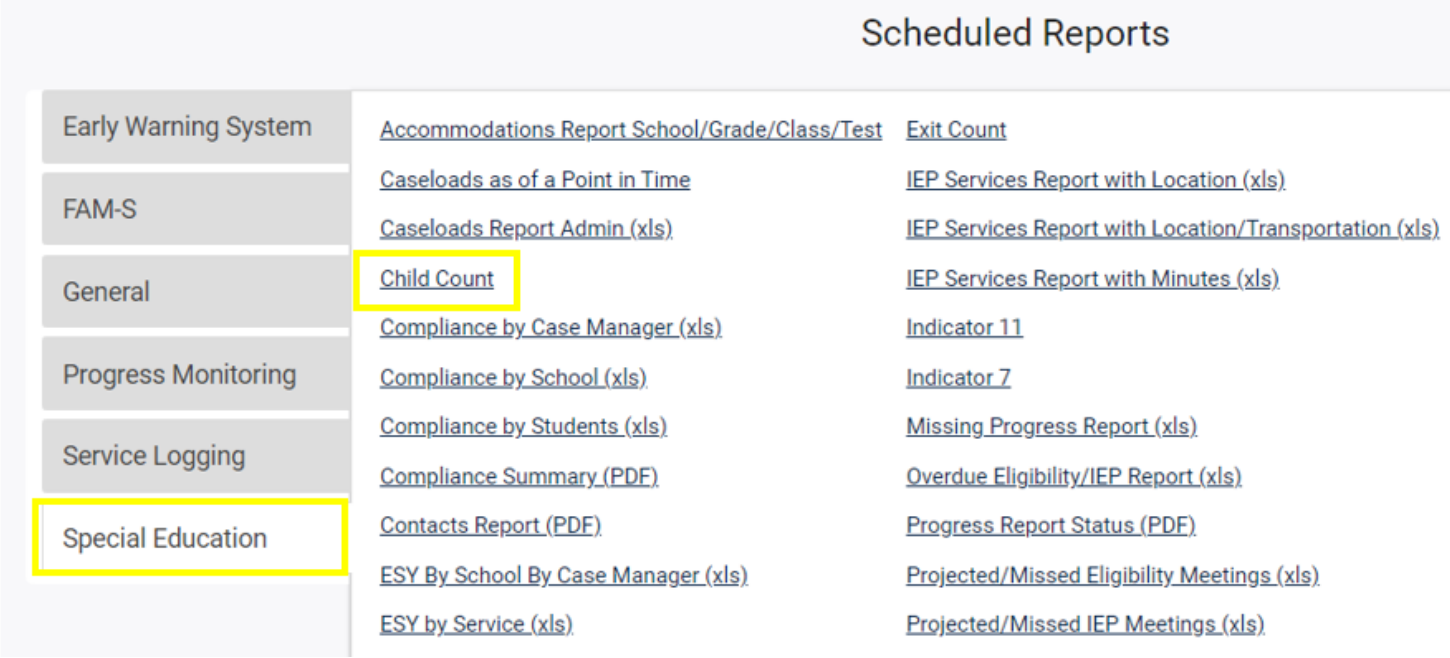
- Warnings do not need to be addressed in order to certify the Child Count.
- Errors must be corrected prior to certification.
- Students must have a current IEP on the child count date (12/1 or 4/1) in order to be included.
- Students with an Initial referral after 7/1/2019 must have Parental Consent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

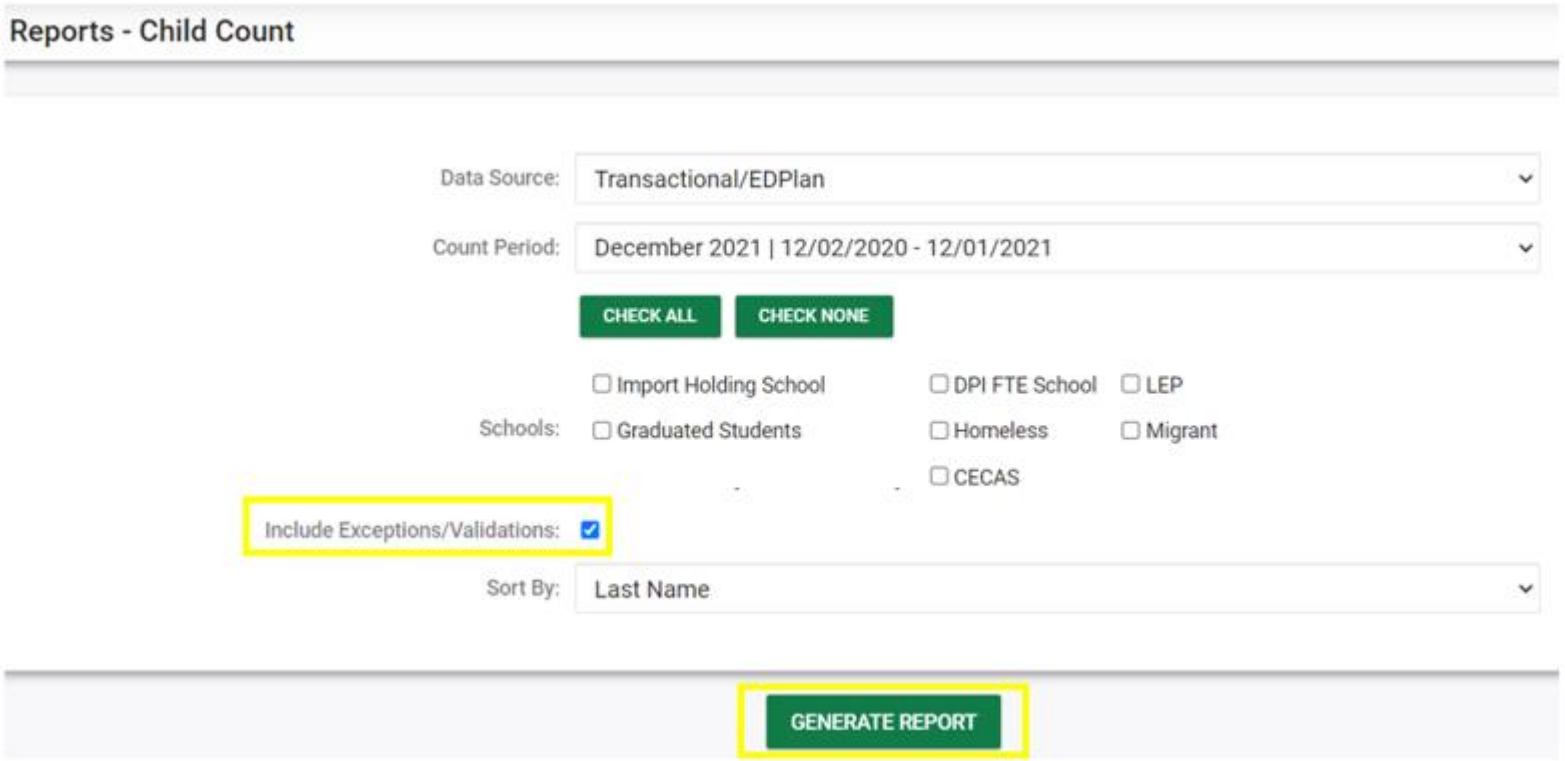
Child Count Report

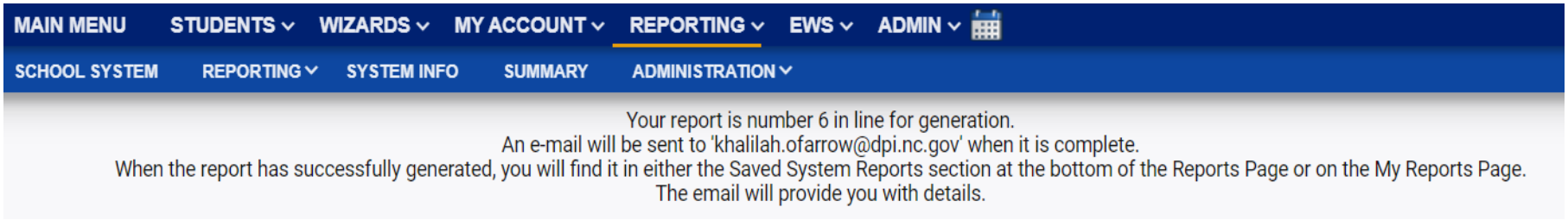
- Child Count report available to review data



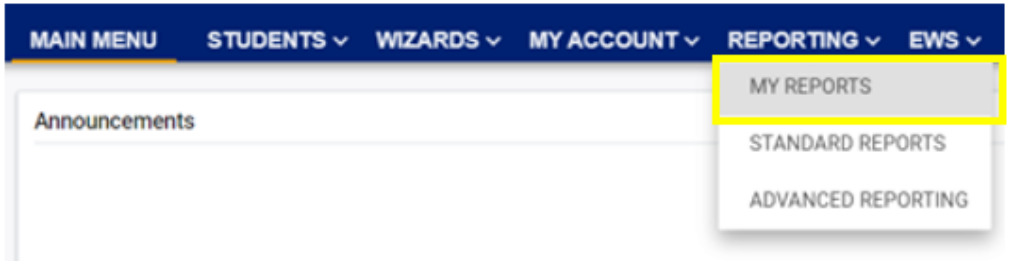


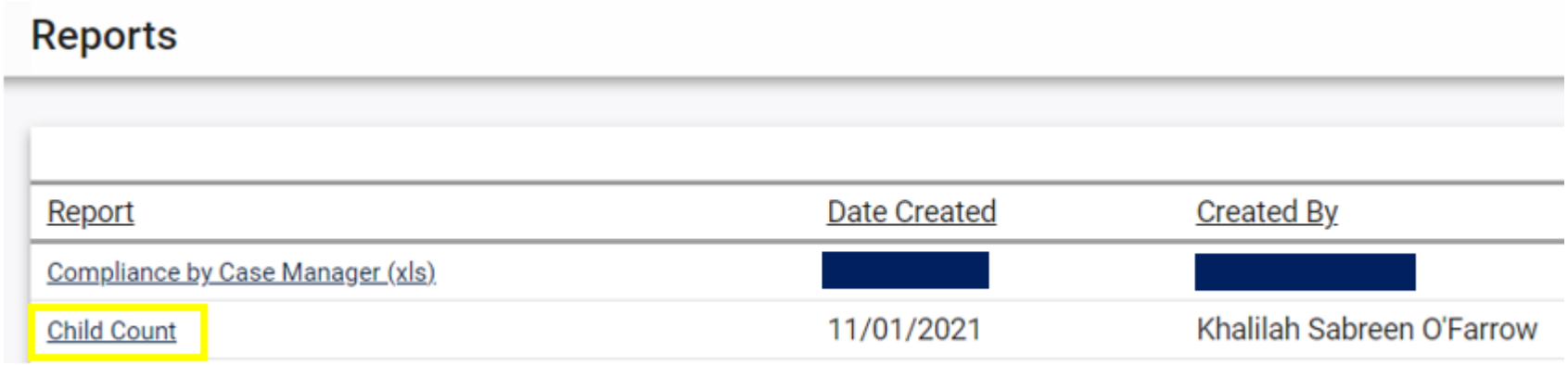
Child Count Report





Child Count Report





	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Region	District	School	LastName, FirstName	Middle Initial	StudentID	Is Duplicated	Potential Duplicates	School Code is Blank	Grade is Blank	PK Grade Check	Developmental Delay Age Not Appropriate	Setting Age Not Appropriate	Race	StudentID	IsLEP
2	ECATS	ECATS	ECATS Academy	ABC, DEF	A	1234000										
3	ECATS	ECATS	ECATS Academy	GHI, JKL	B	5678000										
4																
25																

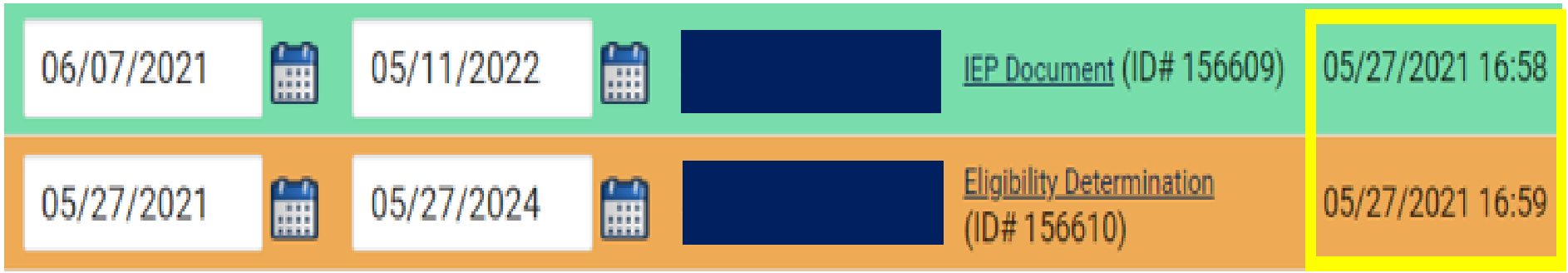
Child Count | Exceptions

Child Count Report: Common Exceptions

- Potential Duplicates
  - ✓This is a warning; no action is needed
- Setting Age Not Appropriate
  - ✓This is a warning; no action is needed
- Is Duplicated
  - ✓PSU in which the student is enrolled as of December 1st includes the student in their Child Count
  - ✓PSU in which the student is not enrolled as of December 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

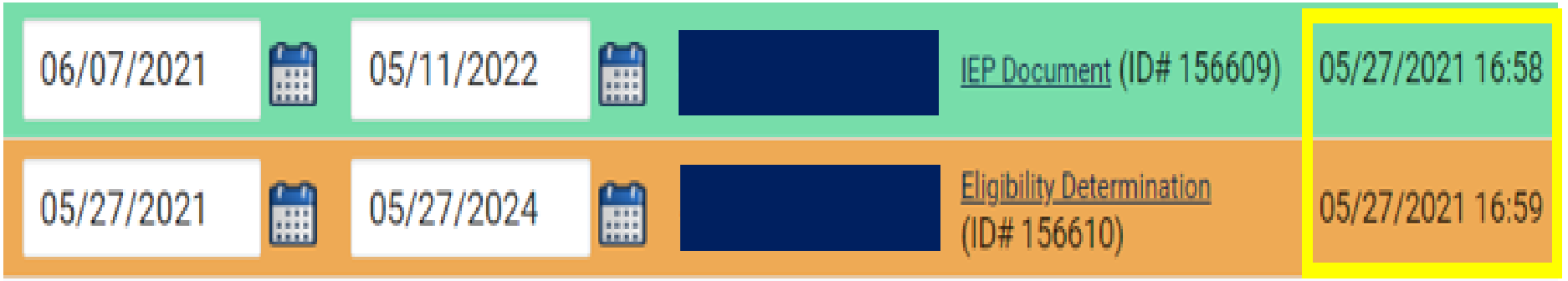
Child Count Report: Common Exceptions

- Developmental Delay Age Not Appropriate
  - ✓Error occurs when student is age 8 or older and still has DD selected as the primary disability
  - ✓Student must have a finalized Eligibility Determination with new primary disability on or before December 1st
  - ✓Check the time stamp of the finalized Eligibility Determination with the updated primary disability and the time stamp of the Annual Review/Addendum IEP



Child Count Report: Common Exceptions

- Developmental Delay Age Not Appropriate



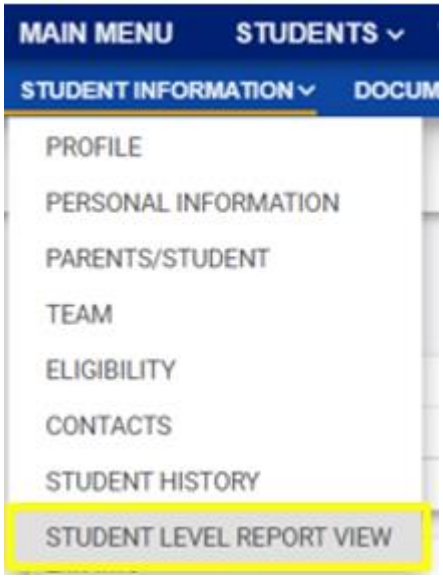
✓If the Eligibility Determination with the new disability was finalized after the IEP…

- ❑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

1



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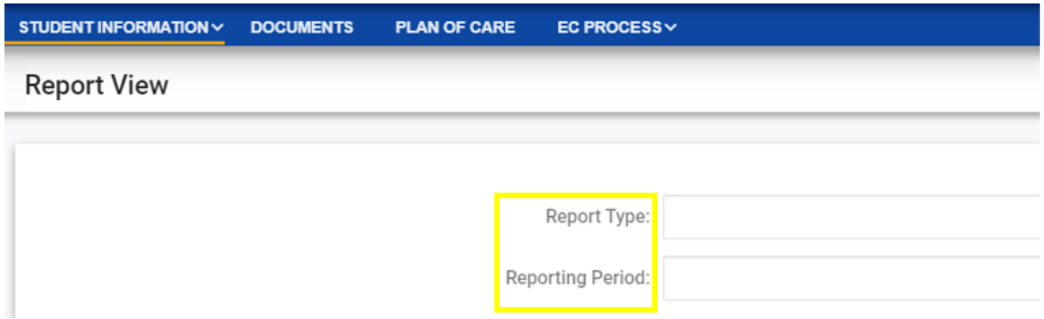

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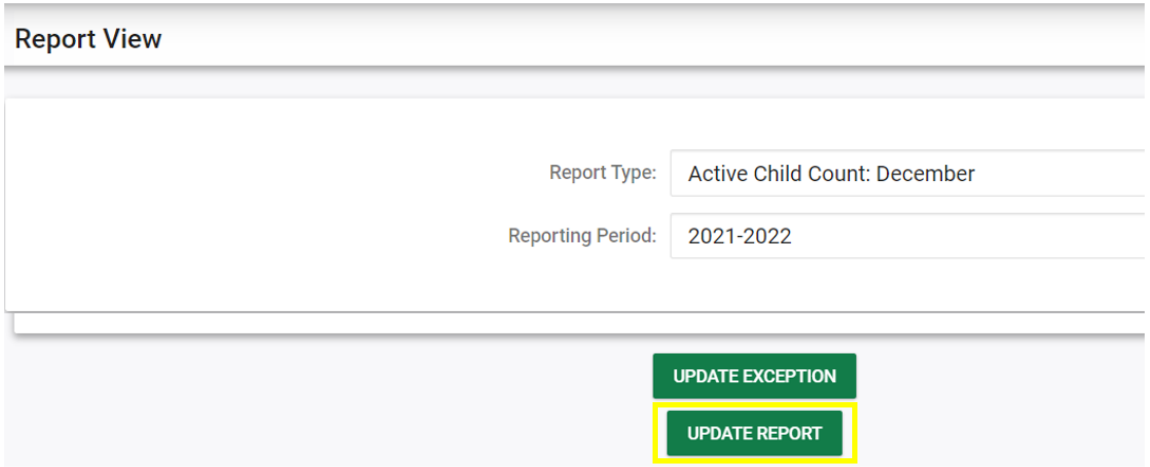
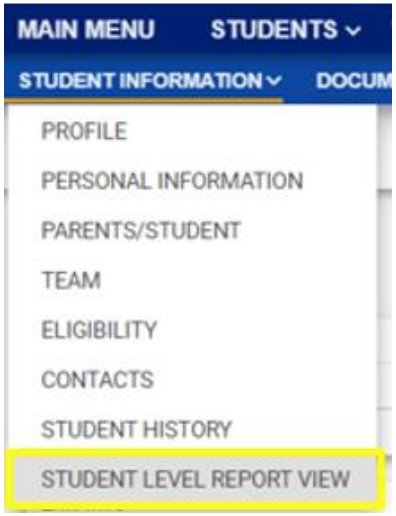


Child Count Report: Common Exceptions

- 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



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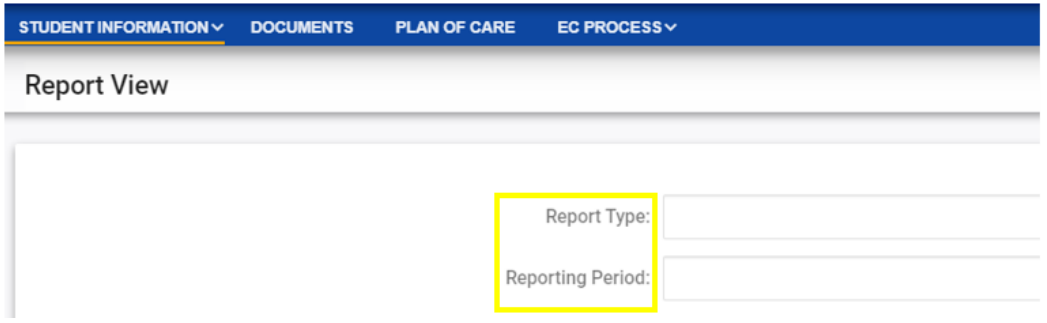

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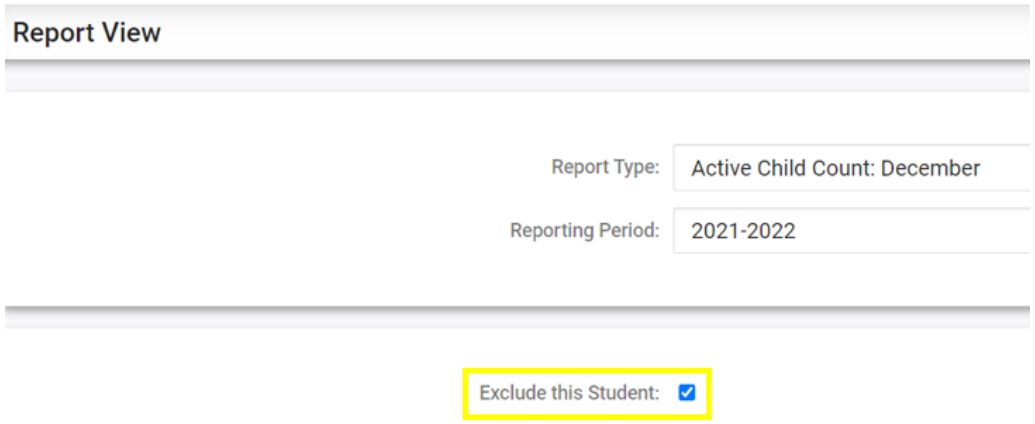


4

Child Count Report: Missing Students

Things to check on the Student History screen

Event Date*	Event Type	(transferred from)	Begin Date	End Date
10/22/2021	Notification - IEP			
10/22/2021	Provision of Services Parental Consent			
11/29/2021	Progress Report (2021 - Trimester 1)			
10/22/2021	IEP		10/22/2021	10/21/2022
10/22/2021	Eligibility Determination		10/22/2021	10/22/2024
08/23/2021	Student Enrollment			

Provision of Services Parental Consent for Services event on or before December 1st

IEP/PSSP/CSP Event Date on or before December 1st
IEP/PSSP/CSP Begin Date on or before December 1st
IEP/PSSP/CSP End Date after December 1st

Student enrollment on or before December 1st

Indicator 7 Tips

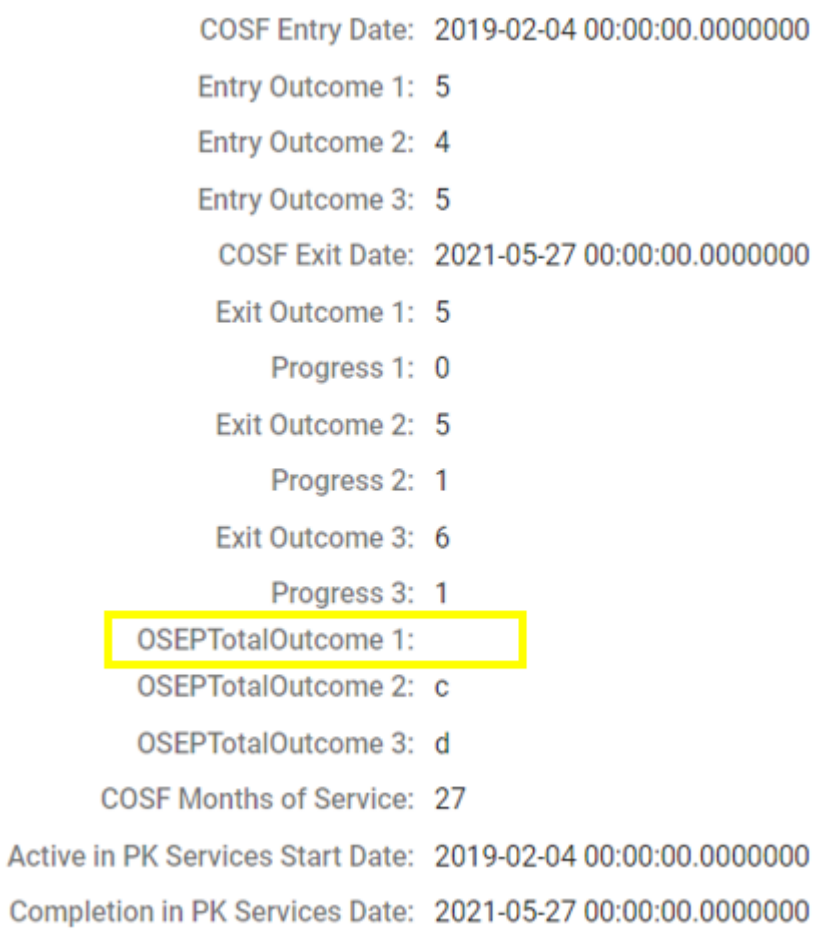
Preschool Outcomes

Preparing for Indicator 7

Indicator 7 Report: *Things to check in the student record*

- ❑Charter Schools should also review Indicator 7 report (kindergarten student transfers w/ COSF data)
- ❑Student is between age 3 and less than 6 as of the COSF Exit Date.
- ❑Student received EC services in PreK for at least 6 months. ***At least 6 months of services from Active in Pre-k services start date and Active in Pre-k services completion date.
- ❑Student has Exit COSF event between the Begin Date and End Date (7/1 - 6/30) of the reporting period.
- ❑Student Level Report View displays all three OSEP Total Outcome ratings

Preparing for Indicator 7
Student Level Report View

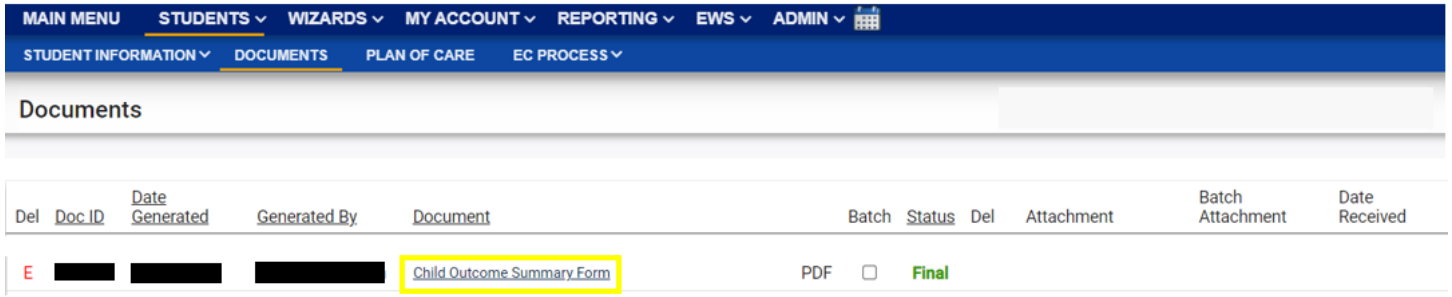


COSF Entry Date:	2019-02-04 00:00:00.0000000
Entry Outcome 1:	5
Entry Outcome 2:	4
Entry Outcome 3:	5
COSF Exit Date:	2021-05-27 00:00:00.0000000
Exit Outcome 1:	5
Progress 1:	0
Exit Outcome 2:	5
Progress 2:	1
Exit Outcome 3:	6
Progress 3:	1
OSEPTotalOutcome 1:	
OSEPTotalOutcome 2:	c
OSEPTotalOutcome 3:	d
COSF Months of Service:	27
Active in PK Services Start Date:	2019-02-04 00:00:00.0000000
Completion in PK Services Date:	2021-05-27 00:00:00.0000000

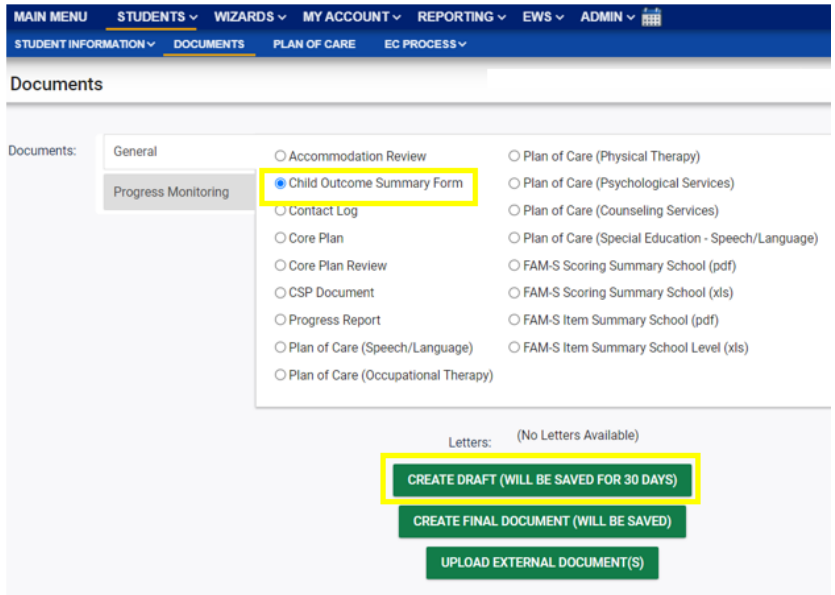
- A blank rating by an OSEPTotalOutcome category indicates a discrepancy in the Exit COSF progress rating.
- To resolve the discrepancy in the progress rating, create a new Exit COSF with the corrected information and delete the existing Exit COSF with the incorrect information.

Preparing for Indicator 7
Correcting Discrepancy in Finalized Exit COSF

Navigate to the Documents screen. Download a PDF copy of the existing finalized Exit COSF.

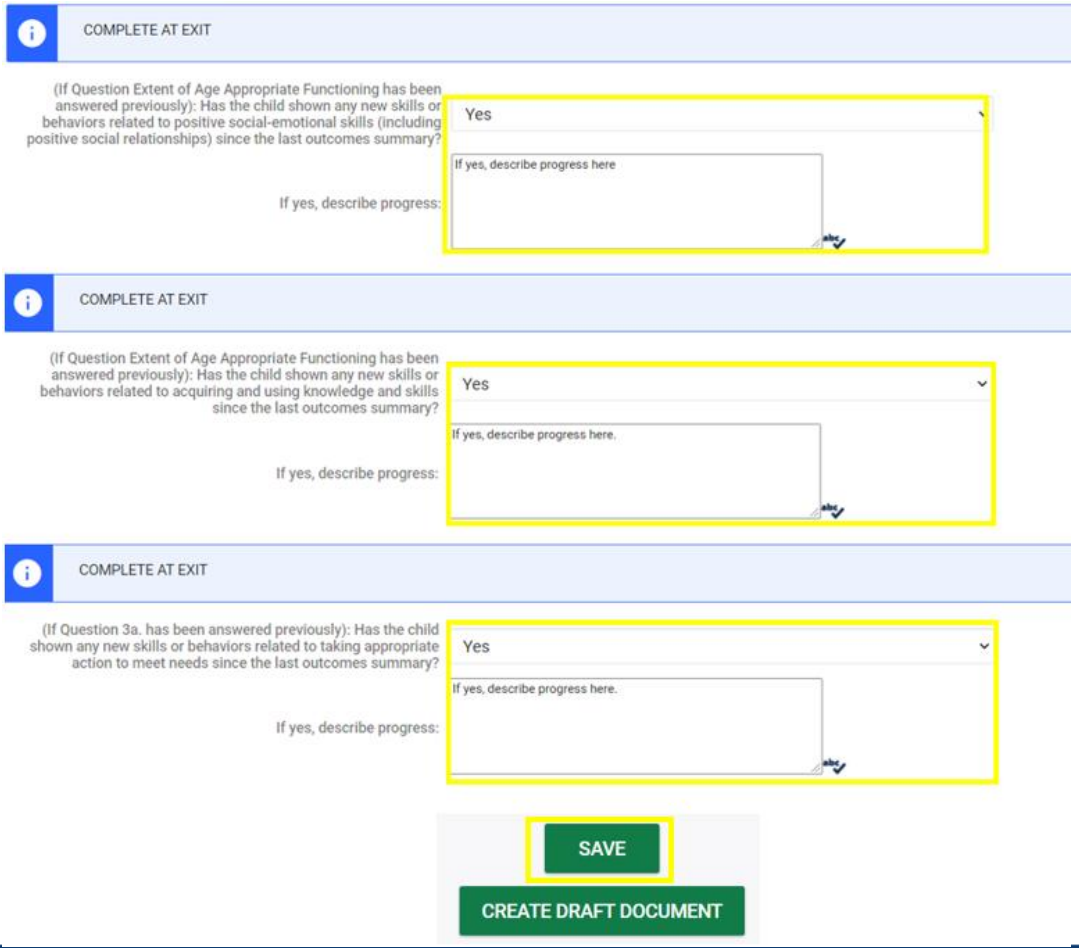


Create a Draft Exit COSF.



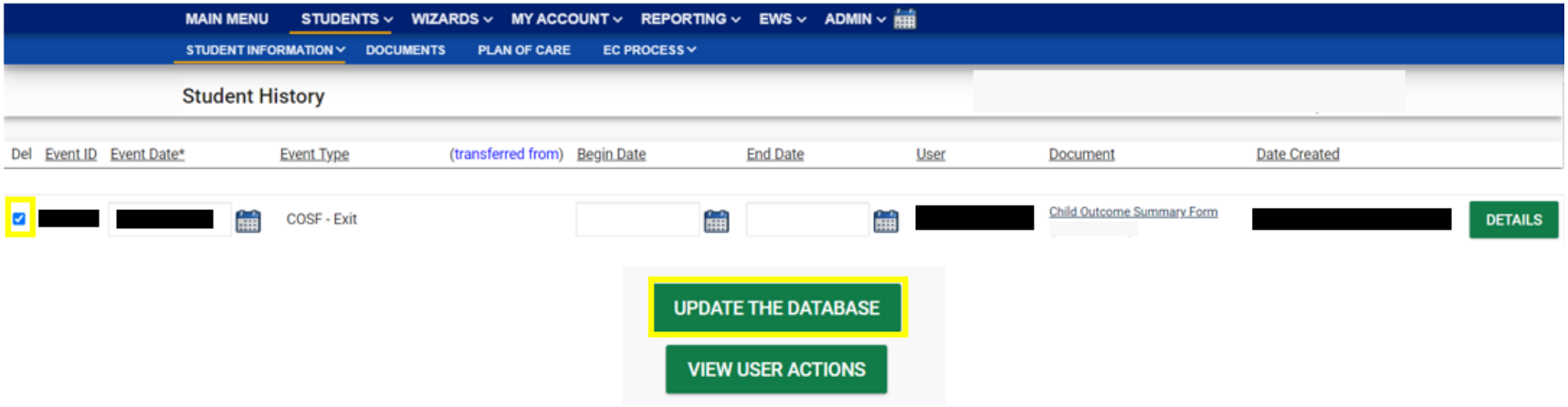
Preparing for Indicator 7
Correcting Discrepancy in Finalized Exit COSF

Update the progress response on the Draft Exit COSF along with other required fields for each of the three outcomes. Enter progress details if response is Yes. Then, click Save.



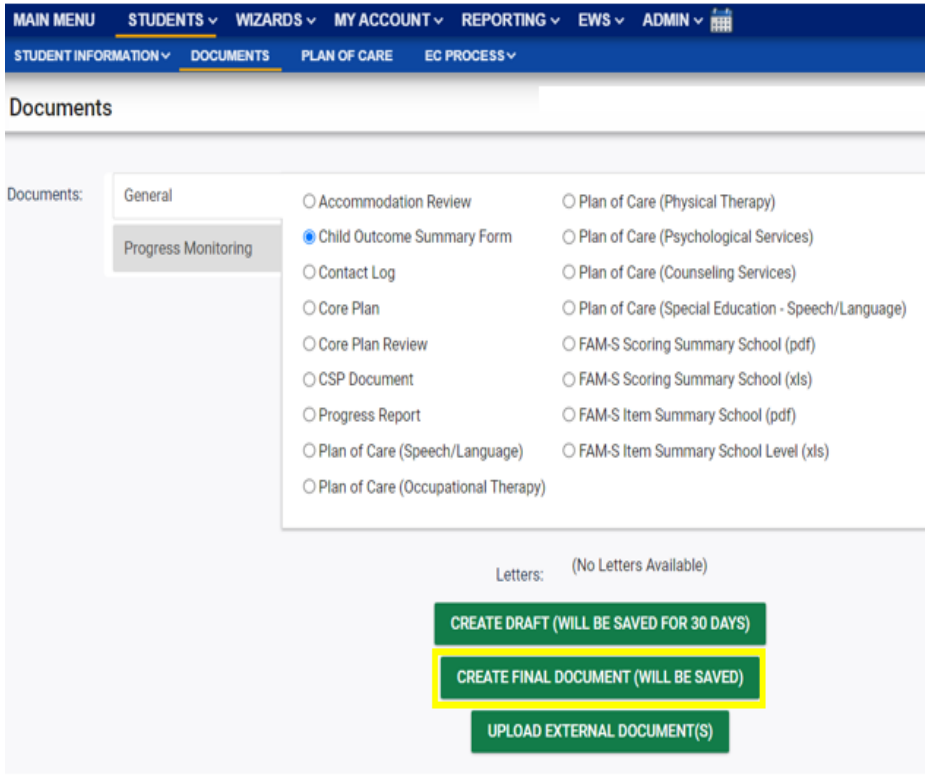
Preparing for Indicator 7
Correcting Discrepancy in Finalized Exit COSF

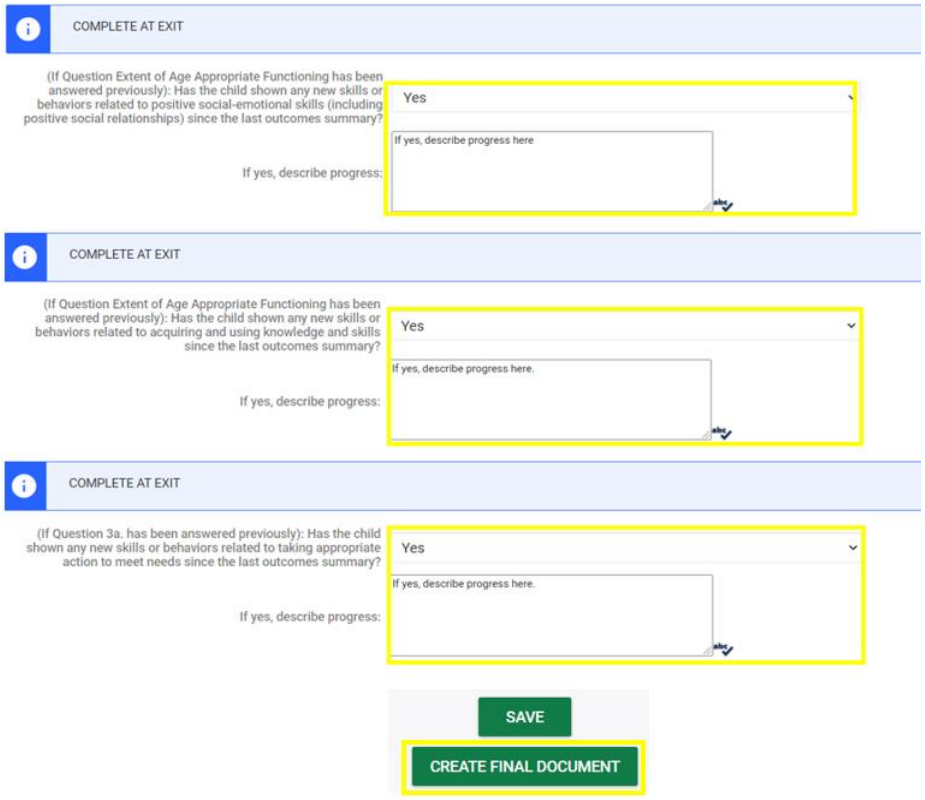
Navigate to the Student History Screen. Select the Exit COSF event. Then, inactivate the Exit COSF.



Preparing for Indicator 7
Correcting Discrepancy in Finalized Exit COSF

Navigate back to Documents. Create Final Exit COSF.





Preparing for Indicator 7

Resource: COS to Progress Categories

https://ectacenter.org/eco/pages/childoutcomes-calc.asp

ecta Early Childhood Technical Assistance Center

Improving Systems, Practices, and Outcomes

ENHANCED BY Google

Updated regularly: Coronavirus (COVID-19), Remote Service Delivery and Distance Learning

About IDEA Systems Practices Outcomes Events Resources

- Outcomes
- Outcomes Measurement
- Child Outcomes
- COS Process
- Family Outcomes
- IFSP/IEP-Outcomes Integration
- Data Quality
- State-Developed Outcomes Materials

/ Outcomes / Child Outcomes / Calculators and Graphing Templates

Child Outcomes Calculators and Graphing Templates

Calculators

Summary Statements Calculator *(2011)*

Convert your state's OSEP progress category data for the three child outcomes to the summary statements. The calculator can be used by all states to generate percentages related to the summary statements, regardless of the child outcomes measurement approach.

Summary Statement 1

Of those children who entered the program below age expectations in each outcome, the percent who substantially increased their rate of growth by the time they exited the program.

Summary Statement 2

The percent of children who were functioning within age expectations in each outcome by the time they exited the program.

See also *Converting COS Data to OSEP Progress Categories/Summary Statements*

COS to Categories | Categories to Summary Statement 1 | Categories to Summary Statement 2

COS to Progress Categories

Use the following calculator to convert your COS data to progress categories. In the spaces provided, enter a COS rating of 1 through 7 for Entry and Exit. Then, indicate whether progress was made since entry by selecting "Yes" or "No" and select "Calculate."

Entry Rating (enter 1 through 7) : 5

Exit Rating (enter 1 through 7) : 5

Progress made since Entry : ○ Yes ◉ No

Calculate Reset

OSEP Category : Impossible

Sometimes providers mistakenly answer the progress question "No" for a child who has the same rating of entry and exit. The progress question refers to the acquisition of any new skills. Children who maintain a rating of 2 or higher over time are acquiring new skills to be able to keep the same rating because what is expected of older children developmentally is more than what is expected of younger children.

Exit Count Tips

Preparing for Exit Count
Things to check in the student record

- ❑ Student has Exit School System event between the Begin Date and End Date (7/1 - 6/30) of the reporting period.
- ❑ Student must be exited on the End Date of the reporting period (6/30) in all of North Carolina
- ❑ Student has one of the following Special Ed exit events on the Student History screen:
  - ✓ Non-Eligibility Event (not initial)
  - ✓ Parent Revocation of Service Event (not initial)
  - ✓ Parent Consent Denial Event (not initial)
  - ✓ Reached Maximum Age
- ❑ Student must have a current IEP that does not expire prior to the exit date

Preparing for Exit Count
Exit Count Report: Common Exceptions

- Setting - The Student's age is invalid for the Primary Educational Setting
  - This is a warning; no action needed
- **Exit Reason Blank**
  - **Document modified exit reason**
- Is Duplicated
  - LEA with most recent exit date within reporting period includes student in Exit Count
  - LEA with older exit date within reporting period excludes student from Exit Count
- **Exit Reason Not Appropriate for Age**
  - **Update the modified exit reason**
  - **There should be no students under age 16 with exit reason, Dropped Out**

Preparing for Exit Count

Exit Count Report: Common Exceptions

- **Exit Reason Blank**
- **Exit Reason Not Appropriate for Age**

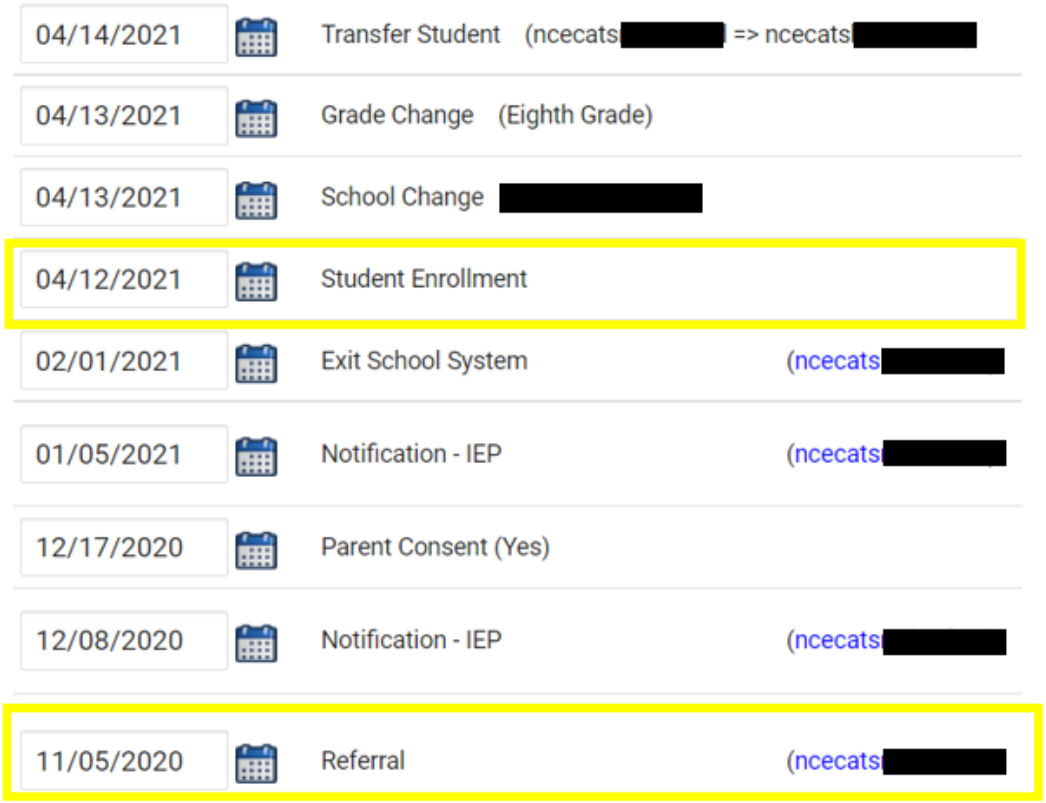
Total Students:								
Region	AgeAsOfC	IEPStartDate	Exceptiona	Setting	Entitlemer	PlanType	ExitReasor	ExitDate
ECATS	11	3/18/2020	SI	REG	Y	IEP	TR	3/15/2021
ECATS	13	4/4/2020	LD	REG	Y	IEP	MV	7/6/2020
ECATS	16	4/10/2020	LD	REG	Y	IEP	MV	7/6/2020
ECATS	10	12/12/2019	OH	RES	Y	IEP		7/6/2020
ECATS	9	11/8/2019	SI	REG	Y	IEP		7/6/2020
ECATS	14	12/17/2020	OH	REG	Y	IEP	MV	3/18/2021
ECATS	16	5/1/2020	LD	REG	Y	IEP	MV	7/6/2020
ECATS	10	3/20/2021	LD	REG	Y	IEP	DO	4/12/2021
ECATS	9	11/4/2019	SI	REG	Y	IEP	DO	10/30/2020
ECATS	10	4/9/2020	SI	REG	Y	IEP	MV	7/6/2020
ECATS	7	11/18/2019	DD	REG	Y	IEP	TR	11/11/2020
ECATS	13	4/16/2020	SI	REG	Y	IEP		4/15/2021

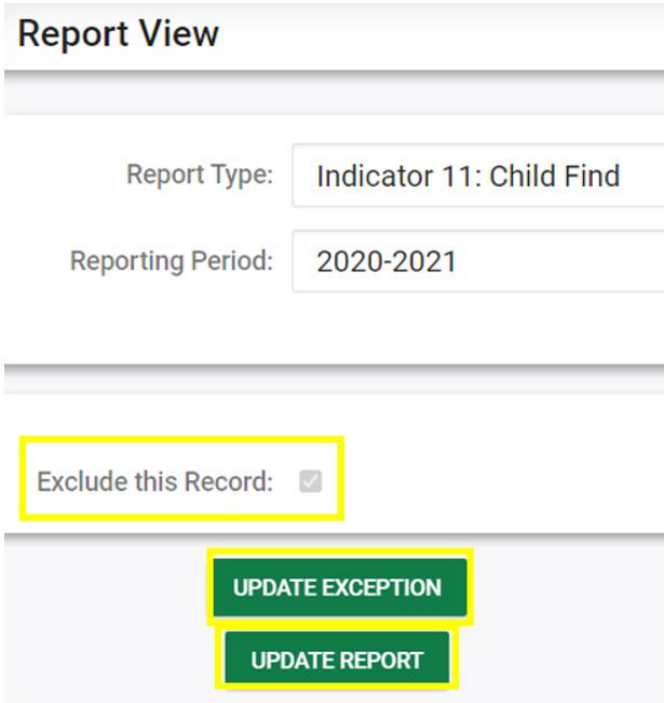
Indicator 11 Tips

Child Find

Preparing for Indicator 11
Things to check in the student record

- If the student transferred to your PSU, with a Referral event that was initiated in the previous PSU, exclude that Referral event from the Student Level Report View.





Preparing for Indicator 11
Things to check in the student record

- ❑EC documents are finalized in the following order:
  - ✓Referral
  - ✓Consent to Evaluate – submit response (if applicable)
  - ✓Eligibility Determination
  - ✓Initial IEP
  - ✓Consent for Services – submit response

09/14/2021	IEP	09/21/2021	09/13/2022	[redacted]	IEP Document (ID# 381963)	09/14/2021 16:49 (49 days)
09/15/2021	Provision of Services Parental Consent				Consent for Services (ID# 381906)	09/21/2021 16:37 (42 days)
09/14/2021	Notification - IEP				Prior Written Notice (ID# 381964)	09/14/2021 16:49 (49 days)
09/14/2021	Eligibility Determination	09/14/2021	09/14/2024		Eligibility Determination (ID# 381894)	09/14/2021 14:39 (49 days)
07/01/2021	Grade Change (Pre-Kindergarten)	07/01/2021	11/02/2021			10/02/2021 15:06 (31 days)
06/23/2021	Parent Consent (Yes)				Consent for Eval (ID# 364376)	06/23/2021 10:55 (132 days)
06/23/2021	Referral				Special Education Referral (ID# 364375)	06/23/2021 09:13 (132 days)

Preparing for Indicator 11
Things to check in the student record

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

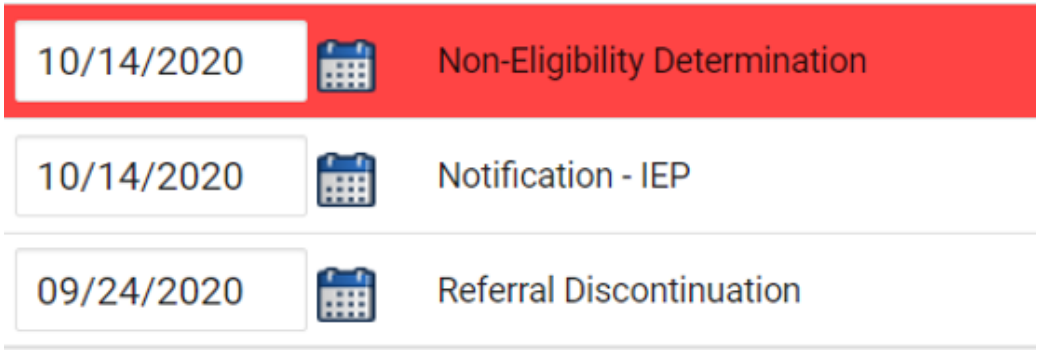
Documents

Document		Batch	Status	Del	Attachment
Consent for Services	PDF	☐	Final	☐	Consent for Services 9-3-21
Consent for Eval	PDF	☐	Final	☐	consent for evaluatin, signed 7-10-21

Preparing for Indicator 11
Things to check in the student record

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

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



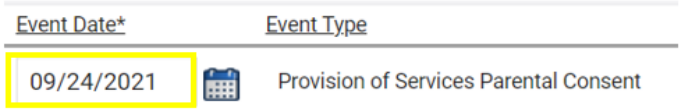
Preparing for Indicator 11
Things to check in the student record

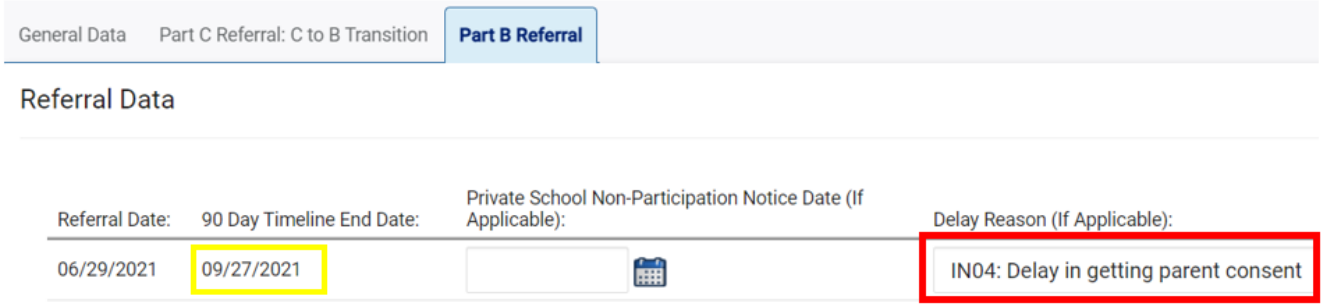
- ❑A new Referral, not Eligibility Determination, must follow a Parent Consent Denial event

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





Indicator 12 Tips

Part C to Part B Timely Referral

Preparing for Indicator 12
Identifying students for Indicator 12

- ❑Run the Indicator 11 report in ECATS.
- ❑In the Indicator 11 Excel spreadsheet, add a column next to *Date of Birth* and label it, *Age as of Referral Date*.

LEA Name	Date Of Birth	**Age as of Referral Date**	Grade
ECATS	10/31/2015		KI
ECATS	9/6/2015		KI
ECATS	5/5/2004		11
ECATS	7/19/2011		4
ECATS	3/26/2015		1
ECATS	9/17/2018		PK
ECATS	1/11/2017		PK
ECATS	6/2/2016		KI
ECATS	6/2/2016		KI
ECATS	6/2/2016		KI
ECATS	3/11/2015		1

Preparing for Indicator 12
Identifying students for Indicator 12

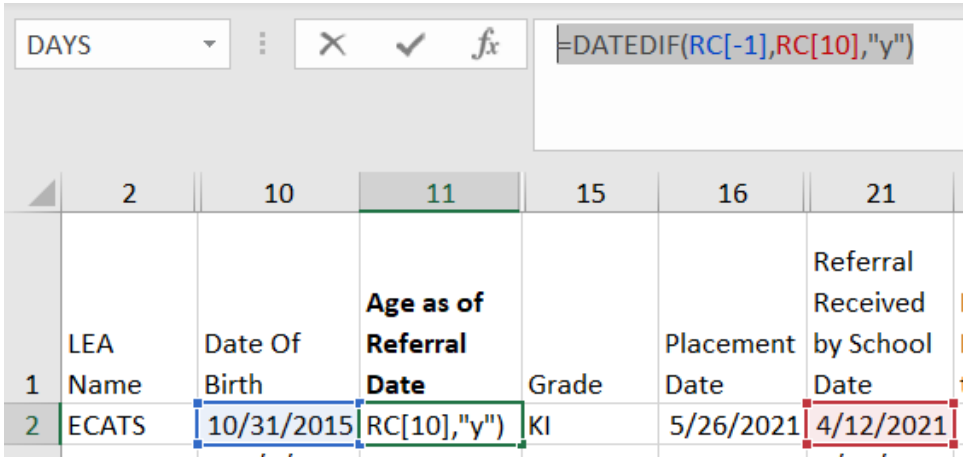
- Enter the following formula in the first cell under the header, *Age as of Referral Date*:

=DATEDIF(K2,V2,"y")

or

=DATEDIF(RC[-1],RC[10],"y")

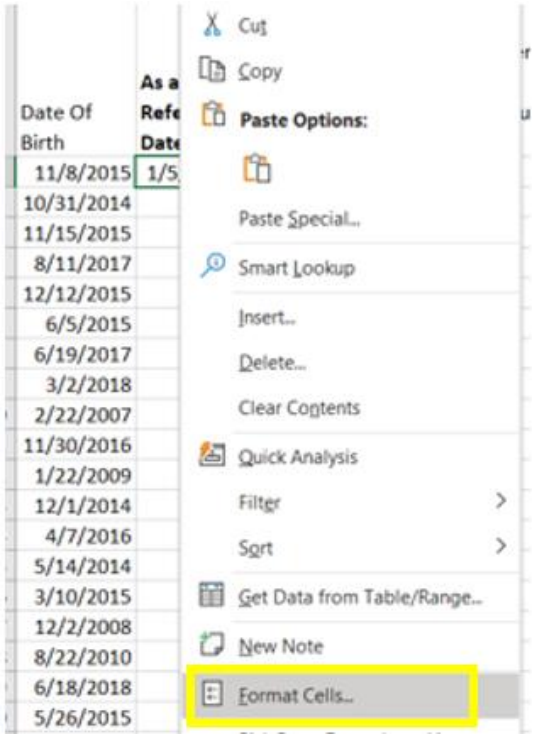
- **Note:** This formula calculates in years the difference between the *Date of Birth* and *Referral Received by School Date*

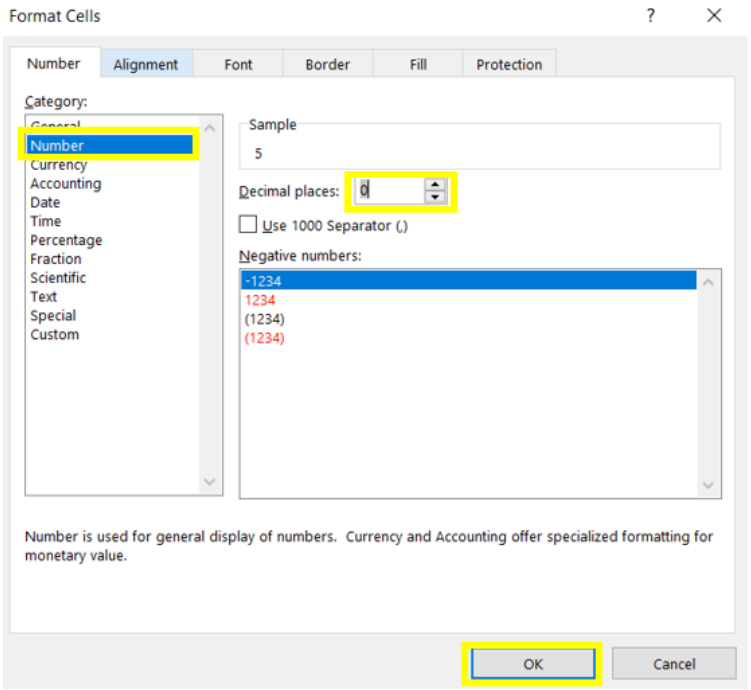


Preparing for Indicator 12
Identifying students for Indicator 12

- Change the format of the cell contents to Number (if applicable)

Date Of Birth	As as of Referral Date	Referral Received by School Date
11/8/2015	1/5/1900	11/18/2020





Preparing for Indicator 12
Identifying students for Indicator 12

- Copy and paste the formula down *Age as of Referral Date* column.
- Filter *Age as of Referral Date* column results by Age 2.

Date Of Birth	**As as of Referral Date**	Referral Received by School Da	Referral Determination Date
3/2/2018	2	12/4/2020	12/4/2020
6/18/2018	2	3/17/2021	3/17/2021
12/28/2017	2	11/6/2020	11/6/2020
6/16/2018	2	3/8/2021	3/19/2021
5/23/2018	2	3/16/2021	4/21/2021
5/22/2018	2	2/5/2021	2/5/2021
3/7/2018	2	12/11/2020	12/11/2020
1/23/2018	2	10/19/2020	10/30/2020

- This helps to identify students who were referred prior to Age 3 during the selected reporting period.

Preparing for Indicator 12
Things to check in the student record

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

Documents

Document		Batch	Status	Del	Attachment
Consent for Services	PDF	☐	Final	☐	Consent for Services 9-3-21
Consent for Eval	PDF	☐	Final	☐	consent for evaluatin, signed 7-10-21

Other Reminders & Tips

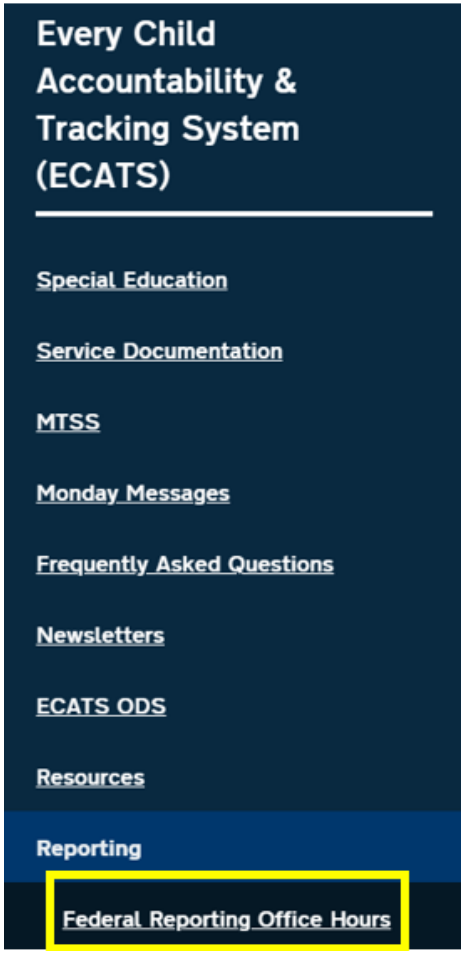
ECATS

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&ouid=100162846075394212010&rtpof=true&sd=true

ECATS 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