



Federal Reporting Office Hours

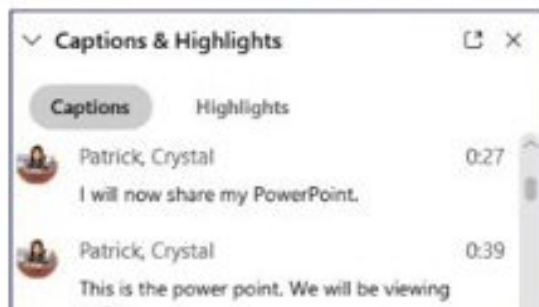
Special Programs and Data

December 2023

Automated Captioning for Participants in WebEx

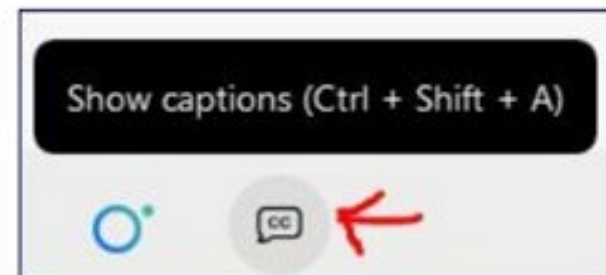
Option 1: Caption and Highlights Panel

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



Active Child Count

December Child Count

Active Child Count: Reminders



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, Superintendent of Public Instruction

www.dpi.nc.gov

- It captures reporting data on students receiving special education as of December 1st
- December Child Count is used to generate federal funds
- Active Child Count certification window is during the 1st three weeks in December
- **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

SAMPLE Child Count Verification Form (Form Must Be Typed or Printed)

Date: _____

LEA Name: _____

LEA Number: _____

Number of Students with Disabilities reported on 12/1/2023: _____

Name of authorized Exceptional Children Personnel: _____
(Print)

Authorized Exceptional Children Signature: _____

Scan and Email Child Count Verification Form to:

Khalilah O'Farrow-Boulware or Tory Lawrence

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

(*Must be printed and signed prior to email)

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
<u>ECATS Webinar – Child Count Reporting</u> 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: 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

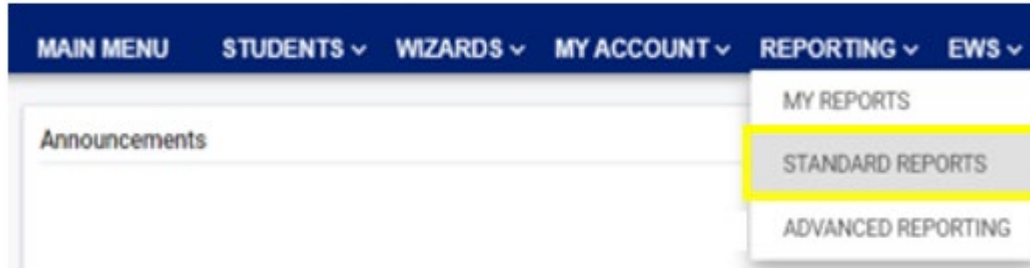
Key Points:

- 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.

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:

December 2023 | 12/02/2022 - 12/01/2023

CHECK ALL

CHECK NONE

Schools:

☐ Import Holding School

☐ DPI FTE School

☐ LEP

☐ 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

Report	Date Created	Created By
Child Count	10/19/2023 16:08:00	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 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 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

- **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 December 1st
 - ✓ Check the time stamp of the finalized Eligibility Determination and the Annual Review/Addendum IEP

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

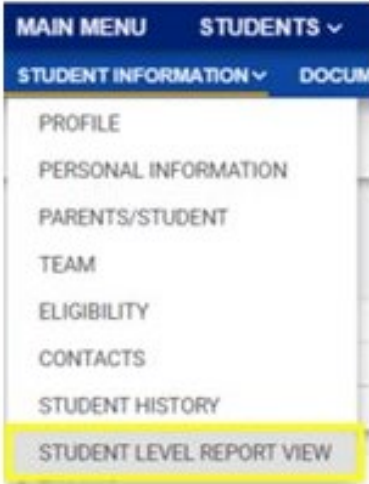
The image illustrates the steps to access and update the Student Level Report View:

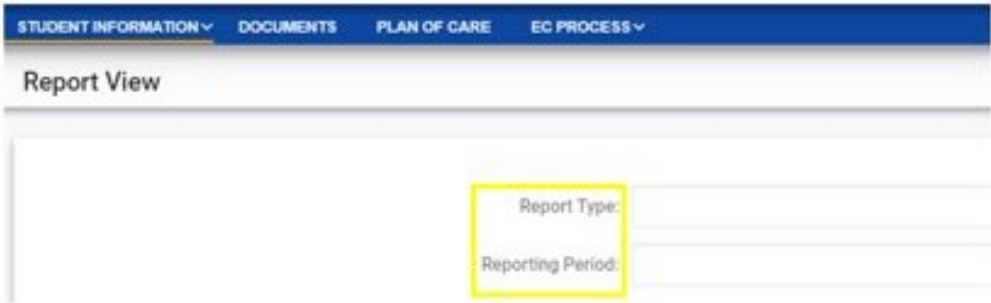
- Step 1:** In the **MAIN MENU**, under the **STUDENTS** dropdown, select **STUDENT LEVEL REPORT VIEW**. This option is highlighted with a yellow box.
- Step 2:** The **Report View** screen is displayed. The **Report Type:** and **Reporting Period:** fields are highlighted with a yellow box.
- Step 3:** The **Report View** screen is shown with the **Report Type:** set to **Active Child Count; December** and the **Reporting Period:** set to **2022-2023**. At the bottom right, the **UPDATE REPORT** button is highlighted with a yellow box.

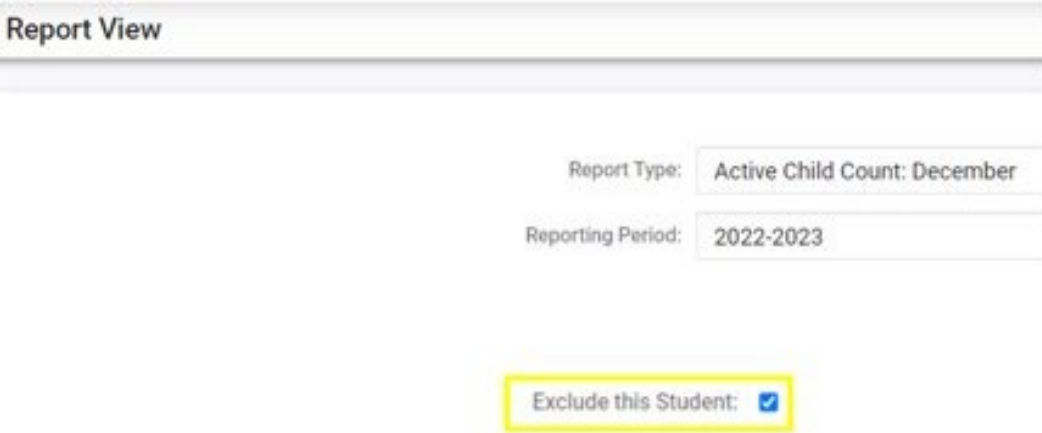
Child Count Report: Common Exceptions


- 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. In the 'STUDENTS' dropdown menu, select 'STUDENT LEVEL REPORT VIEW'.
- 

2. In the 'Report View' section, select the 'Report Type' and 'Reporting Period'.
- 

3. In the 'Report View' section, check the 'Exclude this Student' checkbox.
- 

4. Click the 'UPDATE EXCEPTION' or 'UPDATE REPORT' button.

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](#)

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 Signed - Yes

Parent/Guardian/Student Consent to Evaluate Date Signed: 03/17/2023



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)?

No

Date: 03/17/2023

[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 Signed - Yes

Parent/Guardian/Student Consent for Services Date Signed: 05/14/2023

[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

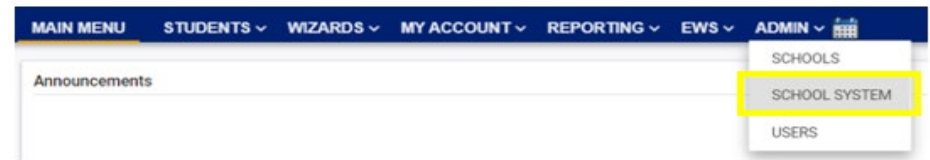
Things to check on the Student History screen

Student History				
Event Date*	Event Type	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 December 1
- IEP/PSSP/CSP begin date on or before December 1
- IEP/PSSP/CSP end date after December 1
- Student Enrollment date on or before December 1

Certifying December 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, locate the Active Child Count: December, and click the Certify button.



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	✓			CERTIFY	
Active Child Count: April	04/01/2024	✓				
Child Exit Count: September	06/30/2024	✓				

Certifying December 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.***

2023 Certification Process For

Active Child Count: Calender Year End Report

Certification

☒ I certify that the information was submitted and accepted by ECATS for Region/LEA: Region by Khalilah Sabreen OFarrow on 12/01/2023.

Summation Data


Number of records submitted for active students enrolled in special education on December 1, 2023: 0

CERTIFY ACTIVE CHILD COUNT

PRINT CERTIFICATION STATUS

VIEW AUDIT HISTORY

BACK



Certifying December Child Count

- Return to the State Reporting Certification screen to confirm the December 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: December	12/01/2023	✓	Khalilah Sabreen OFarrow	12/01/2023	DECERTIFY	VIEW

DECEMBER 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!



Federal Personnel Survey

Federal Personnel Survey

- Data collection required by OSEP
- Report the full-time equivalency (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.
- The survey captures staff data on fully licensed/not fully licensed status, FTE, vacancies, salary, and other helpful staffing information for programs supporting students with disabilities.

Federal Personnel Survey
Due end of March

Prepare for Federal Personnel Survey

- Collaborate with Human Resources and Finance Department to gather information (e.g., licensure status, FTE, vacancies) on staff who work exclusively with EC students
 - *Special Education Teachers*
 - *Related Services Providers*
 - *Paraprofessionals*
- Collaborate with Human Resources and Finance Department to gather information (e.g., licensure status, FTE, vacancies) on staff who work with all students including EC students
 - *PE Teachers*
 - *School Nurses*
 - *School Social Workers*
 - *School Counselors*

Federal Personnel Survey Contact Info

Discipline or Content Area	Name	Email	Phone #
Federal Personnel Survey	Khalilah O'Farrow-Boulware	khalilah.ofarrow@dpi.nc.gov	984-236-2641
Federal Personnel Survey	Tory Lawrence	tory.lawrence@dpi.nc.gov	984-236-2640
Teachers of the Visually Impaired	Crystal Patrick	crystal.patrick@dpi.nc.gov	984-236-2617
Orientation & Mobility Specialists	Crystal Patrick	crystal.patrick@dpi.nc.gov	984-236-2617
Extended Content Standard	Matthew Martinez	matthew.martinez@dpi.nc.gov	984-236-2554
Adapted Physical Education	vacant		
Teachers of the Deaf & Hard of Hearing	Antwan Campbell	antwan.campbell@dpi.nc.gov	984-236-2587
Speech-Language Pathologists	Perry Flynn	pflynn@uncg.edu	336-256-2005
Occupational Therapy	Bridgette LeCompte	bridgette.lecompte@dpi.nc.gov	984-236-2638
Physical Therapy	Laurie Ray	laurie.ray@dpi.nc.gov	919-636-1827
Psychological Services	Lynn Makor	lynn.makor@dpi.nc.gov	984-236-2555

Other Reminders

NC ECATS Data Managers Contact Directory
Federal Reporting Office Hours Website

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 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](#)

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[Reporting](#)

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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, please click [here](#) to 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

2023 Federal Reporting Office Hours Resources



2022 Federal Reporting Office Hours Resources



2021 Federal Reporting Office Hours Resources

