

# Federal Reporting Office Hours

## Special Programs and Data

*February 2022*

# WELCOME TO THE FEDERAL DATA Q&A

We are here to answer your questions!

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



# **Federal Reporting Preparation Reminders/Tips**

**Federal Personnel Survey  
Active Child Count  
Indicator 11**

# Federal Personnel Survey

# 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.
- The survey has been revised to combine the Related Service Workforce survey with the federally required personnel data.
- The revised survey includes personnel count, FTE, vacancies, salary, and other helpful staffing information for programs supporting students with disabilities.

## Federal Personnel Survey

**Due Date:**

**March 14, 2022**

March						
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	31		

# Federal Personnel Survey



Online training on the new survey fields will be held on **February 9, 2022.**

Repeat 1-hour sessions will be available at **10:00 am** and **2:00 pm.**

The link to attend the training is: **<https://ncgov.webex.com/meet/khalilah.ofarrow>**

# Active Child Count

April Child Count

# Active Child Count: Reminders

- April Child Count opens April 1<sup>st</sup> and closes April 22<sup>nd</sup>
- **Expectation that EC Director certifies Active Child Count on or before April 22<sup>nd</sup>.**
- 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](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, 2022 Child Count Verification Form (Form Must Be Typed or Printed)

Date \_\_\_\_\_

LEA Name: \_\_\_\_\_

LEA Number: \_\_\_\_\_

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

Name of authorized Exceptional Children Personnel: \_\_\_\_\_  
(Print)

Authorized Exceptional Children Signature: \_\_\_\_\_

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



# 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
<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

# 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

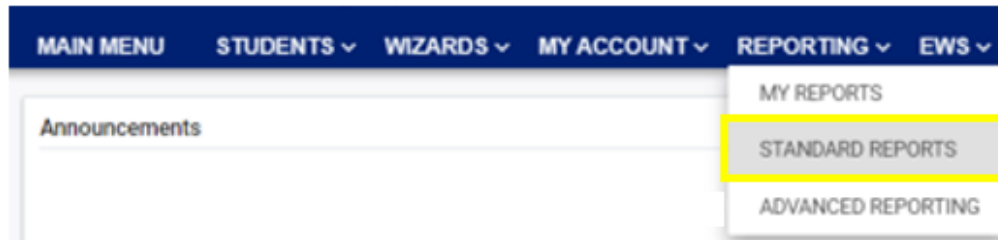
#### Key Points:

- 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 <a href="#">here</a> . 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	<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 - Child Count

Data Source: Transactional/EDPlan

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

CHECK ALL

CHECK NONE

☐ Import Holding School

☐ DPI FTE School

☐ LEP

Schools: ☐ Graduated Students

☐ Homeless

☐ Migrant

Include Exceptions/Validations: ☒

Sort By: Last Name

GENERATE REPORT

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

SCHOOL SYSTEM REPORTING ▾ SYSTEM INFO SUMMARY **ADMINISTRATION ▾**

Your report is number 6 in line for generation.

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

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

The email will provide you with details.

# Child Count Report

MAIN MENU STUDENTS WIZARDS MY ACCOUNT REPORTING EWS

Announcements

MY REPORTS  
STANDARD REPORTS  
ADVANCED REPORTING

## Reports

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

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

Child Count Exceptions (+)

# Child Count Report

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

# Child Count Report: Common Exceptions

- Potential Duplicates
  - ✓ This is a warning; no action is needed
- Setting Age Not Appropriate
  - ✓ 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
- 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 April 1<sup>st</sup>
  - ✓ Check the time stamp of the finalized Eligibility Determination with the updated primary disability and the time stamp of the Annual Review/Addendum IEP

06/07/2021



05/11/2022



IEP Document (ID# 156609)

05/27/2021 16:58

05/27/2021



05/27/2024









Eligibility Determination  
(ID# 156610)

05/27/2021 16:59



# Child Count Report: Common Exceptions

- Developmental Delay Age Not Appropriate

06/07/2021		05/11/2022			<a href="#">IEP Document (ID# 156609)</a>	05/27/2021 16:58
05/27/2021		05/27/2024			<a href="#">Eligibility Determination (ID# 156610)</a>	05/27/2021 16:59

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

# Reminder: Student Level Report View

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

1

MAIN MENU STUDENTS ▾

STUDENT INFORMATION ▾ DOCUMENTS

PROFILE

PERSONAL INFORMATION

PARENTS/STUDENT

TEAM

ELIGIBILITY

CONTACTS

STUDENT HISTORY

STUDENT LEVEL REPORT VIEW

2

STUDENT INFORMATION ▾ DOCUMENTS PLAN OF CARE EC PROCESS ▾

Report View

Report Type:

Reporting Period:

3

Report View

Report Type: Active Child Count: April

Reporting Period: 2021-2022

UPDATE EXCEPTION

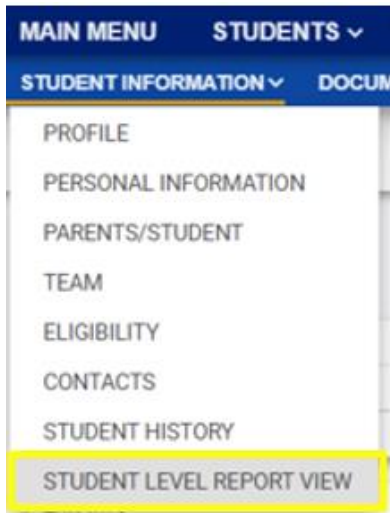
UPDATE REPORT

# Child Count Report: Common Exceptions

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

# Steps to exclude student record

1

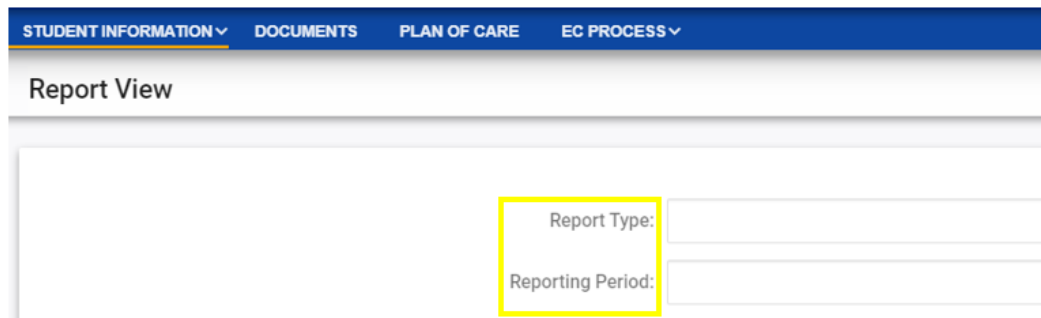


MAIN MENU STUDENTS ▾

STUDENT INFORMATION ▾ DOCUMENTS

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

2



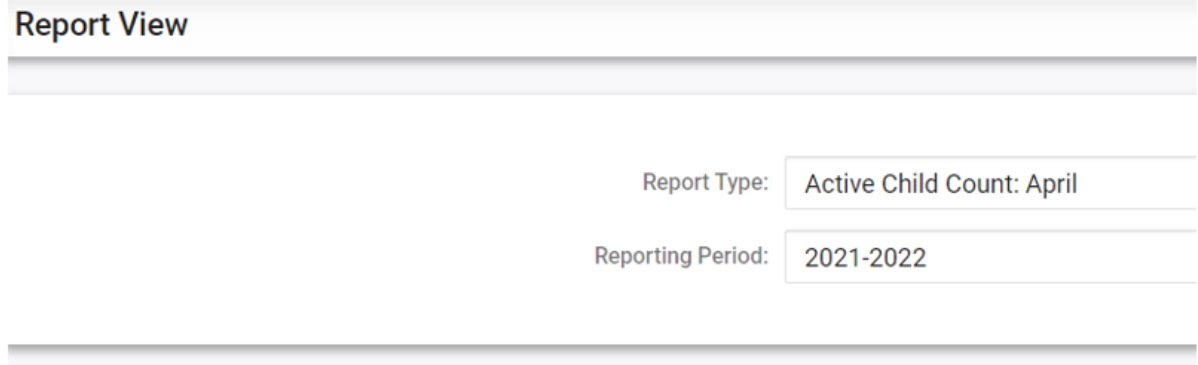
STUDENT INFORMATION ▾ DOCUMENTS PLAN OF CARE EC PROCESS ▾

Report View

Report Type:

Reporting Period:

3

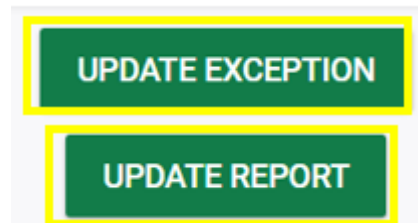


Report View

Report Type: Active Child Count: April

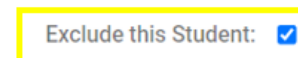
Reporting Period: 2021-2022

4



UPDATE EXCEPTION

UPDATE REPORT



Exclude this Student: ☒

# Child Count Report: Missing Students

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

### Student History

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

11/18/2021



Provision of Services Parental Consent



**Provision of Services Parental Consent Event Date on or before April 1<sup>st</sup>**

11/18/2021



IEP

11/18/2021



11/18/2022



**IEP/PSSP/CSP Event Date on or before April 1<sup>st</sup>**

**IEP/PSSP/CSP Begin Date on or before April 1<sup>st</sup>**

**IEP/PSSP/CSP End Date after April 1<sup>st</sup>**

07/26/2021



Student Enrollment



**Student Enrollment on or before April 1<sup>st</sup>**

# Indicator 11 Tips

## Child Find

# Preparing for Indicator 11

## *Things to check in the Indicator 11 report*

- ❑ The students highlighted in orange have eligibility determined and an IEP in place within the 90 days but because the consent response has not been recorded, they are counting as delayed. This is easily remedied.

Referral	Referral	Referred	Consent	Consent	Eligibility	Eligible	Initial P	Initial P	Consent	Consent	# Days D	Subtract
7/1/21	7/1/21	Y			9/17/21	Yes	9/17/21	Missing	Delay Reason		75	Delayed
7/1/21	7/1/21	Y	7/1/21	Yes	9/20/21	Yes	9/20/21	Missing	Delay Reason		75	Delayed
7/1/21	7/1/21	Y	7/1/21	Yes	8/30/21	Yes	8/30/21	Missing	Delay Reason		75	Delayed
7/1/21	7/1/21	Y			7/20/21	Yes	7/20/21	Missing	Delay Reason		75	Delayed
7/6/21	7/6/21	Y	7/10/21	Yes	9/28/21	Yes	9/28/21	Missing	Delay Reason		70	Delayed
7/6/21	7/6/21	Y	7/6/21	Yes	10/1/21	Yes	10/1/21	Missing	Delay Reason		70	Delayed
7/7/21	7/7/21	Y			9/29/21	Yes	9/29/21	Missing	Delay Reason		69	Delayed
7/7/21	7/21/21	Y			7/21/21	Yes	7/21/21	Missing	Delay Reason		69	Delayed
7/8/21	7/8/21	Y			10/1/21	Yes	10/4/21	Missing	Delay Reason		68	Delayed
7/13/21	7/13/21	Y	7/30/21	Yes	9/27/21	Yes	9/27/21	Missing	Delay Reason		63	Delayed
7/13/21	7/13/21	Y			10/7/21	Yes	10/7/21	Missing	Delay Reason		63	Delayed
7/14/21	7/14/21	Y	7/15/21	Yes	9/28/21	Yes	9/28/21	Missing	Delay Reason		62	Delayed

# Preparing for Indicator 11

## *Submit Consent Response*

❑ Go to 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**



# Preparing for Indicator 11

## *Things to check in the student record*

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

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










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

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

# 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.

04/14/2021		Transfer Student (ncecats █████ => ncecats █████)
04/13/2021		Grade Change (Eighth Grade)
04/13/2021		School Change █████
04/12/2021		Student Enrollment
02/01/2021		Exit School System (ncecats █████)
01/05/2021		Notification - IEP (ncecats █████)
12/17/2020		Parent Consent (Yes)
12/08/2020		Notification - IEP (ncecats █████)
11/05/2020		Referral (ncecats █████)

### Report View

Report Type: Indicator 11: Child Find

Reporting Period: 2020-2021

Exclude this Record: ☒

UPDATE EXCEPTION

UPDATE REPORT

# 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		<a href="#">IEP Document (ID# 381963)</a>	09/14/2021 16:49 (49 days)
09/15/2021		Provision of Services Parental Consent					<a href="#">Consent for Services (ID# 381906)</a>	09/21/2021 16:37 (42 days)
09/14/2021		Notification - IEP					<a href="#">Prior Written Notice (ID# 381964)</a>	09/14/2021 16:49 (49 days)
09/14/2021		Eligibility Determination	09/14/2021		09/14/2024		<a href="#">Eligibility Determination (ID# 381894)</a>	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)					<a href="#">Consent for Eval (ID# 364376)</a>	06/23/2021 10:55 (132 days)
06/23/2021		Referral					<a href="#">Special Education Referral (ID# 364375)</a>	06/23/2021 09:13 (132 days)

# 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 website: Federal Reporting Office Hours

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

# ECATS website: Federal Reporting Office Hours

## Every Child Accountability & Tracking System (ECATS)

[Special Education](#)

[Service Documentation](#)

[MTSS](#)

[Monday Messages](#)

[Frequently Asked Questions](#)

[Newsletters](#)

[ECATS ODS](#)

[Resources](#)

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

» Federal Reporting Office Hours

## Federal Reporting Office Hours

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

### Reporting

Federal Reporting Office  
Hours

## Frequently Asked Questions

### — 2022 Federal Reporting Office Hours Resources

[Federal Reporting Office Hours FAQs](#)

January

- [Welcome to the Federal Data Q&A - January 2022](#)
- [Federal Reporting Office Hours am session 1.3.22](#) ⓘ - password AbUdExp2
  - [Transcript](#)
- [Federal Reporting Office Hours pm session 1.3.22](#) ⓘ - password yVtJpUx3
  - [Transcript](#)