Federal Reporting Office Hours

Special Programs and Data
March 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

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 headcount, 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

Federal Personnel Survey

Reporting Federal Personnel Data - DUE March 14, 2022

This report provides the U.S. Department of Education's Office of Special Education Programs (OSEP) with information on the number of full-time equivalent (FTE) special education staff employed or contracted to provide special education services for children with disabilities (IDEA) ages 3 through 21

Link to Instructions

Link to Example Template

HELPFUL TIPS

FTE Calculation Tips

DATA COLLECTION
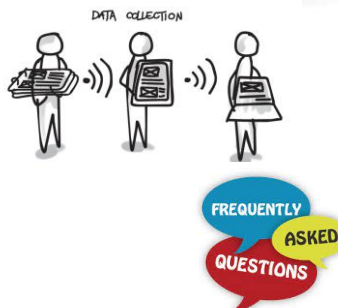
Data needed to complete survey

FREQUENTLY ASKED QUESTIONS

Federal Personnel FAQs

Federal Personnel Survey

- To access a blank copy of each survey section, download the Federal Personnel Survey Training PowerPoint
- Click the blue link on slides 13 - 16

Federal Personnel Survey

The Federal Personnel data collection for the 2021-22 school year will be submitted via a revised survey that combines the Related Service Workforce survey with the federally required personnel data. The link to access the survey is listed here: https://ncdpi.az1.qualtrics.com/jfe/form/SV_dmBbNr5ycvtPrq6

You may need to copy and paste this link into your browser to access the survey. The due date for the Federal Personnel Survey is by close of business on March 14, 2022. Your cooperation in meeting this deadline for data submission is greatly appreciated. Review the Federal Personnel Survey training resources below for more information.

- Federal Personnel Survey Training Resources 2021-2022 (pdf,1700kb)

Monday Messages

Frequently Asked Questions

Newsletters

ECATS ODS

Resources

Reporting

Federal Reporting Office Hours

Special Education Teachers: - (Enter 0 for none)   **Special Education Teachers PDF**

Federal Personnel Survey Reminders

- Report data on personnel roles listed in the survey
- Report data on personnel serving students with disabilities, ages 3 – 21, regardless of funding source(s).
- Data reported in the survey is based on December 1
  - ✓ Students with disabilities, ages 3 – 21, included in December 2021 Child Count
  - ✓ FTE as amount of time spent serving students with disabilities between beginning of current school year through December 1
- Certification is a sub-set of Licensed/Not Licensed roles
  - ✓ <u>Example 1</u>:
    3 Special Education Teachers all have license in Special Education: General Curriculum and 1 of them is Nationally Board Certified. The Number of Licensed Staff in this role would be documented as 3 and Of the Licensed Staff in this role - Number Certified would be 1.
  - ✓ <u>Example 2</u>:
    4 Physical Education Teachers all have licensed in Health and Physical Education, they all provide Adapted Physical Education services, and two of them are Certified Adapted Physical Educators. The Number of Licensed Staff in this role would be documented as 4 and Of the Licensed Staff in this role - Number Certified would be 2.
- Autosave feature is enabled for survey responses

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Federal Personnel Survey Reminders

- Do not enter commas or decimals in Lowest Salary/Hourly Wage or Highest Salary/Hourly Wage columns
- If you have questions about FTE or need to make corrections to a submitted survey, send an email to khalilah.ofarrow@dpi.nc.gov
- If you have questions **about the personnel role or who/how to count personnel**, please contact the appropriate consultant

Discipline or Content Area	Name	Email	Phone #
Federal Personnel Survey	Khalilah O'Farrow-Boulware	khalilah.ofarrow@dpi.nc.gov	984) 236-2641
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	Sally Jones	sally.jones@dpi.nc.gov	984) 236-2652
Teachers of the Deaf & Hard of Hearing	Antwan Campbell	antwan.campbell@dpi.nc.gov	984) 236-2587
Speech-Language Pathologists	Perry Flynn	pfflynn@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

Active Child Count

April Child Count

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Active Child Count: Reminders

- April Child Count opens April 1st and closes April 22nd

- **Expectation that EC Director certifies Active Child Count on or before April 22nd.**

- 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.

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: _____

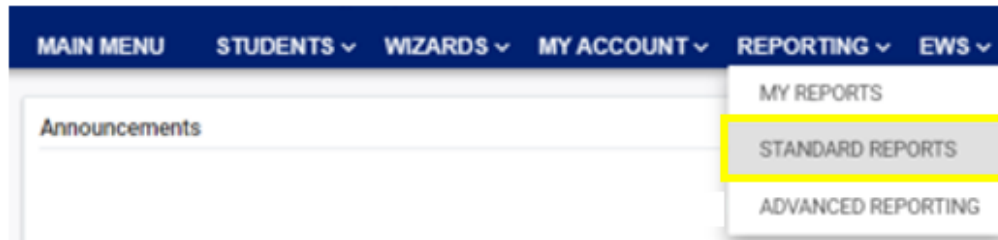Name of authorized Exceptional Children Personnel: _____
(Print)

Authorized Exceptional Children Signature: _____

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

Child Count Report

- Child Count report available to review data

Child Count Report

Reports - Child Count

Data Source:	Transactional/EDPlan
Count Period:	April 2022 | 04/02/2021 - 04/01/2022

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.

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Child Count Report

		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	School								
Region ABC	ECATS	ABC213		Potential D				X	
Region ABC	ECATS	ABC345		Potential D					

Child Count Report

Region	School Name	Student ID	Age As Of Count Period End Date	Race	Grade	IEP Start Date	Exceptionality Category
Total Students:							
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 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
- 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 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

| 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 | 📅 | | IEP Document (ID# 156609) | 05/27/2021 16:58 |
| 05/27/2021 | 📅 | 05/27/2024 | 📅 | | Eligibility Determination (ID# 156610) | 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

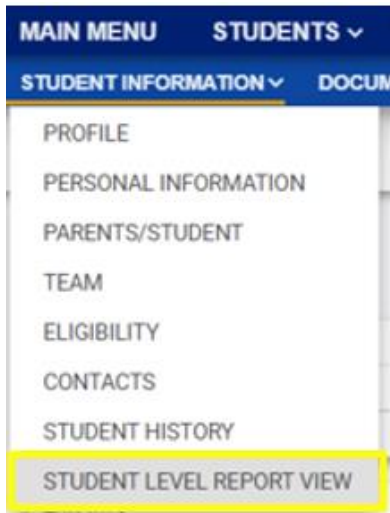- After correcting data in the student record, also update the Student Level Report View to clear the error from the report

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

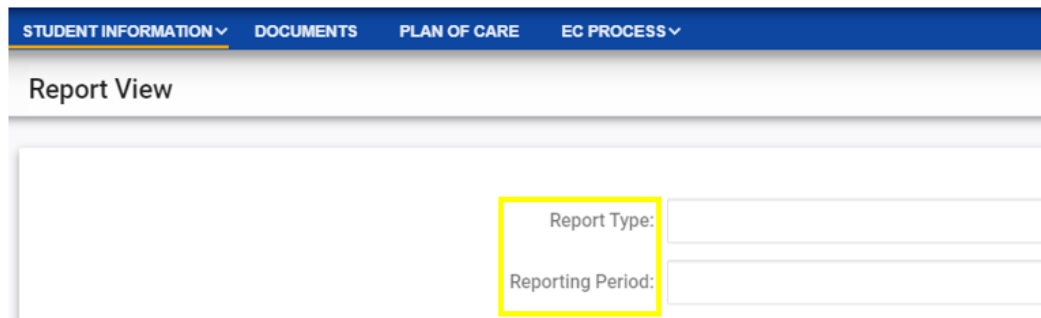   ❑ Update the Student Level Report View

Steps to exclude student record
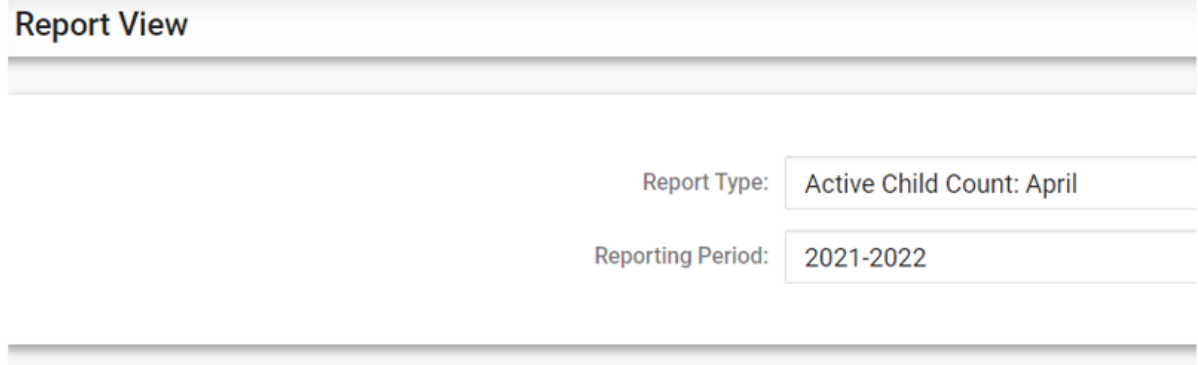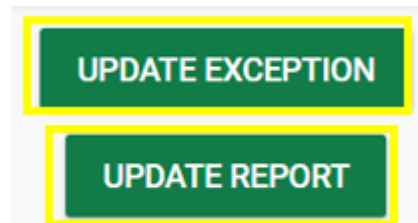
Child Count Report: *Reminders*

❑Submit the Consent Response (EC Process > Consent)

Child Count Report: *Reminders*

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

Event Date*		Event Type
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

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

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
11/18/2021	Provision of Services Parental Consent			

Provision of Services Parental Consent Event Date on or before April 1st

| 11/18/2021 | IEP | | 11/18/2021 | 11/18/2022 |

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

| 07/26/2021 | Student Enrollment | | | |

Student Enrollment on or before April 1st

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 Reporting 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)

Federal Reporting Office Hours

Reporting

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.

Special Education

Service Documentation

MTSS

Monday Messages

Frequently Asked Questions

Newsletters

ECATS ODS

Resources

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

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