

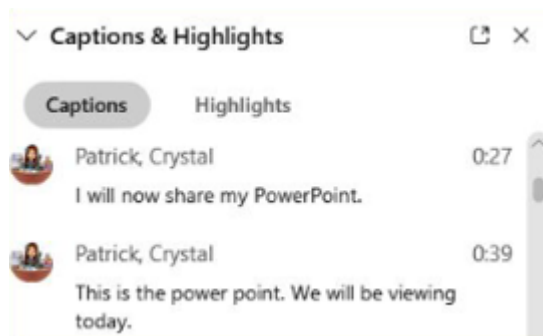
# Federal Reporting Office Hours

## Special Programs and Data *March 2024*

# Automated Captioning for Participants in Webex

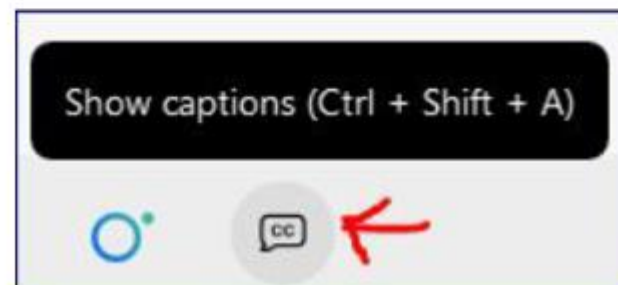
## Option 1: Caption and Highlights Panel

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**

## **Federal Personnel Survey Active Child Count**

# **Federal Personnel Survey**

## ***Reminders***

# Federal Personnel Training Resources



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

## Federal Personnel Survey

The Federal Personnel data collection for the 2023-24 school year will be submitted via a revised survey. The link to access the survey is listed here:

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_3dVimfCLwGIN9Ma](https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma).

You may need to copy and paste this link into your browser to access the survey. The Federal Personnel Survey opened on January 17, 2024, and the due date for the Federal Personnel Survey is by close of business on March 29, 2024. 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 PPT 2024.pdf](#)

Webex Recording: [Federal Personnel Survey Training 1.17.24](#)

Password: zV5epBVK

# The Federal Personnel Survey opened on January 17<sup>th</sup>!

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_3dVimfCLwGIN9Ma](https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma)

**Due Date  
March 29, 2024**

<b>March 2024</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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						

# Survey Data Preparation

- Print Blank Survey (PDF copy)
- Gather required data from Human Resources
- If you have technical questions **about the survey**, please send email to [khalilah.ofarrow@dpi.nc.gov](mailto:khalilah.ofarrow@dpi.nc.gov) or [tory.lawrence@dpi.nc.gov](mailto:tory.lawrence@dpi.nc.gov)
- If you have questions **about the role or who/how to count that personnel**, please contact the EC Consultant by the appropriate discipline/content area

# Consultant Contact Information

Discipline or Content Area	Name	Email	Phone #
Federal Personnel Survey	Khalilah O'Farrow-Boulware	<a href="mailto:khalilah.ofarrow@dpi.nc.gov">khalilah.ofarrow@dpi.nc.gov</a>	(984) 236-2641
Federal Personnel Survey	Tory Lawrence	<a href="mailto:tory.lawrence@dpi.nc.gov">tory.lawrence@dpi.nc.gov</a>	(984) 236-2640
Teachers of the Visually Impaired	Crystal Patrick	<a href="mailto:crystal.patrick@dpi.nc.gov">crystal.patrick@dpi.nc.gov</a>	(984) 236-2617
Orientation & Mobility Specialists	Crystal Patrick	<a href="mailto:crystal.patrick@dpi.nc.gov">crystal.patrick@dpi.nc.gov</a>	(984) 236-2617
Extended Content Standard	Matthew Martinez	<a href="mailto:matthew.martinez@dpi.nc.gov">matthew.martinez@dpi.nc.gov</a>	(984) 236-2554
Adapted Physical Education	Vacant		



# Consultant Contact Information

Discipline or Content Area	Name	Email	Phone #
Teachers of the Deaf and Hard of Hearing	Antwan Campbell	<a href="mailto:antwan.campbell@dpi.nc.gov">antwan.campbell@dpi.nc.gov</a>	984) 236-2587
Speech-Language Pathologists	Perry Flynn	<a href="mailto:pfflynn@uncg.edu">pfflynn@uncg.edu</a>	336) 256-2005
Occupational Therapy	Bridgette LeCompte	<a href="mailto:bridgette.lecompte@dpi.nc.gov">bridgette.lecompte@dpi.nc.gov</a>	984) 236-2638
Physical Therapy	Laurie Ray	<a href="mailto:laurie.ray@dpi.nc.gov">laurie.ray@dpi.nc.gov</a>	919) 636-1827
Psychological Services	Lynn Makor	<a href="mailto:lynn.makor@dpi.nc.gov">lynn.makor@dpi.nc.gov</a>	984) 236-2555

# Survey Data Preparation

## Data needed to complete Federal Personnel Survey

Data needed for each personnel role	Data Source
Licensed/Certified Staff	Personnel records, HR
FTE Licensed (calculated full time equivalency)	Review <a href="#">FTE Calculation Tips</a> in instructions
NOT Licensed/Certified Staff	Personnel records, HR
FTE Not Licensed (calculated full time equivalency)	Review <a href="#">FTE Calculation Tips</a> in instructions
Number of Vacancies	Personnel records, HR

# The Federal Personnel Survey is now open!

[https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_3dVimfCLwGIN9Ma](https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma)

## Reporting Federal Personnel Data - DUE March 29, 2024

The federal personnel 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, who were reported in the December Child Count.

### Survey Instructions

1. Prior to beginning the survey, click the [Link to Instructions](#) below for more information on reporting personnel data. Also, click the [Link to Blank Survey](#) below to access a blank PDF copy of the survey. This may assist PSUs with collecting personnel data needed to complete the survey.
2. This survey has been designed to allow respondents to leave at any time and then return to finish within two weeks if respondents return using the same internet browser and the same computer. This feature uses cookies to save the respondent's progress; therefore, if the browser's cache is cleared or cookies are disabled this option will not be available and the survey should be completed in one sitting.
3. All fields must be completed (do not leave any fields blank; enter 0 for none) before submitting the survey to the Office of Exceptional Children.
4. Please review each section before the survey is submitted.
5. Once the survey is submitted, PSUs will not have access to change their responses without contacting Khalilah O'Farrow-Boulware at [khalilah.ofarrow@dpi.nc.gov](mailto:khalilah.ofarrow@dpi.nc.gov).
6. After the survey is submitted, PSUs will have the option to download and print a PDF version of their responses.

[Link to Instructions](#)

[Link to Blank Survey \(PDF copy\)](#)



Please select your PSU:



## Special Education Teachers - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of <u>NOT</u> Fully Licensed / Certified Staff	FTE of <u>NOT</u> Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
Special Education: General Curriculum Teachers serving students ages 3-PK5					
Special Education: General Curriculum Teachers serving students ages 5K-21					
Adapted Physical Educator serving students ages 3-PK5					
Adapted Physical Educator serving students ages 5K-21					
Teacher of the Deaf and Hard of Hearing serving students ages 3-PK5					
Teacher of the Deaf and Hard of Hearing serving students ages 5K-21					
Teacher for the Visually Impaired serving students ages 3-PK5					
Teacher for the Visually Impaired serving students ages 5K-21					
Extended Content Standard Teachers serving students ages 5K-21					



## Other Special Education Staff - Assistants and other staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
3-PK5 Special Education Paraprofessional					
5K-21 Special Education Paraprofessional					
3-PK5 Brailist					
5K-21 Brailist					
3-PK5 Speech Language Pathology Assistant					
5K-21 Speech Language Pathology Assistant					
3-PK5 Occupational Therapy Assistant					
5K-21 Occupational Therapy Assistant					
3-PK5 Physical Therapy Assistant					
5K-21 Physical Therapy Assistant					



Special Education Related Services - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
School Psychologists					
Occupational Therapists					
Audiologists					
Recreation and Therapeutic Recreation Specialists					
Physical Therapists					
Speech-Language Pathologists					
Interpreters					
Rehabilitation Counselors					
Orientation and Mobility Specialists					
School Nurse/ Medical Staff					

Total number of Speech-Language Pathologists who hold the Certificate of Clinical Competence from the American Speech-Language Hearing Association:



**All Students Staff - Staff that serve all students including EC students. Use ADM Calculation Method to calculate FTE  
(Enter 0 for none)**

All fields must be completed (enter 0 for none)

FTE = full time equivalency

Use ADM Calculation Method to calculate FTE (refer to *Link to Instructions*)

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
Physical Education Teachers - General					
School Nurses - General					
School Social Worker - General					
School Counselor - General					





Please review the data to ensure accuracy before submitting. Click the right-pointing arrow below to submit the completed report.



# FEDERAL PERSONNEL SURVEY Q&A

We are here to answer your questions!

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



# April Child Count *Reminders*

# Active Child Count

- It captures reporting data on students receiving special education as of April 1<sup>st</sup>
- 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



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION  
Catherine Truitt, Superintendent of Public Instruction  
[www.dpi.nc.gov](http://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](mailto:khalilah.ofarrow@dpi.nc.gov) or [tory.lawrence@dpi.nc.gov](mailto: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](mailto:CarolAnn.Hudgens@dpi.nc.gov)  
6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 236-2550  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

# The Child Count certification window opens on April 1<sup>st</sup>!

**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
<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:

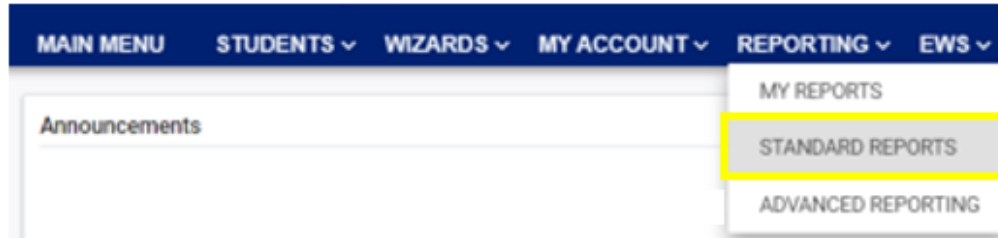
- Warnings do not need to be addressed in order to certify the Child Count.
- Errors must be corrected prior to certification.
- Students must have a current IEP on the child count date (12/1 or 4/1) in order to be included.
- Students with an Initial referral after 7/1/2019 must have Parental Consent 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>
General	<a href="#">Caseloads Report Admin (xls)</a>	<a href="#">IEP Services Report with Location/Transportation (xls)</a>
Progress Monitoring	<a href="#">Child Count</a>	<a href="#">IEP Services Report with Minutes (xls)</a>
Service Logging	<a href="#">Compliance by Case Manager (xls)</a>	<a href="#">Indicator 11</a>
Special Education	<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>
	<a href="#">Compliance Summary (PDF)</a>	<a href="#">Overdue Eligibility/IEP Report (xls)</a>
	<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 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

Report Date Created Created By

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 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 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
- **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 1<sup>st</sup>
  - ✓ 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

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: December

Reporting Period: 2022-2023

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** **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

**4** **Exclude this Student:** ☒

**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](#)

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

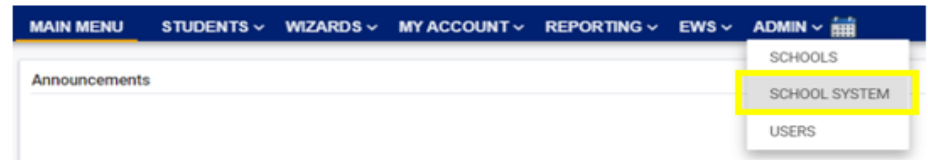
## *Things to check on the Student History screen*

Student History				
Event Date*	Event Type	(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

# 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!



# Other Reminders & Tips

## *ECATS Resources*

# 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](#)