Federal Reporting Office Hours

Special Programs and Data May 2023



EXCEPTIONAL CHILDREN DIVISION

Automated Captioning for Participants in WebEx

Option 1: Caption and Highlights Panel

- 1. Locate blue circle and dot icon on the bottom of
- 2. Select icon

🕿 North Carolina Department of



3. A side panel will appear on the right side of the screen.

~ c	aptions & Highlights	C ×
C	aptions Highlights	
٩	Patrick, Crystal I will now share my PowerPoint.	0:27
æ	Patrick, Crystal	0:39
	This is the power point. We will be viewing today.)

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

Indicator 7 Exit Count Indicator 11

EXCEPTIONAL CHILDREN DIVISION

Preschool Outcomes

Indicator 7 Reminders



- Captures the percent of preschool children ages 3-5 with IEPs with improved childhood outcomes in the following:
 - (A) Positive social-emotional skills
 - (B) Acquisition and use of knowledge and skills
 - (C) Use of appropriate behaviors to meet their needs.
- Based on data from the 7/1/2022 through 6/30/2023
 reporting period

Preparing for Indicator 7 *Things to check in the student record*

sources					Disclaimer/License Agreement	Upload File(s) Delete/Update Documents
Planning Documents						ECATS Indicator 7 Exception
Federal Penorting		11	Federal Reporting	~	06/16/2021 Colton As	h <u>Descriptions</u>
receitai Reporting		27	Federal Reporting	~	09/17/2020 Beth Burr	s ECATS Exit Count Reporting Checklist
General	0	28	Federal Reporting	~	09/17/2020 Beth Burr	is ECATS Exit Count - Same Day Reporting Updates
Documents		29	Federal Reporting	~	09/17/2020 Beth Burr	is ECATS Exit Count - Errors and Warnings Reference Guide
Special Education Documents		31	Federal Reporting	~	10/05/2020 Beth Burr	is ECATS Indicator 7 Reporting Checklist

Student Record Review Checklist to Ensure Accuracy for Indicator 7

ECATS Screens/Workspace	What to Check
Student Profile and Documents tab	Student must be age 3 to less than 6 as of the COSF Exit Date.
Documents tab	Student must have an Exit COSF event (or projected Exit COSF Date) between the begin and end date of the count period.
COSF document	Student must have received EC services in PK for 6 months or more. This is the number of days between the Active in Pre-k services start date and Active in Pre-k services completion date on the COSF.
Student Level Report View	The student must not be marked and 'Exclude Student from This Report' for the applicable report and count period

Indicator 7: Tip

How do you document Exit COSF for a student who transfers from another PSU with no documentation of Entry COSF, and the child has been enrolled in PreK for at least 6 months?

EC Preschool Staff should enter information from the initial eligibility as the "Entry" COS if there was none previously entered. This would provide the growth data from beginning of services until exit if the student has been enrolled and receiving services for 6 months or more.

Child C	Outcome Summary Form	
PURPOSE		
The proper selection must be made in order to generate the ap	ppropriate document.	
Select One:	Entry	~
Active in Pre-k services start date:		
Pre-k services completion date:		
PERSONS INVOLVED IN DECIDING THE SUMMARY RAT	TINGS	
Name	Role	
		altery

abe

Indicator 7 report available to review data

ion (xls)
t



Charter Schools must also review Indicator 7 report to identify students with COSF data transferred from previous PSU

Training video and resources available in

Res	ources				Review the Licens	e Agreemen	t Upload File(s) Delete/Update Documents
	-		Federal Reporting	~	10/26/2020	Beth Burris	ECATS Indicator 11 Reporting - Exceptions Tab Guide
	Consist Longing		Federal Reporting	~	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting - Updating Initial Delay Reason Guide
	Service Logging Documents		Federal Reporting	~	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting - Errors and Warnings Guide
	Special Education Documents		Federal Reporting	~	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting - FAQ Guide
			Federal Reporting	~	10/13/2020	Beth Burris	ECATS Indicator 7 Reporting - Errors and Warnings Reference Guide
							ECATS Indicator 7 Reporting Checklist

Preparing for Indicator 7 Student Level Report View

- Entry Outcome 1: 5
- Entry Outcome 2: 4
- Entry Outcome 3: 5
- COSF Exit Date: 2021-05-27 00:00:00.0000000
- Exit Outcome 1: 5
 - Progress 1: 0
- Exit Outcome 2: 5 Progress 2: 1
- Exit Outcome 3: 6
- Progress 3: 1
- OSEPTotalOutcome 1:
- OSEPTotalOutcome 2: c
- OSEPTotalOutcome 3: d
- COSF Months of Service: 27

Active in PK Services Start Date: 2019-02-04 00:00:00.0000000

Completion in PK Services Date: 2021-05-27 00:00:00.0000000

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

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

MAIN MENU	STUDENT	'S 🗸 🛛 WIZARDS 🗸	MY ACCOUNT ~ REPORTIN	NG ~ EWS ~	ADMIN ~	ŧ.				
STUDENT INF		DOCUMENTS PLA	N OF CARE EC PROCESS ~							
Documen	its									
Del <u>Doc ID</u>	<u>Date</u> <u>Generated</u>	Generated By	Document		B	itch <u>Status</u>	Del	Attachment	Batch Attachment	Date Received
E			Child Outcome Summary Form		PDF	Final				

Create a Draft Exit COSF.





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

(If Question Extent of Age Appropriate Functioning has been answered previously): Has the child shown any new skills or behaviors related to positive social-emotional skills (including sitive social relationships) since the last outcomes summary?	Yes		1
	If yes, describe progress here		
If yes, describe progress:			
		aber J	1
COMPLETE AT EXIT			
(If Question Extent of Age Appropriate Functioning has been			-
enswered previously): has the child shown any new skills or behaviors related to acquiring and using knowledge and skills	Yes		~
since the last outcomes summary?	If ves, describe progress here,		
Marca de contra como			
it yes, describe progress:		and and a second se	
		alley	
COMPLETE AT EXIT			
If Question 3a, has been answered previously): Has the child			
own any new skills or behaviors related to taking appropriate action to meet needs since the last outcomes summary?	Yes		~
	If yes, describe progress here.		
If yes, describe progress:			
		alag	

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

	MAIN	MENU STUDEN	TS - WIZARDS - MY ACC DOCUMENTS PLAN OF CARE		✓ EWS ✓ ADMI	N ~ 🇰			
	Stud	ent History							
Del Event ID	Event Date*	Event Type	(transferred from)	Begin Date	End Date	User	Document	Date Created	
		COSF - Exit		i		i	Child Outcome Summary Form		DETAILS
				UPDAT	E THE DATABAS	SE			
				VIEW	USER ACTIONS	5			

Navigate back to Documents. Create Final Exit COSF.

MAIN MENU		RDS - MY ACCOUNT - REPORTING	✓ EWS ✓ ADMIN ✓ mttps://www.ews.com ADMIN ✓ <a #"="" href="https://www.ews.com">mttps://www.ews.com ADMIN ✓ https://www.ews.com ADMIN ✓ https://www.ews.com"/>https://www.ews.com ADMIN ✓ https://www.ews.com ADMIN ✓ https://www.ews.com ADMIN ✓ https://www.ews.com"/>https://www.ews.com ADMIN ✓ <a #"="" href="https://www.ews.com">https://www.ews.com ADMIN ✓ https://www.ews.com ADMIN ✓ <a #"="" href="https://www.ews.com">https://www.ews.com ADMIN ✓ <a #"="" href="https://www.ews.com">https://www.ews.com ADMIN ✓ <a #"="" href="https://www.ews.com">https://www.ews.com ADMIN ✓ https://www.ews.com"/>https://www.ews.com ADMIN ✓ #">https://www.ews.com ADMIN ✓ https://www.ews.com ADMIN ✓ https://www.ews.com"/>	COMPLETE AT EXIT	
STUDENT INFO		PLAN OF CARE EC PROCESS~			
Document	3			(If Question Extent of Age Appropriate Functioning has been answered previously): Has the child shown any new skills or behaviors related to positive social-emotional skills (including positive social relationships) since the last outcomes summary?	Yes If yes, describe progress here
Documents:	General	O Accommodation Review	O Plan of Care (Physical Therapy)	If yes, describe progress:	~~
	Progress Monitoring	Child Outcome Summary Form O Contact Log	 Plan of Care (Psychological Services) Plan of Care (Counseling Services) 	COMPLETE AT EXIT	
		Core Plan Core Plan Review CSP Document	O Plan of Care (Special Education - Speech/Language) FAM-S Scoring Summary School (pdf) FAM-S Scoring Summary School (xls)	(If Question Extent of Age Appropriate Functioning has been answered previously): Has the child shown any new skills or behaviors related to acquiring and using knowledge and skills since the last outcomes summary?	Yes
		 Progress Report Plan of Care (Speech/Language) 	 FAM-S Item Summary School (pdf) FAM-S Item Summary School Level (xls) 	If yes, describe progress:	
		O Plan of Care (Occupational Therapy)		COMPLETE AT EXIT	
		Letters:	(No Letters Available)	(If Question 3a. has been answered previously): Has the child shown any new skills or behaviors related to taking appropriate action to meet needs since the last outcomes summary?	Yes
		CREATE DRAFT	(WILL BE SAVED FOR 30 DAYS)	If yes, describe progress:	
		CREATE FINAL	DOCUMENT (WILL BE SAVED)		
		UPLOAD	EXTERNAL DOCUMENT(S)		SAVE CREATE FINAL DOCUMENT

Reminder: Student Level Report View

 After correcting data in the student record, also update the Student Level Report View to include the corrections in the Indicator 7 report

PROFILE			
PERSONAL INFORMATION		Report Type:	Indicator 7: Preschool Outcomes
PARENTS/STUDENT		Reporting Period:	2022-2023
ELIGIBILITY			
CONTACTS			
	(2)	Report View	
STUDENT HISTORY	(3)		
STUDENT HISTORY	(3)		
STUDENT HISTORY	(3)	Report Type:	Indicator 7: Preschool Outc

UPDATE EXCEPTION

UPDATE REPORT

Preparing for Indicator 7 Resource: COS to Progress Categories

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

ecta Early Childhood Technical Assistance Center	COS to Categories Categories to Summary Statement 1 Statement 2
Improving Systems, Practices, and Outcomes ENHANCED BY Google	
Updated regularly: Coronavirus (COVID-19), Remote Service Delivery and Distance Learning	CUS to Progress Categories
About * IDEA * Systems * Practices * Outcomes * Events * Resources *	Use the following calculator to convert your COS data to progress categories. In the spaces provided, enter a COS rating of 1 through 7 for Entry and Exit. Then, indicate whether progress was made since entry by selecting "Yes" or "No" and select "Calculate."
Outcomes 🔦 / Outcomes / Child Outcomes / Calculators and Graphing Templates	Entry Rating
Outcomes Measurement	(enter 1 through 7)
	Exit Rating 5
	(enter 1 through 7)
Family Outcomes E Calculators	Progress made since Entry 💠 🔿 Yes 💿 No
IESP/IEP-Outcomes Integration	
Data Quality Convert your state's OSEP progress category data for the three child outcomes to the summary statements. The Data Quality calculator can be used by all states to generate percentages related to the summary statements, regardless of the	Calculate Reset
State-Developed Outcomes Materials State-Developed Outcomes Materials Summary Statement 1	OSEP Category : Impossible
Of those children who entered the program below age expectations in each outcome, the percent who substantially increased their rate of growth by the time they exited the program.	Sometimes providers mistakenly answer the progress question "No" for a child who has the same rating of
Summary Statement 2	entry and exit. The progress question refers to the acquisition of any new skills. Children who maintain a
The percent of children who were functioning within age expectations in each outcome by the time they exited the program.	rating of 2 or higher over time are acquiring new skills to be able to keep the same rating because what is expected of older children developmentally is more
See also 🗹 Converting COS Data to OSEP Progress Categories/Summary Statements	than what is expected of younger children.

DIVISION



We are here to answer your questions!

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



Exit Count

EXCEPTIONAL CHILDREN DIVISION

Exit Count

September							
Su	М	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	

15-Sep	Exit Count Opens
18-Sep	Indicator 14 Survey Closes
29-Sep	Exit Count Closes

 Captures end-of-year reporting data on students exiting special education during 7/1/2022 through 6/30/2023 reporting period

Exit Count

Resources

North Carolina Department of Strand PUBLIC INSTRUCTION

Exit 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 Caseloads Report Admin (xls)	IEP Services Report with Location (xls) IEP Services Report with Location/Transportation (xls)
General	Child Count Compliance by Case Manager (xls)	IEP Services Report with Minutes (xls) Indicator 11
Progress Monitoring	Compliance by School (xls)	Indicator 7
Service Logging	Compliance by Students (xls) Compliance Summary (PDF)	Missing Progress Report (xls) Overdue Eligibility/IEP Report (xls)
Special Education	Contacts Report (PDF) ESY By School By Case Manager (xls)	Progress Report Status (PDF) Projected/Missed Eligibility Meetings (xls)
	ESY by Service (xls)	Projected/Missed IEP Meetings (xls)

Res	ources				Review the Licens	e Agreement	Upload File(s)	Delete/Update Docume	ents
	Fadard Danadian		Federal Reporting	~	10/26/2020	Beth Burris	ECATS Indicat Exception	tor 11 Reporting - Ins Tab Guide	^
	Pederal Reporting		Federal Reporting	~	10/13/2020	Beth Burris	ECATS Indica Updating Initial I	tor <u>11 Reporting -</u> Delay Reason Guide	
	Service Logging Documents		Federal Reporting	~	10/13/2020	Beth Burris	ECATS Indicat Errors and V	tor <u>11 Reporting -</u> Varnings Guide	I.
	Special Education Documents		Federal Reporting	~	10/13/2020	Beth Burris	ECATS Indicator	11 Reporting - FAQ uide	÷
			Federal Reporting	~	10/13/2020	Beth Burris	ECATS Exit Co Warnings Re ECATS Exit Co	ount - Errors and ference Guide ount - Same Day	Ļ
							Reportin	<u>g Updates</u> ount Reporting	

EXCEPTIONAL CHILDREN DIVISION

Checklist

Resources

Federal Reporting	ECATS Exit Count Reporting
General	ECATS Exit Count - Same Day
Service Logging Documents	<u>Reporting Updates</u> ECATS Exit Count - Errors and

Warnings Reference Guide

Preparing for Exit Count Things to check in the student record

Student Record Review Checklist to Ensure Accuracy for EC Exit Count **ECATS Screens/Workspace** What to Check Student must have exited Special Education or the District between the begin date and end date of the reporting Student History page period window (7/1-6/30). Student must be exited on the end date of the reporting period window (6/30) in all of North Carolina. Students could be active or inactive overall in ECATS. - If a child exits one NC district to move to another NC. district, and in the second district they are receiving services on the Count Period End Date, they would not be Student History page included in this report for either district. - If a child is active and exited in many districts during the Count Period and remain exited on the Count Period End Date, only the last district exited would report that Student. The following are considered Special Ed Exit Events: 1. Non-Eligibility Event (not initial) 2. Parent Revocation of Service Event (not initial) Student History page Parent Consent Denial Event (not initial Reached Maximum Age The IEP/PSSP/CSP End Date must be greater than or equal to the Exit Date (or Special Ed Exit event) AND there must Student History page or Finalized IEP document be at least one service with an End Date on or after the Exit Date. Student Profile The student must not be age 23 or older. The student must not be marked and 'Exclude Student from This Report' for the applicable report and count Student Level Report View period.

Preparing for Exit Count *Exit Count Report: Common Exceptions*

- Exit Reason Blank
- Exit Reason Not Appropriate for Age

Region	AgeAsOfCo	IEPStartDate	Exceptiona	Setting	Entitlemer	PlanType	ExitReasor	ExitDate	
ECATS	11	3/18/2022	SI	REG	Υ	IEP	TR	3/25/2022	
ECATS	13	4/4/2022	LD	REG	Y	IEP	MV	7/19/2021	
ECATS	16	4/11/2022	LD	REG	Υ	IEP	MV	7/5/2021	
ECATS	10	12/13/2021	ОН	REG	Y	IEP		7/5/2021	
ECATS	9	11/8/2021	SI	REG	Y	IEP		7/5/2021	
ECATS	14	12/17/2021	ОН	REG	Y	IEP	MV	7/5/2021	
ECATS	16	3/14/2022	LD	REG	Y	IEP	MV	10/18/2021	
ECATS	10	3/28/2022	LD	REG	Υ	IEP	DO	4/11/2022	
ECATS	9	11/4/2021	SI	REG	Υ	IEP	DO	10/25/2021	
ECATS	10	4/8/2022	SI	REG	Υ	IEP	MV	7/5/2021	
ECATS	7	10/18/2021	DD	REG	Υ	IEP	TR	11/15/2021	
ECATS	13	2/21/2022	SI	REG	Y	IEP		4/18/2022	



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Child Find

23

EXCEPTIONAL CHILDREN DIVISION

October								
Su	М	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						

2-Oct	Indicator 11 Opens
30-Oct	Indicator 11 Closes
30-Oct	Indicator 12 Spreadsheet Due

- Captures the percent of students for whom a referral was received, and placement determined within 90 days
- Based on data from the 7/1/2022 through 6/30/2023 reporting period

Indicator 11 report available to review data

Scheduled Reports

Early Warning System Accommodations Report School/Grade/Class/Test Exit Count Caseloads as of a Point in Time IEP Services Report with Location (xls) FAM-S Caseloads Report Admin (xls) IEP Services Report with Location/Transportation (xls) Child Count IEP Services Report with Minutes (xls) General Compliance by Case Manager (xls) Indicator 11 **Progress Monitoring** Compliance by School (xls) Indicator 7 Compliance by Students (xls) Missing Progress Report (xls) Service Logging Compliance Summary (PDF) Overdue Eligibility/IEP Report (xls) Contacts Report (PDF) Progress Report Status (PDF) Special Education ESY By School By Case Manager (xls) Projected/Missed Eligibility Meetings (xls) ESY by Service (xls) Projected/Missed IEP Meetings (xls)

Training video and resources available in ECATS (Main Menu > Resources) Resources

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r. d i R		Federal Reporting	~	10/26/2020 Beth Burris	ECATS Indicator 11 Reporting - Exceptions Tab Guide	•
Federal Reporting	0	Federal Reporting	~	10/13/2020 Beth Burris	ECATS Indicator 11 Reporting.: Updating Initial Delay Reason Guide	
Service Logging Documents		Federal Reporting	~	10/13/2020 Beth Burris	ECATS Indicator 11 Reporting_ Errors and Warnings Guide	1
Special Education Documents	0	Federal Reporting	~	10/13/2020 Beth Burris	ECATS Indicator 11 Reporting - FAQ Guide	
		Federal Reporting	~	10/13/2020 Beth Burris	ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020	

Review the License Agreement Linload File(s) Delete/Lindate Documents

Preparing for Indicator 11 *Things to check in the student record*

□ If initial placement is after 90-day timeline, document initial placement delay reason

Defemal D	Part C Referral: C to B Transitio	n Part B Referral		
Referral D	ata			
Referral D	ate: 90 Day Timeline End Date	Private School Non-Participation N : Applicable):	Notice Date (If Delay Reason (If Applicable):	
10/12/20	01/10/2022	Ĩ	IN02: Referral paperwork not processed in a tir	nel 🗸
	Consent for Services	•	CREATE CONSENT FOR SERVICES	
	Consent for Services	•	CREATE CONSENT FOR SERVICES	
	Consent for Services Use the link directly above to below.	• o create a final parent/guardian/student consent for	CREATE CONSENT FOR SERVICES	
	Consent for Services Use the link directly above to below. Parent,	o create a final parent/guardian/student consent for Guardian/Student Consent for Services Response:	CREATE CONSENT FOR SERVICES	
	Consent for Services Use the link directly above to below. Parent, Parent/G	o create a final parent/guardian/student consent for Guardian/Student Consent for Services Response: uardian/Student Consent for Services Date Signed:	CREATE CONSENT FOR SERVICES r services document. Then submit the response information in the fields directly Parent/Guardian/Student Signed - Yes 11/03/2021	

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 below.	Evaluate document. Then submit the response information in the fields directly
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:	10/25/2021
	SUBMIT CONSENT TO EVALUATE RESPONSE
Consent for Services	CREATE CONSENT FOR SERVICES
i Use the link directly above to create a final parent/guardian/student consent for s below.	services document. Then submit the response information in the fields directly
Parent/Guardian/Student Consent for Services Response: Parent/Guardian/Student Consent for Services Date Signed:	Parent/Guardian/Student Signed - Yes
	SUBMIT CONSENT FOR SERVICES RESPONSE

Preparing for Indicator 11 *Things to check in the student record*

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

Documents	_	_	_	_	
Document		Batch	<u>Status</u>	Del	Attachment
Consent for Services	PDF		Final		Consent for Services 9-3- 21
Consent for Eval	PDF		Final		<u>consent for evaluatin,</u> signed 7-10-21



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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/1tQFdgbqV 1kqhMXN9PIGR38JrYbvR8UuZ/edit?usp=sharin g&ouid=100162846075394212010&rtpof=true&s d=true

ECATS website: Federal Reporting Office Hours

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