



Monday Message

September 28, 2020

Special Education Module

EC Data Manager Contact List

The EC Data Manager Contact list needs to be updated annually in order to upload users to the Student Transfer System. Please click the link below and edit the live document where needed. This activity needs to be completed no later than October 5, 2020.

<https://drive.google.com/file/d/1tQFdgbqV1kqhMXN9PIGR38JrYbvR8UuZ/view?usp=sharing>

Progress Report Wizard

The technical concerns regarding accurate local reporting periods for the use of the Progress Report Wizard have been resolved. LEAs will now be permitted to set the System-level Reporting Periods in ECATS at the local level. The directions for accomplishing this are attached; however, please remember the following:

- LEA Admin 4 and LEA Data Manager are authorized users for setting the local *System-level Reporting Periods* in ECATS. These permissions were granted overnight on Sunday, September 27, 2020.
- The data fields that will be used for the local customization of reporting periods is located in ECATS in the *School System Calendar*.
 - This calendar does not receive or transmit data between PowerSchool and ECATS. Therefore, no fields are edited or should be edited in PowerSchool for this functionality.
- The *System-level Reporting Periods* for the *Progress Report Wizard* are set school system wide.
 - *School-level Reporting Periods*, if different across the LEA, are set by the PowerSchool “Years and Terms” field and are populated by an automatic feed from PowerSchool. If the *School-level Reporting Period* is better suited to a school within the LEA, the Progress Report must be generated individually per student using the Documents tab. The Progress Report Wizard will not pull in the appropriate reporting periods for this scenario.
 - Tip: To accommodate as many varied reporting periods among schools within a school system, consider using the date range for each reporting period to establish the window of time that all schools within the LEA will be issuing report cards and progress reports. This tip is optional as date ranges are not required to establish reporting periods, in general.
- The Progress Report Wizard, using the locally customized School System Calendar, is the preferred method for generating progress reports because:
 - The wizard allows more than one final progress report.

- The reporting periods build each time a progress report is issued so that the final progress report on an IEP will capture and document all progress reporting that occurred during the life of the IEP.

To summarize,

- There are two separate calendars in ECATS.
 - School Calendar
 - Reporting periods auto-populated from PowerSchool Years and Terms
 - Used for generating individual progress reports on the Documents tab
 - School-level Progress Reports
 - School System Calendar
 - Reporting periods customized locally by LEA Admin 4 and LEA Data Manager
 - Used for generating batches of progress reports using the Progress Report Wizard
 - System-level Progress Reports

Service Documentation Module

Service Documentation Module Updates

Two improvements have been made in the Service Documentation module. First, an Assessment Logging Wizard has been added to create more efficiency in documenting evaluations. When using this wizard, you do not need to add a student to your caseload before logging the assessment/evaluation; this will be especially helpful with initial evaluations. Second, the Service Log Resubmission process has been streamlined to enable editing and resubmission of rejected logs. Instructions for using these features are attached and have been added to the Service Documentation User Manual and Training Guide.

ECATS: Tip Sheet – RSSD

In May 2017 during Regional Director’s Meetings, the EC Division provided technical assistance regarding how to document the related service descriptions that were once captured on a separate stand-alone form within the IEP. This information was shared again during various other meetings across the state. Recent questions suggest that providing this information again would be helpful. Please see the attached Tip Sheet: Documenting Related Services Support Descriptions (RSSD). This item will also be posted on the ECATS webpage.

For previous issues of the ECATS Monday Message, please visit https://ec.ncpublicschools.gov/ecats/monday_messages.