



# Monday Message

August 3, 2020

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## Special Education Module

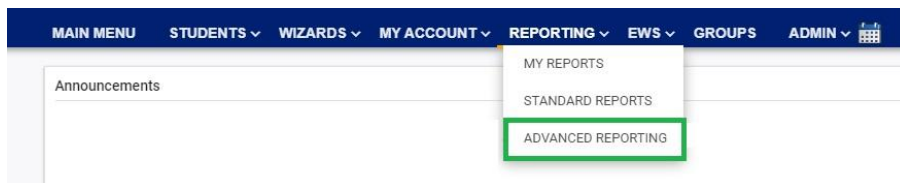
### COSF Exit Form

The ECATS COSF Exit form requires Entry info to be entered first. Therefore, LEAs should enter the COSF Entry information prior to starting the COSF Exit. However, some users have found that if they started the Exit form first, they cannot clear the information in order to fill out the Entry form.

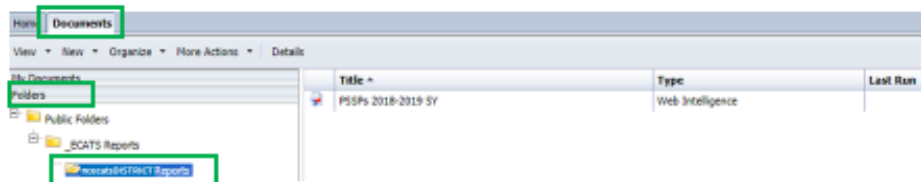
### COSF Exit Form: Action Steps

To assist in clearing this drafted COSF Exit data in order to allow COSF Entry data input:

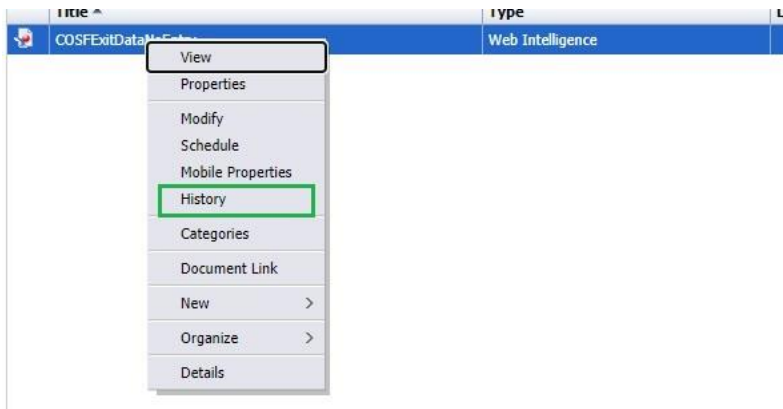
- The vendor will provide a list of those students with a *drafted Exit COSF and no entry COSF* on the Advanced Reporting platform. The report will include the drafted Exit COSF information.
- Follow these steps to access the Advanced Report:
  1. From the 'Reporting' menu, click 'Advanced Reporting'.



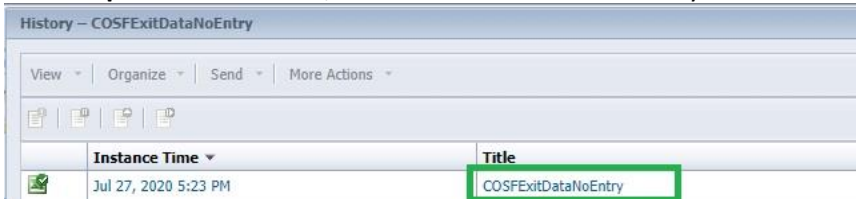
2. When AR opens, make sure you are on the 'Documents' tab and click on 'Folders'. Expand 'Public Folders', then '\_ECATS Reports', and click on 'ncecatsDISTRICT'.



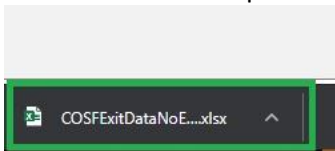
3. Look for the report 'COSFExitDataNoEntry'. **Right click** on the report name and select 'History'.



4. In the **top row** of instances, click on 'COSFExitDataNoEntry' under the 'Title' column.



5. The Excel report will automatically download. Look in the downloads bar (if using Chrome), or your downloads folder. Open the file to view the affected students.



6. The Excel report includes the following columns:

Column Name	Description
LEA Code	Code for your District/Charter
LEA Name	Name for your District/Charter
School Name	The name of the school in your District/Charter where the student was most recently enrolled
School Abbreviation	The abbreviation of the school in your District/Charter where the student was most recently enrolled
Student ID	The student's Powerschool ID
Last Name	The student's last name
First Name	The student's first name
Grade	The student's most recently enrolled grade
Entry Outcome 1	The score entered for entry outcome 1 on the COSF document (will most likely be blank)
Entry Outcome 2	The score entered for entry outcome 2 on the COSF document (will most likely be blank)
Entry Outcome 3	The score entered for entry outcome 3 on the COSF document (will most likely be blank)
Exit Outcome 1	The score entered for exit outcome 1 on the COSF document (this value will be cleared by 8/14/2020 and requires reentry after an entry COSF is created)

Exit Outcome 2	The score entered for exit outcome 2 on the COSF document (this value will be cleared by 8/14/2020 and requires reentry after an entry COSF is created)
Exit Outcome 3	The score entered for exit outcome 3 on the COSF document (this value will be cleared by 8/14/2020 and requires reentry after an entry COSF is created)
Student Status	This is the student's current enrollment status for your LEA. If it says 'active', use your normal student search to find the student. If it says 'Inactive', use the inactive student search available under <b>Admin &gt; School System &gt; Administration &gt; Inactive Students</b> to find the student

7. **NOTE:** If your Excel report is blank, there are no affected students in your district.

- The vendor will batch process a clearing of drafted Exit COSFs by 8/14/2020. *(Finalized Exit COSFs will not be affected.)*
- LEAs should input and finalize the Entry COSF, then input and finalize the Exit COSF, by 10/23/2020.
- Please direct any questions related to these action steps to the ECATS Helpdesk through Zendesk.

#### **COSF Exit Form: Future Instances**

If LEAs encounter an issue in the future where they cannot clear drafted Exit COSF information in order to enter an Entry COSF, they may contact the vendor via the ECATS helpdesk to request clearing of individual drafted Exit COSFs.

#### **Indicator 7 - Childhood Outcomes Summary Due Date Change**

The Indicator 7 reporting due date has been extended to align with Indicator 11 and 12. The new due date is 10/23/2020. The EC Division is working with PCG to get the Indicator 7 count report released to ECATS as soon as possible. Once released, training and tip sheets on how to correct data and submit the report will be made available to all districts.

#### **Graduates for the 2019-20 School Year and Exit Data**

NCDPI and PCG are planning to work together during the week of 8/10/2020 to update ECATS with students who have graduated. Once this file is processed, districts will be able to select the Modified Exit Reason in ECATS for the 2019-20 Exit Count. If this time frame changes, users will be notified in the ECATS Monday Message.

## **Service Documentation Module**

The service type drop-down menu on the ECATS Service Documentation audiology logging screen has been updated to more accurately reflect the full array of school-based audiology services.

For previous issues of the ECATS Monday Message, please visit [https://ec.ncpublicschools.gov/ecats/monday\\_messages](https://ec.ncpublicschools.gov/ecats/monday_messages).