



Monday Message

January 27, 2020

Alternate Data Entry

As a reminder, the Alternate Data Entry option was developed to relax rules of completion for all user types for all EC processes. It was intended to reduce data entry for documents created during the dark period (June 16-July 17) and early implementation. This option has remained open to assist in ensuring that the minimum critical data fields necessary for Child Count could be entered. As communicated in the [October 21, 2019, Monday Message](#), there were potential risks associated with using this option.

Now that the Child Count submission/verification window has closed, the EC Division will be disabling the Alternate Data Entry effective tonight, 1/27. We anticipate an increase in ZenDesk tickets if LEAs have used this option beyond the intended purpose for the window of time communicated last fall.

Please communicate to your ZenDesk reporters that it will be important to troubleshoot this as a root cause if local users request assistance prior to submitting a ZenDesk ticket. The solution for these types of tickets will be to follow the appropriate EC process to ensure that drafted documents are finalized without errors.

LEAs should be able to identify whether or not the alternate data entry was used for a student by following this pathway: Student--> Student History. At the Student History page, events created with missing hyperlinks under the "document" column are indicators that an event may have been created using the alternate data entry method.

ECATS Paperclip Storage

LEAs have requested additional information regarding how their allocation of data for Paperclip can be managed.

With the ECATS contract, there is enough data storage for LEAs to be able to upload approximately 5-6 pages per total ADM (general education students + EC students). In addition, there are some minimums and maximums in place. The minimum allotment an LEA received is 100 MB; the most an LEA can receive is 23,000 MB (or 23GB).

- 100 MB is a little over 3000 pages per school year.
- 23,000 MB is a little under 700,000 pages per school year

This data allocation is renewed annually. While only a rough estimate, LEAs could develop a usage guide by estimating how the document allocation for general education students can be re-purposed to increase the number of documents available per EC students.

As a reminder:

- Data is allocated by LEA; not by user or by student. (Therefore, a few users could potentially use the entire LEA's annual allotment.)
- The following items should be attached to the electronic student record via PaperClip:

- The initial consent for Evaluation (Parent Consent to Evaluate)
- The initial consent for Placement (Parent Consent for Services)
- Parent consent to access Public Insurance. *
 - Users should begin this process with any initial referral or initial request to access private insurance that occurred beginning July 1, 2019, and forward. For documents prior to this time, the student's EC file is the authoritative source.
- Currently, there isn't a document requirement in place for general education students.

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