



# Monday Message

## November 25, 2019

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### **Follow-Up to Data Entry for Indicators 11/12**

During the Data Manager and Administrator's Institute at the November conference, the following information was shared:

*The alternate data entry process used for the December Child Count will not be sufficient for newly placed students for Indicator 11 and 12 reporting. Ensure that all referral, evaluation, eligibility and placement decisions are fully documented for students referred on or after 7/1/2019.*

To alleviate concerns about the specifics of what is required by this message, please note the following:

- The data elements that make the alternate data entry for December Child Count insufficient are the initial referral date (Indicator 11) and consent for placement date (Indicator 12). These missing data elements are limited to any referral or placement made during July 1-July 17 (17 days) of the dark period (June 16-July 17).
  - *All EC processes after this time (dark period) should have been initiated in ECATS.*
- At this time, it is estimated that 900 records statewide will be impacted for Indicator 11 and 250 for Indicator 12 during the 17 days.
- Indicator 11 and Indicator 12 reporting for FY 2019 has been completed.
  - *The missing data for referrals and consent for placement only impacts FY 2020 (July 1, 2019 – July 17, 2019); therefore, LEAs will have until October 2020 to complete data entry activities, if any, for the 17 days.*

### **At this time, LEAs should not take any action.**

- The EC Division and PCG are currently reviewing the process for handling the missing data elements and will communicate clarification early in the new year.

### **Child Count Reporting Capabilities Available in ECATS Production**

The child count report will be made available to LEAs tonight. Users with appropriate permissions can access the report under the Reports>Special Education tab. The EC Division has decided to release the report allowing districts to begin looking at their exceptions prior to the final certification deadline in January. Please note that we are still working on two possible scenarios that are affecting an extremely small number of students across the state.

- Students missing disability code - some districts may see in the count report, students without a disability code. This does not mean a disability has not been determined for the student, it is an issue with the data migration and is being worked on. Once this is corrected, districts will be notified in the Monday message and can re-run their report to see the correction.

- Students missing from the report - there are some students (less than 0.1%) that are not showing on count due to an issue with exiting and re-enrolling in a district without a new enrollment. This issue is also being worked on and will be corrected prior to the due date for child count. If you find that you are missing students on child count please ensure that they have a valid eligibility and a current IEP event with services as of 12/1/2019. If all elements needed for child count are in place and the student is still not showing in your report, please report this to ZenDesk.

The steps for running a child count report as well as the instructions for correction of exceptions as presented at the conference last week will be posted later today.

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