



Monday Message

October 21, 2019
Critical Updates

Training Video: Annual IEP

The ECD has prepared a short video to demonstrate the sequence of the data entry required for annual IEPs. This video is only meant as a guide for new users or staff that are having difficulty navigating the system. It is NOT intended to be a demonstration of writing a compliant IEP. The information in text boxes was simply keyed in to advance the process; not to provide users with the expected language necessary to produce a compliant IEP or meet any requirement on a monitoring protocol. The video lasts approximately 22 minutes and can be located at:

<https://ec.ncpublicschools.gov/ecats/special-education/training-videos> under "NEW Videos."

Sample IEP: Henry Test

A sample IEP has been created in ECATS to demonstrate options for documenting services and supports. It is highly recommended that the sample IEP be used in conjunction with the Training Video to enhance the data entry process. This sample is not intended to be generalized into practice beyond the purpose for which it was intended. This Sample IEP can be located at: <https://ec.ncpublicschools.gov/ecats/special-education/training-videos> under "NEW Videos."

ECATS Loading Historical Assessments

PowerSchool assessments from previous school years will be pulled and loaded into ECATS beginning October 28, 2019. This data is needed to inform the Special Education process when students are referred for evaluation and as preparation for the MTSS module. PowerSchool Data Managers are requested to transfer data for currently enrolled students from previous LEAs into their own LEA by Friday, October 25. This is a one-time pull of historical assessments so this data load into ECATS will occur only once.

ECATS Requests for Changes/Enhancements

Many of the ZenDesk tickets forwarded to EC Division contain requests for adding or deleting items to drop boxes or recommendations for changes that may require development. In order to track these requests and consider them in scheduled releases, please DO NOT send them through ZenDesk. Users may send them in via an Office365 Form found at: <http://bit.ly/ECATSEnhance>.

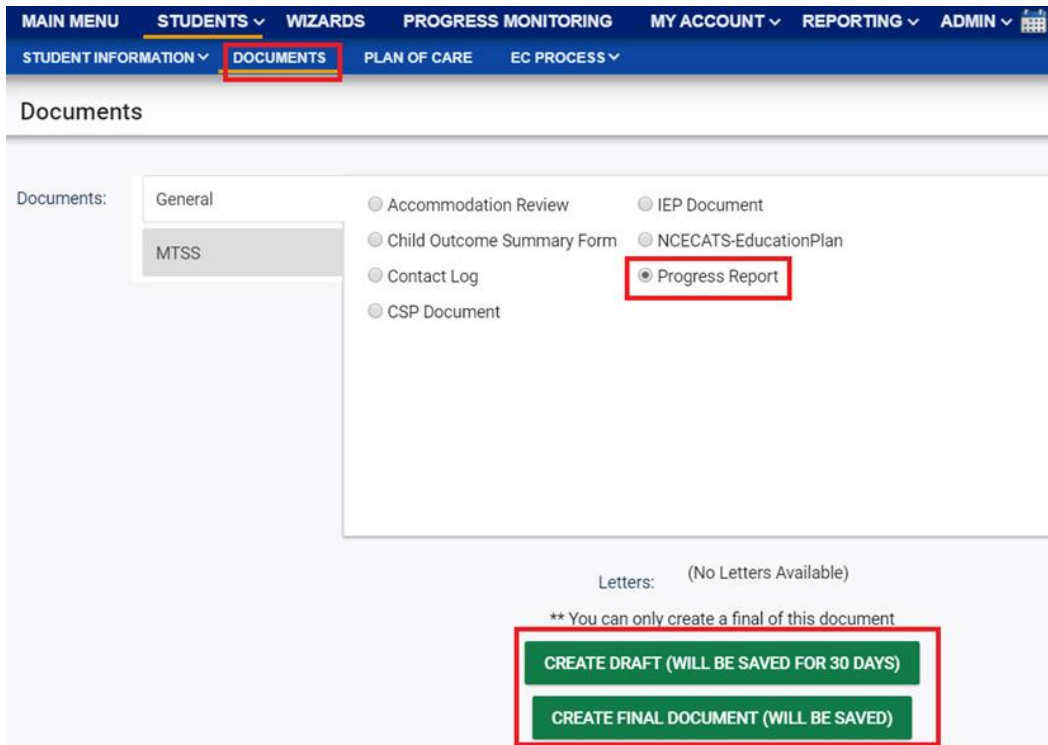
Plan of Care: Update to User Type

The leads for the Service Documentation module have received a number of requests from service providers regarding user types, assigned duties and unexpected barriers to completing plans of care. In order to provide flexibility in assigning appropriate user types, LEA Admin 2 now has the ability to edit Plans of Care in ECATS. This change went into effect on October 15, 2019.

Progress Report Wizard

LEAs have shared that the reporting periods available in the Progress Report Wizard do not match the reporting periods available in the Progress Report created through the Documents. We are working with the vendor to update the

Progress Report Wizard. In the meantime, we have decided to disable the Progress Report Wizard in order to reduce confusion and ensure consistent reporting periods. For IEPs created in ECATS, the Progress Report can still be created by going to the student’s “Documents” page (screenshot below). For IEPs that have not yet been renewed in ECATS, please utilize the template previously provided through the Monday Message. The Progress Report Wizard will be disabled at the close of business on Friday, October 25, 2019.



Alternate Data Entry for Dark Period

This data entry option, first communicated through the Monday Message (10/14/19), is now ready for use at the local level and will be turned on at the close of business on Friday, October 25, 2019. This option is intended to reduce data entry for documents created during the dark period (June 16-July 17) and early implementation. It is extremely important that leadership at the local level consider carefully the following:

- The Alternate Data Entry option relaxes the rules of completion for ALL user types for ALL EC Processes.
 - The expectation from the EC Division is that this option be time limited and restricted to EC Processes completed during the dark period (June 16-July 17) and early implementation. All new EC Processes (initial referral/evaluations, annual reviews, reevaluations, MDRs, etc.) should be completed using ECATS.
 - LEAs should consider appropriate messaging to its users regarding local expectations and conditions under which this option should be limited.
 - For monitoring purposes, the LEA should ensure that the authoritative record used for alternate data entry is maintained in the student’s hard copy EC file.
- Potential Risks
 - Delayed local implementation – use of alternate date entry beyond the scope for which it was intended
 - Delay in building the database for future EC Process activities
 - Examples:
 - Delayed entry of evaluation results on the assessment summary will mean increased data entry at the time of the next reevaluation – particularly if the next reevaluation is due three years from the dark period.

- The absence of finalized annual goals in ECATS further delays the ability to use the Progress Report Wizard. Therefore, use of the EC Division provided Progress Report template will be prolonged and will require careful monitoring to ensure that a final, hard copy is included in the student's EC file when a new annual or an addendum IEP is created.
- Standard reporting functions may return incomplete data sets until an LEA has fully implemented ECATS.
- Incomplete EC Records
 - If users do not complete each step for alternate data entry exactly according to the training materials, the student may not appear in the Child Count Report, thereby jeopardizing funding.
 - The alternate data entry mechanism does not enforce full record completion. For example, an IEP could be entered without a Referral.
 - If users do not enter accommodations for state-mandated assessments, the EC screen in PowerSchool will be incomplete and the accommodations reports used by local/building level testing coordinators will not populate correctly or be inclusive of all students requiring accommodations. This creates a significant risk for the effective state mandated test administration in the Spring of 2020.

In anticipation of clarifying questions:

- No, this option cannot be restricted to specific user types.
- Yes, the LEA may restrict usage at the local level through local messaging. *If this option is selected, LEAs are encouraged to complete this messaging prior to the option going live at the close of business on Friday, October 25, 2019.*
- Yes, use of this alternative data entry option will ensure that EC Processes completed during the dark period will trigger the appropriate events needed for December 1 Child Count.
- No, there isn't a report that can be run to identify which user types and which users are using this option outside of the purpose for which it was intended. The only marker will be missing documents associated with the Eligibility and IEP on the student history page.
- No, PaperClip should not be used to attach a pdf of the documents entered using the alternate data entry option. This will significantly impact the LEAs allotment of data for the year.
- Yes, it will be the LEAs responsibility to monitor the use of this option.

To assist users in completing the alternate data entry option, a short video and user guide has been created. These items can be located on the ECATS website at <https://ec.ncpublicschools.gov/ecats/special-education/training-videos> under "NEW Videos" and within the ECATS application the bottom of the landing page under "Resources". LEAs may restrict the use of this option as appropriate through local messaging. *This option will go live at the close of business of Friday, October 25, 2019 and remain in effect until Tuesday, December 31, 2019.*