



Monday Message

September 30, 2019

Duplicate Student ID numbers in ECATS

If you locate a student in ECATS that has two different Student ID numbers but both ID numbers identify the exact same student, this must be corrected in the State Student UID system and PowerSchool before they can be merged in ECATS.

Once both ID's are located in ECATS, contact your PowerSchool LEA Coordinator and provide them with both of the Student ID numbers. They will then submit a ticket to the PowerSchool service desk, with the description, "ECATS Duplicate Student Numbers". Once they have completed submitting the ticket, they can provide you with the ticket number. You can then file a ZenDesk ticket with the PowerSchool ticket number, the LEA/School, and both Student ID numbers.

This description and process will allow the PowerSchool Service desk to know it is an ECATS Student, and they can work these tickets so Federal Reporting and Child Counts can be completed on time. This also will allow DPI to follow the ticket, and when resolved in the State Student UID system and in PowerSchool, DPI can then have the data merged in ECATS keeping the correct student ID number.

Reevaluation Referral Event and Errors when Reevaluation Does Not Update to the Correct Date

Users have been experiencing two types of errors when completing reevaluations.

- A Reevaluation Referral event was generated when a reevaluation was finalized. This created an incorrect date for when the reevaluation was due.
Solution: This event type "Reevaluation Referral" has been removed. Users should no longer receive this error.
- The triennial date would not properly calculate if the initial/reevaluation/eligibility events were finalized after the new initial/annual IEP was developed.
Solution: Users should always finalize eligibility documents prior to finalizing IEPs for meetings in which eligibility determinations and revisions to IEPs occur. This ensures the sequence of student history is correct and dates and compliance symbols calculate correctly. If users still encounter incorrect eligibility dates as a result of this error, check the student history page and delete the events out of sequence. Then, return to the workspace and finalize the processes in order.

IEP Progress Reports

The EC Division has received inquiries regarding the issuance of progress reports. Please note the following:

- Migrated data, for both CECAS and other 3rd party users, did not migrate on a data field by data field basis. PDFs of finalized documents were/are being migrated. Data points for federal reporting were migrated to the appropriate fields (ex. dates, primary eligibility category, etc.). Therefore, IEP goals finalized outside of ECATS were not migrated and mapped to progress reports.
- New IEPs, completely developed in ECATS, will have accessible goals for utilizing the Progress Report Wizard in ECATS.

- In order to issue progress reports concurrently with report cards, the EC Division has created an *IEP Progress Report* template for reporting IEP Progress for students that do not have a current IEP in ECATS. This template is a word document that is completely editable by EC Staff – duplicate/add/delete as appropriate. It should be used to paste in goals/objectives/benchmarks from the current IEP and report progress. This template has been developed to reduce as much manual entry as possible. LEAs should keep a copy of completed IEP Progress Reports (developed on the template) in an electronic format in the event the template must be used again to issue progress reports while student documents are being developed in ECATS. Once the student has an IEP fully developed in ECATS, the electronic copy of the progress report (developed on the template) should be printed and filed in the student’s EC folder.

This template is available online on the ECATS Website under Special Education and Training or can be downloaded directly from:

<https://ec.ncpublicschools.gov/ecats/special-education/20190930ECATSProgressReport.docx>

Using PaperClip

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 private 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. Clarification will be provided next week on the amount of storage through PaperClip for each LEA.

Preschool Settings

Preschool RECP Codes are now active in ECATS. Please refer to the Tip Sheet (online at <https://ec.ncpublicschools.gov/ecats/special-education/20190930TS.PreschoolSettings.pdf>) for directions on how to select and document the appropriate code. Please remember, this code is for federal reporting purposes and will not appear on the student’s IEP. No additional calculations are required.

Revocation of Consent

Please refer to the Tip Sheet (online at <https://ec.ncpublicschools.gov/ecats/special-education/20190930TS.RevocationofConsent.pdf>) regarding how to document a parent’s decision to revoke consent for services.

December Child Count Submission Window

To allow districts added time to enter IEPs that were completed during the Dark Period, ECATS will remain open for IEP entry through December 31, 2019. For students to be eligible to be counted on the child count, they must have current eligibility and a current IEP as of December 1, 2019. DPI will begin pulling data for the December 1 Child Count on January 2, 2020 and final verifications must be completed by January 16, 2020.

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