



# Monday Message

## September 16, 2019

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### **Personally Identifiable Information (PII)**

Please remember to be extremely careful when transmitting any Personally Identifiable Information (PII). Sending PII information through ZenDesk is secure, so please use this as your first outreach method for questions that require the conveying of PII. If emailing sensitive PII, save it in a separate document and password-protect or encrypt it. Send the encrypted document as an email attachment and provide the password to the recipient in a separate email or by phone.

According to the U.S. Office of Management and Budget (OMB), "The term 'personally identifiable information' refers to information that can be used to distinguish or trace an individual's identity.

PII includes, but is not limited to:

- The student's name
- The name of the student's parent or other family members
- The address of the student or student's family
- A personal identifier, such as the student's social security number or biometric record
- State student number combined with other identifying information
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- Other information that, alone or in combination, linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- Information requested by a person who the education agency or institution reasonably believes knows the identity of the student to whom the education record relates

Please see the "Handling of Personally Identifiable Information" reference on the NCDPI Data Management Group website at <http://www.ncpublicschools.org/docs/data/management/handlingidentifiableinfo.pdf>.

### **Important Information for CECAS Daily Users and Indicators 11, 12 and Exit Count for All Users**

Please be advised that information in CECAS is no longer being migrated to ECATS. It has come to our attention that users are still trying to complete EC processes inside of CECAS that are not necessary for the 2018-19 school year. This is creating users double work as this same information must be entered into ECATS.

For CECAS daily users, you should only use the CECAS system to finalize records for the 2018-19 Indicators 11 and 12 and the Exit Count. In other words, for Indicators 11 and 12, referrals received on and between 7/1/2018 and 6/30/2019, will need to be closed out and documented in CECAS. This is because the end-of-year reporting (Indicator 11 and Exit Count) will be conducted using CECAS.

Reporting (EASYIEP) users will need to work with PCG to make sure their Indicator 11 xml file has all of the data for the 2018-19 school year. As a reminder, if you completed a referral that was received in the spring after the June 14, 2019

cut-off date, please work with PCG to insure this data is up to date and contained in the Indicator 11 and Exit Count .xml files if applicable.

Example - Referral received 5/29/2019, eligibility determined and IEP completed 6/21/2019. The eligibility and IEP would not be migrated to ECATS because we pulled the final migration file on 6/14/2019.

#### **Tips for CECAS daily users:**

- If you need to document an IEP in CECAS, use only the Plans screen. There is no need to use the EC Form as this information will not migrate to ECATS. The form can be completed in ECATS and basic data entry into the Plans screen in CECAS will suffice for Federal Reporting.
- For the Exit Count - make sure that any student that exited your LEA prior to 7/1/2019 is exited in CECAS.

#### **Updates to ECATS User Types**

Our teams have been listening to feedback from the field and have made the following changes to ECATS User Types.

##### **School Admin 1**

- Team Member (added)
- LEA Representative (added)
- General Education Representative (added)

##### **LEA Administrator 1**

- Special Education Representative (removed)
  - To make consistent with general education access/roles/responsibilities

##### **School Admin 2**

- Special Education Representative (added)
- Case Manager (added)
- Activities Can Edit:
  - Finalize EC Documents
  - Create Caseload
  - EC General
  - Invitation Documents
  - Special Education Processes
  - Progress Monitoring
  - Discipline/MDR
  - Data Collection Screen C & B
  - COSF