



Monday Message

August 30, 2021

Special Education Module

ECATS Update: IEP Workspace

As of July 1, 2021, the IEP Process workspace has been updated to clear when the user selects 'Initial' or 'Annual Review' for Meeting Purpose. Clearing the IEP workspace ensures that the user develops the new IEP with current and relevant information, rather than manually deleting information that is no longer appropriate. This is consistent with the requirement to review and revise the IEP at least once annually with present levels of academic achievement and functional performance. After selecting the Meeting Purpose, Initial or Annual Review, and clicking Save and Continue, the Meeting Purpose section of the IEP will display an alert that the meeting purpose selected will clear the IEP Workspace.

Clearing the IEP workspace occurs when:

1. User opens the IEP process under the student's EC Process menu.
2. User clicks to open the Meeting Purpose page.
3. User selects 'Initial' or 'Annual Review' for the Meeting Purpose dropdown.
4. User completes remaining required information and clicks 'Save & Continue'.
5. Any information on the rest of the pages for the IEP clears out (except the Services page).

The screenshot shows the 'Meeting Purpose' form in the ECATS system. At the top right, it displays 'Alexis Test - 100003 | 07/27/2015' and 'Import Holding School | Import'. Below this is a blue information bar with an 'i' icon and the text 'Please indicate the meeting purpose and IEP Meeting, Start, and End dates.' The form fields include 'Meeting Purpose:', 'IEP Meeting Date:', 'IEP Start Date:', 'Date this IEP Ends:', and 'Case Manager:'. A dropdown menu is open for 'Meeting Purpose', showing options: 'Initial', 'Annual Review', and 'Addendum'. A green box with arrows points to the 'Initial' and 'Annual Review' options, containing the text 'Select Initial or Annual Review'. Another green box with an arrow points to the 'SAVE & CONTINUE >>' button at the bottom right, containing the text 'Click Save & Continue'. At the bottom of the form are five buttons: 'BACK', 'SHOW SECTION', 'SHOW SECTION IN SPANISH', 'SAVE', and 'SAVE & CONTINUE >>'.

Reminders:

- Users should carefully review and update information on the Services page for an Annual Review. While the services section as documented from the last finalized IEP currently does not clear after selecting Annual Review as the Meeting Purpose, the EC Division has initiated a request that this occurs in the future. This change will be communicated prior to implementation.
- Information from previous finalized IEP documents will remain as historical data in ECATS, accessible via the Advanced Reporting platform and Student History page.
- Any assessment data, existing or new, that has been entered into the Assessment Summary remains a part of the student's ECATS record and will not clear when the meeting purpose is selected. If the information is current and relevant to the IEP being drafted, the user will need to add the relevant assessments on the Source of Relevant Info page of the new Annual Review IEP.

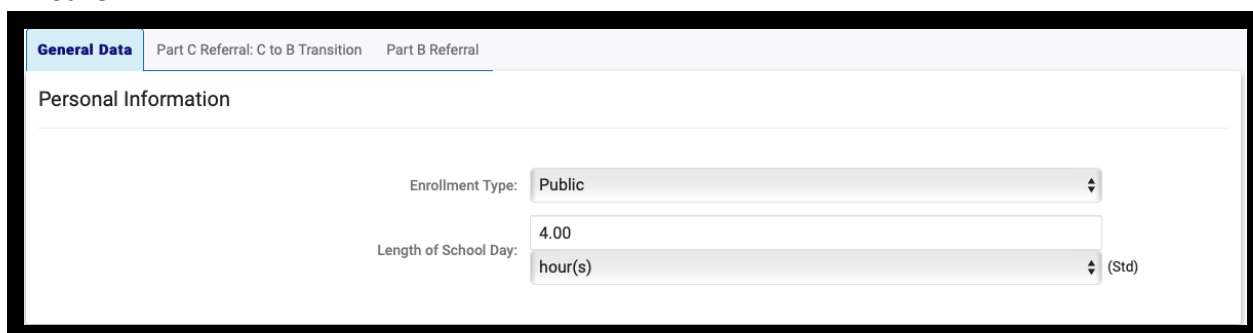
Reevaluation Tip: At the triennial reevaluation, IEP Teams must consider whether the student continues to be eligible for special education and related services, the unique needs of the student and whether the IEP must be reviewed and revised. The IEP Team may decide it has all the required evaluations necessary to determine that the student's eligibility remains appropriate, and no new disabilities are suspected. However, it is also possible that an additional evaluation may be requested for programming. In this scenario, the IEP Team should re-establish the student's eligibility for another three years and obtain consent for the evaluation needed for programming purposes only. Once the requested evaluation is completed, the IEP Team reconvenes, adds those data to an addendum IEP (or annual if due) in the PLAAFP and determines the revisions necessary based on the evaluation results. This set of options ensures the student's eligibility remains current and appropriate while providing the IEP Team time to conduct the evaluation needed for programming only.

Annual IEP Tip: When completing an Annual Review, selecting "Annual" as the meeting purpose will clear the workspace. To prevent losing any information entered, make sure to choose the meeting purpose before entering any data for a new Annual.

Length of School Day: Modified Day Students

Once an IEP Team makes the determination a student's needs are best met on a modified day, the length of the school day must be modified in ECATS. This ensures the placement is calculated correctly for reporting purposes.

1. Select the Student's name in ECATS
2. Click on EC Process→Data Collection→General Data
3. Enter the new Length of School Day specific to the student's modified day schedule.
4. Save.



The screenshot shows the 'General Data' tab in the ECATS system. Under the 'Personal Information' section, there are two fields: 'Enrollment Type' with a dropdown menu set to 'Public', and 'Length of School Day' with a text input field containing '4.00' and a dropdown menu set to 'hour(s)'. A '(Std)' label is visible to the right of the dropdown menu.

Exit Count

September captures end-of-year reporting data on students exiting special education during the July 1, 2020 through June 30, 2021 fiscal year. The Exit Count opens September 15, 2021 and is due by close of business September 30, 2021. In preparation for the Exit Count, the Exit Count report is currently available to all LEAs, Charter Schools and State Operated Programs on ECATS production under Reports>Standard Reports>Special Education. The Exit Count training video and resources are also available in ECATS under Main Menu > Resources > Federal Reporting.

- Exit Count report available to review data

Scheduled Reports		
Early Warning System	Accommodations Report School/Grade/Class/Test	Exit Count
FAM-S	Caseloads as of a Point in Time	IEP Services Report with Location (xls)
	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
General	Child Count	IEP Services Report with Minutes (xls)
	Compliance by Case Manager (xls)	Indicator 11
Progress Monitoring	Compliance by School (xls)	Indicator 7
Service Logging	Compliance by Students (xls)	Missing Progress Report (xls)
	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xls)
Special Education	Contacts Report (PDF)	Progress Report Status (PDF)
	ESY By School By Case Manager (xls)	Projected/Missed Eligibility Meetings (xls)
	ESY by Service (xls)	Projected/Missed IEP Meetings (xls)

- Training video and resources available in ECATS (Main Menu > Resources)

Resources		Review the License Agreement	Upload File(s)	Delete/Update Documents
<input checked="" type="checkbox"/>	Federal Reporting	<input type="checkbox"/>	Federal Reporting	10/26/2020 Beth Burris ECATS Indicator 11 Reporting - Exceptions Tab Guide
<input type="checkbox"/>	Service Logging Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020 Beth Burris ECATS Indicator 11 Reporting - Updating Initial Delay Reason Guide
<input type="checkbox"/>	Special Education Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020 Beth Burris ECATS Indicator 11 Reporting - Errors and Warnings Guide
<input type="checkbox"/>		<input type="checkbox"/>	Federal Reporting	10/13/2020 Beth Burris ECATS Indicator 11 Reporting - FAQ Guide
<input type="checkbox"/>		<input type="checkbox"/>	Federal Reporting	10/13/2020 Beth Burris ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020

[ECATS Exit Count - Errors and Warnings Reference Guide](#)

[ECATS Exit Count - Same Day Reporting Updates](#)

[ECATS Exit Count Reporting Checklist](#)

Note: This message is a repeat of the August 23, 2021, Monday Message.

2020-2021 End of Year Data Submission for Indicator 12

Indicator 12 captures data on students who received Part C services and were referred to Part B during the July 1, 2020 through June 30, 2021 fiscal year. All students must have an IEP developed within 90 days of the referral and receive services by their 3rd birthday. Indicator 12 will be submitted on spreadsheets by all PSUs and can be accessed by clicking this link: [Indicator 12 Spreadsheet](#) or by going to the ECATS site under Resources

(<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/resources>). The spreadsheet has a tab with helpful clarifications to assist PSUs on entering their data and can be submitted at any time prior to the due date of October 29, 2021. Charter

Schools do not need to submit an Indicator 12 spreadsheet this year. Please email all Indicator 12 spreadsheets to ecindicators@dpi.nc.gov.

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Federal Reporting Office Hours

As a reminder, the Federal Reporting Office Hours are open from at 10:00 AM and 2:00 PM on the first Wednesday of each month. Please contact Khalilah O'Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov if you have any questions. To join in and ask any questions about upcoming federal reporting, please use the following link: <https://ncgov.webex.com/meet/khalilah.ofarrow>.

For previous issues of the ECATS Monday Message, please visit

<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/monday-messages>.