



Monday Message

February 21, 2022

Special Education Module

Finalizing Documents in ECATS

It is extremely important that case managers update drafts with the IEP Team's final decisions and finalize as soon as possible after IEP Team meetings are held. This is important for several reasons:

- Standard and Advanced Reports pull data from finalized documents.
- Compliance alerts are triggered by finalized documents.
- Drafted documents clear after 30 days. While the information can be redrafted without duplicated data entry, it is best practice to finalize the documents within 30 days if the IEP Team has met or redraft before the 30 days end if the IEP Team meeting is rescheduled.
- Child Counts and other federal reporting tasks use finalized documents and associated dates for determining compliance (90-day timelines, current IEPs, etc.).
- For students receiving a related service for the first time, plans of care in the Service Documentation module cannot be drafted until the IEP is finalized.
- The actions of the IEP Team must be implemented on the date provided on the Prior Written Notice. Failing to finalize documents before this time creates the potential for procedural violations regarding the implementation of the IEP.
- Students with high mobility rates may have incomplete records transfer creating another potential procedural violation with the implementation of the IEP.

PSUs are encouraged to establish standard operating procedures regarding the finalization of IEP Team Meeting documents and communicate those expectations to all ECATS users. A two school day window or within 48 hours of the IEP Team Meeting are suggested windows of time to incorporate in local procedures for finalizing documents in ECATS. Finalization of documents prior to the date the actions will be implemented by the IEP Team and noted on the PWN is a must.

Document Translation: Update

Currently documents translated to Spanish that include the abbreviation "TB" are translating to "tuberculosis". PCG is working on a solution to this issue and in the meantime, for accurate translation enter

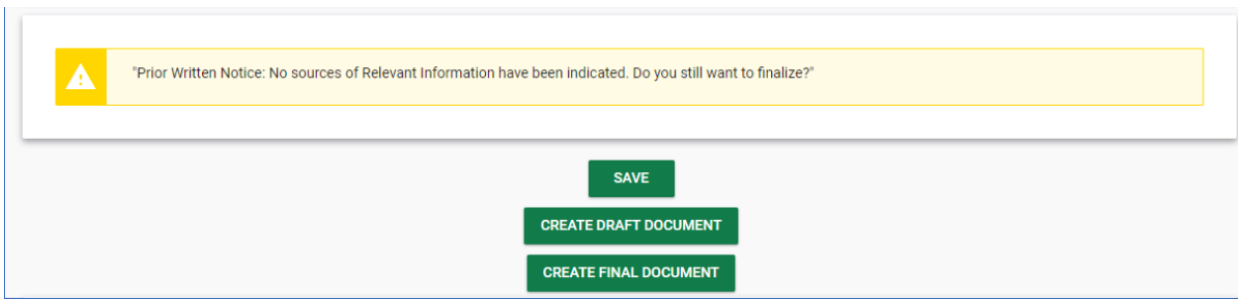
the initial "TBI" instead of entering "TB". The abbreviation is printing correctly in the header of documents where the abbreviation is designed to print.

SLD Eligibility Worksheet

The eligibility worksheet for Specific Learning Disabilities has been updated to include the required components per policy changes from June of 2020. The updates are reflected in the ECATS workspace as well as the printed Eligibility Determination Worksheet.

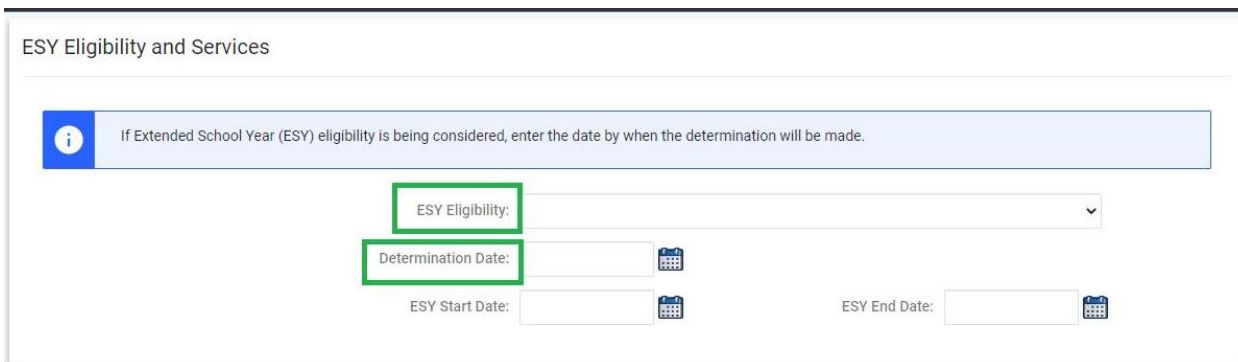
Prior Written Notice Warning

The Prior Written Notice workspace now includes a warning message when users have not selected an existing data for the Sources of Relevant Information section. This is simply a warning message, and will not prevent users from finalizing the document, nor will it print on the document.



IEP Process – ESY Eligibility

The IEP process for ESY Services page has been updated to require a response to the question for "ESY Eligibility" and "Determination Date" under the ESY Eligibility and Services Section. Users must select an option from the drop-down menu before finalizing the IEP document.



Federal Personnel Survey

The Federal Personnel data collection for the 2021-22 school year will be submitted via a revised survey that combines the Related Service Workforce survey with the federally required personnel data. The link to access

the survey is listed below: https://ncdpi.az1.qualtrics.com/jfe/form/SV_dmBbNr5ycvtPrq6. You may need to copy and paste this link into your browser to access the survey. The due date for the Federal Personnel Survey is by close of business on March 14, 2022. For technical questions about the Federal Personnel Survey or FTE calculations, please contact Khalilah O’Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov. For questions regarding personnel roles or qualifications, please contact the appropriate [Consultant](#) for that discipline.

The Federal Personnel Training Resources are now available on the [ECATS Reporting website](#). The training resources include a copy of the PowerPoint presented during the training sessions, as well as the recorded videos and transcripts of the morning and afternoon training sessions. The link to access these training resources is: <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/reporting>. You may need to copy and paste this link into your browser to access the training resources.

Note: This message is a repeat of the February 14, 2022, Monday Message.

December 2021 Child Count Change Report

The [2021 Year-to-Year Change Report](#) showing the student count changes for each LEA from the December 2020 Child Count to the December 2021 Child Count has been posted to the DPI website in the Federal Reporting section (<https://www.dpi.nc.gov/dec2021-lea-3-21-lea-change-year>).

Please review the report, and if your LEA, charter school, or state operated program has been listed in red text, your district has shown a significant increase or decrease of more or less than 10% and more than 10 students between the two school years.

The EC Director should email an explanation for the significant change to khalilah.ofarrow@dpi.nc.gov by 3/1/2021. Districts only need to send in an explanation if their information on the report is in red text. We appreciate your timely response to this request.

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>.