



## Tip Sheet: Data Quality Assurance for Indicator 11 and 12

**Myth: Students are not marked as “delayed” if the IEP is developed within the 90-day timeline.**

**Fact:** Students are identified as “delayed” if the Provision of Services Parental Consent, Non-Eligibility Determination, or Revocation of Parental Consent to Evaluate occurs outside of the 90-day timeline.

**Remedies:**

- Ensure the complete referral process is completed within 90 calendar days of the receipt of the referral.
- Monitor referrals on the Student Details Tab of the Indicator 11 Standard Report. Ensure that all dates and responses are recorded, shown in the report, and occur within the 90-day timeline.
- Ensure that the Provision of Services Parental Consent is documented as an event on the Student History screen

**Myth: We do not need to get the “Provision of Services Parental Consent” for students that are parentally placed in a private school.**

**Fact:** The Provision of Services Parental Consent is required for any student served by either an IEP or a PSSP.

**Remedies:**

- Secure parental consent by generating a consent document in ECATS, have the parent sign the form indicating their preferences for services, upload the signed document and record the date and response. The PSSP guidance document shows when to request consent in the referral process. The document can be found at:

[https://padlet.com/carolann\\_hudgens/ECDMemos](https://padlet.com/carolann_hudgens/ECDMemos)

**Myth: Uploading the signed Provision of Services Parental Consent stops the timeline.**

**Fact:** The Provision of Services Parental Consent is required to be uploaded for initial referrals; however, ECATS does not “read” the document. The timeline does not stop until the consent date and consent response are entered and submitted on the IEP Process Consent tab.

**Remedies:**

- Utilize the Indicator 11 Standard Report to identify any students that are missing consent information. Record and submit the consent information.
- Train staff to complete both steps for all new referrals.



## Tip Sheet: Data Quality Assurance for Indicator 11 and 12

**Myth: Corrections completed during Prong 1 improve our compliance percentage for the previous submission.**

**Fact:** Prong 1 is corrective action and does not improve compliance ratings for data already certified and submitted.

**Remedies:**

- Routinely review and correct data for student referrals prior to certification in October. When certifying the data, district personnel are attesting that the data submitted is correct.

**Myth: Reevaluations that were incorrectly opened as an initial can be corrected during the Prong 1 process.**

**Fact:** Data must be routinely reviewed so that corrections are made prior to certification. If a reevaluation is mistakenly opened as an initial referral, it will count as an initial referral unless corrections are made at the district level prior to the completion of the referral process.

**Remedies:**

- Routinely review and correct data for student referrals prior to the closing of the referral and prior to certification of the data for submission. When certifying the data, district personnel are attesting that the data submitted is correct.

**Myth: Correcting the errors on the Exceptions Tab of the Indicator 11 Standard Report clears any delay issues associated with the student.**

**Fact:** Data errors corrected and cleared from the Exceptions Tab allows for the report to be certified. It does not catch any “false delays” created by incorrect or incomplete data entry. District personnel should routinely check the Student Details Tab to monitor the student placement process and ensure that required data are being entered correctly.

**Remedies:**

- Routinely review and correct data for student referrals prior to certification of the data for submission. When certifying the data, district personnel are attesting that the data submitted is correct.
- ECATS will require a Delay Reason for any record that is missing information after the 90-day timeline has expired. Ensure that prior to entering a delay reason in a student record, all other data has been documented correctly and the student is truly delayed.



## Tip Sheet: Data Quality Assurance for Indicator 11 and 12

**Myth: We should start an initial referral whenever a student transfers in from another LEA.**

**Fact:** Initial referrals for transfer students are only necessary for students moving in from out of state. Students transferring within the state already have NC eligibility established.

**Remedies:**

- Train staff on appropriate transfer procedures.

**Quality Assurance Helpful Hints**

- Make a habit of routinely using the Indicator 11 Standard Report. Pay particular attention to the Student Detail Tab. Directions and suggestions for the use of the report can be found at:

[https://padlet.com/carolann\\_hudgens/ECDMemos/wish/1956925134](https://padlet.com/carolann_hudgens/ECDMemos/wish/1956925134)

- If multiple referral documents have been created for the same student, the district should quickly determine which referral document to keep and which to deactivate. Failure to deactivate a duplicate referral will result in a delay for the referral not completed.
- Train staff to review the student history throughout the referral process. This action will prevent duplicate referrals, and ensure that documents are submitted and recorded by ECATS and timelines are calculated appropriately.