



Tip Sheet: Indicator 11 Report

- Run the Indicator 11 Standard Report in ECATS. Spend time on the Student Details Tab ignoring the Summary and Exceptions Tab until all data is cleaned. The Exceptions Tab only clears up errors so that you can certify – it doesn't find and clean data.
 - ✓ Are there any duplicate referrals for the same student? (2 referrals concurrent)? If so, submit a ZenDesk ticket to get these combined.
 - ✓ Were any of the referrals supposed to be reevaluations? If so, there are processes to correct this – but it needs to be done sooner rather than later as it gets very difficult and time-consuming once eligibility documents and IEPs are developed. Consult your monitor or ECATS support person if there are issues you cannot resolve.
 - ✓ Filter students by Initial Placement Date. Identify those students that have an Initial Placement Date but do not have a Provision of Consent for Services Date – these students need immediate attention as the ECATS clock is still ticking on these students. This is where most errors occur. If the consent has not been submitted, there could be a “false delay”. Ensure that consent is obtained and submitted for these students. Uploading a copy of the signed consent is only one step in the process. Make sure that you have uploaded the signed consent AND recorded the response for all IEPs and PPSPs.
 - ✓ If you believe that the missing consent is an error, consult your monitor.
 - ✓ Once the consents are resolved, run the Ind 11 Standard Report again to get clean data to work from. The report will be updated overnight unless you click Update Report under Student Report Level View in the Student History.
 - ✓ Filter students who now have “Days Delayed” = 0. Look at the Delay reason column. For those students who have a Days Delayed =0 the delay reason column should be blank. If there is a reason listed but there is no delay, go to the student page in ECATS and remove the delay reason and update the record.
 - ✓ If there are any students that do not have Initial Placement dates, do not have eligibility determined, etc., ensure that the process is completed within the 90 calendar days.
 - ✓ If you need to make corrections for a student that has withdrawn, submit a ZenDesk ticket to have the information entered. Entering the data while the student is inactive will not populate the data fields for the new district.
 - ✓ Run the report and go through this process routinely (at least once per month) to get good clean data.
 - ✓ Once the data is correct on the student details page, you can make any corrections needed on the Exceptions Tab.
- Students who have been excluded from the count will still need to have the process completed and details recorded correctly if they are still enrolled in your district.

The screenshots on the following page(s) will illustrate the use of the Indicator 11 Report.



- Accessing Ind 11 Standard Report. . .

Indicator 11

- Indicator 11 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 type="checkbox"/>	Federal Reporting	Federal Reporting	10/26/2020	Beth Burris	ECATS Indicator 11 Reporting: Exceptions Tab Guide
<input type="checkbox"/>	Service Logging Documents	Federal Reporting	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting: Updating Initial Delay Reason Guide
<input type="checkbox"/>	Special Education Documents	Federal Reporting	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting: Errors and Warnings Guide
<input type="checkbox"/>	Screenshot	Federal Reporting	10/13/2020	Beth Burris	ECATS Indicator 11 Reporting - FAQ Guide
<input type="checkbox"/>	Federal Reporting	Federal Reporting	10/13/2020	Beth Burris	ECATS Training Federal Reporting Webinar Videos - Last Updated 10/13/2020



- How to tell if the consent information has been entered – but not submitted. **The Open Box**

Reminder: Consent Response

EC Process > Consent screen

Consent to Evaluate [CREATE CONSENT TO EVALUATE](#)

i Use the link directly above to create a final parent/guardian/student Consent to Evaluate document. Then submit the response information in the fields directly below.

Consent for Services [CREATE CONSENT FOR SERVICES](#)

i Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Documents created for

- [Consent for Eval](#)
- [Consent for Services](#)

Remember: An open check box associated with the Consent document indicates the document was finalized, the but the Consent response has not yet been submitted on the EC Process > Consent screen.



- **Another Way to Confirm Consent Response has been entered . . . look for the Red E or the Student History Tab**

Reminder: Consent Response *Confirm the response was submitted*

Documents created for

- E** [Consent for Eval](#)
- E** [Consent for Services](#)

Remember: The red **E** associated with the Consent document indicates the document was finalized, and the Consent response was submitted on the EC Process > Consent screen.

Student History

10/27/2021		Provision of Services Parental Consent
09/28/2021		Parent Consent (Yes)

Remember: The Provision of Services Parental Consent event and Parent Consent (Yes) event on the Student History screen indicates the Consent responses were submitted on the EC Process > Consent screen.

Screenshot



- Removing the Delay Reason if there was no delay . . .

Preparing for Indicator 11

Things to check in the student record

Remove the initial placement delay reason from the Data Collection screen if there was no delay

Referral Received by School Date	Referral Determination Date	Referred for Evaluation	Consent to Evaluate Date	Consent to Evaluate Purpose	Consent to Evaluate Given	Evaluation Purpose	Eligibility Date	Eligible	Prt School Non-participant Notice Date	Initial Placement Date	Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
11/12/2021	11/12/2021	Y	11/12/2021	INIT	Yes	INIT	3/4/2022	Yes		3/4/2022	IN05: Other IN04: Delay in getting parent consent	11/12/2021	Yes	0	Eligible
1/20/2022	1/20/2022	Y	1/20/2022	INIT	Yes	INIT	4/8/2022	Yes		4/8/2022	IN05: Other IN04: Delay in getting parent consent	4/12/2022	Yes	0	Eligible
11/23/2021	1/7/2022	Y	11/24/2021	INIT	Yes	INIT	1/31/2022	Yes		1/31/2022	IN05: Other IN04: Delay in getting parent consent	1/31/2022	Yes	0	Eligible
10/29/2021	11/5/2021	Y	11/8/2021	INIT	Yes	INIT	1/21/2022	Yes		1/21/2022	IN05: Other IN04: Delay in getting parent consent	1/24/2022	Yes	0	Eligible

Student History

Event Date*	Event Type
01/24/2022	Provision of Services Parental Consent

Timeliness and Special Situations

General Data	Part C Referral: C to B Transition	Part B Referral
--------------	------------------------------------	-----------------

Referral Data

Referral Date:	90 Day Timeline End Date:	Private School Non-Participation Notice Date (If Applicable):	Delay Reason (If Applicable):
10/29/2021	01/27/2022		IN04: Delay in getting parent consent