

Federal Reporting Office Hours

Special Programs and Data

November 2022

Automated Captioning for Participants in WebEx

Option 1: Caption and Highlights Panel

1. Locate blue circle and dot icon on the bottom of screen.
2. Select icon
3. A side panel will appear on the right side of the screen.



Option 2: Closed Captioning

1. Select the Closed Captioning (CC) icon
a. Captions will appear on the bottom of screen.
2. Grab and move to desired location



WELCOME TO THE FEDERAL DATA Q&A

We are here to answer your questions!

Feel free to type in the chat or unmute and ask anything you like!



Federal Reporting Preparation Reminders/Tips

Active Child Count: December

December Child Count: Reminders

- Opens December 1st and closes December 20th
- **Expectation that EC Director certifies December Child Count on or before December 20th.**
- The Active Child Count (April/December) is the only federal reporting submission that requires the verification form to be submitted to DPI if someone other than the EC Director certifies the data in ECATS.

December Child Count: Resources

- Go to ECATS Main Menu > Resources

Resources

- Advanced Reporting (AR)
- ECATS Documents
- EWS & Intervention Planning Documents
- Federal Reporting**

File Name

- [ECATS Child Count-Exception Tab Guide \(March 2022\)](#)
- [April 2022 Child Count Verification Form](#)
- [ECATS Child Count Reporting Checklist](#)
- [ECATS Training Federal Reporting Webinar Videos- Last Updated 3/11/2022](#)

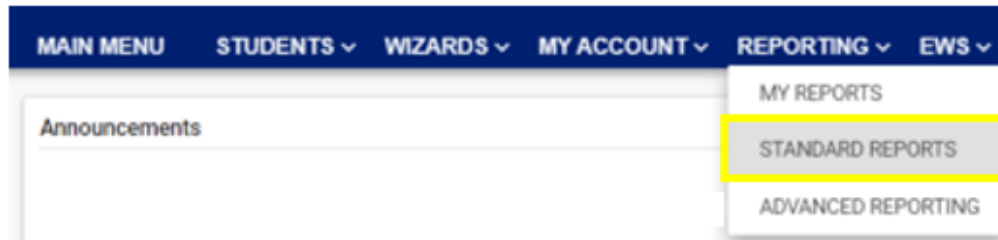


ECATS Federal Reporting Webinar Videos

Link/Topic & Description	Module	Release Date
ECATS Webinar – Child Count Reporting This webinar will review how to run the Child Count report to see who is included, how to retrieve and read the report, and how to resolve any exceptions.	Special Education	December 2, 2019

Child Count Report

- Child 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)
General	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
Progress Monitoring	Child Count	IEP Services Report with Minutes (xls)
Service Logging	Compliance by Case Manager (xls)	Indicator 11
Special Education	Compliance by School (xls)	Indicator 7
	Compliance by Students (xls)	Missing Progress Report (xls)
	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xls)
	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)

Child Count Report

Reports - Child Count

Data Source: Transactional/EDPlan

Count Period: December 2022 | 12/02/2021 - 12/01/2022

CHECK ALL

CHECK NONE

☐ Import Holding School

☐ DPI FTE School ☐ LEP

Schools: ☐ Graduated Students

☐ Homeless

☐ Migrant

Include Exceptions/Validations: ☒

Sort By: Last Name

GENERATE REPORT

MAIN MENU STUDENTS ▾ WIZARDS ▾ MY ACCOUNT ▾ **REPORTING ▾** EWS ▾ ADMIN ▾ 

SCHOOL SYSTEM REPORTING ▾ SYSTEM INFO SUMMARY **ADMINISTRATION ▾**

Your report is number 6 in line for generation.

An e-mail will be sent to 'khalilah.ofarrow@dpi.nc.gov' when it is complete.

When the report has successfully generated, you will find it in either the Saved System Reports section at the bottom of the Reports Page or on the My Reports Page.

The email will provide you with details.

Child Count Report

MAIN MENU

STUDENTS ▾

WIZARDS ▾

MY ACCOUNT ▾

REPORTING ▾

EWS ▾

Announcements

MY REPORTS

STANDARD REPORTS

ADVANCED REPORTING

Reports

<u>Report</u>	<u>Date Created</u>	<u>Created By</u>
Child Count	10/30/2022 11:23:00	Khalilah Sabreen OFarrow

Region	School	Student ID	Is Duplicated	Potential Duplicates	School Code is Blank	Grade is Blank	PK Grade Check	Developmental Delay Age Not Appropriate	Setting Age Not Appropriate
Region ABC	ECATS	ABC213		Potential C				X	
Region ABC	ECATS	ABC345		Potential D					
Child Count		Exceptions	+						

Child Count Report

Total Students:							
Region	School Name	Student ID	Age As Of Count Period End Date	Race	Grade	IEP Start Date	Exceptionality Category
Region A	ECATS	ABC123	12	M	6	2021-12-14	AU
Region A	ECATS	ABC234	8	BL7	3	2021-05-29	LD
Region A	ECATS	ABC345	2	HI7,AM7,WH7	PK	2021-11-19	LD
Region A	ECATS	ABC456	5	BL7	KI	2021-10-22	DD
Region A	ECATS	ABC567	3	WH7	OS	2021-10-08	LD
Region A	ECATS	ABC678	14	BL7	8	2021-11-19	IDMI
Region A	ECATS	ABC789	5	BL7	AE	2022-01-24	LD
Region A	ECATS	ABC890	9	HI7	4	2021-09-13	ED
Region A	ECATS	ABC901	12	BL7	PK	2021-09-22	ED
Region A	ECATS	ABC012	5	BL7	KI	2021-10-11	SI
Region A	ECATS	ABC213	8	BL7,WH7	3	2021-10-08	DD
Child Count		Exceptions	+				

Child Count Report: Common Exceptions

- Potential Duplicates
 - ✓ This is a warning; no action is needed
- Is Duplicated
 - ✓ PSU in which the student is enrolled as of April 1st includes the student in their Child Count
 - ✓ PSU in which the student is not enrolled as of April 1st excludes the student from their Child Count
- PK Grade Check
 - ✓ Student under age 5 and enrolled in Kindergarten
 - ✓ Student over age 5 and enrolled in Pre-Kindergarten
 - ✓ Verify student grade and update in PowerSchool
- Developmental Delay Age Not Appropriate
 - ✓ Student is age 8 or older and still has DD selected as the primary disability
- Setting Age Not Appropriate
 - ✓ Student's setting is invalid based on their age and grade as of April 1st (e.g., preschool student with school-age setting, school-age student with preschool setting)

Child Count Report: Common Exceptions

- Developmental Delay Age Not Appropriate
 - ✓ Student must have a finalized Eligibility Determination with new primary disability on or before April 1st
 - ✓ Check the time stamp of the finalized Eligibility Determination and the Annual Review/Addendum IEP

<u>IEP Document</u> (ID# 156609)	05/27/2022 16:58
<u>Eligibility Determination</u> (ID# 156610)	05/27/2022 16:59

- ✓ If the Eligibility Determination with the new disability was finalized after the IEP...
 - ☐ Finalize a new IEP with the same information from the IEP created with the Eligibility Determination. **Note:** The new IEP will display the new primary disability.
 - ☐ Delete the IEP that was finalized prior to finalizing the Eligibility Determination.

Reminder: Student Level Report View

- After correcting data in the student record, also update the Student Level Report View to clear the error from the report

1

MAIN MENU STUDENTS ▾

STUDENT INFORMATION ▾ DOCUMENTS

PROFILE

PERSONAL INFORMATION

PARENTS/STUDENT

TEAM

ELIGIBILITY

CONTACTS

STUDENT HISTORY

STUDENT LEVEL REPORT VIEW

2

STUDENT INFORMATION ▾ DOCUMENTS PLAN OF CARE EC PROCESS ▾

Report View

Report Type:

Reporting Period:

3

Report View

Report Type: Active Child Count: December

Reporting Period: 2022-2023

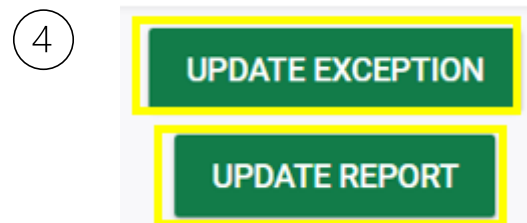
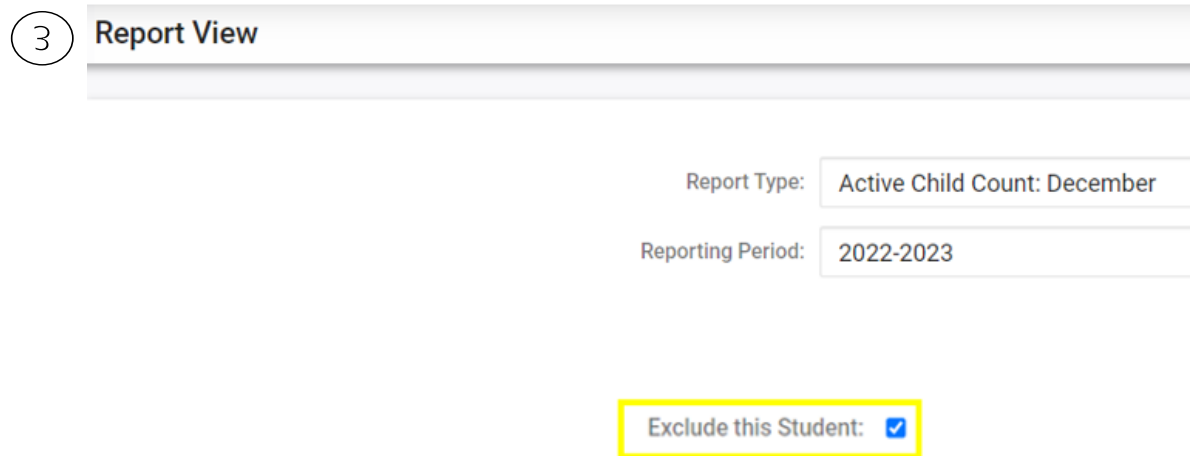
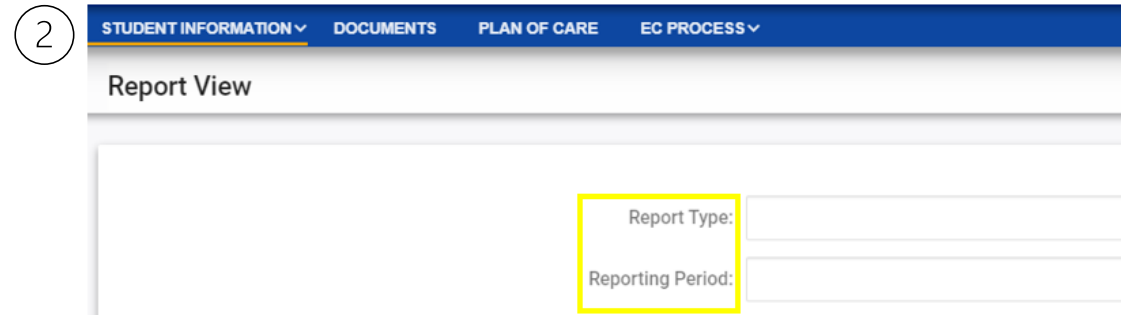
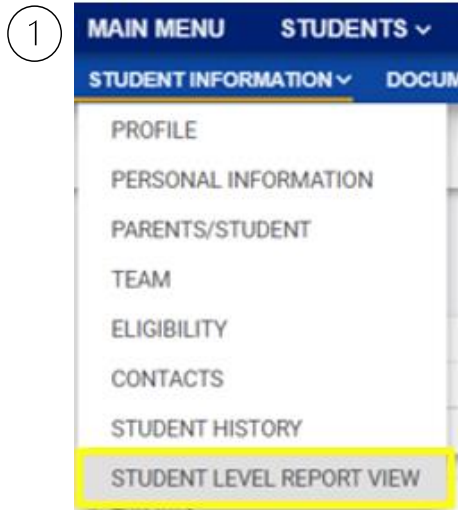
UPDATE EXCEPTION

UPDATE REPORT

Child Count Report: Common Exceptions

- Developmental Delay Age Not Appropriate
 - ✓ If no new Eligibility Determination was completed to update the student's primary disability from Developmental Delay...
 - ☐ Exclude the student from child count
 - ☐ Update the Student Level Report View

Steps to exclude student record



Child Count Report: Common Exceptions

- Setting Age Not Appropriate
 - ✓ Error occurs when student's setting is invalid based on their age and grade as of April 1st (e.g., preschool student with school-age setting, school-age student with preschool setting)
 - ✓ For students with CSP, finalize new CSP with correct setting
 - ✓ For students with IEP, submit the Consent for Services Response for the Initial IEP data to pull to the Student Level Report View

Child Count Report: Common Exceptions

Setting Age Not Appropriate – students with CSP


- ✓ Finalize new CSP with correct setting
- ✓ Update report from Student Level Report View

CSP Document		
Student:		DOB: 11/03/2016
School: CECAS	Grade: Pre-Kindergarten	Age: 5

COMPARABLE SERVICES PLAN (CSP)


Comparable Services Consultation Meeting Date: 10/29/2022
Comparable Service Plan Start Date: 10/29/2022
Out of State IEP End Date: 08/04/2023
Out of State Eligibility Decision: Developmental Delay (DD)
Out of State Placement Decision: Regular-80% or more of the day with non-disabled peers

CSP Document

 Please complete the Comparable Services Plan


Comparable Services Plan Consultation Meeting Date:

11/29/2021




Comparable Service Plan Start Date:

11/29/2021




Out of State IEP End Date:

08/05/2022




Out of State Eligibility Decision:

Developmental Delay (DD)



Out of State Placement Decision:

RECP1 – 10 hours or more



SAVE

CREATE FINAL DOCUMENT

Child Count Report: Common Exceptions

Setting Age Not Appropriate – students with IEP

- Submit Consent for Services response
- Update report from Student Level Report View

Grade: PK
IEPStartDate: 10/29/2022
ExceptionalityCategory: DD
Setting: REG
Placement: Y
PlanType: IEP
Setting Age Not Appropriate: X

03/29/2022		Progress Report (2021 - 3rd 9 Weeks)				
03/04/2022		IEP	03/11/2022		03/03/2023	
03/04/2022		Notification - IEP				
03/04/2022		Eligibility Determination	03/04/2022		03/04/2025	
12/10/2021		Referral				
10/29/2022		Comparable Service Plan	10/29/2022		08/04/2023	

Reminder: Consent Response

EC Process > Consent screen

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)



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](#)



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.

Reminder: Consent Response

EC Process > Consent screen

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)

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.

Initial or Reeval? ☒ Initial ☐ Reeval

Parent/Guardian/Student Consent to Evaluate Response: Parent/Guardian/Student Signed - Yes

Parent/Guardian/Student Consent to Evaluate Date Signed: 09/28/2021



The following question is specific to private school students ONLY. Regardless of whether a student is private school or public school status, users should complete the applicable EC processes.

Is the parent requesting an evaluation/reevaluation solely for the purpose of applying or renewing scholarships (vouchers), and will not receive services through a private school services plan (PSSP)?

Date:

[SUBMIT CONSENT TO EVALUATE RESPONSE](#)

Consent for Services

[CREATE CONSENT FOR SERVICES](#)

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.

Parent/Guardian/Student Consent for Services Response: Parent/Guardian/Student Signed - Yes

Parent/Guardian/Student Consent for Services Date Signed: 10/27/2021

[SUBMIT CONSENT FOR SERVICES RESPONSE](#)

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.

Preparing for Indicator 11

Things to check in the student record

- ❑ Upload signed copy of Consent to Evaluate (if applicable) and Consent for Services to Documents

Documents					
<u>Document</u>		Batch	<u>Status</u>	Del	Attachment
<u>Consent for Services</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>Consent for Services 9-3-21</u>
<u>Consent for Eval</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>consent for evaluatin, signed 7-10-21</u>

Other Reminders & Tips

ECATS

ECATS Data Managers Contact Directory

Update the Contact Directory with any corrections and/or additions.

<https://docs.google.com/document/d/1tQFdgbqV1kqhMXN9PIGR38JrYbvR8UuZ/edit?usp=sharing&oid=100162846075394212010&rtpof=true&sd=true>

ECATS Reporting website:

Federal Reporting Office Hours

Access previous PowerPoint and session recordings from the ECATS website at <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/reporting/federal-reporting-office-hours>

ECATS website: Federal Reporting Office Hours

Every Child Accountability & Tracking System (ECATS)

[Special Education](#)

[Service Documentation](#)

[MTSS](#)

[Monday Messages](#)

[Frequently Asked Questions](#)

[Newsletters](#)

[ECATS ODS](#)

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» Federal Reporting Office Hours

Federal Reporting Office Hours

This is the archive of Federal Reporting Office Hour sessions. Because this is an archive, please note that some website links may change.

Reporting

Federal Reporting Office
Hours

Frequently Asked Questions

— 2022 Federal Reporting Office Hours Resources

[Federal Reporting Office Hours FAQs](#)

January

- [Welcome to the Federal Data Q&A - January 2022](#)
- [Federal Reporting Office Hours am session 1.3.22](#) ⓘ - password AbUdExp2
 - [Transcript](#)
- [Federal Reporting Office Hours pm session 1.3.22](#) ⓘ - password yVtJpUx3
 - [Transcript](#)