Federal Reporting Office Hours

Special Programs and Data
December 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

Federal Reporting Preparation Reminders/Tips

Active Child Count: December

Federal Personnel Report

Active Child Count

December Child Count

December Child Count: Reminders

- Opened 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 report that requires the verification form to be submitted to DPI if someone other than the EC Director certifies the data in ECATS.

Resources

| | | | | | | | Disclaimer/License Agreement | Upload File(s) | Delete/Update Documents |

EWS & Intervention Planning Documents	☐	5		Federal Reporting	⌄	11/15/2022	Christine Fournier	December 2022 Child Count Verification Form
	☐	9		Federal Reporting	⌄	03/30/2022	Christine Fournier	ECATS Child Count-Exception Tab Guide (March 2022)
Federal Reporting	☐	10		Federal Reporting	⌄	12/01/2021	Meredith Bryson	ECATS Child Count Reporting Checklist

- Submit the scanned copy of the signed verification form to khalilah.ofarrow@dpi.nc.gov on or before Dec. 20th

Child Count Report

- Child Count report available to review data

Child Count Report

Reports - Child Count

Data Source:	Transactional/EDPlan
Count Period:	December 2022 | 12/02/2021 - 12/01/2022

CHECK ALL **CHECK NONE**

Schools:
☐ Import Holding School   ☐ DPI FTE School   ☐ LEP
☐ 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.

North Carolina Department of
PUBLIC INSTRUCTION

EXCEPTIONAL CHILDREN DIVISION

Child Count Report

MAIN MENU	STUDENTS ⌄	WIZARDS ⌄	MY ACCOUNT ⌄	REPORTING ⌄	EWS ⌄

MY REPORTS

STANDARD REPORTS

ADVANCED REPORTING

Announcements

Reports

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

Region	District	School	StudentID	Is Duplicated	Potential Duplicates	School Code is Blank	Grade is Blank	PK Grade Check	Developmental Delay Age Not Appropriate	Setting Age Not Appropriate	Race	StudentID	IsLEP
Region AB	ABC Count	ECATS	ABC123		Potential Dup			X					
Region AB	ABC Count	ECATS	ABC456		Potential Dup				X				
Region AB	ABC Count	ECATS	ABC789	X	Potential Dup								
Region AB	ABC Count	ECATS	ABC321		Potential Dup					X			
Region AB	ABC Count	ECATS	ABC654		Potential Dup			X					

Child Count | **Exceptions** | ⊕

Child Count Report

Total Students:	1074					
Region	**LEA Name**	**Student ID**	**Age As Of Count Period End Date**	**Grade**	**IEP Start Date**	**Exceptionality Category**
Region A	ECATS	ABC123	11	6	2022-05-20	MU
Region A	ECATS	ABC124	2	PK	2022-11-10	AU
Region A	ECATS	ABC125	15	AE	2022-03-18	AU
Region A	ECATS	ABC126	4	PK	2022-01-13	DD
Region A	ECATS	ABC127	17	11	2022-11-21	OH
Region A	ECATS	ABC128	4	PK	2022-10-12	DD
Region A	ECATS	ABC129	8	3	2022-03-16	DD
Region A	ECATS	ABC130	14	8	2022-11-01	OH
Region A	ECATS	ABC131	12	PK	2022-08-27	HI
Region A	ECATS	ABC132	8	OS	2022-05-26	SI
Region A	ECATS	ABC133	19	12	2022-03-08	OH
Region A	ECATS	ABC134	11	4	2022-10-07	IDMO

Child Count | Exceptions | (+)

Child Count Report: Missing Students
Things to check on the Student History screen

Student History

Event Date*	Event Type	(transferred from)	Begin Date	End Date
03/25/2022	Provision of Services Parental Consent			

Provision of Services Parental Consent Event Date must be on or before 12/1

Event Date*	Event Type	(transferred from)	Begin Date	End Date
03/25/2022	IEP		03/25/2022	03/24/2023

IEP/PSSP/CSP Event Date must be on or before 12/1
IEP/PSSP/CSP Begin Date must be on or before 12/1
IEP/PSSP/CSP End Date must be after 12/1

Event Date*	Event Type	(transferred from)	Begin Date	End Date
11/10/2021	Student Enrollment			

Student Enrollment date must be on or before 12/1

DECEMBER CHILD COUNT Q&A

We are here to answer your questions!

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

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 December 1st includes the student in their Child Count
  - ✓PSU in which the student is not enrolled as of December 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
  - ✓Students over the age of 5 and enrolled in PreK will be excluded from the child count funding report

Child Count Report: Common Exceptions

- Developmental Delay Age Not Appropriate
  - ✓ Student is age 8 or older and still has DD selected as the primary disability
  - ✓ Student must have a finalized Eligibility Determination and IEP with new primary disability on or before December 1st
  - ✓ If the Eligibility Determination with the new disability was finalized after the IEP, finalize new IEP with the corrected information (new disability) and delete the IEP that was finalized prior to finalizing the Eligibility Determination.
  - ✓ If no new Eligibility Determination was completed to update the student's primary disability from Developmental Delay, exclude the student from child count

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 December 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

Student:		Student UID #:		DOB:
School: CECAS		Grade: P3		Age: 4

COMPARABLE SERVICES PLAN (CSP)

Comparable Services Consultation Meeting Date: 11/15/2022
Comparable Service Plan Start Date: 11/15/2022
Out of State IEP End Date: 08/14/2023
Out of State Eligibility Decision: Autism (AU)
Out of State Placement Decision: Regular-80% or more of the day with non-disabled peers

CSP Document

ℹ Please complete the Comparable Services Plan

Comparable Services Plan Consultation Meeting Date: 11/15/2022
Comparable Service Plan Start Date: 11/15/2022
Out of State IEP End Date: 08/14/2023
Out of State Eligibility Decision: Autism (AU)
Out of State Placement Decision: RECP1 – 10 hours or more
Case Manager:

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: 2021-11-29
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		
11/29/2021	Comparable Service Plan	11/29/2021	08/05/2022

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
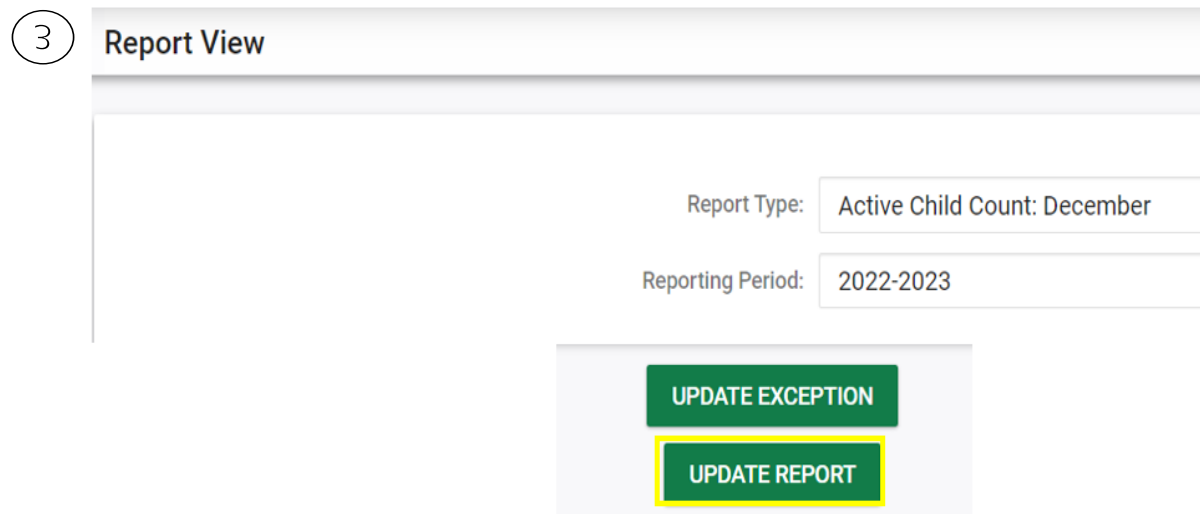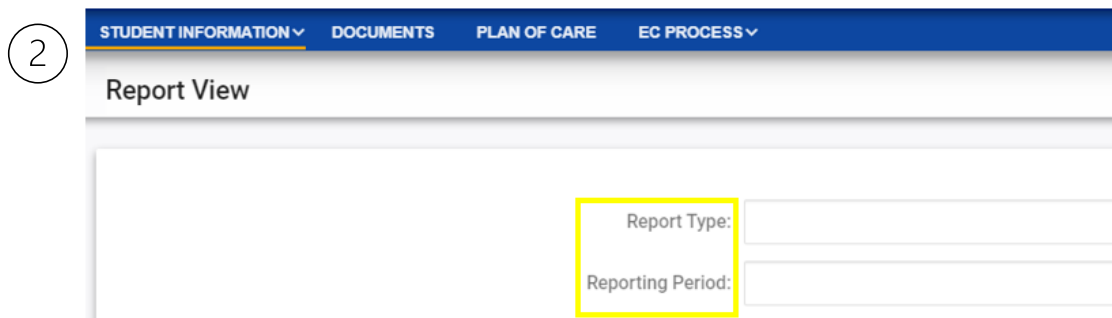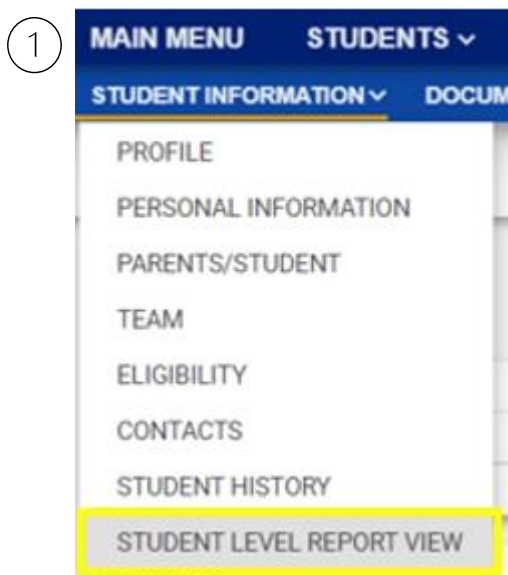
Steps to exclude student record
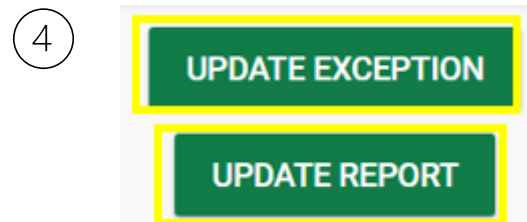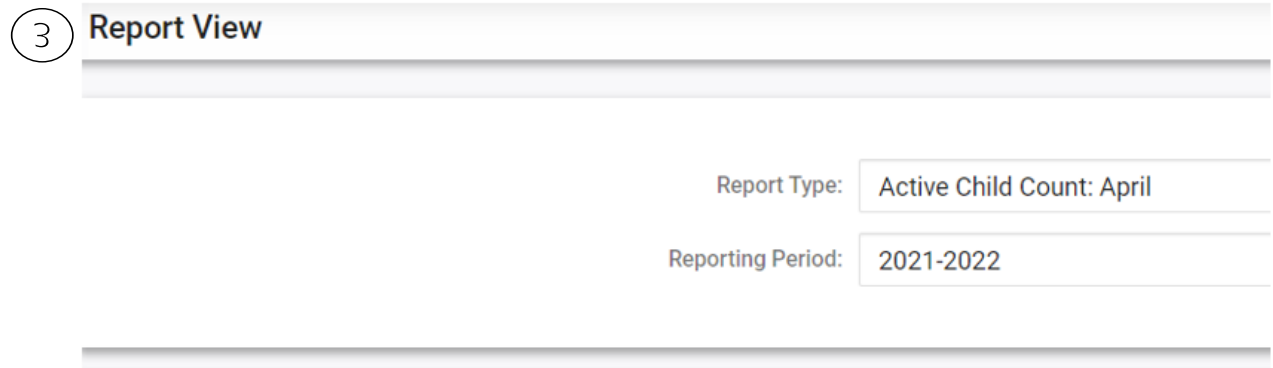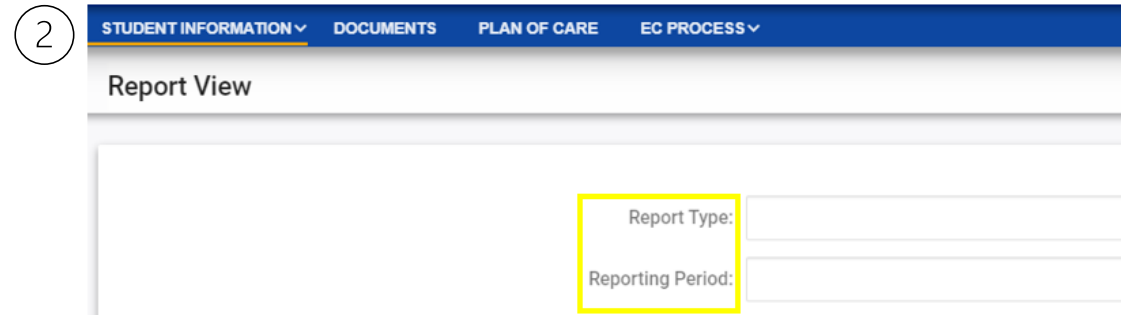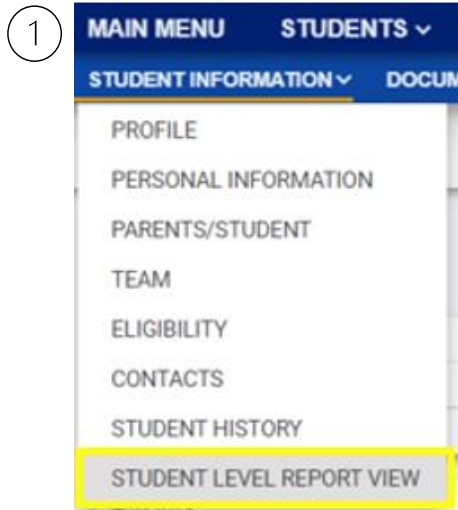
Federal Personnel Survey

Federal Personnel Survey

- Data collection required by OSEP
- Report the FTE of staff serving students with disabilities regardless of how they are funded.
- Must reflect the staff providing services to students with disabilities, ages 3 through 21, who were reported in the December Child Count.
- The survey has been revised to combine the Related Service Workforce survey with the federally required personnel data.
- The revised survey includes headcount, FTE, vacancies, salary, and other helpful staffing information for programs supporting students with disabilities.

Federal Personnel Survey
Due mid-March

Prepare for Federal Personnel Survey

Data needed to complete Federal Personnel Chart

Data needed for each personnel role	Data Source
Number of Licensed Staff in this role	Personnel records, HR
Of the Licensed Staff in this role - Number Certified (Subset of number of licensed staff)	Personnel records, HR Please contact appropriate consultant with any questions regarding certification
FTE Licensed (calculated full time equivalency of all staff in this role)	Review FTE Calculation Tips in instructions
Number of NOT Licensed Staff in this role	Personnel records, HR
Of the Not Licensed Staff in this role - Number Certified (Subset of number of not licensed staff)	Personnel records, HR
FTE Not Licensed (calculated full time equivalency of all staff in this role)	Review FTE Calculation Tips listed above
Total Number of staff in this role	Number of Licensed Staff in this role + Number of Not Licensed Staff in this role Number of Direct Hire Staff for this role + Number of Contracted Staff for this role
Number of Direct Hire Staff for each personnel role	Personnel records, HR
Number of Contracted Staff for each personnel role	Personnel records, HR
Lowest Salary or Hourly Wage	HR or Contract
Highest Salary or Hourly Wage	HR or Contract
Total Number of Vacancies	Personnel records, HR

Federal Personnel Survey Contact Info

Discipline or Content Area	Name	Email	Phone #
Federal Personnel Survey	Khalilah O'Farrow-Boulware	khalilah.ofarrow@dpi.nc.gov	984) 236-2641
Teachers of the Visually Impaired	Crystal Patrick	crystal.patrick@dpi.nc.gov	984) 236-2617
Orientation & Mobility Specialists	Crystal Patrick	crystal.patrick@dpi.nc.gov	984) 236-2617
Extended Content Standard	Matthew Martinez	matthew.martinez@dpi.nc.gov	984) 236 2554
Adapted Physical Education	Vacant		

Federal Personnel Survey Contact Info

Discipline or Content Area	Name	Email	Phone #
Teachers of the Deaf and Hard of Hearing	Antwan Campbell	antwan.campbell@dpi.nc.gov	984) 236-2587
Speech-Language Pathologists	Perry Flynn	pfflynn@uncg.edu	336) 256-2005
Occupational Therapy	Bridgette LeCompte	bridgette.lecompte@dpi.nc.gov	984) 236-2638
Physical Therapy	Laurie Ray	laurie.ray@dpi.nc.gov	919) 636-1827
Psychological Services	Lynn Makor	lynn.makor@dpi.nc.gov	984) 236-2555

FEDERAL PERSONNEL REPORT Q&A

We are here to answer your questions!

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

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&ouid=100162846075394212010&rtpof=true&sd=true

ECATS Reporting website:
Federal Reporting Office Hours

Access previous PowerPoints 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

Resources

Reporting

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.

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

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