

# Federal Reporting Office Hours

**Special Programs and Data**  
*January 2023*

# 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 Tips**

**Federal Personnel Survey  
Federal Reports Update  
Active Child Count**

# 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 March 13<sup>th</sup>**

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# Prepare for Federal Personnel Survey

## Data needed to complete Federal Personnel Chart

Data needed for each personnel role	Data Source
Licensed/Certified Staff	Personnel records, HR
FTE Licensed (calculated full time equivalency)	Review FTE Calculation Tips in instructions
NOT Licensed/Certified Staff	Personnel records, HR
FTE Not Licensed (calculated full time equivalency)	Review FTE Calculation Tips listed above
Direct Hire staff	Number of Direct Hire Staff for this role
Contracted staff	Number of Contracted Staff for this role
Average Monthly Salary (Direct Hire staff)	HR or Contract
Average Hourly Wage (Contracted staff)	HR or Contract
Number of Vacancies	Personnel records, HR

# **Federal Reporting Updates**

**2023 Important Dates Calendar**

**ECATS Federal Reports**

<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/reporting>

## Important Dates Calendar

December						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[illegible]



# ECATS Federal Reports

The following ECATS federal reports are currently available:

- April Child Count – April 2023 | 04/02/2022 – 04/01/2023
- Indicator 7 – August 2023 | 07/01/2022 – 06/30/2023
- Exit Count – September 2023 | 07/01/2022 – 06/30/2023
- Indicator 11 – October 2023 | 07/01/2022 – 06/30/2023

REPORTING ▾

MY REPORTS

STANDARD REPORTS

ADVANCED REPORTING

Early Warning System

FAM-S

General

Progress Monitoring

Service Logging

Special Education

[Accommodations Report School/Grade/Class/Test](#)

[Caseloads as of a Point in Time](#)

[Caseloads Report Admin \(xls\)](#)

[Child Count](#)

[Compliance by Case Manager \(xls\)](#)

[Compliance by School \(xls\)](#)

[Compliance by Students \(xls\)](#)

[Compliance Summary \(PDF\)](#)

[Contacts Report \(PDF\)](#)

[ESY By School By Case Manager \(xls\)](#)

[ESY by Service \(xls\)](#)

[Exit Count](#)

[Federal Indicator Excluded Students](#)

[IEP Services Report with Location \(xls\)](#)

[IEP Services Report with Location/Transportation \(xls\)](#)

[IEP Services Report with Minutes \(xls\)](#)

[Indicator 11](#)

[Indicator 14](#)

[Indicator 7](#)

[Missing Progress Report \(xls\)](#)

[Overdue Eligibility/IEP Report \(xls\)](#)

[Progress Report Status \(PDF\)](#)

[Projected/Missed Eligibility Meetings \(xls\)](#)

[Projected/Missed IEP Meetings \(xls\)](#)

Scheduled Reports

# Active Child Count

April Child Count

# April Child Count: Reminders

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Opens April 3<sup>rd</sup> and closes April 24<sup>th</sup>
- **Expectation that EC Director certifies April Child Count on or before April 24<sup>th</sup>.**
- 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.

# April Child Count: Resources

- Go to ECATS Main Menu > Resources

## Resources

ECATS Documents

EWS & Intervention  
Planning Documents

Federal Reporting

General

Service Logging  
Documents

## File Name

[ECATS Child Count Reporting  
Checklist](#)

[ECATS Training Federal  
Reporting Webinar Videos - Last  
Updated 10/11/2020](#)

[ECATS Child Count - Exception  
Tab Guide](#)



## ECATS Federal Reporting Webinar Videos

Link/Topic & Description	Module	Release Date
<a href="#">ECATS Webinar – Child Count Reporting</a> 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

[MAIN MENU](#) [STUDENTS](#) [WIZARDS](#) [MY ACCOUNT](#) [REPORTING](#) [EWS](#)

Announcements

MY REPORTS

STANDARD REPORTS

ADVANCED REPORTING

## Reports

Report	Date Created	Created By
<a href="#">Child Count</a>	01/03/2023 19:30:00	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 <b>Exceptions</b> (+)													

# Child Count Report

<b>Total Students:</b>		72				
Region	LEA Name	Student ID	Age As Of Count Period End	Grade	IEP Start Date	Exceptionality Category
Region A	ECATS	ABC123	13	7	2022-12-09	AU
Region A	ECATS	ABC124	2	PK	2022-04-06	LD
Region A	ECATS	ABC125	15	AE	2022-05-13	LD
Region A	ECATS	ABC126	10	4	2022-05-25	LD
Region A	ECATS	ABC127	9	3	2022-10-12	LD
Region A	ECATS	ABC128	10	5	2022-09-09	ED
Region A	ECATS	ABC129	8	3	2022-09-09	DD
Region A	ECATS	ABC130	6	1	2022-10-03	SI
Region A	ECATS	ABC131	9	4	2022-10-07	ED
Region A	ECATS	ABC132	11	5	2022-06-01	LD
Region A	ECATS	ABC133	7	2	2022-05-11	DD
Region A	ECATS	ABC134	14	8	2022-11-04	AU
Region A	ECATS	ABC135	12	PK	2022-11-29	SI
Region A	ECATS	ABC136	13	OS	2022-09-09	OH
Region A	ECATS	ABC137	10	4	2022-04-06	LD
Region A	ECATS	ABC138	9	3	2022-04-07	LD
<div> <div>Child Count</div> <div>Exceptions</div> <div>+</div> </div>						

# Child Count Report: Missing Students

## *Things to check on the Student History screen*

Student History				
Event Date*	Event Type	Begin Date	End Date	
06/13/2022	 Provision of Services Parental Consent			
06/13/2022	 Notification - IEP			
06/12/2022	 IEP	06/13/2022		06/12/2023
06/12/2022	 Eligibility Determination	06/12/2022		06/12/2025
03/30/2022	 Parent Consent (Yes)			
03/25/2022	 Notification - IEP			
03/14/2022	 Referral			
07/16/2021	 Grade Change (Fourth Grade)	07/16/2021		07/13/2022
08/19/2019	 Student Enrollment			

- Provision of Services Parental Consent event date on or before 4/1
- IEP/PSSP/CSP begin date on or before 4/1
- IEP/PSSP/CSP end date after 4/1
- Student Enrollment date on or before 4/1



# APRIL 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!





# 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 Resource website: Federal Reporting Office Hours

Access previous PowerPoints and session recordings from the ECATS resource 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)**

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[Special Education](#)

[Service Documentation](#)

[MTSS](#)

[Monday Messages](#)

[Frequently Asked Questions](#)

[Newsletters](#)

[ECATS ODS](#)

[Resources](#)

**Reporting**

**Federal Reporting Office Hours**

NC DPI » Districts & Schools » Classroom Resources » Exceptional Children » Every Child Accountability & Tracking System (ECATS) » 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](#)

December

- [Welcome to the Federal Data Q&A - December 2022](#)
- [Federal Reporting Office Hours morning session - 12.7.22](#)   
Password:gPTFNbH8

## Reporting

**Federal Reporting Office  
Hours**