



Case Management Standard Report User Guide

January 5, 2023

Table of Contents

Purpose	3
Creating the Report.....	3
Report Fields.....	5

Purpose

This document is designed to provide technical assistance to support EC Leadership and EC Case Managers/Service Providers in successfully creating and understanding each component of the ECATS Case Management Standard Report.

The ECATS Case Management Standard Report is designed to provide:

- *School-level ECATS Case Managers and Service Providers* a user-friendly format to review special education information for those students assigned to their individual caseloads or for students they are assigned to as a member of the IEP Team; and
- *EC Leadership* the ability to review information prior to Child Count reporting periods, projected eligibility dates, courses of study, placement on the continuum, modified school days and Home/Hospital placements, as well as conduct other compliance monitoring activities for the public school unit (PSU).

Any updates to this process will be packaged in a revision to this core document with the date revised included on the cover at each revision.

Creating the Report

1. From the Landing Page, hover over “Reporting” located in the blue ribbon at the top of the screen.
2. Choose “Standard Reports” from the list.
3. At the bottom of the page in the “Scheduled Reports” section, click on Special Education on the left and choose ECATS Case Management Report.



4. The next screen will vary depending on the user type assigned.
 - a. **School Level EC Case Managers/Service Providers** will only have access to the schools in which they are assigned. The user will have a choice of Grade, Disability and School before running the report.

ECATS: Case Management Standard Report User Guide

Reports - ECATS Case Management Report

Grade:

<input type="checkbox"/> AE	<input type="checkbox"/> P1	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Fourth Grade	<input type="checkbox"/> Eighth Grade	<input type="checkbox"/> Twelfth Grade
<input type="checkbox"/> UG/NG	<input type="checkbox"/> P2	<input type="checkbox"/> First Grade	<input type="checkbox"/> Fifth Grade	<input type="checkbox"/> Ninth Grade	<input type="checkbox"/> Thirteenth Grade
<input type="checkbox"/> OS	<input type="checkbox"/> P3	<input type="checkbox"/> Second Grade	<input type="checkbox"/> Sixth Grade	<input type="checkbox"/> Tenth Grade	<input type="checkbox"/> Graduated
<input type="checkbox"/> P0	<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> Third Grade	<input type="checkbox"/> Seventh Grade	<input type="checkbox"/> Eleventh Grade	<input type="checkbox"/> XG

Disability:

<input type="checkbox"/> Autism (AU)	<input type="checkbox"/> Emotional Disability (ED)	<input type="checkbox"/> Intellectual Disabilities-Severe (ID)	<input type="checkbox"/> Specific Learning Disability (LD)
<input type="checkbox"/> Deaf-Blindness (DB)	<input type="checkbox"/> Hearing Impairment (HI)	<input type="checkbox"/> Multiple Disabilities (MU)	<input type="checkbox"/> Speech-Language Impairment (SI)
<input type="checkbox"/> Deafness (DF)	<input type="checkbox"/> Intellectual Disabilities-Mild (ID)	<input type="checkbox"/> Orthopedic Impairment (OI)	<input type="checkbox"/> Traumatic Brain Injury (TB)
<input type="checkbox"/> Developmental Delay (DD)	<input type="checkbox"/> Intellectual Disabilities-Moderate (ID)	<input type="checkbox"/> Other Health Impairment (OH)	<input type="checkbox"/> Visual Impairment (VI)

Schools:

<input type="checkbox"/> Asheville High	<input type="checkbox"/> School of Inquiry and Life Sciences
---	--

- b. **District level users (LEA Admin 4, EC Data Managers, etc.)** will have access to the district and will have the choice of grade, disability, and school(s).

Reports - ECATS Case Management Report

Grade:

<input type="checkbox"/> AE	<input type="checkbox"/> P1	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Fourth Grade	<input type="checkbox"/> Eighth Grade	<input type="checkbox"/> Twelfth Grade
<input type="checkbox"/> UG/NG	<input type="checkbox"/> P2	<input type="checkbox"/> First Grade	<input type="checkbox"/> Fifth Grade	<input type="checkbox"/> Ninth Grade	<input type="checkbox"/> Thirteenth Grade
<input type="checkbox"/> OS	<input type="checkbox"/> P3	<input type="checkbox"/> Second Grade	<input type="checkbox"/> Sixth Grade	<input type="checkbox"/> Tenth Grade	<input type="checkbox"/> Graduated
<input type="checkbox"/> P0	<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> Third Grade	<input type="checkbox"/> Seventh Grade	<input type="checkbox"/> Eleventh Grade	<input type="checkbox"/> XG

Disability:

<input type="checkbox"/> Autism (AU)	<input type="checkbox"/> Emotional Disability (ED)	<input type="checkbox"/> Intellectual Disabilities-Severe (ID)	<input type="checkbox"/> Specific Learning Disability (LD)
<input type="checkbox"/> Deaf-Blindness (DB)	<input type="checkbox"/> Hearing Impairment (HI)	<input type="checkbox"/> Multiple Disabilities (MU)	<input type="checkbox"/> Speech-Language Impairment (SI)
<input type="checkbox"/> Deafness (DF)	<input type="checkbox"/> Intellectual Disabilities-Mild (ID)	<input type="checkbox"/> Orthopedic Impairment (OI)	<input type="checkbox"/> Traumatic Brain Injury (TB)
<input type="checkbox"/> Developmental Delay (DD)	<input type="checkbox"/> Intellectual Disabilities-Moderate (ID)	<input type="checkbox"/> Other Health Impairment (OH)	<input type="checkbox"/> Visual Impairment (VI)

Schools:

<input type="checkbox"/> Bladen County Schools	<input type="checkbox"/> Clarkton School of Discovery	<input type="checkbox"/> Elizabethtown Middle	<input type="checkbox"/> Migrant
<input type="checkbox"/> Bladen Early College	<input type="checkbox"/> DPI FTE School	<input type="checkbox"/> Elizabethtown Primary	<input type="checkbox"/> More At Four
<input type="checkbox"/> Bladen Lakes Primary	<input type="checkbox"/> Dublin Primary	<input type="checkbox"/> Graduated Students	<input type="checkbox"/> Plain View Primary
<input type="checkbox"/> Bladenboro Middle	<input type="checkbox"/> East Arcadia Elementary	<input type="checkbox"/> Homeless	<input type="checkbox"/> Tar Heel Middle
<input type="checkbox"/> Bladenboro Primary	<input type="checkbox"/> East Bladen High	<input type="checkbox"/> LEP	<input type="checkbox"/> West Bladen High
<input type="checkbox"/> CECAS			

5. Once the choices are selected, click on Generate Report. A message will appear indicating the report is being generated, and an email will be sent to the user when the report is complete.

- When the report is ready, navigate back to “Reporting” and choose “My Reports” and you will see the report listed. (If there are multiple reports listed, look for your name and choose the report you created. If you have created the report multiple times, note the timestamp to choose the most recent report generated).

Reports			Elizabeth Loring		
Report	Date Created	Created By	System	School	User
ECATS Case Management Report	12/08/2022 13:29:00	Elizabeth Loring			
(Reports)					

- Click on the name of the report and the report will automatically download as an Excel Spreadsheet for your use. Once you open the report you will see the information included in the report fields described in the next section.

Report Fields

Abbreviations

PSU – Public School Unit	SIS – Student Information System (i.e. PowerSchool)
PSSP – Private School Services Plan	IEP – Individualized Education Program
CSP – Comparable Services Plan	Reg – Regular
Res – Resource	Sep – Separate
PKSep – Preschool Separate	PKPL – Preschool Provider Location
RECP – Regular Early Childhood Program	
RECP1 – 10 hours or more	
RECP2 - 10 hours or more other location	
RECP3 – RECP less than 10 hours	
RECP4 – RECP less than 10 hours other location	

Column Header	Where does the data pull from ECATS?	Description
Region	Current Workspace	Region PSU is located (Western, Northwest, Southwest, Piedmont-Triad, Sandhills, North Central, Northeast, Southeast)
LEA Code	Current Workspace	LEA Code as reported in the SIS.
LEA Name	Current Workspace	Name of the PSU as reported in SIS.
School Code	Current Workspace	Code of individual school as reported in SIS
School Name	Current Workspace	Name of the School as reported in SIS.
Student ID	Current Workspace	Student Information per SIS - Student Number
Last Name	Current Workspace	Student Information per SIS - Student’s last name.
First Name	Current Workspace	Student Information per SIS - Student’s first name
Middle Name	Current Workspace	Student Information per SIS - Student’s middle name or initial
DOB	Current Workspace	Student Information per SIS - Student’s date of birth
Age	Calculation	Student’s age in years, calculated as of the report date.

Column Header	Where does the data pull from ECATS?	Description
Is Hispanic	Current Workspace	Student Information per SIS
Race	Current Workspace	Student Information per SIS
Is LEP	Current Workspace	Student Information per SIS
Gender	Current Workspace	Student Information per SIS
Grade	Current Workspace	Student Information per SIS
Primary Disability	Event	As noted on the IEP/PSSP from Student History.
Secondary Disability	Event	As noted on the IEP/PSSP from Student History.
Tertiary Disability	Event	As noted on the IEP/PSSP from Student History.
Plan Type	Current Workspace	IEP or PSSP (Note if student has a current CSP, IEP will be noted here)
IEP Meeting Purpose	E – Student History	As noted on the last finalized IEP (Initial, Annual, Addendum)
IEP Start Date	E – Student History	Start date of the last finalized IEP.
IEP End Date	E – Student History	End date of the last finalized IEP.
PSSP Meeting Purpose	E – Student History	As noted on the last finalized PSSP (Initial, Annual, Addendum)
PSSP Start Date	E – Student History	Start date of the last finalized PSSP.
PSSP End Date	E – Student History	End date of the last finalized PSSP.
CSP Start Date	E – Student History	Start date reported on the CSP .
CSP End Date	E – Student History	End date reported on the CSP
CSP Disability	E – Student History	Disability reported on the CSP
Consent Eval Date	E – Student History	Date from the most recent Consent for Evaluation (Initial or Reevaluation)
Consent Eval Response	E – Student History	Response from the most recent Parent Consent for Evaluation.
Consent for Services Date	E – Student History	Event date from the most recent Parent Consent for Services Event.
Consent for Services Response	E – Student History	Response from most recent Parent Consent for Services entered.
IEP Placement Code	E – Placement	Placement Type from the IEP/PSSP/CSP event effective on the date entered at report generation. (Reg, Res, Sep, PKSC, RECP1, RECP2, RECP3, RECP4, PKPL)
IEP Placement Description	E - Placement	The placement and description example Regular – 80% or more of the day with non-disabled peers
Length of School Day	Current Workspace	Number hours or minutes (example 5.5, 420)
School Day Units	Current Workspace	Unit = hours or minutes
Current Eligibility Date	E – Student History	Date of the most recent Eligibility Determination Date.
Projected Eligibility Date	E – Student History	Date of the most recent Eligibility Determination Date + 3 years.
Course(s) of Study	E – Student History	Course of study as documented on the most recent IEP.
Extended Content Standards	E – Student History	As documented on the Special Factors section of the IEP: Extended Content Standards = Y or N.