ECATS
Monday Message
January 30, 2023

Special Education Module

Federal Reporting Office Hours

As a reminder, the Federal Reporting Office Hours sessions begin at 10:00 AM and 2:00 PM on the first Wednesday of each month. Please contact Khalilah O'Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov if you have any questions. To join the webinar and ask any questions about upcoming federal reporting, please use the following link: https://ncgov.webex.com/meet/khalilah.ofarrow.

Federal Personnel Survey Training

The Federal Personnel data collection for the 2022-23 school year will be submitted via a revised survey that combines the Related Service Workforce survey with federally required personnel data. All PSUs that submitted the December 2022 Child Count are required to submit federal personnel data via the survey. The survey will be available on February 8, 2023. In preparation for the federal personnel survey, two 1-hr training sessions will be provided via webinar on February 8, 2023, at 10:00 am and the repeat session at 2:00 pm. Registration is <u>not</u> required to attend either session. To join the morning and/or afternoon training session, please use the following link: https://ncgov.webex.com/meet/khalilah.ofarrow.

New Functionality – Documenting Support Services

On **February 17, 2023**, new functionality will be available in ECATS to document support services using the "Supplemental Aids and Services (SAS)" feature on the Services page of the IEP. Supplemental aids and services will be visible in the Service Documentation module and will be included in the service type workload calculation. The *Documenting Support Services User Guide* outlines the data entry steps required to use this feature **(ATTACHED).**

The OEC is releasing the user guide in advance of making the functionality live in ECATS for public school units to review and prepare any additional guidance or messaging needed to support local implementation prior to use in ECATS.
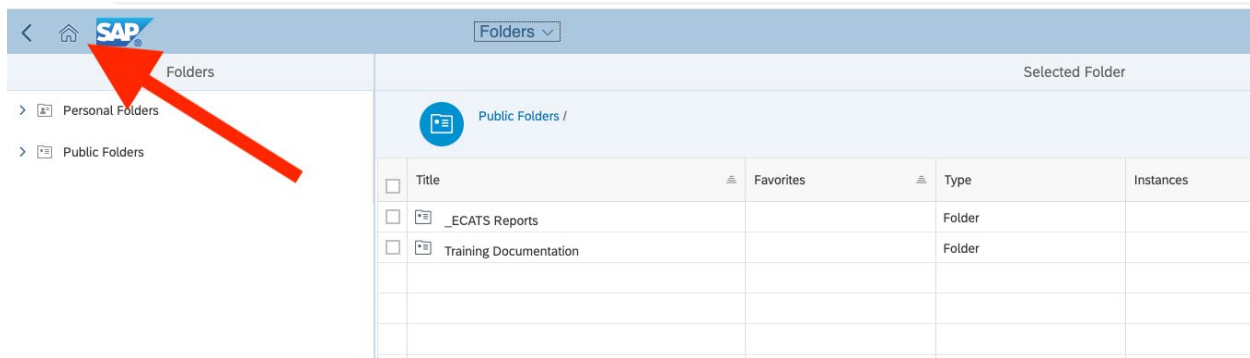
Update to Advanced Reporting

PCG has recently updated Advanced Reporting (AR) in ECATS. The update does not affect the functionality, the navigation is slightly different. These steps will provide an overview of the changes in navigation.

1. Navigate to Reports > Start Advanced Reporting System
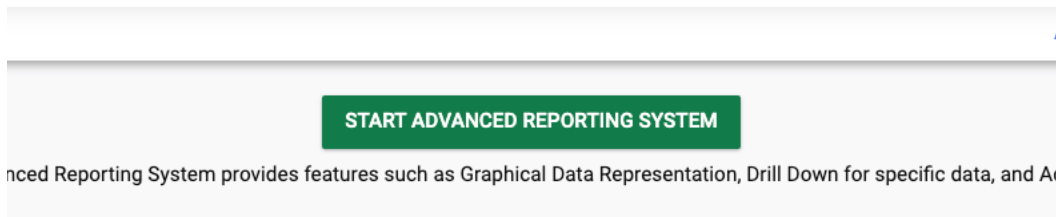
2. The system will default to the Folders Screen. To navigate to Web Intelligence, click on Home in the top left corner of the screen.


3. From the Home Screen, users can navigate to Favorites, Recent Documents, Recently Run and Applications. For a quick tutorial of AR, PCG has included an EdPlan Advanced Reporting 4.3 overview.

EXCEPTIONAL CHILDREN
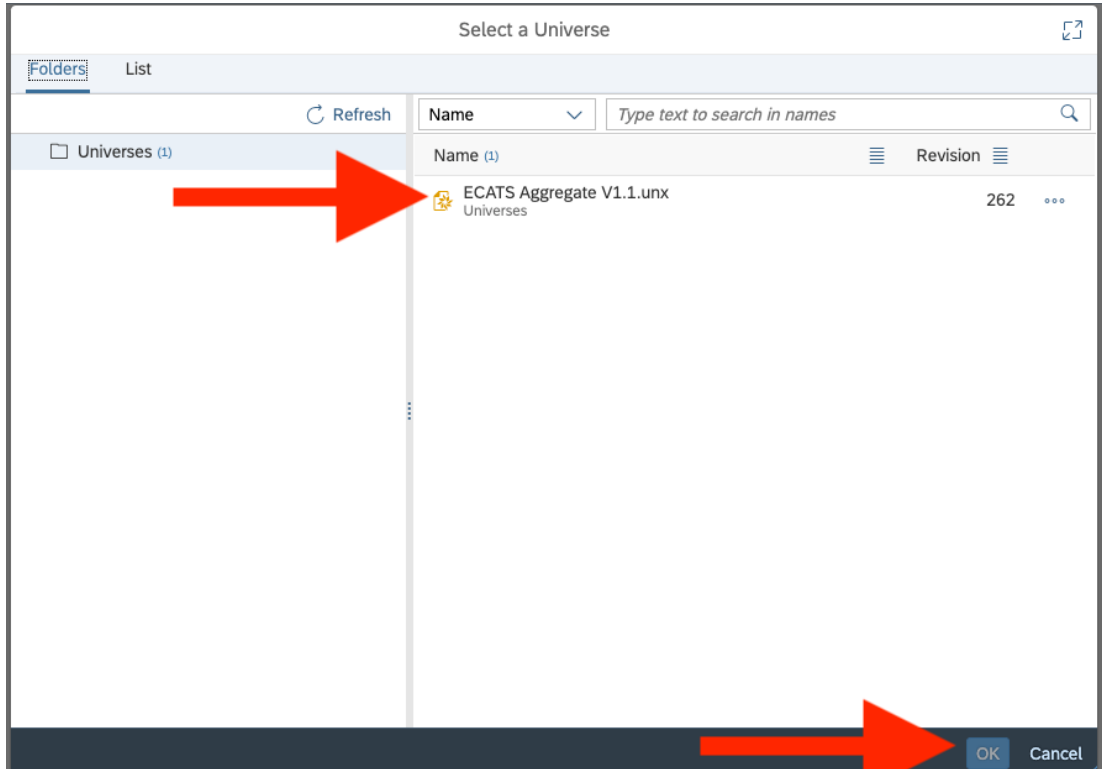NC Department of Public Instruction
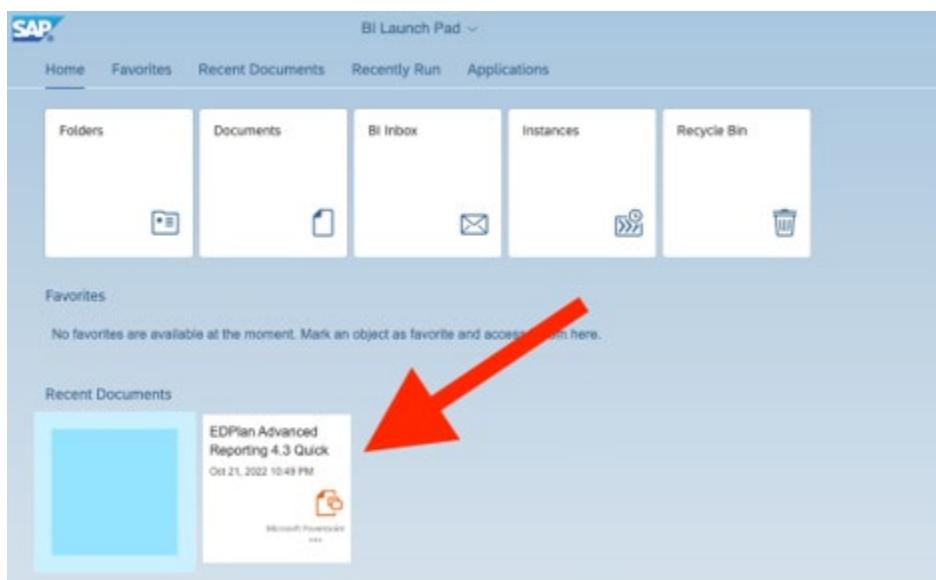
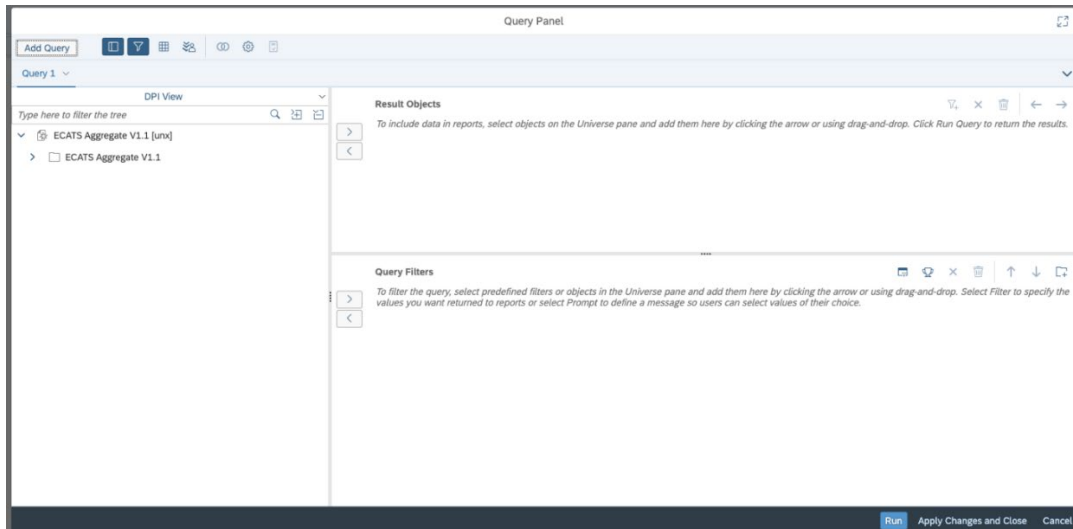4. To begin the AR process, click on Web Intelligence at the bottom of the screen.
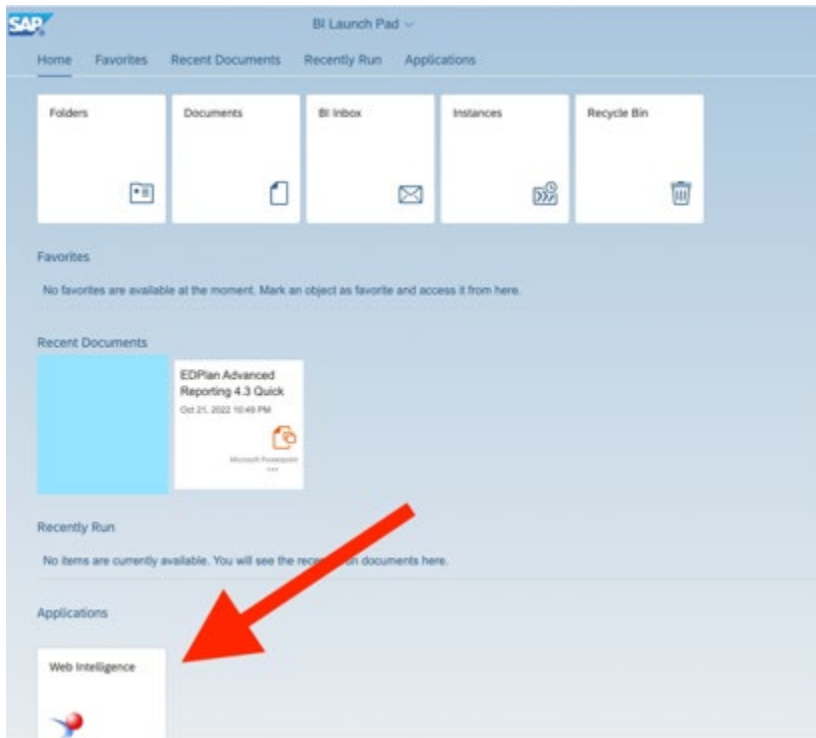
5. The next screen displays the data source, click on Universe, and click OK.
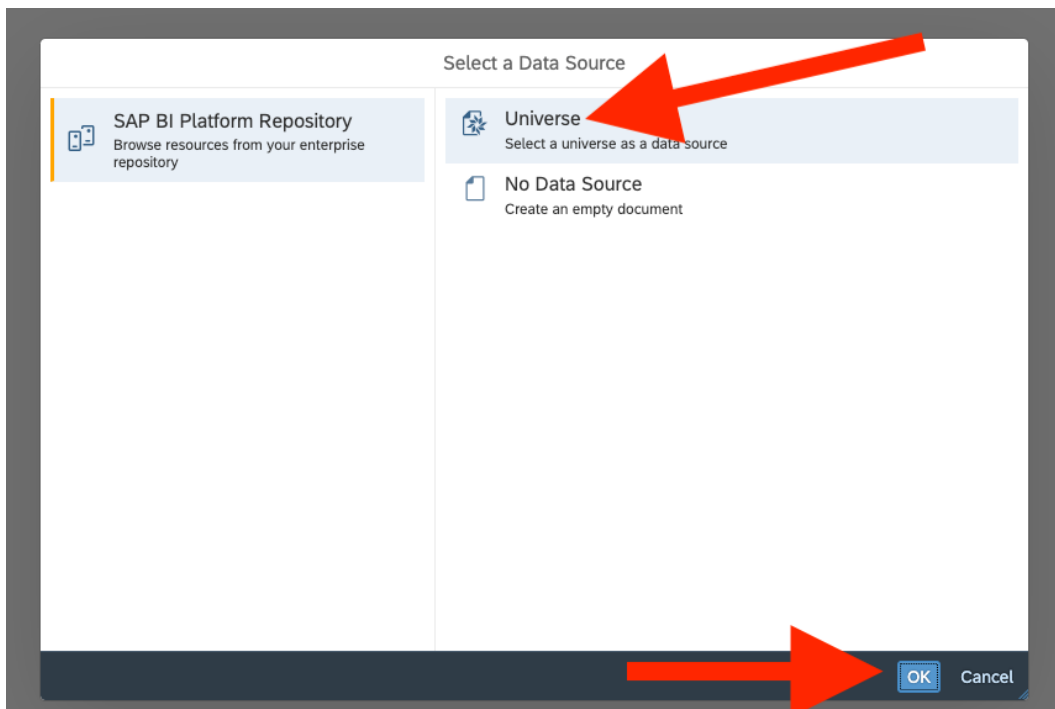
6. The next screen displays the options in the Universe, click on ECATS Aggregate V1.1 and click ok.

7. The object/query fields will display.

For previous issues of the ECATS Monday Message, please visit https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/monday-messages.

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