Indicator 11: Child Find

Federal Reporting
User Guide

October 18, 2022

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Purpose

This document is designed to compile previously issued technical assistance documents, tip sheets, or other materials intended to support the accurate reporting, submission, correction, and certification of federal reporting data associated with Indicator 11: Child Find.

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.

Order of Events: IEP Team Meeting vs. ECATS Event Creation

Please remember the following:
- The order in which EC processes are discussed in an IEP Team meeting may differ from the order in which documents to create events are finalized in ECATS.
  - Example
    - IEP TEAM Discussion
      - Eligibility, Proposed IEP, Parent Consent for Initial Placement
    - ECATS Event Creation
      - Finalize Eligibility, Finalize Consent for Initial Placement, Enter and Submit Parent Response & Date, Paperclip Signed Parent Consent, Finalize IEP
- All events must be finalized within the 90-day timeline in order to demonstrate compliance with the requirements and to avoid exceptions or errors in the Indicator 11 Federal Report.

MONITORING: Indicator 11 Data (90-day Timeline)

> (c) <u>Timeline for initial referral</u>.
>   (1) Evaluations must be conducted, eligibility determined, and for an eligible child, the IEP developed, and placement completed within 90 days of receipt of a written referral; and
>   (2) The IEP Team must determine--
>   (i)   If the child is a child with a disability under NC 1500-2.4; and
>   (ii) The educational needs of the child.

- STOPS the 90-Day Timeline:
  - Stops During *REFERRAL:*
    - NO evaluation will be conducted because no disability is suspected.
      - Referral is finalized with this IEP Team decision & creates the event in Student History to end the timeline.
  - Stops During *EVALUATION*:
    - Parent/Guardian/Student Consent to Evaluate is Created & Finalized in ECATS
    - Response is:
      - No
      - No Response
    - Entering and submitting one of these responses on the Consent to Evaluate EC Process in ECATS creates an Event in Student History and ends the timeline.
      - Ensure the signed copy of the consent is uploaded in the Documents Section of ECATS.
  - Stops During *ELIGIBILITY*:
    - Student is not found eligible for special education and related services
      - Once completed and finalized with the determination that the student "is not eligible", an Event will be created in Student History and ends the timeline.
    - Student is found eligible for special education and related services:
      - Once completed and finalized with the determination that the student "is eligible", an Event will be created in Student History.
      - Parent/Guardian/Student Consent for Services Response is:
        - Yes
        - No
        - No Response
      - Entering and finalizing one of these responses on the Consent for Services EC Process in ECATS creates an Event in Student History and ends the timeline.
        - Ensure the signed copy of the consent is uploaded in the Documents Section of ECATS.
- Reminders:
  - *"STOPS"* occur after the EC Case Manager finalizes documents and submits consent responses in ECATS; therefore, they occur as the case manager finalizes documents inside ECATS.
    - Remember the order in which EC Processes are discussed in an IEP Team Meeting may differ from the order in which documents are finalized in ECATS. For clean Indicator 11 data finalize documents in the following order:
      - Referral Documents Finalizing Order:
        - Initial Invitation
        - Referral

- - Consent for Evaluation (if applicable)
    - PWN for referral
  - Eligibility Documents Finalizing Order:
    - Invitation
    - Eligibility
    - PWN
    - Consent for Services
      - Enter & Submit Parent Response & Date under Consent Process
      - Paperclip Signed Parent Consent
    - IEP (*remember the Consent for Services Response date cannot be before the IEP meeting date*)
- If an IEP Team is conducting a Reevaluation, please do not complete a new Initial Referral:
  - Note: if the team is conducting an Initial Referral/Eligibility, confirm the purpose is Initial rather than Reevaluation on all documents.
- **Out-of-State Transfer students** must have an Initial Referral completed, even if the student has previously attended school in NC.
  - Complete the CSP (See Weekly Updates 12/15/2021)
  - Provide a Prior Written Notice to the parents explaining the comparable services and any accommodation the student will receive while the Initial Referral process is being conducted.
  - Consent for Services **is not required** until the Out-of-State Transfer Initial Referral and Eligibility Determination have been completed.
  - Plan for and complete an Initial Referral Meeting:
    - The Referral Received by School Date is:
      - Date of Registration/Enrollment:
        - the date the parent completes the registration and indicate the student is a student with a disability.
        - the Student Enrollment Event Date in ECATS (student history screen) should not be after the Referral Received by School Date initiated in the current PSU. Adjust/correct the Student Enrollment Event Date in ECATS if needed.
      - Date of Discovery: -
        - The student registration documentation does not indicate the student has a disability, but the PSU is later notified per documentation from the sending state, the student is a student with a disability.
        - The date the PSU is notified is the "date of discovery".
    - Teams **may not need to request all new evaluations** for eligibility:
      - If the sending state has provided reports of evaluations completed for eligibility and the team determines they are current, relevant, and provide data for the required evaluations for eligibility in NC, incoming evaluations may be used for eligibility. (Review of existing data)
      - Teams may have to collect some/all the evaluations for eligibility if the sending state does not provide data for the required evaluations necessary to determine eligibility in NC. **Do not delay the referral process waiting for paperwork from the sending state.**
- 90-days = 90 calendar days

REPORTING: Indicator 11 Data (90-day Timeline)

- ◆ Run the Indicator 11 Standard Report monthly in ECATS.
  - o Focus on the *Student Details Tab* looking for:
    - ▪ Duplicate Referrals for the same student.
      - • More than one may have been finalized
        - o Check with EC Case Manager assigned to identify the duplicated event to be deleted from the student history screen.
        - o If external documents are attached to the finalized Referral that needs to be deleted, download/save a copy of the external document, and attach to the corrected finalized event.
        - o Delete the duplicated referral event(s) from the Student History Screen.
    - ▪ Initial Referrals completed by mistake rather than Reevaluations.
      - • The Initial Referral Process will need to be completed in its entirety.
      - • Consent for Services will be **required** to **STOP** the 90-day timeline.
    - ▪ Identify students missing *Parent/Guardian/Student Consent for Services Response:*
      - • Filter report by Eligibility "Yes"
        - o Consent for Services date & response are blank –
          - ▪ Navigate to Consent Process
            - • Enter Consent for Services Response & Date
            - • Click submit
          - ▪ Go to Student Level Report View and Update the Report.
          - ▪ Make sure signed Consent for Evaluation & Consent for Services are uploaded in documents.
        - o # Of Days Delayed:
          - ▪ Greater than 0 & Initial Placement Delay Reason is blank:
            - • Go to the Individual Student in ECATS
            - • Enter the Data Collection under EC Process
            - • Click on Part B Referral Tab
              - o Enter the Delay Reason
              - o Click Save
              - o Go to Student Level Report View and Update the Report.
          - ▪ Shows 0 & Delay Reason is showing:
            - • Go to Individual Student in ECATS
            - • Enter the Data collection Under EC Process
            - • Click on Part B Referral Tab
              - o Remove Delay Reason
              - o Click Save
              - o Go to Student Level Report View and Update the Report.
        - o If Initial Placement [1]Date is blank:
          - ▪ Ensure IEP has been finalized with the correct date.
          - ▪ Go to Student Level Report View and Update the Report.

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[1] Please note: Work efforts are underway to revise this label to Initial IEP Date so the data point and the label match. In the interim, Initial Placement Date = Initial IEP Meeting Date; however, this date and data point does not stop the 90-day Timeline. It is a data point used to ensure that all EC Initial Process Events within the 90-day Timeline are finalized within the 90-day Timeline.

- If data correction is needed for inactive student records in your PSU you can:
  - Document and submit the Consent to Evaluate & Consent for Services response & date
  - Update Event Dates on the Student History Screen
  - Update the Student Level Report View
- Check the changes by running the report again:
  - Check that changes have been recorded correctly.
  - Focus on Exceptions Tab and clear any remaining errors.

Updating the Initial Delay Reason

There are situations in which a student may have an incorrect Initial Delay Reason appearing on Indicator 11. This document outlines how to update the Initial Delay Reason and update the Indicator 11 report.

1. Navigate to the Data Collection page, and click on the Part B Referral tab. All referral(s) are listed here with an Initial Delay Reason dropdown.

a. If the Initial Delay Reason is incorrect, select the correct reason (or blank option) and click "Save".
2. Update the Indicator 11 report. Navigate to Student Information -> Student Level Report View. Select Indicator 11 2019-2020.
a. Note the Initial Delay Reason has not yet been updated within the report record.
b. Click "Update Report". The Initial Delay Reason should update on the report.
3. Once you have updated the Initial Delay Reasons and individual student report record (via the Student Level Report page), rerun Indicator 11. The report will display the updated information and the Missing Delay Reason exception will clear.

Report Fields

Column Header	Definition	Exception	Warning Type	Troubleshooting
Region Code	One of the following: • Region 1 Northeast, • Region 2 Southeast, • Region 3 North Central, • Region 4 Sandhills, • Region 5 Piedmont-Triad, • Region 6 Southwest, • Region 7 Northwest, or • Region 8 Western	None	None	None
LEA Code	3-digit code assigned to the Public School Unit	None	None	None
LEA Name	Name assigned to the Public School Unit	None	None	None
NCESID	Identification code assigned to the Public School Unit	None	None	None
School Code	Code assigned to the school within the Public School Unit	Blank	Error	• Update in PowerSchool • Once complete, Navigate to Student Level Report View & Update Report in ECATS.
School Name	Name assigned to the school within the Public School Unit	None	None	None
Student ID	Student's identification number as displayed in the NC Student ID system	None	None	None
Last Name	Student's last name as displayed in the NC Student ID system	None	None	None
First Name	Student's first name as displayed in the NC Student ID system	None	None	None

Column Header	Definition	Exception	Warning Type	Troubleshooting
Middle Name	Student's middle name as displayed in the NC Student ID system	None	None	None
Date Of Birth	Student's date of birth as displayed in the NC Student ID system	None	None	None
Is Hispanic	Student's ethnicity as displayed in the NC Student ID system	None	None	None
Race	Student's race as displayed in the NC Student ID system	None	None	None
Gender	Student's Gender as displayed in the NC Student ID system	None	None	None
Grade	Student's Grade as displayed in the NC Student ID system	Blank	Error	• Update in PowerSchool • Once complete, Navigate to Student Level Report View & Update Report in ECATS.
Placement Date	The IEP Meeting Date of the IEP/PSSP event that was in place on the end date (June 30th) of the reporting period.	See Initial Placement Date below		
Primary Disability	The primary disability as displayed in the IEP or PSSP event.	None	None	None
Plan Type	Event Type (IEP or PSSP) as of end date (June 30th) of the reporting period.	None	None	None
School Placement Type	Personal Information workspace; the student's enrollment type as Public or Private	None	None	None
Referral ID	Event ID assigned to the finalized referral	None	None	None

Column Header	Definition	Exception	Warning Type	Troubleshooting

Referral Received by School Date	Displays as the *Date School Received Written Referral* from the PDF copy of the finalized referral	Before Date of Birth	Error	• Update either:
				  o DOB in Power School
				  o Referral Received by School date in ECATS
				• Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Referral Determination Date	Displays as the *IEP Team Participants Date* from the PDF copy of the finalized referral	Referral Determination is before referral received by school date	Error	• Update ECATS:
				  o Change the date on the Student History Screen
				  o Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Referred for Evaluation	Displays as Y (Determine eligibility by existing evaluation date or conduct an initial evaluation) or N (No evaluation will be conducted)			
Consent to Evaluate Date	Displays as the Parent/Guardian/Student Consent to Evaluate Date signed from the EC Process > Consent	Consent to Evaluate date is before the Referral Received by School Date	Error	• Update response date ECATS in the Consent Process • Delete the student event with the incorrect date from the Student History Screen • Once complete, Navigate to Student Level Report View & Update Report in ECATS.
Consent to Evaluate Purpose	Displays as the Consent to Evaluate Purpose (INIT or RE)>Consent workspace		Warning	Will not prevent certification

Column Header	Definition	Exception	Warning Type	Troubleshooting
Consent to Evaluate Given	Displays as Yes, No, or No Response from the EC Process>Consent workspace	Blank or incorrect response	Error if response is incorrect or blank when required Warning if Blank & No consent required.	• Update in ECATS on the Consent Process • Delete the student even with the incorrect information on the Student History • Once complete, Navigate to Student Level Report View & Update Report in ECATS.
Evaluation Purpose	Displays as the *Eligibility Determination Meeting Purpose* from the PDF copy of the finalized eligibility determination	If blank	Error	• Check for order of documents finalized (Referral, Eligibility, Consent, IEP) consecutively. • Check for clerical error completed on forms but the event still exists: ○ Delete/inactivate event with the error. • Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Column Header	Definition	Exception	Warning Type	Troubleshooting

Eligibility Date	Displays as the *Eligibility Determination Meeting Date* from the PDF copy of the finalized eligibility determination	• Must be after Referral Received by School Date
		• Must be before or equal to Initial Placement Date
		• Cannot be blank if:
		  o Initial Placement is not blank.
		  o eligibility purpose and eligible is provided.
		  o eligibility date is provided
			Error	• Update Eligibility Date in ECATS by recreating eligibility document with correct date.
				• Check Eligibility/IEP Meeting Dates for accuracy. If incorrect:
				  o Recreate w/the correct dates.
				  o Finalize in the correct order.
				  o Delete Events in Student History.
				• Check for finalized documents for blank dates.
				
				Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Eligible	Displays as the *Eligibility Determination* response from the PDF copy of the finalized eligibility determination	• Eligible date is present, but eligibility determination is blank • Eligible is Y, Consent to Evaluate Given and Referred for Eval are N	Error	• Navigate to Consent Process and enter parent response & date, submit. • Check that the referral document is finalized before the Eligibility Document. • Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Pvt School Non-participant Notice Date	Displays as the Private School Non-Participation Date (If Applicable) response	• Pvt School Non-Participation Date cannot be before the Referral Received by School Date.
		• Cannot be before or same day as Part C to Part B Plan Date
			Error	• Check dates and finalized documents in ECATS:
				  o Data Collection Process
				  o Part B Referral
				  o Private School Non-Participation Notice Date
				• Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Column Header	Definition	Exception	Warning Type	Troubleshooting
Initial Placement Date	Displays as the *IEP Team Participants Date (IEP Meeting date) from* the PDF copy of the finalized Initial IEP	• If eligible = N, must be blank. • Must be after or same day as Referral Received by School Date • Must be after or same day as Eligibility Date	Error	• Review the Student History Screen: ○ Referral, Eligibility, Consent for Services & IEP dates must be in consecutive order ○ If a correction was made, but the event still exists, delete the incorrect event. ○ Check meeting dates for accuracy & correct. • Once complete, Navigate to Student Level Report View & Update Report in ECATS.
Initial Placement Delay Reason	Displays as the Delay Reason (If Applicable) response	Cannot be blank	Error	• Navigate to the Data Collection Process: ○ Part B Referral ○ Enter Delay Reason ○ Save • Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Column Header	Definition	Exception	Warning Type	Troubleshooting

Consent for Services Date	Displays as the Parent/Guardian/Student Consent for Services Date Signed from the EC Process>Consent workspace	• Cannot be blank
		• Cannot be before the Referral Received by School Date
		• Cannot be after the Initial Placement Date (IEP Meeting Date)
			Error	• No Consent for Services showing in Student History:
				  o Navigate to Consent Process,
				  o Enter Response & Date
				  o Submit
				• If before Referral or after Initial Placement Date (IEP Meeting Date):
				  o Check the order documents are finalized (Referral, Consent for Eval, Eligibility, Consent for Services, IEP)
				  o Check dates for accuracy & correct
				  o Delete incorrect Events
				• Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Column Header	Definition	Exception	Warning Type	Troubleshooting

Consent for Services Given	Displays as Yes, No, or No Response from the EC Process > Consent workspace	Cannot be blank if Consent Date is provided	Error	• Navigate to Consent Process
				  o Check accuracy of response given & date based on signed document
				  o Correct if needed
				  o Submit
				• Once complete, Navigate to Student Level Report View & Update Report in ECATS.

# Days Delayed	Calculated as number of days between Initial Referral Date and Consent for Services Date or Non-Eligibility Determination, Consent to Evaluate Denial, Consent for Services Denial if No IEP has been finalized, Referral Discontinuation or Count End Date (if no actions have been taken)	Placement Delay Reason is Required	Error	• Navigate to Data Collection Process: 	
				  o Part B Referral
				  o Enter Delay Reason
				  o Save
				If the student is inactive
				• Navigate to Admin > School System > Administration >Inactive Students:
				  o Enter Student name or #
				  o Navigate to Data Collection Process
				    ▪ Part B Referral
				    ▪ Enter Delay Reason
				    ▪ Save
				Once complete, Navigate to Student Level Report View & Update Report in ECATS.

Column Header	Definition	Exception	Warning Type	Troubleshooting
Subtraction Category	Calculated as one of the following based on the Student History workspace events: • *Exclusions Prior to 90 Day Timeline* – initiated by: o Referral Discontinuation, o Consent to Evaluate Denial, o Non-Eligibility Determination, o Provision of Services Consent Denial (if No IEP has been finalized), o student transfers to PSU prior to 90-day timeline (referral initiated in previous PSU), or student transfers from PSU prior to 90-day timeline (referral initiated in current PSU) • *No Evaluation* – initiated by finalized referral > IEP Team Determination response = an evaluation will not be conducted, or Consent to Evaluate response = No or No Response • *Child Not Produced for Evaluation* – initiated by Non-Eligibility Determination event with a meeting purpose code of Child Not Produced within the 90-day timeline (EC Process > Consent workspace) • *Not Eligible* – initiated by: o Non-Eligibility Determination event with Eligibility Determination = No (finalized eligibility determination) within the 90-day timeline, or o Consent for Services response = No or No Response (EC Process > Consent workspace) within the 90-day timeline *Delayed* – initiated by one of the following in the PSU that initiated the referral, and **the event is greater than 90 days from the referral date**: • Referral Discontinuation, • Consent to Evaluate Denial, • Non-Eligibility Determination, • Provision of Services Consent Denial (if No IEP has been finalized), • Initial IEP Meeting Date and Parent/Guardian/Student Consent for Services Response = Yes, No or No Response, Non-Eligibility Determination with a purpose of Child Not Produced, or • the 90-day timeline has passed			

Errors and Warnings

Warning Type	Exception	Troubleshooting
Error	Duplicate Referral	Same student ID and same referral date exists on another LEA's Indicator 11. Work with other LEA where student shows as duplicated to determine which district needs to resolve this via exclusion in ECATS.
Warning	Potential Duplicate Referral	Student has similar demographic-level information as another student at a different, or within the same, LEA but has a different ID. Resolve via exclusion if student is actually a duplicate. No action required if student is not a duplicate.
Error	School Code is Blank	Student is missing a school code. Update this in PowerSchool.
Error	Grade is Blank	Student is missing a grade code. Update this in PowerSchool
Error	School Student Placement	Student's school code is Private and Enrollment Type is Null. Update this on the Personal Info screen in ECATS.
Error	Referral Received by School Date Must be After the Date of Birth	Student's Referral Date is before their Date of Birth. Update this in PowerSchool (DOB) or ECATS (Referral)
Error	Referral Determination Date Must be >= Referral Received by School Date	Students' Referral Determination Date is less than their Referral Date. Update this in ECATS on the Student History screen.
Error	Consent to Evaluate Date Must be >= Referral Received by School Date	Student's Consent to Evaluate is less than Referral Date. Update this in ECATS on the consent page. Once corrected, delete the student event with the incorrect date.
Warning	Consent to Evaluate Date Required	Ignore this error. This error is only a warning and will not prevent certification.
Warning	Consent to Evaluate Purpose Required	Ignore this error. This error is only a warning and will not prevent certification.
Error	Consent to Evaluate Given Required	Update this in ECATS on the consent page. Once corrected, delete the student event with the incorrect information.
Error	Consent to Evaluate is N, Referral for Evaluation be N.	Student's Consent to Evaluate Response is "No" and a Referral for Evaluation Response of "No". Update this in ECATS. Either change the Referral for Evaluation to "Yes" or delete the Consent to Evaluate Response Event. Once an IEP team determines No Evaluation is needed, the 90 day timeline ends and no further information should be recorded.
Error	Evaluation Purpose can not be Null	Student has an Eligibility Date but their Evaluation Purpose is null. Update this in ECATS. Evaluation purpose must be Initial for inclusion on Indicator 11.
Error	Eligibility Date Must be >= Referral Received by School Date	Student's Eligibility Date is less than their Referral Date. Update this in ECATS.

Frequently Asked Questions

1. Why is a student is appearing in the Delayed Subtraction Category, when she had an IEP within the 90-day timeline?
   a. Troubleshooting: Check that the student has a Consent for Services within the 90-day timeline. The Consent is required for a student to appear in the Eligible Subtraction Category.
   b. Resolution: A Consent for Services is created within the 90-day timeline

2. Why is a student is appearing in the Exclusions Prior to 90 Day timeline Subtraction Category, when he has not left the district during the Referral process?
   a. Troubleshooting:
      i. Check the Student History for the Enrollment Date event and compare it to the Referral event date. There have been cases when the enrollment date sent by PowerSchool is future dated and appears after the Referral event date.
      ii. Alternately, filter Consent for Services does not equal null and Subtraction Category equals "Exclusions Prior to 90 day timeline". These students should, most likely, be in a different Subtraction Category, as the Referral to Consent timeline was completed.

   b. Resolution: Update the Enrollment event date on the Student History page to reflect the date when the student entered the school system (before the Referral received by school date).

3. Why does a student have an Initial Delay Reason (Student Details: column AF), when she is not delayed?
   a. Troubleshooting: Check the Data Collection page Part B Referral tab. The Initial Delay Reason should be pulling directly from this page. Note that if a student has multiple referrals, the Delay Reason is only associated to one referral.
   b. Resolution: Remove the incorrect Initial Delay Reason from the Data Collection page. There is a separate user guide with screenshots and step-by-step guide for this process.

4. Why do students have an exception for "Consent to Evaluate Date Required" and "Consent to Evaluate Purpose Required"?
   a. This exception is firing when Referred for Evaluation = N, and Consent to Evaluate Date/Purpose is Null. This only a warning exception and no action is required if the student data in ECATS is accurate.

5. How is the "Number of children for whom a referral for evaluation was received" calculated (Summary tab: Column H)?
   a. This field is calculated as such:
      i. Total number of Children for which Referral is Received (Summary tab: column C), minus;
      ii. Transferred in After Referral (Summary tab: column G), minus;
      iii. Transferred out prior to 90 day timeline ends (Student Details tab: column AJ Subtraction Category = Exclusions Prior to 90 day timeline), minus;
      iv. No Evaluation (Student Details tab: column AJ Subtraction Category = No Evaluation), minus;
      v. Child not produced for Evaluation (Student Details tab: column AJ Subtraction Category = Child Not Produced for Evaluation)

6. Why are the summary totals on the Certification PDF page not matching the numbers on the Indicator 11 report Summary tab?
   a. The total numbers on the Certification page and PDF are not displaying correctly. These numbers are not indicative of the LEA totals and should be disregarded.
   b. For accurate total referrals, delayed students, and other summary statistics, refer to the Summary tab in the Indicator 11 report.