



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

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To: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools
Lead Administrators, State Operated Programs
Lead Administrators, Other Public School Units

From: Sherry H. Thomas, Director
Exceptional Children Division

Carol Ann M. Hudgens, Section Chief
Policy, Monitoring and Audit

RE: Support Description and CECAS Codes Data Migration

As part of data migration activities from the Comprehensive Exceptional Children Accountability System (CECAS) into the Every Child Accountability and Tracking System (ECATS), please be advised that services listed as: "OT-RSSP"; "PT-RSSP"; or "SLP-RSSP" with number of sessions but unspecified minutes will be migrated with zero minutes (:00). Information was provided at the May 2018 Regional Director's Meeting and at the May 2018 Statewide/Lead Related Service meetings regarding the discontinuation of the Related Service Support Plan (RSSP) as a separate form with examples given of how that information could be integrated within the IEP. **Therefore, the Support Description within the IEP and Plan in CECAS for OT/PT/SLP can no longer be used, effective February 8, 2019.** Services on behalf of students or supplementary aids and services should continue if appropriate and be documented in the IEP. If you have questions as to how to document these services in the IEP, please contact the appropriate related services consultant. It is highly recommended that LEAs maintain a copy of any RSSP that will remain in effect as part of a current IEP at the time of ECATS implementation. **Remember- The stand-alone RSSP form is not an option once ECATS is implemented.*

Additionally, services listed as "Other Program Services (OTHS)" and "Other Program (OP)" should no longer be used. During data migration, these services appear to have been used in lieu of existing service codes that could have been selected by the user. Please be aware that Program/Services designated as "Other Program Services (OTHS)" and "Other Program (OP)" will migrate to ECATS but will not contain the description of those services. EC personnel must use available service codes when conducting IEP team meetings in Spring 2019 or maintain a hard copy of IEPs that will not be reviewed and revised prior to the implementation of ECATS to be certain there are no interruptions in the implementation of any IEP. **These codes, "Other Program Services (OTHS)" and "Other Program (OP)", will be inactivated in CECAS effective February 8, 2019.**

Prior to the dark period, LEAs must review all records that are considered "Referral in Progress", "Determining Eligibility" and "Developing Plan" status to ensure that there are no outstanding data elements missing from the student record. Students who have a "Closed/Verified Initial IEP" and no "Consent for Placement Date" and "Consent for Placement Given ?" response on the Special Ed Screen in CECAS, may not appear correctly once imported into ECATS. It is very important that all "In Process" records be reviewed and closed out, prior to the dark period.

Please share these important details with staff as IEP Team meetings are scheduled and annual IEPs are developed. If you have additional questions, you may contact the ECATS Delivery Team, Related Service Consultants or assigned Monitoring Consultant.

SHT/CAH/ss

c EC Division Staff

EXCEPTIONAL CHILDREN DIVISION

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