



Monday Message

July 26, 2021

Special Education Module

User Access to ECATS

Please remember that users need to have the following information populated on the Vocational tab in the State Staff UID to appear in ECATS.

Vocational Information

- **District Code** – Required, use the three-digit LEA or Charter School code
- **Active** – Required, select Yes or No
- **School Code** – Required, if there is no specific school, use 000. There are certain reporting exceptions for staff members who are part of an LEA or Charter School central office.
- **Hire Date** – Leave Blank
- **Annual Salary (Object Purpose Code)** – If the staff member is to be involved in the evaluation process or ECATS, then this seven-digit value will need to be provided. This value is a combination of the staff member's three-digit object code and four-digit purpose code. If the staff member in question does not need to be a part of the evaluation process or ECATS, this field can be left blank.

Staff UID, Object/Purpose Codes, and Access to ECATS

- The ECATS system uses valid Staff UID numbers, other demographic data, and job code to provide access to the system. *It is vitally important that each employee is given the proper Object/Purpose code for their employment in the LEA, not just a code that will allow them access to ECATS.*
- The Object/Purpose code is the 7-digit number located next to the Annual Salary Code in the Staff UID system. The first 3 digits of the Object/Purpose code is the Job Code.
- The following Job Codes are currently the only Job Codes used to access ECATS: 111, 112, 113, 114, 115, 116, 117, 118, 121, 122, 123, 124, 127, 128, 131, 132, 133, 134, 135, 141, 142, 143, 144, 145, 146, 147, 148, 151, 152, 153, 311, 317, 318
- Please remember that it can take up to four days for changes in the Staff UID system to appear in ECATS. Further, this access only permits the most basic access to the ECATS application. User Roles are determined at the local level, so please direct any questions about your user role to your ECATS Designees.

Note: This message is a repeat of the July 19, 2021, Monday Message.

2020-2021 End of Year Data Submission for Indicator 7

All Public-School Units are responsible for certifying Indicator 7: Preschool Outcomes in ECATS. The Indicator 7 count captures the percent of preschool students with IEPs who demonstrate improved childhood outcomes and is based on data from July 1, 2020 through June 30, 2021. The Indicator 7 Count opens August 2, 2021 and is due by close of business August 20, 2021. The training video, ECATS Webinar – Indicator 7 Reporting, along with additional reference handouts are posted in each district's ECATS instance on the main page under Resources > Federal Reporting. Please submit any questions or issues directly to ZenDesk to ensure that problems with data are corrected efficiently.

Note: This message is a repeat of the July 19, 2021, Monday Message.

2020-2021 End of Year Data Submission for Indicator 12

Indicator 12 captures data on students who received Part C services and were referred to Part B during the July 1, 2020 through June 30, 2021 fiscal year. All students must have an IEP developed within 90 days of the referral and receive services by their 3rd birthday. Indicator 12 will be submitted on spreadsheets by all PSUs and can be accessed by clicking this link: [Indicator 12 Spreadsheet](#) or by going to the ECATS site under Resources (<https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/resources>). The spreadsheet has a tab with helpful clarifications to assist PSUs on entering their data and can be submitted at any time prior to the due date of October 29, 2021. Charter Schools do not need to submit an Indicator 12 spreadsheet this year. Please email all Indicator 12 spreadsheets to ecindicators@dpi.nc.gov.

Federal Reporting Office Hours

As a reminder, the Federal Reporting Office Hours are open from 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 in and ask any questions about upcoming federal reporting, please use the following link: <https://ncgov.webex.com/meet/khalilah.ofarrow>.

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>.