



# ECATS

## Monday Message

April 3, 2023

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### Special Education Module

#### PaperClip Enhancements

The Office of Exceptional Children have been working with PCG to make changes to the PaperClip allocation in ECATS based on feedback from the field. Starting April 7<sup>th</sup>, the following four updates for PaperClip will be made:

1. A new warning message will now show when a user tries to upload an external document or attachment that meets a set threshold.

The size of the file selected for upload is large and may take longer to send and process. Do you want to proceed with the upload?

OK

Cancel

2. New fields that show the PSU's Paperclip allocation, amount used, and percent used have been added to the System Info page. Users with view only access to the System Info page will be able to see these new fields. This addition will allow PSUs to self-monitor their PaperClip amounts.

Navigation: Admin>School System>System Info

Uploaded Documents Quota (in bytes): 1099511600 (1048.58 MB)

Bytes Uploaded this Year: 18023487 (17.19 MB) - 1.64% of Quota Utilized

3. Documents that are uploaded using Paperclip is applied to the PSU's PaperClip allocation of an amount equal to the document's file size. Previously PSUs may have deleted documents and the allocation applied did not change. Starting April 7<sup>th</sup>, if a document is uploaded using Paperclip and then deleted, the PSU's Paperclip allocation will be adjusted to credit the previously deducted amount.
4. Previously when a student transferred to a PSU, the PaperClip allocation was affected by the size of documents received from the sending PSU. Starting April 7, 2023, the PaperClip allocation calculation will be updated to omit the allocation of transferred documents that were uploaded by a student's previous PSU.

### **Zendesk Ticket Enhancements**

PCG will be making a few slight changes to the list of modules available for selection when users enter a Zendesk ticket. These will help the Zendesk team better direct inquiries to the appropriate agent for assistance, as well as provide more specific reporting on Zendesk ticket topics.

- "Data Question" will be updated to two distinct categories:
  1. Data Inquiry (Imports, Merges, Student Transfers, User Access)
  2. Reporting (Standard, Advanced)
- New categories will also be added for "Add-On Support" and "Progress Monitoring".

These updates are scheduled for Friday, April 7<sup>th</sup>.

*Note: This message is a repeat of the March 29, 2023 Director's Weekly Message.*

### **Federal Reporting Office Hours – April 5, 2023**

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](mailto: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>.

*Note: This message is a repeat of the March 29, 2023 Director's Weekly Message.*

### **April 2023 Child Count schedule**

<b>Child Count Correction and Certification Schedule</b>	
April Child Count opens for all LEAs, Charters, and SOPs	4/3/2023
Deadline for Certification Status	4/24/2023

EC Directors or Data Managers should review the April 2023 Child Count Report for errors such as duplicate records, incorrect age, grade, setting, and disability. Please remember that when certifying the child count, the EC Director assures that all data submitted is accurate. According to the State Auditors, Directors of Exceptional Children Programs and Lead Administrators of Charter schools must certify the child count

data. For this to occur, Directors of Exceptional Children Programs must use their “username” and “password” to log into ECATS to verify and certify the child count data. If the EC Director does not certify the count, a signed and scanned verification form must be submitted to Khalilah O’Farrow-Boulware at [khalilah.ofarrow@dpi.nc.gov](mailto:khalilah.ofarrow@dpi.nc.gov). All errors must be corrected, and all Public School Units must certify their submissions no later than April 24, 2023.

*Note: This message is a repeat of the March 29, 2023 Director’s Weekly Message.*

**Important Federal Reporting Reminder: Submission Timeliness**

If your district does not certify the data required for Indicators by the due date, your data may be certified by state staff. The integrity of the data is always at risk when the Department of Public Instruction must finalize the data for your district.

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>.