



# GRADUATION: The Measure of Tomorrow

65<sup>TH</sup> CONFERENCE ON EXCEPTIONAL CHILDREN

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## Pulling Count Data from Analytics

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### Helpful Tips

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- Use IE or Firefox web browser
- Does not work in Chrome
- Available the day after you Certify your submission
- Start count data analysis with total count population - narrow or filter when needed
- Use Excel file to review data for accuracy
- Store a copy for audit purposes

### Accessing the OSEP Cube in Analytics

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1. Click **Analytics** located under Reports in the Menu Bar.
2. A popup window in a new browser displays. Allow the application to load.
3. Click the **OSEP Count** tab on the top left of the screen.

### Set Region/LEA

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1. Locate **Entity** in Dimensions Menu on right side of screen.
2. Click to highlight.
3. Holding your left click of mouse or touchpad, drag **Entity** into **Drop Filter Fields Here**. The name **Entity** changes to **Region LEA School**.
4. Click to open/expand by clicking the down-pointing arrow (looks like a funnel) to the left of **Region LEA School**.
5. Click the arrow to the left of **All** to expand.
6. Click the arrow to the left of **North Carolina** to expand.
7. Unselect the first checkbox to the left of **All** by clicking the Checkbox. This clears the selection of all filter options.



8. Locate your **Region** and click the arrow to the left of **your Region name** to expand.
9. Locate your **LEA** and click the arrow to the left of **your LEA name** to expand to see a list of schools for your LEA.
10. Check to select the checkbox to the left of your **LEA** in the list. This is the first or top instance of your LEA number and LEA name in this list. This selects all schools in your list of schools for your LEA.
11. Locate the top School named your LEA name and LEA number. Check the checkbox to unselect.
12. Click **Ok** at the bottom of the expanded window to save these selections.

### **Set Count Period**

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1. Locate **OSEP Count Period** in the Dimensions Menu on right side of screen.
2. Click the arrow to the left of **OSEP Count Period** to open/expand.
3. Click to highlight **Count Period Description**.
4. Holding your left click of mouse or touchpad, drag **Count Period Description** to **Drop Filter Fields Here**. This is right next to **Region LEA School**.
5. Click to open/expand **Count Period Description** by clicking the down-pointing arrow (looks like a funnel) located to the left of **Count Period Description**.
6. Click the arrow to the left of **All** to expand.
7. Unselect the first checkbox to the left of **All** by clicking the Checkbox. This clears the selection of all filter options.
8. Scroll to locate **April 2015 Child Count**.
9. Check to select the checkbox to the left of **April 2015 Child Count** in the list.
10. Click **Ok** at the bottom of the expanded window to save these selections.

### **Set Measures** – this is your count number

---

1. Locate **Measures** in Dimensions Menu on right side of screen. It is the top item in the Dimensions Menu.

2. Highlight Measures and holding your left click of mouse or touchpad, drag **Measures** to **Drop Data Items Here**.
3. There are 2 locations of **Drop Data Items Here**. Either location is fine to use to drop your number.
4. Your submission child count number now displays in the Workspace.

### **Saving a Cube View**

To save the current cube view for future reference use **Save View**. Saving a view includes the fields, grouping, and the filtering options. It does not include the data.

1. From the displayed cube data, click **Save View**.
2. In the popup window, specify the name of the view.
3. Click **Save**. The view displays in the **Cube View:** drop list.

### **Drill to extract the data for the report**

1. Click to highlight **the count number** in the field.
2. Click the **Drill** button at the bottom of the screen.
3. Allow the screen to refresh with individual student data in the Table at the bottom of the screen.
4. At the bottom **right** side of the screen, click the **Export to Excel** button. Again, this button is at the bottom of the screen on the right hand side. Do not confuse this Export to Excel button with the Export to Excel button located on the left side of the screen, between the Workspace Pane and the Table Pane.
5. A popup displays saying to ensure this data is kept password protected. It also asks if you really want to export to a local file. Click **OK** in this message window.
6. When you return to the Analytics screen, note the button at the bottom right that had said **Export to Excel**, now says one of two things, **Fetching** or **Save File**.
  - a. **Fetching** means it is pulling the data together. It is not yet ready to save.
    - i. The button is shaded out and not selectable.
    - ii. Wait for the button to change to **Save File**.

b. When the button says **Save File**, you're ready for the next step.

## **Saving the File**

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1. Click the **Save File** button. A Save As popup displays.
2. Select file location and name file, then click Save button. The file is saved.
3. Ensure to re-open file and Save As with a password to protect file access.

**Note:** Once the file is in Excel, you can remove unwanted/unused columns and leave just those columns that fit your data needs.

Your Text will go here...



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## Pulling Programs Services Cube Data on Current Active Records

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### Helpful Tips

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- Use IE or Firefox web browser
- Does not work in Chrome
- Provides a list or count of programs and services for current records with Active status and current Plan
- Data from CECAS is updated nightly into Analytics at approximately 2 am
- Includes related services data

### Accessing the Programs Services Cube in Analytics

---

1. Click **Analytics** located under Reports in the Menu Bar.
2. A popup window in a new browser displays. Allow the application to load.
3. Click the **Programs Services** tab at the top of the screen.

### Set Region/LEA

---

1. Locate **Entity** in Dimensions Menu on right side of screen.
2. Click to highlight.
3. Holding your left click of mouse or touchpad, drag **Entity** into **Drop Filter Fields Here**.  
The name **Entity** changes to **Region LEA School**.
4. Click to open/expand by clicking the down-pointing arrow (looks like a funnel) to the left of **Region LEA School**.
5. Click the arrow to the left of **All** to expand.
6. Click the arrow to the left of **North Carolina** to expand.
7. Unselect the first checkbox to the left of **All** by clicking the Checkbox. This clears the selection of all filter options.
8. Locate your **Region** and click the arrow to the left of **your Region name** to expand.



9. Locate your **LEA** and click the arrow to the left of **your LEA name** to expand to see a list of schools for your LEA.
10. Check to select the checkbox to the left of your **LEA** in the list. This is the first or top instance of your LEA number and LEA name in this list. This selects all schools in your list of schools for your LEA.
11. Locate the top School named your LEA name and LEA number. Check the checkbox to unselect.
12. Click **Ok** at the bottom of the expanded window to save these selections.

### **Set Active Records**

---

1. Locate and highlight **Active Services** in the Dimensions Menu on right side of screen.
2. Holding your left click of mouse or touchpad, drag **Active Services** to **Drop Filter Fields Here**. This is right next to **Region LEA School**.
3. Click to open/expand **Is Active** by clicking the down-pointing arrow (looks like a funnel) located to the left of **Is Active**.
4. Click the arrow to the left of **All** to expand.
5. Unselect the first checkbox to the left of **False** by clicking the Checkbox. This clears the selection.
6. Click **Ok** at the bottom of the expanded window to save this selection.

### **Set Measures**

---

For this cube, Measures is a total count of programs or services provided. This number may be larger than you actual student number.

1. Locate **Measures** in Dimensions Menu on right side of screen. It is the top item in the Dimensions Menu.
2. Highlight Measures and holding your left click of mouse or touchpad, drag **Measures** to **Drop Data Items Here**.
3. There are 2 locations of **Drop Data Items Here**. Either location is fine to use to drop your number.
4. Your number that now displays in the Workspace is a total of all programs and services for your LEA. This number may be more than the total number of Active

students. This is correct. Each program is counted as one entry, so a child with Math and OT would be counted twice in this number.

## **Saving a Cube View**

---

To save the current cube view for future reference use **Save View**. Saving a view includes the fields, grouping, and the filtering options. It does not include the data.

1. From the displayed cube data, click **Save View**.
2. In the popup window, specify the name of the view.
3. Click **Save**. The view displays in the **Cube View:** drop list.

## **Drill to extract the data for the report**

---

1. Click to highlight the cell with the **total number**.
2. Click the **Drill** button at the bottom of the screen.
3. Allow the screen to refresh with individual student data in the Table at the bottom of the screen.
4. At the bottom **right** side of the screen, click the **Export to Excel** button. Again, this button is at the bottom of the screen on the right hand side. Do not confuse this Export to Excel button with the Export to Excel button located on the left side of the screen, between the Workspace Pane and the Table Pane.
5. A popup displays saying to ensure this data is kept password protected. It also asks if you really want to export to a local file. Click **OK** in this message window.
6. When you return to the Analytics screen, note the button at the bottom right that had said **Export to Excel**, now says one of two things, **Fetching** or **Save File**.
  - a. **Fetching** means it is pulling the data together. It is not yet ready to save.
    - i. The button is shaded out and not selectable.
    - ii. Wait for the button to change to **Save File**.
  - b. When the button says **Save File**, you're ready for the next step.

## **Saving the File**

---

1. Click the **Save File** button. A Save As popup displays.
2. Select file location and name file, then click Save button. The file is saved.
3. Ensure to re-open file and Save As with a password to protect file access.

**Note:** Once the file is in Excel, you can remove unwanted/unused columns and leave just those columns that fit your data needs.

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## Pulling SpecEd Cube Data for Current Active Records

---

### Helpful Tips

---

- Use IE or Firefox web browser
- Does not work in Chrome
- Provides a list or count of total number of current records with Active status and current Plan
- Data from CECAS is updated nightly into Analytics at approximately 2 am
- Includes data stored on Special Ed screen

### Accessing the SpecEd Cube in Analytics

---

1. Click **Analytics** located under Reports in the Menu Bar.
2. A popup window in a new browser displays. Allow the application to load.
3. Click the **SpecEd** tab at the top of the screen.

### Set Region/LEA

---

1. Locate **Entity** in Dimensions Menu on right side of screen.
2. Click to highlight.
3. Holding your left click of mouse or touchpad, drag **Entity** into **Drop Filter Fields Here**. The name **Entity** changes to **Region LEA School**.
4. Click to open/expand by clicking the down-pointing arrow (looks like a funnel) to the left of **Region LEA School**.
5. Click the arrow to the left of **All** to expand.
6. Click the arrow to the left of **North Carolina** to expand.
7. Unselect the first checkbox to the left of **All** by clicking the Checkbox. This clears the selection of all filter options.



8. Locate your **Region** and click the arrow to the left of **your Region name** to expand.
9. Locate your **LEA** and click the arrow to the left of **your LEA name** to expand to see a list of schools for your LEA.
10. Check to select the checkbox to the left of your **LEA** in the list. This is the first or top instance of your LEA number and LEA name in this list. This selects all schools in your list of schools for your LEA.
11. Locate the top School named your LEA name and LEA number. Check the checkbox to unselect.
12. Click **Ok** at the bottom of the expanded window to save these selections.

### **Set Active Records**

---

1. Locate and highlight **Active Services** in the Dimensions Menu on right side of screen.
2. Holding your left click of mouse or touchpad, drag **Active Services** to **Drop Filter Fields Here**. This is right next to **Region LEA School**.
3. Click to open/expand **Is Active** by clicking the down-pointing arrow (looks like a funnel) located to the left of **Is Active**.
4. Click the arrow to the left of **All** to expand.
5. Unselect the first checkbox to the left of **False** by clicking the Checkbox. This clears the selection.
6. Click **Ok** at the bottom of the expanded window to save this selection.

### **Set Measures**

---

For this cube, Measures is your total number of records that meet your query.

1. Locate **Measures** in Dimensions Menu on right side of screen. It is the top item in the Dimensions Menu.
2. Highlight Measures and holding your left click of mouse or touchpad, drag **Measures** to **Drop Data Items Here**.
3. There are 2 locations of **Drop Data Items Here**. Either location is fine to use to drop your number.

4. Your number that now displays in the Workspace is a total of all programs and services for your LEA. This number may be more than the total number of Active students. This is correct. Each program is counted as one entry, so a child with Math and OT would be counted twice in this number.

### **Saving a Cube View**

---

To save the current cube view for future reference use **Save View**. Saving a view includes the fields, grouping, and the filtering options. It does not include the data.

1. From the displayed cube data, click **Save View**.
2. In the popup window, specify the name of the view.
3. Click **Save**. The view displays in the **Cube View:** drop list.

### **Drill to extract the data for the report**

---

1. Click to highlight the cell with the **total number**.
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# **CECAS**

## **Analytics Tool Getting Started Guide**

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**Any student data indicated in this document is fictitious, and is used for the purpose of demonstrating instruction.**

# 1. Introduction to Analytics

Analytics is a business intelligence tool embedded in CECAS that performs ad hoc query, analysis and reporting. The tool uses CECAS data tables to organize data in multidimensional "cubes" to create unlimited views.

## 1.1. Understanding Cubes

A cube is a multidimensional structure comprising measures and dimensions.

A measure is the numerical value that you want to aggregate. Dimensions are the group of attributes that represent an area of interest related to the measure in the cube.

For example, the Special Ed Count (a measure) can be analyzed for the dimensions: Age, Gender, and Is LEP.

The attributes within each dimension can be organized into hierarchies to provide paths for analysis.

## 1.2. Setting Analytics Permissions

Users can perform various functions using Analytics provided they have the necessary permissions. Setting up permission for Analytics is a two stage process where first a user role is given permission to execute the Ad hoc reporting tool and then an individual user is assigned permission to access specific cubes.

The LEA User Roles with the Permission of Ad hoc Reporting with Analytics include the following:

- Analytics Only
- EC Data Manager
- EC Director
- LEA Compliance User

**To assign permission for cubes to a user, follow these steps:**

1. Click **Administration > Users**. The **Users** screen is displayed.



The screenshot shows the 'Users' administration interface. At the top right is a 'Search' button. Below it are search filters for 'Last Name', 'First Name', 'User ID', and 'Type', with an 'Exact name match' checkbox. There are also dropdown menus for 'Region' (with '[Region]' selected) and 'LEA' (with '[Not Found]' selected). A 'New' button is located below the filters. At the bottom, a table header is visible with columns: 'Select', 'Name', 'User ID', 'Type', and 'Email'. Below the header, there is a prompt: 'Enter search criteria and press the Search Button.'

2. Search for the user by specifying the **User ID** and click **Search**. The user details are displayed.

3. Select the user and click **Analytics**. The **Analytics Permission** screen is displayed.

4. Select the cubes, as applicable.

You can check/uncheck all the cubes simultaneously using the  Select/Unselect check box.

5. Click **Save**. The user can now access all the selected cubes and perform data analysis.

## 2. Working with Analytics

You can view the Analytics link from CECAS if your system administrator has assigned you the necessary permission.

Analytics is available under the Reports folder.



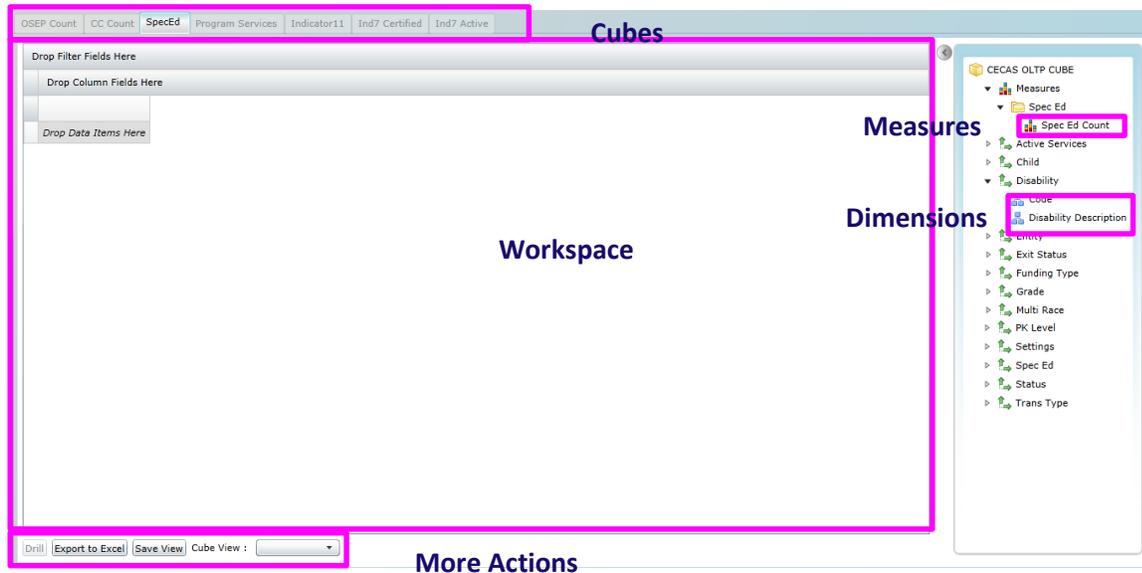
Analytics enables you to perform the following:

- View records using multiple dimensions
- Create new view
- Save data view
- Export view information to Excel

You can also define the fields that you want to view, apply grouping and filtering to analyze the data.

## 2.1. Viewing Analytics Interface

The Analytics workspace is divided into different panes.



1. The top section shows the various data cubes.
2. The right section displays the **measures** and **dimensions** of the selected cube.
3. The middle section is the **workspace** where you can create an analysis view for a specific cube using different dimensions. You can also apply grouping and filtering options to perform the data analysis.
4. The lower section enables you to perform **additional actions** with the data. For example, you can drill down to see the individual record or export the data to MS-Excel and so on.

## 2.2. Choosing a Cube

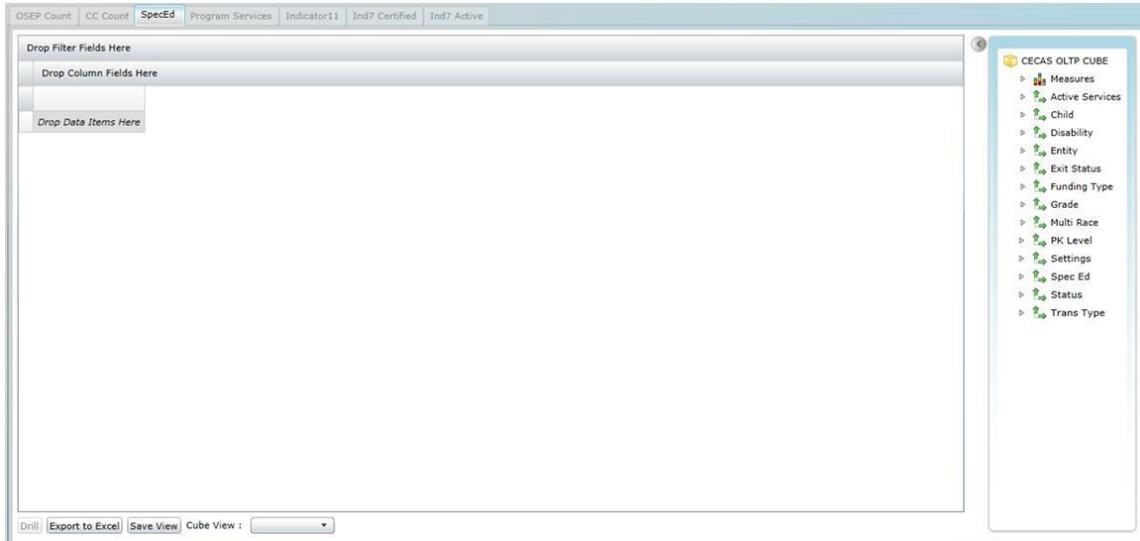
The cubes for which you have been granted permission are displayed as tabs on the top of the Analytics interface.

**To view the data of the SpecEd cube, follow these steps:**

1. Click the **SpecEd** cube.



2. On the right pane, view the **Measures** and the different dimensions (Active Services, Child, Disability, Entity etc.).



You can hide or view the right pane using the  or  icons.

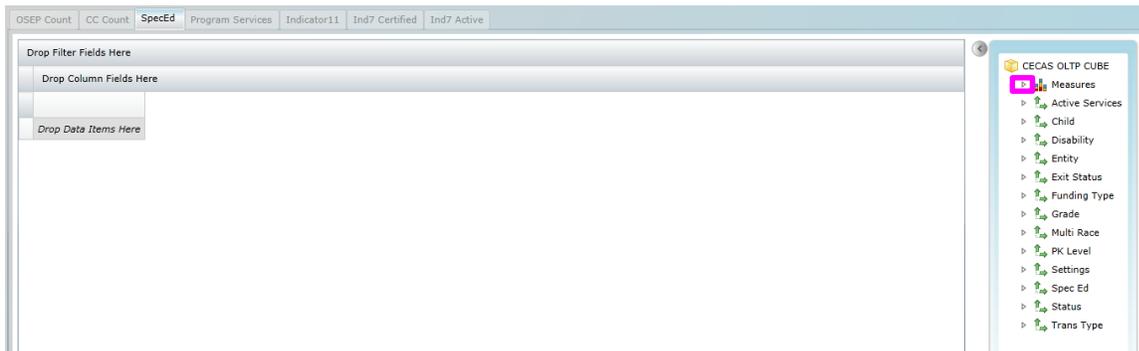
### 2.3. Selecting Data Fields

You can create database views by selecting the data fields from the right side pane and drag and drop them into the workspace area.

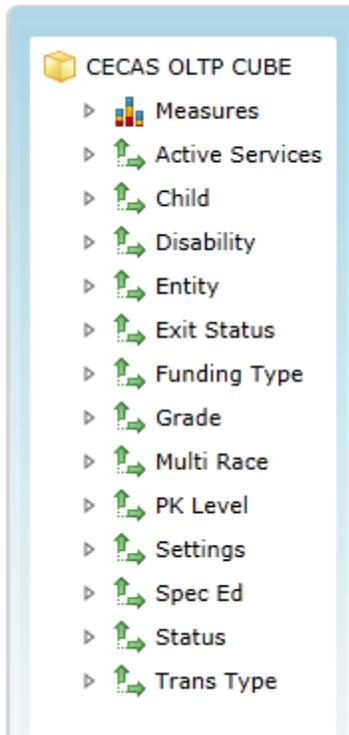
In the following example, the user will view the count of exceptional children in CECAS for all regions.

To view the data of the SpecEd cube, follow these steps:

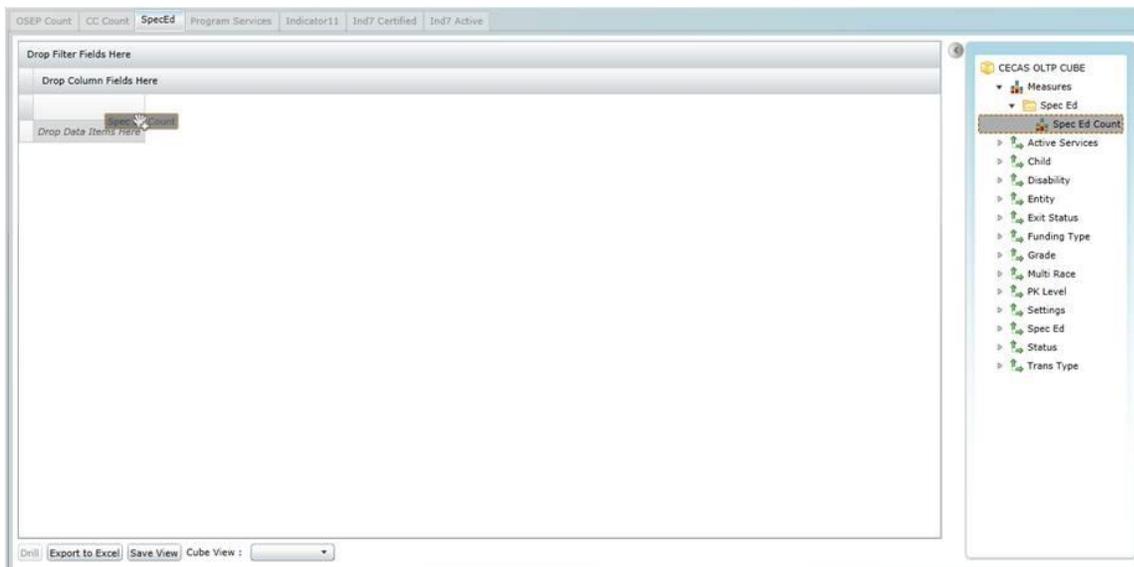
1. Click the **SpecEd** cube.
2. Click the  icon beside **Measures** to expand the measures.



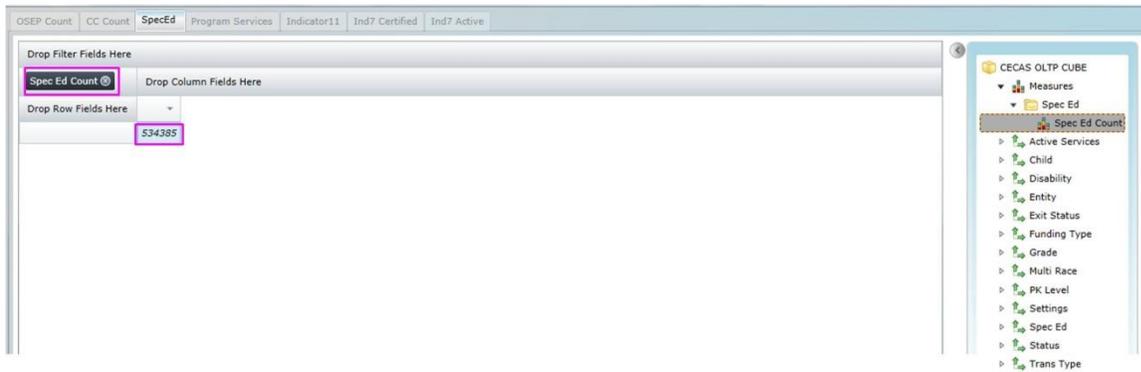
3. Click the icon  icon beside **Spec Ed**.



4. Click **Spec Ed Count** and then drag it towards the workspace area.



5. Drop the field on the cell **Drop Data Items Here**. The **Spec Ed Count** (a measure) is displayed.



*Rollover the mouse near Spec Ed Count and you can see the  icon beside it. This icon allows you to delete the measure.*

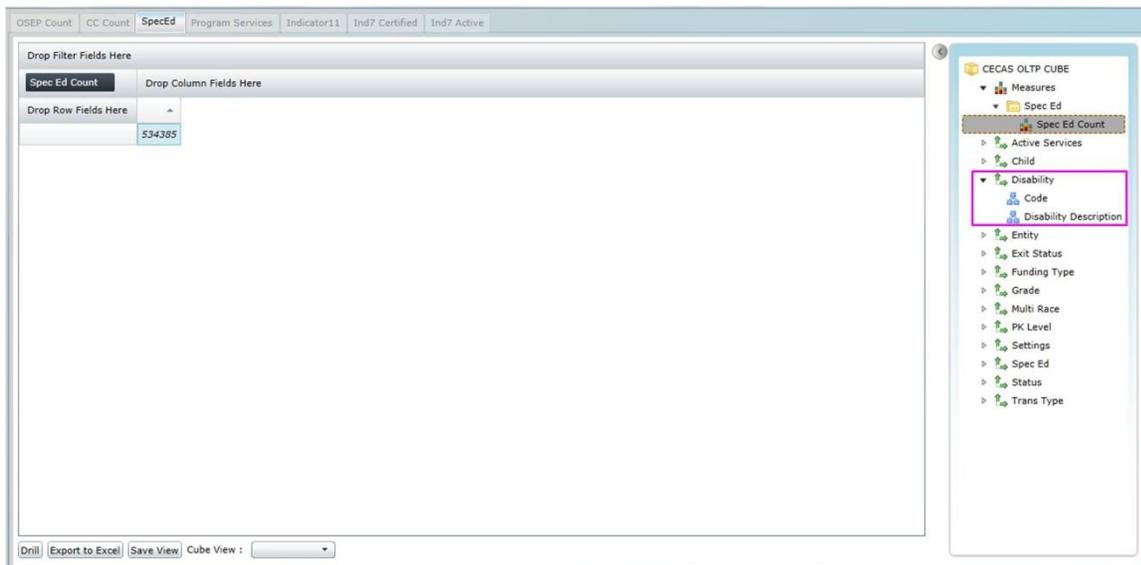
## 2.4. Grouping Data Items

The **Spec Ed Count** can be grouped for different exceptionalities and genders.

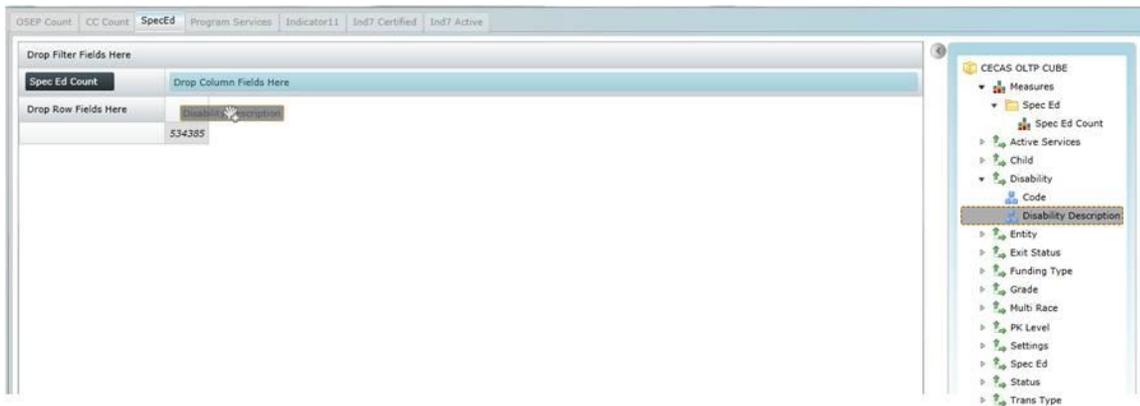
We will continue with the previous example to illustrate how the data can be grouped. The **Disability** dimension can be displayed in rows and the **Gender** dimension in columns.

To group the data of the SpecEd cube, follow these steps:

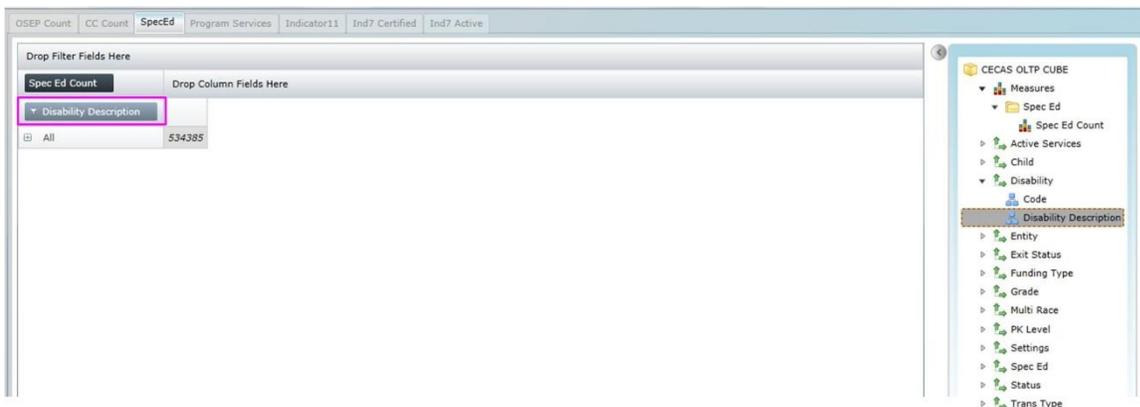
1. Click the  icon beside the **Disability** dimension. The **Disability** dimension is expanded.



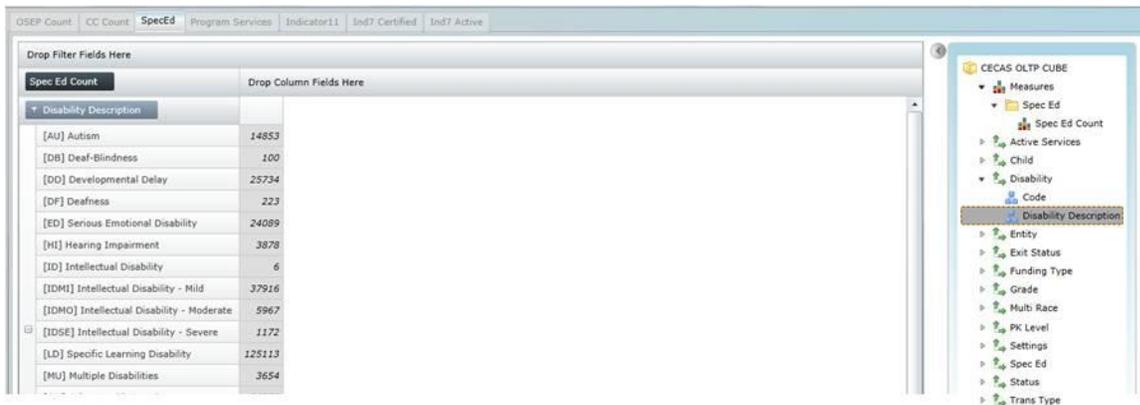
2. Click **Disability Description** and drag it to the workspace area.



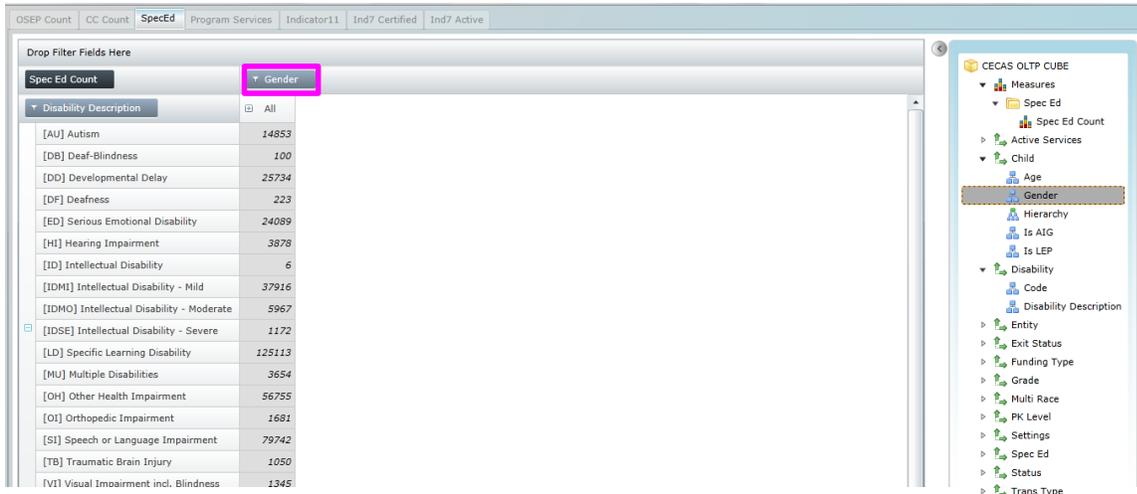
3. Drop the field on the cell **Drop Row Fields Here**.



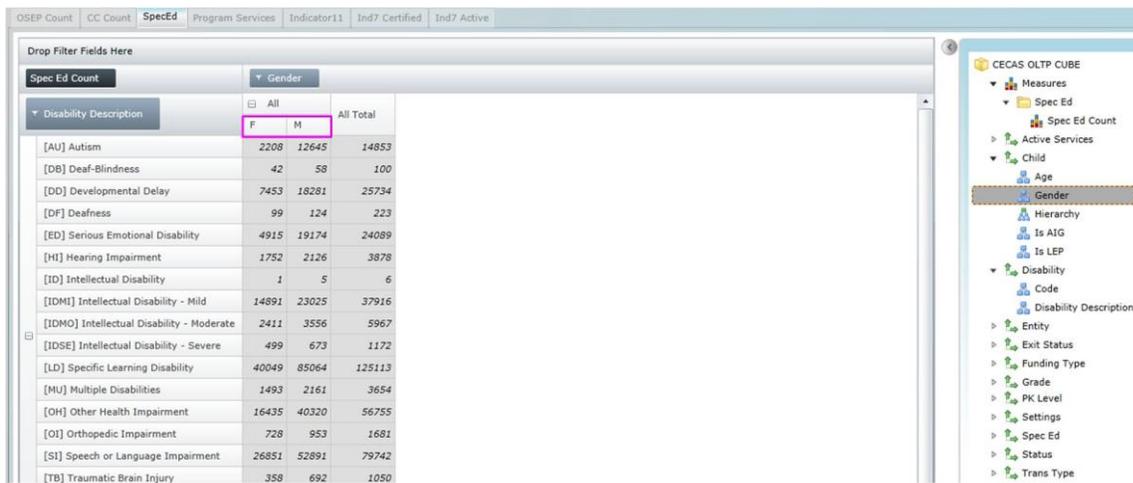
4. Click the  icon beside **All** to expand all the disabilities.



5. To view the Gender in the column, drop the field **Gender** (available in the **Child** dimension), on the cell **Drop Column Fields Here**.



- Click the  icon beside **All** to view the **F** and **M** categories. The grid below shows the count of children grouped by all disability and both the genders.



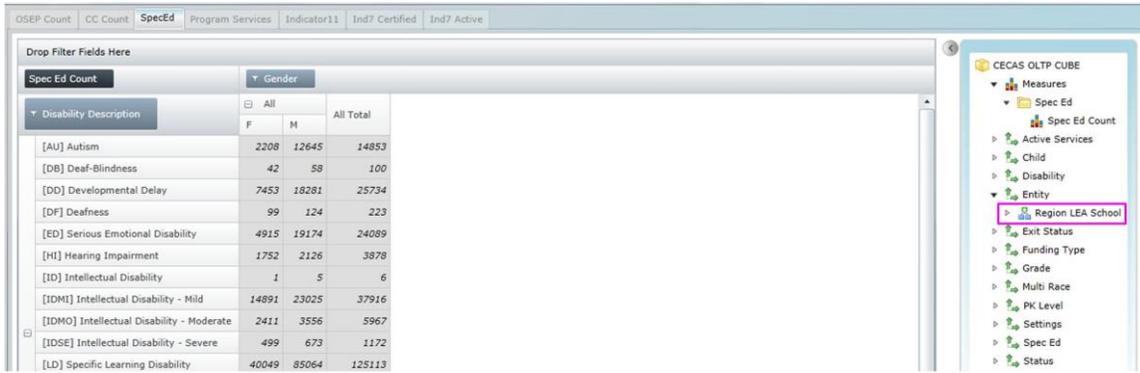
## 2.5. Filtering Data Items

Filtering can be done for any dimension wherever the  icon is displayed.

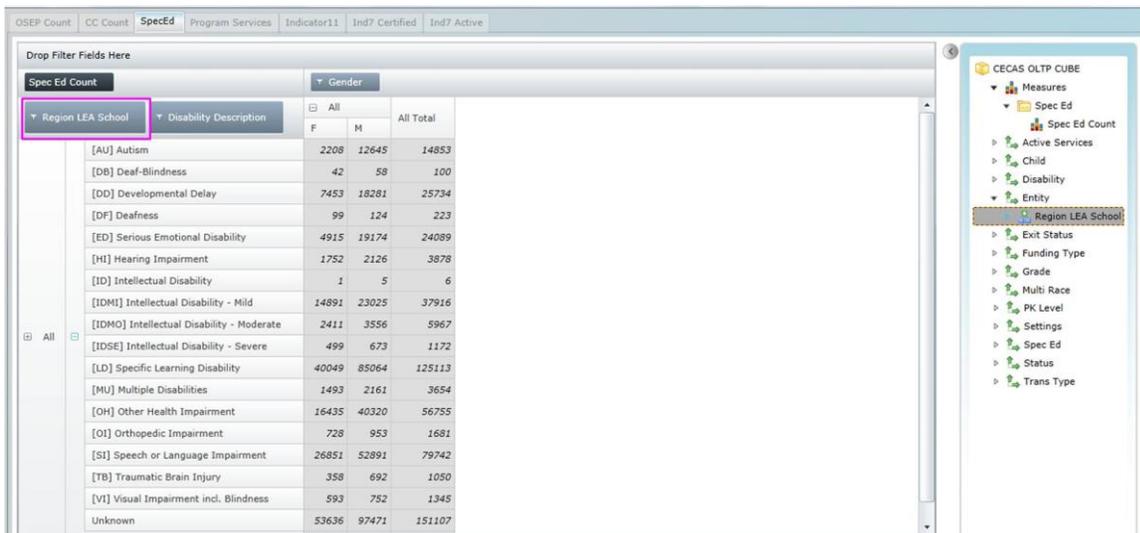
In this example, the user will filter the Spec Ed count for the Central region. The Region/LEA/School field is located under Entity dimension.

**To filter the data of the Count by SpecEd cube, follow these steps:**

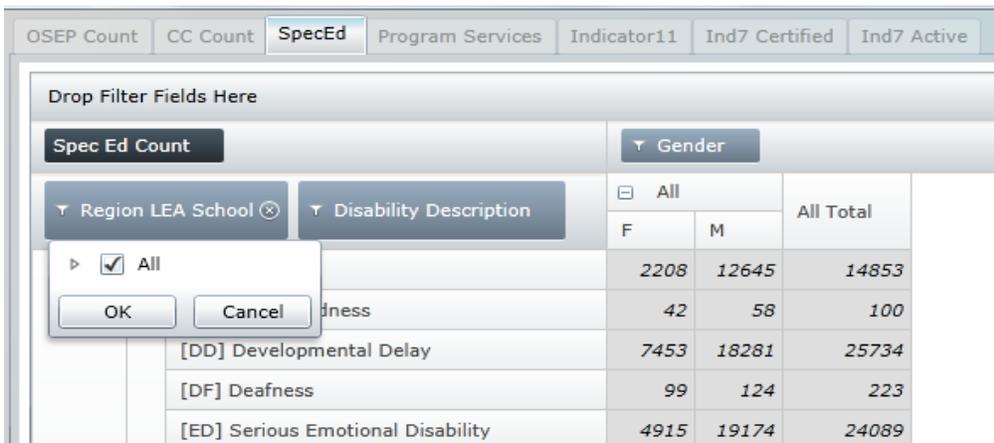
- Click the  icon beside the Entity dimension. The Entity dimension is expanded.



2. Click **Region LEA School** and drag it to the workspace area.



3. To filter the results, click the  icon beside **Region LEA School**.



4. Click the  icon beside **All**. By default, North Carolina is selected.

OSEP Count CC Count **SpecEd** Program Services Indicator11 Ind7 Certified Ind7 Active

Drop Filter Fields Here

Spec Ed Count Gender

Region LEA School Disability Description

All

[NC] North Carolina

Unknown

OK Cancel

Disability Description	Gender		All Total
	F	M	
All	2208	12645	14853
[NC] North Carolina	42	58	100
Unknown	7453	18281	25734
[ED] Emotional Delay	99	124	223
[ED] Serious Emotional Disability	4915	19174	24089
[HI] Hearing Impairment	1752	2126	3878

*The Unknown category includes unknown data that is outside of North Carolina.*

- Click the  icon beside **North Carolina**. By default, all CECAS regions under North Carolina are selected.

OSEP Count CC Count **SpecEd** Program Services Indicator11 Ind7 Certified Ind7 Active

Drop Filter Fields Here

Spec Ed Count Gender

Region LEA School Disability Description

All

[NC] North Carolina

[NC] North Carolina

[CR] Central

[NE] Northeast

[NW] Northwest

[SE] Southeast

[SW] Southwest

[WR] Western

[SOP] State Operated Programs

[711] Asheville

[795] Blue Ridge

[760] Charlotte

[713] Concord

[750] Cullowhee

[722] Durham

OK Cancel

Disability Description	Gender		All Total
	F	M	
All	2208	12645	14853
[NC] North Carolina	42	58	100
Unknown	7453	18281	25734
[ED] Emotional Delay	99	124	223
[ED] Serious Emotional Disability	4915	19174	24089
[HI] Hearing Impairment	1752	2126	3878
[SL] Speech or Language Impairment	728	953	1681
[SI] Speech or Language Impairment	26851	52891	79742

- To clear the selection of all regions, click the check box beside **[NC] North Carolina**.

OSEP Count CC Count **SpecEd** Program Services Indicator11 Ind7 Certified Ind7 Active

Drop Filter Fields Here

Spec Ed Count Gender

Region LEA School Disability Description

All		All Total	
F	M		
2208	12645	14853	
42	58	100	
7453	18281	25734	
99	124	223	
4915	19174	24089	
1752	2126	3878	
1	5	6	
14891	23025	37916	
ate	2411	3556	5967
499	673	1172	
40049	85064	125113	
1493	2161	3654	
16435	40320	56755	
728	953	1681	
26851	52891	79742	

OK Cancel

[SI] Speech or Language Impairment

7. Now, select the [CR] Central region and click OK.

OSEP Count CC Count **SpecEd** Program Services Indicator11 Ind7 Certified Ind7 Active

Drop Filter Fields Here

Spec Ed Count Gender

Region LEA School Disability Description

All

- [NC] North Carolina
  - [NC] North Carolina
  - [CR] Central
  - [NE] Northeast
  - [NW] Northwest
  - [SE] Southeast
  - [SW] Southwest
  - [WR] Western
  - [SOP] State Operated Programs
  - [711] Asheville
  - [795] Blue Ridge
  - [760] Charlotte
  - [713] Concord
  - [750] Cullowhee
  - [722] Durham

OK Cancel

	Gender		All Total
	F	M	
All	2208	12645	14853
	42	58	100
	7453	18281	25734
	99	124	223
	4915	19174	24089
	1752	2126	3878
	1	5	6
	14891	23025	37916
ate	2411	3556	5967
	499	673	1172
	40049	85064	125113
	1493	2161	3654
	16435	40320	56755
	728	953	1681
[S1] Speech or Language Impairment	26851	52891	79742

8. The data displayed is only for records in the Central region. Note the change in the count of the students.

Drop Filter Fields Here		Gender		
Spec Ed Count		All		All Total
Region LEA School	Disability Description	F	M	
	[AU] Autism	744	4183	4927
	[DB] Deaf-Blindness	6	9	15
	[DD] Developmental Delay	1920	4779	6699
	[DF] Deafness	12	11	23
	[ED] Serious Emotional Disability	1245	4664	5909
	[HI] Hearing Impairment	551	635	1186
	[IDMI] Intellectual Disability - Mild	3691	5542	9233
	[IDMO] Intellectual Disability - Moderate	673	987	1660
	[IDSE] Intellectual Disability - Severe	128	173	301
[CR] Central	[LD] Specific Learning Disability	12485	25943	38428

## 2.6. Drilling Down Records

You can now drill down to see individual records that fall within the view criteria. You can view those records for which you are authorized to view. In other words, if you have permission for LEA#1, you can see the aggregated data across all LEAs but can drill down to view the records for LEA#1 only. In addition, if a dimension has the “UNKNOWN” category, the drilled down records may not match. An example is given at the end of this section to illustrate this scenario.

**To drill the data of the SpecEd cube, follow these steps:**

1. From the displayed data, select a cell and click **Drill**.

OSEP Count CC Count **SpecEd** Program Services Indicator11 Ind7 Certified Ind7 Active

Drop Filter Fields Here

Spec Ed Count Gender

Region LEA School	Disability Description	Gender		All Total
		F	M	
[CR] Central	[AU] Autism	744	4183	4927
	[DB] Deaf-Blindness	6	9	15
	[DD] Developmental Delay	1920	4779	6699
	[DF] Deafness	12	11	23
	[ED] Serious Emotional Disability	1245	4664	5909
	[HI] Hearing Impairment	551	635	1186
	[IDM] Intellectual Disability - Mild	3691	5542	9233
	[IDMO] Intellectual Disability - Moderate	673	987	1660
	[IDSE] Intellectual Disability - Severe	128	173	301
	[LD] Specific Learning Disability	12485	25943	38428
	[MU] Multiple Disabilities	417	712	1129
	[OH] Other Health Impairment	5483	13288	18771
	[OI] Orthopedic Impairment	215	289	504
	[SI] Speech or Language Impairment	7598	15207	22805
	[TB] Traumatic Brain Injury	125	228	353
	[VI] Visual Impairment incl. Blindness	166	207	373
	Unknown	15673	27812	43485
	All	51132	104669	155801

Drill Export to Excel Save View Cube View :

- View the individual records, under **Results**. You can view 100 records at a time. You can navigate through individual records using the horizontal and vertical scroll bars. To view the next group of records, click **Next**.

Results

NCWISEID	LastName	FirstName	Race	ReferralSource	HasTransportation	IsTransAttendant	ConsentToEvalDate	ConsentToPlaceDate	Hei
44892	WALSH	JOHN	White						
44903	WALSH	WALTER S	White						
44917	WALSH	WALTER S	White						
44925	WALSH	JOHN	Unknown						
44934	WALSH	WALTER S	Unknown						

Filters

- Entity
- Region
- 2
- Disability

Export to Excel Showing 100 of 174323 Next

- Once the initial data is retrieved, you can now modify the columns that are visible using the **Columns** icon.

Drill Export to Excel Save View Cube View :

Columns

Results

NCWISEID	LastName	FirstName	Race	ReferralSource	HasTransportation	IsTransAttendant	ConsentToEvalDate	ConsentToPlaceDate	Hei
44892	WALSH	JOHN	White						
44903	WALSH	WALTER S	White						
44917	WALSH	WALTER S	White						
44925	WALSH	JOHN	Unknown						
44934	WALSH	WALTER S	Unknown						

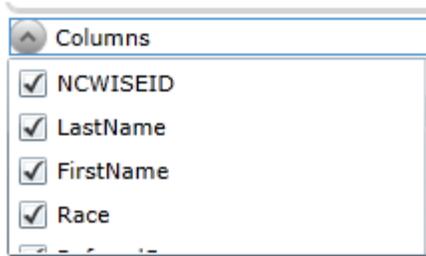
Filters

- Entity
- Region
- 2
- Disability

Export to Excel Showing 100 of 174323 Next

Note the bottom right pane. The section displays the selected filters.

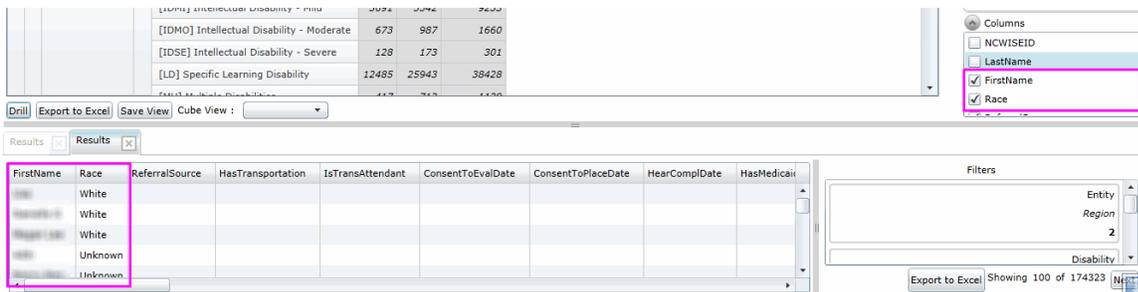
- Click the **Columns** icon. By default, all the columns of the Results are selected.



5. Unselect the fields which you do not need to view.



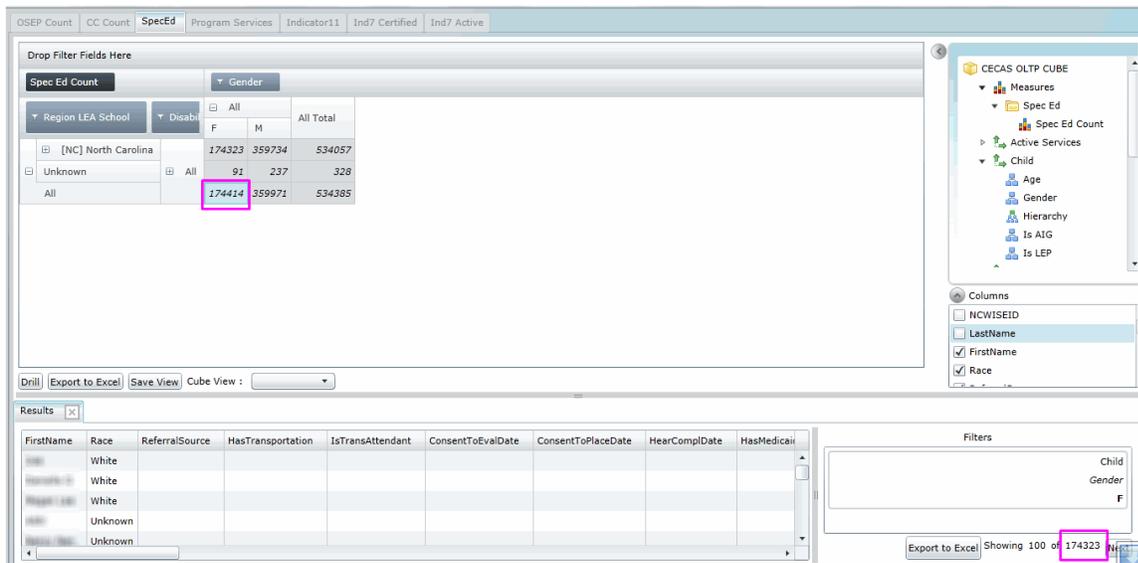
6. Click **Drill** again. Note that the two columns are no longer visible.



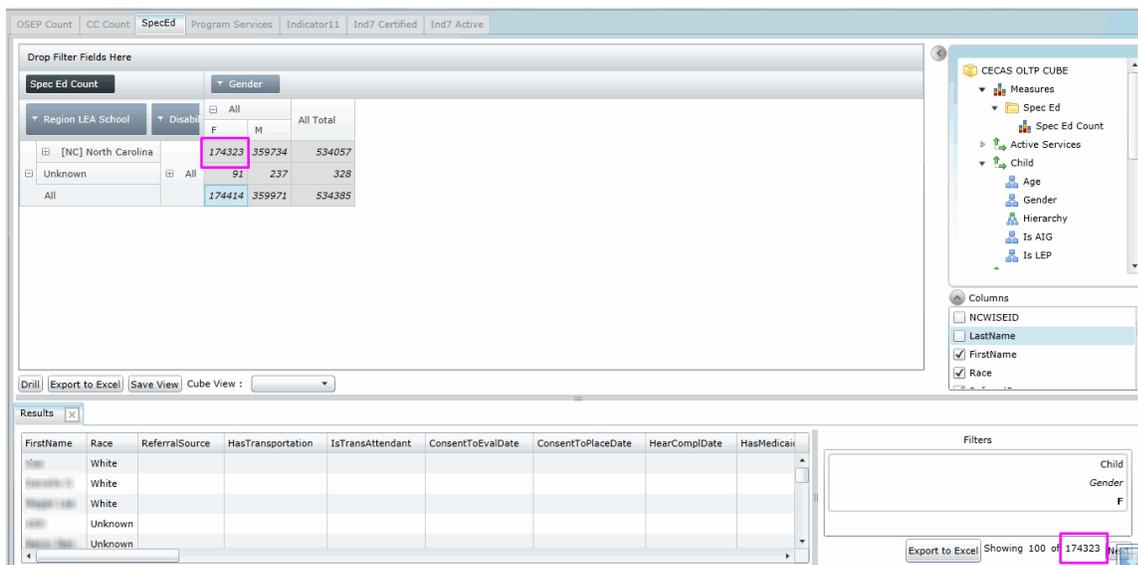
**Note that the unselected columns are not visible under the new *Results*.**

**Note:**

If a particular dimension has the "UNKNOWN" category then the aggregate data and the drill down data may not match. The screen shot displays that the drill down count is 174323 where as the aggregate data shows 174414.



However, if you select the records for the North Carolina region and then drill down, the count of the drilled records will match with the aggregate data (sample screen shot below - both 174323).

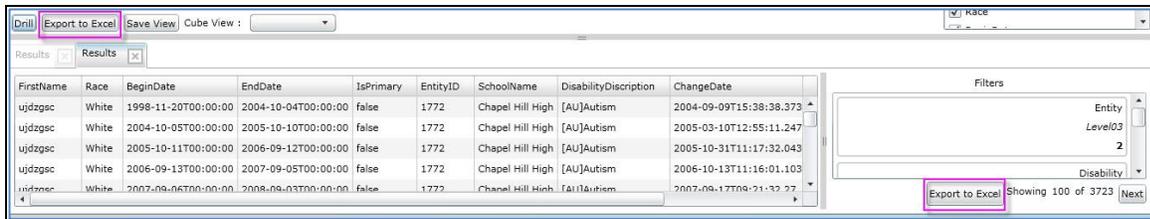


## 2.7. Exporting to Excel

You can export the cube data to MS Excel using the **Export to Excel** button displayed on the Analytics workspace. The button on the left enables you to export the cube data shown on the workspace. The button on the right pane enables you to export the drilled data (individual records) shown in the lower pane of the workspace.

**To export the data of the SpecEd cube to Excel, follow these steps:**

1. From the displayed cube data, click **Export to Excel**.



2. If you are exporting the drilled data to Excel, a message is displayed. Click **OK**.



3. Specify the name of the Excel file and the location where the file needs to be saved.

## 2.8. Saving a View

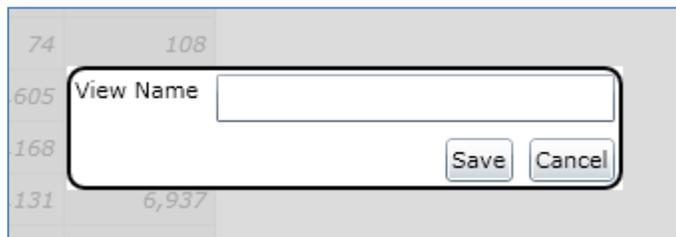
You can save the current view using **Save View** for future reference. Saving a view includes the fields, grouping, and the filtering options. It does not include the data.

To save a view of a cube, follow these steps:

1. From the displayed cube data, click **Save View**.



2. Specify the name of the view.



3. Click **Save**. The view is displayed.



## 2.9. Opening a View

You can open a previously created view.

**To open a view of a cube, follow these steps:**

1. Select the cube whose view you want to open.
2. On the lower pane, click the drop down list next to **Cube View**.



3. Select the view from the drop down. The results are displayed in the workspace pane.

## 2.10. Deleting a View

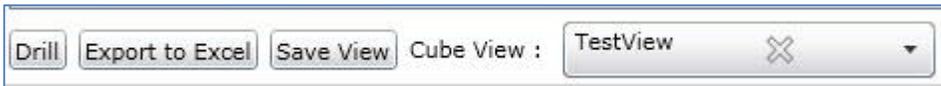
You can delete a view if it is not required.

**To delete a view of a cube, follow these steps:**

1. Select the cube whose view you want to delete.
2. On the lower pane, click the drop down list next to **Cube View**. The saved cube views are displayed.



3. Click the X icon next to the view in the drop down.



4. Click **Confirm**. The view is deleted.

### 3. Dimensions for the OSEP Count Cube

The OSEP Cube (named for the federal Office of Special Education Programs to which the state of North Carolina reports this data) contains all Certified EC Child Counts that have taken place since December 2004, including the September Exit, as well as, April and December Counts.

Dimensions	Dimension- Sub category	Description
Entity	Region LEA School	
	<ul style="list-style-type: none"> <li>• State</li> <li>• Region</li> <li>• LEA</li> <li>• School</li> </ul>	North Carolina List of all Regions in CECAS List of all LEAs in a Region List of all Schools in an LEA
	Code	List of all race codes (for example, AM7, AL7 etc.)
	Race Description	List of description of all races (e.g. American Indian or Alaska Native, Asian)
Multi Race	Code	List of all codes of OSEP Count Periods (e.g. April 2005)
	Count Period Description	List of description of all OSEP Count Periods (e.g. April 2005 Periodic Count)
OSEP Count Period	Code	List of all codes of OSEP Count Periods (e.g. April 2005)
	Count Period Description	List of description of all OSEP Count Periods (e.g. April 2005 Periodic Count)
OSEP Disability	Code	List of all Disabilities by code (e.g. AU, DD)
	Disability Description	List of all Disabilities by description (e.g. Autism, Developmental Delay)
OSEP Exit Status	Code	List of all Exit Statuses by code (e.g. CR)
	Exit Status Description	List of all Exit Statuses by description (e.g. Consent Revoked)
OSEP Grade	Code	List of all grades by code (e.g. 01)
	Grade Description	List of all grades by descriptions (e.g. First Grade)
OSEP Periodic Count	Age	List of all ages by code
	Gender	List of all gender by code (e.g. F, M)

	Is Active	Identifies if the children are Active (True) or Not (False).
	Is AIG	Identifies if the children are AIG (True) or Not (False).
	Is LEP	Identifies if the children are LEP (True) or Not (False).
	Is Primary	Identifies if the children are Primary (True) or Not (False).
	Periodic Imported File ID	List of all Periodic Imported File ID
OSEP Plan Type	Code	List of all Plans by code (e.g. IEP)
	Plan Type Description	List of all Plans by descriptions (e.g. Individual Education Plan)
OSEP Settings	Code	List of all Settings by code (e.g. HOM)
	Settings Description	List of all Settings by descriptions (e.g. Home)

## 4. Dimensions for the CC Count Cube

The CC Count Cube is named the Corrected Child Count because it is an exact duplicate of the OSEP cube data and includes any changes made to a submission after Certified or the count is closed.

All changes made to the certified count submissions display in this cube. When LEAs use the Child Count Reduction Correction feature in the child count submission, the changes are stored in the CC Count Cube.

**Please Note:** We report the data in the OSEP cube. We do not report the data in the CC Count cube.

Dimensions	Dimension- Sub category	Description
CC Count Period	Code	List of all CC Count Periods by code
	Count Period Description	List of all CC Count Periods by description
CC Disability	Code	List of all Disabilities by code (e.g. AU, DD)
	Disability Description	List of all Disabilities by description (e.g. Autism, Developmental Delay)
CC Exit Status	Code	List of all Exit Statuses by code (e.g. CR)
	Exit Status Description	List of all Exit Statuses by description (e.g. Consent Revoked)
CC Grade	Code	List of all grades by code (e.g. 01)
	Grade Description	List of all grades by descriptions (e.g. First Grade)
CC Periodic Count	Age	List of all ages by code
	Gender	List of all gender by code (e.g. F, M)
	Is Active	Identifies if the children are Active (True) or Not (False)
	Is AIG	Identifies if the children are AIG (True) or Not (False)
	Is LEP	Identifies if the children are LEP (True) or Not (False)
	Is Primary	Identifies if the children are Primary (True) or Not (False)

	Periodic Imported File ID	List of all Periodic Imported File IDs
CC Plan Type	Code	List of all Plans by code (e.g. Individual Education Plan)
	Plan Type Description	List of all Plans by descriptions (e.g. Individual Education Plan)
CC Settings	Code	List of all Settings by code (e.g. HOM)
	Settings Description	List of all Settings by descriptions (e.g. Home)
Entity	Region LEA School <ul style="list-style-type: none"> <li>• State</li> <li>• Region</li> <li>• LEA</li> <li>• School</li> </ul>	North Carolina List of all Regions in CECAS List of all LEAs in a Region List of all Schools in an LEA
Multi Race	Code	List of all race codes (e.g. AM7, AL7)
	Race Description	List of description of all races (e.g. American Indian or Alaska Native, Asian)

## 5. Dimensions for the SpecEd Count Cube

The SpecEd Cube contains information documented on the Special Ed screen and provides a count of individual student records.

Dimensions	Dimension- Sub category	Description
Active Services	Is Active	Identifies if the children are Active (True) or Not (False).
Child	Age	List of all ages
	Gender	List of all gender by code (e.g. F, M)
	Is AIG	Identifies if the children are AIG (True) or Not (False).
	Is LEP	Identifies if the children are LEP (True) or Not (False).
Disability	Code	List of all Disabilities by code (e.g. AU, DD)
	Disability Description	List of all Disabilities by description (e.g. Autism, Developmental Delay)
Entity	Region LEA School <ul style="list-style-type: none"> <li>• State</li> <li>• Region</li> <li>• LEA</li> <li>• School</li> </ul>	North Carolina List of all Regions in CECAS List of all LEAs in a Region List of all Schools in an LEA
Exit Status	Exit Status Description	List of all Exit Statuses by description (e.g. Consent Revoked)
Funding Type	Funding Type Description	List of all Funding Types by description (e.g. State, Local )
Grade	Grade Description	List of all grades by description (e.g. First Grade)
Multi Race	Code	List of all race codes (e.g. AM7, AL7)
	Description	List of description of all races (e.g. American Indian or Alaska Native, Asian)

PK Level	PK Level Description	List of all PK Levels by description (e.g. [P1] Pre-Kindergarten 1 year old)
Settings	Settings Description	List of all Settings by description (e.g. Home)
Spec Ed	Has IEP	Identifies if the children have IEP (True) or Not (False)
	Has Medicaid	Identifies if the children have Medicaid (True) or Not (False)
	Has Transportation	Identifies if the children have Transportation (True) or Not (False)
Status	Status Description	List of all current Statuses by description (e.g. Active, Developing Plan)
Trans Type	Trans Type Description	List of all transportation types by description (e.g. Automobile/Taxi, Regular Bus )

## 6. Dimensions for the Program Services Count Cube

The Program Services Cube contains information as documented on the Programs/Services screen and provides a count of programs and services.

Every type of service across all plans for each student is listed as an individual record within the Program Services Cube.

Dimensions	Dimension- Sub category	Description
Active Services	Is Active	Identifies if the children are Active (True) or Not (False).
Child	Age	List of all ages by code
	Gender	List of all gender by code (e.g. F, M)
	Is AIG	Identifies if the children are AIG (True) or Not (False)
	Is LEP	Identifies if the children are LEP (True) or Not (False)
Entity	Region LEA School <ul style="list-style-type: none"> <li>• State</li> <li>• Region</li> <li>• LEA</li> <li>• School</li> </ul>	North Carolina List of all Regions in CECAS List of all LEAs in a Region List of all Schools in an LEA
Location	Location Description	List of all Locations by description (e.g. Exceptional Children classroom)
Plans	Plan Type Description	List of all Plans by descriptions (e.g. Individual Education Plan)
Program Services	Is Active	Identifies if the Program Services are Active (True) or Not (False)
	Is Fed Code	Identifies if the Program Services are with (True) or without (False) a Federal Code
	Is Infant Code	Identifies if the Program Services are with (True) or without (False) an Infant Toddler Program Code

	Is Special Ed	Identifies if the Program Services are with (True) or without (False) a SpecialEd Code
	Program Services Description	List of all Program Services by description (e.g. Art Therapy)
	Type	List of all Program Services by type (e.g. Special Education or Reacted Service)
Provider	Last Name	List of all Providers by Last Name
	Provider Type Description	List of all Providers type by description (e.g. Audiologist)
Status	Status Description	List of all current Statuses by description (e.g. Active, Developing Plan)

## 7. Dimensions for the Indicator 11 Cube

Indicator 11 Cube contains certified count data for all Indicator 11 submissions that have taken place in CECAS since October 2010.

Dimensions	Dimension- Sub category	Description
Category	Description	List of all Indicator 11 categories by description (e.g. Eligible, Late Placement, Transferred In After 90 days Timeline etc.)
Count Period	Code	List of all Count Periods by codes applicable for Indicator 11 count (e.g. Ind 11 2009)
	Description	List of all Count Periods by description applicable for Indicator 11 count (e.g. SY2010-2011 Indicator 11 Count)
Days Over	Code	List of all Late placement days by code (e.g. 06-15 days)
Delay Reason	Code	List of all delay reasons by code (e.g. 1, 2)
	Description	List of all delay reasons by description (e.g. Delay in getting parent consent)
Entity	Region LEA School <ul style="list-style-type: none"> <li>• State</li> <li>• Region</li> <li>• LEA</li> <li>• School</li> </ul>	North Carolina List of all Regions in CECAS List of all LEAs in a Region List of all Schools in an LEA
Submission Type	Type Description	List of submission types by description (e.g. CECAS, non CECAS)

## 8. Dimensions for the Ind 7 Certified Cube

Ind7 Certified Cube contains data from all certified Indicator 7 submissions that have taken place in CECAS since the 2009-2010 school year.

Dimensions	Dimension- Sub category	Description
Acquiring and Using Knowledge and Skills	Acquiring and Using Knowledge and Skills Code	List of all categories by code for the Acquiring and Using Knowledge and Skills outcome (e.g. A, B)
	Acquiring and Using Knowledge and Skills Description	List of all categories by description for the Acquiring and Using Knowledge and Skills outcome (e.g. Children who did not improve functioning)
Entity	Region LEA School <ul style="list-style-type: none"> <li>• State</li> <li>• Region</li> <li>• LEA</li> <li>• School</li> </ul>	North Carolina List of all Regions in CECAS List of all LEAs in a Region List of all Schools in an LEA
Ind7 Age	Age	List of all ages by code
Ind7 Disability	Code	List of all Disabilities by code (e.g. AU, DD)
	Description	List of all Disabilities by description (e.g. Autism, Developmental Delay)
Indicator7 Count Period	Code	List of all Count Periods by codes applicable for Indicator 7 count (e.g. IND72010)
	Description	List of all Count Periods by description applicable for Indicator 7 count (e.g. SY2009-2010 Indicator 7)
Multi Race	Code	List of all race codes (e.g. AM7, AL7)
	Race Description	List of description of all races (e.g. American Indian or Alaska Native, Asian)
Positive Social Emotional Skills	Positive Social Emotional Skills Code	List of all categories by code for the Positive Social Emotional Skills outcome (e.g A, B)

	Positive Social Emotional Skills Description	List of all categories by descriptions for the Positive Social Emotional Skills outcome (e.g. Children who did not improve functioning)
Taking Appropriate Action to Meet Needs	Taking Appropriate Action to Meet Needs Code	List of all categories by code for the Taking Appropriate Action to Meet Needs outcome (A, B)
	Taking Appropriate Action to Meet Needs Description	List of all categories by descriptions for the Taking Appropriate Action to Meet Needs outcome (e.g. Children who did not improve functioning)

## 9. Dimensions for the Ind 7 Active Cube

The Ind7 Active Cube contains information documented on the COSF screens.

Dimensions	Dimension- Sub category	Description
Acquiring and Using Knowledge and Skills	Acquiring and Using Knowledge and Skills Code	List of all categories by code for the Acquiring and Using Knowledge and Skills outcome (e.g. A, B)
	Acquiring and Using Knowledge and Skills Description	List of all categories by description for the Acquiring and Using Knowledge and Skills outcome (e.g. Children who did not improve functioning)
Entity	Region LEA School	
	<ul style="list-style-type: none"> <li>• State</li> <li>• Region</li> <li>• LEA</li> <li>• School</li> </ul>	North Carolina List of all Regions in CECAS List of all LEAs in a Region List of all Schools in an LEA
	Code	List of all race codes (e.g. AM7, AL7)
	Race Description	List of description of all races (e.g. American Indian or Alaska Native, Asian)
Positive Social Emotional Skills	Positive Social Emotional Skills Code	List of all categories by code for the Positive Social Emotional Skills outcome (e.g A, B)
	Positive Social Emotional Skills Description	List of all categories by descriptions for the Positive Social Emotional Skills outcome (e.g. Children who did not improve functioning)
Taking Appropriate Action to Meet Needs	Taking Appropriate Action to Meet Needs Code	List of all categories by code for the Taking Appropriate Action to Meet Needs outcome (A, B etc.)
	Taking Appropriate Action to Meet Needs Description	List of all categories by descriptions for the Taking Appropriate Action to Meet Needs outcome (e.g. Children who did not improve functioning).




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### Members of the Team (Raleigh)

- **Quentin Parker** - IT Manager
- **Helena Coston** - Administrative Assistant
- **Jane Cottingham** - Subject Matter Expert
- **May Gu** - IT Support
- **Ashley Herring** - Business Analyst
- **Vicki Humphreys** - Project Manager

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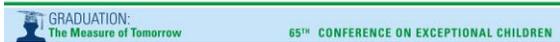
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### Members of the Team (Raleigh)

- **Michael Johnson** - Quality Analyst
- **Audrey Long** – CECAS Help Desk
- **Lorie Randolph** – CECAS Help Desk

**919-807-4357, press 3 for CECAS**  
**Email – [cecas.incidents@its.nc.gov](mailto:cecas.incidents@its.nc.gov)**

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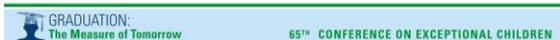
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## CECAS/PowerSchool Updates

- Known issues
- Planned releases
- Questions

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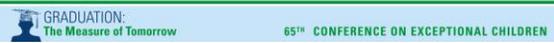
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## CECAS/ECATS

- The **Comprehensive Exceptional Children Accountability System (CECAS)** is a case management and data analysis system that is offered to Local Education Agencies (LEAs), Charter Schools and State Operated Programs as a means to manage and analyze exceptional student records

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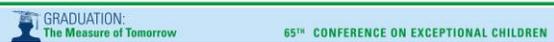
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## CECAS/ECATS

- Originally made available in 2004, CECAS is now due for replacement
- The project for the new data system is called ECATS (Exceptional Children Accountability Tracking System)
  - Special Education
  - Medicaid
  - Multi-Tiered Systems of Support (MTSS)

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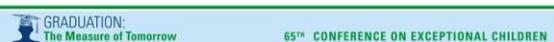
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# Surviving a Year with CECAS

## CECAS Submissions and Timelines

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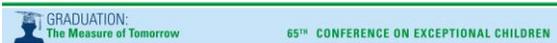
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## CECAS Timelines

- **February:** PRC 29 Mid-Year SIF
- **April:** April Child Count
- **May:** PRC 29 Request & Baseline SIF
- **July – August:** Update PRC 29 Requests
- **August:** Indicator 7 Submission
- **September:** PRC 29 End-of-Year SIF
- **September:** Exit Child Count
- **October:** Indicator 11 Submission
- **December:** December Child Count

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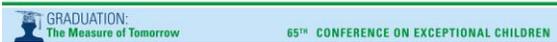
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## PRC 29 Timelines

- **February 15<sup>th</sup>**
  - Mid Year SIF data
  - Data from 1<sup>st</sup> semester of current school year
- **May 1<sup>st</sup>**
  - PRC 29 Request and Baseline SIF data
  - Data from 1<sup>st</sup> semester of current school year through April 20<sup>th</sup>
- **Prior to school beginning**
  - Update PRC 29 Requests to Eligible or Ineligible
- **September 1<sup>st</sup>**
  - End-of-Year SIF data
  - Data from 2<sup>nd</sup> semester of current school year

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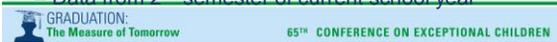
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### Student Information Form Detail

Date : 06/24/2015  
 Time : 3:51 PM

<b>Name:</b> ██████████	<b>Days Absent:</b> 2
<b>SIF Type:</b> End Of Year	<b>Days Suspended:</b> 1
<b>School Year:</b> 2014-15	<b>Incidents of Violence:</b> 0
<b>SIF Date:</b> 06/19/2015	<b>Hours in School:</b> 6
<b>DOB:</b> ██████████	<b>Math Test Score:</b> 3
<b>IEP Begin Date:</b> 09/29/2014	<b>Reading Test Score:</b> 3
<b>IEP End Date:</b> 09/28/2015	<b>Language Arts:</b> 80
<b>Reported Race:</b> ██████████	<b>Social Studies:</b> 80
<b>Exceptionality:</b> Serious Emotional Disability	<b>Science:</b> 80
<b>Gender:</b> ██████████	<b>Math:</b> 80
<b>Grade:</b> 07	<b>Physical Ed:</b> Not Enrolled
<b>Region:</b> Southwest	<b>Elective:</b> Not Enrolled
<b>LEA:</b> SW-EC Training LEA	<b>Free or Reduced Lunch:</b> No
<b>School:</b> SW-PC Training School	<b>English Language Learner:</b> No

**Comments:**  
 Service/Intervention:  
 Conflict resolution training individually (Psycho/Social Interventions)  
 Journaling/Academic Interventions  
 Contracts (Traditional Behavioral Interventions)  
 Transition Rituals (Environmental Interventions)  
 Behavioral Support Assistant (Service Received)

## Student Service Intervention Report

Student Service/Intervention Report Preview

<b>Period Begin Date</b>	<b>Period End Date</b>
08/25/2014	06/22/2015

<b>Region</b>	<b>LEA</b>	<b>School</b>
Southwest	SW-EC Training LEA	[All]

<b>Service/Intervention Type</b>	<b>PRC 29 Eligibility</b>
[All]	[All]

65<sup>th</sup> CONFERENCE ON EXCEPTIONAL CHILDREN

### Student Service/Intervention Report

Date : 06/22/2015  
 Time : 3:58 PM

**Search Criteria**

Period Date Range: 08/25/2014 to 06/22/2015

REGION: SW - Southwest

LEA: 888 - SW-EC Training LEA

School: All

SIF Type: All

PRC 29 Eligibility: All

**School: SW-PC Training School**

Name	Birth Date	Reported Race	SIF Date	SIF Type	School Year	Service/Intervention
██████████	██████████	██████████	01/22/2015	Baseline	2014-15	Mentor (Service Received)
██████████	██████████	██████████	06/25/2014	End Of Year	2013-14	Art Therapy (Psycho/Social Interventions)
██████████	██████████	██████████	08/25/2014	End Of Year	2013-14	Mentor (Service Received)
██████████	██████████	██████████	06/19/2015	End Of Year	2014-15	Behavioral Support Assistant (Service Received)
██████████	██████████	██████████	06/19/2015	End Of Year	2014-15	Conflict resolution training individually (Psycho/Social Interventions)
██████████	██████████	██████████	06/19/2015	End Of Year	2014-15	Contracts (Traditional Behavioral Interventions)
██████████	██████████	██████████	01/22/2015	M6-Year	2014-15	Counseling (Psycho/Social Interventions)
██████████	██████████	██████████	01/22/2015	M6-Year	2014-15	Formal Cues (Traditional Behavioral Interventions)
██████████	██████████	██████████	06/19/2015	End Of Year	2014-15	Journaling (Academic Interventions)
██████████	██████████	██████████	01/22/2015	M6-Year	2014-15	Journaling (Academic Interventions)
██████████	██████████	██████████	01/22/2015	M6-Year	2014-15	Mentor (Service Received)
██████████	██████████	██████████	06/19/2015	End Of Year	2014-15	Transition Rituals (Environmental Interventions)

**Total Number of Students: SW-PC Training School** 3  
**Total Number of Students (LEA) : 888 - SW-EC Training LEA** 3















# Indicator 11 Reports

- Timely Placement Progress Report
- Indicator 11 Periodic Count Preview Report



# Timely Placement Progress Report



TIMELY PLACEMENT PROGRESS REPORT										Date : 5/29/2014 Time : 12:19 PM	
<b>Submission Details</b>											
Region: SW - Southwest											
LEA: SW-EC Training LEA											
School: All											
Case Manager: trainer, ko											
Current Status: All											
Time Period: All											
Group By: Time Period											
Sorted By: Student Name											
Report Type: Detailed											
Student Name	CECAS UID#	Date Of Birth	Age	Grade	Reported Race	Gender	Current Status	Referral Date	# of Days from Referral Date		
Time Period: Greater than 90 Days											
			8.2	02	Asian	M	Referral in Progress	12/19/2013	161		
			12.6	06	Two or More	F	Determining Eligibility	08/23/2013	279		
			9.8	03	Native Hawaiian or Other Pacific Islander	M	Referral in Progress	07/16/2013	317		
			9.9	03	Black or African American	M	Referral in Progress	05/24/2013	370		
			10.0	03	Asian	M	Referral in Progress	06/01/2013	362		
Total Number of Students : 5											
Total Number of Students for the Entire Report : 5											

