

Maryland State Department of Education
and
The Johns Hopkins University
Center for Technology in Education



Early Childhood
Accountability System Users Guide

Spring 2011



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GETTING STARTED:

Logging In



Note: If you don't have a username, ask your county-based administrator to generate one for you. If your username and/or password is lost or forgotten, see your county-based administrator.

1. Go to <http://mdecas.org> (No need to type www. before this URL.)
2. Enter your assigned login name and password. The password is case sensitive. To complete the login process, click on the Login button or press Enter.

Maryland State Department of Education

Center for Technology in Education

Maryland Early Childhood Accountability System

A screenshot of the login page for the Center for Technology in Education. The page has a light blue background. At the top, it says "Center for Technology in Education | Johns Hopkins University". Below this, there are two input fields: "User Name" and "Password". To the right of the "Password" field is a "Login" button. Below the input fields, there is a section titled "Please read the following confidentiality statement:" followed by a paragraph of text regarding confidentiality of personally identifiable information.

Navigation

1. Opening Screen - After logging into the Early Childhood Accountability System (ECAS), a Welcome screen will appear. Click on the Students link to add/edit Student information as described on page 5. If Admin option is available, click on the Admin link to add/edit Teacher data as described on page 18.

A screenshot of the welcome screen after logging in. The page has a light blue background. At the top, it says "Welcome User, Test" on the left and "Home | User Guide B: Blank Checklist | Logout" on the right. Below this, there is a section titled "Welcome Test User". Underneath, there are two links: "Students" with a person icon and "Admin" with a gear icon. At the bottom, it says "Maryland State Department of Education Copyright © 2006".

2. Link to User Guide and Blank Checklists – When logged in a link in the upper right hand corner is available on every screen in ECAS. Clicking the User Guide & Blank Checklist link will allow users to download the most recent version of the User Guide and/or Blank Checklists for 3, 4, and 5 year olds.

STUDENT INTERFACE:

Students

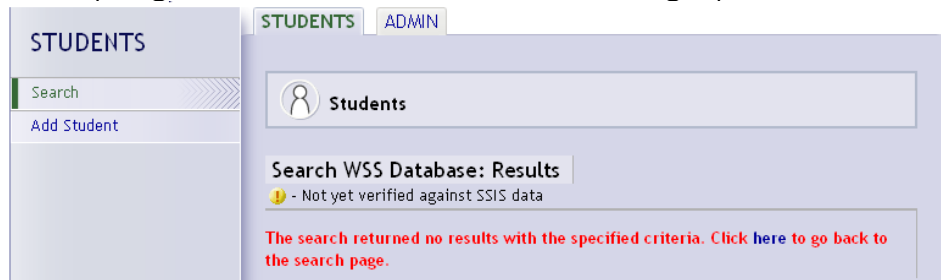
1. Click on the Student link to see a screen with the following link options:
 - A. Search for a Student – This link allows a user to locate a student who already exists in the system and then to edit or complete a WSS checklist for him/her.
 - B. Add Student - This link allows a user to add a student to this system before completing the WSS checklist for him/her.

The screenshot displays the 'STUDENTS' interface. On the left is a navigation bar with 'STUDENTS' selected, and links for 'Search' and 'Add Student'. The main content area has tabs for 'STUDENTS', 'ADMIN', and 'REPORTS'. Below the tabs is a 'Students' header with a person icon. A red text note reads: 'Filling all the fields below is not necessary. The search will return records based on your filtering criteria. If you wish to see John Doe with DOB of 01/02/2004, then you could simply put "Doe" in the Last Name field, and click search.' The search section is titled 'Search ECAS (WSS) Database' and includes three search methods: 'Search by SAS ID#' with a text input and 'Search' button; 'Search by Local ID#' with a text input and 'Search' button; and 'Search by Student Info' with fields for First Name, Last Name, SSN, Date of Birth (month, day, year dropdowns), Residence County (dropdown), and Residence School (dropdown). Below these are radio buttons for 'Public' (selected) and 'Private', followed by 'Service County' (dropdown) and 'Service School' (dropdown), each with 'Public' and 'Private' radio buttons. A 'Search' button is at the bottom right of the form.

Search for a Student in System

1. Click on the Search link on the left Navigation Bar. This search checks the WSS Database (the ECAS database) to see if the student's information already exists in the System. Type the student's information - either the State Assigned Student ID Number (SAS ID), the Local Student ID Number, or any of the Student Information fields. Click on the Search button.

2. If the student is not found in the WSS Database, click on the Add a Student link on the left Navigation Bar and continue with Step # 1 on page 6.
6. If the student is listed, click on the student's name to link to his/her Work Sampling Checklists and View/Edit Demographic information.



Add a Student in System - when logged on as a County-Level or School-Level User



Note: Teachers cannot add students to the Early Childhood Accountability System. Only users with School-Level or County-Level rights can add a student to this System.

1. Add Student link - Click on the Add Student link to add a student who does not already exist in the WSS database. The Add Student process will first check against Maryland's SSIS Database to see if the student is already receiving services as of the last Child Count. Type in a field or two to filter for possible matches to the student's information and click on the Search button.
 - Add Student search only returns SSIS records for children who are less than 6.5 years old
-



Tip: Using the **Date Initial IEP is in Effect Range** filter on the Search SSIS Database screen allows the user to find students who recently entered preschool education and are in need of having an Entry WSS checklist submitted. Running an Add Student search on recent Date Initial IEP is in Effect Range regularly is an effective method of ensuring that all students who started preschool education are accounted for in ECAS and an Entry WSS checklist completed.

STUDENTS ADMIN REPORTS

STUDENTS

Search

Add Student

Students

Search SSIS Database

Filling all the fields below is not necessary. The search will return records based on your filtering criteria. If you wish to see if John Doe DOB: 01/02/2004 has an active record in SSIS then, you could simply put "Doe" in the Last Name field, adjust your IEP date range if necessary, and click search.

Search by SAS ID#:

SAS ID#:

Search

Search by Student Info:

First Name

Last Name

SSN

DOB

Residence County

Residence School Public Private

Service County

Service School Public Private

IEP Date Range From: July 1 2010 To: February 18 2011

Date Initial IEP is in Effect Range From: To:

Search

- If the student is found in the SSIS Database, click his/her name to link to the Student Detail page.

Search

Add Student

Students

Search SSIS Database: Results

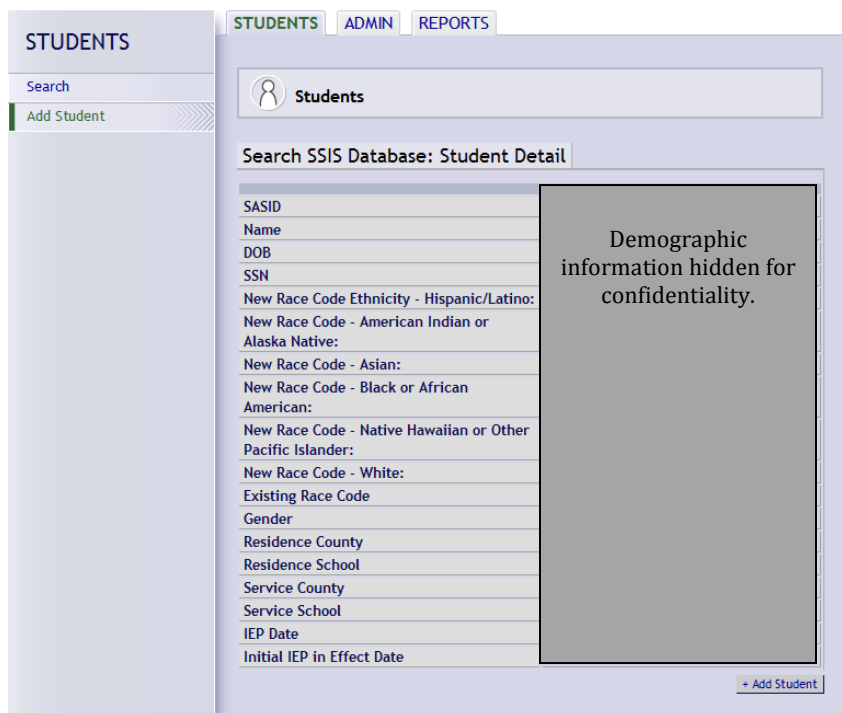
Add New Student

In ECAS	SASID	Name	SSN	DOB	County	School	IEP Date	Date Initial IEP is in Effect
No							10/22/2010	
No							12/13/2010	10/22/2010
Yes							06/01/2010	
Yes							03/19/2010	
Yes							03/24/2010	05/09/2009
Yes							03/24/2010	

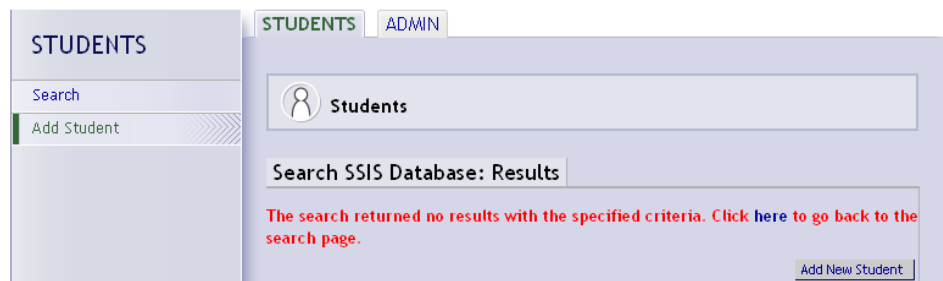
Demographic information hidden for confidentiality.

- Users can tell at a glance whether students in the SSIS search results have already been added to ECAS by referencing the In ECAS column on the left.

- Users can also see the Date Initial IEP is in Effect in the SSIS search results.
3. After confirming on the Student Detail page that this is the correct student to add to ECAS, click on the Add Student button. Clicking the Add Student button will create a student in ECAS and automatically import the demographic information and Initial IEP in Effect by date from SSIS into ECAS. Skip ahead to step 6.



4. If the student doesn't exist in the SSIS Database either, click on the Add New Student button.



5. Complete the form. Asterisked fields are required. Don't type any punctuation such as apostrophes or dashes. Details on SASID and Service County School are:

The screenshot shows the 'Add New Student' form in a web application. The form is titled 'Add New Student' and includes a red asterisk indicating required fields. The fields are as follows:

- SASID: Text input field.
- First Name: Text input field with a 'MI' dropdown.
- Last Name: Text input field.
- SSN: Text input field.
- DOB: Date selection dropdown.
- Existing Race Code: Dropdown menu.
- New Race Code Ethnicity - Hispanic/Latino: Radio buttons for 'Yes' and 'No'.
- New Race Code - American Indian or Alaska Native: Checkbox.
- New Race Code - Asian: Checkbox.
- New Race Code - Black or African American: Checkbox.
- New Race Code - Native Hawaiian or Other Pacific Islander: Checkbox.
- New Race Code - White: Checkbox.
- Gender: Dropdown menu.
- Local Student ID#: Text input field.
- Residence Country: Dropdown menu (currently showing 'Saint Mary's').
- Residence School: Radio buttons for 'Public' and 'Private'.
- Service County: Dropdown menu.
- Service School: Radio buttons for 'Public' and 'Private'.

A 'Save' button is located at the bottom right of the form.

- “SASID” – State Assigned Student Identification Number
 - a. This field is populated when a student is pulled in from SSIS or when a student is created manually
 - b. School Level users will have the right to add a “SASID” to a student
 - c. County Level User will have the right to add/edit a “SASID” for a student
 - “Service County” and “Service School”
 - a. “Service County” and “Service School” are optional. They are available so that preschoolers can be placed at a school where a provider assigned to a school other than the students’ “Residence School” can edit checklists.
 - b. “Service County” and “Service School” will auto-populate when a student is pulled in from SSIS
6. A Developmental Checklist screen for the new student will appear.

The screenshot shows the 'Developmental Checklist' screen for a student named Stephanie Miller. The screen is titled 'ACTIVE STUDENT' and includes the following information:

- Student Name: Stephanie Miller
- SSN: | DOB: 10/2/2003
- Developmental Checklist
 - Work Sampling Checklists
- Student Information
 - View/Edit demographic Information
 - Manage Teacher List

Remove a Student from System - when logged on as a County-Level or School-Level User



Note: Teachers cannot remove students from the Early Childhood Accountability System. Only users with School-Level or County-Level rights can remove a student from this System.

1. A student can be removed from the ECAS Database if he/she does not have a checklist associated with him/her.
2. A County-Level or School-Level user will notice a “Remove” link in the far right column of ECAS Database Search Results screen. Pressing this link will warn the user that the student is about to be permanently deleted from the ECAS database.

SASID	Name	SSN	R-County	R-School	S-County	S-School	DOB	
	Chris			Carson Elementary				
	Chris		Montgomery	South Spring Elementary				
	Chris		Montgomery	Resnik Elementary				
	Chris		Montgomery	Elementary				
	Chris		Montgomery	Park Elementary				
	GREGORY		Montgomery	Elementary	Montgomery	Towne Elementary		Remove

Students List - as logged on as a Teacher-Level User

1. If the user has Teacher-Level user access as described on page 18, he/she will see a list of all students to whom he/she is assigned. In the screen print shown below, the teacher has 5 students on her caseload. The teacher can easily view and edit the students' WSS Checklists by clicking on the student link in the Name column.

SASID	Name	SSN	DOB	Gender	Race

- Students are added to a teacher's caseload or to his/her Student List by following the directions listed on page 17. Only a user with County or School-Level user access can add a student to the teacher's Student List/caseload.
- The yellow graphic (👤) next to a student's name indicates that the student was not found in the SSIS database. Once the student's name is verified against the SSIS database, the graphic will disappear. When future Child Count data is linked to these students the yellow graphic will disappear.

DEVELOPMENTAL CHECKLIST:

Work Sampling Checklists

- After locating the student in ECAS, click on the link for the appropriate student's name and then click on Work Sampling Checklist.

or

After adding the student, click on Work Sampling Checklist.

- Make sure the student's age and checklist age are correct.
- Choose Checklist Type - either Entry, Interim Full Battery, Interim VSC Flagged, or Exit.
- Click on the Add New Checklist button.

The screenshot shows the 'ACTIVE STUDENT' interface for Stephanie Miller. The 'Work Sampling Checklist' section has the following fields:

- Age: Age 3 (dropdown menu)
- Checklist Type: Entry (dropdown menu)

An 'Add New Checklist' button is located at the bottom right of the form.

- A screen with "Checklist added successful" message will appeared.

The screenshot shows the 'ACTIVE STUDENT' interface for Stephanie Miller. The 'Work Sampling Checklist' section displays a confirmation message: **Checklist added successfully**. The form fields are:

- Age: Age 3 (dropdown menu)
- Checklist Type: Exit (dropdown menu)

A 'Remove' button is located next to the 'Age 3 - Entry' entry. An 'Add New Checklist' button is at the bottom right.

- Checklist Types – Entry/Interim/Exit

- a. Entry/Exit - Every student in ECAS must have an Entry and an Exit checklist completed. These measures are used to determine progress while in preschool special education
- b. Interim – Interim checklists are optional. After an Entry checklist has been completed and before an Exit checklist has been completed users have the option of completing Interim Checklists. Students can have as many Interim checklist ratings as needed between Entry and Exit. There are two types of Interim Checklists:
 - i. Interim Full Battery – requires user to complete all age appropriate indicators in a checklist before it can be finalized
 - ii. Interim VCS Flagged – requires user to complete only Maryland State Curriculum (VSC Flagged) cross-walked age level indicators in a checklist before it can be finalized







Note: Interim Checklists are optional. They give users the opportunity to capture WSS checklist ratings at points along the way between Entry and Exit. Users can choose in an Interim Checklist whether they want to assess the student on all of the age appropriate indicators in WSS or just the Maryland State Curriculum (VSC Flagged) cross-walked indicators.

Enter WSS Information into Checklist

1. Click on the blue "Age 3, 4 or 5 - Entry or Exit" link.
2. The WSS Checklist will appear.

ACTIVE STUDENT			
STUDENTS ACTIVE STUDENT ADMIN REPORTS			
Checklist Indicators I. Personal and Social Development II. Language and Literacy III. Mathematical Thinking IV. Scientific Thinking V. Social Studies VI. The Arts VII. Physical Development and Health Print Checklist Finalize Checklist Developmental Checklist Developmental Checklist STUDENT INFO Demographic Info			
Work Sampling Indicators (Age 5 - Entry) - Kindergarten Readiness Indicator Age 5 Exemplars Instructions Age 5 Fall/Entry Exemplars - Personal and Social Development Age 5 Spring/Exit Exemplars - Personal and Social Development			
I. Personal and Social Development			
A. Self-concept			
<input type="checkbox"/>	1. Demonstrates self-confidence	P	I N
<input type="checkbox"/>	2. Shows initiative and self-direction		
B. Self-control			
<input type="checkbox"/>	1. Follows classroom rules and routines		
<input type="checkbox"/>	2. Uses classroom materials purposefully and respectfully		
<input type="checkbox"/>	3. Manages transitions and adapts to changes in routine		

3. Notice that the indicators on the checklist for the Personal and Social Development Domain are displayed.
4. Notice that links to age appropriate Exemplars and Instructions are available on each of the seven domain indicators screens.
5. The green flag (🚩) indicates that it is a Kindergarten Readiness Indicator. Performance indicators are aligned with those measuring baseline entry into Kindergarten.

6. Complete the checklist by clicking on the appropriate radio buttons below the P, I, or N at the top right side of the screen.
 - A.  is Proficient = student can reliably demonstrate indicator
 - B.  is In Process = student demonstrates indicator intermittently.
 - C.  is Not Yet = student cannot demonstrate indicator.
7. Use the Apply-All buttons to have the System automatically complete the indicators with that rating. For example, click on the "P" button () to fill in Proficient scores for all indicators in the current Domain/Screen. Then make any necessary changes to any indicators in this Domain/Screen by clicking on the appropriate radio button.
If the Apply-All Feature is not active, click on the appropriate radio button for each Indicator in each Domain.



Note: The Apply-All Feature listed in #7 above is turned off by default. Jurisdictions are able to turn on/off this Apply-All Feature under their Admin Console. Instructions for a County-Level User on how to disable/enable this feature are listed on page 23.

8. Click on the Save button at the bottom of the screen.
9. A confirmation message will appear at the bottom of the screen.

Domain	Indicator	P	I	N
D. Geometry and spatial relations	1. Identifies several shapes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	2. Shows understanding of several positional words	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
E. Measurement	1. Shows understanding of some comparative words	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2. Participates in measuring activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Indicator scores saved successfully

10. Continue completing the student's checklist by clicking on each Domain on the left Navigation Bar. Click on each Domain (II. Language through VII. Physical Development and Health) and record a rating for each Indicator. For each indicator, click on the Save button at the bottom of each screen. Every indicator must be marked in order to finalize the checklist.

Print Checklist

1. Click on the Print Checklist link on the left Navigation Bar.
2. The student's checklist will appear in a new window.
3. Tips for adjusting Header/Footer and margin settings for your internet browser can be found on page **Error! Bookmark not defined..**
4. Go to File, Print.

Finalize Checklist

1. After scores for the indicators in all Domains/Screens have been marked, the assessment can be finalized.
2. Click on the Finalize Checklist on the left Navigation Bar.
3. Enter the required dates.
 - A. For Entry checklists:
 1. Enter the Least Restrictive Environment (LRE) at Entry.
 2. Enter the Disability at Entry.
 3. Enter the Date Initial IEP is in effect. This is the date that the student's Initial IEP went into effect. This date is listed on the student's IEP. If the student was added to ECAS from a matching SSIS record then this date may be prefilled.
 4. Enter the Assessment Date. This is the date on which the WSS Checklist Assessment was completed (typically 6-8 weeks after the Date Initial IEP is in effect).

STUDENTS ACTIVE STUDENT ADMIN REPORTS

ACTIVE STUDENT

Checklist Indicators

I. Personal and Social Development

II. Language and Literacy

III. Mathematical Thinking

IV. Scientific Thinking

V. Social Studies

VI. The Arts

VII. Physical Development and Health

Print Checklist

Finalize Checklist

Student Name: Sample Student
SSN: 216-77-4601 | DOB: 12/13/2006

Finalize Developmental Checklist (Age 3 - Entry)

LRE: IN REGULAR EARLY CHILDHOOD SETTING (at least 80%)

Disability: DEVELOPMENTAL DELAY

Date Initial IEP is in effect: March 4 2010

Assessment Date: June 2 2010
Typically 6-8 weeks after Date Initial IEP is in effect

Finalize Checklist

- B. For Interim checklists:
 1. Enter the Least Restrictive Environment (LRE) at Interim.
 2. Enter the Disability at Interim.
 3. The Date Initial IEP is in effect is prefilled with the date that was entered in the student's finalized Entry checklist. This is the date that the student's Initial IEP went into effect.
 4. Enter the Assessment Date. This is the date on which the Interim WSS Checklist Assessment was completed.
- C. For Exit checklists:
 1. Enter the Least Restrictive Environment (LRE) at Exit.
 2. Enter the Disability at Exit.
 3. The Date Initial IEP is in effect is prefilled with the date that was entered in the student's finalized Entry checklist. This is the date that the student's Initial IEP went into effect.

- Enter the Exit Date. This is typically the date that the child exited Special Education OR the date that the child aged out of Preschool, e.g. 6th birthday, last day of Kindergarten school year.
- Enter the Assessment Date. This is the date on which the WSS Checklist Assessment was completed (typically within 6-8 weeks of Exit Date).

ACTIVE STUDENT

STUDENTS ACTIVE STUDENT ADMIN REPORTS

Student Name: Sample Student
SSN: 216-77-4601 | DOB: 12/13/2006

Finalize Developmental Checklist (Age 4 - Exit)

LRE:	IN REGULAR EARLY CHILDHOOD SETTING (at least 80%)
Disability:	DEVELOPMENTAL DELAY
Date Initial IEP is in effect:	January 3 2000
Exit Date:	March 13 2010
Assessment Date:	May 7 2010

Enter the date that the child exited SpEd OR the date that the child aged out of Preschool, e.g. 6th birthday, last day of Kindergarten school year.

Typically within 6-8 weeks of Exit Date.

Finalize Checklist

- Click on the Finalize Checklist button.
- If required ratings for the indicators in all Domains/Screens have not been marked, an error message will appear stating that "the checklist cannot be finalized. Please provide answers to all indicators." The list of unmarked indicators will alert you to which areas need attention. If this message appears, go back to the Domains and mark each unmarked indicator.

ACTIVE STUDENT

STUDENTS ACTIVE STUDENT ADMIN REPORTS

Student Name: Sample Student
SSN: 216-77-4601 | DOB: 12/13/2006

Finalize Developmental Checklist (Age 3 - Entry)

LRE:	IN REGULAR EARLY CHILDHOOD SETTING (at least 80%)
Disability:	DEVELOPMENTAL DELAY
Date Initial IEP is in effect:	March 4 2010
Assessment Date:	June 2 2010

Typically 6-8 weeks after Date Initial IEP is in effect

The checklist cannot be finalized. Please provide answers to all indicators.

V. Social Studies

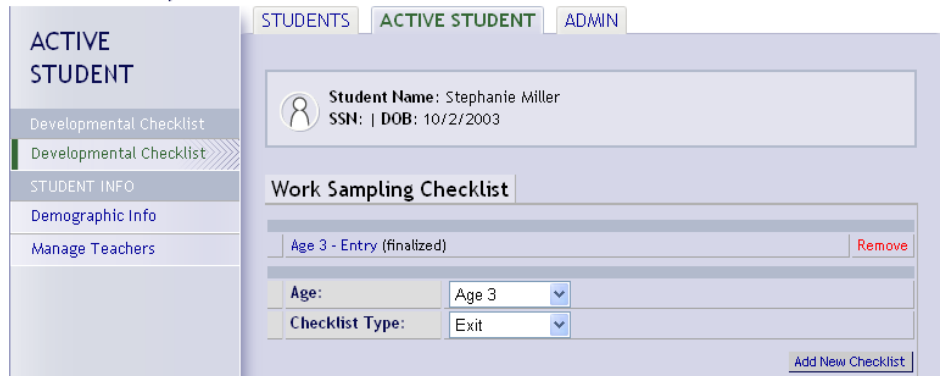
- B. Human interdependence
 - 2. Describes some jobs that people do
- C. Citizenship and government
 - 1. Shows awareness of group rules
- D. People and where they live
 - 1. Shows beginning awareness of their environment

VII. Physical Development and Health

- B. Fine motor development
 - 1. Uses strength and control to perform simple tasks
 - 2. Uses eye-hand coordination to perform simple tasks

Finalize Checklist

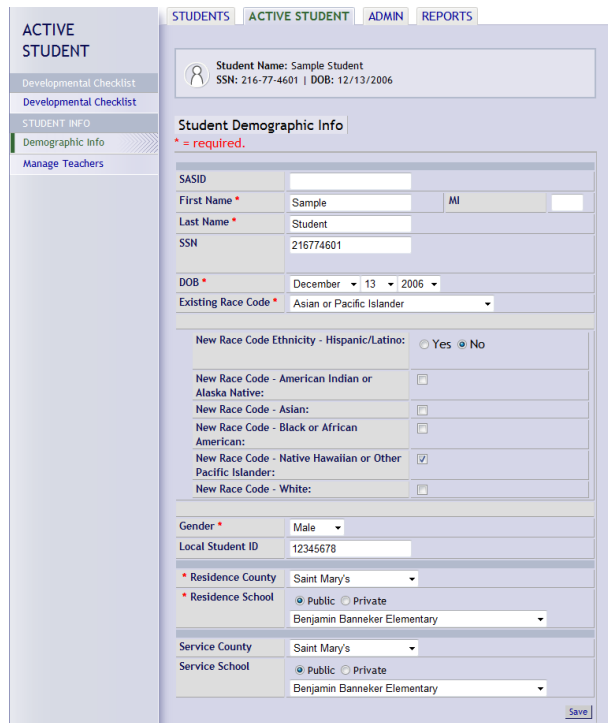
- Once a checklist is successfully finalized a confirmation screen will appear stating that "the checklist has been finalized."
- Also, upon returning to the Developmental Checklist screen, the word "finalized" will appear next to the Checklist.



STUDENT INFORMATION:

Demographic Info

- Click on the Demographic Info link to revise or add student information. Only County-Level and School-Level users can edit student demographics. School Level users will have the right to add a "SASID" to a student. County Level User will have the right to add/edit a "SASID" for a student.
- Type the revised or additional information.



- Click on the Save button.

4. A Confirmation Screen will be displayed stating that "demographic information change has been saved successfully."

Manage Teachers

1. Students can be assigned to teachers and appear on teachers' caseloads when they login to the ECAS application. Only County-Level and School-Level users can assign students to teachers.

The screenshot shows the 'ACTIVE STUDENT' page in the ECAS application. The left sidebar contains a navigation menu with 'Manage Teachers' highlighted. The main content area shows the student's name 'Stephanie Miller' and SSN/DOB. Below this is a section titled 'Teachers Assigned to Student' with an 'Add Teacher to Student' button. A dropdown menu is open, showing '---Select Teacher--'.

2. Click on Manage Teacher link.
3. Choose the teacher's name from the Add Teacher to Student drop-down list. Only teachers that are in the ECAS database from that county or school will appear. The names on the list are based on whether the user has county-level or school-level rights as described on page 18.
4. Click on the Add Teacher to Student button.
5. A screen showing that the teacher is assigned to this student will appear. Notice that the student can be removed (or released) from the teacher's caseload by clicking on the Remove button.

The screenshot shows the 'ACTIVE STUDENT' page with the 'Teachers Assigned to Student' section expanded. A table lists the assigned teacher: 'Teacher User' from 'Carroll' county at 'Carrolltowne Elementary'. A 'Remove' button is visible next to the teacher's name. The 'Add Teacher to Student' section is also visible below the table.

Name	County	School	
Teacher User	Carroll	Carrolltowne Elementary	Remove

6. Repeat steps #3 and 4 listed above to add/assign another teacher to the student.

Transfer Students from a Maryland School to another Maryland School

1. If a student who has already been added to ECAS transfers to another Maryland school, the receiving school should notify/call the transferring school and request that the student be transferred in ECAS.
2. The transferring School-Level or County-Level user should first check the student's Manage Teachers link and remove the teacher(s) assigned to student - as described on page 17.
3. The transferring School-Level or County-Level user should then return to the Student Demographic Info page - as described on page 16 - and release the student to the receiving school.
 - A. For a student who transfers to another school in the **same county**, the transferring School-Level or County-Level user must change the Residence School to the receiving school.
 - B. For a student who transfers to another school in a **different county**, the transferring School-Level or County-Level user should remove the Local Student ID, change the Residence County, and change the Residence School to the receiving school. If Service County and Service School information exists then it should be blanked out before saving.
4. The receiving county/school should check the student's information for accuracy.

ADMIN INTERFACE:

User Levels

There are the following 3 levels of Users:

- A. County-Level - These users work at the County level. They are employees who supervise or work with students from the entire county. They have rights to add/remove students to the system and view data of any student in the county. They can add/edit a SASID to student demographics.
- B. School-Level - These users work at the School level. They are administrators or teachers/providers who are working with students within a particular school. They have rights to add/remove students to the system and view data of any student in the school. They can add a SASID to student demographics (but cannot edit a SASID that has already been saved to a student).
- C. Teacher-Level - These users work at the Classroom level. They are teachers/providers who are working with students in one or more schools. They have rights to view data for only students who are

assigned to their caseload. Teachers can be assigned to more than one school/location. Teachers cannot add students to the System.

User Access Rights

In addition, these users are assigned different access rights – as determined by their Local School System.

The following 3 access rights are also available:

- A. Admin Rights – A user with Admin User Rights is able to use the Admin Interface, so he/she can add other users at their same level or below to the System.
- B. Edit Rights – A user with Edit Rights is able to enter Indicator ratings on a student's checklist.
- C. School-wide Rights – A user with School-wide Rights can access any student's information in his/her school. School-wide rights are granted to teachers/providers who need the ability to edit and view any student's checklist within his/her school.

List of Users

This section allows Local School Systems to view, add, edit, and delete the ECAS users. This is a list of users that the logged-in user is allowed to view - based on his/her user level as described on page 18.

The screenshot shows the 'Admin' interface. On the left is a navigation bar with 'Admin' at the top and 'ADMIN' below it. Under 'ADMIN', there are links for 'List of Users', 'Add/Edit User', 'Extract Data', and 'Apply-All Option'. The main content area has 'STUDENTS' and 'ADMIN' tabs. Below the tabs is a search bar with a gear icon and the text 'Admin'. Underneath is a 'List of Users' section with a grid of letters A through Z and an 'All' link. Below the grid is a table with columns for Name, County, School, and actions.

Name	County	School			
County User	Carroll		Edit		
School User	Carroll	Carrolltowne Elementary	Edit	Remove	
Teacher User	Carroll	Carrolltowne Elementary	Edit	Remove	Add School

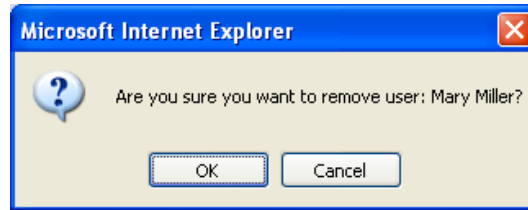
1. Click on the List of Users link on the left Navigation Bar.
2. Click on the All link in the middle part of the screen to list all users that the currently logged-in-user has rights to edit.
3. Notice that different access levels of users appear slightly different in the table.



Tip: If a user's access rights are not correct, another user with higher level access rights will have to change the rights of the incorrect user.

Remove/Delete Users

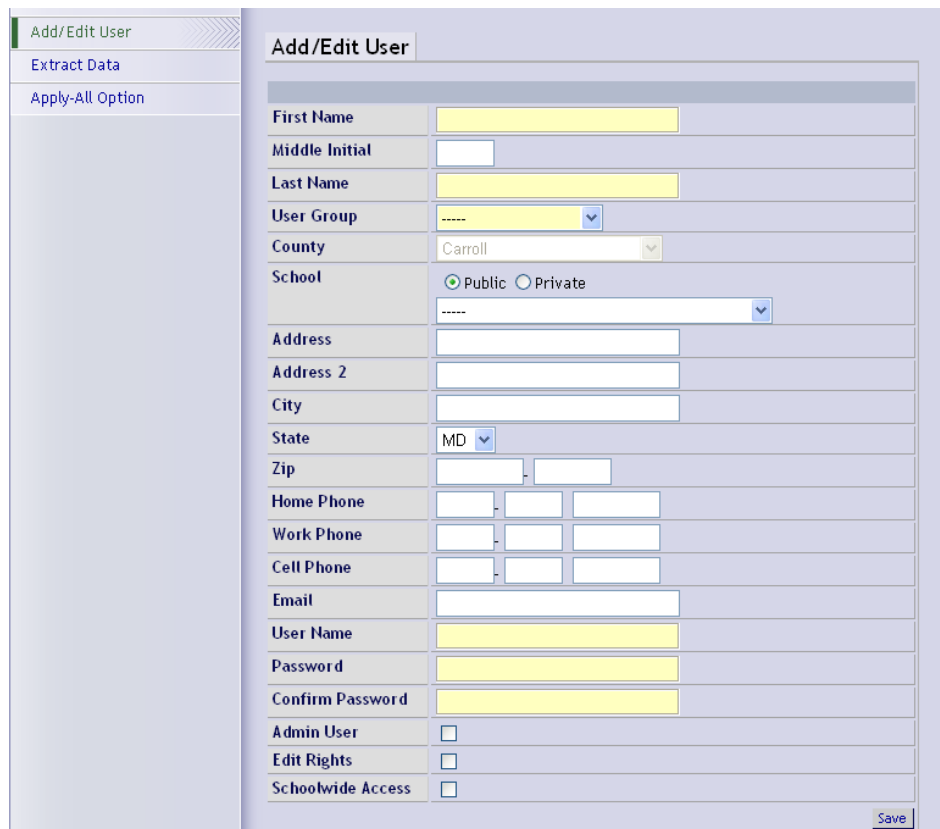
This section allows users to remove/delete ECAS users from the System.



1. Click on the Remove link next to the appropriate user.
2. Click on OK button on the dialog box. The user will be deleted.

Add or Edit Users

This section allows users to add or edit information the ECAS users.

A screenshot of a web application interface for adding or editing a user. On the left is a navigation bar with three links: "Add/Edit User" (highlighted), "Extract Data", and "Apply-All Option". The main area is titled "Add/Edit User" and contains a form with the following fields:

- First Name (yellow background)
- Middle Initial
- Last Name (yellow background)
- User Group (dropdown menu)
- County (dropdown menu, currently "Carroll")
- School (radio buttons for "Public" and "Private", and a dropdown menu)
- Address
- Address 2
- City
- State (dropdown menu, currently "MD")
- Zip
- Home Phone
- Work Phone
- Cell Phone
- Email
- User Name (yellow background)
- Password (yellow background)
- Confirm Password (yellow background)
- Admin User (checkbox)
- Edit Rights (checkbox)
- Schoolwide Access (checkbox)

A "Save" button is located at the bottom right of the form.

3. Click on the Add/Edit User link on the left Navigation Bar.
4. Complete the data carefully. The yellow fields are required.
 - A. User Name – must be between 4 and 20 alpha-numeric characters
 - B. Password – must contain at least 8 alpha-numeric characters (case-sensitive)

5. There are 3 types of User Groups - County, School, and Teacher. Fewer User Groups Types may be available depending upon the user's access rights. Choose a level for this user.

The screenshot shows a web form titled "Add/Edit User". On the left is a sidebar with buttons: "Add/Edit User" (highlighted), "Export Data", and "Apply-All Option". The main form has the following fields:

- First Name: text input field
- Middle Initial: text input field
- Last Name: text input field
- User Group: dropdown menu with a blue arrow pointing down
- County: dropdown menu with a blue arrow pointing down
- School: dropdown menu with a blue arrow pointing down

The "User Group" dropdown menu is open, showing three options: "County Level User", "School Level User", and "Teacher Level User".

- A. County-Level User - These users work at the County level. They are employees who supervise or work with students from the entire county. They have rights to add students to the system and view data of any student in the county.
- B. School-Level User - These users work at the School level. They are administrators or teachers/providers who are working with students within a particular school. They have rights to add students to the system and view data of any student in the school.
- C. Teacher-Level User - These users work at the Classroom level. They are teachers/providers who are working with students in one or more schools. They have rights to view data for only students who are assigned to their caseload. Teachers can be assigned to more than one school/location. Teachers cannot add students to the System.
6. Specific rights can be given to each level of user. Click in the checkbox next to the appropriate checkbox.

The screenshot shows a section of the "Add/Edit User" form with the following fields:

- Confirm Password: text input field
- Admin User: checkbox
- Edit Rights: checkbox
- Schoolwide Access: checkbox

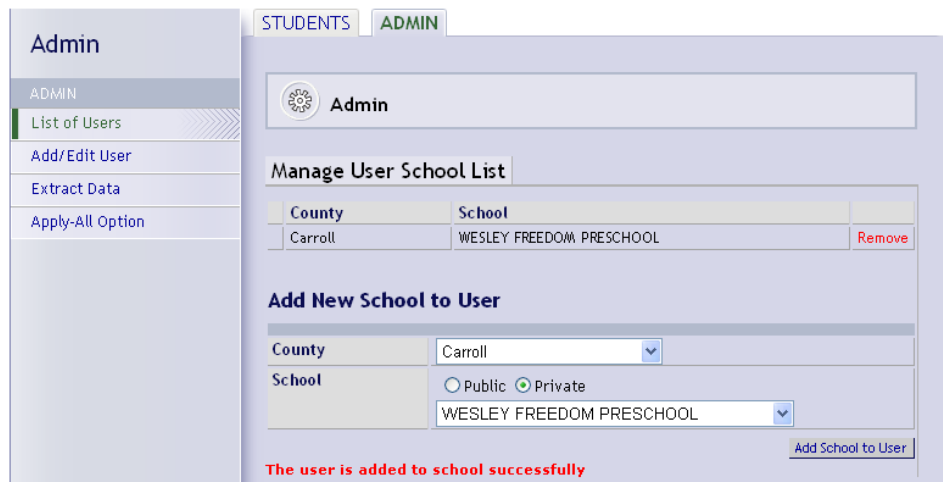
A "Save" button is located at the bottom right of this section.

- A. Admin Rights – A user with Admin User Rights is able to use the Admin Interface, so he/she can add other users at their same level or below to the System.
- B. Edit Rights – A user with Edit Rights is able to enter Indicator ratings on a student's checklist.
- C. School-wide Rights – A user with School-wide Rights can access any student's information in his/her school. School-wide rights are granted to teachers/providers who need the ability to edit and view any student's checklist within his/her school.
7. Click on the Save button after the screen has been completed.

Add a School for Teachers

Teacher Level User can be assigned to more than one school. This is good for teachers who work at multiple schools.

1. Locate the Teacher's name on the List of Users screen.
2. Click on the Add School link.
3. If the teacher is already assigned to a second school, a list of schools for which he/she works is shown at the top of the screen.
If the teacher is not already assigned to a second school, a message stating that "No additional schools are currently associated with this user. Use the form below to add more schools to user" will appear at the top of the screen.
4. To assign the teacher to another school, choose a county and school from the drop-down list at the bottom of the screen.
5. Click on the Add School to User button.
6. A confirmation screen stating that "the user is added to the school successfully" will appear.



The screenshot shows the 'Admin' interface. On the left is a sidebar with 'Admin' at the top and a menu containing 'ADMIN', 'List of Users', 'Add/Edit User', 'Extract Data', and 'Apply-All Option'. The main content area has tabs for 'STUDENTS' and 'ADMIN'. Below the tabs is a header 'Admin' with a gear icon. The main section is titled 'Manage User School List' and contains a table with columns 'County' and 'School'. The table has one row: 'Carroll' and 'WESLEY FREEDOM PRESCHOOL' with a 'Remove' button. Below this is the 'Add New School to User' section with a 'County' dropdown set to 'Carroll', a 'School' section with radio buttons for 'Public' and 'Private' (where 'Private' is selected), and a dropdown set to 'WESLEY FREEDOM PRESCHOOL'. An 'Add School to User' button is at the bottom right. A red message at the bottom left reads 'The user is added to school successfully'.

Extract Data

This section allows School-Level or County-Level users who have been granted Admin Rights to get data out of the ECAS Database. After extracting data into a CSV file, the file can be opened in Microsoft Excel and can be aggregated.



Tip: When a user clicks on the Extract Data button, he/she is getting data out of or from the ECAS Database. When he/she clicks on a Submit button, data is being added to the ECAS Database.

The screenshot shows the 'Admin' interface with the 'Extract Data' form. The left navigation bar includes 'Admin', 'ADMIN', 'List of Users', 'Add/Edit User', 'Extract Data', and 'Apply-All Option'. The main content area has tabs for 'STUDENTS', 'ADMIN', and 'REPORTS'. The 'Extract Data' form contains the following fields:

- Checklist Type:** Radio buttons for Entry, Exit (selected), and Interim.
- Age:** Dropdown menu showing 'Age 3'.
- Residence County:** Text field showing 'Saint Mary's'.
- Residence School:** Radio buttons for Public (selected) and Private, followed by a dropdown menu.
- Date Range:** Radio buttons for Date Initial IEP is in effect Range, Assessment Date Range, and Exit Date Range (selected).
- Exit Date Range:**
 - Start Exit Date:** Month: January, Day: 1, Year: 2011
 - End Exit Date:** Month: February, Day: 18, Year: 2011

An 'Extract Data' button is located at the bottom right of the form.

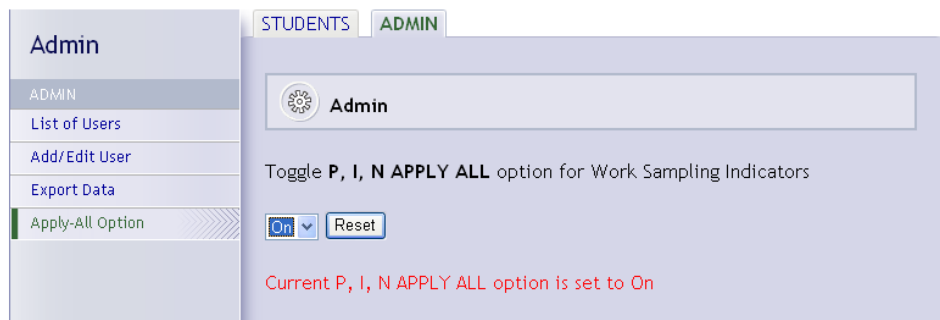
1. Click on the Extract Data link on the left Navigation Bar.
2. Choose the appropriate type of checklist from the Checklist Type checkboxes.
3. Complete the rest of the form appropriately. School-Level users can only extract data for their own schools. County-Level users can extract all county data by leaving the school dropdown blank or can extract schools' data individually.
4. Click on the Extract Data button.
5. Click on the Open or Save button in the File Download Screen.
6. Analyze the data or save it and give it to the appropriate person in a secured manner.



Tip: This CSV file contains confidential and private student data. Don't simply e-mail the file to someone else. Follow your county's procedures for sharing sensitive, confidential student data with others.

Apply-All Option

This section allows users to toggle on/off the ability to use the Apply All Option while completing student's WSS checklists as described on page 13. Only County-Level users have rights to change this setting.



1. Click on the Apply-All Option link on the Left Navigation Bar.
2. Choose either On or Off from the drop-down list.
3. Click on the Reset button.

REPORTS INTERFACE:

This tab is an area for reports that all users will be able to run.

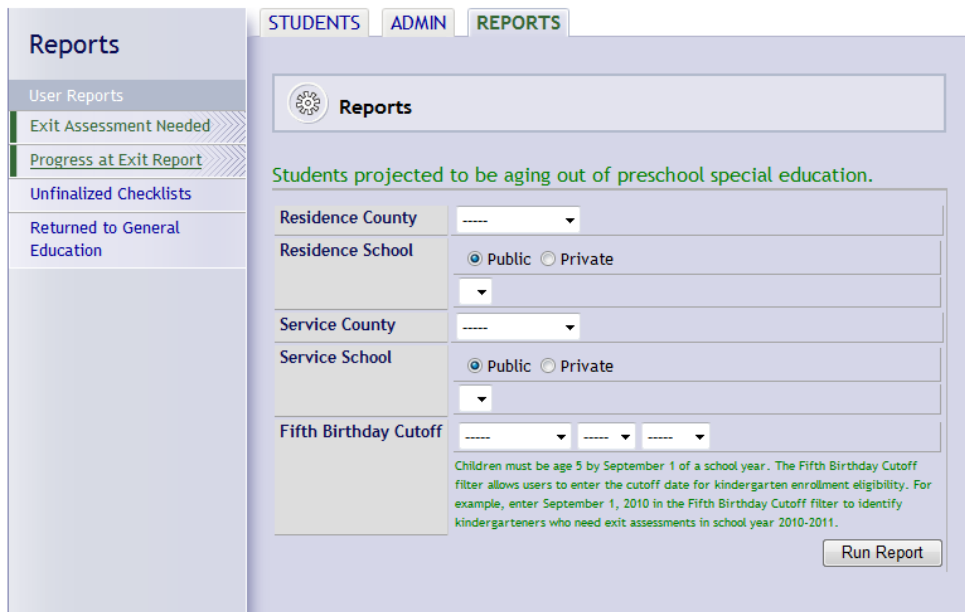
Exit Assessment Needed Report

1. In the REPORTS tab click the link in the left hand navigation menu to Exit Assessment Needed report.
2. This report will display students projected to be aging out of preschool education appear if they meet ALL of the following criteria:
 - a. The student attends a “Resident School” or “Service School” that the user can access
 - b. Student has a finalized ENTRY checklist
 - c. Student does not have a finalized EXIT checklist
 - d. Student is over 5 years old on the Fifth Birthday Cutoff date entered in the report filter.



Tip: Children must be age 5 by September 1 of a school year. The Fifth Birthday Cutoff filter allows users to enter the cutoff date for kindergarten enrollment eligibility. For example, enter September 1, 2010 in the Fifth Birthday Cutoff filter to identify kindergarteners who need exit assessments in school year 2010-2011. Running this report in the spring of a kindergarten year helps users identify students who need an Exit WSS checklist entered into ECAS.

3. School-Level or County-Level users will be able to filter report on Residence and Service Schools. For a county level user, if no schools chosen then report will run on the whole county.



4. Teacher-Level users will simply see the list of students who are projected to be aging out of preschool Special Education.

Name	SAS ID	Local Student ID#	DOB	Age	R-County	R-School	S-County	S-School
Chris			10/10/2002	5		Crossing Elementary		
Chris			01/30/2002	6		Crossing Elementary		
Chris			07/14/2002	5		Crossing Elementary		
Chris			03/31/2003	5		Maverick Creek Elementary		

Progress at Exit Report

1. In the REPORTS tab click the link in the left hand navigation menu to Progress at Exit Report.
2. Progress at Exit Report Functionality
 - a. The report is only available to County Level Users.
 - b. Filters
 - i. R-County
 - ii. R-School
 - iii. S-County
 - iv. S-School
 - v. Exit Date Range
 - vi. LRE
 - vii. Disability
 - viii. Progress

1. A (Did Not Improve Functioning) In Any Outcome
2. E (Maintained Functioning at Same-Aged Peer Level) In All Outcomes

c. Filter Rules

- i. If no schools chosen then report will run for the whole county.
- ii. Only students who have a finalized entry and a finalized exit checklist are included.

The screenshot shows a web-based reporting interface. On the left is a navigation menu with 'Reports' selected. The main area has tabs for 'STUDENTS', 'ADMIN', and 'REPORTS'. Below the tabs is a 'Reports' header with a gear icon. The main content area is titled 'ECAS Progress at Exit Reporting Categories Report'. It contains several filter sections: 'Residence County' (Saint Mary's), 'Residence School' (Public/Private), 'Service County', 'Service School' (Public/Private), 'Exit Date Range' (From July 1, 2009 to June 30, 2010), 'LRE', 'Disability', and 'Progress' (A (Did Not Improve Functioning) In Any Outcome). At the bottom right are 'Extract Data' and 'Run Report' buttons.

d. Extract Data button allows download as csv file functionality.

e. Run Report results screen shows the following

- i. The filters chosen.
- ii. The distribution of OSEP Progress Reporting Categories (A, B, C, D, E) for the Three Broad Outcomes
- iii. SPP Part B Indicator 7 Summary Statements
- iv. Student Progress at Exit records include OSEP Reporting Category (A, B, C, D, or E) for each the 3 broad outcomes.

A. did not improve functioning.

B. improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers.

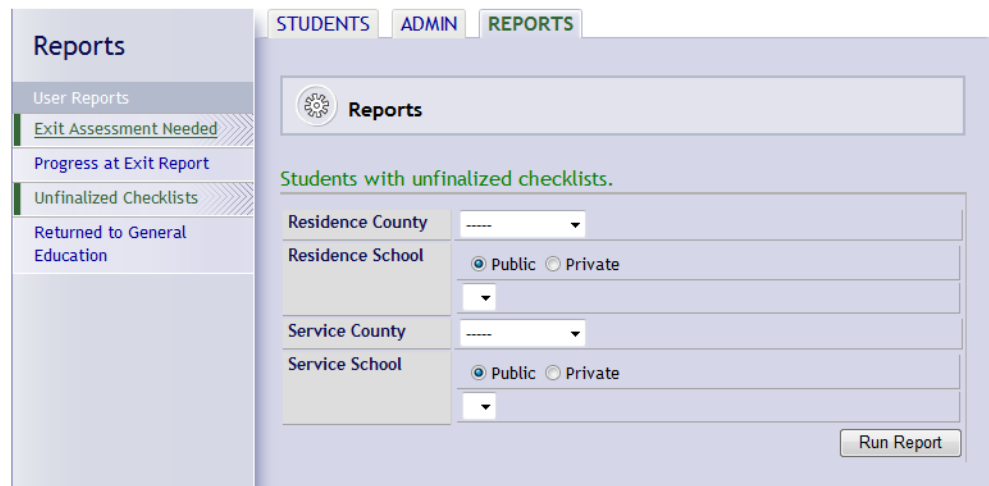
C. improved functioning to a level nearer to same-aged peers but did not reach it.

D. improved functioning to reach a level comparable to same-aged peers.

E. maintained functioning at a level comparable to same-aged peers.

Unfinalized Checklists

1. In the REPORTS tab click the link in the left hand navigation menu to Unfinalized Checklists report.
2. Only students who have an unfinalized checklist will appear on the report along with the checklist types of the unfinalized checklists (e.g. Entry, Exit, Interim Full Battery, Interim VSC Flagged)
3. School-Level or County-Level users will be able to filter report on Residence and Service Schools. For a county level user, if no schools chosen then report will run on the whole county.



The screenshot shows the ECAS Reports interface. On the left is a navigation menu with 'Reports' at the top and several sub-items: 'User Reports', 'Exit Assessment Needed', 'Progress at Exit Report', 'Unfinalized Checklists', and 'Returned to General Education'. The 'Unfinalized Checklists' item is highlighted. The main content area has tabs for 'STUDENTS', 'ADMIN', and 'REPORTS', with 'REPORTS' selected. Below the tabs is a 'Reports' header with a gear icon. The main content area is titled 'Students with unfinalized checklists.' and contains a form with the following fields: 'Residence County' (dropdown), 'Residence School' (radio buttons for 'Public' and 'Private'), 'Service County' (dropdown), and 'Service School' (radio buttons for 'Public' and 'Private'). A 'Run Report' button is located at the bottom right of the form.



Tip: Running Unfinalized Checklists reports regularly is an effective method of ensuring that all students in ECAS have an Entry and Exit WSS checklist completed.

Returned to General Education

1. In the REPORTS tab click the link in the left hand navigation menu to Returned to General Education report.
2. This report is used to identify students with who have an SSIS Exit record indicating that they have been returned to General Education. This is particularly useful for determining which students need an Exit WSS checklist entered into ECAS before the end of their kindergarten year.

STUDENTS ADMIN **REPORTS**

Reports

User Reports

Exit Assessment Needed

Progress at Exit Report

Unfinalized Checklists

Returned to General Education

Reports

Identify students with who have SSIS Exit records indicating that they have been returned to General Education

Residence County: -----

Residence School: Public Private

Service County: -----

Service School: Public Private

Returned to General Education Date Range: From: September 1 2010 To: December 31 2010

Run Report

- School-Level or County-Level users will be able to filter report on Residence and Service Schools, and a Returned to General Education Date Range. For a county level user, if no schools chosen then report will run on the whole county.
- Users are able to identify which students have ECAS Exit Checklists Finalized by glancing at the Exit Checklist Finalized column in the report results.

STUDENTS ADMIN **REPORTS**

Reports

User Reports

Exit Assessment Needed

Progress at Exit Report

Unfinalized Checklists

Returned to General Education

Reports

Identify students with who have SSIS Exit records indicating that they have been returned to General Education

Residence County: -----

Residence School: Public Private

Service County: -----

Service School: Public Private

Returned to General Education Date Range: From: September 1 2010 To: December 31 2010

Run Report

Name	Exit Checklist Finalized	Exit Date	Last Name	First Name	SAS ID	Local Student ID#	DOB	Age	R-County	R-School	S-County	S-School
Demographic information hidden for confidentiality.												
	Yes	10/28/2010										
	Yes	11/04/2010										
	Yes	11/04/2010										
	Yes	11/16/2010										
	Yes	11/22/2010										
	Yes	12/02/2010										
	Yes	12/02/2010										
	Yes	12/06/2010										
	Yes	12/08/2010										
	Yes	12/09/2010										
												Elementary



Tip: Running Returned to General Education reports regularly is an effective method of ensuring that all students who leave preschool education before aging out at the end of their kindergarten year have an Exit WSS checklist completed.

TROUBLESHOOTING:

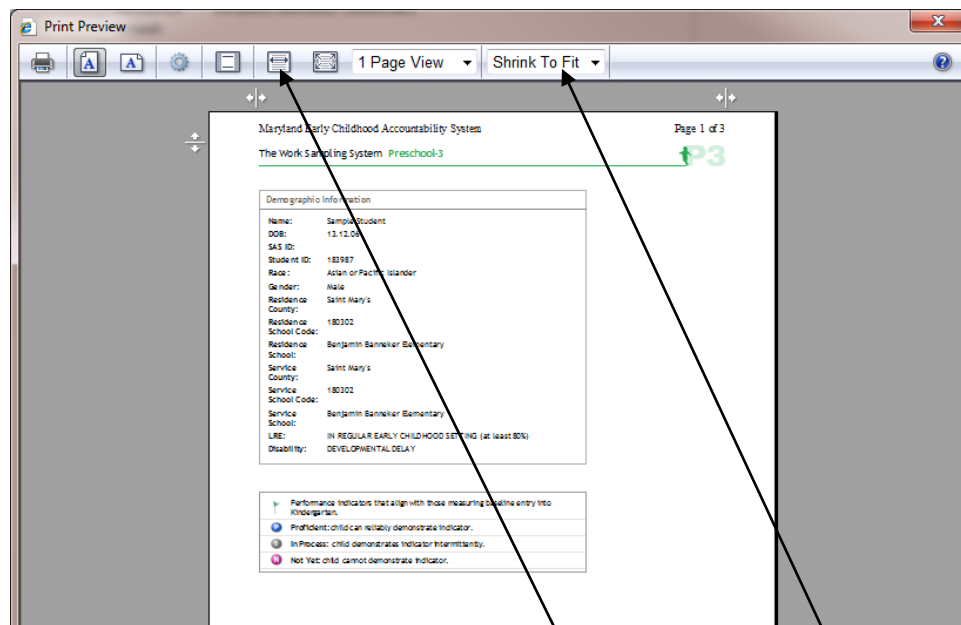
Printing Hints

When printing WSS checklists from ECAS, the print output is dependent on your internet browser's print settings. Directions for optimizing Internet Explorer 7+ and Mozilla Firefox 3+ setting for WSS checklist printing are listed below. Follow these steps below to remove the headers and footers and adjust margins when printing a checklist.



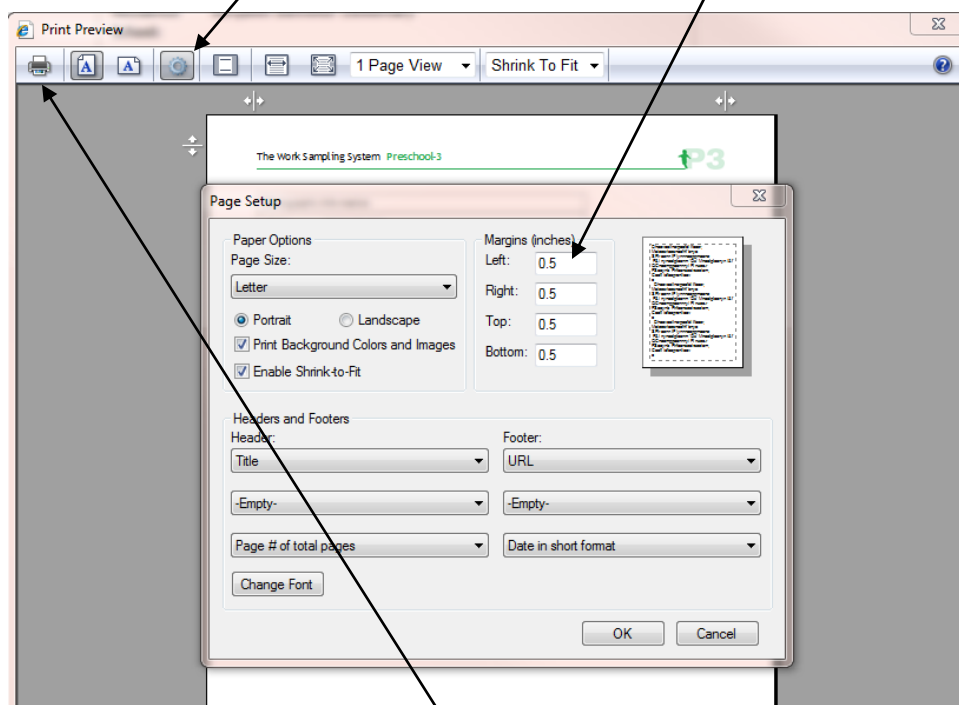
Tip: The reports can be printed as shown on the screen without changing the settings. If you do not want the headers & footers (URL, date/time, etc.) to appear on the printed report, or if you have problems with the page breaking in printed checklists, please follow the instructions below.

1. For Internet Explorer 7+ Users -
 - A. Choose File>Print Preview.



- B. Click the Turn Headers and Footers Off button.
- C. Make sure that the Print Size dropdown is set the Shrink to Fit.

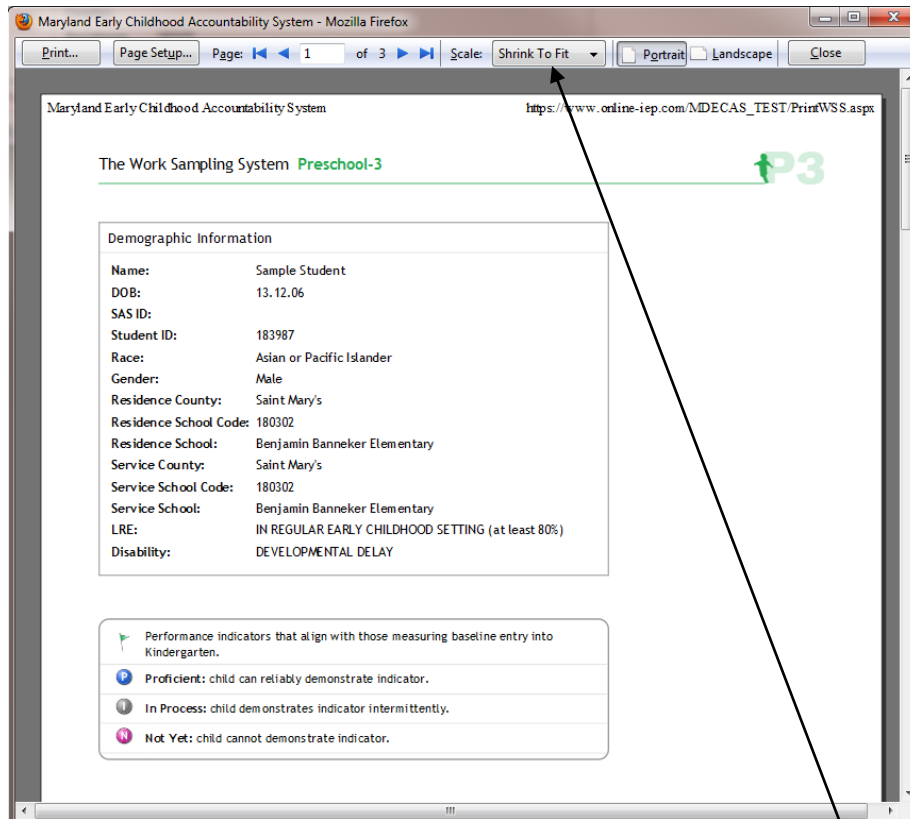
D. Click the Page Setup button and set all margins to 0.5 inches



E. Click OK and then click the Print button.

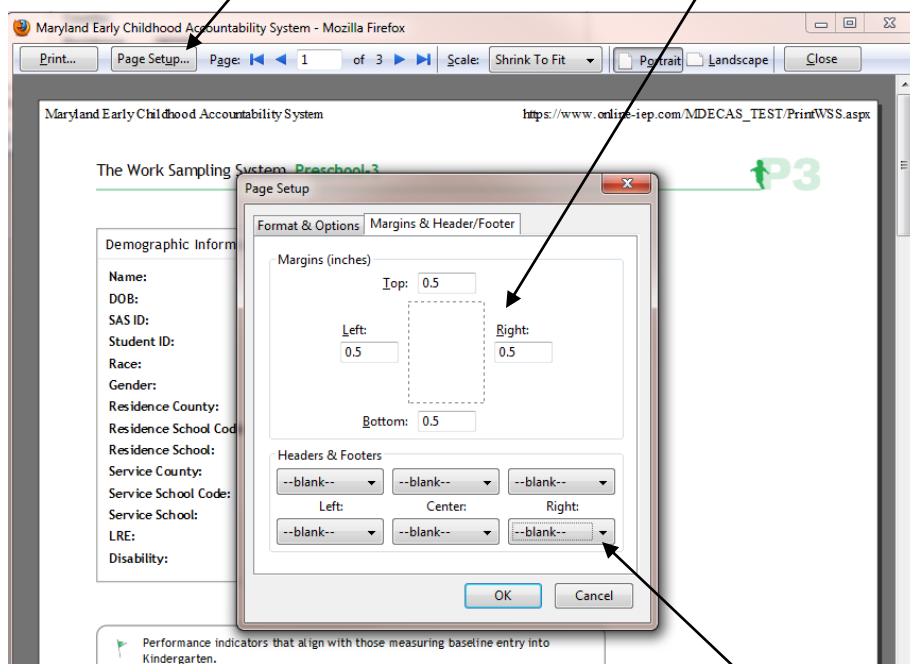
2. For Mozilla Firefox 3+Users -

F. Choose File>Print Preview.



G. Make sure that the Scale dropdown is set the Shrink to Fit.

H. Click the Page Setup button and set all margins to 0.5 inches



I. Change all Headers & Footers dropdowns to --blank--

J. Click OK and then click the Print button.

Technical Support

Call your County-Designated Person (Special Education Data Manager), if you are experiencing technical problems with or have questions about the Early Childhood Accountability System Application.

Call your Local Coordinator of Preschool Special Education Services, if you are have questions about the Early Childhood data-collection and/or WSS process.

1. Before calling them, please reboot your computer and repeat the steps you were attempting to do.
2. Write down any error messages you receive.
3. Remember other programs that were open at the time the problem occurred.
4. Try to repeat your steps on another computer. Does it work on that computer?
5. Think about the computer specifications of the computer you are using. In other words, does the computer have a current Operating System and browser?
6. What type of connection do you have? Is it through the telephone line, cable, DSL, or LAN?

APRIL 18, 2008 RELEASE NOTES:

Release Items:

- Search/Demographic Field Enhancements
 - Embedded instructions for using *Search ECAS Database* and *Add Student* searches more efficiently
 - *Add Student* search only returns SSIS records for children who are less than 6.5 years old
 - New Fields in *Search ECAS Database*, *Add Case* search, *Add/Edit Student Demographics*, and *ADMIN Extracts*
 - “SASID” – State Assigned Student Identification Number
 - This field is optional
 - This field can be populated when a student is pulled in from SSIS or when a student is created manually
 - School Level users will have the right to add a “SASID” to a student
 - County Level User will have the right to add/edit a “SASID” for a student
 - “Service County” and “Service School”
 - “Service County” and “Service School” are optional
 - “Residence County” and “Residence School” are still required
 - “Service County” and “Service School” will auto-populate when a student is pulled in from SSIS
 - Safeguards against failing the page audits on the *Add/Edit Student Demographics* screens
 - Required fields are starred

- “Middle Initial” field can only accept one character
 - “SSN” field can accept 9 digits with or without dashes
 - User feedback that identifies problematic field(s) after a failed save
 - Ability to remove students from ECAS Database if they don’t have a checklist
 - “Remove” link in far right column on *Search ECAS Database: Results* page will exist for students who can be removed
- Checklist Enhancements
 - User cannot add an EXIT checklist for a student if a finalized ENTRY checklist doesn’t already exist for that student
 - User cannot add a checklist for an age that is greater than student’s calculated age
 - User is prompted when a student’s calculated age doesn’t match the age of the checklist being created (user is allowed to continue but made aware of the age mismatch)
 - Age appropriate MMSR Exemplars are present as PDF links across all domains for each checklist
 - *Finalize Checklist* audit failure gives user feedback as to which checklist indicators were not completed
 - *Finalize ENTRY Checklist*
 - “Date Initial IEP is in effect:” has replaced the field that was formerly called “Initiation Date of Initial IEP:”
 - If student information pulled from SSIS then “Date Initial IEP is in effect:” can be pre-filled (but will still remain editable)
 - Embedded instructions for a typical “Assessment Date”
 - “Assessment Date” must be after “Date Initial IEP is in effect:”
 - *Finalize EXIT Checklist*
 - “Date Initial IEP is in effect:” will be pre-filled with the date that was previously entered in the ENTRY checklist and it will not be editable
 - “EXIT Date” is a new field on the *Finalize EXIT Checklist* screen
 - Embedded instructions for a typical “EXIT Date” or “Assessment Date”
 - “Assessment Date” must be after “Date Initial IEP is in effect:”
- Report Enhancements
 - *ADMIN Extract*
 - New extract filter allows user to select date range parameter (“Date Initial IEP is in effect:”, “Assessment Date”, or “EXIT Date”)
 - These new fields have been also been added to csv extracts (“Service County”, “Service School”, “EXIT Date”)
 - *REPORTS* tab has been added as an area for reports that all users will be able to run
 - *EXIT Assessment Needed Report*
 - Students projected to be aging out of preschool education appear in the report if they meet ALL of the following criteria
 - The student attends a “Resident School” or “Service School” that the user can access
 - Student has a finalized ENTRY checklist
 - Student does not have a finalized EXIT checklist
 - Student is over 5 years 10 months old **OR** today’s date is after April 1 of current calendar year and child is 5 years old

DECEMBER 22, 2008 RELEASE NOTES:

Release Items:

- “Progress at Exit Report” added to the REPORTS TAB.
 - Functionality
 - Added in the Left Navigation menu of the REPORTS Tab a link to [Progress at Exit Report](#)
 - the report **is only available to County Level Users.**
 - Filters
 - R-County

- R-School
 - S-County
 - S-School
 - Exit Date Range
 - Filter Rules
 - If no schools chosen then run report on whole county.
 - Extract Data allows download as csv file functionality.
 - Run Report results screen
 - Sorting rules by the following criteria in order.
 - R-County Name
 - R-School Name
 - Student Last Name
 - Student First Name
- Report Definition
 - Only students who have a finalized entry and a finalized exit checklist are included.
 - Fields Displayed
 - Demographic Elements
 - “Initial IEP In Effect By Date”
 - “Exit Date”
 - “WSSav” at Entry and Exit for the each of the 3 broad outcomes (WSSav = sum of indicator values for an outcome/number of indicators)
 - “% Change” between “Entry WSSav” and “Exit WSSav” for each the 3 broad outcomes.
 - OSEP Reporting “Category” (A, B, C, D, or E) for each the 3 broad outcomes.
 - A. did not improve functioning.
 - B. improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers.
 - C. improved functioning to a level nearer to same-aged peers but did not reach it.
 - D. improved functioning to reach a level comparable to same-aged peers.
 - E. maintained functioning at a level comparable to same-aged peers.

FALL 2009 RELEASE NOTES:

Release Items:

- Fall/Entry 5 Year Old Exemplars links updated to current version.
- Added “New Race Codes” to the “Add New Student” and “Student Demographic Info” screen.
 - This field is optional
 - This field can be populated when a student is pulled in from SSIS or when a student is created manually
 - School Level users will have the right to add a “New Race Codes” to a student
 - County Level User will have the right to add/edit a “New Race Codes” for a student
- “Unfinalized Checklists” report added to the REPORTS TAB.
 - Functionality
 - Add in the Left Navigation menu of the REPORTS Tab a link to [Unfinalized Checklists](#)
 - Filters
 - R-County
 - R-School
 - S-County
 - S-School
 - Filter Rules
 - If no schools chosen then run report on whole county.

- Run Report results screen
 - Sorting rules by the following criteria in order.
 - R-County Name
 - R-School Name
 - Student Last Name
 - Student First Name
 - Report Definition
 - Only students who have an unfinalized exit checklist are included.
 - Fields Displayed
 - Name
 - Checklist Type – e.g. Entry, Exit, Interim Full Battery, Interim VSC Flagged
 - SAS ID
 - Local Student ID#
 - DOB
 - Age
 - R-County
 - R-School
 - S-County
 - S-School
- Added “LRE” and “Disability” fields to the following
 - “Finalize Checklist” page
 - “LRE” and “Disability” are both required fields.
 - ADMIN “Extract Data” csv downloads.
 - Extract functionality is only available to School-Level or County-Level users who have been granted Admin Rights.
- “Interim Checklists”
 - For local school systems who wish to use the Work Sampling System checklist more often than Entry and Exit, the ability to capture Interim Checklists was introduced.
 - Rules for “Interim Checklist” availability on a student’s “Development Checklists” page
 - Interim checklist types are available to add only if a finalized Entry checklist exists.
 - If unfinalized Interim exists don’t allow new Interim or Exit to be added.
 - If most recent finalized is Interim allow new interim or new exit to be added.
 - If Exit (finalized or unfinalized) exists don’t allow any new checklist to be added.
 - Interim Checklist can have same age or higher as most recently finalized checklist (Entry or Interim) but never lower.
 - Age at exit can’t be lower than most recently finalized (Entry or Interim).
 - “Interim Checklist” Types
 - “Interim Full Battery”
 - Full battery means that all checklist items must be scored
 - The “Finalize” page behaves like it does for the Entry checklist.
 - “Date Initial IEP is in effect:” should use the date from Entry checklist and be greyed out
 - “Assessment Date” – user input and required
 - Age dependent audit
 - For 3 all 49 indicators are required
 - For 4 all 55 indicators are required
 - For 5 all 66 indicators are required
 - “Interim VSC Flagged”
 - VSC Flagged means that ONLY FLAGGED items must be scored
 - The Finalize page behaves like it does for the Entry checklist.
 - “Date Initial IEP is in effect:” should use the date from Entry checklist and be greyed out
 - “Assessment Date” – user input and required
 - Age dependent audit
 - For 3 all 29 flagged indicators are required

- For 4 all 29 flagged indicators are required
- For 5 all 30 flagged indicators are required

WINTER 2011 RELEASE NOTES:

Release Items

- Downloadable blank 3, 4, K checklists
- Updated User Manual
- Safeguards to ensure students are assessed at entry and exit
 - Enhanced Exit Assessment Needed Report
 - Allows Sept 1 5th birthday cutoff date entry
 - New report – Returned to General Education
 - Queries against SSIS for students who exit before end of kindergarten
 - Enhanced Add a Student search functionality
 - New filter for Date Initial IEP in Effect
 - Results display whether student has already been added to ECAS or not
- Checklist Extract Enhancements
 - Add ability to Extract Interim Checklists
- Progress at Exit Report Enhancements
 - New Filters
 - A in any Outcome
 - E in all 3 Outcomes
 - Disability
 - LRE
 - Summary results for 3 Broad Outcomes
 - 5 Reporting Categories
 - 2 Summary Statements