PUBLIC CONSULTING GROUP

Solutions that Matter

EDPlan™ 504 Quick Reference Card

Logging Into ECATS

1. Open your web browser (Internet Explorer, Firefox, Chrome, etc.) and follow the web address below: https://my.ncedcloud.org
2. Select NCEdCloud from the dropdown menu, then type your RapidIdentity username into the appropriate box and click 'Go.'
3. On the next page, type your RapidIdentity password into the appropriate box and again click 'Go.'
4. You will be directed to the NCEdCloud Portal landing page. Find and select the ECATS icon, which will bring you to the ECATS Main Menu page.

My Account

1. Once logged into ECATS, find and hover your cursor over the tab labeled "My Account" on the dark blue navigation bar. In the dropdown menu, click "My Info."
2. Personal information including title, work phone, and email address are brought into ECATS from external systems and cannot be edited from this page. *This information is important for communication and system notifications. If you identify incorrect information, please inform your school system representative to have this updated in the appropriate systems.*

Main Menu & Announcements

1. The Announcements section is used by your school system, DPI, and PCG to communicate information regarding updates or scheduled site maintenance.
2. The Resources section at the bottom of the page has downloadable school system and PCG reference materials.

Wizards: Adding Student(s) to Your Caseload

1. Click on the "Wizard" tab at the top of the page in the blue navigation bar.
2. Click on the 'Caseload Setup Wizard' link.
3. Click on the 'Add More Students to Caseload' button.
4. Search for students by providing criteria such as last name or Student ID. Click 'View Students'.
5. Select the student(s) to add to the caseload by selecting the appropriate check box based on whether you are a team member only, or the student's 504 coordinator.
6. Scroll to the bottom and click 'Add Students to Caseload' to save your selection(s). Click 'Add Students to Caseload, then Find More' to repeat the search process and add additional student(s).
7. To remove a student from your caseload, follow steps 1&2 above, then uncheck the box next to the student's name and click 'Update the Database' button.

Students: Accessing a Student Record

1. From the Main Menu on the blue navigation bar, hover your cursor over the "Students" tab, and select "Students" again from the dropdown menu.
2. Either search for a specific student by entering their Last Name, Student ID or other information, *or* scroll to the bottom of the page and click 'View My Caseload'.
   - The student's name will not appear on your caseload unless you have been added to the student's 504 team. To add yourself to a student's 504 team, see the 'Student and Section 504 Committee Information' instructions below.
3. Choose the specific student by clicking on their name.
   - *From here you will see an additional navigation bar below the main dark blue navigation bar.*
   - *The light blue navigation bar is added to show that you are on a specific student's page.*
4. Fill out the following tabs to complete the Section 504 Process for the specific student.

Section 504 Process

1. On the light blue navigation bar, you will see a tab labeled 'Section 504 Process'. Select it to begin entering Section 504 information for the student.
2. You will see a list of six hyperlinked stages in the Section 504 Process. These will guide you through the creation of an Eligibility Determination, Accommodation Determination and Accommodation Plan.
3. Click the first link (Student and 504 Committee Information).

Student and Section 504 Committee Information

1. Basic student information should be pre-filled.
2. Use the dropdown box to select the Section 504 Coordinator or Case Manager.
3. Click 'Select 504 Committee'
   - Use the list to select all members of the student's committee, including parents, school-based users, and/or district based users.
   - Click 'Save & Continue.'
4. You can add a parent, guardian, or other family member by selecting "Add New 504 Committee Member".
   - ***Note:*** *If you add a parent or team member outside the "Section 504 Process" Committee page you will want to be sure to check the box, "Include on Section504 Team" when you add the required details.*

Eligibility Determination Part I

1. This page is used to address questions which may impact who needs to attend the meeting, or what steps may need to be taken prior to the meeting. For example, establishing the presence of a suspected or diagnosed impairment, and addressing considerations around special education. Additional questions populate as you answer them.
2. If you indicate that you are making a temporary plan, the 'Section 504 Re-evaluation Date' will auto populate to a day three months from the Date of Meeting. If you indicate that the plan in not temporary, the 'Projected End Date' will auto populate three years out from the initial Eligibility Meeting Date.

Eligibility Determination Part II

1. Use the dropdown to add suspected/diagnosed impairment(s). If more than one, click 'Add Additional Impairments'.
2. Fill out type and date of most recent evaluation(s). If more than one, click 'Add Additional Date and Evaluations'. Indicate which impairment is tied to that evaluation.
3. Check sources of information used to determine eligibility. At least two must be chosen. Also, in this section, summarize the information as related to specific areas such as academic progress, attendance and behavior.
4. Proceed down the page answering each question. Your answers drive what appears on the page. Be sure to complete all text boxes.
5. To add a new life activity, click 'Add Major Life Activity'.
   - A student will not be found eligible unless their impairment(s) substantially impact a life activity.
6. To generate the determination worksheet, click 'Generate Draft/Final 504 Eligibility Document'.
   - Supply required additional information, and then click the generate button.
   - Click on the hyperlinked name to view.
7. When finished, click 'Save & Continue'.
   - ***Note:*** *A final Eligibility Determination must be completed in order to create a final Accommodation Determination and Plan.*

504 Accommodation Determination

1. Answer each question by clicking the radio buttons.
2. Add additional comments if necessary.
3. Click 'Generate Draft/Final 504 Accommodations Determination'.
4. Click on the hyperlinked document name to view.
5. This page must be completed each year for a student even if you do not complete an Eligibility Determination.

504 Accommodation Plan Development

1. There are three questions at the top of the page. Answer each question using the radio buttons as necessary.
2. The General Accommodations section addresses any accommodations used throughout the school day, and not necessarily for testing. Click the blue text 'Add General Accommodations' to add activities. Address each area where the student Will Receive Accommodations. If receiving accommodations, click Add Accommodations. You will be directed to add accommodations for your selected activity.
3. Proceed by addressing each testing area and indicating if the student is participating with accommodations.
4. Once the participation level has been set, and if you have selected 'with accommodations' for any test, click the green 'Add Accommodations' button for that test.
5. From here, if you are adding the same accommodation to each testing area, you can select it from the checklist of the first test listed and it will automatically apply to all areas. ***Note:*** *You can only add an accommodation if it is approved for that test.*
6. For each accommodation, indicate implementation specifications using the 'Add Implementation Specifics' button.
7. To edit any of the accommodations selected or to add a custom accommodation, select the green Edit button.
8. Once finished adding accommodations, click 'Save & Continue'.
9. Scroll down to the bottom of the page. To generate the accommodation plan document, click 'Generate Draft/Final 504 Accommodation Plan'.
10. Enter date and meeting purpose information and then click the generate button.
11. View the document by clicking on the hyperlinked document name. Proceed by clicking 'Save & Continue'

View and Create Documents

1. In the blue menu navigation bar, click on "Documents"
2. Select which document you would like to create from either the General or Section 504 documents tab.
3. Click 'Create Draft/Final Document'.
4. Fill out any additional information requested and then click 'Create Draft/Final Document'.
5. View the document by clicking on the hyperlinked document name. Proceed by clicking 'Save & Continue'.
6. Any document generated through the Documents page or Section 504 process can be found at the bottom of this page.

Review of Accommodations Form

Because this is a form used across multiple programs, it is not located on the 504-specific documents list. From the light blue navigation bar at the top of a student's page, select 'Documents'. ***Note:*** *this document can only be created for a student with a currently valid plan.*

1. From the list, find the document titled 'Accommodation Review' in the 'General' tab and then select the radio button beside it.
2. Scroll down to the bottom of the document list and click either 'Create Draft' or 'Create Final'.
3. Select "Section 504" from the dropdown.
4. Select which test(s) you would like included.
5. Click 'Create Draft/Final Document'.
6. Click on the hyperlinked 'View' button and your document will open.

Logging Out - *Always log out & close the browser*

1. Click the 'Logout' link in the upper righthand corner of the page.
2. After you log out, close your browser.
   - ***Note:*** *If you do not log out and close your browser, anyone can access information in ECATS, or record information under your login name.*

****For additional information, or if you have questions about the 504 process, review the full 504 Manual available under Resources on the Main Menu screen.**