U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

E*MAPS* User Guide: IDEA State Supplemental Survey (SSS) SY 2021-22

Release 13.0
January 2022

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January 2022

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This technical guide is available on the Department's Web site:
ED*Facts* Initiative Home Page and on the ED*Facts* Metadata and Process System (E*MAPS)* Website login page.

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DOCUMENT CONTROL

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0 – 12.0		Versions 1.0 through 12.0 are used for previous releases of the State Supplemental Survey- IDEA in E*MAPS*.
13.0	January 2022	• Rolled over for SY 2021-22 • Age 5 broken into "age 5" being broken into "age 5 not in kindergarten" and "age 5 in kindergarten" • Updated text above the comment box on the Staffing data entry form page • Changed survey name from SSS IDEA to IDEA SSS

PREFACE

The E*MAPS* IDEA State Supplemental Survey User Guide is intended to provide assistance to IDEA Part B Data Managers responsible for providing metadata related to the SY 2021-22 IDEA data collection.

This document will be updated if major system modifications affect user procedures and reviewed annually with each survey release.

Data entered into the E*MAPS* system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through ED*Facts* (OMB 1850-0925, expires 8/31/2022). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537, or email ICDocketMgr@ed.gov and reference the OMB Control Number 1850-0925.

ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs, and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis, and reporting functions at the federal, state, and local levels.

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1.0   Introduction

The ED*Facts* Metadata and Process System (E*MAPS*) is a Web-based tool used to provide state education agencies (SEAs) with an easy method of reporting and maintaining (1) data to meet federal reporting requirements, and (2) information on state policies, plans, and metadata in order to aid in the analysis of data collected. This document is intended to help guide the IDEA Part B Data Managers to enter data, and the state ED*Facts* Coordinators in accessing the E*MAPS* IDEA State Supplemental Survey (SSS) Metadata process.

1.1   Technological Requirements

E*MAPS* will work in all browsers, but Chrome is recommended for the best performance.

NOTE! EMAPS is unavailable from 8:00 a.m. ET to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

1.2   Overview

The IDEA State Supplemental Survey (SSS) is reviewed and completed annually by the Part B Data Manager in each state. This survey collects metadata related to the SY 2021-22 IDEA data collections. The Department of Education (ED) will review these metadata responses to verify the accuracy of IDEA Section 618 data while utilizing the data submitted by states to meet annual data reporting requirements. The metadata responses will also decrease the need for states to submit data notes. State IDEA Part B Data Managers are authorized to input the metadata for this survey, while state ED*Facts* Coordinators are authorized to view the metadata for this survey.

The survey collects metadata about the following collections:

- IDEA Exiting
- IDEA Child Count
- IDEA Environments School Age
- IDEA Environments Early Childhood
- IDEA Staffing
- IDEA Discipline
- IDEA Assessment
- IDEA State Administration
- IDEA MOE Reduction & CEIS

Metadata will be collected for the 50 states plus the District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education, outlying areas American Samoa, Guam, and Northern Marianas, and freely associated states Micronesia, Northern Marianas, and Palau.

2.0   Frequently Asked Questions

Below is a list of frequently asked questions regarding the E*MAPS* IDEA State Supplemental Survey process. Additional questions about the process or suggestions for enhancements to the process should be directed to the Partner Support Center at edfacts@ed.gov.

When are the data due?
The survey will open February 7, 2022 and will close on March 2, 2022.

There will be a reopen period between January 9, 2023, and January 18, 2023.

Do not submit preliminary or placeholder data just to meet the submission deadline. Submitted survey responses will be assessed by the Office of Special Education Programs (OSEP) for timeliness, completeness, and passing edit checks. Data submissions with missing data elements are rated by OSEP as incomplete. The initial review of data for Annual Performance Report (APR) purposes will be based on data in the system as of 11:59 p.m. ET on the due date.

Will the system send notifications?
Email reminders will be sent to Part B Data Managers during the survey at the following times:

- When the survey is opened;
- When responses have been submitted to the database, a copy of the HTML report will be attached to the confirmation email;
- When there has been no account activity within E*MAPS*, a notification will be sent 3 days prior to the due date; and
- When responses have not been submitted to the database 3 days prior to the due date.

When the system is reopened, notifications will be sent when:

- The survey reopen period opens;
- OSEP has identified inconsistencies between the IDEA SSS responses and the IDEA Section 618 data submissions; and
- One week prior to the close of the reopen period.

How does ED use the responses in the IDEA SSS?
The submitted responses will be used in the ED*Facts* Submission System (ESS) for Submission Errors and Warnings identification. The responses will also be used by OSEP to conduct data quality reviews and to formulate data notes and documentation to accompany the release of IDEA Section 618 public release data files.

There is no *Previous* button on the Review and Submit Responses form. How are edits made to the responses on this form?
If a response needs to be corrected, exit the Review and Submit Responses form by clicking on the appropriate tab in the navigation menu to select the form that needs to be changed.

How do I ensure that the responses I entered are saved?
To exit the survey and continue work on it later, save a draft version by clicking the *SAVE AS DRAFT* button at the bottom of the form. Saving data as a draft will save the content entered on the form but *will not* generate an HTML report. HTML reports will only be generated after the survey has been submitted to the database from the *Review and Submit* form.

NOTE! If the screen is not redirected to the top of the page after the *SAVE AS DRAFT* button is clicked, check the survey for errors on the *Data Entry* form. The error message will appear in red text on the form.

Where do I document the actual <u>minimum</u> graduation age for my state?
Document the minimum graduation age in the Regular High School Diplomas section under the *IDEA - Exiting* section. If *Yes* is selected to the question *Is there a minimum age for graduation with a regular high school diploma in your state?*, enter a comment in the comment field, as it is a mandatory field. The comment must define the minimum graduation age.

Where do I document the actual <u>maximum</u> age at which a student with disabilities can receive special education services under IDEA for my state?
Document the maximum age at which a student with disabilities can receive special education services in the *Maximum Age for Services* section under the *IDEA – Exiting* section. Select the age at which students with disabilities can no longer receive special education services under IDEA in the state. The age entered should match the age at which the state reports counts in the Exiting data under the reporting category of *reached maximum age*. In the Exiting data, counts entered into this reporting category for an age lower than the age selected in this IDEA SSS may result in additional follow up or need for an explanation.

Will I be able to make any edits to the survey after the due date?
The survey will be accessible for modification during the reopen period between January 9, 2023, and January 18, 2023. OSEP reviews all responses for data quality discrepancies. If any discrepancies are identified between data submitted to ESS and the IDEA SSS responses, data quality comments will be included in the Data Quality Reports for the associated IDEA data collection (e.g., Exiting, Discipline, Child Count, Educational Environments). These Data Quality Reports will be uploaded to OMB MAX for review. Additionally, an email from the system will notify the IDEA Part B Data Manager that discrepancies have been identified and updates to the IDEA SSS responses may be needed. If this email is received, review the associated Data Quality Reports and IDEA SSS responses; make the necessary updates to the IDEA SSS responses during the reopen period.

How can I access the HTML report that was generated?
The HTML Report will be attached to the email confirming that the responses to the survey were submitted to the database. A copy of the HTML report will also be available

within E*MAPS* at two locations, either the **State REPORTS** tab within the IDEA SSS process or from the **REPORTS** tab on the E*MAPS* homepage*.*

Who may have access to the IDEA State Supplemental Survey for my state?
OSEP identified state IDEA Part B Data Managers as the expert for this information. Each state IDEA Part B Data Manager has been granted read/write access to the E*MAPS* online survey.

Each ED*Facts* Coordinator has been granted read only access to their state's responses to the IDEA SSS.

If the Part B Data Manager wishes to authorize someone else to complete this survey, contact the Partner Support Center (PSC) with the name and email address of the new user(s). The contact information for the Partner Support Center can be found below.

Email: edfacts@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

Can I turn off automated emails during the reopen period?
To stop automated IDEA SSS reminder emails during the reopen period notifying the state a resubmission or data note is required, the Data Note checkbox should be checked.

- Selecting the Data Note checkbox is optional. States should select the Data Note checkbox if they have addressed the data quality issue(s) via a data note and do not wish to receive additional reminders.
- Once the check box is selected, followed by the **Save Response** button, the Data Note checkbox will become inactive and cannot be deselected.

A state can select the Data Note checkbox and continue to make updates to the IDEA SSS survey and then resubmit to capture the updates.

NOTE! Selecting the Data Note checkbox only stops IDEA SSS automated reopen emails regarding resubmission or data note requirement. This does not stop all automated emails from being sent.

Who do I contact if I have questions?
Additional questions about how the process works, or suggestions for enhancements to the process, may be directed to the Partner Support Center (PSC).

Email: edfacts@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding federal holidays.

NOTE! Users should also contact PSC for content and policy-related questions.

3.0   Accessing E*MAPS*

To access the E*MAPS* login screen, go to the https://emaps.ed.gov/suite/ website. A Department of Education approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).
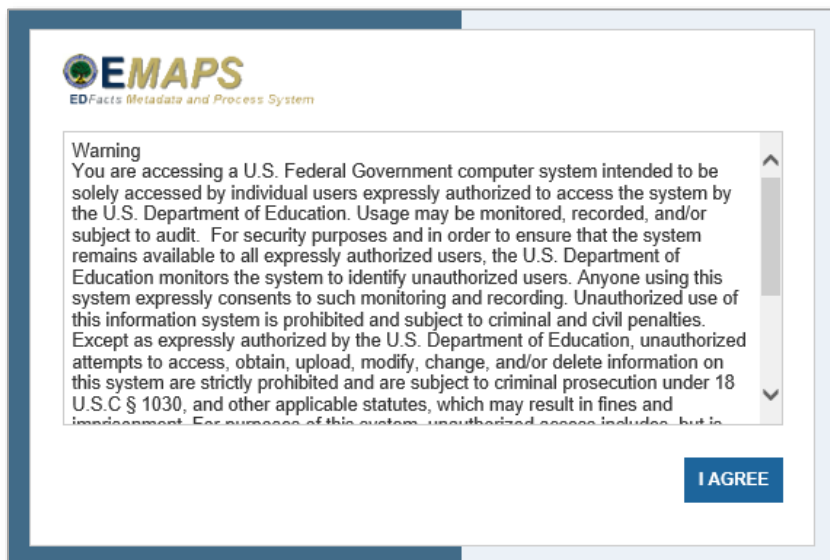
Figure 3.1 – Department of Education approved warning banner

NOTE! E*MAPS* will work in all browsers, but Chrome is recommended for the best performance.

Enter the assigned E*MAPS* username and password into the appropriate fields (see fig. 3.2). If issues occur while logging into E*MAPS*, please contact PSC (FAQ Section, 2.0).
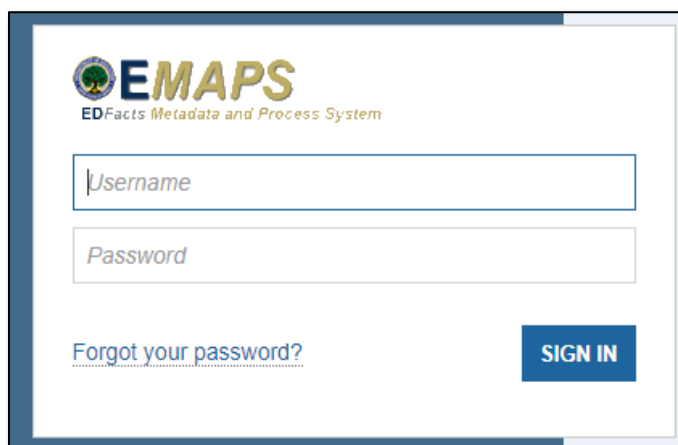
Figure 3.2 – EMAPS Login Screen

NOTE! Both the E*MAPS* username and password are case sensitive.

To log out of E*MAPS*, select the profile icon in the top right-hand corner and select ***Sign Out***. (See fig. 3.3)

Figure 3.3 – E*MAPS* Logout Button

NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, select within the E*MAPS* survey form, or select ***Continue*** when the inactivity warning message is displayed.

4.0   Accessing the IDEA SSS

Once logged into E*MAPS*, the ED*Facts* Portal Landing Page will display.

Click the **State Supplemental Survey (SSS)** survey link under the **IDEA Part B** section (see fig. 4.1).

Figure 4.1 – E*MAPS* Portal Landing Page

Select the **<State Name> IDEA State Supplemental Survey for SY 2021-22** to enter the IDEA SSS survey (see fig. 4.2)
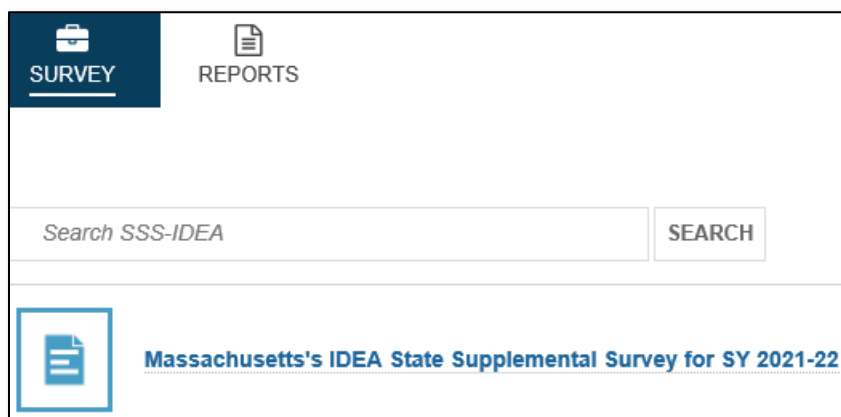
Figure 4.2 – State Survey Link for SY 2021-22

The system will redirect to the **Summary** tab of the survey (see fig. 4.3), where the following will be available:

- Information about the survey;
- Instructions for completing the survey; and

- Survey user guide.

Figure 4.3 – Summary Page

NOTE! Only during the reopen period of the survey will the **Summary** tab (see fig 4.4) include the Data Note checkbox for states to indicate that they have submitted a data note.

Figure 4.4 – Checkbox Indicating a Data Note was Submitted During Reopen

5.0   Completing the IDEA SSS Survey

The IDEA SSS Survey Dashboard contains thirteen tabs (see fig. 5.1). To navigate into a section, select on its corresponding tab.

Figure 5.1 – IDEA SSS Navigation Menu

- *Summary*: This section contains information about completing the survey and the IDEA SSS User Guide.
- *Exiting:* The form to enter metadata regarding the Exiting Collection.
- *Child Count:* The form to enter metadata regarding Child Count.
- *Environ – School Age:* The form to enter metadata regarding Environments for School Age children.
- *Environ – Early Childhood:* The form to enter metadata regarding Environments for early childhood.
- *Staffing:* The form to enter metadata regarding IDEA Staffing Data.
- *Discipline:* The form to enter metadata regarding IDEA Discipline Data.
- *Assessment:* The form to enter metadata regarding IDEA assessments.
- *State Administration:* The form to enter metadata regarding state administration.
- *MOE Reduction & CEIS:* The form to enter metadata regarding the MOE Reduction and CEIS Collection.
- *Review and Submit:* The form to review all responses and submit the survey to the database.
- *State Reports***:** This section contains the HTML reports for each IDEA SSS Survey submitted by the state for each year the survey has been available on E*MAPS*. These reports may be viewed and downloaded.
- *Related Actions:* This tab provides links to update each tab in the survey.

5.1 General Navigation

Responses from last year's survey will be pre-populated into the SY 2021-22 IDEA State Supplemental Survey. Each section of the survey may be updated by clicking the tab on the navigation menu. If updates are necessary, select the corresponding tab. The questions will first display in view-only mode.

To begin the IDEA SSS, select the *UPDATE <Section>* button to manually enter the data (see fig. 5.2).

Figure
5.2 – Update <Section> Button

Data entry fields will display to allow manual counts or comments to be entered. An asterisk will appear above fields that are required. Once all data have been entered, warnings have been reviewed, and data are ready to be saved, click **SAVE AS DRAFT** (see fig. 5.3) on the bottom of the screen.

Figure 5.3 – SAVE AS DRAFT Button

NOTE! Data entered cannot be saved until all on screen errors are resolved. An example of an error message is given below (see fig. 5.4). If the Data Entry Form is closed without clicking **SAVE AS DRAFT,** any data entered will not be saved. Sections of the survey can be exited by navigating to another tab or to another area of the E*MAPS* system. Navigating away from a section or closing the E*MAPS* browser window without selecting the **SAVE AS DRAFT** button will result in lost data. Data will be saved only when the **SAVE AS DRAFT** button has been selected.
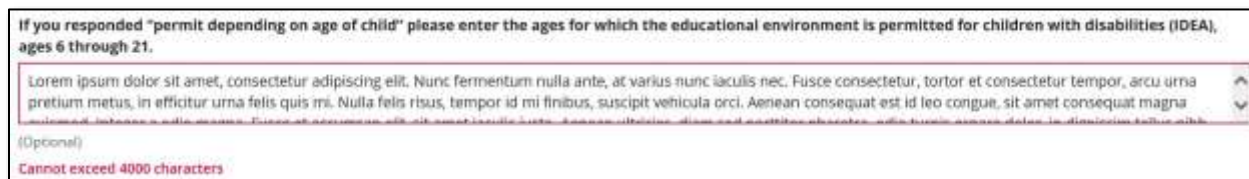
Figure 5.4 – Example of an Error Message

5.2 IDEA – Exiting

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

5.2.1 Reference Period

The default value for the question ***Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA?*** is the state's response from the prior year.

Figure 5.5 – Reference Period Question

- If *Yes* is selected, proceed to the next question.

- If *No* is selected, additional date fields will display. The reference period dates within the state must be entered in the additional fields (see fig. 5.6).

Figure 5.6 – Reference Period Used

Using the calendar icon to the right of the date fields, select the report period. To manually enter a date, enter it using the format of: MM/DD/YYYY. Special characters cannot be entered in the date field.

NOTE! An error message will appear on screen and data will not be saved in the following scenarios:

- If the start date for the reference period exceeds the end date, (see fig. 5.7).

- If the reference period exceeds or is less than 365 days (see fig. 5.8)

Figure 5.7 – Reference Period Used – Start Date Exceeds End Date Error

Figure 5.8 – Reference Period Error

5.2.2 Maximum Age for Services

The default value for the question, ***What is the maximum age at which a student with disabilities (IDEA) can receive special education services?*** is the state's response from the prior year (see fig. 5.9). The comment field is optional. The comment cannot exceed 4,000 characters.

Figure 5.9 – Maximum Age for Services

5.2.3 Alternate Diploma

The default value for the question, ***Does your state offer a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, that is for students with the most significant cognitive disabilities?*** is the state's response from the prior year (see fig. 5.10).

Alternate Diploma

Does your state offer a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, that is for students with the most significant cognitive disabilities? *

○ Yes

○ No

Comment

(Optional)

Figure 5.10 – Alternate Diploma

- If ***Yes*** is selected, an additional comment box will appear and a response providing statutory/regulatory/policy citation(s) published in your state will be required (see fig. 5.11).

- If ***No*** is selected, an optional comment can be entered. The comment cannot exceed 4,000 characters.

Alternate Diploma

Does your state offer a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, that is for students with the most significant cognitive disabilities? *

● Yes

○ No

If yes, please provide the statutory/regulatory/policy citation(s) in your state *

(Required when "Yes")

Comment

(Optional)

Figure 5.11 – Alternate Diploma Citations Required

5.2.4 Certificates

The default value for the question ***Can a student with disabilities (IDEA) exit an educational program by receiving a high school completion certificate, modified diploma, or similar document?*** is the state's response from the prior year (see fig. 5.12).

- If *Yes* is selected, an additional comment box will appear; including statutory/regulatory/policy citation(s) published in your state is optional.

- If *No* is selected, an optional comment can be entered. The comment cannot exceed 4,000 characters.

Figure 5.12 – Certificates Question

NOTE! Students with the most significant cognitive disabilities who exit with a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, are not included as **a student with disabilities (IDEA) exit an educational program by receiving a high school completion certificate, modified diploma or similar document**, as referenced in this question. If a state-defined alternate diploma is offered, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, for students with the most significant cognitive disabilities, provide this information in response to Alternate Diploma questions in section 5.2.3, above.

5.2.5 Regular High School Diplomas

The default value for the question ***Is there a minimum age for graduation with a regular high school diplomas in your state?*** is the state's response from the prior year (see fig. 5.13).

- If *Yes* is selected, the minimum age for graduation with a regular high school diploma within the state must be entered in the comment box that appears. An error message will display until the minimum age for graduation has been provided (see fig. 5.13).

- If *No* is selected, an optional comment can be entered. The comment cannot exceed 4,000 characters.

Figure 5.13 – Minimum Age for Graduation Question

5.2.6   Moved, Known to be Continuing

The default value for this question is the state's response from the prior year's survey.

The first portion of this question is regarding the SEA level counts and the second portion is for the LEA level counts pertaining to the catchment area for students with disabilities (IDEA) exiting special education (See fig. 5.14).

Figure 5.14 – Moved, Known to be Continuing Questions

NOTE! If **Other** is selected as an answer to the questions above, a comment describing the catchment area used by the state is mandatory. An error message will appear until a comment has been entered. The comment cannot exceed 4,000 characters.

If updates are made to any part of the IDEA – Exiting form, click *SAVE AS DRAFT* at the bottom of the page to save the changes and to be redirected back to the top of the page. This will not submit the responses to the database but instead save the entered data to the database.
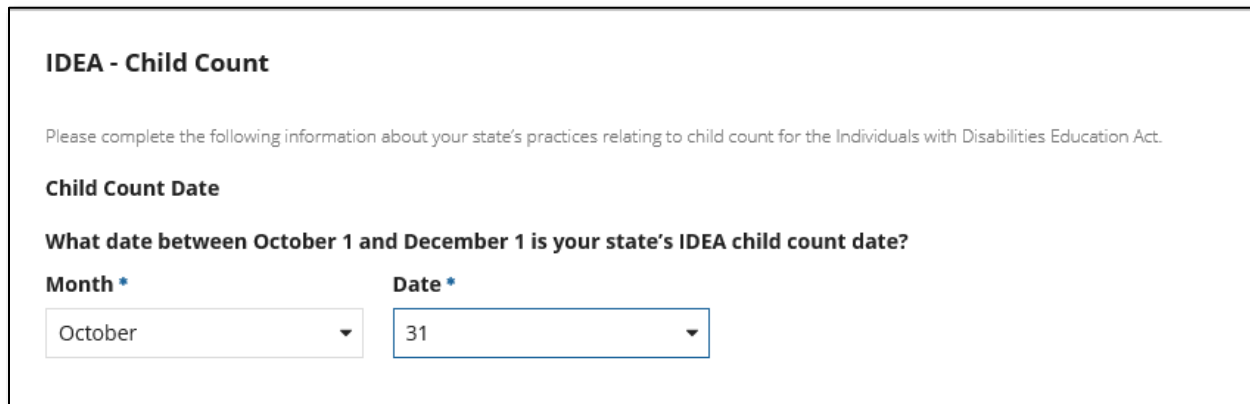
If the screen is not redirected to the top of the page after the **SAVE AS DRAFT** button is clicked, review responses on the page for errors. Data cannot be saved until all errors are resolved.

5.3   IDEA – Child Count

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are responded to, additional questions or comment fields may appear.

5.3.1   Child Count Date

The default value for this question is the state's response from the prior year's survey (see fig. 5.15). An exact date between October 1 and December 1 is required.

IDEA - Child Count

Please complete the following information about your state's practices relating to child count for the Individuals with Disabilities Education Act.

Child Count Date

What date between October 1 and December 1 is your state's IDEA child count date?

Month *

October

Date *

31

Figure 5.15 – Child Count Date

5.3.2   State-Operated Programs

The default value for this question is the state's response from the prior year's survey. Both questions in this section are related to state-operated programs (SOPs) and require a response (see fig. 5.16).

Select an answer to the question, ***Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)?***

- If ***Yes, ALL SOPs are reported*** or ***Yes, SOME SOPs are reported*** is selected, an additional clarifying question ***SOPs are reported at which one of the following:*** will appear on the form (see fig. 5.16).

State-Operated Programs

Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)? *

◉ Yes, ALL SOPs are reported

○ Yes, SOME SOPs are reported

○ No, NONE of the SOPs are reported

SOPs are reported at which one of the following *

○ SEA and LEA levels

○ SEA only

○ LEA only

Comment

(Required when None)

Figure 5.16 – State Operated Programs – Yes Selected and Additional Response Required

If the option ***No, NONE of the SOPs are reported*** is selected, an explanation is required to be entered into the comment field. An error message will appear until an explanation has been provided (see fig 5.17). The comment cannot exceed 4,000 characters.

Figure 5.17 – State Operated Programs Question – No Selected

5.3.3 Child Count

The default values for the question ***Please indicate all of the disability categories used by your state*** are the state's response from the prior year's survey (see fig. 5.18). Review each category to ensure that the list matches those disability categories used by the state for the current reporting period.

NOTE! Comments in this section are optional.

Figure 5.18 – Child Count – Disability Categories

5.3.4 Developmental Delay

The default value for each age in the question ***What ages are included in your state's definition of developmental delay for children with disabilities (IDEA)?*** is the state's response from the prior year's survey (see fig. 5.19).

NOTE! This section will display only if **Yes** is selected for the **Developmental Delay** category in the previous question, ***Please indicate all of the disability categories used by your state*** in the Child Count section. If **No** is selected, the question will be hidden.

Figure 5.19 – Developmental Delay Ages

NEW! On the Developmental Delay data entry form, Age 5 is now broken into "*Age 5 in Kindergarten" and "Age 5 Not in Kindergarten"* to align with the new Child Count permitted values. Enter responses from both categories.

If updates are made to any part of the IDEA – Child Count form, click ***SAVE AS DRAFT*** at the bottom of the page to save the changes and to be redirected back to the top of the page. This will not submit the responses to the database.

If the screen is not redirected to the top of the page after the ***SAVE AS DRAFT*** button is clicked, review responses on the page for errors. Data cannot be saved until all errors are resolved.

5.4 IDEA – Environments – School Age

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may appear.

The default values for the question ***Please indicate whether your state permits placement for children with disabilities (IDEA), ages 5 (in kindergarten) through 21, in the following educational environments;*** are the state's responses from the prior year's survey.

NOTE! If the option ***permit depending on age of the child*** is selected for **ANY** educational environment three check boxes will appear to indicate the students' age. If no options are selected for this question, the system will display an error indicating the age of the children must be selected. A maximum of two age ranges can be selected for these responses (see fig. 5.20).

Figure 5.20 – Environments for School-Age Children with Disabilities (IDEA)

If all three age options are selected for this question, the system will display an error indicating the option ***permit for all age children*** needs to be selected (see fig. 5.21)

Figure 5.21 – Error Message for Permit depending on age of child

If updates are made to any part of the IDEA – Environments – School Age form, click ***SAVE AS DRAFT*** at the bottom of the page to save the changes and to be redirected to the top of the page. This will not submit the responses to the database.

*If the screen is not redirected to the top of the page after the **SAVE AS DRAFT** button is clicked*, review responses on the page for errors. Data cannot be saved until all errors are resolved.

5.5   IDEA – Environments – Early Childhood

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may appear. The default value for all the categories are the state's responses from the prior year's survey.

This section collects the placement of children with disabilities (IDEA) ages 3 through 5 (not in kindergarten) in the following educational environments (see fig. 5.22).
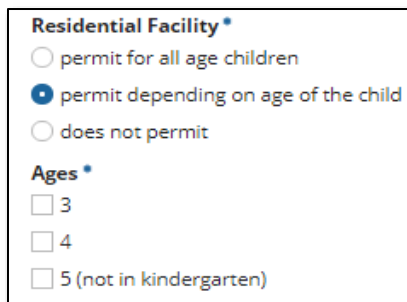
- Regular Early Childhood Program
- Separate Special Education Class
- Separate School
- Residential Facility
- Home
- Service Provider Location

Figure 5.22 – Environments for Early Childhood aged Children with Disabilities (IDEA)

If ***permit depending on age of the child*** is selected for **ANY** educational environment, the ***Ages*** field will display (see fig. 5.23).

If no options are selected for this question, an error message will appear indicating that the age of the children must be selected. A maximum of two (2) age ranges can be selected for this response (see fig. 5.23).
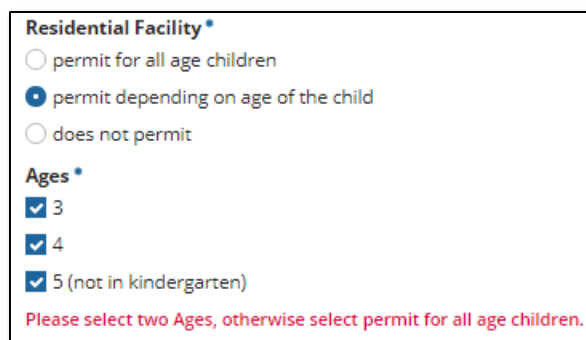
Figure 5.23 – Residential Facility Ages

If all three age options are selected for this question, an error message will appear indicating the option ***permit for all age children*** needs to be selected (see fig. 5.24).

Figure 5.24 – Message for Residential Facility Ages

If updates are made to any part of the IDEA – Environments – Early Childhood form, click ***SAVE AS DRAFT*** at the bottom of the page to save changes and to be redirected back to the top of the page. This will not submit the responses to the database.

If the screen is not redirected to the top of the page after the ***SAVE AS DRAFT*** button is clicked, review responses on the page for errors. Data cannot be saved until all errors are resolved.

5.6   IDEA – Staffing

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed. The default values for all the categories are the state's responses from the prior year's survey.

This section collects the following related service personnel categories that are employed or contracted to provide related services to children with disabilities (IDEA), ages 3 through 21 (see fig. 5.25).

- Psychologists
- Social Workers
- Occupational Therapists
- Audiologists

- Physical Education Teachers and Recreation and Therapeutic Recreation Specialists
- Physical Therapists
- Speech-Language Pathologists
- Interpreters
- Counselors and Rehabilitation Counselors
- Orientation and Mobility Specialists
- Medical/Nursing Service Staff

Figure 5.25 – IDEA Staffing Categories

NEW! The text for the Comment box at the bottom of the Staffing Data Entry Form page now includes the following: "*Please provide a comment for any related service personnel categories that are NOT employed or contracted to provide related services to children with disabilities (IDEA), ages 3 through 21, in your state. For States that only contract or employ fully certified Special Education teachers and do not contract or employee not fully certified Special Education teachers, please provide a comment. Please provide other optional comments related to IDEA Personnel Data, as needed.*"

If *No* is selected for any of the personnel categories and a comment is not entered in the *Comment* field, an error message will appear until an explanation has been provided (see fig. 5.26).

Figure 5.26 – IDEA Staffing Categories – Comment Required

If updates are made to any part of the IDEA – Staffing form, click *SAVE AS DRAFT* at the bottom of the page to save changes and to be redirected back to the top of the page. This will not submit the responses to the database.

If not redirected to the top of the page after hitting *SAVE AS DRAFT*, review responses in the section. Data cannot be saved until all errors are resolved.

5.7   IDEA – Discipline

Each section on this form has questions and comment fields that require an answer or comment that is populated based on the response in last year's submission. Based on how these questions are answered, additional questions or fields may appear. The default value for this question is the state's responses from the prior year's survey.

This section collects information on whether your state removes students with disabilities (IDEA) from their educational placement for disciplinary purposes for the remainder of the school year or longer (see fig. 5.27).

NOTE! Although states may have different suspension/expulsion/removal practices for different program areas, answer based on your understanding as the State IDEA Part B Data Manager.

Figure 5.27 – IDEA Discipline Question

If ***No*** is selected, an optional comment field ***If No, please provide the relevant statutory/regulatory policy citation(s) that prohibit this practice.*** will appear (see fig. 5.28).

Figure 5.28 – IDEA Discipline Question – Optional Additional Comment

If updates are made to any part of the IDEA – Discipline form, click ***SAVE AS DRAFT*** at the bottom of the page to save your changes and to be redirected back to the top of the page. This will not submit the responses to the database.

5.8   IDEA – Assessment

NOTE! Due to COVID-19, in order to allow states that don't have full assessments for SY 2021-22 to submit the IDEA SSS, an option of "no assessment this year" is added in addition to "yes" and "no" for the corresponding assessment question.

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

This section collects information on the question ***Are children with disabilities (IDEA) who were English Learners and who were in the U.S. less than 12 months prior to the reading/language arts state assessment allowed to take the English Language***

Proficiency (ELP) assessment in lieu of the regular reading/language arts assessment in your state? (see fig. 5.29).

Figure 5.29 – IDEA Assessment Question

Additional information may be included in the optional comment field on your state's practices around assessing children with disabilities (IDEA) who are English Learners and who are in the US less than 12 months.

If updates are made to any part of the IDEA – Assessment form, click ***SAVE AS DRAFT*** at the bottom of the page to save the changes, and to be redirected back to the top of the page. This will not submit the responses to the database.

5.9 IDEA – State Administration

The IDEA – State Administration form consists of two questions regarding your state's special education data integration with its student information system and longitudinal data system (see fig. 5.30). The default values for these questions are the state's responses from the prior year's survey.

Figure 5.30 – IDEA – State Administration Question

If updates are made to any part of the IDEA – State Administration form, click **SAVE AS DRAFT** at the bottom of the page to save your changes and to be redirected back to the top of the page. This will not submit the responses to the database.

5.10 IDEA – MOE Reduction & CEIS

In the IDEA – MOE Reduction & CEIS form, provide your state's definition of significant disproportionality in the text box provided (see fig. 5.31). The question ***What is your state's definition of significant disproportionality*** must be answered by all states. The default response for this question is the state's responses from the prior year's survey.

The definition should include the following elements, as appropriate:

1)   The calculation method(s) being used (e.g., risk ratio, weighted risk ratio, e-formula);

2)   Any minimum cell- or n-sizes (e.g., risk numerator and/or risk denominator);

3)   The number of years of data used in the calculation; and

4)   The threshold at which significant disproportionality is identified.

NOTE! If a response is not provided, an error message will display, and the system will not allow the form to be saved. There is a 4,000 character limit for the response in the comment field.

Figure 5.31 – IDEA MOE Reduction & CEIS Question

If updates are made to any part of the IDEA – MOE Reduction & CEIS form, click ***SAVE AS DRAFT*** at the bottom of the page to save changes and to be redirected back to the top of the page. This will not submit the responses to the database.

If not redirected to the top of the page after hitting ***SAVE AS DRAFT***, review responses in the section. Data cannot be saved until all errors are resolved.

6.0   Review and Submit

Once all data entry sections have been completed, select the ***Review and Submit*** tab on the Dashboard. Review the data for completeness and accuracy. Neither the ***Submit*** button nor the additional comment box will appear until the ***VERIFY DATA*** button located at the top right-hand side of this section has been selected (see fig. 6.1).

NOTE! By closing the screen, the data will not be submitted to the database. Follow the steps below to verify and submit the data to ED.

To verify the data, click ***VERIFY DATA*** on the top right-hand corner of the screen (see fig. 6.1).

Figure 6.1 – VERIFY DATA Button

After selecting the ***VERIFY DATA*** button, review all responses for the survey. If updates are required, navigate to the appropriate form by using the links on the top of the page.

When the review of the data entered on each form is complete and the responses are considered accurate, click the ***SUBMIT*** button, which will appear at the bottom of the screen (see fig. 6.2).

After the survey has been submitted to the database, a copy of the HTML Report will be attached to the confirmation email sent to the IDEA Part B Data Manager.

Figure 6.2 – SUBMIT Button

NOTE! The data in the survey may still be edited after it has been submitted; this must be done before the survey due date by making edits to the appropriate form and resubmitting the survey to the database.

NOTE! If a new version of the survey is submitted to the database, it will overwrite the previously submitted version. A history of all submissions is available in the ***State REPORTS*** tab within the IDEA SSS process or from the ***REPORTS*** tab on the E*MAPS* homepage**.**

7.0   Accessing State Reports

An HTML Report is generated each time data are submitted to the database. Both Part B Data Managers and ED*Facts* Coordinators have access to these reports.

The HTML reports can be accessed two ways:

1. In the survey under the ***State Reports*** tab (see fig. 7.1).

Figure 7.1 – State Reports Tab

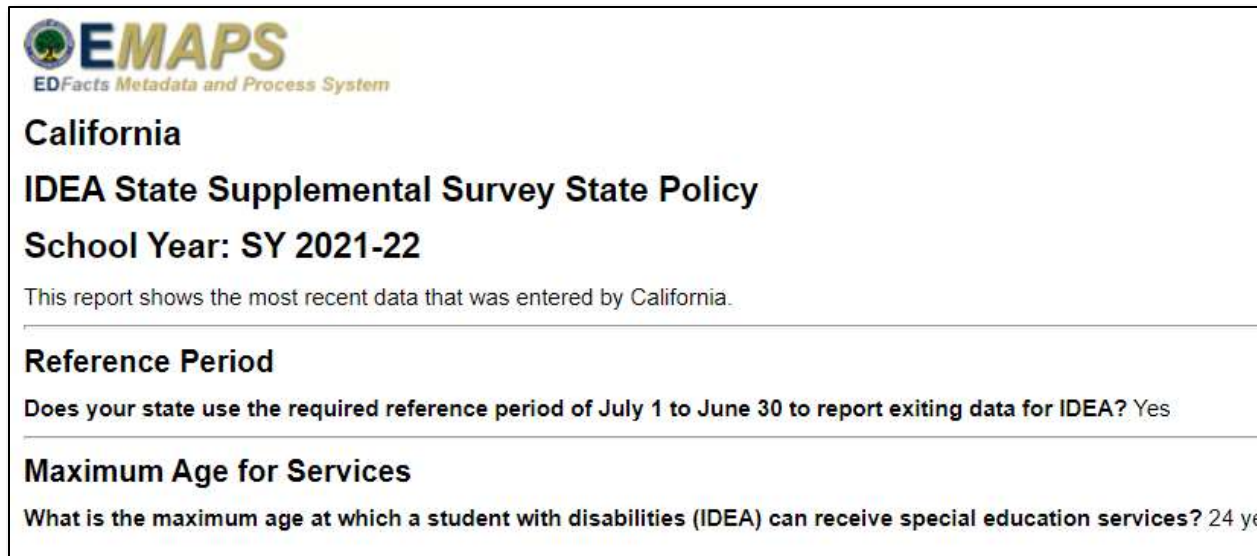2. By navigating to the ***REPORTS*** tab from the E*MAPS* navigation menu (see fig 7.2).

Figure 7.2 – REPORTS Tab

On the ***REPORTS*** tab, select the state's folder from the dropdown menu on the next page. (see fig. 7.3).

Figure 7.3 – IDEA SSS State HTML Reports Dropdown Menu

After selecting your state's folder, the list of all HTML Reports will appear. The HTML report can be opened, saved, and/or printed following the browser's prompts and the HTML report will generate (see fig. 7.4).

Figure 7.4 – HTML Report

NOTE! The HTML Report will be identical if it is accessed from the ***State Reports*** tab within the IDEA SSS process or from the ***REPORTS*** tab on the E*MAPS* homepage.

NOTE! Reference the responses to the IDEA SSS when preparing the IDEA Section 618 data for submission to ED*Facts*. The submitted responses will be used in the ESS for Submission Errors and Warnings identification. The responses will also be used by OSEP to conduct data quality reviews and to formulate data notes and documentation to accompany the release of IDEA Section 618 public release data.

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