



U.S. DEPARTMENT OF EDUCATION

EDPass

IDEA Part B Child Count Metadata User Guide

June 2024

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
2.0	June 2024	<p>Rolled over for SY 2023-24</p> <ul style="list-style-type: none"> - Revised! FS5002 - IDEA Child Count metadata collects <u>Child Count and Settings by Age, State-Operated Programs and Disability Categories</u> - New! FS5003 – IDEA Environments – School Age Metadata is its own collection; Data Submission Package with FS002 - New! FS5004 – IDEA Environments – Early Childhood Metadata is its own collection; Data Submission Package with FS089

PREFACE

This user guide is for the EDPass application. EDPass is used to submit data for *EDFacts*.

EDFacts is a collaborative effort among the U.S. Department of Education (ED), state education agencies (SEAs), and industry partners to improve the quality and timeliness of education information. *EDFacts* is the foundation and primary collection system for elementary and secondary education data, and a centralized information management tool for ED and SEAs. By centralizing ED's data collection and business intelligence capabilities within one repository, *EDFacts* brings a critical level of coordination and efficiency among Program Offices within ED, and reduces the burden put upon states to report data to ED.

This guide will be updated when changes are made to EDPass.

CONTENTS

1.0	Introduction	5
1.1	Changes from Prior Year	5
1.2	Core Requirements	5
2.0	Guidance	6
3.0	Completing a Collection	6
3.1	Accessing the Metadata Submission List	6
3.2	Navigation on the Metadata Page	7
3.3	Metadata Submission List Status	8
3.4	<i>Revised!</i> Responding to FS5002 - IDEA Child Count.....	8
3.5	<i>New!</i> Responding to FS5003 – IDEA Environments – School Age	10
3.6	<i>New!</i> Responding to FS5004 – IDEA Environments – Early Childhood	11
4.0	Submitting the Metadata	12
5.0	Accessing State Reports	12
5.1	Accessing Prior Year’s State Reports	12
6.0	Appendix	13
6.1	Glossary of Data Elements.....	13
6.2	IDEA Part B Child Count Metadata Form	14

1.0 Introduction

This document contains instructions for submitting the following metadata collections:

- **Revised!** FS5002 – IDEA Child Count
- **New!** FS5003 – IDEA Environments – School Age
- **New!** FS5004 – IDEA Environments – Early Childhood

The ED data stewarding office is the Office of Special Education (OSEP).

[Appendix](#) includes a copy of this metadata collection from Attachment C of the Information Collection Request.

1.1 Changes from Prior Year

This metadata collection was changed in the Information Change Request (ICR) for the SY 2023-24 collection as follows:

- EDPass does not send automated notifications.
- The metadata collections should be completed before uploading the data file. Both the file specification and the metadata collection must be in *Ready to Submit* status as they are submitted together via data package.
- **New!** Last year’s responses are available by contacting PSC for a copy. They’re not available in the system due to the SSP and IDEA Part B Child Count metadata collections being combined for SY 2022-23.
- For SY 2021-22 and earlier, previous submissions of the metadata are available through EMAPS. If you are a new Coordinator and require an EMAPS account to access these versions, please reach out to PSC for assistance. Going forward, the previous submission will be in EDPass and downloadable using the kebab menu.

1.2 Core Requirements

The following table explains some key requirements for this collection.

Area	Requirement
Required to submit	Metadata will be collected for the 50 states plus the District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education. The outlying area American Samoa, Guam, and Northern Marianas, and freely associated states Micronesia, Marshall Islands, and Palau.
Reporting period	SY 2023-24
Missing responses	The forms will not save unless there is a response to every question.
Prefill	This metadata collection will be prefilled with the prior SY 2022-23 responses, with the exception of comments.
Submission	Two of the metadata collections are submitted with an associated FS via data package.

Area	Requirement
Who can respond	Any user with a role that includes the data area IDEA and the function of metadata.
Who can submit	Any user with a role that includes the data area IDEA and the function of submit.

2.0 Guidance

This section contains questions and answers about the metadata submitted.

How are these metadata used in business rules?

There are data quality business rules in EDPass that compare the metadata responses to the data uploaded via data files. All business rules can be found in the Business Rules Single Inventory (BRSI) available on the [EDFacts Initiative](#) site. The types of business rules that compare IDEA metadata to the IDEA file data are:

- **Rule Failure** – Review the uploaded data and if data are accurately reported, add a data note for the file specification by accessing the Data Quality Results page from the Data Submission List for the associated file specification.
 - **Expected:** All permitted value combinations used by the SEA where zero reporting is required are expected to be reported.
 - **Unexpected:** Permitted value combinations not used by the SEA are not expected to be reported
- **Data Error** – there are not data errors that compare data to metadata for these collections. However, a data error will display on the metadata page if the metadata is not entered but the related data file is uploaded (or vice versa).

3.0 Completing a Collection

To enter information and submit a metadata collection, access a collection data entry page from the Metadata Submission List, enter information, upload the data file and once both data reflect a status of *Ready to Submit*, submit the metadata (with the associated FS listed in Section 1.0 if applicable). Updates can be made up to the due date. The metadata responses can be downloaded at any time.

3.1 Accessing the Metadata Submission List

From the EDPass Landing Page, select **Submission List** at the top menu bar.

The default view of the Submission List page is the *Data Submission List* tab. Select **Metadata Submission List** to access the list of metadata collections.

To return to the Data Submission List at any time, select the **Data Submission List** tab (see fig. 3.1).

Lock Status	Due Date	SY	FS #	Metadata Collection Name	Last Submission Date	SEA
Unlocked	05/08/2024 11:59:59 PM	2023-2024	5017	CCD Grades Offered Metadata	Data in EDPass 02/23/2024 02:54:43 PM	
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5003	IDEA Environments - School Age	Inactive 02/23/2024 07:04:07 AM	
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5004	IDEA Environments - Early Childhood	Inactive 02/23/2024 07:04:07 AM	
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5018	CCD Staffing Metadata	No Data in EDPass 02/06/2024 11:47:40 AM	
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5024	CCD Membership Metadata	No Data in EDPass 02/06/2024 11:47:40 AM	
Unlocked	01/08/2025 11:59:59 PM	2023-2024	5005	Assessment metadata - General	No Data in EDPass 02/06/2024 11:47:40 AM	

Figure 3.1 - Submission List with Data Submission List and Metadata Submission List tabs

3.2 Navigation on the Metadata Page

To navigate to a metadata collection data entry page, from the Metadata Submission List tab, select **Enter/Edit Metadata** from the kebab menu on the right side of the screen (see fig. 3.2).

Lock Status	Due Date	SY	FS #	Metadata Collection Name	Last Submission Date	SEA
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5001	Sex collection metadata	Data in EDPass 05/23/2024 02:58:57 PM	
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5002	IDEA Part B child count metadata	Data in EDPass	
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5003	IDEA Environments - School Age		
Unlocked	07/31/2024 11:59:59 PM	2023-2024	5004	IDEA Environments - Early Childhood	Inactive 02/23/2024 07:04:07 AM	

Figure 3.2 - Access the data entry page for metadata collections via kebab menu

To begin data entry on a page or make updates to already entered data, select **EDIT** and the data entry cells will appear.

Once all data are entered and data are ready to be saved, select **SAVE** at the bottom of the screen. When the **SAVE** button is clicked, if no error messages are generated, the responses entered will be saved to the database.

Note! The **SAVE** button will not be enabled if responses are missing in any of the cells. Attempting to navigate away from the metadata form enabled for data entry to another page in EDPass (DSL for example) will trigger the *Unsaved Changes* error message to appear (see fig. 3.3). Select **Stay** to remain on the page to complete data entry and save the information entered or select **Leave without saving** to navigate to another section, which will result in lost data.

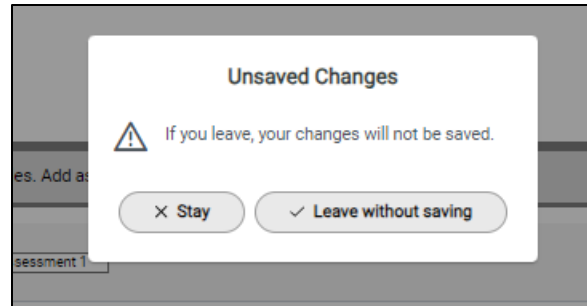


Figure 3.3 – Unsaved Changes error message

Closing the EDPass browser window without selecting **SAVE** will result in lost data. Data will be saved only when **SAVE** has been selected. If the screen is in exit data entry mode after **SAVE** is clicked, check the data entry page for missing responses.

3.3 Metadata Submission List Status

If a metadata collection does not have responses entered and saved, the status on the metadata submission list will reflect *No Data in EDPass*. Once all questions have responses and have been saved, the status on the Metadata Submission List will reflect *Data in EDPass*.

Once the related file specifications have been uploaded to EDPass, the status on the Metadata Submission List will reflect the same status as the data files on the Data Submission List.

Each metadata collection has questions and comment fields that require a response.

3.4 **Revised!** Responding to FS5002 - IDEA Child Count

The FS5002 – IDEA Child Count metadata has been developed to collect data authorized under Section 618 of IDEA, Part B of the Individuals with Disabilities Education Act (IDEA). The metadata provides information on the following and is organized to provide the counts for the number of children in the following sections:

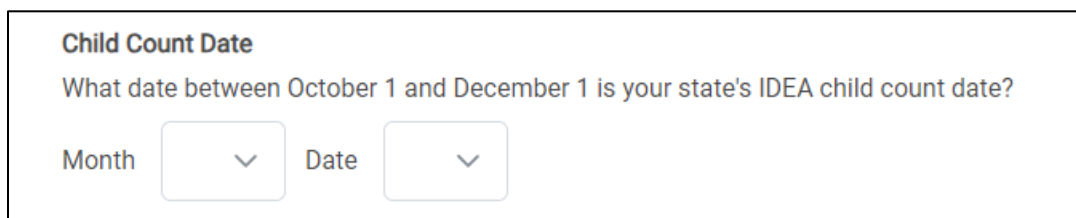
- Child Count Date
- State-Operated Programs
- Disability Categories
- Developmental Delay

Responses to the IDEA metadata are required for the 50 states and the following territories: District of Columbia, Puerto Rico, BIE, Virgin Islands, Guam, Palau, American Samoa, Micronesia, Marshall Islands, and Northern Mariana Islands.

Child Count Date

Enter the state's IDEA child count date using the **Month** and **Date** dropdowns.

NOTE! Child count date must be between **10/1/2024 and 12/1/2024** (inclusive).



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

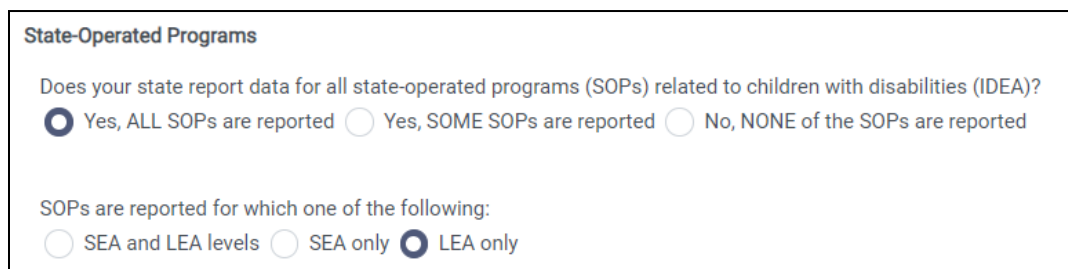
Month Date

Figure 6.4 – Child Count Date section of the form

State-Operated Programs

Respond to the question, ***Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)?*** by selecting the radio button next to the response applicable to your state.

- If **Yes, ALL SOPs are reported** or **Yes, SOME SOPs are reported** is selected, the question ***SOPs are reported for which one of the following:*** will appear and must be responded to (see fig. 6.6).
- If **No** is selected, an optional comment box will appear.



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 for which one of the following:

SEA and LEA levels SEA only LEA only

Figure 6.5 – Additional question regarding SOPs if *all* or *some*

Child Count – Disability Categories

Using the radio buttons, select the disability categories used by your state. More than one option can be selected.

- If **Yes** is selected for *Developmental Delay*, an additional section will appear allowing the state to indicate the ages included in the definition of developmental delay.
Note! A response of **Yes** or **No** must be selected for each age to save and continue.
- If **Yes** for *Other Health Impairment* is selected, use the Comment box to provide details.

Figure 6.6 – Developmental Delay section appears if **Yes** is the selected response

Comment: Optional comment box available

3.5 **New!** Responding to FS5003 – IDEA Environments – School Age

Using the radio buttons, select the educational environments that the state permits placement of children with disabilities (IDEA), ages 5 (in kindergarten) through 21 (see fig. 6.8).

Figure 6.7 – Environments – School Age categories and responses

For each environment, respond by selecting a radio button for one of the following available responses:

- Permit for all age children
- Permit depending on age of the child
 - If selected, age range options will appear. **Yes** or **No** must be selected for each range to save and continue:

Figure 6.8 – Additional question appears for age ranges to select when **Permit depending on age of the child** is selected

- Does not permit

3.6 **New!** Responding to FS5004 – IDEA Environments – Early Childhood

Using the radio buttons, indicate whether your state permits placement of children with disabilities (IDEA), ages 3 through 5 (not in kindergarten) in the educational environments (see fig. 6.7). For each environment, respond by choosing one of the following available responses:

- Permit for all age children
- Permit depending on age of the child
- Does not permit

Figure 6.9 – Environments – Early Childhood categories and responses

Note! A response of **Yes** or **No** must be selected for each age to save and continue.

Figure 6.10 – Developmental Delay section appears if **Yes** is the selected response

Comment: Optional comment box available

4.0 Submitting the Metadata

The metadata must be submitted with the related file specifications. This means that the required data file and metadata for that package must be in a status of Ready to Submit, to submit in EDPass.

The data packages:

- FS002 (DG74) – Children with Disabilities (IDEA) School Age data file and FS5003 – Environments – School Age metadata
- FS089 (DG613) – Children with Disabilities (IDEA) Early Childhood data file and FS5004 - Environments – Early Childhood metadata

Once the metadata and the related file specification in the data package reflect *Ready to Submit* status, select **Submit** from either the Metadata Submission List kebab menu or the related files in the data package kebab menu on the Data Submission List.

The *Submit Data* pop-up will appear.

Upon selecting **Submit**, a *Confirm Submission* pop-up will appear.

Select **Submit** to submit the data package.

IMPORTANT! Upon submitting the metadata collection, the status of the data may reflect *Data Submission in Progress*. The processing time of data files can take between 45 to 60 minutes. Shortening the processing time of data will continue to be a priority.

Once the data successfully processes, the *Submitted* status will display.

After a due date, all data (as applicable) are delivered to ED.

5.0 Accessing State Reports

To download a copy of the entered or submitted responses to the metadata form, select **Download Data** from the kebab menu on the Metadata Submission List (see fig 8.1).

Select the version (*In Progress* is prior to submission and *Submitted* is a copy of the submitted responses), followed by **DOWNLOAD** from the pop-up menu and follow the browser's prompts to view and/or save a copy of the excel spreadsheet.

Note! The Submitted option on the Download Metadata pop-up will be grayed out if the metadata has not been submitted yet.



08/30/2023 11:59:59 PM	2022-2023	5001	Sex collection metadata	Ready to Submit 07/01/2023 07:58:26 PM	Not Collected 06/14/2023 07:28:58 PM	Not Collected 06/14/2023 07:28:58 PM	
08/30/2023 11:59:59 PM	2022-2023	5002	IDEA Part B child count metadata	Data in EDPass 06/28/2023 04:34:54 PM	Not Collected 06/14/2023 07:28:58 PM	Not Collected 06/14/2023 07:28:58 PM	<ul style="list-style-type: none"> DQ Results/Data Notices Submit Download Data

Figure 8.1 Selecting *Download Data* from the kebab menu on the DSL

5.1 Accessing Prior Year's State Reports

To obtain a copy of the prior year's responses, please contact PSC.

For submissions prior to SY 2022-23, HTML and Year-to-Year Comparison reports can be accessed in the ED*Facts* Metadata and Process System (EMAPS). Once logged into EMAPS, select the State Supplemental Survey (SSS) link under IDEA Part B (see fig 8.2). For assistance, contact PSC.

6.0 Appendix

6.1 Glossary of Data Elements

Home – Unduplicated count of children whose early intervention services are provided primarily in the residence of the child’s family or caregivers.

Community-based Setting – Unduplicated count of children whose early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include, but are not limited to, childcare centers (including family day care), preschools, regular nursery schools, early childhood center, libraries, grocery stores, parks, restaurants, and community centers (e.g., YMCA, Boys and Girls Clubs).

Other Setting – Unduplicated count of children whose early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic, and EI center/class for children with disabilities.

Primary setting – The service setting in which the child receives the largest number of hours of Part C early intervention services. Determination of primary setting should be based on the information included on the IFSP in place on the Child Count date.

Hispanic/Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (Does not include persons of Hispanic/Latino ethnicity.)

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Does not include persons of Hispanic/Latino ethnicity.)

Black or African American – A person having origins in any of the Black racial groups of Africa. (Does not include persons of Hispanic/Latino ethnicity.)

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (Does not include persons of Hispanic/Latino ethnicity.)

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (Does not include persons of Hispanic/Latino ethnicity.)

Two or more races – A person having origins in two or more of the five race categories listed immediately above. (Does not include persons of Hispanic/Latino ethnicity.)

6.2 IDEA Part B Child Count Metadata Form

The collection questions and all available responses is included in this section. The official Office of Management and Budget (OMB) approved document, [Attachment C](#), can be viewed on the ED*Facts* Community of Practice (CoP) website.

CHILD COUNT		
Child Count Date		
What date between October 1 and December 1 is your state's IDEA child count date?	Month dropdown listing October, November, and December Day dropdown listing 1-31 for October, 1-30 for November, and 1 for December	
State Operated Programs		
Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)?	<ul style="list-style-type: none"> • Yes, ALL SOPs are reported • Yes, SOME SOPs are reported • No, NONE of the SOPs are reported 	
SOPs are reported for which one of the following:	<ul style="list-style-type: none"> • SEA and LEA levels • SEA only • LEA only 	Only required if first response is "Yes, ALL SOPs are reported" or

		"Yes, SOME SOPs are reported"
Comment	text	Only required if first response is "No, NONE of the SOPs are reported"
Child Count		
Disability Categories Used by your state		
Autism	Yes/No	
Deaf-Blindness	Yes/No	
Developmental Delay	Yes/No	
Emotional Disturbance	Yes/No	
Hearing Impairment	Yes/No	
Intellectual Disabilities	Yes/No	
Multiple Disabilities	Yes/No	
Orthopedic Impairment	Yes/No	
Specific Learning Disability	Yes/No	
Speech or Language Impairment	Yes/No	
Traumatic Brain Injury	Yes/No	
Visual Impairment	Yes/No	
Other Health Impairment	Yes/No	
Comment	text	

Developmental Delay		Only displayed if Developmental Delay selected in previous question
What ages are included in your state's definition for developmental delay for children with disabilities (IDEA)		
3 years	Yes/No	
4 years	Yes/No	
5 years in kindergarten	Yes/No	
5 years not in kindergarten	Yes/No	
6 years	Yes/No	
7 years	Yes/No	
8 years	Yes/No	
9 years	Yes/No	
Comment	text	
ENVIRONMENTS - SCHOOL AGE		
Environments for School-Aged Children with Disabilities (IDEA)		
Please indicate whether your state permits placement of children with disabilities (IDEA), ages 5 (in kindergarten) through 21, in the following educational environments. <i>For each of the following environments, provide the following information:</i>	<ul style="list-style-type: none"> • Regular Class • Separate School • Residential Facility • Homebound/Hospital • Correctional Facility • Parentally Placed in Private Schools 	

Permitted?	<ul style="list-style-type: none"> • permit for all age children • permit depending on age of the child • does not permit 	
If you responded, "permit depending on age of child", please enter the ages for which the educational environment is permitted for children with disabilities (IDEA), ages 5 (in kindergarten) through 21.	<ul style="list-style-type: none"> • 5 (in kindergarten)-11 • 12-17 • 18-21 	
ENVIRONMENTS - EARLY CHILDHOOD		
Early Childhood Environments for Children with Disabilities (IDEA)		
Please indicate whether your state permits the placement of children with disabilities (IDEA), ages 3 through 5 (not in kindergarten), in the following educational environments. For each of the following environments, provide the following information:	<ul style="list-style-type: none"> • Regular Early Childhood Program • Separate Special Education Class • Separate School • Residential Facility • Home • Service Provider Location 	
Permitted?	<ul style="list-style-type: none"> • permit for all age children • permit depending on age of the child • does not permit 	
If you responded, "permit depending on age of child", please enter the ages for which the educational environment is permitted for children with disabilities (IDEA), ages 3 through 5 (not in kindergarten).	<ul style="list-style-type: none"> • 3 • 4 • 5 (not in kindergarten) 	



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