



U.S. DEPARTMENT OF EDUCATION

***EMAPS* User Guide: IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS)**

Release 12.0

July 2024

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July 2024

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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 (EMAPS) Website: [EMAPS login page](#).

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0-11.0		Versions 1.0 – 10.0 of this document details the process of completing the IDEA Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) for years prior to SY 2021-22.
12.0	July 2024	<p>Updated for SY 2022-23:</p> <ul style="list-style-type: none"> • Rolled over for SY 2022-23 • New! Updated color contrast throughout online survey to meet the color contrast ratio standards for Section 508 compliance • NEW! Added guidance on logging into EMAPS with multi-factor authentication using Login.gov • NEW! Added guidance regarding process changes to align with the modernization of ED<i>Facts</i> data collections for SY 2022-23

PREFACE

The EMAPS IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) User Guide is intended to provide assistance to users of the ED*Facts* Metadata and Process System (EMAPS). This document demonstrates the steps necessary to upload IDEA Part B MOE Reduction and CEIS data and navigate this survey in EMAPS.

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

Data entered into the EMAPS system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through ED*Facts* (OMB 1850-0925, expires 6/30/2025). 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, pre-kindergarten through grade 12 (pre-K–12) performance 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 (EMAPS) 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.

1.1 Technological Requirements

EMAPS will work in all browsers, but Chrome is recommended for the best performance.

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

1.2 Overview

This survey has been developed under Section 618, Part B, of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part B Data Managers. The survey provides the following information for every local education agency (LEA) or educational service agency (ESA) that receives an IDEA Section 611 or 619 sub grant:

- LEA/ESA Allocations - includes the IDEA 611 allocation amounts for each LEA/ESA in the State for the reference Federal fiscal year and the previous Federal fiscal year and the IDEA 619 allocation amounts for the reference Federal fiscal year.
- Maintenance of Effort (MOE) Reduction - includes the determination under the 34 CFR § 300.600(a)(2) for each LEA/ESA; how much the LEA/ESA reduced local and/or State funds taken under Section 613(a)(2)(C) for the reference school year; whether LEAs/ESAs met the MOE compliance standard; and whether funds were returned to the Department of Education for failure to meet MOE compliance standard.
- Provision of Coordinated Early Intervening Services (CEIS) - includes whether each LEA/ESA was required to reserve funds for comprehensive CEIS (CCEIS) due to significant disproportionality during the reference school year, and whether each LEA/ESA voluntarily reserved for funds for CEIS. For each LEA/ESA that reserved funds for CCEIS or CEIS, the dollar amount that was reserved during the reference school year must be reported. Additionally, for each LEA/ESA that reserved funds for CCEIS due to significant disproportionality, the reason for which the LEA/ESA was identified for significant disproportionality must be reported.
- Number of Children Receiving CEIS - includes the number of children who received CEIS during the reference school year and the number of children who received CEIS at any time during the reference school year and the two

preceding school years **and** received special education and related services during the reference school year.

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

2.0 Frequently Asked Questions

Below is a list of frequently asked questions regarding this EMAPS IDEA Part B MOE Reduction and CEIS process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center (PSC) at EDFacts@ed.gov.

What is the primary use of this information?

The survey collects the following information for every LEA or ESA that receives an IDEA Section 611 or 619 sub grant:

- LEA/ESA Allocations - includes the IDEA 611 allocation amounts for each LEA/ESA in the State for the reference Federal fiscal year and the previous Federal fiscal year and 619 allocation amounts for the reference Federal fiscal year.
 - **Updated!** When reporting FFY 2021 allocations (previous year allocations), include the amount received under the Mandatory Supplemental Funding, ARP Act (P.L. 117-02).
- Maintenance of Effort (MOE) Reduction - includes the determination under the 34 CFR § 300.600(a)(2) for each LEA/ESA; how much the LEA/ESA reduced local and/or State funds taken under Section 613(a)(2)(C) for the reference school year; whether LEAs/ESAs met the MOE compliance standard; and whether funds were returned to the Department of Education for failure to meet MOE compliance standard.
- Provision of Coordinated Early Intervening Services (CEIS) - includes whether each LEA/ESA was required to reserve funds for comprehensive CEIS (CCEIS) due to significant disproportionality during the reference school year and whether each LEA/ESA voluntarily reserved for funds for CEIS. For each LEA/ESA that reserved funds for CCEIS or CEIS, the dollar amount that was reserved during the reference school year must be reported. Additionally, for each LEA/ESA that reserved funds for CCEIS due to significant disproportionality, the reason for which the LEA/ESA was identified for significant disproportionality must be reported.
- Number of Children Receiving CEIS - includes the number of children who received CEIS during the reference school year and the number of children who received CEIS at any time during the reference school year and the two preceding school years **and** received special education and related services during the reference school year.

The data collected using this survey is authorized by the Individuals with Disabilities Education Act (IDEA), Section 618. These data were previously reported in Table 8, **Report on IDEA Part B Maintenance of Effort Reduction (34 CFR §300.205(a)) and Coordinated Early Intervening Services (34 CFR §300.226)**. The Office of Special Education Programs (OSEP) uses the data submitted via this survey/process for

monitoring purposes, in the Annual Report to Congress, for public reporting of the IDEA Section 618 data, and in ad hoc requests.

When are the data due?

The survey will open Monday, July 15, 2024, and the completed survey is due no later than 11:59 p.m. ET on Wednesday, August 21, 2024.

Is there going to be a re-open period?

To align with the modernization of the ED*Facts* data collection, the expectation is that data submitted by the due date is high quality and usable at the time of submission. To ensure accurate and complete data submissions as of the due date, please review all warnings that are triggered by a successfully uploaded data file and provide data notes for each of the warnings triggered to explain why the data are triggered these warnings. Please note that OSEP will review, use and public data and data notes submitted to EMAPS as of the due date.

Who in my state was given access to the IDEA Part B MOE Reduction & CEIS Survey?

Each state IDEA Part B Data Manager has been granted access to the IDEA Part B MOE Reduction and CEIS survey in EMAPS in order to upload the data file, check for errors and warnings, and download the final report.

NOTE! If the Part B Data Manager wishes to authorize someone else to submit the data or review the errors and warnings for this data collection, contact the ED*Facts* Partner Support Center (PSC) with the name and email address of the new user(s).

Are all states required to submit the IDEA Part B MOE Reduction & CEIS Survey via EMAPS?

Yes. 50 states, plus the District of Columbia, Puerto Rico, Bureau of Indian Education, outlying areas, and freely associated states (American Samoa, Guam, Marshall Islands, Micronesia, Northern Marianas, Palau, and U.S. Virgin Islands) are required to submit these data.

What reporting year will this data collection cover?

The LEA/ESA allocations reported in the IDEA Part B MOE Reduction and CEIS Survey are for FFY 2021 and FFY 2022.

- FFY 2021 includes Section 611 funds available on July 1, 2021, and October 1, 2021.
 - FFY 2021 also includes the supplemental funds made available under the American Rescue Plan for Section 611 and Section 619, on July 1, 2021.
- FFY 2022 includes Section 611 funds available on July 1, 2022, and October 1, 2022, and Section 619 funds available on July 1, 2022.

The other data elements represent SY 2022-23. The count of children receiving CEIS should cover an entire year.

Where can the individualized .csv state data file template for the MOE Reduction & CEIS Survey be found?

This will be emailed to the Part B Data Manager one week prior to the opening of the process. Please contact PSC if the Part B Data Manager does not receive the state's individualized data file template. This may indicate that PSC does not have the correct email listed in the system. A blank .csv data file template is also available within EMAPS. This User Guide contains information on how to access the template in [Section 5.1](#).

Which LEAs/ESAs should be included in the MOE Reduction & CEIS Survey?

For the purposes of the IDEA Part B MOE Reduction and CEIS survey, states should only report data from LEAs/ESAs that:

- Meet the definition of LEA in 34 CFR §300.28;
- Submitted a plan that provides assurances to the state education agency (SEA) that the LEA/ESA meets each of the conditions in §§300.201 through 300.213; and
- Received an IDEA section 611 and/or IDEA section 619 subgrant under §300.705 and/or §300.816 directly from the SEA for the reporting year.

Should all the names and NCES IDs for each LEA/ESA be supplied by the state?

No, the data file template will be pre-populated with the LEA/ESA information (i.e., LEA name and LEA NCES ID) used the previous year. For instructions to access the data file template, [see Section 5.1](#).

Can the list of LEAs/ESAs be modified?

Yes, a state can add, update (names or NCES IDs), or modify LEAs/ESAs from the list, as needed. This User Guide contains instructions on how to add or modify the list of LEAs/ESAs provided in the individual state data file templates.

Please note the following:

- All LEA/ESA names that contain a comma must be put in quotation marks. If a file is submitted with comma(s) in the LEA/ESA name without quotation marks around it, the file will not process, and the user will not receive an email saying the file has been successfully uploaded to EMAPS.
- NCES ID numbers can only appear once in the submitted list of LEAs/ESAs for each state. The file will receive fatal errors if a file is submitted using the same NCES ID number for multiple LEAs/ESAs (i.e., rows in the file).
- NCES ID numbers entered into the data file must be valid. The file will receive fatal errors if a file is submitted with invalid NCES ID numbers.

NOTE! A warning or error will fire when an LEA/ESA is removed from template by state. The message will read: *LEA/ESA was reported in the prior year's data but is not reported in the current year data.*

Can data be submitted for a closed LEA/ESA?

Yes, if an LEA/ESA has closed, but the state needs to report data for the LEA/ESA, use Update Flag **6** to indicate that the LEA/ESA is closed with data. When using the Update Flag **6**, a response must be provided for all columns. If the state only has partial data for the closed LEA/ESA, they should report “NA” in the columns for which they do not have data.

Some of the NCES IDs in the individualized template have the format of ##F####; what does this mean?

LEAs/ESAs reported in the EMAPS MOE Reduction and CEIS data collection the previous year, that did not match the LEAs/ESAs reported in the NCES Directory file (FS029) submitted to the EDPass, were assigned a placeholder NCES ID. Please change the placeholder NCES ID to the actual NCES ID, if it is available, in the NCES Directory files in ESS, using Update Flag **5**. If an actual NCES ID does not exist for the LEA/ESA, maintain the placeholder NCES ID. This User Guide contains instructions on updating the NCES ID in the data file, see [Section 5.0](#).

Can an LEA/ESA name include commas?

Yes, however, include quotation marks around the whole LEA/ESA name if it includes a comma. The file will not process, and the user will not receive an email saying the file has been successfully uploaded to EMAPS if a file is submitted with comma(s) in the LEA/ESA name without quotation marks around it.

Can fields be left blank in the .csv file?

Blanks are only permitted in certain situations which are listed below:

- When the Update Flag is **3** (New), the **NCES ID Number** field may be left blank. A placeholder NCES ID with the format of ##F#### will be assigned after the data template is uploaded successfully and can be reviewed in the final report;
- When there are no changes to an LEA/ESA, the Update Flag field may be blank;
- When the Update Flag is **2** (no longer used), all data fields in that row may be blank, except the NCES ID and LEA/ESA name and school year; or
- The *Previous NCES ID* field should always be blank unless the NCES ID is changing and the Update Flag is set to **5**.

All other blanks will require completion in order for the file to be successfully uploaded.

Can data be reported as ‘Missing’?

Counts should be reported as ‘Missing’ when the State did not collect or cannot report a count for the specific category that is applicable.

NOTE! When submitting data as ‘Missing’, **M** should be entered into the field. Provide an explanation in the comment box for ‘Missing’ data, and what steps will be taken to ensure that the data will be reported in the future, prior to submitting the data to ED. **M** is not a permitted value for the LEA/ESA Name field or NCES ID or school year. The LEA/ESA NCES ID field may be left blank if the state does not know the NCES ID or if the NCES ID is unavailable. Please note there will be no resubmission period for the FFY 2022/SY2022-23 MOE Reduction and CEIS data.

Is 'Not Applicable' acceptable for any field?

'Not Applicable', reported as **NA**, is permitted for all fields, **except** for Name, NCES ID, LEA/ESA voluntary CEIS column C3A, and the school year fields. If used in these four columns, the file will require a correction and will need to be re-uploaded.

How are children who received CCEIS due to significant disproportionality in this data submission reported?

Students receiving CCEIS when an LEA/ESA has been identified for significant disproportionality under 34 C.F.R. §300.646, will not be reported under the data elements of D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA during SY 2022-23) and D3 (Total number of children who received CEIS under the IDEA anytime in the past two school years and received special education and related services in SY 2022-23) in the FFY 2022/SY 2022-23 MOE Reduction and CEIS data submission. This would include both children with disabilities and children without disabilities receiving CCEIS, as well as children, ages 3-5, receiving CCEIS in SY 2022-23.

States are still required, however, to report which LEAs/ESAs reserved funds for CCEIS due to significant disproportionality, why the LEA/ESA was identified for significant disproportionality, and how much money the LEA/ESA reserved for CCEIS.

NOTE! None of the students receiving CCEIS during SY 2022-23 are to be reported in this data submission. Only students receiving CEIS, defined under 34 C.F.R. §300.226(a), with funds that the LEA/ESA voluntarily reserved under 34 C.F.R. §300.226, are to be reported under D2 and D3 in the data file.

How long after uploading the .csv file are reports available in the system?

It may take several hours to process the reports. Until the reports have processed, uploading a new file or submitting data to the database will not be possible. The **Upload Form** screen will display a warning message that a file is being processed and will not allow another file to be uploaded ([see section 6.0](#)). An automated email from EMAPS will indicate the file has been processed. The final report with the auto-calculated figures and percentages as well as warning messages cannot be viewed until the automated email is received. After reviewing the final report and making the necessary corrections, ensure the data is submitted to the database.

NOTE! Do not re-upload the file if the automated email has not been received. Contact PSC with any questions about the status of the file.

Can corrections be made to the submitted data before the due date?

Yes. IDEA Part B Data Managers will be able to override any previously submitted versions of their state data by uploading a new version of the data file. There are no limits to the number of times a data file can be uploaded, and data can be submitted.

NOTE! Only the most recently uploaded data file will be reviewed by OSEP.

Where Should States Report ARP Funds?

States should include the American Rescue Plan (ARP) funds in the FFY2021 611 and 619 LEA allocation amounts reported in Section A.

How should an LEA count and track students who received CEIS when funds are used for professional development or a school-wide intervention initiative?

To ensure consistency across LEAs in a State, each State should develop a method for its LEAs to count and track students who are served by personnel who participated in professional development activities supported with CEIS funds. It would be appropriate for an LEA to count, and subsequently track for two years, the number of students in need of additional support who received instruction from personnel who participated in the professional development program. It would not be appropriate to count every student who was taught by these personnel if some of the students were not in need of additional support or were receiving special education services. An LEA should only count the students and the personnel who participated in the professional development program in the year(s) of or the year(s) immediately after the training, rather than counting the students and those personnel each year after the training. A similar method might be used to count students who benefit from a school-wide intervention initiative supported with CEIS funds. Students who meet the LEA's criteria of being in need of additional support and participate in the initiative should be counted as receiving CEIS in the year(s) of or the year(s) immediately following the initiative and tracked for the following two years. Students who participate in an initiative for more than one year should be counted each year they participate.

Is there a character limit for the survey comment boxes provided?

Yes. The comment field is a paragraph type format with a maximum size of 4,000 characters.

Can the results of this survey be printed?

Yes. The final .csv report may be opened in Excel and printed.

Who should be contacted for login problems or technical assistance with EMAPS?

For login help, technical assistance, and policy-related questions, please contact the Partner Support Center:

E-mail: EDFacts@ed.gov

Telephone: 877-457-3336 (877-HLP-EDEN)

Telecommunication Relay Services (TRS): If deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

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 **Updated!** Accessing EMAPS

To access the EMAPS login screen, go to <https://emaps.ed.gov/suite/>.

NEW! EMAPS requires the use of multi-factor authentication via Login.gov to successfully log in. To establish a Login.gov account, go to https://secure.login.gov/sign_up/enter_email.

Select *I use my email address (ICAM and Login.gov users)* (see fig. 3.1)



Figure 3.1 – Using multi-factor authentication to log into EMAPS

The system will redirect you to the U.S. Department of Education landing page to choose an option to log in using multi-factor authentication (MFA).

Select Sign in with LOGIN.GOV (see fig. 3.2).

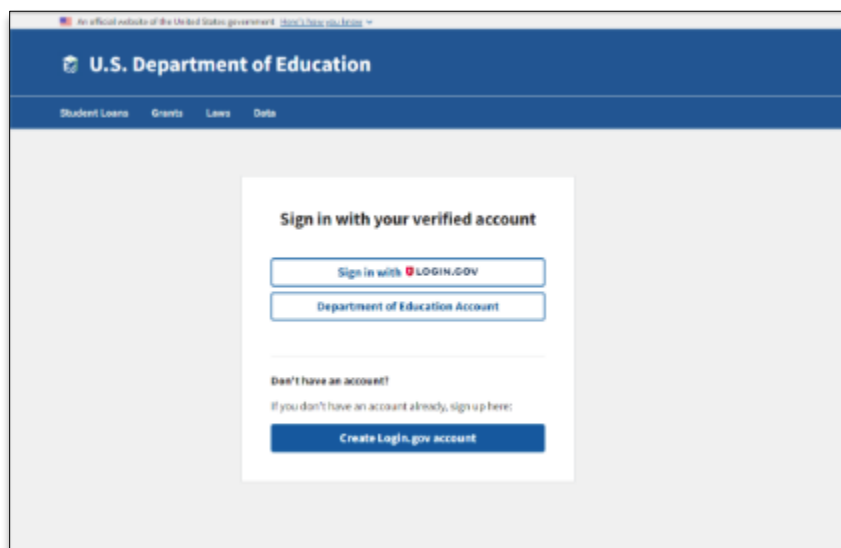
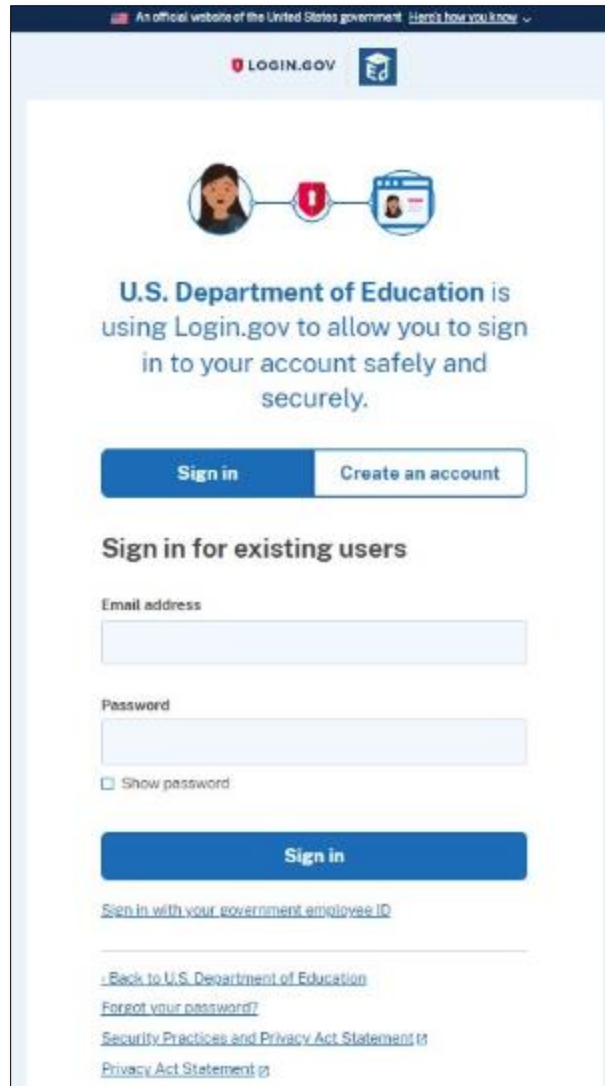



Figure 3.2 – Using multi-factor authentication to log into EMAPS

The system will redirect again to <https://secure.login.gov> to enter your Login.gov credentials (see fig. 3.3). Enter one form of multi-factor authentication (previously set up). Once accepted, the system will redirect to the EMAPS landing page.



An official website of the United States government | [Here's how you know](#)

LOGIN.GOV Ed



U.S. Department of Education is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

Show password

[Sign in](#)

[Sign in with your government employee ID](#)

[Back to U.S. Department of Education](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

Figure 3.3 – EMAPS Logout Screen

NOTE! EMAPS works in all browsers, but Chrome is recommended for the best performance. If experiencing issues logging into EMAPS, contact PSC (FAQs, Section 2).

To log out of EMAPS, select the profile icon in the top right-hand corner and select **Sign Out** (see fig. 3.4).

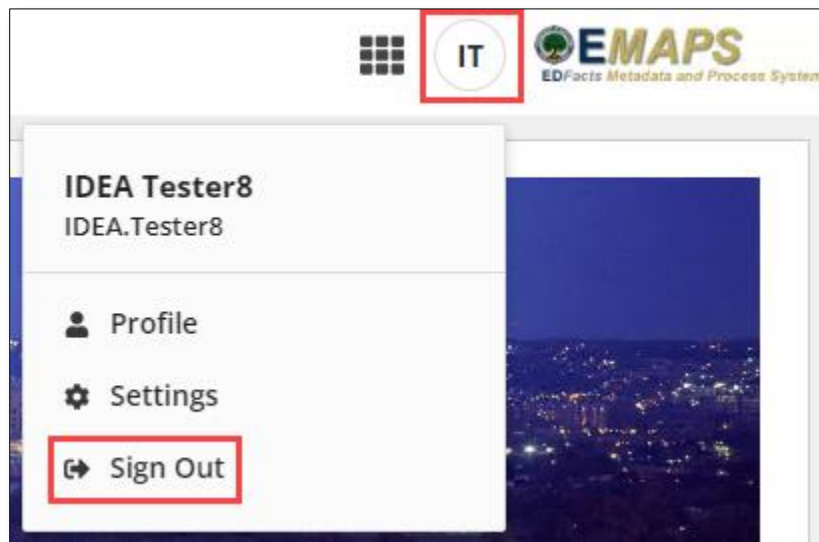


Figure 3.4 – EMAPS Logout Screen

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

4.0 Accessing the IDEA Part B MOE Reduction & CEIS Survey

Once logged into EMAPS, the ED*Facts* Portal Landing page will display.

Select the ***Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS)*** blue link under the IDEA Part B header to enter the survey (see fig. 4.1).

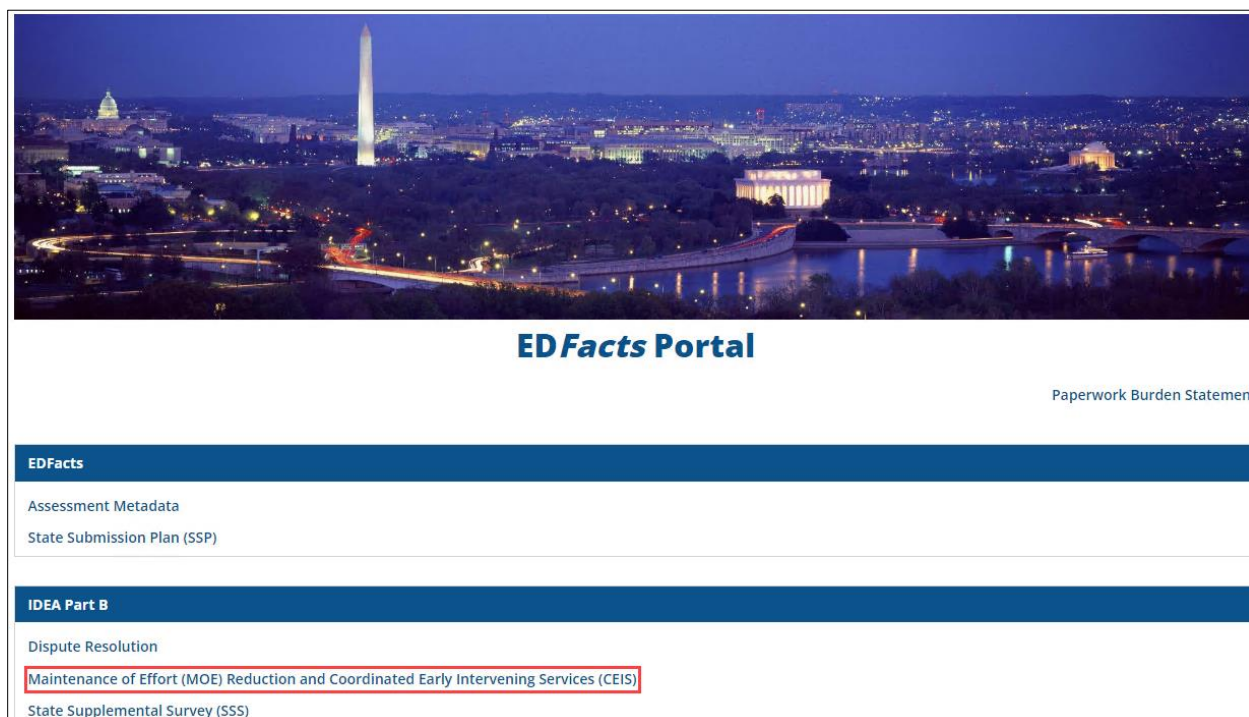


Figure 4.1 – ED*Facts* Portal

NOTE! The Paperwork Burden Statement is available on the ED*Facts* Portal Landing page.

Select the ***[State’s name] IDEA Part B MOE and CEIS Main SY 2022-23*** link to enter the IDEA Part B MOE and CEIS survey (see fig. 4.2).



Figure 4.2 – IDEA Part B MOE and CEIS Survey Access

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;
- Survey user guide;
- A timeline of the state's progress; and
- The **UPLOAD FORM** button which is used to upload the completed data file templates to EMAPS.

The screenshot displays the EMAPS interface for Virginia's IDEA Part B MOE and CEIS Main SY 2022-23. The top navigation bar includes 'SURVEY' and 'REPORTS' tabs, and a breadcrumb trail: 'IDEA Part B Maintenance of Effort (MOE) ... IT'. The main title is 'Virginia - IDEA Part B MOE and CEIS Main SY 2022-23', with an 'UPLOAD FORM' button in the top right. Below the title is a navigation menu with 'Summary', 'Submit', 'State Reports', and 'Related Actions'. A progress bar shows three stages: 'Not Started', 'In Progress' (selected), and 'Submitted'. A prominent warning section titled '**Caution to Submitters**' provides the following instructions:

Please follow the following steps (also in the User Guide):

1. Upload Form by selecting the "Upload Form" button in the top right corner of this screen.
2. **WAIT FOR AN EMAIL BEFORE MOVING TO "2. Submit."** Your email will indicate that the file has processed successfully or if it has fatal flaws.
 - a. If you receive an email that says you have a fatal flaw, go back to:
 - i. The "State Reports" tab
 - ii. In the Report Type dropdown, select "Virginia Error Reports"
 - iii. Select the most recently uploaded error report and review the report.
 - iv. Fix your originally submitted file and start the Upload Form process over again.
 - b. If you receive an email that says your file processed successfully, go to:
 - i. The "State Reports" tab
 - ii. In the Report Type dropdown, select "Virginia Reports"
 - iii. Select the most recently uploaded data file and review the report.
 - iv. Verify the data submitted by reviewing the auto-calculated figures and percentages provided in this report (columns I, K, L, O, Z and AC).
 - v. Go to columns AG through CF to review your Warnings.
 - vi. After reviewing your warnings, either:
 1. fix the file to eliminate the warnings and start the Upload Form process over again or
 2. follow the proceeding steps to submit the data with an explanation for the warnings.
 - vii. Select "Submit" tab
 - viii. Select the "ENABLE SUBMIT PAGE" button in the top right corner of the screen.
 - ix. Provide notes, if needed (e.g., to explain why you are submitting with warnings).
 - x. Select, "SUBMIT"

At the bottom, there is a 'User Guide' link and a reference to the 'EMAPS IDEA Part B MOE CEIS User Guide'.

Figure 4.3 – Summary Page

5.0 Completing the IDEA Part B MOE and CEIS Survey

The IDEA Part B MOE and CEIS navigational menu contains four tabs (see fig. 5.1). To navigate into a section, select on its corresponding tab.

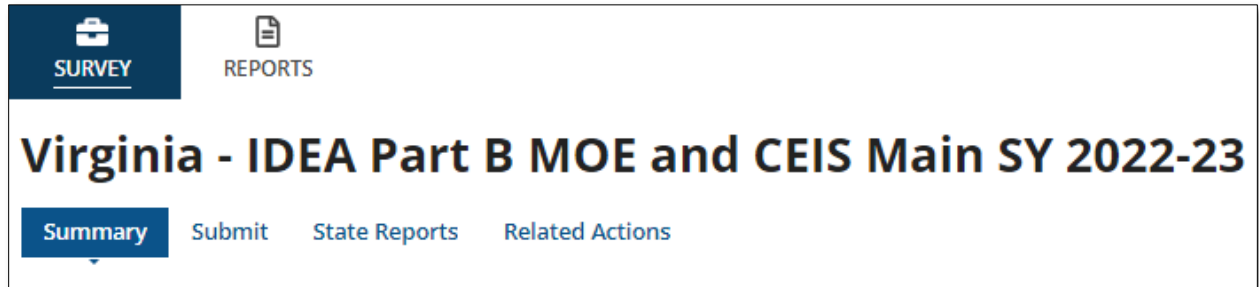


Figure 5.1 – Survey Navigation Menu

Summary: This section contains:

- Information about completing the survey;
- A timeline of the state’s progress;
- The **Upload Form** button, which is used to upload the completed data file templates to EMAPS; and
- The IDEA Part B MOE Reduction and CEIS User Guide.

Submit: The form to submit the survey to the database and to provide an explanation, comment, or data note.

State Reports: This section contains the following folders:

- **<State Name> Data Files** – This contains Data File Template, and the most recently completed and uploaded data file.
- **<State Name> Error Reports** – This folder contains fatal errors reports.
- **<State Name> Reports** – This folder contains final reports and year-to-year reports.

Related Actions: This tab provides links to update each tab in the survey.

5.1 IDEA Part B MOE Reduction & CEIS .csv Data Template

Individualized MOE Reduction and CEIS data file templates will be sent to states by EMAPS one week prior to the opening of the system. The template will be in .csv format and prefilled with LEA/ESA information (e.g., LEA name and LEA NCES ID) from the prior year but will not contain any other data. Use the template in the provided format and do not modify columns or headings. A completely blank data file template will also be available within EMAPS.

To access the blank .csv data file template, select the **State Reports** tab on the navigational menu (see fig. 5.2).

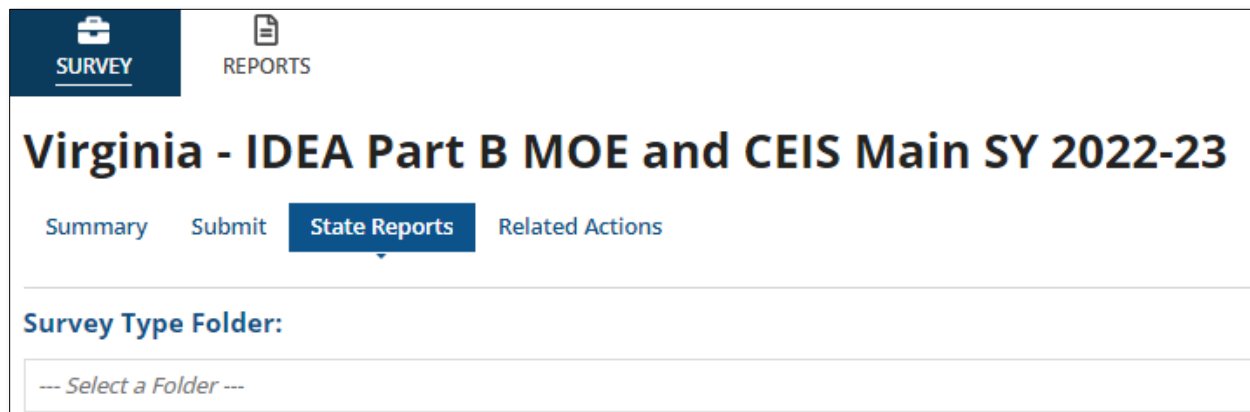


Figure 5.2 – State Reports Folder

In the **Survey Type Folder** drop down menu, select **<State Name> Data Files** (see fig. 5.3).

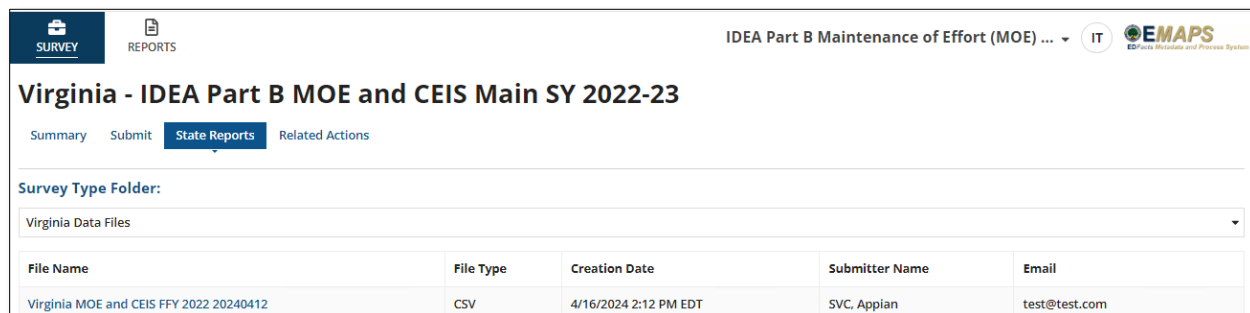


Figure 5.3 – State Reports Folder – Dropdown Options

This folder will contain the data file template for SY 2022-23 which will be named **<State Name> MOE and CEIS FFY 2022 SY 2022-23.csv**. Select the most recent school year file.

NOTE! The most recent file that the state has uploaded is also available in this folder.

5.2 General Navigation

In order to complete the IDEA Part B MOE Reduction and CEIS survey, enter all of the data into the .csv data file template.

NOTE! Although this will be edited using Excel, this file is to be saved as a .csv file; therefore, all fields must be formatted as text fields, and LEA names that contain a comma must be surrounded by quotation marks. Additionally, commas should not be used in fields containing a dollar amount.

Important Reminders:

- If the data are cut and pasted, be sure to format all data as text prior to pasting into the template.
- Errors may occur if the data file is not formatted as text.
- Pay attention to data that have leading zeros or leading spaces.
- Delete leading spaces or cells that contain only spaces.

In order to save the file as .csv, select **Save As** in Excel and choose **csv** from the drop-down menu as shown below (see fig. 5.4).



Figure 5.4 – Sample of How to Save as .csv file on Windows Desktop

NOTE! Uploading a file with leading spaces or in a format other than .csv will result in a fatal error.

5.2.1 Updating the List of LEAs/ESAs in the MOE Reduction and CEIS Survey

All LEAs/ESAs prefilled on the state's data file template were identified by the state in the prior year's data submission. As needed, states may add, change, or remove LEAs/ESAs using columns A-E.

NOTE! A warning or error will fire when an LEA/ESA is removed from template by state. The message will read: *LEA/ESA was reported in the prior year's data but is not reported in the current year data.* If the data file triggers this warning, please replace the LEA/ESA removed from the template into the data file and upload it to the system. If the LEA/ESA has closed since the submission of the prior year's data, please follow the steps below to include the appropriate update flag for the situation.

NOTE! Each LEA/ESA included in the state report must have a unique NCES ID number. If the same NCES ID number is used for multiple rows in the data file, the file will receive fatal errors, and the user will not receive an email saying the file has been successfully uploaded to EMAPS.

The first five columns of the .csv file are used for identifying and maintaining the list of LEAs/ESAs in the state. The columns are described below:

- **A - Update Flag** - Indicates that changes to LEA/ESA information (i.e., LEA name and LEA NCES ID) have been made. To be used only if changes are needed for that LEA/ESA. Update flags have the following permitted values:
 - 1 – LEA/ESA Name Change
 - 2 – Remove LEA/ESA from report
 - 3 – LEA/ESA added to report
 - 5 – NCES ID Change
 - 6 – Closed LEA/ESA with Data
- **B - Previous Year** - Lists previous year's NCES ID. To be used only if the NCES ID has changed. This field is used in conjunction with the Update Flag of **5**.
- **C - State Name** - Lists State Name. Will not need modifying. If LEA/SEAs are added, copy the State Name cell from the previous cell.
- **D - LEA/ESA Name** - Lists the name of each LEA and ESA that receives a Section 611 or Section 619 sub grant from the state.
- **E - NCES ID** - Lists the NCES identification number for each LEA and ESA that receives a Section 611 or Section 619 sub grant from the state.

If the ESAs in the state do not have NCES ID numbers, or if the NCES ID numbers are not known, leave that field blank. Blank **NCES ID** fields must be accompanied by an **Update Flag** of **3** in column A.

LEAs/ESAs may be modified using the guidance in the following sections.

NOTE! An edit will check the NCES ID in each record, except those with update flags **3** and **5**, to determine if the NCES ID is present in prior year data. If not, a fatal error will be issued, and the file will not be accepted. This will prevent states from changing the NCES ID in a record without also entering update flag **5** and a previous NCES ID, and ensure the records are connected and will display on the Year-to-Year Report.

5.2.2 To Add an LEA/ESA

Enter **3** in the **Update Flag** column (column A), copy the State Name from another cell and enter it into column C, enter the LEA/ESA's name into column D and NCES ID information (if known) into the **NCES ID** field (column E). The NCES ID must be a valid ESS NCES ID. If the NCES ID is not valid, a fatal error will be triggered, the file will not process, and the user will not receive an email saying the file has been successfully uploaded to EMAPS. If the NCES ID numbers are not known, leave column E blank.

NOTE! If the NCES ID is unknown, a placeholder ID will be assigned upon submitting the data file. The assigned placeholder IDs are unique to each LEA/ESA and must be updated by the state with the actual NCES ID as soon as a valid ESS NCES ID is available. If there is still no ESS NCES ID available, continue to use the placeholder

NCES ID. The format of these placeholder IDs are ##F####. Newly generated IDs will be visible in the next year's template.

5.2.3 To Indicate an LEA/ESA is closed but has data to report

Enter **6** in the **Update Flag** column (column A), and report data as necessary in the rest of the row. When using the **Update Flag 6**, a response must be provided for all columns. If the state only has partial data for the closed LEA/ESA, **NA** (Not Applicable) should be reported in the columns for which they do not have data.

5.2.4 To Remove an LEA/ESA

Enter **2** in the **Update Flag** column (column A) and leave the rest of the row as it is (blank).

5.2.5 To Change an LEA/ESA Name

If the name of the LEA/ESA is changing, enter **1** in the **Update Flag** field (column A) and update the **LEA/ESA Name** (column D).

NOTE! All LEA/ESA names that contain a comma must be put in quotation marks. The file will not process, and the user will not receive an email saying the file has been successfully uploaded to EMAPS if a file is submitted with comma(s) in the LEA/ESA name without quotation marks around it.

5.2.6 To Change an LEA/ESA NCES ID

If the NCES ID has changed, enter **5** in the **Update Flag** field (column A) and enter the new NCES ID in the **NCES ID** field (column E). Enter the old NCES ID in the **Previous Year** field (column B).

NOTE! The only time an NCES ID should change is if it is going from a placeholder ID to a permanent ID. The new NCES ID must be a valid ESS NCES ID. A fatal error will be triggered if the NCES ID is not valid.

5.3 Entering Data into the Data Fields

After making necessary updates for LEA/ESA identifying information, complete each column in the .csv file for each LEA/ESA. Do not modify the column order or remove any columns from the document. This may cause fatal errors or may cause incorrect data to be reported and submitted to the database.

A couple notes to be mindful of when entering data:

- While **M** is a permitted value in each field, a warning will be written to the final report when an **M** is reported in any column.
- Do not use commas when entering dollar amounts; fatal errors may fire if commas are used in dollar amount fields.

- References to “required CEIS due to significant disproportionality” should be interpreted to mean CCEIS due to significant disproportionality.
- Only students receiving CEIS, defined under 34 C.F.R. §300.226(a), with funds that the LEA/ESA voluntarily reserved under 34 C.F.R. §300.226, are to be reported under D2 and D3 in the data submission.
- States should include the ARP funds in the FFY2021 611 and 619 LEA allocation amounts reported in Section A.

Use the following permitted values for each column; fatal errors will fire if data other than the permitted values below are entered into the data file.

REVISED! Total LEA/ESA allocations for Section 611 FFY 2021¹ **(A2A)**

- Permitted values:
 - Positive numbers up to 2 decimal places
 - **M** - missing
 - **NA** - not applicable

NOTE! A warning will fire on the final report when column A2A contains a zero or **NA** and the update flag is not **3** - New.

NOTE! Edit A2A = **M** has been updated to not fire when the update flag is 3.

Total LEA/ESA allocations for Section 611 FFY 2022 **(A2B)**

- Permitted values:
 - Positive numbers up to 2 decimal places
 - **M** - missing
 - **NA** - not applicable

Total LEA/ESA allocations for Section 619 FFY 2022 **(A3B)**

- Permitted values:
 - Positive numbers up to 2 decimal places
 - **M** - missing
 - **NA** - not applicable

What year's data were used to make LEA/ESA determinations in the state **(B2Year)**

- Permitted values:
 - Positive integers entered in the format of XXXX-XX

NOTE! A warning will fire on the final report when the year used to make the LEA/ESA/SEA determinations is not the current year or the prior two years.

¹ Including the funds from Mandatory Supplemental Funding, ARP Act (P.L. 117-02).

NOTE! The school year reported must be the same for each LEA or ESA. A fatal error will be triggered if the school year reported for each LEA or ESA does not match.

The determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able to reduce MOE during SY 2022-23 **(B2)**

- Permitted values for acceptable responses:
 - **1** - Meets the requirements and purposes of Part B
 - **2** - Needs assistance in implementing the requirements for Part B
 - **3** - Needs intervention in implementing the requirements for Part B
 - **4** - Needs substantial intervention in implementing the requirements of Part B
 - **NA** - Not Applicable
 - **M** - Missing

NOTE! A warning will fire on the final report when 'NA' is the entered for column B2 (specify the determination under 34 CFR§300.600(a)(2) that controls whether the LEA may be able to reduce MOE) and the update flag is not **3** – New.

NOTE! Edit B2 = **M** has been updated to not fire when the update flag is 3.

Reduction of local and/or state funds pursuant to Section 613(a)(2) (C) by the LEA/ESA during SY 2022-23 **(B3)**

- Permitted values:
 - Positive numbers up to 2 decimal places
 - **M** - Missing
 - **NA** - Not Applicable

Did the state determine whether the LEA/SEA met the MOE compliance standard in FFY 2022/SY 2022-23? **(B5)**

- Permitted values:
 - **0** - No
 - **1** - Yes
 - **NOTE! NA** - Not Applicable (Only for LEAs/ESAs with Update Flag **3** (new), for Update Flag **6** (LEA/ESA no longer used (data reported)), and BIE, American Samoa, Federated States of Micronesia, Guam, Hawaii, Northern Marianas, Puerto Rico, Republic of Palau, and Republic of Marshall Islands)
 - **M** - Missing

Did the LEA/ESA meet the MOE compliance standard in FFY 2022/SY 2022-23? **(B6)**

- Permitted values:
 - **0** - No
 - **1** - Yes
 - **NA** - Not Applicable
 - **M** - Missing

By the date of this data submission, did the state return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2022/SY 2022-23? **(B7)**

- Permitted values:
 - **0** - No
 - **1** - Yes
 - **NA** - Not Applicable
 - **M** - Missing

What amount of non-Federal funds did the state return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2022/SY 2022-23? **(B8)**

- Permitted values:
 - Positive numbers up to 2 decimal places
 - **M** - missing
 - **NA** - not applicable

Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality in SY 2022-23? **(C2A)**

- Permitted values:
 - **0** - No
 - **1** - Yes
 - **NA** - Not Applicable
 - **M** - Missing

Was the LEA/ESA identified as having significant disproportionality due to **identification as a child with a disability?** **(C2A.1)**

- Permitted values:
 - **0** - No
 - **1** - Yes
 - **NA** - Not Applicable
 - **M** - Missing

Was the LEA/ESA identified as having significant disproportionality due to **identification by disability category?** **(C2A.2)**

- Permitted values:
 - **0** - No
 - **1** - Yes
 - **NA** - Not Applicable
 - **M** – Missing

Was the LEA/ESA identified as having significant disproportionality due to **placement in a particular educational setting?** **(C2A.3)**

- Permitted values:

- **0** - No
- **1** - Yes
- **NA** - Not Applicable
- **M** - Missing

Was the LEA/ESA identified as having significant disproportionality due to **disciplinary action**? **(C2A.4)**

- Permitted values:
 - **0** - No
 - **1** - Yes
 - **NA** - Not Applicable
 - **M** - Missing

Amount reserved for required CEIS in the LEA/ESA in SY 2022-23 **(C2B)**

- Permitted values:
 - Positive numbers up to 2 decimal places
 - **M** - Missing
 - **NA** - Not Applicable

Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 funds for CEIS in SY 2022-23? **(C3A)**

- Permitted values:
 - **0** - No
 - **1** - Yes
 - **M** – Missing
 - **NOTE! NA** – Not applicable, only for update flag 6 (LEA/ESA no longer used (data reported))

Amount reserved for voluntary CEIS in SY 2022-23 **(C3B)**

- Permitted values:
 - Positive numbers up to 2 decimal places
 - **M** - Missing
 - **NA** - Not Applicable

Total number of children receiving CEIS under the IDEA in the LEA/ESA during SY 2022-23 **(D2)**

- Permitted values:
 - Positive whole number
 - Zero
 - **M** - Missing
 - **NA** - Not Applicable

NOTE! No decimals are permitted in the total field. If decimals are entered, a fatal error will trigger, and the file will require correction and will need to be re-uploaded.

Total number of children who received CEIS under the IDEA anytime in the past two school years and received special education and related services in SY 2022-23 (**D3**)

- Permitted values
 - Positive whole number
 - Zero
 - **M** - Missing
 - **NA** - Not Applicable

NOTE! Decimals are not permitted in the total field. If decimals are entered, a fatal error will trigger, and the file will require correction and need to be reuploaded.

5.3.1 Specific Instructions for Section A: LEA Allocations

States should report American Rescue Plan (ARP) supplemental funds in the FFY 2021 611 and 619 LEA allocation amounts.

Total LEA/ESA allocations for Section 611 FFY 2021 (A2A)

- Report the total Federal fiscal year (FFY) 2021 allocation of Section 611 funds each LEA or ESA received for FFY 2021 (i.e., funds available on July 1, 2021, and October 1, 2021).

Total LEA/ESA allocations for Section 611 FFY 2022 (A2B)

- Report the total FFY 2022 allocation of Section 611 funds each LEA or ESA received for FFY 2022 (i.e., funds available July 1, 2022, and October 1, 2022).

Total LEA/ESA allocations for Section 619 FFY 2022 (A3B)

Report the total FFY 2022 allocation of Section 619 funds each LEA or ESA received for FFY 2022 (i.e., funds available July 1, 2022).

5.3.2 Specific Instructions for Section B: Maintenance of Effort Reduction

The determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able to reduce MOE (B2)

- For each LEA or ESA, report the determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able to reduce MOE during SY 2022-23, which is based on FFY 2022 funding. For each LEA or ESA, the determinations should be specified as one of the following:
 - meets the requirements and purposes of Part B;
 - needs assistance in implementing the requirements of Part B;
 - needs intervention in implementing the requirements of Part B; or
 - needs substantial intervention in implementing the requirements of Part B.

What year's data were used to make LEA/ESA determinations in the state? (B2Year)

- Report which school year's data (i.e., 2020-21, 2021-22 or 2022-23) was used to make the LEA or ESA determinations that apply to whether the LEA or ESA may reduce MOE during SY 2022-23, which is based on FFY 2022 funding.

- **NOTE!** The warning message that displayed when the year used to make the LEA/ESA/SEA determinations is not one of the following: the current year or prior two years.

NOTE! The school year reported must be the same for each LEA or ESA. A fatal error will be triggered if the school year reported for each LEA or ESA does not match.

Reduction of local and/or State funds pursuant to Section 613(a)(2)(C) by the LEA/ESA during SY 2022-23 (B3)

- Report the actual dollar (\$) amount that each LEA or ESA reduced local, or State and local, expenditures under the IDEA MOE provision in IDEA §613(a)(2)(C) during SY 2022-23. Report the actual amount by which local, or state and local expenditures were reduced. Do not provide a projection of this amount. If LEA or ESA did not reduce MOE, report **NA** for not applicable.

Did the State determine whether the LEA/ESA met the MOE compliance standard in FFY 2022/SY 2022-23? (B5)

- Report if the State determined whether the LEA/ESA met the MOE compliance standard in FFY 2022/SY 2022-23. If **Yes** is reported for B5, a response should be reported for B6. If the State did not determine whether the LEA/ESA met the MOE compliance standard in FFY 2022/SY 2022-23, report **NA** for not applicable for B6, B7, and B8.
- **NOTE!** A warning message will be displayed when update flag is **3** and B5 does not equal **NA**.

Did the LEA/ESA meet the MOE compliance standard in FFY 2022/SY 2022-23? (B6)

- Report whether the LEA/ESA met the MOE compliance standard in FFY 2022/SY 2022-23. If the State did not determine whether the LEA/ESA met the MOE compliance standard in the reference year, report **NA**. If **No** is reported for B6, a response should be reported for B7 and B8. If **Yes** or **NA** is reported for B6, **NA** should be reported for B7 and B8.
- **NOTE!** A warning message will be displayed when update flag is **3** and B6 does not equal **NA**.

By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2022/SY 2022-23? (B7)

- Report whether the State returned non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2022/SY 2022-23 by the date of this data submission. If the State did not determine whether the LEA/ESA met the MOE compliance standard in the reference year, report **NA** for not applicable. If the LEA/ESA met the MOE compliance standard in the reference year, report **NA** for not applicable. If **Yes** is reported for B7, a response should be reported for B8.

- **NOTE!** A warning message will be displayed when update flag is **3** and B7 does not equal **NA**.

What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2022/SY 2022-23? (B8)

- Report the dollar (\$) amount of non-Federal funds the State returned to the Department based on failure of the LEA/ESA to meet the MOE compliance standard in FFY 2022/SY 2022-23. If the State did not determine whether the LEA/ESA met the MOE compliance standard in the reference year, report **NA** for not applicable. If the LEA/ESA met the MOE compliance standard in the reference year, report **NA** for not applicable. If the State did not return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in the reference year by the date of this data submission, report **NA** for not applicable.
- **NOTE!** A warning message will be displayed when update flag is **3** and B8 does not equal **NA**.

5.3.3 Specific Instructions for Section C: Provision of Coordinated Early Intervening Services

Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality in SY 2022-23? (C2A)

- Report whether each LEA or ESA was required to use 15% of IDEA 611 and 619 funds for CEIS due to significant disproportionality in SY 2022-23. Under 34 CFR §300.646(b)(2), LEAs (including ESAs) identified by the SEA as having significant disproportionality based on race and ethnicity in identification, placement, or disciplinary actions must use 15% of IDEA funds for CEIS. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for not applicable.

NOTE! A warning message will be displayed when NA is reported for C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality in SY 2022-23? (Y/N)) and update flag is not **3** or **6**.

NOTE! Enter **0** for No; Enter **1** for Yes. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for not applicable.

NOTE! References to “*required CEIS due to significant disproportionality*” should be interpreted to mean CCEIS due to significant disproportionality.

Was the LEA/ESA identified as having significant disproportionality due to **identification as a child with a disability**? (C2A.1)

- Report whether each LEA or ESA that was required to use IDEA funds for CEIS did so because they were identified as having significant disproportionality due to **identification as a child with a disability** in SY 2022-23. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for not applicable.

Was the LEA/ESA identified as having significant disproportionality due to **identification by disability category**? (C2A.2)

- Report whether each LEA or ESA that was required to use IDEA funds for CEIS did so because they were identified as having significant disproportionality due to **identification by disability category** in SY 2022-23. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for not applicable.

Was the LEA/ESA identified as having significant disproportionality due to **placement in a particular educational setting**? (C2A.3)

- Report whether each LEA or ESA that was required to use IDEA funds for CEIS did so because they were identified as having significant disproportionality due to placement in a particular educational setting in SY 2022-23. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for not applicable.

Was the LEA/ESA identified as having significant disproportionality due to **disciplinary action**? (C2A.4)

- Report whether each LEA or ESA that was required to use IDEA funds for CEIS did so because they were identified as having significant disproportionality due to **disciplinary action** in SY 2022-23. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for not applicable.

Amount reserved for required CEIS in the LEA/ESA in SY 2022-23 (C2B)

- Report the dollar (\$) amount that was reserved for CEIS in each LEA or ESA that was required to use IDEA funds for CEIS in SY 2022-23. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for **Not Applicable**.

NOTE! References to “required CEIS due to significant disproportionality” should be interpreted to mean CCEIS due to significant disproportionality.

Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 funds for CEIS in SY 2022-23? (C3A)

- Report whether the LEA or ESA voluntarily used up to 15% of IDEA 611 and 619 funds for CEIS in SY 2022-23. Under 34 CFR §300.226, LEAs (including ESAs) may use up to, but not more than, 15% of IDEA funds for CEIS.

NOTE! **NA** is now an acceptable value for this field when submitted with **Update Flag 6**.

Amount reserved for voluntary CEIS in SY 2022-23 (C3B)

- Report the dollar (\$) amount of funds reserved for voluntary CEIS during SY 2022-23.

5.3.4 Specific Instructions for Section D: Number of Children Receiving Coordinated Early Intervening Services

NOTE! For Section D, counts should cover the entire school year. Include children in grades Kindergarten through 12.

Total number of children receiving CEIS under the IDEA in the LEA/ESA during SY 2022-23 (D2)

- Report the total number of children who received CEIS under IDEA at any point during the course of the reporting year. This is an unduplicated count. A child should be included in this count whether the child received CEIS and was later determined to be eligible for special education and related services during the same or subsequent reporting year or was not determined eligible for special education and related services.

Total number of children who received CEIS under the IDEA anytime in the past two school years and received special education and related services in SY 2022-23 (D3)

- Report the total number of children who received CEIS under IDEA anytime in the past two school years (including SY 2020-21, SY 2021-22, and SY 2022-23) and received special education and related services in 2022-23. This is an unduplicated count.

NOTE! In D2 and D3, enter child count values with only positive integers- commas or special characters will cause a fatal error.

NOTE! Only students receiving CEIS, defined under 34 C.F.R. §300.226(a), with funds that the LEA/ESA voluntarily reserved under 34 C.F.R. §300.226, are to be reported under D2 and D3 in the data submission.

6.0 Uploading the IDEA Part B MOE Reduction & CEIS Data File

Once the .csv template is completely filled out, now referred to as a “data file” for the remaining portion of this user guide, upload it into the MOE Reduction & CEIS Survey. To do so, navigate to the Summary tab and click the **UPLOAD FORM** button on the top right hand corner of the screen (see fig. 6.1).

Virginia - IDEA Part B MOE and CEIS Main SY 2022-23 UPLOAD FORM

Summary Submit State Reports Related Actions

Not Started In Progress Submitted

****Caution to Submitters****

Please follow the following steps (also in the User Guide):

1. Upload Form by selecting the "Upload Form" button in the top right corner of this screen.
2. **WAIT FOR AN EMAIL BEFORE MOVING TO "2. Submit."** Your email will indicate that the file has processed successfully or if it has fatal flaws.
 - a. If you receive an email that says you have a fatal flaw, go back to:
 - i. The "State Reports" tab
 - ii. In the Report Type dropdown, select "Virginia Error Reports"
 - iii. Select the most recently uploaded error report and review the report.
 - iv. Fix your originally submitted file and start the Upload Form process over again.
 - b. If you receive an email that says your file processed successfully, go to:
 - i. The "State Reports" tab
 - ii. In the Report Type dropdown, select "Virginia Reports"
 - iii. Select the most recently uploaded data file and review the report.
 - iv. Verify the data submitted by reviewing the auto-calculated figures and percentages provided in this report (columns I, K, L, O, Z and AC).
 - v. Go to columns AG through CF to review your Warnings.
 - vi. After reviewing your warnings, either:
 1. fix the file to eliminate the warnings and start the Upload Form process over again or
 2. follow the proceeding steps to submit the data with an explanation for the warnings.
 - vii. Select "Submit" tab
 - viii. Select the "ENABLE SUBMIT PAGE" button in the top right corner of the screen.
 - ix. Provide notes, if needed (e.g., to explain why you are submitting with warnings).
 - x. Select, "SUBMIT"

User Guide

EMAPS IDEA Part B MOE CEIS User Guide

Figure 6.1 – IDEA Part B MOE and CEIS Summary Page - UPLOAD FORM button

The system will redirect to the **MOE Reduction and CEIS - Related Actions** tab (see fig. 6.2). To upload a completed file, select the file by either:

- Dragging and dropping the completed file from your computer into the **Drag File Here** field; or
- Click **Upload** to display the browser’s dialog box and select the file by browsing through folders. Once the file is selected, click **Open** followed by the **Process File** button one time to load the file into EMAPS.

Virginia - IDEA Part B MOE and CEIS Main SY 2022-23

Summary Submit State Reports **Related Actions**

1. MOE Reduction and CEIS - Upload Form

Virginia - MOE Reduction and CEIS - FFY 2022/SY 2022-23

Select the MOE Reduction and CEIS file to be uploaded: ?

UPLOAD Drop file here

After selecting the file to be uploaded, click the PROCESS FILE button, below.

PROCESS FILE

Figure 6.2 – MOE Reduction and CEIS - Upload Form

NOTE! A new file cannot be submitted while one is still processing. An error message will appear on the screen if attempting to submit a file while one is already being processed by the system.

NOTE! Once the system has processed the file, EMAPS will send an automated email notifying users that the state report has been processed. The process of submitting data can continue after receiving this email.

7.0 Reviewing Fatal Errors in the IDEA Part B MOE Reduction & CEIS Survey

If an automated email from EMAPS is received indicating the uploaded data file has fatal errors, view the error report, fix the originally uploaded data file to resolve the fatal errors, and restart the uploading process ([Section 6.0](#)).

A fatal error will occur when the permitted value or format for each column is not used in the data file. These fatal errors must be resolved in the data file in order to successfully upload the data file to the EMAPS system.

The error report will be available within the Reports Folder in EMAPS. To access the error report, select the **State Reports** tab on the navigational menu (see fig. 7.1).



Figure 7.1 – State Reports Folder

In the **Survey Type Folder** drop down menu select **<State Name> Error Reports** (see fig. 7.2).

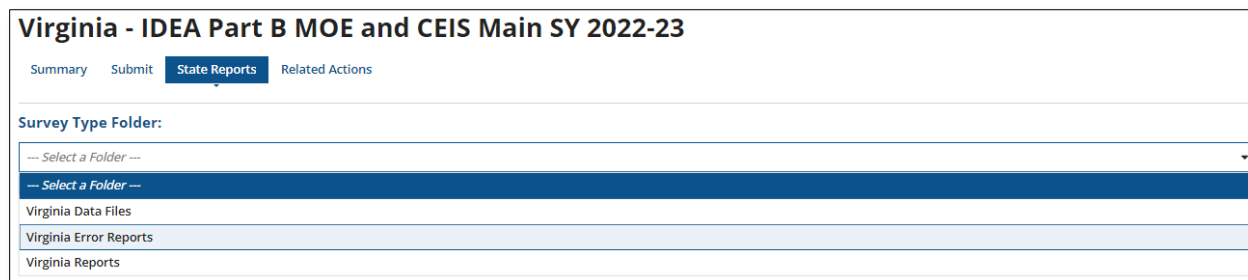


Figure 7.2 – State Reports Folder – Error Report Dropdown Options

An error log will appear only if there are fatal errors that need to be addressed (see fig. 7.3). If no fatal errors are present in the uploaded data file or the uploaded data file has not finished processing, a report will not appear.

Virginia - IDEA Part B MOE and CEIS Main SY 2022-23				
Summary Submit State Reports Related Actions				
Survey Type Folder:				
Virginia Error Reports				
File Name	File Type	Creation Date	Submitter Name	Email
Virginia - MOE and CEIS Error Log	CSV	4/16/2024 2:12 PM EDT	SVC, Applan	test@test.com

Figure 7.3 – Error Log Report

After identifying and correcting all fatal errors, resubmit by uploading the revised data file using the instructions further within this guide.

NOTE! Once the system has processed the data file, EMAPS will send an automated email notifying users that the data file has been processed. The process of submitting data can continue after receiving this email.

7.1 Fatal Errors

Below is a list of fatal errors that can appear on the Error Report.

NOTE! The symbol <> means **does not equal**.

NOTE! Uploading a file with leading spaces or in a format other than .csv will result in a fatal error.

Column	Cause	Error Message
N/A	Columns added or removed	The uploaded file could not be processed. Please verify that all expected columns exist, and no additional columns have been added
N/A	File extension not .csv	The uploaded file is the wrong file type and could not be processed. Please save the file as a comma delimited file (csv) and try uploading again

Column	Cause	Error Message
All except <ul style="list-style-type: none"> • the Update Flag, • the NCES ID # when the Update Flag is '3' (New) • all data fields when the Update Flag is '2' (no longer used). 	Field left blank	Field cannot be blank.
All	Update flag = 2, but field not blank	<Value> must be empty when deleting an entity
LEA/ESA Name	Name left blank	Name required
NCES ID	NCES ID not found in ED <i>Facts</i> database	Invalid NCESID
NCES ID	NCES ID not unique for each LEA/ESA record in the file	The same NCESID cannot be used for multiple LEAs/ESAs
NCES ID	Not a 7 digit number	Invalid NCESID - NCES ID must be 7 digits
NCES ID	Update flag not = 3 or 5, and NCES ID not found in prior year database	No record found in prior year for this NCESID. Resubmit the record for this NCESID with update flag 3 (new) or 5 (update)
Previous Year (NCES ID)	Previous year NCES ID not found in ED <i>Facts</i> database	Invalid NCESID – Prior-year ID not known
Previous Year (NCES ID)	Not a 7 digit number	Invalid NCESID – Provisional NCESID must be 7 digits
Previous Year (NCES ID)	Update Flag not = 5, but Previous Year NCES ID is not blank	Status flag doesn't indicate an NCESID update. Previous NCES ID must be blank
Update Flag	Update flag not = 1, 2, 3, 5, 6, or blank	Update Flag not a valid value
Year	Different years used for LEAs/ESAs in the same file	School year must be the same for all Records

Column	Cause	Error Message
Year	Year in format other than YYYY-YY	Year not valid school year expected as YYYY-YY
A2A	More than 2 decimal places, commas, dollar signs, negative signs, brackets)	A2A commas not allowed A2A must be positive value A2A Not a valid value
A2B	More than 2 decimal places, commas, dollar signs, negative signs, brackets)	A2B commas not allowed A2B must be positive value A2B Not a valid value
A3B	More than 2 decimal places, comma's, dollar signs, negative signs, brackets)	A3B commas not allowed A3B must be positive value A3B Not a valid value
B2	Does not contain 1, 2, 3, 4, NA or M	B2 Not a valid value
B3	More than 2 decimal places, comma's, dollar signs, negative signs, brackets)	B3 commas not allowed B3 must be positive value B3 Not a valid value
B5	Does not contain 0, 1, M or NA (NA only allowed for update flag 3 or 6, or State = BIE, American Samoa, Federated States of Micronesia, Guam, Hawaii, Northern Marianas, Puerto Rico, Republic of Palau and Republic of the Marshall Islands)	B5 Not a valid value
B6	Does not contain 0, 1, M or NA	B6 Not a valid value
B7	Does not contain 0, 1, M or NA	B7 Not a valid value
B8	More than 2 decimal places, comma's, dollar signs, negative signs, brackets); not numeric value, NA or M	B8 commas not allowed B8 must be positive value B8 Not a valid value
C2A	Does not contain 0, 1, M or NA	C2A Not a valid value

Column	Cause	Error Message
C2A.1	Does not contain 0, 1, M or NA	C2A.1 Not a valid value
C2A.2	Does not contain 0, 1, M or NA	C2A.2 Not a valid value
C2A.3	Does not contain 0, 1, M or NA	C2A.3 Not a valid value
C2A.4	Does not contain 0, 1, M or NA	C2A.4 Not a valid value
C3A	Does not contain 0, 1, M or NA (NA only allowed for update flag 6)	C3A Not a valid Value
C2B	More than 2 decimal places, comma's, dollar signs, negative signs, brackets)	C2B commas not allowed C2B must be positive value C2B Not a valid Value
C3B	More than 2 decimal places, comma's, dollar signs, negative signs, brackets)	C3B commas not allowed C3B must be positive value C3B Not a valid Value
D2	Not positive whole number, zero, NA or M	D2 Not a valid integer D2 Must be a positive integer 'NA' or 'M'
D3	Not positive whole number, zero, NA or M	D3 Not a valid integer D3 Must be a positive integer 'NA' or 'M'

8.0 Accessing the Final Version of the MOE Reduction and CEIS

After receiving an automated email from EMAPS indicating the data file has been successfully uploaded to the system, verify the data uploaded by reviewing the auto-calculated figures and percentages and the warning messages in the final report prior to submitting the survey. **Once the data have been verified, the data must still be submitted to the database** ([see Section 9.0](#)).

The final report will be available within EMAPS and will provide warning messages related to your data file. A warning will occur when an additional explanation is needed to appropriately understand the data submitted.

The **Warnings** column (column AF) will display **Yes** or **No** to indicate if an LEA/ESA has warning messages. The warning messages will display in separate columns in the final report.

The data file can be submitted to the database with warnings; provide an explanation in the comment box for outstanding warnings in your data file prior to submitting the data to the database.

NOTE! The final report will not be accessible in EMAPS until the automated email has been received from EMAPS saying the data file has been successfully processed.

A Year-to-Year Comparison Report is also available for this data collection. The Year-to-Year Comparison Report can be found in the reports folder along with the final MOE Reduction and CEIS Report (see fig. 8.3). The Year-to-Year Comparison Report will display comparisons for Section 611 allocations reported across two years. It will also calculate the difference between FFY 2021 allocations reported last year (A2B) and FFY 2021 allocations reported this year (A2A) for Total LEA/ESA allocation for Section 611.

Provide an explanation for changes in the allocations reported for last year and for this year in the comment box prior to submitting the data to the database.

To access the **Final Report** or **Year-to-Year Comparison Report**, select the **State Reports** tab on the navigational menu (see fig. 8.1).

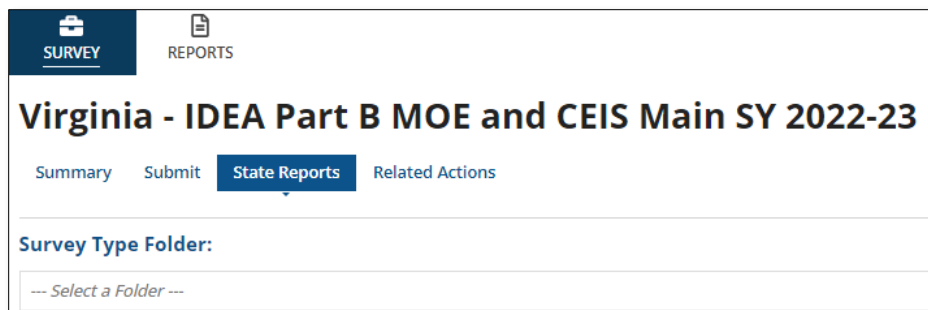


Figure 8.1 – State Reports Folder

In the **Survey Type Folder** drop down menu, select **<State Name> Reports** folder (see fig. 8.2).

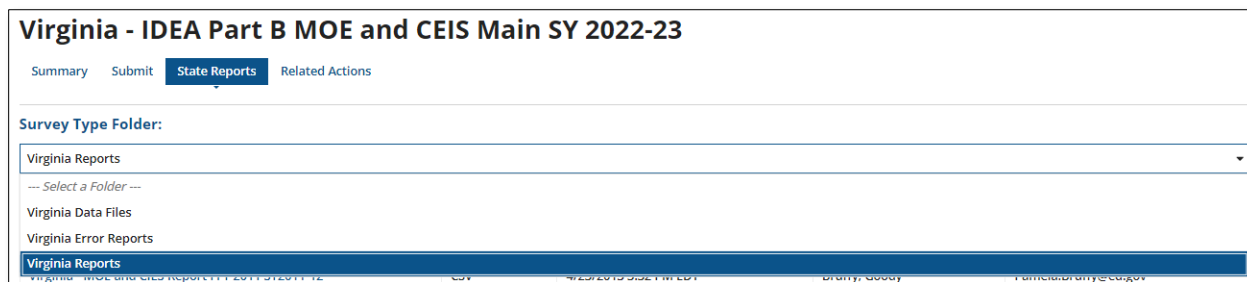


Figure 8.2 – State Reports Folder – Dropdown Options - Reports

The final report file can be found in the State Reports file (see fig. 8.3). The **Year-to-Year Comparison Report** (see section 9.0) will be available for download from this file as well.

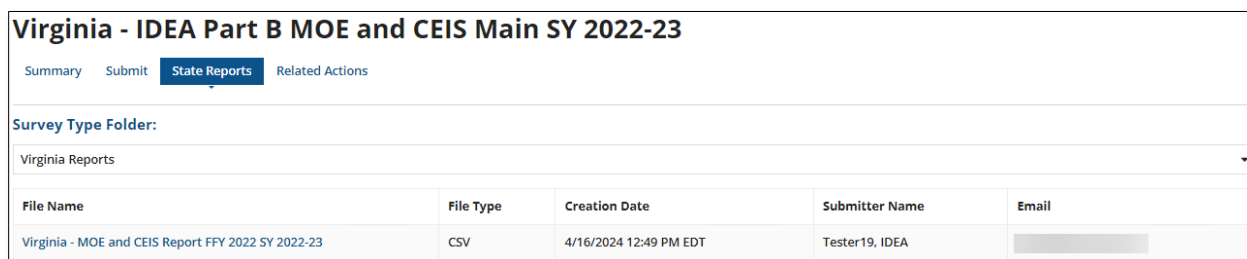


Figure 8.3 – MOE and CEIS Final Reports

Review the reports carefully and ensure that data uploaded are correct prior to submitting the data to the database.

NOTE! Multiple versions of the final report and year-to-year reports will be available. Be sure to review the most recent versions of these reports.

8.1 Summary of Auto-Calculated Fields

NOTE! M and NA are considered 0 in auto-calculations.

In Column A2C, the dollar amount increase in the total allocation of Section 611 funds from FFY 2021 to FFY 2022 will be auto-calculated for each LEA or ESA by subtracting the FFY 2021 dollar amount from the FFY 2022 dollar amount. Verify the figures that are auto-calculated are correct.

In Column A4, the total (combined) dollar amount of Section 611 and 619 allocations from FFY 2022 will be auto-calculated for each LEA or ESA by adding the FFY 2022 Section 611 allocation dollar amount to the FFY 2022 Section 619 allocation dollar amount. Verify the figures that are auto-calculated are correct.

In Column A5, 15% of the total (combined) dollar amount of Section 611 and 619 allocations from FFY 2022 will be auto-calculated for each LEA or ESA (see formula below). Verify the percentages that are auto-calculated are correct.

FFY 2022 611 allocation	\$500,000
+ FFY 2022 619 allocation	+\$200,000
<hr/> Total FFY 2022 IDEA allocation	<hr/> \$700,000

Total FFY 2022 IDEA allocation X .15 =	700,000 x .15=
15% of Total FFY 2022 IDEA allocations	105,000

NOTE! Percentages will be rounded to two decimal places.

In Column B4, the percent of the available MOE reduction that the LEA or ESA took during SY 2022-23 will be auto-calculated. This is a percent of the amount the LEA is allowed to take for the MOE reduction. The percent of available reduction taken by the LEA or ESA during SY 2022-23 will be calculated using the following method: subtract the FFY 2022 Section 611 allocation (Column A2A) from the FFY 2022 section 611 allocation (Column A2B) and multiply the difference by 50% (this will equal the largest allowable amount for the MOE reduction). If A2B minus A2A is a negative value, the value for B4 will be displayed as “*” in the data file.

Divide the amount of the reduction of local or State and local funds taken pursuant to Section 613(a)(2)(C) by the LEA or ESA during SY 2022-23 (Column B3) by the product and multiply the quotient by 100. For example, if an LEA's FFY 2021 allocation of Section 611 funds was \$500,000 and the same LEA's FFY 2022 allocation of Section 611 funds was \$700,000, the allocation would have increased \$200,000 from FFY 2021 to FFY 2022.

To calculate the amount the LEA could reduce its MOE, the LEA would multiple \$200,000 by 50% which equals \$100,000. This \$100,000 is the maximum allowable amount for the MOE reduction. If the LEA actually reduced its local, or State and local, expenditures by \$50,000 (reported in Column B3), the auto-calculated percentage would equal \$50,000 divided by \$100,000 (the maximum allowable amount for the reduction), multiplied by 100, which equals 50% of the available reduction.

FFY 2022 allocation (Column A2B)	\$700,000
- FFY 2021 allocation (Column A2A)	-\$500,000
<hr/> Increase in funds between FFY 2021 and 2022	<hr/> \$200,000

Increase in funds between FFY 2021 and 2022 x Maximum % MOE reduction	\$200,000 X 50%
<hr/> Maximum allowable amount for MOE reduction	<hr/> \$100,000

Amount reduction taken by LEA (Column B3)	\$50,000	= .50
Maximum allowable amount of MOE reduction	\$100,000	

Percent of available MOE reduction taken (Column B4)	.50 x 100 = 50%
---	-----------------

Do not report percentages in Column B4; however, verify the percentages that are auto-calculated for accuracy.

In Column C2C, the percent of IDEA funds that the LEA or ESA was required to reserve for CEIS due to significant disproportionality in SY 2022-23 will be auto-calculated using the figures from Column C2B and Column A2B and Column A3B (see formula below). Do not report percentages in Column C2C; however, verify the percentages that are auto-calculated for accuracy.

FFY 2022 611 allocation	\$500,000
+FFY 2022 619 allocation	+\$200,000
Total FFY 2022 IDEA allocation	\$700,000

<u>Amount reserved for required CEIS</u>	<u>\$105,000</u>	= .15
Total FFY 2022 IDEA allocation	\$700,000	

Percent of IDEA funds reserved for required CEIS	.15 x 100 = 15%
--	-----------------

NOTE! If the Column C2A response is **Yes** indicating that the LEA or ESA was required to reserve funds for CEIS, then the figure in Column C2B and the percentage auto-calculated in Column C2C should equal 15% of the total LEA or ESA allocation for Sections 611 and 619 in FFY 2022.

In Column C3C, the percent of IDEA funds that the LEA or ESA used for voluntary CEIS during SY 2022-23 will be auto-calculated using the figures from Section C, Column C3B and Section A, Column A2B and Column A3B (see the formula below). Do not report percentages in Column C3C; however, verify the percentages that are auto-calculated are correct.

FFY 2022 611 allocation	\$500,000
+FFY 2022 619 allocation	+\$200,000
Total FFY 2022 IDEA allocation	\$700,000

<u>Amount reserved for voluntary CEIS</u>	<u>\$90,000</u>	= .128
Total FFY 2022 IDEA allocation	\$700,000	

Percent of IDEA funds reserved for voluntary CEIS $.128 \times 100 = 12.8\%$

NOTE! If the Column C3A response is **Yes**, indicating that the LEA or ESA voluntarily used funds for CEIS, then the figure in Column C3B and the percentage auto-calculated in Column C3C should be less than or equal to 15% of the total LEA or ESA allocation for Sections 611 and 619 for FFY 2022.

The **Year-to-Year report** will display auto-calculated fields, showing the difference between what was reported last year and what was reported this year for FFY 2021 Section 611 allocations. Values of **NA** will appear on the Year-to-Year report for LEAs/ESAs that either are not being used this year or did not get used last year (those with update flags of **3** and **2**).

8.2 Summary of Warnings

The **Warnings** column (column AF) will display **Yes** or **No** to indicate if an LEA/ESA has warning messages. Warning messages will appear in separate columns following this column in the final report. Warnings messages appear in this table, in the order that they appear in the final report.

Column	Text	Warning Message
Year	The year used to make the LEA/ESA/SEA determinations is not the current year or the prior year.	A warning shall be written to the final report when the year used to make the LEA/ESA/SEA determinations is not the current year or the prior two years.
NCESID	LEA/ESA was reported in the prior year's data but is not reported in the current year data.	A warning shall be written to the final report when an LEA NCESID # or placeholder # was reported in the prior year but is not reported in the current year data.
A2A	A2A = M	A warning shall be written to the final report when column A2A contains a M. NOTE: Warning will not fire when update flag is 3.
A2A	A2A = 0 or NA and Update Flag not = 3	A warning shall be written to the final report when column A2A contains a 0 or NA and update flag is not 3 (new).
A2B	A2B = M	A warning shall be written to the final report when column A2B contains a M.

Column	Text	Warning Message
A2B	A2B = 0 or NA	A warning shall be written to the final report when column A2B contains a 0 or NA.
A2C B3	A2C \leq 0 and B3 > 0	A warning will be written to the final report when column A2C (increase in LEA/ESA allocations for Section 611 of IDEA) is less than or equal to 0 and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.
A3B	A3B = 0 or NA ²	A warning shall be written to the final report when column A3B contains a 0 or NA.
A3B	A3B = M ³	A warning shall be written to the final report when column A3B contains a M.
B2	B2 = M	A warning will be written to the final report when M is the value for column B2 (specify the determination under 34 CFR §300.600(a)(2) that controls whether the LEA may be able to reduce MOE). NOTE: Warning will not fire when update flag is 3.
B2	B2 = NA and Update Flag not = 3	A warning will be written to the final report when NA is the value for column B2 (specify the determination under 34 CFR §300.600(a)(2) that controls whether the LEA may be able to reduce MOE) and update flag is not 3 (new).
B2 B3	B2 \neq 1 and B3 > 0	A warning will be written to the final report when column B2 (specify the determination under 34 CFR §300.600(a)(2) that controls whether the LEA may be able to reduce MOE) not equal 1 and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.
B3	B3 = M	A warning shall be written to the final report when M is the value for column B3 (Reduction of local and/or State funds pursuant to Section 613(a)(2)(C) by the LEA/ESA).
B3 C3B	B3 > 0 and C3B > 0	A warning shall be written to the final report when column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than zero and C3B (Amount reserved for voluntary CEIS) is greater than zero.
B4	B4 > 100%	A warning shall be written to the final report when the percent available reduction taken by the LEA/ESA (B4) is greater than 100%.
B5	B5 = M	A warning shall be written to the final report when Column B5 (Did the State determine whether the LEA/ESA met the MOE compliance standard?) is M.
B5 B6	B5 = Yes and B6 = M or NA	A warning shall be written to the final report when Column B5 (Did the State determine whether the LEA/ESA met the MOE compliance standard?) is YES and Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is M or NA.

² The Warning "A3B = M" fires only for the 50 states, the District of Columbia and Puerto Rico.

³ The Warning "A3B = 0 or NA" fires only for the 50 states, the District of Columbia and Puerto Rico.

Column	Text	Warning Message
B5 B6 B7 B8	B5 = No, M or NA and B6, B7 and B8 not = NA or M	A warning shall be written to the final report when Column B5 (Did the State determine whether the LEA/ESA met the MOE compliance standard?) is No, M or NA and Column B6 (Did the LEA/ESA meet the MOE compliance standard?), B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) and B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) are not all NA or M.
B5 B6 B7 B8	Update Flag = 3 and B5, B6, B7, and/or B8 = 0 or 1	A warning shall be written to the final report when update flag is 3 and B5, B6, B7, and/or B8 does not equal NA.
B6	B6 = M	A warning shall be written to the final report when Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is M.
B6 B7 B8	B6 = Yes, M or NA and B7 and B8 not = NA or M	A warning shall be written to the final report when Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is YES, M or NA and B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) and B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) are not both NA or M.
B6 B7	B6 = No and B7 = M or NA	A warning shall be written to the final report when Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is No and B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is M or NA.
B7	B7 = M	A warning shall be written to the final report when B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is M.
B7 B8	B7 = Yes and B8 = M or NA	A warning shall be written to the final report when B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is YES and B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is M or NA.
B7 B8	B7 = No and B8 not = NA	A warning shall be written to the final report when B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is NO and B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is not NA.

Column	Text	Warning Message
B8	B8 = M	A warning shall be written to the final report when B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is M
B8 A4	B8 > A4	A warning shall be written to the final report when B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in the reference year) is greater than A4 (Total LEA/ESA allocations for Section 611 and 619 of IDEA the reference year).
C2A	C2A = M	A warning shall be written to the final report when M is the value for column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality).
C2A A5 C2B	C2A = Yes and A5 - C2B is >= \$10	A warning will be written to the final report when column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) is YES and the absolute value of the difference between column A5 (15% of the total LEA/ESA allocation for Sections 611 and 619 for reference year) and column C2B (Amount reserved for required CEIS in the LEA/ESA) is >= \$10. NOTE! M and NA are considered 0 in this calculation.
C2A B3	C2A = Yes and B3 > 0	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was YES and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.
C2A	C2A = YES and none of C2A1 / C2A2 / C2A3 / C2A4 =YES	A warning shall be written to the final report when C2A is YES, and none of the following equal YES: C2A.1; C2A.2; C2A.3; and C2A.4
C2A C3A	C2A and C3A are both Yes	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was YES and Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) was YES.
C2A C2B	C2A = Yes and C2B = 0, NA or M	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was YES and column C2B (Amount reserved for required CEIS in the LEA/ESA) was zero, NA, or M.
NOTE! Suspended for SY 2022- 23 C2A D2	C2A = Yes and D2 = 0, NA or M	A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was YES and column D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA) was zero, M, or NA. (The column for the warning will still appear in the final report, but no x's will appear in the column for any LEAs/ESAs.)

Column	Text	Warning Message
C2A	C2A = NO, NA, or M and C2A1, C2A2, C2A3 and/or C2A4 = YES	A warning shall be written to the final report when C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) is NO, NA, or M and C2A.1; C2A.2; C2A.3; and/or C2A.4 equals YES
C2A C2B	C2A = NO, NA or M and C2B > 0	A warning shall be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) is NO, NA or M and Column C2B (Amount reserved for required CEIS in the LEA/ESA) is greater than zero.
C2A C2B A5 C2B	C2A = No, NA or M, C2B > 0 and A5 - C2B is >= \$10	A warning shall be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) is NO, NA or M, Column C2B (Amount reserved for required CEIS in the LEA/ESA) is greater than zero and the absolute value of the difference between column A5 (15% of the total LEA/ESA allocation for Sections 611 and 619) and column C2B (Amount reserved for required CEIS in the LEA/ESA) is >= \$10. NOTE! M and NA are considered 0 in this calculation.
C3A D2	C3A = No or M and D2 > 0	A warning will be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) was NO or M and column D2 (total number of children who received CEIS during reference period) is greater than zero.
C2A	C2A = NA and Update Flag not = 3 or 6	A warning shall be written to the final report when NA is reported for C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality in the reference year? (Y/N)) and update flag is not 3 or 6.
C2A1	C2A1 = M	A warning shall be written to the final report when M is the value for column C2A1 (Was the LEA/ESA identified as having significant disproportionality due to 'identification as a child with a disability').
C2A2	C2A2 = M	A warning shall be written to the final report when M is the value for column C2A2 (Was the LEA/ESA identified as having significant disproportionality due to 'identification by disability category').
C2A3	C2A3 = M	A warning shall be written to the final report when M is the value for column C2A3 (Was the LEA/ESA identified as having significant disproportionality due to 'placement in a particular educational setting').
C2A4	C2A4 = M	A warning shall be written to the final report when M is the value for column C2A4 (Was the LEA/ESA identified as having significant disproportionality due to 'disciplinary action').
C2B	C2B = M	A warning shall be written to the final report when M is the value for column C2B (Amount reserved for required CEIS in the LEA/ESA).

Column	Text	Warning Message
C2B C3B	C2B > 0 and C3B > 0	A warning shall be written to the final report when Column C2B (Amount reserved for required CEIS in the LEA/ESA) is great than zero and Column C3B (Amount reserved for voluntary CEIS) is greater than zero.
C3A	C3A = M	A warning shall be written to the final report when M is the value for column C3A (Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 funds for CEIS).
C3A C3B	C3A = Yes and C3B = 0, NA or M	A warning shall be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) was YES and column C3B (Amount reserved for voluntary CEIS) was zero, M or NA.
A5 C3B	C3A = Yes and C3B – A5 is >= \$10	A warning will be written to the final report when column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) is YES and column C3B (Amount reserved for voluntary CEIS) minus column A5 (15% of the total LEA/ESA allocation for Sections 611 and 619 for the reference year) is >=\$10. NOTE! M and NA are considered 0 in this calculation.
C3A D2	C3A = Yes and D2 = 0, NA or M	A warning will be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) was YES and column D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA) was zero, M, or NA.
REVISED! C3A C3B	C3A = No, or M and C3B > 0	A warning shall be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 fund for CEIS) was NO or M and Column C3B (Amount reserved for voluntary CEIS) is greater than zero.
C3B	C3B = M	A warning shall be written to the final report when M is the value for column C3B (Amount reserved for voluntary CEIS).
D2	D2 = M	A warning shall be written to the final report when M is the value for column D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA).
D3	D3 = M	A warning shall be written to the final report when M is the value for column D3 (Total number of children who received CEIS under the IDEA anytime in the past two school years and received special education and related services during this reference year).

9.0 Submitting the Final IDEA Part B MOE Reduction and CEIS Survey

Once there are no fatal errors in the report and the data, auto-calculated figures, and warnings have been reviewed in the final report and Year-to-Year Comparison Report, the data is ready to be submitted to the database. To submit the report, select the **Submit** tab on the navigational menu and click **Enable Submit Page** (see fig 9.1)..

NOTE! The data are not final until the survey has been submitted to the database on the **Submit Page**.



Figure 9.1 – Navigational Menu – Enable Submit Page

NOTE! If there are error messages, a message in red will appear. Use the navigational menu at the top of the page to navigate to the **State Reports** tab to review the fatal errors, correct the data in the data file template, and use the **Upload Form** button located on the **Summary** tab, to upload a corrected file.

Once there are no fatal errors, the **Submit** button will become available (see fig. 9.2). Prior to submitting data to the database, comments can be entered in the comment box titled **Please provide additional information supplementing warnings in the .csv file, if needed** to provide an explanation for warnings or inconsistencies with the data.

Figure 9.2 – Submit Button

Once necessary comments have been entered, click the **SUBMIT** button in order to submit the survey to the database. After submission, the system will redirect back to the **Submit** tab on the navigational menu, and the **SUBMIT** button will no longer be visible to prevent submitting data multiple times.

The final .csv report displays all data that was entered and calculated, a legend with descriptions for each value shown, and comments entered on the **Submit** page. The comments will appear at the bottom of the spreadsheet for all LEA/ESA and legend rows (see fig. 9.4). After successfully submitting the file, changes can be made prior to the due date by repeating the process of uploading and resubmitting revised data as necessary.

LEGEND	
M	Data not available
NA	Not applicable
*	B4 percentage was not calculated because the
For Section B the determination levels are as follows:	
1	Meets the requirements and purposes of Part
2	Needs assistance in implementing the require
3	Needs intervention in implementing the requ
4	Needs substantial intervention in implement
For B5, B6, B7, C2A, C2A.1, C2A.2, C2A.3, C2A.4 and C3A:	
0	No
1	Yes
Update Flag:	
1	Change to LEA/ESA Name
2	LEA/ESA no longer used (no data reported)
3	New LEA/ESA
5	Change to NCESID #
6	LEA/ESA no longer used (data reported)
Comment Test Comment for File submission	

Figure 9.3 – Final Report with Comment



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