



U.S. DEPARTMENT OF EDUCATION

EDPass

SSP and IDEA Part B Child Count Metadata User Guide

January 2024

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1.0	July 2023	This is a new document.
1.1	January 2024	Renamed this document as it relates to the SSP metadata and IDEA Part B Child Count metadata collections

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.

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1.0 Introduction

EDPass is used by state education agencies (SEAs) to submit data and metadata to the U.S. Department of Education (ED). This document explains how to:

- Enter metadata
- Submit metadata to ED
- Download a report

All date and times in EDPass are Eastern Time Zone (ET).

1.1 Technological Requirements

EDPass works on internet browsers Google Chrome and Microsoft Edge, versions released 2022 and later.

1.2 Availability

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

After a due date, EDPass will be unavailable for uploading, adding and/or editing data notes and submitting data that were due. SEA EDPass Managers may still make changes and additions to users and role management. Authorized users can still make changes to the SSP.

1.3 Concurrency

EDPass is designed to allow multiple users within the SEA to access the application. For instance, one user can upload data files while another is resolving data quality errors by adding data notes. However, if two users work on the same screen (or page) simultaneously, there is a risk that one of the users' inputs will be omitted; the data saved last will be the data written into the database. To avoid confusion and omission of data, assign responsibilities to try and avoid two users working on the same pages at the same time.

1.4 Technical Assistance

In addition to this guide, the EDFacts Partner Support Center (PSC) can assist users with EDPass.

The PSC is available between 8:00 a.m. – 6:00 p.m. Eastern Time (ET) Monday through Friday, excluding federal holidays. The PSC contact information can be located on the [EDFacts Initiative Contact Us](#) page or by using the following options:

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

Email: EDFacts@ed.gov

Website: [PSC Self-Service Center](#)

2.0 Overview

Important! Please Read! For SY 2022-23 only, the collection of the Sex permitted values (SSP) and Child Count & Settings metadata (IDEA) have been combined into one metadata collection submission. The SEA EDFacts Coordinator and IDEA Part B Data Manager must communicate to confirm that the appropriate responses to each section of the metadata are entered appropriately because the responses are grouped together upon submission.

2.1 **New!** State Submission Plan Sex metadata

The FS5000 – State Submission Plan Sex metadata collection has been developed to collect data authorized under the EDFacts Data Collection on the Sex permitted values offered by each State. The metadata provides information on the following and is organized to provide the counts for the number of children in the following sections:

- Sex – States indicate whether or not more than two permitted values are collected for Sex. If so, states provide the permitted values.

Responses to the SSP Sex 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.

2.2 IDEA metadata

The FS5002 – IDEA Part B Child Count and Settings 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 and Settings by Age – States manually enter the Child Count and Settings data by Age.
- State-Operated Programs
- Disability Categories
- Educational Environments – School Age
- Educational Environments – Early Childhood

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.

3.0 Frequently Asked Questions

This section includes frequently asked questions regarding each metadata collection. Additional questions about how the system functions or suggestions for enhancements should be directed to the Partner Support Center (PSC) at EDFacts@ed.gov

3.1 General Metadata Entry FAQs

Will the system send any notifications?

EDPass does not send automated notifications.

When are the SSP and IDEA data due?

The metadata will open for data entry in EDPass on Monday, July 17, 2023. The metadata is due to be submitted in EDPass no later than Wednesday, August 30, 2023, at 11:59 p.m. ET.

Do not submit preliminary or placeholder data just to meet the submission deadline.

May I not respond to the question?

The metadata questions may not be left unanswered. The form will not save unless there is a response for every question.

I see an error preventing me from saving my form. What should I do?

If an error prevents the form from being saved, review the responses in each section. If a question is not responded to, the error *Response required* will display.

How can I review the responses before I submit?

After responses are entered in each section and **Save** is selected, review responses by collapsing or expanding each section.

How do I submit the completed metadata to ED?

Selecting **Submit** from the kebab menu on the Data Submission List for either FS5001 or FS5002 will group the SSP and IDEA metadata together. These metadata are submitted as a data package to ED. This document will be updated with detailed instructions before the submit functionality is enabled on August 14, 2023.

Important! Before submitting the data package, the IDEA Part B Data Manager and EDFacts Coordinator should communicate to confirm that the responses in the SSP section and the IDEA Child Count & Settings sections are accurate.

Will I have access to the metadata page after I have submitted data to the database?

Yes. The form can be accessed for data entry until the August 14, 2023 due date. After the due date, the submitted responses can be viewed but the data may NOT be modified or resubmitted.

After starting the metadata, can I save the existing responses and come back later to complete it?

No. The metadata collection in EDPass must be completed in one session. No questions can be left unanswered in order to save.

Where can I find a copy of the submitted metadata responses?

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

Is there a character limit for general comment box provided?

Yes. The comment field is a paragraph type format with a 4,000 maximum character limit.

Who may have access to my state's SSP and IDEA Child Count metadata form in EDPass?

SEA EDPass Managers have been granted access to create user accounts and assign permissions in EDPass (assigned via SEA-defined roles). Staff with the *SEA EDPass Manager* role must provide the appropriate users with a role that includes the Metadata permission for the IDEA data area.

If the Part B Data Manager wishes to authorize someone else to complete this survey, they must notify the SEA EDPass Manager and work together to provide the user with an EDPass account and the respective permissions via a role. Additionally, the user must establish a login.gov account before an EDPass account can be created.

3.2 SSP Sex Metadata FAQs

What is the primary use of this information?

The SSP Sex question provides the U.S. Department of Education (ED) information on the Sex permitted values used in the state.

What reporting year will this information cover?

The response to the SSP Sex question is for the SY 2022-23 *EDFacts* data collection.

Who may have access to my state's SSP Sex metadata form in EDPass?

SEA EDPass Managers have been granted access to create user accounts and assign permissions in EDPass (assigned via SEA-defined roles). Staff with the *SEA EDPass Manager* role and *EDFacts* Coordinators have primary assigned access to the metadata entry form.

If the *EDFacts* Coordinator wishes to authorize someone else to complete this data entry, they must provide the identified user with an EDPass account and the respective permissions via a role. Additionally, the user must establish a login.gov account before an EDPass account can be created.

Will the SSP Sex metadata section be prefilled with my State's prior year's responses?

No, the SSP section will not be prefilled with last year's responses as this is a new question for SY 2022-23. However, the Child Count, Environments – School Age and Environments – Early Childhood sections will have prior year's responses prefilled. The IDEA Part B Data Manager and the *EDFacts* Coordinator must communicate to confirm that the correct responses are entered for each section prior to submission.

3.3 IDEA Part B Child Count and Settings Metadata FAQs

What is the primary use of this information?

The IDEA Part B Child Count and Settings Collection provides the U.S. Department of Education (ED) information on the following:

- a) Child Count date
- b) State-Operated Programs
- c) Disability Categories
- d) Educational environments for school-aged children (ages 5 (in kindergarten) through 21) and
- e) Educational environments for early childhood aged children (3 through 5 (not in kindergarten))

The metadata collected using this form is required by the IDEA, Section 618. The data will be used as responses for indicators in the SPP/APR Part C. The data are also used for monitoring the programs and activities under IDEA and are published in the Office of Special Education Programs (OSEP) Annual Report to Congress on the Implementation of IDEA.

What reporting year will this data collection cover?

The IDEA Part B Child Count & Settings child count date is a state-designated date between October 1, 2022 and December 1, 2022 (inclusive). For the SY 2022-23 data collection, the state will define their Child Count Date in EDPass.

Will the form be prefilled with my State's prior year's responses?

Yes, the IDEA Child Count sections will be prefilled with last year's responses that were entered into the IDEA Child Count and Settings survey in *EMAPS*. However, the SSP section will not be prefilled as this is a new question for SY 2022-23. The IDEA Part B Data Manager and the ED Facts Coordinator must communicate to confirm that the correct responses are entered for each section prior to submission.

How can I access my State's previously submitted metadata responses?

IDEA Part B Data Managers and ED Facts Coordinators have access to historical versions of all submitted IDEA Part B Child Count and Settings surveys through the ED Facts Metadata and Process System (*EMAPS*). If you are a new Coordinator and require an *EMAPS* account to access these versions, please reach out to PSC for assistance.

How do I certify my Part B Child Count?

To meet the Part B Child Count data collection requirements, have the authorized official of the agency complete and sign the Part B Child Count Certification form as a certification. This will indicate that the Part B Child Count data submitted by your state is an accurate and unduplicated count of children with disabilities receiving special education and related services from the state. The forms will be available on the [ED Facts Community site](#). If assistance is needed obtaining the form, contact PSC.

The completed and signed form should be submitted electronically via email to PSC at EDFacts@ed.gov before the due date.

If I enter the Part B Child Count metadata more than once, will previously entered responses show?

Yes, as long as the **Save** button has been selected and no on screen errors were triggered, the previously entered information will be displayed and can be updated.

4.0 General EDPass Navigation

Upon accessing the EDPass website, accept the *Terms of Service* agreement by selecting the checkbox next to “I agree.”

Click **SIGN IN WITH LOGIN.GOV** and the system will direct you to enter your LOGIN.GOV credentials. You will be required to enter one form of multi-factor authentication (previously set up). Once accepted, the system will redirect to the EDPass landing page.

4.1 Signing out of EDPass

To minimize security risks, sign out of EDPass when the application is not being used. To sign out, click the user icon on the top right-hand corner of the screen and select **Logout** from the dropdown. Before signing out, be sure to save changes to avoid losing work.

After 2 minutes of inactivity, a timer in red font will appear in the upper right-hand corner counting down to when EDPass will automatically sign out the user (see fig. 4.1). You will be automatically signed out after 20 minutes of inactivity. Simply moving the computer mouse resets the timer.

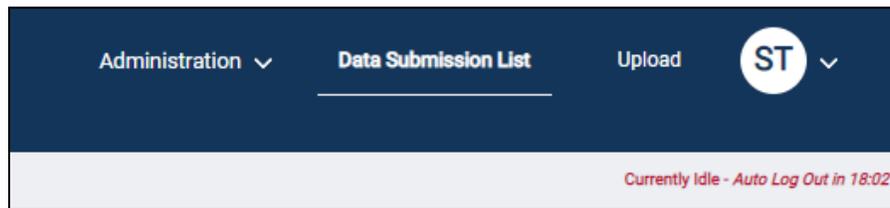


Figure 4.1 Inactivity timer appears in the top right corner and counts down

4.2 EDPass Landing Page

After successfully logging in, you will reach the landing page (see fig 1.2).

The top of the landing page contains links to:

- Administration (if an SEA EDPass Manager)
- Data Submission List
- Upload
- IDEA Child Count
- Your EDPass Account

The middle of the page contains:

- **Quick Links**
 - Links to ED*Facts* reporting documentation
 - Links to EDPass-related documentation
- **We are here to help**

- *EDFacts* PSC contact information

The bottom of the page provides the Paperwork Burden Statement (see fig 4.2).

The screenshot shows the EDPass landing page for Texas. The header includes the EDPass logo and navigation links. The main content area has a 'Quick Links' section and a 'Paperwork Burden Statement' section. The 'Paperwork Burden Statement' section contains the following text:

The National Center for Education Statistics (NCES), within the Institute of Education Sciences (IES), a part of the U.S. Department of Education (ED), has received OMB approval for its annual *ED Facts* data collection. Subject to the requirements of the Paperwork Reduction Act, a federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 1850-0925 (expiration 06/30/2025). Public reporting for this collection of information is estimated to be approximately 2,000 hours, annually, per respondent.

Figure 4.2: EDPass Landing Page

4.3 Your EDPass Account

In the upper right corner of the page header is a circle with your initials. Hover on the circle and a dropdown with options to view your user account or to log out of EDPass will appear. To review your information, select **View User Account**. If there are errors in your user information, contact your SEA EDPass Manager.

Your EDPass permissions are set by your SEA EDPass Manager. Permissions are assigned via a role defined by data areas and by functions. You will only be able to work on data areas and perform functions that your SEA EDPass Manager has granted to you. Only your SEA EDPass Manager can change your permissions.

5.0 Accessing the Metadata Entry Page

From the EDPass Landing Page, select **IDEA Child Count** from the top menu bar (see fig. 4.2) to enter the metadata form.

The system will redirect to the **IDEA Child Count** form (see fig. 4.2).

To return to the Data Submission List at any time, select **Data Submission List** from top menu bar.

6.0 Completing Metadata Entry

The metadata form contains four sections (see fig. 5.3), one of which is a SSP Sex metadata question.

State Submission Plan (SSP) – New question for SY 2022-23 regarding if the state collects more than two permitted sex values.

Child Count – Collects child count date, whether or not the state reports IDEA data for state-operated programs and disability categories used in the state.

Environments – School Age – Collects educational environment data for school age (ages 5, in kindergarten, through 21).

Environments – Early Childhood – Collects educational environment data for early childhood (ages 3 through 5, not in kindergarten).

Important! It is imperative that the IDEA Part B Data Manager and the EDFacts Coordinator communicate and work together to make sure that the responses to each section are accurate prior to submission. The State should also communicate and come to an agreement on who will be submitting the metadata. For SY 2022-23 **only**, the SSP and IDEA Child Count metadata are submitted as a data package together. In future years, these metadata will be submitted separately.

6.1 General Navigation

To begin entering responses on the metadata form, select a header to collapse or expand the section (see fig. 6.1).

The screenshot shows a web form titled "Texas IDEA Child Count". It features several sections:

- STATE SUBMISSION PLAN (SSP)**: A collapsed section containing a "Sex" question with radio buttons for "Yes" (selected) and "No". Below it is a text area for providing state definitions.
- CHILD COUNT**: A collapsed section.
- ENVIRONMENTS - SCHOOL AGE**: A collapsed section with instructions and two questions: "Regular Class Permitted?" and "Separate School Permitted?". Each question has three radio button options: "Permit for all age children", "Permit depending on age of the child" (selected), and "Does not permit".

Figure 6.1 – Collapsing or expanding a section.

Optional comment boxes are provided in some sections. Supplemental information or data notes related to each question can be entered here. Comment boxes have a 4,000-character limit. Expand the comment box by selecting the bottom right corner and dragging it out (fig. 6.2).

The image shows a text input field labeled "Comment". A yellow highlight is placed on the bottom right corner of the text box, indicating the area to be clicked to expand the box.

Figure 6.2 – Select the bottom right corner of a comment box to expand

Once all data have been entered, on-screen errors have been cleared, and data are ready to be saved, select **SAVE** (see fig. 6.3) 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 and a **Data Saved** message will appear at the top of the page (see fig.

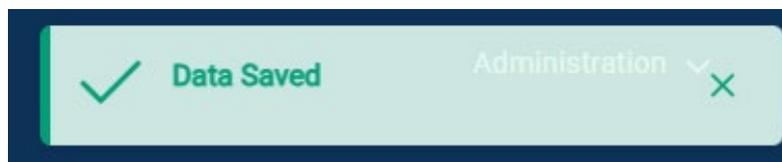


Figure 6.3 – Data Saved message at the top of the page

NOTE! Data will not save if a user exits the form without selecting the **SAVE** button. If on-screen errors exist in the form, the data will not save. Any section of the survey can be exited by navigating to another section. Navigating away from the metadata form to another page in EDPass (DSL for example) or closing the EDPass browser window without selecting the **SAVE** button will result in lost data. Data will be saved only when the **SAVE** button has been selected. If the screen is not redirected to the top of the page after the **Save** button is clicked, check the form for on screen- errors on the Data Entry forms. Fatal error messages will appear in red text on the form.

6.2 State Submission Plan Sex Metadata

Sex - New for SY 2022-23

Respond **YES** or **NO** to the question, **“For sex, does your state collect more than two permitted values (male and female)?”**.

C

Sex

For sex, does your state collect more than two permitted values (male and female)?

Yes No

If yes, please respond to the following question:

Beyond male and female, what permitted values does your state collect about students to represent sex, gender, and/or gender identity? Please provide state definitions if terms are defined.

Figure 6.4 –SSP Question

If Yes is selected, an additional question will appear: ***Beyond male and female, what permitted values does your state collect about students to represent sex, gender, and/or gender identity? Please provide state definitions if terms are defined.*** A comment box will appear for the state to enter supplemental information.

NOTE! The comment box has a character limit of 4,000.

6.3 IDEA Child Count Metadata

Child Count

Child Count Date: Enter the state’s IDEA child count date using the **Month** and **Date** dropdowns.

NOTE! Child count date must be between **10/1/2023 and 12/1/2023** (inclusive).

CHILD COUNT

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

Month Date

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

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 Disability 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

Figure 6.5 – Child Count 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 6.6 – Additional question regarding SOPs if *all* or *some*

Child Count: 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.

Developmental Delay
What ages are included in your state's definition for developmental delay for children with disabilities (IDEA)?

3 Years <input type="radio"/> Yes <input type="radio"/> No	4 Years <input type="radio"/> Yes <input type="radio"/> No	5 Years (not in Kindergarten) <input type="radio"/> Yes <input type="radio"/> No	5 Years (in Kindergarten) <input type="radio"/> Yes <input type="radio"/> No
6 Years <input type="radio"/> Yes <input type="radio"/> No	7 Years <input type="radio"/> Yes <input type="radio"/> No	8 Years <input type="radio"/> Yes <input type="radio"/> No	9 Years <input type="radio"/> Yes <input type="radio"/> No

Comment

Figure 6.7 – Developmental Delay section appears if **Yes** is the selected response

Comment: Optional comment box available

Environments – School Age

Indicate the educational environments that the state permits placement of children with disabilities (IDEA), ages 5 (in kindergarten) through 21 (see fig. 6.6).

ENVIRONMENTS - SCHOOL AGE

Please indicate whether your state permits placement of children with disabilities (IDEA), ages 5 (in kindergarten) through 21, in the following educational environments. For each of the following environments, provide the following information:

Regular Class Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Separate School Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Residential Facility Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Homebound/Hospital Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Correctional Facility Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Parentally Placed in Private Schools Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Figure 6.8 – Environments – School Age categories and responses

For each environment, respond by choosing 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:

Ages

5 (in Kindergarten)-11 Years	12-17 Years	18-21 Years
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Figure 6.9 – Age ranges to select when **Permit depending on age of the child** is selected

- Does not permit

Environments – Early Childhood

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

ENVIRONMENTS - EARLY CHILDHOOD

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:

Regular Early Childhood Program Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Separate Special Education Class Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Separate School Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Residential Facility Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Home Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Service Provider Location Permitted?
 Permit for all age children Permit depending on age of the child Does not permit

Figure 6.10 – Environments – Early Childhood categories and responses

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

Developmental Delay

What ages are included in your state's definition for developmental delay for children with disabilities (IDEA)?

3 Years <input type="radio"/> Yes <input type="radio"/> No	4 Years <input type="radio"/> Yes <input type="radio"/> No	5 Years (not in Kindergarten) <input type="radio"/> Yes <input type="radio"/> No	5 Years (in Kindergarten) <input type="radio"/> Yes <input type="radio"/> No
6 Years <input type="radio"/> Yes <input type="radio"/> No	7 Years <input type="radio"/> Yes <input type="radio"/> No	8 Years <input type="radio"/> Yes <input type="radio"/> No	9 Years <input type="radio"/> Yes <input type="radio"/> No

Comment

Figure 6.11 – Developmental Delay section appears if **Yes** is the selected response

7.0 Submitting the Metadata

The submit functionality will be enabled on August 14th, 2023.

Once the metadata form has been completed, select the **Save** button at the bottom of the page.

IMPORTANT! All questions in all sections must be completed.

If a question is missing a response, an on-screen error message in red text will appear that reads, “*Response required*” (see fig. 7.1)

Developmental Delay

What ages are included in your state's definition for developmental delay for children with disabilities (IDEA)?

3 Years <input checked="" type="radio"/> Yes <input type="radio"/> No <i>Response required</i>	4 Years <input type="radio"/> Yes <input type="radio"/> No <i>Response required</i>	5 Years (not in Kindergarten) <input type="radio"/> Yes <input type="radio"/> No <i>Response required</i>	5 Years (in Kindergarten) <input type="radio"/> Yes <input type="radio"/> No <i>Response required</i>
6 Years <input type="radio"/> Yes <input type="radio"/> No <i>Response required</i>	7 Years <input type="radio"/> Yes <input type="radio"/> No <i>Response required</i>	8 Years <input type="radio"/> Yes <input type="radio"/> No <i>Response required</i>	9 Years <input type="radio"/> Yes <input type="radio"/> No <i>Response required</i>

Figure 7.1 – On-screen error message “Response required” will display when a response is not entered

Important! Metadata for FS5001 and FS5002 are submitted as a package in EDPass. In order to submit the metadata in EDPass, both collections must be in a status of Ready to Submit.

8.0 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 Data Submission List (see fig 8.1).

Select **DOWNLOAD** from the pop-up menu and follow the browser’s prompts to view and/or save a copy of the excel spreadsheet.

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	<div style="border: 1px solid red; padding: 2px;"> DQ Results/Data Notes Submit Download Data </div>
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	

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

8.1 Accessing Prior Year’s State Reports

Prior year’s HTML and Year-to-Year Comparison reports can be accessed in the EDFacts Metadata and Process System (EMAPS). Once logged into EMAPS, select the State Supplemental Survey (SSS) link under IDEA Part B (see fig 8.2).

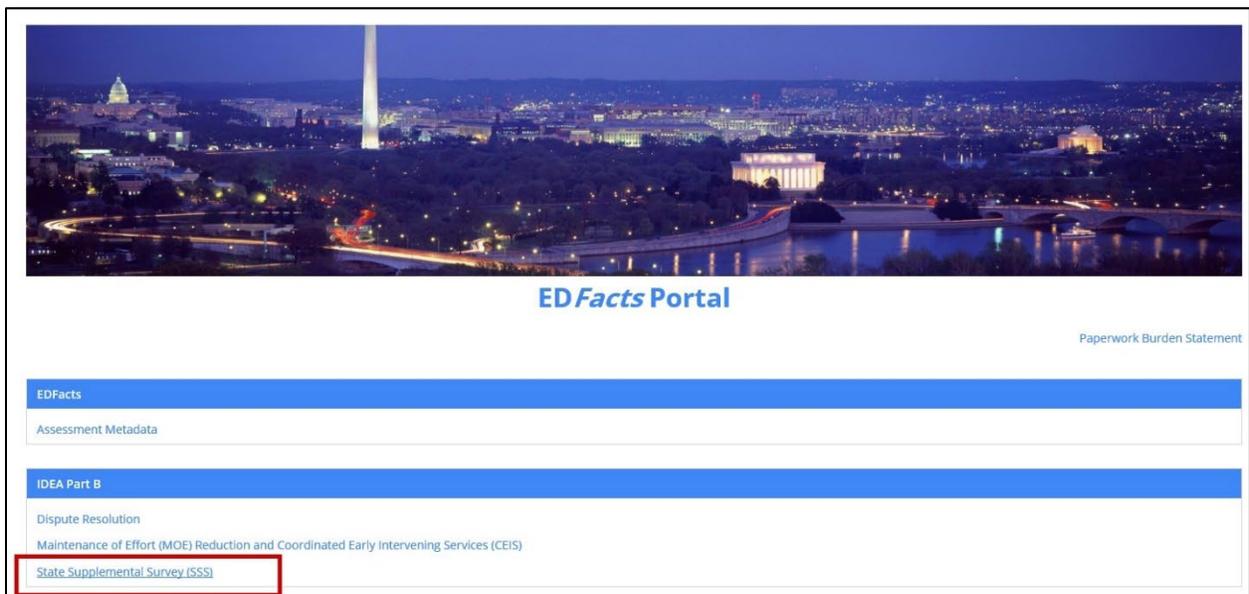


Figure 8.2 – Accessing prior year’s reports in EMAPS

Select the **<State Name> IDEA State Supplemental Survey for SY 2021-22** to enter the IDEA SSS survey for your state. The reports can be downloaded one of two ways (see fig 8.3):

1. By selecting the **State Reports** tab from the survey menu or
2. By selecting the **Reports** tab from the EMAPS navigation menu at the top of the screen (see fig. 7.2).

The screenshot shows the EMAPS interface for California's IDEA State Supplemental Survey for SY 2021-22. At the top, there are two tabs: 'SURVEY' and 'REPORTS', with 'REPORTS' being the active tab. Below this, there is a secondary navigation bar with various survey sections: 'Summary', 'Exiting', 'Child Count', 'Environ - School Age', 'Environ - Early Childhood', 'Staffing', 'Discipline', 'Assessment', and 'State Administration'. Under 'Summary', there are sub-tabs: 'MOE Reduction & CEIS', 'Review and Submit', 'State Reports', and 'Related Actions', with 'State Reports' being the active sub-tab. The main content area is titled 'About the Survey' and contains text explaining the survey's purpose and instructions for users. A 'User Guide' link is also visible at the bottom of the page.

Figure 8.3 – State Reports

To pull the HTML and Year-to-Year Comparison reports from the **Reports** section of EMAPS, select the **Reports** tab. Select the **<State Name> IDEA SSS** in the **State Folder** dropdown menu.

After selecting your state's folder, the list of HTML and Year-to-Year Comparison reports will appear. The HTML report can be opened, saved, and/or printed following the browser's prompts.

9.0 Appendix

9.1 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.)

9.2 SSP Sex Metadata Form

State Submission Plan (SSP)		
Sex		
For sex, does your state collect more than two permitted values (male and female)?	Yes/No	
If yes, please respond to the following question: Beyond male and female, what permitted values does your state collect about students to represent sex, gender and/or gender identity? Please provide state definitions if terms are defined.	Text	Only required if first response is "Yes"

9.3 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)		

<p>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></p>	<ul style="list-style-type: none"> • Regular Class • Separate School • Residential Facility • Homebound/Hospital • Correctional Facility • Parentally Placed in Private Schools 	
<p>Permitted?</p>	<ul style="list-style-type: none"> • permit for all age children • permit depending on age of the child • does not permit 	
<p>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.</p>	<ul style="list-style-type: none"> • 5 (in kindergarten)-11 • 12-17 • 18-21 	
<p>ENVIRONMENTS - EARLY CHILDHOOD</p>		
<p>Early Childhood Environments for Children with Disabilities (IDEA)</p>		
<p>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:</p>	<ul style="list-style-type: none"> • Regular Early Childhood Program • Separate Special Education Class • Separate School • Residential Facility • Home • Service Provider Location 	
<p>Permitted?</p>	<ul style="list-style-type: none"> • permit for all age children • permit depending on age of the child • does not permit 	
<p>If you responded, "permit depending on age of child", please enter the ages for which the educational environment is permitted for</p>	<ul style="list-style-type: none"> • 3 • 4 	

children with disabilities (IDEA), ages 3 through 5 (not in Kindergarten).	• 5 (not in Kindergarten)	
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