U.S. DEPARTMENT OF EDUCATION

Education Data Exchange Network (EDEN)

E*MAPS* User Guide: IDEA Part B Dispute Resolution Survey

Release 5.0

September 2015

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U.S. Department of Education

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September 2015

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Version Number	Date	Summary of Change
1.0	10/11/20110	Version 1.0 of this document introduces the first release of the IDEA Part B Dispute Resolution Survey in E*MAPS*
2.0	9/17/2012	Updated for SY 2011-2012, including changes to automated e-mail notifications
3.0	9/19/2013	Updated for SY 2012-2013 including changes to automated e-mail notifications and added new Year to Year Comparison report
4.0	9/15/2014	Updated for SY 2013-2014
5.0	9/10/2015	Updated for SY 2014-2015

PREFACE

The E*MAPS* IDEA Part B Dispute Resolution User Guide is intended to provide assistance to users of the ED*Facts Metadata and Process System* (E*MAPS*). This guide demonstrates the steps necessary to enter IDEA Part B Dispute Resolution data and navigate this survey in E*MAPS*.

This guide will be updated if major system modifications affect user procedures.

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1.0 INTRODUCTION

The ED*Facts Metadata and Process System* (E*MAPS*) is a Web-based tool used to provide State-Lead Agencies 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

Before You Begin:
Internet Explorer 8, 9, 10 and 11 and Firefox are the only supported browsers for E*MAPS*.

2.0 Overview

This survey has been developed to collect data authorized under Part B of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part B data managers. The survey provides information on the following and is organized to provide the counts for the number of occurrences in the following sections:

- Written, signed complaints which are defined as a signed, written document submitted to the SEA by an individual or organization (complainant) that alleges a violation of a requirement of Part B of IDEA of 34 CFR Part 300, including cases in which some required content is absent from the document.
- Mediation requests which are defined as a request by a party to a dispute involving any matter under Part B of IDEA for the parties to meet with a qualified and impartial mediator to resolve the dispute(s).
- Due process complaints which are defined as a filing by a parent or public agency to initiate an impartial due process hearing on matters relating to the identification, evaluation, or educational placement of a child with a disability, or the provision of a free appropriate public education to the child.
- Expedited due process complaints which are defined as due process complaints filed by: (1) the parent of a child with a disability (IDEA) who disagrees with any decision regarding the manifestation determination and/or disciplinary removal of a student from an educational placement and the placement of that student in an interim alternative educational setting; or (2) a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

This report shall be run for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states.

3.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this E*MAPS* IDEA Part B Dispute Resolution Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center at EDEN_SS@ED.GOV.

What is the primary use of this information?

The IDEA Part B Dispute Resolution Survey provides the U.S. Department of Education (ED) information on the counts of occurrences for the following:

- Written, signed complaints
- Mediation Requests
- Due process complaints
- Expedited due process complaints

The data collected using this survey is required by the Individuals with Disabilities Education Act (IDEA), Section 618.

The data are also used for monitoring the programs and activities under IDEA and reported by the Office of Special Education Programs (OSEP)'s Annual Report to Congress on the Implementation of IDEA.

Who may have access to the IDEA Part B Dispute Resolution Survey for my state?

The Office of Special Education Programs (OSEP) identified state IDEA Part B Data Managers as the state expert for this information. Each state IDEA Part B Data Manager has been granted read/write access to the E*MAPS* online survey.

Each ED*Facts* Coordinator has been granted "read only" access to their state's Part B Dispute Resolution Survey.

If the Part B Data Manager wishes to authorize someone else to complete this survey, please contact the Partner Support Center (PSC) with the name and e-mail address of the new user(s).

Phone: (877) 457-3336
Email: EDEN_SS@ed.gov
TTY#: (888) 403-3336

The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

Will the system send any notifications?

E*MAPS* will send notifications to Part B Data Managers at the following times:

- When the system is open
- When data has been submitted
- When there has been no account activity, notifications will be sent two weeks and 3 days prior to due date
- When data has been entered, but not submitted 3 days prior to due date
- If there are data with edit check warnings in the submissions 3 days prior to due date

When the system is re-opened for data resubmission, notifications will be sent when:

- There is a data quality inquiry
- The system has been reopened
- There was a data quality inquiry and updated data has not been submitted one week prior to close
- One week prior to the close of the reopen period

When are the data due?

The system will open October 5, 2015 and the completed survey is due no later than 11:59PM (ET) on November 4, 2015.

There will be a reopen period between May 9, 2016 and June 3, 2016 at 11:59PM (ET). The data will be frozen on June 4, 2015, to be used by OSEP in the Annual Report to Congress, public reporting of the IDEA Section 618 data, OSEP SPP/APR, and ad hoc requests. States will receive notification from OSEP of follow-up needed via email after the due date and prior to May 9, 2016.

Do <u>not</u> submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses will be assessed by the Office of Special Education Programs (OSEP) for timeliness, completeness, and passing edit checks. Data submissions with missing data elements are rated by OSEP as “incomplete.”

The review of data for accountability purposes will be based on data in the E*MAPS* system as of 11:59PM (ET) on the due date.

Are all states required to submit the IDEA Part B Dispute Resolution Survey via E*MAPS* for SY 2014-15?

Yes. For SY 2014-15, the Part B Dispute Resolution Survey will be submitted by all 50

states, the District of Columbia, Puerto Rico, Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states.

What reporting year will this data collection cover?

The IDEA Part B Dispute Resolution Survey covers an entire year of counts. For the SY 2014-15 data collection, the reporting year is defined as July 1, 2014 through June 30, 2015.

NOTE! Report only the actions initiated during the 2014-15 reporting year. Do NOT include actions initiated in a previous reporting year that continued into the 2014-15 reporting year.

When are zero counts permitted in this survey?

A zero count should be entered only if the state conducted a count for that data element and there were no occurrences to report in the specific category for the given reporting period. Zero is the default value which appears when a submitter first enters the "Data Entry Form." Zeros must also be used when data is designated as "Missing." Note that the instruction to use zeros with "Missing" varies from most other reporting instruction; this is a system issue that ED hopes to address in future submissions.

When should I report Missing?

The user should report a count as "Missing" when the State did not or cannot report a count for the specific category.

NOTE! When submitting "Missing", the user should enter a "0" or leave the default "0" and select the "Missing" check-box.

When can I revise my state's survey after the due date?

Users will be able to access the survey to modify data between May 9, 2016 and June 3, 2016. Users should be aware that the last version submitted by Part B Data Manger as of 11:59PM (ET) on the original due date will be the version ED will use to review the data for accountability purposes. Data publically reported and used by OSEP will be the last submission as of the close of the system on June 3, 2016 (formerly known as the "freeze date"). Draft versions will not appear in the report repository.

NOTE! EMAPS goes down late Sunday nights and comes back up at approximately 2:00AM (ET) Monday Mornings.

Can I make corrections to the submitted survey before the due date?

Yes. IDEA Part B Data Managers will be able to override any previously submitted

versions of their state survey by entering the survey process and submitting the survey again. There are no limits to the number of times a user can submit this survey. A history of all submitted versions will be archived in the IDEA Part B Dispute Resolution Reports Repository.

NOTE! ED will use only the latest submitted version of the survey on the due date for reporting purposes.

If I enter the Part B Dispute Resolution survey more than once, will previously entered data show?

Yes, as long as the user has clicked on the “Save Draft” button and no fatal errors were detected, the previously entered information will display.

4.0 Accessing E*MAPS and* Launching the Survey from the E*MAPS* Home Page

For assistance logging into E*MAPS*, please contact the Partner Support Center (PSC).

Email: eden_ss@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
TTY/TDD: 888-403-3336 (888-403-EDEN)

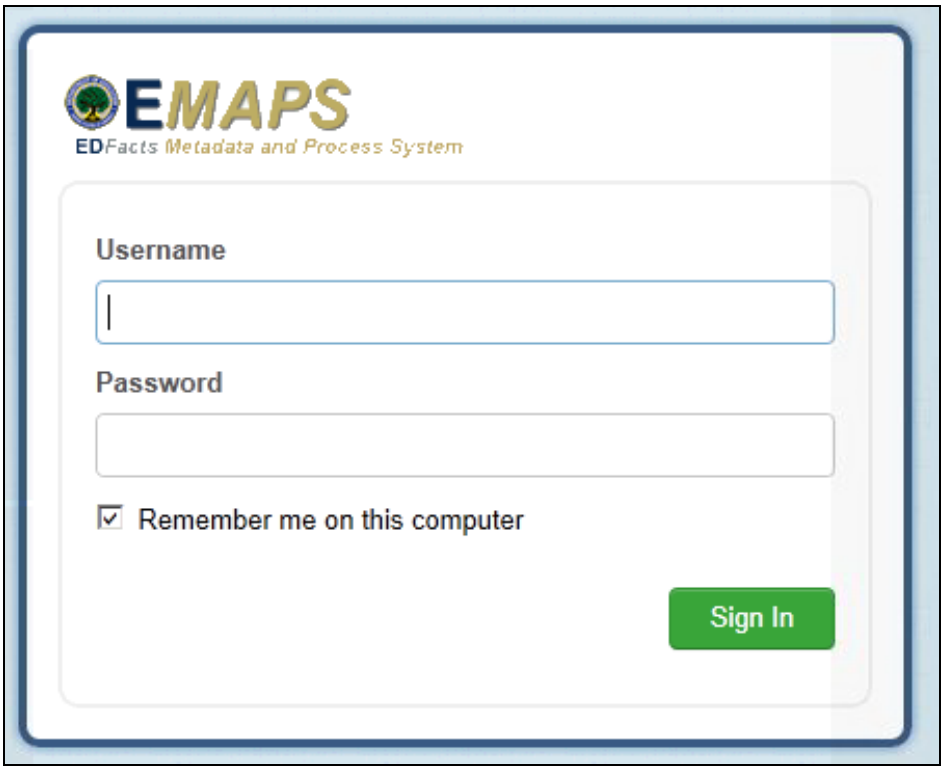
The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

4.1 Logging into the E*MAPS* web site directly

To log in directly to E*MAPS*, go to https://emaps.ed.gov/suite/ (see Fig.1). Enter your assigned username and password for access to the survey.

NOTE! In EMAPS, both username and password are case sensitive.

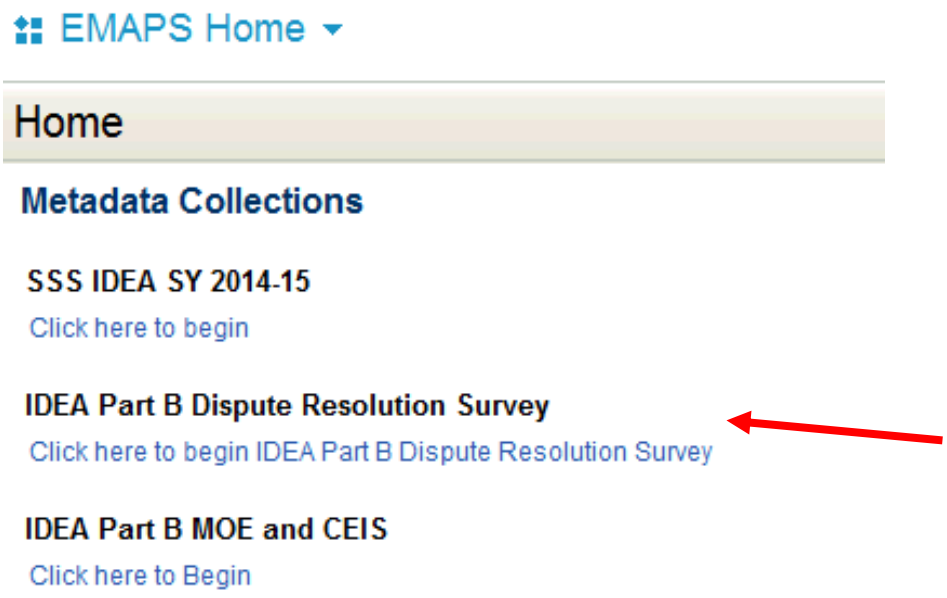
Figure 1.



4.2 E*MAPS* Home Page

Under the Metadata Collections header you will see the "IDEA Part B Dispute Resolution Survey". Click the link "Click here to begin IDEA Part B Dispute Resolution Survey" to start the process (see Fig. 2).

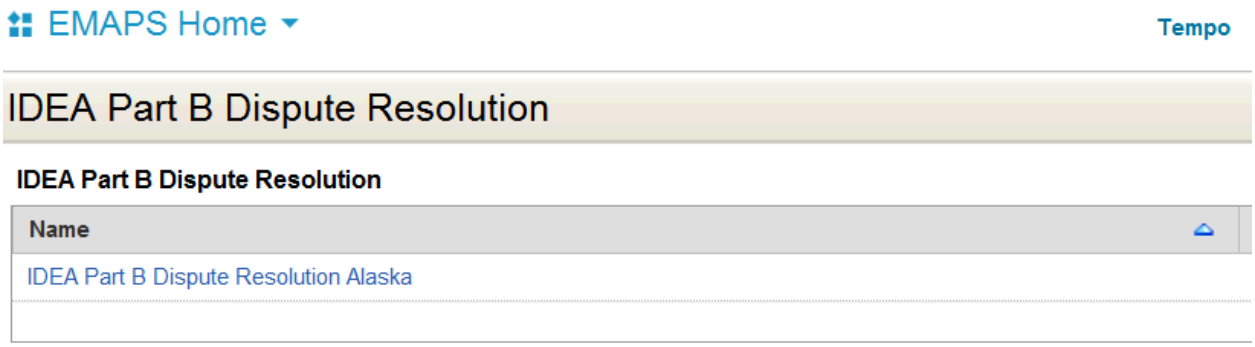
Figure 2.



4.3 IDEA Part B Dispute Resolution Start Page

Once you have clicked on the "Click here to begin…" link, you will see the survey start link for your state or entity (see Fig. 3). Click the link "IDEA Part B Dispute Resolution [State name]" to enter the IDEA Part B Dispute Resolution Dashboard.

Figure 3.



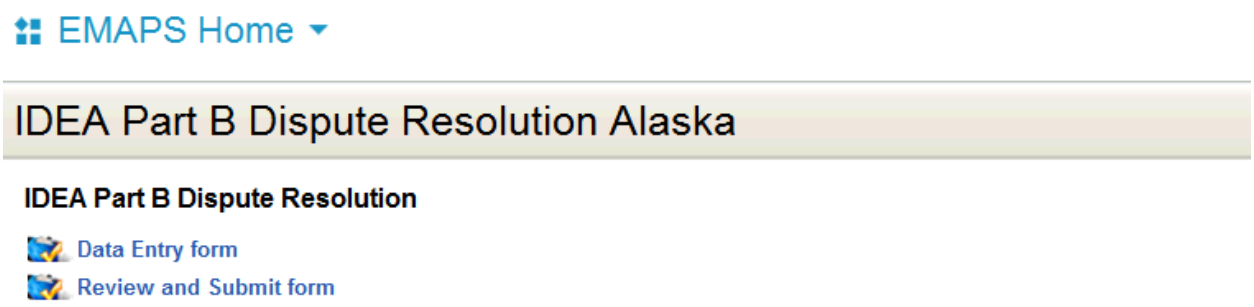
5.0 The IDEA Part B Dispute Resolution Dashboard

The IDEA Part B dispute Resolution dashboard contains two links (see Fig. 5).

1. “Data Entry form” – Users will input data directly into the form and save a draft version of the survey.

2. “Review and Submit form” – Users can review the entered counts for edit checks and submit the survey to the database.

Figure 5.



6.0 The Data Entry Form

To begin submitting IDEA Part B Dispute Resolution survey data, select “Data Entry form” link (see Fig.5). The Data Entry form consists of 4 sections:

Section A: Written, Signed Complaints
Section B: Mediation Requests
Section C: Due Process Complaints
Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)

When entering counts for the survey, complete each section by entering a numeric integer value for each of the data fields provided. Zeros appear as the default values in the survey data fields. Zero counts should be entered only if a state conducted a count for that data element and there were no occurrences to report in the specific category for the given reporting period. If a user intends to report a count as missing they should select the check box “Missing”. Data fields accept only an integer value; users must enter a zero when marking counts as “Missing”.

The user should report a count as “Missing” when the state did not or cannot report a count for the specific category.

NOTE! *If you close down the “Data Entry form” without clicking “Save as Draft”, data entered will not be saved.*

6.1 Section A: Written, Signed Complaints

Figure 7.

Alaska - IDEA Part B Dispute Resolution Data Entry Form

YEAR: 2014-15

A zero count should be used when there were no events or occurrences to report in the specific category for the given reporting period. Select the "Missing" box if the state did not collect or cannot report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey.

Section A: Written, Signed Complaints

1. Total number of written signed complaints filed.	0		
(1.1) Complaints with reports issued.	* 0		☐ Missing
(1.1) (a) Reports with findings of noncompliance.	* 0		☐ Missing
(1.1) (b) Reports within timelines.	* 0		☐ Missing
(1.1) (c) Reports within extended timelines.	* 0		☐ Missing
(1.2) Complaints pending.	* 0		☐ Missing
(1.2) (a) Complaints pending a due process hearing.	* 0		☐ Missing
(1.3) Complaints withdrawn or dismissed.	* 0		☐ Missing

Row 1 (see Fig. 7). Displays the total number of written, signed complaints filed between July 1, 2014 and June 30, 2015. The following auto calculation formula shall be applied dynamically for this section: Row 1 = 1.1+1.2+1.3.

In row 1.1, enter how many of the written, signed complaints (row 1) were complaints with reports issued as of 60 days following the end of the reporting period; that is, enter how many of the complaints had a written decision from the State educational agency (SEA) as of August 29, 2015. Row 1.1 is a subset of row 1.

> In row 1.1(a), enter how many of the reports issued were reports with findings of noncompliance. Row 1.1(a) is a subset of row 1.1.
>
> In row 1.1(b), enter how many of the reports issued were reports within timelines (60 days). Do *NOT* include any written decisions issued more than 60 days after the written, signed complaint was filed. Row 1.1(b) is a subset of row 1.1.
>
> In row 1.1(c), enter how many of the reports issued were reports within extended timeliness. Row 1.1(c) is a subset of row 1.1.

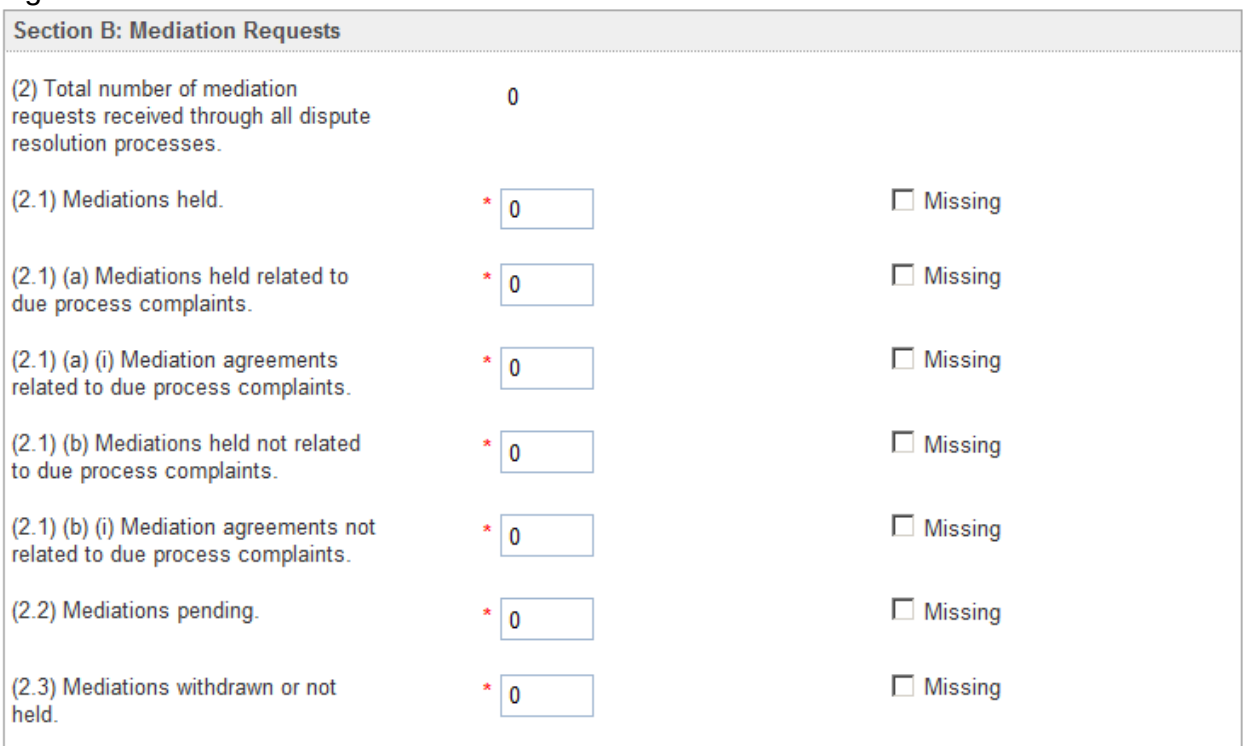
In row 1.2, enter how many of the written, signed complaints (row 1) were complaints pending as of August 29, 2015 (60 days following the end of the reporting period). Row 1.2 is a subset of row 1.

In row 1.2(a), enter how many of the pending complaints were complaints pending a due process hearing. Row 1.2(a) is a subset of row 1.2.

In row 1.3, enter how many of the written, signed complaints (row 1) were complaints withdrawn or dismissed as of August 29, 2015 (60 days following the end of the reporting period). Row 1.3 is a subset of row 1.

6.2 Section B: Mediation Requests

Figure 8.



Section B: Mediation Requests		
(2) Total number of mediation requests received through all dispute resolution processes.	0	
(2.1) Mediations held.	* 0	☐ Missing
(2.1) (a) Mediations held related to due process complaints.	* 0	☐ Missing
(2.1) (a) (i) Mediation agreements related to due process complaints.	* 0	☐ Missing
(2.1) (b) Mediations held not related to due process complaints.	* 0	☐ Missing
(2.1) (b) (i) Mediation agreements not related to due process complaints.	* 0	☐ Missing
(2.2) Mediations pending.	* 0	☐ Missing
(2.3) Mediations withdrawn or not held.	* 0	☐ Missing

Row 2 (see Fig. 8). Displays the total number of mediation requests received through all dispute resolution processes between July 1, 2014 and June 30, 2015. The following auto calculation formula shall be applied dynamically for this section: Row 2 = 2.1+2.2+2.3.

In row 2.1, enter how many of the mediation requests (row 2) resulted in mediations held as of the end of the reporting period (June 30, 2015). Row 2.1 is a subset of row 2.

In row 2.1(a), enter how many of the mediations held were mediations held related to due process complaints. Row 2.1(a) is a subset of row 2.1.

In row 2.1(a)(i), enter how many of the mediations held related to due process complaints resulted in mediation agreements as of the end of the reporting period (June 30, 2015). Row 2.1(a)(i) is a subset of row 2.1(a).

In row 2.1(b), enter how many of the mediations held were mediations held not related to due process complaints. Row 2.1(b) is a subset of row 2.1.

In row 2.1(b)(i), enter how many of the mediations held not related to due process complaints resulted in mediation agreements as of the end of the reporting period (June 30, 2015). Row 2.1(b)(i) is a subset of row 2.1(b).

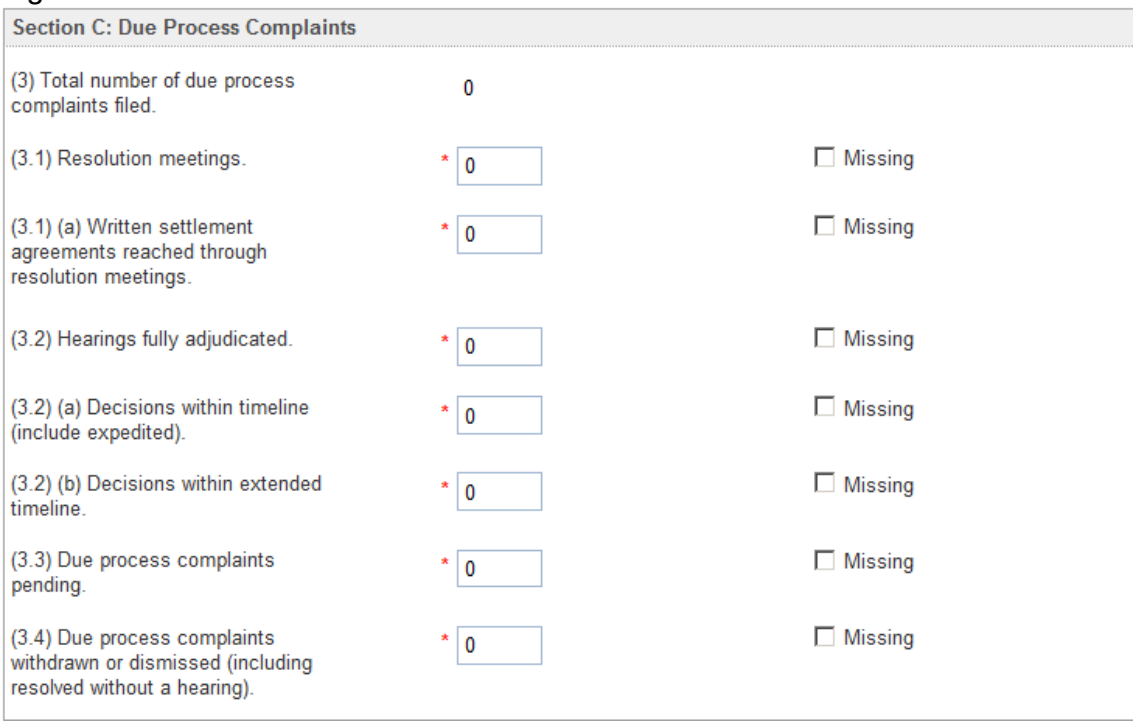
NOTE! The sum of 2.1(a) and 2.1(b) must equal the total number of mediations held (row 2.1).

In row 2.2, enter how many of the mediation requests (row 2) were mediations pending as of the end of the reporting period (June 30, 2015). This includes mediation requests that were pending as of the end of the reporting period. Row 2.2 is a subset of row 2.

In row 2.3, enter how many of the mediation requests (row 2) were mediations withdrawn or not held as of the end of the reporting period (June 30, 2015). Row 2.3 is a subset of row 2.

6.3 Section C: Due Process Complaints

Figure 9.



Section C: Due Process Complaints		
(3) Total number of due process complaints filed.	0	
(3.1) Resolution meetings.	* 0	☐ Missing
(3.1) (a) Written settlement agreements reached through resolution meetings.	* 0	☐ Missing
(3.2) Hearings fully adjudicated.	* 0	☐ Missing
(3.2) (a) Decisions within timeline (include expedited).	* 0	☐ Missing
(3.2) (b) Decisions within extended timeline.	* 0	☐ Missing
(3.3) Due process complaints pending.	* 0	☐ Missing
(3.4) Due process complaints withdrawn or dismissed (including resolved without a hearing).	* 0	☐ Missing

Row 3 (see Fig. 9) displays the total number of due process complaints filed between July 1, 2014 and June 30, 2015. Expedited due process complaints are to be included in the counts entered in this section. Expedited due process complaints are also entered separately in Section D below. The following auto calculation formula shall be applied dynamically for this section: Row 3 = 3.2+3.3+3.4.

In row 3.1 enter how many of the due process complaints (row 3) resulted in a resolution meeting as of the end of the reporting period (June 30, 2015). Row 3.1 is a subset of row 3.

> In row 3.1(a), enter how many resolution meetings resulted in a written settlement agreement as of the end of the reporting period. Row 3.1(a) is a subset of rows 3.1 and 3.4.

In row 3.2, enter how many of the due process complaints (row 3) resulted in hearings fully adjudicated as of the end of the reporting period, that is, the due process hearing was conducted and the hearing officer issued a written decision by June 30, 2015. Row 3.2 is a subset of row 3.

> In row 3.2(a), enter how many of the written decisions were decisions within timeline. (Do not include here the decisions within extended timelines.) Row 3.2(a) is a subset of row 3.2.
>
> In row 3.2(b), enter how many of the written decisions included in row 3.2 were decisions within extended timelines. (Decision must be issued within specific time extension granted by the hearing or reviewing officer). Row 3.2(b) is a subset of row 3.2.

In row 3.3, enter how many of the due process complaints (row 3) were due process complaints pending as of the end of the reporting period (June 30, 2015). Row 3.3 is a subset of row 3.

In row 3.4, enter how many of the due process complaints (row 3) were withdrawn or dismissed (including resolved without a hearing) as of the end of the reporting period (June 30, 2015. Row 3.4 is a subset of row 3.

6.4 Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)

Figure 10.

Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)

(4) Total number of expedited due process complaints filed.		0	
(4.1) Expedited resolution meetings.	*	0	☐ Missing
(4.1) (a) Expedited written settlement agreements.	*	0	☐ Missing
(4.2) Expedited hearings fully adjudicated.	*	0	☐ Missing
(4.2) (a) Change of placement ordered.	*	0	☐ Missing
(4.3) Expedited due process complaints pending.	*	0	☐ Missing
(4.4) Expedited due process complaints withdrawn or dismissed.	*	0	☐ Missing

Row 4 (see Fig. 10). Displays the total number of expedited due process complaints filed between July 1, 2014 and June 30, 2015. The expedited due process complaints entered in row 4 are a subset of the due process complaints reported in row 3 of Section C. The following auto calculation formula shall be applied dynamically for this section: Row 4 = 4.2+4.3+4.4.

In row 4.1, enter how many of the expedited due process complaints (row 4) resulted in a resolution meeting as of the end of the reporting period (June 30, 2015). Row 4.1 is a subset of row 4. Row 4.1 is also a subset of the resolution meetings entered in row 3.1 of Section C.

> In row 4.1(a), enter how many resolution meetings resulted in a written settlement agreement as of the end of the reporting period. Row 4.1(a) is a subset of row 4.1. Row 4.1(a) is also a subset of the written settlement agreements reported in row 3.1(a) of Section C. An edit check will trigger if 4.1(a) > 3.1(a).

Figure 11.

Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)

4. Total number of expedited due process complaints filed.	0	
4.1 Expedited resolution meetings.	0	☐ Missing
4.1.a Expedited written settlement agreements.	7	☐ Missing

Expedited written settlement agreements (4.1) (a) exceed written settlement agreements reached through resolution meetings (3.1) (a).

Expedited written settlement agreements (4.1) (a) exceed expedited resolution meetings (4.1).

In row 4.2, enter how many of the expedited due process complaints (row 4) resulted in expedited hearings fully adjudicated as of the end of the reporting period, that is, the due process hearing was conducted and the hearing officer issued a written decision by June 30, 2015. Row 4.2 is a subset of row 4. Row 4.2 is also a subset of the hearings fully adjudicated reported in row 3.2 of Section C.

> In row 4.2(a), enter how many of the written decisions resulted in a change of placement ordered. Row 4.2(a) is a subset of row 4.2.

In row 4.3, enter how many of the expedited due process complaints (row 4) were expedited due process complaints pending as of the end of the reporting period (June 30, 2015). Row 4.3 is a subset of row 4.

In row 4.4, enter how many of the expedited due process complaints (row 4) were withdrawn or dismissed as of the end of the reporting period (June 30, 2015). Row 4.4 is a subset of row 4.

New: OSEP will be verifying after each close if 4.2 is greater than 3.2.a <u>and</u> (3.2 – (3.2.a + 3.2.b)) is less than (4.2-3.2.a).

6.5 Comments Box

Figure 12

Comments:

Please provide any additional information supplementing any of the questions on this form, if needed (4000 character limit).

OMB Number: 1875 - 0240

Form Expires: 02/29/2016

Save as Draft

Users will be able to provide any additional information supplementing the questions asked in the survey by utilizing the "Comments" box (see Fig. 12) located at the bottom of the "Data Entry form". Please note this comment box has a 4000 character limit.

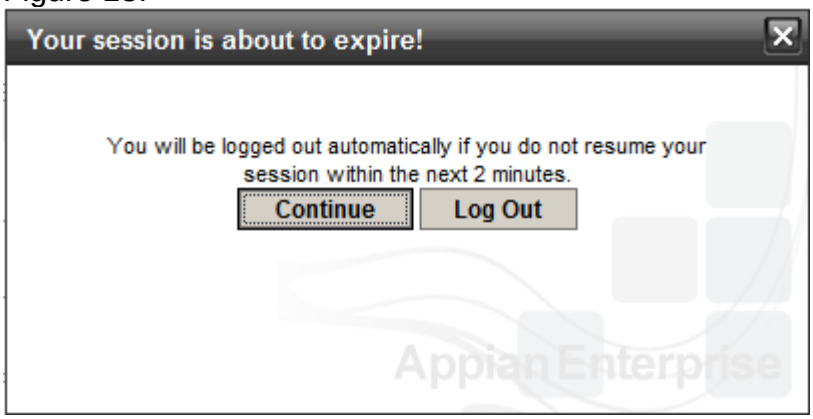
NOTE! When submitters select a count as "Missing" they should provide a detailed explanation in the comment box.

6.6 Saving Data as a Draft

In order to exit the survey and return to your last stopping point, you must first save a draft version by clicking the "Save as Draft" button (see Fig. 12). Saving data as a draft will save the content entered on the form but *will not* generate a HTML report. HTML reports will only be generated after the survey has been submitted to the database from the "Review Form". If a user closes the E*MAPS* survey window without first saving a draft version, information will not be saved. Users will not be able to save a draft of the data if a fatal error occurs on the "Data Entry form".

NOTE! A warning is generated by the system after 30 minutes of inactivity (see Fig. 13). To avoid losing data, click within the EMAPS survey form.

Figure 13.

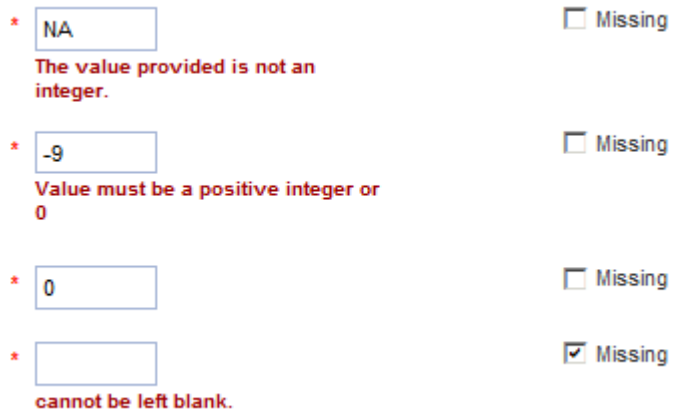


6.7 Fatal Errors on Data Entry Form

A fatal error will display in the "Data Entry form" when an unacceptable variable has been entered into a data field. The text "NA" or "The value provided is not an integer" will display in rows 1,2,3, or 4 when a non integer value is entered into any of the data fields below. This error will appear if a field contains an alpha character or a non-zero, non-positive-integer number has been entered in a field. Data entry fields are limited to numeric whole numbers and cannot be left blank. If a field is left blank, "cannot be left blank" will appear. A fatal error will also display if a non-zero integer number is entered in the data field and a check is entered in the "Missing" box. Users will be unable to save a draft if these errors are not corrected and will prevent access back to the survey dashboard.

Screenshots of the errors that may fire are shown below in Figure 14.

Figure 14



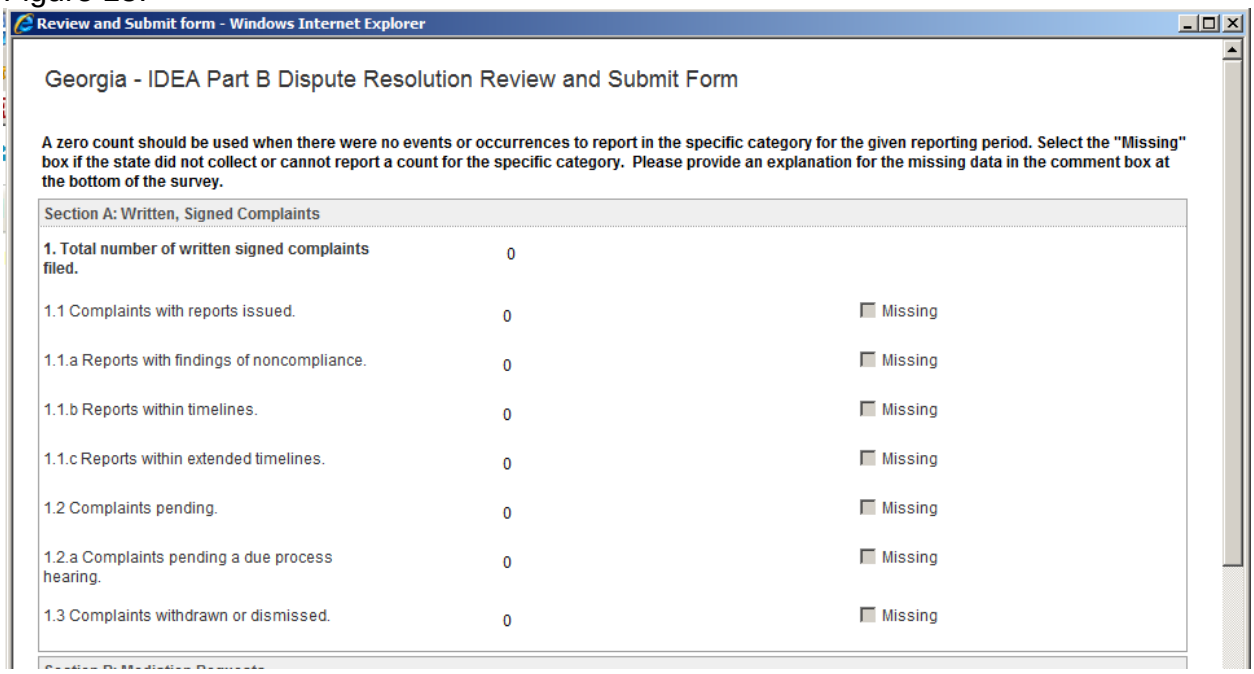
7.0 The Review and Submit Form

Submitters will need to be in the "IDEA Part B Dispute Resolution Review and Submit Form" in order to save the survey to the database and complete the submission process. Once the survey has been submitted to the database an HTML report, a Year to Year Comparison report containing the survey results will be auto generated and available to the state IDEA Part B Data Manager. Once the survey has been submitted to the database, ED will have access to the state's survey responses as well.

Users should exit the page by selecting either the "To Dashboard" or the "Submit Data to Database" button. If a user closes the data entry screen window or the E*MAPS* browser window directly your data will not be saved and you will end your E*MAPS* survey session.

NOTE! By closing the pop up, your survey will not submit your data to the database. To complete the survey and submit the data to ED, the user must select the "Submit Data to Database" button.

Figure 15.



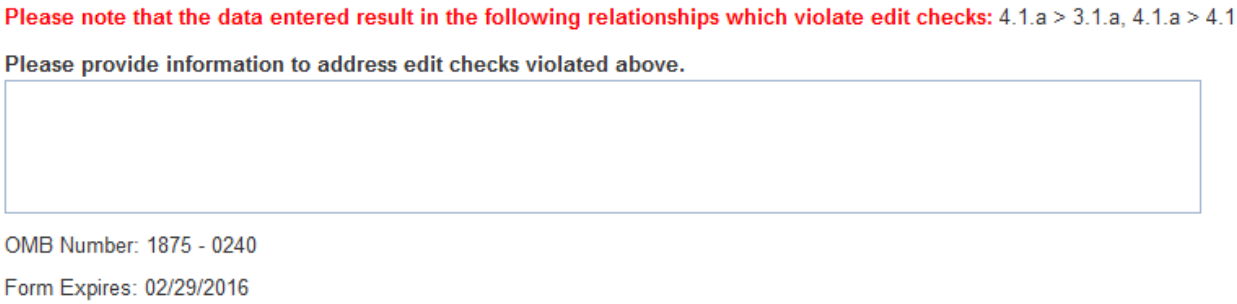
7.1 Reviewing and Editing the Survey

On the review form, a warning message in red, "Please note that the data entered result in the following relationships which violate edit checks:…" will display at the bottom of the page along with a list of all failed edit check logic (see Fig. 16). You may provide additional information explaining edit checks in the provided comment field.

Part B Dispute Resolution Edit Checks:
The following edit checks shall be applied to the data in this survey on the Review page:

Question 1.1.a ≤ question 1.1
Question (1.1.b + 1.1.c) ≤ question 1.1
Question 1.2.a ≤ 1.2
Question (2.1.a + 2.1.b) = question 2.1
Question 2.1.a.i ≤ question 2.1.a
Question 2.1.b.i ≤ question 2.1.b
Question 3.1 ≤ question 3
Question 3.1.a ≤ question 3.1
Question 3.1.a ≤ question 3.4
Question (3.2.a + 3.2.b) ≤ question 3.2
Question 3.3 ≥ 4.3
Question 3.4 ≥ 4.4
Question 4 ≤ question 3
Question 4.1 ≤ question 3.1
Question 4.1 ≤ question 4
Question 4.1.a ≤ question 4.1
Question 4.1.a ≤ question 3.1a
Question 4.2 ≤ question 3.2
Question 4.2.a ≤ question 4.2

Figure 16.



In order to make any changes to the survey, the submitter will select the “To Dashboard” button and return to the survey dashboard. Once returned to the dashboard users will need to enter the “Data Entry form” to make any adjustments. Once the “Data Entry form” has been updated, the user will save the survey as a new draft and return to the “Data Review form” to submit to the database.

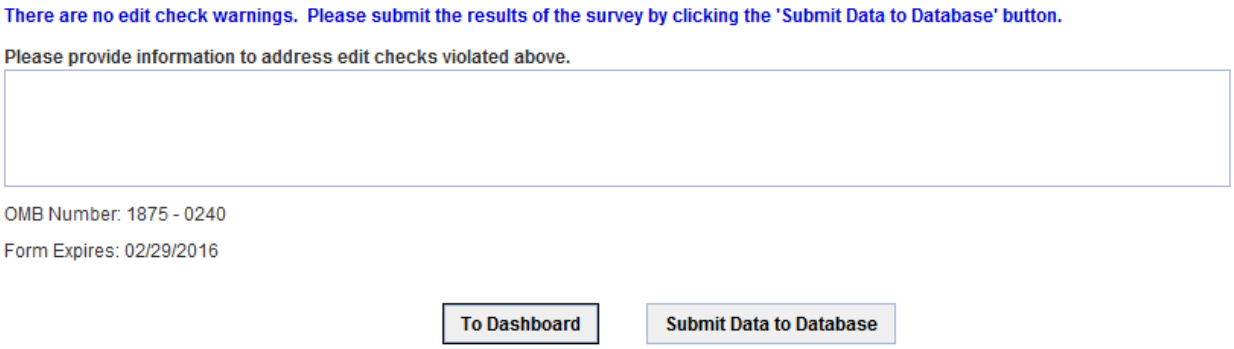
If you need to submit the form with edit checks, you must enter an explanatory comment.

7.2 Submitting Data to Database

If the data pass the edit checks, the following message will be displayed, “There are no edit check warnings. Please submit the results of the survey by clicking the “Submit

Data to Database" button." (see Fig.17). Once you click the Submit Data to Database button, an HTML report and a Year to Year Comparison report will be auto generated and posted to the Reports Repository located on the E*MAPS* Home page. The IDEA Part B Data Manager will receive a confirmation email containing the reports after the data have been submitted to the database. Additionally, Data Managers and ED*Facts* Coordinators will have access to their HTML reports for the survey in E*MAPS*.

Figure 17.



NOTE! If a new version of the survey is submitted to the database, it will override the previously submitted version. A history of all submissions will be available in the IDEA Part B Dispute Resolution Reports Repository.

8.0 Accessing IDEA Part B Dispute Resolution HTML and Year to Year Comparison Reports

A Year to Year Comparison report will be included in both the submission confirmation email as well as in the reports repository. The .csv report will display data from prior years so that changes may be tracked (see Fig. 24)

The HTML and Year to Year Comparison report will be generated each time data is submitted to the database and will be e-mailed to the user.

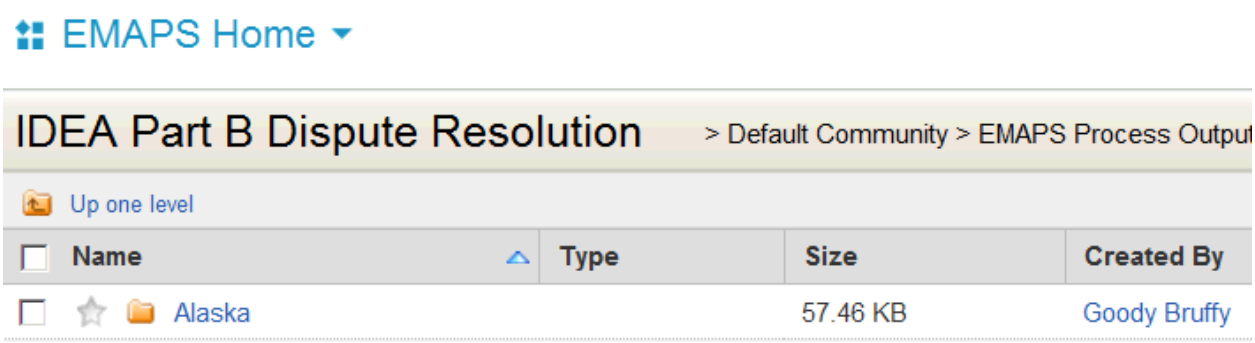
Both Part B Data Managers and ED*Facts* Coordinators have access to these reports.

To access your state's reports, select the "IDEA Part B Dispute Resolution Reports" link folder located under the "State Supplemental Survey – IDEA Reports" section on the right hand side of the E*MAPS* Homepage (see Fig.18)

Figure 18.

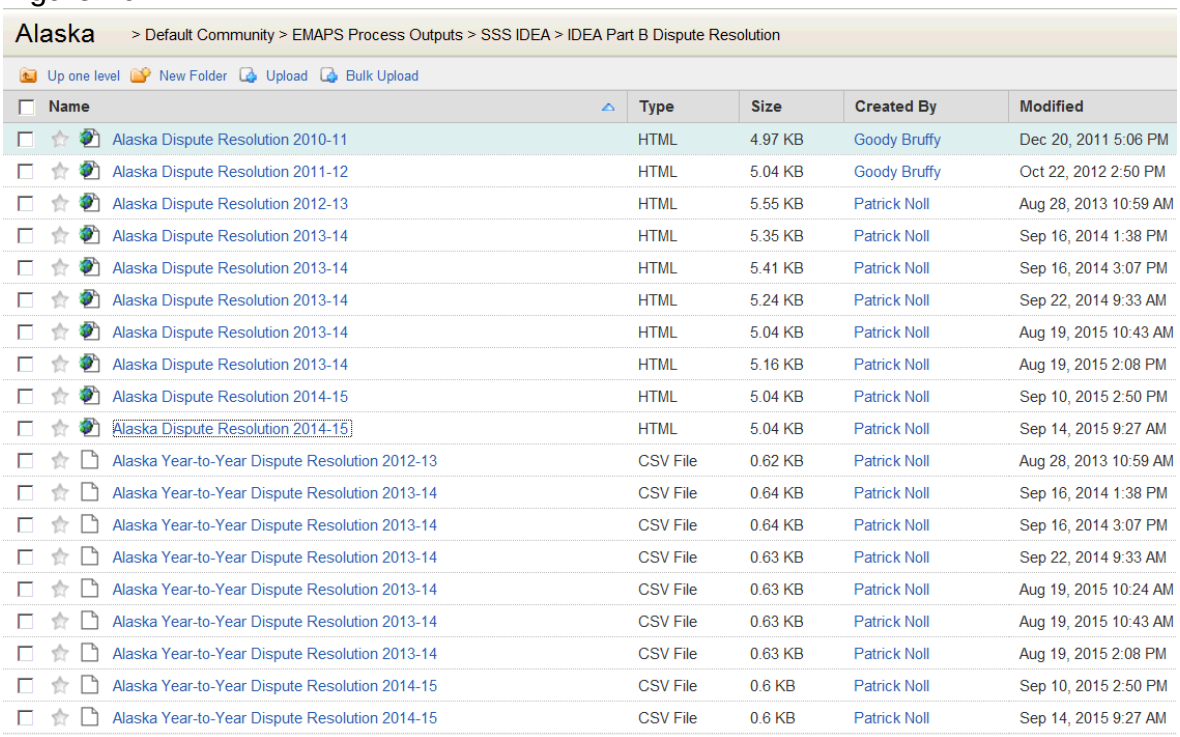
Once you click on the survey folder, your state's folder will display (see Fig. 19).

Figure 19.



After opening the state's folder, you will see a list of reports that have been generated for your state. These reports will include those reports from prior submission years in addition to the reports you generated for this year (see figure 20).

Figure 20



Name	Type	Size	Created By	Modified
Alaska Dispute Resolution 2010-11	HTML	4.97 KB	Goody Bruffy	Dec 20, 2011 5:06 PM
Alaska Dispute Resolution 2011-12	HTML	5.04 KB	Goody Bruffy	Oct 22, 2012 2:50 PM
Alaska Dispute Resolution 2012-13	HTML	5.55 KB	Patrick Noll	Aug 28, 2013 10:59 AM
Alaska Dispute Resolution 2013-14	HTML	5.35 KB	Patrick Noll	Sep 16, 2014 1:38 PM
Alaska Dispute Resolution 2013-14	HTML	5.41 KB	Patrick Noll	Sep 16, 2014 3:07 PM
Alaska Dispute Resolution 2013-14	HTML	5.24 KB	Patrick Noll	Sep 22, 2014 9:33 AM
Alaska Dispute Resolution 2013-14	HTML	5.04 KB	Patrick Noll	Aug 19, 2015 10:43 AM
Alaska Dispute Resolution 2013-14	HTML	5.16 KB	Patrick Noll	Aug 19, 2015 2:08 PM
Alaska Dispute Resolution 2014-15	HTML	5.04 KB	Patrick Noll	Sep 10, 2015 2:50 PM
Alaska Dispute Resolution 2014-15	HTML	5.04 KB	Patrick Noll	Sep 14, 2015 9:27 AM
Alaska Year-to-Year Dispute Resolution 2012-13	CSV File	0.62 KB	Patrick Noll	Aug 28, 2013 10:59 AM
Alaska Year-to-Year Dispute Resolution 2013-14	CSV File	0.64 KB	Patrick Noll	Sep 16, 2014 1:38 PM
Alaska Year-to-Year Dispute Resolution 2013-14	CSV File	0.64 KB	Patrick Noll	Sep 16, 2014 3:07 PM
Alaska Year-to-Year Dispute Resolution 2013-14	CSV File	0.63 KB	Patrick Noll	Sep 22, 2014 9:33 AM
Alaska Year-to-Year Dispute Resolution 2013-14	CSV File	0.63 KB	Patrick Noll	Aug 19, 2015 10:24 AM
Alaska Year-to-Year Dispute Resolution 2013-14	CSV File	0.63 KB	Patrick Noll	Aug 19, 2015 10:43 AM
Alaska Year-to-Year Dispute Resolution 2013-14	CSV File	0.63 KB	Patrick Noll	Aug 19, 2015 2:08 PM
Alaska Year-to-Year Dispute Resolution 2014-15	CSV File	0.6 KB	Patrick Noll	Sep 10, 2015 2:50 PM
Alaska Year-to-Year Dispute Resolution 2014-15	CSV File	0.6 KB	Patrick Noll	Sep 14, 2015 9:27 AM

NOTE! If your state has submitted multiple surveys, users should reference the time date stamp to locate the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.

Following your browsers prompts, you may save the report to your computer, or open and view the report.

Once you open the survey the HTML report will appear (see Fig. 21).

Figure 21.

EMAPS
EDFacts Metadata and Process System

Alaska

IDEA Part B - Dispute Resolution
School Year: 2014-15

Section A: Written, Signed Complaints

1.	**Total number of written signed complaints filed.**	**4**
1.1	Complaints with reports issued.	2
1.1.a	Reports with findings of noncompliance.	1
1.1.b	Reports within timelines.	1
1.1.c	Reports within extended timelines.	1
1.2	Complaints pending.	1
1.2.a	Complaints pending a due process hearing.	0
1.3	Complaints withdrawn or dismissed.	1

Section B: Mediation Requests

2.	**Total number of mediation requests received through all dispute resolution processes.**	**5**
2.1	Mediations held.	2
2.1.a	Mediations held related to due process complaints.	1
2.1.a.i	Mediation agreements related to due process complaints.	1
2.1.b	Mediations held not related to due process complaints.	1
2.1.b.i	Mediation agreements not related to due process complaints.	0
2.2	Mediations pending.	2

Data that violates edit checks will be displayed on the HTML survey report, located under the comment box (see Fig 22). These edits will appear just as they do in the “Review and Submit form”.

Figure 22.

Comment:

Please note that the data entered result in the following relationships which violate edit checks: 1.1.b + 1.1.c > 1.1

To remove the edit checks from displaying in your HTML report submitters must correct the edits in the “Data Entry form.” Submitters must re-submit the survey through the “Review and Submit” page to override the previous submission.

The Year to Year Comparison Report will open in Excel and may be used to compare data from past years (see Fig. 23). Each time a version of the survey is submitted a new version of this report will be generated. Take care to open the correct report by referencing the time/date stamp.

Figure 23.

Alaska Year-to-Year Dispute Resolution 2014-15

	A	B	C	D	E	F	G	H	I
1	EMAPS - IDEA Part B Dispute Resolution								
2	Year 2014-15								
3	StateName: Alaska								
4	Created: 9/14/2015 9:27 AM EDT	Year 1	Year 2	Year 3	Differenc	Difference	% Change	% Change	
5		2012-13	2013-14	2014-15	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3	
6	(1) Total number of written signed complaints filed.	192	2	4	-190	2	-98.96	100	
7	(2) Total number of mediation requests received through all dispute resolution processes.	371	0	5	-371	5	-100	500	
8	(3) Total number of due process complaints filed.	170	0	0	-170	0	-100	0	
9	(4) Total number of expedited due process complaints filed.	73	0	0	-73	0	-100	0	
10									
11									

9.0 Glossary of Data Elements

Change of placement ordered – The hearing officer's written decision in an expedited due process hearing fully adjudicated ordered a change in placement of a child with a disability (IDEA) to an appropriate interim alternative educational setting.

Complaint pending – A written, signed complaint that is either still under investigation or the SEA's written decision has not been issued.

Complaint pending a due process hearing – A written, signed complaint in which one or more of the allegations in the complaint are the subject of a due process complaint that has not been resolved.

Complaint with report issued – A written decision was provided by the SEA to the complainant and public agency regarding alleged violations of a requirement of Part B of IDEA.

Complaint withdrawn or dismissed – A written, signed complaint that was withdrawn by the complainant for any reason or that was determined by the SEA to be resolved by the complainant and the public agency through mediation or other dispute resolution means and no further action by the SEA was required to resolve the complaint; or a complaint dismissed by the SEA for any reason, including that the complaint does not include all required content.

Decision within extended timeline - The written decision from a hearing fully adjudicated was provided to the parties in the due process hearing more than 45 days after the expiration of the resolution period, but within a specific time extension granted by the hearing or reviewing officer at the request of either party.

Decision within timeline – The written decision from a hearing fully adjudicated was provided to the parties in the due process hearing not later than 45 days after the expiration of the resolution period or in the case of an expedited due process complaint, provided no later than 10 school days after the due process hearing, which must occur within 20 school days of the date the expedited due process complaint is filed.

Due process complaint – A filing by a parent or public agency to initiate an impartial due process hearing on matters relating to the identification, evaluation, or educational placement of a child with a disability (IDEA), or the provision of a free appropriate public education to the child.

Due process complaint pending – A due process complaint wherein a due process hearing has not yet been scheduled or is scheduled but has not yet been held.

Due process complaint withdrawn or dismissed - A due process complaint that has not resulted in a fully adjudicated due process hearing. This includes due process complaints resolved through a mediation agreement or through a written settlement

agreement, those settled by some other agreement between the parties (parent and public agency) prior to completion of the due process hearing, those withdrawn by the filing party, those determined by the hearing officer to be insufficient or without cause, and those not fully adjudicated for other reasons. This does not include due process complaints that are pending a due process hearing.

Expedited due process complaint – A due process complaint filed by: (1) the parent of a child with a disability who disagrees with any decision regarding the manifestation determination and/or disciplinary removal of a student from an educational placement and the placement of that student in an interim alternative educational setting; or (2) a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

Expedited due process complaint pending – An expedited due process complaint wherein an expedited due process hearing has not yet been scheduled or is scheduled but has not yet been held.

Expedited due process complaint withdrawn or dismissed – An expedited due process complaint that has not resulted in an expedited fully adjudicated due process hearing. This includes expedited due process complaints resolved through a mediation agreement or through a written settlement agreement, those settled by some other agreement between the parties (parent and public agency) prior to completion of the expedited due process hearing, those withdrawn by the filing party, those determined by the hearing officer to be insufficient or without cause, and those not fully adjudicated for other reasons. This does not include expedited due process complaints that are pending an expedited due process hearing.

Expedited due process hearing fully adjudicated – A hearing officer conducted a due process hearing concerning an expedited due process complaint, reached a final decision regarding matters of law and fact and issued a written decision to the parties about whether a change of placement is ordered.

Hearing fully adjudicated – A hearing officer conducted a due process hearing, reached a final decision regarding matters of law and fact and issued a written decision to the parties.

Mediation agreement – A written legally binding agreement signed by a parent and a representative of the public agency who has the authority to bind the public agency that specifies the resolution of any issues in the dispute that were reached through the mediation process. A mediation agreement that fully or partially resolves issues in dispute is included in “mediation agreement”.

Mediation held - A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency involving any matter under Part B of IDEA of 34 CFR Part 300, and that concluded with or without a written mediation agreement between the parties.

Mediation held not related to due process complaint – A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency that was not initiated by the filing of a due process complaint or did not include issues that were the subject of a due process complaint.

Mediation held related to due process complaint – A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency that was initiated by the filing of a due process complaint or included issues that were the subject of a due process complaint.

Mediation not held – A request for mediation that did not result in a mediation being conducted by a qualified and impartial mediator. This includes mediation requests that were withdrawn, mediation requests that were dismissed, requests where one party refused to mediate, and requests that were settled by some agreement other than a mediation agreement between the parties.

Mediation pending – A request for mediation that has not yet been scheduled or is scheduled but has not yet been held.

Mediation request – A request by a party to a dispute involving any matter under Part B of IDEA for the parties to meet with a qualified and impartial mediator to resolve the dispute(s).

Report with findings of noncompliance - The written decision provided by the SEA to the complainant and public agency in response to a written, signed complaint, which finds the public agency to be out of compliance with one or more requirements of Part B of IDEA of 34 CFR Part 300.

Report within extended timeline – The written decision from the SEA was provided to the complainant and the public agency more than 60 days after the written, signed complaint was filed, but within an appropriately extended timeline. An appropriately extended timeline is an extension beyond 60 days that was granted due to exceptional circumstances that exist with respect to a particular complaint; or if the parent and the public agency involved agreed to extend the time to engage in mediation, or to engage in other alternative means of dispute resolution, if available in the State or under State procedures.

Report within timeline – The written decision from the SEA was provided to the complainant not later than 60 days after receiving the written, signed complaint.

Resolution meeting – A meeting, convened by the local educational agency (LEA), between the parent(s) and school personnel to discuss the parent's due process complaint and the facts that form the basis of the due process complaint so that the LEA has the opportunity to resolve the dispute that is the basis for the due process complaint.

Resolution period – Thirty (30) days from the LEA's receipt of a due process complaint unless the period is adjusted because: (1) both parties agree in writing to waive the resolution meeting; or (2) after either the mediation or resolution meeting starts, but before the end of the 30-day period, the parties agree in writing that no agreement is possible; or (3) if both parties agree in writing to continue the mediation at the end of the 30-day resolution period, but later, the parent or public agency withdraws from the mediation process.

Written settlement agreement – A legally binding written document, signed by the parent and a representative of the public agency, specifying the resolution of the dispute that formed the basis for a due process complaint arrived at in a resolution meeting. For the purposes of reporting the IDEA Part B Dispute Resolution data, a written settlement agreement is one that fully resolves all issues of the due process complaint and negates the need for a due process hearing.

Written, signed complaint – A signed, written document submitted to the SEA by an individual or organization (complainant) that alleges a violation of a requirement of Part B of IDEA of 34 CFR Part 300, including cases in which some required content is absent from the document.

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