U.S. DEPARTMENT OF EDUCATION

EDPass

ED*Facts* Business Rules Single Inventory User Guide

SY 2022-23

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DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	ED*Facts* Business Rules Single Inventory User Guide

DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	January 2023	This is a new user guide for the ED*Facts* Business Rules Single Inventory (BRSI) for SY 2022-23. There is a separate user guide for SY prior to SY 2022-23.
1.01	March 2023	Section 5.0 BRSI Layout for SY 2022-23 • Change Explanation (Column D) - Added option "Discontinued" • Rule Objective (Column H) – Incorporated Level Comparison into Accuracy Editorial changes throughout document
1.02	April 2023	• Section 1.1 Format: Added reference to new Scope tab • Section 5.0: BRSI Layout for SY 2022-23: Expanded definition of "Multiple" (column X) to include not only rules that have data sources from more than one file specification, but also rules that have data sources from more than one level in the same file specification; expanded definition of Primary (column Y) to explain use of the column for rules using multiple levels of the same file specification • Editorial changes throughout document
1.03	July 2023	• Section 1.3 Out of Scope – Added instructions for error messages regarding files containing all zeros or all -1s. • Section 2.0 Getting Started – Added definitions for the words "count" and "sum" which is found in the definitions, rule logic and error messages in the BRSI. • Section 1.5 Notification of changes – Added an explanation of the version history tab • Section 3.2 Finding business rules for all FS – Added steps to find business rules that apply to all files.
1.04	October 2023	• Section 1.1: Added ReadMe and *SY 2022-23 Meaningful Data* tabs; consolidated all Discontinued tabs into a single tab • Throughout document, removed Excel column letters • Section 1.2: Added DMS, February ESEA and PSC Notice

Version Number	Date	Summary of Change
		• Section 3.0: Added subsection 3.5 for DMS • Section 4.0: Added this new section with Tips and Hints • Section 6.0: Revised headings, definitions for columns P and Q; added new column S Additional Information • Added new Appendix A with metadata file specifications and data groups
1.05	February 2024	• Revised to reflect that the rules on the *SY 2022-23 Meaningful Data* tab were moved to the SY 2022-23 tab, and the *SY 2022-23 Meaningful Data* tab was removed

PREFACE

The ED*Facts* Business Rules Single Inventory User Guide explains how to use the ED*Facts* Business Rules Single Inventory (BRSI) spreadsheet. This guide will be updated if major modifications impact the use of the BRSI.

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. The BRSI was created to support the larger ED*Facts* Initiative effort.

CONTENTS

1.0   Introduction to the Business Rules Single Inventory

This section provides an overview of the ED*Facts* Business Rules Single Inventory (BRSI).

1.1 Format

The BRSI is an Excel Workbook. The table below describes the tabs in the Workbook.

Tab	Description
ReadMe	Tab explaining the content of the other tabs in the BRSI
SY 2022-23	List of business rules for SY 2022-23
Scope	List of file specifications / E*MAPS* data collections for which rules are included in each system of publication
Version History	Explanation of changes for each version of the BRSI
Discontinued	List of business rules discontinued for all file specifications implemented to date in EDPass

1.2 In Scope

The BRSI will contain the business rules used for the following:

- DMS – 5-year edits for CCD files not yet implemented in EDPass

- EDPass – Application used to upload, perform pre-submission data quality review, and submit ED*Facts* data starting with SY 2022-23

- ED*Facts* Submission System (ESS) – Tool for submitting FS206 and FS212 reflecting the identification of schools in SY 2022-23 based on data from SY 2021-22

- ED*Facts* Metadata and Process System (E*MAPS)* – Web-based tool used to collect data not collected in EDPass

- February ESEA Review – Post-submission rules executed for FS206 and FS212 reflecting the identification of schools in SY 2022-23 based on data from SY 2021-22

- PSC Notice – single rule for FS029 charter school flag that uses data not available to the EDPass system, that SEAs must run themselves and report results to PSC

- Post-submission data quality review by ED (noted as Post-submission in column ***Data Quality Phase***)

1.3 Out of Scope

This BRSI does not include school years (SYs) prior to 2022-23. The BRSI for previous school years is in a separate Excel workbook located on the ED*Facts* Business Rules webpage. That BRSI has a separate User Guide.

The BRSI does not include the following rules:

- Timeliness – All data are required to be submitted by the due date. Timeliness of ED*Facts* data files and metadata will be determined at the due date

- Submission – State education agencies (SEAs) are notified of what data and metadata the SEAs are required to submit. ED*Facts* will track SEA submissions of File Specifications (FSs) and related metadata

1.4 Changes from Prior School Year BRSIs

There are several changes to the BRSI starting with SY 2022-23.

- **Business Rules**: All the business rules were examined in detail. Some business rules were consolidated, and others have been separated. Nearly all rule definitions and/or rule logic have undergone changes in order to improve the consistency of the language and make the style more uniform.

- **New Layout**: School years starting with SY 2022-23 will be on separate tabs. The columns have been changed.

- **Incremental BRSI rollout**: For SY 2022-23, an updated BRSI will be published with each EDPass release, adding the rules implemented for files in each release. For subsequent school years, a complete BRSI will be published at the start of the collection cycle.

1.5 Notification of Updates to the BRSI

ED*Facts* users will be notified via the PSC Support Update each time the BRSI is updated and published. The version number of the document posted on the ED*Facts* Initiative page will change.

The "Version History" tab will include an explanation of changes from the previous version. The most recent changes are at the top of the tab and includes the following information.

Column	Contents
Version Number	BRSI version number.
Version Date	Date the version was published.
Rule IDs	List of the rules that were changed.
Tab	What tab in the BRSI was changed.
Column	What column in the BRSI was changed.
Summary of changes	Explanation of the change. The explanations generally begin with one of the following words: • Added – New information • Removed – Something was deleted or removed. • Corrected – The previous information was in error. • Clarified or revised – The previous information wasn't not incorrect however a change was made to make the information more precise or complete.

1.6 Further Assistance

For further assistance, contact the Partner Support Center (PSC):

Phone: 877-457-3336

Email: EDFacts@ed.gov

PSC is open Monday through Friday from 8 a.m. to 6 p.m. (ET) excluding federal holidays.

2.0 Where to Start

Each row in the BRSI contains information to explain the business rule. Section 6.0 explains each column in the BRSI.

Below is one approach to reviewing that information.

Steps

1. Start with column labeled *Definition*

   a. Definitions are written in the positive describing the expectation for the data

2. Check *Failure Classification* for the consequences of the rule failing.

3. Check the level(s) to which the rule is applied: *SEA*, *LEA*, *SCH,* and *Other*

4. Move to column *Rule Logic*

   a. Rule logic defines the conditions under which the rule fails

   b. If the rule uses thresholds, look at columns *Threshold Base* and *Threshold %*

   c. The column **Error Message** provides the text that will be displayed to the user when the rule fails

   d. The column *Error Message Condition* lists the information that will be provided regarding the failed rule

5. Check if the rule uses data groups from multiple FSs by looking at column *Multiple*, if the column is marked "Y" then

   a. Look at column *FS* and column *DG*

   b. Also look at column *Primary* to determine if the rule must be addressed before the FS can be submitted.

6. Check if the rule uses other data (e.g., metadata) by looking at column *Metadata FS* and column *Metadata DG*

3.0   How to Use the BRSI to…

This section explains how to use the BRSI for various purposes.

3.1 Find a Business Rule

On the Data Quality Results page, EDPass displays the business rule IDs and the error messages.

To find out more about the business rule, locate the business rule in the BRSI.

Steps

1. Use column ***EDPass Rule ID***

2. Type the business rule ID into the filter

3. Confirm this is the correct business rule by checking the text in column ***Error Message***

4. Follow the tips in Section 2.0 "Where to Start" to review the information for a business rule

3.2 Find Business Rules Applied to ALL FSs

Some business rules apply to all FSs. Review these rules closely as most of these rules have a Failure Classification of Data Error, which will prevent data submission.

Steps

1. Use column ***FS***

2. Type "ALL" into the filter

Following are the descriptions identifying the FSs to which the rules are applied:

FS
All non-FTE files collecting category sets / subtotals and EUTs
All files except 029
All files collecting subtotals
All files collecting FTE, category sets / subtotals and EUTs
All files collecting EUTs
All files collecting category sets and subtotals
All files collecting category sets
All files collecting categories
All files

3. Follow the tips in Section 2.0 "Where to Start" to review the information for each business rule for the FS

3.3 Find all the Business Rules for a FS

Before starting work on a FS, review the business rules that apply to the FS.

Steps

1. Use column *FS*

2. Type all three digits of the FS ID into the filter

3. Use column *Change Status* and *Change Explanation* to identify any changes to the rules from the previous SY

4. Use column *Rule Objective* to get an overview of the types of rules applied to the FS

5. Follow the tips in Section 2.0 "Where to Start" to review the information for each business rule for the FS

3.4 Find all the Business Rules for an E*MAPS* Survey

Before starting on an E*MAPS* survey, review the business rules that apply to the survey.

Steps

1. Filter column *System of Publication* **to "EMAPS***"

2. Then filter column Metadata FS to the desired EMAPS survey

Metadata FS
EMAPS IDEA Part C Child Count and Settings Survey
EMAPS IDEA Part B Dispute Resolution Survey
EMAPS IDEA Part C Dispute Resolution Survey

3. Use column *Change Status* and *Change Explanation* to identify any changes to the rules from the previous SY

4. Use column *Rule Objective* to get an overview of the types of rules applied to the survey

5. Follow the tips in Section 2.0 "Where to start" to review the information for each business rule

3.5 Find all the Business Rules for DMS

Most DMS business rules were moved to EDPass; however, the DMS 5-year edits will not be moved to EDPass until 5 years of data are available in EDPass. Use the steps below to review the 5-year edits remaining in DMS.

Steps

1. Use column *System of Publication*

2. Type DMS into the filter

3. Follow the tips in Section 2.0 "Where to start" to review the information for each 5-year edit

4.0   Tips and Hints

This section contains information to assist in using the BRSI.

4.1 Meaningful Data

SEAs are expected to upload and submit meaningful data. EDPass includes business rules to check for files containing all zeros or all -1s.

How to address the error message "The file contains all zeros." – None of the File Specifications are expected to be all zeros. In the event that a File Specification is all zeros, before submitting the data, contact Partner Support Center.

How to address the error message "The file contains all -1s." – Negative 1 (-1) means that a count is missing. Instead of submitting a file with all -1s, update the State Submission Plan (SSP) with the date that the data are expected to be available.

Note: These rules are no longer on their own tab. They have been integrated into the SY 2022-23 tab.

4.2 Count vs. Sum

In the BRSI, the word "count" means a number that was in the file uploaded to EDPass. The word "sum" means the result of adding two or more numbers from the file uploaded to EDPass.

4.3 Business Rules Comparing Counts / Sums

Some business rules compare counts/sums to determine (1) whether the counts are within a range of each other, or (2) whether one is greater or less than the other.

- Rule definitions with the words "expected to be similar" are checking whether the counts are within a range of each other. These rules are not concerned with which number is greater or less than the other. The thresholds are the range of difference that is considered reasonable.

- Rule definitions with the words "expected to be greater/less than" or "expected to be greater/less than or equal to" are checking one count in relationship to the other. These rules may have a threshold.

Some FS/DGs have both rules. Below is an example:

EDPass ID	Definition	Logic
TEAH-0007	The total FTE Teachers for the SEA is expected to be greater than or equal to the sum of the total FTE Teachers for all schools in the SEA.	Fails when SEA DG839 Teachers EUT is < the sum of the school DG839 Teachers EUTs in the SEA, and the |difference| is > Threshold Base.
TEAH-0008	The total FTE Teachers for the SEA is expected to be similar to the sum of the total FTE Teachers for all schools in the SEA.	Fails when sum of DG839 Teachers EUTs for all schools in the SEA is less than the DG839 SEA EUT, and the |difference|, divided by the SEA EUT*100, is > Threshold %.

4.4 Acronyms

Acronyms are used throughout the BRSI. Some acronyms in the BRSI are the abbreviations used in the FS. Following are explanations for some of those acronyms.

Acronym	Definition
CAT SET	Category Set
CCD	Common Core of Data
EUT	Education Unit Total
FTE	Full-Time Equivalent
HS	High School
IDEA	Individuals with Disabilities Education Act
MEP	Migrant Education Program
NCES	National Center for Education Statistics
NSLP	National School Lunch Program
N or D	Neglected or Delinquent
REAP	Rural Education Achievement Program
ST	Subtotal
SWP	Schoolwide Program
SY	School Year
TAS	Targeted Assistance School
Title I	Title I of ESEA

5.0 Data Notes

Business rules are designed to identify non-compliance with grant implementation requirements, to identify exceptional or poor performance, to identify unusual changes in the data, or to identify errors.

To submit data that failed a business rule, the SEA must provide an informative data note. Informative data notes are relevant, specific, and descriptive. Informative data notes explain why the business rule failed, include specific and relevant information, and describe what the grantee is doing to prevent the problem from occurring in the future.

Affirming the data are correct as reported is not a sufficient data note. Informative data notes provide relevant information on changes that have affected the data (e.g., measurement corrections, population changes, and definitions changes). If state policy has changed the way data are defined, measured, and/or collected, provide specific information about the policy change and how it impacted the data. If there have been changes in a state's implementation of programs or services that could have impacted the data, provide an explanation.

 Informative data notes explain the actions the state is taking. For example, if a subset of districts submitted errant data, note if the state is taking corrective actions with those districts to ensure complete and accurate data the next year.

5.1 Data Note Examples

The section provides sample data notes submitted in prior years. In each table, the first entry is an insufficient data note to a failed business rule. Subsequent entries in the table show how providing supplemental details improves the quality of data notes.

Example 1 – Assessment data change from prior year
Business rule failure: The FS175 total number of students who took a regular assessment with accommodations (REGASSWACC) and received a valid score in SY 2018-19 is significantly smaller than the number reported in SY 2020-21.

Rating of Data Note	Data Note	Analysis of the data note
Unusable	The data match state records	All data submitted to ED*Facts* should always match state records
Better	We are reworking the system to report accommodations. This caused the difference in the counts.	Provides some information about a change in how the data were collected but is not substantive.
Best	The state identified problems with reporting accommodations. For SY 2018-19, the state reported only accommodations for paper-based assessments. For SY 2020-21, the state was able to also report accommodations for computer-based tests.	Explains the details of the problems with reporting accommodations.

Example 2 – Difference in ACGR cohort count from prior year
Business rule failure: For FS150, the SY 2019-20 4-Year All Students graduation cohort count is higher by 10% or more than the SY 2018-19 4-Year cohort count for several subgroups. These larger differences from the previous year are more than might be expected.

Rating of Data Note	Data Note	Analysis
Unusable	The data match SEA records. These represent fluctuations in graduation rate possibly due to the small class sizes in small districts.	All data submitted to ED*Facts* should always match state records. Second sentence appears to be a guess.
Better	This increase is due, partially, to an increase in enrollment. The removal of the XXXX test from high school graduation requirements also contributed to the increase.	Provides some information about a change in how the data were collected but is not substantive.
Best	ECODIS: In 2015-16, State X introduced a new poverty measure, percentage of economically disadvantaged students. This measure (students directly certified for participation in the National School Lunch Program (NSLP) via participation in federal/state income and nutrition programs (e.g., TANF, SNAP) and those categorically eligible for participation in NSLP (homeless, migrant, runaway and foster care students) resulted in a smaller economically disadvantaged subgroup compared to the previous measure (students eligible for participation in NSLP as determined by application to the program). LEP: The increase may be attributed to two factors: 1) greater efforts on the part of the department to improve accurate data reporting at the district level and 2) growth in the population of LEP students in the state.	Explains the details of the problems with historical information

5.2 How are Data Notes Used?

ED uses data notes to make decisions about grants and publishing the data. Data notes are also released with published data to provide context for data users.

5.2.1 Internal Use of Data Notes

Internal program offices at ED review state data notes along with the relevant rule failures to assess:

- If an identified data quality issue is a valid data quality concern or simply an anomaly;

- If the data are showing non-compliance in the implementation of a grant program requirement;

- The severity of a data quality issue;

- If changes in state policy are a contributing factor for data reporting changes;

- If changes in the state's implementation of programs and services are a contributing factor for large increases or decreases in the counts and percentages reported to ED;

- If the state has plans to address issues that impact data quality, including information on next steps; and

- If ED should contact the state EDFacts Coordinator and relevant state staff to better understand a potential issue.

5.2.2 Publication of Data Notes

When ED releases data files to the public, the supporting data documentation includes data notes. When submitting data notes to ED, be aware that the content of the data notes will be published when ED makes data public. ED may edit data note content for length, clarity, and to remove sensitive information, such as the names of individuals. There are cases where ED will not release a data note if the information is sensitive or not relevant to the public use of the data files.

6.0   BRSI Layout for SY 2022-23

The table below explains the columns for SY 2022-23.

Column Name	Description	Values, format, and other notes
Data Quality Phase	Phase the rule is applied	• Pre-Submission = Rule applied to data prior to submission • Post-Submission = Rule applied to data after submission • State-Executed = Rule is not in EDPass, but states are expected to execute the rule and address any identified issues prior to submission
Version Number	A numbering schema to differentiate the versions of the rule for the school year	Starts with version 1, then incremented by one any time the rule is updated during the school year
Change Status	Whether the business rule is the same as the previous school year.	• None = No change from prior year • New = Did not exist in prior school year • Changed = Logic of the rule different than prior school year • Discontinued = Discontinued from the prior school year • Editorial = No change in the logic of the rule. Clarifying the explanation of the rule or correction of the information on the rule. • Suspended = Not used for the current school year, planning to implement in the subsequent school year (temporarily disabled)
Change Explanation	Explanation of the change from the previous SY.	Required when "Change Status" field is either "Changed" or "Editorial"
System of Publication	The application or data quality review process that displays the rule	• EDPass • ESS • February ESEA Review

EDPass Rule ID	ID assigned to the rule for EDPass	Not Enabled in EDPass if rule outside of EDPass
		
		For EDPass rules, two parts with a dash between (e.g., IDEA-0003):
		• Data area abbreviations:
		    ○ ALL = All or most all FS
		    ○ ACCT = Accountability
		    ○ ACGR = Adjusted Cohort Graduate Rate
		    ○ ASMT = Assessment
		    ○ CCD = Common Core of Data Non-Fiscal
		    ○ CHAR = Charter
		    ○ DGO = Directory

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Column Name	Description	Values, format, and other notes
		○ EL = English Learner Programs including Title III ○ FERR = File upload ○ FMTE = Format ○ GEPA = GEPA ○ GFSA = Gun Free Schools ○ HOME = Homeless ○ IDEA = Individuals with Disabilities Education Act ○ MGRT = Migrant (Title I Part C) ○ ND = Negligent or Delinquent (Title I Part D) ○ REAP = Rural Education Act Program ○ TEAH = Teacher Programs (Title II) ○ TIPA = ESEA, Title I Part A - Four-digit sequential number
Legacy Rule ID	ID assigned in legacy BRSI	- Business rules created after SY 2022-23 – Blank - Business rules created prior to SY 2022-23 – One or more legacy rule IDs
Rule Objective	Classification of the rule by the objective of the rule	- Accuracy = Relationship of the category sets, subtotals and EUT. Comparison of totals by levels are within acceptable tolerances. - Completeness = All required data elements containing all required permitted values are reported for all required EUs. Also includes metadata mismatches (disconnects between data submitted and the responses to metadata surveys. Including major racial and ethnic permitted values.) - Directory and Rosters = Consistency and accuracy of directory data on LEAs, schools, charter authorizers, and management organizations. - Expected Relationship = Relationship of data to other data or to a fixed point. - Format and Validation = Data adhere to requirements in the file specifications - Longitudinal = Any comparison across Sys including comparison of last SY's data to the current year using both a % and base threshold.
Failure Classification	The consequence of the rule failing	Upload rules: File Error – File is not recognized. EDPass cannot determine what type of file has been submitted. File must be corrected and re-uploaded.

Column Name	Description	Values, format, and other notes
		• Format Error – File does not conform to the record layout requirements in the File Specification. File must be corrected and re-uploaded. Data Quality rules: • Data Error – The data are incorrect and must be replaced with correct data. • Rule Failure – The data do not conform to the business rule and thus may be incorrect. Either replace with corrected data that that conform OR provide an explanation of why the data do not conform to the business rule.
SEA	Whether the rule is applied to the SEA level file	• Y = Yes, rule is applied to the SEA level file • N = No, rule is not applied to the SEA level file
LEA	Whether the rule is applied to the LEA level file	• Y = Yes, rule is applied to the LEA level file • N = No, rule is not applied to the LEA level file
SCH	Whether the rule is applied to the school level file	• Y = Yes, rule is applied to the SCH level file • N = No, rule is not applied to the SCH level file
Other	Whether the rule is applied to Charter Authorizers, Management Organizations, or Charter Contracts.	• A = Applies to Charter Authorizers, • M = Applies to Management Organizations • C = Applies to Charter Contracts • N = No, rule is not applied to other level
FS	Identification numbers of FSs used in the rule	
DG	Identification numbers of DGs used in the rule	The DG identification numbers are found in section 1.0 of the File Specification Documents.
Metadata FS	FS ID assigned to metadata collected in EDPass Or The name of E*MAPS* survey	See Appendix A for the list of metadata file specifications See section 3.4 for the list of E*MAPS* surveys
Metadata DG	DG ID assigned to metadata collected in EDPass Or Reference within an EMAPS survey	See Appendix A for the list of metadata data groups
Definition	Condition of the data or the relationship of the data that is expected to be true	

Column Name	Description	Values, format, and other notes
Additional Information	Additional information to clarify definition, where needed	
Rule Logic	When the business rule fails	Detailed technical statement of conditions that result in the business rule failing Any thresholds used in the logic are listed in the next columns
Threshold Base	Base number that the difference must exceed for the rule to fail.	Used in the rule logic
Threshold %	Specific percentage difference that must be exceeded for the rule to fail	Used in the rule logic
Error Message	Text describing the problem that is displayed when the data fails the rule	In EDPass, the error message text does not include the specific data that resulted in the business rule failing. The specific data is displayed separately.
Error Message Condition	The specific fields that are used to determine if that rule failed.	In EDPass, these conditions will be displayed next to the error message.
Multiple	Whether the business rule uses data from more than one file specification or more than one level within a single file specification to determine failure	• Y – rule uses data from more than one file specification or more than one level within a single file specification to determine failure • N – rule uses data from only one file specification at only one level to determine failure
Primary	For rules that use data from multiple file specifications, this column lists the FS(s) for which all other data sources must be present for the rule to pass. For rules that use data from multiple levels of a single FS, this column lists the levels of the FS for which all other data sources must be present for the rule to pass.	The business rule must be run, and any failures resolved, to submit a primary file specification.

Appendix A

The metadata previously collected in E*MAPS* will be collected in EDPass. The metadata has been assigned FS IDs that will appear on the metadata submission list in EDPass. The metadata has been divided into DG IDs which will be referenced in the BRSI.

Metadata Collection Name	FS ID	DG ID	DG Name
Assessment Metadata – General	5005	2019	Assessment medical emergency permitted
Assessment Metadata – Math	5006	2010	Assessment changes planned Math
		2011	Assessment change types Math
		2012	Assessment change school years planned Math
		2013	Assessment names Math lower grades
		2014	Assessment names Math high school
Assessment Metadata - RLA	5007	2021	Assessment changes planned RLA
		2022	Assessment change types RLA
		2023	Assessment change school years planned RLA
		2015	Assessment names RLA lower grades
		2016	Assessment names RLA high school
		2020	EL allowed to take ELP
Assessment Metadata - Science	5008	2024	Assessment changes planned Science
		2025	Assessment change types Science
		2026	Assessment change school years planned Science
		2017	Assessment names Science lower grades
		2018	Assessment names Science high school
Statewide English Language Proficiency Assessments Metadata	5009	2027	ELP assessment changes planned
		2028	ELP assessment change types
		2029	ELP assessment change school years planned
		2030	ELP assessment names regular
		2031	ELP assessment names alternate
		2032	ELP regular assessment other names
		2033	ELP alternate assessment other names

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