



U.S. DEPARTMENT OF EDUCATION

***EDFacts* Business Rules Single
Inventory User Guide**

Release 1.0

May 2019

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U.S. Department of Education

Betsy DeVos

Secretary of Education

EDFacts

Ross Santy

System Owner

May 2019

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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Version Number	Date	Summary of Change
1.0	May 2019	This is a new User Guide for the EDFacts Business Rules Single Inventory.

PREFACE

The EDFacts Business Rules Single Inventory User Guide is intended to assist users of the EDFacts Business Rules Single Inventory (BRSI) spreadsheet. This guide addresses the basic mechanics of the spreadsheet and how to effectively locate various subgroups of rules. This guide will be updated if major modifications impact the use of the BRSI.

EDFacts 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. EDFacts 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 EDFacts Initiative effort.

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1.0 Introduction

The *EDFacts* Business Rules Single Inventory (BRSI) is an Excel spreadsheet containing rules applied to *EDFacts* data throughout the submission and post-submission lifecycle. Rules for the following systems and data quality processes are included:

Systems of Publication

- Submission
 - *EDFacts* Submission System (ESS)
 - *EDFacts* Metadata and Process System (EMAPS) – Scope:
 - EMAPS IDEA Part B Dispute Resolution Survey
 - EMAPS IDEA Part B MOE & CEIS Survey
 - EMAPS IDEA Part C Child Count and Setting Survey
 - EMAPS IDEA Part C Dispute Resolution Survey
 - EMAPS IDEA Part C Exiting Survey
- Post-Submission – DQ Phase
 - Data Management System (DMS) – Scope:
 - Common Core of Data (CCD) Schools
 - Directory
 - Dropouts
 - English Learner (EL)
 - Grades Offered
 - Graduates/Completers
 - Gun-Free Schools Act (GFSA)
 - IDEA
 - Lunch
 - Membership
 - Teacher/Staff
 - Individuals with Disabilities Education Act (IDEA) Data Quality (DQ) – Scope:
 - Part B:
 - Assessment
 - Child Count
 - Discipline
 - Dispute Resolution
 - Exiting
 - MOE CEIS
 - Personnel
 - Part C:
 - Child Count and Settings
 - Dispute Resolution

- Exiting
- o CDQR Assessment Coordinated Data Quality Review
- o December Elementary and Secondary Education Act (ESEA) Data Quality Review- Scope:
 - Accountability
 - Chronic Absenteeism
 - English Learner
 - Homeless Enrolled
 - McKinney Vento Subgrant
 - Teachers
- o CDQR Adjusted-Cohort Graduation Rate (ACGR)
- o February ESEA Data Quality Review – Scope:
 - Economically disadvantaged students
 - HS graduates postsecondary enrollment
 - MEP Services
 - Neglected or Delinquent
 - Title I Part A Participation
 - Persistently dangerous status
 - School Improvement Funds 1003(a)

The BRSI describes each rule, including the error number, type, message, definition, rule logic, and the file specifications, to which the rules are applied.

The BRSI Excel spreadsheet format allows states to filter or sort by rule characteristics to identify specific rules in various rule subgroups.

2.0 BRSI Excel Spreadsheet Layout

2.1 BR Single Inventory Tab

The **BR Single Inventory** tab contains all rules that are applicable to submission and post-submission of *EDFacts* data.

Table 2.1-1: Column Definitions

Column Identifier	Column Name	Description	Values
A B C	School Year	The three most recent school years enabled in ESS	<ul style="list-style-type: none"> • Y = Yes, rule was active in that school year • N = No, rule was not active in that school year • Not Yet Enabled = Rule has not yet been enabled for that school year
D	Changes for Current SY	Type of change from the prior school year	<ul style="list-style-type: none"> • Changed – Rule changed from prior school year • Discontinued – Rule that was active in the prior school year is no longer active in the current school year • New – New rule for the current school year • None – No change from prior year • Previous – Rule as executed in school years prior to change
E	DQ Phase	When the rule is run	<ul style="list-style-type: none"> • Post-Submission – Rule is applied to data post-submission, after the data are submitted into the system (data quality reviews) • Submission – Rule is applied to the data upon submission to a system (EMAPS and ESS)
F	System of Publication	The application or data quality review process that displays the rule	<ul style="list-style-type: none"> • CDQR ACGR – Warnings triggered during post-submission DQ review • CDQR Assessment – Warnings triggered during post-submission DQ review • December ESEA Review – Warnings triggered during post-submission DQ review • DMS – Warnings triggered during post-submission DQ review • EMAPS – Warnings and errors triggered as data is submitted to EMAPS • ESS – Format, validation and submission errors and warnings triggered as data is submitted to ESS • February ESEA Review – Warnings triggered during post-submission DQ review

Column Identifier	Column Name	Description	Values
			<ul style="list-style-type: none"> IDEA DQ – Warnings triggered during post-submission DQ review
G	Scope	For systems of publication with multiple subcategories, the subcategory that uses the rule (e.g. for IDEA DQ, Part B Discipline or Part B Assessment)	
H	Steward	Program office (PO) that stewards the data group for the rule	<ul style="list-style-type: none"> EDFacts NCES - National Center for Education Statistics NCES/GEO OCTAE - Office of Career and Technical Adult Education (CTE) OESE - Office of Elementary and Secondary Education OESE and OCR - OESE and Office of Civil Rights OESE/OME - OESE and Office of Migrant Education OESE/OSHS – OESE and Office of Safe and Healthy Students OESE/OSHS/Homeless – OESE, OSHS and Homeless Children and Youths OESE/OSHS/N or D - OESE, OSHS and Neglected or Delinquent OESE/OSS – OESE and Office of State Support OESE/OSS and OSERS/OSEP OESE/OSS/Title I OESE/OSS/Title III OII-Charter - Office of Innovation and Improvement - Charter Schools OSERS/OSEP - Office of Special Education and Rehabilitative Services and Office of Special Education Programs OSERS/OSEP and OCR
I	Rule ID	ID assigned to the rule	<p>Unique ID assigned to each rule</p> <p>Note: Rule IDs have not been assigned to EMAPS rules at this time. The error messages for these rules are unique within collection and can be used as a reference.</p> <p>Note: DMS rule IDs D.101, D.103, D.103A, D.106, D.106A, D.502, D.503, D.505, D.506, D.92, and D.93 are not unique. These rule IDs are used for two rules each, one for Dropouts and one for Graduates/Completers. Each of the rule pairs with the same Rule ID have similar rule logic, but are testing different file</p>

Column Identifier	Column Name	Description	Values
			specs / data groups, have unique definitions and error messages, and display on different tabs in DMS for users to address them.
J	Rule Type	Type or category of rule to be executed	<ul style="list-style-type: none"> • These vary among applications and post-submission DQ reviews
K	Failure Classification	Consequence of the rule failing: Error or Warning	<ul style="list-style-type: none"> • Error – failure of this rule prevents data from being accepted by the system. Note: Some ESS rules of rule type Match and Submission rules, some CDQR ACGR rules, and all DMS rules are noted as Error. However, in these instances this is an indication that these are warnings that have a higher priority for resolution • Warning - failure of this rule is indication of data quality issues/anomalies requiring either data resubmission or state explanation
L	Data / Format	Indicates whether the rule applies to the content or format of the data submitted	<ul style="list-style-type: none"> • Data – Rule applies to the content of the data submitted • Format – Rule applies to the format of the data submitted
M	SEA	Indicates whether the rule is applied to the SEA level file	<ul style="list-style-type: none"> • Y = Yes, rule is applied to the SEA level file • N = No, rule is not applied to the SEA level file
N	LEA	Indicates whether the rule is applied to the LEA level file	<ul style="list-style-type: none"> • Y = Yes, rule is applied to the LEA level file • N = No, rule is not applied to the LEA level file
O	SCH	Indicates whether the rule is applied to the school level file	<ul style="list-style-type: none"> • Y = Yes, rule is applied to the school level file • N = No, rule is not applied to the school level file
P	Other	Indicates whether the rule is applied to another level file (e.g., Charter Authorizers or Management Organizations)	<ul style="list-style-type: none"> • Y = Yes, rule is applied to another level file • N = No, rule is not applied to another level file
Q	FS	Identifies the file specification used in the rule	<ul style="list-style-type: none"> • File specification ID
R	DG	Identifies the data group used in the rule	<ul style="list-style-type: none"> • Data group ID
S	Data Source - EMAPS Survey	Identifies the EMAPS survey used in the rule	<ul style="list-style-type: none"> • Name of the EMAPS survey

Column Identifier	Column Name	Description	Values
T	Question Number (CSPR, EMAPS)	Identifies the EMAPS or CSPR question used in the rule	<ul style="list-style-type: none"> Number of the referenced EMAPS or CSPR question
U	Definition	Description of the rule	<ul style="list-style-type: none"> Definition of the rule
V	Rule Logic	Detailed explanation of why the rule passes or fails	<ul style="list-style-type: none"> Description of the logic used to determine if data passes or fails the rule
W	Error Message	Error message or comment to the state	<ul style="list-style-type: none"> Error message displayed to the user on screen or comment displayed in DQ report when data fails the rule
X	Rule Formula	Rule logic as a formula	<ul style="list-style-type: none"> Detailed description of the rule as a formula
Y	DQ Review 1	Indicates if the rule is evaluated during post-submission DQ Review 1	<ul style="list-style-type: none"> Indicates that the rule was applied to the data during post-submission data quality review 1 (after the due date)
Z	DQ Review 2	Indicates if the rule is evaluated during post-submission DQ Review 2	<ul style="list-style-type: none"> Indicates that the rule was applied to the data during post-submission data quality review 2 (after the resubmission window)

2.2 Discontinued Rules Tab

This tab contains rules that have been retired and the school year the rules were retired. Discontinued rules will remain in the BR Single Inventory Tab for one SY cycle and then be moved to the Discontinued Rules Tab for future reference. This tab will be updated with each system release, as applicable.

2.3 Version History Tab

This tab contains a row for each published version of the BRSI, listing the version number (e.g. 2019.01), date of release, and a summary of updates made to the BRSI in that version.

3.0 Frequently Asked Questions

How will I know when a new version of the BRSI is available?

As part of the release, for each included system, an updated BRSI will be published multiple times during the year. EDFacts users will be notified via PSC Support Update each time the BRSI is updated and published. The version number of the document posted on the EDFacts Initiative page will change.

What does the value “Not Yet Enabled” mean in School Year columns A, B and C?

The value **Not Yet Enabled** means that the Department has not yet determined if the rule will be included or changed for the school year.

How will I know if a rule has been discontinued?

Discontinued rules will be included for one school year on the BR Single Inventory tab and noted as “Discontinued” in the “Changes for Current SY” column. The following school year, those rules will be listed on the Discontinued Rules tab and removed from the BR Single Inventory tab.

Why doesn’t the rule I am looking at in the BRSI have any information in the “Rule Logic” column?

Not all rules have a rule logic or information to add to this column. If you need additional assistance with understanding how the rule was applied to the data, please contact PSC for assistance.

4.0 Commonly Used Filters

4.1 How can I see all rules active in a specific school year?

To view all rules active in a specific school year, select Y from the dropdown in the column of the school year you are interested in.

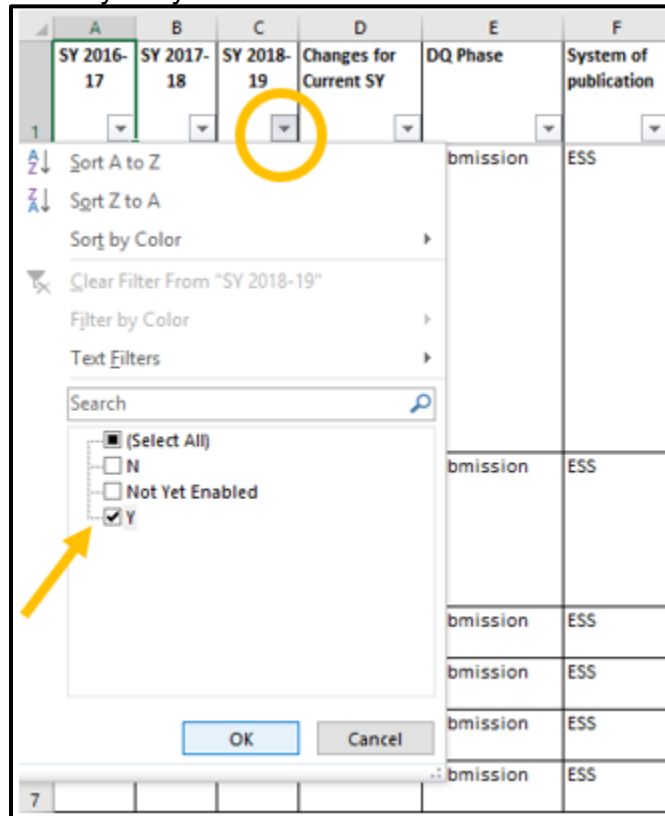


Fig. 4.1 - Filter on School Year (column A, B or C)

4.2 How can I see all rules that are New for the current year?

To view all rules that are New, filter “Changes for Current SY” column to only include the **New** status. To narrow your search from here, for example, also filter on “System of publication” or “DQ Phase.”

	A	B	C	D	E	F	G	H	I	J
	SY 2016-17	SY 2017-18	SY 2018-19	Changes for Current SY	DQ Phase	System of publication	Scope	Steward	Rule ID	Rule Type
1										
896	N	Y	Not Yet Enabled	New	Post-submission	IDEA DQ	Part B Assessment	OSERS/OSEP	PartB-Assess-043	Year to Year
897	N	Y	Not Yet Enabled	New	Post-submission	IDEA DQ	Part B Assessment	OSERS/OSEP	PartB-Assess-044	Year to Year
898	N	Y	Not Yet Enabled	New	Post-submission	IDEA DQ	Part B Assessment	OSERS/OSEP	PartB-Assess-045	Other
899	N	Y	Not Yet Enabled	New	Post-submission	IDEA DQ	Part B Assessment	OSERS/OSEP	PartB-Assess-046	Other
900	N	Y	Not Yet Enabled	New	Post-submission	IDEA DQ	Part B Assessment	OSERS/OSEP	PartB-Assess-047	Other
901	N	Y	Not Yet Enabled	New	Post-submission	IDEA DQ	Part B Assessment	OSERS/OSEP	PartB-Assess-048	Other
902	N	Y	Not Yet Enabled	New	Post-submission	IDEA DQ	Part B Assessment	OSERS/OSEP	PartB-Assess-049	Other

Fig. 4.2 - Filter on Changes for Current SY and System of publication

4.3 How can I identify all rules associated with a specific data quality review?

To view all rules applied to data during a specific post-submission data quality review (e.g., CDQR ACGR, February ESEA Review), filter on the “System of publication” column. If the selected system has multiple subcategories, further narrow your selection by filtering on the “Scope” column and the desired subcategory.

	A	B	C	D	E	F	G	H
	SY 2016-17	SY 2017-18	SY 2018-19	Changes for Current SY	DQ Phase	System of publication	Scope	Steward
1187	N	Y	N			HS graduates postsecondary enrollment	HS graduates postsecondary enrollment	OESE
1188	N	Y	N			HS graduates postsecondary enrollment	HS graduates postsecondary enrollment	OESE
1189	N	Y	N			HS graduates postsecondary enrollment	HS graduates postsecondary enrollment	OESE
1190	N	Y	N			HS graduates postsecondary enrollment	HS graduates postsecondary enrollment	OESE
1191	N	Y	N			HS graduates postsecondary enrollment	HS graduates postsecondary enrollment	OESE
1192	N	Y	N			HS graduates postsecondary enrollment	HS graduates postsecondary enrollment	OESE
1193	N	Y	Not yet enabled	New	Post-submission	February ESEA Review	HS graduates postsecondary enrollment	OESE

Fig. 4.3 - Filter on System of publication (Column F)

4.4 How can I identify all the rules associated with an EDFacts data file?

To view all rules associated with a specific EDFacts data file, enter the file specification number in the Filter search option of the “FS” column as shown below.

H	I	J	K	L	M	N	O	P	Q	R	S	T
Steward	Rule ID	Rule Type	Failure Classification	Data / Format	SEA	LEA	SCH	Other	FS	DG	Data Source - EMAPS Survey	Question Number (CSPR, EMAPS)
OESE/OSS and OSERS/OSEP	ER-127	Validation	Error	Sort A to Z						583, 584, 585	NA	NA
OESE/OSS and OSERS/OSEP	S175-R01	Submission	Error	Sort Z to A						583	NA	NA
OESE/OSS and OSERS/OSEP	S175-R03	Submission	Error	Sort by Color						583, 588	NA	NA
OESE/OSS and OSERS/OSEP	S175-R04	Submission	Warning	Clear Filter From "FS"						583, 588	NA	NA

Fig 4.4 - Filter on File Specification (column Q)

Tip! Filtering by the file specification number will display all rules associated with that data file from all systems and data quality processes. To further refine your search, after you filter on the specific file specification number or data group ID filter the “System of Publication” column to only view rules applied in ESS or one of the Coordinated Data Quality Review (CDQR) and IDEA data quality reviews.

4.5 How can I identify the changes to a rule?

To view changes between the current SY and previous SY for a specific rule, select the rule number from the “Rule ID” column. The “School Year” column will display a “Y” in the year the rule was added, revised, or retired. The “Changes for Current SY” column will display the type of change; Changed or New.

G		H		I		J		K		L		M		N		O		P		Q		R		S		T		U	
Scope		Steward		Rule ID		Rule Type		Failure Classification		Data / Format		SEA		LEA		SCH		Other		FS		DG		Data Source - EMAPS Survey		Question Number (CSPR, EMAPS)		Definition	
Part B MOE CEIS		OSERS/OSEP		Part B-MOE-048		Year to Year		Warning		Data		N		Y		N		N		NA		NA		EMAPS IDEA Part B MOE & CEIS Survey		NA		The values in the number difference column for 611 allocations should be zeros, or an adequate explanation should be provided. Not an error if comparing NA to NA.	
Part B MOE CEIS		OSERS/OSEP		Part B-MOE-048		Year to Year		Warning		Data		N		Y		N		N		NA		NA		EMAPS IDEA Part B MOE & CEIS Survey		NA		The values in the number difference column for 611 allocations should be zeros less than or equal to 55, or an adequate explanation should be provided. Not an error if comparing NA to NA, zero to NA or NA to zero.	

A	B	C	D		E
SY 2016-17	SY 2017-18	SY 2018-19	Changes for Current SY	DQ Phase	
Y	N	N	Previous	Post-submission	
N	Y	Not Yet Enabled	Changed	Post-submission	

Fig 4.5 - Filter on Rule ID column (column I)

Note! Rules that have definition changes from the prior year will have the updated definition in the “Definition” column (Column V). The red/strikethrough indicates text that was removed, and the green text indicates text was added or revised.

4.6 How can I see all rules with changes in the current year?

To view all rules with changes, filter on the “Changes for Current SY” column (column D) to only include Previous and Changed statuses.

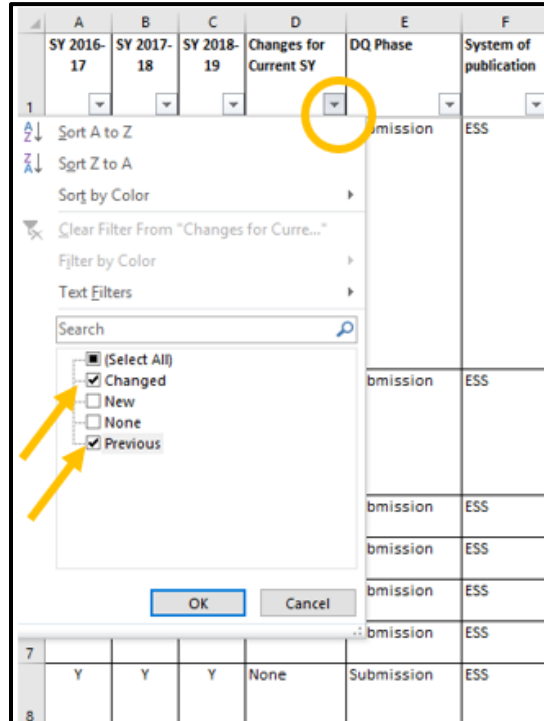


Fig 4.6 - Filter on Changes for Current School Year column (column D)

4.7 How can I better understand an error that is firing in EMAPS?

For more information on an error that is firing for data entered into a specific EMAPS survey, filter on the “Data Source - EMAPS Survey” column (column S) to the EMAPS metadata survey. From there, filter on the “Rule ID” column for a specific rule to narrow the search results.

F	G	H	I	J	K	L	M	N	O	P	Q	R	S
System of publication	Scope	Steward	Rule ID	Rule Type	Failure Classification	Data / Format	SEA	LEA	SCH	Other	FS	DG	Data Source - EMAPS Survey
IDEA D				Timeliness	Warning	Data	N	Y	N	N	NA	NA	EMAPS IDEA Part B MOE & CEIS Survey
IDEA D				Timeliness	Warning	Data	N	Y	N	N	NA	NA	EMAPS IDEA Part B MOE & CEIS Survey
IDEA D				Timeliness	Warning	Data	N	Y	N	N	NA	NA	EMAPS IDEA Part B MOE & CEIS Survey
IDEA D				Autocalc Validation	Warning	Data	N	Y	N	N	NA	NA	EMAPS IDEA Part B MOE & CEIS Survey
IDEA D				Autocalc Validation	Warning	Data	N	Y	N	N	NA	NA	EMAPS IDEA Part B MOE & CEIS Survey
IDEA D				Autocalc Validation	Warning	Data	N	Y	N	N	NA	NA	EMAPS IDEA Part B MOE & CEIS Survey
IDEA D				Autocalc Validation	Warning	Data	N	Y	N	N	NA	NA	EMAPS IDEA Part B MOE & CEIS Survey

Fig 4.7 - Filter on Data Source - EMAPS Survey column (column S)

4.8 I do not understand a format or validation error that is firing in ESS. How can I find more details about the error?

For more information on a rule that is firing in ESS, filter on the “System of publication” column (column F) to ESS, then filter on the specific rule in the “Rule ID” column to view the definition and the rule logic of how the validation of the data took place in ESS upon submission.

	A	B	C	D	E	F	G	H	I	J	K
	SY 2016-17	SY 2017-18	SY 2018-19	Changes for Current SY	DQ Phase	System of publication	Scope	Steward	Rule ID	Rule Type	Failure Classification
1	Y	Y	Y	None	Submission	ESS				Format	Error
2	Y	Y	Y	None	Submission	ESS				Format	Error
3	Y	Y	Y	None	Submission	ESS				Validation	Error
4	Y	Y	Y	None	Submission	ESS				Validation	Error
5	Y	Y	Y	None	Submission	ESS				Validation	Error
6	Y	Y	Y	None	Submission	ESS				Validation	Error
7	Y	Y	Y	None	Submission	ESS				Validation	Error
8	Y	Y	Y	None	Submission	ESS				Validation	Error
9	Y	Y	Y	None	Submission	ESS				Validation	Error
10	Y	Y	Y	None	Submission	ESS		All	ER-11	Validation	Error
11											

Fig 4.8 - Filter on System of publication (column F) and Rule ID (column I)

4.9 I do not understand a rule that is firing in the DMS; how can I find more information on that rule?

For more information on a rule that is firing in the DMS, filter on the “System of publication” column (column F) followed by the “Rule ID” column to view the definition of a DMS rule applied to EDFacts data.

	A	B	C	D	E	F	G	H	I	J	K
	SY 2016-17	SY 2017-18	SY 2018-19	Changes for Current SY	DQ Phase	System of publication	Scope	Steward	Rule ID	Rule Type	Failure Classification
1	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
423	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
424	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
425	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
426	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
427	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
428	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
429	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
430	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
431	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error
432	Y	Y	Y	None	Post-submission	DMS	Directory	NCES	B.7	Match	Error
433	Y	Y	Y	None	Post-submission	DMS	Directory			Match	Error

Fig 4.9 - Filter on System of publication, DMS, (column F) and Rule ID (column I)

4.10 How can I understand an error message I received on a data quality review?

To view the definition or rule logic of a specific rule, filter on the “Rule ID” column to view all information for that specific rule or filter on the “System of Publication” column to view all data quality review rules for a system.

U				V	W
Definition				Rule Logic	Error Message
The edit identifies when the sum of the counts for a disability category in Category Set A does not equal the subtotal for the				Category Set A collects Disability Category (IDEA), Age (Early Childhood) and Educational Environment (IDEA) (EC). For each Disability Category reported by the state in Category Set A, sum the count of students in that Disability Category where the state has provided a student count >= 0. Compare that number to the collected subtotal for the same Disability Category. Raise an error if: 1. the two values are not equal OR 2. the subtotal for the same Disability Category (IDEA) is not submitted.	The total for Disability Category (IDEA) <%DISABILITY_CATEGORY%> reported in Category Set A does not match the count submitted in the subtotal for the same Disability Category.
H	I	J	K		
Steward	Rule ID	Rule Type	Failure Classification	is Disability Category	
OSERS/OSEP	5089-10	Submission	Error	(IDEA), Age (Early IDEA) (EC).	
OSERS/OSEP	5089-909	Submission	Error	idents reported in greater than the (G 783) reported in FS	Subtotal to Category Set A: The reported Subtotal 2 aggregated unduplicated count of students is less than [academic/vocational] Category Set A at the SEA level. It is a difference of ### students, or ##%. Please revise data and resubmit or explain in a data note why these data are accurate.
OSE/OSHS/N or D	OSHS-ND-023	Accuracy - Subtotal to Category Set A	Warning		

Fig 4.10 - Filter on Rule ID (Column I) to View Details of Rule

5.0 Improvement Suggestions or Feedback?

Do you have suggestions on how to improve the BRSI or feedback about how you are using the BRSI? Please contact the EDFacts Partner Support Center:

Phone: (877) 457-3336

E-mail: EDEN_SS@ed.gov

Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

The PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding Federal Holidays



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