

# U.S. DEPARTMENT OF EDUCATION

# **EDPass**

# IDEA Discipline, Staffing and Exiting Metadata User Guide

January 2024

#### U.S. DEPARTMENT OF EDUCATION

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January 2024

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# **DOCUMENT CONTROL**

#### **DOCUMENT INFORMATION**

Title:	EDPass IDEA Discipline, Staffing and Exiting Metadata User Guide
<b>Issue Date:</b>	January 2024

#### **DOCUMENT HISTORY**

Version Number	Date	Summary of Change
1.0	January 2024	This is a new document.

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#### **PREFACE**

This document provides instructions for responding to a metadata collection submitted through EDPass, which is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the <u>EDFacts Initiative Home Page</u> under EDFacts System Documentation, including:

- EDFacts Workbook a reference guide to using the EDPass; particularly useful to new users; contains multiple appendices
- EDPass User Guide provides assistance to new users of EDPass; it addresses the basic mechanics of system access and data submission
- EDFacts Business Rules Single Inventory (BRSI) a single inventory containing business rules applied to EDFacts data throughout the pre-submission lifecycle of that data. The inventory describes each business rule, including the EDPass rule ID, legacy rule ID, rule objective, error message, failure classification, definition, rule logic, file specifications and the data group where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the ED*Facts* Contact Page.

Data submitted through EDPass are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through EDFacts (OMB 1850-0925, expires 6/30/2025). EDFacts is a centralized data collection system used by the National Center for Education Statistics and grant making offices across the U.S. Department of Education (ED) to gather collection and administrative data. Data are reported by state education agencies (SEAs) and include data at the SEA, local education agency (LEA), and/or school level.

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## 1.0 Purpose

This document contains instructions for submitting the following IDEA metadata collections:

- FS5012 IDEA Discipline
- FS5013 IDEA Staffing
- FS5014 IDEA Exiting

The ED data stewarding office is OSEP.

<u>Appendix</u> includes a copy of each metadata collection from Attachment C of the Information Collection Request.

## 1.1 Changes from Prior Year

This metadata collection was changed in the Information Change Request (ICR) for the SY 2022-23 collection as follows:

· Separated each collection into individual metadata collections

This metadata collection was previously collected using the EMAPS. EDPass will be different than EMAPS.

- Prior year's responses will be prepopulated into EDPass with the exception of comments unless otherwise mentioned.
- EDPass does not send automated notifications.
- The metadata collections should be completed before uploading the data file. Both the file specification and the metadata collection must be in *Ready to Submit* status as they are submitted together via data package.
- The metadata collection is submitted with the File Specifications listed in section 1.0 using the kebab menu from the Data Submission List for any of the FSs listed or from the Metadata Submission List for the metadata collection itself.
- The metadata collection can be downloaded using the kebab menu for the metadata collection on the Metadata Submission List page.
- For SY 2022-23 only, previous submissions of the metadata are available through EMAPS. If you are a new Coordinator and require an EMAPS account to access these versions, please reach out to PSC for assistance. Going forward, the previous submission will be in EDPass and downloadable using the kebab menu.

## 1.2 Core Requirements

The following table explains some key requirements for this collection.

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Area	Requirement
Required to submit	Metadata will be collected for the 50 states plus the District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education, outlying areas American Samoa, Guam, and Northern Marianas, and freely associated states Micronesia, Marshall Islands, and Palau.
Reporting period	SY 2022-23
Missing responses	The forms will not save unless there is a response for every question.
Prefill	This metadata collection will be prefilled with the prior SY 2021-22 responses.
Submission	This metadata collections are submitted with the associated FS as follows in each individual section.
Who can response	Any user with a role that includes the data area IDEA and the function of metadata.
Who can submit	Any user with a role that includes the data area IDEA and the function of submit.

#### **General Guidance**

This section contains questions and answers about the metadata submitted.

#### How are these metadata used in business rules?

There are data quality business rules in EDPass that compare the metadata responses to the data uploaded via data files. All business rules can be found in the Business Rules Single Inventory (BRSI) available on the <u>EDFacts Initiative</u> site. The types of business rules that compare IDEA metadata to the IDEA file data are:

- **Rule Failure** Review the uploaded data and if data are accurately reported, add a data note for the file specification by accessing the Data Quality Results page from the Data Submission List for the associated file specification.
  - **Expected:** All permitted value combinations used by the SEA where zero reporting is required are expected to be reported.
  - Unexpected: Permitted value combinations not used by the SEA are not expected to be reported
  - Removals (PVs) The allowance/non-allowance of IDEA Disciplinary Removals (metadata) is compared to the sum of Educational Services During Expulsion Table (DG683) reported in the data file.

## 2.0 Completing a Collection

To enter information and submit a metadata collection, access a collection data entry page from the Metadata Submission List, enter information, and submit the metadata along with the associated FS listed in Section 1.0. Updates can be made up to the due date. The metadata responses can be downloaded at any time.

For this SY 2022-23 only, the prior year responses will be prepopulated into EDPass and also available in EMAPS.

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## 2.1 Accessing the Metadata Submission List

From the EDPass Landing Page, select **Submission List** at the top menu bar (see fig. 2.1).

The default view on this page is the *Data Submission List*. Select **Metadata Submission List** to access the list of metadata collections.

To return to the Data Submission List at any time, select the **Data Submission List** tab (see fig. 2.1).

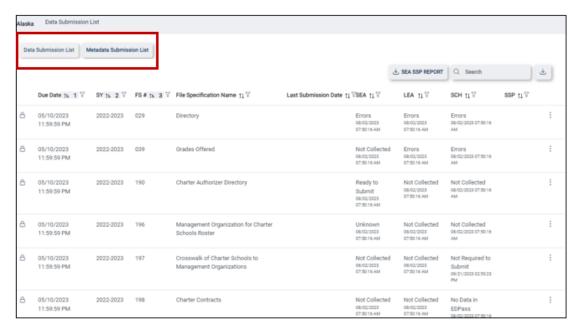


Figure 2.1 Submission List with Data Submission List and Metadata Submission List tabs

## 2.2 Navigation on the Metadata Page

To navigate to a metadata collection, from the Metadata Submission List tab, select **Enter/Edit Metadata** from the kebab menu on the right side of the screen (see fig. 2.2).

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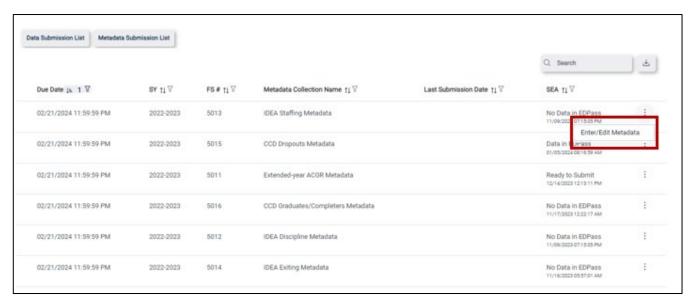


Figure 2.2 - Access the data entry page for metadata collections via kebab menu

To begin data entry on a page or make updates to already entered data, select **EDIT** and the data entry cells will appear.

Once all data are entered and data are ready to be saved, select **SAVE** at the bottom of the screen. When the **SAVE** button is clicked, if no error messages are generated, the responses entered will be saved to the database.

**Note!** The **SAVE** button will not be enabled if responses are missing in any of the cells. Attempting to navigate away from the metadata form enabled for data entry to another page in EDPass (DSL for example) will trigger the *Unsaved Changes* error message to appear (see fig. 2.3). Select **Stay** to remain on the page to complete data entry and save the information entered or select **Leave without saving** to navigate to another section, which will result in lost data.



Figure 2.3 – Unsaved Changes error message

Closing the EDPass browser window without selecting **SAVE** will result in lost data. Data will be saved only when **SAVE** has been selected. If the screen is in exit data entry mode after **SAVE** is clicked, check the data entry page for missing responses.

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#### 2.3 Metadata Submission List Status

If a metadata collection does not have data entered and saved, the status on the metadata submission list will reflect *No Data in EDPass*. Once all questions have responses and have been saved, the status on the Metadata Submission List will reflect *Data in EDPass*.

Once the related file specifications have been uploaded to EDPass, the status on the Metadata Submission List will reflect the same status as the data files on the Data Submission List.

Each metadata collection has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed. The default values for all the categories are the state's responses from the prior year's survey unless otherwise noted.

#### 2.4 Responding to FS5012 – IDEA Discipline

The related file specifications to this metadata collection are:

• FS144 (DG683) — Educational Services During Expulsion

This section collects information on whether your state removes students with disabilities (IDEA) from their educational placement for disciplinary purposes for the remainder of the school year or longer.

**NOTE!** Although states may have different suspension/expulsion/removal practices for different program areas, answer based on your understanding as the individual identified to enter this information.

Select the **EDIT** button on the right to enter metadata responses.

Respond to the question using the **Yes** or **No** radio buttons: **Does your state remove** students with disabilities (IDEA) from their educational placement for disciplinary purposes for the remainder of the school year or longer?

- If **Yes** is selected, select **SAVE** and the screen will return to view mode.
- If **No** is selected, an optional comment field *If No*, *please provide the relevant* statutory/regulatory/policy citation(s) that prohibit this practice. will appear (see fig. 2.4). The comment cannot exceed 4,000 characters.

IDEA DISCIPLINE
IDEA Metadata User's Guide
School Year: 2022-23
The associated file specifications -
FS144 - Educational Services During Expulsion
DISCIPLINE
Does your state remove students with disabilities (IDEA) from their educational placement for disciplinary purposes for the remainder of the
school year or longer?
○ Yes ○ No
If No, please provide the relevant statutory/regulatory/policy citation(s) that prohibit this practice.
BACK CANCEL SAVE

Figure 2.4 – IDEA Discipline metadata entry form

Select the **BACK** button to return to the Metadata Submission List.

## 2.5 Responding to FS5013 – IDEA Staffing

The related file specification to this metadata collection is

• FS099 (DG609) — Special Education Related Services Personnel

Select the **EDIT** button on the right to enter metadata responses.

This section collects the following related service personnel categories that are employed or contracted to provide related services to children with disabilities (IDEA), ages 3 through 21 (see fig. 2.5). Select **Yes** or **No** for each category:

- Psychologists
- Social Workers
- Occupational Therapists
- Audiologists
- Physical Education Teachers and Recreation and Therapeutic Recreation Specialists
- Physical Therapists
- Speech-Language Pathologists
- Interpreters
- Counselors and Rehabilitation Counselors
- Orientation and Mobility Specialists

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Medical/Nursing Service Staff

The comment field is optional. The comment cannot exceed 4,000 characters.

	IDEA STAFFING	
IDEA Metadata User's Guide School Year: 2022-23		
	SUITOUT Feat . 2022-23	
The associated file specifications -		
FS099 - Special Education Related Services Personnel		
STAFFING		
Please indicate all related service personnel categories that are em  Psycologists  Yes No	nployed or contracted to provide related services to children with disabilities (IDEA), ages 3 through 21, in your state.  Speech-Language Pathologists  Yes No	
Social Workers Yes No	Interpreters	
Occupational Therapists Yes No	Counselors  Yes No	
Audiologists  Yes No	Orientation and Mobility Specialists  Yes No	
Physical Education Yes No	Medical/Nursing Service Staff Yes No	
Pysical Therapists Yes No		
	BACK CANCEL SAVE	

Figure 2.5 – IDEA Staffing metadata entry page

Select **SAVE** to save the metadata and the screen will return to view mode.

Select the **BACK** button to return to the Metadata Submission List.

## 2.6 Responding to FS5014 – IDEA Exiting

The related file specification to this metadata collection is

• FS009 (DG85) — Children with Disabilities (IDEA) Exiting Special Education

This section collects information on whether your state removes students with disabilities (IDEA) from their educational placement for disciplinary purposes for the remainder of the school year or longer.

#### **Reference Period**

Respond to the question using the Yes or No radio buttons: Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA?.

• If **Yes** is selected, move to the next question.

• If **No** is selected, **What is the reference period used?** will appear (see fig. 2.6). The reference period dates within the state must be entered in the additional fields.

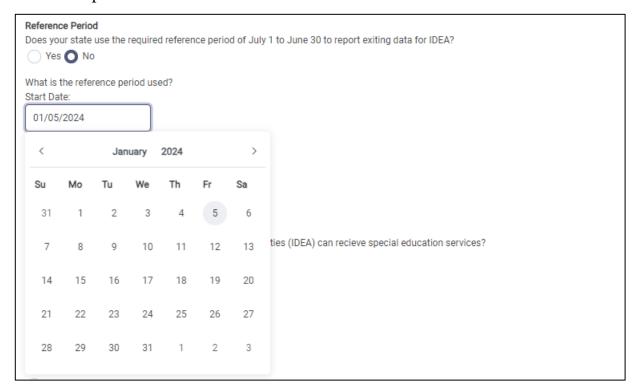


Figure 2.6 - Calendar icon appears if No is selected regarding Reference Period

Using the calendar, select the reporting period. Use the format MM/DD/YYYY to manually enter a date. Special characters cannot be entered in the date field.

**NOTE!** An error message will appear on screen and data will not be saved in the following scenarios:

- If the start date for the reference period exceeds the end date, (see fig. 2.7).
- If the reference period exceeds or is less than 365 days (see fig. 2.8)

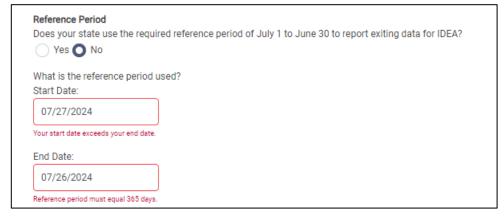


Figure 2.7 - Error message appears if reference period exceeds the end date

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Reference Period  Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA?  Yes No
What is the reference period used? Start Date:
08/01/2024
End Date:
09/04/2024
Reference period must equal 365 days.

Figure 2.8 – Error message appears if reference period exceeds 365 days

#### **Maximum Age for Services**

The default value for the question, *What is the maximum age at which a student with disabilities (IDEA) can receive special education services?* is the state's response from the prior year (see fig. 2.9).

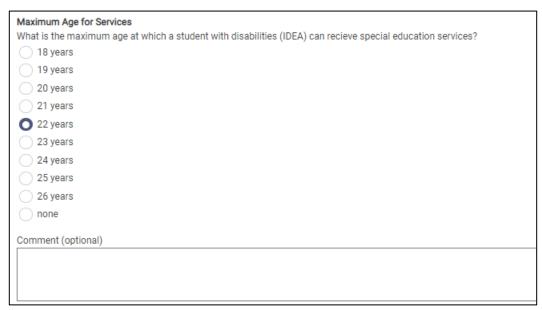


Figure 2.9 - Select age for RMA

The comment field is optional. The comment cannot exceed 4,000 characters.

## **Alternate Diploma**

The default value for the question, **Does your state offer a state-defined alternate** diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, that is for students with the most significant cognitive disabilities? is the state's response from the prior year (see fig. 3.10)

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- If **Yes** is selected, an additional comment box will appear and a response providing statutory/regulatory/policy citation(s) published in your state will be required (see fig. 2.10). The comment cannot exceed 4,000 characters.
- If **No** is selected, an optional comment can be entered. The comment cannot exceed 4,000 characters.

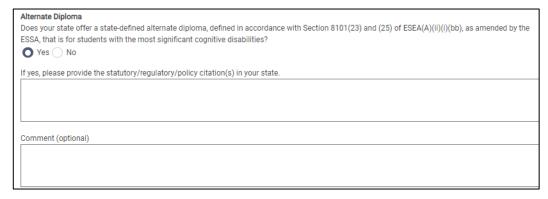


Figure 2.10 - If Yes is selected, an additional question appears requiring a response

#### **Certificates**

The default value for the question, Can a student with disabilities (IDEA) exit an educational program by receiving a high school completion certificate, modified diploma, or similar document? is the state's response from the prior year.

- If **Yes** is selected, an additional comment box will appear; including statutory/regulatory/policy citation(s) published in your state is optional (see fig. 2.11). The comment cannot exceed 4,000 characters.
- If **No** is selected, an optional comment can be entered. The comment cannot exceed 4,000 characters.

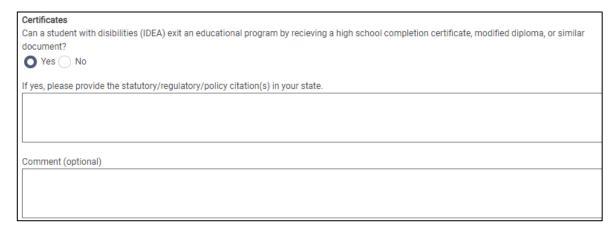


Figure 2.11 - If Yes is selected, an additional question appears requiring a response

**NOTE!** Students with the most significant cognitive disabilities who exit with a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb),

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as amended by the ESSA, are not included as **a student with disabilities (IDEA) exit an educational program by receiving a high school completion certificate, modified diploma or similar document**, as referenced in this question. If a state-defined alternate diploma is offered, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, for students with the most significant cognitive disabilities, provide this information in response to Alternate Diploma questions.

#### **Regular High School Diplomas**

The default value for the question *Is there a minimum age for graduation with a regular high school diplomas in your state?* is not prepopulated with the prior year's response.

- If **Yes** is selected, the minimum age for graduation with a regular high school diploma within the state must be selected from the dropdown that appears. An error message will display until the minimum age for graduation has been selected (see fig. 2.12).
- If **No** is selected, an optional comment can be entered. The comment cannot exceed 4,000 characters.

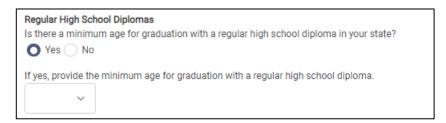


Figure 2.12 - Dropdown appears if Yes is selected

## Moved, Known to be Continuing

The default value for this question is the state's response from the prior year's survey.

The first portion of this question is regarding the SEA level counts and the second portion is for the LEA level counts pertaining to the catchment area for students with disabilities (IDEA) exiting special education (See fig. 2.13).

**NOTE!** If **Other** is selected as an answer to the questions above, a comment describing the catchment area used by the state is mandatory.

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Moved, Known to be Continuing  When reporting counts under the "Moved, Known to be Continuing" reporting category in the IDEA Exiting data (i.e., total who moved out of the catchment area or otherwise transferred to another district and are KNOWN to be continuing in an educational program), what is your state's catchment
area for SEA - Level Counts?
Entire State (students moving out of state)
Districtwide (students moving out of district)
Other (specify)
SEA-level Comment
When reporting counts under the "Moved, Known to be Continuing" reporting category in the IDEA Exiting data (i.e., total who moved out of the
catchment area or otherwise transferred to another district and are KNOWN to be continuing in an educational program), what is your state's catchment area for LEA - Level Counts
Entire State (students moving out of state)
Districtwide (students moving out of district)
Other (specify)
LEA-level comment
Comment (optional)

Figure 2.13 - If Other Is selecting, a comment is required to be entered

An error message will appear until a comment has been entered.

The comment cannot exceed 4,000 characters.

Select **SAVE** to save the responses.

Select BACK to return to the Metadata Submission List.

## 3.0 Submitting the Metadata Collection

The metadata must be submitted with the related file specifications. This means that the required data files and metadata for that package must be in a status of *Ready to Submit*, to submit in EDPass.

The data packages are:

- <u>Discipline</u> Includes FS009 and FS 5012 IDEA Discipline Metadata collection
- <u>Staffing</u> Includes FS144 and FS 5013 IDEA Staffing Metadata collection
- Exiting Includes FS099 and FS 5014 IDEA Exiting Metadata collection

Once the metadata and the related file specification in the data package reflect *Ready to Submit* status, select **Submit** from either the Metadata Submission List kebab menu or the related files in the data package kebab menu on the Data Submission List.

The Submit Data pop-up will appear.

Upon selecting **Submit**, a *Confirm Submission* pop-up will appear.

Select **Submit** to submit the data package.

**IMPORTANT!** Upon submitting the metadata collection, the status of the data may reflect *Data Submission in Progress*. The processing time of data files can take between 45 to 60 minutes. Shortening the processing time of data will continue to be a priority.

Once data successfully processes, the Submitted status will display (see fig. 3.2).

After a due date, all data (as applicable) are delivered to ED.

#### 3.1 Making updates to Submitted Metadata

Updates can be made to the metadata collection after it has been submitted as long as the due date has not passed.

Making updates will change the status on the Metadata Submission List. Follow the process of submitting the data again to complete the submission process.

If updates to data need to be made after a due date has passed, please contact PSC.

# 4.0 Downloading Data

To download a copy of the saved or submitted metadata responses, select **Download Data** from the kebab menu on the Metadata Submission List (see fig 4.1).

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



Figure 4.1 Selecting Download Data from the kebab menu on the MSL

## **4.1 Accessing Prior Year's State Reports**

Prior year's HTML and Year-to-Year Comparison reports can be accessed in the <u>EDFacts</u> <u>Metadata and Process System (EMAPS)</u> Once logged into EMAPS, select **State Supplemental Survey** under EDFacts (see fig 4.2).

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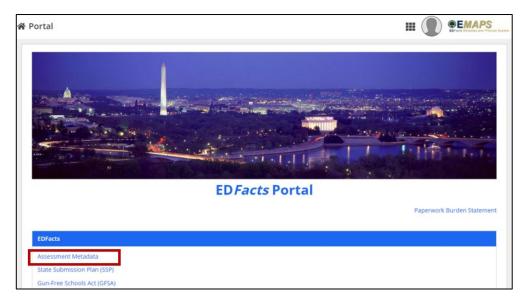


Figure 4.2 – Accessing prior State Supplemental Survey reports in EMAPS

Select **REPORTS** from the top menu bar (see fig. 4.3) and choose the following:

- 1. State Folder: Choose **<State> IDEA SSS** 
  - a) The list of all previously submitted HTML reports will appear
- 2. Select the report titled *IDEA SSS Metadata Collection SY 2021-22 <Date>* to view last year's responses.



Figure 4.3 – State Reports in top menu bar

After selecting the report from the list, it can be opened, saved, and/or printed following the browser's prompts.

# 5.0 Appendix

#### IDEA STATE SUPPLEMENTAL SURVEY

This metadata collection relates to the current school year *IDEA* data collection.

This metadata collection relates to the following ED*Facts* Submission System (ESS) file specifications:

- FS005 Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting
- FS006 Children with Disabilities (IDEA) Suspensions/Expulsions
- FS007 Children with Disabilities (IDEA) Reasons for Unilateral Removal
- FS009 Children with Disabilities (IDEA) Exiting Special Education
- FS088 Children with Disabilities (IDEA) Disciplinary Removals
- FS099 Special Education Related Services Personnel
- FS143 Children with Disabilities (IDEA) Total Disciplinary Removals
- FS144 Educational Services During Expulsion

Question	Permitted Values	Skip Logic
EXITING		
Reference Period		
Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA?	Yes/No	
What is the reference period used? Start Date, End Date	Date	Only required if first response is No
Maximum Age for Services		
What is the maximum age at which a student with disabilities (IDEA) can receive special education services?	• 18 years • 19 years • 20 years • 21 years • 22 years • 23 years • 24 years • 25 years • 26 years • none	
Comment	text	

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Question	Permitted Values	Skip Logic
Alternate Diploma		
Does your state offer a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, that is for students with the most significant cognitive disabilities?	Yes/No	
If yes, please provide the statutory/regulatory/policy citation(s) in your state.	text	Only required if first response is Yes
Comment	text	
Certificates		
Can a student with disabilities (IDEA) exit an educational program by receiving a high School completion certificate, modified diploma, or similar document?	Yes/No	
If yes, please provide the statutory/regulatory/policy citation(s) in your state.	text	Only required if first response is Yes
Comment	text	
Regular High School Diplomas		
Is there a minimum age for graduation with a regular	Yes/No	
high school diploma in your state?	165/110	
If yes, provide the minimum age for graduation with a regular high school diploma.	text	Only required if first response is Yes
Moyad Known to be Continuing		
Moved, Known to be Continuing  When reporting counts under the "Moved Known to be	• Entire state	
When reporting counts under the "Moved, Known to be Continuing" reporting category in the IDEA Exiting data (i.e., total who moved out of the catchment area or otherwise transferred to another district and are	(students moving out of state)	
KNOWN to be continuing in an educational program), what is your state's catchment area for SEA - Level Counts	Districtwide(students moving out of district) • Other (specify)	
SEA-level Comment	text	Only required if first response is

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Question	Permitted Values	Skip Logic
		Other (specify)
When reporting counts under the "Moved, Known to be Continuing" reporting category in the IDEA Exiting data (i.e., total who moved out of the catchment area or otherwise transferred to another district and are KNOWN to be continuing in an educational program), what is your state's catchment area for LEA - Level Counts	• Entire state (students moving out of state) • Districtwide(students moving out of district) • Other (specify)	
LEA-level Comment	text	Only required if first response is Other (specify)
Comment	text	
STAFFING		
IDEA Staffing		
Please indicate all related service personnel categories that are employed or contracted to provide related services to children with disabilities (IDEA), ages 3 through 21, in your state.		
Psychologists	Yes/No	
Social Workers	Yes/No	
Occupational Therapists	Yes/No	
Audiologists	Yes/No	
Physical Education	Yes/No	
Physical Therapists	Yes/No	
Speech-Language Pathologists	Yes/No	
Interpreters	Yes/No	
Counselors	Yes/No	
Orientation and Mobility Specialists	Yes/No	
Medical/Nursing Service Staff	Yes/No	
		0.1
Comment	text	Only required if No is selected for any service personnel category



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