

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

Frequently Asked Questions

Version 14.0

December 2017

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1. EDFACTS GENERAL INFORMATION

Where do I get more information concerning the EDFacts Initiative?

RESPONSE: More information about the EDFacts Initiative is available at the following Web site: [EDFacts Initiative Home Page](#)

What are the differences between EDFacts, ESS and EDFacts Reporting System?

RESPONSE: See below for a definition of each:

EDFacts: EDFacts is a U.S. Department of Education (ED) initiative to put performance data at the center of policy, management and budget decisions for all K-12 educational programs. EDFacts centralizes performance data supplied by K-12 state education agencies (SEAs) with other data assets, such as financial grant information, within the Department to enable better analysis and use in policy development, planning and management. The purpose of EDFacts is to:

- Increase the focus on education outcomes and accountability rather than process;
- Provide robust K-12 performance data by integrating student achievement and federal program performance data;
- Reduce data collection burden for the Department and the states; and Provide data about outcomes at the federal, state, and local levels for federal and state planning, policy, and program management.

EDFacts Submission System (ESS): States report data to the U.S. Department of Education using the ESS, an electronic system that facilitates efficient and timely transmission of data from the SEAs to the Department. It is a file submission application.

EDFacts Reporting System (ERS): The ERS is a U.S. Department of Education application used to report on EDFacts data in a variety of ways. EDFacts data analysis and reporting tools permit users to access, analyze and report on education data for over 100 data groups.

2. EDFACTS DOCUMENTATION

Where can I find supporting documentation for EDFacts?

RESPONSE: Most of the documentation can be downloaded from the ED.gov Web site: [EDFacts Initiative Home Page](#). This includes:

- **EDFacts Workbook** – The workbook provides an overview of the data submitted, information, relevant regulations and legislation, standard data definitions and an overview of the directory
- **ESS Users Guide** – This guide addresses the basic mechanics of system access and file transmission.
- **ESS Release Notes** – These documents provide a description of the technical enhancements to each version of ESS.
- **ESS File Specifications** – These documents provide technical instructions for building the files that are submitted through ESS. File specifications apply to a specific school year.
- **EDFacts Business Rules Guide (BRG)** – This school year-specific document lists all the business rules that ESS uses to check the quality of data submitted to the system. The BRG includes two artifacts: (1) a PDF document detailing the terminology used in the BRG spreadsheet and other information helpful in using the BRG spreadsheet, and (2) an Excel spreadsheet describing each business rule.
- **EDFacts Metadata and Process System (EMAPS) Submission Plan and File Status User Guide** – This user guide helps in the process of submitting State Submission Plans (SSPs) through EMAPS.
- **User Support** – The link to EDFacts Support “User Support” takes users to PSC Self-Service Center in EDFacts Community site (see below). EDFacts Community is designed to provide additional resources related to the support and effective use of EDFacts for state users.
- **EDFacts Charter Workbook**– Guidance for Reporting Charter School Entities is a reference guide for reporting data on charter schools to the U.S. Department of Education (ED).
- **EDFacts Community** – Joining the EDFacts Community site allows coordinators to participate in valuable conversations with peers, browse key discussions from the past, access or upload relevant resources to an open-source library, and engage in a number of other features made available on the site.
 - You can visit the [EDFacts Community Website](#). If you are not yet a member and would like to join the EDFacts Community, please contact PSC.

Resources available on EDFacts Community:

- **Data Submission Organizer:** lists the due date for each file specification by school year and can be found on [EDFacts Community Website](#).
- **PSC Support Updates:** Lists current and past issues from the weekly broadcast to states on how to effectively use EDFacts and understand related changes.
- **PSC Videos / Webinars:** Contains links to recent Webinar recordings and presentation files from PSC training sessions conducted for states.
- **EDFacts Meeting Archive:** Includes meeting materials from EDFacts Coordinators Meeting that are held by U.S. Department of Education once a year.
- **Meet the PSC:** Introduction to the Partner Support team
- **File Format Checker (FFC):** This tool can be installed locally and states can use it to check for format errors prior to attempting to submit to ESS. The file format checker is available through EDFacts Community or available upon request from PSC.
- **Featured Publication and Tools:** Technical assistance documents on EDFacts related topics, coordination and systems.








Where can I find the official and most recent versions of the EDFacts File Specifications?

RESPONSE: The EDFacts File Specifications can be viewed through the Data Framework function in the EDFacts System or can be downloaded from the [EDFacts Initiative Home Page](#). Links for EDFacts File Specifications are also available in the Data Submission Organizer in the EDFacts Community Site.

Upon gaining access to the EDFacts Web site, click the ESS File Specifications link under the EDFacts System Documentation section.

File specifications are listed on the Web site as either Active File Specifications (Enabled in ESS) or Inactive File Specifications (Not Yet Enabled in ESS). Watermarks on inactive files will be removed as files are enabled in ESS.

File specifications are updated from time to time. This is due to updated or enhanced policy, mid-year changes or to fix problems/defects. The specifications are version controlled; to ensure the use of the correct version, reference the release number of the document:

- FS029 — Directory v14.1  Word
- FS032 — Dropouts v14.2  Word
- FS033 — Free and Reduced Price Lunch v14.1  Word
- FS037 — Title I Part A SWP/TAS Participation v14.0  Word
- FS039 — Grades Offered v14.1  Word
- FS040 — Graduates/Completers v14.2  Word
- FS052 — Membership v14.0  Word

Alternatively, this can be done within the document itself:

U.S. DEPARTMENT OF EDUCATION		FS029 – Directory File Specifications v14.1
<hr/>		
DOCUMENT CONTROL		
DOCUMENT INFORMATION		
Title:	FS029 – Directory File Specifications	
Security Level:	Unclassified – For Official Use Only	

Where can I find the list of Language codes?

RESPONSE: The ISO-639-2 standard is being used. The system and supporting documentation has been updated to accept the three character codes. This ISO-639-2 standard can be found at: [ISO-639-2 Home Page](#) (Note: Reference 639-2 column.)

Where can I obtain a copy of the presentation material from previous EDFacts Conferences?

RESPONSE: The presentation material from previous webinar sessions and EDFacts Conferences are now available on the [EDFacts Community Website](#).

From here, you can choose the specific session of interest.

Before submitting a file to ESS, how do I check which other files ESS will cross-check the data against?

RESPONSE: The EDFacts Business Rules Guide can be easily filtered to show cross-file edits:

1. Open the Business Rules Guide Excel spreadsheet

2. Scroll right to the column titled File Spec Used #1. In the filter drop down menu (click the downward arrow icon within the column title), scroll to the file specification number desired and select it.
3. Scroll right to the column titled File Spec Used #2. In the filter drop down menu (click the icon on the column title), scroll to the bottom and select 'Non-Blanks'.

This procedure will provide the list of all cross-file edit checks on a given file (other than current year-to-prior year checks of the same file).

To retrieve a list of ALL cross-file edit checks, simply leave the column titled File Spec Used #1 blank.

How do I know which Business Rules are new in the EDFacts Business Rules Guide?

RESPONSE: In the EDFacts Business Rules Guide, column M is "First ESS Release." This column can be filtered to see in which release of ESS the error message was first used. The newest errors for SY 2017-18 will show Release 14.1 since that is the current version of ESS in use.

3. EDFACTS SUBMISSION SYSTEM

How do I access the EDFacts Submission System?

RESPONSE: Go to the following Web site: [ESS Home Page](#).

What types of ESS user access can be provided?

The following is the list of user access types:

- **ESS Submitter** – This user role of ESS can submit files and review reports on the status of files submitted. ESS e-mails report to the SEA Submitter who transmits the file. ESS includes the data framework, which provides information on the data submitted through ESS.
- **ESS Reviewer** – This user role of ESS will provide access to state submission and transmission reports but does not allow access to the Transmittal Authorization sub-application. These personnel will not require the ability to submit files but only an ability to review and analyze error reports and data. These users may include the Common Core of Data (CCD) Coordinator and the IDEA Part B Data Manager.

- **EDFacts Reporting System Users** – The ERS contains reports on the status of submissions through ESS, IDEA data and CSPR data. Contact PSC to replace an existing ERS user with another. States are limited to the number of ERS user licenses they currently hold.
- **State Agency Error Report** - This user role of ESS will be notified, via an automated e-mail, when the state has received an error on the Submission Error Report for their state.

How many ESS users may a state have? How do I request a new account be created?

RESPONSE: The state is not limited to how many users they may have with ESS access. The state EDFacts Coordinator must contact the PSC to request that a new account be created, and specify the type of ESS access required.

I would like a data extract of my EDFacts files. Whom should I contact?

RESPONSE: Upon request by the state, PSC can provide a data extract of most files submitted through ESS. This includes: Directory (029), Grades Offered (039), Membership Data (052), Performance Data (to include 175, 178, 179, 185, 188, and 189), Accountability Data (to include 103 and 106-111) and others per request.

- Contact the PSC to request an extract of your state file(s). Typical turnaround time on extract requests is within three business days. Note: You need to be an approved ESS submitting representative of your state to acquire an extract.
- EDEN017 is a report in ERS that shows an extract of states' FS029 Directory and N039 Grades Offered data at the school level in the same order as the input file. The report will be available for data beginning SY 2003-04 to the current submission year.
- EDEN028 is a report in ERS that shows an extract of the state's FS029 Directory and N039 Grades Offered data at the LEA level in the same order as the input file. The report will be available for data beginning SY 2003-04 to the current submission year.

Are there any internal tools available to help me test my file before submission?

RESPONSE: Yes, see below for additional information.

- Partner Support Center has developed a tool, PSC File Format Checker, that can be installed locally and states can use it to check for non-XML format errors prior to attempting to submit to ESS. The File Format Checker can be downloaded from the [EDFacts Community Website](#).

Why do I still receive validation errors in ESS after the PSC File Format Checker reported the file had no errors?

Response: The main purpose of the File Format Checker is to identify Format Errors. It will find some validation errors such as an incorrect permitted value, but it is not designed to find them all since ESS already has this functionality.

When I get a File Format error, what are some troubleshooting tips?

Response: The [EDFacts Community Website](#) provides tips on resolving file format errors. When a data transmission is flagged as having format errors, PSC looks for the following commonly found errors:

- The number of records does not match the number of records noted in the header record.
- Occurrences of “hidden” spaces or tabs to the far right of header or data records.
- The use of single quotes in the file.
- There is no carriage return/line feed at the end of the last record.
- The file name does not match the name noted in the header record.
- The number of spaces and values in the **header record** do not match the header record definition noted in the file specification. Common problems are using the incorrect **SY** file specification or the incorrect **level** (SEA, LEA or school).
- The number of spaces and values in the **data records** do not match the data record definition noted in the file specification. Common problems are using the incorrect **SY** file specification or the incorrect **level** (SEA, LEA or school).
- Additional white spaces between filler fields.

Tips for Creating EDFacts Files can be downloaded from the [EDFacts Community Website](#).

Contact PSC when you cannot determine the problem and they will help you continue troubleshooting the file.

Is there a maximum file size allowed for EDFacts submissions?

BACKGROUND: Performance testing has been done to determine if a maximum file size exists within ESS. Testing showed that Directory files over 300 megabytes (MB) successfully processed through the system.

For most files, a series of validation checks occur after the entire file is read into the ESS system. The records are grouped according to their local education agency (LEA) and then their school. At this point, validation proceeds through each education unit (LEA or school). The validation checks to make sure that grand totals and subtotals are present and that they are greater than, or equal to, their respective subtotals.

The ESS is a shared environment where processing resources can be used by many SEAs at the same time.

RESPONSE: The EDFacts files can be quite large. The ESS has been upgraded over the last few years to handle large files. Local internet bandwidth bottlenecks can still present problems when submitting large files. There are two solutions. The first is to use file compression and the second is to split larger files into sections.

Compressing Large Files

The ESS has been modified to recognize files compressed with the Zip data compression algorithm. The ESS will accept a Zip file and automatically extract (i.e., decompress) the file. We recommend that states zip any file larger than 20MB.

Plain text files, like the EDFacts files, are very amenable to Zip compression. File size reductions of 50% to 95% are common with text files. There are varieties of commercial or free file compression utilities that create Zip files.

Zip compressed files should have the .zip extension when uploaded to the ESS. The file name included in the Header Record should have the extension appropriate to the format of the uncompressed file.

Splitting Large Files

If compression is insufficient or not available, large files can be split into smaller files. A file should be split at an agency boundary; the data for a single education unit must not be split between files. We recommend splitting the file if it is larger than 120MB, unzipped.

Each of the split files must still be properly formatted according to the file specification. Each must have a unique File ID and File Name. Each file must have a Header Record with the correct record count for the individual file.

Additional processing resources will be brought online in the future and ongoing performance enhancements to the software will help reduce large file submission problems.

Why, at times, is the EDFacts Submission System performance very slow?

BACKGROUND: Every attempt was made during the development process to create a system that could process the large volume of file submissions from all the SEAs. The continual evolution of the EDFacts Submission System will continue to provide increased performance.

RESPONSE: The volume of data being processed and resource availability are the two main factors that slow ESS. While recent upgrades to the system will help prevent decreased performance, there are steps that the SEAs can take to help reduce the system burden. They include:

1. Submit the files as soon as they are created. Creating many files and submitting the entire batch at once places a performance burden on the ESS. This is compounded by other SEAs submitting large jobs.

2. If possible, schedule file submissions either late in the evening (this is the best for the western states) or early in the morning (this is the best for the eastern states). Outside of the peak times of 8:00 A.M. to 5:00 P.M. Eastern Time, the server is not as busy.
3. Do not wait until the actual due date for certain data usage initiatives. Due dates are often high-submission days; therefore, it may take several hours (at times, even longer) to process your file transmission.
4. If possible, submit the files on Saturdays. There is usually no competing traffic on the EDFacts Submission System on Saturdays. Be aware that PSC is not available on weekends for state support. **NOTE:** Sundays are routine maintenance periods. The server might not be available for file submissions.

Can I open multiple sessions of ESS using my one login?

RESPONSE: Yes. When more than one instance of ESS or any sub-applications (e.g., Data Framework, CSPR) are necessary, we suggest that you open each instance using either the Desktop icon or the Start button application menu. This ensures that multiple Web sessions are created and prevents the possibility of data loss due to multiple instances using a single session.

My file is stuck in Received status. Why has it not processed yet?

RESPONSE: ESS can only process a certain number of files at one time. Files that have yet to process will remain in Received status until it is their turn to be processed. When states submit several large files, some state's submissions may stay in Received status for several hours. If your file remains in a Received status for over 24 hours, contact the PSC.

My file is receiving a Database Exception status. What do I do?

RESPONSE: A Database Exception is an unexpected error. If a Database Exception occurs, report the instance to the PSC.

How often does the EDFacts Submission System prompt me to reset my password?

RESPONSE: Every 90 days.

What if my state is missing data? How do I communicate this to the EDFacts Team?

RESPONSE: Section 2 (Guidance) in the file specifications addresses these questions. Note that the guidance does vary between files and may even change between SY's.

My state's Submission Error Report has been flagged by several submission errors. I have verified that all my submitted data is correct but I am still receiving errors. How do I address these errors?

RESPONSE: Errors appearing in the Submission Error Report must be addressed. If you think an error is firing by mistake and you are certain that your submitted data is accurate, contact the PSC. Be ready to provide the details of why you think an error is firing inaccurately, as PSC will need approval from the U.S. Department of Education before turning off any errors.

My state's Submission Error Report has been flagged by errors and warnings. I submitted corrected data and the errors no longer appear; how should I address the warnings? When will the warnings drop off my state report?

RESPONSE: Warnings are flagged when data appears unusual or unexpected. States must review the data to determine if the data is accurate. If the data is accurate, no update is needed.

When I submitted a replacement file, it did not remove the LEAs that I had inadvertently submitted with the initial file. What should I do?

RESPONSE: When re-submitting a file to ESS, only the education units in that file are updated. For example, if the original submission contained 100 schools' worth of data, and your second submission contains data for 90 of those schools, only the data for those 90 schools are updated. The data for the remaining 10 schools are left unchanged in the EDFacts database.

This is beneficial as users can make corrections to the data of their individual schools or LEAs, eliminating the need for states to resubmit the data for all of them. For example, if after submitting the LEA membership file you discover that you forgot to include a district in your file, all you need to do is submit a file that contains the data for that one district.

One setback of this function is that one file submission may not completely overwrite a previous submission. If you discover that you submitted data for a school that should not have been submitted at all, you cannot correct this by leaving that school out of your next submission. When you leave the school out, the system does not make any updates to the data for the school that is already in the database.

If data submitted to ESS needs to be revised, you can make the revisions by simply re-submitting the data for that school or LEA. On the other hand, if you discover that data submitted to ESS should not have been submitted in the first place, you will not be able to correct this through a file submission. You will need to have the data removed.

What should I do if I have data in ESS that needs to be removed?

RESPONSE: To remove data from ESS, send a deletion request via e-mail to the PSC. Include the file number(s), the level(s) of the file which need to be removed (SEA, LEA, SCH), the school year of the file(s), and a detailed justification or a reason for the removal of the data. Deletions can be processed either by Educational Unit or by file number, but cannot be processed by submission date. The PSC will process the request through the necessary channels to ensure that the impacted program offices are aware and approve of the request. This may take several weeks to completely process through all necessary approvals and systems.

How often is the EDFacts Submission Error Report refreshed?

RESPONSE: The Submission Error Report is refreshed regularly throughout the day; the report is only refreshed if the state submitted a file that day. If a state submitted a file to resolve an error(s) on the Submission Error Report, the report will refresh within about an hour after the file is successfully submitted, and the state can determine if the new file submission resolved the error(s).

4. EDFACTS DIRECTORY FILE

Should I submit an entire Directory file or just updates on schools/LEAs that have changed in the last year?

RESPONSE: All school and LEA directory data is specific to a school year. This satisfies the U.S. Department of Education's need for an "annual" survey for CCD. Business rules will be used to match one institution in a SY to the same institution in the prior SY. As a result of this SY implementation, new status options have been added to ensure information is captured at the start of the school year as well as throughout the school year. These are described in more detail in the guidance section of the Directory File (FS029) specification. **Note: Do not submit a directory record for an entity that was closed in the prior SY unless you are reopening the entity. When updating a previous SY directory file, inform the PSC to ensure the changes are submitted properly.**

Between SEA, LEA and School level files, is there a particular order I need to submit my Directory files?

RESPONSE: States must submit complete LEA and school directory file submissions, in that order. Note: States will not be required to submit an updated SEA directory file.

Can I submit prior year Directory data using the current year Directory File Specifications?

RESPONSE: No. Use the year of the specification for that specific change. A note of caution for making Directory changes to prior years: CCD will not see this update since the state's CCD is locked by NCES. If you have specific questions or concerns, contact PSC.

How do I get a list of Educational Units that are currently in my Directory file?

RESPONSE: The EDEN017 and EDEN028 reports can be run in ERS for FS029 Directory and FS039 Grades Offered extracts beginning with SY 2003-04 to the current submission year.

I inadvertently submitted a school (or LEA) in the current year directory that was closed in prior year. How do I fix this?

RESPONSE: As noted above, do not submit a directory record for an entity that was closed in a prior year unless you are reopening the entity. To fix this issue, contact PSC. They will work with the technical team to remove this entity from your current year directory file.

I inadvertently submitted an incorrect NCES ID for a school (or LEA). How do I fix this?

RESPONSE: Contact PSC; they will have the technical team correct the database. NCES IDs cannot be corrected in ESS by file submission.

I thought NCES IDs were optional – why is ESS indicating they are mandatory?

RESPONSE: When submitting directory data, NCES identifiers are mandatory for all schools and LEAs *UNLESS* the school or LEA has one of the following School Year Start Operational statuses:

- New (if not Future in the prior year)
- Added
- Future (only in the first year)

I have schools that have changed operational status from the previous year’s directory submission. What are the allowable statuses based on prior year’s operational status?

The chart below indicates what current year operational statuses are allowable based on the prior year operational status.

Table C-1: Verifying Current Year CCD School/Agency Operational Status against Prior Year’s Status

		Current Year Operational Status								
		1- OPEN	2- CLOSED	3- NEW	4- ADDED	5- CHANGED	6- INACTIVE	7- FUTURE	8- REOPENED	Omit from CY Directory
Prior Year Operational Status	1-OPEN	Yes	Yes	X	X	Yes	Yes	X	X	X
	2-CLOSED	X	X	X	X	X	X	X	Yes	Yes
	3-NEW	Yes	Yes	X	X	Yes	Yes	X	X	X
	4-ADDED	Yes	Yes	X	X	Yes	Yes	X	X	X
	5-CHANGED	Yes	Yes	X	X	Yes	Yes	X	X	X
	6-INACTIVE	Yes	Yes	X	X	Yes	Yes	X	X	X
	7-FUTURE	X	Yes	Yes	X	X	X	Yes	X	X
	8-REOPENED	Yes	Yes	X	X	Yes	Yes	X	X	X
	Omitted from PY Directory	X	X	Yes	Yes	X	X	Yes	Yes	

Legend

Yes- Acceptable
X – Not acceptable

Additional Supporting Notes

Previously Reported Status 2-Closed

The only acceptable reported status when the previously reported status is “2-Closed” is “8-Reopened.” If you submit any other status, you will get an error on the match report (match error). To resolve the match error, you will need to contact PSC so that they can help you determine the error resolution.

Previously Reported Status 6-Inactive

Starting in SY 2009-10, an education unit can be inactive indefinitely. If the school or LEA became inactive before SY 2006-07, it can not be reactivated.

Reported Status 3-New

An education unit does not have to be previously reported as “7-Future.”

Reported Status 8-Reopened

Starting in SY 2009-10, an education unit can reopen at any time if the school or LEA closed in SY 2006-07 or after. If an education unit closed before SY 2006-07, it can not be reopened.

Omitted from previous Directory and Reopened in CY Directory

That combination is allowed only if the school/LEA was operational at some point during or since SY 2006-07 and subsequently closed, but not allowed if the entity was closed before SY 2006-07 or had never been reported

5. EDFACTS-CCD INTEGRATION

What are the Match and Edit Reports?

RESPONSE: The Match and Edit Reports are located on the Reports tab in the Submission Error Report. They include:

- **Match Error Report:** This displays LEA and school match problems. This is isolated to resolving Directory discrepancies.
- **Summary Report:** This displays all other tabs (worksheets) that were previously available in the CCD Match Summary Workbook.
- **Edit Reports:** Once Directory Match Error issues are resolved, Edit Reports will be available. There are three individual Edit Reports: State, Agency and School.

Where are the CCD Match and Edit reports located?

RESPONSE: The CCD Match and Edit reports can be accessed in ESS through the Reports tab in the Submission Error Report sub-application.

What is the CCD Match and Edit report process?

RESPONSE: CCD-related errors and warnings can be accessed in ESS through the Reports tab in the Submission Error Report sub-application. The Reports tab can have up to 5 CCD-related reports: Match Report, Summary Report and the State, LEA, and School Edit Reports. The Edit Reports will not appear until all critical Match Report errors have been resolved. Resolving critical match errors requires you to resubmit your data or, if you cannot fix the data, contact the Partner Support Center to have data corrected or removed.

- **Match Report** – All critical Directory errors must be corrected before proceeding to Edit Reports. Not all tabs on the Match Report show errors. Many of the tabs are informational. Focus on the Agency Match Problems and School Match Problems tabs.

- **Summary Report** – This report is a summary of the CCD-related data you have submitted and is a way to review that data.
- **Edit Reports** – These reports contain both critical and non-critical (warning) errors. The critical errors must be corrected.

CCD Workbooks need not be annotated and sent to PSC however, for your reference, the reports will continue to be displayed in ESS. CCD Data Analysts will follow up with state CCD Coordinators about CCD data that seems incorrect or questionable. This is part of the CCD regular data quality review, and states need to correct the data if it's in error, or explain the anomaly to the CCD Data Analysts. The state no longer needs to document their explanation in the CCD Workbook and return that document (Excel spreadsheet).

How often are the submissions processed for the Match, Summary and Edit Reports?

RESPONSE: The submission edits are processed nightly. The SY Reports can be reprocessed as needed. Click the "Regenerate" hyperlink to refresh the Match report data.

How do I get to my Edit Reports? I only see the Match Error and Summary Reports.

RESPONSE: The Edit Reports will not appear until all match problems have been corrected. If you are not getting the Edit Reports, then you need to resolve issues noted in the LEA and School Match Error Report. Once all match problems have been corrected, the Edit Report feature will be available.

What if I have been working on my Edit Reports and today, I noticed my Edit Reports buttons are no longer available to me?

RESPONSE: Most likely, you have submitted an updated Directory file that caused a match problem. Reference the Match Error Report.

How can I obtain a list of my NCES IDs?

RESPONSE: You can obtain your NCES IDs by going to the Education Unit Profile and looking up your educational unit. You can also run the EDEN017 and EDEN028 reports in ERS for FS029 Directory extract containing your state's current NCES IDs.

6. EDFACTS REPORTING SYSTEM

How do I obtain a user account to access the EDFacts Reporting System?

RESPONSE: The EDFacts Coordinator needs to contact the PSC to replace an existing ERS user with another. States are limited to the number of user licenses they currently hold.

How do I e-mail someone the results of an EDFacts report?

RESPONSE: As an EDFacts user for your state, follow the steps listed below:

1. Login to ESS, and then access the EDFacts Reports System link on the left side panel (fig. 1)



Figure 1 – ESS Login Screen

2. Once in the EDFacts Reporting System, access the area of interest (e.g., *Submission Status*, *Office of Special Education Programs (OSEP)*). Select using the icons along the bottom of the page, or the tabs at the top (fig. 2).

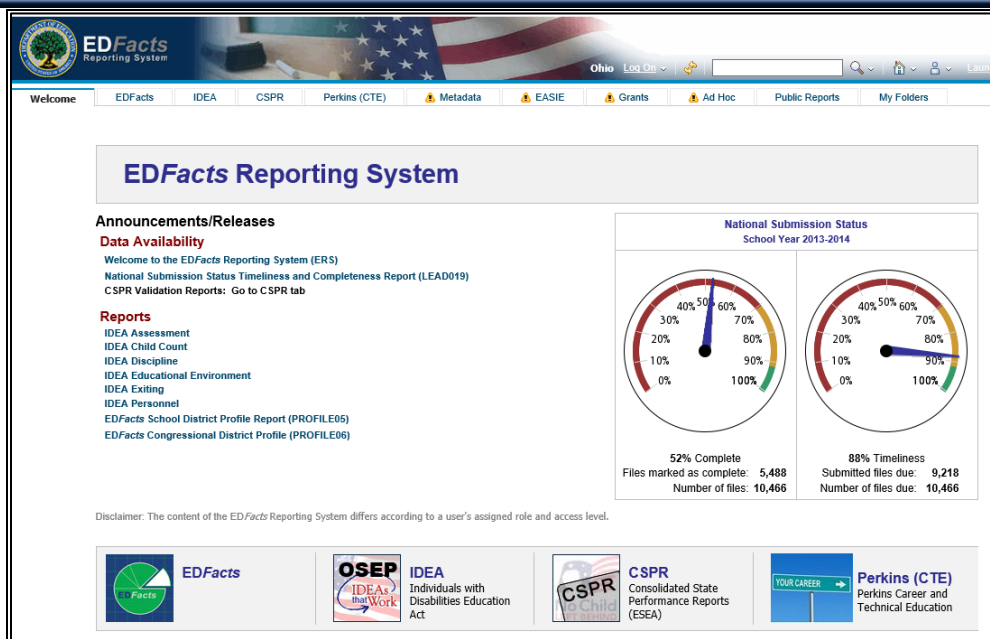


Figure 2 – EDFacts Reporting System Home Page

3. Access and run the report.
4. In the top right corner of the report, click the icon to *view in HTML* and choose *view in PDF* (fig. 3).

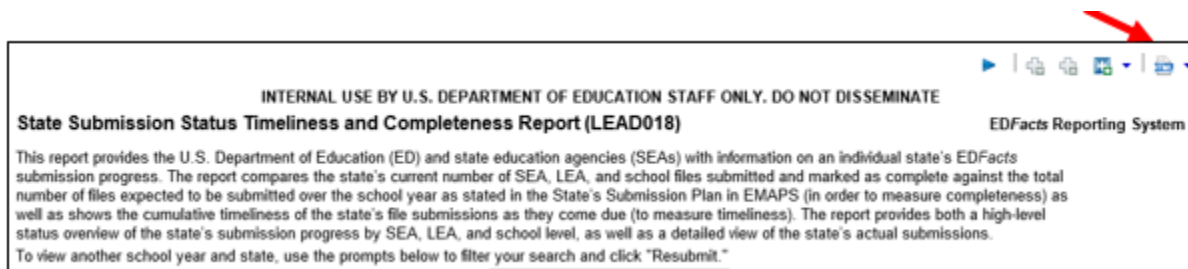


Figure 3 – State Submission Status Timeliness and Completeness Report (LEAD018)

5. Save the PDF version to your desktop and e-mail it manually.

Note: For longer reports click on the delivery method in the pop-up box when running a report and click on e-mail report link (fig 4 and 5).

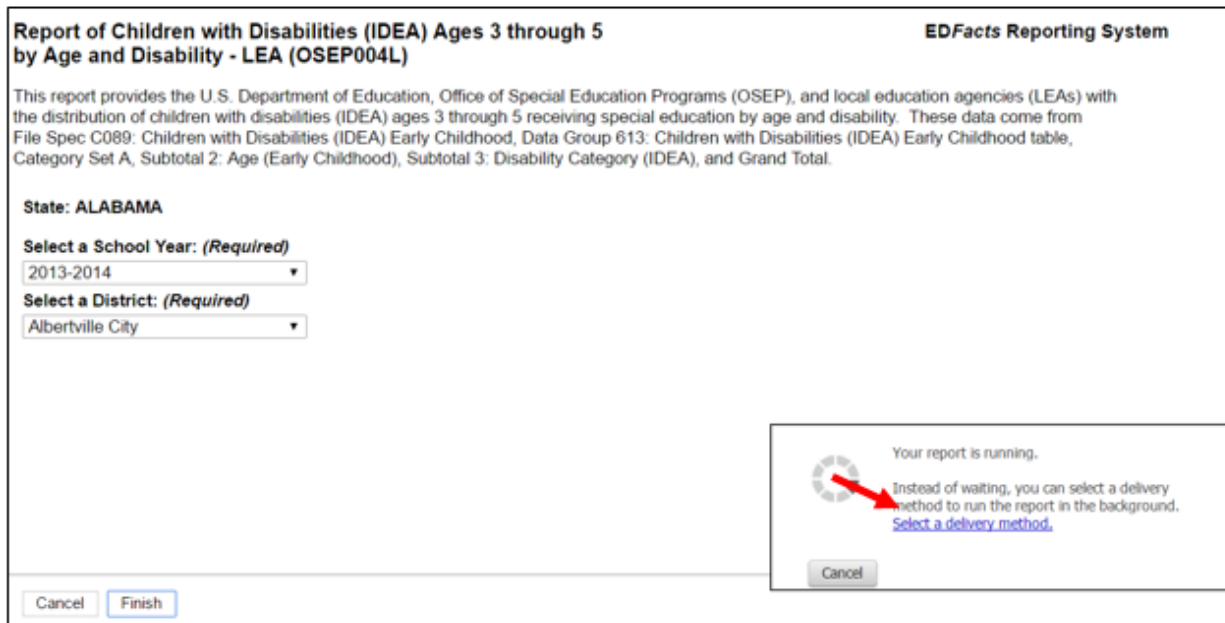


Figure 4– Link to select a delivery method for longer reports

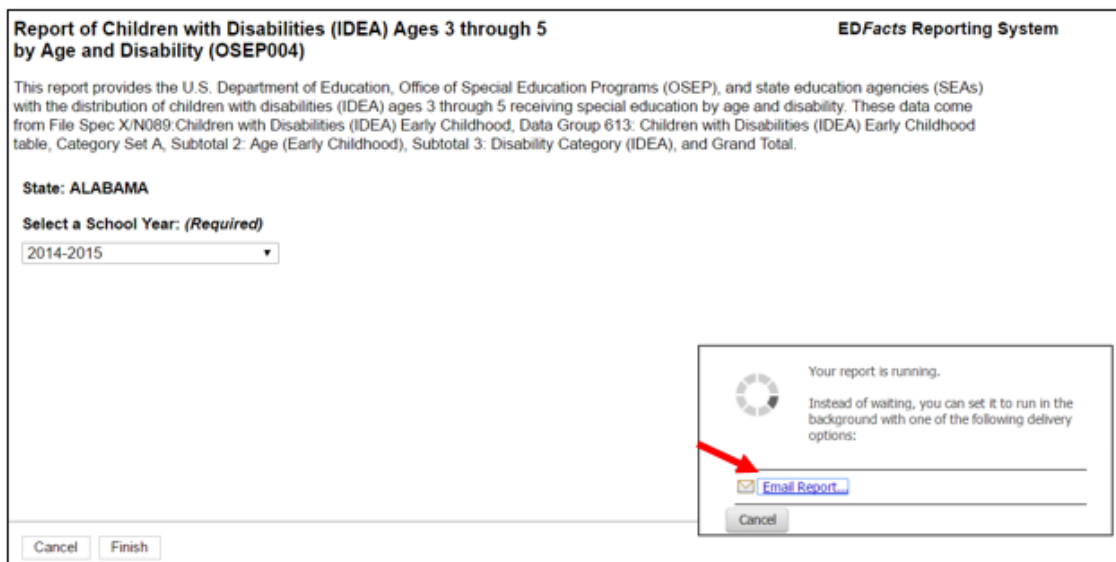


Figure 5 – Link to select Email Report

- Enter the e-mail addresses in the *Type the e-mail addresses, separated by semi-colons.* See below for an example.
 - **Important Note!** EDFacts users are responsible for ensuring that data reports are shared only with SEA staff having access rights to the data.
- Name the report in the *Subject:* box.
- Enter a comment for the recipient(s) in the *Body:* box.

- **Important Note!** The report will come from the following e-mail address: edfacts@ed.gov. Let recipients know not to respond to this e-mail box. If they have questions, direct them back to you (EDFacts Coordinator) or to the PSC (eden_ss@ed.gov). We recommend adding this note to the *Body* of each scheduled report.
- Choose the “include the report” as your *Attachments* option.
- Press the OK button. Recipients will receive a copy of the report shortly.

The screenshot shows a dialog box titled "Set the email options - Report of Children with Disabilities (IDEA) Ages 3 through 5 by Age and Disability (OSEP004)". The dialog box contains the following fields and options:

- To:** An empty text input field.
- Cc:** An empty text input field.
- Subject:** A text input field containing "Report: Report of Children with Disabilities (IDEA) Ages 3 through 5 by Age and Disability (OSEP004)".
- Body:** A rich text editor area with a toolbar containing icons for undo, redo, cut, copy, paste, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, and insert table. A "Change to plain text >>" link is visible to the right of the body field.
- Attach the report:** A checked checkbox.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Figure 6 – Report email option page

How do I regularly schedule the distribution of an EDFacts report?

RESPONSE: As an EDFacts user for your state, follow the steps below:

1. Login to ESS, and then access the EDFacts *Reports System* link on the left side panel (fig. 7)



Figure 7 – ESS Home Page

- Once in the EDFacts Reporting System, access the area of interest. (e.g., *Submission Status, Office of Special Education Programs (OSEP)*). Select using the icons along the bottom of the page, or the tabs at the top (fig. 8)



Figure 8 – EDFacts Reporting System Home Page

- To schedule a LEAD018 report click on *Public Reports* tab and select *State Performance Reports*.

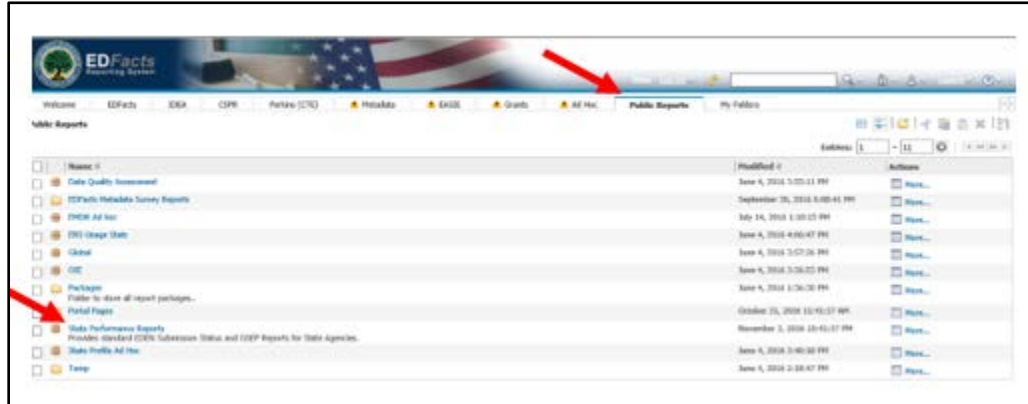


Figure 9 – Link to Public Reports tab

4. Select *Submission Status Reports*.



Figure 10 – Link to Submission Status Reports Page

5. Click on *More Actions for State Submission Status Timeliness and Completeness Report (LEAD018)* button.

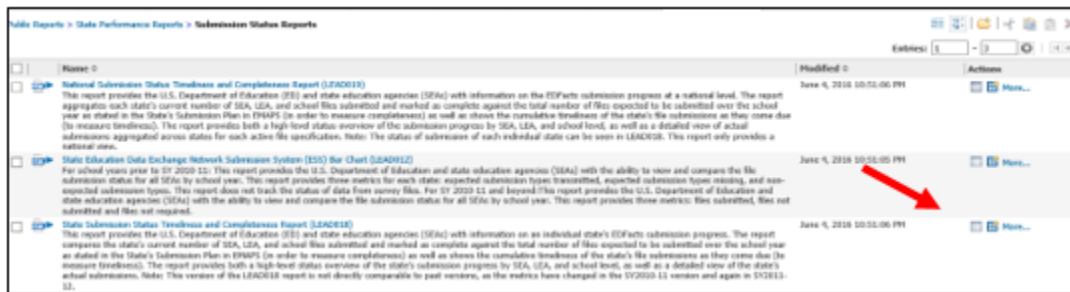


Figure 11 – Link to click on More Actions

6. Click on *Create report view of this report* button.

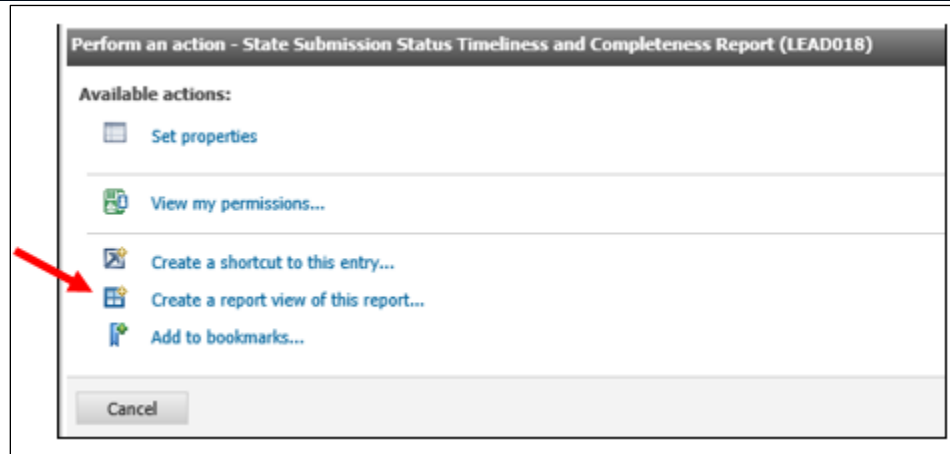


Figure 12 – Link to Create a report view screen

7. Save the report as a report view by completing the *Name*, *Description*, *Screen Tip* and *Location* fields as needed. (Fig.13).
 - Press the *Finish* button to return to the report.

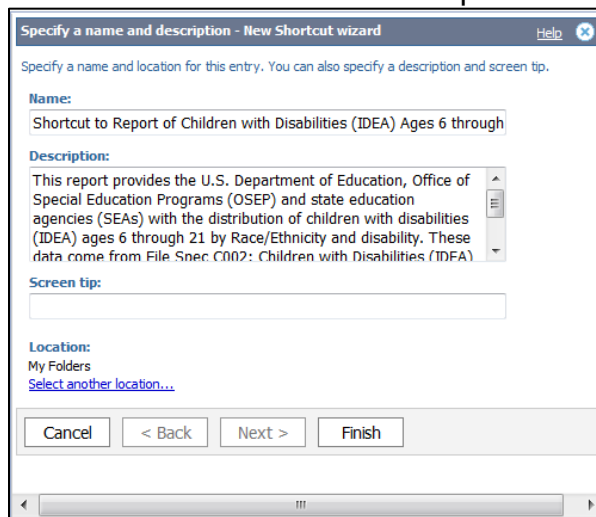


Figure 13 – Specifying name and description screen

8. Return to the home page and select the *My Folders* tab. In *My Folders*, click the schedule icon that corresponds to the report to be scheduled (fig. 14)



Figure 14 – Link to My Folders Tab

- Choose *Frequency*, *Start* and *End* dates, *Options*, in the *Schedule* screen (fig. 15).

Schedule - Report View of Report of Children with Disabilities (IDEA) Ages 3 through 5 by Age and Disability (OSEP004)
Schedule this entry to run at a recurring date and time. You can run using the default values or specify the options. You can disable the schedule without losing any of its details.

Disable the schedule Priority: 3

Frequency:
Select the frequency by clicking on a link.

By Day **By Week** By Month By Year By Trigger

Every 1 week(s) on:
 Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Daily Frequency:
 Every 1 Minute(s) between 9 : 00 AM and 5 : 00 PM

Credentials:
Abu-Alam, Angie (Contractor) (Angie.Abu-Alam)

Options

Override the default report options

Formats: Default
 Accessibility: Default
 Languages: Default
 Delivery: Save the report

Prompt values

Override the default prompt values
No values saved

OK Cancel

Figure 15 – Scheduling Report screen

How do I modify or disable the regularly scheduled distribution of an EDFacts report?

RESPONSE:

- From the ERS homepage, select the *My Folders* tab (fig. 16).



Figure 16 – EDFacts Reporting System Home Page

2. Click the *More...* icon that corresponds to the report to be modified (fig. 17).



Figure 17 – Select More Icon screen

3. Choose modify or remove the schedule (fig. 18)

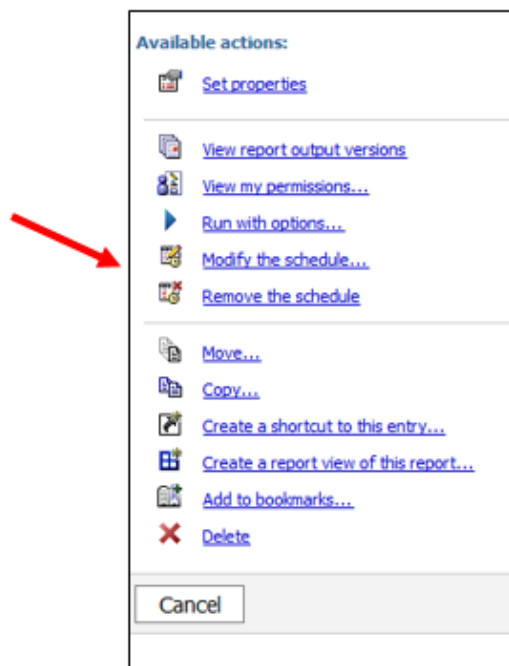


Figure 18 – Chose Remove or Modify selction screen

4. The *Schedule* option screen will appear. This screen will allow you to disable the auto-distribution, modify the date and times, along with adding or removing recipients (fig. 19).

Important Note! EDFacts users are responsible for ensuring that data reports are shared only with SEA staff having access rights to the data.

Schedule - Report View of Report of Children with Disabilities (IDEA) Ages 3 through 5 by Age and Disability (OSEP004)
Schedule this entry to run at a recurring date and time. You can run using the default values or specify the options. You can disable the schedule without losing any of its details.

Disable the schedule Priority: 3

Frequency:
Select the frequency by clicking on a link.

By Day **By Week** By Month By Year By Trigger

Every week(s) on:
 Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Daily Frequency:
 Every Minute(s) between and

Credentials:
Abu-Alam, Angie (Contractor) (Angie.Abu-Alam)

Options

Override the default report options

Formats:
Default

Accessibility:
Default

Languages:
Default

Delivery:
Save the report

Prompt values

Override the default prompt values
No values saved

OK Cancel

Figure 19 –Schedule option screen

How long does it take to generate the EDFacts State Submission Plan Execution Report (LEAD004; LEAD015; LEAD018; LEAD019)?

RESPONSE: The LEAD reports usually take several minutes to generate the prompt page and about 4 minutes to execute the actual report. The report could take longer to run if there is high usage of the system. Usually, as the day progresses, the report execution times increase due to a higher count of users.

7. EDFACTS METADATA AND PROCESS SYSTEM (EMAPS)

What is EMAPS?

RESPONSE: EMAPS is a web-based tool to provide SEAs with an easy method to report and maintain information on state policies, plans, and metadata to aid in the analysis of data collected in EDFacts.

How do I access EMAPS?

RESPONSE: The EDFacts Coordinator for each state will have access to the EMAPS tool. There are three ways to access EMAPS: through the [EMAPS Web site](#) directly, from ESS, or through the EDFacts Web site. EDFacts Coordinators may contact PSC and request access for additional users.

When I log into ESS, I have a new link on the left menu for EMAPS, but when I click on it, I am prompted for an ID and password. Why is my ESS ID and password not working with EMAPS?

RESPONSE: Although EMAPS is accessible via the EDFacts Portal, it utilizes a different authentication process; therefore, a different user ID is needed. If you need access, have your EDFacts Coordinator contact PSC.

What is collected in EMAPS?

RESPONSE: EMAPS houses state-supplied information and collects surveys throughout the year. Surveys that will be collected for SY 2017-18 include:

- Assessment Metadata Survey
- Gun Free School Act (GFSA) Questionnaire
- CCD Grades Offered and Graduates Survey
- IDEA State Supplemental Survey (SSS)
- IDEA Part B Dispute Resolution Survey
- IDEA Part B MOE Reduction & CEIS
- Surveys for the IDEA Part C Collection
- State Submission Plan (SSP)

EMAPS is also being used for the State Submission Plan. Where can I get more information concerning this process?

RESPONSE: View the *EMAPS User Guide: Submission Plan and File Status* posted on the [EDFacts Initiative Home Page](#) for more instructional information.

8. EDFACTS STATE SUBMISSION PLANS

Where do I get a copy of my State Submission Plan?

RESPONSE: Contact your state EDFacts Coordinator for a copy of your SY 2008-09 or prior Submission Plans. If you are the state EDFacts Coordinator, e-mail PSC (eden_ss@ed.gov). State Submission Plans for SY 2009-10 and beyond are maintained in EMAPS.

How do I update my Submission Plan?

RESPONSE:

Three elements are collected within the Submission Plan: timeliness, completeness and file status. States indicate whether a file will be timely prior to the due date, and when they have completed the submission for a file. States also may use the comments field for any data notes or explanations.

The file specification due date appears on all data entry forms.

"Expected Submission Date" is available on all data entry forms. Use this field for each level of data when submissions will be delayed beyond the file due date.

How often do I need to update my Submission Plan?

RESPONSE: States need to update their Submission Plans as they complete data submission for a file and if they know that a file will be submitted late so the LEAD018 and LEAD019 are updated accordingly. If changes are needed to the SSP after a file is due, you may do so at any time. ED data stewards use the completion information entered by the state as an indicator to begin reviewing that state's data.

9. EDFACTS – OTHER DATA COLLECTIONS

What is EASIE?

RESPONSE: Electronic Application System for Indian Education (EASIE) is used to collect applications for the Title VII Formula Grant administered by the US Department of Education's Office of Indian Education (OIE). The grant is open to any entity (LEA, BIE school or a tribe) that serves Native American students.

Are any EDFacts data utilized to prepopulate EASIE?

RESPONSE: The following files are used to prepopulate the EASIE system:

- In Part I, membership data from the LEA level, FS052 file, is used to pre-populate the application.
- In Part II, sections are prepopulated using student performance data from C175, C178, C179 and graduation rate from C150 (all at the LEA level). The entities have the option for manual entry.

10. EDFACTS SUPPORT INFORMATION

Whom do I contact when I have a question concerning EDFacts and its supporting tools/documentation?

RESPONSE: SEA Partners can contact the EDFacts Partner Support Center by toll free telephone, fax or e-mail:

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

Fax: 888-329-3336 (888-FAX-EDEN)

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

E-mail: eden_SS@ed.gov

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

Hours of operation are between 8:00 a.m. and 6:00 p.m. ET, Monday through Friday, excluding Federal holidays.

I have new staff that needs training in ESS. Whom should I contact?

RESPONSE: PSC provides online training for new EDFacts Submitters and new EDFacts Coordinators. The training is typically 90 minutes in duration, covering a range of topics from an overview of all EDFacts Tools to troubleshooting transmissions to state-specific information such as submission status. Contact PSC to schedule a one-on-one online training session.

I have a suggestion for a change that I feel will make EDFacts and ESS work better for the states. Whom do I contact?

RESPONSE: Contact the Partner Support Center. Your suggestion will be logged and communicated to the EDFacts Change Review Board (ECRB). The ECRB will periodically review requests to determine if resources and priorities allow for implementation.

I previously made an enhancement suggestion. How do I find out if or when it will be implemented?

RESPONSE: If you have sent a question to PSC and have confirmation that it will be passed along to the ECRB, you may contact PSC for an update concerning your suggestion. When approved enhancements are activated, PSC will notify states in the PSC Support Update.

I would like to receive the weekly PSC Support Update. How do I join this list?

RESPONSE: If you would like to receive the PSC Support Update, contact PSC.

How can I join the EDFacts list-serve?

RESPONSE: Joining the EDFacts Community site allows coordinators to participate in valuable conversations with peers, browse key discussions from the past, access or upload relevant resources to an open-source library, and engage in a number of other features made available on the site.

You can visit the [EDFacts Community Website](#). If you are not yet a member and would like to join the EDFacts Community, please contact PSC.



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