U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

Frequently Asked Questions

Version 15.1

October 2019

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Document Control

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Version Number	Date	Responsible Individual	Summary of Change
1.0-13.0		ETSS I	Versions 1.0 through 13.0 were used for ESS releases prior to release 14.0.
14.0	November 2017	Angie Abu-Alam	Updated for release 14.0
15.0	November 2018	Angie Abu-Alam	Updated for release 15.0
15.1	October 2019	Mark DiNardo	Updated to bring document up-to-date: • ED*Facts* includes pre-kindergarten data • The Business Rules Guide (BRG) has been replaced by the Business Rules Single Inventory (BRSI)

RELEASE AUTHORIZATION

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CONTENTS

1. ED*FACTS* GENERAL INFORMATION

Where do I get more information concerning the ED*Facts* Initiative?

RESPONSE: More information about the ED*Facts* Initiative is available at the following Web site: ED*Facts* Initiative Home Page

What are the differences between ED*Facts*, ESS and ED*Facts* Reporting System?

RESPONSE: See below for a definition of each:

ED*Facts*: ED*Facts* is a U.S. Department of Education (ED) initiative to put performance data at the center of policy, management and budget decisions for all pre-K-12 educational programs. ED*Facts* centralizes performance data supplied by pre-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 ED*Facts* is to:

- Increase the focus on education outcomes and accountability rather than process;
- Provide robust pre-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.

ED*Facts* 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.

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

2. ED*FACTS* DOCUMENTATION

Where can I find supporting documentation for ED*Facts*?

RESPONSE: Most of the documentation can be downloaded from the ED.gov Web site: ED*Facts* Initiative Home Page. This includes:

- **ED*Facts* 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 release 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.

- **ED*Facts* Business Rules Single Inventory (BRSI)** – A single inventory for State Education Agencies (SEAs) that contains data quality (DQ) business rules applied to ED*Facts* data throughout the lifecycle of that data. The inventory includes previously published submission rules as well as post-submission DQ rules that have not been officially published prior to 2018. The inventory will increase transparency in post-submission DQ review processes and provide SEAs with the opportunity to check data prior to submission.

  The BRSI includes two documents: (1) the ED*Facts* Business Rules Single Inventory User Guide, detailing the layout of the BRSI spreadsheet, FAQs and commonly used filters; and (2) the ED*Facts* Business Rules Single Inventory Excel spreadsheet describing each business rule.

- **ED*Facts* Metadata and Process System (E*MAPS*) Submission Plan and File Status User Guide** – This user guide helps in the process of submitting State Submission Plans (SSPs) through E*MAPS*.

- **ED*Facts* Community** – Joining the ED*Facts* 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.

  - Visit the ED*Facts* Community Website. If you are not yet a member and would like to join the ED*Facts* Community, please contact PSC.

  Resources available on ED*Facts* Community:

- [Data Submission Organizer](#): Lists the due date for each file specification by school year, as well as the level for which each file is submitted.

- [PSC Support Updates](#): Includes current and past issues in a newsletter format to states on how to effectively use ED*Facts* and understand related changes.

- [PSC Videos / Webinars](#): Contains links to recent Webinar recordings and presentation files from PSC training sessions conducted for states.

- [ED*Facts* Meeting Archive](#): Includes meeting materials from the ED*Facts* Data Conferences that are annually held by ED.

- [File Format Checker (FFC)](#)**:** This tool can be installed locally for states to check for non-XML format errors prior to attempting to submit to ESS. The file format checker is available through the ED*Facts* Community or available upon request from PSC.

- [Featured Resources and Tools](#): Technical assistance documents on ED*Facts* related topics, coordination, and systems. Folders include the ***EDFacts OMB Package Resources and Tools***, for the most recent OMB Package documentation.

Where can I find the official and most recent versions of the ED*Facts* File Specifications?

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

Upon gaining access to the ED*Facts* Web site, click the ESS File Specifications link under the ED*Facts* Submission System (ESS) 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). Inactive files will be moved to the Active section as files are enabled in ESS. In addition, some school years contain File Specifications that are retired or not required; these are listed in their respective sections on the web page.

File specifications are updated periodically. 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 v15.2 ⬇ Word
- FS032 — Dropouts v15.0 ⬇ Word
- FS033 — Free and Reduced Price Lunch v15.0 ⬇ Word
- FS037 — Title I Part A SWP/TAS Participation v15.0 ⬇ Word
- FS039 — Grades Offered v15.1 ⬇ Word
- FS040 — Graduates/Completers v15.0 ⬇ Word
- FS052 — Membership v15.0 ⬇ Word

Alternatively, this can be done within the document itself:

U.S. DEPARTMENT OF EDUCATION   FS029 – Directory
                                                     File Specifications v15.2

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 training webinars and ED*Facts* Conferences?

RESPONSE: The presentation material from previous webinar sessions and ED*Facts* Conferences are available on the ED*Facts* Community website.

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

RESPONSE: The ED*Facts* Business Rules Single Inventory can be easily filtered to show cross-file edits:

1. Open the Business Rules Single Inventory Excel spreadsheet.

2. Scroll right to the column titled **FS**. In the filter drop down menu (click the downward arrow icon within the column title), enter the desired file specification number in the Search box.

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3. 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).

System of publication	Scope	Rule ID	FS	DG	Data Source - EMAPS Survey	Question Number	Definition
ESS		S002-R02	002, 029	16, 74, 571	NA	NA	The edit identifies when a student count is submitted for a LEA with an Operational Status of Closed (value = 2), Inactive
ESS		S002-R17	002, 052, 089	39, 74, 613	NA	NA	The edit identifies when the Children with Disabilities student count represents more than 25% of total LEA student
ESS		S002-R18	002, 052, 089	39, 74, 613	NA	NA	The edit identifies when the Children with Disabilities student count represents more than 25% of the total school
DMS	IDEA	D92	002, 089	74, 613	NA	NA	Total membership = 0 or not applicable and value <> 0 and not applicable.
DMS	IDEA	D93	002, 089	74, 613	NA	NA	Total membership = missing and value <> missing. The count of IDEA Students > 0 and your LEA Membership is = Missing.
DMS	IDEA	D99	002, 089	74, 613	NA	NA	Total membership > 0 and ratio of IDEA students/total students > 25%
DMS	IDEA	D100	002, 089	74, 613	NA	NA	Sum of memberships for agency's schools > 0 and ratio of IDEA students/(sum of school memberships) > 25%
DMS	Membership, IDEA	D141	002, 052, 089	39, 74, 613	NA	NA	Edit analyzes the variability of total special education students (IDEA) as a percent of membership over a 5 year time
IDEA DQ	Part B Child Count LEA	PartB-CC-053	002 029	74 16	NA	NA	Education Unit Total (EUT) must be reported for each operational LEA with appropriate membership.
IDEA DQ	Part B Child Count LEA	PartB-CC-056	002 089	74 613	NA	NA	The Education Unit Total (EUT) reported for an LEA for SY 2018-19 should not change significantly (more than 50 units and

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How do I know which Business Rules are new in the ED*Facts* Business Rules Single Inventory?

RESPONSE: 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***.

3. ED*FACTS* SUBMISSION SYSTEM

How do I access the ED*Facts* **Submission System?**

RESPONSE: Go to the following Web site: <u>ESS Home Page</u>.

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.

- **ED***Facts* **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. 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?

RESPONSE: The state is not limited to how many users they may have with ESS access. The state ED*Facts* 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 ED*Facts* **files. Whom should I contact?**

RESPONSE: Upon request by the state, PSC can provide a data extract of most files submitted through ESS.

- 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 FS039 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 FS039 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 the PSC File Format Checker, a tool that can be installed locally and states can use to check for non-XML format errors prior to attempting to submit to ESS. The File Format Checker can be downloaded from the ED*Facts* 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 ED*Facts* 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 ED*Facts* Files can be downloaded from the ED*Facts* Community Website.

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

Is there a maximum file size allowed for ED*Facts* 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 ED*Facts* 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 ED*Facts* 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 ED*Facts* 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 ED*Facts* 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 ED*Facts* 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) 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 ED*Facts* 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 ED*Facts* Team?

RESPONSE: Section 2.5 (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, enter a detailed note in the SSP. Contact PSC if you have addidtional questions.

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-submiting 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 ED*Facts* 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 and school), 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 <u>cannot</u> 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 ED*Facts* 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. ED*FACTS* 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. ED*FACTS*-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.

NOTE! Match errors can be viewed in ESS and corrected as necessary but should be responded to in the DMS. For additional information, reference the DMS User Guide.

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. ED*FACTS* REPORTING SYSTEM

How do I obtain a user account to access the ED*Facts* Reporting System (ERS)?

RESPONSE: The ED*Facts* 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 ED*Facts* report?

RESPONSE: As an ED*Facts* user for your state, follow the steps listed below:

1. Login to ESS, and then access the **ED*Facts* Reports System** link on the left side panel (see fig. 6.1)
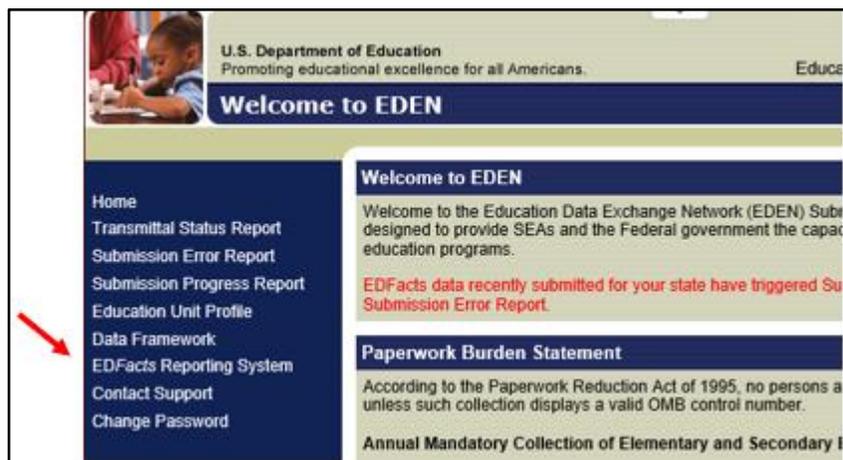

Figure 6.1 – ESS Login Screen

2. Once in the ED*Facts* Reporting System, access the area of interest by selecting a tab at the top of the page (e.g., **EDFacts**, **IDEA**, **CSPR**, and **Perkins (CTE)**). (see fig. 6.2).
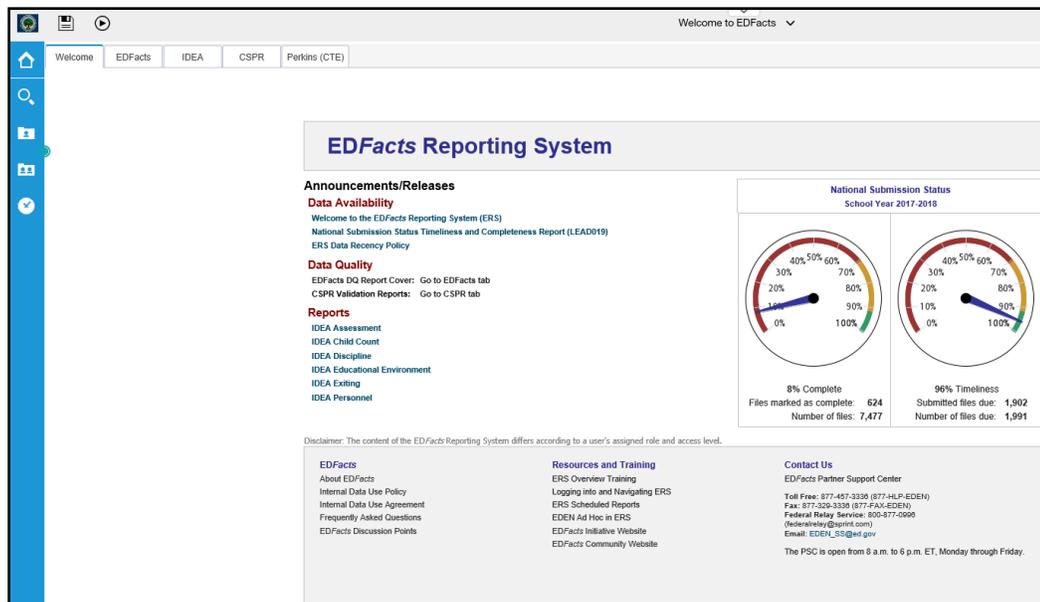
Figure 6.2 – ED*Facts* Reporting System Home Page

3. Access and run the report.

4. In the top left corner of the report, click the icon ***Run as*** and choose a format HTML, PDF, Excel, CSV or XML (see fig. 6.3)..
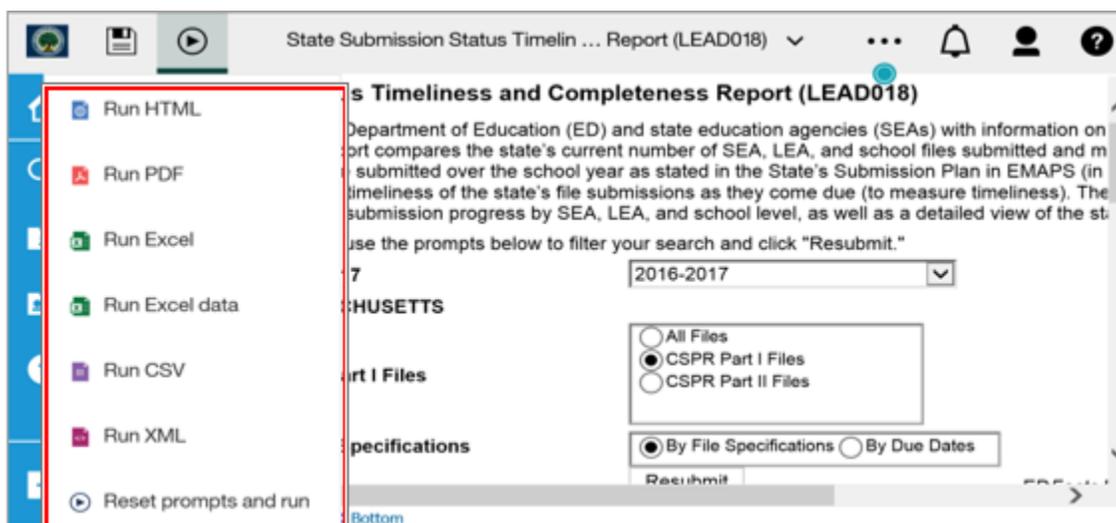
5. Save the report on a desktop and e-mail it manually.

Figure 6.3 – Run as icon (LEAD018)

How do I regularly schedule the distribution of an ED*Facts* report?

RESPONSE: As an ED*Facts* user for your state, follow the steps below:

1. Login to ESS, and then access the **ED*Facts* Reports System** link on the left side panel (see fig. 6.4)
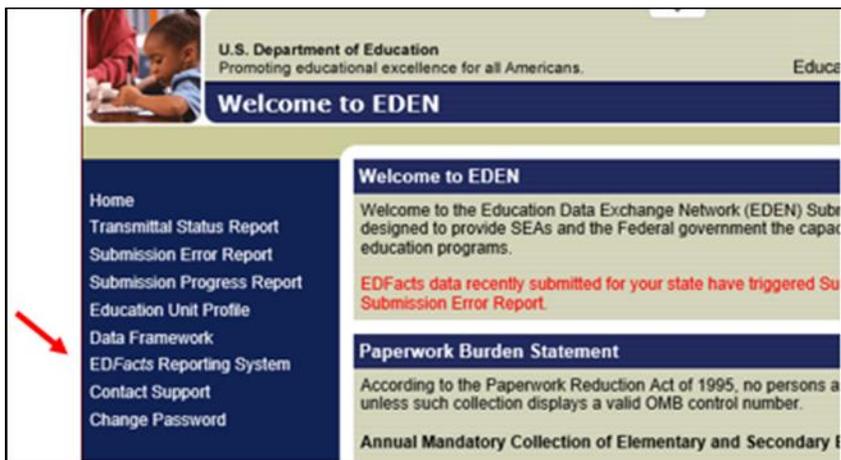

Figure 6.4 – ESS Login Screen

2. Once in the ED*Facts* Reporting System (ERS), access the area of interest by selecting a tab at the top of the page (e.g., ***EDFacts***, ***IDEA***, ***CSPR***, and ***Perkins (CTE)***). (see fig. 6.5)
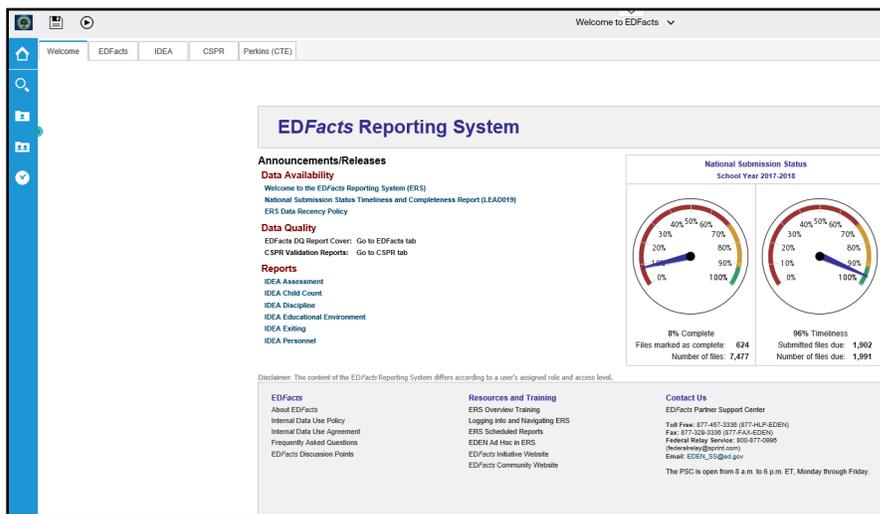
Figure 6.5 – ED*Facts* Reporting System Home Page

3. To schedule a ***LEAD018*** report, first run the report.

4. In the top right corner of the report, click on the ***More*** icon (***…***) and select
    Subscribe (see fig. 6.6).
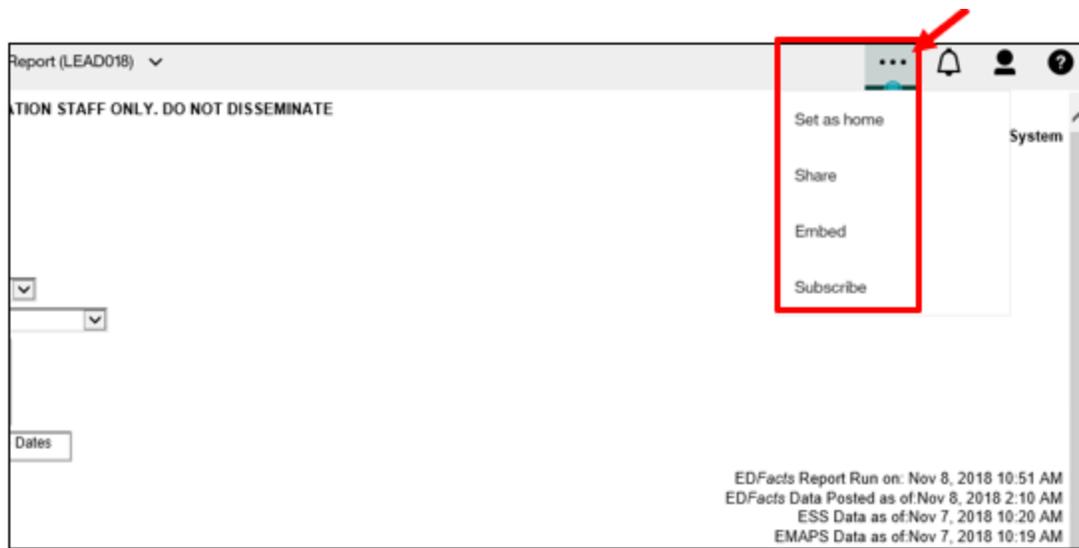
Figure 6.6 – Select the More icon (…) and Subcribe screen

5. Choose the ***Day***, ***Time***, ***Format*** and the ***Delivery*** in the ***Subscribe*** screen (see
    fig. 6.7).
6. Click on the ***Create*** button.

Figure 6.7- Scheduling Report screen

How do I modify or disable the regularly scheduled distribution of an ED*Facts* report?

RESPONSE:

1. From the ERS homepage, click on the *figure* icon in the top right corner of the page, and select *My schedules and subscriptions* (see fig. 6.8).

Figure 6.8 – EDFacts Reporting System Home Page

2. Hover over the scheduled report and the ***More*** icon (**…**) will appear to the right (see fig. 6.9).

Figure 6.9 – Select More Icon screen

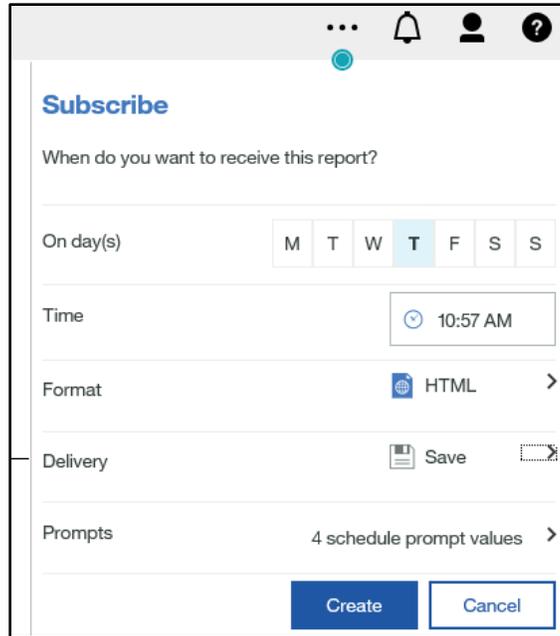3. Choose either ***Modify this subscription*** *or* ***Remove this subscription*** (fig. 6.10)

Figure 6.10 – Chose Remove or Modify subscription screen

4. If you choose to ***Modify this subscription***, the ***Subscribe*** option screen will appear. This screen will allow you to modify the date and times, along with adding or removing recipients (see fig. 6.11).

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

Figure 6.11 – Schedule option screen

How long does it take to generate the ED*Facts* State Submission Plan Execution Reports (LEAD012; 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 volume of users.

7. ED*FACTS* METADATA AND PROCESS SYSTEM (E*MAPS*)

What is E*MAPS*?

RESPONSE: E*MAPS* 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 ED*Facts.*

How do I access E*MAPS*?

RESPONSE: The ED*Facts* Coordinator for each state will have access to the E*MAPS* tool. There are three ways to access E*MAPS*: through the E*MAPS* Website directly, from ESS, or through the ED*Facts* Initiative site. ED*Facts* 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 E*MAPS,* but when I click on it, I am prompted for an ID and password. Why is my ESS ID and password not working with E*MAPS*?

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

What is collected in E*MAPS*?

RESPONSE: E*MAPS* houses state-supplied information and collects surveys throughout the year. Surveys that will be collected for SY 2018-19 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
- IDEA Part C Child Count Survey
- IDEA Part C Dispute Resolution Survey
- IDEA Part C Exiting Survey
- State Submission Plan (SSP)
- Title II, Part A SEA

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

RESPONSE: View the E*MAPS User Guide: Submission Plan and File Status* posted on the ED*Facts* Initiative Home Page for more instructional information.

8. ED*FACTS* STATE SUBMISSION PLANS

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

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

How do I update my Submission Plan?

RESPONSE: Elements collected within the Submission Plan are timeliness, completeness, file status and data anomalies. States indicate whether a data file will be timely prior to the due date and when they have completed submission of a data file. States may also identify if a data file has data anomalies or if a data file is not required to be submitted. States are required to add a comment with details if a data file will not be timely, has data anomalies or is marked as *Not Required to Submit*.

Each data file's due date appears on all data entry forms.

Comment boxes are available on all data entry forms. A comment is only required/allowed to be entered when one or more of the following elements is chosen:

- *Not Timely Comments* comment box requires a comment to be entered for each level of data that an *Expected Late Submission Date* is identified for when a file submission will be delayed beyond the file due date.

- *Not Required to Submit Comments* comment box requires a comment to be entered for each level of data that has a manually chosen *Status* for the *Not Required to Submit* element.

- *Data Anomaly Comments* comment box requires a comment to be entered for each level of data that has a manually selected *Yes* for the *Data Anomaly* element.

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 update the file 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. ED*FACTS* – OTHER DATA COLLECTIONS

What is EASIE?

RESPONSE: Electronic Application System for Indian Education (EASIE) is used to collect applications for the Title VI Formula Grant administered by the U.S. 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 ED*Facts* data utilized to prepopulate EASIE?

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

- In Part III – Annual Performance Report (APR), sections are prepopulated using student performance data from FS175, FS178, FS179 and graduation rate from FS150 (all at the LEA level). The entities have the option for manual entry.

10. ED*FACTS* SUPPORT INFORMATION

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

RESPONSE: SEA Partners can contact the ED*Facts* 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 ED*Facts* Submitters and new ED*Facts* Coordinators. The training is typically 90 minutes in duration, covering a range of topics from an overview of all ED*Facts* 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 ED*Facts* 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 ED*Facts* 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 ED*Facts* list-serve?

RESPONSE: Joining the ED*Facts* 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 ED*Facts* Community Website. If you are not yet a member and would like to join the ED*Facts* Community, please contact PSC.

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