



U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

**EMAPS User Guide: Gun Free
Schools Act (GFSA) Survey**

Release 5.0

January 2016

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This technical guide is available on the Department's Web site: <http://www.ed.gov/edfacts> and on the EDFacts Metadata and Process System (EMAPS) Website: <https://emaps.ed.gov/suite/apps>

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0-3.0		Versions 1.0-3.0 of this document detail the process of completing the GFSA Survey in EMAPS
4.0	January 2015	Updated for Version 4.0 <ul style="list-style-type: none">• Updated Screenshots for SY 2013-14• Minor Editorial Changes
5.0	January 2016	Updated for Version 5.0 <ul style="list-style-type: none">• Updated Screenshots for SY 2014-15• Minor Editorial Changes

PREFACE

The *EMAPS* GFSA Survey User Guide is intended to provide assistance to *EDFacts* Coordinators providing survey responses in *EMAPS*.

This guide will be updated if major system modifications affect user procedures and reviewed annually with each survey release.

Data entered into the *EMAPS* system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts* (OMB 1875-0240, expires 02/29/2016)¹. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1875-0240¹.

EDFacts is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. *EDFacts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

¹ This user guide will be updated with the new OMB control number and expiration date during the next release cycle.

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1.0 INTRODUCTION

The ED*Facts* Metadata and Process System (EMAPS) is a Web-based tool to provide state education agencies (SEAs) with an easy method to report and maintain information on state policies, plans, and metadata to aid in the analysis of data collected. This document is intended to help guide ED*Facts* Coordinators to enter data in the EMAPS Gun-Free Schools Act (GFSA) Survey.

1.1 Technical Requirements

Before Beginning:

Internet Explorer 8, 9, 10, and 11 and Firefox are the only supported browsers for EMAPS.

1.2 Overview

The GFSA Survey is used to complete the GFSA data collection for the Office of Safe and Healthy Students (OSHS).

2.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this EMAPS processes. Direct additional questions about how the process works to the Partner Support Center (PSC).

What is the purpose of this survey?

This survey was developed for SEAs to submit data for the GFSA Report not collected through the ED*Facts* Submission System (ESS).

Who in my state was given access to the GFSA Survey?

State ED*Facts* Coordinators have been granted read/write access to the EMAPS online survey.

NOTE! The PDF survey report will be accessible in EMAPS only after the ED*Facts* Coordinator has saved the survey.

Can someone other than the ED*Facts* Coordinator provide this data for my state? If so, how do I do that?

Yes. Some states may have other individuals who will also respond to this survey. If you currently have “read only” access and would like to have greater privileges, ask your state ED*Facts* Coordinator to contact PSC. PSC can then modify your privileges.

Phone: (877) 457-3336

Email: eden_ss@ed.gov

TTY#: (888) 403-3336

PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

Are all states required to submit the GFSA Survey?

If the State receives Federal funds under the Elementary and Secondary Education Act (ESEA), they are required to submit the GFSA survey. The GFSA requires each State receiving Federal funds under ESEA to have in effect a state law requiring local education agencies (LEAs) to expel students from school who have brought or possessed a fire arm. The expulsion must be no shorter than one year. The GFSA report shall be applicable to at least all 50 states, District of Columbia, American Samoa, Guam, Commonwealth of the Northern Marianas, Puerto Rico, Virgin Islands, and Bureau of Indian Education.

I am a “read only” user. Where can I view the results of GFSA Survey?

The results from the submitted survey can be viewed on your EMAPS Home Page once you have logged in. Users should click on the folder link labeled “SY 2013-14 Gun Free Schools Act (GFSA) Reports” This link can be found on the right hand side of your screen.

What reporting year will this data collection cover?

The Gun Free Schools Act Survey will cover data SY 2014-15.

What will the Department of Education do with this information?

The Department of Education (ED) collects this information to fulfil the annual legislative reporting requirements on gun-related incidents. In addition, ED compiles these data to analyze and report state data.

How can I send a PDF Copy of the completed survey to people in my state?

You can add multiple recipients of the survey output on the “Additional email address to receive PDF” field on the survey, with each email separated by a semicolon (;).

Where can I get the PDF Copy of the submitted survey?

To view a copy of the submitted survey, users can access the PDF report from their EMAPS Home Page. Users should click on the folder link labeled “Gun Free Schools Act (GFSA) Reports.” This link can be found on the right hand side of your screen under the “GFSA Reports.”

NOTE! All submitted survey results will be accessible from the EMAPS Homepage only after the ED*Facts* Coordinator has submitted the survey to the ESS database. Draft versions will not be visible to read.

I am unable to see all the email addresses I typed on the PDF output. What should I do?

To view all the email addresses, click on the text in the Email Addresses field. Scroll to the right to see all the addresses, using the right arrow. Note - this is possible only with Adobe Acrobat version 8.0 and above.

Will I have access to previously submitted Survey results?

Yes. Users will be able to view the history of all submitted Gun Free Schools Act Surveys submitted to EMAPS. Under the “Report Repository,” there are Folders containing “SY 2008-09 Gun Free Schools Act (GFSA) Reports” and the “Gun Free Schools Act (GFSA) Reports” which will contain 2009-10, 2010-11, 2011-12, 2012-13, 2013-14, and SY 2014-15 results. Draft versions will not appear in the report repository.

What if the ED*Facts* Coordinator is not the provider of this information?

The Department of Education has identified state ED*Facts* Coordinators to complete this survey; if another person completes this survey, notify PSC.

When does this survey collection close to states?

This survey must be completed by April 1, 2016.

Will I have access to the survey after I have submitted the data to the database?

Yes. ED*Facts* Coordinators will have access to make changes to the survey up until the survey is closed.

After starting the survey, can I save the existing entries and come back later to complete it?

Yes. The survey is set up for a user to be able to save a working non-finished copy as a draft which can be completed at a later time. The “Save Draft” button is provided at the bottom of the survey. When a user selects this button, the data shall be saved to EMAPS and the user will be directed back to the GFSA dashboard.

NOTE! Saving the survey of a draft will not generate a PDF report or e-mail a copy to the recipient.

Can I make corrections to the submitted survey before the close date?

Yes. ED*Facts* Coordinators will be able to override any previous submitted versions by entering the survey process and submitting the survey again. There are no limits to the number of times a user can submit this survey. A history of all submitted versions will be archived in the GFSA Survey Reports Repository.

NOTE! The Department of Education will use the latest submitted version of the survey for the collection.

Is there a character limit for the survey comment boxes provided?

Yes. The comment box field has a maximum size of 4000 characters.

Will the system timeout?

When there is no activity within EMAPS for 60 minutes, EMAPS will time out.

Can I print the results of this survey?

Yes. Users can obtain a PDF version of the survey from the GFSA Reports Repository.

A record of this survey can be printed and filed away or saved to your desktop as a soft copy.

Whom do I contact for login problems or technical assistance with the EMAPS tool and survey?

For login and technical assistance, contact the ED*Facts* Partner Support Center (PSC):

Phone: (877) 457-3336

Email: eden_ss@ed.gov

TTY#: (888) 403-3336

PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

3.0 ACCESSING EMAPS

There are three ways for ESS users to enter the EMAPS tool:

- EMAPS website at <https://emaps.ed.gov/suite/>
- ESS Portal
- ED Facts Initiative webpage

Note: If you need your EMAPS login credentials or your username and password reset, contact PSC.

Email: eden_ss@ed.gov

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

TTY/TDD: 888-403-3336 (888-403-EDEN)

3.1 Accessing EMAPS via the EMAPS website

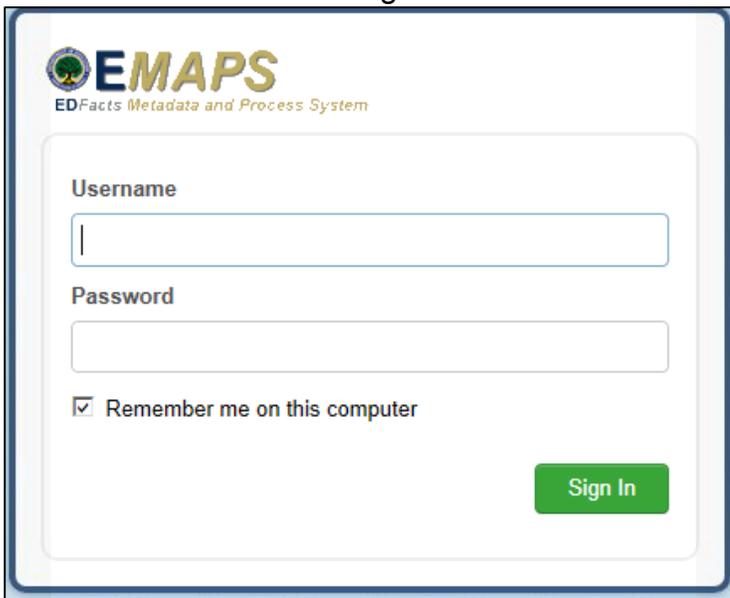
1. Go to the EMAPS website: <https://emaps.ed.gov/suite/>.

NOTE! Internet Explorer 8, 9, 10, and 11, and Firefox are the only supported browsers.

2. The first page will contain the login form.
3. Type your username and password into the appropriate fields.

NOTE: Your EMAPS username and password are case sensitive.

4. Click the button labeled “Sign In” to be taken to the EMAPS home page.



The image shows a screenshot of the EMAPS login interface. At the top left, there is a logo for EMAPS (ED Facts Metadata and Process System). Below the logo, there are two input fields: one for 'Username' and one for 'Password'. Below the password field, there is a checkbox labeled 'Remember me on this computer'. At the bottom right of the form, there is a green button labeled 'Sign In'.

Figure 3.1

3.2 Accessing EMAPS via ESS Portal

- 1) Go to the ESS website at <http://eden.ed.gov/EDENPortal>.
- 2) Type your ESS username and password to login to ESS.
- 3) After signing into ESS, select the EMAPS link which appears on the left-hand side of the screen.

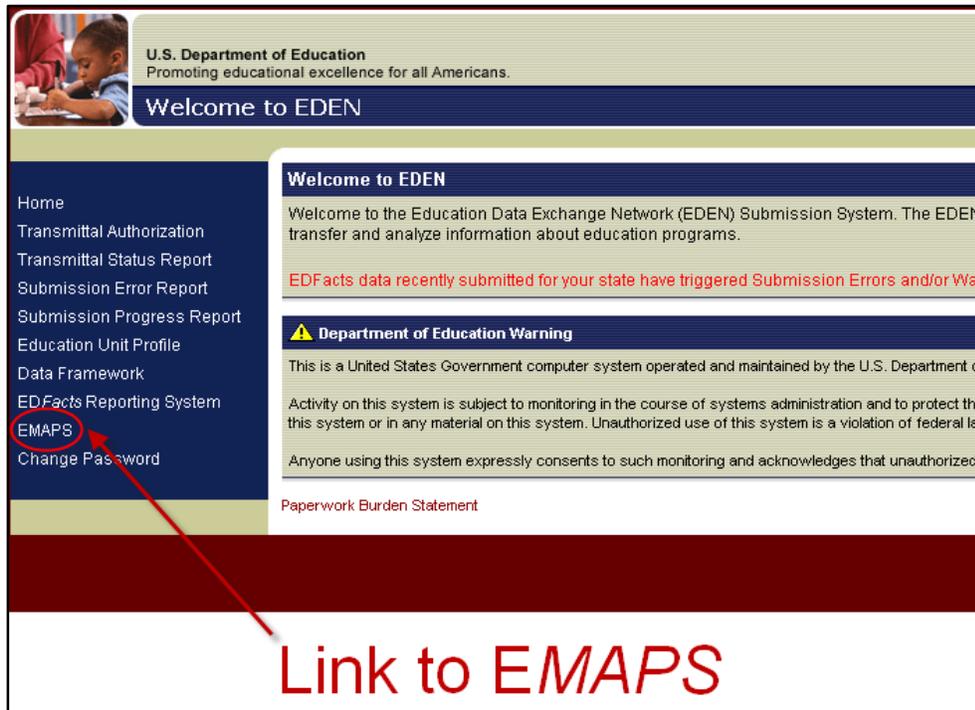
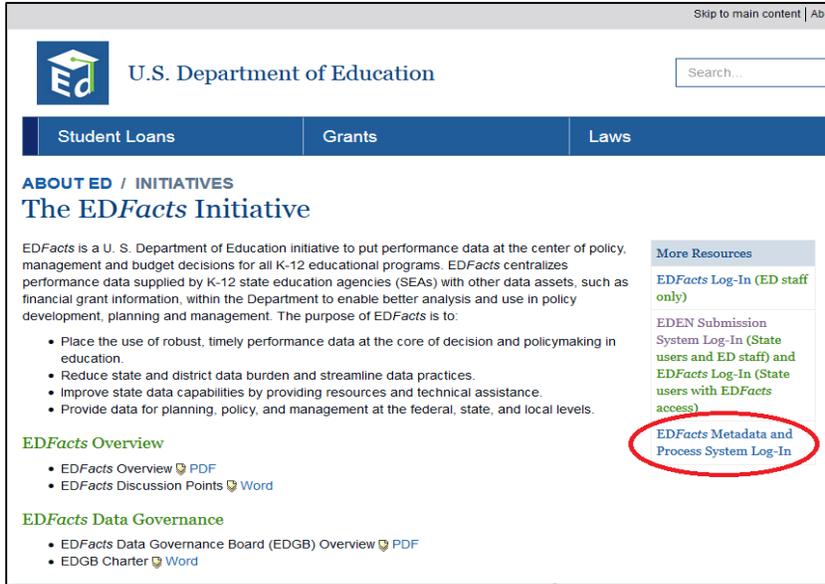


Figure 3.2

3.3 Accessing EMAPS through the EDFacts website

- 1) Type the following URL into the browser: <https://www.ed.gov/edfacts>
- 2) Once on the EDFacts Initiative, click on the EMAPS Link.



The screenshot shows the EDFacts website interface. At the top, there is a navigation bar with the U.S. Department of Education logo and a search box. Below the navigation bar, there are tabs for 'Student Loans', 'Grants', and 'Laws'. The main content area is titled 'ABOUT ED / INITIATIVES' and 'The EDFacts Initiative'. It contains a paragraph describing the initiative's purpose and a list of bullet points. On the right side, there is a 'More Resources' sidebar with several links. The link 'EDFacts Metadata and Process System Log-In' is circled in red.

U.S. Department of Education

Student Loans Grants Laws

ABOUT ED / INITIATIVES

The EDFacts Initiative

EDFacts is a U. S. Department of Education 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:

- Place the use of robust, timely performance data at the core of decision and policymaking in education.
- Reduce state and district data burden and streamline data practices.
- Improve state data capabilities by providing resources and technical assistance.
- Provide data for planning, policy, and management at the federal, state, and local levels.

EDFacts Overview

- EDFacts Overview PDF
- EDFacts Discussion Points Word

EDFacts Data Governance

- EDFacts Data Governance Board (EDGB) Overview PDF
- EDGB Charter Word

More Resources

- EDFacts Log-In (ED staff only)
- EDEN Submission System Log-In (State users and ED staff) and EDFacts Log-In (State users with EDFacts access)
- EDFacts Metadata and Process System Log-In

Figure 3.3

4.0 LAUNCH THE GFSA SURVEY IN EMAPS

Once logged into EMAPS, you will see the EMAPS homepage. To return to the homepage at any time, click on the “EMAPS Home” button on the top left side of the screen.

- 1) On the EMAPS homepage, find the heading that reads “Metadata Collections” in the left column of the page.
- 2) Scroll down to the subheading, “GFSA Survey SY 2014-15”.
- 3) Under the “GFSA Survey SY 2014-15” heading, click the blue hyperlink “Click here to access the GFSA survey.”

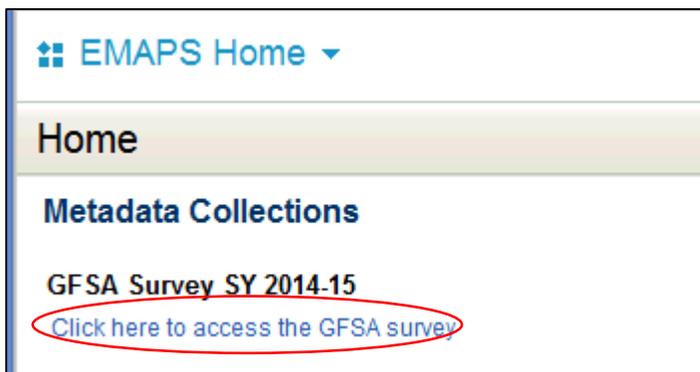


Figure 4.1

NOTE: This screen may look different, depending on your permissions.

- 4) In order to enter the GFSA Survey, select “*State Name* [your state’s name] GFSA Main.”

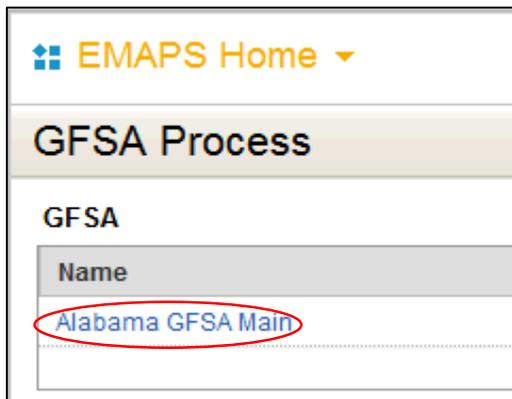


Figure 4.2

5) On the following screen, click “GFSA start” to launch the survey.

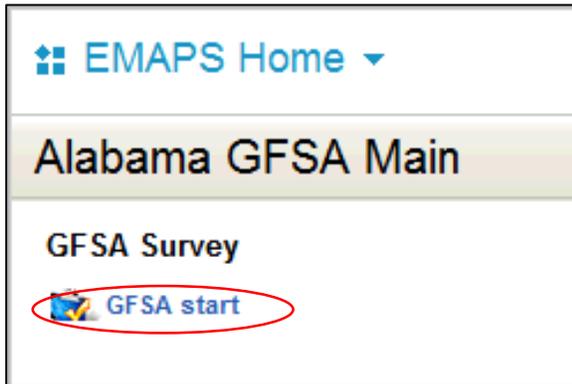


Figure 4.3

5.0 COMPLETING GFSA COMPLIANCE QUESTIONNAIRE

Before beginning the GFSA Survey, the GFSA Compliance Questionnaire must be completed.

5.1 Contact Information

- 1) Enter your state's contact information. You are required to submit the name, title and fax number of the person completing the survey.

NOTE! Enter emails of those who need to receive a copy of the survey into the "Additional email addresses to receive PDF" field. Place a semicolon between each email address. The user who completes the GFSA Survey will automatically receive an email and does not need to add their email address to this field.

Gun-Free Schools Act Compliance Questionnaire for School Year 2014-15

Welcome to the Gun-Free Schools Act Compliance Questionnaire process. This process is for SEAs to answer the remaining Gun-Free Schools Act (GFSA) Report questions that were not collected through the ED Facts Submission System (ESS).

Note: SEAs that did not fully submit to ESS School Year (SY) 2014-15 files # NX086 & NX094 at the SEA and LEA levels, and NX163 at the LEA and SCH levels, must contact the Partner Support Center (PSC) for further guidance.

You can add multiple recipients of the survey output on the "Additional email address to receive PDF" field on the survey, each email separated by a semicolon (;).

Please provide the following information

* Your Name	<input type="text" value="User Name"/>
* Your Title	<input type="text"/>
* Your Fax Number	<input type="text"/>
	Please enter using format xxx-xxx-xxxx.
Additional email addresses to receive PDF	<input type="text" value="user.name@ed.gov"/>

OMB Control Number 1875-0240, expires 02/29/2016

Due date for completing this survey is 4/1/2016

Next

Figure 5.1

- 2) After entering the state's contact information, click "Next" to continue the survey.

5.2 File Completion Information

- 1) Before beginning the GFSA Survey, states must answer a question about submitting all GFSA data into the ESS. This includes files C086, C094 and C163 for SY 2014-15.

Gun-Free Schools Act Compliance Questionnaire for School Year 2014-15

Please complete the question below

Did your state submit all GFSA data via ESS (files # N/X086, N/X094, N/X163) for SY 2014-15?

Yes
 No

OMB Control Number 1875-0240, expires 02/29/2016

Due date for completing this survey is 4/1/2016

Start the GFSA Questionnaire

Figure 5.2

The data files required to meet this requirement are:

File Spec #	File Spec Name	Level	Data Group #	Data Group Name
086	Students Involved with Firearms	SEA, LEA	596	Students Involved with Firearms Table
094	Firearm Incidents	SEA, LEA	601	Firearm Incidents Table
163	Discipline Data	LEA,SCH	603	GFSA Reporting Status

Figure 5.3

- 2) If you have submitted the required files in ESS, choose “Yes.”
- 3) Click “Start the GFSA Questionnaire” to continue the survey.

NOTE! If your state has not submitted the required ESS files, choose “No.” You will not be able to complete the GFSA Survey electronically. Contact PSC at eden_ss@ed.gov for further assistance.

Gun-Free Schools Act Compliance Questionnaire for School Year 2014-15

Please complete the question below

Did your state submit all GFSA data via ESS (files # N/X086, N/X094, N/X163) for SY 2014-15?

Yes
 No

To access the full Gun-Free Schools Act Report for SY 2014-15, contact Partner Support Center (PSC), at EDEN_SS@ed.gov

OMB Control Number 1875-0240, expires 02/29/2016

Due date for completing this survey is 4/1/2016

Close/Exit

Figure 5.4

6.0 GFSA SURVEY

- 1) The first two survey questions ask to report the names and addresses of LEAs that have not provided assurances. For each LEA listed, add a new item.

Gun-Free Schools Act Compliance Questionnaire for School Year 2014-15

Please complete the questionnaire below.

1. List the name and address of each LEA that has not provided an assurance that it is in compliance with the State law that requires that a student who brings a firearm to school, or possesses a firearm at school, be expelled for one year. (If all LEAs have provided the necessary assurance, please indicate "none" in response to this item.)

* None
 List LEA Name & Address

List LEA Name and Address

[Add an item](#)

LEA Name and Address
Little Red School House LEA 123 Main St. Education, IA 55055

Figure 6.1

- 2) If any circumstances affected the quality of your state’s data, enter an explanation in the field for question 3. If there are no issues with the quality of the state’s data, skip question 3.

3. If applicable, please provide information that explains any circumstances affecting the quality of data submitted to us. What information can the State share with us that will help us to more accurately interpret the data submitted on this GFSA report form (e.g., fewer than 100% LEAs responded to the State; figures reported included all weapons, not only firearms)?

Response

Figure 6.2

- 3) If your state has changed any laws related to GFSA, answer “Yes” to question 4. Provide a summary of the changes made to these laws.

3. If applicable, please provide information that explains any circumstances affecting the quality of data submitted to us. What information can the State share with us that will help us to more accurately interpret the data submitted on this GFSA report form (e.g., fewer than 100% LEAs responded to the State; figures reported included all weapons, not only firearms)?

Response Summary of law changed. |

Figure 6.3

- 4) After answering the survey questions, choose “Save Draft” or “Next.”

5. How does your State law address the need for providing educational services in an alternative setting to students expelled from their regular school setting? Choose one option.

- State law encourages LEAs to provide educational services to expelled students in an alternative setting.
- State law requires LEAs to provide educational services to expelled students in an alternative setting.
- State law does not address the need for educational services in an alternative setting.

6. Are any State funds used to support the implementation of educational services in alternative settings as it relates to students who have been expelled under the GFSA? Choose one option.

- Yes, State funds are provided.
- No, State funds are not provided.

OMB Control Number 1875-0240, expires 02/29/2016
Due date for completing this survey is 4/1/2016

Figure 6.4

NOTE! “**Save Draft**” does not submit the survey. This option will save your information and take you back to the GFSA Survey Dashboard.

- 5) Submit your survey by clicking “**Next.**”, which will display the submission screen shown below.

GFSA Questionnaire Confirmation Screen

Patrick.Noll assigned this task to you on Jan 11, 2016 at 10:34 AM EST.

Show task info ▾ 📎 Attachments and Notes (0)

You have completed the Gun-Free Schools Act Compliance Questionnaire for School Year 2014-15. This in conjunction with your submission to ESS of SY 2014-15 files #C086 & C094 at the SEA level and LEA level, and C163 at the LEA level and SCH level will complete your reporting requirements for the SY 2014-15 Gun-Free Schools Act Report. If you need to resubmit your answers before the deadline of April 1, 2016 you may reenter EMAPS to do so; otherwise, contact PSC with questions.

You will receive an email with a PDF document of your GFSA Compliance Questionnaire responses shortly.

Figure 6.5

NOTE! After submitting your survey and the system has confirmed receipt, a PDF version of the survey will be emailed to the survey submitter and the emails designated at the beginning of the survey. The Department of Education will also receive the data.

7.0 GFSA SURVEYSUBMISSION REVIEW

GFSA Survey Submission can be reviewed in EMAPS.

- 1) From the EMAPS home page, find the “Reports and Files” heading on the right hand column of the page. Under this heading, find the “Gun Free School Act (GFSA) Reports” link.



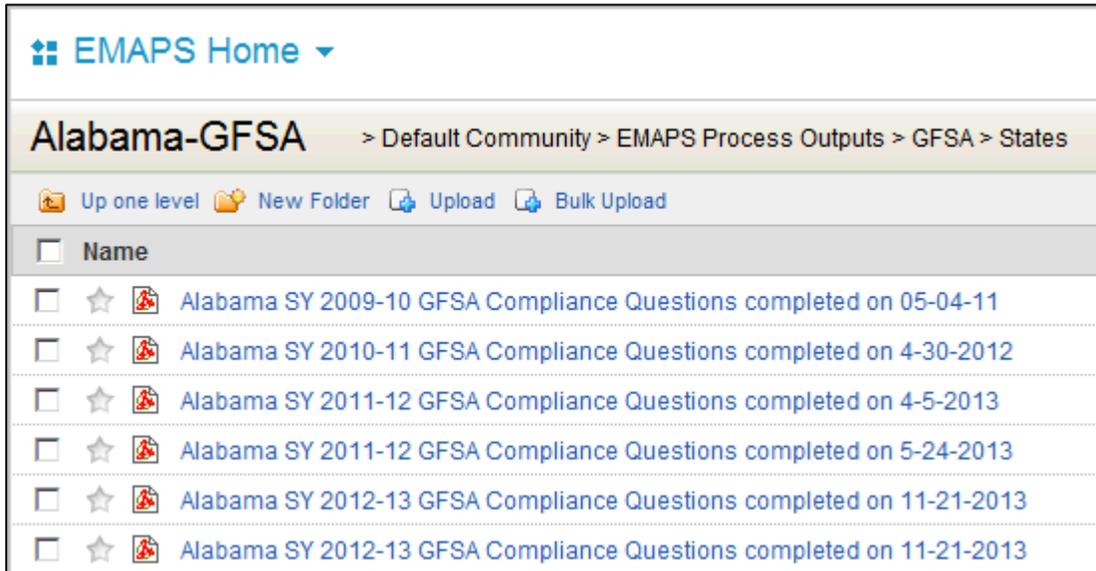
Figure 7.1

- 2) This link will take you to a screen listing a folder of GFSA Survey Submissions for your state.



Figure 7.2

- 3) Next, a list of PDF documents for each GFSA Survey Submissions will be shown, organized by year. Click on the PDF file you would like to view.



The screenshot displays the EMAPS Home interface. At the top, there is a navigation bar with "EMAPS Home" and a dropdown arrow. Below this, the breadcrumb path is "Alabama-GFSA > Default Community > EMAPS Process Outputs > GFSA > States". A toolbar contains icons for "Up one level", "New Folder", "Upload", and "Bulk Upload". The main content area is a table with a header "Name" and a list of six entries, each with a checkbox, a star icon, a PDF icon, and a text description of the document and its completion date.

<input type="checkbox"/>	Name
<input type="checkbox"/>	★  Alabama SY 2009-10 GFSA Compliance Questions completed on 05-04-11
<input type="checkbox"/>	★  Alabama SY 2010-11 GFSA Compliance Questions completed on 4-30-2012
<input type="checkbox"/>	★  Alabama SY 2011-12 GFSA Compliance Questions completed on 4-5-2013
<input type="checkbox"/>	★  Alabama SY 2011-12 GFSA Compliance Questions completed on 5-24-2013
<input type="checkbox"/>	★  Alabama SY 2012-13 GFSA Compliance Questions completed on 11-21-2013
<input type="checkbox"/>	★  Alabama SY 2012-13 GFSA Compliance Questions completed on 11-21-2013

Figure 7.3

NOTE! Your state's GFSA Survey Submission can be edited in EMAPS at any time before April 1, 2016.

8.0 SYSTEM GENERATED GFSA CORRESPONDENCE

EMAPS will generate and send four emails to state users during the GFSA Survey Submission process:

- 1) Notification of survey opening
- 2) Confirmation of survey submission to all users designated in the GFSA Compliance Questionnaire
- 3) Notification 11 days before the survey closes to all users who have not submitted the survey
- 4) Notification of submission deadline 3 days before the survey closes to all users who have not submitted the survey



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