



U.S. DEPARTMENT OF EDUCATION

EDFacts Submission System

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

Release 7.0

January 2018

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This technical guide is available on the Department's [EDFacts Initiative Home Page](#) and on the [EDFacts Metadata and Process System \(EMAPS\) Website](#).

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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 • Updated OMB Package Info
6.0	January 2017	Updated for Version 6.0 <ul style="list-style-type: none"> • Updated Screenshots for SY 2015-16 • Minor Editorial Changes
7.0	January 2018	Updated for Version 7.0 <ul style="list-style-type: none"> • Updated Screenshots for SY 2016-17 • 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 1850-0925, expires 6/30/2020). 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 1850-0925.

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.

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1.0 INTRODUCTION

The ED*Facts* Metadata and Process System (EMAPS) is a Web-based tool to provide state educational 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 9, 10, and 11 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. Additional questions about how the process works may be directed 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 in the ESS database.

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 modify your privileges.

ED*Facts* Partner Support Center Contact Information:

Phone: (877) 457-3336

Email: eden_ss@ed.gov

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

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

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 educational 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. 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.

What reporting year will this data collection cover?

The Gun Free Schools Act Survey will cover data SY 2016-17.

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?

Send additional recipients a copy of the completed survey using the field ***Additional email address to receive PDF*** within the survey. Each email must be separated by a semicolon (;).

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

To view a copy of the submitted survey, access the PDF report from the EMAPS Home Page. Click on the folder link labeled **Gun Free Schools Act (GFSA) Reports**. This link can be found on the right hand side of the 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. The history of all Gun Free Schools Act Surveys submitted to EMAPS are viewable. Under the **Report Repository** is a folder titled **SY 2009-10 Gun Free Schools Act (GFSA) Reports** which contains SY 2008-09 results. Under **GFSA Reports** is a folder called **Gun Free Schools Act (GFSA) Reports** which contains SY 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 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 March 7, 2018. The survey will re-open from 9:00 a.m. ET on Monday, May 14, 2018 through 11:59:59 p.m. ET on Wednesday, May 23, 2018.

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 working non-finished copy of the survey can be saved as a draft, and can be completed at a later time. The **Save Draft** button is provided at the bottom of the survey. When this button is selected, the data will 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 previously submitted versions by entering the survey process and submitting the survey again. There are no limits to the number of times the survey can be submitted. 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. A PDF version of the survey can be accessed from the GFSA Reports folder on the EMAPS homepage. A record of this survey can be printed and filed away or saved to your desktop as a soft copy.

Will EMAPS send notifications about this survey?

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; and
- 4) Notification of submission deadline 3 days before the survey closes to all users who have not submitted the survey.

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

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

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

3.0 ACCESSING EMAPS: Step-by-Step Instructions

To log in directly to EMAPS, go to <https://emaps.ed.gov/suite/> (see fig.1). Enter your assigned username and password for access to the survey.

NOTE! In EMAPS, both the username and password are case sensitive.

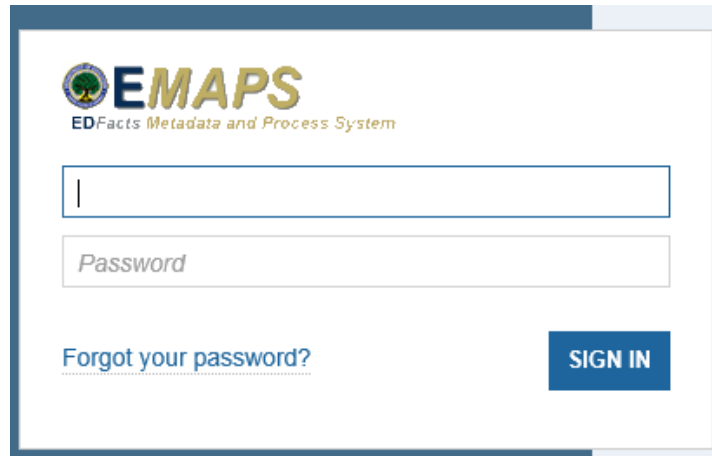


Figure 1-EMAPS Login Screen

4.0 LAUNCHING THE SURVEY FROM THE EMAPS HOMEPAGE

Once logged into EMAPS, the EMAPS homepage is shown. 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 2016-17**.
- 3) Under the **GFSA Survey SY 2016-17** heading, click the blue hyperlink **Click here to access the GFSA survey** (see fig. 2).

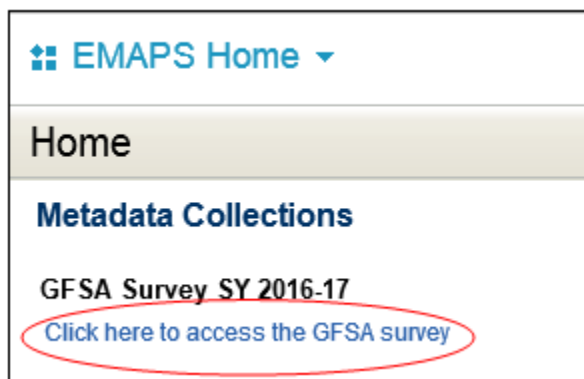


Figure 2- Screenshot of EMAPS Home Page with GFSA Survey SY 2015-16 Collection.

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

- 4) In order to enter the GFSA Survey, select **State Name [the state's name] GFSA Main** (see fig. 3).

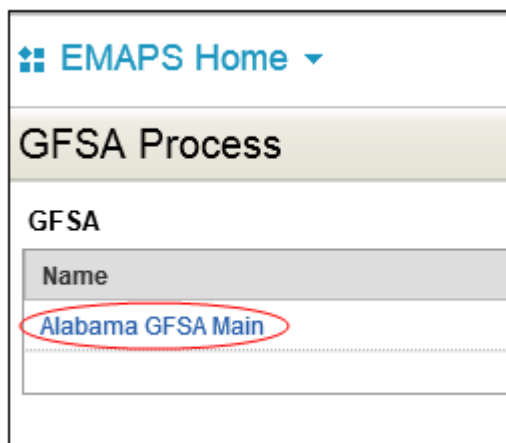


Figure 3- Screenshot of state's GFSA main page

5) On the following screen, click **GFSA start** to launch the survey (see fig. 4).

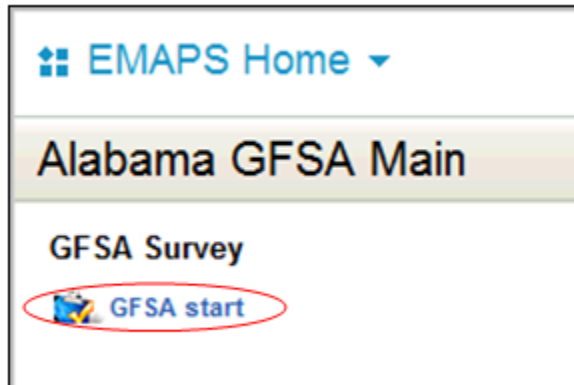


Figure 4- Screenshot of GFSA Start Page

5.0 COMPLETING THE GFSA COMPLIANCE QUESTIONNAIRE

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

5.1 Contact Information

- 1) Enter the state's contact information. Submitting the name, title and fax number of the person completing the survey is required (see fig. 5).

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.

GFSA start

Show task info ▾

Gun-Free Schools Act Compliance Questionnaire for School Year 2016-17

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 EDFacts Submission System (ESS).

Note: SEAs that did not fully submit to ESS School Year (SY) 2016-17 file # C086 at the SEA and LEA levels, and C163 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="EDFacts Tester1"/>
* 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"/>

Due date for completing this survey is 3/7/2018

Next

Figure 5- Screenshot of GFSA Compliance Questionnaire

- 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 and C163 for SY 2016-17 (see fig. 6).

Figure 6- Screenshot of GFSA Questionnaire

The following table shows the data files required to meet this requirement:

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

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

NOTE! If the state has not submitted the required ESS files, choose **No** (see fig. 7). The GFSA Survey cannot be completed electronically until these files are submitted. Contact PSC at eden_ss@ed.gov for further assistance.

Start the GFSA Questionnaire

Patrick.Noll assigned this task to you on Jan 2, 2018 at 12:41 PM EST.

Show task info ▾

Gun-Free Schools Act Compliance Questionnaire for School Year 2016-17

Please complete the question below

Did your state submit all GFSA data via ESS (files # C086 and C163) for SY 2016-17?

* Yes
 No

To access the full Gun-Free Schools Act Report for SY 2016-17, contact Partner Support Center (PSC), at EDEN_SS@ed.gov

Due date for completing this survey is 3/7/2018

Close/Exit

Figure 7- Screenshot of GFSA Questionnaire

6.0 ENTERING SURVEY DATA

- 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 (see fig. 8).

GFSA Questionnaire

Patrick.Noll assigned this task to you on Dec 19, 2017 at 1:46 PM EST.
[Show task info](#)

Gun-Free Schools Act Compliance Questionnaire for School Year 2016-17
 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	
LEA District1	✘
LEA District12	✘
LEA District3	✘
LEA District4	✘

2. List the name and address of each LEA that has not provided an assurance that it is in compliance with the requirement in Section 4141(h) that an LEA receiving ESEA funds have in place a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to a school, or possesses a firearm at school. (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	
LEA Herndon	✘
LEA Fairfax	✘

Figure 8- Screenshot of GFSA Questionnaire

- 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 (see fig. 9).

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	This is for test 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)?
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Figure 9- Screenshot of GFSA Questionnaire

- 1) 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 (see fig. 10).

4. Please indicate whether your State law related to GFSA has changed in the past 12 months. Choose one option

Yes, our State law has changed in the past 12 months.
 No, our State law has not changed in the past 12 months.

Summary of New/Revised Statute	This is test Please indicate whether your State law related to GFSA has changed in the past 12 months. Choose one option
--------------------------------	--

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.

Figure 10- Screenshot of GFSA Questionnaire

- 2) After answering the survey questions, choose **Save Draft** or **Next** (see fig. 11).

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.

Due date for completing this survey is 3/7/2018

Figure 11- Screenshot of GFSA Questionnaire

NOTE! *Save Draft* does not submit the survey. This option will save the information and direct the screen back to the GFSA Survey Dashboard.

3) Submit the survey by clicking **Next**, which will display the submission screen shown below (see fig. 12).

GFSA Questionnaire Confirmation Screen

Patrick.Noll assigned this task to you on Jan 2, 2018 at 12:46 PM EST.

[Show task info](#) ▾

You have completed the Gun-Free Schools Act Compliance Questionnaire for School Year 2016-17 file #C086 at the SEA level and LEA level, and C163 at the LEA level and SCH level will complete your reporting requirements for the SY March 7, 2018 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 12- Screenshot of GFSA Questionnaire Confirmation screen

NOTE! After submitting the 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 ACCESSING HTML REPORTS

The submitted GFSA Survey 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 (see fig. 13).



Figure 13- Screenshot of GFSA Reports

- 2) This link opens a screen listing a folder of GFSA Survey Submissions for the state (see fig. 14).

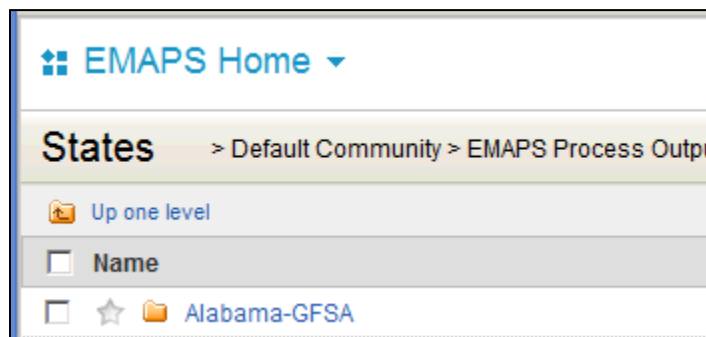


Figure 14- Screenshot of GFSA Reports

- 3) Next, a list of PDF documents for each GFSA Survey Submissions will be shown, organized by year. Click on the PDF file to view (see fig. 15).

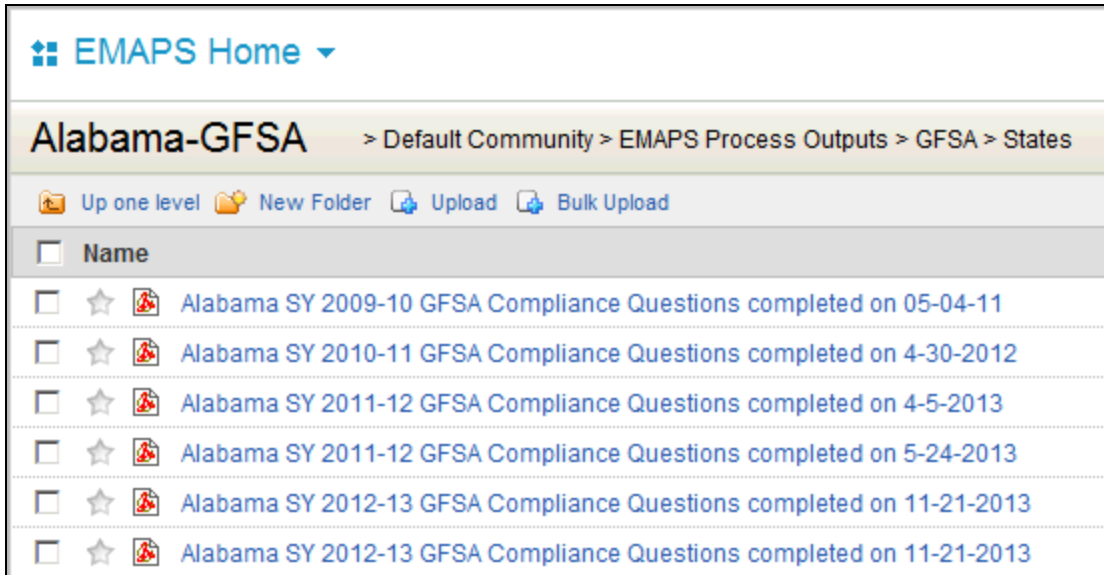


Figure 15- Screenshot of GFSA Reports

NOTE! The GFSA Survey Submission can be edited in EMAPS at any time before March 7, 2018.



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