



**U.S. DEPARTMENT OF EDUCATION**

**EDFacts Submission System**

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

**Release 8.0**

**February 2019**

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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](#).

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department's Alternate Format Center at (202) 260-0852 or (202) 260-0818.

## 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 <i>EMAPS</i>
4.0	January 2015	Updated for Version 4.0 <ul style="list-style-type: none"> <li>• Updated Screenshots for SY 2013-14</li> <li>• Minor Editorial Changes</li> </ul>
5.0	January 2016	Updated for Version 5.0 <ul style="list-style-type: none"> <li>• Updated Screenshots for SY 2014-15</li> <li>• Minor Editorial Changes</li> <li>• Updated OMB Package Info</li> </ul>
6.0	January 2017	Updated for Version 6.0 <ul style="list-style-type: none"> <li>• Updated Screenshots for SY 2015-16</li> <li>• Minor Editorial Changes</li> </ul>
7.0	January 2018	Updated for Version 7.0 <ul style="list-style-type: none"> <li>• Updated Screenshots for SY 2016-17</li> <li>• Minor Editorial Changes</li> </ul>
8.0	January 2019  February 2019	Updated for Version 8.0 <ul style="list-style-type: none"> <li>• Updated Screenshots for SY 2017-18</li> <li>• <b>New!</b> New upgraded look and feel</li> <li>• Minor Editorial Changes</li> <li>• Updated Screenshots</li> </ul>

## 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](mailto: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 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 versions 9, 10, and 11 are the supported browsers for accessing EMAPS.

***NOTE!*** EMAPS is unavailable from late Sunday nights until 2:00 a.m. ET Monday mornings for regularly scheduled maintenance.

### 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 process. 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 has 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](mailto:eden_ss@ed.gov)

Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto: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 the EMAPS **Report** tab. Click on **Gun-Free Schools Act (GFSA) State PDF Reports** link and select the **State Folder** drop down menu to access the PDF reports.

### **What reporting year will this data collection cover?**

The Gun-Free Schools Act Survey will cover data SY 2017-18.

**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, click on **EMAPS Reports** tab. Select the **Gun-Free Schools Act (GFSA) State PDF** link and click on the **State Folder** drop down menu to access the PDF reports.

**NOTE!** All submitted survey results will be accessible from the **EMAPS Reports** tab only after the **EDFacts** 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 **EMAPS Reports** tab, click on **Gun-Free Schools Act (GFSA) State PDF Reports** and select the **State Folder** drop down menu to view SY 2009-10; 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 results.

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

The Department of Education has identified state **EDFacts** 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 13, 2019. The survey will re-open from 9:00 a.m. ET on Monday, May 6, 2019 through 11:59:59 p.m. ET on Wednesday, May 15, 2019.

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

Yes. **EDFacts** 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 As 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 under the **Gun-Free Schools Act (GFSA) State PDF Reports** folder.

**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 30 minutes, a warning will be generated by the system. To avoid losing data, select within the EMAPS survey form, or select **Continue** when the inactivity warning message is displayed.

**Can I print the results of this survey?**

Yes. A PDF version of the survey can be accessed under the **Gun-Free Schools Act (GFSA) State PDF Reports** link. 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](mailto:eden_ss@ed.gov)

Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto: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 access the EMAPS login screen, go to <https://emaps.ed.gov/suite/>.

1. A Department of Education approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).

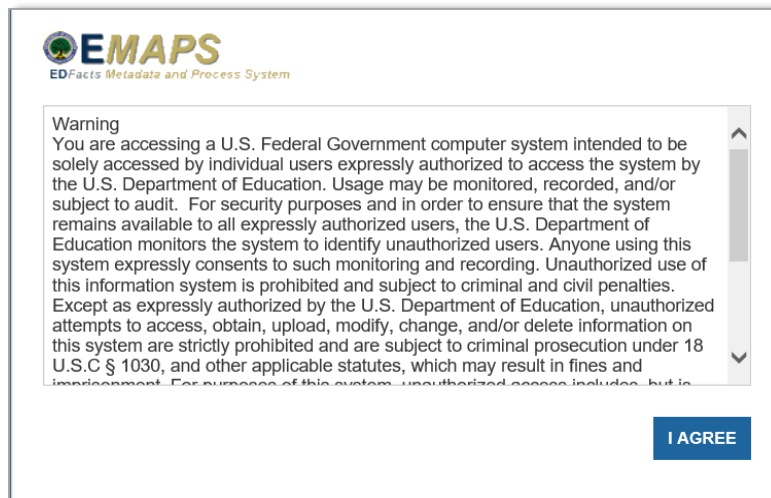


Figure 3.1 – Department of Education approved warning banner

2. Enter the assigned EMAPS username and password into the appropriate fields (see fig.3.2). Both the EMAPS username and password are case sensitive. If you experience issues logging into EMAPS, please contact PSC (FAQ Section, 2.1).

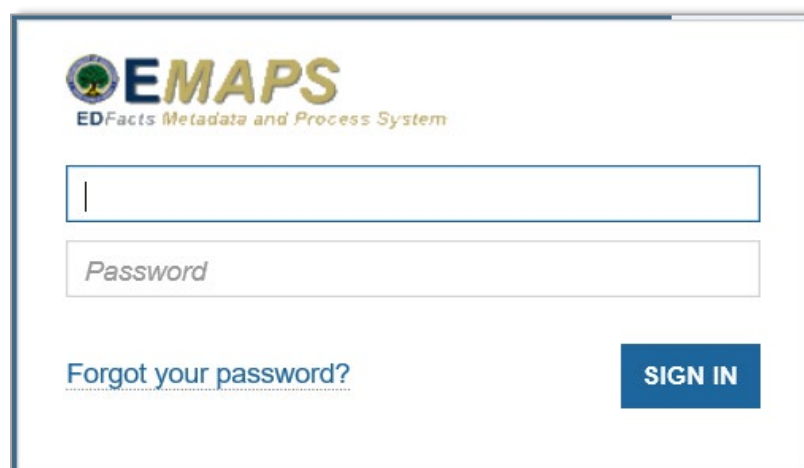


Figure 3.2 – EMAPS Login Screen

To log out of EMAPS, select the profile icon in the top right-hand corner and select **Sign Out** (see fig.3.3).

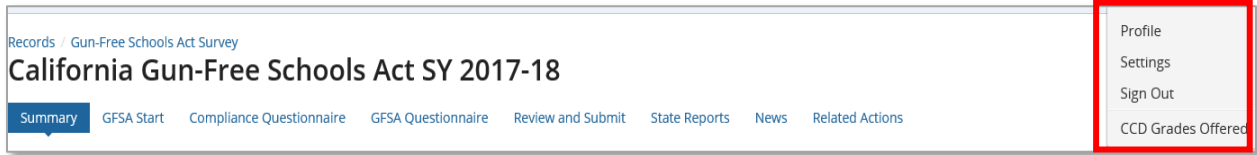


Figure 3.3 – EMAPS Logout Screen

## 4.0 Accessing the GFSA Survey

### 4.1 EMAPS Records Dashboard

Once logged in, users will land on the EMAPS **Records** tab which contains a list of all available surveys. To return to the list at any time, select the **Records** tab in the top navigation menu.

There are five tabs at the top of the new EMAPS homepage:

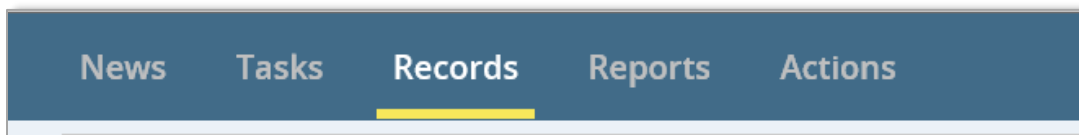


Figure 4.1 – EMAPS Tabs

**News:** This tab is not used at this time.

**Tasks:** This tab allows users to send and receive messages from any EMAPS user (across all states). Users may reply to received messages and also track important messages by using the **star** feature.

**Records:** This tab displays all available EMAPS surveys.

**Reports:** This tab displays reports for all available EMAPS surveys.

**Actions:** This tab contains the **Paperwork Burden Statement**.

1. On the EMAPS **Records** tab, select on **Gun-Free Schools Act Survey** to access your state's start page (see fig. 4.2).



Figure 4.2 – EMAPS Records tab with list of all available surveys

2. Select **[state's name] Gun-Free Schools Act SY 2017-18** link to enter the GFSA Survey (see fig. 4.3).



Figure 4.3 – GFSA Start Page

3. The system will redirect to the **Summary** tab of the survey (see fig. 4.4) where the following will be available:
  - a) Information about the survey;
  - b) Instructions for completing the survey; and
  - c) Quick link to Survey User Guide

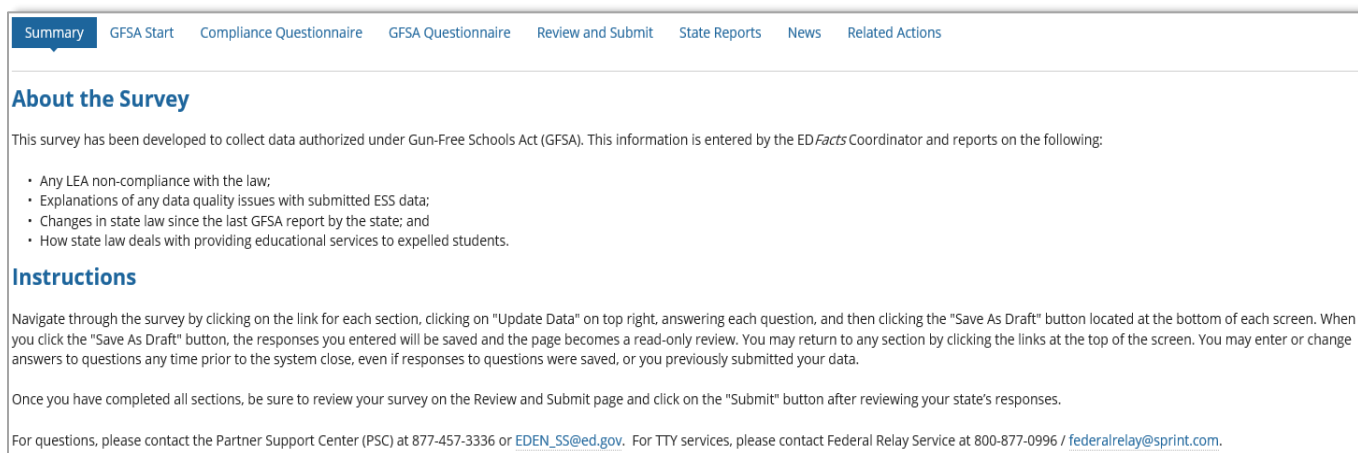


Figure 4.4 – Summary Page

## 5.0 Navigation Tips

The survey **Records** Dashboard contains quick links to each section of the survey. The GFSA Survey Dashboard contains eight quick links (see fig. 5.1).

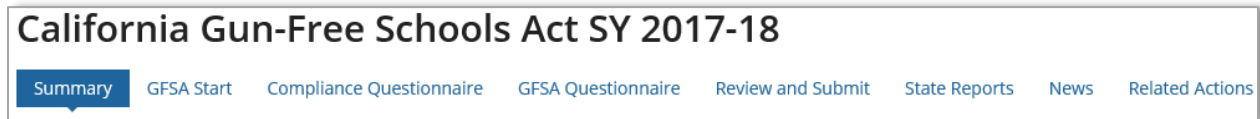


Figure 5.1 – Survey Dashboard

**Summary:** Provides a summary of the GFSA Survey with a link to the **EMAPS User Guide: Gun-Free Schools Act (GFSA) Survey**.

**GFSA Start:** This section allows users to input states’s contact information

**Compliance Questionnaire:** States must answer a question about submitting all GFSA data into ESS. This includes files C086 and C163 for SY 2017-18

**GFSA Questionnaire:** This section allows users to input data directly into the form and save a draft version of the survey.

**Review and Submit:** This form is where ED**Facts** Coordinators review and submit the survey to the database.

**State Reports:** Review the PDF reports for each GFSA Survey submitted by the state for each year the survey has been in **EMAPS**.

**News:** This tab is not used at this time.

**Related Actions:** This tab contains **Update Data** link to edit the survey. Once the survey has been **Saved as a Draft**, a **Verify Data** link will appear to review the edit checks and submit the survey to the database.

## 6.0 GFSA Start page

### 6.1 Contact Information

To begin entering the contact information for the individual completing the survey, select **GFSA Start**. To enter responses:

1. Select the **UPDATE DATA** button to manually enter the information (see fig. 6.1).

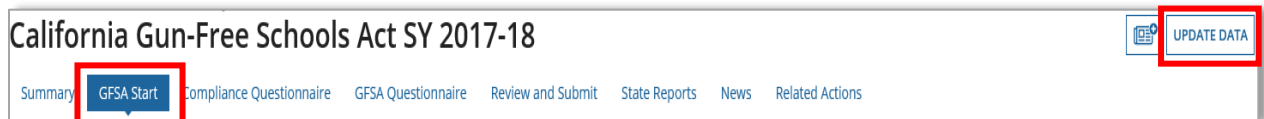


Figure 6.1 – Update Data link button

2. Enter the state’s contact information including the name, title and fax number of the person completing the survey (see fig. 6.2).

**NOTE!** If there are other individuals who will need to receive a copy of the survey, enter their email address 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.

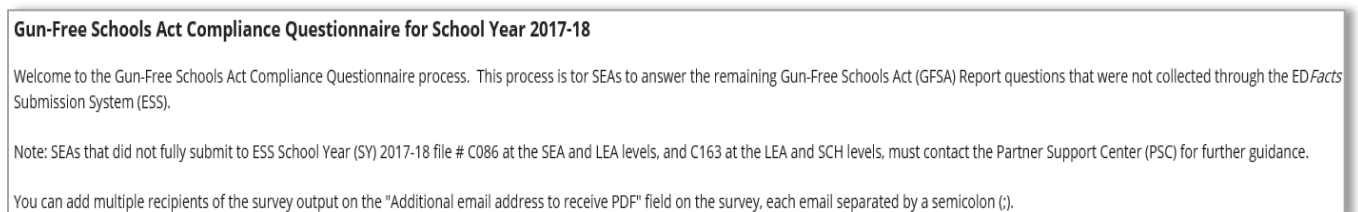


Figure 6.2 – GFSA Start page tab Summary

The image shows a data entry form titled 'Please provide the following information'. It contains the following fields and text:
 

- \* Your Name: [Text input field]
- \* Your Title: [Text input field]
- \* Your Fax Number: [Text input field]
- Please enter using format xxx-xxx-xxxx
- Additional email addresses to receive PDF: [Text input field]
- Due date for completing this survey is 3/13/2019

Figure 6.3 – GFSA Data Entry Fields



Once the contact information has been entered, click **SAVE AS DRAFT** (see fig. 6.4)

Please provide the following information

* Your Name	Test
* Your Title	EDFacts Coordinator
* Your Fax Number	123-234-2345
	Please enter using format xxx-xxx-xxxx
Additional email addresses to receive PDF	test@test.com

Due date for completing this survey is 3/13/2019

**SAVE AS DRAFT**

Figure 6.4 –Save As Draft button

**NOTE!** *Save As Draft* does not submit the survey. This option will save the information and direct the screen to a read only mode.

## 7.0 Compliance Questionnaire

After entering the state’s contact information, click on the **Compliance Questionnaire** tab to continue the survey. Select the **UPDATE DATA** button to manually enter the data (see fig. 7.1).

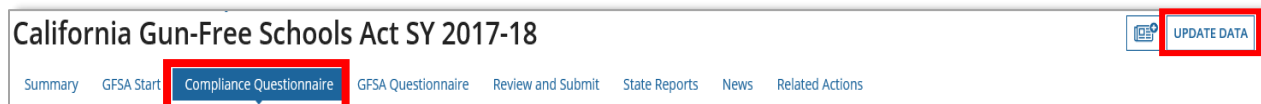


Figure 7.1 – Compliance Questionnaire tab

### 7.1 ESS File Submission Information

1. Before beginning the GFSA Survey, states must answer a question about submitting all GFSA data via the ED*Facts* Submission System (ESS). This includes files C086 and C163 for SY 2017-18 (see fig. 7.2).



Figure 7.2- Screenshot of GFSA File Completion

The following table shows the ED*Facts* data files that are required to be submitted to ESS 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.
  - a. If the state has not submitted the required ESS files, choose No (see fig. 7.3). The GFSA Survey cannot be completed electronically until these files are submitted. Contact PSC at [eden\\_ss@ed.gov](mailto:eden_ss@ed.gov) for further assistance.

3. Click **Save As Draft** to continue to the GFSA Questionnaire.

**NOTE!** If the state chooses **No** indicating the ESS files have not yet been submitted, an error will file preventing completion of the survey. (see fig. 7.3).



**Gun-Free Schools Act Compliance Questionnaire for School Year 2017-18**  
Please complete the question below

\* Did your state submit all GFSA data via ESS (files # C086 and C163) for SY 2017-18?  Yes  No

To access the full Gun-Free Schools Act Report for SY 2017-18, contact Partner Support Center (PSC), at [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)

Due date for completing this survey is 3/13/2019

**CLOSE/EXIT**

Figure 7.3- Screenshot of File completion

## 8.0 GFSA Questionnaire

After answering file submission question, click on the **GFSA Questionnaire** tab to continue the survey. Select the **UPDATE DATA** button to manually enter the data (see fig. 8.1).

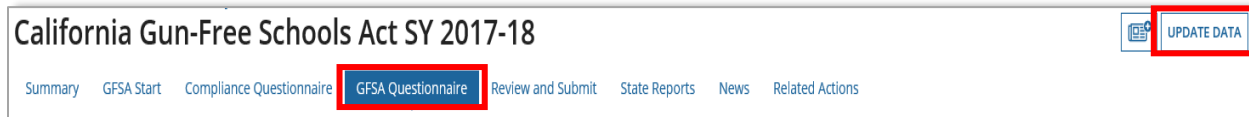


Figure 8.1- Screenshot of GFSA Questionnaire tab

1. The first two 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. 8.2).

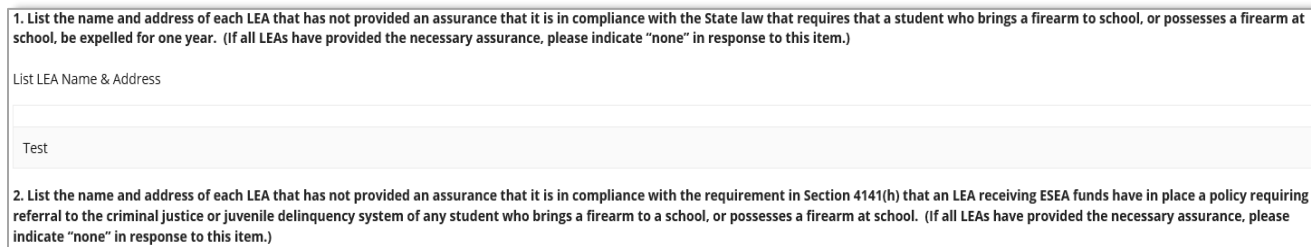


Figure 8.2- Screenshot of GFSA Questionnaire

2. If any circumstances affected the quality of your state’s data, enter an explanation in the **Response** field for question 3. If there are no issues with the quality of the state’s data, skip question 3 (see fig. 8.3).

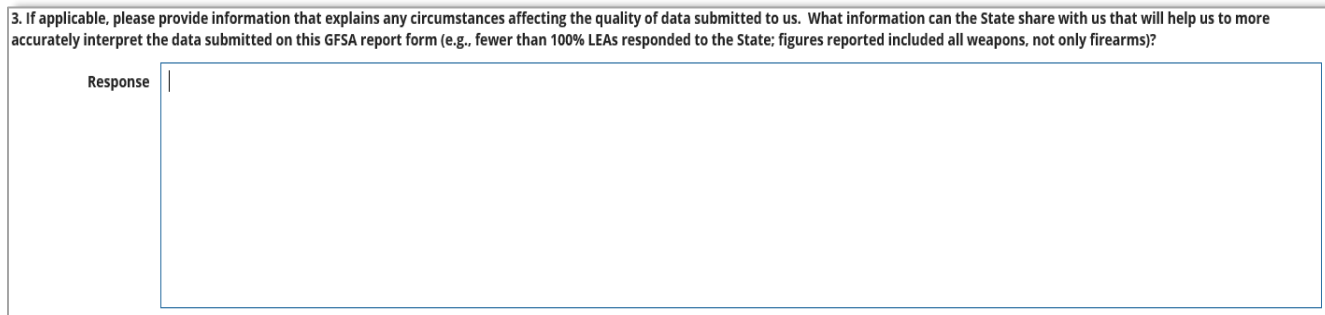


Figure 8.3- Screenshot of GFSA Questionnaire

3. If your state has changed any laws related to GFSA, answer **Yes** to question 4 and provide a summary of the changes made to these laws (see fig. 8.4).

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

Figure 8.4- Screenshot of GFSA Questionnaire

4. Continue answering questions 5 through 7 and then select **Save As Draft** (see fig. 8.5).

5. Please provide a link to your state law or language.  
Test

6. 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 does not address the need for educational services in an alternative setting.

Figure 8.5- Screenshot of GFSA Questionnaire

7. The file specifications for FS086/DG596 Students Involved with Firearms specify that states should include all students who were found to have brought a firearm to a public school or possessed a firearm at a public school during the school year. The file specifications further specify that states should include students even if the expulsion is shortened or no penalty is imposed.

Did your state report counts of ALL students involved in firearm incidents in FS086/DG596 in SY 2017-18?

Yes

Comment

Test

Figure 8.6- Screenshot of GFSA Questionnaire

Due date for completing this survey is 3/13/2019

**SAVE AS DRAFT**

Figure 8.7- Screenshot of GFSA Questionnaire

## 9.0 Submitting Data to Database

Select the **Review and Submit** tab to review responses and submit the survey. To submit responses:

1. Click the **VERIFY DATA** button in the top right corner of the **Review and Submit** screen (see fig.8.6).

**NOTE!** The **VERIFY DATA** button only appears once a draft has successfully been saved.

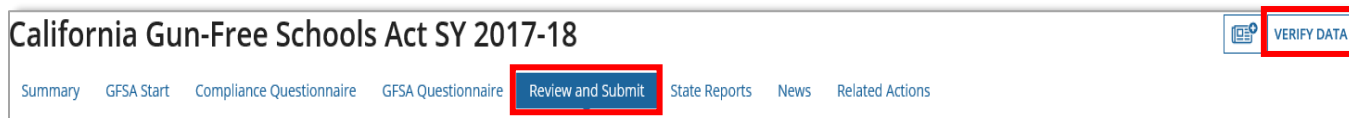


Figure 8.6 – GFSA Review and Submit tab

2. When the Verify Data button has been selected, the **Submit** button will appear at the bottom right corner of the page. When the Submit button is selected, the system will save all survey responses to the database. (see fig. 8.7)



Figure 8.7 –Submit button

**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 email addresses designated at the beginning of the survey. The Department of Education will also receive a copy.

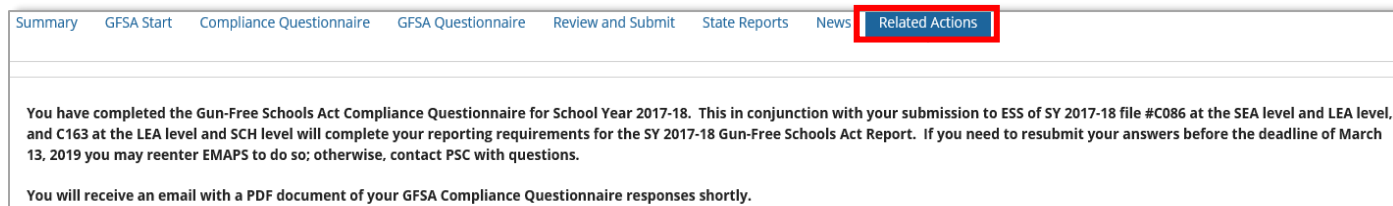


Figure 8.8- GFSA Questionnaire Confirmation screen

## 10.0 Accessing PDF Reports

1. Select the **State Reports** tab to access the PDF reports.
2. A list of PDF documents for each GFSA Survey Submission will be shown, organized by year. Click on the blue hyperlink to view a specific SY's survey responses (see fig. 9.1).

California Gun-Free Schools Act SY 2017-18				
<a href="#">Summary</a> <a href="#">GFSA Start</a> <a href="#">Compliance Questionnaire</a> <a href="#">GFSA Questionnaire</a> <a href="#">Review and Submit</a> <a href="#">State Reports</a> <a href="#">News</a> <a href="#">Related Actions</a>				
File Name	File Type	Creation Date	Submitter Name	Email
<a href="#">California SY 2017-18 GFSA Compliance Questions completed on 2-14-2019</a>	PDF	2/14/2019 1:32 PM EST	Tester1, EDFacts	courtney.montgomery@aemcorp.com
<a href="#">California SY 2017-18 GFSA Compliance Questions completed on 1-11-2019</a>	PDF	1/11/2019 11:33 AM EST	Tester1, EDFacts	courtney.montgomery@aemcorp.com

Figure 9.1- State Reports tab

**NOTE!** If multiple surveys are submitted, reference the time/date stamp to identify the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.

The report can be opened, saved, or printed following the browsers prompts



The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

[www.ed.gov](http://www.ed.gov)