U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

E*MAPS* User Guide: IDEA Part B ESS Child Count SEA Data Report

Release 1.0

March 2020

This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer's representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

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March 2020

DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	E*MAPS* User Guide: IDEA Part B ESS Child Count SEA Data Report
Issue Date:	March 2020
Security Level:	Unclassified – For Official Use Only

DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	March 2020	Version 1.0 of this document introduces the first release of the E*MAPS* IDEA Part B ESS Child Count SEA Data Report

PREFACE

The E*MAPS* IDEA Part B ESS Child Count SEA Data Report User Guide is intended to provide assistance to users of the ED*Facts* Metadata and Process System (E*MAPS*) website. This guide includes instructions on navigating E*MAPS* and the steps necessary to generate a report of SEA level IDEA Part B Child Count data submitted via ESS.

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

ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* 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 (E*MAPS*) is a Web-based tool used to provide State-Lead Agencies with an easy method of reporting and maintaining (1) data to meet Federal reporting requirements, and (2) information on state policies, plans, and metadata in order to aid in the analysis of data collected.

1.1   Technological Requirements

E*MAPS* will work in all browsers, but Chrome is recommended for the best performance.

NOTE! EMAPS is unavailable from 8:00 a.m. ET until 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

1.2   Overview

The E*MAPS* IDEA Part B ESS Child Count SEA Data Report is designed to replace the ED*Facts* Reporting System (ERS) IDEA Part B Child Count reports.

This report can be run by Part B Data Managers and ED*Facts* Coordinators for all 50 states plus the District of Columbia, Puerto Rico, U.S Virgin Islands, Bureau of Indian Education, outlying areas American Samoa, Guam, and Northern Marianas, and freely associated states Micronesia, Northern Marianas and Palau.

2.0   Frequently Asked Questions

The following is a list of frequently asked questions regarding the E*MAPS* IDEA Part B ESS Child Count SEA Data Report. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center at EDEN_SS@ED.GOV.

What is the primary use of this report?
This report allows states to view their SEA level IDEA Part B Child Count data submitted through the ED*Facts* Submission System (ESS) prior to the submission deadlines, providing states with the opportunity to review and resubmit data as needed.

What reporting year will this report cover?
The IDEA Part B ESS Child Count SEA Data Report will display SY 2019-20 data.

What data are in the IDEA Part B ESS Child Count SEA Data Report?
Data available in this report are the SEA level FS002 – Children with Disabilities (IDEA) School Age and FS089 – Children with Disabilities (IDEA) Early Childhood data reported to ESS.

Who has access to this report for my state?
Each state's IDEA Part B Data Manager and ED*Facts* Coordinator has been granted access to generate and view the report. Additionally, other E*MAPS* users in your state with access to IDEA Part B E*MAPS* surveys and ED*Facts* Coordinator permissions (access to the State Submission Plan), have access to the report.

Can someone else in my state have access to this report?
Yes. If someone else in your state is better suited to review the data captured in the IDEA Part B ESS Child Count SEA Data Report, contact PSC who can assist with providing an account.

> E-mail: eden_ss@ed.gov
> Telephone: 877-457-3336 (877-HLP-EDEN)
> Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

Will the system send notifications for this report?
No, automated email notifications will not be sent for the IDEA Part B ESS Child Count SEA Data Report.

Can I make corrections to the data in the report?
Yes. To update the data displayed in a generated report, data files FS002 and/or FS089 must be resubmitted through ESS.

When can the report be run?
A report can only be run during the submission window for the IDEA Child Count data collection. For SY 2019-20, the submission window is from 2/24/2020 through 7/8/2020.

How often are the data in the report updated?
The Child Count data from ESS will be available for reporting the following business day after files are submitted / resubmitted to ESS during the data collection submission window.

Will this data report be available for other IDEA data collections?
If the usage of this report demonstrates that the report is beneficial to the data managers, then yes, OSEP does plan on making reports available for other data collections.

3.0 Accessing E*MAPS*

To access the E*MAPS* 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 E*MAPS* username and password into the appropriate fields (see fig.3.2). If issues occur logging into E*MAPS*, please contact PSC (FAQ Section, 2.0).

Figure 3.2 – E*MAPS* Login Screen

NOTE! Both the E*MAPS* username and password are case sensitive.

To log out of E*MAPS*, select the profile icon in the top right hand corner and click *SIGN OUT* (see fig. 3.3).
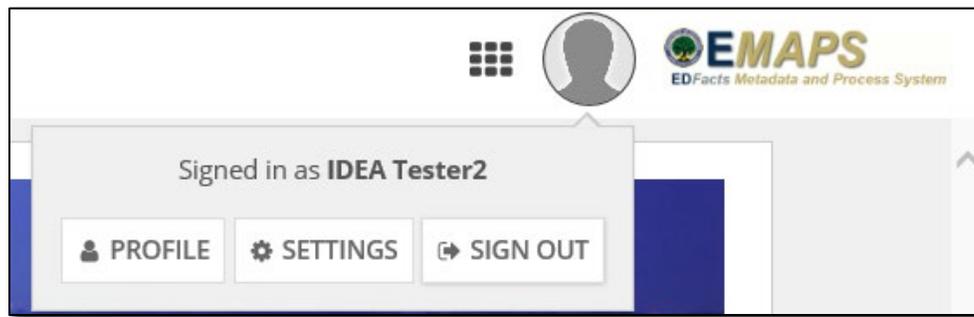
Figure 3.3 – E*MAPS* Logout Button

4.0   Accessing the IDEA Part B ESS Child Count SEA Data Report

Once logged into E*MAPS*, the system will display the ED*Facts* Portal page which contains a list of all available surveys (see fig. 4.1). The link to the IDEA Part B ESS Child Count SEA Data Report is located under the ***IDEA Part B*** heading.

To navigate to the report page, click the ***IDEA Part B ESS Data Reports*** link.
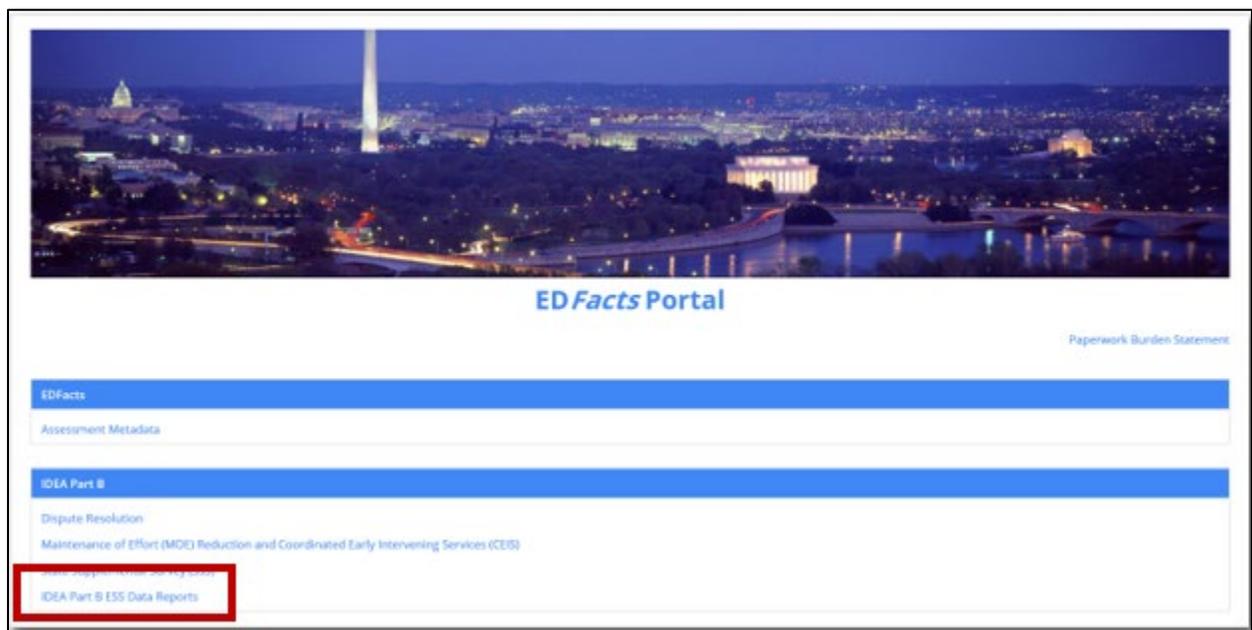
Figure 4.1 – E*MAPS* ED*Facts* Portal Page

4.1   IDEA Part B ESS Data Reports Landing Page

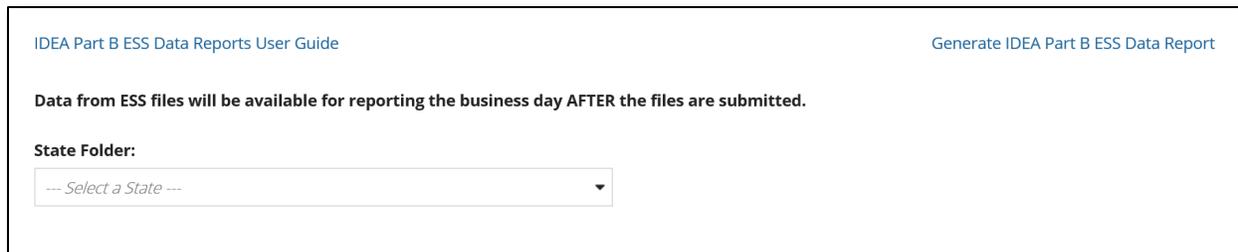The system will automatically redirect to the IDEA Part B ESS Data Reports landing page (see fig. 4.2).

IDEA Part B ESS Data Reports User Guide   Generate IDEA Part B ESS Data Report

Data from ESS files will be available for reporting the business day AFTER the files are submitted.

State Folder:

--- Select a State ---   ▼

Figure 4.2 – IDEA Part B ESS Data Report Landing Page

NOTE! E*MAPS* will open the reports landing page in a new tab in the browser. The ED*Facts* Portal Page will remain available in its own tab within the browser.

4.2 Generating a New IDEA Part B ESS Report

To generate a report, select the *Generate IDEA Part B ESS Data Report* link in the top right corner (see fig. 4.3).

IDEA Part B ESS Data Reports User Guide   Generate IDEA Part B ESS Data Report

Data from ESS files will be available for reporting the business day AFTER the files are submitted.

State Folder:

--- Select a State ---   ▼
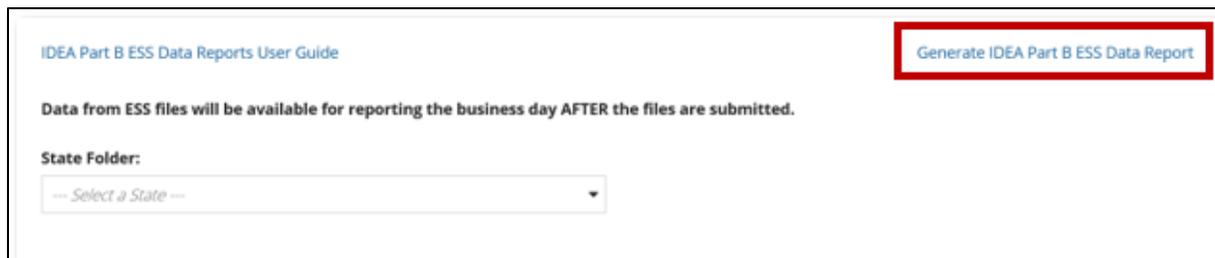
Figure 4.3 – Generate IDEA Part B ESS Data Report Link

Select your state from the first filter and the *Child Count SEA* option from the **IDEA Part B collection** filter. Click the *GENERATE* button (see fig. 4.4).

Generate IDEA Part B ESS Data Report

Select a state: *

-- Select a State --   ▼

Select an IDEA Part B collection: *

-- Select a Collection --   ▼

-- Select a Collection --

Child Count SEA

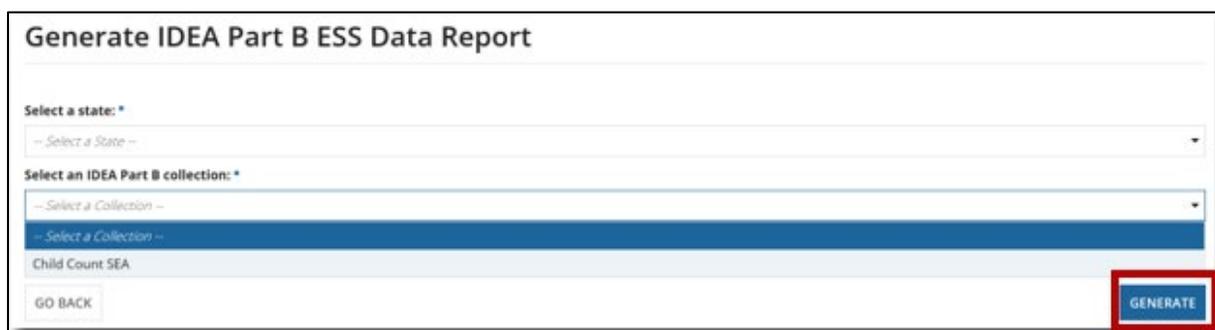GO BACK   GENERATE

Figure 4.4 – Complete Filters and Click GENERATE Button

NOTE! A new report can only be generated for the current school year during the submission window of the ESS Child Count data collection files, FS002 and FS089. The generated report will be saved in the appropriate state / collection / school year folder. The system will automatically redirect back to the ***IDEA Part B ESS Data Reports*** landing page (see fig. 4.2).

NOTE! ESS data is updated nightly. When a file is submitted to ESS, a report with the updated data can be generated the following business day.

4.3 Viewing an IDEA Part B ESS Child Count SEA Data Report

To view an existing report(s) for the Child Count data collection (previously generated), select an option from each filter's dropdown menu. The filters will individually appear on the screen in the order below as each filter is chosen.

- **State Folder –** Select your state
- **Collection Folder –** Select *Child Count SEA*
- **School Year Folder** – Select *2019-20*

Upon selecting the school year, a list of existing reports will appear with the most recent first. Click the blue hyperlink to view the report and follow the browser's prompts to download and save the report (see fig. 4.5).

IDEA Part B ESS Data Reports User Guide				Generate IDEA Part B ESS Data Report
Data from ESS files will be available for reporting the business day AFTER the files are submitted.				
State Folder:				
Colorado ▼				
Collection Folder:				
Child Count SEA ▼				
School Year Folder:				
2019-20 ▼				
File Name	**File Type**	**Creation Date** ↓	**Submitter Name**	**Email**
Colorado IDEA Part B Child Count SEA ESS Data Report SY 2019-20 Mar 02, 2020	CSV	3/2/2020 2:34 PM EST		
Colorado IDEA Part B Child Count SEA ESS Data Report SY 2019-20 Feb 28, 2020	CSV	2/28/2020 4:32 PM EST		

Figure 4.5 – Filters to Complete to View Generated report

NOTE! The *Creation Date* column can be filtered from oldest to most recently generated IDEA Part B ESS Child Count SEA Data reports.

NOTE! The system will automatically generate a report upon the initial close of the submission window (ESS file due date) as well as the close of the reopening submission window.

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