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This technical guide is available on the Department’s [EDFacts Initiative Home Page](https://www.edfacts.gov) and on the [EDFacts Metadata and Process System (EMAPS) Website](https://www.edfacts.gov).  

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DOCUMENT CONTROL

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</thead>
<tbody>
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</tr>
</tbody>
</table>
PREFACE

The EMAPS IDEA Part B ESS Child Count SEA Data Report User Guide is intended to provide assistance to users of the EDFacts Metadata and Process System (EMAPS) website. This guide includes instructions on navigating EMAPS 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.

EDFacts 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. 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.
<table>
  <tr><td><b>CONTENTS</b></td></tr>
  <tr><td>DOCUMENT CONTROL ................................................................................................................. 3</td></tr>
  <tr><td>PREFACE ................................................................................................................................................. 4</td></tr>
  <tr><td>1.0 Introduction ............................................................................................................................................. 6</td></tr>
  <tr><td>1.1 Technological Requirements ................................................................................................................... 6</td></tr>
  <tr><td>1.2 Overview ................................................................................................................................................ 6</td></tr>
  <tr><td>2.0 Frequently Asked Questions .................................................................................................................. 6</td></tr>
  <tr><td>3.0 Accessing EMAPS .................................................................................................................................. 7</td></tr>
  <tr><td>4.0 Accessing the IDEA Part B ESS Child Count SEA Data Report .............................................................. 9</td></tr>
  <tr><td>4.1 IDEA Part B ESS Data Reports Landing Page ........................................................................................ 9</td></tr>
  <tr><td>4.2 Generating a New IDEA Part B ESS Report ......................................................................................... 10</td></tr>
  <tr><td>4.3 Viewing an IDEA Part B ESS Child Count SEA Data Report ......................................................... 11</td></tr>
</table>
1.0 Introduction

The EDFacts Metadata and Process System (EMAPS) 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

EMAPS 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 EMAPS IDEA Part B ESS Child Count SEA Data Report is designed to replace the EDFacts Reporting System (ERS) IDEA Part B Child Count reports.

This report can be run by Part B Data Managers and EDFacts 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 EMAPS 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 EDFacts 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 EDFacts Coordinator has been granted access to generate and view the report. Additionally, other EMAPS users in your state with access to IDEA Part B EMAPS surveys and EDFacts 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 EMAPS

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).
2. Enter the assigned EMAPS username and password into the appropriate fields (see fig.3.2). If issues occur logging into EMAPS, please contact PSC (FAQ Section, 2.0).

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

To log out of EMAPS, select the profile icon in the top right hand corner and click **SIGN OUT** (see fig. 3.3).
4.0 Accessing the IDEA Part B ESS Child Count SEA Data Report

Once logged into EMAPS, the system will display the EDFacts 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.

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).

**NOTE!** EMAPS will open the reports landing page in a new tab in the browser. The EDFACTS 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).

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).
**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).

**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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