



U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

**EMAPS User Guide: IDEA Part B
Dispute Resolution Survey**

Release 10.0

September 2020

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This technical guide is available on the Department's website: [EDFacts Initiative Homepage](#) and on the [EDFacts Metadata and Process System \(EMAPS\) Website: EMAPS login page](#)

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1.0 – 8.0		Versions 1.0 – 8.0 of this document detail the process of completing the IDEA Part B Dispute Resolution Survey in EMAPS.
9.0	September 2019	Updated for Version 9.0 <ul style="list-style-type: none">Updated screenshots for SY 2018-19
10.0	September 2020	Updated for 2019-2020 <ul style="list-style-type: none">New! Data Note checkbox available during reopen periodUpdated screenshots for SY 2019-20

PREFACE

The EMAPS IDEA Part B Dispute Resolution User Guide is intended to provide assistance to users of the ED*Facts* Metadata and Process System (EMAPS). This guide demonstrates the steps necessary to enter IDEA Part B Dispute Resolution data and navigate this survey in EMAPS.

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

Data entered into EMAPS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 08/31/2022). 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.

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 (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 to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

1.2 Overview

This survey has been developed to collect data authorized under Part B of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part B Data Managers. The survey provides information on the following and is organized to provide the counts for the number of occurrences in the following sections:

- Written, signed complaints, which are defined as a signed, written document submitted to the state education agency (SEA) by an individual or organization (complainant) that alleges a violation of a requirement of Part B of IDEA of 34 CFR Part 300, including cases in which some required content is absent from the document.
- Mediation requests, which are defined as a request by a party to a dispute involving any matter under Part B of IDEA for the parties to meet with a qualified and impartial mediator to resolve the dispute(s).
- Due process complaints, which are defined as a filing by a parent or public agency to initiate an impartial due process hearing on matters relating to the identification, evaluation, or educational placement of a child with a disability, or the provision of a free appropriate public education to the child.
- Expedited due process complaints, which are defined as due process complaints filed by: (1) the parent of a child with a disability (IDEA) who disagrees with any decision regarding the manifestation determination and/or disciplinary removal of a student from an educational placement and the placement of that student in an interim alternative educational setting; or (2) a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

This report shall be run for 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

Below is a list of frequently asked questions regarding the EMAPS IDEA Part B Dispute Resolution Survey process. 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 information?

The IDEA Part B Dispute Resolution Survey provides the U.S. Department of Education (ED) information on the counts of occurrences for the following:

- Written, signed complaints
- Mediation Requests
- Due process complaints
- Expedited due process complaints

The data collected using this survey is required by the Individuals with Disabilities Education Act (IDEA), Section 618. The data are also used for monitoring the programs and activities under IDEA and reported by the Office of Special Education Programs (OSEP)'s Annual Report to Congress on the Implementation of IDEA.

Who may have access to the IDEA Part B Dispute Resolution Survey for my state?

The Office of Special Education Programs (OSEP) identified state IDEA Part B Data Managers as the state expert for this information. Each state's IDEA Part B Data Manager has been granted read/write access to the EMAPS online survey. Each ED Facts Coordinator has been granted **read only** access to their state's Part B Dispute Resolution Survey. If the Part B Data Manager wishes to authorize someone else to complete this survey, please contact the Partner Support Center (PSC) with the name and e-mail address of the new user(s).

Phone: (877) 457-3336

Email: EDEN_SS@ed.gov

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

The PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding Federal holidays.

Will the system send notifications?

EMAPS will send notifications to IDEA Part B Data Managers at the following times:

- When the system is open;
- When data have been submitted;
- When there has been no account activity, notifications will be sent two weeks and three days prior to due date;
- When data have been entered, but not submitted three days prior to due date; and

- If there are data with edit check warnings in the submissions three days prior to due date.

Additionally, when the system is reopened for data resubmission, notifications will be sent:

- When there is a data quality inquiry.
- When the system has been reopened.
- When there was a data quality inquiry and updated data has not been submitted one week prior to close of the reopen period.
- One week prior to the close of the reopen period.

When are the data due?

The survey will open Monday, October 5, 2020, and the completed survey is due no later than 11:59 p.m. ET on Wednesday, November 4, 2020.

There will be a reopen period between May 3, 2021 and May 26, 2021. The data will be frozen at 11:59 p.m. ET on May 26, 2021, to be used by OSEP in the Annual Report to Congress, public reporting of the IDEA Section 618 data, OSEP SPP/APR, and ad hoc requests. States will receive notification from OSEP of follow-up needed via email after the due date and prior to May 3, 2021.

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses will be assessed by OSEP for timeliness, completeness, and passing edit checks. Data submissions with missing data elements are rated by OSEP as ***incomplete***.

The review of data for accountability purposes will be based on data in EMAPS as of 11:59 p.m. ET on the due date.

Are all states required to submit the IDEA Part B Dispute Resolution Survey via EMAPS for SY 2019-20?

Yes. For SY 2019-20, the Part B Dispute Resolution Survey will be submitted by all 50 states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education, outlying areas American Samoa, Guam, Marshall Islands and freely associated states Micronesia, Northern Marianas and Palau.

What reporting year will this data collection cover?

The IDEA Part B Dispute Resolution Survey covers an entire year of counts. For the SY 2019-20 data collection, the reporting year is defined as July 1, 2019 through June 30, 2020.

NOTE! Report only the actions initiated during the 2019-20 reporting year. Do **NOT** include actions initiated in a previous reporting year that continued into the 2019-20 reporting year.

When are zero counts permitted in this survey?

A zero count should be entered only if the state conducted a count for that data element and there were no occurrences to report in the specific category for the given reporting

period. Zero is the default value which appears when a submitter first enters the **Data Entry Form**.

When should I report *Missing*?

Report a count as **Missing** when the State did not collect or cannot report a count for the specific category. To designate data as missing, select **Missing**. If a **zero** is entered after checking the **Missing** box, the system will accept that response.

When can I revise my state's survey after the due date?

The survey will be accessible for modification of the data between May 3, 2021 and May 26, 2021. Be aware that the last version submitted as of 11:59 p.m. ET on the original due date will be the version ED will use to review the data for accountability purposes. Data publically reported and used by OSEP will be the last submission as of the close of the system on May 26, 2021 (formerly known as the **freeze date**). Draft versions will not appear in the report repository.

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

Yes. Previously submitted versions of the survey can be overwritten by entering the survey process, making updates 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 **Reports** folder within EMAPS.

NOTE! ED will use only the latest submitted version of the survey on the due date for reporting purposes.

If I enter the Part B Dispute Resolution survey more than once, will previously entered data show?

Yes, as long as the **Save As Draft** button was selected and no fatal errors were detected, the previously entered information will display.

Should written settlement agreements finalized *after* a resolution meeting but during the 30 day resolution period be reported in Section C: Due Process Complaints 3.1(a) – *written settlement agreements reached through resolution meetings*?

Yes, States should include all written settlement agreements reached through resolution meetings during the 30-day resolution period in **Section C: Due Process Complaints 3.1(a)**. This includes written settlements finalized during a resolution meeting, as well as those finalized after the meeting, as long as they are finalized during the 30-day resolution period.

***NEW!* Can I turn off automated emails?**

To stop automated EMAPS emails during the reopen period notifying the state a resubmission or data note is required, a new Data Note checkbox is available.

- Selecting the Data Note checkbox is optional. States should select the Data Note checkbox if they have addressed the data quality issue(s) through a data note and do not wish to receive additional reminders.

- Once selected and “Save Response” is pressed, the Data Note checkbox is inactivated and cannot be deselected.

EMAPS reminder emails requesting a resubmission or data note will not be sent. States can select the Data Note checkbox and resubmit updates to their EMAPS data. To edit state data after the checkbox is selected, states can log back into the EMAPS survey and edit it as usual.

NOTE! Selecting the Data Note checkbox stops automated reopen emails regarding resubmission or data note requirement only. This does not stop all automated emails from being sent.

Whom do I contact for login problems or technical assistance with the EMAPS website?

For login and technical assistance, please contact the Partner Support Center:

E-mail: eden_ss@ed.gov

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

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

PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding Federal Holidays.

NOTE! Users should also contact PSC for content and policy-related questions.

3.0 Accessing EMAPS

To access the EMAPS login screen, go to <https://emaps.ed.gov/suite/>. 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).

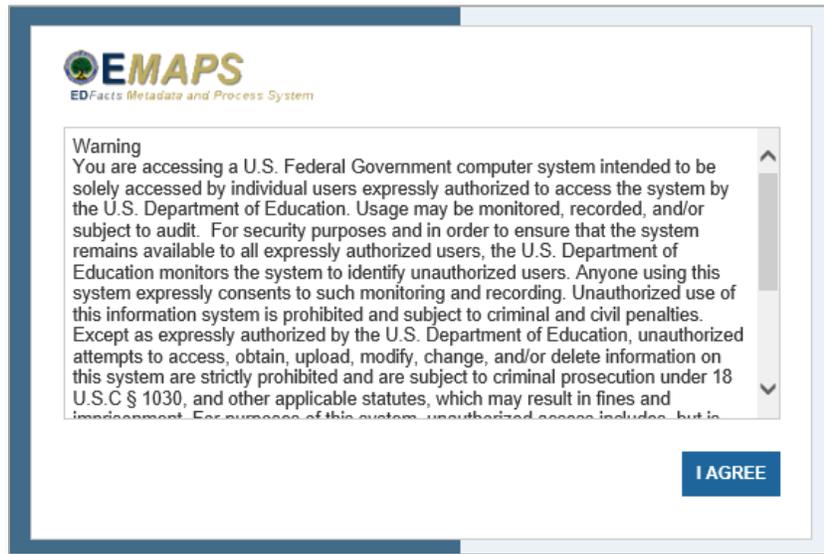


Figure 3.1 – Department of Education approved warning banner

NOTE! EMAPS will work in all browsers, but Chrome is recommended for the best performance.

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, 2.0).

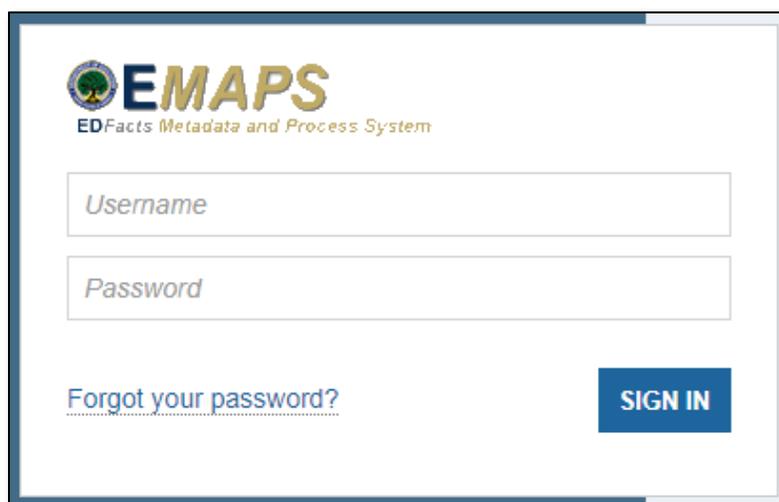


Figure 3.2 – EMAPS Login Screen

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 IDEA Part B Dispute Resolution Survey

Once logged into EMAPS, the ED Facts Portal Landing Page will display.

Click the **Dispute Resolution** survey link located under the IDEA Part B section (see fig. 4.1).

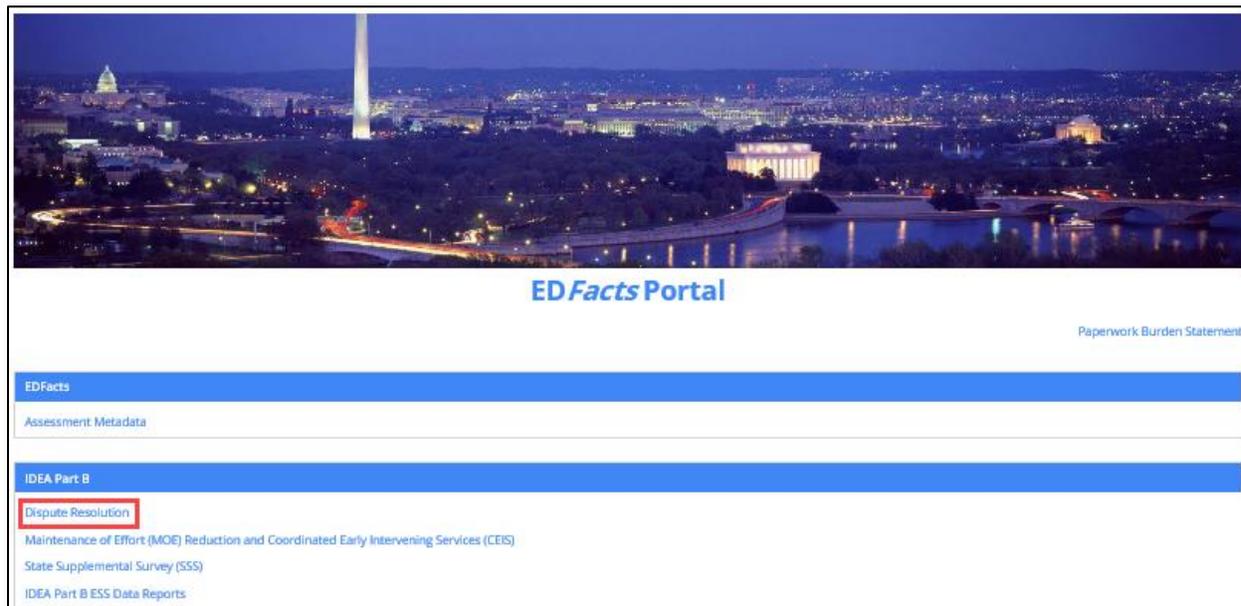


Figure 4.1 – EMAPS ED Facts Portal Page

NOTE! The Paperwork Burden Statement is available on the ED Facts Portal Landing Page.

Select the **IDEA Part B Dispute Resolution [state's name] SY 2019-20** link to enter the IDEA Part B Dispute Resolution Survey (see fig. 4.2).



Figure 4.2 – IDEA Part B Dispute Resolution Survey Access

The system will redirect to the **Summary** tab of the survey (see fig. 4.3) where the following will be available:

- a. Information about the survey;
- b. Instructions for completing the survey; and
- c. Survey User Guide.

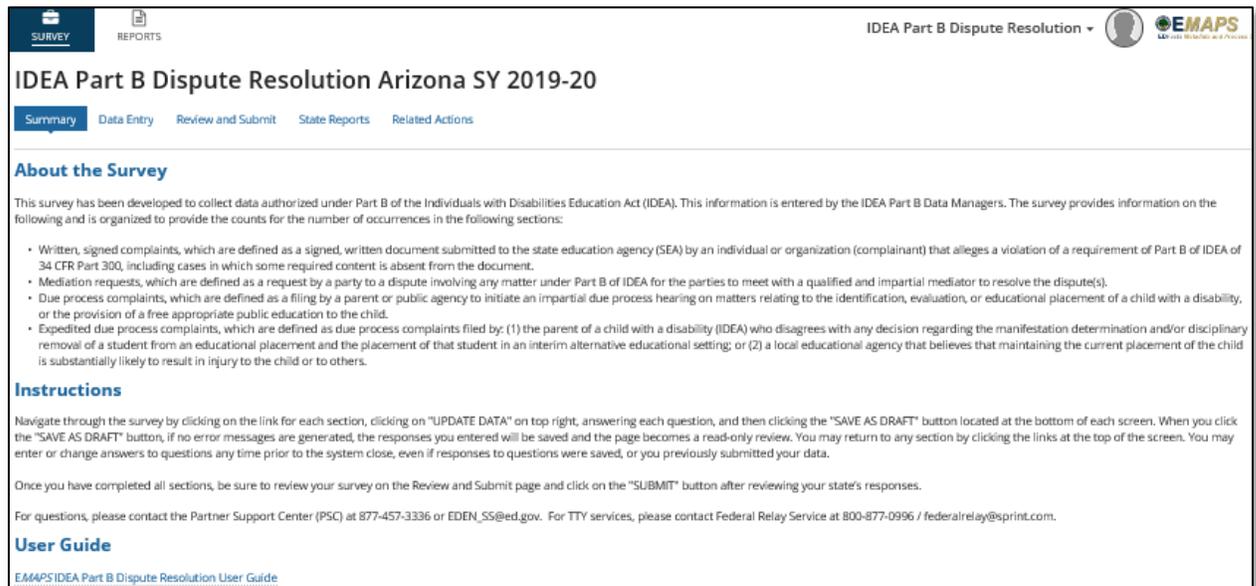


Figure 4.3 – Summary Page

NOTE! During the reopen period (only), the **Summary** tab (see fig 4.3) will include a checkbox, for states to indicate that they have submitted a data note. Once the checkbox has been checked, the **Save Response** button will appear. Once the **Save Response** button is selected, the Data Note checkbox cannot be deselected. When the **Save Response** button is selected, the status of the survey will change to **Submitted** and the HTML report will regenerate.

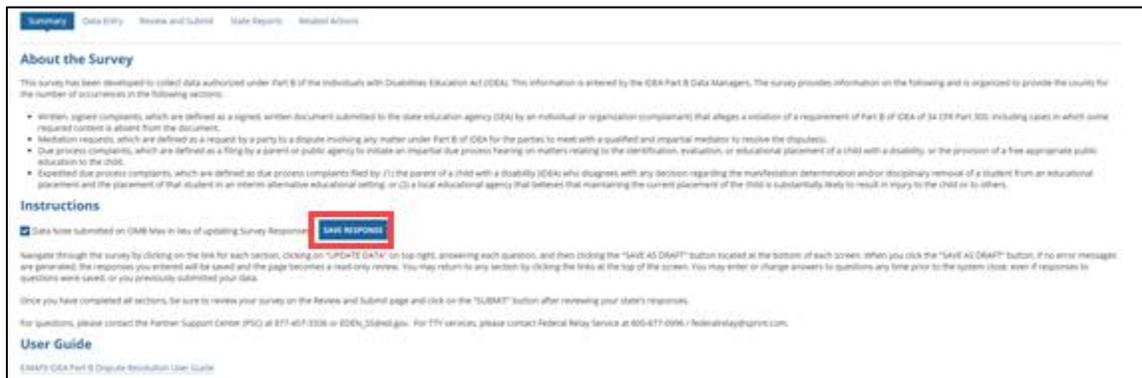


Figure 4.4 – Save Response Button to Data Note Checkbox (reopen only)

To return to the ED Facts Portal at any time, choose **ED Facts Portal** from the dropdown menu in the top right corner (see fig. 4.5).

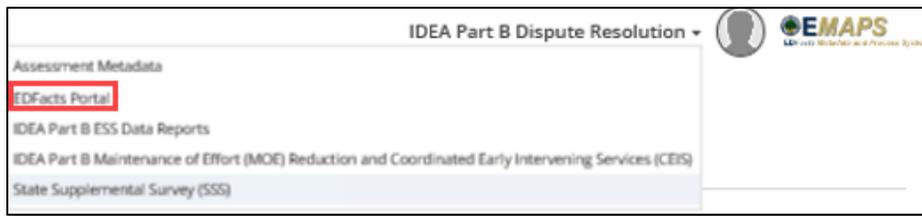


Figure 4.5 – Dropdown Menu

NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, click within the EMAPS survey form, or select **Continue** when the inactivity warning message is displayed.

5.0 Completing the IDEA Part B Dispute Resolution Survey

The IDEA Part B Dispute Resolution navigation menu contains five tabs (see fig. 5.1). To navigate into a section, select on its corresponding tab.



Figure 5.1 – IDEA Part B Dispute Resolution Survey Navigation Menu

Summary: Provides a summary of the IDEA Part B Dispute Resolution Survey, instructions for completing the survey and a link to the **EMAPS IDEA Part B Dispute Resolution Survey User Guide**.

Data Entry: 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 IDEA Part B Data Managers review the warnings and edit checks or submit the survey to the database.

State Reports: Review the HTML reports for each IDEA Part B Survey submitted by the state for each year the survey has been in EMAPS.

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.

5.1 General Navigation

To begin submitting the IDEA Part B Dispute Resolution Survey, select the **Data Entry** tab (see fig. 5.2). The Survey form consists of four sections:

- Section A: Written, Signed Complaints
- Section B: Mediation Requests
- Section C: Due Process Complaints
- Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)

The questions will first display in view-only mode. To manually enter responses, select the **Update Data** button(see fig. 5.2).

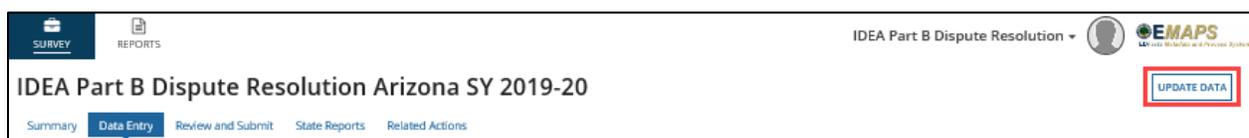


Figure 5.2 – Data Entry tab and Update Data button

Data entry fields will display to allow manual counts or comments to be entered (see fig. 5.3). An asterisk will appear above fields that are required. Keep the following in mind when completing these sections:

- When entering counts for the survey, complete each section by entering a numeric integer value for each of the data fields provided.
- Zeros** appear as the default values in the survey data fields.
- Zero** counts should be entered only if a state conducted a count for that data element and there were no occurrences to report in the specific category for the given reporting period.
- Report a count as **Missing** when the state did not or cannot report a count for the specific category. To report a count as missing, select the check box **Missing**.
- The survey data fields accept only an integer value.

Arizona - IDEA Part B Dispute Resolution Data Entry Form

Year 2019-20

A zero count should be used when there were no events or occurrences to report in the specific category for the given reporting period. Select the 'Missing' box if the state did not collect or cannot report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey.

Section A: Written, Signed Complaints

(1) Total number of written signed complaints filed. 0 *

(1.1) Complaints with reports issued. 1 Missing

(1.1) (a) Reports with findings of noncompliance. 0 Missing

(1.1) (b) Reports within timelines. 0 Missing

Figure 5.3 – Data Entry Fields Enabled

At the bottom of each page, an optional comment box is available (up to 4,000 characters). Once all data have been entered, warnings have been reviewed, and data are ready to be saved, select **Save as Draft** (see fig. 5.4) When you click the **Save As Draft** button, if no error messages are generated, the responses you entered will be saved and the page becomes a read-only review.

Please provide any additional information supplementing any of the questions on this form, if needed.

4000 Character Limit

SAVE AS DRAFT

Figure 5.4 – Data Entry – Save As Draft

NOTE! If a user exits the survey without selecting the **Save as Draft** button, data will not save and the EMAPS survey session will end. If fatal errors exist in the form, the data will not save.

5.1.1 Section A: Written Signed Complaints

Row (1) (see fig. 5.5) displays the total number of written, signed complaints filed between July 1, 2019 and June 30, 2020. The value is auto calculated for this section: Row (1) = (1.1)+(1.2)+(1.3).

Arizona - IDEA Part B Dispute Resolution Data Entry Form
Year 2019-20

A zero count should be used when there were no events or occurrences to report in the specific category for the given reporting period. Select the 'Missing' box if the state did not collect or cannot report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey.

Section A: Written, Signed Complaints

(1) Total number of written signed complaints filed. 0

(1.1) Complaints with reports issued. 6 Missing

(1.1) (a) Reports with findings of noncompliance. 0 Missing

(1.1) (b) Reports within timelines. 0 Missing

(1.1) (c) Reports within extended timelines. 0 Missing

(1.2) Complaints pending. 0 Missing

(1.2) (a) Complaints pending a due process hearing. 0 Missing

(1.3) Complaints withdrawn or dismissed. 0 Missing

Figure 5.5 – Section A: Written, Signed Complaints

In row (1.1), enter how many of the written, signed complaints (row (1)) were complaints with reports issued as of 60 days following the end of the reporting period; that is, enter how many of the complaints had a written decision from the SEA as of August 29, 2020. Row (1.1) is a subset of row (1).

In row (1.1) (a), enter how many of the reports issued were reports with findings of noncompliance. Row (1.1) (a) is a subset of row (1.1).

NOTE! The difference between the number entered in row (1.1) and the number entered in (1.1) (a) is the number of reports without findings of noncompliance. In row (1.1) (b), enter how many of the reports issued were reports within timelines

(60 days). Do NOT include any written decisions issued more than 60 days after the written, signed complaint was filed. Row (1.1) (b) is a subset of row (1.1).

In row (1.1) (c), enter how many of the reports issued were reports within extended timeliness. Row (1.1) (c) is a subset of row (1.1). **NOTE!** The difference between the number in row (1.1) and the sum of the numbers entered in rows (1.1) (b) and (1.1) (c) is the number of complaints with reports issued late (not within the 60-day timeline or an extended timeline).

In row (1.2), enter how many of the written, signed complaints (row (1)) were complaints pending as of August 29, 2019 (60 days following the end of the reporting period). Row (1.2) is a subset of row (1).

In row (1.2) (a), enter how many of the pending complaints were complaints pending a due process hearing. Row (1.2) (a) is a subset of row (1.2).

NOTE! The difference between the number in row (1.1) and the sum of the numbers entered in rows (1.1) (b) and (1.1) (c) is the number of complaints with reports issued late (not within the 60-day timeline or an extended timeline).

In row (1.3), enter how many of the written, signed complaints (row (1)) were complaints withdrawn or dismissed as of August 29, 2019 (60 days following the end of the reporting period). Row (1.3) is a subset of row (1).

5.1.2 Section B: Mediation Requests

Row (2) (see fig. 5.6) displays the total number of mediation requests received through all dispute resolution processes between July 1, 2019 and June 30, 2020. The following auto calculation formula shall be applied dynamically for this section:

Row (2) = (2.1)+(2.2)+(2.3).

Section B: Mediation Requests		
(2) Total number of mediation requests received through all dispute resolution processes.	0	
(2.1) Mediations held.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(2.1) (a) Mediations held related to due process complaints.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(2.1) (a) (i) Mediation agreements related to due process complaints.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(2.1) (b) Mediations held not related to due process complaints.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(2.1) (b) (i) Mediation agreements not related to due process complaints.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(2.2) Mediations pending.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(2.3) Mediations withdrawn or not held.	<input type="text" value="0"/>	<input type="checkbox"/> Missing

Figure 5.6 – Section B: Mediation Requests

NOTE! The sum of (2.1), (2.2), and (2.3) is equal to the total number of mediations requested (row 2).

In row (2.1), enter how many of the mediation requests (row (2)) resulted in mediations held as of the end of the reporting period (June 30, 2020). Row (2.1) is a subset of row (2).

In row (2.1) (a), enter how many of the mediations held were mediations held related to due process complaints. Row (2.1) (a) is a subset of row (2.1).

In row (2.1) (a) (i), enter how many of the mediations held related to due process complaints resulted in mediation agreements as of the end of the reporting period (June 30, 2020). Row (2.1) (a) (i) is a subset of row (2.1) (a).

NOTE! The difference between the number entered in row (2.1) (a) and the number entered in row (2.1) (a) (i) is the number of mediations held **related** to due process complaints that did not result in a mediation agreement.

In row (2.1) (b), enter how many of the mediations held were mediations held not related to due process complaints. Row (2.1) (b) is a subset of row (2.1).

In row (2.1) (b) (i), enter how many of the mediations held not related to due process complaints resulted in mediation agreements as of the end of the reporting period (June 30, 2020). Row (2.1) (b) (i) is a subset of row (2.1) (b).

NOTE! The difference between the number entered in row (2.1) (b) and the number entered in row (2.1) (b) (i) is the number of mediations held **not related** to due process complaints that did not result in a mediation agreement.

NOTE! The sum of (2.1) (a) and (2.1) (b) must equal the total number of mediations held row (2.1).

In row (2.2), enter how many of the mediation requests (row (2)) were mediations pending as of the end of the reporting period (June 30, 2020). This includes mediation requests that were pending as of the end of the reporting period. Row (2.2) is a subset of row (2).

In row (2.3), enter how many of the mediation requests (row (2)) were mediations withdrawn or not held as of the end of the reporting period (June 30, 2020). Row (2.3) is a subset of row (2).

5.1.3 Section C: Due Process Complaints

Row (3) (see fig. 5.7) displays the total number of due process complaints filed between July 1, 2019 and June 30, 2020. Expedited due process complaints are to be included in the counts entered in this section. Expedited due process complaints are also entered separately in Section D below. The following auto calculation formula shall be applied dynamically for this section: $Row (3) = (3.2)+(3.3)+(3.4)$.

Section C: Due Process Complaints		
(3) Total number of due process complaints filed.	0	
(3.1) Resolution meetings.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.1) (a) Written settlement agreements reached through resolution meetings.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.2) Hearings fully adjudicated.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.2) (a) Decisions within timeline (include expedited).	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.2) (b) Decisions within extended timeline.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.3) Due process complaints pending.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.4) Due process complaints withdrawn or dismissed (including resolved without a hearing).	<input type="text" value="0"/>	<input type="checkbox"/> Missing

Figure 5.7 – Section C: Due Process Complaints

In row (3.1), enter how many of the due process complaints (row (3)) resulted in a resolution meeting as of the end of the reporting period (June 30, 2020). Row (3.1) is a subset of row (3).

In row (3.1) (a), enter how many resolution meetings resulted in a written settlement agreement as of the end of the reporting period. Row (3.1) (a) is a subset of rows (3.1) and (3.4).

NOTE! The difference between the number entered in row (3) and the number entered in row (3.1) (a) is the number of resolution meetings held that **did not** result in a written settlement agreement as of the end of the reporting period (June 30, 2020).

In row (3.2), enter how many of the due process complaints (row (3)) resulted in hearings fully adjudicated as of the end of the reporting period; that is, the due process hearing was conducted, and the hearing officer issued a written decision by June 30, 2020. Row (3.2) is a subset of row (3).

In row (3.2) (a), enter how many of the written decisions were decisions within timeline. (Do not include here the decisions within extended timelines.) Row (3.2) (a) is a subset of row (3.2).

In row (3.2) (b), enter how many of the written decisions included in row (3.2) were decisions within extended timelines. (Decision must be issued within specific time extension granted by the hearing or reviewing officer). Row (3.2) (b) is a subset of row (3.2).

In row (3.3), enter how many of the due process complaints (row (3)) were due process complaints pending as of the end of the reporting period (June 30, 2020). Row (3.3) is a subset of row (3).

In row (3.4), enter how many of the due process complaints (row (3)) were withdrawn or dismissed (including resolved without a hearing) as of the end of the reporting period (June 30, 2020). Row (3.4) is a subset of row (3).

5.1.4 Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)

Row (4) (see fig. 5.8) displays the total number of expedited due process complaints filed between July 1, 2019 and June 30, 2020. The expedited due process complaints entered in row (4) are a subset of the due process complaints reported in row (3) of Section C. The following auto calculation formula shall be applied dynamically for this section: Row (4) = (4.2)+(4.3)+(4.4).

Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)		
(4) Total number of expedited due process complaints filed.	0	
(4.1) Expedited resolution meetings.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(4.1) (a) Expedited written settlement agreements.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(4.2) Expedited hearings fully adjudicated.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(4.2) (a) Change of placement ordered.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(4.3) Expedited due process complaints pending.	<input type="text" value="0"/>	<input type="checkbox"/> Missing
(4.4) Expedited due process complaints withdrawn or dismissed.	<input type="text" value="0"/>	<input type="checkbox"/> Missing

Figure 5.8 – Section D: Expedited Due Process Complaints

In row (4.1) (see fig. 5.8), enter how many of the expedited due process complaints row (4) resulted in a resolution meeting as of the end of the reporting period (June 30, 2020). Row (4.1) is a subset of row (4). Row (4.1) is also a subset of the resolution meetings entered in row (3.1) of Section C.

In row (4.1) (a), enter how many resolution meetings resulted in a written settlement agreement as of the end of the reporting period. Row (4.1) (a) is a subset of row (4.1). Row (4.1) (a) is also a subset of the written settlement agreements reported in row (3.1) (a) of Section C. An edit check will trigger on the Review and Submit page if (4.1) (a) > (3.1) (a), (see fig. 5.9).

(4.1) Expedited resolution meetings.	10	<input type="checkbox"/> Missing
Expedited resolution meetings (4.1) exceed resolution meetings (3.1).		
Expedited resolution meetings (4.1) exceed expedited due process complaints filed (4).		
(4.1) (a) Expedited written settlement agreements.	9	<input type="checkbox"/> Missing
Expedited written settlement agreements (4.1) (a) exceed written settlement agreements reached through resolution meetings (3.1) (a).		
(4.2) Expedited hearings fully adjudicated.	0	<input type="checkbox"/> Missing

Figure 5.9 – Section D: (4.1) and (4.1)(a) Edit Check Warning as seen in Review and Submit tab

In row (4.2), enter how many of the expedited due process complaints (row (4)) resulted in expedited hearings fully adjudicated as of the end of the reporting period; that is, the due process hearing was conducted, and the hearing officer issued a written decision by June 30, 2020. Row (4.2) is a subset of row (4). Row (4.2) is also a subset of the hearings fully adjudicated reported in row (3.2) of Section C.

In row (4.2) (a), enter how many of the written decisions resulted in a change of placement ordered. Row (4.2) (a) is a subset of row (4.2).

In row (4.3), enter how many of the expedited due process complaints (row (4)) were expedited due process complaints pending as of the end of the reporting period (June 30, 2020). Row (4.3) is a subset of row (4).

In row (4.4), enter how many of the expedited due process complaints (row (4)) were withdrawn or dismissed as of the end of the reporting period (June 30, 2020). Row (4.4) is a subset of row (4).

NOTE! An edit check will trigger on the **Review and Submit** page if (4.2) is greater than ((3.2) (a) and (3.2) – ((3.2) (a) + (3.2) (b)) is less than ((4.2) – (3.2) (a)) (see fig. 5.10).

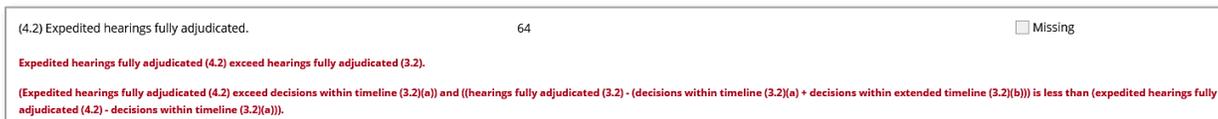


Figure 5.10 – Section D: (4.2) Edit Check Warning

5.1.5 Comment Box

Provide additional information supplementing the questions asked in the survey by utilizing the **Comment box** (see fig. 5.11) located at the bottom of the **Data Entry** form. Please note this comment box has a 4000 character limit. If a count is submitted as **Missing**, a detailed explanation should be provided in the comment box.

NOTE! Do not copy and paste into the comment box. Special hidden characters could potentially cause problems with the database (ex. bullets).

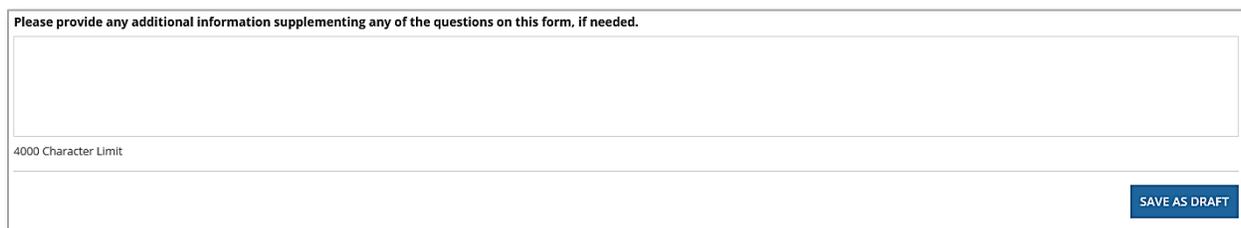


Figure 5.11 – Comment Box

NOTE! A warning is generated by the system after 30 minutes of inactivity (see fig. 5.12). To avoid losing data, select within the EMAPS survey form.

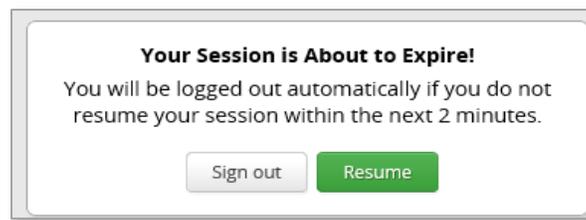


Figure 5.12 – Timeout Warning

5.2 Fatal Errors on Data Entry Form

A fatal error will display in the Data Entry form when an unacceptable variable has been entered into a data field. If a fatal error occurs on the Data Entry form, a draft version cannot be saved (see fig. 5.13).

Errors may include the following:

- **Missing** is selected when a value has been provided
- A negative number is submitted
- The value is not an integer
- A field is left blank

A screenshot of a data entry form. The first row shows a label "(1) Total number of written signed complaints filed." with a value of "4" and a "Missing" checkbox that is checked. The second row shows a label "(1.1) Complaints with reports issued." with a value of "4" and a red error message: "Missing is not a valid selection when a value has been provided." The third row shows a label "(1.1) (a) Reports with findings of noncompliance." with a value of "-1" and a red error message: "Must be a positive Integer". There is also a "Missing" checkbox that is unchecked.

Figure 5.13 – Fatal Errors

If there are errors on the screen, and the **Save as Draft** button is selected, an error message will appear, and data will not save (see fig. 5.14).

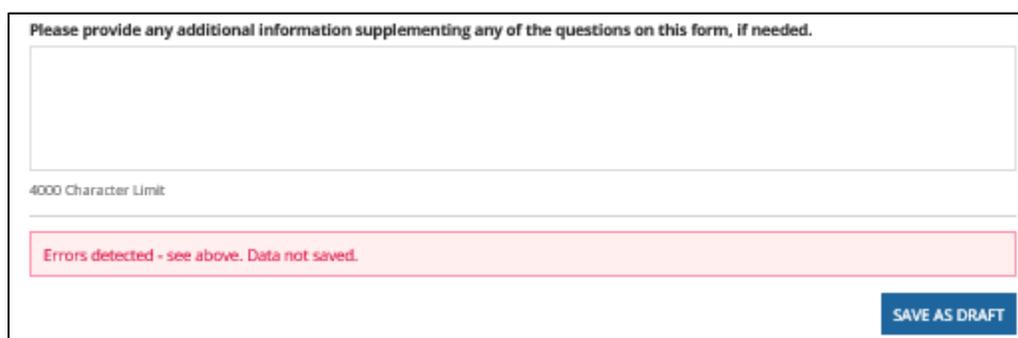
A screenshot of a data entry form. At the top, it says "Please provide any additional information supplementing any of the questions on this form, if needed." Below that is a large text area. Underneath the text area, it says "4000 Character Limit". At the bottom of the form, there is a red error message: "Errors detected - see above. Data not saved." and a blue button labeled "SAVE AS DRAFT".

Figure 5.14 – Errors detected message

6.0 Review and Submit

Once all data entry sections have been completed, select the **Review and Submit** tab on the Dashboard. Review the data for completeness and accuracy. Neither the **Submit** button nor the additional comment box will appear until the **Verify Data** button located at the top right-hand side of this section has been selected (see fig. 6.1).



Figure 6.1 – Verify Data Button

NOTE! If the survey browser window is closed without selecting **Save as Draft**, the data will not save and the EMAPS session will end.

6.1 No Failed Edit Checks

If the data have passed all edit checks, the following message will be displayed: **There are no edit check warnings. Please submit the results of the survey by clicking the 'SUBMIT' button.** (see fig. 6.2).

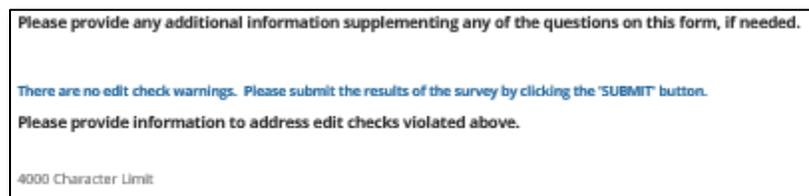


Figure 6.2 – No edit check warning

Once the **Submit** button is selected, an HTML report and a Year-to-Year Comparison report will auto-generate. These reports can be accessed by selecting the **State Reports** tab in the Survey navigation menu (reference Section 7.0 of this user guide for additional information on HTML and Year-to-Year reports). The reports can also be found under the **Reports** tab in the EMAPS navigation menu. The IDEA Part B Data Manager will receive a confirmation email after the survey has been submitted to the database. Once the survey has been submitted to the database, ED will have access to the state's survey responses as well.

Once the survey is successfully submitted, exit the survey by selecting a tab in the EMAPS navigation menu to navigate to or by logging out of the EMAPS system.

6.2 Failed Edit Checks

If submitted data fails edit checks, the following warning message is displayed at the bottom of the **Review and Submit** form with a list of all failed edit check logic in red font

(see fig. 6.3): **Please note that the data entered result in the following relationships which violate edit checks:**

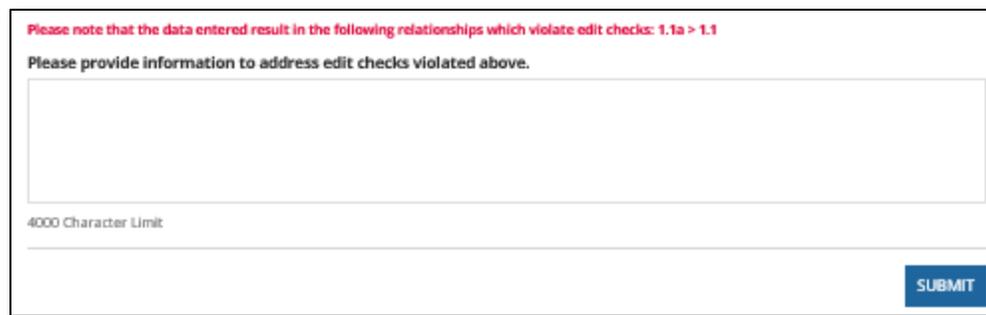
Part B Dispute Resolution Edit Checks:

- Question (1.1) (a) \leq Question (1.1)
- Questions ((1.1) (b) + (1.1) (c)) \leq Question (1.1)
- Question (1.2) (a) \leq (1.2)
- Questions ((2.1) (a) + (2.1) (b)) = Question (2.1)
- Question (2.1) (a) (i) \leq Question (2.1) (a)
- Question (2.1) (b) (i) \leq Question (2.1) (b)
- Question (3.1) \leq Question (3)
- Question (3.1) (a) \leq Question (3.1)
- Question (3.1) (a) \leq Question (3.4)
- Questions (3.2) (a) + (3.2) (b) \leq Question (3.2)
- Question (4) \leq Question (3)
- Question (4.1) \leq Question (3.1)
- Question (4.1) \leq Question (4)
- Question (4.1) (a) \leq Question (4.1)
- Question (4.1) (a) \leq Question (3.1) (a)
- Question (4.2) \leq Question (3.2)
- Question (4.2) (a) \leq Question (4.2)
- Question (4.2) is greater than Question (3.2) (a) and/or (Question (3.2) – (Question (3.2) (a) + Question (3.2) (b)) is less than (Question (4.2) - Question (3.2) (a))
- Question (4.3) \leq Question (3.3)
- Question (4.4) \leq Question (3.4)

Section A: Written, Signed Complaints		
{1} Total number of written signed complaints filed.	1	
{1.1} Complaints with reports issued.	1	<input type="checkbox"/> Missing
{1.1} (a) Reports with findings of noncompliance.	3	<input type="checkbox"/> Missing
Reports with findings of noncompliance (1.1.a) exceeds complaints with reports issued (1.1).		

Figure 6.3 – Edit Check Warnings

A warning message will display at the bottom of the **Review and Submit** form with a list of all failed edit check logic (see fig. 6.4) in red:



Please note that the data entered result in the following relationships which violate edit checks: 1.1a > 1.1

Please provide information to address edit checks violated above.

4000 Character Limit

SUBMIT

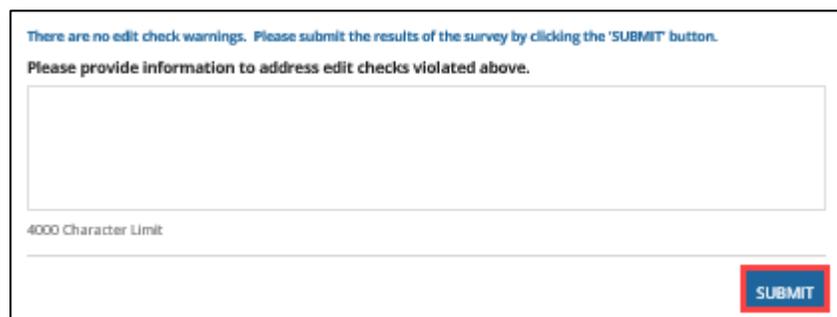
Figure 6.4 – Edit Check Warning at end of Survey and Comment Box

To make any changes to the survey, select the **Data Entry** tab and select the **Update Data** button update the appropriate data and save by selecting the **Save as Draft** (see fig. 5.4) button. Navigate back to the **Review and Submit** tab to **Verify Data** and **Submit**.

If the form must be submitted with edit check warnings present, use the comment box (see fig. 6.5) located at the bottom of the **Review and Submit** tab to enter a comment explaining why the data are being submitted with edit check warnings.

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. 6.5).

NOTE! The **Verify Data** button only appears once a draft has successfully been saved.



There are no edit check warnings. Please submit the results of the survey by clicking the 'SUBMIT' button.

Please provide information to address edit checks violated above.

4000 Character Limit

SUBMIT

Figure 6.5 – Submit button

An HTML report and a Year-to-Year Comparison report will be auto-generated and posted to the **State Reports** tab as well as the **IDEA Part B Reports Folder**. The IDEA Part B Data Manager will receive a confirmation email after the data have been submitted to the database.

7.0 Accessing State Reports

The HTML and Year-to-Year Comparison reports can be accessed in one of two ways:

1. in the survey under the **State Reports** tab (see fig. 7.1); and
2. by navigating to the **Reports** tab in the EMAPS navigation menu.

IDEA Part B Dispute Resolution Arizona SY 2019-20				
Summary Data Entry Review and Submit State Reports Related Actions				
File Name	File Type	Creation Date	Submitter Name	Email
Arizona Part B Dispute Resolution 2019-20	HTML	8/20/2020 10:04 AM EDT	Tester5, IDEA	[Redacted]
Arizona Part B Year-to-Year Dispute Resolution 2019-20	CSV	8/20/2020 10:04 AM EDT	Tester5, IDEA	[Redacted]

Figure 7.1 – State Reports tab

Once a file name is selected, the HTML report will appear in a new tab of the internet browser (see fig. 7.2).

 IDEA Part B - Dispute Resolution	
School Year: 2019-20	
Section A: Written, Signed Complaints	
(1) Total number of written signed complaints filed.	300
(1.1) Complaints with reports issued.	250
(1.1) (a) Reports with findings of noncompliance.	5
(1.1) (b) Reports within timelines.	10
(1.1) (c) Reports within extended timelines.	M
(1.2) Complaints pending.	20
(1.2) (a) Complaints pending a due process hearing.	25
(1.3) Complaints withdrawn or dismissed.	30
Section B: Mediation Requests	
(2) Total number of mediation requests received through all dispute resolution processes.	604
(2.1) Mediations held.	600
(2.1) (a) Mediations held related to due process complaints.	1
(2.1) (a) (i) Mediation agreements related to due process complaints.	2
(2.1) (b) Mediations held not related to due process complaints.	3
(2.1) (b) (i) Mediation agreements not related to due process complaints.	0
(2.2) Mediations pending.	4
(2.3) Mediations withdrawn or not held.	M

Figure 7.2 – HTML Report

Save this report to the computer desktop using browser options or print the report as a hard copy.

NOTE! The HTML and Year-to-Year Comparison reports will be generated each time data are submitted to the database. The most recent reports available will be data in the survey that was last submitted to the database and the collection ED will use for analysis.

Any edit checks that are violated by the data submitted will be displayed on the HTML survey report, located under the comment box (see fig. 7.3). These edits will appear as they do in the **Review and Submit** form; edits on the HTML reports will not be displayed in red text.

<p>Comment:</p> <p>Additional Comment:</p> <p>Please note that the data entered result in the following relationships which violate edit checks: $(1.1.b + 1.1.c) > 1.1$, $(3.2.a + 3.2.b) > 3.2$</p>

Figure 7.3 – Edit Check in HTML Report

To remove the edit checks from displaying in the HTML report, correct the data in the **Data Entry** form. Re-submit the survey through the **Review and Submit** page to overwrite the previous submission.

The Year-to-Year Comparison Report will open in Excel and may be used to compare data from past years (see fig. 7.4). Each time a version of the survey is submitted, a new version of this report will be generated. Take care to open the correct report by referencing the time/date stamp.

EMAPS - IDEA Part B Dispute Resolution							
Year 2019-20							
State Name: ██████████							
Created: 8/25/2020 1:11 PM EDT							
	Year 1	Year 2	Year 3	Difference	Difference	% Change	% Change
	2017-18	2018-19	2019-20	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3
(1) Total number of written signed complaints filed.	41	475	300	434	-175	1058.54	-36.84
(2) Total number of mediation requests received through all dispute resolution processes.	147531	348	604	-147183	256	-99.76	73.56
(3) Total number of due process complaints filed.	76304	156	120	-76148	-36	-99.8	-23.08
(4) Total number of expedited due process complaints filed.	4839	90	160	-4749	70	-98.14	77.78

Figure 7.4 – Year-to-Year Comparison Report in Excel

8.0 Glossary of Data Elements

Change of placement ordered – The hearing officer’s written decision in an expedited due process hearing fully adjudicated ordered a change in placement of a child with a disability (IDEA) to an appropriate interim alternative educational setting.

Complaint pending – A written, signed complaint that is either still under investigation or the SEA’s written decision has not been issued.

Complaint pending a due process hearing – A written, signed complaint in which one or more of the allegations in the complaint are the subject of a due process complaint that has not been resolved.

Complaint with report issued – A written decision was provided by the SEA to the complainant and public agency regarding alleged violations of a requirement of Part B of IDEA.

Complaint withdrawn or dismissed – A written, signed complaint that was withdrawn by the complainant for any reason or that was determined by the SEA to be resolved by the complainant and the public agency through mediation or other dispute resolution means, and no further action by the SEA was required to resolve the complaint; or a complaint dismissed by the SEA for any reason, including that the complaint does not include all required content.

Decision within extended timeline – The written decision from a hearing fully adjudicated was provided to the parties in the due process hearing more than 45 days after the expiration of the resolution period, but within a specific time extension granted by the hearing or reviewing officer at the request of either party.

Decision within timeline – The written decision from a hearing fully adjudicated was provided to the parties in the due process hearing not later than 45 days after the expiration of the resolution period or in the case of an expedited due process complaint, provided no later than 10 school days after the due process hearing, which must occur within 20 school days of the date the expedited due process complaint is filed.

Due process complaint – A filing by a parent or public agency to initiate an impartial due process hearing on matters relating to the identification, evaluation, or educational placement of a child with a disability (IDEA), or the provision of a free appropriate public education to the child.

Due process complaint pending – A due process complaint wherein a due process hearing has not yet been scheduled or is scheduled but has not yet been held.

Due process complaint withdrawn or dismissed – A due process complaint that has not resulted in a fully adjudicated due process hearing. This includes due process complaints resolved through a mediation agreement or through a written settlement agreement, those settled by some other agreement between the parties (parent and

public agency) prior to completion of the due process hearing, those withdrawn by the filing party, those determined by the hearing officer to be insufficient or without cause, and those not fully adjudicated for other reasons. This does not include due process complaints that are pending a due process hearing.

Expedited due process complaint – A due process complaint filed by: (1) the parent of a child with a disability who disagrees with any decision regarding the manifestation determination and/or disciplinary removal of a student from an educational placement and the placement of that student in an interim alternative educational setting; or (2) a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

Expedited due process complaint pending – An expedited due process complaint wherein an expedited due process hearing has not yet been scheduled or is scheduled but has not yet been held.

Expedited due process complaint withdrawn or dismissed – An expedited due process complaint that has not resulted in an expedited fully adjudicated due process hearing. This includes expedited due process complaints resolved through a mediation agreement or through a written settlement agreement, those settled by some other agreement between the parties (parent and public agency) prior to completion of the expedited due process hearing, those withdrawn by the filing party, those determined by the hearing officer to be insufficient or without cause, and those not fully adjudicated for other reasons. This does not include expedited due process complaints that are pending an expedited due process hearing.

Expedited due process hearing fully adjudicated – A hearing officer conducted a due process hearing concerning an expedited due process complaint, reached a final decision regarding matters of law and fact and issued a written decision to the parties about whether a change of placement is ordered.

Hearing fully adjudicated – A hearing officer conducted a due process hearing, reached a final decision regarding matters of law and fact and issued a written decision to the parties.

Mediation agreement – A written legally binding agreement signed by a parent and a representative of the public agency who has the authority to bind the public agency that specifies the resolution of any issues in the dispute that were reached through the mediation process. A mediation agreement that fully or partially resolves issues in dispute is included in “mediation agreement.”

Mediation held – A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency involving any matter under Part B of IDEA of 34 CFR Part 300, and that concluded with or without a written mediation agreement between the parties.

Mediation held not related to due process complaint – A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency that was not initiated by the filing of a due process complaint or did not include issues that were the subject of a due process complaint.

Mediation held related to due process complaint – A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency that was initiated by the filing of a due process complaint or included issues that were the subject of a due process complaint.

Mediation not held – A request for mediation that did not result in a mediation being conducted by a qualified and impartial mediator. This includes mediation requests that were withdrawn, mediation requests that were dismissed, requests where one party refused to mediate, and requests that were settled by some agreement other than a mediation agreement between the parties.

Mediation pending – A request for mediation that has not yet been scheduled or is scheduled but has not yet been held.

Mediation request – A request by a party to a dispute involving any matter under Part B of IDEA for the parties to meet with a qualified and impartial mediator to resolve the dispute(s).

Report with findings of noncompliance – The written decision provided by the SEA to the complainant and public agency in response to a written, signed complaint, which finds the public agency to be out of compliance with one or more requirements of Part B of IDEA of 34 CFR Part 300.

Report within extended timeline – The written decision from the SEA was provided to the complainant and the public agency more than 60 days after the written, signed complaint was filed, but within an appropriately extended timeline. An appropriately extended timeline is an extension beyond 60 days that was granted due to exceptional circumstances that exist with respect to a particular complaint; or if the parent and the public agency involved agreed to extend the time to engage in mediation, or to engage in other alternative means of dispute resolution, if available in the State or under State procedures.

Report within timeline – The written decision from the SEA was provided to the complainant not later than 60 days after receiving the written, signed complaint.

Resolution meeting – A meeting, convened by the local education agency (LEA), between the parent(s) and school personnel to discuss the parent's due process complaint and the facts that form the basis of the due process complaint, so that the LEA has the opportunity to resolve the dispute that is the basis for the due process complaint.

Resolution period – Thirty (30) days from the LEA’s receipt of a due process complaint unless the period is adjusted because: (1) both parties agree in writing to waive the resolution meeting; or (2) after either the mediation or resolution meeting starts, but before the end of the 30-day period, the parties agree in writing that no agreement is possible; or (3) if both parties agree in writing to continue the mediation at the end of the 30-day resolution period, but later, the parent or public agency withdraws from the mediation process.

Written settlement agreement – A legally binding written document, signed by the parent and a representative of the public agency, specifying the resolution of the dispute that formed the basis for a due process complaint arrived at in a resolution meeting. For the purposes of reporting the IDEA Part B Dispute Resolution data, a written settlement agreement is one that fully resolves all issues of the due process complaint and negates the need for a due process hearing.

Written, signed complaint – A signed, written document submitted to the SEA by an individual or organization (complainant) that alleges a violation of a requirement of Part B of IDEA of 34 CFR Part 300, including cases in which some required content is absent from the document.



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