U.S. DEPARTMENT OF EDUCATION

EMAPS User Guide: IDEA Part B
Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS)

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PREFACE

The EMAPS IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) 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 upload IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) data and navigate this survey 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 ED Facts (OMB 1850-0925, expires 06/30/2020). 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 e-mail 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, kindergarten through grade 12 (K–12) 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.
## CONTENTS

**DOCUMENT CONTROL** ........................................................................................................ 3
**PREFACE** ............................................................................................................................... 3
**CONTENTS** .............................................................................................................................. 4

1.0 Introduction .......................................................................................................................... 5
  1.1 Technological Requirements ............................................................................................ 5

2.0 Overview .............................................................................................................................. 6
  2.1 Important Dates .................................................................................................................. 7
  2.2 Frequently Asked Questions ............................................................................................ 7

3.0 Accessing EMAPS ............................................................................................................... 14

4.0 Accessing the IDEA Part B MOE Reduction & CEIS Survey ........................................... 16
  4.1 EMAPS Records Tab .......................................................................................................... 16
  4.2 IDEA Part B MOE and CEIS Start Page ........................................................................... 17

5.0 Navigation Tips .................................................................................................................... 19

6.0 Accessing IDEA Part B MOE Reduction & CEIS Template ............................................. 20
  6.1 Accessing the Template from the EMAPS Main Page ..................................................... 20

7.0 Completing the IDEA Part B MOE Reduction & CEIS Report ........................................ 22
  7.1 Updating the List of LEA/ESAs in the MOE Reduction and CEIS Report ................... 23
  7.1.1 To Add an LEA/ESA .................................................................................................... 23
  7.1.2 NEW! To Indicate an LEA/ESA is closed .................................................................. 24
  7.1.3 To Remove an LEA/ESA ............................................................................................ 24
  7.1.4 To Change an LEA/ESA ............................................................................................ 24
  7.2 Entering Data into the Data Fields .................................................................................... 24
  7.2.1 Specific Instructions for Section A: LEA Allocations ................................................. 28
  7.2.2 Specific Instructions for Section B: Maintenance of Effort Reduction ..................... 29
  7.2.3 Specific Instructions for Section C: Provision of Coordinated Early Intervening Services (CEIS) ........................................................................................................... 30
  7.2.4 Specific Instructions for Section D: Number of Children Receiving Coordinated Early Intervening Services .......................................................................................... 32

8.0 Uploading the IDEA Part B MOE Reduction & CEIS Report .......................................... 33

9.0 Accessing Fatal Errors in the IDEA Part B MOE Reduction & CEIS Report ............... 35
  9.1 Fatal Errors ...................................................................................................................... 36

10.0 Accessing the Final Version of the MOE Reduction and CEIS Report ....................... 38
  10.1 Summary of Auto-Calculated Fields ............................................................................ 40
  10.2 Warnings ....................................................................................................................... 43

11.0 Submitting the Final IDEA Part B MOE Reduction and CEIS Report ......................... 49
1.0 Introduction

The ED Facts Metadata and Process System (EMAPS) is a Web-based tool used to provide state education agencies (SEAs) with an easy method of reporting and maintaining data to (1) meet Federal reporting requirements, and (2) provide information on state policies, plans, and metadata in order to aid in the analysis of data collected.

1.1 Technological Requirements

Before Beginning:

Internet Explorer versions, 9, 10 and 11 are the only 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.
2.0 Overview

This survey has been developed under Section 618, Part B of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part B Data Managers. The survey provides the following information for every local educational agency (LEA) or educational service agency (ESA) that receives an IDEA Section 611 or 619 sub grant:

- **LEA/ESA Allocations** - includes the IDEA 611 allocation amounts for each LEA/ESA in the State for the reference Federal fiscal year and the previous Federal fiscal year and the IDEA 619 allocation amounts for the reference Federal fiscal year.

- **Maintenance of Effort (MOE) Reduction** - includes the determination under the 34 CFR § 300.600(a)(2) for each LEA/ESA; how much the LEA/ESA reduced of local and/or State funds taken under Section 613(a)(2)(C) for the reference school year; whether LEAs/ESAs met the MOE compliance standard; and whether funds were returned to the Department of Education for failure to meet MOE compliance standard.

- **Provision of Coordinated Early Intervening Services (CEIS)** - includes whether each LEA/ESA was required to reserve funds for CEIS due to significant disproportionality during the reference school year and whether each LEA/ESA voluntarily reserved for funds for CEIS. For each LEA/ESA that reserved funds for CEIS (required or voluntary), the dollar amount that was reserved during the reference school year should be included. Additionally, for each LEA/ESA that reserved funds for required CEIS due to significant disproportionality, the reason for which the LEA/ESA was identified for significant disproportionality should be reported.

- **Number of Children Receiving CEIS** - includes the number of children who received CEIS during the reference school year and the number of children who received CEIS at any time during the reference school year and the two preceding school years and received special education and related services during the reference school year.

This survey shall be provided for 50 states plus the District of Columbia, Puerto Rico, the U. S. Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states. (American Samoa, Guam, Marshall Islands, Micronesia, Northern Marianas and Palau).
2.1 Important Dates

The MOE Reduction and CEIS process opens April 1, 2019 and closes May 1, 2019 at 11:59 PM ET.

Data files can be uploaded and reports can be accessed until the May 1, 2019 due date. After the due date, the report can be reviewed but revisions CANNOT be uploaded until the reopen period.

There will be a reopen period between July 29, 2019 and August 28, 2019. The data will be frozen on August 28, 2019 to be used by OSEP for monitoring purposes, in the Annual Report to Congress, public reporting of the IDEA Section 618 data, and ad hoc requests.

**NOTE!** Do not submit preliminary or placeholder data just to meet the submission deadline. These data are submitted to meet the annual data reporting requirements under IDEA Section 618. The data will be evaluated for timeliness, completeness, and accuracy.

2.2 Frequently Asked Questions

Below is a list of frequently asked questions regarding this EMAPS IDEA Part B MOE Reduction and CEIS process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center (PSC) at EDEN_SS@ed.gov.
What is the primary use of this information?

The survey collects the following information for every LEA (local educational agency) or ESA (education service agency) that receives an IDEA Section 611 or 619 sub grant:

- **LEA/ESA Allocations** - includes the IDEA 611 allocation amounts for each LEA/ESA in the State for the reference Federal fiscal year and the previous Federal fiscal year and 619 allocation amounts for the reference Federal fiscal year.

- **Maintenance of Effort (MOE) Reduction** - includes the determination under the 34 CFR § 300.600(a)(2) for each LEA/ESA; how much the LEA/ESA reduced of local and/or State funds taken under Section 613(a)(2)(C) for the reference school year; whether LEAs/ESAs met the MOE compliance standard; and whether funds were returned to the Department of Education for failure to meet MOE compliance standard.

- **Provision of Coordinated Early Intervening Services (CEIS)** - includes whether each LEA/ESA was required to reserve funds for CEIS due to significant disproportionality during the reference school year and whether each LEA/ESA voluntarily reserved for funds for CEIS. For each LEA/ESA that reserved funds for CEIS (required or voluntary), include the dollar amount that was reserved during the reference school year. Additionally, for each LEA/ESA that reserved funds for required CEIS due to significant disproportionality, include the reason for which the LEA/ESA was identified for significant disproportionality.

- **Number of Children Receiving CEIS** - includes the number of children who received CEIS during the reference school year and the number of children who received CEIS at any time during the reference school year and the two preceding school years and received special education and related services during the reference school year.

The data collected using this survey is authorized by the Individuals with Disabilities Education Act (IDEA), Section 618.

These data were previously reported in Table 8, *Report on IDEA Part B Maintenance of Effort Reduction (34 CFR §300.205(a)) and Coordinated Early Intervening Services (34 CFR §300.226)*.

The Office of Special Education Programs (OSEP) uses the data submitted via this survey/process for monitoring purposes, in the Annual Report to Congress, for public reporting of the IDEA Section 618 data, and in ad hoc requests.

**Who in my state was given access to its IDEA Part B MOE Reduction & CEIS Report?**

Each state IDEA Part B Data Manager has been granted access to EMAPS in order to
upload the data file, check for errors and warnings, and download the final report.

**Can someone other than the Part B Data Manager upload these data and review the errors and warnings for my state? If so, how do I do that?**

Yes. If the Part B Data Manager wishes to authorize someone else to submit the data or review the errors and warnings for this report, please contact the Partner Support Center (PSC) with the name and e-mail address of the new user(s).

Phone: (877) 457-3336
E-mail: EDEN_SS@ed.gov
Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@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 any notifications?**

**EMAPS** will send notifications to Part B Data Managers at the following times:
- One week prior to opening the system in **EMAPS**, the Part B Data Managers will receive the initial individualized .CSV (comma separated values) file template;
- When the system is open and available for uploading files;
- If the state’s uploaded data file has fatal errors;
- When the state’s uploaded data file has no fatal errors and is an acceptable file;
- When the final data file has been submitted for the state; and
- If no files have been uploaded two weeks prior to the close of the system.

Three days prior to the close of the system, one of four e-mails may be sent to Part B Data Managers if action is still required:
- No files have been uploaded;
- Uploaded data file has fatal errors;
- The data file is not submitted; or
- A submitted data file is uploaded with warnings.

Additionally, Part B Data Managers will receive notifications when the system is reopened for data resubmission:
- When the system has been reopened and OSEP has a data quality inquiry that requires resubmission of data or the submission of a data note;
- When the system has been reopened and OSEP has no data quality inquiry (i.e., no resubmission or a data note is required);
- One week prior to the close of the reopen period:
  - If an updated data file has not been submitted to address data quality inquiries (i.e., requiring resubmission or a data note); or
Are all states required to submit the IDEA Part B MOE Reduction & CEIS Report via EMAPS for FFY 2017/SY 2017-18?

Yes; 50 states plus the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states (American Samoa, Guam, Marshall Islands, Micronesia, Northern Marianas and Palau) are required to submit these data.

What reporting year will this data collection cover?

The LEA/ESA allocations reported in the IDEA Part B MOE Reduction and CEIS Report for FFY 2016 and FFY 2017. FFY 2016 includes Section 611 funds available on July 1, 2016 and October 1, 2016.

FFY 2017 includes Section 611 funds available on July 1, 2017 and October 1, 2017 and Section 619 funds available on July 1, 2017.

The other data elements represent SY 2017-18.

The count of children receiving CEIS should cover an entire year.

Where can I find the individual state data file template for the MOE Reduction & CEIS Report?

This will be e-mailed to the Part B Data Manager one week prior to the opening of the process. Please contact PSC if the Part B Data Manager does not receive your state’s individual data file template. This may indicate that we do not have the correct e-mail listed in the system.

The blank data file template will also be available within EMAPS. This User Guide contains information on how to access the template in EMAPS, see Section 6.1.

Which LEAs/ESAs should be included in the MOE Reduction & CEIS Report?

For the purposes of the IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) report, States should only report data from LEAs/ESAs that:

1. Meet the definition of LEA in 34 CFR §300.28;
2. Submitted a plan that provides assurances to the SEA that the LEA/ESA meets each of the conditions in §§300.201 through 300.213; and
3. Received an IDEA section 611 and/or IDEA section 619 subgrant under §300.705 and/or §300.816 directly from the SEA for the reporting year.

If there was no data quality inquiry or an updated data file has been submitted to address the data quality inquiry.

For the purposes of the IDEA Part B Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) report, States should only report data from LEAs/ESAs that:

1. Meet the definition of LEA in 34 CFR §300.28;
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3. Received an IDEA section 611 and/or IDEA section 619 subgrant under §300.705 and/or §300.816 directly from the SEA for the reporting year.

Are all states required to submit the IDEA Part B MOE Reduction & CEIS Report via EMAPS for FFY 2017/SY 2017-18?

Yes; 50 states plus the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states (American Samoa, Guam, Marshall Islands, Micronesia, Northern Marianas and Palau) are required to submit these data.

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FFY 2017 includes Section 611 funds available on July 1, 2017 and October 1, 2017 and Section 619 funds available on July 1, 2017.

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The count of children receiving CEIS should cover an entire year.

Where can I find the individual state data file template for the MOE Reduction & CEIS Report?

This will be e-mailed to the Part B Data Manager one week prior to the opening of the process. Please contact PSC if the Part B Data Manager does not receive your state’s individual data file template. This may indicate that we do not have the correct e-mail listed in the system.

The blank data file template will also be available within EMAPS. This User Guide contains information on how to access the template in EMAPS, see Section 6.1.

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1. Meet the definition of LEA in 34 CFR §300.28;
2. Submitted a plan that provides assurances to the SEA that the LEA/ESA meets each of the conditions in §§300.201 through 300.213; and
3. Received an IDEA section 611 and/or IDEA section 619 subgrant under §300.705 and/or §300.816 directly from the SEA for the reporting year.
Must I supply all the Names and NCES IDs for each LEA/ESA?

No; the state data file template, which will be e-mailed to the Part B Data Manager one week prior to the survey opening or which can be downloaded from EMAPS, will be pre-populated with the LEA/ESA information (i.e., LEA name and LEA NCES ID) that were used last year. For instructions to access the data file template, see section 6.1.

Can I add or modify the list of LEA/ESAs?

Yes; a state can added LEA/ESAs, update LEA/ESAs with changes to their names or NCES ID Numbers, or remove LEA/ESAs from the list, as needed. This User Guide contains instructions on how to add or modify the list of LEA/ESAs provided in the individual state data file templates.

**NOTE!** All LEA/ESA names that contain a comma must be put in quotation marks. The file will not process and the user will not receive an e-mail saying the file has been successfully uploaded to EMAPS if a file is submitted with comma(s) in the LEA/ESA name without quotation marks around it.

**NOTE!** NCES ID Numbers can only appear once in the submitted list of LEA/ESA for each state. The file will receive fatal errors if a file is submitted with using the same NCES ID Number for multiple LEAs/ESAs (i.e., rows in the file).

**NOTE!** NCES ID Numbers entered into the data file must be valid. The file will receive fatal errors if a file is submitted with invalid NCES ID Numbers.

**NEW!** Can I submit data for a closed LEA/ESA?

Yes; if an LEA/ESA has closed, but the state needs to report data for the LEA/ESA, use Update Flag 6 to indicate that the LEA/ESA is closed. When using the Update Flag 6, a response must be provided for all columns. If the state only has partial data for the closed LEA/ESA, they should report NA in the columns for which they do not have data.

Some of my NCES IDs have the format of ##F#####--what does this mean?

LEA/ESAs reported last year in the MOE Reduction and CEIS data collection that did not match the LEA/ESAs in the NCES Directory file submitted to the EDFacts Submission System (ESS) were given NCES ID placeholders. Please change the NCES ID to the actual NCES ID, if it is available in the NCES Directory files in ESS, using Update Flag 5. If an actual NCES ID does not exist for the LEA/ESA, please maintain the NCES ID placeholder. This User Guide contains instructions about updating the NCES ID, see section 7.1.4.
Can I enter an LEA/ESA name that includes commas?

Yes; however, please be sure to include quotation marks around the whole LEA/ESA name that includes a comma.

**NOTE!** The file will not process and the user will not receive an e-mail saying the file has been successfully uploaded to EMAPS if a file is submitted with comma(s) in the LEA/ESA name without quotation marks around it.

May I leave a field blank?

Blanks are only permitted in certain situations.

- When the Update Flag is **3 (New)**, the NCES ID Number field may be blank, a placeholder NCES ID with the format of ##F#### will be assigned after the data template is uploaded and can be reviewed in the final report;
- When there are no changes to an LEA/ESA, the Update Flag field may be blank;
- When the Update Flag is **2 (no longer used)**, all data fields in that row may be blank, except the NCES ID and LEA/ESA name and school year; or
- The previous NCES ID field should always be blank unless the NCES ID is changing and the Update Flag is set to 5.

All other blanks will require completion and for the file to be successfully uploaded.

Can I report data as ‘Missing’?

The user should report a count as **Missing** when the State did not collect or cannot report a count for the specific category that is applicable to the state.

**NOTE!** When submitting **Missing**, the user should enter **M** into the field. Please provide an explanation for **Missing** data and what steps will be taken to ensure that the data will be reported in the future in the comment box prior to submitting the data to the database.

**NOTE!** **Missing** is not permitted for the LEA/ESA Name field or NCES ID or school year. The LEA/ESA NCES ID may be left blank if the state does not know the NCES ID or if the NCES ID is unavailable. **Missing** is not a permitted value for this field.

Is ‘Not Applicable’ acceptable for any field?

Not Applicable, reported as **NA**, is permitted for all fields, except for Name, NCES ID, LEA/ESA voluntary CEIS column C3A and the school year field. **NA** is not acceptable for LEA/ESA voluntary CEIS column C3A. **NA** is also not acceptable for the school year field. If used in these columns, the file will require correction and will need to be re-uploaded.
I uploaded my CSV file, how long until my reports are available?

It may take several hours to process the reports. Until the reports have processed, uploading a new file or submitting data to the database will not be possible. The Upload Form screen will display a warning message that a file is being processed and will not allow another file to be uploaded. An automated e-mail from EMAPS will indicate that the file has been processed. The final report of your data with the auto-calculated figures and percentages as well as warning messages cannot be viewed until the automated e-mail is received. After reviewing the final report and making the necessary corrections, ensure that the data is submitted to the database.

**NOTE!** Do not re-upload the file if you have not received an e-mail. If you have any questions about the status of the file, please contact PSC.

Can I make corrections to the submitted data before the due date/freeze date?

Yes. IDEA Part B Data Managers will be able to override any previously submitted versions of their state data by uploading a new version of the data file. There are no limits to the number of times data can be uploaded and a data file can be submitted.

**NOTE!** A data file that is uploaded will overwrite any previously uploaded data files. Only the most recently uploaded data file will be reviewed by OSEP.

Is there a character limit for the survey comment boxes provided?

Yes. The comment field is a paragraph type format with a maximum size of 4,000 characters.

Can I print the results of this report?

Yes. The final CSV file may be opened in Excel and printed.

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

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.
3.0 Accessing EMAPS

To log in directly to EMAPS, go to the EMAPS homepage at https://emaps.ed.gov/suite/tempo (see fig. 3.1).

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). Both the EMAPS username and password are case sensitive. If you experience issues logging into EMAPS, please contact PSC (FAQ Section, 2.1).
To log out of EMAPS, select the profile icon in the top right-hand corner and select *Sign Out*.

![Figure 3.3 – EMAPS Logout screen](image)

**NOTE!** A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, select within the EMAPS survey form, or select *Continue* when the inactivity warning message is displayed.
4.0 Accessing the IDEA Part B MOE Reduction & CEIS Survey

4.1 EMAPS Records Tab

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 on 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**: The tasks tab is used to assign work as a part of a process or by another user in the EMAPS system. Tasks appear in the tab in the format of a message.

**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.

To launch the MOE Reduction & CEIS Survey, follow these steps: On the EMAPS Records Tab, select the blue IDEA Part B MOE and CEIS link to access your states start page (see fig. 4.2).
4.2 IDEA Part B MOE and CEIS Start Page

Select the `<State Name> - IDEA Part B MOE and CEIS Main SY 2017-18` to enter the MOE and CEIS Survey Start Page (see fig. 4.3).

The system will redirect to the **Summary** tab of the survey (see fig. 4.4), where the following will be available:

- Information about the survey;
- Instructions for completing the survey;
- Survey user guide;
- A timeline of the state’s progress; and
- The **Upload Form** button which is used to upload the completed data file templates to **EMAPS**.
**Caution to Submitters**

Please follow the following steps (also in the User Guide):

1. Upload form by selecting the “Upload Form” button in the top right corner of this screen.

2. **WAIT FOR AN EMAIL BEFORE MOVING TO "SUBMIT"** Your email will indicate that the file has processed successfully or if it has fatal flaws.

   a. If you receive an email that says you have a fatal flaw, go back to:
      i. The “Status Report” tab
      ii. In the Report Type dropdown, select “Guan Error Reports”
      iii. Select the most recently uploaded error report and review the report.
      iv. If your originally submitted file and start the Upload Form process over again.

   b. If you receive an email that says your file processed successfully, go to:
      i. The “Status Report” tab
      ii. In the Report Type dropdown, select “Guan Data File”
      iii. Select the most recently uploaded data file and review the report.
      iv. Verify the data submitted by reviewing the auto-calculated figures and percentages provided in this report (columns I, J, L, O, Z and AC).
      v. Go to columns, KG through IC to review your Warnings.
      vi. After reviewing your warnings, either:
          1. Fix the data to eliminate the warnings and start the Upload Form process over again or
          2. Follow the proceeding steps to submit the data with an explanation for the warning.
      vii. Go to the Records tab
      viii. Select the IDEA Part B MOE and CEIS survey link
      ix. Select “SUBMIT” tab
      x. Select the “ENABLE SUBMIT PAGE” button in the top right corner of the screen.
      xi. Provide notes, if needed (e.g., explain why you are submitting with warnings).
      xii. Select “SUBMIT TO DATABASE”

*EMAPS IDEA Part B MOE CEIS SY 2016-17 User Guide*
5.0 Navigation Tips

The IDEA Part B MOE and CEIS *Records* navigation menu contains five tabs (see fig. 5.1).

![IDEA Part B MOE and CEIS Navigation Menu](image)

**Figure 5.1 – IDEA Part B MOE and CEIS Navigation Menu**

- **Summary:** This section contains:
  - Information about completing the survey;
  - A timeline of the state’s progress;
  - The **Upload Form** button, which is used to upload the completed data file templates to EMAPS; and
  - The IDEA Part B MOE Reduction and CEIS User Guide.

- **Submit:** The form to submit the survey to the database.

- **State Reports:** This section contains the following folders:
  - `<State Name> Data Files` – This contains Data File Templates, and the most recently completed and uploaded template.
  - `<State Name> Error Reports` – This folder contains reports of any fatal errors.
  - `<State Name> Reports` – This folder contains final reports and year to year reports.

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

- **Related Actions:** This tab provides links to update each tab in the survey.
6.0 Accessing IDEA Part B MOE Reduction & CEIS Template

Unfilled MOE Reduction and CEIS data file templates will be sent to states by EMAPS one week prior to the opening of the system. The template will be in CSV format and prefilled with LEA/ESA information (e.g., LEA name and LEA NCES ID) from last year but will not contain any other data. Please use the template in the provided format and do not modify columns or headings. The blank data file template will also be available within EMAPS. Instructions for accessing the template are below.

6.1 Accessing the Template from the EMAPS Main Page

To access the blank CSV data file template, select the State Reports tab on the navigational menu (see fig 6.1).

![Figure 6.1 – State Reports Folder](image)

In the Survey Type Folder drop down menu, select <State Name> Data Files folder (see fig. 6.2).

![Figure 6.2 – State Reports Folder – Dropdown Options](image)

This folder will contain the data file template for SY 2017-18 which will be named <State Name> MOE and CEIS FFY 2017 SY 2017-18.csv. Please be sure to select the most recent file. The most recent file that the state has uploaded is also available in this
folder (see fig. 6.3).

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Type</th>
<th>Creation Date</th>
<th>Submitter Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOE and CEIS FFY SY 2017-18</td>
<td>CSV</td>
<td>2/27/2019 8:09 AM EST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOE and CEIS FFY SY2016-17</td>
<td>CSV</td>
<td>3/23/2018 7:08 AM EDT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>doc</td>
<td>CSV</td>
<td>2/15/2018 11:15 AM EST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOE and CEIS FFY SY2016-17</td>
<td>CSV</td>
<td>2/14/2018 2:57 PM EST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOE and CEIS FFY SY2012-13</td>
<td>CSV</td>
<td>3/25/2014 2:53 PM EDT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 6.3 – State Data Files Folder - Contents
7.0 Completing the IDEA Part B MOE Reduction & CEIS Report

In order to complete the IDEA Part B MOE Reduction and CEIS report, states should enter all of the data into the CSV data file template.

A note on CSV files - although this will be edited using Excel, please keep in mind that the file is to be saved as a CSV; therefore, all fields must be formatted as text fields, and LEA names that contain a comma must be surrounded by quotation marks. Additionally, commas should not be used in any fields containing a dollar amount.

Errors may occur if the data file is not formatted as text. If the data are cut and pasted, be sure to format all data as text prior to pasting into the template. Pay attention to any data that have leading zeros or leading spaces. Delete any leading spaces or cells that contain only spaces.

**NOTE!** Uploading a file with leading spaces will result in an error.

In order to save the file as CSV, select **Save As** in Excel and then choose **CSV** from the drop down menu as shown below (see fig. 7.1).

**NOTE!** Uploading a file in a format other than CSV will result in an error.

![Figure 7.1 – Sample of How to Save as .csv file on Windows Desktop](image-url)
7.1 Updating the List of LEA/ESAs in the MOE Reduction and CEIS Report

All LEA/ESAs on the state’s data file template were identified by the state in the prior year’s data submission. As needed, states may add, change or remove LEA/ESAs using columns A-E.

**NOTE!** Each LEA/ESA included in the data file must have a unique NCES ID Number. If the same NCES ID Number is used for multiple rows in the data file, the file will receive fatal errors and the user will not receive an e-mail saying the file has been successfully uploaded to EMAPS.

The first five columns of the CSV file are used for identifying and maintaining the list of LEA/ESAs in the state. The columns are described below:

- **A - Update Flag** – Indicates that changes to LEA/ESA information (i.e., LEA name and LEA NCES ID) have been made. To be used only if changes are needed for that LEA/ESA. Update flags have the following permitted values:
  - 1 – LEA/ESA Name Change
  - 2 – Remove LEA/ESA from report
  - 3 – LEA/ESA added to report
  - 5 – NCES ID Change
  - 6 – Closed LEA/ESA with Data *(NEW!)*

- **B - Previous Year** - Lists previous year’s NCES ID. To be used only if the NCES ID has changed. This field is used in conjunction with the Update Flag of 5.

- **C - State Name** - Lists State Name. Will not need modifying. If LEA/SEAs are added, copy the State Name cell from the previous cell.

- **D - LEA/ESA Name** - Lists the name of each LEA and ESA that receives a Section 611 or Section 619 sub grant from the state.

- **E - NCES ID** - Lists the NCES identification number for each LEA and ESA that receives a Section 611 or Section 619 sub grant from the state.

If the ESAs in the state do not have NCES identification numbers or you do not know the NCES identification numbers, leave that field blank. Blank NCES ID field must be accompanied by an Update Flag of 3 in column A.

LEA/ESAs may be modified using the following step.

**7.1.1 To Add an LEA/ESA**

Enter 3 in the **Update Flag** column (column A), copy the State Name from another cell and enter it into column C, enter the LEA/ESA’s name into column D and NCES ID information (if known) into the **NCES ID** field (column E). The NCES ID must be a valid ESS NCES ID. If the NCES ID is not valid, a fatal error will be triggered, the file will not...
process, and the user will not receive an e-mail saying the file has been successfully uploaded to EMAPS. If you do not know the NCES identification numbers, please leave column E blank.

**NOTE!** If the NCES ID is unknown, a temporary ID will be assigned. These temporary IDs are unique to each LEA/ESA, and must be updated by the state with the actual NCES ID as soon as a valid EDFacts Submission System (ESS) NCES ID is available. If there is still no ESS NCES ID available, continue to use the temporary NCES ID. The format of these IDs are ##F####. Newly generated IDs will be visible in the next year’s template.

7.1.2 **NEW! To Indicate an LEA/ESA is closed**

Enter 6 in the **Update Flag** column (column A), and report data as necessary in the rest of the row. When using the Update Flag 6, a response must be provided for all columns. If the state only has partial data for the closed LEA/ESA, they should report NA in the columns for which they do not have data.

7.1.3 **To Remove an LEA/ESA**

Enter 2 in the **Update Flag** column (column A), and leave the rest of the row as it is.

7.1.4 **To Change an LEA/ESA**

If the name of the LEA/ESA is changing, enter 1 in the **Update Flag** field (column A) and update the **LEA/ESA name** (column D).

If the NCES ID has changed, enter 5 in the **Update Flag** field (column A) and enter the new NCES ID # in the **NCES ID** field (column E). Enter the old NCES ID # in the **Previous Year** field (column B).

**NOTE!** The new NCES ID must be a valid ESS NCES ID. A fatal error will be triggered if the NCES ID is not valid.

7.2 **Entering Data into the Data Fields**

After making any necessary updates for LEA/ESA identifying information, complete each column in the CSV file for each LEA/ESA. Do not modify the column order or remove any columns from the document. This may cause fatal errors or may cause incorrect data to be reported and submitted to the database.

**NOTE!** While M is a permitted value in each field, a warning will be written to the final report when an M is reported in any column.
DO NOT use commas when entering dollar amounts, fatal errors may fire if commas are used in dollar amount fields.

Use the following permitted values for each column. Fatal errors will fire if data other than the permitted values below are entered into the data file.

Total LEA/ESA allocations for Section 611 FFY 2016 (A2A)
- Permitted values:
  - Positive numbers up to 2 decimal places
  - M - missing
  - NA - not applicable

Total LEA/ESA allocations for Section 611 FFY 2017 (A2B)
- Permitted values:
  - Positive numbers up to 2 decimal places
  - M - missing
  - NA - not applicable

Total LEA/ESA allocations for Section 619 FFY 2017 (A3B)
- Permitted values:
  - Positive numbers up to 2 decimal places
  - M - missing
  - NA - not applicable

What year’s data were used to make LEA/ESA determinations in the state (B2Year)
- Permitted values:
  - Positive integers entered in the format of XXXX-XX

**NOTE!** The school year reported must be the same for each LEA or ESA. A fatal error will be triggered if the school year reported for each LEA or ESA does not match.

The determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able to reduce MOE during SY 2017-18 (B2)
- Permitted values for acceptable responses:
  - 1 - Meets the requirements and purposes of Part B
  - 2 - Needs assistance in implementing the requirements for Part B
  - 3 - Needs intervention in implementing the requirements for Part B
  - 4 - Needs substantial intervention in implementing the requirements of Part B
  - NA - Not Applicable
  - M - Missing

Reduction of local and/or State funds pursuant to Section 613(a)(2) (C) by the LEA/ESA during SY 2017-18 (B3)
- Permitted values:
Did the state determine whether the LEA/SEA met the MOE compliance standard in FFY 2017/SY 2017-18? (B5)

- Permitted values:
  - 0 - No
  - 1 - Yes
  - NA - Not Applicable (Only for LEA/ESAs with Update Flag 3 (new) and BIE, American Samoa, Federated States of Micronesia, Guam, Hawaii, Northern Marianas Puerto Rico, Republic of Palau and Republic of Marshall Islands)
  - M - Missing

Did the LEA/ESA meet the MOE compliance standard in FFY 2017/SY 2017-18? (B6)

- Permitted values:
  - 0 - No
  - 1 - Yes
  - NA - Not Applicable
  - M - Missing

By the date of this data submission, did the state return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY2017/SY 2017-18? (B7)

- Permitted values:
  - 0 - No
  - 1 - Yes
  - NA - Not Applicable
  - M - Missing

What amount of non-Federal funds did the state return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2017/SY 2017-18? (B8)

- Permitted values:
  - Positive numbers up to 2 decimal places
  - M - missing
  - NA - not applicable

Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality in SY 2017-18? (C2A)

- Permitted values:
  - 0 - No
  - 1 - Yes
  - NA - Not Applicable
Was the LEA/ESA identified as having significant disproportionality due to **identification as a child with a disability**? (C2A.1)

- Permitted values:
  - 0 - No
  - 1 - Yes
  - NA - Not Applicable
  - M - Missing

Was the LEA/ESA identified as having significant disproportionality due to **identification by disability category**? (C2A.2)

- Permitted values:
  - 0 - No
  - 1 - Yes
  - NA - Not Applicable
  - M - Missing

Was the LEA/ESA identified as having significant disproportionality due to **placement in a particular educational setting**? (C2A.3)

- Permitted values:
  - 0 - No
  - 1 - Yes
  - NA - Not Applicable
  - M - Missing

Was the LEA/ESA identified as having significant disproportionality due to **disciplinary action**? (C2A.4)

- Permitted values:
  - 0 - No
  - 1 - Yes
  - NA - Not Applicable
  - M - Missing

Amount reserved for required CEIS in the LEA/ESA in SY 2017-18 (C2B)

- Permitted values:
  - Positive numbers up to 2 decimal places
  - M - Missing
  - NA - Not Applicable

Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 funds for CEIS in SY 2017-18? (C3A)

- Permitted values:
  - 0 - No
  - 1 - Yes

- M - Missing
7.2.1 Specific Instructions for Section A: LEA Allocations

Total LEA/ESA allocations for Section 611 FFY 2016 (A2A)
- Report the total Federal fiscal year (FFY) 2016 allocation of Section 611 funds each LEA or ESA received for FFY 2016 (i.e., funds available on July 1, 2016 and October 1, 2016).

Total LEA/ESA allocations for Section 611 FFY 2017 (A2B)
- Report the total FFY 2017 allocation of Section 611 funds each LEA or ESA received for FFY 2017 (i.e., funds available July 1, 2017 and October 1, 2017).

Total LEA/ESA allocations for Section 619 FFY 2017 (A3B)
• Report the total FFY 2017 allocation of Section 619 funds each LEA or ESA received for FFY 2017 (i.e., funds available July 1, 2017).

7.2.2 Specific Instructions for Section B: Maintenance of Effort Reduction

The determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able to reduce MOE (B2)

• For each LEA or ESA, report the determination under 34 CFR § 300.600(a)(2) that controls whether the LEA may be able to reduce MOE during SY 2017-18, which is based on FFY 2017 funding. For each LEA or ESA, the determinations should be specified as one of the following: meets the requirements and purposes of Part B; needs assistance in implementing the requirements of Part B; needs intervention in implementing the requirements of Part B; or needs substantial intervention in implementing the requirements of Part B.

What year’s data were used to make LEA/ESA determinations in the state (B2Year)

• Report which school year’s data (i.e., 2015-16 or 2016-17) was used to make the LEA or ESA determinations that apply to whether the LEA or ESA may reduce MOE during SY 2017-18, which is based on FFY 2017 funding.

NOTE! The school year reported must be the same for each LEA or ESA. A fatal error will be triggered if the school year reported for each LEA or ESA does not match.

Reduction of local and/or State funds pursuant to Section 613(a)(2)(C) by the LEA/ESA during SY 2017-18 (B3)

• Report the actual dollar ($) amount that each LEA or ESA reduced local, or State and local, expenditures under the IDEA MOE provision in IDEA §613(a)(2)(C) during SY 2017-18. Report the actual amount by which local, or state and local expenditures were reduced. Do not provide a projection of this amount. If LEA or ESA did not reduce MOE, report NA for Not Applicable.

Did the State determine whether the LEA/ESA met the MOE compliance standard in FFY 2017/SY 2017-18? (B5)

• Report if the State determined whether the LEA/ESA met the MOE compliance standard in FFY 2017/SY 2017-18. If Yes is reported for B5, a response should be reported for B6. If the State did not determine whether the LEA/ESA met the MOE compliance standard in FFY 2017/SY 2017-18, report NA for Not Applicable for B6, B7, and B8.

Did the LEA/ESA meet the MOE compliance standard in FFY 2017/SY 2017-18? (B6)

• Report whether the LEA/ESA met the MOE compliance standard in FFY 2017/SY 2017-18. If the State did not determine whether the LEA/ESA met the MOE compliance standard in the reference year, report NA for not
applicable. If No is reported for B6, a response should be reported for B7 and B8. If Yes or NA is reported for B6, NA should be reported for B7 and B8.

By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2017/SY 2017-18? (B7)

- Report whether the State returned non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2017/SY 2017-18 by the date of this data submission. If the State did not determine whether the LEA/ESA met the MOE compliance standard in the reference year, report NA for not applicable. If the LEA/ESA met the MOE compliance standard in the reference year, report NA for not applicable. If Yes is reported for B7, a response should be reported for B8.

What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in FFY 2017/SY 2017-18? (B8)

- Report the dollar ($) amount of non-Federal funds the State returned to the Department based on failure of the LEA/ESA to meet the MOE compliance standard in FFY 2017/SY 2017-18. If the State did not determine whether the LEA/ESA met the MOE compliance standard in the reference year, report NA for not applicable. If the LEA/ESA met the MOE compliance standard in the reference year, report NA for not applicable. If the State did not return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard in the reference year by the date of this data submission, report NA for Not Applicable.

7.2.3 Specific Instructions for Section C: Provision of Coordinated Early Intervening Services (CEIS)

Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality in SY 2017-18? (C2A)

- Report whether each LEA or ESA was required to use 15% of IDEA 611 and 619 funds for CEIS due to significant disproportionality in SY 2017-18. Under 34 CFR §300.646(b)(2), LEAs (including ESAs) that are identified by the SEA as having significant disproportionality based on race and ethnicity in identification, placement, or disciplinary actions must use 15% of IDEA funds for CEIS. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report NA for Not Applicable.

NOTE! Enter 0 for No; Enter 1 for Yes. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report NA for Not Applicable.
Was the LEA/ESA identified as having significant disproportionality due to **identification as a child with a disability?** (C2A.1)
- Report whether each LEA or ESA that was required to use IDEA funds for CEIS did so because they were identified as having significant disproportionality due to **identification as a child with a disability** in SY 2017-18. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for **Not Applicable**.

Was the LEA/ESA identified as having significant disproportionality due to **identification by disability category?** (C2A.2)
- Report whether each LEA or ESA that was required to use IDEA funds for CEIS did so because they were identified as having significant disproportionality due to **identification by disability category** in SY 2017-18. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for **Not Applicable**.

Was the LEA/ESA identified as having significant disproportionality due to **placement in a particular educational setting?** (C2A.3)
- Report whether each LEA or ESA that was required to use IDEA funds for CEIS did so because they were identified as having significant disproportionality due to placement in a particular educational setting in SY 2017-18. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for **Not Applicable**.

Was the LEA/ESA identified as having significant disproportionality due to **disciplinary action?** (C2A.4)
- Report whether each LEA or ESA that was required to use IDEA funds for CEIS did so because they were identified as having significant disproportionality due to **disciplinary action** in SY 2017-18. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for **Not Applicable**.

Amount reserved for required CEIS in the LEA/ESA in SY 2017-18 (C2B)
- Report the dollar ($) amount that was reserved for CEIS in each LEA or ESA that was required to use IDEA funds for CEIS in SY 2017-18. If the required CEIS provisions in IDEA do not apply to the LEA or ESA, report **NA** for **Not Applicable**.

Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 funds for CEIS in SY 2017-18? (C3A)
- Report whether the LEA or ESA voluntarily used up to 15% of IDEA 611 and 619 funds for CEIS in SY 2017-18. Under 34 CFR §300.226, LEAs (including ESAs) may use up to, but not more than, 15% of IDEA funds for CEIS.

**NOTE!** **NA** is **not an acceptable value for this field. If NA is entered, a fatal error will trigger, and the file will require correction and will need to be re-uploaded.**
NOTE! Enter 0 for No; Enter 1 for Yes.

Amount reserved for voluntary CEIS in SY 2017-18 (C3B)
- Report the dollar ($) amount of funds reserved for voluntary CEIS during SY 2017-18.

7.2.4 Specific Instructions for Section D: Number of Children Receiving Coordinated Early Intervening Services

For Section D, counts should cover the entire school year. Include children in grades Kindergarten through 12.

Total number of children receiving CEIS under the IDEA in the LEA/ESA during SY 2017-18 (D2)
- Report the total number of children who received CEIS under IDEA at any point during the course of the reporting year. This is an unduplicated count. This count should include children who received CEIS regardless of whether the Part B funds to support the services were required to be set aside or voluntarily set aside. A child should be included in this count whether the child received CEIS and was later determined to be eligible for special education and related services during the same or subsequent reporting year or was not determined eligible for special education and related services.

Total number of children who received CEIS under the IDEA anytime in the past two school years and received special education and related services in SY 2017-18 (D3)
- Report the total number of children who received CEIS under IDEA anytime in the past two school years (including SY 2015-16, SY 2016-17, and SY 2017-18) and received special education and related services in 2017-18. This is an unduplicated count.

NOTE! In D2 and D3, enter child count values with only positive integers--commas or any special characters will cause a fatal error.
8.0 Uploading the IDEA Part B MOE Reduction & CEIS Report

Once completed, upload the data file template into the MOE Reduction & CEIS Survey. On the MOE and CEIS Summary Page, click the **Upload Form** button on the top right hand corner of the screen (see fig 8.1).

This will direct the page to the **MOE Reduction and CEIS - Upload Form** page (see fig 8.2). To upload a form, select a file by dragging and dropping into the field, or click **Upload** to display the browser’s dialog box through which the transmission file can be selected. Once the file is selected, click **Open**. Click on the **Submit** button one time to load the file into EMAPS.
NOTE! A new file cannot be submitted while the previous one is still processing. An error message will appear on the screen if a file is being processed.

NOTE! Once the system has processed the file, EMAPS will send an automated e-mail saying that the data file has been processed. You will not be able to move forward in the process of submitting your data until this e-mail is received.
9.0 Accessing Fatal Errors in the IDEA Part B MOE Reduction & CEIS Report

If an automated e-mail from EMAPS is received indicating that the uploaded data file has fatal errors, view the error report, fix the data file to resolve the fatal errors, and start the Upload Form process over again.

A fatal error will occur when the permitted value or format for each column is not used in the data file. These fatal errors must be resolved in the data file in order to successfully upload the file to the EMAPS system.

The error report will be available within EMAPS. To access the Error report, select the State Reports tab on the navigational menu (see fig 9.1).

![Figure 9.1 – State Reports Folder](image)

In the Survey Type Folder drop down menu select <State Name> Error Reports folder (see fig. 9.2).

![Figure 9.2 – State Reports Folder – Dropdown Options - Error Reports](image)
An error log will appear for your state only if there are errors that need to be addressed (Fig. 9.3). If no errors are present or the completed data file has not finished processing, no report will appear.

![Figure 9.3 – Error Log Report](image)

After identifying and correcting all errors, resubmit by uploading the revised data file using the instructions further within this guide.

**NOTE!** Once the system has processed your file, EMAPS will send an automated e-mail saying that the data file has been processed. You will not be able to move forward in the process of submitting your data until this e-mail is received.

### 9.1 Fatal Errors

<table>
<thead>
<tr>
<th>Column</th>
<th>Type</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Fatal</td>
<td>The uploaded file could not be processed. Please verify that all expected</td>
</tr>
<tr>
<td></td>
<td></td>
<td>columns exist and no additional columns have been added.</td>
</tr>
<tr>
<td>LEA/ESA Name</td>
<td>Fatal</td>
<td>Name required.</td>
</tr>
<tr>
<td>NCES ID</td>
<td>Fatal</td>
<td>NCES ID not found in EDEN</td>
</tr>
<tr>
<td>NCES ID</td>
<td>Fatal</td>
<td>The same NCESID cannot be used for multiple LEAs/ESAs</td>
</tr>
<tr>
<td>NCES ID</td>
<td>Fatal</td>
<td>NCES ID or Provisional NCES ID must be 7 digits</td>
</tr>
<tr>
<td>NCES ID</td>
<td>Fatal</td>
<td>Prior-year ID not known</td>
</tr>
<tr>
<td>Update Flag</td>
<td>Fatal</td>
<td>Update Flag not a valid value</td>
</tr>
<tr>
<td>Update Flag</td>
<td>Fatal</td>
<td>Status flag doesn’t indicate an NCES ID update, previous NCES ID must be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>blank.</td>
</tr>
<tr>
<td>Year</td>
<td>Fatal</td>
<td>School year must be the same for all Records</td>
</tr>
<tr>
<td>B2</td>
<td>Fatal</td>
<td>Year not valid school year expected as YYYY-YY</td>
</tr>
<tr>
<td>A2A</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>A2A</td>
<td>Fatal</td>
<td>Must be positive value</td>
</tr>
<tr>
<td>A2B</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>A2B</td>
<td>Fatal</td>
<td>Must be positive value</td>
</tr>
<tr>
<td>Column</td>
<td>Type</td>
<td>Error Message</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>A3B</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>A3B</td>
<td>Fatal</td>
<td>Must be positive value</td>
</tr>
<tr>
<td>B2</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>B3</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>B3</td>
<td>Fatal</td>
<td>Commas not allowed</td>
</tr>
<tr>
<td>B5</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>B6</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>B7</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>B8</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>B8</td>
<td>Fatal</td>
<td>Must be positive value</td>
</tr>
<tr>
<td>C2A</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>C2A.1</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>C2A.2</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>C2A.3</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>C2A.4</td>
<td>Fatal</td>
<td>Not a valid value</td>
</tr>
<tr>
<td>C3A</td>
<td>Fatal</td>
<td>Not a valid Value</td>
</tr>
<tr>
<td>C2B</td>
<td>Fatal</td>
<td>Not a valid Value</td>
</tr>
<tr>
<td>C2B</td>
<td>Fatal</td>
<td>Commas not allowed</td>
</tr>
<tr>
<td>C3B</td>
<td>Fatal</td>
<td>Not a valid Value</td>
</tr>
<tr>
<td>C3B</td>
<td>Fatal</td>
<td>Commas not allowed</td>
</tr>
<tr>
<td>D2</td>
<td>Fatal</td>
<td>Not a valid integer</td>
</tr>
<tr>
<td>D2</td>
<td>Fatal</td>
<td>Must be a positive integer</td>
</tr>
<tr>
<td>D3</td>
<td>Fatal</td>
<td>Not a valid integer</td>
</tr>
<tr>
<td>D3</td>
<td>Fatal</td>
<td>Must be a positive integer</td>
</tr>
</tbody>
</table>

**NOTE!** The symbol <> means does not equal.

**NOTE!** Uploading a file with leading spaces or in a format other than CSV will result in a fatal error.
10.0 Accessing the Final Version of the MOE Reduction and CEIS Report

After receiving an automated e-mail from EMAPS indicating that the data file has been successfully uploaded to the system, verify the data uploaded by reviewing the auto calculated figures and percentages and the warning messages in the final report. **Once the data have been verified, the data must be submitted to the database.**

The final report will be available within EMAPS. The final report will provide warning messages related to your data file. A warning will occur when an additional explanation is needed to appropriately understand the data submitted.

The **Warnings** column (column AF) will display **Yes** or **No** to indicate if an LEA/ESA has any warning messages. The warning messages will display in separate columns in the final report.

The data file can be submitted to the database with warnings; please provide an explanation for any outstanding warnings in your data file when submitted.

**NOTE!** The final report will not be accessible in EMAPS until you have received the automated e-mail from EMAPS saying that the data file has been processed.

**NOTE!** Percentages will be rounded to two decimal places.

A Year-to-Year Comparison Report is also available for this data collection. The Year-to-Year comparison Report can be found in the reports folder along with the final MOE Reduction and CEIS Report (see fig.10.3).

The Year-to-Year Comparison Report will display comparisons for Section 611 allocations reported across two years. It will calculate the difference between FFY 2016 allocations reported last year (A2B) and FFY 2016 allocations reported this year (A2A) for Total LEA/ESA allocation for Section 611.

Please provide an explanation for changes in the allocations reported for last year and for this year in the comment box prior to submitting the data to the database.

To access the **Final Report**, select the **State Reports** tab on the navigational menu (see fig. 10.1).
In the **Survey Type Folder** drop down menu, select `<State Name> Reports` folder (see fig. 10.2).

The final report file and the *Year-to-Year Comparison Report* will be available for download from this folder (see fig.10.3).
Review the reports carefully and ensure that data uploaded are correct prior to submitting the data to the database.

NOTE! Multiple versions of the final report and year-to-year reports will be available. Please be sure to review the most recent versions of these reports.

10.1 Summary of Auto-Calculated Fields

NOTE! M and NA are considered 0 in auto-calculations.

In Column A2C, the dollar amount increase in the total allocation of Section 611 funds from FFY 2016 to FFY 2017 will be auto-calculated for each LEA or ESA by subtracting the FFY 2016 dollar amount from the FFY 2017 dollar amount. Please verify the figures that are auto-calculated are correct.

In Column A4, the total (combined) dollar amount of Section 611 and 619 allocations from FFY 2017 will be auto-calculated for each LEA or ESA by adding the FFY 2017 Section 611 allocation dollar amount to the FFY 2017 Section 619 allocation dollar amount. Please verify the figures that are auto-calculated are correct.

In Column A5, 15% of the total (combined) dollar amount of Section 611 and 619 allocations from FFY 2017 will be auto-calculated for each LEA or ESA (see formula below). Please verify the percentages that are auto-calculated are correct.

\[
\begin{align*}
\text{FFY 2017 611 allocation} & \quad \text{FFY 2017 619 allocation} \\
& \quad + \quad \text{FFY 2017 619 allocation} \\
& \quad \text{Total FFY 2017 IDEA allocation}
\end{align*}
\]

\[
\begin{align*}
& \text{FFY 2017 611 allocation} \quad \quad \text{FFY 2017 619 allocation} \\
& \quad \quad + \quad \text{FFY 2017 619 allocation} \\
& \quad \text{Total FFY 2017 IDEA allocation} \\
\end{align*}
\]

\[
\begin{align*}
\text{FFY 2017 611 allocation} & \quad \text{FFY 2017 619 allocation} \\
& \quad \quad + \quad \text{FFY 2017 619 allocation} \\
& \quad \text{Total FFY 2017 IDEA allocation} \\
\end{align*}
\]

\[
\begin{align*}
\text{FFY 2017 611 allocation} & \quad \text{FFY 2017 619 allocation} \\
& \quad \quad + \quad \text{FFY 2017 619 allocation} \\
& \quad \text{Total FFY 2017 IDEA allocation} \\
\end{align*}
\]

\[
\begin{align*}
\text{FFY 2017 611 allocation} & \quad \text{FFY 2017 619 allocation} \\
& \quad \quad + \quad \text{FFY 2017 619 allocation} \\
& \quad \text{Total FFY 2017 IDEA allocation} \\
\end{align*}
\]

\[
\begin{align*}
\text{FFY 2017 611 allocation} & \quad \text{FFY 2017 619 allocation} \\
& \quad \quad + \quad \text{FFY 2017 619 allocation} \\
& \quad \text{Total FFY 2017 IDEA allocation} \\
\end{align*}
\]
Total FFY 2017 IDEA allocation X .15 = 700,000 x .15
15% of Total FFY 2017 IDEA allocations = 105,000

NOTE! Percentages will be rounded to two decimal places.

In Column B4, the percent of the available MOE reduction that the LEA or ESA took during SY 2017-18 will be auto-calculated. This is a percent of the amount the LEA is allowed to take for the MOE reduction. The percent of available reduction taken by the LEA or ESA during SY 2017-18 will be calculated using the following method: subtract the FFY 2016 Section 611 allocation (Column A2A) from the FFY 2017 section 611 allocation (Column A2B) and multiply the difference by 50% (this will equal the largest allowable amount for the MOE reduction). If A2B minus A2A is a negative value, the value for B4 will be displayed as *.

Divide the amount of the reduction of local or State and local funds taken pursuant to Section 613(a)(2)(C) by the LEA or ESA during SY 2017-18 (Column B3) by the product and multiply the quotient by 100. For example, if an LEA’s FFY 2016 allocation of Section 611 funds was $500,000 and the same LEA’s FFY 2017 allocation of Section 611 funds was $700,000, the allocation would have increased $200,000 from FFY 2016 to FFY 2017.

To calculate the amount the LEA could reduce its MOE, the LEA would multiple $200,000 by 50% which equals $100,000. This $100,000 is the maximum allowable amount for the MOE reduction. If the LEA actually reduced its local, or State and local, expenditures by $50,000 (reported in Column B3), the auto-calculated percentage would equal $50,000 divided by $100,000 (the maximum allowable amount for the reduction), multiplied by 100, which equals 50% of the available reduction.

<table>
<thead>
<tr>
<th>FFY 2017 allocation (Column A2B)</th>
<th>$700,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>- FFY 2016 allocation (Column A2A)</td>
<td>-$500,000</td>
</tr>
<tr>
<td>Increase in funds between FFY 2016 and 2017</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

Increase in funds between FFY 2016 and 2017 x Maximum % MOE reduction

$200,000 X 50%

Maximum allowable amount for MOE reduction

$100,000

Amount reduction taken by LEA (Column B3)

$50,000 = .50
Maximum allowable amount of MOE reduction $100,000

Percent of available MOE reduction taken (Column B4) .50 x 100 = 50%

Do not report any percentages in Column B4, however, please verify the percentages that are auto-calculated are correct.

In Column C2C, the percent of IDEA funds that the LEA or ESA was required to reserve for CEIS due to significant disproportionality in SY 2017-18 will be auto-calculated using the figures from Column C2B and Column A2B and Column A3B (please see formula below). Do not report any percentages in Column C2C. However, please verify the percentages that are auto-calculated are correct.

<table>
<thead>
<tr>
<th>FFY 2017 611 allocation</th>
<th>$500,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ FFY 2017 619 allocation</td>
<td>+$200,000</td>
</tr>
<tr>
<td><strong>Total FFY 2017 IDEA allocation</strong></td>
<td><strong>$700,000</strong></td>
</tr>
</tbody>
</table>

| Amount reserved for required CEIS | $105,000 | = .15 |
|----------------------------------|----------|
| Total FFY 2017 IDEA allocation   | $700,000 |

Percent of IDEA funds reserved for required CEIS .15 x 100 = 15%

**NOTE!** If the Column C2A response is Yes to indicate that the LEA or ESA was required to reserve funds for CEIS, then the figure in Column C2B and the percentage auto-calculated in Column C2C should equal 15% of the total LEA or ESA allocation for Sections 611 and 619 in FFY 2017.

In Column C3C, the percent of IDEA funds that the LEA or ESA used for voluntary CEIS during SY 2017-18 will be auto-calculated using the figures from Section C, Column C3B and Section A, Column A2B and Column A3B (please see the formula below). Do not report any percentages in Column C3C; however, please verify the percentages that are auto-calculated are correct.

<table>
<thead>
<tr>
<th>FFY 2017 611 allocation</th>
<th>$500,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ FFY 2017 619 allocation</td>
<td>+$200,000</td>
</tr>
<tr>
<td><strong>Total FFY 2017 IDEA allocation</strong></td>
<td><strong>$700,000</strong></td>
</tr>
</tbody>
</table>
Amount reserved for voluntary CEIS $90,000 = .128
Total FFY 2017 IDEA allocation $700,000

Percent of IDEA funds reserved for voluntary CEIS .128 x 100 = 12.8%

**NOTE!** If the Column C3A response is **Yes** to indicate that the LEA or ESA voluntarily used funds for CEIS, then the figure in Column C3B and the percentage auto-calculated in Column C3C should be less than or equal to 15% of the total LEA or ESA allocation for Sections 611 and 619 for FFY 2017.

The **Year-to-Year report** will display auto-calculated fields, showing the difference between what was reported last year and what was reported this year for FFY 2016 Section 611 allocations. Values of **N/A** will appear on the **Year-to-Year report** for LEA/ESAs that either are not being used this year or did not get used last year (those with update flags of 3 and 2).

### 10.2 Warnings

There have been a number of revisions to warning messages for SY 2017-18. These revisions are minor and are noted in the table below.

The **Warnings** column (column AF) will display **Yes** or **No** to indicate if an LEA/ESA has any warning messages. Warning messages will appear in separate columns following this column in the final report. Warnings messages appear in this table, in the order that they appear in the final report.

<table>
<thead>
<tr>
<th>Column</th>
<th>Text</th>
<th>Warning Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2A</td>
<td>A2A = M</td>
<td><strong>Revised!</strong> A warning shall be written to the final report when column A2A contains a M.</td>
</tr>
<tr>
<td>A2A</td>
<td>A2A = 0 or NA</td>
<td><strong>Revised!</strong> A warning shall be written to the final report when column A2A contains a 0 or NA.</td>
</tr>
<tr>
<td>A2B</td>
<td>A2B = M</td>
<td><strong>Revised!</strong> A warning shall be written to the final report when column A2B contains a M.</td>
</tr>
<tr>
<td>A2B</td>
<td>A2B = 0 or NA</td>
<td><strong>Revised!</strong> A warning shall be written to the final report when column A2B contains a 0 or NA.</td>
</tr>
<tr>
<td>A2C B3</td>
<td>A2C =&lt; 0 and B3 &gt; 0</td>
<td>A warning will be written to the final report when column A2C (increase in LEA/ESA allocations for Section 611 of IDEA) is less than or equal to 0 and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.</td>
</tr>
<tr>
<td>A3B</td>
<td>A3B = 0 or NA</td>
<td><strong>Revised!</strong> A warning shall be written to the final report when column A3B contains a 0 or NA.</td>
</tr>
</tbody>
</table>

1 The Warning “A3B = M” fires only for the 50 states, the District of Columbia and Puerto Rico.
<table>
<thead>
<tr>
<th>Column</th>
<th>Text</th>
<th>Warning Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3B</td>
<td>A3B = M(^2)</td>
<td><strong>Revised!</strong> A warning shall be written to the final report when column A3B contains a M.</td>
</tr>
<tr>
<td>B2</td>
<td>B2 = M</td>
<td><strong>Revised!</strong> A warning will be written to the final report when M is the value for column B2 (specify the determination under 34 CFR§300.600(a)(2) that controls whether the LEA may be able to reduce MOE).</td>
</tr>
<tr>
<td>B2</td>
<td>B2 = NA</td>
<td><strong>Revised!</strong> A warning will be written to the final report when NA is the value for column B2 (specify the determination under 34 CFR§300.600(a)(2) that controls whether the LEA may be able to reduce MOE).</td>
</tr>
<tr>
<td>B2 B3</td>
<td>B2 &lt;&gt; 1 and B3 &gt; 0</td>
<td>A warning will be written to the final report when column B2 (specify the determination under 34 CFR§300.600(a)(2) that controls whether the LEA may be able to reduce MOE) not equal 1 and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.</td>
</tr>
<tr>
<td>B3</td>
<td>B3 = M</td>
<td>A warning shall be written to the final report when M is the value for column B3 (Reduction of local and/or State funds pursuant to Section 613(a)(2)(C)) by the LEA/ESA.</td>
</tr>
<tr>
<td>B3 C3B</td>
<td>B3 &gt; 0 and C3B &gt; 0</td>
<td>A warning shall be written to the final report when column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than zero and C3B (Amount reserved for voluntary CEIS) is greater than zero.</td>
</tr>
<tr>
<td>B4</td>
<td>B4 &gt; 100%</td>
<td>A warning shall be written to the final report when the percent available reduction taken by the LEA/ESA (B4) is greater than 100%.</td>
</tr>
<tr>
<td>B5</td>
<td>B5 = M</td>
<td>A warning shall be written to the final report when Column B5 (Did the State determine whether the LEA/ESA met the MOE compliance standard?) is M.</td>
</tr>
<tr>
<td>B5 B6</td>
<td>B5 = Yes and B6 = M or NA</td>
<td>A warning shall be written to the final report when Column B5 (Did the State determine whether the LEA/ESA met the MOE compliance standard?) is YES and Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is M or NA.</td>
</tr>
<tr>
<td>B5 B6</td>
<td>B5 = No, M or NA and B6, B7 and B8 not = NA or M</td>
<td>A warning shall be written to the final report when Column B5 (Did the State determine whether the LEA/ESA met the MOE compliance standard?) is No, M or NA and Column B6 (Did the LEA/ESA meet the MOE compliance standard?), B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) and B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) are not all NA or M.</td>
</tr>
<tr>
<td>B6</td>
<td>B6 = M</td>
<td>A warning shall be written to the final report when Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is M.</td>
</tr>
</tbody>
</table>

\(^2\) The Warning “A3B = 0 or NA” fires only for the 50 states, the District of Columbia and Puerto Rico.
<table>
<thead>
<tr>
<th>Column</th>
<th>Text</th>
<th>Warning Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>B6 B7 B8</td>
<td>B6 = Yes, M or NA and B7 and B8 not = NA or M</td>
<td>A warning shall be written to the final report when Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is YES, M or NA and B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) and B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) are not both NA or M.</td>
</tr>
<tr>
<td>B6 B7</td>
<td>B6 = No and B7 = M or NA</td>
<td>A warning shall be written to the final report when Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is No and B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is M or NA.</td>
</tr>
<tr>
<td>B7</td>
<td>B7 = M</td>
<td>A warning shall be written to the final report when B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is M.</td>
</tr>
<tr>
<td>B7 B8</td>
<td>B7 = Yes and B8 = M or NA</td>
<td>A warning shall be written to the final report when B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is YES and B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is M or NA.</td>
</tr>
<tr>
<td>B7 B8</td>
<td>B7 = No and B8 not = NA</td>
<td>A warning shall be written to the final report when B7 (By the date of this data submission, did the State return non-Federal funds to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is NO and B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard) is not NA.</td>
</tr>
<tr>
<td>B8</td>
<td>B8 = M</td>
<td>A warning shall be written to the final report when B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standard ) is M</td>
</tr>
<tr>
<td>B8 A4</td>
<td>B8 &gt; A4</td>
<td>A warning shall be written to the final report when B8 (What amount of non-Federal funds did the State return to the Department based on the failure of the LEA/ESA to meet the MOE compliance standardin the reference year) is greater than A4 (Total LEA/ESA allocations for Section 611 and 619 of IDEA the reference year).</td>
</tr>
<tr>
<td>C2A</td>
<td>C2A = M</td>
<td>A warning shall be written to the final report when M is the value for column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality).</td>
</tr>
<tr>
<td>Column</td>
<td>Text</td>
<td>Warning Message</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-----------------</td>
</tr>
<tr>
<td>C2A A5 C2B</td>
<td>C2A = Yes and</td>
<td>A warning will be written to the final report when column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) is YES and the absolute value of the difference between column A5 (15% of the total LEA/ESA allocation for Sections 611 and 619 for reference year) and column C2B (Amount reserved for required CEIS in the LEA/ESA) is &gt;= $10. <strong>NOTE!</strong> M and NA are considered 0 in this calculation.</td>
</tr>
<tr>
<td>C2A B3</td>
<td>C2A = Yes and B3 &gt; 0</td>
<td>A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was YES and column B3 (reduction of local and/or State funds taken pursuant to Section 613(a)(2)(C)) is greater than 0.</td>
</tr>
<tr>
<td>C2A</td>
<td>C2A = YES and none of C2A1 / C2A2 / C2A3 / C2A4 = YES</td>
<td>A warning shall be written to the final report when C2A is YES, and none of the following equal YES: C2A.1; C2A.2; C2A.3; and C2A.4</td>
</tr>
<tr>
<td>C2A C3A</td>
<td>C2A and C3A are both Yes</td>
<td>A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was YES and Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) was YES.</td>
</tr>
<tr>
<td>C2A C2B</td>
<td>C2A = Yes and C2B = 0, NA or M</td>
<td>A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was YES and column C2B (Amount reserved for required CEIS in the LEA/ESA) was zero, NA, or M.</td>
</tr>
<tr>
<td>C2A D2</td>
<td>C2A = Yes and D2 = 0, NA or M</td>
<td>A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was YES and column D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA) was zero, M, or NA.</td>
</tr>
<tr>
<td>C2A</td>
<td>C2A = NO, NA or M and C2A1, C2A2, C2A3 and/or C2A4 = YES</td>
<td>A warning shall be written to the final report when C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) is NO, NA or M and C2A1, C2A2, C2A3 and/or C2A4 equals YES</td>
</tr>
<tr>
<td>C2A C2B</td>
<td>C2A = NO, NA or M and C2B &gt; 0</td>
<td>A warning shall be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) is NO, NA or M and Column C2B (Amount reserved for required CEIS in the LEA /ESA) is greater than zero.</td>
</tr>
<tr>
<td>C2A C2B A5 C2B</td>
<td>C2A = No, NA or M, C2B &gt; 0 and</td>
<td>A warning shall be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) is NO, NA or M, Column C2B (Amount reserved for required CEIS in the LEA /ESA) is greater than zero and the absolute value of the difference between column A5 (15% of the total LEA/ESA allocation for Sections 611 and 619) and column C2B (Amount reserved for required CEIS in the LEA/ESA) is &gt;= $10. <strong>NOTE!</strong> M and NA are considered 0 in this calculation.</td>
</tr>
<tr>
<td>Column</td>
<td>Text</td>
<td>Warning Message</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-----------------</td>
</tr>
<tr>
<td>C2A C3A C2B D2</td>
<td>C2A = No, NA or M and C3A = No or M and D2 &gt; 0</td>
<td>A warning will be written to the final report when Column C2A (Was the LEA/ESA required to use 15% of funds for CEIS due to significant disproportionality) was NO, NA or M and Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) was NO or M and column D2 (total number of children who received CEIS during reference period) is greater than zero.</td>
</tr>
<tr>
<td>C2A1</td>
<td>C2A1 = M</td>
<td>A warning shall be written to the final report when M is the value for column C2A1 (Was the LEA/ESA identified as having significant disproportionality due to 'identification as a child with a disability').</td>
</tr>
<tr>
<td>C2A2</td>
<td>C2A2 = M</td>
<td>A warning shall be written to the final report when M is the value for column C2A2 (Was the LEA/ESA identified as having significant disproportionality due to 'identification by disability category').</td>
</tr>
<tr>
<td>C2A3</td>
<td>C2A3 = M</td>
<td>A warning shall be written to the final report when M is the value for column C2A3 (Was the LEA/ESA identified as having significant disproportionality due to 'placement in a particular educational setting').</td>
</tr>
<tr>
<td>C2A4</td>
<td>C2A4 = M</td>
<td>A warning shall be written to the final report when M is the value for column C2A4 (Was the LEA/ESA identified as having significant disproportionality due to 'disciplinary action').</td>
</tr>
<tr>
<td>C2B</td>
<td>C2B = M</td>
<td>A warning shall be written to the final report when M is the value for column C2B (Amount reserved for required CEIS in the LEA/ESA).</td>
</tr>
<tr>
<td>C2B C3B</td>
<td>C2B &gt; 0 and C3B &gt; 0</td>
<td>A warning shall be written to the final report when Column C2B (Amount reserved for required CEIS in the LEA/ESA) is greater than zero and Column C3B (Amount reserved for voluntary CEIS) is greater than zero.</td>
</tr>
<tr>
<td>C3A</td>
<td>C3A = M</td>
<td>A warning shall be written to the final report when M is the value for column C3A (Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 funds for CEIS).</td>
</tr>
<tr>
<td>C3A C3B</td>
<td>C3A = Yes and C3B = 0, NA or M</td>
<td>A warning shall be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) was YES and column C3B (Amount reserved for voluntary CEIS) was zero, M or NA.</td>
</tr>
<tr>
<td>A5 C3B</td>
<td>C3A = Yes and C3B – A5 is &gt;= $10</td>
<td>A warning will be written to the final report when column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) is YES and column C3B (Amount reserved for voluntary CEIS) minus column A5 (15% of the total LEA/ESA allocation for Sections 611 and 619 for the reference year) is &gt;=$10.  &lt;br&gt;&lt;br&gt;<strong>NOTE!</strong> M and NA are considered 0 in this calculation.</td>
</tr>
<tr>
<td>C3A D2</td>
<td>C3A = Yes and D2 = 0, NA or M</td>
<td>A warning will be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up 15% of IDEA 611 and 619 fund for CEIS) was YES and column D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA) was zero, M, or NA.</td>
</tr>
<tr>
<td>Column</td>
<td>Text</td>
<td>Warning Message</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-----------------</td>
</tr>
<tr>
<td>C3A C3B</td>
<td>C3A = NO, NA or M and C3B &gt; 0</td>
<td>A warning shall be written to the final report when Column C3A (Did the LEA/ESA voluntarily use up to 15% of IDEA 611 and 619 fund for CEIS) was NO, NA or M and Column C3B (Amount reserved for voluntary CEIS) is greater than zero.</td>
</tr>
<tr>
<td>C3B</td>
<td>C3B = M</td>
<td>A warning shall be written to the final report when M is the value for column C3B (Amount reserved for voluntary CEIS).</td>
</tr>
<tr>
<td>D2</td>
<td>D2 = M</td>
<td>A warning shall be written to the final report when M is the value for column D2 (Total number of children receiving CEIS under the IDEA in the LEA/ESA).</td>
</tr>
<tr>
<td>D3</td>
<td>D3 = M</td>
<td>A warning shall be written to the final report when M is the value for column D3 (Total number of children who received CEIS under the IDEA anytime in the past two school years and received special education and related services during this reference year).</td>
</tr>
</tbody>
</table>
11.0 Submitting the Final IDEA Part B MOE Reduction and CEIS Report

Once there are no fatal errors in the report and the data, auto-calculated figures, and warnings have been reviewed in the final report and Year-to-Year Comparison Report, submit the data to the database. To submit the report, select the Submit tab on the navigational menu and click **Enable Submit Page** in the top right hand corner (see fig 11.1).

![Figure 11.1 – Navigational Menu – Submit Tab](image)

If there are any fatal errors, a message in red will appear, similar to the one shown below (see fig.11.2). If there are fatal errors, use the navigational menu at the top of the page to navigate to the State Reports tab to review the fatal errors, correct the data in the data file template, and use the **Upload Form** button, located on the Summary tab, to upload a corrected copy.

![Figure 11.2 – Submit Page – Fatal Errors Present](image)

Once there are no fatal errors, there will be no message indicating that there are fatal errors and the **Submit to Database** button will be available. (see fig.11.3). Prior to
submitting your data to the database, comments can be entered in the comment box titled *Please provide any additional information supplementing any warnings in the .CSV file, if needed* to explain any warnings or inconsistencies with the data.

![Figure 11.3 – Submit Page – No Fatal Errors](image)

Once any necessary comments have been entered, click the *Submit to Database* button in order to submit the report.

The final .CSV report displays all data that was entered and calculated, a legend which provides descriptions for each of the values shown in the report, and comments that were entered on the *Submit* page. The comments will appear at the bottom of the spreadsheet below for all LEA/ESA and legend rows (see fig. 11.4).
NOTE! The report cannot be submitted to the database if the uploaded file is not valid or if there is a file that is still processing.

NOTE! The data will not be final until the report has been submitted to the database.

Once data have been submitted to the database, the system will redirect you back to the Submit tab on the navigational menu, and the Submit to Database button will be hidden in order to prevent submitting data multiple times.

After successfully submitting your file, changes can be made prior to the due date by repeating the process of uploading and resubmitting revised data as necessary.
The Department of Education’s mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

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