



U.S. DEPARTMENT OF EDUCATION

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

Release 6.0

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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 *EDFacts* 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 *EDFacts* (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.

EDFacts is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. *EDFacts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

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1.0 Introduction

The ED*Facts* Metadata and Process System (EMAPS) is a Web-based tool used to provide state educational 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.

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 and 619 allocation amounts for each LEA/ESA in the State for the reference Federal fiscal year and the previous 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; (NEW) whether LEAs/ESAs met the MOE compliance standard; and (NEW) 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, Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states. (American Samoa, Guam, Marshall Islands, Micronesia, Northern Marianas and Palau).

2.1 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 or ESA that receives an IDEA Section 611 or 619 sub grant:

- LEA/ESA Allocations - includes the IDEA 611 and 619 allocation amounts for each LEA/ESA in the State for the reference Federal fiscal year and the previous 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; (NEW) whether LEAs/ESAs met the MOE compliance standard; and (NEW) 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 a.m. to 6 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
- If there was no data quality inquiry or an updated data file has been submitted to address the data quality inquiry.

When are the data due?

The completed report is due no later than 11:59 p.m. ET, May 2, 2018.

There will be a reopen period between July 23, 2018 and August 22, 2018. The data will be frozen on August 22, 2018 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.

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.

Are all states required to submit the IDEA Part B MOE Reduction & CEIS Report via EMAPS for FFY 2016/SY 2016-17?

Yes; 50 states plus the District of Columbia, Puerto Rico, 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 2015 and FFY 2016. FFY 2015 includes Section 611 funds available on July 1, 2015 and October 1, 2015 and Section 619 funds available on July 1, 2015.

FFY 2016 includes Section 611 funds available on July 1, 2016 and October 1, 2016 and Section 619 funds available on July 1, 2016.

The other data elements represent SY 2016-17.

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.

NEW! 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.

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.

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

Yes; LEA/ESAs can be added, updated with changes to their names or NCES ID Numbers, or removed 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 (e.g., 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.

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 ED Facts 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. 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.

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.

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

The report can be accessed to modify data between July 23, 2018 and August 22, 2018.

Will I have access to the report after I have submitted data to the database?

Yes. Data files can be uploaded and reports can be accessed until the May 2, 2018 due date. After the due date, the report can be reviewed but revisions CANNOT be uploaded until the reopen period.

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

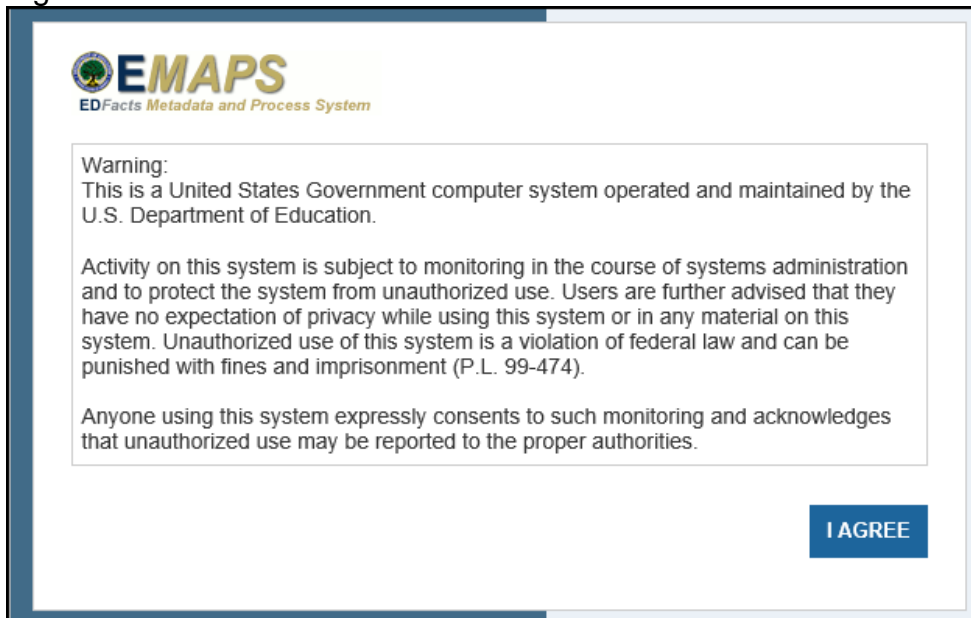
PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding Federal Holidays.

3.0 Accessing EMAPS Step-By-Step Instructions

3.1 Logging into the EMAPS web site directly

To log in directly to [EMAPS](https://emaps.ed.gov/suite/), 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. 1)


Figure 1



On the login page, enter your assigned username and password for access (see fig. 2).

NOTE! EMAPS usernames and passwords are case sensitive.

Figure 2



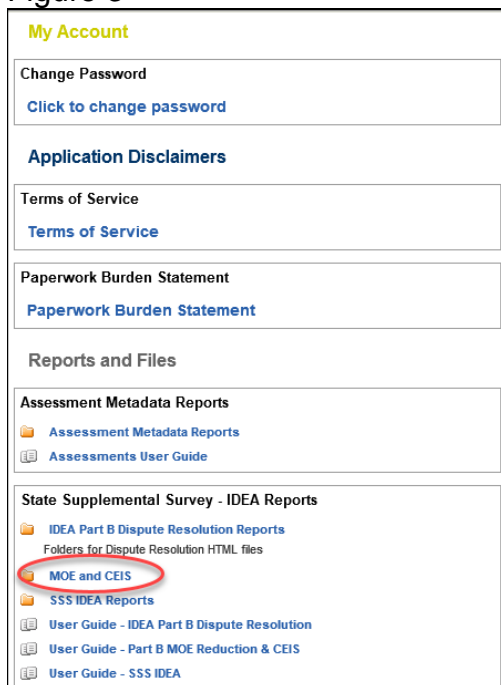
The screenshot shows the login interface for the EMAPS system. At the top left is the EMAPS logo, which includes a circular seal and the text "EMAPS" in large blue letters, with "EDFacts Metadata and Process System" in smaller text below it. Below the logo are two input fields: the first is labeled "Username" and the second is labeled "Password". Below the password field is a blue button with the text "SIGN IN" in white. To the left of the "SIGN IN" button is a blue hyperlink that reads "Forgot your password?".

4.0 Accessing IDEA Part B MOE Reduction & CEIS Template

Unfilled 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.

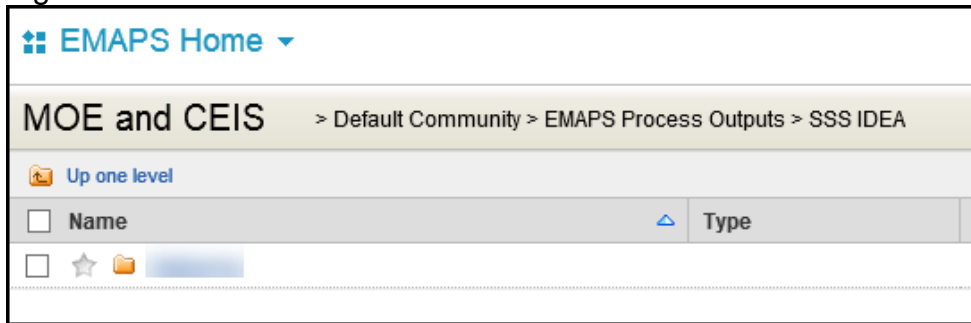
To access the blank CSV data file template, select the **MOE and CEIS** folder under the heading **State Supplemental Survey – IDEA Reports** on the right hand side of the screen under **Reports and Files** (see fig. 3)

Figure 3



Click on the survey folder to display the state's folder (see fig. 4).

Figure 4



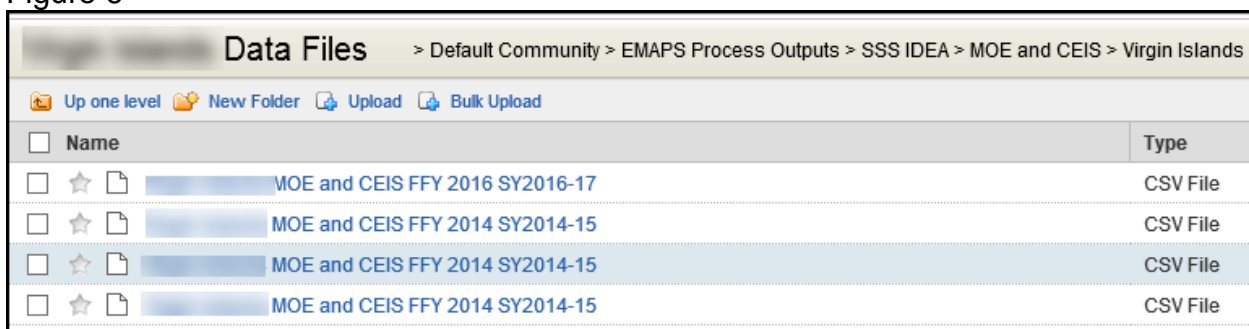
Next, select the **[State Name] Data Files** folder for the state (see fig. 5).

Figure 5



Although the unfilled CSV file will be sent by e-mail, the file template will also be available for download in this folder (see fig. 6). Please ensure that you select the most recent data file available for the SY 2016-17.

Figure 6



5.0 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.

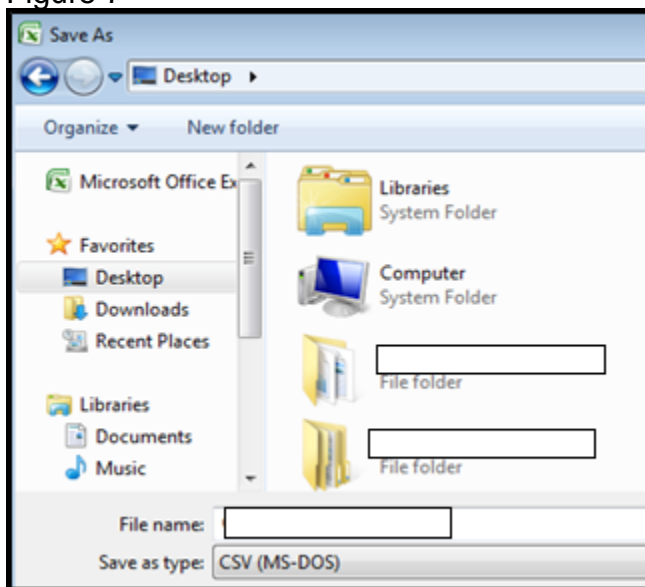
Errors may occur if the data file is not formatted as text. If the data are cut and pasted, be sure to format all data as text prior to pasting into the template. Pay attention to any data that have leading zeros or leading spaces. Delete any leading spaces or cells that contain only spaces.

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

In order to save the file as CSV, select **Save As** and then choose **CSV** from the drop down menu as shown below (see fig. 7).

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

Figure 7



5.1 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 fiscal year. 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 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
- 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 update flag of **5**.
- C - State Name - Lists State Name. Will not need modifying. If LEA/SEAs are added, please 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, please leave that field blank. Any blank NCES ID field must be accompanied by an update flag of **3** in column A.

LEA/ESAs may be modified using the following steps:

5.1.1 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 unknown, a temporary NCES 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 ED Facts 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.*

5.1.2 To Remove an LEA/ESA

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

5.1.3 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.*

5.2 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.*

Please DO NOT use commas when entering dollar amounts, fatal errors may fire if commas are used in dollar amount fields.

Total LEA/ESA allocations for Section 611 FFY 2015 (**A2A**)

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

Total LEA/ESA allocations for Section 611 FFY 2016 (**A2B**)

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

Total LEA/ESA allocations for Section 619 FFY 2016 (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 2016-17 (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 2016-17 (B3)

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

NEW! Did the state determine whether the LEA/SEA met the MOE compliance standard in FFY 2016/SY 2016-17? (B5)

- Permitted values:
 - 0 - No
 - 1 - Yes
 - NA - Not Applicable (for LEA/ESAs with update flag **3** (new) only)
 - M - Missing

NEW! Did the LEA/ESA meet the MOE compliance standard in FFY 2016/SY 2016-17?

(B6)

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

NEW! 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 2016/SY 2016-17? (B7)

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

NEW! 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 2016/SY 2016-17? (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 2016-17? (C2A)

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

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 2016-17 (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 2016-17? (C3A)

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

Amount reserved for voluntary CEIS in SY2016-17 (C3B)

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

Total number of children receiving CEIS under the IDEA in the LEA/ESA during SY 2016-17 (D2)

- Permitted values:
 - Positive whole number
 - Zero
 - M - Missing
 - NA - Not Applicable

NOTE! No decimals are permitted in the total field. If decimals are entered, a fatal error will trigger, and the file will require correction and will need to be re-uploaded.

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 2016-17 (D3)

- Permitted values
 - Positive whole number
 - Zero
 - M - Missing
 - NA - Not Applicable

NOTE! No decimals are permitted in the total field. If decimals are entered, a fatal error will trigger, and the file will require correction and will need to be re-uploaded.

5.2.1 Specific Instructions for Section A: LEA Allocations

Total LEA/ESA allocations for Section 611 FFY 2015 (A2A)

- Report the total Federal fiscal year (FFY) 2015 allocation of Section 611 funds each LEA or ESA received for FFY 2015 (i.e., funds available on July 1, 2015 and October 1, 2015).

Total LEA/ESA allocations for Section 611 FFY 2016 (A2B)

- Report the total FFY 2016 allocation of Section 611 funds each LEA or ESA received for FFY 2016 (i.e., funds available July 1, 2016 and October 1, 2016).

Total LEA/ESA allocations for Section 619 FFY 2016 (A3B)

- Report the total FFY 2016 allocation of Section 619 funds each LEA or ESA received for FFY 2016 (i.e., funds available July 1, 2016).

5.2.2 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 2016-17, which is based on FFY 2016 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., 2014-15 or 2015-16) was used to make the LEA or ESA determinations that apply to whether the LEA or ESA may reduce MOE during SY 2016-17, which is based on FFY 2016 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 2016-17 (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 2016-17. 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 2016/ SY 2016-17? (B5)

- Report if the State determined whether the LEA/ESA met the MOE compliance standard in FFY 2016/ SY 2016-17. 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 2016/ Sy 2016-17, report **NA** for not applicable for B6, B7, and B8.

Did the LEA/ESA meet the MOE compliance standard in FFY 2016/ SY 2016-17? (B6)

- Report whether the LEA/ESA met the MOE compliance standard in FFY 2016/ SY 2016-17. 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 2016/ SY 2016-17? (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 2016/ SY 2016-17 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 2016/ SY 2016-17? (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 2016/ SY 2016-17. 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.

5.2.3 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 2016-17? (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 2016-17. 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 2016-17. 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 2016-17. 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 2016-17. 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 2016-17. 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 2016-17 (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 2016-17. 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 2016-17? (C3A)

- Report whether the LEA or ESA voluntarily used up to 15% of IDEA 611 and 619 funds for CEIS in SY 2016-17. 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 2016-17 (C3B)

- Report the dollar (\$) amount of funds reserved for voluntary CEIS during SY 2016-17.

5.2.4 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 2016-17 (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 2016-17 (D3)

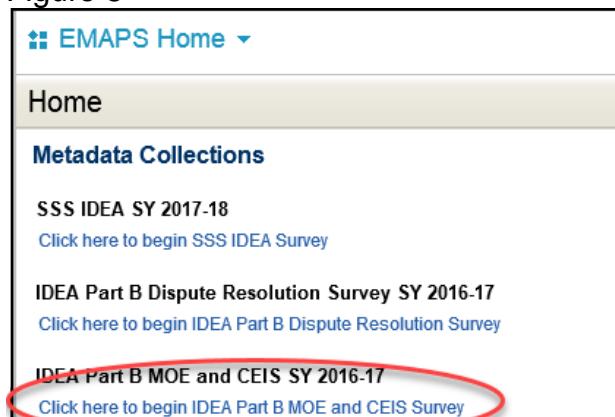
- Report the total number of children who received CEIS under IDEA anytime in the past two school years (including SY 2014-2015, SY 2015-2016, and SY 2016-2017) and received special education and related services in 2016-2017. This is an unduplicated count.

NOTE! In D2 and D3, enter child count values with only positive integers--commas or any special characters will cause a fatal error.

6.0 Uploading the IDEA Part B MOE Reduction & CEIS Report

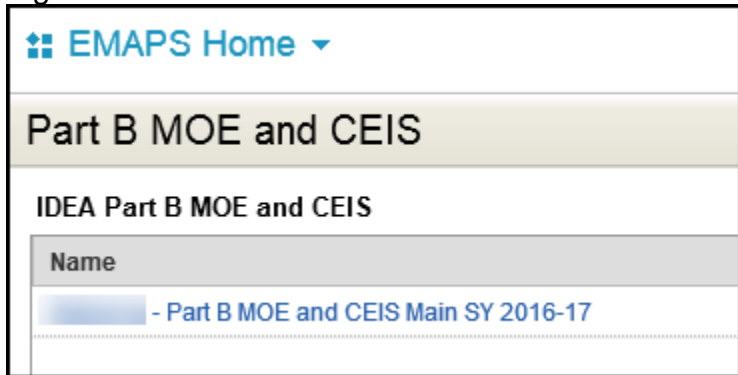
When logging into EMAPS, the EMAPS Home page will appear. Under the Metadata Collections header, the IDEA Part B MOE and CEIS link is shown. Click the link **Click here to begin IDEA Part B MOE and CEIS Survey** to start the process (see fig. 8).

Figure 8



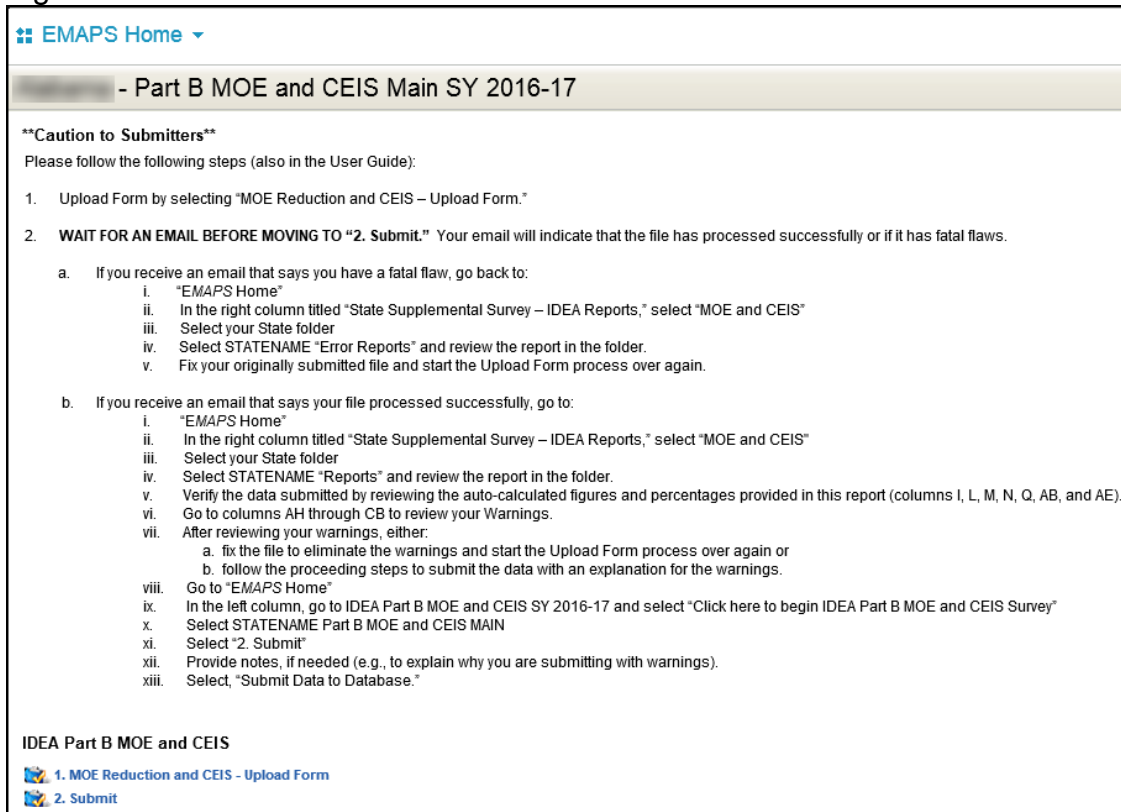
After clicking the **Click here to begin IDEA Part B MOE and CEIS Survey** link, the survey will display the link for the state or entity. Click the link **[state’s name]- Part B MOE and CEIS Main** link to enter the Part B MOE and CEIS Dashboard (see fig. 9).

Figure 9



The dashboard for the page will have two sections (see fig. 10). Select **MOE Reduction and CEIS-Upload Form** to upload the data file.

Figure 10



Type the full path of the file (including the file extension), or click on the **Browse** button 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 (see fig. 11)

Figure 11

The screenshot shows a web form titled "1. MOE Reduction and CEIS - Upload Form". Below the title is a "Show task info" link. The form content includes "Alabama - MOE Reduction and CEIS" and "FFY 2016/SY2016-17". A label "Select the MOE Reduction and CEIS file to be uploaded" is followed by a file selection area with a "Browse..." button. A "Submit" button is located below the file selection area.

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 y this e-mail is received.

7.0 Accessing Fatal Errors in the IDEA Part B MOE Reduction & CEIS Report

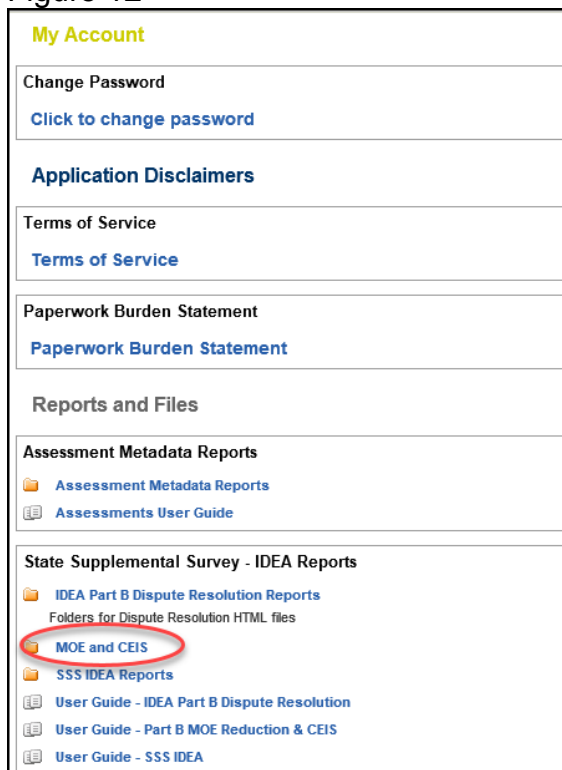
If an automated e-mail from EMAPS is received indicating that the uploaded data file has fatal errors, view the error report, fix the data file to resolve the fatal errors, and start the **Upload Form** process over again.

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. From the EMAPS Home page, select the **MOE and CEIS** folder under the heading **State Supplemental Survey – IDEA Reports** on the right hand side of the screen under **Reports and Files** (see fig. 12)

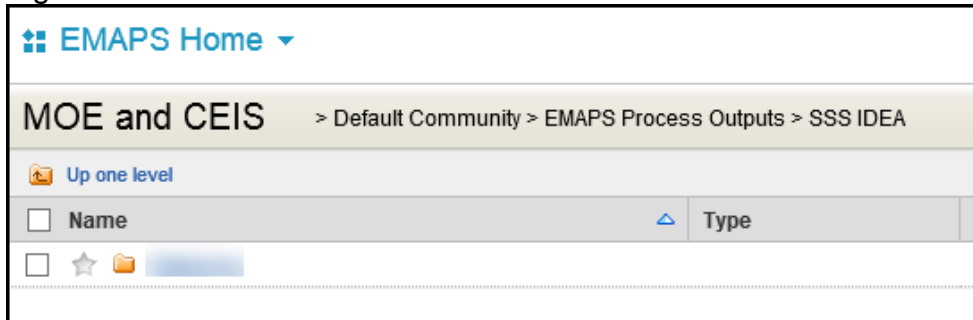
NOTE! The error report will not be accessible in EMAPS until you have received the automated e-mail from EMAPS saying that the data file has been processed and that the file has fatal errors.

Figure 12



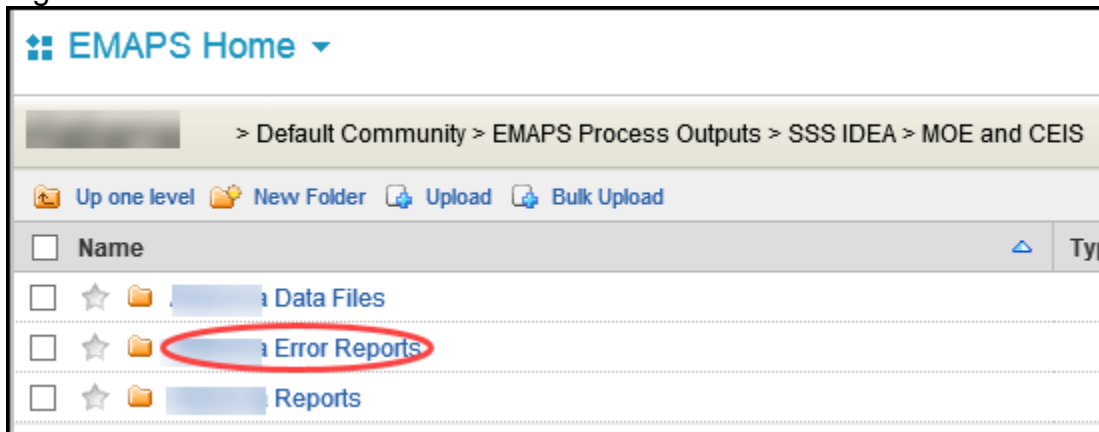
Once the survey folder is selected, the state's folder will display (see fig. 13).

Figure 13



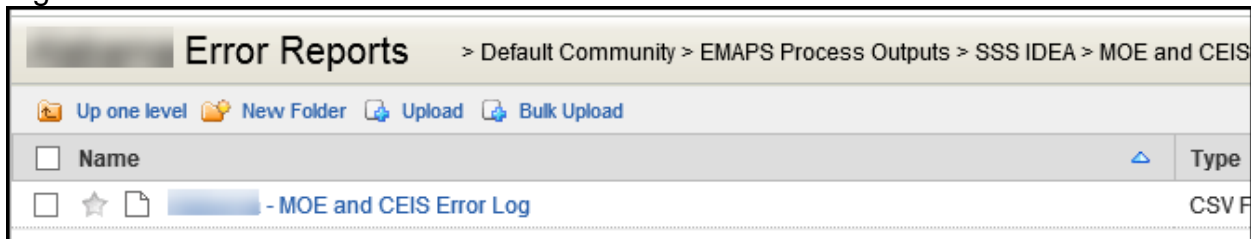
Next, select the **[State name] Error Reports** folder (see fig. 14).

Figure 14



The error report file will be available for download in this folder (see fig. 15).

Figure 15



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.

7.1 Fatal Errors

| Column | Type | Error Message |
|--------------|-------|--|
| N/A | Fatal | The uploaded file could not be processed. Please verify that all expected columns exist and no additional columns have been added. |
| LEA/ESA Name | Fatal | Name required. |
| NCES ID | Fatal | NCES ID not found in EDEN |
| NCES ID | Fatal | The same NCESID cannot be used for multiple LEAs/ESAs |
| Update Flag | Fatal | Update Flag not a valid value |
| Year | Fatal | School year must be the same for all Records |
| B2 | Fatal | Year not valid school year expected as YYYY-YY |
| A2A | Fatal | Not a valid value |
| A2A | Fatal | Must be positive value |
| A2B | Fatal | Not a valid value |
| A2B | Fatal | Must be positive value |
| A3B | Fatal | Not a valid value |
| A3B | Fatal | Must be positive value |
| B2 | Fatal | Not a valid value |
| B3 | Fatal | Not a valid value |
| B3 | Fatal | Commas not allowed |
| B5 | Fatal | Not a valid value |
| B6 | Fatal | Not a valid value |
| B7 | Fatal | Not a valid value |
| B8 | Fatal | Not a valid value |
| B8 | Fatal | Must be positive value |
| C2A | Fatal | Not a valid value |
| C2A.1 | Fatal | Not a valid value |
| C2A.2 | Fatal | Not a valid value |
| C2A.3 | Fatal | Not a valid value |
| C2A.4 | Fatal | Not a valid value |
| C3A | Fatal | Not a valid Value |
| C2B | Fatal | Not a valid Value |
| C2B | Fatal | Commas not allowed |
| C3B | Fatal | Not a valid Value |
| C3B | Fatal | Must be positive value |

| Column | Type | Error Message |
|--------|-------|--|
| C3B | Fatal | Commas not allowed |
| D2 | Fatal | Not a valid integer |
| D2 | Fatal | Must be a positive integer 'NA' or 'M' |
| D3 | Fatal | Not a valid integer |
| D3 | Fatal | Must be a positive integer 'NA' or 'M' |

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.

8.0 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.

NEW! The **Warnings** column (column AF) will display **Yes** or **No** to indicate if an LEA/ESA has any warning messages. The warning messages will be displayed 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.*

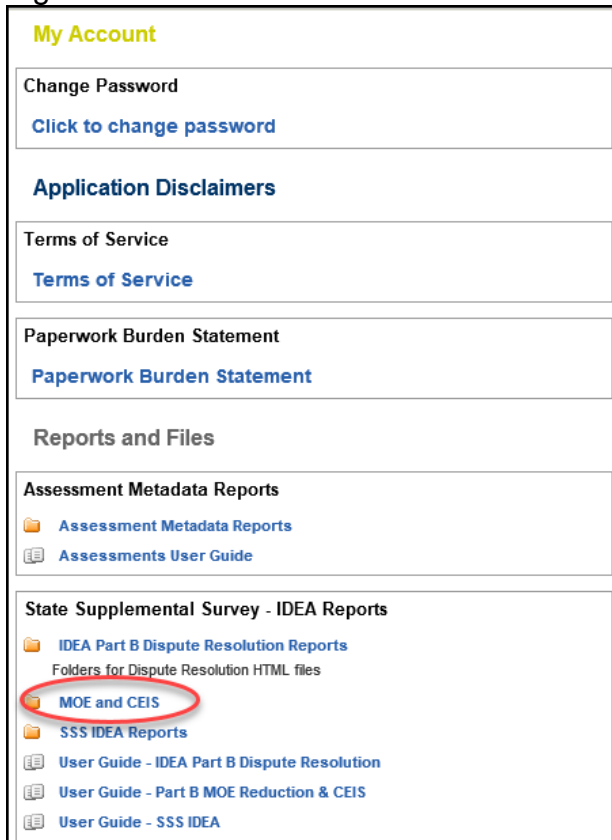
A Year-to-Year Comparison report is also available for this data collection. The Year-to-Year comparison report can be found in the reports folder along with the final MOE Reduction and CEIS Report (see fig. 18).

The Year-to-Year comparison report will display comparisons for Section 611 allocations. It will calculate the difference between FFY 2015 allocations reported last year (A2B) and FFY 2015 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.

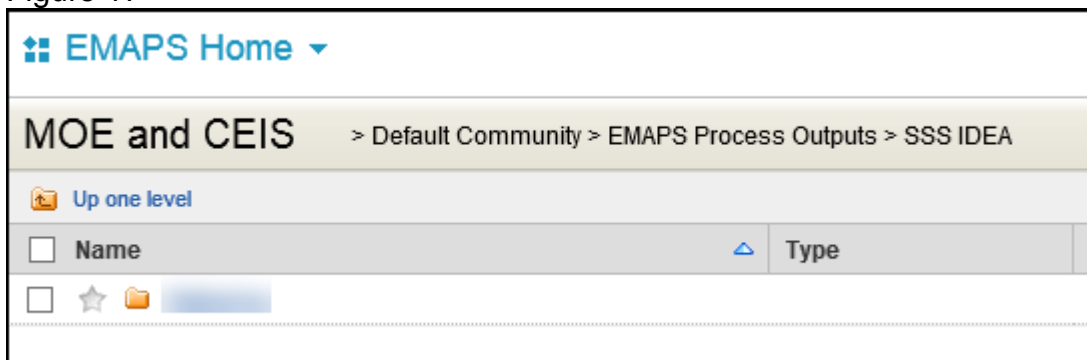
To access the final report and the Year-to-Year comparison report, select the **MOE and CEIS** folder under the heading **State Supplemental Survey – IDEA Reports** on the right hand side of the EMAPS Home page under **Reports and Files** (see fig. 16).

Figure 16



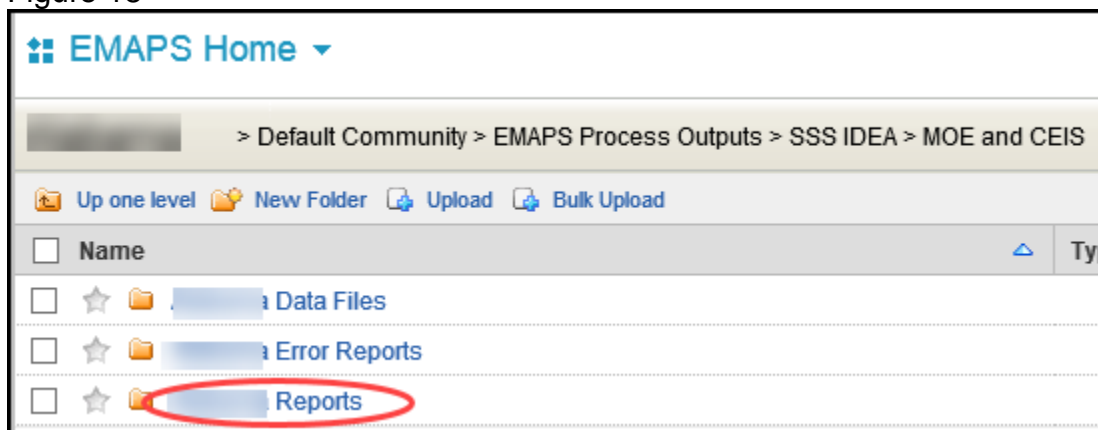
Click on the survey folder to display the state’s folder. (see fig. 17).

Figure 17



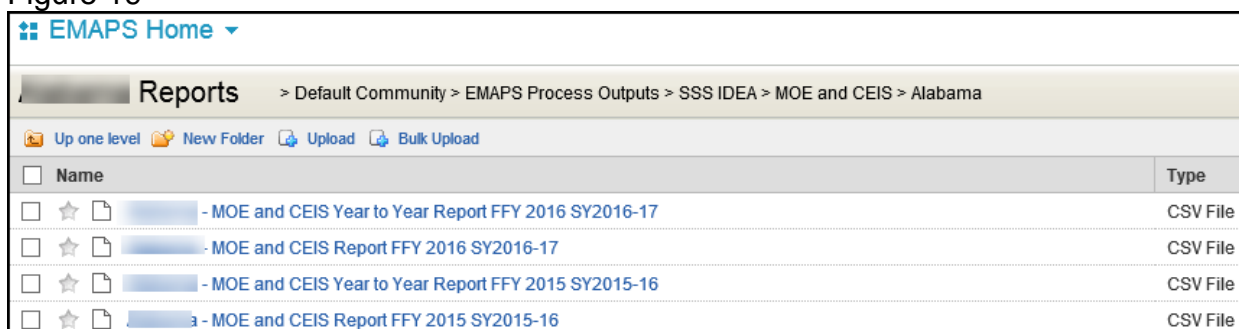
Next, select the **[Statename] Reports** folder (see fig. 18).

Figure 18



The final report file and the Year-to-Year comparison report will be available for download from this folder (see fig. 19).

Figure 19



Review the reports carefully and ensure that data uploaded is 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.

8.1 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 2015 to FFY 2016 will be auto-calculated for each LEA or ESA by subtracting the FFY 2015 dollar amount from the FFY 2016 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 2016 will be auto-calculated for each LEA or ESA by adding the FFY 2016 Section 611 allocation dollar amount to the FFY 2016 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 2016 will be auto-calculated for each LEA or ESA (see formula below). Please verify the percentages that are auto-calculated are correct.

| | |
|--------------------------------------|-----------------|
| FFY 2016 611 allocation | \$500,000 |
| + FFY 2016 619 allocation | +\$200,000 |
| <hr/> Total FFY 2016 IDEA allocation | <hr/> \$700,000 |

| | |
|--|---------------|
| Total FFY 2016 IDEA allocation X .15 = | 700,000 x .15 |
| 15% of Total FFY 2016 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 2016-2017 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 2016-2017 will be calculated using the following method: subtract the FFY 2015 Section 611 allocation (Column A2A) from the FFY 2016 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 2016-2017 (Column B3) by the product and multiply the quotient by 100. For example, if an LEA's FFY 2015 allocation of Section 611 funds was \$500,000 and the same LEA's FFY2016 allocation of Section 611 funds was \$700,000, the allocation would have increased \$200,000 from FFY2015 to FFY2016.

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.

| | |
|----------------------------------|-----------|
| FFY 2016 allocation (Column A2B) | \$700,000 |
|----------------------------------|-----------|

| | |
|---|------------|
| - FFY 2015 allocation (Column A2A) | -\$500,000 |
| Increase in funds between FFY 2015 and 2016 | \$200,000 |

| | |
|---|-----------------|
| Increase in funds between FFY 2015 and 2016 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 2016-2017 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.

| | |
|----------------------------------|------------|
| FFY 2016 611 allocation | \$500,000 |
| + FFY 2016 619 allocation | +\$200,000 |
| Total FFY 2016 IDEA allocation | \$700,000 |

| | | |
|--|------------------|-------|
| <u>Amount reserved for required CEIS</u> | <u>\$105,000</u> | = .15 |
| Total FFY 2016 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 2016.

In Column C3C, the percent of IDEA funds that the LEA or ESA used for voluntary CEIS during SY 2016-2017 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.

| | | |
|---|-----------------|--------|
| FFY 2016 611 allocation | \$500,000 | |
| + FFY 2016 619 allocation | +\$200,000 | |
| | | |
| Total FFY 2016 IDEA allocation | \$700,000 | |
| | | |
| <u>Amount reserved for voluntary CEIS</u> | <u>\$90,000</u> | = .128 |
| Total FFY 2016 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 2016.

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 2015 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**).

8.2 Warnings

There have been a number of revisions to warning messages for SY 2016-17. These revisions are minor and are noted in the table below.

NEW! 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.

| Column | Text | Warning Message |
|--------|------------------|--|
| A2A | A2A = 0, NA or M | Revised! A warning shall be written to the final report when column A2A contains a zero, NA or M. |
| A2B | A2B = 0, NA or M | Revised! A warning shall be written to the final report when column A2B contains a zero, NA or M. |

| Column | Text | Warning Message |
|----------------------|--|---|
| A2C B3 | A2C =< 0 and B3 > 0 | Revised! 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. |
| A3B | A3B = 0, NA or M ¹ | Revised! A warning shall be written to the final report when column A3B contains a zero, NA or M. |
| B2 | B2 = NA or M | A warning will be written to the final report when NA or 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). |
| B2 B3 | B2 <> 1 and B3 > 0 | 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. |
| B3 | B3 = M | 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). |
| B3 C3B | B3 > 0 and C3B > 0 | 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. |
| B4 | B4 > 100% | A warning shall be written to the final report when the percent available reduction taken by the LEA/ESA (B4) is greater than 100%. |
| B5 | B5 = M | New! 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. |
| B5 B6 | B5 = Yes and B6 = M or NA | New! 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. |
| B5 B6 B7 B8 | B5 = No, M or NA and B6, B7 and B8 not = NA or M | New! 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. |
| B6 | B6 = M | New! A warning shall be written to the final report when Column B6 (Did the LEA/ESA meet the MOE compliance standard?) is M. |

¹ The Warning “A3B = 0, NA or M” fires only for the 50 states, the District of Columbia and Puerto Rico.

| Column | Text | Warning Message |
|----------------|---|---|
| B6 B7 B8 | B6 = Yes, M or NA and B7 and B8 not = NA or M | <i>New!</i> 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. |
| B6 B7 | B6 = No and B7 = M or NA | <i>New!</i> 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. |
| B7 | B7 = M | <i>New!</i> 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. |
| B7 B8 | B7 = Yes and B8 = M or NA | <i>New!</i> 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. |
| B7 B8 | B7 = No and B8 not = NA | <i>New!</i> 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. |
| B8 | B8 = M | <i>New!</i> 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 |
| B8 A4 | B8 > A4 | <i>New!</i> 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 in the reference year) is greater than A4 (Total LEA/ESA allocations for Section 611 and 619 of IDEA the reference year). |
| C2A | C2A = M | 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). |

| Column | Text | Warning Message |
|-------------------------|--|---|
| C2A A5 C2B | C2A = Yes and A5 - C2B is >= \$10 | 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 FFY 2016) and column C2B (Amount reserved for required CEIS in the LEA/ESA) is >= \$10. <i>NOTE! M and NA are considered 0 in this calculation.</i> |
| C2A B3 | C2A = Yes and B3 > 0 | 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. |
| C2A | C2A = YES and none of C2A1 / C2A2 / C2A3 / C2A4 =YES | 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 |
| C2A C3A | C2A and C3A are both Yes | 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. |
| C2A C2B | C2A = Yes and C2B = 0, NA or M | 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. |
| C2A D2 | C2A = Yes and D2 = 0, NA or M | 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. |
| C2A | C2A = NO, NA or M and C2A1, C2A2, C2A3 and/or C2A4 = YES | Revised! 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 C2A.1; C2A.2; C2A.3; and/or C2A.4 equals YES |
| C2A C2B | C2A = NO, NA or M and C2B > 0 | New! 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. |
| C2A C2B A5 C2B | C2A = No, NA or M, C2B > 0 and A5 - C2B is >= \$10 | New! 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 >= \$10. <i>NOTE! M and NA are considered 0 in this calculation.</i> |


| Column | Text | Warning Message |
|------------------|--|--|
| C2A C3A D2 | C2A = No, NA or M and C3A = No or M and D2 > 0 | Revised! 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. |
| C2A1 | C2A1 = M | 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'). |
| C2A2 | C2A2 = M | 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'). |
| C2A3 | C2A3 = M | 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'). |
| C2A4 | C2A4 = M | 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'). |
| C2B | C2B = M | 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). |
| C2B C3B | C2B > 0 and C3B > 0 | New! A warning shall be written to the final report when Column C2B (Amount reserved for required CEIS in the LEA /ESA) is great than zero and Column C3B (Amount reserved for voluntary CEIS) is greater than zero. |
| C3A | C3A = M | 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). |
| C3A C3B | C3A = Yes and C3B = 0, NA or M | 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. |
| A5 C3B | C3A = Yes and C3B – A5 is >= \$10 | 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 FFY 2016) is >=\$10. NOTE! M and NA are considered 0 in this calculation. |
| C3A D2 | C3A = Yes and D2 = 0, NA or M | 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. |

| Column | Text | Warning Message |
|------------|-------------------------------|---|
| C3A C3B | C3A = NO, NA or M and C3B > 0 | <i>New!</i> 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. |
| C3B | C3B = M | A warning shall be written to the final report when M is the value for column C3B (Amount reserved for voluntary CEIS). |
| D2 | D2 = M | 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). |
| D3 | D3 = M | 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). |

9.0 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. On the MOE Reduction and CEIS Dashboard page, select **Submit** (see fig. 20).

Figure 20

 [EMAPS Home](#) ▾


- Part B MOE and CEIS Main SY 2016-17


****Caution to Submitters****

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

1. Upload Form by selecting "MOE Reduction and CEIS – Upload Form."
2. **WAIT FOR AN EMAIL BEFORE MOVING TO "2. 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. "EMAPS Home"
 - ii. In the right column titled "State Supplemental Survey – IDEA Reports," select "MOE and CEIS"
 - iii. Select your State folder
 - iv. Select STATENAME "Error Reports" and review the report in the folder.
 - v. Fix 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. "EMAPS Home"
 - ii. In the right column titled "State Supplemental Survey – IDEA Reports," select "MOE and CEIS"
 - iii. Select your State folder
 - iv. Select STATENAME "Reports" and review the report in the folder.
 - v. Verify the data submitted by reviewing the auto-calculated figures and percentages provided in this report (columns I, L, M, N, Q, AB, and AE).
 - vi. Go to columns AH through CB to review your Warnings.
 - vii. After reviewing your warnings, either:
 - a. fix the file to eliminate the warnings and start the Upload Form process over again or
 - b. follow the proceeding steps to submit the data with an explanation for the warnings.
 - viii. Go to "EMAPS Home"
 - ix. In the left column, go to IDEA Part B MOE and CEIS SY 2016-17 and select "Click here to begin IDEA Part B MOE and CEIS Survey"
 - x. Select STATENAME Part B MOE and CEIS MAIN
 - xi. Select "2. Submit"
 - xii. Provide notes, if needed (e.g., to explain why you are submitting with warnings).
 - xiii. Select, "Submit Data to Database."

IDEA Part B MOE and CEIS

 [1. MOE Reduction and CEIS - Upload Form](#)

 [2. Submit](#)

If there are any fatal errors, a message in red will appear, similar to the one shown below (see fig. 21). If there are fatal errors, you will be directed to **Return to Dashboard** to upload a correct copy of the report on the **MOE Reduction and CEIS – Upload Form** page.

Figure 21

Once there are no fatal errors, there will be no message indicating that there are fatal errors and the **Submit Data to Database** button will be available. (see fig. 22). Prior to submitting your data to the database, comments can be entered to explain any warnings or inconsistencies with the data.

Figure 22

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

The final .CSV report will display comments that were entered on the **Submit** page in the comment box titled **Please provide any additional information supplementing any warnings in the .CSV file, if needed.** The comments will be added in the spreadsheet below for all LEA/ESA rows (see fig. 23).



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