



**U.S. DEPARTMENT OF EDUCATION**

**ED*Facts* Submission System (ESS)**

**EMAPS User Guide: IDEA Part C  
Child Count and Settings**

**Release 5.0**

**February 2017**

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February 2017

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

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### DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0-4.0		Versions 1.0 through 4.0 are used to complete EMAPS User Guide: IDEA Part C Child Count and Settings Collection prior to SY 2015-16.
5.0	February 2017	<ul style="list-style-type: none"> <li>• Updated for SY 2016-17</li> <li>• <i>New!</i> FAQ Added about Child Count Certification form</li> <li>• <i>New!</i> Year-to-Year report revisions described</li> <li>• <i>New!</i> Edit check: “Cumulative Count Infant/Toddler – R/E Total” is less than or equal to “Age Group/Setting: Birth thru 2 – Total”</li> </ul>

## PREFACE

The EMAPS IDEA Part C Child Count and Settings User Guide is intended to provide assistance to users of the *EDFacts Metadata and Process System (EMAPS)*. This guide demonstrates the steps necessary to enter IDEA Part C Child Count and Settings data and navigate this survey in EMAPS.

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 20202-4536 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1820-0557.

This guide will be updated if major system modifications affect user procedures.

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## 1.0 INTRODUCTION

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

### 1.1 Technological Requirements

#### ***Before Beginning:***

Internet Explorer versions 9, 10 and 11 is the only supported browser for accessing EMAPS.

***NOTE!*** Each section of the survey will appear in a pop-up window. Please make sure that the browser's pop-up blocker is off.

## 2.0 OVERVIEW

This survey has been developed to collect data authorized under Section 618 of IDEA, Part C of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part C Data Managers. The survey provides information on the following and is organized to provide the counts for the number of children in the following sections:

- Child Count and Settings by Age- States manually enter the Child Count and Settings data by Age.
- Child Count and Settings by Race/Ethnicity- States manually enter the Child Count and Settings data by Race/Ethnicity.
- Child Count by Gender- States manually enter the Child Count by Gender.
- At Risk Child Count- States manually enter the Count of At Risk Children if this count is applicable to the state.
- Cumulative Child Count by Race/Ethnicity and Gender- States manually enter the Cumulative Child Count by Race/Ethnicity and by Gender for their state.

This survey is required for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

### 2.1 Frequently Asked Questions

Below is a list of frequently asked questions regarding the EMAPS IDEA Part C Child Count and Settings Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center at [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)

#### **What is the primary use of this information?**

The IDEA Part C Child Count and Settings Collection provides the U.S. Department of Education (ED) information on the counts for the following:

- Section A: Child Count and Settings by Age
- Section B: Child Count and Settings by Race/Ethnicity
- Section C: Child Count by Gender
- Section D: At Risk Child Count
- Section E: Cumulative Child Count by Race/Ethnicity and Gender

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

The data will be used as responses in Part C Table 1 and Table 2. These tables can be found in the appendices of this document.

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The data are also used for monitoring the programs and activities under IDEA and are reported in the Office of Special Education Programs (OSEP)'s Annual Report to Congress on the Implementation of IDEA.

### **Who may have access to my state's IDEA Part C Child Count and Settings Survey?**

Each state IDEA Part C Data Manager has been granted read/write access to the EMAPS online survey. Other users will be granted access at the request of the state Part C Data Manager.

If the Part C Data Manager wishes to authorize someone else to complete this survey, please contact the Partner Support Center (PSC) and provide the name and e-mail address of the user(s) that will be added.

Phone: (877) 457-3336

E-mail: [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)

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

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

### **Will the system send any notifications?**

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

- When the system is open;
- When data have been submitted;
- When there has been no account activity. Notifications will be sent two weeks and three days prior to due date;
- When data have been entered, but not submitted three days prior to due date; and
- If there are edit check warnings in the submissions three days prior to due date.

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

- OSEP has a data quality inquiry;
- The system has been reopened;
- There was a data quality inquiry and updated data have not been submitted one week prior to the close of the reopen period; and
- One week prior to the close of the reopen period.



**When are the data due?**

The completed survey is due no later than April 5, 2017 at 11:59 p.m. (ET). There will be a reopen period for data resubmission between June 12, 2017 and July 12, 2017. The data will be frozen at 11:59 p.m. (ET) on July 12, 2017 to be used by OSEP in the Annual Report to Congress, public posting of the IDEA Section 618 data, and ad hoc requests.

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses will be assessed by the Office of Special Education Programs (OSEP) for timeliness, completeness, and passing edit checks. Data submissions with missing data elements are rated by OSEP as “incomplete.” The initial review of data for Annual Performance Report (APR) purposes will be based on data in the system as of 11:59 PM (ET) on the due date.

**Are all states required to submit the IDEA Part C Child Count and Settings Collection via EMAPS for SY 2016-2017?**

Yes. For SY 2016-17, the Part C Child Count and Settings Collection will be submitted by 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

**What reporting year will this data collection cover?**

The IDEA Part C Child Count and Settings count date is a state-designated date between October 1, 2016 and December 1, 2016 (inclusive). For the SY 2016-17 data collection, the state will define their Child Count Date in the survey.

**May I leave a field blank?**

Fields may not be left blank. Data will not save unless there is a permitted value for every field.

**When are zero counts permitted in this survey?**

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

**When should I report Missing?**

Report a count as Missing when the state did not collect or cannot report a count for a specific category. States should enter “M” for Missing.

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**I see an error that is preventing me from submitting my form. What should I do?**

If an error prevents the form from being submitted, please review the data. Acceptable values are positive integers, "0", and "M". "NA" is only acceptable for counts of children aged 4-5 and 5 and older. Negative numbers, commas, decimal points, and other alpha characters are not acceptable.

If data cannot be submitted after confirming that the appropriate permitted values are entered into the data entry fields, please contact PSC.

**REVISED! I have entered "Missing" (M) or "Not Applicable" (NA) in my form and the total percentage still equals 100. Why?**

Data that are entered as "M" or "NA" are calculated into the percentage totals as "0" throughout most of the collection. Except in Section A, Part 2 "Child Count and Settings by Age" if all data elements in a column or in rows 5 (ages 4-5) and 6 (age 5 and older) are "NA" then that percentage total will equal "NA."

**How can I review the survey results after I have saved a draft version?**

After a draft version is saved in the Data Entry forms, the system will display the survey dashboard. Select the "Review and Submit" form from the survey dashboard to check for errors. Edit check violations will be listed near the bottom of the report that is generated (in red text).

Once the data are reviewed, select the "Submit Data to Database" button to complete the survey process.

**How do I submit the completed survey to ED?**

The survey can be submitted to the database and the submission process can be completed only in the Review and Submit form. Once the review is complete, the user should select the "Submit Data to Database" button to submit the survey to the database. The IDEA Part C Data Manager (as well as anyone on the Part C Contact List) will receive a confirmation e-mail confirming that the data have been submitted to the database. Copies of the reports will be available to the state IDEA Part C Data Manager in the IDEA Reports Repository on the EMAPS homepage.

**Where can I find the HTML report and the Year-to-Year Comparison report of the submitted survey?**

Access the reports from the state's EMAPS home page. Click on the folder link labeled "IDEA Part C Reports." This link can be found on the right hand side of the EMAPS home page under the IDEA Part C Reports heading. This will provide access to the

reports for submitted Part C surveys.

### **Will I have access to previously submitted Survey results?**

Yes. The history of all submitted versions of the IDEA Part C Child Count and Settings Surveys can be viewed. Be aware that the version submitted by the Part C Data Manager and in the system as of 11:59 PM (ET) on the due date will be the version ED will use to review the data for APR purposes. Data publicly reported and used by OSEP for other purposes will be the last submission as of the freeze date (11:59pm ET on July 12, 2017 for Child Count and Settings). Draft versions will not appear in the report repository.

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

The survey can be modified during the reopen period between June 12, 2017 and July 12, 2017 11:59 pm ET.

After the due date, OSEP will review the data and communicate results of the data quality review and data quality inquiries with states via an online communication tool (OMB MAX) prior to the reopen period.

### **Will I have access to the survey after I have submitted data to the database?**

Yes. The survey can be accessed until the April 5, 2017 due date. After the due date, the submitted survey can be reviewed but the data may NOT be modified until the reopen period.

### **After starting the survey, can I save the existing entries and come back later to complete it?**

Yes. The survey is set up so that a working copy of the data can be saved as a draft which can be corrected or submitted at a later time. All fields of the form must be filled out for the form to save. The "Save as Draft" button is provided at the bottom of the Data Entry forms. When a user selects this button, the data shall be saved to EMAPS and the user will be directed to the IDEA Part C Child Count and Settings Collection dashboard. Saving the data as a draft does not submit the data to the database. Please note that responses must be submitted to the database prior to the deadline in order for the submission to be considered complete.

### ***NEW!* How do I certify my Part C Child Count?**

In order to meet the Part C Child Count data collection requirements, please have the authorized official of the agency complete and sign the Part C Child Count Certification

form as a certification. This will indicate that the Part C Child Count data submitted by your state is an accurate and unduplicated count of children with disabilities receiving special education and related services from the state. If you need a copy of the form, please contact PSC.

The completed and signed form should be submitted electronically via email to the Partner Support Center (PSC) at [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov) or by fax to PSC at 888-329-3336 (888-FAX-EDEN).

**If I enter the Part C Child Count and Settings Survey more than once, will previously entered data show?**

Yes, as long as the “Save as Draft” button has been selected and no fatal errors were detected, the previously entered information will be displayed in the Data Entry forms.

**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 4000 characters.

**Can I print the results of this survey?**

Yes. An HTML version of the state survey can be obtained from the IDEA Part C Child Count and Settings folder through the IDEA Part C Reports link on the EMAPS homepage. A record of the survey can be printed and filed away or saved to a folder on a computer as a soft copy.

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

For login and technical assistance, please contact the ED*Facts* Partner Support Center (PSC):

E-mail: [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)

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

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

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

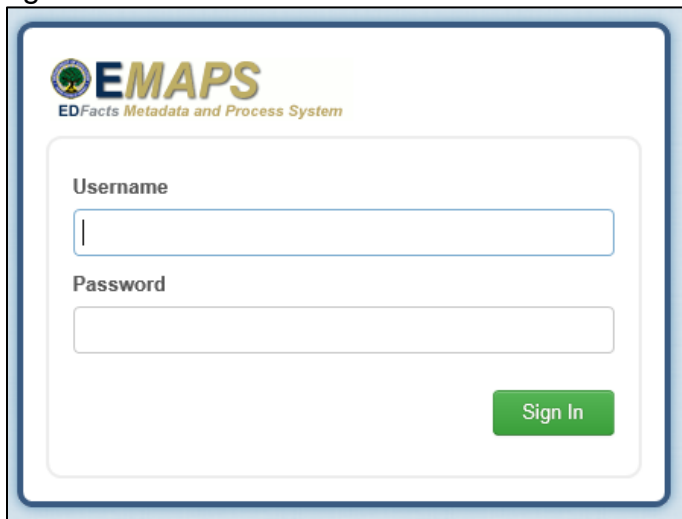
## 3.0 ACCESSING EMAPS STEP-BY-STEP INSTRUCTIONS

### 3.1 Logging into the EMAPS web site directly

To log in directly to EMAPS, go to <https://emaps.ed.gov/suite/> (see fig.1). Enter your assigned username and password for access.

**NOTE!** EMAPS usernames and passwords are case sensitive.

Figure 1



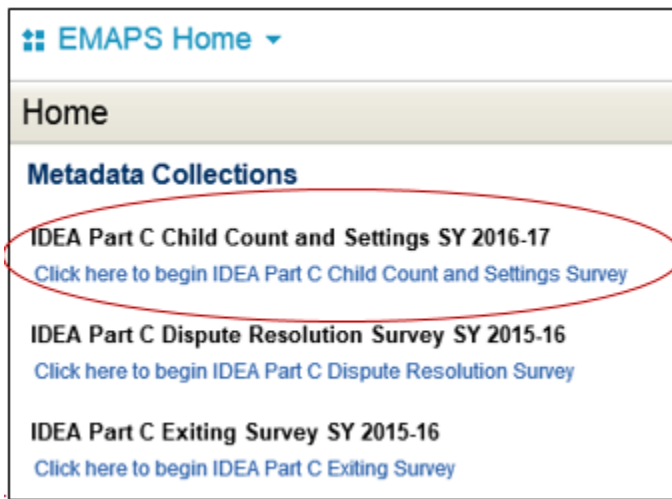
The screenshot shows the EMAPS login interface. At the top left is the EMAPS logo, which includes a circular seal and the text "EMAPS" in large blue letters, with "EDFacts Metadata and Process System" in smaller text below it. Below the logo is a white rectangular form with a light blue border. Inside the form, there are two input fields: the first is labeled "Username" and the second is labeled "Password". Below these fields is a green rectangular button with the text "Sign In" in white.

## 4.0 LAUNCHING THE SURVEY FROM THE EMAPS HOME PAGE

### 4.1 EMAPS Home Page

After logging into EMAPS, the EMAPS Home page appears. The “IDEA Part C Child Count and Settings SY 2016-17,” link is located under the Metadata Collections header. Click the link “Click here to begin IDEA Part C Child Count and Settings Survey” to start the process (see fig. 2).

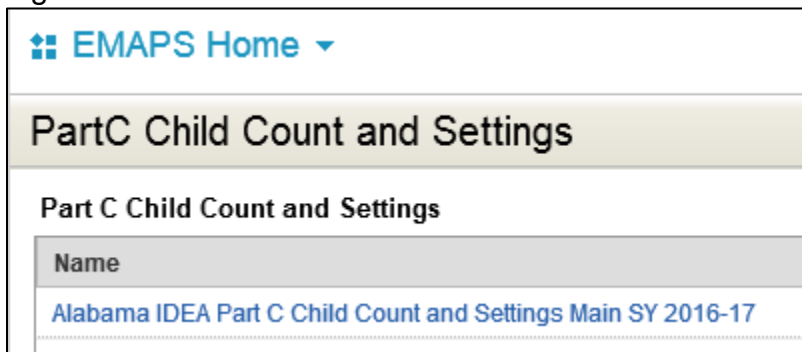
Figure 2



### 4.2 IDEA Part C Child Count and Settings Start Page

Click the “Click here to begin IDEA Part C Child Count and Settings Survey” link, to see the survey start link for the state or entity. Click the link “[state’s name] IDEA Part C Child Count and Settings Main SY 2016-17” to enter the IDEA Part C Child Count and Settings Dashboard (see fig. 3).

Figure 3



**NOTE!** *If the survey is accessed from this start page after the survey is closed for data submission, a blank screen will appear as displayed below (see fig. 4).*

Figure 4



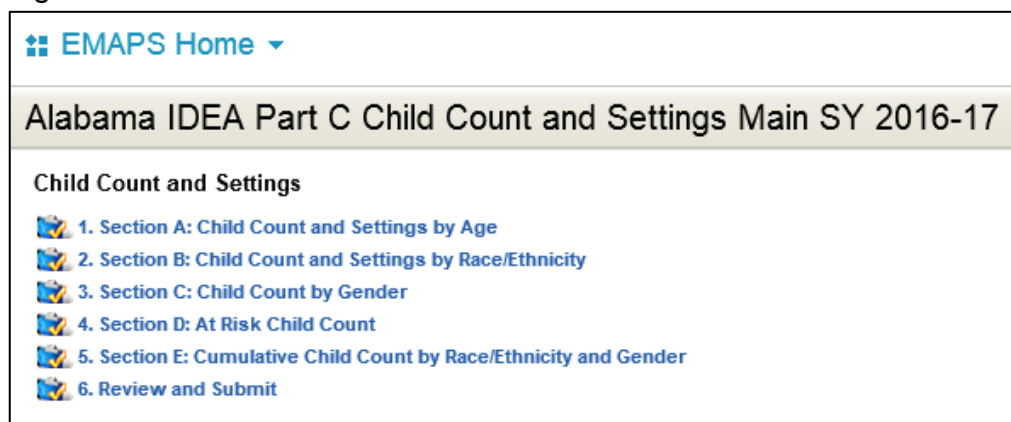
Name
<i>No results</i>

## 5.0 IDEA PART C CHILD COUNT AND SETTINGS DASHBOARD

The IDEA Part C Child Count and Settings dashboard contains six links; each link is a separate section. To update a section, select the appropriate link from the list displayed on the screen (see fig. 5).

1. **Section A: Child Count and Settings by Age** – This form is where Part C Data Managers will input data for Child Count and Settings by Age.
2. **Section B: Child Count and Settings by Race/Ethnicity** – This form is where Part C Data Managers will input data for Child Count and Settings by Race/Ethnicity.
3. **Section C: Child Count by Gender** – This form is where Part C Data Managers will input data for Child Count by Gender.
4. **Section D: At Risk Child Count** – This form is where Part C Data Managers will input data for their At Risk Child Count.
5. **Section E: Cumulative Child Count by Race/Ethnicity and Gender** – This form is where Part C Data Managers will input the Cumulative Child Count by Race/Ethnicity and by Gender for the designated 12 month period determined by the state.
6. **Review and Submit** – This form is where Part C Data Managers will review and submit the state's data.

Figure 5





## 6.0 DATA ENTRY

To begin submitting the IDEA Part C Child Count and Settings Collection, select the link for the form that should be updated (see fig. 5).

Only the following permitted values are accepted in data fields: “0”, a positive integer, “M” for missing, or “NA” for not applicable. “NA” is only acceptable for counts of children aged 4-5 and 5 and older.

The “M” for missing and “NA” for not applicable must be capitalized to be accepted by the system.

If the survey window from the browser is closed without clicking the “Save as Draft” button, data will not be saved and the EMAPS survey session will end.

**NOTE!** *If a Part C Data Manager exits a data entry page without submitting a draft version first, the data entered will not display. Please save the survey as a draft while in each of the data entry forms before closing the webpage.*

In providing data for this collection, the state is to submit complete and unsuppressed data.

**NOTE!** *If the screen is not redirected to the IDEA Part C Child Count and Settings Dashboard after the “Save as Draft” button is clicked, check the survey for fatal errors on the Data Entry forms. The fatal error message will appear in red text on the form. See section 7.3 of this user guide for more information on fatal errors. If there are no fatal errors check to ensure that the browser is Internet Explorer.*

### 6.1 Section A: Child Count and Settings by Age

#### 6.1.1 Entering the Child Count Date

Enter the state’s child count date in the given field using the M/D/YYYY format (see fig. 6).

**NOTE!** *Child count date must be between **Oct 1, 2016 and Dec 1, 2016** (inclusive). If the date does not fall within these dates, there will be an error on the review page.*

Figure 6

Alabama - Section A: Child Count and Settings by Age

Please complete the form below.

**Year 2016-17**

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages. For Rows 5 and 6 (age 4 to 5 & age 5 or older), enter "NA" if the category is not applicable to your state.

What is your state's Child Count date (MM/DD/YYYY)?

### 6.1.2 Child Count and Settings by Age

Complete Section A1, "Age Group and Settings of Infants and Toddlers, Ages Birth through 2" (see fig. 7). Report the unduplicated number of children with an active Individualized Family Service Plan (IFSP) in place on the child count date, according to the child's age and primary settings.

The totals and percentages calculated on the far right are auto-calculated.

**NOTE!** Permitted values for this table are "0", Integers, "NA" for data that is not applicable in the state, and "M" for data that the state did not collect. If "M" is entered explain why the data is missing in the comment box. "NA" is only acceptable for counts of children aged 4-5 and 5 and older.

Figure 7

	Home	Community - Based Setting	Other Setting	Total	Percentage
<b>A1. Age Group and Settings of Infants and Toddlers , Ages Birth through 2</b>					
* 1. Birth to 1	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	9	20
* 2. 1 to 2	<input type="text" value="6"/>	<input type="text" value="2"/>	<input type="text" value="6"/>	14	31.11
* 3. 2 to 3	<input type="text" value="8"/>	<input type="text" value="5"/>	<input type="text" value="9"/>	22	48.89
* Total (Birth through 2)	19	8	18	45	100

Answer "Yes" or "No" to the following question: "Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?" (see fig. 8)

Figure 8

\* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?

Yes  
 No

States that answer “No” may enter comments as necessary on this page and select the “Save as Draft” button.

If the state selects “Yes” to the question above, Section A2 - “Age Group and Settings of Children, Ages 3 or Older” will appear (see fig. 9). This data must be provided before moving forward.

**NOTE!** “NA” is only acceptable for counts of children aged 4-5 and 5 and older if the answer to this question is “Yes.”

Figure 9

	Home	Community - Based Setting	Other Setting	Total	Percentage
<b>A2. Age Group and Settings of Children, Ages 3 or Older</b>					
* 4. 3 to 4	2	4	8	14	28
* 5. 4 to 5	1	6	10	17	34
* 6. 5 or Older	3	8	8	19	38
* Total (3 or Older)	6	18	26	50	100

Enter comments in the box provided at the bottom of the page, if applicable.

**NOTE!** If NA is entered in row 5 “4 to 5” or row 6 “5 or Older” or throughout any column for A2, then the total and percentages in this table will equal NA

Click the “Save as Draft” button at the bottom of the page to save the data (see fig. 10).

Figure 10

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

Comment A

### 6.2 Section B: Child Count and Settings by Race/Ethnicity

Report the (unduplicated) number of children with an active Individualized Family Service Plan (IFSP) in place on the child count date, according to the child’s race/ethnicity and primary settings (see fig. 11).

**NOTE!** Permitted values for this table are "0", Integers, and "M" for data that the state did not collect. If "M" is entered explain why the data is missing in the comment box.

To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields. Do not use the enter key when the cursor is in a data field. If there is an error in the calculated totals, please contact PSC.

Figure 11

Year 2016-17

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

	Home	Community - Based Setting	Other Setting	Total	Percentage
<b>B.1 Race/Ethnicity of Infants and Toddlers, Ages Birth through 2</b>					
* 1. Hispanic/Latino	<input type="text" value="4"/>	<input type="text" value="9"/>	<input type="text" value="4"/>	17	9.83
* 2. American Indian or	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	16	9.25
* 3. Asian	<input type="text" value="75"/>	<input type="text" value="5"/>	<input type="text" value="8"/>	88	50.87
* 4. Black or African Arr	<input type="text" value="8"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	15	8.67
* 5. Native Hawaiian or	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	10	5.78
* 6. White	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	12	6.94
* 7. Two or More Races:	<input type="text" value="8"/>	<input type="text" value="1"/>	<input type="text" value="6"/>	15	8.67
* Total (Birth through 2)	109	31	33	173	100

Total fields on the far right and those on the bottom are auto-calculated by the system.

Answer “Yes” or “No” to the following question: “Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has

consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?” (see fig. 12)

**NOTE!** The response to this question should match on each screen.

Figure 12

\* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?

Yes  
 No

States that answer “No” may enter comments as necessary on this page and select the “Save as Draft” button.

If the state selects "Yes" to the question above, Section B2 - “Race/Ethnicity of Children, Ages 3 or Older” will appear (see fig. 13). This data must be provided before moving forward.

Figure 13

**B.2 Race/Ethnicity of Children, Ages 3 or Older**

* 8. Hispanic/Latino	5	5	8	18	15
* 9. American Indian or	2	8	5	15	12.5
* 10. Asian	5	7	2	14	11.67
* 11. Black or African A	8	4	5	17	14.17
* 12. Native Hawaiian c	9	5	8	22	18.33
* 13. White	6	8	5	19	15.83
* 14. Two or More Race	3	9	3	15	12.5
* Total (3 or Older)	38	46	36	120	100

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

Sect Comment B

Enter comments in the box provided at the bottom of the page, if applicable. Click the “Save as Draft” button at the bottom of the page to save the data.

### 6.3 Section C: Child Count by Gender

Report the (unduplicated) number of children with an active Individualized Family Service Plan (IFSP) in place on the child count date, according to the child’s gender (see fig. 14).

The totals and percentages calculated on the far right are auto-calculated. To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields. Do not use the enter key when the cursor is in a data field. If there is an error in the calculated totals, please contact PSC.

**NOTE!** Permitted values for this table are "0", Integers, and "M" for data that the state did not collect. If "M" is entered, explain why the data is missing in the comment box.

Figure 14

Alabama - Section C: Child Count by Gender

Please complete the form below.

**Year 2016-17**

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

	Total	Percentage
<b>C1. Gender of Infants and Toddlers, Ages Birth through 2</b>		
* 1. Male	<input type="text" value="10"/>	13.7
* 2. Female	<input type="text" value="63"/>	86.3
* Total (Birth throu	73	100

Answer “Yes” or “No” to the following question: “Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?” (see fig. 15)

**NOTE!** The response to this question should match on each screen.

Figure 15

\* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?

Yes  
 No

States that answer “No” may enter comments as necessary on this page and select the “Save as Draft” button.

If the state selects "Yes" to the question above, Section C2 - "Gender of Children, Ages 3 or Older" will appear (see fig. 16). This data must be provided before moving forward.

Figure 16

	Total	Percentage
<b>C2. Gender of Children, Ages 3 or Older</b>		
* 3. Male	<input type="text" value="45"/>	78.95
* 4. Female	<input type="text" value="12"/>	21.05
* Total (3 or Older)	57	100

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

Sect Comment C

Enter comments in the box provided at the bottom of the page, if applicable. Click the "Save as Draft" button at the bottom of the page to save the data.

### 6.4 Section D: At Risk Child Count

Answer "Yes" or "No" to the following: "Has your state elected under 20 U.S.C. 1432(5)(B)(i) to serve children under the age of three and at risk of having substantial delays if early intervention services are not provided?" (see fig. 17)

Figure 17

Alabama - Section D: At Risk Child Count

Please complete the form below.

**Year 2016-17**

**A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.**

\* Has your state elected under 20 U.S.C. 1432(5)(B)(i) to serve children under the age of three and at risk of having substantial delays if early intervention services are not provided?

Yes

No

States that answer "No" may enter comments as necessary on this page and select the "Save as Draft" button.

States that answer “Yes” to the question above must enter counts for Section D2 - “At Risk infants and toddlers, Ages Birth through 2” (see fig. 18).

Figure 18

	Total	Birth to	1 to 2	2 to 3
<b>At Risk infants and toddlers, Ages Birth through 2 (These Infants and toddlers should be included in counts for Section A.1 and B.1)</b>				
* 1. Hispanic/Latino	<input type="text" value="NA"/>			
* 2. American Indian or Alaska Na	<input type="text" value="NA"/>			
* 3. Asian	<input type="text" value="NA"/>			
* 4. Black or African American	<input type="text" value="NA"/>			
* 5. Native Hawaiian or Other Paci	<input type="text" value="NA"/>			
* 6. White	<input type="text" value="NA"/>			
* 7. Two or More Races	<input type="text" value="NA"/>			
* Total (Birth through 2)	0	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>

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

Sect Comment D

To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields.

The total field on the right is auto-calculated by the system. Do not use the enter key when the cursor is in a data field. If there is an error in the calculated totals, please contact PSC.

Enter comments in the box provided at the bottom of the page, if applicable. Click the “Save as Draft” button at the bottom of the page to save the data.

### 6.5 Section E: Cumulative Child Count by Race/Ethnicity and Gender

The Cumulative Child Count by Race/Ethnicity and by Gender should represent the number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services during the most recent 12-month period for which data are available. The state defines their Cumulative Child Count Date in the survey.

#### 6.5.1 Entering the Cumulative Count Date

Enter the start and end dates of the most recent 12-month period for which the cumulative count of infants and toddlers, ages birth through 2, who received early



intervention services are available. For example, if data on the total number of infants and toddlers served during the period from July 1, 2015, through June 30, 2016, are available, report this count and the corresponding dates in this Section (see fig. 19).

Figure 19

Alabama - Section E: Cumulative Child Count by Race/Ethnicity and Gender

Please complete the form below.

**Year 2016-17**

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

Cumulative Number of Infants and Toddlers who received early intervention services.

\*From:  \*To:

### 6.5.2 Cumulative Count of Infants and Toddlers, birth through 2 by Race/Ethnicity

Report the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined above) during the most recent 12-month period for which data are available, according to the child's race/ethnicity. See appendix for definitions for reporting race/ethnicity (see fig. 20).

Figure 20

	Total	Percentage
<b>E1. Cumulative Count of Infants and Toddlers, Ages Birth through 2, by Race/Ethnicity</b>		
* 1. Hispanic/Latino	<input type="text" value="5"/>	20.83
* 2. American Indian or Alaskan Na	<input type="text" value="6"/>	25
* 3. Asian	<input type="text" value="3"/>	12.5
* 4. Black or African American	<input type="text" value="2"/>	8.33
* 5. Native Hawaiian or Other Pacifi	<input type="text" value="5"/>	20.83
* 6. White	<input type="text" value="2"/>	8.33
* 7. Two or More Races	<input type="text" value="1"/>	4.17
* Total (Birth through 2)	24	100

**NOTE!** Do NOT include children ages 3 or older in this count.

### 6.5.3 Cumulative Count of Infants and Toddlers, birth through 2, by Gender

Report the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined above) during the most recent 12-month period for which data are available, according to the child's gender

(see fig. 21).

**NOTE!** Do NOT include children ages 3 or older in this count

**NOTE!** The total number of children reported in this table should equal the total number of children reported in the Cumulative Count on Infants and Toddlers, birth through 2, by Race/ Ethnicity table.

Figure 21

	Total	Percentage
<b>E2. Cumulative Count of Infants and Toddlers, Ages Birth through 2, by Gender</b>		
* 1. Male	<input type="text" value="5"/>	45.45
* 2. Female	<input type="text" value="6"/>	54.55
* Total (Birth through 2)	11	100

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

Sect Comment E

After entering data, select “Save as Draft.”

**NOTE!** An edit check warning on the Review and Submit form will check to ensure that the total for Gender is equal to the total for Race/Ethnicity.

**NOTE!** The survey data will not be accepted for submission until these data are completed.

## 7.0 SUBMITTING THE FORM

### 7.1 Reviewing the Data

To save the survey to the database and complete the submission process, enter the Review and Submit form from the Survey Dashboard. Once the survey has been submitted to the database, an HTML report and the Year-to-Year Comparison report containing the survey results will be auto-generated and available through the IDEA Part C Reports link on EMAPS home page. Once the survey has been submitted to the database, ED will have access to the state’s survey responses as well (see fig. 22).

Figure 22

**Alabama Review and Submit**  
Please review the information below before submitting responses.

**Year 2016-17**

What is your state’s Part C Child Count date (MD/YYYY)? **1/5/2017**

Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child’s parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?  Yes  No

---

**Section A: Child Count and Settings by Age**

**A1. Age and Settings of Infants and Toddlers, Ages Birth through 2**

Age	Home	Community - Based Setting	Other Setting	Total	Percentage
1. Birth to	5	1	3	9	20
2. 1 to 2	6	2	6	14	31.11
3. 2 to 3	8	5	9	22	48.89
<b>Total (Birth</b>	<b>19</b>	<b>8</b>	<b>18</b>	<b>45</b>	<b>100</b>

**A2. Age and Settings of Children, Ages 3 or Older**

Age	Home	Community-Based Setting	Other Setting	Total	Percentage
4. 3 to 4	4	6	3	13	100
5. 4 to 5	NA	NA	NA	0	0
6. 5 or old	NA	NA	NA	0	0
<b>Total (3 or</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>13</b>	<b>100</b>

**NOTE!** All Sections must be completed before the data can be submitted on the “Review and Submit” page.

## 7.2 Submitting Form Without Edit Check Warnings

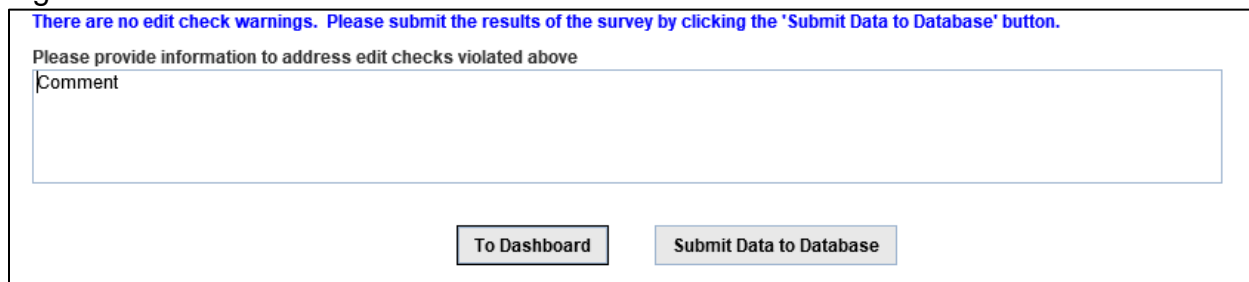
Review the data. If there are no edit check warnings, the form may be submitted to the database.

If the data passes the edit checks, the following message will be displayed in blue text at the bottom of the Review and Submit page, “There are no edit check warnings. Please submit the results of the survey by clicking the “Submit Data to Database” button” (see fig. 23).

There is an additional comment box on this screen that is used to provide any additional explanations or notes concerning the data.

**NOTE!** If the “Submit Data to Database” is not clicked, the necessary steps to submit the data for this collection **HAVE NOT** been completed.

Figure 23



The screenshot shows a confirmation message at the top: "There are no edit check warnings. Please submit the results of the survey by clicking the 'Submit Data to Database' button." Below this is a text area for comments with the prompt "Please provide information to address edit checks violated above" and a "Comment" label. At the bottom, there are two buttons: "To Dashboard" and "Submit Data to Database".

## 7.3 Fatal Errors in Data Entry Forms

If there are errors in the data entry forms, a message will appear below the field that has the error (see fig. 24).

These errors may happen when:

- A negative integer is entered into a field;
- A decimal number is entered into a field;
- A special character is entered into a field;
- An unacceptable letter code is entered into a field;
- "NA" is entered into a field, when not an accepted value.

Figure 24

Home	Community - Based Setting	Other Setting
Ages Birth through 2		
<input type="text" value="-7"/>	<input type="text" value="m"/>	<input type="text"/>
Value must be a positive integer	Must be a positive Integer or "M" Missing	<input type="text"/>
<input type="text" value="2.5"/>	<input type="text" value="NA"/>	<input type="text" value="0"/>
Value must be a whole number	Must be a positive Integer or "M" Missing	<input type="text"/>
<input type="text" value="&amp;"/>	<input type="text"/>	<input type="text"/>
Must be a positive Integer or "M" Missing	0	<input type="text"/>

#### 7.4 Edit Check Warnings in Review and Submit

Edit Check Warnings will appear on the Review and Submit form in red text (see fig. 25) if:

- The Child Count Date is not between October 1, 2016 and December 1, 2016 (inclusive);
- The totals by age group does not match the total by Race/Ethnicity;
- The totals by age group does not match the total by Gender;
- The total by Race/Ethnicity does not match the total by Gender;
- The total of At Risk by age groups does not match the total of At Risk by Race/Ethnicity;
- The total count of Infants and Toddlers by Age in Home setting does not equal the total Infants and Toddlers by Race/Ethnicity in Home setting;
- The total count of Infants and Toddlers by Age in Community setting does not equal the total Infants and Toddlers by race in Community setting;
- The total count of Infants and Toddlers by Age in Other setting does not equal the total Infants and Toddlers by Race in Other setting;
- The total count of Children by Age in Home setting does not equal the total Children by Race in Home setting;
- The total count of children by age in Community setting does not equal the total children by race in Community setting;
- The total count of children by age in Other setting does not equal the total children by race in Other setting;
- The timeframe for Cumulative Child Count does not equal one year;
- The Cumulative Count of Infants and Toddlers receiving early intervention services by Race/Ethnicity does not equal the total Cumulative Count of Infants and Toddlers receiving early intervention services by Gender;

- A required data entry field has not been populated on any of the data entry forms.
- **NEW!** “Cumulative Count Infant/Toddler – R/E Total” is less than or equal to “Age Group/Setting: Birth thru 2 – Total”

States may leave a comment explaining any errors and submit their Part C Child Count and Settings data by clicking “Submit Data to Database”.

In order to make any changes to the survey, select the “To Dashboard” button and return to the survey dashboard. The Review and Submit page is read only.

Figure 25

Please note that the data entered result in the following relationships which violate edit checks: Child Count Date does not fall into proper range, Total number of Infants and Toddlers by age in Home <=> Total number of Infants and Toddlers by Race in Home, Total number of Infants and Toddlers by age in Community <=> Total number of Infants and Toddlers by Race in Community, Total number of Infants and Toddlers by age in Other <=> Total number of Infants and Toddlers by Race in Other, Total number of Children by age in Home <=> Total number of Children by Race in Home, Total number of Children by age in Community <=> Total number of Children by Race in Community, Total number of Children by age in Other <=> Total number of Children by Race in Other, Total number of Infants and Toddlers by Age <=> Total number of Infants and Toddlers by Race, Total number of Infants and Toddlers by Age <=> Total number of Infants and Toddlers by Gender, Total number of Infants and Toddlers by Race <=> Total number of Infants and Toddlers by Gender, Total number of Children by Age <=> Total number of Children by Race, Total number of Children by Age <=> Total number of Children by Gender, Total number of Children by Race <=> Total number of Children by Gender, Total cumulative count of Infants and Toddlers receiving early intervention services by Race/Ethnicity <=> Total cumulative count of Infants and Toddlers receiving early intervention services by Gend

Please provide information to address edit checks violated above

Edit Check Violation Comment

To Dashboard
Submit Data to Database

## 8.0 ACCESSING IDEA PART C CHILD COUNT AND SETTINGS REPORTS

Once the data have been submitted to the database, the system generates two reports: an HTML and a Year-to-Year comparison report.

The Year-to-Year comparison report is a.csv file that will display data from the prior year so that changes may be tracked (see fig. 29). This report may be viewed using Excel. The report displays three years of data for comparison.

To access the HTML and Year-to-Year comparison reports, go to the EMAPS Homepage.

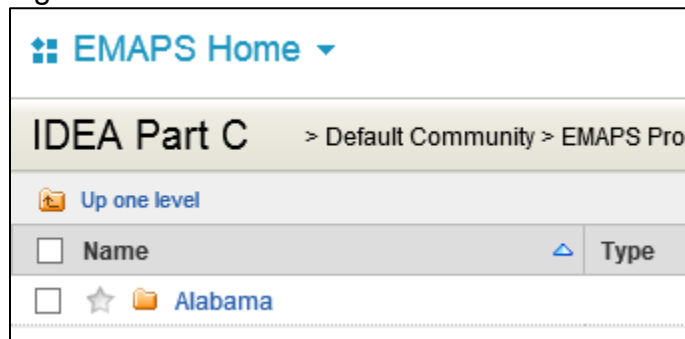
Select the “IDEA Part C Reports” link folder located under the “Reports and Files” section on the right hand side of the EMAPS Home page (see fig. 26).

Figure 26



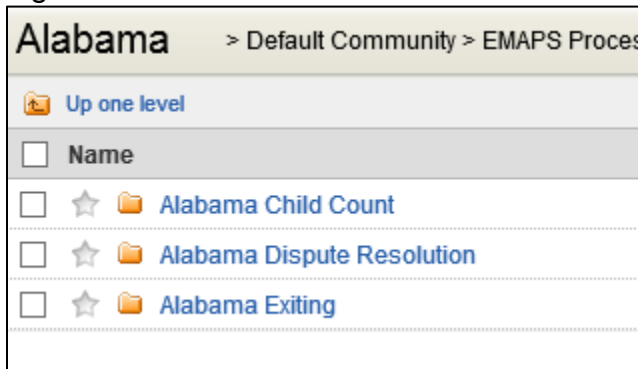
The state’s folder will appear on the next screen (see fig. 27). Click on the folder.

Figure 27



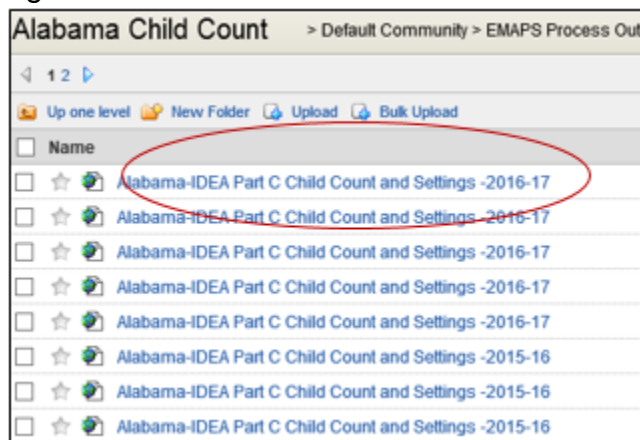
Next, select the Child Count Folder for the state (see fig. 28).

Figure 28



In this folder there are copies of the HTML and Year to Year Comparison Reports (see fig. 29).

Figure 29



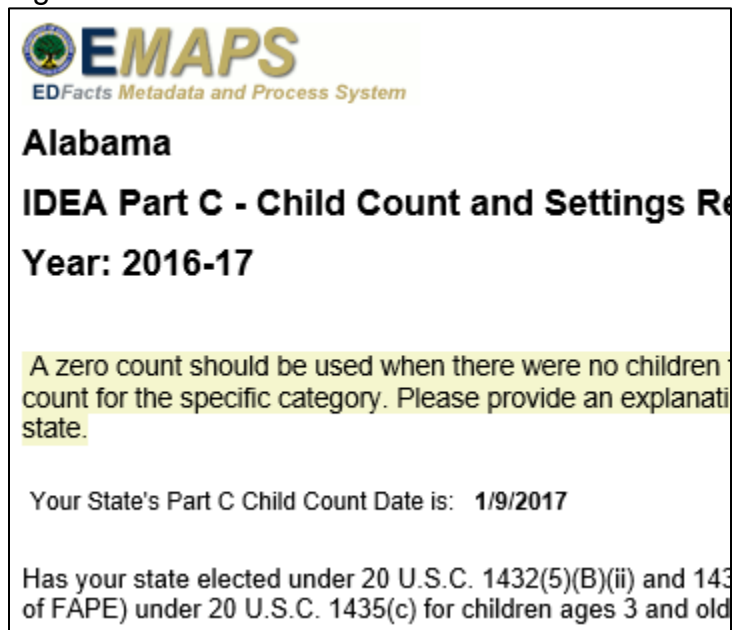
**NOTE!** If the state has submitted multiple surveys, users should reference the time/date stamp to locate the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.

Following the browser’s prompts, save the report to the computer, or open and view the report.



Once the survey is selected, the HTML Report will appear (see fig. 30)

Figure 30



**EMAPS**  
EDFacts Metadata and Process System

**Alabama**

**IDEA Part C - Child Count and Settings Report**

**Year: 2016-17**

A zero count should be used when there were no children in the category. Please provide an explanation for the count for the specific category. Please provide an explanation for the state.

Your State's Part C Child Count Date is: **1/9/2017**

Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1433(c) of FAPE) under 20 U.S.C. 1435(c) for children ages 3 and older?

This report can be saved to the computer using the browser's options or it can be printed to be saved as a hard copy.

The edit checks that were violated by the data submitted will be displayed on the HTML survey report, located under the comment box. These edits will appear just as they do in the Review and Submit form; however, the edits on the HTML reports will not be displayed in red text.

To remove the edit checks from displaying in the HTML report, data causing the edits can be corrected in the Data Entry form. The survey must be re-submitted through the Review and Submit form to override the previous submission.

The Year to Year Comparison Report will open in Excel and may be used to compare data from past years (see fig. 29). Each time a version of the survey is submitted, a new version of this report will be generated. Take care to open the correct report by referencing the time/date stamp.

Figure 29

	A	B	C	D	E	F	G
1	EMAPS - IDEA Part C Child Count and Settings						
2	Year 2016-17						
3	StateName: Alabama						
4	Created: Year 1	Year 2	Year 3	Difference	Difference	% Change	
5		2014-15	2015-16	2016-17	Year 1 - 2	Year 2 - 3	Year 1 - 2
6	Section A	16	13	11	2	2	18.75

**NOTE!** If a zero is present in the prior year, when comparing two years in the Year-to-Year Report, the percentage change between the two years will display “NA.”

**NEW!** For the SY 2016-17 Year-to-Year Comparison Report, counts and percentages will be compared for the following questions:

- Section A – Birth through 2 Total by Home
- Section A – Birth through 2 Total by Community
- Section A – Birth through 2 Total by Other Setting
- Section A – 3 and Older Total by Home
- Section A – 3 and Older Total by Community
- Section A – 3 and Older Total by Other Setting
- Section A – Total Birth to 1
- Section A – Totals 1 to 2
- Section A – Totals 2 to 3
- Section B – Total Hispanic/Latino
- Section B – Total American Indian or Alaska Native
- Section B – Total Asian
- Section B – Total Black or African American
- Section B – Total Native Hawaiian or Other Pacific Islander
- Section B – Total White
- Section B – Total Two or More Races
- Section D – Total Birth to 1

- Section D – Totals 1 to 2
- Section D – Totals 2 to 3
- Section E – Total Hispanic/Latino
- Section E – Total American Indian or Alaska Native
- Section E – Total Asian
- Section E – Total Black or African American
- Section E – Total Native Hawaiian or Other Pacific Islander
- Section E – Total White
- Section E – Total Two or More Races

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## 9.0 GLOSSARY OF DATA ELEMENTS

**Home** – Unduplicated count of children whose early intervention services are provided primarily in the residence of the child’s family or caregivers.

**Community-based Setting** – Unduplicated count of children whose early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include but are not limited to child care centers (including family day care), preschools, regular nursery schools, early childhood center, libraries, grocery stores, parks, restaurants, and community centers (e.g., YMCA, Boys and Girls Clubs).

**Other Setting** – Unduplicated count of children whose early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic, and EI center/class for children with disabilities.

**Primary setting** –The service setting in which the child receives the largest number of hours of Part C early intervention services. Determination of primary setting should be based on the information included on the IFSP in place on the Child Count date.

**Hispanic/Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.

**American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (Does not include persons of Hispanic/Latino ethnicity.)

**Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Does not include persons of Hispanic/Latino ethnicity.)

**Black or African American** – A person having origins in any of the Black racial groups of Africa. (Does not include persons of Hispanic/Latino ethnicity.)

**Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (Does not include persons of Hispanic/Latino ethnicity.)

**White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (Does not include persons of Hispanic/Latino ethnicity.)

**Two or more races** – A person having origins in two or more of the five race categories listed immediately above. (Does not include persons of Hispanic/Latino ethnicity.)



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