EDFacts Submission System (ESS)

EMAPS User Guide: IDEA Part C Child Count and Settings

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PREFACE

The E\textit{MAPS} IDEA Part C Child Count and Settings User Guide is intended to provide assistance to users of the E\textit{DFacts} Metadata and Process System (E\textit{MAPS}). This guide demonstrates the steps necessary to enter IDEA Part C Child Count and Settings data and navigate this survey in E\textit{MAPS}.

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

Data entered into the E\textit{MAPS} system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through E\textit{DFacts} (OMB 1820-0557, expires 11/30/2020). 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 20202-4536 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0557.

E\textit{DFacts} 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. E\textit{DFacts} 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\textit{Facts} Metadata and Process System (\textit{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 to aid in the analysis of data collected.

1.1 Technological Requirements

\textbf{Before Beginning:}

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

\textit{NOTE!} \textit{EMAPS is unavailable from late Sunday nights until 2:00 a.m. ET Monday mornings for regularly scheduled maintenance.}
2.0  OVERVIEW

This survey has been developed 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, U.S. Virgin Islands, American Samoa, Guam, and Northern Mariana Islands.

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 (PSC) at 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 IDEA, Section 618.

The data will be used as responses in Part C Table 1 and Table 2.

The data are also used for monitoring the programs and activities under IDEA and are reported in the Office of Special Education Program’s (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, contact the 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  
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.

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.

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 survey will open February 25, 2019. The completed survey is due no later than April 3, 2019 at 11:59 p.m. (ET).

There will be a reopen period for data resubmission between June 10, 2019 and July 10, 2019. The data will be frozen at 11:59 p.m. (ET) on July 10, 2019 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 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 initial due date.

Are all states required to submit the IDEA Part C Child Count and Settings Collection via EMAPS for SY 2018-19?

Yes. For SY 2018-19, the Part C Child Count and Settings Collection will be submitted by 50 states plus the District of Columbia, Puerto Rico, U. S. Virgin Islands, American Samoa, Guam, and Northern Mariana Islands.

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, 2018 and December 1, 2018 (inclusive). For the SY 2018-19 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.

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, 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, contact PSC.

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 save a draft version?

After data are saved in each of the Data Entry tabs, select the Review and Submit tab from the navigational menu to check for edit check warnings. Edit check warnings will be listed near the bottom of the report that is generated (in red text).

Once the data are reviewed, select the Submit 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 tab. Once the review is complete, the user should select the Submit 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 survey and in the Reports tab 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 Reports tab on the EMAPS home page. Click on the folder link labeled IDEA Part C Reports. 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 (11:59 pm ET on July 10, 2019 for Child Count and Settings). Draft versions will not appear in the report folder.

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

The survey can be modified during the reopen period between June 10, 2019 and July 10, 2019, 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 3, 2019 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 top of the page. Saving the data as a draft does not submit the data to the database. Note that responses must be submitted to the database prior to the deadline for the submission to be considered complete.

How do I certify my Part C Child Count?

To meet the Part C Child Count data collection requirements, 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. The forms will be available on the ED Facts Community site under the IDEA Resources and Tools section. If you need assistance obtaining the form, contact PSC.

The completed and signed form should be submitted electronically via email to PSC at 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** tab. A record of the survey can be printed and filed 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, 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, excluding federal holidays.
3.0 ACCESSING EMAPS

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

1. A Department of Education-approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).

Figure 3.1 – Department of Education approved warning banner

2. Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.2). Both the EMAPS username and password are case sensitive. If you experience issues logging into EMAPS, please contact PSC (FAQ Section, 2.1).

Figure 3.2 – EMAPS Login Screen
To log out of EMAPS, select the profile icon in the top right-hand corner and select *Sign Out*.

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

**NOTE!** A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, select within the EMAPS survey form, or select *Continue* when the inactivity warning message is displayed.
4.0 ACCESSING THE IDEA PART C CHILD COUNT SURVEY

4.1 EMAPS Records Tab

Once logged in, users will land on the EMAPS Records tab which contains a list of all available surveys. To return to the list at any time, select on the Records tab in the top navigation menu.

There are five tabs at the top of the EMAPS homepage:

News  Tasks  Records  Reports  Actions

Figure 4.1 – EMAPS Tabs

News: This tab is not used at this time.

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

Records: This tab displays all available EMAPS surveys.

Reports: This tab displays reports for all available EMAPS surveys.

Actions: This tab contains the Paperwork Burden Statement.

To launch the IDEA Part C Child Count and Settings Survey, follow these steps: On the EMAPS Records tab, select the blue IDEA Part C Child Count and Settings link to access your states start page (see fig. 4.2).
4.2 IDEA Part C Child Count and Settings Start Page

Select the **<State Name> IDEA Part C Child Count and Settings Main SY 2018-19** link to enter the IDEA Part C Child Count and Settings Survey. (see fig. 4.3)

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

- Information about the survey;
- Instructions for completing the survey; and
- Survey user guide.
IDEA Part C Child Count and Settings Main SY 2018-19

**About the Survey**

This survey has been developed to collect data authorized under Section 638 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.

**Instructions**

Navigate through the survey by clicking on the link for each section, clicking on "Update" on top right, answering each question, and then clicking the "Save As Draft" button located at the bottom of each screen. When you click the "Save As Draft" button, the responses you entered will be saved and the page becomes a read-only review. You may return to any section by clicking the links at the top of the screen. You may enter or change answers to questions any time prior to the system close, even if responses to questions were saved, or you previously submitted your data.

Once you have completed all sections, be sure to review your survey on the Review and Submit page and click on the "Submit" button after reviewing your state’s responses.

For questions, please contact the Provider Support Center (PSC) at 877-467-3336 or EDEN_55@red.gov. For TTY services, please contact Federal Relay Service at 800-877-1967 / federalrelay@print.com

**User Guide**

EMAPS IDEA Part C Child Count User Guide 2017-18

Figure 4.4 – Summary Page
5.0 NAVIGATION TIPS

The IDEA Part C Child Count and Settings navigational menu contains ten tabs (see fig. 5.1); each tab contains a separate section of the survey. To update a section, select the appropriate tab on the navigational menu.

Figure 5.1 – IDEA Part C Child Count and Settings Navigational Menu

- **Summary** – This section contains information about completing the Survey and the IDEA Part C Child Count and Settings User Guide.

- **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.

- **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.

- **Section C: Child Count by Gender** – This form is where Part C Data Managers will input data for Child Count by Gender.

- **Section D: At Risk Child Count** – This form is where Part C Data Managers will input data for their At Risk Child Count.

- **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.

- **Review and Submit** – This form is where Part C Data Managers will review and submit the state’s data.

- **State Reports**: This section contains the HTML reports for each IDEA Part C Child Count Survey submitted by the state for each year the survey has been available on EMAPS. These reports may be viewed and downloaded.

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

- **Related Actions**: This tab provides links to update each tab in the survey.
6.0 COMPLETING THE IDEA PART C CHILD COUNT SURVEY

To begin submitting the IDEA Part C Child Count and Settings Collection, select the tab from the navigational menu for the form that should be updated (see fig. 5.1).

- To begin entering data, the Update <Section Name> button (see fig. 6.1) must be selected. The Update <Section Name> button is located at the top-right of the page.
- Each data field will be blank when the form is first opened.
- Only the following permitted values are accepted in data fields: 0, a positive integer, M for Missing, or NA for Not Applicable. Each field must have a response. The M for Missing and NA for Not Applicable must be capitalized.
- Zero counts should be entered only if a state conducted a count for that data element and there were no children to report in the specific category for the given reporting period.
- Report a count as Missing when the state did not or cannot report a count for the specific category. If a count is Missing, enter M.
- The use of not applicable is ONLY acceptable for counts of children aged 4-5 and 5 and older. Enter NA for Not Applicable.
- To save entered data, select the Save as Draft button (see fig. 6.2) located on the bottom-right of the page.

Any section of the survey can be exited by navigating to another tab or to another area of the EMAPS System. Navigating away from a section or closing the EMAPS browser...
window without selecting the **Save as Draft** button will result in lost data. Data will be saved only when the **Save as Draft** button has been selected.

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

**NOTE!** *If the screen is not redirected to the top of the page 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 MM/DD/YYYY format (see fig. 6.3).

**NOTE!** *Child count date must be between **Oct 1, 2018 and Dec 1, 2018** (inclusive). If the date does not fall within these dates, there will be an error on the review page.*

![Figure 6.3 – Section A: Child Count and Settings by Age – Child Count Date](image)

#### 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. 6.4). 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 (Missing). 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 6.3 – Age Group and Settings of Infants and Toddlers, Ages Birth through 2

<table>
<thead>
<tr>
<th>Home</th>
<th>Community-Based Setting</th>
<th>Other Setting</th>
<th>Total</th>
<th>Percentage</th>
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<td>36</td>
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</table>

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. 6.4)

**NOTE!** The state’s saved response to this question on any form will populate for this same question throughout the survey.

- 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. 6.5). 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 6.5 – Age Group and Settings of Children, Ages 3 or Older

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. 6.6).

**Figure 6.6 – Comment and Save as Draft button**

### 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. 6.7).

**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, contact PSC.

<table>
<thead>
<tr>
<th>B1. Race/Ethnicity of Infants and Toddlers, Ages Birth through 2</th>
<th>Home</th>
<th>Community-Based Setting</th>
<th>Other Setting</th>
<th>Total</th>
<th>Percentage</th>
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</thead>
<tbody>
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<td>2</td>
<td>6</td>
<td>16.67</td>
</tr>
<tr>
<td>2. American Indian or Alaska Native</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>8.33</td>
</tr>
<tr>
<td>3. Asian</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>16.67</td>
</tr>
<tr>
<td>4. Black or African American</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>16.67</td>
</tr>
<tr>
<td>5. Native Hawaiian or Other Pacific Islander</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>16.67</td>
</tr>
<tr>
<td>6. White</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>16.67</td>
</tr>
<tr>
<td>7. Two or more Races</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>8.33</td>
</tr>
<tr>
<td>Total (Birth through 2)</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>36</td>
<td>100</td>
</tr>
</tbody>
</table>

Figure 6.7 – Section B: Race/Ethnicity of Infants and Toddlers, Ages Birth through 2

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. 6.8)

NOTE! The state’s saved response to this question on any form will populate for this same question throughout the survey.
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

Figure 6.8 – Question regarding children ages 3 and older

- 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. 6.9). This data must be provided before moving forward.

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.

<table>
<thead>
<tr>
<th>B2. Race/Ethnicity of Children, Ages 3 or Older</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Hispanic/Latino</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>15.38</td>
</tr>
<tr>
<td>9. American Indian or Alaska Native</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>15.38</td>
</tr>
<tr>
<td>10. Asian</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>15.38</td>
</tr>
<tr>
<td>11. Black or African American</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>15.38</td>
</tr>
<tr>
<td>12. Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>15.38</td>
</tr>
<tr>
<td>13. White</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>15.38</td>
</tr>
<tr>
<td>14. Two or more Races</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>7.69</td>
</tr>
<tr>
<td>Total (3 or Older)</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>39</td>
</tr>
<tr>
<td>100</td>
</tr>
</tbody>
</table>

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

Figure 6.9 – Race/Ethnicity of Children, Ages 3 or Older
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. 6.10).

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, 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.

<table>
<thead>
<tr>
<th>C1. Gender of Infants and Toddlers, Ages Birth through 2</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Male</td>
<td>*</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Female</td>
<td>*</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (Birth through 2)</td>
<td>12</td>
<td>100</td>
</tr>
</tbody>
</table>

Figure 6.10 – Section C: Child Count by Gender, Ages Birth through 2

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. 6.11)

**NOTE!** The state’s saved response to this question on any form will populate for this same question throughout the survey.
Figure 6.11 – Question regarding children ages 3 and older

- 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. 6.12). This data must be provided before moving forward.

<table>
<thead>
<tr>
<th>C2. Gender of Children, Ages 3 or Older</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Male</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>53.85</td>
</tr>
<tr>
<td>4. Female</td>
</tr>
<tr>
<td>*</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>46.15</td>
</tr>
<tr>
<td>Total (3 or older)</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>100</td>
</tr>
</tbody>
</table>

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. 6.13)
**Section D: At Risk Child Count**

Please complete the form below.

**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)(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

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

---

**Figure 6.13 – At Risk Child Count Question – No Response**

- 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 **At Risk infants and toddlers, Ages Birth through 2** (see fig. 6.14).
NOTE! NA is not a permitted value for this section. Only zero, positive integers or M for Missing.

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.

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.

**NOTE!** Do **NOT** include children ages 3 or older in the Cumulative Child Count.
NOTE! **NA** is not a permitted value for this form. Only **zero, positive integers** or **M** for **Missing**.

### 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, 2017 through June 30, 2018 are available, report this count and the corresponding dates in this Section (see fig. 6.15).

![Figure 6.15 – Cumulative Child Count Date](image)

**New!** An edit check warning will fire for this section if the date of the reference period for the Cumulative Count of Infant and Toddlers, birth through 2 who received early intervention services exceeds the first Wednesday of April for the reporting year.

### 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 glossary of data elements for definitions for reporting race/ethnicity (see fig. 6.16).
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. 6.17).

**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.
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 REVIEW AND SUBMIT FORM

To submit the survey to the database and view data that has been submitted in the previous sections, navigate to the Review and Submit tab.

Neither the Submit to Database button nor the additional comment box will appear until the Verify Data button located at the top right-hand side of this section has been selected (see fig. 7.1).

![Figure 7.1 – Verify Data Button](image)

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

7.1 No Failed Edit Checks

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. Submit the results of the survey by clicking the ‘Submit’ button** (see fig. 7.2).

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 to Database button is not clicked, the necessary steps to submit the data for this collection HAVE NOT been completed.
7.2 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. 7.3).

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; or
- **NA** is entered into a field, when not an accepted value.
7.3 Edit Check Warnings in Review and Submit

Edit Check Warnings will appear on the **Review and Submit** form in red text (see fig. 7.4) if:

- A required data entry field has not been populated on any of the data entry forms;
- The Child Count Date is not between October 1, 2018 and December 1, 2018 (inclusive);
- 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 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 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; or  
• The Cumulative Count Infant/Toddler – R/E Total is less than or equal to Age Group/Setting: Birth thru 2 – Total  
• **NEW!** The date of the reference period for the Cumulative Count of Infant and Toddlers, birth through 2 who received early intervention services exceeds the first Wednesday of April for the reporting year.

States may leave a comment explaining any edit check warnings and submit their Part C Child Count and Settings data by clicking **Submit to Database**.

To make any changes to the survey, navigate to the appropriate form using the navigational menu. The **Review and Submit** page is read only.

Edit check warnings will also display on the final HTML Report, but the message **Please note that the data entered result in the following relationships which violate edit checks** will not appear on the final HTML report.
8.0 8.0 ACCESSING HTML AND YEAR-TO-YEAR COMPARISON REPORTS

The HTML and Year-to-Year Comparison reports can be accessed in one of two ways: 1) in the survey under the State Reports tab (see fig. 8.1); and 2) by navigating to the Reports tab in the EMAPS navigation menu (see fig. 8.2).

New HTML and Year-to-Year Comparison reports are generated each time the data is submitted to the database.

8.1 State Reports Tab in Survey Menu

To access the reports inside the survey, navigate to the State Reports tab (see fig. 8.1). All generated HTML and Year-to-Year Comparison reports will appear in order of date created. Select the necessary report, then follow the browser's prompts to save the report to the computer, or open and view the report.

**NOTE!** If multiple surveys have been submitted, 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.

8.2 Reports Section in EMAPS

To pull the HTML and Year-to-Year Comparison reports from the Reports section of EMAPS, select the Reports tab in the EMAPS navigation menu. Select the link for IDEA Part C State Reports (see fig. 8.2)
Next, select the state in the **State Folder** dropdown menu, then select `<State Name>` **Child Count** in the **Survey Type Folder** dropdown menu (see figs. 8.3 and 8.4)

---

**Figure 8.2** – EMAPS Reports Tab and IDEA Part C State Reports link

**Figure 8.3** – State Folder Dropdown Menu

**Figure 8.4** – Survey Type Folder Dropdown Menu
After these selections have been made, all generated HTML and Year-to-Year Comparison reports will appear in order of date created (see fig. 8.5). Select the necessary report and follow the browsers’ prompts to save the report to the computer or open and view the report.

### IDEA Part C State Reports

<table>
<thead>
<tr>
<th>State Folder:</th>
<th>Alaska</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey Type Folder:</td>
<td>Alaska Child Count</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Type</th>
<th>Creation Date</th>
<th>Submitter Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska Year-to-Year Part C Child Count 2018-19</td>
<td>CSV</td>
<td>1/31/2019 11:59 PM EST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alaska IDEA Part C Child Count and Settings 2018-19</td>
<td>HTML</td>
<td>1/31/2019 11:59 PM EST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE!** If multiple surveys have been submitted, 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.

After selecting an HTML report, it will open in the internet browser (see fig. 8.6).

### IDEA Part C - Child Count and Settings Release 7.0

**Year: 2018-19**

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter “TM” (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. Enter “NA” if the category is not applicable to your state.

**You State’s Part C Child Count Date is: 11/7/2018**

Has your state selected under 20 U.S.C. 1432(e)(8)(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**

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

<table>
<thead>
<tr>
<th>A. 1. Age Group and Settings of Infants and Toddlers, Ages Birth through 2</th>
</tr>
</thead>
</table>

Figure 8.5 – HTML and Year-to-Year Comparison Reports List

Figure 8.6 – HTML Report

Save this report to the computer desktop using the Internet Explorer browser or print the report 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 tab, only the edits on the HTML reports will not be displayed in red text.

To remove the edit checks from displaying in the HTML report, correct the edits in the data entry forms and re-submit the survey through the Review and Submit form. This will 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. 8.7). Each time a version of the survey is submitted, a new version of this report will be generated. Ensure to open the correct report by referencing the time/date stamp.

```
EMAPS - IDEA Part C Child Count and Settings
Year 2018-19
StateName: Alabama
Created: 2/4/2019 9:42 PM EST

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td>2017-1</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 8.7 – Year to Year Report
```

**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**.

For the SY 2018-19 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
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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