



U.S. DEPARTMENT OF EDUCATION

Education Data Exchange Network (EDEN)

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

Release 4.0

September 2015

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1.0	09/20/2012	Version 1.0 of this document introduces the first release of the IDEA Part C Dispute Resolution Survey in EMAPS
2.0	9/19/2013	Updated for 2012-13 added section on New Year to Year Comparison Report
3.0	9/15/2014	Updated for SY 2013-2014
4.0	9/10/2015	Updated for SY 2014-2015

PREFACE

The *EMAPS* IDEA Part C Dispute Resolution 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 Dispute Resolution data and navigate this survey in *EMAPS*.

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 You Begin:

Internet Explorer 8, 9, 10 and 11 and Firefox are the only supported browsers for *EMAPS*.

2.0 Overview

This survey has been developed to collect data 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 occurrences in the following sections:

- Written, signed complaints which are defined as a signed, written document submitted to a lead agency by an individual or organization (complainant) that alleges a violation of a requirement of Part C of IDEA of 34 CFR Part 303, including cases in which some required content is absent from the document.
- Mediation requests which are defined as a request by a party to a dispute involving any matter under Part C of IDEA for the parties to meet with a qualified and impartial mediator to resolve the dispute(s).
- Due process complaints which are defined as a filing by a parent or early intervention service provider or lead agency to initiate an impartial due process hearing on matters relating to the identification, evaluation, or placement of an infant or toddler with a disability (IDEA), or to the provision of appropriate early intervention services to the child.

This report shall be run for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

3.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this *EMAPS* IDEA Part C Dispute Resolution Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center at EDEN_SS@ED.GOV.

What is the primary use of this information?

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

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

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 Table 4, “Report of Dispute Resolution Under Part C of the Individuals with Disabilities Education Act.”

The data are also used for monitoring the programs and activities under IDEA and reported in the Office of Special Education Programs (OSEP)’s Annual Report to Congress on the Implementation of IDEA, public reporting of the IDEA Section 618 data, OSEP SPP/APR, and ad hoc requests.

Who may have access to my state’s IDEA Part C Dispute Resolution 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.

If the Part C Data Manager wishes to authorize another user 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

Email: EDEN_SS@ed.gov

TTY#: (888) 403-3336

The PSC is open from 8:00AM to 6:00PM (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 has been submitted.
- When there has been no account activity. Notifications will be sent two weeks and three days prior to due date.
- When data has been entered, but not submitted three days prior to due date.
- If there are data with edit check warnings in the submissions three days prior to due date.

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

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

When are the data due?

The system will open October 5, 2015 and the completed survey is due no later than 11:59PM (ET), November 4, 2015.

There will be a reopen period for data resubmissions between May 9, 2016 and June 6, 2016 at 11:59PM (ET). States will receive notification from OSEP of follow-up needed via email after the due date and prior to May 9, 2016.

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 accuracy. Data submissions with missing data elements are rated by OSEP as “incomplete.”

The review of data for accountability purposes will be based on data in the *EMAPS* system as of 11:59PM (ET) on the due date.

What states required to submit the IDEA Part C Dispute Resolution Survey via *EMAPS* for SY 2014-15?

For SY 2014-15, the Part C Dispute Resolution Survey 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 Dispute Resolution Survey should cover an entire year of counts. For the 2014-15 data collection (that is due no later than 11:59PM (ET) on November 4, 2015, the reporting year is defined as July 1, 2014 through June 30, 2015.

***NOTE:** States shall report only the actions initiated during the 2014-15 reporting year, Do NOT include actions initiated in a previous reporting year that continued into the 2014-15 reporting year.*

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 occurrences to report in the specific category for the given reporting period. Zero is the default value which appears when a submitter first enters the “Data Entry Form.” Zeros must also be used when data is designated as “Missing.” Note that the instruction to use zeros with “Missing” varies from most other reporting instruction; this is a system issue that ED hopes to address in future submissions.

When should I report Missing?

The user should report a count as “Missing” when the State did not or cannot report a count for the specific category.

***NOTE!** When submitting “Missing”, the user should enter a “0” or leave the default “0” and select the “Missing” check-box.*

I see “NaN” or “NaN is not an integer” displayed on my survey, what does this mean?

“NaN” or “NaN is not an integer” will appear if a field is left blank, contains an alpha character, a decimal number, or a negative integer has been entered in the field. Entries are limited to numeric whole numbers and cannot be left blank.

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

Yes. Users will be able to access their state’s survey until the November 4 due date. After the due date, a user may review the survey report but may NOT modify data until the re-open period (May 9 and June 6, 2016).

During the open periods, IDEA Part C Data Managers will be able to override any previously submitted versions of their state survey by entering the survey process and submitting the survey again. There are no limits to the number of times a user can

submit this survey. A history of all submitted versions will be archived in the IDEA Part C Dispute Resolution Reports repository.

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

***NOTE!** EMAPS goes down late Sunday nights and comes back up at approximately 2:00AM (ET) Monday Mornings.*

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

Users will be able to access the survey to modify data during the re-open period between May 9 and June 6, 2016. States will receive notification from OSEP of follow up needed via email after the due date and prior to May 9, 2016. The survey will reopen for resubmissions from May 9 until June 6, 2016.

Users should be aware that the last version submitted by Part C Data Manger as of 11:59PM (ET) on the original due date will be the version ED will use to review the data for accountability purposes. Data publically reported and used by OSEP will be the last submission as of the close of the system on June 6, 2016 (formerly known as the "freeze date"). Draft versions will not appear in the report repository.

4.0 Accessing EMAPS Step-By-Step Instructions

For assistance logging into EMAPS, please contact the Partner Support Center (PSC).

Email: eden_ss@ed.gov

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

TTY/TDD: 888-403-3336 (888-403-EDEN)

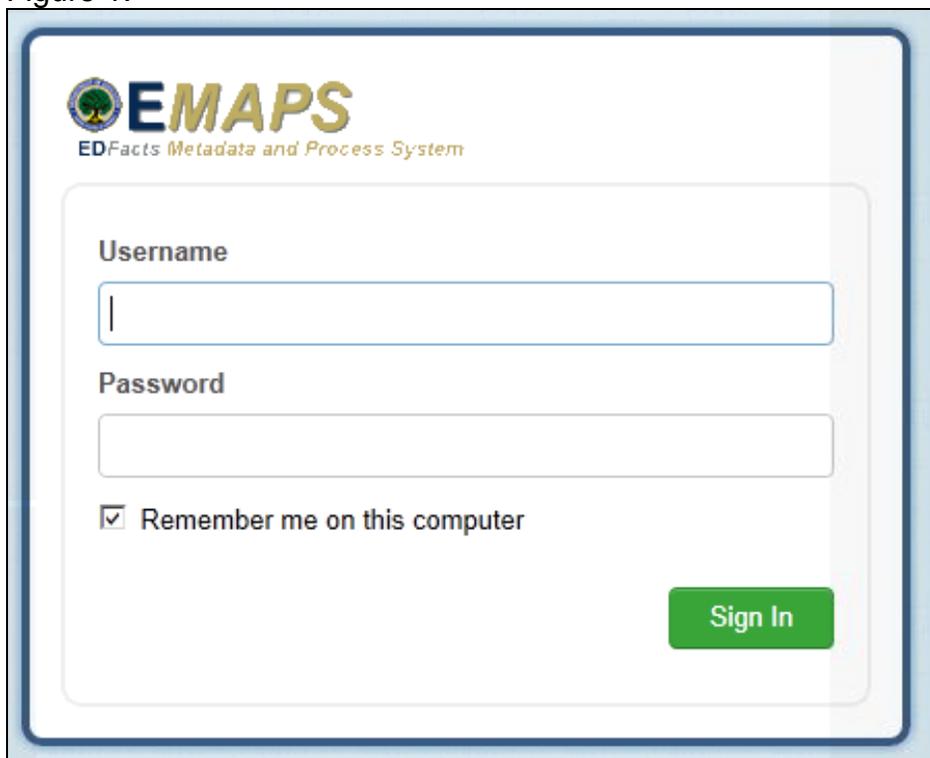
The PSC is open from 8:00AM to 6:00PM (ET), Monday through Friday.

4.1 Logging into the EMAPS web site directly

To log in directly to EMAPS, go to <https://emaps.ed.gov/suite/> (see fig.1). Users will enter their assigned username and password for access to the survey.

NOTE! In EMAPS, both username and password are case sensitive.

Figure 1.



The image shows a screenshot of the EMAPS login interface. At the top left, there is a logo for EMAPS (EDFacts Metadata and Process System). Below the logo, the text 'EDFacts Metadata and Process System' is displayed. The main content area contains a login form with the following elements:

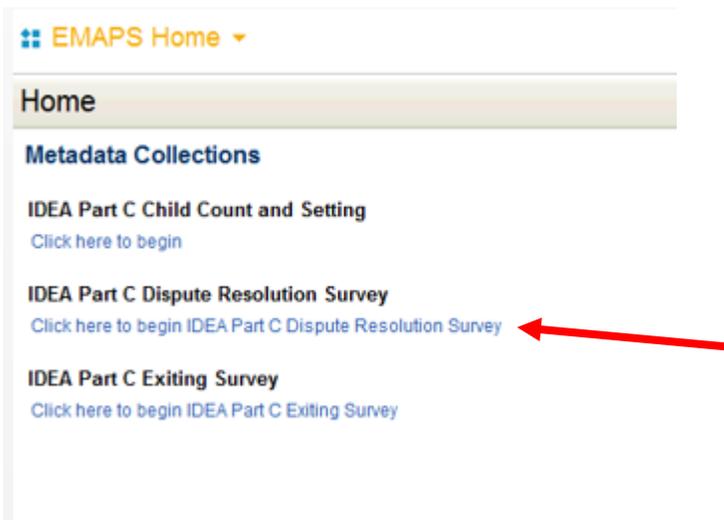
- A label 'Username' above a text input field.
- A label 'Password' above a text input field.
- A checkbox labeled 'Remember me on this computer' below the password field.
- A green button labeled 'Sign In' at the bottom right of the form.

5.0 Launching the Survey from the EMAPS Home Page

5.1 EMAPS Home Page

When you log into EMAPS, you are immediately taken to the EMAPS Home page. Under the Metadata Collections header you will see the IDEA Part C Dispute Resolution, click the link “Click here to begin IDEA Part C Dispute Resolution Survey” to start the process (see fig. 2).

Figure 2.



5.2 IDEA Part C Dispute Resolution Start Page

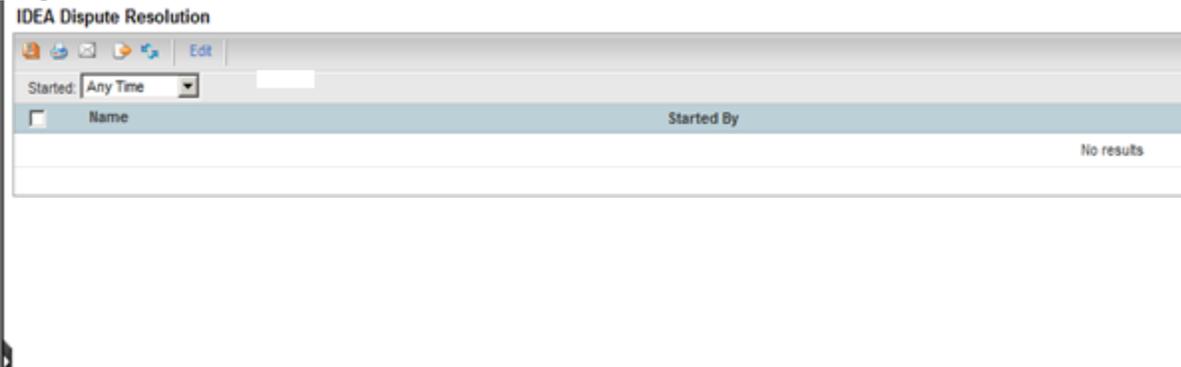
Once you have clicked on the “Click here to begin IDEA Part C Dispute Resolution Survey” link, you will see the survey start link for your state or entity (see fig. 3). Click the link “IDEA Part C Dispute Resolution [state’s name]” to enter the IDEA Part C Dispute Resolution Dashboard.

Figure 3.



If a user attempts to access the survey from this start page after the survey is closed for data submission, they will see a blank screen as displayed below (see fig.4)

Figure 4.



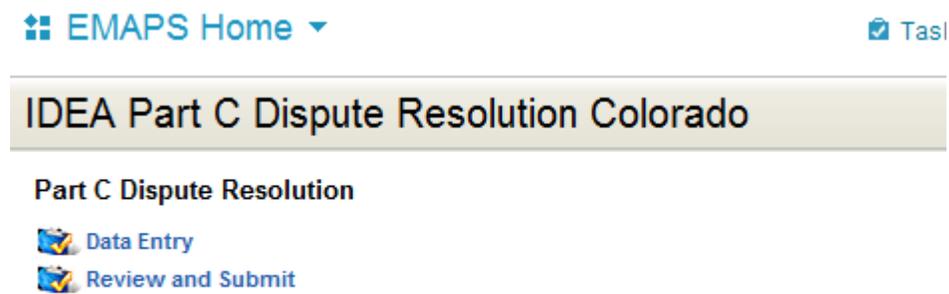
6.0 The IDEA Part C Dispute Resolution Dashboard

The IDEA Part C Dispute Resolution dashboard will contain two links (see fig. 5).

1 - The “Data Entry” form – This form is where Part C Data Managers will input data and save a draft version of the survey.

2 - The “Review and Submit” form – The form is where Part C Data Managers will review the entered counts for edit checks (errors) or submit the survey to the database. Submitting data is the final step in the survey process.

Figure 5.



7.0 The Data Entry Form

To begin submitting your IDEA Part C Dispute Resolution survey users will select the Data Entry form link (see fig.5). The Data Entry form will consist of 3 sections:

Section A: Written, Signed Complaints
Section B: Mediation Requests
Section C: Due Process Complaints

- When entering your counts for the survey, complete each section by entering a numeric integer value for each of the data fields provided.
- Zeros will appear as the default values in the survey data fields.
- Zero counts should be entered only if a state conducted a count for that data element and there were no occurrences to report in the specific category for the given reporting period.
- Check the missing box to report a count as missing.
- The user should report a count as “Missing” when the State did not or cannot report a count for the specific category.
- Submitters should be aware that the survey data fields accept only an integer value; users must enter a zero when marking counts as “Missing”.

Users will be unable to exit the Data Entry page without selecting the “Save as Draft” button or by clicking on the close window button from your browser.

If you close the survey window from the browser without clicking the “Save as Draft” button, data will not save and your EMAPS survey session will end. If fatal errors exist in the form, the data will not save.

7.1 Section A: Written, Signed Complaints Specific Instructions

Figure 7.

Year 2014-15

A zero count should be used when there were no events or occurrences to report in the specific category for the given reporting period. Check "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 page.

Section A: Written, Signed Complaints		
(1) Total number of written signed complaints filed.	* 0	
(1.1) Complaints with reports issued.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(1.1)(a) Reports with findings of noncompliance.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(1.1) (b) Reports within timelines.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(1.1) (c) Reports within extended timelines.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(1.2) Complaints pending.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(1.2) (a) Complaints pending a due process hearing.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(1.3) Complaints withdrawn or dismissed.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing

Row 1 (see fig. 7). Displays the total number of written, signed complaints filed between July 1, 2014 and June 30, 2015. The value is auto calculated for this section:
 $Row\ 1 = 1.1 + 1.2 + 1.3.$

In row 1.1, enter how many of the written, signed complaints (row 1) were complaints with reports issued as of 60 days following the end of the reporting period; that is, enter how many of the complaints had a written decision from the lead agency as of August 29, 2015. Row 1.1 is a subset of row 1.

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

NOTE! The difference between the number entered in row 1.1 and the number entered in 1.1(a) is the number of reports without findings of noncompliance.

In row 1.1(b), enter how many of the reports issued were reports within timelines (60 days). Do NOT include any written decisions issued more than 60 days after the written, signed complaint was filed. Row 1.1(b) is a subset of row 1.1.

In row 1.1(c), enter how many of the reports issued were reports within extended timelines. Row 1.1(c) is a subset of row 1.1.

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

In row 1.2, enter how many of the written, signed complaints (row 1) were complaints pending as of August 29, 2015 (60 days following the end of the reporting period). Row 1.2 is a subset of row 1.

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

NOTE! The difference between the number in row 1.2 and the number in row 1.2(a) is the number of complaints pending for reasons other than pending a due process hearing.

In row 1.3, enter how many of the written, signed complaints (row 1) were complaints withdrawn or dismissed as of August 29, 2015 (60 days following the end of the reporting period). Row 1.3 is a subset of row 1.

7.2 Section B: Mediation Requests

Figure 8.

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

Row 2 (see fig. 8). Displays the total number of mediation requests received between July 1, 2014 and June 30, 2015. The value is calculated for this section: Row 2 = 2.1+2.2+2.3.

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

In row 2.1, enter how many of the mediation requests (row 2) resulted in mediations held as of the end of the reporting period (June 30, 2015). Row 2.1 is a subset of row 2.

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

In row 2.1(a)(i), enter how many of the mediations held related to due process complaints resulted in mediation agreements as of the end of the reporting period (June 30, 2015). Row 2.1(a)(i) is a subset of row 2.1(a).

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

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

In row 2.1(b)(i), enter how many of the mediations held not related to due process complaints resulted in mediation agreements as of the end of the reporting period (June 30, 2015). Row 2.1(b)(i) is a subset of row 2.1(b).

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

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

In row 2.2, enter how many of the mediation requests (row 2) were mediations pending as of the end of the reporting period (June 30, 2015). This includes mediation requests that were pending as of the end of the reporting period. Row 2.2 is a subset of row 2.

In row 2.3, enter how many of the mediation requests (row 2) were mediations not held as of the end of the reporting period (June 30, 2015). Row 2.3 is a subset of row 2.

7.3 Section C: Due Process Complaints

In Section C, Due Process Complaints, you must select the radio button indicating whether your state has adopted Part C due process hearing procedures under 34 CFR 303.430(d)(1) or Party B due process hearing procedures under 34 CFR 303.430(d)(2).

NOTE! *If the radio button indicating which type of due process hearing procedures your state has adopted is not selected, you will not be able to submit your data to the database.*

When Part B due process hearing procedures has been selected, or when first entering the form, the following set of questions will appear (see fig. 9).

Figure 9.

Section C: Due Process Complaints		
(3) Total number of due process complaints filed.	0	
* Has your state adopted Part C due process hearing procedures under 34 CFR 303.430(d)(1) or Part B due process hearing procedures under 34 CFR 303.430(d)(2)?		
	<input type="radio"/> Part C due process hearing procedures <input checked="" type="radio"/> Part B due process hearing procedures	
(3.1) Resolution meetings (applicable ONLY for states using Part B due process hearing procedures).	* 0	<input type="checkbox"/> Missing
(3.1) (a) Written settlement agreements reached through resolution meetings.	* 0	<input type="checkbox"/> Missing
(3.2) Hearings fully adjudicated.	* 0	<input type="checkbox"/> Missing
(3.2) (a) Decisions within timeline.	* 0	<input type="checkbox"/> Missing
(3.2) (b) Decisions within extended timeline.	* 0	<input type="checkbox"/> Missing
(3.3) Hearings pending.	* 0	<input type="checkbox"/> Missing
(3.4) Due process complaints withdrawn or dismissed (including resolved without a hearing).	* 0	<input type="checkbox"/> Missing

Questions 3.1 and 3.1.a are required if your state has adopted Part B due process hearing procedures.

After answering the question concerning due process hearing procedures, states only need to answer questions 3.1 and 3.1.a if they have adopted the Part B due process hearing procedures.

In row 3.1, enter how many of the due process complaints (row 3) resulted in a resolution meeting as of the end of the reporting period (June 30, 2015), if your state has adopted Part B due process hearing procedures. Row 3.1 is a subset of row 3.

In row 3.1(a), enter how many resolution meetings resulted in a written settlement agreement as of the end of the reporting period, if your state has adopted the Part B due process hearing procedures. Row 3.1(a) is a subset of rows 3.1 and 3.4.

NOTE! The difference between the number entered in row 3.1 and the number entered in row 3.1(a) is the number of resolution meetings held that did not result in a written settlement agreement as of the end of the reporting period (June 30, 2015).

When Part C due process hearing procedures has been selected the following set of questions will appear (Figure 9a).

Figure 9a

Section C: Due Process Complaints		
(3) Total number of due process complaints filed.	* 0	
* Has your state adopted Part C due process hearing procedures under 34 CFR 303.430(d)(1) or Part B due process hearing procedures under 34 CFR 303.430(d)(2)?		
<input checked="" type="radio"/> Part C due process hearing procedures <input type="radio"/> Part B due process hearing procedures		
(3.2) Hearings fully adjudicated.	* 0	<input type="checkbox"/> Missing
(3.2) (a) Decisions within timeline.	* 0	<input type="checkbox"/> Missing
(3.2) (b) Decisions within extended timeline.	* 0	<input checked="" type="checkbox"/> Missing
(3.3) Hearings pending.	* 0	<input type="checkbox"/> Missing
(3.4) Due process complaints withdrawn or dismissed (including resolved without a hearing).	* 0	<input type="checkbox"/> Missing

Row 3 (see fig. 9 and 9a). Displays the total number of due process complaints filed between July 1, 2014 and June 30, 2015. This value is auto calculated: Row 3 = 3.2+3.3+3.4.

In row 3.2, enter how many of the due process complaints (row 3) resulted in hearings fully adjudicated as of the end of the reporting period, that is, the due process hearing was conducted and the hearing officer issued a written decision by June 30, 2015. Row 3.2 is a subset of row 3.

NOTE! for row 3.2(a) States must apply one timeline for written decisions for due process complaints; this timeline is a 30-day timeline under 34 CFR §303.437(b) if the State has adopted Part C due process hearing procedures under 34 CFR §303.430(d)(1), OR a 30- or 45-day timeline under 34 CFR §303.447(a) if the State has adopted the Part C due process hearing procedures under 34 CFR §303.430(d)(2).

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

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

NOTE! The difference between the number in row 3.2 and the sum of the numbers in rows 3.2(a) and 3.2(b) is equal to the number of decisions issued beyond the relevant timeline.

In row 3.3, enter how many of the due process complaints (row 3) were hearings pending as of the end of the reporting period (June 30, 2015). Row 3.3 is a subset of row 3.

In row 3.4, enter how many of the due process complaints (row 3) were withdrawn or dismissed (including resolved without a hearing) as of the end of the reporting period (June 30, 2015). Row 3.4 is a subset of row 3.

7.4 Comments Box

Figure 10.

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

OMB Number: 1820-0678

Save as Draft

Users will be able to provide any additional information supplementing the questions asked in the survey by utilizing the “Comments” box (see fig. 10) located at the bottom of the “Data Entry” form. Any other pertinent data notes may also be included. Please note this comment box has a 4000 character limit.

NOTE! When submitters select a count as “Missing” they should provide a detailed explanation in the comment box.

7.5 Saving Data as a Draft

In order to exit the survey and return to your last stopping point you must first save a draft version by clicking the “Save as Draft” button (see fig. 10). Once the data is saved, you will be redirected to the dashboard.

Saving data as a draft will save the content entered on the form but will not generate the final reports. HTML and Year to Year Comparison reports will only be generated after the survey has been submitted to the database from the Review and Submit form. If a user closes the EMAPS survey window without first saving a draft version, information will not be saved.

EMAPS sessions will time out after an hour of inactivity. If your EMAPS session times out before you have saved a draft version, your data will be lost.

A warning is generated by the system after an hour of inactivity (see fig. 11). Your

session will end in 2 minutes, if no activity is made. To avoid losing data, the user can click within the EMAPS survey form.

Figure 11.



7.6 Fatal Errors on Data Entry Form

A fatal error will display in the “Data Entry” form when an unacceptable variable has been entered into a data field. Users will NOT be able to save a draft if these errors are not corrected and will prevent access back to the survey dashboard.

Errors may include the following:

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

Screenshots of the errors that may fire are shown in Figure 12:

Figure 12

<p>* <input type="text" value="1"/></p>	<p><input checked="" type="checkbox"/> Missing Missing is not a valid selection when a value has been provided.</p>
<p>* <input type="text"/></p> <p>cannot be left blank.</p>	<p><input type="checkbox"/> Missing</p>
<p>* <input type="text" value="a"/></p> <p>The value provided is not an integer.</p>	<p><input type="checkbox"/> Missing</p>
<p>* <input type="text" value="-9"/></p> <p>Value must be a positive integer or 0</p>	<p><input type="checkbox"/> Missing</p>

8.0 The Review and Submit Form

Submitters will need to be in the “Review and Submit” form in order to save the survey to the database and complete the submission process. Once the survey has been submitted to the database, a HTML report and a Year to Year Comparison report containing the survey results will be auto generated and available to the state IDEA Part C Data Manager. Once the survey has been submitted to the database, ED will have access to the state’s survey responses as well.

Users will be unable to exit this page without selecting “To Dashboard” or the “Submit Data to Database” buttons. If a user closes the survey browser window your data will not save and you will end your EMAPS survey session.

NOTE! *To complete the survey and submit the data to ED, the user must select the “Submit Data to Database” button.*

8.1 Reviewing and Editing the Survey

If submitted data fails edit checks, the following warning message is displayed at the bottom of the “Review and Submit” form with a list of all failed edit check logic (see fig. 14) in red, “Please note that the data entered result in the following relationships which violate edit checks:...” ..

Part C Dispute Resolution Edit Checks:

- Question 1.1.a shall be \leq question 1.1
- Questions (1.1.b + 1.1.c) shall be \leq question 1.1
- Question 1.2.a shall be \leq question 1.2
- Questions (2.1.a + 2.1.b) shall be = question 2.1
- Questions 2.1.a.i shall be \leq question 2.1.a
- Questions 2.1.b.i shall be \leq question 2.1.b
- Question 3.1 shall be \leq question 3.
- Question 3.1.a shall be \leq question 3.1
- Question 3.1a shall be \leq question 3.4
- Questions (3.2.a + 3.2.b) shall be \leq question 3.2

Question- Has your state adopted Part C due process hearing procedures under 34 CFR 303.430(d)(1) or Part B due process hearing procedures under 34 CFR 303.430(d)(2)? cannot be left blank

If the error for due process hearing procedures has been triggered, you must go to the data entry page. The only way to trigger this error on the “Review and Submit” form is to bypass the data entry page within the survey.

NOTE! *If the radio button indicating which type of due process hearing procedures your state has adopted is not selected, you will not be able to submit your data to the database.*

Figure 14.

Comments:

Please provide any additional information supplementing any of the questions on this form, if needed (4000 character limit).

Please note that the data entered result in the following relationships which violate edit checks: 1.1a > 1.1, 1.2.a > 1.2

Please provide information to address edit checks violated above.

OMB Number: 1820-0678

To Dashboard

Submit Data to Database

In order to make any changes to the survey the submitter will select the “To Dashboard” button and return to the survey dashboard and select the data entry form to make your changes. Once returned to the dashboard, users will need to enter the “Data Entry” form to make any adjustments. Once the “Data Entry” form has been updated the user will then save the survey as a new draft and return to the “Review and Submit” form to submit to the database.

If for some reason you need to submit the form with any edit check warnings, you should enter a comment to explain why you are submitting the data with edit check warnings.

8.2 Submitting Data to Database

If the data pass the edit checks, the following message will be displayed, “[There are no edit check warnings. Please submit the results of the survey by clicking the ‘Submit Data to Database’ button.](#)” (see fig.15).

Once you click the “Submit Data to Database” button, a HTML report and a Year to Year Comparison report will be auto generated and posted to the Reports Repository located on the EMAPS Home page. The IDEA Part C Data Manager will receive a confirmation email containing the reports after the data have been submitted to the database. Additionally, Data Managers will have access to their reports for the survey in EMAPS.

Figure 15.

Please provide any additional information supplementing any of the questions on this form, if needed (4000 character limit).

There are no edit check warnings. Please submit the results of the survey by clicking the 'Submit Data to Database' button.

Please provide information to address edit checks violated above.

OMB Number: 1820-0678

To Dashboard

Submit Data to Database

9.0 Accessing IDEA Part C Dispute Resolution HTML and Year to Year Comparison Reports

A Year to Year Comparison report will be included in both the submission confirmation email as well as in the reports repository. The .csv report will display data from the prior years so that changes may be tracked.

The HTML and Year to Year Comparison reports will be generated each time the data is submitted to the database, and will be e-mailed to Part C data managers.

To access your state’s reports, select the “IDEA Part C Reports” folder located under the “Reports and Files” section on the right hand side of the EMAPS Home page (see fig.16).

Figure 16.



Once you click on the survey folder your state’s folder will display (see fig. 17).

Figure 17.

IDEA Part C > Default Community > EMAPS Process Outputs					
Up one level					
<input type="checkbox"/> Name	Type	Size	Created By	Modified	
<input type="checkbox"/> Colorado		22.42 KB	Goody Bruffy	Aug 30, 2012 1:21 PM	

Once you have clicked your state’s folder select the Dispute Resolution Folder for your state (see fig. 18).

Figure 18.

> Default Community > EMAPS Process Outputs > IDEA Part C

Up one level

<input type="checkbox"/>	Name	Type	Size	Created By	Modified	V
<input type="checkbox"/>	★ Dispute Resolution		4.86 KB	Goody Bruffy	Aug 30, 2012 1:27 PM	
<input type="checkbox"/>	★ Exiting		17.56 KB	Goody Bruffy	Aug 30, 2012 1:27 PM	

In this folder you will find copies of the HTML and Year to Year Comparison reports (see fig. 19)

Figure 19.

Alabama Dispute Resolution > Default Community > EMAPS Process Outputs > IDEA Part C > Alabama

Up one level New Folder Upload Bulk Upload

<input type="checkbox"/>	Name	Type	Size	Created By	Modified
<input type="checkbox"/>	★ Alabama Dispute Resolution 2011-12	HTML	5.18 KB	Goody Bruffy	Oct 10, 2012 2:05 PM
<input type="checkbox"/>	★ Alabama Dispute Resolution 2011-12	HTML	5.49 KB	Patrick Noll	May 28, 2013 12:22 PM
<input type="checkbox"/>	★ Alabama Dispute Resolution 2011-12	HTML	5.48 KB	Patrick Noll	May 28, 2013 2:02 PM
<input type="checkbox"/>	★ Alabama Dispute Resolution 2011-12	HTML	5.38 KB	Goody Bruffy	Jun 26, 2013 11:41 AM
<input type="checkbox"/>	★ Alabama Dispute Resolution 2011-12	HTML	5.21 KB	Goody Bruffy	Jun 26, 2013 12:49 PM
<input type="checkbox"/>	★ Alabama Dispute Resolution 2013-14	HTML	5.32 KB	Patrick Noll	Sep 9, 2014 2:04 PM
<input type="checkbox"/>	★ Alabama Dispute Resolution 2013-14	HTML	5.38 KB	Patrick Noll	Sep 17, 2014 4:04 PM
<input type="checkbox"/>	★ Alabama Dispute Resolution 2013-14	HTML	5.46 KB	Patrick Noll	Jul 21, 2015 10:43 AM
<input type="checkbox"/>	★ Alabama Dispute Resolution 2014-15	HTML	5.16 KB	Patrick Noll	Sep 18, 2015 3:03 PM
<input type="checkbox"/>	★ Alabama Year-to-Year Dispute Resolution 2013-14	CSV File	0.53 KB	Patrick Noll	Sep 9, 2014 2:04 PM
<input type="checkbox"/>	★ Alabama Year-to-Year Dispute Resolution 2013-14	CSV File	0.53 KB	Patrick Noll	Sep 17, 2014 4:04 PM
<input type="checkbox"/>	★ Alabama Year-to-Year Dispute Resolution 2013-14	CSV File	0.53 KB	Patrick Noll	Jul 21, 2015 10:43 AM
<input type="checkbox"/>	★ Alabama Year-to-Year Dispute Resolution 2014-15	CSV File	0.53 KB	Patrick Noll	Sep 18, 2015 3:03 PM

NOTE! If your 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 your browsers prompts, you may save the report to your computer, or open and view the report.

Once you click on an option, the HTML report will appear (see fig. 19).

Figure 19.



Florida

IDEA Part C - Dispute Resolution

Year 2014-15

A zero count should be used when there were no events or occurrences to report in the specific category for the given reporting period. Check "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 page.

Section A: Written, Signed Complaints

(1) Total number of written signed complaints filed.	0
(1.1) Complaints with reports issued.	0
(1.1)(a) Reports with findings of noncompliance.	0
(1.1) (b) Reports within timelines.	0
(1.1) (c) Reports within extended timelines.	0
(1.2) Complaints pending.	0
(1.2) (a) Complaints pending a due process hearing.	0

IDEA Part C Data Managers can save this report to their desktop 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 (see fig. 20). These edits will appear just as they do in the Review and Submit form; only, the edits on the HTML reports will not be displayed in red text.

Figure 20.

Comment:

Please note that the data entered result in the following relationships which violate edit checks: $1.1.b + 1.1.c > 1.1$

To remove the edit checks from displaying in your HTML report submitters must correct the edits in the Data Entry form. Submitters must re-submit the survey 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. 21). 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 21.

Alabama Year-to-Year Dispute Resolution 2014-15								
	A	B	C	D	E	F	G	H
1	EMAPS - IDEA Part C Dispute Resolution							
2	Year 2014-15							
3	StateName: Alabama							
4	Created: 9/18/2015 3:03 PM EDT	Year 1	Year 2	Year 3	Difference	Difference	% Change	% Change
5		2012-13	2013-14	2014-15	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3
6	(1) Total number of written signed complaints filed.	64	10	0	-54	-10	-84.38	-100
7	(2) Total number of mediation requests received through all dispu	17	20	0	3	-20	17.65	-100
8	(3) Total number of due process complaints filed.	14	44	0	30	-44	214.29	-100
9								

10.0 Glossary of Data Elements

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

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

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

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

Decision within extended timeline - For States using the Part C due process hearing procedures, the written decision from a hearing fully adjudicated was provided to the parties in the hearing more than 30 days after the receipt of the due process complaint, but within a specific time extension granted by the hearing officer at the request of either party. For States using the Part B due process hearing procedures, a decision within extended timeline is the written decision (from a hearing fully adjudicated) provided to the parties in the hearing more than 30 or 45 days (whichever hearing timeline the State has adopted under 34 CFR §303.447(a)) after the expiration of the resolution period, but within a specific time extension granted by the hearing or reviewing officer at the request of either party.

Decision within timeline – For States using the Part C due process hearing procedures, the written decision from a hearing fully adjudicated was provided to the parties in the due process hearing not later than 30 days after the receipt of the due process complaint. For States using the Part B due process hearing procedures, a decision within timeline is the written decision (from a fully adjudicated hearing) provided to the parties in the hearing not later than 30 days or 45 days (whichever hearing timeline the State has adopted under 34 CFR §303.447(a)) after the expiration of the resolution period.

Due process complaint – A filing by a parent, early intervention service provider, or lead agency to initiate an impartial due process hearing on matters relating to the identification, evaluation, or placement of an infant or toddler with a disability, or to the provision of appropriate early intervention services to such child.

Due process complaints withdrawn or dismissed – A due process complaint that has not resulted in a fully adjudicated due process hearing and is also not under consideration by a hearing officer. This includes due process complaints resolved through a mediation agreement or through a written settlement agreement, those settled by some other agreement between the parties (parent and early intervention service provider or lead agency) prior to completion of the due process hearing, those withdrawn by the filing party, those determined by the hearing officer to be insufficient or without cause, and those not fully adjudicated for other reasons.

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

Hearing pending – A request for a due process hearing that has not yet been scheduled, is scheduled but has not yet been conducted, or has been conducted but is not yet fully adjudicated. (See definition for hearing fully adjudicated).

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

Mediation held – A process conducted by a qualified and impartial mediator to resolve a disagreement between parties to a dispute involving any matter under Part C of IDEA and that concluded with or without a written mediation agreement between the parties.

Mediation held not related to due process complaint – A process conducted by a qualified and impartial mediator to resolve a disagreement between parties to a dispute involving any matter under Part C of IDEA that was not initiated by the filing of a due process complaint or did not include issues that were the subject of a due process complaint.

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

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

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

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

Report with findings of noncompliance - The written decision provided by the lead agency to the complainant in response to a written, signed complaint, which finds the early intervention service provider or lead agency to be out of compliance with one or more requirements of Part C of IDEA or 34 CFR Part 303.

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

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

Resolution meeting – For States that have adopted Part B due process hearing procedures, a meeting, convened by the local provider or lead agency, between the parent and the relevant member(s) of the IFSP Team to discuss the parent’s due process complaint and the facts that form the basis of the due process complaint so that the lead agency has the opportunity to resolve the dispute that is the basis for the due process complaint.

Resolution period – For States that have adopted Part B due process hearing procedures, 30 days from the receipt of a due process complaint unless the period is adjusted because: (1) both parties agree in writing to waive the resolution meeting; or (2) after either the mediation or resolution meeting starts, but before the end of the 30-day period, the parties agree in writing that no agreement is possible; or (3) if both parties agree in writing to continue the mediation at the end of the 30-day resolution period, but later, the parent or local provider or lead agency withdraws from the mediation process.

Written settlement agreement – A legally binding written document, signed by the parent and a representative of the lead agency who has authority to bind the lead agency, specifying the resolution of the dispute that formed the basis for a due process complaint arrived at in a resolution meeting. For the purposes of reporting on Table 4, a written settlement agreement is one that fully resolves all issues of the due process complaint and negates the need for a due process hearing.

Written, signed complaint – A signed, written document submitted to a lead agency by an individual or organization (complainant) that alleges a violation of a requirement of Part C of IDEA or 34 CFR 303, including cases in which some required content is absent from the document



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