

**U.S. DEPARTMENT OF EDUCATION  
ED*Facts* Submission System (ESS)**

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

**Release 6.1**

**December 2017**

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December 2017

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

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### DOCUMENT HISTORY

Version Number	Date	Summary of Change
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
5.0	09/26/2016	Updated for SY 2015-2016
6.0	September 2017	Updated for Version 6.0 <ul style="list-style-type: none"> <li>• Updated screenshots for SY 2016-17</li> <li>• Minor Editorial Changes</li> <li>• Updated OMB Package Info</li> </ul>
6.1	December 2017	Added OMB Package expiration date

## 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 and reviewed annually with each survey release.

Data entered into the *EMAPS* system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts* (OMB 1820-0678, 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 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1820-0678.

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

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## 1.0 Introduction

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

### 1.1 Technological Requirements

***Before Beginning:***

Internet Explorer versions 9, 10, and 11 are the only supported browsers for accessing EMAPS.

***NOTE!*** EMAPS is unavailable from late Sunday nights until approximately 2:00 a.m. ET Monday mornings for regularly scheduled maintenance.

## 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, and outlying areas American Samoa, Guam, and Northern Marianas.

## 2.1 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](mailto: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 State Performance Plan/Annual Performance Report (SPP/APR), and ad hoc requests.

### **Who may have access to my state's IDEA Part C Dispute Resolution Survey?**

Each state's 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](mailto:EDEN_SS@ed.gov)

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

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

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

EMAPS will send notifications to Part 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.
- 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 2, 2017, and the completed survey is due no later than 11:59 p.m. ET, November 1, 2017.

There will be a reopen period for data resubmissions between May 7, 2018, and May 30, 2018, at 11:59 p.m. ET. States will receive notification from OSEP of follow-up needed via email after the due date and prior to May 7, 2018.

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 11:59 p.m. ET on the due date.

### **What states are required to submit the IDEA Part C Dispute Resolution Survey via EMAPS for SY 2016-17?**

For SY 2016-17, the Part C Dispute Resolution Survey will be submitted by:

50 states plus the District of Columbia, Puerto Rico, Virgin Islands, and outlying areas 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 2016-17 data collection (that is due no later than 11:59 p.m. ET on November 1, 2017), the reporting year is defined as July 1, 2016 through June 30, 2017.

**NOTE:** *Only report the actions initiated during the 2016-17 reporting year. Do NOT include actions initiated in a previous reporting year that continued into the 2016-17 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 instructions; this is a system issue that ED hopes to address in future submissions.

### **When should I report Missing?**

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. The survey will be accessible until November 1, 2017. After the due date, the survey report may be reviewed but may NOT be modified data until the re-open period (May 7 through May 30, 2018).

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 this survey can be submitted. A history of all submitted versions will be archived in the IDEA Part C Reports folder.

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

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

The data in the survey can be modified during the re-open period between May 7 and May 30, 2018. States will receive notification from OSEP of follow up needed via email after the due date and prior to May 7, 2018. The survey will reopen for resubmissions from May 7 until May 30, 2018.

The last version of the survey submitted by the Part C Data Manger as of 11:59 p.m. 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 May 30, 2018 (formerly known as the “freeze date”). Draft versions will not appear in the IDEA Part C Reports folder.

### 3.0 Accessing EMAPS Step-By-Step Instructions

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

Email: [eden\\_ss@ed.gov](mailto:eden_ss@ed.gov)

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

Federal Relay Service: 800-877-0996 (Voice/TTY) /Federal relay@sprint.com

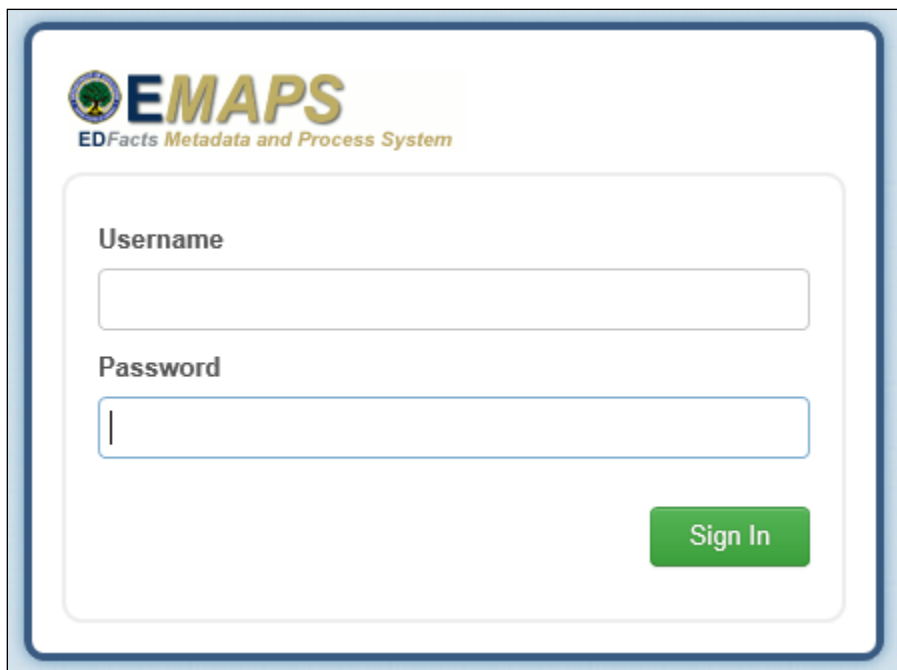
The PSC is open from 8:00AM to 6:00 p.m. (ET), Monday through Friday, excluding Federal holidays.

#### 3.1 Logging into the EMAPS web site directly

Log in directly to [EMAPS](#), (see fig.1). Enter the assigned username and password for access.

**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 (ED Facts Metadata and Process System). Below the logo, there is a login form with two input fields: 'Username' and 'Password'. The 'Password' field has a vertical line on the left side, indicating it is a password field. A green 'Sign In' button is located at the bottom right of the form.

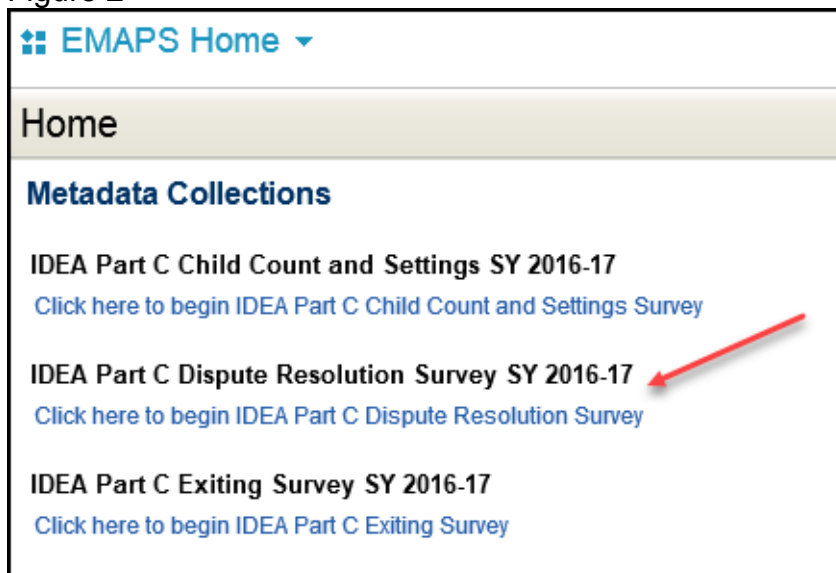
## 4.0 Launching the Survey from the EMAPS Homepage

### 4.1 EMAPS Homepage

After logging into EMAPS, the EMAPS Homepage is shown.

Under the Metadata Collections header is the “IDEA Part C Dispute Resolution Survey SY 2016-17”. Click the link “Click here to begin IDEA Part C Dispute Resolution Survey” to start the process (see fig. 2).

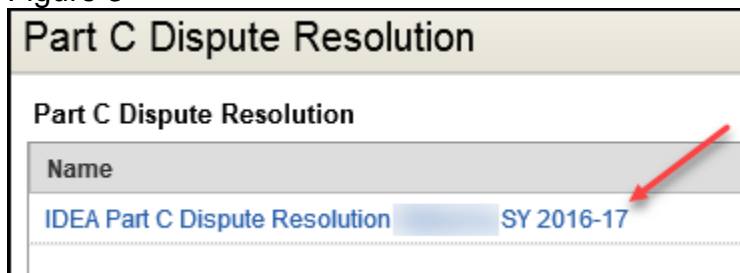
Figure 2



### 4.2 IDEA Part C Dispute Resolution Start Page

Click the link “IDEA Part C Dispute Resolution [state’s name] SY 2016-17” to enter the IDEA Part C Dispute Resolution Dashboard (see fig. 3).

Figure 3



**NOTE!** If a user attempts to access the survey from this start page after the survey is closed for data submission, a blank screen will be shown.

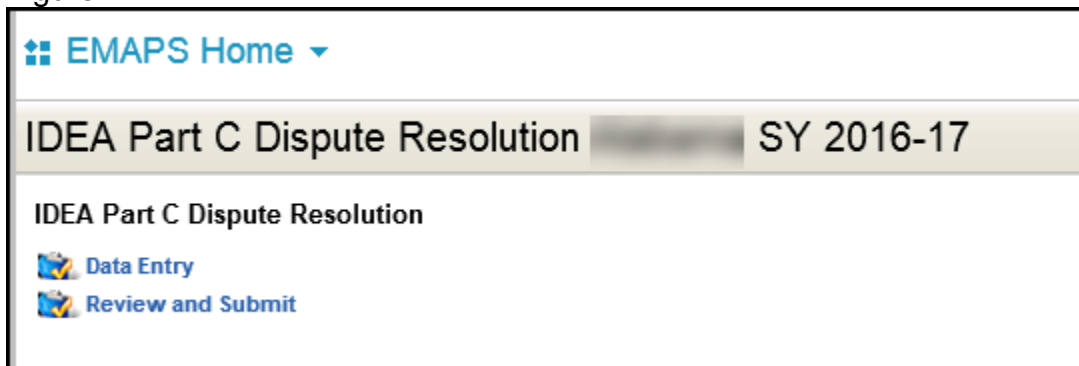
## 5.0 The IDEA Part C Dispute Resolution Dashboard

The IDEA Part C Dispute Resolution dashboard will contain two links (see fig. 4).

1 - The “Data Entry” form – Use this form to input data and save a draft version of the survey.

2 - The “Review and Submit” form – Use this form to 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 4



## 6.0 The Data Entry Form

To begin submitting the IDEA Part C Dispute Resolution survey, select the “Data Entry” form link (see fig.4). 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 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.
- Report a count as “Missing” when the State did not or cannot report a count for the specific category.
- The survey data fields accept only an integer value; enter a zero when marking counts as “Missing.”

Exit the Data Entry page by selecting the “Save as Draft” button or by clicking on the close window button from the browser.

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

## 6.1 Section A: Written, Signed Complaints

Figure 5

- IDEA Part C Dispute Resolution Data Entry Form

**Year 2016-17**

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 style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Missing
(1.1)(a) Reports with findings of noncompliance.	* <input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Missing
(1.1) (b) Reports within timelines.	* <input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Missing
(1.1) (c) Reports within extended timelines.	* <input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Missing
(1.2) Complaints pending.	* <input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Missing
(1.2) (a) Complaints pending a due process hearing.	* <input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Missing
(1.3) Complaints withdrawn or dismissed.	* <input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Missing

Row 1 (see fig. 5). Displays the total number of written, signed complaints filed between July 1, 2016 and June 30, 2017. 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, 2017. 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, 2017 (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, 2017(60 days following the end of the reporting period). Row 1.3 is a subset of row 1.

## 6.2 Section B: Mediation Requests

Figure 6

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

Row 2 (see fig. 6). Displays the total number of mediation requests received between July 1, 2016 and June 30, 2017. 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, 2017). 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, 2017). 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, 2017). 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, 2017). 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, 2017). Row 2.3 is a subset of row 2.

### **6.3 Section C: Due Process Complaints**

In “Section C: Due Process Complaints,” select the radio button to indicate whether the 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 the state has adopted is not selected, data will not be submitted 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. 7).

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 the 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, 2017), if the 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 the 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, 2017).

When Part C due process hearing procedures has been selected, the following set of questions will appear (see fig. 8).

Figure 8

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.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.2) (a) Decisions within timeline.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.2) (b) Decisions within extended timeline.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.3) Hearings pending.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
(3.4) Due process complaints withdrawn or dismissed (including resolved without a hearing).	* <input type="text" value="0"/>	<input type="checkbox"/> Missing

Row 3 (see fig. 7 and 8). Displays the total number of due process complaints filed between July 1, 2016 and June 30, 2017. 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, 2017. 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 the timeline. (Do not include 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. (The decisions must be within the specific time extension granted by the hearing or reviewing officer.) Row 3.2(b) is a subset of row 3.2.

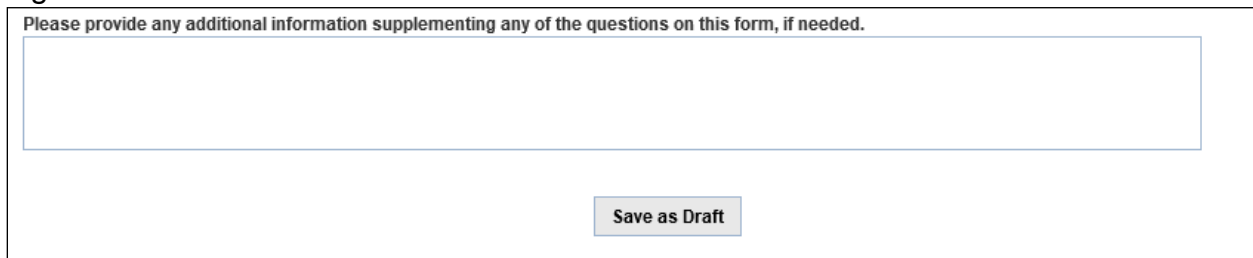
**NOTE!** The difference between the number in row 3.2 and the sum of the numbers in rows 3.2(a) and 3.2(b) is equal to the number of decisions issued beyond the relevant timeline.

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, 2017). 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, 2017). Row 3.4 is a subset of row 3.

## 6.4 Comments Box

Figure 9



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

Save as Draft

Provide additional information supplementing the questions asked in the survey by utilizing the “Comments” box (see fig. 9) 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.

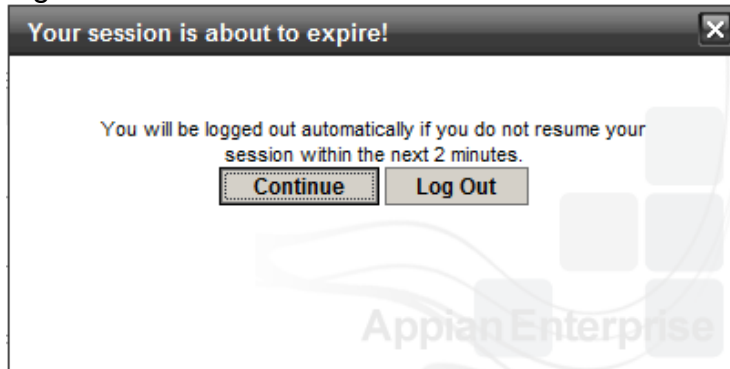
## 6.5 Saving Data as a Draft

To exit the survey and continue work on it later, save a draft version by clicking the “Save as Draft” button (see fig. 9). Once the data are saved, the dashboard will be shown.

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 the EMAPS survey window is closed without first saving a draft version, information will not be saved.

**NOTE!** A warning is generated by the system after 30 minutes of inactivity (see fig. 10). To avoid losing data, click within the EMAPS survey form.

Figure 10



## 6.6 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. If a fatal error occurs on the "Data Entry" form, a draft version cannot be saved and access back to the survey dashboard will be prohibited.

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 11.

Figure 11

A screenshot of a data entry form with four rows, each containing a text input field and a "Missing" checkbox. The first row has the value "1" in the input field and the "Missing" checkbox checked. The second row has an empty input field. The third row has the value "a" in the input field. The fourth row has the value "-9" in the input field. Red error messages are displayed below each input field. The "Missing" checkbox is unchecked for the second, third, and fourth rows.

* 1	<input checked="" type="checkbox"/> Missing
*	<input type="checkbox"/> Missing
* a	<input type="checkbox"/> Missing
* -9	<input type="checkbox"/> Missing

## 7.0 The Review and Submit Form

Save the survey to the database and complete the submission process in the “Review and Submit” form. Once the survey has been submitted to the database, an 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. ED will also have access to the state’s survey responses once the survey has been submitted to the database.

Exit the page by selecting either the "To Dashboard" or the "Submit Data to Database" button. If the survey browser window is closed, the data will not save and the EMAPS survey session will end.

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

### 7.1 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. 12) 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
- Question 2.1.a.i shall be  $\leq$  question 2.1.a
- Question 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, 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, data will not be submitted to the database.

Figure 12

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**

Please provide information to address edit checks violated above.

[To Dashboard](#) [Submit Data to Database](#)

To make any changes to the survey, select the “To Dashboard” button, return to the survey dashboard, and select the “Data Entry” form to make changes. Once returned to the dashboard, click the “Data Entry” form link to make adjustments. When the updates are complete, save the survey as a new draft and return to the “Review and Submit” form to submit to the database.

If the form must be submitted with any edit check warnings, enter a comment to explain why the data are being submitted with edit check warnings.

## 7.2 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.13).

After the data is submitted to the database, an HTML report and a Year-to-Year Comparison report will be auto-generated and posted to the IDEA Part C Reports Folder located on the EMAPS Home page. A confirmation email will be sent after the data have been submitted to the database. Data Managers will have access to their reports for the survey in EMAPS.

Figure 13

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.

[To Dashboard](#) [Submit Data to Database](#)

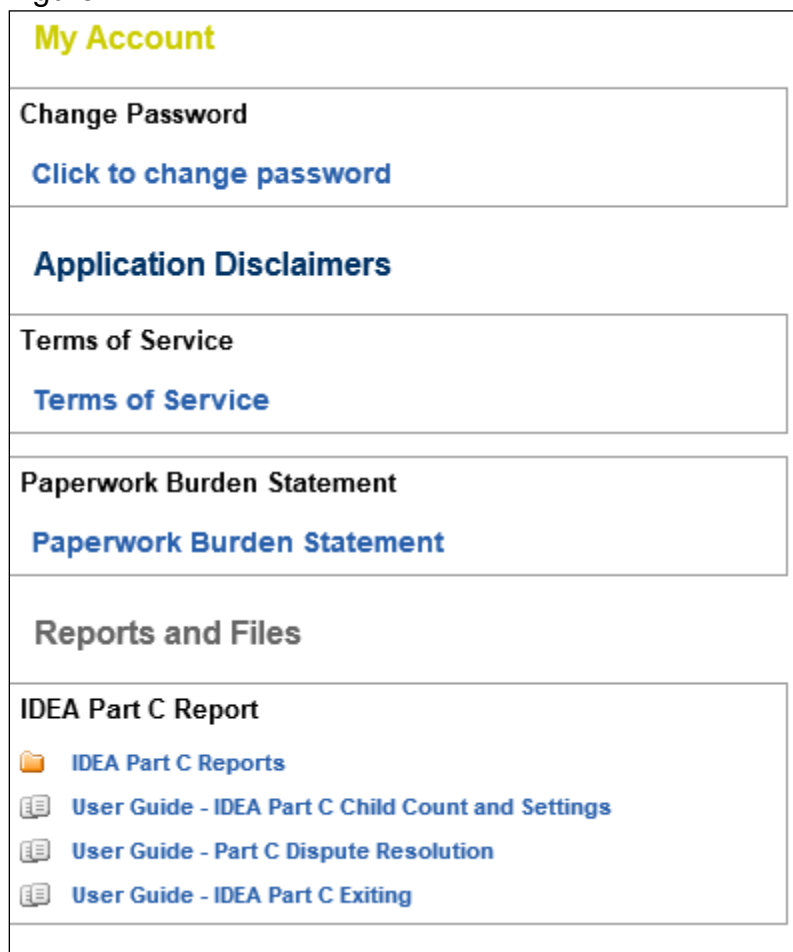
## 8.0 Accessing IDEA Part C Dispute Resolution HTML and Year-to-Year Comparison Reports

A Year-to-Year Comparison report will be posted to the “IDEA Part C Reports” folder. 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 are submitted to the database.

Select the “IDEA Part C Reports” folder to access these reports, located under the “Reports and Files” section on the right-hand side of the EMAPS Homepage (see fig.14).

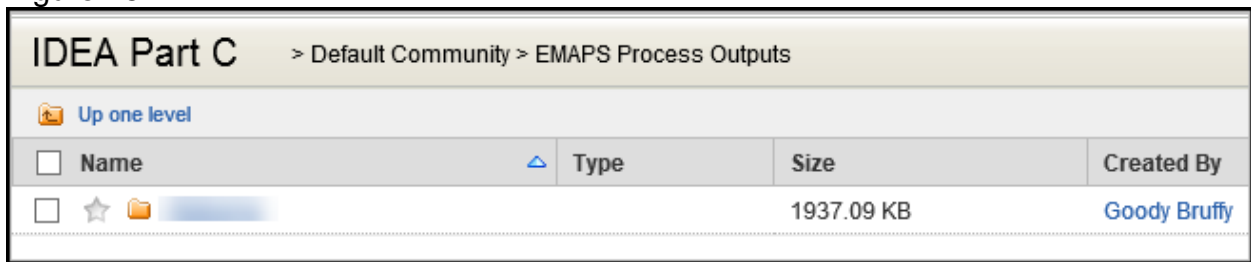
Figure 14



After clicking the survey folder, the state folder will display (see fig. 15).

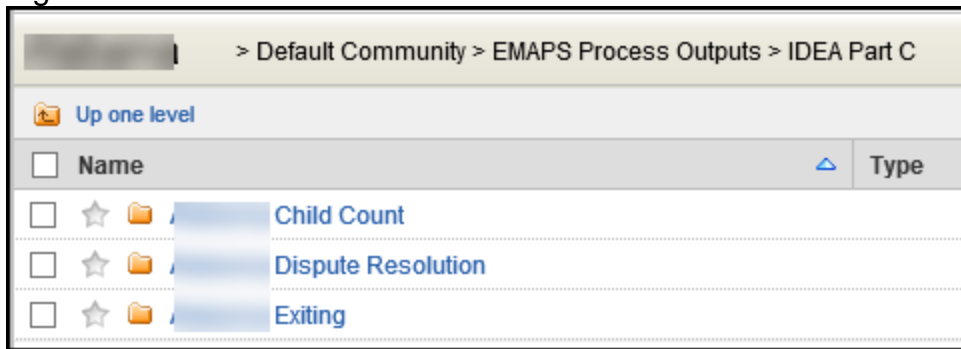


Figure 15



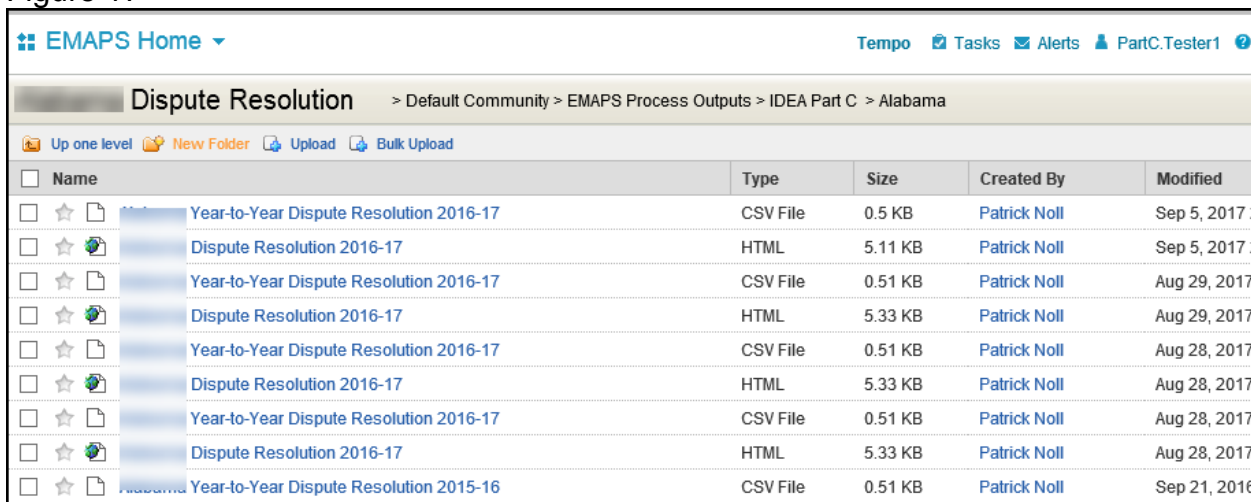
Select the Dispute Resolution Folder (see fig. 16).

Figure 16



Copies of the HTML and Year to Year Comparison reports are available in this folder (see fig. 17).

Figure 17

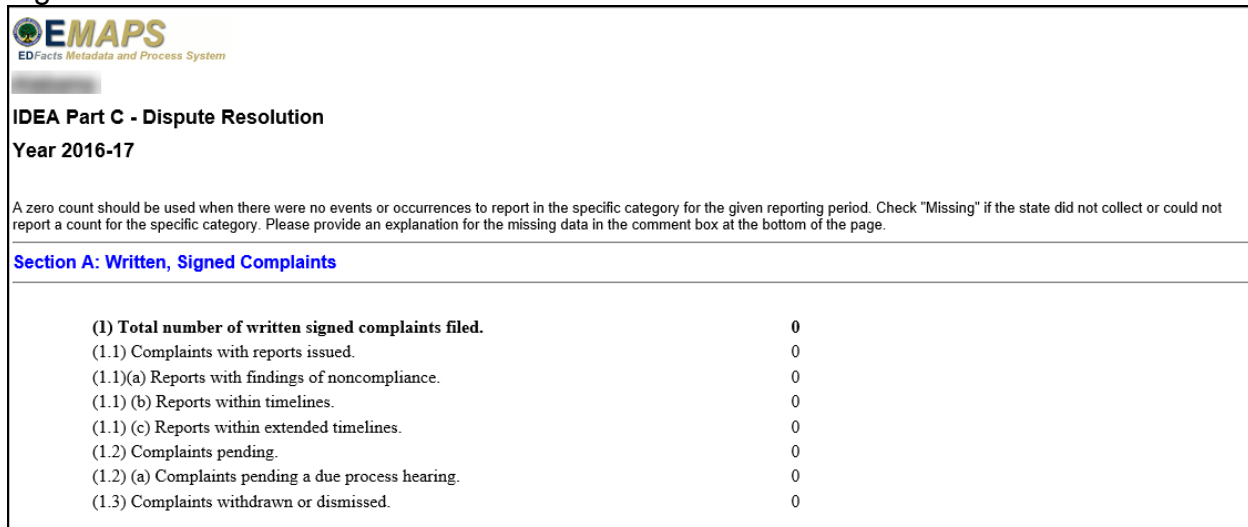


**NOTE!** If multiple surveys are submitted, reference the time/date stamp to locate the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.

The report can be opened, saved, or printed following the browsers prompts.

After selecting a report, the HTML report will appear (see fig. 18).

Figure 18



**EMAPS**  
EDFacts Metadata and Process System

**IDEA Part C - Dispute Resolution**  
Year 2016-17

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
(1.3) Complaints withdrawn or dismissed.	0

This report can be saved to a desktop or printed 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. 19). 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 19

**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 the HTML report, correct the edits in the "Data Entry" form. 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. 20). 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 20

EMAPS - IDEA Part C Dispute Resolution							
Year 2016-17							
StateName: [REDACTED]							
Created: 8/28/2017 4:07 PM EDT							
	Year 1	Year 2	Year 3	Difference	Difference	% Change	% Change
	2014-15	2015-16	2016-17	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3
(1) Total number of written signed complaints filed.		0	0	0		NA	NA
(2) Total number of mediation requests received through all dispute resolution processes.		0	0	0		NA	NA
(3) Total number of due process complaints filed.		0	0	0		NA	NA

## 9.0 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 the 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 the 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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