This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer’s representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

September 2022

This technical guide is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: EMAPS User Guide: IDEA Part C Dispute Resolution Guide – SY 2021-22, U.S. Department of Education, Washington, DC: ED Facts. Retrieved [date] from EDFacts Initiative Homepage.

This technical guide is available on the Department’s EDFacts Initiative Homepage and on the EDFacts Metadata and Process System (EMAPS) Website.

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department’s Alternate Format Center at (202) 260–0818.
### DOCUMENT CONTROL

#### DOCUMENT INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>EMAPS User Guide: IDEA Part C Dispute Resolution Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>September 2022</td>
</tr>
<tr>
<td>Security Level</td>
<td>Unclassified – For Official Use Only</td>
</tr>
</tbody>
</table>

#### DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Summary of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 – 10.0</td>
<td></td>
<td>Versions 1.0 – 10.0 of this document detail the process of completing of the IDEA Part C Dispute Resolution Survey in EMAPS</td>
</tr>
<tr>
<td>11.0</td>
<td>September 2022</td>
<td>• Rolled over for SY 2021-22</td>
</tr>
</tbody>
</table>
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 the Report of Dispute Resolution Under Part C of the Individuals with Disabilities Education Act (OMB 1820-0678, expires 11/30/2023). 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 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 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.
CONTENTS

DOCUMENT CONTROL ........................................................................................................ ii
PREFACE ............................................................................................................................ iii
1.0 Introduction ................................................................................................................... 5
  1.1 Technological Requirements .................................................................................. 5
  1.2 Overview ................................................................................................................ 5
2.0 Frequently Asked Questions ....................................................................................... 6
3.0 Accessing EMAPS .................................................................................................... 10
4.0 Accessing the IDEA Part C Dispute Resolution Survey .......................................... 12
5.0 Completing the IDEA Part C Dispute Resolution Survey ..................................... 15
  5.1 General Navigation ................................................................................................ 15
  5.1.1 Section A: Written, Signed Complaints ......................................................... 17
  5.1.2 Section B: Mediation Requests ....................................................................... 18
  5.1.3 Section C: Due Process Complaints ............................................................... 20
  5.1.4 Comment Box .................................................................................................. 23
  5.2 Fatal Errors on Data Entry Form .......................................................................... 24
6.0 Review and Submit ..................................................................................................... 25
  6.1 No Failed Edit Checks ......................................................................................... 25
  6.2 Failed Edit Checks ............................................................................................... 25
7.0 Accessing State Reports ......................................................................................... 28
8.0 Glossary of Data Elements ...................................................................................... 30
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

EMAPS works in all browsers, but Chrome is recommended for the best performance.

**NOTE!** EMAPS is unavailable from 8:00 a.m. ET to 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

1.2 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, U.S. Virgin Islands, and outlying areas American Samoa, Guam, and Northern Marianas.
2.0 Frequently Asked Questions

Below is a list of frequently asked questions regarding the 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 EDFacts@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 are 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 IDEA Part C Data Manager wishes to authorize another user to complete this survey, contact the Partner Support Center (PSC) and provide the name and e-mail address of the user(s) to be added.

Phone: (877) 457-3336
Email: EDFacts@ed.gov
Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@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 notifications?
EMAPS sends notifications to IDEA 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 the due date.
- When data have been entered, but not submitted three days prior to the due date.
• If there are data with edit check warnings in the submissions three days prior to the due date.
• A Congratulations email will be sent when the survey is submitted.

Additionally, when the system is reopened for data resubmission, notifications are sent:
• When there is a data quality inquiry.
• When the system has been reopened.
• When 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 opens October 3, 2022, and the completed survey is due no later than 11:59 p.m. ET, November 2, 2022.

There is a reopen period for data resubmissions between May 1, 2023, and May 24, 2023, 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 1, 2023.

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses are 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 are 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?
The Part C Dispute Resolution Survey will be submitted by 50 states plus the District of Columbia, Puerto Rico, U.S. 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 SY 2021-22 data collection (due no later than 11:59 p.m. ET on November 2, 2022), the reporting year is defined as July 1, 2021 through June 30, 2022.

NOTE! Only report the actions initiated during the 2021-22 reporting year. Do NOT include actions initiated in a previous reporting year that continued into the 2021-22 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.
When should I report Missing?
Report a count as Missing when the state did not or cannot report a count for the specific category. To designate data as missing, select Missing. If a zero is entered after checking the Missing box, the system will accept this, as well.

Will I have access to the survey after I have submitted data to the database?
Yes. The survey will be accessible until November 2, 2022. After the due date, the survey report may be reviewed but may NOT be modified until the reopen period (May 1 through May 24, 2023).

During the open periods, IDEA Part C Data Managers will be able to override 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 only uses the latest submitted version of the survey on the due date 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 reopen period between May 1 and May 24, 2023. States will receive notification from OSEP of follow up needed via email after the due date and prior to May 1, 2023.

The last version of the survey submitted by the IDEA Part C Data Manager as of 11:59 p.m. ET on the original due date will be the version ED uses to review the data for accountability purposes. Data publicly reported and used by OSEP will be the last submission as of the close of the system on May 24, 2023 (formerly known as the freeze date). Draft versions do not appear in the IDEA Part C Reports folder.

Should written settlement agreements finalized after a resolution meeting but during the 30-day resolution period be reported in Section C: Due Process Complaints 3.1(a) – written settlement agreements reached through resolution meetings?
Yes, states should include all written settlement agreements reached through resolution meetings during the 30-day resolution period in Section C: Due Process Complaints 3.1(a). This includes written settlements finalized during a resolution meeting, as well as those finalized after the meeting, as long as they are finalized during the 30-day resolution period.

Can I turn off automated emails during the reopen period?
To stop automated EMAPS emails during the reopen period notifying the state a resubmission or data note is required, a new Data Note checkbox is available.

- Selecting the Data Note checkbox is optional. States should select the Data Note checkbox if they have addressed the data quality issue(s) through a data note and do not wish to receive additional reminders.
- Once selected and “Save Response” is pressed, the Data Note checkbox is inactivated and cannot be deselected.
EMAPS reminder emails requesting a resubmission or data note will not be sent. States can select the Data Note checkbox and resubmit updates to their EMAPS data. To edit state data after the checkbox is selected, states can log back into the EMAPS survey and edit it as usual.

**NOTE!** Selecting the Data Note checkbox stops automated reopen emails regarding resubmission or data note requirement only. This does not stop all automated emails from being sent.

**Whom do I contact for login problems or technical assistance with the EMAPS website?**

For login and technical assistance, please contact the Partner Support Center:

- E-mail: EDFacts@ed.gov
- Telephone: 877-457-3336 (877-HLP-EDEN)
- Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

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

**NOTE!** Users should also contact PSC for content and policy-related questions.
3.0 Accessing EMAPS

To log in to EMAPS, go to https://emaps.ed.gov/suite/. A Department of Education-approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).

![Department of Education approved warning banner](image)

**Figure 3.1 – Department of Education approved warning banner**

**NOTE!** EMAPS works in all browsers, but Chrome is recommended for the best performance.

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

![EMAPS Login Screen](image)

**Figure 3.2 – EMAPS Login Screen**
To log out of EMAPS, select the Profile Icon in the top right hand corner and select Sign Out (see fig. 3.3).

Figure 3.3 – EMAPS Logout screen
4.0 Accessing the IDEA Part C Dispute Resolution Survey

Once logged into EMAPS, the ED Facts Portal Landing Page will display.

Click the Dispute Resolution survey link under the IDEA Part C section (see fig 4.1)

![Figure 4.1 – EMAPS ED Facts Portal Page](image)

**NOTE!** The Paperwork Burden Statement is available on the ED Facts Portal Landing Page.

Select the IDEA Part C Dispute Resolution [state’s name] SY 2021-22 link to enter the IDEA Part C Dispute Resolution Survey (see fig. 4.2).

![Figure 4.2 – IDEA Part C Dispute Resolution Survey Access](image)

The system will redirect to the Summary tab of the survey (see fig. 4.3) where the following is available:

- Information about the survey;
- Instructions for completing the survey; and
- Survey User Guide.
NOTE! During the reopen period only, the Summary tab (see fig. 4.3) includes a checkbox, for states to indicate they have submitted a data note. Once the box has been checked and Save Response is selected, the Data Note checkbox cannot be deselected. When the Save Response button is selected, the status of the survey will change to Submitted and the HTML report will regenerate (see fig. 4.4).

To return to the ED Facts Portal at any time, choose EDFacts Portal from the dropdown menu in the top right corner (see fig. 4.5).
NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, click within the EMAPS survey form, or select Continue when the inactivity warning message is displayed.
5.0 Completing the IDEA Part C Dispute Resolution Survey

The IDEA Part C Dispute Resolution navigation menu contains five tabs (see fig. 5.1). To navigate into a section, select its corresponding tab.

![Dashboard tabs](image)

**Summary**: Provides a summary of the IDEA Part C Dispute Resolution Survey, instructions for completing the survey, and a link to the EMAPS IDEA Part C Dispute Resolution Survey User Guide.

**Data Entry**: This section allows users to input data directly into the form and save a draft version of the survey.

**Review and Submit**: This form is where IDEA Part C Data Managers review the warnings and edit checks or submit the survey to the database.

**State Reports**: Review the HTML reports for each Part C Dispute Resolution Survey submitted by the state for each year the survey has been in EMAPS.

**Related Actions**: This tab contains Update Data and Verify Data links. Once the survey has been Saved as Draft, users may select the Update Data link to edit the survey or select the Verify Data link to review the edit checks and submit the survey to the database.

5.1 General Navigation

To begin submitting the IDEA Part C Dispute Resolution Survey, select the Data Entry tab. The Data Entry form consists of three sections:

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

The questions first display in view-only mode. To enter responses, select the Update Data button to manually enter the data (see fig. 5.2).
Data entry fields display to allow manual counts or comments to be entered (see fig. 5.3). An asterisk appears above the required fields. Keep the following in mind when completing these sections:

- When entering counts for the survey, complete each section by entering a numeric integer value for each of the data fields provided.
- Zeros 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.

Once all data have been entered, warnings have been reviewed, and data are ready to be saved, select **Save as Draft** (see fig. 5.4). When the **Save as Draft** button is clicked, if no error messages are generated, the responses entered will save and the page becomes read-only.
5.1.1 Section A: Written, Signed Complaints

Row (1) (see fig. 5.5) displays the total number of written, signed complaints filed between July 1, 2021 and June 30, 2022. 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, 2022. 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 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, 2022 (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, 2022 (60 days following the end of the reporting period). Row (1.3) is a subset of row (1).

### 5.1.2 Section B: Mediation Requests

Row (2) (see fig. 5.6) displays the total number of mediation requests received between July 1, 2021 and June 30, 2022. The value is calculated for this section: Row (2) = (2.1)+(2.2)+(2.3).
**Section B: Mediation Requests**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Value</th>
<th>Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) Total number of mediation requests received through all dispute resolution processes.</td>
<td>10</td>
<td>Missing</td>
</tr>
<tr>
<td>(2.1) Mediations held.</td>
<td>10</td>
<td>Missing</td>
</tr>
<tr>
<td>(2.1) (a) Mediations held related to due process complaints.</td>
<td>5</td>
<td>Missing</td>
</tr>
<tr>
<td>(2.1) (a) (i) Mediation agreements related to due process complaints.</td>
<td>5</td>
<td>Missing</td>
</tr>
<tr>
<td>(2.1) (b) Mediations held not related to due process complaints.</td>
<td>5</td>
<td>Missing</td>
</tr>
<tr>
<td>(2.1) (b) (i) Mediation agreements not related to due process complaints.</td>
<td>5</td>
<td>Missing</td>
</tr>
<tr>
<td>(2.2) Mediations pending.</td>
<td>0</td>
<td>Missing</td>
</tr>
<tr>
<td>(2.3) Mediations not held.</td>
<td>0</td>
<td>Missing</td>
</tr>
</tbody>
</table>

Figure 5.6 – Section B: Mediation Requests

**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, 2022). Row (2.1) is a subset of row (2).

In row (2.1) (a), enter how many of the mediations held were mediations 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, 2022). 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 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, 2022). 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, 2022). 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, 2022). Row (2.3) is a subset of row (2).

### 5.1.3 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 **Part 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 appear (see fig. 5.7).
Figure 5.7 – Section C: Due Process Complaints

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 (see fig. 5.7).

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, 2022) 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, 2022).

When **Part C due process hearing procedures** has been selected, the following set of questions appear (see fig. 5.8).

![Figure 5.8 – Part C due process hearing procedures](image)

Row (3) displays the total number of due process complaints filed between July 1, 2021 and June 30, 2022. 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, 2022. 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, 2022). 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, 2022). Row (3.4) is a subset of row (3).

### 5.1.4 Comment Box

Provide additional information supplementing the questions asked in the survey by utilizing the Comment box (see fig. 5.9) 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. If a count is submitted as Missing, a detailed explanation should be provided in the comment box.

**NOTE!** Do not copy and paste into the comment box. Special hidden characters could potentially cause problems with the database (ex. bullets).

![Figure 5.9 – Comment Box](image)

**NOTE!** A warning is generated by the system after 30 minutes of inactivity (see fig. 5.10). To avoid losing data, click within the EMAPS survey form.
5.2 Fatal Errors on Data Entry Form

A fatal error displays in the Data Entry form when an unacceptable variable has been entered in a data field. If a fatal error occurs on the Data Entry form, a draft version cannot be saved.

Errors may include the following (see fig. 5.11):

- **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

If there are errors on the screen, and the **Save as Draft** button is selected, an error message appears and data will not save (see fig 5.12).

**NOTE!** If the survey browser window is closed without selecting **Save as Draft**, the data will not save and the EMAPS survey session ends.
6.0 Review and Submit

Once all data entry sections have been completed and Save as Draft has been selected, select the Review and Submit tab on the Dashboard. Review the data for completeness and accuracy.

Neither the Submit button nor the additional comment box appear until the Verify Data button located at the top right-hand side of this section has been selected (see fig. 6.1).

6.1 No Failed Edit Checks

If the data have passed all edit checks, the following message is displayed: There are no edit check warnings. Please submit the results of the survey by clicking the Submit button. (see fig. 6.2).

Once the Submit button is selected, an HTML report and a Year-to-Year Comparison report auto-generates. These reports can be accessed by selecting the State Reports tab in the Survey navigation menu (reference Section 7.0 of this user guide for additional information on HTML and Year-to-Year reports). The reports can also be found under the Reports tab in the EMAPS navigation menu. The IDEA Part C Data Manager receives a confirmation email after the survey has been submitted to the database. Once the survey has been submitted to the database, ED has access to the state’s survey responses as well.

Once the survey is successfully submitted, exit the survey by selecting a tab in the EMAPS navigation menu to navigate to or by logging out of the EMAPS system.

6.2 Failed Edit Checks

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 in red font (see fig. 6.3): 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 ≤ Question 1.1
- Questions 1.1.b + 1.1.c shall be ≤ Question 1.1
- Question 1.2.a shall be ≤ Question 1.2
- Questions 2.1.a + 2.1.b shall be = Question 2.1
- Question 2.1.a.i shall be ≤ Question 2.1.a
- Question 2.1.b.i shall be ≤ Question 2.1.b
- Question 3.1 shall be ≤ Question 3.
- Question 3.1.a shall be ≤ Question 3.1
- Question 3.1.a shall be ≤ Question 3.4
- Questions 3.2.a + 3.2.b shall be ≤ 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

**NOTE!** If the error for due process hearing procedures has been triggered, go to the Data Entry tab. The only way to trigger this error on the Review and Submit form is to bypass the data entry page within the survey. 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.

To make changes or corrections to address edit checks, select the Data Entry tab and select the Update Data button (see fig. 5.2), update the appropriate data and save by selecting the Save as Draft (see fig. 5.4) button. Navigate back to the Review and Submit tab to Verify Data and Submit.

If the survey is submitted with edit check warnings present, use the comment box located at the bottom of the Review and Submit tab to enter a comment explaining why data are being submitted with edit check warnings.

When the Verify Data button has been selected, the Submit button appears at the bottom right corner of the page. When the Submit button is selected, the system saves all survey responses to the database (see fig. 6.4).

**NOTE!** The Verify Data button only appears once a draft has successfully been saved.
Figure 6.4 – No Edit Checks message with Comment Box and Submit Button
7.0 Accessing State Reports

The HTML and Year-to-Year Comparison reports can be accessed in one of two ways:

1. In the survey under the **State Reports** tab (see fig. 7.1); and
2. By navigating to the **Reports** tab in the EMAPS navigation menu.

**NOTE!** The HTML and Year-to-Year Comparison reports generate each time data are submitted to the database. The most recent submission will be the survey last submitted to the database and the collection ED uses for analysis.

Once a file is selected, the HTML report appears in a new tab of the internet browser (see fig. 7.2).

Save this report to the computer desktop using browser options or print the report as a hard copy.

The edit checks violated by the data submitted are displayed on the HTML survey report, located under the comment box (see fig. 7.3). These edits appear just as they do
in the **Review and Submit** form; only the edits on the HTML reports will not be displayed.

![Figure 7.3 – Edit Check in HTML Report](image)

To remove the edit checks from displaying in the HTML report, correct the edits in the **Data Entry** tab. Resubmit the survey through the **Review and Submit** tab to override the previous submission.

The Year-to-Year Comparison Report opens in Excel and may be used to compare data from past years (see fig. 7.4). Each time a version of the survey is submitted, a new version of this report generates. Take care to open the correct report by referencing the time/date stamp.

![Figure 7.4 – Year-to-Year Comparison Report in Excel](image)
8.0 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.
The Department of Education’s mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov