



U.S. DEPARTMENT OF EDUCATION

***EMAPS* User Guide: IDEA Part C Exiting Survey**

Release 12.1

January 2024

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This technical guide is available on the Department's [EDFacts Initiative Home Page](#) and on the [EDFacts Metadata and Process System \(EMAPS\) Website](#).

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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DOCUMENT HISTORY

Version Number	Date	Summary of Changes
1.0 – 11.0		Versions 1.0 – 11.0 are for EMAPS User Guide: IDEA Part C Exiting Survey prior to SY 2021-22
12.0	January 2024	<ul style="list-style-type: none">• Rolled over for SY 2022-23• New! Added guidance on logging into EMAPS with multi-factor authentication using Login.gov• New! Added guidance regarding process changes to align with the modernization of EDFacts data collections for SY 2022-23• New! Business Rule edit IDs will display on screen on the Review and Submit page for business rules
12.1	January 2024	<ul style="list-style-type: none">• Removed the Security Level information as it is not applicable

PREFACE

The EMAPS IDEA Part C Exiting User Guide is intended to provide assistance to users of the ED*Facts* Metadata and Process System (EMAPS). This guide demonstrates the steps necessary to enter IDEA Part C Exiting Survey 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 on Infants and Toddlers Exiting Part C (OMB 1820-0557, expires 12/31/2023). 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 20202-4536, or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0557.

ED*Facts* 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. ED*Facts* 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.

NEW! The SY 2022-23 data collection process in EMAPS is changing to align with the modernization of all ED*Facts* data collections. This enhanced process includes conducting pre-submission data quality review on survey responses *prior to submitting the survey*. While your state may have no failed business rules in the survey, the Office of Special Education Programs (OSEP) is encouraging states to conduct pre-submission data quality checks prior to submission to confirm data are accurate upon submission. These additional data quality checks may require detailed data notes to be applied *prior to submitting data*.

The modernized data quality approach applies ED*Facts* business rules to data entered by SEAs to enable the identification and resolution of data quality errors before the data are submitted to ED. To address either the manual business rules (Section 6.1) or on-screen failed business rules in EMAPS (Section 6.3), users should either correct the data in the survey or provide detailed data notes to explain the reasons for submitting the data as entered before submitting the data to ED. The new data quality process ensures that data are high quality and usable at the time of submission.

1.1 Technological Requirements

EMAPS will work 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 authorized under Section 618 of IDEA, Part C of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part C Data Managers. The survey collects number of children with an active individualized family service plan (IFSP) in place at some point during the reporting period, and at the end of the reporting period, were either 1) no longer receiving services under Part C, or 2) had reached their third birthday in the following sections:

- Section A: Reason for Exit by Race/Ethnicity - States manually enter the count of children by Race/Ethnicity and Reason for Exit.
- Section A: Percent Exiting by Race/Ethnicity - EMAPS calculates the percentage of children exiting by Race/Ethnicity by Reason for Exit, based on the numbers entered by the states.

- Section B: Reason for Exit by Gender - States manually enter the count of children by Gender and Reason for Exit.
- Section B: Percent Exiting by Gender - EMAPS calculates the percentage of children exiting by Gender by Reason for Exit, based on the numbers entered by the states.

This report shall be run for 50 states, plus the District of Columbia, Puerto Rico, U.S. Virgin Islands, and the 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 Exiting Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center (PSC) at EDFacts@ed.gov.

What is the primary use of this information?

The IDEA Part C Exiting Survey provides the U.S. Department of Education (ED) information on the number of children with an active individualized family service plan (IFSP) in place at some point during the reporting period, and at the end of the reporting period, were either 1) no longer receiving services under Part C, or 2) had reached their third birthday. Information is reported in the following categories:

- Section A
 - Reason for Exit by Race/Ethnicity
 - Percent Exiting by Race/Ethnicity
- Section B
 - Reason for Exit by Gender
 - Percent Exiting by Gender

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

The data will be used as responses in the OSEP, ***Report on Infants and Toddlers Exiting Part C***.

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

Who may have access to my state's IDEA Part C Exiting Survey?

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

If the IDEA 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 email address of the user(s) that will be added.

Phone: 877-457-3336

Email: EDFacts@ed.gov

Telecommunication Relay Services (TRS): If deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

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 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, a notification will be sent two weeks prior to the due date. If status remains unchanged, another will be sent three days prior to the due date.
- When data has 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.
- **NEW!** A congratulations email will be sent when the Data Note check box is checked.

When are the data due?

The system will open January 22, 2024 and the completed survey is due no later than 11:59 p.m. ET, February 21, 2024.

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses is 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 is based on data in the EMAPS system as of 11:59 p.m. ET on the due date.

Updated! Is there going to be a re-open period?

To align with the modernization of the EDFacts data collection, the expectation is that data submitted by the due date is high quality and usable at the time of submission.

Are all states required to submit the IDEA Part C Exiting Survey via EMAPS?

The IDEA Part C Exiting Survey will be submitted by 50 states plus the District of Columbia, Puerto Rico, U.S. Virgin Islands, and the outlying areas American Samoa, Guam, and Northern Marianas.

What reporting year will this data collection cover?

The IDEA Part C Exiting Survey should cover an entire year of counts. The state is to define their reporting period and enter the month, day, and year in the survey.

May I leave a field blank?

Fields may not be left blank. Data will not save unless there is a permitted value for every field. The next questions will address **zero counts**, **Missing**, and categories that are **Not Applicable**.

When are zero counts permitted in this survey?

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

When should I report Missing?

Report a count as **Missing** when the state did not collect or cannot report a count for a specific category that is applicable to the state. States should enter **M** for **Missing**.

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

If an error prevents the submission of the form, please review the data. Acceptable values are **positive integers**, **zero**, and **M**. The characters **NA** are permitted only for the fields **Part B Eligible, continuing in Part C**. Negative numbers, decimal points, and other alpha characters are not acceptable. If data cannot be submitted after confirming that the appropriate permitted values are entered into the data entry fields, contact PSC.

In one row, Not Applicable (NA) data are showing a total and percentage. In another row, data with an NA is showing NA. Why is this?

Data entered as **M** or **NA** will be calculated as a **0**, with the exception of question 3, **Part B Eligible, continuing in Part C**. Using a value of **NA** or **Missing** for this question will cause totals and percentages to calculate as **NA**.

Updated! How can I review the survey results after I save a draft version?

After data are saved in each of the data entry tabs, select the **Review and Submit** tab from the navigational menu to check for business rule warnings. Business rule warnings will be listed in red text near the bottom of the generated report and have business rule IDs next to them.

New for SY 2022-23! If the data are accurately reported, add a data note in the comment box with the business rule ID and provide a detailed explanation for each. To address either the manual business rules (Section 6.1) or on-screen failed business rules in EMAPS (Section 6.3), users should either correct the data in the survey or provide detailed data notes to explain the reasons for submitting the data as entered before submitting the data to ED.

Once the data are reviewed, select the **Submit** button to complete the survey process.

How do I submit the completed survey to ED?

Navigate to the **Review and Submit** tab to save the survey to the database and complete the submission process. Once the review is complete, select the **Submit** button to submit the survey to the database. The IDEA Part C Data Manager (as well as anyone on the Part C Contact list) will receive a confirmation email once the data have been submitted to the database. Additionally, an HTML report will be available in EMAPS.

Will I have access to previously submitted Survey results?

Yes. Users can view the history of all their state's submitted IDEA Part C Exiting Surveys. These reports can be accessed by selecting the **State Reports** tab in the Survey navigation menu. These reports are also under the **Reports** tab in the EMAPS navigation menu.

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

Yes. The survey will be accessible until the February 21, 2024 due date.

During the open period, 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.

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

Yes. As long as the data entered have been saved as a draft under its respective tab before exiting the survey, states are able to log in and complete their survey at a later time without losing previously entered data. The **Save as Draft** button will appear at the bottom right-hand corner of the page once ALL data have been entered for that section.

NOTE! Saving data within the collection screen will not generate an HTML report, and is not considered an official data submission to ED. Users must submit data to the database from the **Review and Submit** tab to submit data to ED.

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:

Email: EDFacts@ed.gov

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

Telecommunication Relay Services (TRS): *If deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.*

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 **Updated!** Accessing EMAPS

To log in to EMAPS, go to <https://emaps.ed.gov/suite/>.

NEW! EMAPS requires the use of multi-factor authentication via Login.gov to successfully log in. To establish a Login.gov account, go to https://secure.login.gov/sign_up/enter_email.

Select *I use my email address (ICAM and Login.gov users)* (see fig. 3.1).

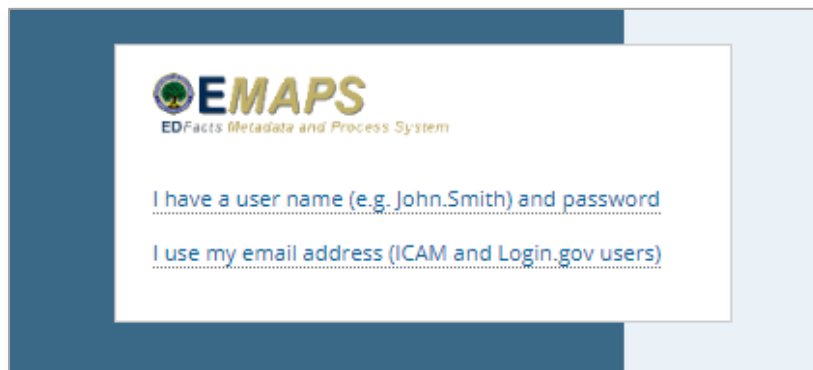


Figure 3.1 – Using multi-factor authentication to log into EMAPS

The system will redirect you to the U.S. Department of Education landing page to choose an option to log in using multi-factor authentication (MFA).

Select *Sign in with LOGIN.GOV* (see fig. 3.2).

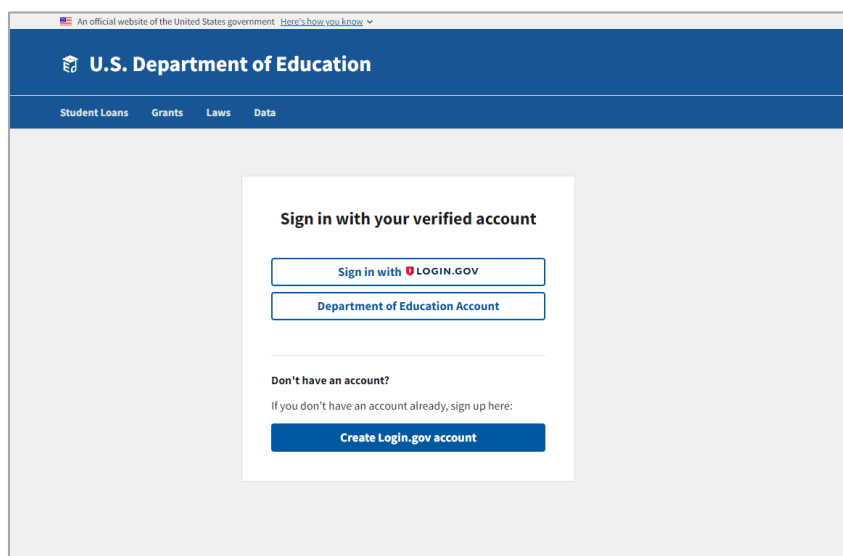
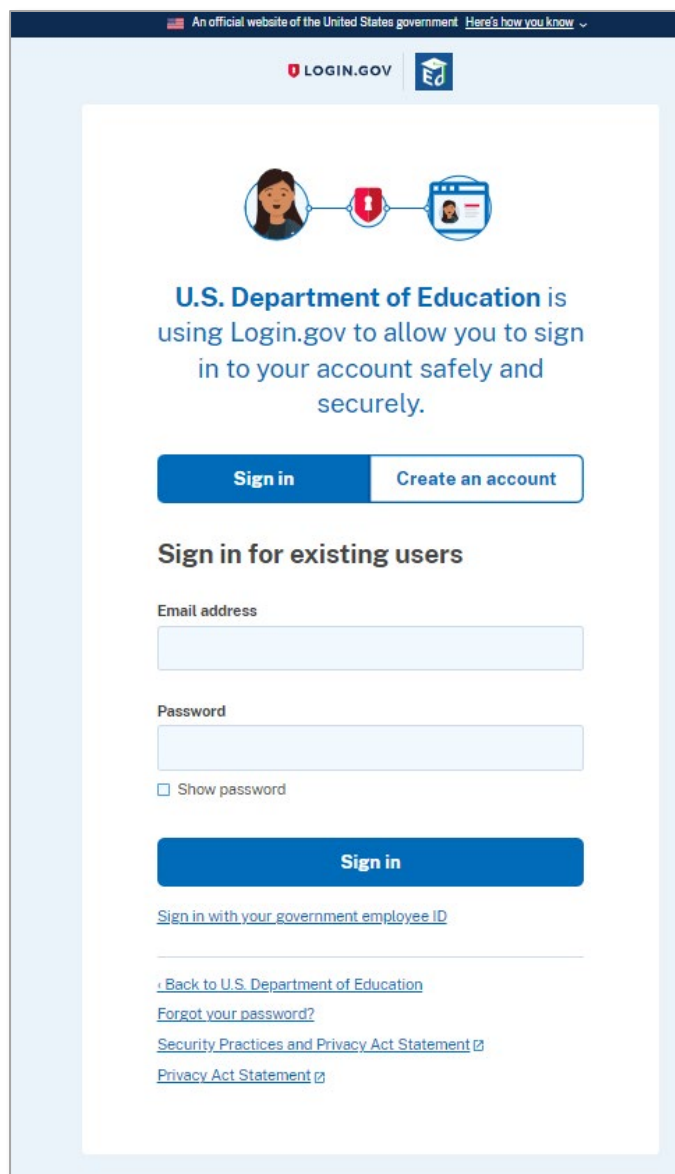


Figure 3.2 – U.S. Department of Education MFA options

The system will redirect again to <https://secure.login.gov> to enter your Login.gov credentials (see fig. 3.3). Enter one form of multi-factor authentication (previously set up). Once accepted, the system will redirect to the EMAPS landing page.



The screenshot shows the Login.gov sign-in interface for the U.S. Department of Education. At the top, there is a header with the U.S. flag, the text "An official website of the United States government", and a link "Here's how you know". Below this is the "LOGIN.GOV" logo and the U.S. Department of Education logo. The main heading reads "U.S. Department of Education is using Login.gov to allow you to sign in to your account safely and securely." Below the heading are two buttons: "Sign in" and "Create an account". Under the "Sign in" button, the text "Sign in for existing users" is displayed. There are two input fields: "Email address" and "Password". Below the "Password" field is a checkbox labeled "Show password". A large blue "Sign in" button is positioned below the input fields. At the bottom, there are several links: "Sign in with your government employee ID", "Back to U.S. Department of Education", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

Figure 3.3 – Login.gov credentials entered to access EMAPS

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

If experiencing issues logging into EMAPS, contact PSC (FAQs, Section 2).

To log out of EMAPS, select the **Profile Icon** in the top right-hand corner and select **Sign Out** (see fig. 3.4).

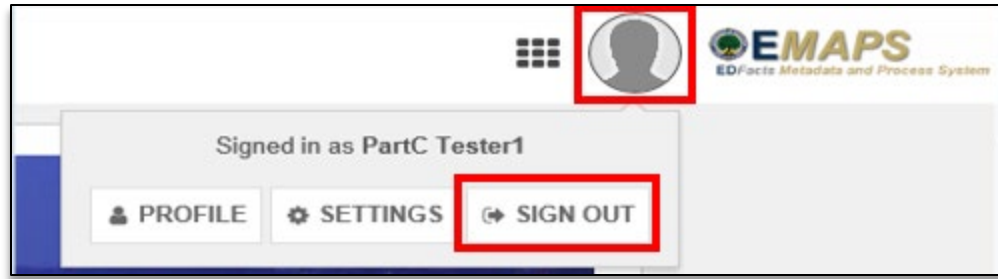


Figure 3.4 – EMAPS Logout screen

4.0 Accessing the IDEA Part C Exiting Survey

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

Click the **Exiting** blue survey link under the IDEA Part C section (see fig 4.1).

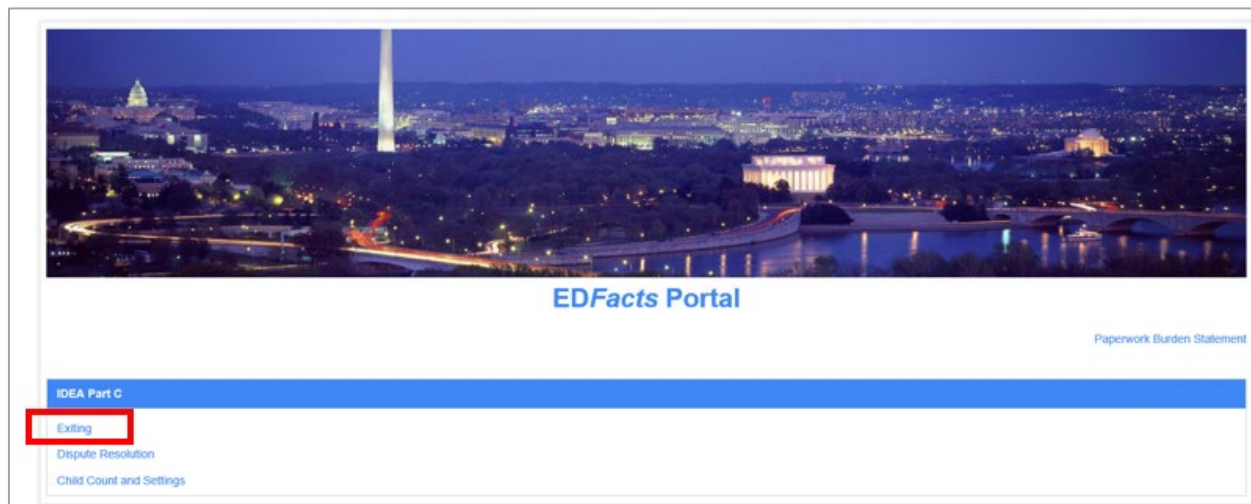


Figure 4.1 – ED*Facts* Portal Landing Page

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

Select the **IDEA Part C Exiting [state's name] SY2022-23** link to enter the IDEA Part C Exiting Survey (see fig. 4.2).



Figure 4.2 – State-specific Link to the Part C Exiting Survey

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

- Information about the survey
- Instructions
- Link to the survey user guide

IDEA Part C Exiting Alabama SY 2022-23

Summary Reason for Exit by Race/Ethnicity Percent Exiting by Race/Ethnicity Reason for Exit by Gender Percent Exiting by Gender Review and Submit State Reports Related Actions

About the Survey

This survey has been developed to collect data authorized under Section 618 of IDEA, Part C of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part C Data Managers. The survey collects the number of children with an active individualized family service plan (IFSP) in place at some point during the reporting period, and at the end of the reporting period, were either 1) no longer receiving services under Part C, or 2) had reached his or her third birthday in the following sections:

- Section A: [Reason for Exit by Race/Ethnicity](#) - States manually enter the count of children by Race/Ethnicity and Reason for Exit.
- Section A: [Percent Exiting by Race/Ethnicity](#) - EMAPS calculates the percentage of children exiting by Race/Ethnicity by Reason for Exit, based on the numbers entered by the states.
- Section B: [Reason for Exit by Gender](#) - States manually enter the count of children by Gender and Reason for Exit.
- Section B: [Percent Exiting by Gender](#) - EMAPS calculates the percentage of children exiting by Gender and Reason for Exit.

Instructions

Navigate through the survey by clicking on the link for each section, clicking on "Update Data" on top right, answering each question, and then clicking the "Save As Draft" button located at the bottom of each screen. When you click the "Save As Draft" button, if no error messages are generated, the responses you entered will be saved and the page becomes a read-only review. You may return to any section by clicking the links at the top of the screen. You may enter or change answers to questions any time prior to the system close, even if responses to questions were saved, or you previously submitted your data.

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

For questions, please contact the Partner Support Center (PSC) at 877-457-3336 or edfacts@ed.gov. For TTY services, please contact Federal Relay Service at 800-877-0996 / federalrelay@sprint.com

User Guide

[EMAPS IDEA Part C Exiting Survey User Guide](#)

Figure 4.3 – Summary Page

5.0 Completing the IDEA Part C Exiting Survey

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

IDEA Part C Exiting Alabama SY 2022-23

Summary Reason for Exit by Race/Ethnicity Percent Exiting by Race/Ethnicity Reason for Exit by Gender Percent Exiting by Gender Review and Submit State Reports Related Actions

Figure 5.1 – IDEA Part C Exiting Navigation Menu

Summary: This section contains information about the survey, instructions on how to complete the survey, as well as a link to download the IDEA Part C Exiting Survey User Guide.

Reason for Exit by Race/Ethnicity: This form is where IDEA Part C Data Managers will input data for **Reason for Exit by Race/Ethnicity**.

Percent Exiting by Race/Ethnicity: This form is auto calculated by EMAPS and is to be reviewed by IDEA Part C Data Managers for accuracy. EMAPS will calculate the percentages based on data entered for **Section A: Reason for Exit by Race/Ethnicity**.

Reason for Exit by Gender: This form is where IDEA Part C Data Managers will input data for **Reason for Exit by Gender**.

Percent Exiting by Gender: This form is auto calculated by EMAPS and is to be reviewed by IDEA Part C Data Managers for accuracy. EMAPS will calculate the percentages based on data entered for **Section B: Reason for Exit by Gender**.

Review and Submit: This form is where IDEA Part C Data Managers review the entered counts for edit checks (errors) or submit the survey to the database.

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

Related Actions: This tab provides links to each tab that has been opened for update or has unanswered questions. If a tab has been **Saved as Draft**, selecting on the **Update** link in the **Related Actions** tab will reopen the tab for edit.

5.1 General Navigation

To begin submitting the IDEA Part C Exiting Survey, select the tab to update (see fig. 5.2). This survey consists of 4 data sections:

1. Reason for Exit by Race/Ethnicity
2. Percent Exiting by Race/Ethnicity
3. Reason for Exit by Gender
4. Percent Exiting by Gender

To begin entering data, the **Update Data** button (see fig. 5.2) must first be selected. The **Update Data** button is located at the top right-hand side of the page. Keep the following in mind when completing these sections:

- Each data field will be blank when the form is first opened.
- **Zero** counts should be entered only if a state conducted a count for that data element and there were no children to report in the specific category for the given reporting period.
- Report a count as **Missing** when the state did not or cannot report a count for the specific category applicable to the state. If a count is missing, enter **M**.
- Fields with an (*) indicate a mandatory data entry field.
- The only permitted values are: **0**, a **positive integer**, **M** for Missing, or **NA** for not applicable. Each field must have a response. The **M** for Missing and **NA** for not applicable must be capitalized.
- If the **Percent Exiting** page is visited prior to entering data in the **Reason for Exit** page, the forms will be blank.
- To save entered data, select the **Save as Draft** button (see fig. 5.3) located on the bottom-right of the page.



Figure 5.2 – Update Data Button

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

4000 Character Limit

SAVE AS DRAFT

Figure 5.3 – Save as Draft Button

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

5.2 Entering the 12-Month Reporting Period

In the **Section A: Reason for Exit by Race/Ethnicity** tab, the first entry will be the **12 month reporting period**. Select or enter the month, day, and year for the beginning and ending of the reporting period from the dropdown boxes in a MM/DD/YYYY format (see fig. 5.4).

Alabama - Section A: Reason for Exit by Race/Ethnicity

Please complete the form below.

Year 2022-23

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. If "Part B eligible, continuing in Part C" is not applicable, select "No" for Question 3a. Please provide an explanation for any missing data in the comment box at the bottom of the survey pages.

What is your state's 12 month reporting period?

* From: mm/dd/yyyy

* To: mm/dd/yyyy

Figure 5.4 – 12-month Reporting Period

NOTE! If a 12-month period is not entered, there will be an error on the review page.

5.3 Reason for Exit by Race/Ethnicity

The **Section A: Reason for Exit by Race and Ethnicity** form is below the **12-month reporting period** question.

NOTE! States and entities should follow race and ethnicity data based on the Department of Education's 2007 [Final Guidance on Maintaining, Collecting and Reporting Racial and Ethnic Data](#) to the U.S. Department of Education (published in the Federal Register Vol. 72, No. 202). States and entities were required to implement the procedures for collecting, aggregating, and reporting race and ethnicity, as described in the 2007 guidance, no later than the report of the 2010 IDEA Section 618 data and these requirements continue to apply to this submission of the IDEA Section 618 data.

Report the (unduplicated) number of children with an active individualized family service plan (IFSP) in place at some point during the reporting period, and at the end of the reporting period, that were either 1) no longer receiving services under Part C, or 2) had

reached their third birthday, according to the child's race/ethnicity and reason for no longer receiving services.

Enter one of the accepted values into each of the data fields. Total fields on the far right, and those on the bottom, are auto calculated by the system (see fig. 5.5).

NOTE! To ensure that EMAPS calculates totals properly, type the values directly into the field. Numbers should not be copied and pasted into data entry fields.

When calculating totals, values of **M** will be treated as zeros.

After entering data, select **Save as Draft**.

IDEA Part C Exiting Alabama SY 2022-23

Summary Reason for Exit by Race/Ethnicity **Percent Exiting by Race/Ethnicity** Reason for Exit by Gender Percent Exiting by Gender Review and Submit State Reports Related Actions

Alabama - Section A: Percent Exiting by Race/Ethnicity

Please complete the form below.

Year 2022-23

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. If "Part B eligible, continuing in Part C" is not applicable, select "No" for Question 3a. Please provide an explanation for any missing data in the comment box at the bottom of the survey pages.

Reason for Exit	% Hispanic / Latino	% American Indian or Alaska Native	% Asian	% Black or African American	% Native Hawaiian or Other Pacific Islander	% White	% Two or more races	Total %
Program Completion								
1. No longer eligible for Part C prior to reaching age three.	50	0	0	0	0	0	50	100
Exit at Age Three								
2. Part B eligible, exiting Part C.	50	0	0	0	0	0	50	100
3a. Does your state's application for IDEA Part C funds include a policy under 20 USC 1432(5)(B)(ii) in which parents of children with disabilities who were eligible for services under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age three?								
No								
3b. Part B eligible, continuing in Part C.	NA	NA	NA	NA	NA	NA	NA	
4. Not eligible for Part B, exit with referrals to other programs.	50	0	0	0	0	0	50	100
5. Not eligible for Part B, exit with no referrals.	50	0	0	0	0	0	50	100
6. Part B eligibility not determined.	50	0	0	0	0	0	50	100
Not Receiving Services								
7. Deceased.	50	0	0	0	0	0	50	100
8. Moved out of state.	50	0	0	0	0	0	50	100
9. Withdrawal by parent (or guardian).	50	0	0	0	0	0	50	100
10. Attempts to contact unsuccessful.	50	0	0	0	0	0	50	100
Percent Exiting by Race/Ethnicity (Rows 1 - 10)	50	0	0	0	0	0	50	100

Figure 5.5 – Section A: Reason for Exit by Race and Ethnicity form

5.4 Percent Exiting by Race/Ethnicity

After entering the data for **Section A: Reason for Exit by Race/Ethnicity**, review the **Section A: Percent Exiting by Race/Ethnicity** (see fig. 5.6). This section is auto calculated with percentages from the data entered in the **Section A: Reason for Exit by Race and Ethnicity** form. The reporting period is not shown on this page. After viewing the percentages, navigate back to the previous section to make corrections to the data or move to the next section.

When calculating percentages, values of **M** will be treated as zeros.

Alabama - Section B: Reason for Exit by Gender

Please complete the form below.

Year 2022-23

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. If "Part B eligible, continuing in Part C" is not applicable, select "No" for Question 3a. Please provide an explanation for any missing data in the comment box at the bottom of the survey pages.

Reason for Exit	Male	Female	Total
Program Completion			
1. No longer eligible for Part C prior to reaching age three.	<input type="text"/>	<input type="text"/>	0
Exit at Age Three			
2. Part B eligible, exiting Part C.	<input type="text"/>	<input type="text"/>	0
3a. Does your state's application for IDEA Part C funds include a policy under 20 USC 1432(S)(B)(ii) in which parents of children with disabilities who were eligible for services under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age three?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
4. Not eligible for Part B, exit with referrals to other programs.	<input type="text"/>	<input type="text"/>	0
5. Not eligible for Part B, exit with no referrals.	<input type="text"/>	<input type="text"/>	0
6. Part B eligibility not determined.	<input type="text"/>	<input type="text"/>	0

Figure 5.6 – Section A: Percent Exiting by Race/Ethnicity

5.5 Reason for Exit by Gender

Report the (unduplicated) number of children with an active IFSP in place at some point during the reporting period, and at the end of the reporting period, that were either 1) no longer receiving services under Part C, or 2) had reached their third birthday, according to the child's gender, and reason for no longer receiving services.

Enter one of the accepted values into each of the data fields. Total fields on the far right, and those on the bottom, are auto calculated by the system (see fig. 5.7).

NOTE! To ensure that EMAPS calculates totals properly, type the values directly into the field. Numbers should not be copied and pasted into data entry fields.

When calculating totals, values of **M** will be treated as zeros.

After entering data, select **Save as Draft**.

Not Receiving Services			
7. Deceased.	<input type="text"/>	<input type="text"/>	0
8. Moved out of state.	<input type="text"/>	<input type="text"/>	0
9. Withdrawal by parent (or guardian).	<input type="text"/>	<input type="text"/>	0
10. Attempts to contact unsuccessful.	<input type="text"/>	<input type="text"/>	0
Total number of infants and toddlers exiting by gender	0	0	0

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

Figure 5.7 – Section B: Reason for Exit by Gender

5.6 Percent Exiting by Gender

After entering the data for **Section B: Reason for Exit by Gender**, review **Section B: Percent Exiting by Gender** (see fig. 5.8). This section is auto calculated with percentages from the data entered in **Section B: Reason for Exit by Gender** form. After viewing the percentages, navigate back to the previous section to make corrections to the data or move to the next section.

When calculating percentages, values of **M** will be treated as zeros.

Year 2022-23

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. If "Part B eligible, continuing in Part C" is not applicable, select "No" for Question 3a. Please provide an explanation for any missing data in the comment box at the bottom of the survey pages.

Reason for Exit	Male	Female	Total
Program Completion			
1. No longer eligible for Part C prior to reaching age three.	<input type="text"/>	<input type="text"/>	0
Exit at Age Three			
2. Part B eligible, exiting Part C.	<input type="text"/>	<input type="text"/>	0
3a. Does your state's application for IDEA Part C funds include a policy under 20 USC 1432(S)(B)(ii) in which parents of children with disabilities who were eligible for services under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age three?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
4. Not eligible for Part B, exit with referrals to other programs.	<input type="text"/>	<input type="text"/>	0
5. Not eligible for Part B, exit with no referrals.	<input type="text"/>	<input type="text"/>	0
6. Part B eligibility not determined.	<input type="text"/>	<input type="text"/>	0
Not Receiving Services			
7. Deceased.	<input type="text"/>	<input type="text"/>	0
8. Moved out of state.	<input type="text"/>	<input type="text"/>	0
9. Withdrawal by parent (or guardian).	<input type="text"/>	<input type="text"/>	0
10. Attempts to contact unsuccessful.	<input type="text"/>	<input type="text"/>	0
Total number of infants and toddlers exiting by gender	0	0	0

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

Figure 5.8 – Percent Exiting by Gender

5.7 Fatal Errors in Data Entry Forms

If there are errors in the data entry forms, a message will appear below the field that has the error. These errors may happen when:

- A field is left blank;
- A negative integer is entered into a field;
- A decimal is entered into a field;
- A special character is entered into a field;
- An unacceptable letter code is entered into a field; and/or

NOTE! Data will not save if any of these errors are present (see fig. 5.9).

3a. Does your state's application for IDEA Part C funds include a policy under 20 USC 1432(S)(B)(ii) in which parents of children with disabilities who were eligible for services under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age three?

☐ Yes
☒ No

4. Not eligible for Part B, exit with referrals to other programs.

5. Not eligible for Part B, exit with no referrals.

-5
Must be a positive Integer or "M" Missing

\$\$
Must be a positive Integer or "M" Missing

-5

NA
Must be a positive Integer or "M" Missing

N
Must be a positive Integer or "M" Missing

0

Figure 5.9 – Fatal Errors

If any fatal errors or warnings are triggered and you attempt to save the data, the message **Errors/Warnings detected - see above. Data not saved.** will display at the bottom of the screen (see fig 5.10).

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

4000 Character Limit

Errors/Warnings detected - see above. Data not saved.

Figure 5.10 – Error Message When Errors are Present

6.0 **Updated!** Review and Submit the IDEA Part C Exiting Survey

Once all data entry sections have been completed, select the **Review and Submit** tab on the Dashboard. Review the data for completeness and accuracy.

Important! The SY 2022-23 Business Rules Single Inventory (BRSI) is a collection of all data quality (DQ) business rules applied to the data collected in this survey, as well as all other **EDFacts** data. The inventory increases transparency in the data quality review process and allows states the opportunity to check data prior to submission. The BRSI is available on the [EDFacts Initiative](#) website.

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

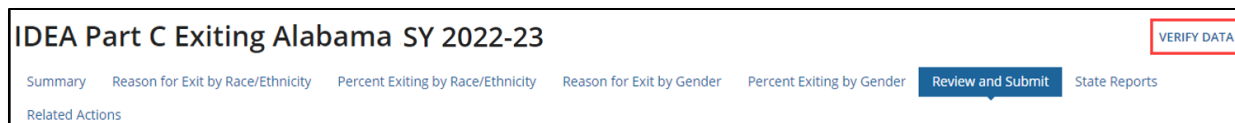


Figure 6.1 – Verify Data Button

6.1 **Updated!** Part C Exiting Business Rules

To align with the updated process of submitting complete and accurate data by the due date, the business rules applied to data collected in this survey have been added to the SY 2022-23 BRSI and assigned a business rule ID. OSEP is providing Data Managers with the business rules applied to data entered into the survey pre-submission to confirm data for accuracy and encourages states to take the time to review each Exiting business rule by reviewing the “Review and Submit” page prior to submission of the data in EMAPS.

IMPORTANT! The SY 2022-23 BRSI can be downloaded from the [EDFacts Initiative website](#).

6.2 No Failed Business Rules

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

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

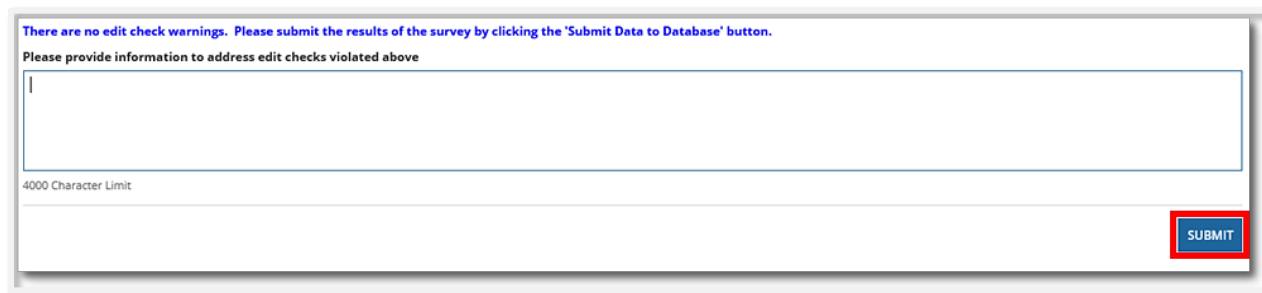


Figure 6.2 – No Edit Checks Message with Comment Box and Submit Button

There is an additional comment box on this screen that may be used to explain errors or add notes concerning the data (see fig. 6.2).

Once the **Submit** button is selected, an HTML report will auto-generate. 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). The reports can also be found under the **Reports** tab in the EMAPS navigation menu. The IDEA Part C Data Manager will receive a confirmation email after the survey has been submitted to the database. Once the survey has been submitted to the database, ED will have access to the state’s survey responses as well.

NOTE! Data will not be submitted to the database if this section is left without first selecting the **Submit** button or if the EMAPS browser window is closed directly.

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.

6.3 Failed Business Rules on Data

Upon completing data entry and selecting **SAVE** on a section, business rules validate the values entered into cells. If values entered are not accepted by the survey, an on-screen error message will appear in red text explaining the validation (see fig. 6.3).

Table 6.1-1: On Screen Data Quality Business Rules

Rule ID	Error Message	How to Resolve
	Value must be a positive integer.	Only zero, positive integers or "M" shall be allowed to be entered in the data entry fields, with the exception of Question 3, "Part B eligible, continuing in Part C", which shall also allow the value of "NA" (not applicable). Validation checks shall prevent inappropriate data from being entered.
	Value must be a whole number.	Only zero, positive integers or "M" shall be allowed to be entered in the data entry fields, with the exception of Question 3, "Part B eligible, continuing in Part C", which shall also allow the value of "NA" (not applicable). Validation checks shall prevent inappropriate data from being entered.
	Must a positive Integer or "M" Missing.	Only zero, positive integers or "M" shall be allowed to be entered in the data entry fields, with the exception of Question 3, "Part B eligible, continuing in Part C", which shall also allow the value of "NA" (not applicable). Validation checks shall prevent inappropriate data from being entered.
	Field cannot be blank.	An error message shall be displayed when a data entry field is left blank.

Reason for Exit	Male	Female	Total
Program Completion			
1. No longer eligible for Part C prior to reaching age three.	<input type="text"/> A value is required	<input type="text"/> A value is required	0
Exit at Age Three			
2. Part B eligible, exiting Part C.	<input type="text"/> A value is required	<input type="text"/> A value is required	0

Figure 6.3 – Fatal errors in Data Entry Forms

Update the values in the cells manually to an acceptable value. Select Save to rerun the edits. If data passes, the form will save, the errors will clear and data entry to other sections can continue.

6.4 Business Rule Warnings on Review and Submit

If data entered into any survey sections fail business rule checks, a list of all warning messages will display at the bottom of the **Review and Submit** form in red font (see fig. 6.4).

New for SY 2022-23! These business rules have been assigned business rule IDs to allow states to respond to each error in the comment field individually. The SY 2022-23 BRSI has been updated to include these business rules.

For SY 2022-23, OSEP is requesting all data notes be entered into the EMAPS survey in the comment box on the **Review and Submit** form with a reference to the business rule that is firing and a detailed explanation regarding why data are accurately reported. See example in Figure 6.4.

Please note that the data entered result in the following relationships which violate edit checks: PartC-E-002: Q1 Race/Ethnicity Total <> Q1 Gender Total, PartC-E-003: Q2 Race/Ethnicity Total <> Q2 Gender Total, PartC-E-005: Q4 Race/Ethnicity Total <> Q4 Gender Total, PartC-E-006: Q5 Race/Ethnicity Total <> Q5 Gender Total, PartC-E-007: Q6 Race/Ethnicity Total <> Q6 Gender Total, PartC-E-008: Q7 Race/Ethnicity Total <> Q7 Gender Total, PartC-E-009: Q8 Race/Ethnicity Total <> Q8 Gender Total, PartC-E-010: Q9 Race/Ethnicity Total <> Q9 Gender Total, PartC-E-011: Q10 Race/Ethnicity Total <> Q10 Gender Total

Please provide information to address edit checks violated above

Figure 6.4 – Failed Business Rules with IDs and Data Note Entered on Review and Submit Page

Reminder! The comment box allows a character limit of 4,000. If the data note is larger than this limit, please email your data comments to PSC at EDFacts@ed.gov

This table lists the business rules applied to the data collected in the survey with the newly assigned business rule IDs for easy reference and instructions on how to resolve the rule.

Table 6.1-2 Business Rule Warnings

Rule ID	Error Message	How to Resolve
PartC-E-001	PartC-E-001: 12 month reporting period <From or To> year is not current year or two prior years.	Fails when the years in the 12-month reporting period From and To dates are not current year or two prior years.

Rule ID	Error Message	How to Resolve
PartC-E-002	PartC-E-002: Q1 Race/Ethnicity Total <> Q1 Gender Total	A warning message shall be displayed when for 1. No longer eligible for Part C prior to reaching age three, the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-003	PartC-E-003: Q2 Race/Ethnicity Total <> Q2 Gender Total	A warning message shall be displayed when for 2. Part B eligible, exiting Part C, the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-004	PartC-E-004: Q3 Race/Ethnicity Total <> Q3 Gender Total	A warning message shall be displayed when for 3. Part B eligible, continuing in Part C, the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-005	PartC-E-005: Q4 Race/Ethnicity Total <> Q4 Gender Total	A warning message shall be displayed when for 4. Not eligible for Part B, exit with referrals to other programs, the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-006	PartC-E-006: Q5 Race/Ethnicity Total <> Q5 Gender Total	A warning message shall be displayed when for 5. Not eligible for Part B, exit with no referrals, the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-007	PartC-E-007: Q6 Race/Ethnicity Total <> Q6 Gender Total	A warning message shall be displayed when for 6. Part B eligibility not determined, the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-008	PartC-E-008: Q7 Race/Ethnicity Total <> Q7 Gender Total	A warning message shall be displayed when for 7. Deceased, the total number of children exiting reported by race/ethnicity does not equal the total

Rule ID	Error Message	How to Resolve
		number of children exiting reported by gender.
PartC-E-009	PartC-E-009: Q8 Race/Ethnicity Total <> Q8 Gender Total	A warning message shall be displayed when for 8. Moved out of state, the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-010	PartC-E-010: Q9 Race/Ethnicity Total <> Q9 Gender Total	A warning message shall be displayed when for 9. Withdrawal by parent (or guardian), the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-011	PartC-E-011: Q10 Race/Ethnicity Total <> Q10 Gender Total	A warning message shall be displayed when for 10. Attempts to contact unsuccessful, the total number of children exiting reported by race/ethnicity does not equal the total number of children exiting reported by gender.
PartC-E-012	PartC-E-012: Race/Ethnicity Total <> Gender Total	A warning message shall be displayed when the overall total number of children exiting reported by race/ethnicity does not equal the overall total number of children exiting reported by gender.
PartC-E-013	PartC-E-013: To date less than 12 months [OR] PartC-E-013: To date greater than 12 months	A warning message shall be displayed when the reporting period does not equal 12 months (plus/minus 3 days).

7.0 Accessing State Reports

The HTML report can be accessed in one of two ways:

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

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

To access the reports inside the survey, navigate to the **State Reports** tab (see fig. 7.1). All generated HTML and Year-to-Year Comparison reports will appear in order of date created. Select the report needed, then follow the browser's prompts to save the report to the computer, or open and view the report.

IDEA Part C Exiting Alabama SY 2022-23				
Summary	Reason for Exit by Race/Ethnicity	Percent Exiting by Race/Ethnicity	Reason for Exit by Gender	Percent Exiting by Gender
Review and Submit	State Reports	Related Actions		
File Name	File Type	Creation Date	Submitter Name	Email
Alabama IDEA Part C Exiting 2022-23	HTML	11/22/2023 4:31 PM EST	Tester1, PartC	
Alabama Year-to-Year Exiting 2022-23	CSV	11/22/2023 4:31 PM EST	Tester1, PartC	

Figure 7.1 – State Reports

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

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

Alabama
IDEA Part C - Exiting Process Release 11.0
Year: 2022-23

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not collect data for a specific category. If "Part B eligible, continuing in Part C" is not applicable, select "No" for Question 3a. Please provide an explanation for any missing data in the comment box pages.

What is your state's 12 month reporting period? From: 11/17/2022 To: 11/14/2023

Section A: Reason for Exit by Race/Ethnicity

Reason for Exit	Hispanic/Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Total
-----------------	-----------------	----------------------------------	-------	---------------------------	---	-------	-------------------	-------

Figure 7.2 – HTML Report

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

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

To remove the edit checks from displaying in the HTML report, correct the edits in the data entry forms and re-submit the survey through the **Review and Submit** form. This will override the previous submission.

8.0 Glossary of Data Elements

No longer eligible for Part C prior to reaching age three – Include all children who, within this 12-month reporting period, have exited Part C before age three because they are no longer eligible under IDEA, Part C.

Part B eligible, exiting Part C – Include all children determined to be eligible for Part B during the reporting period and who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.

Part B eligible, continuing in Part C – Include all children determined to be eligible for Part B, and whose parents were offered and consented to have their child remain in Part C under 20 USC 1432(5)(B)(ii) and 1435(c). The Part B eligible, continuing in Part C category may ONLY be used by a state whose application for IDEA Part C funds includes a policy under which parents of children with disabilities who were eligible for services under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age three. States that do not offer this option under 20 USC 1432(5)(B)(ii) and 1435(c) may NOT report children in this category.

Not eligible for Part B, exit with referrals to other programs – Include all children *who reached age three*, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and childcare centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.

Not eligible for Part B, exit with no referrals – Include all children *who reached age three*, were evaluated and determined not eligible for Part B, but were not referred to other programs.

Part B eligibility not determined – Include all children who reached their third birthday and their Part B eligibility was not determined during this reporting period. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported or children for whom parents did not consent to transition planning. Include in this category any child *who reached age three*, and who has not been reported in categories 2-5.

Deceased – Include all children who died before their third birthday, even if their death occurred at the age of exit. Include only children who died during the reporting period.

Moved out of state – Include all children who moved out of state before their third birthday. Include only children who moved during the reporting period. Do not report a child who moved within State (i.e., from one program to another) if services are known to be continuing.

Withdrawal by parent (or guardian) – Include all children under the age of three whose parents declined all services (including service coordination services) after an IFSP was in place or declined to consent to Part C services on the IFSP and provided written or verbal indication of withdrawal from Part C services.

Attempts to contact the parent and/or child were unsuccessful – Include all children, under the age of three, who had an active IFSP, and for whom Part C personnel have been unable to

provide early intervention services either due to lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts. Include in this category any child who was no longer receiving services under Part C before reaching age three, and who has not been reported in categories 7-9.

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

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

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

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

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

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

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



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