



U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

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

Release 6.1

December 2017

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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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1.0	9/20/2012	Version 1.0 of this document introduces the first release of the IDEA Part C Exiting Survey in EMAPS
2.0	9/19/2013	Updated for 2012-13, Year-to-Year Comparison report information added
3.0	9/15/2014	Updated for 2013-2014
4.0	9/10/2015	Updated for 2014-2015
5.0	9/26/2016	Updated for 2015-2016
6.0	9/20/2017	Updated for 2016-2017
6.1	12/19/2017	Added OMB MAX expiration date

PREFACE

The *EMAPS* IDEA Part C Exiting 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 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 an Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts* (OMB 1820-0557, expires 11/30/2020). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4536, or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0557.

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

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1.0 Introduction

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

1.1 Technological Requirements

Before Beginning:

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

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 information on the following and is organized to provide the counts for the number of infants and toddlers with disabilities (IDEA) in the following sections:

- Reason for Exit by Race/Ethnicity - States manually enter the count of children by Race/Ethnicity and Reason for Exit.
- 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.
- Reason for Exit by Gender - States manually enter the count of children by Gender and Reason for Exit.
- Percent Exiting by Gender - EMAPS calculates the percentage of children exiting by Gender and Reason for Exit.

This report shall be run for 50 states, plus the District of Columbia, Puerto Rico, Virgin Islands, and the ouyling 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 EDEN_SS@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 counts of the following:

- 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 Office of Special Education Programs (OSEP) Table 3, "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 Part C Data Manager wishes to authorize another user to complete this survey, please contact the Partner Support Center (PSC) and provide the name and e-mail address of the user(s) that will be added.

Phone: (877) 457-3336

Email: EDEN_SS@ed.gov

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 any notifications?

EMAPS will send notifications to Part C Data Managers at the following times:

- When the system is open.
- When data have been submitted.
- When there has been no account activity. Notifications will be sent two weeks and three days prior to 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.

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

- The system has been reopened and a state has a data quality inquiry.
- The system has been reopened to notify states who do not have a data quality inquiry.
- There was a data quality inquiry, and updated data have not been submitted one week prior to close of the reopen period.
- One week prior to the close of the reopen period to notify states who do not have a data quality inquiry.

When are the data due?

The system will open October 2, 2017 and the completed survey is due no later than 11:59 p.m. ET, November 1, 2017.

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

The data will be frozen on May 30th to be used by OSEP in the Annual Report to Congress, public posting of the IDEA Section 618 data, and ad hoc requests.

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses will be assessed by OSEP for timeliness, completeness, and accuracy. Data submissions with missing data elements are rated by OSEP as “incomplete.”

The review of data for accountability purposes will be based on data in the system as of 11:59 p.m. ET on the due date.

Are all states required to submit the IDEA Part C Exiting Survey via EMAPS for 2016-17?

For 2016-17, the Part C Exiting Survey will be submitted by 50 states, plus the District of Columbia, Puerto Rico, 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. For the 2016-17 data collection, the state will define their reporting period and enter the Month 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 value for every field. The next questions will address zero counts, missing data, 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. States should enter “M” for Missing.

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

If an error prevents the 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.

In one row, data that is NA is showing a total and percentage. In another row, data with an NA is showing NA. Why is this?

Data that is 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.”

How can I review the survey results after I have saved a draft version?

After a draft version is saved in the Data Entry forms, the system will display the survey dashboard. Select the “Review and Submit” form from the survey dashboard to check for errors. Edit check violations will be listed near the bottom of the report that is generated (in red text).

Once the data are reviewed, click “Submit Data to Database” to complete the survey process.

How do I submit the completed survey to ED?

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

Will I have access to previously submitted Survey results?

Yes. Users will be able to view the history of all their state’s submitted IDEA Part C Exiting Surveys. The last version submitted by the Part C Data Manager, and in the system as of 11:59 p.m. ET on the due date, will be the version ED will use to review the data for accountability purposes. Data publicly reported and used by OSEP for other purposes will be the last submission as of the freeze date (May 30, 2018) for Exiting. Draft versions will not appear in the report folder.

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

Yes. The survey will be accessible until the November 1, 2017 due date. After the due date, the survey can be viewed but may NOT be modified data until the reopen period (May 7 to May 30, 2018).

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

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

NOTE! EMAPS goes down late Sunday nights and comes back up at approximately 2:00 a.m. ET Monday mornings.

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

Yes. The survey is set up to save a working, non-finalized copy as a draft, which can be completed at a later time. Each data field must have a value provided for the draft to save. The “Save as Draft” button is provided at the bottom of the Data Entry forms. Clicking the “Save as Draft” button will allow the data to be saved to EMAPS; the user will be directed to the IDEA Part C Exiting Survey dashboard.

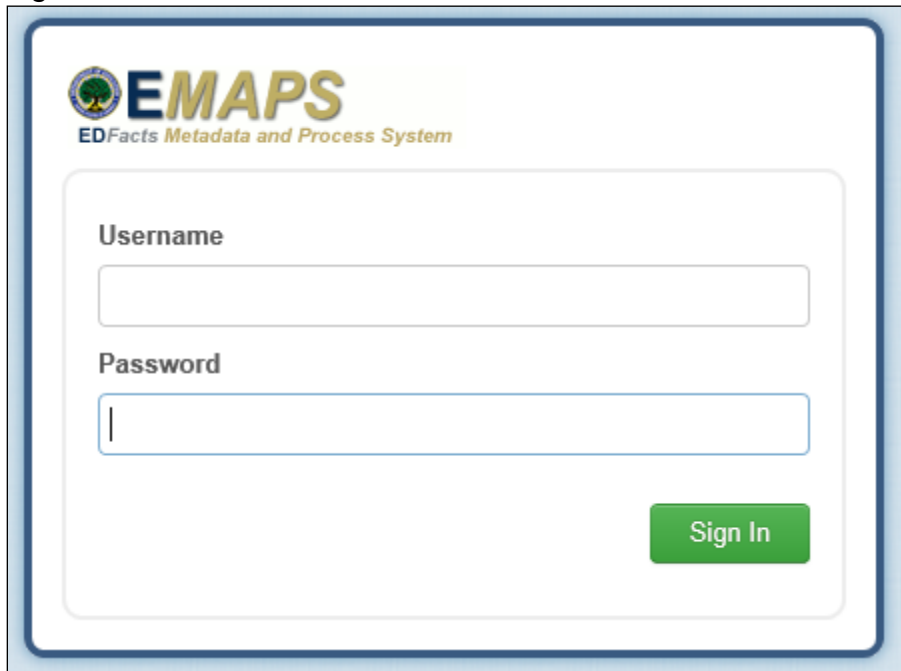
NOTE! Saving data within the collection screen will not generate an HTML report, and is not considered an official data submission to ED. Users must submit data to the database from the Review and Submit screen to submit data to ED.

3.0 Accessing EMAPS

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

NOTE! The EMAPS username and password are case sensitive.

Figure 1



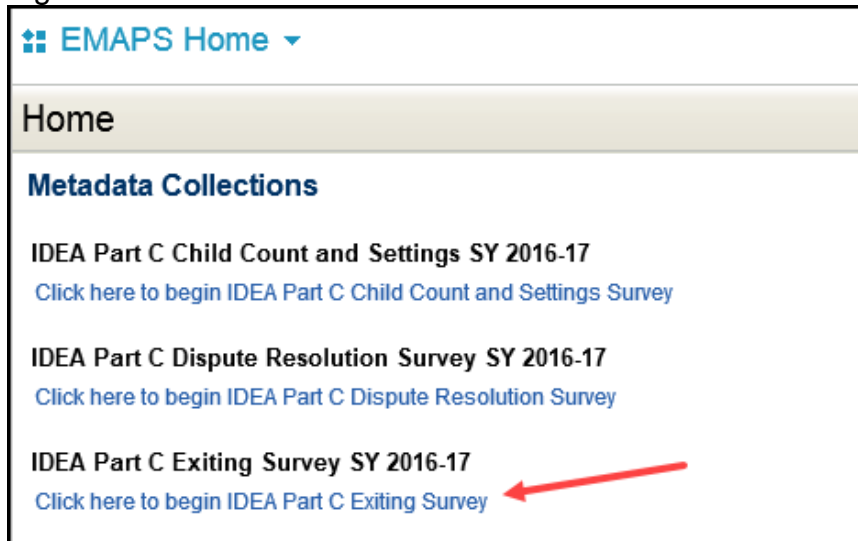
The screenshot shows the EMAPS login interface. At the top left, there is a logo for EMAPS (EDFacts Metadata and Process System). Below the logo, there are two input fields: one for 'Username' and one for 'Password'. A green 'Sign In' button is positioned at the bottom right of the login area.

4.0 Launching the Survey from the EMAPS Home Page

4.1 EMAPS Home Page

After logging into EMAPS, the EMAPS Home page appears. The “IDEA Part C Exiting Survey” is under the Metadata Collections header. Click the link “Click here to begin IDEA Part C Exiting Survey” to start the process (see fig. 2).

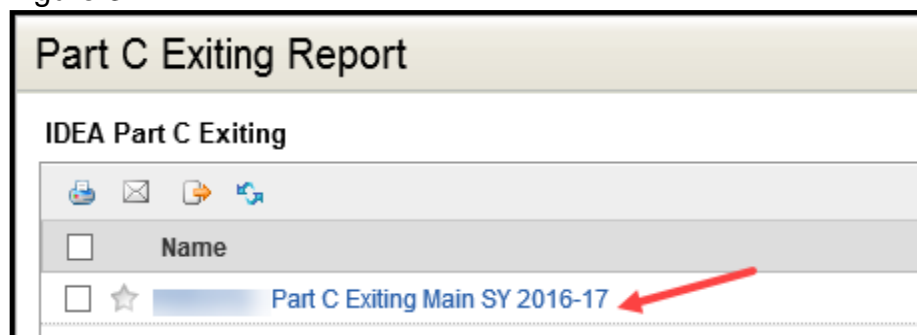
Figure 2



4.2 IDEA Part C Exiting Start Page

Click the “Click here to begin...” link to see the survey start link for the state or entity (see fig. 3). Click the “[state’s name] – Part C Exiting Main SY 2016-17” link to enter the IDEA Part C Exiting Dashboard.

Figure 3



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

5.0 The IDEA Part C Exiting Dashboard

The IDEA Part C Exiting dashboard will contain five links (see fig. 4). In order to navigate into each section click the link.

1 – Section A: Reason for Exit by Race/Ethnicity – This form is where Part C Data Managers will input data for Reason for Exit by Race/Ethnicity.

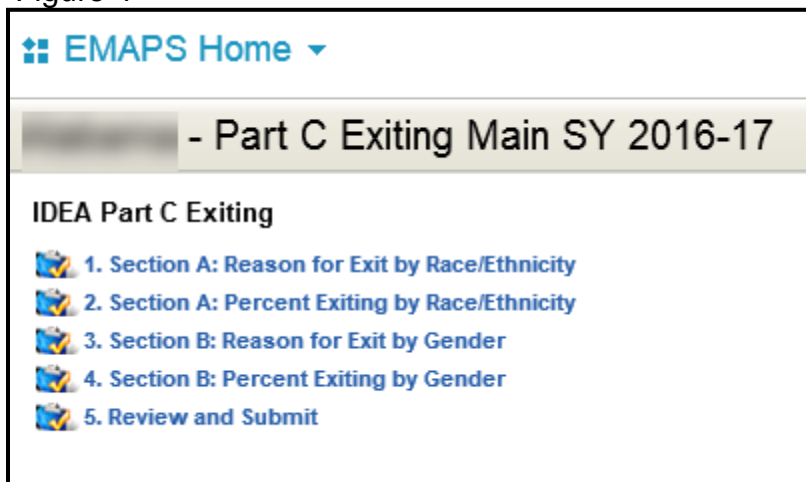
2 – Section A: Percent Exiting by Race/Ethnicity – This form is auto-calculated by EMAPS and is to be reviewed by Part C Data Managers for accuracy. EMAPS will calculate the percentages based on data entered for Section A: Reason for Exit By Race/Ethnicity.

3 – Section B: Reason for Exit by Gender – This form is where Part C Data Managers will input data for Reason for Exit by Gender.

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

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

Figure 4



6.0 Data Entry

To begin submitting the IDEA Part C Exiting Survey, select the link for the form to be updated (see fig.4). There are 5 sections:

1. Section A: Reason for Exit by Race/Ethnicity
 2. Section A: Percent Exiting by Race/Ethnicity
 3. Section B: Reason for Exit by Gender
 4. Section B: Percent Exiting by Gender
 5. Review and Submit
- Each data field will be blank when the form is first opened. Data fields may be populated only with numeric integers.
 - Zero counts should be entered only if a state conducted a count for that data element and there were no children to report in the specific category for the given reporting period.
 - Report a count as “Missing” when the state did not or cannot report a count for the specific category. If a count is missing, enter “M.”
 - The use of a Not Applicable entry is allowed ONLY for the fields in the third row of the forms, “Part B Eligible, Continuing in Part C.” If a count is not applicable to the state, report “NA.”
 - 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 before entering data in the “Reason for Exit” page, the forms will be blank.
 - To exit a data entry page, select the “Save as Draft” button.

Exit the page by selecting either the "To Dashboard" or the "Submit Data to Database" button. If the data entry screen window or the EMAPS browser window is closed directly, the data will not be saved. Data will be saved only when the “Save as Draft” button has been selected.

6.1 Entering the 12 Month Reporting Period

At the top of the Section A data entry form, there is a space to enter the 12 Month Reporting Period. Select the month and year for the beginning and ending of the reporting period from the drop-down boxes (see fig.5).

Figure 5

Year 2016-17

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. For Question 3 (Part B eligible, continuing in Part C) enter NA if the category is not applicable. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

What is your state's 12 month reporting period? From: 1 2014 To: 1 2014

If a 12 month period is not entered into this question, there will be an error on the review page.

6.2 Reason for Exit by Race/Ethnicity Form

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

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 was either 1) no longer receiving services under Part C, or 2) had reached his or her 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. 6).

NOTE! To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields.

Figure 6

Reason For Exit	Hispanic/L. 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.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Exit at Age Three							
2. Part B eligible, exiting Part C.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
3. Part B eligible, continuing in Part C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
4. Not eligible for Part B, exit with referrals to other programs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
5. Not eligible for Part B, exit with no referrals.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
6. Part B eligibility not determined.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Not Receiving Services							
7. Deceased.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
8. Moved out of state.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
9. Withdrawal by parent (or guardian)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
10. Attempts to contact unsuccessful.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total number of infants and toddlers exiting by racial ethnic groups.	0	0	0	0	0	0	0
Please provide any additional information supplementing any of the questions on this form, if needed.							
<input type="text"/>							
<input type="button" value="Save as Draft"/>							

When calculating totals, the Values of “M” and “NA” will be treated as zeros.

After entering data, select “Save as Draft.”

6.3 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 form. This will be auto-calculated with percentages by EMAPS. The reporting period is not shown on this page. After viewing the percentages, click the “Save as Draft” button on the bottom of the page.

Figure 7

Reason For Exit	% Hispanic/L	% 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.								100
Exit at Age Three								
2. Part B eligible, exiting Part C.								100
3. Part B eligible, continuing in Part C								100
4. Not eligible for Part B, exit with referrals to other programs.								100
5. Not eligible for Part B, exit with no referrals.								100
6. Part B eligibility not determined.								100
Not Receiving Services								
7. Deceased.								100
8. Moved out of state.								100
9. Withdrawal by parent (or guardian).								100
10. Attempts to contact unsuccessful.								100
Percent Exiting by Race/Ethnicity (Rows 1 -10)								
								100

[To Dashboard](#)

When calculating percentages, the values of “M” and “NA” will be treated as zeros.

6.4 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 was either 1) no longer receiving services under Part C, or 2) had reached his or her 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. 8).

To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields.

Figure 8

Section B: Reason for Exit by Gender

Please complete the form below.

Year 2016-17

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. For Question 3 (Part B eligible, continuing in Part C) enter NA if the category is not applicable. Please provide an explanation for the 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
3. Part B eligible, continuing in Part C	<input type="text"/>	<input type="text"/>	0
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.

When calculating totals, the Values of “M” and “NA” will be treated as zeros.

After entering data, select “Save as Draft.”

6.5 Percent Exiting by Gender

After entering the data for Section B: Reason for Exit by Gender, review the Section B: Percent Exiting by Gender form. This will be auto-calculated with percentages by EMAPS. The reporting period is not shown on this page. After viewing the percentages, click the “Save as Draft” button on the bottom of the page.

Figure 9

Reason For Exit	% Male	% Female	Total %
Program Completion			
Untitled Section			
1. No longer eligible for Part C prior to reaching age three.			100
Exit at Age Three			
2. Part B eligible, exiting Part C.			100
3. Part B eligible, continuing in Part C			100
4. Not eligible for Part B, exit with referrals to other programs.			100
5. Not eligible for Part B, exit with no referrals.			100
6. Part B eligibility not determined.			100
Not Receiving Services			
7. Deceased.			100
8. Moved out of state.			100
9. Withdrawal by parent (or guardian).			100
10. Attempts to contact unsuccessful.			100
Percent Exiting by Sex (Rows 1 -10)			100

[To Dashboard](#)

When calculating percentages, the Values of “M” and “NA” will be treated as zeros.

6.6 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.
- NA is entered into a field that is not “Part B eligible, continuing in Part C” (row 3).

Data will not save if any of these errors are present (see fig. 10).

Figure 10

<input type="text" value="1"/>	<input type="text" value="NA"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
<input type="text" value="NA"/>	Must be a positive integer or "M" Missing	<input type="text" value="1"/>	<input type="text" value="M"/>	<input type="text" value="m"/>	<input type="text" value="-9"/>
<input type="text" value="1"/>		<input type="text" value="1.5"/>	<input type="text" value="a"/>	Invalid value. Value may be a positive integer, M missing, or NA not applicable.	Value must be a positive integer
<input type="text" value="1*"/>	<input type="text" value="1"/>	Value must be a whole number	Must be a positive integer or "M" Missing		<input type="text" value="1"/>
Must be a positive integer or "M" Missing	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value=""/>
				<input type="text" value="1"/>	Field cannot be left blank

7.0 Review and Submit Form

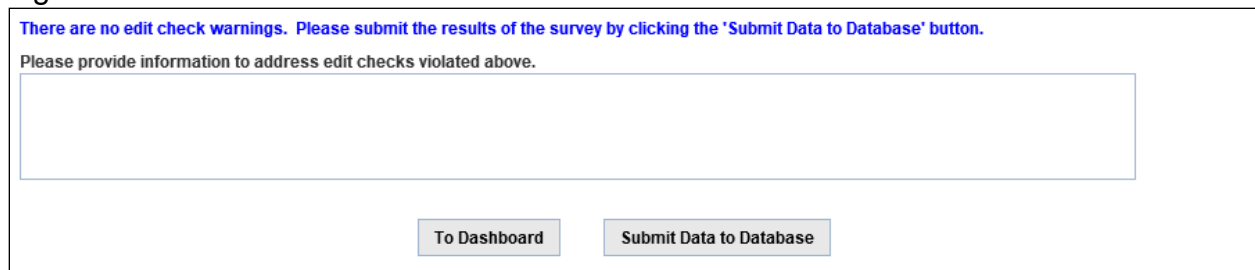
Use the “Review and Submit” form in order to save the survey to the database and complete the submission process. If the data pass the edit checks, the following message will be displayed, “[There are no edit check warnings. Please submit the results of the survey by clicking the ‘Submit Data to Database’ button](#)” (see fig.11).

There is an additional comment box on this screen that may be used to explain any errors, or make any additional notes concerning the data.

Once the “Submit Data to Database” button is clicked, an HTML report and a Year-to-Year Comparison report will be auto-generated and posted to the “IDEA Part C Reports” folder located on the EMAPS Home page. 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.

Exit the page by selecting either the “To Dashboard” or the “Submit Data to Database” button. If the data entry screen window or the EMAPS browser window is closed directly, the data will not be saved.

Figure 11



The screenshot shows a web interface with a blue header bar containing the text: "There are no edit check warnings. Please submit the results of the survey by clicking the 'Submit Data to Database' button." Below this is a white box with the text: "Please provide information to address edit checks violated above." followed by a large empty text input area. At the bottom of the form are two buttons: "To Dashboard" and "Submit Data to Database".

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

Submitters will be able to access the survey to make updates at any time during the open periods. If a new version of the survey is submitted to the database, it will override the previously submitted version. A history of all surveys will be available in the IDEA Part C Reports folder.

7.1 Reviewing and Editing the Survey

If the data submitted fails edit checks, the following warning message is displayed at the bottom of the Review and Submit form with a list of all failed edit check logic (see fig. 12) in red, “[Please note that the data entered result in the following relationships which violate edit checks:...](#)”.

Part C Exiting Edit Checks:

- The totals for Basis of Exit by Race/Ethnicity shall match totals for Basis of Exit by Gender.
- All forms in the process shall be submitted before entering the Review and Submit form.
- The reporting period shall equal 12 months.

Figure 12

Please note that the data entered result in the following relationships which violate edit checks: Q3 Race/Ethnicity Total <> Q3 Gender Total, To date greater than 12 months

Please provide information to address edit checks violated above.

In order to make any changes to the survey, select the “To Dashboard” button and return to the survey dashboard. Once returned to the dashboard, select the data entry form to make changes. Open the data entry form to make any adjustments. Once the appropriate data entry form(s) has been updated, save the survey as a new draft, and return to the “Review and Submit” form to submit to the database.

If the survey is being submitted with any edit check warnings, enter a comment to explain why the data are being submitted with edit check warnings.

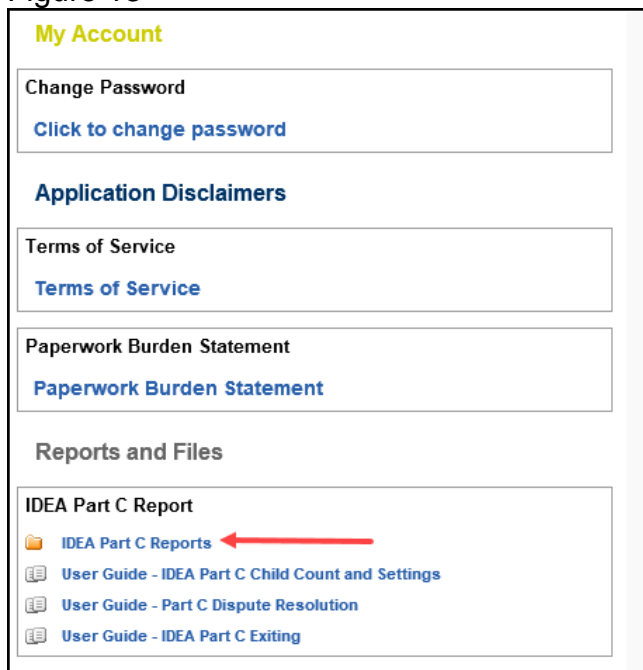
8.0 Accessing HTML and Year-to-Year Comparison Reports

A Year-to-Year Comparison report (see fig. 13) will be located in the IDEA Part C Reports folder upon successful submission of the survey. The .csv report will display data from the prior years so that changes may be tracked. The report will display three years of data.

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

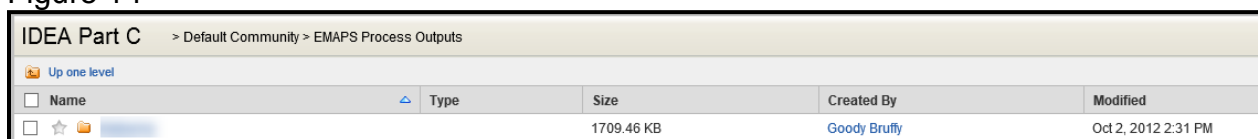
To access these reports reports, select the “IDEA Part C Reports” folder located under the “Reports and Files” section on the right-hand side of the EMAPS Home page (see fig.13).

Figure 13



After selecting the survey folder, the state’s folder will display (see fig. 14).

Figure 14



Inside the state folder, select the “[State] Exiting Folder” (see fig. 15).

Figure 15

Name	Type	Size	Created By	Modified
Child Count		1169.42 KB	Goody Bruffy	Jan 4, 2013 11:06 AM
Dispute Resolution		72.73 KB	Goody Bruffy	Oct 2, 2012 2:31 PM
Exiting		467.31 KB	Goody Bruffy	Oct 2, 2012 4:12 PM

Copies of the HTML and Year-to-Year Comparison reports are located in this folder (see fig. 16).

Figure 16

Name	Type	Size	Created By	Modified
Year-to-Year Exiting 2016-17	CSV File	0.96 KB	Patrick Noll	Aug 3, 2017 1:44 PM
IDEA Part C Exiting 2016-17	HTML	17.47 KB	Patrick Noll	Aug 3, 2017 1:44 PM
Year-to-Year Exiting 2015-16	CSV File	0.92 KB	Patrick Noll	Sep 22, 2016 8:24 AM
IDEA Part C Exiting 2015-16	HTML	17.72 KB	Patrick Noll	Sep 22, 2016 8:24 AM

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

Following the browsers prompts, save the report to the computer, or open and view the report.

Once a survey is selected, the HTML report will appear (see fig. 17).

Figure 17

IDEA Part C - Exiting Process Release 6.0
Year: 2016-17

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. For Question 3 (Part B eligible, continuing in Part C) enter NA if the category is not applicable. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

What is your state's 12 month reporting period? From: 1/2014 To: 1/2014

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
<i>Program Completion</i>								

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

The edit checks that were violated by the data submitted will be displayed on the HTML survey report, located under the comment box. These edits will appear just as they do in

the “Review and Submit” form; only the edits on the HTML reports will not be displayed in red text.

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

The Year-to-Year Comparison Report will open in Excel and may be used to compare data from past years (see fig. 18). Each time a version of the survey is submitted, a new version of this report will be generated. Take care to open the correct report by referencing the time/date stamp.

Figure 18

	A	B	C	D	E	F	G	H
1	EMAPS - IDEA Part C Exiting							
2	Year 2016-17							
3	StateName: [REDACTED]							
4	Created: 8/3/2017 1:44 PM EDT	Year 1	Year 2	Year 3	Difference	Difference	% Change	% Change
5		2014-15	2015-16	2016-17	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3
6	1. No longer eligible for Part C prior to reaching age three.							
7	2. Part B eligible exiting Part C.							
8	3. Part B eligible continuing in Part C							
9	4. Not eligible for Part B exit with referrals to other programs.							

9.0 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 child care 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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