



U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

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

Release 9.0

October 2020

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

October 2020

This technical guide is in the public domain. Authorization to reproduce it in whole or in part is granted. While permission to reprint this publication is not necessary, the citation should be: *EMAPS User Guide: IDEA Part C Exiting Survey – SY 2019-20*, U.S. Department of Education, Washington, DC: *EDFacts*. Retrieved [date] from <https://www.ed.gov/edfacts>.

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

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department's Alternate Format Center at (202) 260–0852 or (202) 260–0818.

DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	EMAPS User Guide: IDEA Part C Exiting Survey
Issue Date:	September 2020
Security Level:	Unclassified – For Official Use Only

DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0 – 7.0		Versions 1.0 – 7.0 of this document detail the process of completing the IDEA Part C Exiting Survey in EMAPS
8.0	September 2019	Updated for 2018-2019
8.1	October 2019	<ul style="list-style-type: none"> Added guidance about reporting Race/Ethnicity to Section 5.3
9.0	September 2020	Updated for 2019-2020 <ul style="list-style-type: none"> New! Data Note checkbox available during reopen period Changed the reporting period date fields to include day as well as month and year.

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 performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. *EDFacts* centralizes data provided by SEAs, LEAs, and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis, and reporting functions at the federal, state, and local levels.

CONTENTS

DOCUMENT CONTROL	ii
PREFACE	iii
1.0 Introduction	5
1.1 Technological Requirements	5
1.2 Overview	5
2.0 Frequently Asked Questions	6
3.0 Accessing EMAPS	11
4.0 Accessing the IDEA Part C Exiting Survey	13
5.0 Completing the IDEA Part C Exiting Survey	16
5.1 General Navigation.....	16
5.2 Entering the 12-Month Reporting Period	18
5.3 Reason for Exit by Race/Ethnicity	18
5.4 Percent Exiting by Race/Ethnicity.....	19
5.5 Reason for Exit by Gender	20
5.6 Percent Exiting by Gender.....	21
5.7 Fatal Errors in Data Entry Forms.....	22
6.0 Review and Submit the IDEA Part C Exiting Survey	23
6.1 No Failed Edit Checks	23
6.2 Failed Edit Checks	24
7.0 Accessing State Reports	25
8.0 Glossary of Data Elements	27

1.0 Introduction

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

1.1 Technological Requirements

EMAPS 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 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 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 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 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. 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 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 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: 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 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.

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.
- When the system has been reopened to notify states, who do not have a data quality inquiry.
- When 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 5, 2020 and the completed survey is due no later than 11:59 p.m. ET, November 4, 2020.

There will be a reopen period for data resubmissions between May 3, 2021 and May 26, 2021 at 11:59 p.m. ET. States will receive notification from OSEP of follow-up needed via data quality reports posted on OMB Max after the due date and prior to May 3, 2021.

The data will be frozen on May 26, 2021 to be used by OSEP in the Annual Report to Congress, public posting of the IDEA Section 618 data, and ad hoc requests. These data cannot be resubmitted or updated in the EMAPS system after May 26, 2021.

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 November due date.

Are all states required to submit the IDEA Part C Exiting Survey via EMAPS for 2019-20?

For 2019-20, 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.

***REVISED!* What reporting year will this data collection cover?**

The IDEA Part C Exiting Survey should cover an entire year of counts. New for the

2019-20 data collection, the state will 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 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 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?

The **Save as Draft** button will not submit any data into the database and will only save entered data in a given section. Entered data can be viewed at any time by navigating to that section, the **Related Actions** tab, or the **Review and Submit** tab. To view an HTML version of the survey, the survey must be submitted to the database. The HTML version can be accessed by selecting the **State Reports** tab in the Survey navigation menu. These reports can also be found under the **Reports** tab in the EMAPS navigation menu.

How do I submit the completed survey to ED?

Navigate to the **Review and Submit** tab in order 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 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. These reports can be accessed by selecting the **State Reports** tab in the Survey navigation menu. These reports can also be found 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 November 4, 2020 due date. After the due date, the survey may be viewed, but data may NOT be modified until the reopen period (May 3, 2021 to May 26, 2021).

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 the data in the system as of 11:59 p.m. ET on the November due date to evaluate the timeliness, completeness, and accuracy of the data submission for accountability purposes. ED will use only the last version submitted to the system as of 11:59 p.m. ET on the final close date for reporting purposes. Data publicly reported and used by OSEP for other purposes will be the last submission as of the final close date (May 26, 2021) for Exiting.

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

Yes. As long as data entered have been saved as a draft under its respective tab before exiting the survey, states will be 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.

NEW! Can I turn off automated emails?

To stop automated EMAPS emails that are sent during the reopen period to notify the state a resubmission or data note is required, use the new Data Note checkbox.

- Selecting the Data Note checkbox is optional. States should select the Data Note checkbox if they have addressed the data quality issue(s) through a data note and do not wish to receive additional reminders.
- Once selected and **Save Response** is pressed, the Data Note checkbox is inactivated and cannot be deselected.

EMAPS reminder emails requesting a resubmission or data note will not be sent. States can select the Data Note checkbox and resubmit updates to their EMAPS data. To edit state data after the checkbox is selected, states can log back into the EMAPS survey and edit it as usual.

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

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

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

E-mail: eden_ss@ed.gov

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

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

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

NOTE! Users should also contact PSC for content and policy-related questions.

3.0 Accessing EMAPS

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

A Department of Education-approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).

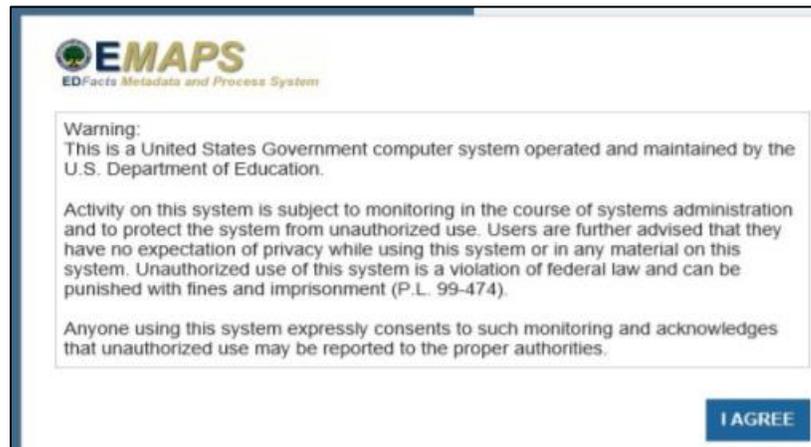


Figure 3.1 – Department of Education approved warning banner

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

Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.2). If experiencing issues logging into EMAPS, please contact PSC (FAQ Section, 2.1). Both the EMAPS username and password are case sensitive.

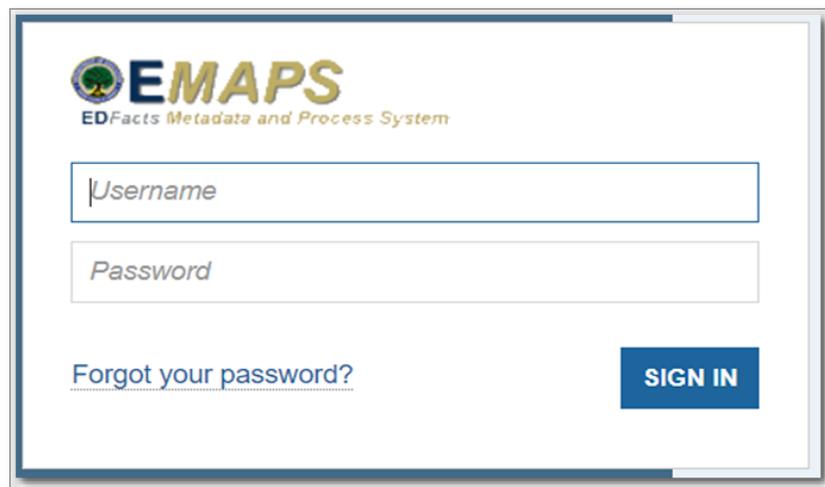


Figure 3.2 – EMAPS Login Screen

To log out of EMAPS, first select the **Profile Icon** in the top right-hand corner and select **Sign Out** (see fig. 3.3).



Figure 3.3 – EMAPS Logout Button

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).

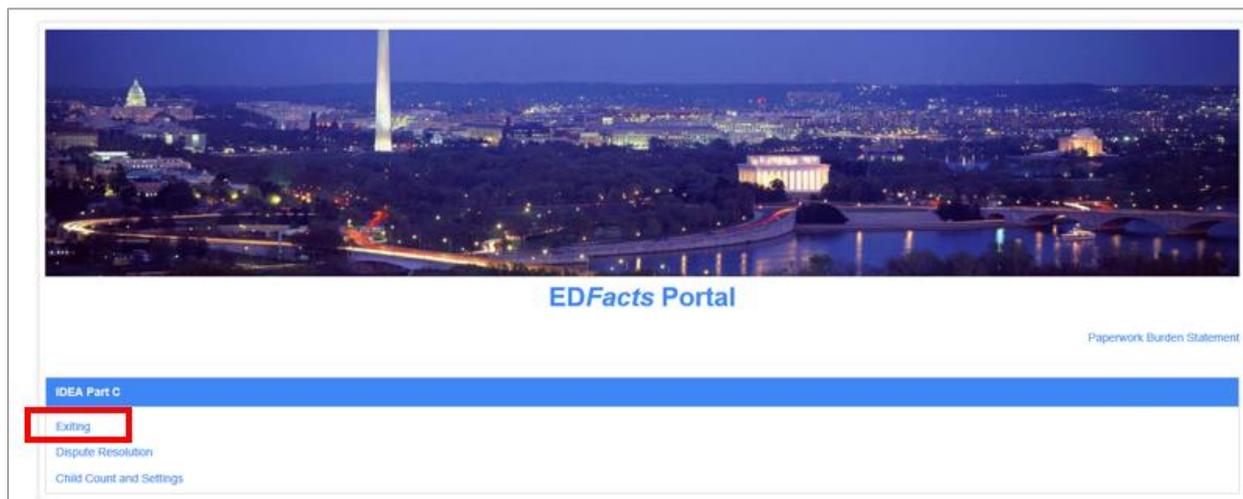


Figure 4.1 – ED*Facts* Portal Landing Page

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

Select the **IDEA Part C Exiting [state's name] SY 2019-20** 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 Alaska SY 2019-20

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 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:

- 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 EDEN_S5@ed.gov. For TTY services, please contact Federal Relay Service at 800-877-0996 / federalrelay@sprint.com

User Guide

EMAPS IDEA Part C Exiting Resolution Survey User Guide

Figure 4.3 – Summary Page

NEW! During the reopen period (only), the **Summary** tab (see fig 4.3) will include a checkbox, for states to indicate that they have submitted a data note. Once the checkbox has been checked, the **Save Response** will appear. Once the **Save Response** button is selected, the Data Note checkbox cannot be deselected. When the **Save Response** button is selected, the status of the survey will change to **Submitted** and the HTML report will regenerate.

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 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:

- 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

Data Note submitted on OMB Max in lieu of updating Survey Responses. **SAVE RESPONSE**

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 EDEN_S5@ed.gov. For TTY services, please contact Federal Relay Service at 800-877-0996 / federalrelay@sprint.com

User Guide

EMAPS IDEA Part C Exiting Resolution Survey User Guide

Figure 4.4 – Save Response Button to Data Note Checkbox (reopen only)

To return to the ED Facts Portal at any time, choose **ED Facts Portal** from the dropdown menu in the top right corner (see fig. 4.5).

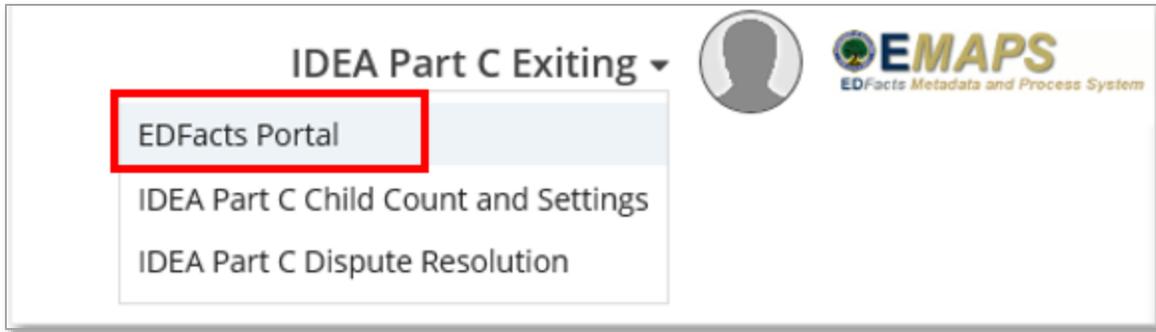


Figure 4.5 – Dropdown Menu

NOTE! A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, select within the EMAPS survey form, or select **Continue** when the inactivity warning message is displayed.

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.



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 and Year-to-Year 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 that is applicable to the state. 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 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



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

REVISED! On 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).

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

Please complete the form below.

Year 2019-20

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: * To:

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 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. 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**.

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.	<input type="text"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="text"/>	0
Total number of infants and toddlers exiting by racial ethnic groups.	0	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"/>								
4000 Character Limit								
SAVE AS DRAFT								

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.

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.								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

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 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. 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**.

Reason for Exit	Male	Female	Total
Program Completion			
1. No longer eligible for Part C prior to reaching age three.			0
Exit at Age Three			
2. Part B eligible, exiting Part C.			0
3. Part B eligible, continuing in Part C.			0
4. Not eligible for Part B, exit with referrals to other programs.			0
5. Not eligible for Part B, exit with no referrals.			0
6. Part B eligibility not determined.			0
Not Receiving Services			
7. Deceased.			0
8. Moved out of state.			0
9. Withdrawal by parent (or guardian).			0
10. Attempts to contact unsuccessful.			0
Total number of infants and toddlers exiting by gender			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 the **Section B: Percent Exiting by Gender** (see fig. 5.8). This section is auto-calculated with percentages from the data entered in the **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.

Reason for Exit	% Male	% Female	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 Sex (Rows 1 -10)			100

Figure 5.8 – Section A: 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
- **NA** is entered into a field that is not **Part B eligible, continuing in Part C** (row 3).

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

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.	5	.5 <small>Must be a positive Integer or "M" Missing</small>	-5 <small>Must be a positive Integer or "M" Missing</small>	5	NA <small>Must be a positive Integer or "M" Missing</small>	5	 <small>A value is required</small>	10.5
Exit at Age Three								
2. Part B eligible, exiting Part C.	5	5	\$\$ <small>Must be a positive Integer or "M" Missing</small>	5	5	5	5	30
3. Part B eligible, continuing in Part C.	NA	NA	NA	 <small>A value is required</small>	NA	NA	N <small>Must be a positive Integer or "M" Missing</small>	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 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.

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 No Failed Edit Checks

If the data have passed all 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' button.** (see fig. 6.2).

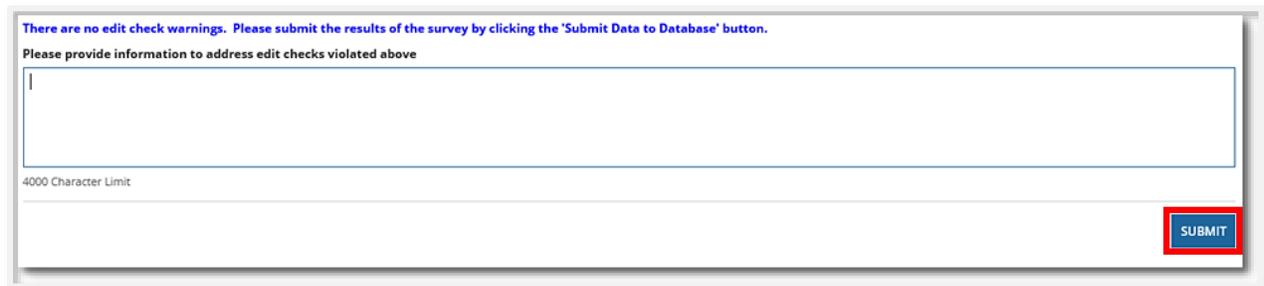


Figure 6.2 – No Edit Checks message with Comment Box and Submit Button

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 and a Year-to-Year Comparison 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 and Year-to-Year reports). The reports can also be found under the **Reports** tab in the EMAPS navigation menu. The IDEA Part C Data Manager 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.

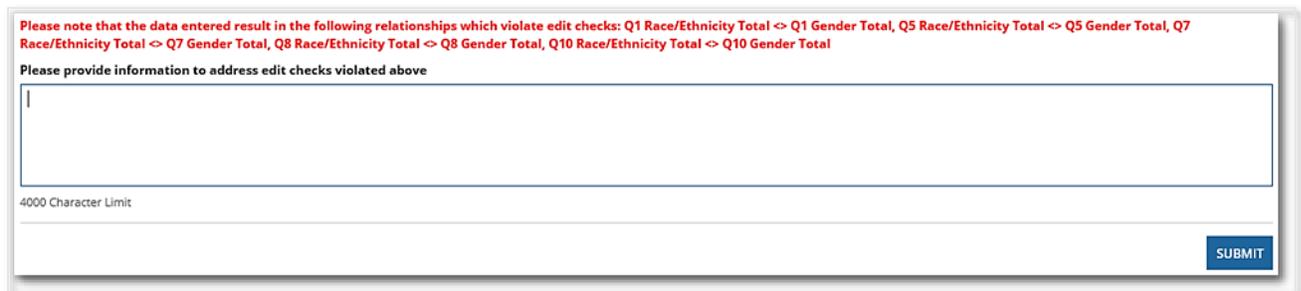
Once the survey is successfully submitted, exit the survey by selecting a tab in the EMAPS navigation menu to navigate to, or by logging out of the EMAPS system.

6.2 Failed Edit Checks

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 in red (see fig. 6.3): **Please note that the data entered result in the following relationships which violate edit checks:**

Part C Exiting Edit Checks:

- For each question, the Total field by Race/Ethnicity shall equal the Total field by Gender for a given question
- Overall Total by Race/Ethnicity shall equal the overall Total by Gender.
- The reporting period shall equal 12 months.



Please note that the data entered result in the following relationships which violate edit checks: Q1 Race/Ethnicity Total <-> Q1 Gender Total, Q5 Race/Ethnicity Total <-> Q5 Gender Total, Q7 Race/Ethnicity Total <-> Q7 Gender Total, Q8 Race/Ethnicity Total <-> Q8 Gender Total, Q10 Race/Ethnicity Total <-> Q10 Gender Total

Please provide information to address edit checks violated above

4000 Character Limit

SUBMIT

Figure 6.3 – Failed Edit Checks error message with Comment Box and Submit Button

To make changes or corrections to address edit checks, select the tab for the section which needs to be updated. To begin entering updated values, select the **Update Data** button (see fig. 5.2), update the appropriate data and save by selecting the **Save as Draft** button (see fig. 5.3). Navigate back to the **Review and Submit** tab to **Verify Data** and **Submit**.

If the survey is being submitted with edit check warnings, enter a comment to explain the reason(s) behind the warnings.

The survey can be accessed 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 submitted surveys are available in the **State Reports** tab in the survey and under the **Reports** tab in the EMAPS navigation menu.

7.0 Accessing State Reports

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

1. In the survey under the **State Reports** tab (see fig. 7.1); 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.

File Name	File Type	Creation Date	Submitter Name	Email
Alaska IDEA Part C Exiting 2019-20	HTML	7/22/2020 1:03 PM EDT	Tester4, PartC	[Redacted]
Alaska Year-to-Year Exiting 2019-20	CSV	7/22/2020 1:03 PM EDT	Tester4, PartC	[Redacted]

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 will be 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).

Alaska
IDEA Part C - Exiting Process Release 9.0
Year: 2019-20

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: 06/30/2019 To: 06/30/2020

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 desktop using the internet 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, 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.

The report will open in Excel and may be used to compare data from past years (see fig. 7.3). Each time a version of the survey is submitted, a new version of this report is generated. Ensure to open the correct report by referencing the time/date stamp.

NEW! The Year-to-Year Comparison Report has been updated to include the prior two years of data, SY 2017-18 and SY 2018-19. The report now compares the three years of data and calculates the difference in counts and percentages. The seven additional rows at the bottom of the report display Race/Ethnicity counts to identify discrepancies.

EMAPS - IDEA Part C Exiting							
Year 2019-20							
StateName: Alaska							
Created: 7/22/2020 1:03 PM EDT							
	Year 1	Year 2	Year 3	Difference	Difference	% Change	% Change
	2017-18	2018-19	2019-20	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3
1. No longer eligible for Part C prior to re							
2. Part B eligible, exiting Part C.							
3. Part B eligible, continuing in Part C.							
4. Not eligible for Part B, exit with referral							
5. Not eligible for Part B, exit with no refer							
6. Part B eligibility not determined.							
7. Deceased.							
8. Moved out of state.							
9. Withdrawal by parent (or guardian).							
10. Attempts to contact unsuccessful.							
11. Hispanic/Latino							
12. American Indian or Alaska Native							
13. Asian							
14. Black or African American							
15. Native Hawaiian or Other Pacific Island							
16. White							
17. Two or more races							

Figure 7.3 – Year-to-Year Comparison Report

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 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.)



The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov