



U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

**EMAPS User Guide: State
Supplemental Survey - IDEA
SY 2015-16**

Release 7.0

January 2016

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This technical guide is available on the Department's Web site: <http://www.ed.gov/edfacts> and on the EDFacts Metadata and Process System (EMAPS) Website: <https://emaps.ed.gov/suite/apps>

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7.0	January 2016	Updated for Version 7.0

PREFACE

The EMAPS State Supplemental Survey – IDEA User Guide is intended to provide assistance to IDEA Part B Data Managers responsible for providing metadata related to the SY 2015-16 IDEA data collection.

This guide will be updated if major system modifications affect user procedures.

Data entered into the EMAPS system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts* (OMB 1875-0240, expires 02/29/2016)¹. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1875-0240¹.

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.

¹ This user guide will be updated with the new OMB control number and expiration date at the next upcoming release cycle.

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1.0 INTRODUCTION

The *EDFacts Metadata and Process System (EMAPS)* is a Web-based tool to provide state education agencies (SEAs) with an easy method to report and maintain information on state policies, plans, and metadata to aid in the analysis of data collected. This document is intended to help guide the IDEA Part B Data Managers to enter data and the state *EDFacts* Coordinators in accessing the *EMAPS* State Supplemental Survey (SSS) - IDEA Metadata process.

1.1 Technical Requirements

Before Beginning:

Firefox and Internet Explorer 8, 9, 10, and 11 are the only supported browsers for *EMAPS*.

1.2 Overview of the *EMAPS* State Supplemental Survey- IDEA Process

The State Supplemental Survey – IDEA (SSS-IDEA) is completed/reviewed by each state’s Part B Data Manager annually. This survey collects metadata related to the SY 2015-16 IDEA data collection. These metadata responses will be used by the Department of Education (ED) when reviewing and using data submitted by your state to meet the annual data reporting requirements under IDEA Section 618. Responses will be used to verify the accuracy of your 618 data, as well as to decrease the need for you to submit data notes. State IDEA Part B data managers are authorized to provide the metadata for this survey. State *EDFacts* Coordinators are authorized to view the metadata for this survey.

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2.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this EMAPS process. Additional questions about how the process works should be directed to the Partner Support Center (PSC).

When are the data due?

The system will open February 3, 2016 and the completed survey is due no later than 11:59PM (ET) on February 24, 2016.

There will be a reopen period for data resubmission between January 4, 2017 and January 18, 2017 at 11:59PM (ET).

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses will be assessed by the Office of Special Education Programs (OSEP) for timeliness, completeness, and passing edit checks. Data submissions with missing data elements are rated by OSEP as “incomplete.” The initial review of data for Annual Performance Report (APR) purposes will be based on data in the system as of 11:59 PM (ET) on the due date.

How do I update my state’s list of reasons children with disabilities do not participate in the statewide assessments?

The majority of the metadata associated with the assessment data is collected in the EMAPS Assessment Metadata Survey, including the reasons children with disabilities do not participate in the statewide assessments. For this reason, many of the questions related to the assessment data were removed from the SSS-IDEA survey. If states need to update their metadata for assessment, please update this information via the Assessment Metadata Survey (for more information, see the user guide available at: <http://www2.ed.gov/about/inits/ed/edfacts/emaps-assessment-metadata-survey-user-guide.pdf>).

UPDATED! Will the system send any notifications?

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

- When the system is open.
- When responses have been submitted to the database.
- When there has been no account activity. Notifications will be sent three days prior to due date.
- When responses have not been submitted to the database three days prior to due date.

When the system is re-opened for metadata resubmission, notifications will be sent when:

- OSEP has identified an inconsistencies between the SSS-IDEA responses and the 618 data submissions (e.g., data quality inquiry)
- The system has been reopened for voluntary updates to the metadata when OSEP has not identified an inconsistency between the SSS-IDEA responses and the 618 data submission

I noticed that there is no “Previous” button on the Review and Submit Responses form. How do I make edits to the responses on this form?

If you need to correct a response, you will have to exit the Review and Submit Responses form by clicking on the “Change Survey” button. You will then be directed to the dashboard of the survey and should use the links on the dashboard to select the form that needs to be changed.

How do I ensure that the responses I entered are saved?

The responses will be saved when you hit the “Save as Draft” button at the bottom of any form.

Where do I document the actual minimum graduation age for my state?

You need to document that in the Regular High School Diplomas section under the “IDEA - Exiting” section. If you answer “Yes” to the question “Is there a minimum age for graduation with a regular high school diploma in your state?” you must enter a comment in the comment field, as it is a mandatory field. The comment must define what the minimum graduation age is.

Where do I document the actual maximum age at which a student with disabilities can receive special education services under IDEA?

You need to document the maximum age at which a student with disabilities can receive special education services in the “Maximum Age for Services” section under the “IDEA – Exiting” section. Select the age at which students with disabilities can no longer receive special education services under IDEA in the state. That age should match the age at which the state reports counts in the Exiting data under the reporting category of “reached maximum age”. In the Exiting data, counts entered into this reporting category for an age lower than the age selected in this SSS-IDEA EMAPS survey may result in additional follow up or explanation.

Do I have the option to input dates in both the month and comment field for the Child Counts?

No. You must choose an exact date. You may no longer enter a description of the child count date in the comment field. If you do not answer this question, the system will display an error and you will not be able to continue on to the next form.

On the Review and Submit Responses form, I see “Change Survey” and “Submit to Database” buttons. When should I use these buttons?

If you are satisfied with the information entered in the survey, click on the “Submit to Database” button. When this button is clicked the information will be saved to the database. Selecting this option allows ED to determine which of the states have completed the survey. You can make edits to the survey any number of times before the due date. If you need to revise the survey some other time before the due date, click on the “Change Survey” button.

UPDATED! Will I be able to make any edits to the survey after the due date?

You will only be able to make any edits to the survey before the due date for the survey. OSEP reviews all responses for data quality discrepancies. If any discrepancies are identified, a data quality comment will be uploaded to OMB Max for your review. There will be a reopen period in order to correct any discrepancies or to make updates to the responses, if necessary. .

How can I access the HTML report that was generated?

You can access the HTML report from the menus on the right hand side of the EMAPS Home page. You will only be able to access the HTML report for SY 2015-16 after submitting the responses to the database.

Can more than one person in my state get user access to the process?

Yes. If additional people need access to the State Supplemental Survey-IDEA process, please have your IDEA Part B Data Manager contact the PSC to request this access. Your ED*Facts* Coordinator will have read-only access to this survey, unless otherwise requested.

Some of my fields appear to be truncated, how do I correct this?

Make sure that you are using Firefox and Internet Explorer 8, 9,10, and 11.. They are the only supported browsers for EMAPS. If you still experience issues once you have maximized the screen, you may need to adjust the Zoom Level to below 100%.

When does ED have access to the response of this survey?

ED will review the answers after the survey is closed.

Who do I contact if I have questions about the EMAPS process?

If you have any questions about the EMAPS State Supplemental Survey - IDEA process, please contact the Partner Support Center.

Email: eden_ss@ed.gov

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

TTY/TDD: 888-403-3336 (888-403-EDEN)

Monday through Friday 8am to 6pm ET

3.0 EMAPS STEP-BY-STEP INSTRUCTIONS

Follow the steps below to review and edit the State Supplemental Survey - IDEA information in EMAPS.

Note: The screenshots used to detail the following steps are similar, but not identical, to what users saw in last year's EMAPS survey.

3.1 Log into EMAPS

You may access this survey directly through the EMAPS web site.

If you need your EMAPS login credentials or your username and password reset please contact the PSC for assistance.

Email: eden_ss@ed.gov

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

TTY/TDD: 888-403-3336 (888-403-EDEN)

PSC is open from 8 AM to 6 PM ET, Monday through Friday.

To log in directly to EMAPS, go to <https://emaps.ed.gov/suite/> which will navigate you to the EMAPS login screen. Users will enter their assigned username and password for access.

Note: Your username and password are case sensitive.

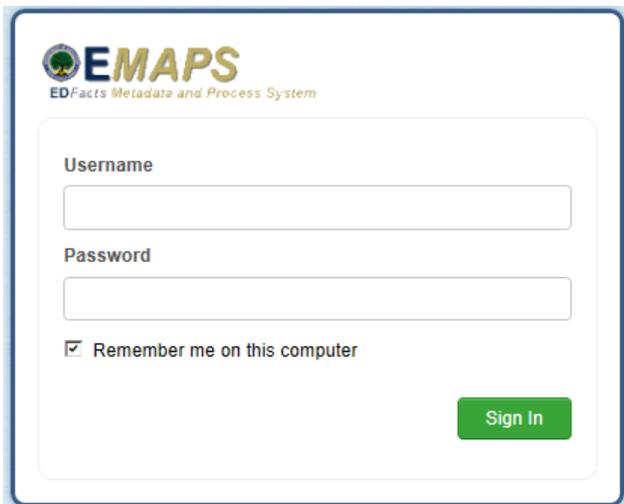


Figure 3.1

4.0 Launching the Survey from the EMAPS Home Page

4.1 EMAPS Home Page

When you log into EMAPS, you are immediately taken to the EMAPS Home page. Under the Metadata Collections header you will see the “SSS IDEA SY 2015-16”, click the link “Click Here to Begin SSS IDEA Survey” to start the process.

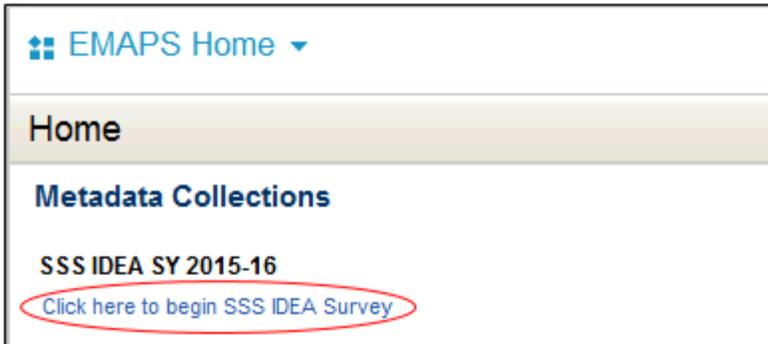


Figure 4.1

To return to the homepage at any time, click on the “EMAPS Home” button on the top left side of the screen.

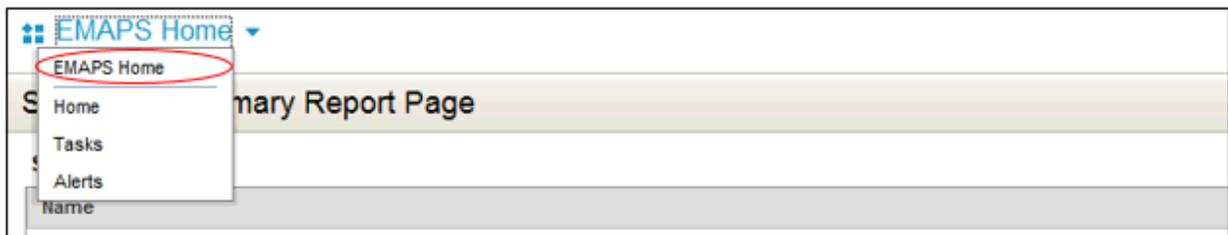


Figure 4.2

4.2 SSS- IDEA Start Page

Once you have clicked on the “Click Here to Begin SSS IDEA Survey” link, you will see the survey start

link for your state or entity. Click the link “[state’s name] IDEA State Supplemental Survey for SY 2015-16” to enter the Dashboard.

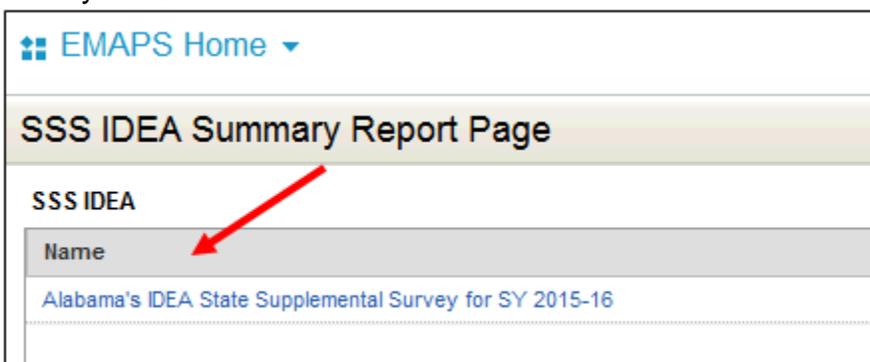


Figure 4.3

4.3 Dashboard

The dashboard screen lists each section of the survey that should be completed. You should begin by reviewing the data in the “Review and Submit Responses” link. This section has been prepopulated with your state’s responses from the previous year (SY 2014-15). This section contains your state’s responses to the SY 2015-16 survey. You may not need to complete every section if the previous year’s responses remain correct.

If the previous year’s responses (SY 2014-15) no longer apply or are incorrect for SY 2015-16, please click on the “Change Survey” button at the bottom of the “Review and Submit Responses” form. This will take you back to the dashboard.

If you need to complete or amend a section, click on the appropriate link(s) to go to the required form and make corrections.

Alabama's IDEA State Supplemental Survey for SY 2015-16

IDEA Part B Data Manager:

If this is your first review of the information to be used for the SY 2015-16 SSS - IDEA Metadata Survey, please click on the "Review and Submit Responses" link. The data displayed in the "Review and Submit Responses" form are the responses your state provided for the previous school year (SY 2014-15) survey.

If the previous year's responses (SY 2014-15) no longer apply or are incorrect for SY 2015-16 please click on the "Change Survey" button at the bottom of the "Review and Submit Responses" form. This will take you to the dashboard. Click on the appropriate link(s) to go to the required form and make corrections. You can only review the information on the "Review and Submit Responses" form. You cannot make any corrections on this form.

If you are satisfied with all your responses, click on the "Submit to Database" button to save your information and generate the HTML report.

SSS IDEA Forms

-  01. SY 2015-16 IDEA - Exiting
-  02. SY 2015-16 IDEA - Child Count
-  03. SY 2015-16 IDEA - Environments - School Age
-  04. SY 2015-16 IDEA - Environments - Early Childhood
-  05. SY 2015-16 IDEA - Staffing
-  06. SY 2015-16 IDEA - Discipline
-  07. SY 2015-16 IDEA - Assessment
-  08. SY 2015-16 IDEA - State Administration
-  09. SY 2015-16 IDEA - MOE Reduction & CEIS
-  10. SY 2015-16 IDEA - Review and Submit Responses

Figure 5.1

6.0 Data Entry

To begin a section of the survey, select the section you wish to complete.

6.1 Exiting

This form is divided into sections. Each section has questions and comment fields that you will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Reference Period

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

The default value for the question “Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA?” is your state’s response from last year.



Reference Period

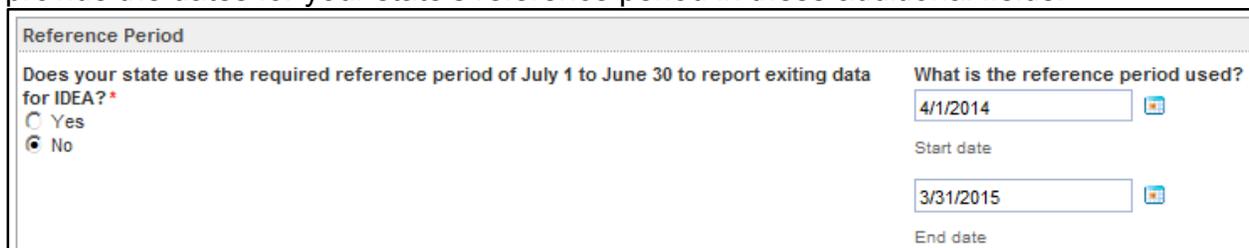
Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA? *

Yes

No

Figure 6.1

If you select “No” for the question above, additional date fields are displayed. Please provide the dates for your state’s reference period in these additional fields.



Reference Period

Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA? *

Yes

No

What is the reference period used?

4/1/2014 

Start date

3/31/2015 

End date

Figure 6.2

There is a validation to verify if the start date for the process is earlier than the end date. You cannot proceed to the next question unless this is corrected. Please see the example below:

Reference Period	
Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA? *	What is the reference period used?
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="3/5/2015"/>  Start date <input type="text" value="12/1/2011"/>  Your start date exceeds your end date. End date

Figure 6.3

Note: If you enter the date manually and do not use the calendar function, a valid date must be entered in the MM/DD/YYYY format. Special characters must not be entered in the date field.

Section: Maximum Age for Services

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form. When the user enters this section of the survey, the selected radio button identifies last year's response for the question "What is the maximum age at which a student with disabilities (IDEA) can receive special education services?".

Maximum Age for Services
What is the maximum age at which a student with disabilities (IDEA) can receive special education services? *
<input type="radio"/> 18 years <input type="radio"/> 19 years <input type="radio"/> 20 years <input type="radio"/> 21 years <input type="radio"/> 22 years <input type="radio"/> 23 years <input type="radio"/> 24 years <input checked="" type="radio"/> 25 years <input type="radio"/> 26 years <input type="radio"/> none
Comment <input type="text" value="Services provided the entire school year the student turns 21."/> (Optional)

Figure 6.4

If necessary, select the appropriate radio button. The comment field is optional.

Section: Certificates

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

The default value for the question “Can a student with disabilities (IDEA) exit an educational program by receiving a high school completion certificate, modified diploma, or similar document?” is your state’s response from last year.

Certificates
<p>Note: This includes students with disabilities (IDEA) who received: (1) a high school diploma but did not meet the same standards for graduation as students without disabilities, and (2) an alternative degree that was not fully aligned with the state’s academic standards.</p>
<p>Can a student with disabilities (IDEA) exit an educational program by receiving a high school completion certificate, modified diploma, or similar document? *</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>
<p>If yes, please provide the statutory/regulatory/policy citation(s).</p>
<p>ADD a comment here save this to the db</p>
<p>Optional - List the document(s) and section name(s).</p>
<p>Comment</p>
<p>(Optional)</p>

Figure 6.5

It is recommended that the user enter a comment in the “If yes, please provide the statutory/regulatory/policy citation(s)” field.

Section: Regular High School Diplomas

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form. The default value for the question “Is there a minimum age for graduation with a regular high school diplomas in your state?” is your state’s response from last year.

Regular High School Diplomas
<p>Is there a minimum age for graduation with a regular high school diploma in your state? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>If yes, provide the minimum age for graduation with a regular high school diploma.</p>
<p>(Required when 'Yes')</p> <p>Please Explain!</p>

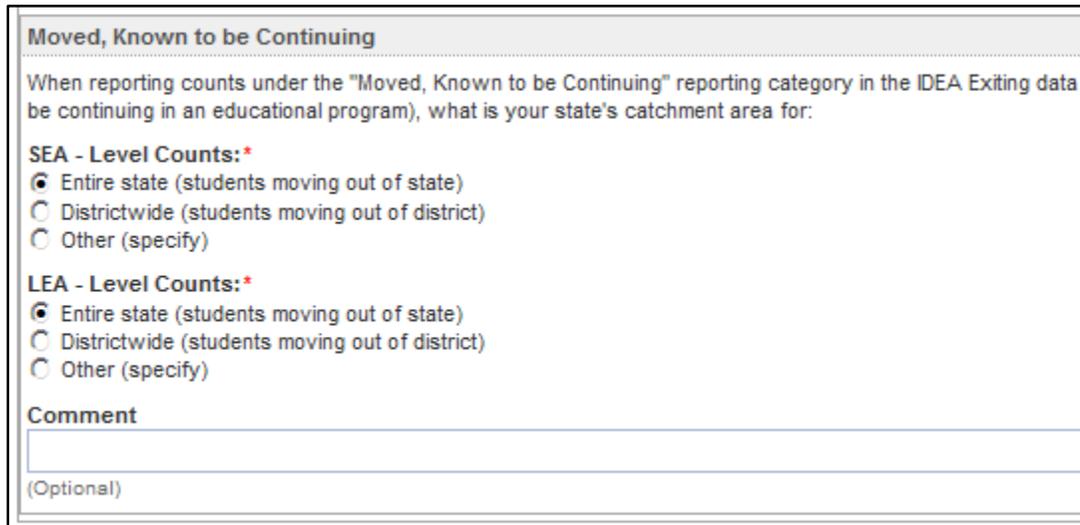
Figure 6.7

If the answer to the above question is “Yes,” please enter the minimum age for graduation with a regular high school diploma in your state in the comment box. An error message is displayed and you will not be able to ‘Save as Draft’ until the age is provided.

Section: Moved, Known to be Continuing

There are two parts for this question, one for the SEA level counts and one for the LEA, pertaining to the catchment area for students with disabilities (IDEA) exiting special education.

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form. The default value for this question is your state's response from last year.



Moved, Known to be Continuing

When reporting counts under the "Moved, Known to be Continuing" reporting category in the IDEA Exiting data (be continuing in an educational program), what is your state's catchment area for:

SEA - Level Counts: *

- Entire state (students moving out of state)
- Districtwide (students moving out of district)
- Other (specify)

LEA - Level Counts: *

- Entire state (students moving out of state)
- Districtwide (students moving out of district)
- Other (specify)

Comment

(Optional)

Figure 6.8

If you select, 'other' a comment describing the catchment area used by the state is mandatory. An error message will appear "Please provide Other area catchment information"

6.2 IDEA – Child Count

This form is divided into sections. Each section has questions and comment fields that the user will need to answer or comment on. Based on how the user answers these questions, additional questions or fields may be displayed or hidden.

Section: Child Count Date

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form. An exact child count date is required.

Please select a date between Oct. 1 and Dec. 1.

Child Count Date	
What date between October 1 and December 1 is your state's IDEA child count date?*	
Month *	Date
October ▼	31 ▼

Figure 6.2.1

Section: State-Operated Programs

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

State-Operated Programs
Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)? *
<input checked="" type="radio"/> Yes, ALL SOPs are reported <input type="radio"/> Yes, SOME SOPs are reported <input type="radio"/> No, NONE of the SOPs are reported
SOPs are reported at which one of the following:
<input checked="" type="radio"/> SEA and LEA levels <input type="radio"/> SEA only <input type="radio"/> LEA only
Comment
<input type="text"/>
(Required when None)

Figure 6.2.2

You must respond to both questions related to state-operated programs (SOPs).

You can choose any of the three options. If you do not select any option for the question “SOPs are reported at which one of the following”, the system will not allow you to ‘Save as Draft’ and will display an error message.

If you select the options “Yes, ALL SOPs are reported” or “Yes, SOME SOPs are reported” to the question “Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)?”, the question “SOPs are reported at which one of the following levels?” will be displayed on the form.

State-Operated Programs
Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)? *
<input type="radio"/> Yes, ALL SOPs are reported <input type="radio"/> Yes, SOME SOPs are reported <input checked="" type="radio"/> No, NONE of the SOPs are reported
Comment
Comment required if you select No.
(Required when None)

Figure 6.2.3

If you select the “No, NONE of the SOPs are reported”, you are required to explain the answer in the comment field. An error message will appear “Comment field is required, when None is chosen.”

Section: Child Count

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

The screenshot shows a form titled "Child Count" with the instruction "Please indicate all of the disability categories used by your state." Below this, it says "Select Yes for each category that applies." There are two columns of radio button options for "Yes" and "No" for the following categories: Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Specific Learning Disability, and Speech or Language Impairment. At the bottom, there is a "Comment" field with the text "Other Health Impairment is included under Physical Disability".

Category	Yes	No
* Autism	<input checked="" type="radio"/>	<input type="radio"/>
* Deaf-Blindness	<input checked="" type="radio"/>	<input type="radio"/>
* Developmental Delay	<input checked="" type="radio"/>	<input type="radio"/>
* Emotional Disturbance	<input checked="" type="radio"/>	<input type="radio"/>
* Hearing Impairment	<input checked="" type="radio"/>	<input type="radio"/>
* Intellectual Disabilities	<input checked="" type="radio"/>	<input type="radio"/>
* Multiple Disabilities	<input type="radio"/>	<input checked="" type="radio"/>
* Orthopedic Impairment	<input checked="" type="radio"/>	<input type="radio"/>
* Specific Learning Disability	<input checked="" type="radio"/>	<input type="radio"/>
* Speech or Language Impairment	<input checked="" type="radio"/>	<input type="radio"/>

Comment
Other Health Impairment is included under Physical Disability

Figure 6.2.4

The default values for the question “Please indicate all of the disability categories used by your state.” are your state's responses from last year.

If you select “No” for any one of the disability categories in the question above, you must enter an explanation in the “Comment” field. If you try to select ‘Save as Draft’ without entering an explanation in the “Comment” field, the system will indicate an error.

Child Count

Please indicate all of the disability categories used by your state.

Select Yes for each category that applies.

* Autism	<input type="radio"/> Yes	* Intellectual Disabilities	<input type="radio"/> Yes
	<input checked="" type="radio"/> No		<input checked="" type="radio"/> No
* Deaf-Blindness	<input type="radio"/> Yes	* Multiple Disabilities	<input type="radio"/> Yes
	<input checked="" type="radio"/> No		<input checked="" type="radio"/> No
* Developmental Delay	<input checked="" type="radio"/> Yes	* Orthopedic Impairment	<input type="radio"/> Yes
	<input type="radio"/> No		<input checked="" type="radio"/> No
* Emotional Disturbance	<input type="radio"/> Yes	* Specific Learning Disability	<input type="radio"/> Yes
	<input checked="" type="radio"/> No		<input checked="" type="radio"/> No
* Hearing Impairment	<input type="radio"/> Yes	* Speech or Language Impairment	<input type="radio"/> Yes
	<input checked="" type="radio"/> No		<input checked="" type="radio"/> No

Comment

|

(Optional)

Figure 6.2.5

Section: Development Delay

Note: This section is displayed only if you select “Yes” for the “Developmental Delay” category in the question “Please indicate all of the disability categories used by your state” in the Child Count section under the Child Counts (C002 & C089) form. If the user indicated “No”, the question below is hidden.

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

Developmental Delay	
What ages are included in your state's definition for developmental delay for children with disabilities (IDEA)?	
* 3 Years	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 4 Years	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 5 Years	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 6 Years	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 7 Years	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 8 Years	<input checked="" type="radio"/> Yes <input type="radio"/> No
* 9 Years	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comment	
<input type="text"/>	
(Optional)	

Figure 6.2.6

The default values for all the ages in the question “What ages are included in your state’s definition of developmental delay for children with disabilities (IDEA)?” are your state’s responses from last year.

6.3 IDEA – Environments – School Age

This form is divided into sections. Each section has questions and comment fields that the user will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Environment for School-Age Children with Disabilities (IDEA)

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

The default values for the question “Please indicate if your state permits placement for children with disabilities (IDEA), ages 6 through 21, in the following educational environments.” are your state’s responses from last year.

If you select the option “permit depending on age of the child” for the educational environments “Correctional Facility” or “Parentally-Placed in Private Schools”, three check boxes will appear to indicate the students’ age and you may select two out of the three options. A maximum of two age ranges can be selected.

Environments for School-Age Children with Disabilities (IDEA)

Please indicate whether your state permits placement of children with disabilities (IDEA), ages 6 through 21, in the following educational environments;

<p>* Regular Class</p> <p><input checked="" type="radio"/> permit for all age children <input type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p>	<p>* Homebound/Hospital</p> <p><input checked="" type="radio"/> permit for all age children <input type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p>
<p>* Separate School</p> <p><input checked="" type="radio"/> permit for all age children <input type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p>	<p>* Correctional Facility</p> <p><input type="radio"/> permit for all age children <input checked="" type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p> <p>Ages</p> <p><input checked="" type="checkbox"/> 6-11 <input checked="" type="checkbox"/> 12-17 <input type="checkbox"/> 18-21</p>
<p>* Residential Facility</p> <p><input checked="" type="radio"/> permit for all age children <input type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p>	<p>* Parentally Placed in Private Schools</p> <p><input type="radio"/> permit for all age children <input checked="" type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p> <p>Ages</p> <p><input checked="" type="checkbox"/> 6-11 <input type="checkbox"/> 12-17 <input checked="" type="checkbox"/> 18-21</p>

If you responded "permit depending on age of child" please enter the ages for which the educational environment is permitted for children with disabilities (IDEA), ages 6 through 21.
 8 through 21
 (Optional)

Figure 6.3.1

If you select all three age options on this question and try to move to the next question, the system will indicate an error and will instruct you to select the “permit for all age children” option.

Environments for School-Age Children with Disabilities (IDEA)

Please indicate whether your state permits placement of children with disabilities (IDEA), ages 6 through 21, in the following educational environments;

<p>* Regular Class</p> <p><input type="radio"/> permit for all age children <input checked="" type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p>	<p>* Homebound/Hospital</p> <p><input type="radio"/> permit for all age children <input checked="" type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p>
<p>* Separate School</p> <p><input type="radio"/> permit for all age children <input checked="" type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p>	<p>* Correctional Facility</p> <p><input type="radio"/> permit for all age children <input checked="" type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p> <p>Ages</p> <p><input checked="" type="checkbox"/> 6-11 <input checked="" type="checkbox"/> 12-17 <input checked="" type="checkbox"/> 18-21 Please select only two, if all three apply please select 'permit for all age children'</p>
<p>* Residential Facility</p> <p><input type="radio"/> permit for all age children <input checked="" type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p>	<p>* Parentally Placed in Private Schools</p> <p><input type="radio"/> permit for all age children <input checked="" type="radio"/> permit depending on age of the child <input type="radio"/> does not permit</p> <p>Ages</p> <p><input checked="" type="checkbox"/> 6-11 <input checked="" type="checkbox"/> 12-17 <input checked="" type="checkbox"/> 18-21 Please select only two, if all three apply please select 'permit for all age children'</p>

Comment

(Optional)

Figure 6.3.2

If you select “permit depending on age of the child” for any educational environments other than “Correction Facility” or “Parentally-Placed in Private Schools”, please enter the ages for which the environment is permitted in your state in the comment field.

6.4 IDEA – Environments – Early Childhood

This form is divided into sections. Each section has questions and comment fields that you will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Early Childhood Environments for Children with Disabilities (IDEA)

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

The default value for all the categories are your state's responses from last year.

Early Childhood Environments for Children with Disabilities (IDEA)

Please indicate whether your state permits the placement of children with disabilities (IDEA) ages 3 through 5, in the following educational environments.

Regular Early Childhood Program *

permit for all age children
 permit depending on age of the child
 does not Permit

Separate Special Education Class *

permit for all age children
 permit depending on age of the child
 does not Permit

Separate School *

permit for all age children
 permit depending on age of the child
 does not Permit

Residential Facility *

permit for all age children
 permit depending on age of the child
 does not Permit

Home *

permit for all age children
 permit depending on age of the child
 does not Permit

Service Provider Location *

permit for all age children
 permit depending on age of the child
 does not Permit

Comment

(Optional)

Figure 6.4.1

If you select “permit depending on age of the child” for “Residential Facility”, the “Ages” field will be displayed. This field will not be displayed for any other option.

Early Childhood Environments for Children with Disabilities (IDEA)

Please indicate whether your state permits the placement of children with disabilities (IDEA) ages 3 through 5, in the following educational environments.

Regular Early Childhood Program*

permit for all age children
 permit depending on age of the child
 does not Permit

Separate Special Education Class*

permit for all age children
 permit depending on age of the child
 does not Permit

Separate School*

permit for all age children
 permit depending on age of the child
 does not Permit

Residential Facility*

permit for all age children
 permit depending on age of the child
 does not Permit

Ages

3
 4
 5

Home*

permit for all age children
 permit depending on age of the child
 does not Permit

Service Provider Location*

permit for all age children
 permit depending on age of the child
 does not Permit

If you responded "permit depending on age of child" please enter the ages for which the educational environment is permitted for children with disabilities (IDEA), ages 3 through 5.

ages 4 and 5
(Optional)

Figure 6.4.2

If you select all three age options on this question and try to move to the next question, the system will indicate an error and will instruct you to select the “permit for all age children” option. A maximum of two ages can be selected.

Ages

3
 4
 5

Please select two Ages, otherwise select permit for all age children

Figure 6.4.3

If you select “permit depending on age of the child” for any educational environment other than “Residential Facility,” please enter the ages for which the environment is permitted in your state in the comment field.

6.5 IDEA – Staffing

This form is divided into sections. Each section has questions and comment fields that you will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: IDEA Staffing

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form

The default values for all the categories are your state's responses from last year.

IDEA Staffing

Please indicate all related service personnel categories that are employed or contracted to provide related services to children with disabilities (IDEA), ages 3 through 21, in your state?

Psychologists * <input checked="" type="radio"/> Yes <input type="radio"/> No	Physical Education Teachers and Recreation and Therapeutic Recreation Specialists * <input checked="" type="radio"/> Yes <input type="radio"/> No	Interpreters * <input checked="" type="radio"/> Yes <input type="radio"/> No
Social Workers * <input checked="" type="radio"/> Yes <input type="radio"/> No	Physical Therapists * <input checked="" type="radio"/> Yes <input type="radio"/> No	Counselors and Rehabilitation Counselors * <input checked="" type="radio"/> Yes <input type="radio"/> No
Occupational Therapists * <input checked="" type="radio"/> Yes <input type="radio"/> No	Speech-Language Pathologists * <input checked="" type="radio"/> Yes <input type="radio"/> No	Orientation and Mobility Specialists * <input checked="" type="radio"/> Yes <input type="radio"/> No
Audiologists * <input checked="" type="radio"/> Yes <input type="radio"/> No		Medical/Nursing Service Staff * <input checked="" type="radio"/> Yes <input type="radio"/> No

Comment

(Required for 'No')

Figure 6.5.1

If you select “No” for any of the personnel categories and do not enter a comment in the “Comment” field, the system will not allow you to proceed to the next question and will display an error.

IDEA Staffing

Please indicate all related service personnel categories that are employed or contracted to provide related services to children with disabilities (IDEA), ages 3 through 21, in your state?

Psychologists * <input type="radio"/> Yes <input checked="" type="radio"/> No	Physical Education Teachers and Recreation and Therapeutic Recreation Specialists * <input type="radio"/> Yes <input checked="" type="radio"/> No	Interpreters * <input type="radio"/> Yes <input checked="" type="radio"/> No
Social Workers * <input checked="" type="radio"/> Yes <input type="radio"/> No	Physical Therapists * <input checked="" type="radio"/> Yes <input type="radio"/> No	Counselors and Rehabilitation Counselors * <input checked="" type="radio"/> Yes <input type="radio"/> No
Occupational Therapists * <input checked="" type="radio"/> Yes <input type="radio"/> No	Speech-Language Pathologists * <input checked="" type="radio"/> Yes <input type="radio"/> No	Orientation and Mobility Specialists * <input checked="" type="radio"/> Yes <input type="radio"/> No
Audiologists * <input checked="" type="radio"/> Yes <input type="radio"/> No		Medical/Nursing Service Staff * <input checked="" type="radio"/> Yes <input type="radio"/> No

Comment

(Required for 'No')

Please provide a comment to explain No for Psychologist.
Please provide a comment to explain No for Physical Education Teachers and Recreation and Therapeutic Recreation Specialists
Please provide a comment to explain No for Interpreters

Figure 6.5.2.

6.6 IDEA – Discipline

This form is divided into sections. Each section has questions and comment fields that you will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Discipline

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

<p>Discipline</p> <p>Does your state remove students with disabilities (IDEA) from their educational placement for disciplinary purposes for the remainder of the school year or longer?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
--

Figure 6.6.1

If you select “No” to the above question, an optional comment field - “If No, please provide the relevant statutory/regulatory policy citation(s) that prohibit this practice” will be displayed.

<p>Discipline</p> <p>Does your state remove students with disabilities (IDEA) from their educational placement for disciplinary purposes for the remainder of the school year or longer?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If No, please provide the relevant statutory/regulatory/policy citation(s) that prohibit this practice.</p> <p>here is a comment that should be added </p>
--

Figure 6.6.2

6.7 IDEA – Assessment

This form is divided into sections. Each section has questions and comment fields that the user will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

Please select one of the options to the question “Are children with disabilities (IDEA) who were limited English proficient and who were in the U.S. less than 12 months allowed to take the English Language Proficiency (ELP) assessment in lieu of the regular reading/language arts assessment in your state?”

State Supplemental Survey - IDEA

Alabama

IDEA - Assessment

Please complete the following information about Assessments administered in your state.

Assessment

Are children with disabilities (IDEA) who were limited English proficient and who were in the U.S. less than 12 months prior to the reading/language arts state assessment allowed to take the English language proficient (ELP) assessment in lieu of the regular reading/language arts assessment in your state? *

Yes

No

Comment

(Optional)

State IDEA Part B Data Managers are the authorized data providers for this page.

Data for Assessment file specification C188 are due on 12/14/2016.

Save as Draft

Figure 6.7.1

6.8 State Administration

The State Administration form shows two questions about a state’s special education data integration with its student information system and longitudinal data system.

Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

Please complete the following information about state administration in your state.

Special Education Data Collection

How is your state's special education 618 data related to students (i.e., child count, educational environments, discipline, exiting, & assessment) integrated into your state's Student Information System (i.e., state data system used for all student data)? *

All data components

Some data components

Not at all

Comment

How is your state's special education 618 data related to students (i.e., child count, educational environments, discipline, exiting, & assessment) integrated into your state's longitudinal data system? *

All data components

Some data components

Not at all

Comment

Save as Draft

Figure 6.8.1

6.9 MOE Reduction & CEIS

For this section, provide your state's definition on significant disproportionality in the text box provided. This question must be answered by all states. If you do not provide a response, the system will not allow you to save and will display an error message.

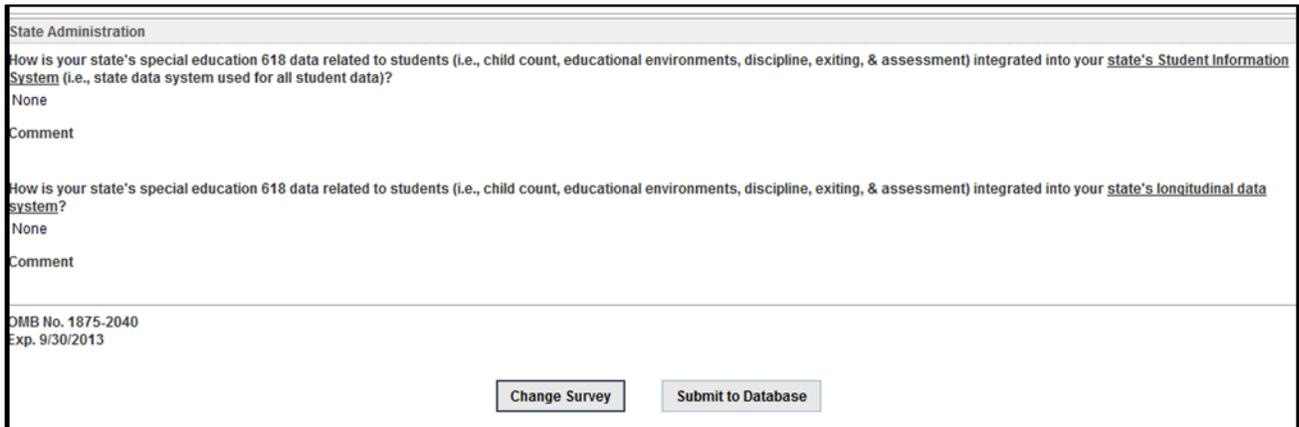
Answers will be pre-populated in this section of the survey based on your state's responses from last year. If you find you need to make updates, the following section of the user guide contains information about the functionality of the form.

MOE Reduction & CEIS
What is your state's definition of significant disproportionality?*
here is the definition

Figure 6.9.1

7.0 Review and Submit Responses

After all forms in SSS-IDEA are completed or updated, as appropriate, you will have the opportunity to review your data on the “Confirmation” screen under the “Review and Submit Responses” form on the dashboard.



The screenshot shows a web form titled "State Administration". It contains two identical survey questions. The first question asks: "How is your state's special education 618 data related to students (i.e., child count, educational environments, discipline, exiting, & assessment) integrated into your state's Student Information System (i.e., state data system used for all student data)?" Below the question is a "None" radio button and a "Comment" text area. The second question asks: "How is your state's special education 618 data related to students (i.e., child count, educational environments, discipline, exiting, & assessment) integrated into your state's longitudinal data system?" It also has a "None" radio button and a "Comment" text area. At the bottom left, it displays "OMB No. 1875-2040" and "Exp. 9/30/2013". At the bottom center, there are two buttons: "Change Survey" and "Submit to Database".

Figure 7.1

The “Confirmation” screen shows all data entered in the SSS-IDEA.

If you need to correct any data, you will need to choose the “Change Survey” button to go back into the survey and make corrections.

When you are satisfied with the information entered in the survey, click on the “Submit to Database.”

Note: You may still edit the data after selecting this option before the due date. You may modify the survey at any time before the due date by clicking on the “Change Survey” button.

After you click the “Submit to Database” button, you will receive a copy of the HTML report attached to the confirmation email.

8.0 HTML Reports

Once you have made all edits and selected “Submit to Database”, you can access the HTML Report.

1. First, return the homepage by selecting “EMAPS Home” from the drop down menu on the upper left hand corner of the screen.
2. From the homepage, scroll down to the State Supplemental Survey – IDEA Reports section on the right hand column of your screen.

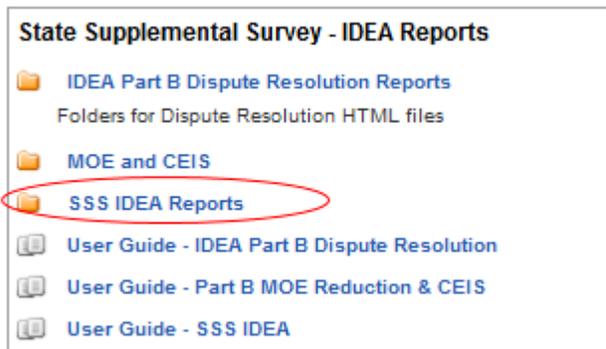


Figure 8.1

3. Then click the "SSS IDEA Reports" link.
4. You will be taken to a screen with a link to your state's SSS-IDEA.

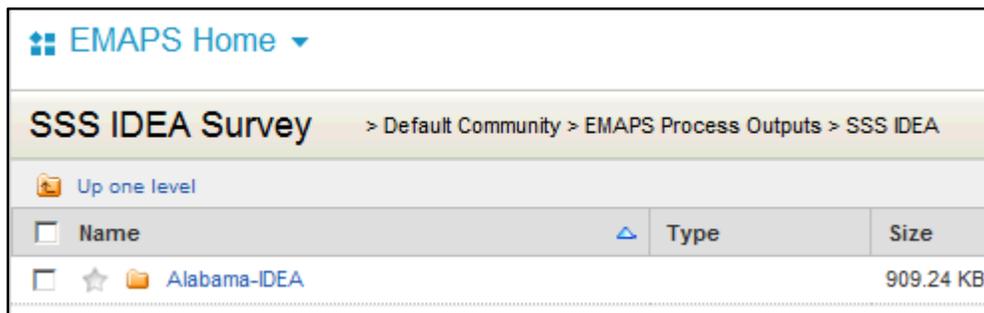


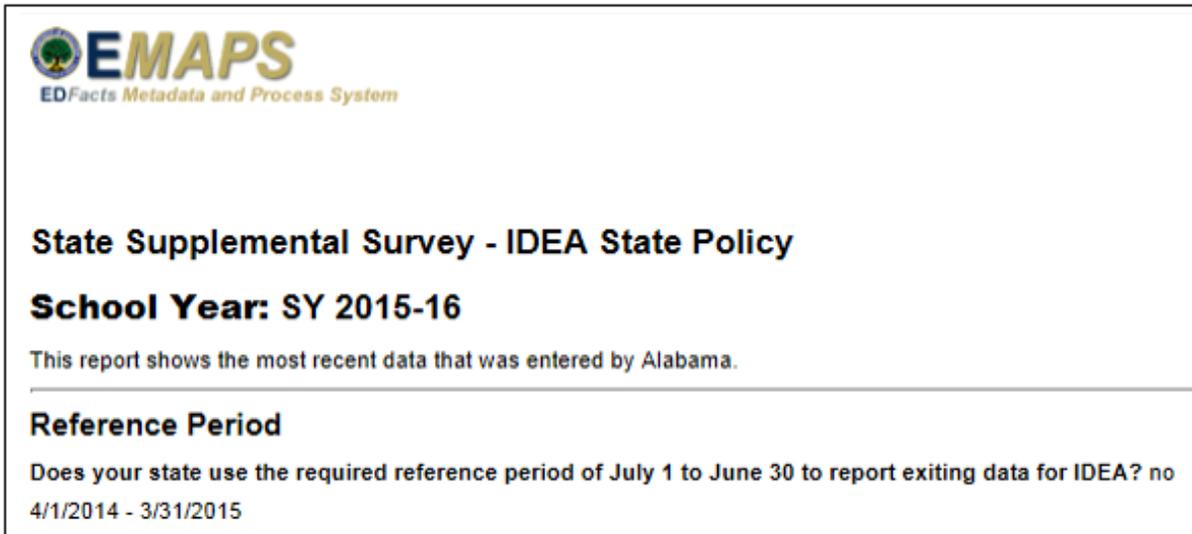
Figure 8.2

5. After you click the link to the SSS-IDEA, you will choose the link for the school year you would like to generate an HTML report for.



Figure 8.3

6. After clicking the link, an HTML version of your SSS-IDEA report will appear on your screen.



The screenshot displays the EMAPS logo at the top left, which includes a circular emblem with a tree and the text "EMAPS ED Facts Metadata and Process System". Below the logo, the title "State Supplemental Survey - IDEA State Policy" is centered. Underneath the title, the school year "School Year: SY 2015-16" is displayed. A line of text states, "This report shows the most recent data that was entered by Alabama." A horizontal line separates this from the "Reference Period" section. The "Reference Period" section contains the question "Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA?" followed by the answer "no" and the dates "4/1/2014 - 3/31/2015".

Figure 8.4

Please reference your state's responses to the SSS-IDEA when preparing the IDEA Section 618 data for submission to ED Facts. These responses will be used in ESS for submission errors and warning; and by OSEP to conduct data quality reviews and to formulate data notes and documentation to accompany the release of IDEA Section 618 public release data files.



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