U.S. DEPARTMENT OF EDUCATION

EDFacts Submission System (ESS)

EMAPS User Guide: IDEA State Supplemental Survey (SSS)
SY 2019-20

Release 11.0
January 2020
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January 2020

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# DOCUMENT CONTROL

## DOCUMENT INFORMATION

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## DOCUMENT HISTORY

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<td>January 2018</td>
<td>Updated for SY 2017-18 Updated screenshots for SY 2017-18 New exiting questions regarding minimum age for dropouts and state-defined alternate diploma</td>
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<td>- New! Removed the Task assignment due to Appian 19.3 system upgrade</td>
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<td>- Update! States are now required to select age checkboxes when “permit depending on age of the child” is selected for ANY educational environment</td>
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<td>- New! States may indicate via checkbox if data notes were submitted addressing their Data Quality Review.</td>
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<td>- New! A timestamp will be updated on the State Reports tab if a survey is resubmitted and no changes are made</td>
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<td>- New! Users cannot submit a reference period that does not equal 365 days</td>
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<td>- New! EMAPS passwords now have minimum requirements. When resetting EMAPS passwords, they will now require a minimum of the following:</td>
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<td>- Minimum of 12 characters</td>
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<td>- And at least one of the following of each: Upper Case, Lower Case, one Number and one special Character</td>
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PREFACE

The EMAPS IDEA State Supplemental Survey User Guide is intended to provide assistance to IDEA Part B Data Managers responsible for providing metadata related to the SY 2019-20 IDEA data collection.

This document 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 1850-0925, expires 8/31/2022). 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 1850-0925.

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

The 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 IDEA State Supplemental Survey (SSS) Metadata process.

1.1 Technical Requirements

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

NOTE! EMAPS is unavailable Saturdays from 8:00 a.m. to 2:00 p.m. ET for system maintenance.
2.0 Overview

The IDEA State Supplemental Survey (SSS) is reviewed and completed annually by the Part B Data Manager in each state. This survey collects metadata related to the SY 2019-20 IDEA data collections. The Department of Education (ED) will review these metadata responses to verify the accuracy of 618 data while utilizing the data submitted by states to meet annual data reporting requirements. The metadata responses will also decrease the need for states to submit data notes. State IDEA Part B Data Managers are authorized to input the metadata for this survey, while state EDFacts Coordinators are authorized to view the metadata for this survey.

The survey collects metadata about the following collections:

- IDEA Exiting
- IDEA Child Count
- IDEA Environments School Age
- IDEA Environments Early Childhood
- IDEA Staffing
- IDEA Discipline
- IDEA Assessment
- IDEA State Administration
- IDEA MOE Reduction & CEIS

Metadata will be collected for the 50 states plus the District of Columbia, Puerto Rico, Bureau of Indian Education, U.S. Virgin Islands, Guam, Palau, American Samoa, Micronesia, Marshall Islands, and Northern Mariana Islands.
3.0 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) at EDEN_SS@ed.gov.

When are the data due?
The survey will open February 3, 2020 and will close on February 26, 2020. There will be a reopen period between January 4, 2021 and January 20, 2021. Do not submit preliminary or placeholder data just to meet the submission deadline. Submitted 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 p.m. ET on the due date.

Will the system send notifications?
Email reminders will be sent to Part B Data Managers during the survey at the following times:

- When the survey is opened;
- When responses have been submitted to the database, a copy of the HTML report will be attached to the confirmation email;
- When there has been no account activity within EMAPS, a notification will be sent 3 days prior to the due date; and
- When responses have not been submitted to the database 3 days prior to the due date.

When the system is reopened, notifications will be sent when:

- The survey reopen period opens;
- OSEP has identified inconsistencies between the SSS-IDEA responses and the 618 data submissions; and
- One week prior to the close of the reopen period.

How does ED use the responses in the SSS-IDEA?
The submitted responses will be used in the EDFacts Submission System (ESS) for Submission Errors and Warnings identification. The responses will also be used 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.

There is no Previous button on the Review and Submit Responses form. How are edits made to the responses on this form?
If a response needs to be corrected, exit the Review and Submit Responses form by clicking on the appropriate tab in the navigation menu to select the form that needs to be changed.

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

To exit the survey and continue work on it later, save a draft version by clicking the **SAVE AS DRAFT** button at the bottom of the form (see fig. 6.2). Saving data as a draft will save the content entered on the form but *will not* generate a HTML report. HTML reports will only be generated after the survey has been submitted to the database from the Review and Submit form.

**NOTE!** If the screen is not redirected to the top of the page after the **SAVE AS DRAFT** button is clicked, check the survey for errors on the Data Entry form. The error message will appear in red text on the form.

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

Document the minimum graduation age in the Regular High School Diplomas section under the **IDEA - Exiting** section. If **Yes** is selected to the question *Is there a minimum age for graduation with a regular high school diploma in your state?*, enter a comment in the comment field, as it is a mandatory field. The comment must define the minimum graduation age.

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

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. The age entered 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 need for explanation.

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

No. An exact date must be chosen. A description of the child count date in the comment field is no longer allowed to be entered. If this question is not answered, the system will display an error and will not allow continuation onto the next section.

**On the Review and Submit form, I do not see a Submit button. How do I submit the survey?**

To review survey responses on the Review and Submit form, click the **Verify Data** button on the top, right hand corner of the page (see fig. 7.1). This will display all survey responses and the **Submit** button at the bottom of the screen. If satisfied with the information entered in the survey, click on the **Submit** 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. Edits can be made to the survey any number of times before the due date. If a revision of the survey before the due date is necessary, update the appropriate form, and repeat the process.

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

The survey will be accessible for modification during the reopen period between January 4, 2021 and January 20, 2021. OSEP reviews all responses for data quality discrepancies. If any discrepancies are identified between data submitted to ESS and the SSS-IDEA responses, data quality comments will be included in the Data Quality Reports for the associated IDEA data collection (e.g., Exiting, Discipline, Child Count, Educational Environments). These Data Quality Reports will be uploaded to OMB MAX for review. Additionally, an email from the system will notify the IDEA Part B Data Manager that discrepancies have been identified and updates to the SSS-IDEA responses may be needed. If this email is received, please review the associated Data Quality Reports and SSS-IDEA responses; make the necessary updates to the SSS-IDEA responses during the reopen period.

**How can I access the HTML report that was generated?**

The HTML Report will be attached to the email confirming that the responses to the survey were submitted to the database. A copy of the HTML report will also be available within EMAPS at two locations, either the State Reports tab within the SSS-IDEA process or from the REPORTS tab on the EMAPS homepage.

**Who may have access to the IDEA State Supplemental Survey for my state?**

OSEP identified state IDEA Part B Data Managers is the expert for this information. Each state IDEA Part B Data Manager has been granted read/write access to the EMAPS online survey.

Each ED Facts Coordinator has been granted read only access to their state’s responses to the SSS-IDEA.

If the Part B Data Manager wishes to authorize someone else to complete this survey, contact the Partner Support Center (PSC) with the name and e-mail address of the new user(s). The contact information for the Partner Support Center can be found below.

**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?**

Additional questions about how the process works, or suggestions for enhancements to the process, may be directed to the Partner Support Center (PSC).

Email: 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.
4.0 Accessing EMAPS

To log in directly to EMAPS, go to the EMAPS homepage at https://emaps.ed.gov/suite/ (see fig. 4.1).

1. A Department of Education-approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 4.1).

![Department of Education Approved Warning Banner](image1)

Figure 4.1 – Department of Education Approved Warning Banner

2. Enter the assigned EMAPS username and password into the appropriate fields (see fig. 4.2). Both the EMAPS username and password are case sensitive. If issues occur while logging into EMAPS, please contact PSC (FAQ Section, 3.0).

![EMAPS Login Screen](image2)

Figure 4.2 – EMAPS Login Screen

To log out of EMAPS, select the profile icon in the top right-hand corner and select Sign Out. (see fig. 4.3)
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.

Once logged into EMAPS, the EDFacts Portal will display. To navigate to the survey, click the State Supplemental Survey (SSS) link under the IDEA Part B heading (see fig. 4.4).

Select the <State Name> IDEA State Supplemental Survey for SY 2019-20 to enter the SSS-IDEA survey Start Page. (see fig. 4.5)
The system will redirect to the **Summary** tab of the survey (see fig. 4.6), where the following will be available:

- Information about the survey;
- Instructions for completing the survey; and
- Survey user guide.

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**Figure 4.6 – Summary Page**

About the Survey

This survey collects metadata related to the SY 2019-20 IDEA data collections. The Department of Education (ED) will review these metadata responses to verify the accuracy of 618 data while utilizing the data submitted by states to meet annual data reporting requirements. The metadata responses will also decrease the need for states to submit data notes. State IDEA Part B Data Managers are authorized to input the metadata for this survey, while state ED/Facts Coordinators are authorized to view the metadata for this survey.

Instructions

**IDEA Part B Data Manager:**

If this is your first review of the information to be used for the SY 2019-20 SSS-IDEA Metadata Survey, please click on the "Review and Submit" tab. The data displayed in the "Review and Submit" form are the responses your state provided for the previous school year (SY 2018-19) survey.

If the previous year’s responses (SY 2018-19) no longer apply or are incorrect for SY 2019-20 please click on the appropriate tab(s) to go to the required tab and make corrections. You can only review the information on the "Review and Submit" tab. You cannot make any corrections on this tab.

If you are satisfied with all your responses, click on the “SUBMIT” button on the “Review and Submit” tab to save your information and generate the HTML report.
5.0 Navigation Tips

The survey Dashboard contains tabs for each section of the survey. The SSS-IDEA contains thirteen tabs (see fig. 5.1).

- **Summary:** This section contains information about completing the survey and the SSS-IDEA User Guide.
- **Exiting:** The form to enter metadata regarding theExiting Collection.
- **Child Count:** The form to enter metadata regarding Child Count.
- **Environ – School Age:** The form to enter metadata regarding Environments for School Age children.
- **Environ – Early Childhood:** The form to enter metadata regarding Environments for early childhood.
- **Staffing:** The form to enter metadata regarding IDEA Staffing Data.
- **Discipline:** The form to enter metadata regarding IDEA Discipline Data.
- **Assessment:** The form to enter metadata regarding IDEA assessments.
- **State Administration:** The form to enter metadata regarding state administration.
- **MOE Reduction & CEIS:** The form to enter metadata regarding the MOE Reduction and CEIS Collection.
- **Review and Submit:** The form to review all responses and submit the survey to the database.
  - **State Reports:** This section contains the HTML reports for each SSS-IDEA 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 update each tab in the survey.
6.0 Completing the SSS-IDEA Survey

Responses from last year’s survey will be pre-populated into the SY 2019-20 IDEA State Supplemental Survey. Each section of the survey may be updated by clicking the tab on the navigation menu. If updates are necessary, select the corresponding tab. The questions will first display in view-only mode. To enter responses, follow these instructions:

1. Select the **UPDATE <Section>** button to manually enter the data (see fig. 6.1).

![Figure 6.1 – Update <Section> Button](image)

2. Data entry fields will display to allow manual counts or comments to be entered.

3. Once all data have been entered, warnings have been reviewed, and data are ready to be saved, click **SAVE AS DRAFT** (see fig. 6.2) on the bottom of the screen.

![Figure 6.2 – SAVE AS DRAFT Button](image)

**NOTE!** Data entered cannot be saved until all errors are resolved. An example of an error message is given below. (see fig. 6.3) If the **Data Entry Form** is closed without clicking **SAVE AS DRAFT**, any data entered will not be saved. Sections 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.

![Figure 6.3- Example of an Error Message](image)
**NEW!** During the reopen period of the survey, states may indicate via checkbox if data notes were submitted addressing their Data Quality Review. (see fig 6.4)

![Checkbox Indicating Notes Were Submitted for Data Quality Review During Reopen](image)

6.1 IDEA – Exiting

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

**NOTE!** Responses to questions included in last year’s survey will be pre-populated.

6.1.1 Reference Period

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 the state’s response from the prior year.

![Reference Period Question](image)
• If Yes is selected, proceed to the next question.
• If No is selected (see fig. 6.5), additional date fields will display. The reference period dates within the state must be entered in the additional fields (see fig. 6.6).

![Figure 6.6 – Reference Period Used](image)

**NOTE!** If the start date for the reference period exceeds the end date, an error message will appear, and data will not be saved on this page (see fig. 6.7).

![Figure 6.7 – Reference Period Used – Start Date Exceeds End Date Error](image)

**UPDATE!** The reference period must equal 365 days. If the reference period is less than 365 days, an error message will appear, and data will not be saved on this page (see fig. 6.8)

![Figure 6.8 – Reference Period Error](image)
**NOTE!** Dates may be selected using the calendar icon to the right of the date fields. If the date is entered manually, a valid date must be entered in a MM/DD/YYYY format. Special characters cannot be entered in the date field.

### 6.1.2 Maximum Age for Services

In this section, select the radio button that identifies a response for the question, *What is the maximum age at which a student with disabilities (IDEA) can receive special education services?* (see fig. 6.9).

<table>
<thead>
<tr>
<th>Maximum Age for Services</th>
</tr>
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<tr>
<td>What is the maximum age at which a student with disabilities (IDEA) can receive special education services? *</td>
</tr>
<tr>
<td>○ 18 years</td>
</tr>
<tr>
<td>○ 19 years</td>
</tr>
<tr>
<td>○ 20 years</td>
</tr>
<tr>
<td>○ 21 years</td>
</tr>
<tr>
<td>○ 22 years</td>
</tr>
<tr>
<td>○ 23 years</td>
</tr>
<tr>
<td>○ 24 years</td>
</tr>
<tr>
<td>○ 25 years</td>
</tr>
<tr>
<td>○ 26 years</td>
</tr>
<tr>
<td>○ none</td>
</tr>
<tr>
<td>Comment</td>
</tr>
</tbody>
</table>

![Figure 6.9 – Maximum Age for Services](Optional)

Select the appropriate radio button. The comment field is optional.

**NOTE!** Data entered in the comment fields may not exceed 4,000 characters.

### 6.1.3 Alternate Diploma

In this section, select the radio button that identifies a response for the question, *Does your state offer a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, that is for students with the most significant cognitive disabilities?* (see fig. 6.10).
### Alternate Diploma

Does your state offer a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, that is for students with the most significant cognitive disabilities? *

- Yes
- No

**Comment**

(Optional)

---

**Figure 6.10 – Alternate Diploma**

- If **Yes** is selected, an additional comment box will be displayed and providing statutory/regulatory/policy citation(s) published in your state will be required (see fig. 6.11).

- If **No** is selected, an optional comment can be entered.

---

### Figure 6.11 – Alternate Diploma Citations Required

**NOTE!** Data entered in the comment fields may not exceed 4,000 characters.

#### 6.1.4 Certificates

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 the state’s response from the prior year (see fig. 6.12).

- If **Yes** is selected, an additional comment box will be displayed; including statutory/regulatory/policy citation(s) published in your state is optional.

- If **No** is selected, an optional comment can be entered.
NOTE! Students with the most significant cognitive disabilities who exit with a state-defined alternate diploma, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, are not included as a student with disabilities (IDEA) exit an educational program by receiving a high school completion certificate, modified diploma, or similar document, as referenced in this question. If a state-defined alternate diploma is offered, defined in accordance with Section 8101(23) and (25) of ESEA(A)(ii)(I)(bb), as amended by the ESSA, for students with the most significant cognitive disabilities, provide this information in response to Alternate Diploma questions in section 6.1.3, above.

NOTE! Data entered in the comment fields may not exceed 4,000 characters.

6.1.5 Regular High School Diplomas

The default value for the question *Is there a minimum age for graduation with a regular high school diplomas in your state?* is the state’s response from the prior year (see fig. 6.13).

- If Yes is selected, the minimum age for graduation with a regular high school diploma within the state must be entered in the comment box that appears. An error message will appear until the minimum age for graduation has been provided.

**NOTE!** A comment is required if Yes is selected. If no comment is recorded users will receive an error noting a need for explanation- “Please Explain!” (see fig. 6.13)

- If No is selected, an optional comment can be entered.
Figure 6.13 – Minimum Age for Graduation Question

6.1.6 Moved, Known to be Continuing

The first portion of this question is regarding the SEA - Level Counts and the second portion is for the LEA - Level Counts pertaining to the catchment area for students with disabilities (IDEA) exiting special education (See fig. 6.14).

The default value for this question is the state’s response from the prior year.

NOTE! If Other is selected as an answer to the questions above, a comment describing the catchment area used by the state is mandatory. An error message will appear until a comment has been entered. The comment cannot exceed 4,000 characters.

If updates are made to any part of the IDEA – Exiting form, click **SAVE AS DRAFT** at the bottom of the page to save the changes and to be redirected back to the top of the page. This will not submit the responses to the database but instead save the entered data to the database.

If the screen is not redirected to the top of the page after the **SAVE AS DRAFT** button is clicked, review responses on the page for errors. Data cannot be saved until all errors are resolved.
6.2 IDEA – Child Count

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

**NOTE!** Responses to questions included in last year’s survey will be pre-populated.

6.2.1 Child Count Date

A date between October 1 and December 1 is required. The default value for this question is the state’s response from the prior year (see fig. 6.15).

**NOTE!** An exact child count date is required.

![Figure 6.15 – Child Count Date](image)

### IDEA - Child Count

Please complete the following information about your state's practices relating to child count for the Individuals with Disabilities Education Act.

#### Child Count Date

What date between October 1 and December 1 is your state's IDEA child count date?

- **Month**: October
- **Date**: 31

### 6.2.2 State-Operated Programs

Responses from last year’s survey will be pre-populated in this section of the survey. The default value for this question is the state’s response from the prior year. Both questions in this section are related to state-operated programs (SOPs) and require responses (see fig. 6.16).

Select an answer to the question, *Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)*?

- If the option *No, NONE of the SOPs are reported* is selected, an explanation to the answer is required to be entered into the comment field. An error message will appear until an explanation has been provided (see fig 6.16).
State-Operated Programs
Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)? *

- Yes, ALL SOPs are reported
- Yes, SOME SOPs are reported
- No, NONE of the SOPs are reported

Comment *

(Required when None)

Figure 6.16 – State Operated Programs Question – No Selected

- If Yes, ALL SOPs are reported or Yes, SOME SOPs are reported is selected the question SOPs are reported at which one of the following: will be displayed on the form (see fig. 6.17).

State-Operated Programs
Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)? *

- Yes, ALL SOPs are reported
- Yes, SOME SOPs are reported
- No, NONE of the SOPs are reported

SOPs are reported at which one of the following *

- SEA and LEA levels
- SEA only
- LEA only

Comment

(Required when None)

Figure 6.17 – State Operated Programs – Yes Selected and Additional Response Required

6.2.3 Child Count

Responses from last year’s survey will be pre-populated in this section of the survey. The default values for the question Please indicate all of the disability categories used by your state is the state’s response from the prior year (see fig. 6.18). Review each category to ensure that the list matches those disability categories used by the state.

NOTE! Comments in this section are optional. Data entered in the comment fields may not exceed 4,000 characters.
6.2.4 Developmental Delay

NOTE! This section will display only if Yes is selected for the Developmental Delay category in the previous question Please indicate all of the disability categories used by your state in the Child Count section. If No is selected, the question will be hidden.

Responses from last year’s survey will be pre-populated in this section of the survey. The default value for each age in the question What ages are included in your state’s definition of developmental delay for children with disabilities (IDEA)? is the state’s response from the prior year (see fig. 6.19).

If updates are made to any part of the IDEA – Child Count form, click SAVE AS DRAFT at the bottom of the page to save the changes and to be redirected back to the top of the page. This will not submit the responses to the database.
If the screen is not redirected to the top of the page after the SAVE AS DRAFT button is clicked, review responses on the page for errors. Data cannot be saved until all errors are resolved.

6.3 IDEA – Environments – School Age

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

NOTE! Responses from last year's survey will be pre-populated in this section of the survey.

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

- **Update!** If the option permit depending on age of the child is selected for ANY educational environment three check boxes will appear to indicate the students’ age. If no options are selected for this question, the system will display an error indicating the age of the children must be selected. A maximum of two age ranges can be selected for these responses (see fig. 6.20).

![Figure 6.20 – Environments for School-Age Children with Disabilities (IDEA)](image)

- If all three age options are selected for this question, the system will display an error indicating the option permit for all age children needs to be selected (see fig. 6.21)
If updates are made to any part of the IDEA – Environments – School Age form, click **SAVE AS DRAFT** at the bottom of the page to save the changes and to be redirected to the top of the page. This will not submit the responses to the database.

*If the screen is not redirected to the top of the page after the SAVE AS DRAFT button is clicked*, review responses on the page for errors. Data cannot be saved until all errors are resolved.

**NOTE!** Data entered in the comment fields may not exceed 4,000 characters.

### 6.4 IDEA – Environments – Early Childhood

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

**NOTE!** *The default value for all the categories are the state’s responses from the prior year.*

This section collects the placement of children with disabilities (IDEA) ages 3 through 5 in the following educational environments (see fig. 6.22).

- Regular Early Childhood Program
- Separate Special Education Class
- Separate School
- Residential Facility
- Home
- Service Provider Location
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

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

(Optional)

Update! If permit depending on age of the child is selected for ANY educational environment, the Ages field will display (see fig. 6.23).

- If no options are selected for this question, an error message will appear indicating that the age of the children must be selected. A maximum of two (2) age ranges can be selected for this response (see fig 6.23).

If all three age options are selected for this question, an error message will appear indicating the option permit for all age children needs to be selected (see fig. 6.24).
If updates are made to any part of the IDEA – Environments – Early Childhood form, click **SAVE AS DRAFT** at the bottom of the page to save changes and to be redirected back to the top of the page. This will not submit the responses to the database.

*If the screen is not redirected to the top of the page after the **SAVE AS DRAFT** button is clicked*, review responses on the page for errors. Data cannot be saved until all errors are resolved.

**NOTE!** Data entered in the comment fields may not exceed 4,000 characters.

### 6.5 IDEA – Staffing

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

**NOTE!** The default values for all the categories are the state’s responses from the prior year.

This section collects the following related service personnel categories that are employed or contracted to provide related services to children with disabilities (IDEA), ages 3 through 21 (see fig. 6.25).

- Psychologists
- Social Workers
- Occupational Therapists
- Audiologists
- Physical Education Teachers and Recreation and Therapeutic Recreation Specialists
- Physical Therapists
- Speech-Language Pathologists
- Interpreters
- Counselors and Rehabilitation Counselors
- Orientation and Mobility Specialists
- Medical/Nursing Service Staff
If No is selected for any of the personnel categories and a comment is not entered in the Comment field, an error message will appear until an explanation has been provided (see fig. 6.26).

If updates are made to any part of the IDEA – Staffing form, click SAVE AS DRAFT at the bottom of the page to save changes and to be redirected back to the top of the page. This will not submit the responses to the database.

If not redirected to the top of the page after hitting SAVE AS DRAFT, please review responses in the section. Data cannot be saved until all errors are resolved.
NOTE! Data entered in the comment fields may not exceed 4,000 characters.

6.6 IDEA – Discipline

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

NOTE! Responses from last year’s survey will be pre-populated in this section of the survey.

This section collects information on whether your state removes students with disabilities (IDEA) from their educational placement for disciplinary purposes for the remainder of the school year or longer (see fig. 6.27).

NOTE! Although states may have different suspension/expulsion/removal practices for different program areas, please answer based on your understanding as the State IDEA Part B Data Manager.

If No is selected, an optional comment field If No, please provide the relevant statutory/regulatory policy citation(s) that prohibit this practice. will appear (see fig. 6.28).

If updates are made to any part of the IDEA – Discipline form, click SAVE AS DRAFT at the bottom of the page to save your changes and to be redirected back to the top of the page. This will not submit the responses to the database.
**NOTE!** Data entered in the comment fields may not exceed 4,000 characters.

### 6.7 IDEA – Assessment

Each section on this form has questions and comment fields that require an answer or comment. Based on how these questions are answered, additional questions or fields may be displayed.

**NOTE!** Responses from last year’s survey will be pre-populated in this section of the survey.

This section collects information on the question *Are children with disabilities (IDEA) who were English Learners 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 Proficiency (ELP) assessment in lieu of the regular reading/language arts assessment in your state?* (see fig. 6.29)

![IDEA Assessment](image)

**Figure 6.29 – IDEA Assessment Question**

Additional information may be included in the optional comment field on your state’s practices around assessing children with disabilities (IDEA) who are English Learners and who are in the US less than 12 months.

If updates are made to any part of the IDEA – Assessment form, click **SAVE AS DRAFT** at the bottom of the page to save the changes, and to be redirected back to the top of the page. This will not submit the responses to the database.

**NOTE!** Data entered in the comment fields may not exceed 4,000 characters.
6.8 IDEA – State Administration

The IDEA – State Administration form consists of two questions regarding your state’s special education data integration with its student information system and longitudinal data system (see fig. 6.30).

**NOTE! Responses from last year’s survey will be pre-populated in this section of the survey.**

![Figure 6.30 – IDEA – State Administration Question](image)

If updates are made to any part of the IDEA – State Administration form, click **SAVE AS DRAFT** at the bottom of the page to save your changes and to be redirected back to the top of the page. This will not submit the responses to the database.

**NOTE!** Data entered in the comment fields may not exceed 4,000 characters.

6.9 IDEA – MOE Reduction & CEIS

In the IDEA – MOE Reduction & CEIS form, provide your state’s definition of significant disproportionality in the text box provided (see fig. 6.31). The question **What is your state’s definition of significant disproportionality** must be answered by all states.

**NOTE! Responses from last year’s survey will be pre-populated in this section of the survey.**

The definition should include the following elements, as appropriate:

1. The calculation method(s) being used (i.e., risk ratio, weighted risk ratio, e-formula, etc.);
2. Any minimum cell- or n-sizes (i.e., risk numerator and/or risk denominator);
3. The number of years of data used in the calculation; and
4) The threshold at which significant disproportionality is identified.

**NOTE!** If a response is not provided, an error message will display, and the system will not allow the form to be saved. There is a 4,000 character limit for the response in the comment field.

![IDEA MOE Reduction & CEIS form](image)

If updates are made to any part of the IDEA – MOE Reduction & CEIS form, click **SAVE AS DRAFT** at the bottom of the page to save changes and to be redirected back to the top of the page. This will not submit the responses to the database.

If not redirected to the top of the page after hitting **SAVE AS DRAFT**, please review responses in the section. Data cannot be saved until all errors are resolved.
7.0 Review and Submit Form

Save the survey to the database and complete the submission process by selecting the **Review and Submit** tab (see fig. 7.1). All responses entered on each form will appear on the review screen on the **Review and Submit** tab in a view-only format to review for accuracy.

**NOTE!** By closing the screen, the data will not be submitted to the database. Follow the steps below to verify and submit the data to ED.

1. To verify the data, click **Verify Data** on the top right-hand corner of the screen (see fig. 7.1).

2. After selecting the **Verify Data** button, review all responses for the survey.
   
   a. If updates are required, navigate to the appropriate form by using the links on the top of the page.

3. When the review of the data entered on each form is complete and the responses are considered accurate, click the **SUBMIT** button which will appear at the bottom of the screen (see fig. 7.2).

4. After the survey has been submitted to the database, a copy of the HTML Report will be attached to the confirmation email that is sent to the IDEA Part B Data Manager.

**NOTE!** The data may still be edited after it has been submitted; this must be done before the due date for the survey by making edits to the appropriate form and re-submitting the survey to the database.

**NOTE!** If a new version of the survey is submitted to the database, it will override the previously submitted version. A history of all submissions will be available in the **State Reports** tab within the SSS-IDEA process or from the **REPORTS** tab on the EMAPS homepage.
8.0 Accessing SSS-IDEA HTML Reports

The HTML Report will be generated each time data is submitted to the database. Both Part B Data Managers and EDFacts Coordinators have access to these reports.

Reports are accessible from the REPORTS tab while in the survey.

To navigate to the reports within the process, select the State Reports tab. Once this page opens, a list of all previously submitted reports for all school years will appear on the screen (see fig 8.1)

![Figure 8.1 – State Reports Tab](image)

Reports may also be accessed from the REPORTS tab on the top of the navigation menu (see fig. 8.2). On the REPORTS tab, select the state’s folder from the dropdown menu on the next page. (see fig. 8.2)

![Figure 8.2 – REPORTS Tab](image)

On the REPORTS tab, select the state’s folder from the dropdown menu on the next page. (see fig. 8.3)

![Figure 8.3 – SSS-IDEA State HTML Reports Dropdown Menu](image)

After selecting your state’s folder, the list of all HTML Reports will appear. After navigating by either method to the report, the report can be opened, saved, or printed following the browser’s prompts and the HTML report will generate (see fig. 8.4).
Figure 8.4 – HTML Report

Please reference the responses to the SSS-IDEA when preparing the IDEA Section 618 data for submission to EDFacts. The submitted responses will be used in the ESS for Submission Errors and Warnings identification. The responses will also be used 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.

**NOTE!** The HTML Report will be identical if it is accessed from the State Reports tab within the SSS-IDEA process or from the REPORTS tab on the EMAPS homepage.
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