U.S. DEPARTMENT OF EDUCATION

EDFacts Submission System (ESS)


Release 10.0
January 2019
This technical guide was produced under U.S. Department of Education Contract No. ED-PEP-14-O-5013 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer’s representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

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January 2019

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This technical guide is available on the Department’s Web site: EDFacts Initiative Home Page and on the EDFacts Metadata and Process System (EMAPS) Website: EMAPS login page

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

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<th>Title:</th>
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<tr>
<td>Issue Date:</td>
<td>January 2019</td>
</tr>
<tr>
<td>Security Level:</td>
<td>Unclassified – For Official Use Only</td>
</tr>
<tr>
<td>File Name:</td>
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### DOCUMENT HISTORY

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<th>Version Number</th>
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<td>8.0</td>
<td>January 2017</td>
<td>Updated for SY 2016-17</td>
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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 2018-19 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 06/30/2020). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 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, 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.
1.0 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:

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

Note! EMAPS is unavailable from late Sunday nights until 2:00 a.m. ET Monday mornings for regularly scheduled maintenance.
2.0 Overview

The State Supplemental Survey IDEA (SSS IDEA) is reviewed and completed annually by the Part B Data Manager in each state. This survey collects metadata related to the SY 2018-19 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.

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.

2.1 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 4, 2019 and will close on February 20, 2019.

There will be a reopen period between January 6, 2020 and January 15, 2020.

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 any 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 EMAFS, 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 ED Facts 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 Save as Draft button remains on the page, check your responses for an error message that appears in red in the form above.

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 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 to Database button. How do I submit the survey?**

To review your 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 to Database* button at the bottom of the screen. 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 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 6, 2020 and January 15, 2020. 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 you receive this email, please review the associated Data Quality Reports and your SSS IDEA responses and make the necessary updates to your 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 in the State Reports tab within the survey, and in the SSS-IDEA State HTML Reports folder which appears Reports tab in EMAPS.

Who may have access to the State Supplemental Survey IDEA for my state?
The Office of Special Education Programs (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).

Phone: (877) 457-3336
Email: EDEN_SS@ed.gov
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.

Some of the fields appear to be truncated, how do I correct this?
Only use Internet Explorer 9, 10, and 11 to access EMAPS. This is the only supported browser 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)
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.
3.0 Accessing EMAPS

To log in directly to EMAPS, go to the EMAPS homepage at https://emaps.ed.gov/suite/tempo (see fig. 3.1).

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

2.  Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.2). Both the EMAPS username and password are case sensitive. If you experience issues logging into EMAPS, please contact PSC (FAQ Section, 2.1).
To log out of EMAPS, select the profile icon in the top right-hand corner and select *Sign Out*.

![Figure 3.3 – EMAPS Logout screen](image)

**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.
4.0 Accessing the SSS IDEA Survey

4.1 EMAPS Records Tab

Once logged in, users will land on the EMAPS Records tab which contains a list of all available surveys. To return to the list at any time, select on the Records tab in the top navigation menu.

There are five tabs at the top of the new EMAPS homepage:

<table>
<thead>
<tr>
<th>News</th>
<th>Tasks</th>
<th>Records</th>
<th>Reports</th>
<th>Actions</th>
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</thead>
</table>

*News*: This tab is not used at this time.

*Tasks*: The tasks tab is used to assign work as a part of a process or by another user in the EMAPS system. Tasks appear in the tab in the format of a message.

*Records*: This tab displays all available EMAPS surveys.

*Reports*: This tab displays reports for all available EMAPS surveys.

*Actions*: This tab contains the Paperwork Burden Statement.

To launch the State Supplemental Survey – IDEA, follow these steps: On the EMAPS Records tab, select the blue SSS IDEA link to access your states start page (see fig. 4.2).
4.2 SSS IDEA Start Page

Select the `<State Name> IDEA State Supplemental Survey for SY 2018-19` to enter the SSS IDEA survey Start Page. (see fig. 4.3)

The system will redirect to the `Summary` tab of the survey (see fig. 4.4), where the following will be available:

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

Figure 4.4 – Summary Page
5.0 Navigation Tips

The SSS IDEA *Records* navigation menu contains fourteen tabs (see fig. 5.1).

![SSS IDEA Navigation Menu](image)

- **Summary**: This section contains information about completing the survey and the SSS IDEA User Guide.
- **Exiting**: The form to enter metadata regarding the Exiting 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.
- **News**: This tab is not used at this time.
- **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 2018-19 State Supplemental Survey IDEA. 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. If the **Data Entry Form** is closed without clicking **Save as Draft**, any data entered will not be saved. Any section of the survey can be exited by navigating to another tab or to another area of the EMAPS system. Navigating away from a section or closing the EMAPS browser window without using the **Save as Draft** function will result in lost data. Data will be saved only when the **Save as Draft** button has been selected.

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.

- If *Yes* is selected, proceed to the next question.
- If *No* is selected (see fig. 6.3), additional date fields will display. The reference period dates within the state must be entered in the additional fields (see fig. 6.4).

**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. 6.5).
Figure 6.5 – Reference Period Used – Start Date Exceeds End Date Error

**Note!** The reference period may not exceed 365 days. If the reference period exceeds 365 days, an error message will appear, and data will not be saved on this page (see fig. 6.6)

```plaintext
What is the reference period used?

Start Date
01/07/2019

End Date
01/09/2020

Reference period must be less than or equal to one year.
```

Figure 6.6 – Reference Period Error – Greater than one year

**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. 6.7).

```plaintext
Maximum Age for Services

What is the maximum age at which a student with disabilities (IDEA) can receive special education services? *

- [ ] 18 years
- [ ] 19 years
- [ ] 20 years
- [ ] 21 years
- [ ] 22 years
- [ ] 23 years
- [ ] 24 years
- [ ] 25 years
- [ ] 26 years
- [ ] none

Comment

(Optional)
```

Figure 6.7 – Maximum Age for Services

Select the appropriate radio button. The comment field is optional.
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. 6.8).

![Figure 6.8 – Alternate Diploma](image)

- If **Yes** is selected, an additional comment box will appear, and you will be required to provide statutory/regulatory/policy citation(s) that are published in your state (see fig. 6.9).
- If **No** is selected, an optional comment can be entered.

![Figure 6.9 – Alternate Diploma Citations Required](image)

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. 6.10).
• If **Yes** is selected, an additional comment box will appear, and it is suggested that the statutory/regulatory/policy citation(s) that are published in your state be included.

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

![Certificates](Image)

**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)(l)(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.

![Optional – List the document(s) and section name(s)](Image)

**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. 6.11).

• 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.

• If **No** is selected, an optional comment can be entered
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.6.12).

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.

6.1.7. Save As Draft

If updates are made to any part of the IDEA – Exiting 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 but instead save the entered data to the database.
If you are not redirected to the top of the page after clicking **Save as Draft**, please review your responses on the page. Errors that are triggered must be resolved prior to being able to save your responses.

### 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. 6.13).

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

![IDEA - Child Count](image)

**Figure 6.13 – Child Count Date**

#### 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. 6.14).

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. 6.14).
### 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 6.14 – 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. 6.15).

### 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 6.15 – 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. 6.16). Review each category to ensure that the list matches those disability categories used by the state.

*Note! Comments in this section are optional.*
6.2.4 Development 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. 6.17).

6.2.5 Save As Draft

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 your changes and to be redirected back to the top of the page. This will not submit the responses to the database.
If you are not redirected to the top of the page after clicking **Save as Draft**, please review your responses in the section. Errors that are triggered will need to be resolved prior to being able to save your responses.

### 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.

- If the option **permit depending on age of the child** is selected for the educational environments **Correctional Facility** or **Parentally Placed in Private Schools**, 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. 6.18).

---

**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:

- **Regular 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

- **Homebound/Hospital**
  - ☐ permit for all age children
  - ☐ permit depending on age of the child
  - ☐ does not permit

- **Correctional Facility**
  - ☐ permit for all age children
  - ☐ permit depending on age of the child
  - ☐ does not permit

- **Parentally Placed in Private Schools**
  - ☐ permit for all age children
  - ☐ permit depending on age of the child
  - ☐ does not permit

- **Ages**
  - ☐ 6-11
  - ☐ 12-17
  - ☐ 18-21

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.

---

Figure 6.18 – Environments for School-Age Children with Disabilities (IDEA)
• 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. 6.19)

```
* Parentally Placed in Private Schools
  - permit for all age children
  - permit depending on age of the child
  - does not permit

* Ages
  - 6-11
  - 12-17
  - 18-21

Please select only two. If all three apply, please select ‘permit for all age children’
```

Figure 6.19 – Error Message for Permit depending on age of child

• If *permit depending on age of the child* is selected for any educational environments other than Correction Facility or Parentally Placed in Private Schools, the ages for which the environment is permitted within the state should be entered in the comment field.

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 your changes and to be redirected to the top of the page. This will not submit the responses to the database.

If you are not redirected to the top of the page after hitting Save as Draft, please review your responses in the section. Errors that are triggered will need to be resolved prior to being able to save your responses.

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 whether your state permits the placement of children with disabilities (IDEA) ages 3 through 5 in the following educational environments (see fig. 6.20).

• Regular Early Childhood Program
• Separate Special Education Class
• Separate School
• Residential Facility
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 child" please enter the ages for which the educational environment is permitted for children with disabilities (IDEA), ages 3 through 5.

(Optional)

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

Data for the Children with Disabilities (IDEA) - Early Childhood file specification (CDBF) are due on the first Wednesday in April.

Figure 6.20 - Environments for Early Childhood aged Children with Disabilities (IDEA)
If *permit depending on age of the child* is selected for *Residential Facility*, the *Ages* field will display (see fig. 6.21).

- 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. 6.21).

![Figure 6.21 – Residential Facility Ages](image)

- 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. 6.22).

![Figure 6.22 – Error Message for Residential Facility Ages](image)

- If *permit depending on age of the child* is selected for any educational environment other than *Residential Facility*, the ages for which the environment are permitted within the state should be entered in the comment field.

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 your changes and to be redirected back to the top of the page. This will not submit the responses to the database.

If you are not redirected to the top of the page after hitting *Save as Draft*, please review your responses in the section. Errors that are triggered will need to be resolved prior to being able to save your responses.
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. 6.23).

- 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

Figure 6.23 – IDEA Staffing Categories

- 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. 6.24).
If updates are made to any part of the IDEA – Staffing 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.

If you are not redirected to the top of the page after hitting **Save as Draft**, please review your responses in the section. Errors that are triggered will need to be resolved prior to being able to save your responses.

### 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. 6.25).

**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. 6.26).

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.

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. 6.27)
### IDEA - Assessment

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

#### Assessment

*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?*

- Yes
- No

**Comment**

(Optional)

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

Data for Assessment file specification (FS188) are due on 12/11/2019.

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**Figure 6.27 – IDEA Assessment Question**

If you would like to provide additional information 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, include that information in the optional comment field.

If updates are made to any part of the IDEA – Assessment 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.

### 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. 6.28).

**Note! Responses from last year’s survey will be pre-populated in this section of the survey.**
IDEA – State Administration

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, education 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
- Not at all

Comment

(Optional)
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
- Not at all

Comment

(Optional)

Figure 6.28 – IDEA – State Administration Question

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.

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. 6.29). 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.
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 your changes and to be redirected back to the top of the page. This will not submit the responses to the database.

If you are not redirected to the top of the page after hitting **Save as Draft**, please review your responses in the section. Errors that are triggered will need to be resolved prior to being able to save your responses.
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).

![Figure 7.1 Verify Data](image)

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 to Database** 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.

![Figure 7.2 – Submit to Database Button](image)

**Note!** The data may still be edited after it has been submitted, but this must be done before the due date for the survey by making edits to the appropriate form and then 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 SSS IDEA Reports folder.
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 ED Facts Coordinators have access to these reports.

Reports are accessible in the State Reports tab while in the SSS IDEA survey, and from the Reports tab on the main EMAPS homepage.

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).

To navigate to the report from the EMAPS homescreen, select the Reports tab on the top of the navigation menu (see fig. 8.2).

On the Reports tab, select the link for the SSS-IDEA State HTML Reports. Select the state’s folder from the dropdown menu on the next page. (see fig. 8.3)
After selecting your state’s folder, the list of all HTML Reports will appear (see fig. 8.4).

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. 8.5).
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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