U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

E*MAPS* User Guide: LEAD Report

Release 1.0

April 2021

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1.0	April 2021	Version 1.0 of this document introduces the first release of the E*MAPS*: LEAD Report

PREFACE

Data entered into the E*MAPS* system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 08/31/2022). 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.

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

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1.0 Introduction

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

1.1 Technological Requirements

E*MAPS* works in all browsers, but Chrome is recommended for the best performance.

NOTE! EMAPS is unavailable from 8:00 a.m. ET until 2:00 p.m. ET on Saturdays for regularly scheduled maintenance.

1.2 Overview

The E*MAPS* State Submission Plan (SSP) allows states to generate the LEAD Report for their state. This report provides ED and state education agencies (SEAs) with information on an individual state's ED*Facts* submission progress. The report provides both a high-level status overview of the state's submission progress by SEA, LEA, and school level, as well as a detailed view of the state's actual file submissions. The report compares the state's current number of SEA, LEA, and school files submitted and marked as complete against the total number of files expected to be submitted over the school year as stated in the state's SSP, to measure completeness. The report also shows the timeliness of the state's file submissions as they come due, to measure timeliness.

These reports can be run by the ED*Facts* Coordinators and Part B Data Managers for all 50 states, plus the District of Columbia, BIE, Puerto Rico, Virgin Islands, and Guam.

2.0   Frequently Asked Questions

The following is a list of frequently asked questions regarding the E*MAPS* LEAD Report. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center (PSC) at EDEN_SS@ED.GOV.

What is the primary use of these reports?
The LEAD Report provides ED and SEAs with information on an individual state's ED*Facts* submission progress, as well as a detailed overview of the state's actual data file submissions. The report compares the state's current number of SEA, LEA, and school files submitted and marked as complete against the total number of files expected to be submitted over the school year as stated in the state's SSP, to measure completeness. The report also displays the timeliness of the state's file submissions as they come due.

What reporting year will this report cover?
The LEAD Report can display SY 2019-20 and 2020-21 data.

What data are in the LEAD Report?
The data available in this report includes information on the state's ED*Facts* submission progress, a detailed overview of actual file submissions, a comparison of the number of files submitted versus the number of expected files and a measure of timeliness.

Who has access to the LEAD Report for my state?
Each state's ED*Facts* Coordinator and Part B Data Manager have been granted access to generate and view the reports. Additionally, other E*MAPS* users in your state with access to ED*Facts* surveys and ED*Facts* Coordinator permissions (access to the SSP) have access to the reports.

Can I make corrections to the data in the report?
Yes. To update the data displayed in a generated report, resubmit associated data files in ED*Facts* Submission System (ESS) and/or update responses in the State Submission Plan (SSP).

Why isn't FS035 – Federal Programs listed in the LEAD Report?
FS035 is submitted to the ESS two years after the reporting period and, therefore, is not included in the LEAD Report. This file does not affect Timeliness or Completeness indicators.

Can someone else in my state have access to the LEAD Report?
Yes. If someone else in your state is better suited to review the data captured in the LEAD Report, contact PSC who can assist with providing an account.

>   Email: eden_ss@ed.gov
>   Telephone: 877-457-3336 (877-HLP-EDEN)
>   Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

Will the system send notifications for the report?

No, automated email notifications will not be sent for the LEAD Report.

3.0 Accessing E*MAPS*

To access the E*MAPS* login screen, go to https://emaps.ed.gov/suite/.

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).
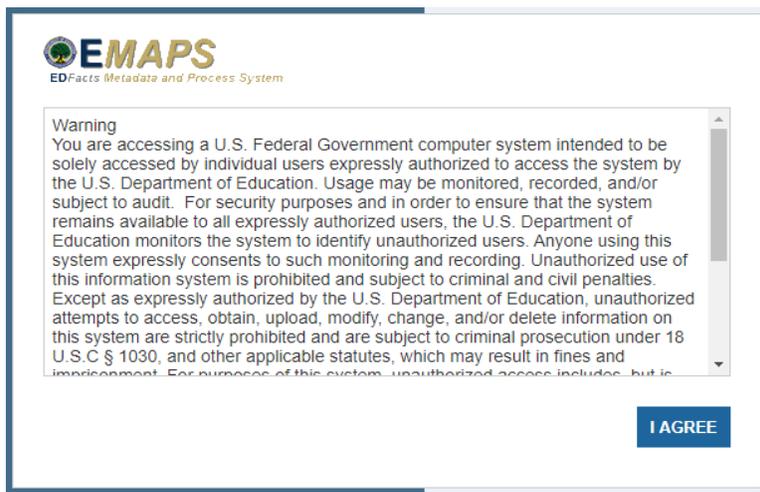

Figure 3.1 – Department of Education approved warning banner

2. Enter the assigned E*MAPS* username and password into the appropriate fields (see fig.3.2). If issues occur logging into E*MAPS*, please contact PSC (FAQ Section, 2.0).
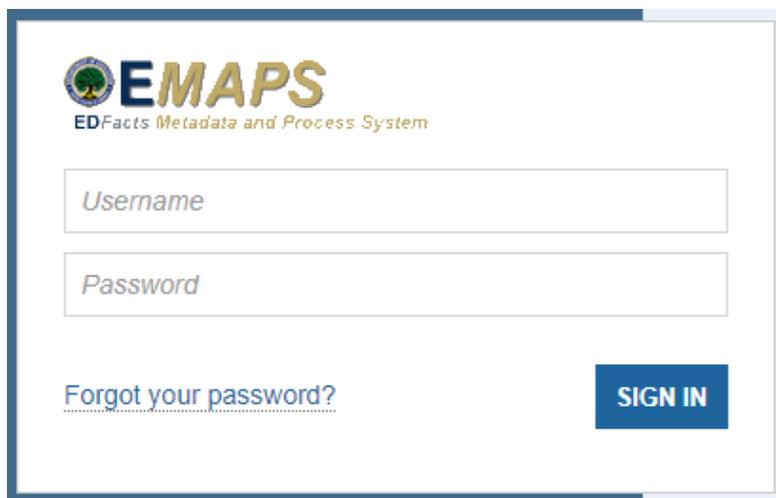
Figure 3.2 – E*MAPS* Login Screen

NOTE! Both the E*MAPS* username and password are case sensitive.

To log out of E*MAPS*, select the profile icon in the top right-hand corner and click ***SIGN OUT*** (see fig. 3.3).

Figure 3.3 – E*MAPS* Logout Button

4.0   Accessing the LEAD Report

Once logged into E*MAPS*, the system displays the ED*Facts* Portal page which contains a list of all available surveys (see fig. 4.1). The link to the LEAD Report is accessible via the State Submission Plan (SSP) which is under the **ED*Facts*** heading.

To navigate to the LEAD Report, click the ***State Submission Plan (SSP)*** link.
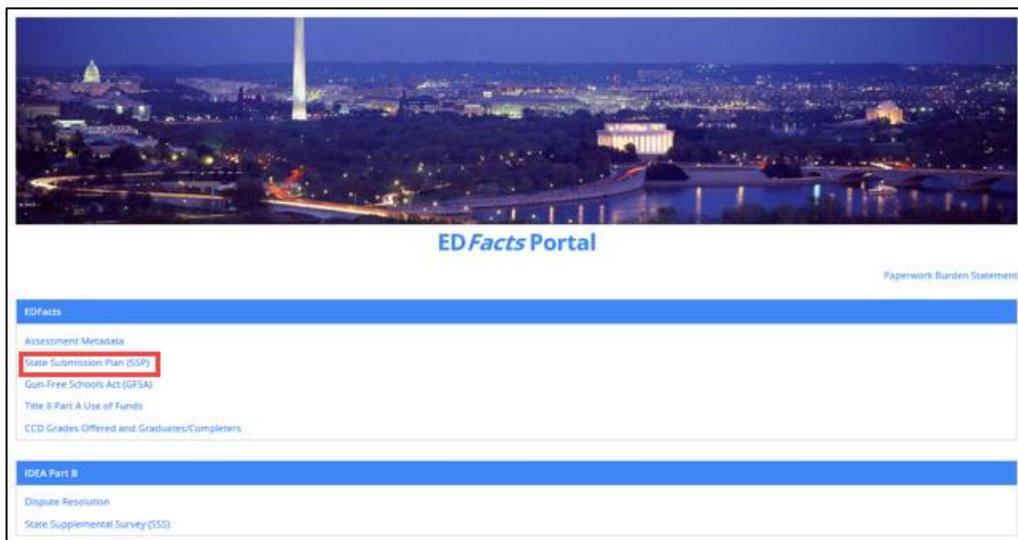
Figure 4.1 – E*MAPS* ED*Facts* Portal Page

NOTE! E*MAPS* will open the SSP landing page in a new tab in the browser. The ED*Facts* Portal Page remains available in its own tab within the browser.

4.1   Accessing the Lead Report

On the SSP landing page, navigate to the ***LEAD Report*** tab on the top menu bar. (see fig. 4.2).

Figure 4.2 – LEAD Report Tab on SSP Landing Page

When the ***LEAD REPORT*** tab is clicked, the ***LEAD Report*** page is displayed. (see fig. 4.3).
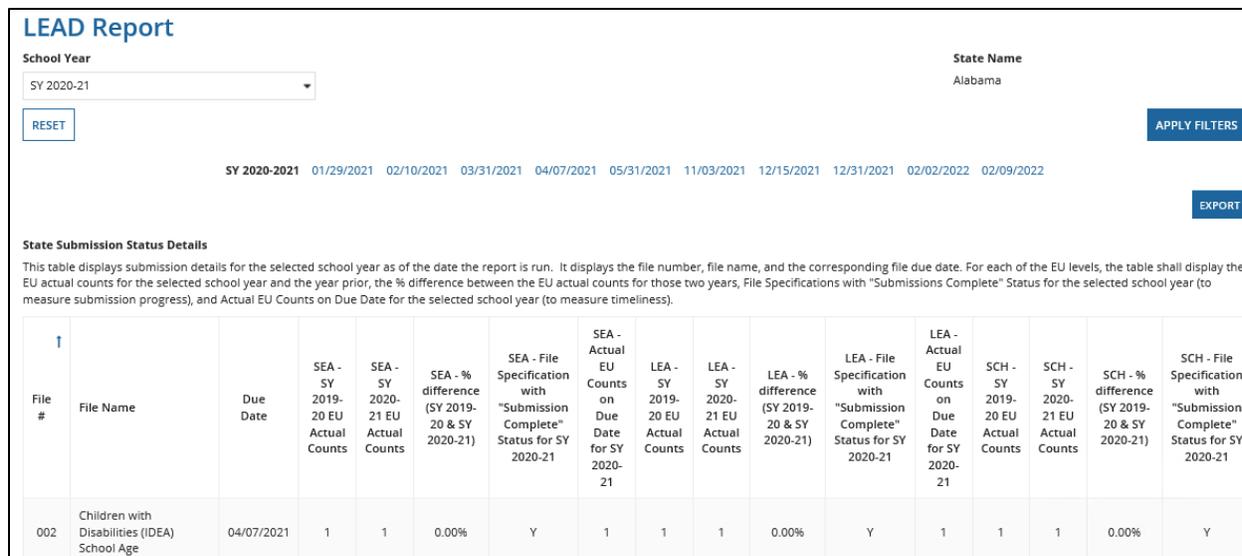
Figure 4.3 – Submission Progress Status Details on LEAD Report Tab

The following columns are displayed on the LEAD Report:

- File Number
  - This is a sortable field in ascending or descending order
- File Name
- Due Date
  - This is a sortable field in ascending or descending order
- For SEA, LEA, and school levels:
  - Prior Year Actual Counts
    - The number of educational units reported in the file by the due date in prior year
  - Current Year Counts
  - The number of educational units reported in the file by the due date in current year<Level> % Diff. – CY & PY
    - Percentage difference of educational units reported between current year and prior year
  - <Level> Is Submission Complete
    - Y = Yes: *Submission Complete* field in State Submission Plan was updated to "Yes"
    - N = NO: *Submission Complete* field in State Submission Plan has not been updated
  - <Level> - CY Actual Counts at Due Date
    - Displays the number of educational units reported in the file by the due date for selected year
    - A red zero indicates the file *was not* submitted by the file due date (see fig. 4.4)

File #	File Name	Due Date	SEA - SY 2019-20 EU Actual Counts	SEA - SY 2020-21 EU Actual Counts	SEA - % difference (SY 2019-20 & SY 2020-21)	SEA - File Specification with "Submission Complete" Status for SY 2020-21	SEA - Actual EU Counts on Due Date for SY 2020-21	LEA - SY 2019-20 EU Actual Counts	LEA - SY 2020-21 EU Actual Counts	LEA - % difference (SY 2019-20 & SY 2020-21)	LEA - File Specification with "Submission Complete" Status for SY 2020-21	LEA - Actual EU Counts on Due Date for SY 2020-21	SCH - SY 2019-20 EU Actual Counts	SCH - SY 2020-21 EU Actual Counts	SCH - % difference (SY 2019-20 & SY 2020-21)	SCH - File Specification with "Submission Complete" Status for SY 2020-21	SCH - Actual EU Counts on Due Date for SY 2020-21
130	ESEA Status	02/10/2021	0	0	0.00%	N	0	0	0	0.00%	N	0	0	0	0.00%	N	0

Figure 4.4 – Red Zeros on Lead Report

NOTE! When a file is marked as Not Collected in the state's SSP, a gray **NC** will display for the file in the state's LEAD Report (see fig. 4.5).

File #	File Name	Due Date	SEA - SY 2019-20 EU Actual Counts	SEA - SY 2020-21 EU Actual Counts	SEA - % difference (SY 2019-20 & SY 2020-21)	SEA - File Specification with "Submission Complete" Status for SY 2020-21	SEA - Actual EU Counts on Due Date for SY 2020-21	LEA - SY 2019-20 EU Actual Counts	LEA - SY 2020-21 EU Actual Counts	LEA - % difference (SY 2019-20 & SY 2020-21)	LEA - File Specification with "Submission Complete" Status for SY 2020-21	LEA - Actual EU Counts on Due Date for SY 2020-21	SCH - SY 2019-20 EU Actual Counts	SCH - SY 2020-21 EU Actual Counts
002	Children with Disabilities (IDEA) School Age	04/07/2021	1	1	0.00%	Y	1	1	1	0.00%	Y	1	0	1
005	Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	11/03/2021	0	0	0.00%	N	0	0	0	0.00%	N	0	NC	NC

Figure 4.5 – 'NC' on Lead Report

There are two ways to view the data on the LEAD Report:

1. School Year - the default view is the current year
   - The school year can be changed by using the School Year dropdown menu
2. File Due Date - By clicking a specific file due date, the LEAD Report displays the submission status details for all files due on that date data rows will display for the files with that due date (see fig. 4.6).

Figure 4.6 – Due Date Tabs

NOTE! File specifications identified as **Not Required to Submit** by a state in the State Submission Plan (by level) will be grayed out across the entire row in the LEAD Report. If a file specification is not collected at a particular level via ED*Facts* reporting requirements, the columns relevant to only that EU level will be grayed out.

4.2 Generating the LEAD Report

To generate the LEAD Report, select the desired school year from the dropdown menu, click *APPLY FILTERS*, and then click *EXPORT* (see fig. 4.7).

NOTE! If the *RESET* button is clicked, the system will reset the filters to their default values.

Figure 4.7 – LEAD Report Page

Once the report has been successfully generated, the word *DOWNLOAD* will appear as a blue link. Select that link to download the Excel LEAD Report (see fig. 4.8).

Figure 4.8 – Download Link

When filters are applied based on a selected school year, the following page will display (see fig. 4.9).

Figure 4.9 – School Year LEAD Report Page

When filters are applied based on a selected due date, the following page will display (see fig. 4.10).

Figure 4.10 – Due Date LEAD Report Page

4.3 Viewing and Saving the LEAD Report

After the ***DOWNLOAD*** link is clicked, follow your browser's prompts to save or open the report to view on your desktop (see fig. 4.11). The report will be titled ***State Submission Status Timeliness and Submission Progress Report***.

Figure 4.11 – Generated LEAD Report

NOTE! The exported version of the LEAD Report will always contain all the file specification information for the selected school year.

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