



U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

**EMAPS User Guide: IDEA Part C
Child Count and Settings**

**Release 4.0
February 2016**

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February 2016

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Version Number	Date	Summary of Change
1.0-2.0	December 2012	Versions 1.0 and 2.0 are used to complete EMAPS User Guide: IDEA Part C Child Count and Settings Collection prior to SY 2014-15.
3.0	February 2015	Updated for SY 2014-15
4.0	February 2016	<ul style="list-style-type: none"> Updated for SY 2015-16 Updated Screenshots for Version 4.0 Minor Editorial Changes New! Section E Changed Cumulative Child Count by Race Ethnicity and Gender is now required.

PREFACE

The *EMAPS* IDEA Part C Child Count and Settings User Guide is intended to provide assistance to users of the *EDFacts Metadata and Process System (EMAPS)*. This guide demonstrates the steps necessary to enter IDEA Part C Child Count and Settings data and navigate this survey in *EMAPS*.

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

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1.0 INTRODUCTION

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

1.1 Technological Requirements

Before You Begin:

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

NOTE! *Each section of the survey will appear in a pop-up window. Please make sure that your browser's pop-up blocker is off.*

2.0 OVERVIEW

This survey has been developed to collect data authorized under Section 618 of IDEA, Part C of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part C Data Managers. The survey provides information on the following and is organized to provide the counts for the number of children in the following sections:

Child Count and Settings by Age- States manually enter the Child Count and Settings data by Age.

Child Count and Settings by Race/Ethnicity- States manually enter the Child Count and Settings data by Race/Ethnicity.

Child Count by Gender- States manually enter the Child Count by Gender.

At Risk Child Count- States manually enter the Count of At Risk Children if this count is applicable to the state.

REVISED: Cumulative Child Count by Race/Ethnicity and Gender- States manually enter the Cumulative Child Count by Race/Ethnicity and by Gender for their state.

This survey is required for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

2.1 Frequently Asked Questions

Below is a list of frequently asked questions regarding the EMAPS IDEA Part C Child Count and Settings Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center at EDEN_SS@ed.gov

What is the primary use of this information?

The IDEA Part C Child Count and Settings Collection provides the U.S. Department of Education (ED) information on the counts for the following:

- Section A: Child Count and Settings by Age
- Section B: Child Count and Settings by Race/Ethnicity
- Section C: Child Count by Gender
- Section D: At Risk Child Count

- Section E: Cumulative Child Count by Race/Ethnicity and Gender – New Requirement

The data collected using this survey is required by the Individuals with Disabilities Education Act (IDEA), Section 618.

The data will be used as responses in Part C Table 1 and Table 2. These tables can be found in the appendices of this document.

The data are also used for monitoring the programs and activities under IDEA and are reported in the Office of Special Education Programs (OSEP)'s Annual Report to Congress on the Implementation of IDEA.

Who may have access to my state's IDEA Part C Child Count and Settings Survey?

Each state IDEA Part C Data Manager has been granted read/write access to the EMAPS online survey. Other users will be granted access at the request of the state Part C Data Manager.

If the Part C Data Manager wishes to authorize someone else to complete this survey, please contact the Partner Support Center (PSC) and provide the name and e-mail address of the user(s) that will be added.

Phone: (877) 457-3336

E-mail: EDEN_SS@ed.gov

TTY#: (888) 403-3336

PSC is open from 8:00 AM. to 6:00 PM (ET), Monday through Friday.

Will the system send any notifications?

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

- When the system is open;
- When data have been submitted;
- When there has been no account activity. Notifications will be sent two weeks and three days prior to due date;
- When data have been entered, but not submitted three days prior to due date; and
- If there are edit check warnings in the submissions three days prior to due date.

Additionally, when the system is reopened for data resubmission, notifications will be sent when:

- OSEP has a data quality inquiry;
- The system has been reopened;
- There was a data quality inquiry and updated data have not been submitted one week prior to the close of the reopen period; and
- One week prior to the close of the reopen period.

When are the data due?

The completed survey is due no later than April 6, 2016 at 11:59 PM (ET)

There will be a reopen period for data resubmission between June 8, 2016 and July 13, 2016. The data will be frozen at 11:59 PM (ET) on July 13, 2016 to be used by OSEP in the Annual Report to Congress, public posting of the IDEA Section 618 data, and ad hoc requests.

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

Are all states required to submit the IDEA Part C Child Count and Settings Collection via EMAPS for SY 2015-2016?

Yes. For SY 2015-16, the Part C Child Count and Settings Collection will be submitted by 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

What reporting year will this data collection cover?

The IDEA Part C Child Count and Settings count date is a state-designated date between October 1, 2015 and December 1, 2015 (inclusive). For the SY 2015-16 data collection, the state will define their Child Count Date in the survey.

New this year, the cumulative count is now required and is now disaggregated by Race/Ethnicity and by Gender. the Cumulative Child Count by Race/Ethnicity and by Gender should represent the number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services during the most recent 12-month

period for which data are available. For the 2015-16 data collection, the state will define their Cumulative Child Count Date in the survey.

May I leave a field blank?

Fields may not be left blank. Data will not save unless there is a permitted value for every field.

When are zero counts permitted in this survey?

A zero count should be used only if the state conducted a count for that data element and there were no children to report in the specific category for the given reporting period.

When should I report Missing?

The user should report a count as Missing when the state did not collect or cannot report a count for a specific category. States should enter “M” for Missing.

I see an error that is preventing me from submitting my form. What should I do?

If you attempt to submit data and see an error that prevents you from submitting the form, please review your data. Acceptable values are positive integers, zero, and “M”. “NA” is only acceptable for counts of children aged 4-5 and 5 and older. Negative numbers, commas, decimal points, and other alpha characters are not acceptable.

If you are still unable to submit the data after confirming that the appropriate permitted values are entered into the data entry fields, please contact PSC.

I have entered “Missing” (M) or “Not Applicable” (NA) in my form and the total percentage still equals 100. Why?

Data that are entered as “M” or “NA” are not calculated into the percentage totals as zero.

How can I review the survey results after I have saved a draft version?

After a draft version is saved in the Data Entry forms, the system will display the survey dashboard. Users will need to select the “Review and Submit” form from the survey dashboard to check for errors. Edit check violations will be listed near the bottom of the report that is generated (in red text).

Once the data are reviewed, the user will need to select the “Submit Data to Database” button to complete the survey process.

How do I submit the completed survey to ED?

Submitters will need to be in the Review and Submit form in order to submit the survey to the database and complete the submission process. Once the review is complete, the user should select the “Submit Data to Database” button to submit the survey to the database. The IDEA Part C Data Manager (as well as anyone on the Part C Contact List) will receive a confirmation e-mail confirming that the data have been submitted to the database. Copies of the reports will be available to the state IDEA Part C Data Manager in the IDEA Reports Repository on the *EMAPS* homepage.

Where can I find the HTML report and the Year-to-Year Comparison report of the submitted survey?

Users can access the reports from their state’s *EMAPS* home page. Users should click on the folder link labeled “IDEA Part C Reports.” This link can be found on the right hand side of your screen under the IDEA Part C Reports heading. This will provide access to the reports for submitted Part C surveys.

Will I have access to previously submitted Survey results?

Yes. Users will be able to view the history of all their state’s submitted versions of the IDEA Part C Child Count and Settings Surveys. Users should be aware that the version submitted by the Part C Data Manager and in the system as of 11:59 PM (ET) on the due date will be the version ED will use to review the data for APR purposes. Data publicly reported and used by OSEP for other purposes will be the last submission as of the freeze date (11:59pm ET on July 13, 2016 for Child Count and Settings). Draft versions will not appear in the report repository.

When can I revise my state’s survey after the due date?

Users will be able to access the survey to modify data during the reopen period between June 8, 2016 and July 13, 2016 11:59 pm ET.

After the due date, OSEP will review the data and communicate results of the data quality review and data quality inquiries with states via an online communication tool (OMB MAX) prior to the reopen period.

Will I have access to the survey after I have submitted data to the database?

Yes. Users will be able to access their state’s survey until the April 6, 2016 due date. After the due date, a user may review the survey but may NOT modify data until the reopen period.

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

Yes. The survey is set up for a user to be able to save a working copy of the data as a draft which can be corrected or submitted at a later time. All fields of the form must be filled out for the form to save. The “Save as Draft” button is provided at the bottom of the Data Entry forms. When a user selects this button, the data shall be saved to EMAPS and the user will be directed to the IDEA Part C Child Count and Settings Collection dashboard. Saving the data as a draft does not submit the data to the database. Please note that responses must be submitted to the database prior to the deadline in order for the submission to be considered complete.

If I enter the Part C Child Count and Settings Survey more than once, will previously entered data show?

Yes, as long as the user has clicked on the “Save as Draft” button and no fatal errors were detected, the previously entered information will be displayed in the Data Entry forms.

Is there a character limit for the survey comment boxes provided?

Yes. The comment field is a paragraph type format with a maximum size of 4000 characters.

Can I print the results of this survey?

Yes. Users can obtain a HTML version of their state survey from the IDEA Part C Child Count and Settings folder through the IDEA Part C Reports link on the EMAPS homepage. A record of this survey can be printed and filed away or saved to your desktop as a soft copy.

Whom do I contact for login problems or technical assistance with the EMAPS tool and survey?

For login and technical assistance, please contact the ED*Facts* Partner Support Center (PSC):

E-mail: EDEN_SS@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
TTY/TTD: 888-403-3336 (888-403-EDEN)

PSC is open from 8:00 AM to 6:00 PM (ET), Monday through Friday.

3.0 ACCESSING EMAPS STEP-BY-STEP INSTRUCTIONS

For assistance logging into EMAPS, please contact the Partner Support Center (PSC).

E-mail: EDEN_SS@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
TTY/TTD: 888-403-3336 (888-403-EDEN)

PSC is open from 8:00 AM to 6:00 PM (ET), Monday through Friday.

3.1 3.1 Logging into the EMAPS web site directly

To log in directly to EMAPS, go to <https://emaps.ed.gov/suite/> (see fig.1). Enter your assigned username and password for access.

NOTE! Your EMAPS username and password are case sensitive.

Figure 1



4.0 LAUNCHING THE SURVEY FROM THE EMAPS HOME PAGE

4.1 EMAPS Home Page

When you log into EMAPS, you are immediately taken to the EMAPS Home page.

Under the Metadata Collections header, you will see the “IDEA Part C Child Count and Settings” section. Select the link “Click here to begin IDEA Part C Child Count and Settings Survey” to start the process (see fig. 2).

Figure 2

Home

Metadata Collections

IDEA Part C Child Count and Settings

[Click here to begin IDEA Part C Child Count and Settings Survey](#)

IDEA Part C Dispute Resolution Survey

[Click here to begin IDEA Part C Dispute Resolution Survey](#)

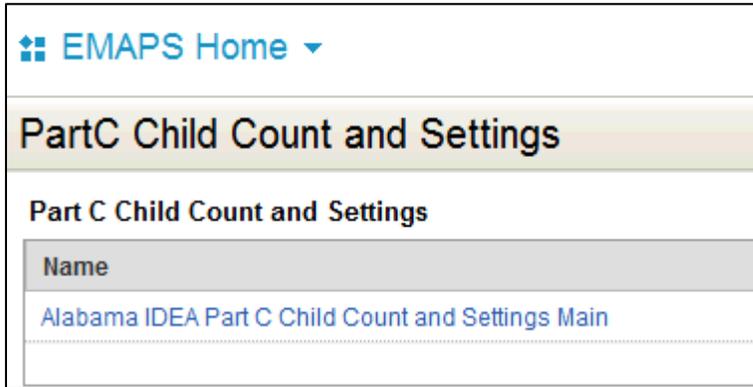
IDEA Part C Exiting Survey

[Click here to begin IDEA Part C Exiting Survey](#)

4.2 IDEA Part C Child Count and Settings Start Page

Once you have clicked on the “Click here to begin IDEA Part C Child Count and Settings Survey” link, the survey will display the link for your state or entity. Click the link “[state’s name] IDEA Part C Child Count and Settings Main” to enter the IDEA Part C Child Count and Settings Dashboard (see fig. 3).

Figure 3



NOTE! If a user attempts to access the survey from this start page after the survey is closed for data submission, they will see a blank screen as displayed below (see fig. 4).

Figure 4

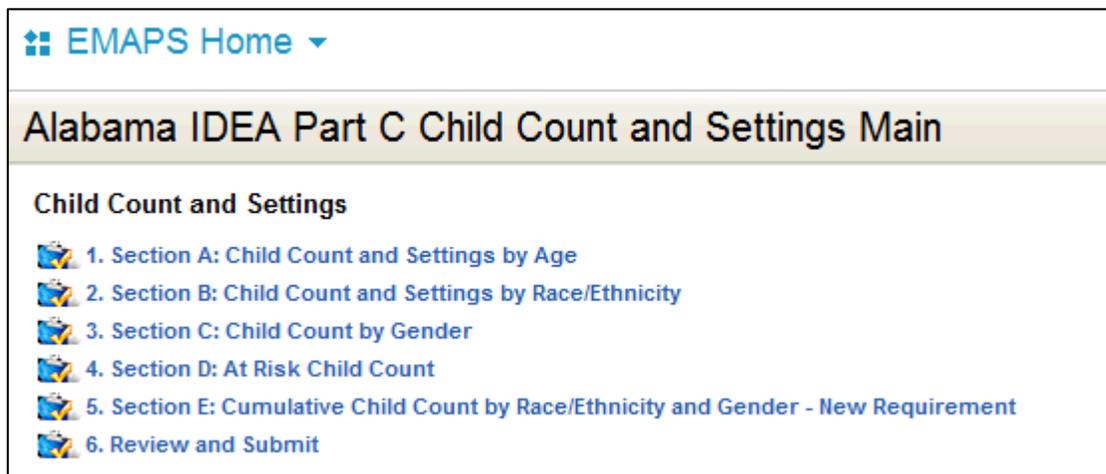


5.0 IDEA PART C CHILD COUNT AND SETTINGS DASHBOARD

The IDEA Part C Child Count and Settings dashboard contains six links (see fig. 5); each link is a separate section. To update a section, click on the link to the section you would like to update.

1. **Section A: Child Count and Settings by Age** – This form is where Part C Data Managers will input data for Child Count and Settings by Age.
2. **Section B: Child Count and Settings by Race/Ethnicity** – This form is where Part C Data Managers will input data for Child Count and Settings by Race/Ethnicity.
3. **Section C: Child Count by Gender** – This form is where Part C Data Managers will input data for Child Count by Gender.
4. **Section D: At Risk Child Count** – This form is where Part C Data Managers will input data for their At Risk Child Count.
5. **Section E: Cumulative Child Count by Race/Ethnicity and Gender – New Requirement** – This form is where Part C Data Managers will input the Cumulative Child Count by Race/Ethnicity and by Gender for the designated 12 month period determined by the state.
6. **Review and Submit** – This form is where Part C Data Managers will review and submit the state’s data.

Figure 5



6.0 DATA ENTRY

To begin submitting the IDEA Part C Child Count and Settings Collection, users will select the link for the form they wish to update (see fig. 5).

Only the following permitted values are accepted in data fields: 0, a positive integer, “M” for missing, or “NA” for not applicable. “NA” is only acceptable for counts of children aged 4-5 and 5 and older.

The “M” for missing and “NA” for not applicable must be capitalized to be accepted by the system.

If a user closes the survey window from the browser without clicking the “Save as Draft” button, data will not save and your EMAPS survey session will end.

NOTE! *If a Part C Data Manager exits a data entry page without submitting a draft version first, the data entered will not display. Please save your survey as a draft while in each of the data entry forms before closing the webpage.*

In providing data for this collection, the state is to submit complete and unsuppressed data.

NOTE! *If you are not redirected to the IDEA Part C Child Count and Settings Dashboard after clicking on the “Save as Draft” button, check the survey for fatal errors on the Data Entry forms. The fatal error message will appear in red text on the form. See section 8.3 of this user guide for more information on fatal errors. If there are no fatal errors check to ensure you are using Internet Explorer or Mozilla Firefox.*

6.1 Child Count and Settings by Age

6.1.1 Entering the Child Count Date

Enter your state’s child count date in the given field using the M/D/YYYY format (see fig. 6).

NOTE! Child count date must be between **Oct 1, 2015 and Dec 1, 2015** (inclusive). If the date does not fall within these dates, there will be an error on the review page.

Figure 6

Alaska - Section A: Child Count and Setting by Age

Please complete the form below.

Year 2015-16

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages. For Rows 5 and 6 (age 4 to 5 & age 5 or older), enter "NA" if the category is not applicable to your state.

What is your state's Child Count date (M/D/YYYY)?

6.1.2 Child Count and Settings by Age

Complete Section A1, "Age Group and Settings of Infants and Toddlers, Ages Birth through 2" (see fig. 7). Report the unduplicated number of children with an active Individualized Family Service Plan (IFSP) in place on the child count date, according to the child's age and primary settings.

The totals and percentages calculated on the far right are auto-calculated.

NOTE! Permitted values for this table are Zero, Integers, "NA" for data that is not applicable in your state, and "M" for data that your state did not collect. If you enter "M," you must explain why the data is missing in the comment box. "NA" is only acceptable for counts of children aged 4-5 and 5 and older.

Figure 7

A1. Age Group and Setting of Infants and Toddlers , Ages Birth through 2					
* 1. Birth to 1	<input type="text" value="2"/>	<input type="text" value="321"/>	<input type="text" value="7"/>	330	32.9
* 2. 1 to 2	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="654"/>	662	66
* 3. 2 to 3	<input type="text" value="6"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	11	1.1
* Total (Birth through 2	12	326	665	1003	100

Answer "Yes" or "No" to the following question: "Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has

consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older? “ (see fig. 8)

Figure 8

* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?

Yes
 No

States that answer “No” may enter comments as necessary on this page and select the “Save as Draft” button.

If the state selects "Yes" to the question above, Section A2-“Age Group and Settings of Children, Ages 3 or Older” will appear (see fig. 9). You will need to provide this data before moving forward.

NOTE! NA” is only acceptable for counts of children aged 4-5 and 5 and older if the answer to this question is “Yes.”

Figure 9

	Home	Community - Based Setting	Other Setting	Total	Percentage
A2. Age Group and Settings of Children, Ages 3 or Older					
* 4. 3 to 4	2	4	8	14	28
* 5. 4 to 5	1	6	10	17	34
* 6. 5 or Older	3	8	8	19	38
* Total (3 or Older)	6	18	26	50	100

Enter comments in the box provided at the bottom of the page, if applicable.

Click the “Save as Draft” button at the bottom of the page to save your data (see fig. 10).

Figure 10

Please provide any additional information supplementing any of the questions on this form, if needed.

OMB Number: 1820-0557
Form Expires on: 09/30/2017

6.2 Section B: Child Count and Settings by Race/Ethnicity

Report the (unduplicated) number of children with an active Individualized Family Service Plan (IFSP) in place on the child count date, according to the child's race/ethnicity and primary settings (see fig. 11).

NOTE! Permitted values for this table are Zero, Integers, and "M" for data that your state did not collect. If you enter "M," you must explain why the data is missing in the comment box.

To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields. Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

Figure 11

Year 2015-16

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

	Home	Community - Based Setting	Other Setting	Total	Percentage
B.1 Race/Ethnicity of Infants and Toddlers, Ages Birth through 2					
* 1. Hispanic/Latino	<input type="text" value="M"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	11	10.48
* 2. American Indian or	<input type="text" value="4"/>	<input type="text" value="9"/>	<input type="text" value="2"/>	15	14.29
* 3. Asian	<input type="text" value="7"/>	<input type="text" value="6"/>	<input type="text" value="3"/>	16	15.24
* 4. Black or African Am	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	15	14.29
* 5. Native Hawaiian or	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="9"/>	16	15.24
* 6. White	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="8"/>	15	14.29
* 7. Two or More Race:	<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	17	16.19
* Total (Birth through 2)	30	37	38	105	100

Total fields on the far right and those on the bottom are auto-calculated by the system.

Answer “Yes” or “No” to the following question: “Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?” (see fig. 12)

NOTE! The response to this question should match on each screen.

Figure 12

<p>* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?</p> <p style="text-align: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>

States that answer “No” may enter comments as necessary on this page and select the “Save as Draft” button.

If your state answers “Yes” to the question above, part B2 will appear and you will need to input “Race/Ethnicity of Children, Ages 3 or Older” (see fig. 13).

Figure 13

B.2 Race/Ethnicity of Children, Ages 3 or Older						
* 8. Hispanic/Latino	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>	0		0
* 9. American Indian or	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>	0		0
* 10. Asian	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>	0		0
* 11. Black or African A	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>	0		0
* 12. Native Hawaiian c	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>	0		0
* 13. White	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>	0		0
* 14. Two or More Race	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>	0		0
* Total (3 or Older)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0		100

Enter comments in the box provided at the bottom of the page, if applicable.
 Click the “Save as Draft” button at the bottom of the page to save your data.

6.3 Section C: Child Count by Gender

Report the (unduplicated) number of children with an active Individualized Family Service Plan (IFSP) in place on the child count date, according to the child’s gender (see fig. 14).

The totals and percentages calculated on the far right are auto-calculated.

To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields. Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

NOTE! Permitted values for this table are Zero, Integers, and “M” for data that your state did not collect. If you enter “M,” you must explain why the data is missing in the comment box.

Figure 14

Alaska - Section C: Child Count by Gender		
Please complete the form below.		
Year 2015-16		
A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.		
	Total	Percentage
C1. Gender of Infants and Toddlers, Ages Birth through 2		
* 1. Male	<input type="text" value="21"/>	48.84
* 2. Female	<input type="text" value="22"/>	51.16
* Total (Birth throu	43	100

Answer “Yes” or “No” to the following question: “Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child’s parent has

consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?” (see fig. 15)

NOTE! The response to this question should match on each screen.

Figure 15

<p>* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child’s parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
--	---

States that answer “No” may enter comments as necessary on this page and select the “Save as Draft” button.

If the state selects yes to the question above, Section C2-“Gender of Children, Ages 3 or Older” will appear. You will need to provide this data before moving forward (see fig. 16).

Figure 16

	Total	Percentage
C2. Gender of Children, Ages 3 or Older		
* 3. Male	NA	0
* 4. Female	NA	0
* Total (3 or Older)	0	100

Enter comments in the box provided at the bottom of the page, if applicable.

Click the “Save as Draft” button at the bottom of the page to save your data.

6.4 Section D: At Risk Child Count

Answer “Yes” or “No” to the following: “Has your state elected under 20 U.S.C. 1432(5)(B)(i) to serve children under the age of three and at risk of having substantial delays if early intervention services are not provided?” (see fig. 17)

Figure 17

Alaska - Section D: At Risk Child Count

Please complete the form below.

Year 2015-16

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

* Has your state elected under 20 U.S.C. 1432(5)(B)(i) to serve children under the age of three and at risk of having substantial delays if early intervention services are not provided? Yes No

States that answer “No” may enter comments as necessary on this page and select the “Save as Draft” button.

States that answer “Yes” must enter counts for Section D2-“ At Risk infants and toddlers, Ages Birth through 2” (see fig. 18).

Figure 18

	Total	Birth to 1	1 to 2	2 to 3
At Risk infants and toddlers, Ages Birth through 2 (These infants and toddlers should be included in counts for Section A.1 and B.1)				
* 1. Hispanic/Latino	<input type="text" value="8"/>			
* 2. American Indian or Alaska Nati	<input type="text" value="6"/>			
* 3. Asian	<input type="text" value="9"/>			
* 4. Black or African American	<input type="text" value="4"/>			
* 5. Native Hawaiian or Other Pacifi	<input type="text" value="6"/>			
* 6. White	<input type="text" value="5"/>			
* 7. Two or More Races	<input type="text" value="2"/>			
* Total (Birth through 2)	<input type="text" value="40"/>	<input type="text" value="12"/>	<input type="text" value="14"/>	<input type="text" value="21"/>

To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields.

The total field on the right is auto-calculated by the system. Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

Enter comments in the box provided at the bottom of the page, if applicable. Click the “Save as Draft” button at the bottom of the page to save your data.

6.5 Section E: Cumulative Child Count by Race/Ethnicity and Gender – New Requirement

New this year, the cumulative count is now required and is now disaggregated by Race/Ethnicity and by Gender. The Cumulative Child Count by Race/Ethnicity and by Gender should represent the number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services during the most recent 12-month period for which data are available. The state defines their Cumulative Child Count Date in the survey.

Enter the start and end dates of the most recent 12-month period for which the cumulative count of infants and toddlers, ages birth through 2, who received early intervention services are available. For example, if data on the total number of infants and toddlers served during the period from July 1, 2014, through June 30, 2015, are available, report this count and the corresponding dates in this Section.

6.5.1 Cumulative Child Count on Infants and Toddlers, birth through 2 by Race/Ethnicity

Report the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined above) during the most recent 12-month period for which data are available, according to the child's race/ethnicity. See appendix for definitions for reporting race/ethnicity.

NOTE! Do NOT include children ages 3 or older in this count.

6.5.2 Cumulative Count on Infants and Toddlers, birth through 2, by Gender

Report the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined above) during the most recent 12-month period for which data are available, according to the child's gender.

NOTE! Do NOT include children ages 3 or older in this count

NOTE! The total number of children reported in this table should equal the total number of children reported in the Cumulative Count on Infants and Toddlers, birth through 2, by Race/ Ethnicity table.

Figure 19

Alaska - Section E: Cumulative Child Count by Race/Ethnicity and Gender

Please complete the form below.

Year 2015-16

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

Cumulative Number of Infants and Toddlers who received early intervention services.

*From: 2/1/2016 *To: 1/31/2017

	Total	Percentage
E1. Cumulative Count of Infants and Toddlers, Ages Birth through 2, by Race/Ethnicity		
* 1. Hispanic/Latino	0	
* 2. American Indian or Alaskan Native	0	
* 3. Asian	0	
* 4. Black or African American	0	
* 5. Native Hawaiian or Other Pacific I	0	
* 6. White	0	
* 7. Two or More Races	0	
* Total (Birth through 2)	0	100
Total Percentage		
E2. Cumulative Count of Infants and Toddlers, Ages Birth through 2, by Gender		
* 1. Male	0	
* 2. Female	0	
* Total (Birth through 2)	0	100

After entering data, select "Save as Draft."

NOTE! An edit check warning on the Review and Submit form will check to ensure that the total for Gender is equal to the total for Race/Ethnicity.

NOTE! The survey data will not be accepted for submission until these data are completed.

7.0 SUBMITTING THE FORM

7.1 Reviewing the Data

Submitters will need to be in the Review and Submit form in order to save the survey to the database and complete the submission process. Once the survey has been submitted to the database, an HTML report and the Year-to-Year Comparison report containing the survey results will be auto-generated and available through the IDEA Part C Reports link on EMAPS home page. Once the survey has been submitted to the database, ED will have access to the state’s survey responses as well (see fig. 20).

Figure 20

Alaska Review and Submit
Please review the information below before submitting responses.

Year 2015-16

What is your state's Part C Child Count date (MD/YYYY)? 2/16/2016

Has your state elected under 20 U.S.C. 1432 (5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older? Yes No

Section A: Child Count and Setting by Age

A1. Age and Setting of Infants and Toddlers, Ages Birth through 2

Age	Home	Community - Based Setting	Other Setting	Total	Percentage
1. Birth to 1	4	5	5	14	29.17
2. 1 to 2	5	4	6	15	31.25
3. 2 to 3	6	4	9	19	39.58
Total (Birth through 2)	15	13	20	48	100

A2. Age and Setting of Children, Ages 3 or Older

Age	Home	Community-Based Setting	Other Setting	Total	Percentage
4. 3 to 4	4	5	6	15	30.61
5. 4 to 5	5	8	9	22	44.9
6. 5 or older	2	5	5	12	24.49
Total (3 or Older)	11	18	20	49	100

NOTE! All Sections must be completed, including the new cumulative count data elements and disaggregations, before the data can be submitted on the “Review and Submit” page.

7.2 Submitting Form Without Edit Check Warnings

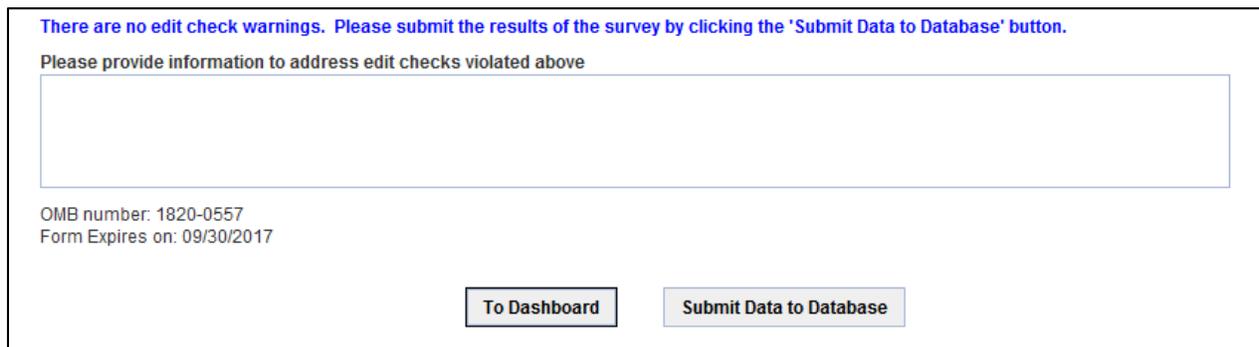
Review the data. If you do not identify edit check warnings, you may submit the form.

If the data passes the edit checks, the following message will be displayed in blue text at the bottom of the Review and Submit page, “There are no edit check warnings. Please submit the results of the survey by clicking the “Submit Data to Database” button” (see fig. 21).

There is an additional comment box on this screen that is used to provide any additional explanations or notes concerning the data.

NOTE! *If you do not click “Submit Data to Database,” you HAVE NOT completed the necessary steps to submit the data for this collection.*

Figure 21



The screenshot shows a web interface for submitting survey data. At the top, a blue message reads: "There are no edit check warnings. Please submit the results of the survey by clicking the 'Submit Data to Database' button." Below this is a prompt: "Please provide information to address edit checks violated above" followed by a large, empty rectangular text input box. At the bottom left, there is text: "OMB number: 1820-0557" and "Form Expires on: 09/30/2017". At the bottom center, there are two buttons: "To Dashboard" and "Submit Data to Database".

7.3 Fatal Errors in Data Entry Forms

If there are errors in the data entry forms, a message will appear below the field that has the error (see fig. 22).

These errors may happen when:

- A negative integer is entered into a field;
- A decimal number is entered into a field;
- A special character is entered into a field;
- An unacceptable letter code is entered into a field;
- NA is entered into a field, when not an accepted value.

Figure 22

Home	Community - Based Setting	Other Setting
Ages Birth through 2		
-7 Value must be a positive integer	m Must be a positive Integer or "M" Missing	<input type="text"/>
2.5 Value must be a whole number	NA Must be a positive Integer or "M" Missing	0
& Must be a positive Integer or "M" Missing	<input type="text"/>	0

7.4 Edit Check Warnings in Review and Submit

Edit Check Warnings will appear on the Review and Submit form in red text (see fig. 23) if:

- The Child Count Date is not between October 1, 2015 and December 1, 2015 (inclusive);
- The totals by age group does not match the total by Race/Ethnicity;
- The totals by age group does not match the total by Gender;
- The total by Race/Ethnicity does not match the total by Gender;
- The total of At Risk by age groups does not match the total of At Risk by Race/Ethnicity;
- The total count of Infants and Toddlers by Age in Home setting does not equal the total Infants and Toddlers by Race/Ethnicity in Home setting;
- The total count of Infants and Toddlers by Age in Community setting does not equal the total Infants and Toddlers by race in Community setting;
- The total count of Infants and Toddlers by Age in Other setting does not equal the total Infants and Toddlers by Race in Other setting;
- The total count of Children by Age in Home setting does not equal the total Children by Race in Home setting;
- The total count of children by age in Community setting does not equal the total children by race in Community setting;
- The total count of children by age in Other setting does not equal the total children by race in Other setting;
- The timeframe for Cumulative Child Count does not equal one year;

- The Cumulative Count of Infants and Toddlers receiving early intervention services by Race/Ethnicity does not equal the total Cumulative Count of Infants and Toddlers receiving early intervention services by Gender;
- A required data entry field has not been populated on any of the data entry forms.
-

States may leave a comment explaining any errors and submit their Part C Child Count and Settings data by clicking “Submit Data to Database”.

In order to make any changes to the survey, select the “To Dashboard” button and return to the survey dashboard. The Review and Submit page is read only.

Figure 23

Please note that the data entered result in the following relationships which violate edit checks: Child Count Date does not fall into proper range, Total number of Infants and Toddlers by age in Home <> Total number of Infants and Toddlers by Race in Home, Total number of Infants and Toddlers by age in Community <> Total number of Infants and Toddlers by Race in Community, Total number of Infants and Toddlers by age in Other <> Total number of Infants and Toddlers by Race in Other, Total number of Infants and Toddlers by Age <> Total number of Infants and Toddlers by Race, Total number of Infants and Toddlers by Age <> Total number of Infants and Toddlers by Gender, Total number of Infants and Toddlers by Race <> Total number of Infants and Toddlers by Gender, Total number of Infants and Toddlers at Risk by Age <> Total number of Infants and Toddlers at Risk by Race

Please provide information to address edit checks violated above

OMB number: 1820-0557
Form Expires on: 09/30/2017

8.0 ACCESSING IDEA PART C CHILD COUNT AND SETTINGS REPORTS

Once the data have been submitted to the database, the system generates two reports: an HTML and a Year-to-Year comparison report.

The Year-to-Year comparison report is a.csv file that will display data from the prior year so that changes may be tracked (see fig. 29). This report may be viewed using Excel. The report displays three years of data for comparison.

To access the HTML and Year-to-Year comparison reports, go to the EMAPS Homepage.

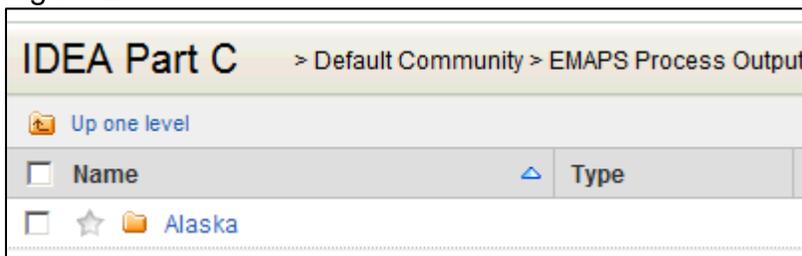
Select the “IDEA Part C Reports” link folder located under the “Reports and Files” section on the right hand side of the EMAPS Home page (see fig. 24).

Figure 24



The state’s folder will appear on the next screen (see fig. 25). Click on the folder.

Figure 25



Next, select the Child Count Folder for your state (see fig. 26).

Figure 26



In this folder you will find copies of the HTML and Year to Year Comparison Reports (see fig. 27).

Figure 27

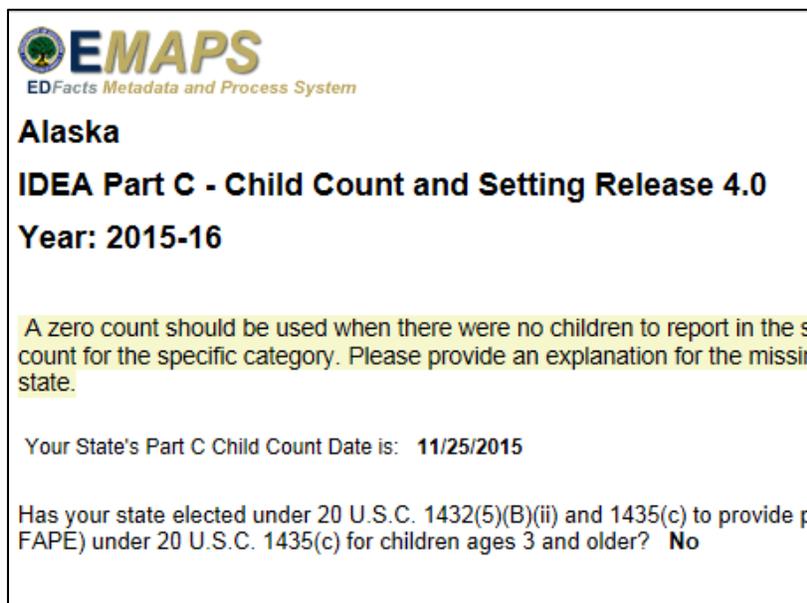


NOTE! If your state has submitted multiple surveys, users should reference the time date stamp to locate the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.

Following your browsers' prompts, you may save the report to your computer, or open and view the report.

Once you select a survey, the HTML Report will appear (see fig. 28)

Figure 28



EMAPS
EDFacts Metadata and Process System

Alaska
IDEA Part C - Child Count and Setting Release 4.0
Year: 2015-16

A zero count should be used when there were no children to report in the s
count for the specific category. Please provide an explanation for the missin
state.

Your State's Part C Child Count Date is: **11/25/2015**

Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide p
FAPE) under 20 U.S.C. 1435(c) for children ages 3 and older? **No**

You may save this report to your desktop using your browser's options or print the report as a hard copy.

The edit checks that were violated by the data submitted will be displayed on the HTML survey report, located under the comment box. These edits will appear just as they do in the Review and Submit form; however, the edits on the HTML reports will not be displayed in red text.

To remove the edit checks from displaying in your HTML report, submitters must correct the edits in the Data Entry form. Submitters must re-submit the survey through the Review and Submit form to override the previous submission.

The Year to Year Comparison Report will open in Excel and may be used to compare data from past years (see fig. 29). Each time a version of the survey is submitted a new version of this report will be generated. Take care to open the correct report by referencing the time/date stamp.

Figure 29

The screenshot shows an Excel spreadsheet with the following data:

Created:	Year 1	Year 2	Year 3	Difference	Difference	% Change	% Change
	2013-14	2014-15	2015-16	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3
Section A	8	5	13	-3	8	-37.5	160
Section A	9	28	10	19	-18	211.11	-64.29
Section A	10	82	13	72	-69	720	-84.15
Section A	NA	12	NA	0	0	0	0
Section A	NA	15	NA	0	0	0	0
Section A	NA	21	NA	0	0	0	0
Section A	3	70	15	67	-55	2233.33	-78.57

9.0 GLOSSARY OF DATA ELEMENTS

Home – Unduplicated count of children whose early intervention services are provided primarily in the residence of the child’s family or caregivers.

Community-based Setting – Unduplicated count of children whose early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include but are not limited to child care centers (including family day care), preschools, regular nursery schools, early childhood center, libraries, grocery stores, parks, restaurants, and community centers (e.g., YMCA, Boys and Girls Clubs).

Other Setting – Unduplicated count of children whose early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic, and EI center/class for children with disabilities.

Primary setting –The service setting in which the child receives the largest number of hours of Part C early intervention services. Determination of primary setting should be based on the information included on the IFSP in place on the Child Count date.

Hispanic/Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (Does not include persons of Hispanic/Latino ethnicity.)

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Does not include persons of Hispanic/Latino ethnicity.)

Black or African American – A person having origins in any of the Black racial groups of Africa. (Does not include persons of Hispanic/Latino ethnicity.)

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (Does not include persons of Hispanic/Latino ethnicity.)

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (Does not include persons of Hispanic/Latino ethnicity.)

Two or more races – A person having origins in two or more of the five race categories listed immediately above. (Does not include persons of Hispanic/Latino ethnicity.)

10.0 APPENDIX A: PART C CHILD COUNT FORM

TABLE 1

REPORT OF CHILDREN RECEIVING EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C

Specific State-Designated Date Between October 1 and December 1 of **2015**¹

Paperwork Burden Statement

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. Public reporting burden for this collection of information is estimated to average **42** hours per State response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (P.L. 108.446 Section 618). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4536 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0557. Note: Please do not return the completed Report on Children Receiving Early Intervention Services in Accordance with Part C form to this address.

All States must submit these data via the IDEA Part C Child Count and Setting survey in the ED Facts online survey tool, EMAPS.

Instructions

Authorization: 20 U.S.C. 1418(a)(1)(B), (a)(2), and (a)(3) and 1435(c)(3)

Due Date: **April 6, 2016**

Sampling Allowed: No

¹ This collection also includes cumulative numbers of infants and toddlers receiving early intervention services during the most recent 12-month period for which data are available.

General Instructions

1. Report the number of eligible children receiving early intervention services according to an active individualized family service plan (IFSP) in place on the count date in Sections A, B, and C.² This must be an unduplicated count within each State; each child is counted once and only once within the State.
2. The count date for Sections A, B, and C is a state-designated date between October 1, **2015** and December 1, **2015** (inclusive), and that date should remain consistent each year.³
3. **Report the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined below) during the most recent 12-month period for which data are available in Sections D and E.**
4. All reported totals must equal the sum of the subsequent rows or columns. Report zeroes (0) where there are no children to report in a data cell.
5. Include children in your State who are:
 - a. Under age three and either (i) Experiencing developmental delays as defined by the State under 20 U.S.C. 1432(5)(A)(i) and 1435(a)(1); or (ii) Diagnosed with a physical or mental condition which has a high probability of resulting in developmental delay under IDEA Section 632(5)(A)(i). Include these children in sections A, B, C, and D.
 - b. Under age three and at risk of having substantial delays if early intervention services are not provided, if your state has elected under 20 U.S.C. 1432(5)(B)(i) to serve such children. Include these children in sections A, B, and C, but not D.
 - c. Age three and older if your state has elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their

² Include children for whom the only early intervention services on the IFSP for which parental consent was provided are service coordination services or services provided to the family, such as counseling, family training, and home visits.

³ OSEP recognizes that, rather than referencing a numerical date (such as November 1) for taking its Child Count each year, some States may have identified a specific day of the week in a given month each year (such as the last Friday of each October). In addition, some States may be unable to reference the same Child Count date if, in a given year, that date falls on a weekend. Therefore, it is acceptable for the actual date of the Child Count in any given year to slide within six (6) days of the State-established reference date without generating any error flags upon submission to the Federal data system.

child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435(c). Include these children in sections A, B, and C, but not D.

- d. Receiving early intervention services regardless of whether federal IDEA Part C funds, IDEA Part B funds, or other funds are used to provide these services.⁴ Early intervention services are developmental services that:
- (i) are provided in conformity with an IFSP;
 - (ii) are provided under public supervision (i.e., Federal, State, or local funds are used in connection with the provision of services). This includes children receiving services through a program funded by public monies as well as children receiving services from a private provider, but whose services are supervised or paid for by a public agency;
 - (iii) are provided at no cost except where Federal or State law provides for a system of payments by families, including a schedule of sliding fees;
 - (iv) are designed to meet the developmental needs of an infant or toddler with a disability (as defined in 20 U.S.C. 1432(5));
 - (v) meet the standards of the State and the requirements of IDEA; and
 - (vi) are provided, to the maximum extent appropriate, in natural environments.

More detailed information about the definition of early intervention services can be found in 20 U.S.C. 1432(4) and in 34 CFR §§ 303.13 and 303.16.

6. Do NOT include on this form children age 3 or older (for example, who are receiving FAPE using Part C funds under 20 U.S.C. 1438(3)) unless your state has elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services under 20 U.S.C. 1435(c).

⁴Include children for whom the only early intervention services on the IFSP for which parental consent was provided are service coordination services or services provided to the family, such as counseling, family training, and home visits. Include all children for whom Part C personnel have been unable to provide early intervention services due to child or family circumstances, lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts.

7. STATES SHOULD NOT PROVIDE PERCENTAGES IN SECTIONS A OR B, AS THEY WILL BE CALCULATED AFTER THE COUNTS ARE SUBMITTED.
8. In providing data for this collection, the State is to submit complete and unsuppressed data.

Instructions for Section A: Age and Race/Ethnicity

1. Enter the count date (a date between October 1, **2015** and December 1, **2015**, inclusive).
2. Report the (unduplicated) number of children receiving early intervention services according to an active IFSP in place on the count date, according to the child's age and race/ethnicity. This count should include:
 - a. In Section A.1, all infants and toddlers with disabilities as defined in 20 U.S.C. 1432(5)(A) and (B)(i), ages birth through 2; and
 - b. In Section A.2, any children with disabilities as defined in 20 U.S.C. 1432(5)(B)(ii), ages 3 or older, who are continuing to receive early intervention services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). If your state does not offer parents the choice of continuing to receive Part C services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c), leave this section blank.
3. Report children in the appropriate category according to their age on the count date. See instructions below for reporting race/ethnicity.
4. Report children less than 1 year of age in the "birth to 1" cell.
5. States must provide data for each discrete age and age grouping (birth through age 2 and, if appropriate, age 3 or older).
6. States that have discrete age data available must base this report on these actual data. States that do not have data for each discrete age are required to report actual data for the age groupings for birth through age 2 and, if appropriate, age 3 or older.

Instructions for Section B: Gender

1. Report the (unduplicated) number of children receiving early intervention services according to an active IFSP in place on the count date, according to the child's gender. This count should include:
 - a. In Section B.1, all infants and toddlers with disabilities as defined in 20 U.S.C. 1432(5)(A) and (B)(i), ages birth through 2; and
 - b. In Section B.2, any children with disabilities as defined in 20 U.S.C. 1432(5)(B)(ii), ages 3 or older, who are continuing to receive early intervention services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). If your state does not offer parents the choice of continuing Part C services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c), leave this section blank.
2. The total number of children reported in Section B.1 should equal the total number of children reported in Section A.1. The total number of children reported in Section B.2 should equal the total number of children reported in Section A.2.

Instructions for Section C: At Risk

(TO BE COMPLETED ONLY BY STATES THAT SERVE AT-RISK INFANTS AND TODDLERS)

1. Report the (unduplicated) number of infants and toddlers, ages birth through 2, who were determined under 20 U.S.C. 1432(5)(B)(i) to be at risk of experiencing substantial developmental delays if early intervention services were not provided and who have an active IFSP in place on the count date. These infants and toddlers should also be reported in Sections A.1 and B.1.
2. Report at-risk children according to their age (birth to 1, 1 to 2, or 2 to 3) on the count date. See instructions below for reporting race/ethnicity.

Instructions for Section D: Cumulative Count by Race/ Ethnicity

1. Enter the start and end dates of the most recent 12-month period for which the cumulative count of infants and toddlers, ages birth through 2, who received early intervention services are available. For example, if data on the total number of infants and toddlers served during

the period from July 1, **2014**, through June 30, **2015**, are available, report this count and the corresponding dates in this Section.

2. Report the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined above) during the most recent 12-month period for which data are available, **according to the child's race/ ethnicity**. See instructions below for reporting race/ethnicity.
3. Do NOT include children ages 3 or older in this count.

Instructions for Section E: Cumulative Count by Gender

1. **Report the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined above) during the most recent 12-month period for which data are available, according to the child's gender.**
2. **The total number of children reported in Section E should equal the total number of children reported in Section D.**

Race/Ethnicity Instructions (Sections A, C, and D)

STATES MUST REPORT THE RACE/ETHNICITY OF THE CHILD, NOT THE FAMILY. FOR EACH OF THE RACE/ETHNICITY CATEGORIES, REPORT AN UNDUPLICATED COUNT OF ALL CHILDREN SERVED UNDER IDEA, PART C.

In October 2007, the Department of Education published its Final Guidance on Maintaining, Collecting and Reporting Racial and Ethnic Data to the U.S. Department of Education in the Federal Register (Vol. 72, No. 202, available at <http://www.gpoaccess.gov/nara/index.html>), referred to in these instructions as the *new guidance*. The procedures for collecting, aggregating, and reporting race and ethnicity, as described in the *new guidance*, must be implemented **for the report of the 2015 Child Count data**.

The following definitions of the seven categories for aggregate report of race/ethnicity have been adapted from definitions appearing in the *new guidance*.

Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.
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American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Black or African American	A person having origins in any of the Black racial groups of Africa. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Two or more races	A person having origins in <u>two or more</u> of the five <u>race</u> categories listed immediately above. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Total	The unduplicated total across the seven (7) race/ethnicity designations.

Note that each child should be reported in only one of the race/ethnicity categories, above.

REPORT OF CHILDREN RECEIVING

OMB NO.: 1820-0557

EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C

FORM EXPIRES: 09/30/2017

STATE: _____

CHILD COUNT 2015

SECTION A

COUNT DATE:	MONTH	DAY	YEAR
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TOTAL (ROWS 1-7)					
1. HISPANIC/LATINO					
2. AMERICAN INDIAN OR ALASKA NATIVE					
3. ASIAN					
4. BLACK OR AFRICAN AMERICAN					
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER					
6. WHITE					
7. TWO OR MORE RACES					
PERCENT *	100%				

--

ORIGINAL SUBMISSION/REVISION (Circle one)

CURRENT DATE: _____

TOTAL (ROWS 1-7)					
1. HISPANIC/LATINO					
2. AMERICAN INDIAN OR ALASKA NATIVE					
3. ASIAN					
4. BLACK OR AFRICAN AMERICAN					
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER					
6. WHITE					
7. TWO OR MORE RACES					
PERCENT *	100%				

* STATES SHOULD NOT PROVIDE PERCENTAGES IN THIS SECTION. THESE WILL BE CALCULATED BY EMAPS.

ORIGINAL SUBMISSION/REVISION (Circle one)

CURRENT DATE: _____

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 PROGRAMS

TABLE 1 (CONTINUED)

REPORT OF CHILDREN RECEIVING

OMB NO.: 1820-0557

EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C

FORM EXPIRES: 09/30/2017

CHILD COUNT 2015

STATE: _____

SECTION B

B.1. GENDER OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2, RECEIVING EARLY INTERVENTION SERVICES		
	Total	Percent*
TOTAL BIRTH THROUGH 2		100%
1. MALE		
2. FEMALE		

B.2. GENDER OF CHILDREN, AGES 3 OR OLDER, RECEIVING EARLY INTERVENTION SERVICES

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CURRENT DATE: _____

	Total	Percent*
TOTAL 3 OR OLDER		100%
1. MALE		
2. FEMALE		

* STATES SHOULD NOT PROVIDE PERCENTAGES IN THIS SECTION. THESE WILL BE CALCULATED BY EMAPS.

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TABLE 1 (CONTINUED)

PAGE 3 OF 5

REPORT OF CHILDREN RECEIVING

OMB NO.: 1820-0557

EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C

FORM EXPIRES: 09/30/2017

CHILD COUNT 2015

STATE: _____

SECTION C

(TO BE COMPLETED ONLY BY STATES THAT SERVE AT-RISK INFANTS AND TODDLERS)

AT-RISK INFANTS AND TODDLERS, AGES BIRTH THROUGH 2
--

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CURRENT DATE: _____

(THESE INFANTS AND TODDLERS SHOULD BE INCLUDED IN COUNTS FOR SECTIONS A.1 AND B.1)				
		AGE AS OF CHILD COUNT DATE		
		birth to 1	1 to 2	2 to 3
	Total			
TOTAL (ROWS 1-7)				
1. HISPANIC/LATINO				
2. AMERICAN INDIAN OR ALASKA NATIVE				
3. ASIAN				
4. BLACK OR AFRICAN AMERICAN				
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER				
6. WHITE				
7. TWO OR MORE RACES				

OFFICE OF SPECIAL EDUCATION

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EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C

FORM EXPIRES: 09/30/2017

CHILD COUNT 2015

STATE: _____

SECTION D

CUMULATIVE NUMBER OF INFANTS AND TODDLERS WHO RECEIVED EARLY INTERVENTION SERVICES		
FROM / / TO / / (SPECIFY EXACT DATES)		
TOTAL (ROWS 1-7)		
1. HISPANIC/LATINO		
2. AMERICAN INDIAN OR ALASKA NATIVE		
3. ASIAN		
4. BLACK OR AFRICAN AMERICAN		
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		
6. WHITE		
7. TWO OR MORE RACES		

*** STATES SHOULD NOT PROVIDE PERCENTAGES IN THIS SECTION. THESE WILL BE CALCULATED BY EMAPS.**

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OFFICE OF SPECIAL EDUCATION
 AND REHABILITATIVE SERVICES
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REPORT OF CHILDREN RECEIVING

OMB NO.: 1820-0557

EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C

FORM EXPIRES: 09/30/2017

CHILD COUNT 2015

STATE: _____

SECTION E

E. CUMULATIVE COUNT OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2, RECEIVING EARLY INTERVENTION SERVICES BY GENDER		
	Total	Percent*
TOTAL BIRTH THROUGH 2		100%
1. MALE		
2. FEMALE		

*** STATES SHOULD NOT PROVIDE PERCENTAGES IN THIS SECTION. THESE WILL BE CALCULATED BY EMAPS.**

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11.0 APPENDIX B: PART C SETTING FORM

TABLE 2

REPORT OF PROGRAM SETTINGS WHERE EARLY INTERVENTION
SERVICES ARE PROVIDED TO CHILDREN WITH
DISABILITIES AND THEIR FAMILIES IN ACCORDANCE WITH PART C

Child Count Date for **2015**

Paperwork Burden Statement

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. Public reporting burden for this collection of information is estimated to average 23.9 hours per State response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (P.L. 108.446 Section 618). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4536 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0557. Note: Please do not return the completed Report of Program Settings Where Early Intervention Services are Provided to Children with Disabilities and their Families in Accordance with Part C form to this address.

All States must submit these data via the IDEA Part C Child Count and Setting survey in the ED Facts online survey tool, EMAPS.

Instructions

Authorization: 20 U.S.C. 1418(a)(3)

Due Date: **April 6, 2016**

Sampling Allowed: No

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CURRENT DATE: _____

General Instructions

1. Report the primary early intervention service setting for all children reported on Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C for **2015**. These are the children receiving early intervention services according to an active individualized family service plan (IFSP) in place on the date of the Child Count.
2. States *must* use the same date for reporting settings data that is used in reporting the Child Count for that year. Note further that the total count and crosstabulations under this table by age and race must match those provided in the Child Count (Table 1).
3. Your count should include infants and toddlers with disabilities (as defined in 20 U.S.C. 1432(5)(A) and (B)(i)) who are under age three, and also children with disabilities age three and older, if your state has elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435(c).
4. Do NOT include children age three or older (for example, who are receiving FAPE using Part C funds under 20 U.S.C. 1438(3)) unless your state has elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services under 20 U.S.C. 1435(c).
5. All totals must represent the sum of the successive rows or columns.
6. In providing data for this collection, the State is to submit complete and unsuppressed data.

Specific Row (Setting) Instructions

For each early intervention service setting, report the number of children whose IFSP indicates this is the primary early intervention setting. This is an unduplicated count; within each section, each child is counted once and only once.

Report children and families in one of the following setting categories:

Home. Unduplicated count of children whose early intervention services are provided primarily in the residence of the child's family or caregivers.

Community-based Setting. Unduplicated count of children whose early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include but are not limited to child care centers (including family day care), preschools,

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regular nursery schools, early childhood center, libraries, grocery stores, parks, restaurants, and community centers (e.g., YMCA, Boys and Girls Clubs).

Other Setting. Unduplicated count of children whose early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic, and EI center/class for children with disabilities.

Primary setting is the service setting in which the child receives the largest number of hours of Part C early intervention services. Determination of primary setting should be based on the information included on the IFSP in place on the Child Count date.

- If, according to the IFSP, the only early intervention services that are provided are service coordination services or services provided to a family member, such as counseling, family training, and home visits, report for this child the setting where most of these services are provided. If this information is not specified in the IFSP, report the child in the *other setting* category.
- If, according to the IFSP, all of the early intervention services for a child were delivered in the same setting then that setting is the primary setting. For example, if the IFSP states that the child receives 1 hour of physical therapy services in his or her home each week, and that is the only early intervention service the child receives (in addition to service coordination services) according to the IFSP in place on the Child Count date, then the home is the primary setting for that child.
- If, according to the IFSP, a child was to receive services in more than one setting, report the child in the setting in which he or she was to receive the largest number of hours of early intervention service. For example, a toddler who receives 1 hour of service a month in the home and 4 hours of service a month in a preschool that serves children without disabilities in addition to children with disabilities, should be reported in the category “community-based setting.”
- If, according to the IFSP, there is tie for primary setting (the child was to receive an equal number of hours of service in two or more settings and the child does not receive a higher number of hours of early intervention service in a different setting), report primary setting based on the following decision rules:
 1. If the child receives an equal number of hours of service in the home and one or both of the other settings, report the child in the home setting.
 2. If the child receives an equal number of hours of service in a community-based setting and other settings, report the child in the community-based setting.

Specific Column (Age) Instructions for Section A

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1. Report the (unduplicated) number of children with an active IFSP in place on the Child Count date, according to the child's age and primary setting. This count should include:
 - a. In Section A.1, all infants and toddlers, ages birth through 2; and
 - b. In Section A.2, any children, ages 3 or older, with disabilities continuing in early intervention services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). If your state does not offer parents the choice of continuing Part C services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c), leave this section blank.
2. Report children according to their age on the date of the Child Count.
3. For each column, the total number of infants and toddlers reported for that age in Section A.1 should equal the number of infants and toddlers reported for that age in Section A.1 of Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C.
4. For each column, the total number of children reported for that age column in Section A.2 should equal the number of children reported for that age in Section A.2 of Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C.

Specific Column (Race/Ethnicity) Instructions for Section B

1. Report the (unduplicated) number of children with an active IFSP in place on the Child Count date, according to the child's race/ethnicity and primary setting. This count should include:
 - a. In Section B.1, all infants and toddlers, ages birth through 2; and
 - b. In Section B.2, any children, ages 3 or older, with disabilities continuing in early intervention services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). If your state does not offer parents the choice of continuing Part C services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c), leave this section blank.
2. For each row (setting), the total number of children reported for that setting in Section B.1 should equal the total number of children reported for that setting in Section A.1.
3. For each row (setting), the total number of children reported for that setting in Section B.2 should equal the total number of children reported for that setting in Section A.2.
4. For each column (race/ethnicity), the total number of infants and toddlers reported for that race/ethnicity category in Section B.1 should equal the number of infants and toddlers reported for that race/ethnicity category in Section A.1 of Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C.

ORIGINAL SUBMISSION/REVISION (Circle one)

CURRENT DATE: _____

5. For each column (race/ethnicity), the total number of children reported for that race/ethnicity category in Section B.2 should equal the number of children reported for that race/ethnicity category in Section A.2 of Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C.

STATES MUST REPORT THE RACE/ETHNICITY OF THE CHILD, NOT THE FAMILY. FOR EACH OF THE RACE/ETHNICITY CATEGORIES, REPORT AN UNDUPLICATED COUNT OF ALL CHILDREN SERVED UNDER IDEA, PART C.

In October 2007, the Department of Education published its Final Guidance on Maintaining, Collecting and Reporting Racial and Ethnic Data to the U.S. Department of Education in the Federal Register (Vol. 72, No. 202, available at <http://www.gpoaccess.gov/nara/index.html>), referred to in these instructions as the *new guidance*. The procedures for collecting, aggregating, and reporting race and ethnicity, as described in the *new guidance*, must be implemented for the report of the 2015 Settings data.

States should report all children with disabilities according to the seven categories listed below. The following definitions of the seven categories for aggregate report of race/ethnicity have been adapted from definitions appearing in the *new guidance*.

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CURRENT DATE: _____

Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Black or African American	A person having origins in any of the Black racial groups of Africa. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Two or more races	A person having origins in <u>two or more</u> of the five <u>race</u> categories listed immediately above. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Total	The unduplicated total across the seven (7) race/ethnicity designations.

Note that each child should be reported in only one of the race/ethnicity categories, above.

ORIGINAL SUBMISSION/REVISION (Circle one)

CURRENT DATE: _____

U.S. DEPARTMENT OF EDUCATION
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TABLE 2

PAGE 1 OF 2

REPORT OF PROGRAM SETTING WHERE EARLY INTERVENTION SERVICES
 ARE PROVIDED TO CHILDREN WITH DISABILITIES
 AND THEIR FAMILIES IN ACCORDANCE WITH PART C

OMB NO.: 1820-0557

FORM EXPIRES: 09/30/2017

CHILD COUNT DATE FOR 2015

STATE: _____

SECTION A

A.1. AGE GROUP AND SETTING OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2				
	Total	birth to 1	1 to 2	2 to 3
TOTAL (ROWS 1-3)				
1. HOME				
2. COMMUNITY-BASED SETTING				
3. OTHER SETTING				

A.2. AGE GROUP AND SETTING OF CHILDREN, AGES 3 OR OLDER				
	Total	3 to 4	4 to 5	5 to 6
TOTAL (ROWS 1-3)				
1. HOME				
2. COMMUNITY-BASED SETTING				
3. OTHER SETTING				

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TABLE 2 (CONTINUED)

REPORT OF PROGRAM SETTING WHERE EARLY INTERVENTION SERVICES
 ARE PROVIDED TO CHILDREN WITH DISABILITIES
 AND THEIR FAMILIES IN ACCORDANCE WITH PART C

OMB NO.: 1820-0557

FORM EXPIRES: 09/30/2017

CHILD COUNT DATE FOR 2015

STATE: _____

SECTION B

B.1. RACE/ETHNICITY AND SETTING OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2								
PROGRAM SETTING	TOTAL	HISPANIC/ LATINO	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	WHITE	TWO OR MORE RACES
TOTAL (ROWS 1-3)								
1. HOME								
2. COMMUNITY-BASED SETTING								
3. OTHER SETTING								

B.2. RACE/ETHNICITY AND SETTING OF CHILDREN, AGES 3 AND OLDER								
PROGRAM SETTING	TOTAL	HISPANIC/ LATINO	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	WHITE	TWO OR MORE RACES
TOTAL (ROWS 1-3)								
1. HOME								
2. COMMUNITY-BASED SETTING								
3. OTHER SETTING								



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