**U.S. DEPARTMENT OF EDUCATION**

**ED*Facts* Submission System (ESS)**

# E*MAPS* User Guide: State Submission Plan and File Status

**Release 14**

**October 2020**

# DOCUMENT CONTROL

## DOCUMENT INFORMATION

| Title: | E*MAPS* User Guide: State Submission Plan and File Status |
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## DOCUMENT HISTORY

| Version Number | Date | Summary of Change |
|---|---|---|
| 1.0-13.0 | | Versions 1.0-13.0 of document introduce maintaining SY2009-2020 submission plans in E*MAPS*. |
| 14.0 | October 2020 | Updated for Version 14.0<br>• Updated screen shots to show SY 2020-21<br>• ***Revised!*** Month Ranges dropdown filter has been removed |

# PREFACE

The E*MAPS* User Guide is intended to provide assistance to users of the ED*Facts* Metadata and Process System (E*MAPS*). This guide addresses the basic mechanics of E*MAPS* system access and navigation for this process.

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

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 8/31/2022). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1850-0925.

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.

# CONTENTS

# 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.

This document is intended to guide State ED*Facts* Coordinators in submitting their State Submission Plan (SSP), understanding the File Status Process, and editing data submitted via E*MAPS*.

## 1.1   Technological Requirements

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

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

## 1.2   Overview

As part of the process for submitting files to the ED*Facts* Submission System (ESS), State ED*Facts* Coordinators prepare and maintain Submission Plans for each reporting year. The information SEAs provide in submission plans is used to measure the progress of SEAs data submissions; data submitted through ESS is compared to the submission plan data.

The E*MAPS* State Submission Plan and File Status process is used to measure the state education agencies (SEAs) overall submission progress as reported in the Leadership (LEAD) reports. The following measures are used in determining overall submission progress:

**Timeliness:** In E*MAPS*, ED*Facts* Coordinators indicate whether a file will be submitted on time, or not.

**Completeness:** In E*MAPS,* ED*Facts* Coordinators confirm that a file submission is complete.

**File Status:** The file status feature provides SEAs with another tool to indicate the quality and completeness of the data.

There are five available status fields:

- *No Data in ESS* (ESS generated);
- *Data in ESS* (ESS generated);
- *Not Collected* (ESS generated);

- ***Not Required to Submit*** (Manually selected); and,
- ***Submission Complete*** (Manually selected).

The first three statuses are automatically generated from ESS based on file submission by Education Unit (EU). If a file is not collected at a specific level, it is disabled and does not affect a state's completeness or timeliness. If a state is not required to submit a file, they will be able to change the ***No Data in ESS*** value to ***Not Required to Submit***.

## 1.3   Changes from the SY 2019-20 State Submission Plan

There have been changes to the SSP. The changes include:

- SY 2017-18 files are no longer available for updating.
- All files for SY 2018-19, SY 2019-20 and SY 2020-21 are available for updating.
- Guam will now have an annual State Submission Plan.
- FS210 and FS211 have been added to the file specification list for SY 2020-21.
- FS206 and FS212 have been removed from the file specification list for SY 2020-21 because they will not be collected due to COVID-19.
- Month range dropdown filter has been removed.

*NOTE!* These changes can also be viewed on the ***Summary*** tab.

## 2.0   Frequently Asked Questions

Below is a list of frequently asked questions regarding this E*MAPS* process. 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](mailto:EDEN_SS@ED.GOV).

**May the U.S. Department of Education use my SEA's data if I haven't set the file status flag as *Submissions Complete*?**
Yes. The due dates in ESS are determined by when ED plans to first use the data. Once the deadline has passed, ED may use the data in ESS regardless of its status. In this scenario, an SEA is strongly advised to leave the file status as *Data in ESS*, change the *Timely* flag to *No* and provide an expected date of complete file submission. In addition, a comment is required to be entered into the *Expected Late Submission Comments* field to provide an explanation as to why the data are not yet considered final. The file status and comment information will be extremely valuable to ED for data quality analyses.

**Which file status flag is appropriate to use if my SEA has submitted preliminary data, and we expect to submit revised versions later?**
If the data submitted to ESS are considered *preliminary*, leave the file status as *Data in ESS*. Provide an explanation explaining why the data are not considered final. The file status and comment information are extremely valuable to ED for data quality analyses.

**If I made a file status *Submission Complete* but later realize some data are incorrect or missing, what do I do?**
The *Submission Complete* flag may only be used when, to the best of the state's knowledge, the data are considered final. If after setting data to this status, the state realizes that the data needs to be revised, take the following steps to indicate the change in status.

1) Revert data status to *Data in ESS* in E*MAPS*
2) Submit the revised data to ESS
3) Finalize data
4) Change the file status to *Submission Complete* in E*MAPS*

**The ED*Facts* Coordinator is currently the only person in my SEA with access to the Submission Plan and File Status process. Can more people in my state obtain user access to the process?**
Yes. Multiple SEA users are allowed access to the Submission Plan and File Status process. If additional users need to be given permissions to the process, please contact the PSC.

**Can I upload a data file to ESS and update the State Submission Plan at the same time?**
No. In order for the State Submission Plan to communicate efficiently with the ESS data warehouse after a data file is submitted, you must log into the E*MAPS* after the data file successfully transmits. If you are logged into both E*MAPS* and ESS at the same time and try to update the State Submission Plan, a data concurrency error will fire if the file status is unable to be updated in SSP at that time (see 6.0 for more information).

**Some of my fields appear to be truncated, how do I correct this?**
First, ensure that the recommended browser configuration is set up and the window screen is maximized. If this does not resolve the issues, adjust the zoom out level to below 100% on the bottom of the browser page. If it still appears to be truncated, place the cursor inside the field and use the arrow keys to scroll through the text.

**Where is the Submission Plan for SY 2017-18?**
The Submission Plan has been retired for SY **2017-18**, and no further updates can be made. If you have more questions about the SY **2017-18,** or a prior year's submission plans, contact PSC for assistance.

**I just submitted file FS035 – Federal Programs to ESS but cannot find the file in the submission plan. How can I update the status for this file?**
FS035 is submitted to ESS two years after the reporting period and therefore is not included in the State Submission Plan. This file does not affect Timeliness or Completeness indicators.

**Should I adjust the time zone setting in my E*MAPS* account settings?**
No. Do not adjust the time zone setting under the *Regional* tab located within the E*MAPS* account settings. Leave the default time zone, (UTC-05:00) Eastern Time (US/Eastern), as is. Changing this setting will alter the file due dates that are uploaded into the SSP.

**How can I change the status of the SEA level of FS029 to *Submission Complete* if a resubmission is not required?**
The SEA level FS029 file is not required to be submitted annually, unless an update is required to the SEA level data. ESS automatically rolls over each state's latest submission for the new school year. The SSP has been enhanced to automatically assigning the SEA level FS029 file with a status of ***Data in ESS*** at the beginning of each school year. We recommend that your state mark the file as ***Submission Complete*** when the data submitted in the SEA level file are considered accurate and complete.

**Can I sort the list of returned file specifications on the File Selection Form?**
Yes. The column names (such as School Year, File Name) on the File Selection Form are individually sortable. By clicking a specific column header, the content will sort in ascending or descending order (and the arrow will reflect either order; see Fig. 5.2 as reference). Returned results can only be sorted one column at a time.

# 3.0   Accessing the Submission Plan and File Status Process

To log in to E*MAPS*, go to https://emaps.ed.gov/suite/. 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).
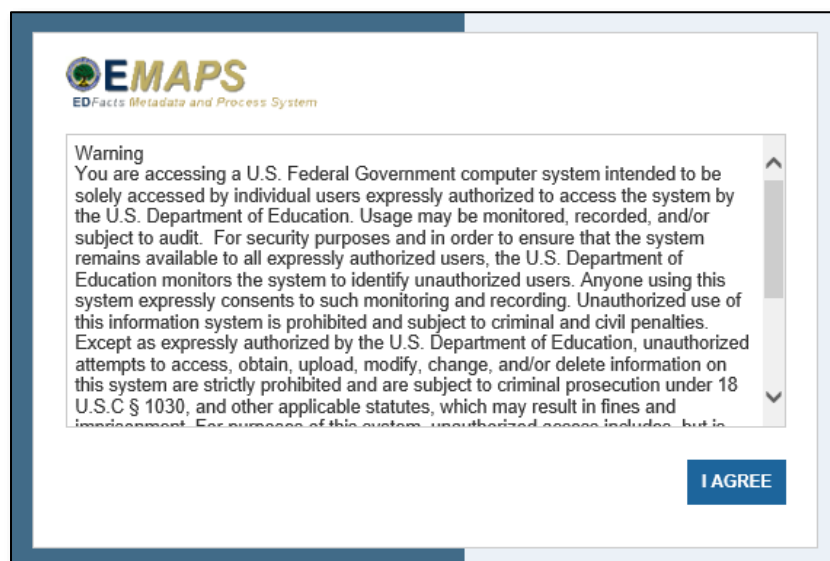


Figure 3.1 E*MAPS* Warning banner and Login Screen

*NOTE!* E*MAPS* will work in all browsers, but Chrome is recommended for the best performance.

Enter the assigned E*MAPS* username and password into the appropriate fields (see fig. 3.2). If experiencing issues logging into E*MAPS*, please contact PSC (FAQ Section, 2.1). Both the E*MAPS* username and password are case sensitive.
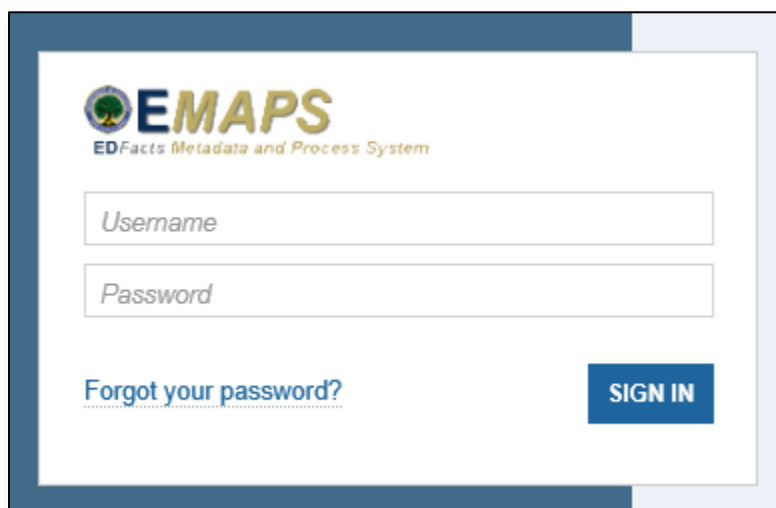


Figure 3.2 E*MAPS* Login Screen

# 4.0   Accessing the State Submission Plan

Once logged into E*MAPS*, the ED*Facts* Portal will display.

Click the ***State Submission Plan (SSP)*** survey link under the ED*Facts* section (see fig. 4.1).
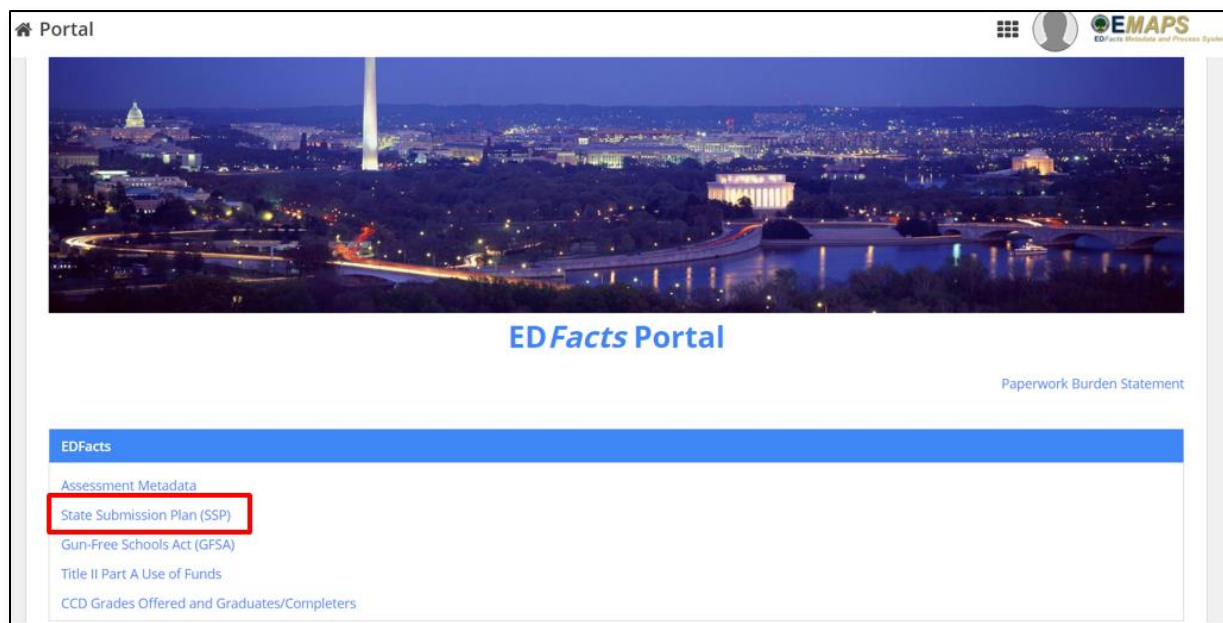


Figure 4.1 ED*Facts* Portal Landing Page

***NOTE!*** Only the survey(s) that the user has access to will have a link displayed.

Select the ***[state's name] Submission Plan*** link to enter the process (see fig 4.2).
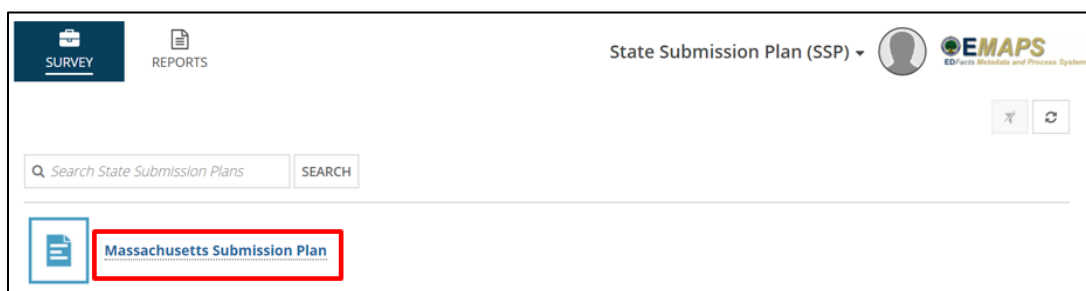


Figure 4.2 State-specific Link to State Submission Plan

The system will redirect to the ***Summary*** tab (see fig 4.3) of the State Submission Plan where the following will be available:

- Link to the User Guide

- Current version Release Notes (enhancements)

- Prior version Release Notes

To update a file's status in the State Submission Plan, click the ***UPDATE FILE STATUS*** (see fig 4.3) button in the top right corner and the process will open in a new window.



Figure 4.3 E*MAPS* State Submission Plan Summary Page

To return to the ED*Facts* Portal or to access another survey, use the drop-down menu in the right-hand corner of the screen (see fig. 4.4). Clicking ED*Facts* Portal or a different survey will open in a new tab.



Figure 4.4 Drop Down Menu to Access ED*Facts* Portal or Other Surveys

***NOTE!*** A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, click within the E*MAPS* survey form, or select ***Continue*** when the inactivity warning message is displayed.

# 5.0  Filtering Files

Immediately upon accessing the status page, a ***File Selection Form*** becomes available (see fig. 5.1). All files available to submit in School Years 2018-19, 2019-20 and 2020-21, beginning with the most recent year and the lowest file spec number, are located below the form.

For example, FS002 for SY 2020-21 will be the first file to appear under the ***File Selection Form***.

***NOTE!*** Under the ***Introduction and Purpose*** section, there is a direct link to the Data Submission Organizer located on the ED*Facts* Community of Practice Site.

When actively updating file statues, the ***Related Actions*** tab will be highlighted (see fig. 5.1).

***NEW!*** The *Month Ranges* dropdown filter has been removed.

**Massachusetts Submission Plan**

Summary    Reports    Related Actions

**Please complete the form below.**

**Introduction and Purpose**

The SY 2020-21 State Submission Plan (SSP) online process through E*MAPS* replaces the Excel spreadsheets used in previous years to collect submission plan information from State ED*Facts* coordinators.  Please click on the link below for a complete list of due dates for all SY 2020-21 ED*Facts* files and refer to this list as you complete the SSP process. States are required to submit all data collected through ED*Facts*.

ED*Facts* Data Submission Organizer

The table below will display all files for SY 2020-21, SY 2019-20 and SY 2018-19 until search criteria has been defined using the filters in the File Selection Form.  Based on the selected search criteria, files will display in the table in descending order by school year then in ascending order by file specification number.  The table will automatically update based on newly selected criteria.  Select the CLEAR button to begin a new search.

**File Selection Form**

| School Years | Files Submitted |
| --- | --- |
| -- Select a Value -- | -- Select a Value -- |
| **File Spec Numbers** | **Files Not Submitted** |
| -- Select a Value -- | -- Select a Value -- |
| **Due Dates** | **Files Not Required to Submit/Not Collected** |
| -- Select a Value -- | -- Select a Value -- |

CLEAR

Figure 5.1 SSP File Selection Form

Available file status filter options:

- ***School Years (SY 2018-19, 2019-20 and 2020-21)***
  - Select up to three school years
- ***File Spec Numbers***
  - Select multiple files at once
- ***Due Dates***
  - Select multiple due dates at once
- ***Files Submitted***
  - Filtered by file level (SEA, LEA, School)

- *Files Not Submitted*

  o Filtered by file level (SEA, LEA, School)

- *Files Not Required to Submit/Not Collected*

  o Filtered by file level (SEA, LEA, School)

*TIP!* More than one filter can be applied at a time. As filters are applied, the files will automatically update in the results box below the *File Selection Form.* Files appearing in the filter are automatically selected and can be manually deselected. Fifteen files will appear per page; move between pages to manually select or deselect file specs. Selecting the *Deselect All* check box only affects the files on the current page.

## 5.1  Filtering Files by School Year

To create a list of files using the school year filter, select a year from the *School Years* drop-down menu (see fig. 5.2). More than one school year can be chosen.

a) If updating all ED*Facts* files for a specific school year is preferred, simply click *NEXT* to advance to the list of files*.*
b) If filtering and identifying a smaller population of ED*Facts* files, follow the steps in one of the sections 5.2. through 5.7.

*TIP!* When reviewing the returned list of file specifications, the column names (such as *School Year, File Name)* are individually sortable. By clicking a specific column header, the content will filter in ascending or descending order (and the arrow will reflect either order).



Figure 5.2 School Year Filter

*NOTE!* E*MAPS* will need to contact the ESS database to load state data into the appropriate submission sheet once the filters are selected; this may take a few seconds.

*TIP!* When reviewing the returned list of file specifications based on the filter options chosen, the column names (such as *School Year, File Name)* are individually sortable. By clicking a specific column header, the content will sort in ascending or descending order (and the arrow will reflect either order as you can see in Fig 5.2 next to *School Year*). Keep in mind that you can only sort one column at a time.

## 5.2 Select Files by File Spec Number

To create a list of files to update by file specification number, select a file from the complete list of annually submitted ED*Facts* files by clicking the drop-down menu under *File Spec Numbers* (see fig. 5.3).

1. All files are automatically populated, indicated by a gray check mark, but to select specific files and begin filtering, select the file spec number which highlights the file in blue (see fig. 5.3). The chosen file spec numbers will populate in the top bar of the drop-down menu as they are highlighted.



Figure 5.3 File Spec Numbers Highlighted in Drop-down

2. After the desired files are selected, click outside of the drop-down menu and the results will update accordingly.
    a. If the list of files to update is complete, click *NEXT* to advance to the list of files*.*
    b. If the list of files to update is not complete, additional filters can be applied; then click *NEXT*.

In Figure 5.4, the *School Years* filter was *not* applied, and the File Spec Numbers were applied, producing three school years in the results.

Figure 5.4 File Spec Numbers Filter

***TIP!*** When looking at the returned list of file specifications, the column names, such as School Year, File Name, are clickable and will allow a user to sort that column ascending or decending.

## 5.3   Select Files by Due Dates

To create a list of files to update using the due date filter, choose a date from the drop-down menu (see fig. 5.5).

File due dates for all three school years are automatically populated in the drop-down menu. To choose a specific due date and begin filtering, click the desired date; a blue highlight indicates that the due date has been selected (see fig. 5.5).



Figure 5.5 Selecting due dates from the drop-down menu

After the desired due dates are selected, click outside of the drop-down menu and the results will update accordingly.

a. If the list of files to update is complete, click ***NEXT*** to advance to the list of files***.***
b. If the list of files to update is not complete, additional filters can be applied. Click ***NEXT***.

## 5.4   Select Files by Files Submitted to ESS

To create a list of files to update that have been submitted to ESS, select a file level from the ***Files Submitted*** drop-down menu; a blue highlight indicates that the EU has been selected (see fig. 5.6).



Figure 5.6 Selecting Education Unit of Files Submitted and Files with Status of Data in ESS

***NOTE!*** These files will reflect a status of ***Data in ESS*** in the SSP.

After the desired EU levels are selected, click outside of the drop-down menu and the results will update accordingly.

a. If the list of files to update is complete, click ***NEXT*** to advance to the list of files.
b. If the list of files to update is not complete, additional filters can be applied. Then click ***NEXT.***

## 5.5   Select Files by Files Not Submitted to ESS

To create a list of files to update that have not been submitted to ESS, select an EU level from the ***Files Not Submitted*** drop-down menu; a blue highlight indicates that the EU has been selected (see fig. 5.7).



Figure 5.7 Selecting Education Unit of Files Submitted and Files with Status of No Data in ESS

*NOTE!* These files will reflect a status of ***No Data in ESS*** in the SSP. For example, the SEA level EU was selected from the drop-down menu (see fig. 5.7). If a file is not submitted at the SEA level, ***No Data in ESS*** will be displayed.

After the desired EU levels are selected, click outside of the drop-down menu and the results will update accordingly.

     a. If the list of files to update is complete, click ***NEXT*** to advance to the list of files.
     b. If the list of files to update is not complete, additional filters can be applied. Then click ***NEXT***.

E*MAPS* will filter only SEA and LEA level files that have not been submitted to ESS but the status of all three levels will be displayed. On this screen, FS029 and FS203 for SY 2018-19 are the only files that have not yet been submitted to ESS at the SEA level (status is ***No Data in ESS***).

*NOTE!* File due dates listed on the File Selection Form page and the Update File Status Form page will display in <span style="color:red">red text</span> if any required education unit level of a file has not been submitted to ESS by the file due date (see fig. 5.8).

## 5.6   Select Files Not Required to Submit/Not Collected in ESS

The option of creating a list of ED*Facts* files to update and/or view that reflect a status of ***Not Required to Submit*** or ***Not Collected in ESS*** is also available.

Select the EU level(s) to view/update from the ***Files Not Required to Submit/Not Collected*** drop-down menu, indicated by a blue highlight; click outside of the drop-down menu and the results will update accordingly.

The results will display the complete list of files in numerical order by school year that have a status of ***Not Required to Submit*** or ***Not Collected*** in the SSP.

After the desired EU levels are selected, click outside of the drop-down menu and the results will update accordingly.

     a. If the list of files to update/view is complete, click ***NEXT*** to advance to the list of files*.*
     b. If the list of files to update is not complete, additional filters can be applied. Then click ***NEXT.***

Figure 5.8 List of Files with a status of Not Required to Submit or Not Collected

For example, the LEA level EU was selected from the drop-down menu. If a file was previously identified as *Not Collected* at the LEA level, the file will be displayed with a status of *Not Collected* in the LEA Status column (see fig. 5.8).

# 6.0   Updating File Status

After using the file selection form to apply filters, the list of files is created and displayed below the *File Selection Form* in numerical order by school year. All files will have a blue checkmark to the left of them.

a)  To update all files identified and advance to the list of files to update, click **NEXT.**

b)  To select specific files to update from the filtered files, uncheck the files that do not need a status update (see fig. 6.1).

| | School Year | ↓ File # | File Name | Due Date | SEA Status | LEA Status | SCH Status |
|---|---|---|---|---|---|---|---|
| ☑ | 2019-20 | N029 | Directory | 01/31/2020 | Data in ESS | Data in ESS | Data in ESS |
| ☐ | 2019-20 | N039 | Grades Offered | 01/31/2020 | Not Collected | Data in ESS | Data in ESS |
| ☐ | 2018-19 | N002 | Children with Disabilities (IDEA) School Age | 04/03/2019 | Data in ESS | Data in ESS | Data in ESS |
| ☑ | 2018-19 | N005 | Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting | 11/06/2019 | Data in ESS | Data in ESS | Not Collected |
| ☑ | 2018-19 | N006 | Children with Disabilities (IDEA) Suspensions/Expulsions | 11/06/2019 | Data in ESS | Data in ESS | Not Collected |
| ☐ | 2018-19 | N007 | Children with Disabilities (IDEA) Reasons for Unilateral Removal | 11/06/2019 | Data in ESS | Data in ESS | Not Collected |
| ☑ | 2018-19 | N009 | Children with Disabilities (IDEA) Exiting Special Education | 11/06/2019 | Data in ESS | Data in ESS | Not Collected |
| ☐ | 2018-19 | N029 | Directory | 01/25/2019 | No Data in ESS | Data in ESS | Data in ESS |
| ☑ | 2018-19 | N032 | Dropouts | 02/12/2020 | Data in ESS | Data in ESS | Data in ESS |
| ☑ | 2018-19 | N037 | Title I Part A SWP/TAS Participation | 02/12/2020 | Data in ESS | Data in ESS | Not Collected |
| ☑ | 2018-19 | N039 | Grades Offered | 01/25/2019 | Not Collected | Data in ESS | Data in ESS |
| ☐ | 2018-19 | N040 | Graduates/ Completers | 02/12/2020 | Data in ESS | Data in ESS | Data in ESS |
| ☐ | 2018-19 | N045 | Immigrant | 12/11/2019 | Data in ESS | Data in ESS | Not Collected |
| ☑ | 2018-19 | N050 | Title III LEP English Language Proficiency Results | 12/11/2019 | Data in ESS | Data in ESS | Data in ESS |
| ☑ | 2018-19 | N052 | Membership | 03/27/2019 | Data in ESS | Data in ESS | Data in ESS |

«  ‹  1 – 15 of 52  ›  »

NEXT

Figure 6.1 Files Unchecked to Not Update

**NOTE!** Education Unit levels not collected by ED*Facts* appear as Not Collected in the Submission Plan with the update fields grayed out.

A system error, "*FSXXX could not be updated because there was a discrepancy between ESS and SSP. Please try again.*" will display when there are concurrency issues between the SSP and ESS. The error will trigger at the top of the *File Selection Form* when a user is attempting to update a file(s) status in SSP while accessing ESS in a separate browser and uploading the same data file(s) in ESS (see fig. 6.2). This error will appear only for files that are affected by the SSP to ESS concurrency issue. Files that do not encounter this issue will have their updated status successfully processed to the E*MAPS* database.

**TIP!** Standard practice should be to submit the data file to ESS and then log into the E*MAPS* SSP to update a file's status. Following this process allows the databases to communicate and file statuses to reflect accurately within the SSP.

Figure 6.2 Concurrency System Error

## 6.1   Timely (File submission)

Timely is a *Yes/No* dropdown selection. The selection defaults to *Yes*.



Figure 6.3 Select File Status Indicator: Not Timely

## 6.2   Expected Late Submission Date

If a SEA will not be able to submit complete files by the original file due date, a comment is required to be entered in the *Not Timely Comments* box. To choose a date, click the calendar icon and a calendar will appear, allowing the user to choose the month, year, and specific day that the file is expected to be submitted; the date will automatically populate into the field. If *No* is selected, an explanation is required to be entered in the *Not Timely Comments* box. If a comment is not entered, a red error message will appear (see fig. 6.3).

*NOTE!* If the file is not received by the date entered in the *Expected Late Submission Date* field, an automated email alert will be sent one day after the date entered. An email alert will be sent one week prior to the identified *Expected Late Submission Date* as a reminder that the late submission date is approaching.

Figure 6.4 Select File Status Indicator: Expected Late Submission Date

The *Expected Late Submission Date* must be greater than the original file due date. If the current date or a prior date is chosen, an error message will appear in red (see fig. 6.4).

## 6.3   Status (File status)

There are four file statuses to choose from:

- *No Data in ESS* (ESS generated);
- *Data in ESS* (ESS generated);
    - This status will be reflected when a data file is submitted to ESS.
    - Additionally, when a file that has previously been submitted to ESS and identified as *Submission Complete* requires a resubmission, the status in the SSP will automatically revert back to *Data in ESS* upon the resubmission of the data file to ESS. After the file is successfully resubmitted, the file's status should be manually changed to *Submission Complete* once data are considered final. (see fig. 6.5)
- *Not Required to Submit* (Manually selected)
    - ESS automatically generates the *No Data in ESS* status and the *Data in ESS* status. SEA users can select *Not Required to Submit* by manually clicking on *No Data in ESS* to indicate instances where SEAs will not be submitting a file. A detailed comment is required in the *Not Required to Submit Comments* field explaining the justification for not submitting the file.
- *Submission Complete* (Manually selected)
    - When ESS has set the status for a file to *Data in ESS*, the SEA can manually select *Submission Complete* to indicate no further revisions to the file for a given level are expected.

The SSP will automatically update a file's status to *Data in ESS* for file submissions and resubmissions in ESS. This will allow the state to easily mark their submission as *Submission Complete*.



Figure 6.5 Select File Status Indicator: Status

## 6.4   Data Anomaly

This is a *Yes/No* selection and the default is *No*.

SEA users may indicate if there is an existing data anomaly in the data submitted for a file. If *Yes* is chosen, a comment is requested to be entered in the *Data Anomaly Comments* field to continue (see fig. 6.6).



Figure 6.6 File Status File Status Indicator: Data Anomaly

## 6.5   Comment Fields

Four comment fields appear for each file status box. Comment fields are to be used to explain different situations.

- *Not Timely Comments* are required if a file's Timely status is marked as *No*;
- *Not Required to Submit Comments* are required if a file's status is marked as *Not Required to Submit*;

- *Data Anomaly Comments* are required if a file's Data Anomaly status is marked as *Yes*; and

- *General Comments* are optional and not required but available to allow states to provide ED with general comments related to their file submission.

*NOTE!* Comments must not exceed 4000 characters.

*NOTE!* If a comment is not required by the system based on an element, then a comment cannot be provided. If a comment is entered without the corresponding element being indicated, an error preventing the user from saving the updates will fire (see fig 6.7).



Figure 6.7 File Status Information Screen

After completing the *Update Form* fields, choose *CONFIRM* to advance to the Submission Review Page (see fig. 6.7).

# 7.0   Review, Confirm and Submit State Submission Plan

After data have been entered and **CONFIRM** has been selected, a confirmation screen will be displayed (see fig. 7.1). This screen is read-only and summarizes the information entered on the previous screen. There are three buttons at the bottom of the **Review** screen:

- **CANCEL** – Will exit the application. **No changes** will be saved.

- **PREVIOUS** – If any errors are identified, selecting the **Previous** button will return to the previous screen to edit the information.

- **SAVE SUBMISSION PLAN** – If the data look accurate as entered and no further review is needed, select **SAVE SUBMISSION PLAN**. Selecting this button will redirect back to the homepage and end the session in the E*MAPS* **State Submission and File Status** process.



Figure 7.1 State Submission Plan Review Form

**NOTE!** Complete comments will not be shown on the review screen. Review comments in their entirety before clicking **SAVE SUBMISSION PLAN**. To view the full comment, click in the comment field and scroll through comments using right and left arrow keys.

**TIP!** If the headers are truncated, either make the window full screen or decrease the screen's resolution.

Once all necessary edits have been made and **SAVE SUBMISSION PLAN** is selected, E*MAPS* will redirect to the **Summary** page of the State Submission Plan. An HTML report will be generated with the updates made in that session.

# 8.0   Accessing HTML State Submission Plan Reports

An HTML version of the ***State Submission Plan and File Status*** process can be accessed from the ***Reports*** tab while in the ***State Submission Plan*** process and from the ***Reports*** tab on the main E*MAPS* homepage. Reports are generated when an SSP update is saved.

***NOTE!*** When multiple school years are updated in the same session, an HTML report will generate for *each school year* and will only contain updates for that particular school year.

To download a ***State Submission Plan*** HTML report, click the ***Reports*** tab from which the SSP and choose the school year from the drop-down menu (see fig. 8.1).
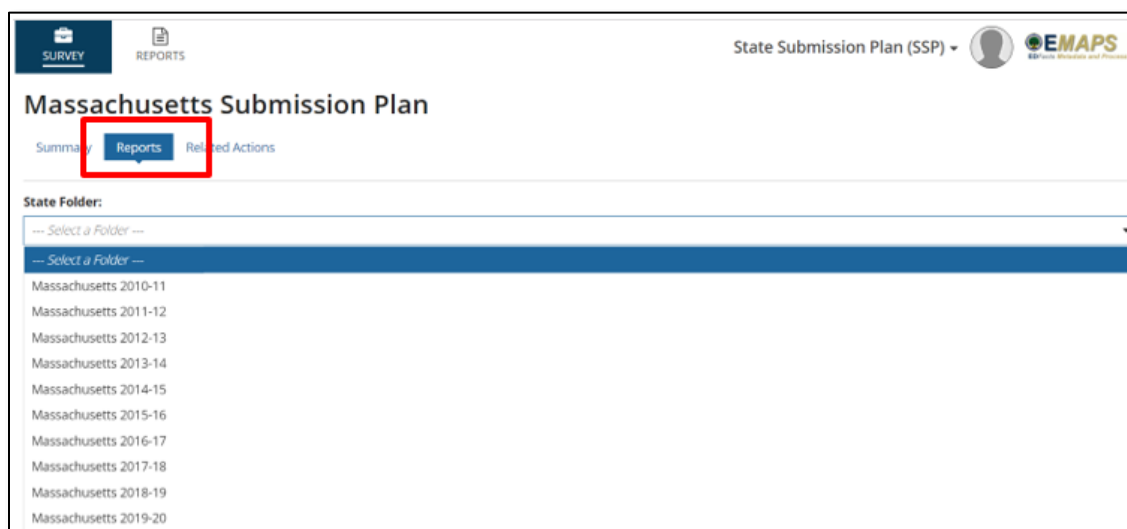


Figure 8.1 Report Tab and School Year Drop-down

After choosing a school year, the system will display a link(s) to the HTML report for the selected year. Click the blue hyperlink to access the HTML version of the report (see figs. 8.2 and 8.3).



Figure 8.2 Hyperlink to HTML SSP Report

Figure 8.3 HTML Version of the SSP Report

***NOTE!*** The HTML Report will be identical if it is accessed from the ***Reports*** tab within the SSP process or from the ***Reports*** tab on the E*MAPS* homepage.

To access the HTML report without going into the SSP process, click the ***REPORTS*** tab after clicking the ***State Submission Plan (SSP)*** link from the ED*Facts* Portal (see fig. 4.4, Section 4).

# 9.0    Automated Emails From E*MAPS*

Emails automatically generated and sent from E*MAPS* will come from the EDEN_SS@ed.gov email address.

All auto-generated emails related to the SSP are sent to the ED*Facts* Coordinator. If someone else in the SEA should receive the notification emails, please contact PSC for assistance.

## 9.1   Original ED*Facts* File Due Date Reminder Email

A reminder email will be sent one week prior to a file's original due date (for all ED*Facts* files). If there are numerous files due on the same date that have not yet been submitted one week prior to the due date, one email will be sent listing each file due on the upcoming due date by EU level.

- PSC is copied on this email.

## 9.2   Files updated with an Expected Late Submission Date

An email will be sent to the ED*Facts* Coordinator if the SEA indicates that a file is expected to be submitted late and a date is entered into the ***Expected Late Submission Date*** field. One email will be sent listing all files identified by EU level.

- PSC and the Department of Education are copied on this email.

## 9.3   File Due Date Reminder Email for *Expected Late Submission Date*

A reminder email will be sent one week prior or less to the date identified as a file's ***Expected Late Submission Date***. One email will be sent listing all files identified by EU level. Additionally, automated emails will be re-sent to the ED*Facts* Coordinator if the SEA updates the ***Expected Late Submission Date*** value and the file is still not received by ESS one week or less prior to the updated late submission date.

- PSC is copied on this email.

## 9.4   File Not Submitted by Expected Late Submission Date

If the SEA marked a file to be submitted later than the original due date and that file is not submitted to ESS by the indicated ***Expected Late Submission Date*** in the SSP, an email will be automatically generated the following day and sent to the ED*Facts* Coordinator as a reminder. Additionally, automated emails will be re-sent to the ED*Facts* Coordinator if the SEA updates the ***Expected Late Submission Date*** value multiple times into the future, and the file is still not received by ESS by the indicated date.

- PSC and the Department of Education are copied on this email.

## 9.5   File Not Submitted by Expected Late Submission Date and Expected Late Submission Date Not Updated

If the SEA marked a file to be submitted later than the original due date, *Timely = No, and* the file is not submitted to ESS by the indicated ***Expected Late Submission Date*** in the SSP, and a new ***Expected Late Submission Date*** has not been provided, an email will automatically generate the following day and be sent to the ED*Facts* Coordinator as a reminder. Additionally, any time the ***Expected Late Submission Date*** is updated, and a file is not submitted by that date, an automated email will be sent to the ED*Facts* Coordinator.

- PSC and the Department of Education are copied on this email.

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