



**U.S. DEPARTMENT OF EDUCATION**

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

**EMAPS User Guide: Survey on the Use of  
Funds Under Title II, Part A (Supporting  
Effective Instruction  
Grants State Activities Funds)**

**Release 3.0**

**June 2020**

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This technical guide is available on the Department's [EDFacts Initiative Home Page](#) and on the [EDFacts Metadata and Process System \(EMAPS\) Website](#).

On request, this publication is available in alternate formats, such as Braille, large print, or CD Rom. For more information, please contact the Department's Alternate Format Center at (202) 260-0852 or (202) 260-0818.

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

<b>Title:</b>	EMAPS User Guide: Survey on the <b>Use of Funds Under Title II, Part A (Supporting Effective Instruction Grants State Activities Funds)</b>
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### DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	May 2018	This is a new survey for FFY 2017 (SY 2017-18)
1.1	July 2018	Corrected citation reference for the Set Aside Question, Section 2101(c)(3)
2.0	June 2019	Updated for Version 2.0 <ul style="list-style-type: none"> <li>Updated screenshots for FFY 2018</li> </ul> Updated screenshots to reflect EMAPS upgrade
3.0	June 2020	Updated for Version 3.0 <ul style="list-style-type: none"> <li>Updated screenshots for FFY 2019</li> </ul> <b>New!</b> Updated Question 1 sub section to reflect Maximum Federal FY 2019 Title II, Part A funds available for State activities under Section 2101(c)(4)(A)

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## PREFACE

The *EMAPS* User Guide is intended to assist users of the *EDFacts* Metadata and Process System (*EMAPS*). This guide addresses the basic mechanics of *EMAPS* system access and navigation for this process.

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

Data entered into the *EMAPS* system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through *EDFacts* (OMB 1810-0711, expires 03/31/2021). 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 e-mail [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1810-0711.

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

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## 1.0 Introduction

The *EDFacts* Metadata and Process System (*EMAPS*) is a Web-based tool that allows state education agencies (SEAs) to report and maintain information that aids in the analysis of data collected as part of the *EDFacts* Initiative. SEAs report state policies information, data submission plans, and metadata via *EMAPS*.

This document is intended to guide State Title II Directors in submitting their *Survey on the Under Title II, Part A Use of Funds (Supporting Effective Instruction Grants State Activities Funds)*.

### 1.1 Technological Requirements

*EMAPS* 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

The Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), provides funds to States and local educational agencies (LEAs) to improve the quality and effectiveness of their teachers, principals, and other school leaders, with the goal of increasing student achievement consistent with the challenging State academic achievement standards. States and LEAs receive these funds under Title II, Part A (Supporting Effective Instruction Grants) of the ESEA. The purpose of the *EDFacts* Metadata and Process System (*EMAPS*) Survey on the **Use of Funds Under Title II, Part A (Supporting Effective Instruction Grants State Activities Funds)** (UOF TII, Part A) is to enable policymakers and practitioners to gain a better understanding of how States are using their Title II, Part A State activities funds. Completion of this survey meets the reporting requirements under Section 2104(a)(1-4) of ESEA.

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## 2.0 Frequently Asked Questions

Below is a list of frequently asked questions regarding the EMAPS Title II, Part A Survey 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.

Below is a list of frequently asked questions regarding this EMAPS process. Additional questions about how the process works can be directed to the Partner Support Center (PSC) at [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov).

### **What is the primary use of this information?**

The information will be collected annually from the 50 States, the District of Columbia, and Puerto Rico. The information obtained from the surveys will provide the Department with a description of how Title II, Part A State Activities Funds are used by each state. In addition, the survey will provide data on the number of SEA staff supported by Title II, Part A funds at the state level, as well as data on teacher, principal, and other school leader evaluation and retention. To the extent possible, the results from the survey will be compared with results obtained from previous data collections. The results have been presented to State Title II, Part A Coordinators during their annual meeting. *The results are used to inform Congress, the President, other external stakeholders, and interested parties on how Title II, Part A State Activities Funds are used by each state.*

### **Who in my state has been given access to the Title II, Part A Use of Funds survey?**

Each State Title II Director has been granted access to respond to and submit the EMAPS Title II, Part A Use of Funds survey. Each State ED Facts Coordinator will be granted read-only access to the survey.

### **Can someone other than the Title II Director respond to the survey and submit for my state? If so, how do I do that?**

Yes. If the Title II Director wishes to authorize someone else to submit the data, please contact the Partner Support Center (PSC) with the name and e-mail address of the new user(s).

Phone: (877) 457-3336

E-mail: [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)

Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto:federalrelay@sprint.com)

### **When are the data due?**

The completed survey is due no later than 11:59 p.m. ET, July 08, 2020. In addition, there will be a period between August 10, 2020 through August 28, 2020 when the survey will be reopened to allow for updates to be made after the data quality review by the program office takes place

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**Are all states required to submit the Title II, Part A Use of Funds survey via EMAPS for Federal Fiscal Year (FFY) 2019?**

Yes. 50 states plus the District of Columbia and Puerto Rico are required to submit this survey.

**What reporting year will this data collection cover?**

The State allocations that must be reported in the Title II, Part A Use of Funds survey are for Federal Fiscal Year (FFY) 2019.

**What school year of data should my state enter for Question 4 and Question 5?**

The funding data that you will report in Questions 4 and 5 is for SY 2018-19. These data were submitted in the FFY 2018 survey but to allow states to collect and submit complete and accurate data, questions 4 and 5 will collect these data with a year lag (SY 2018-19). This year will serve as the baseline data and future years will remain consistent in terms of the SY collected for questions 4 and 5.

**Will the system send any notifications?**

EMAPS will send notifications to Title II Directors and ED*Facts* Coordinators at the following times:

- When the system opens, and the survey is available for submission;
- Once the survey is submitted (a copy of the submitted survey will be attached).

Three days prior to the close of the system, one of two e-mails may be sent to Title II Directors and ED*Facts* Coordinators if action is still required:

- Survey is in a “Not Started” status (no data has been entered); or
- Survey is in a “In Process” status (data have been entered but not yet submitted the survey).

Additionally, Title II Directors and ED*Facts* Coordinators will receive notifications when the system is reopened for data resubmission. The e-mail will indicate if OSS identified the state as being required or not required to resubmit the survey. ***NOTE!*** *States identified as being required to resubmit, and have not completed the resubmission, will receive a reminder notification one week prior to the final due date.*

**May I leave a field blank?**

No. All fields must be completed with the exception of the optional comment box at the end of each question.

**Can I enter decimals as a response?**

Yes. The system will automatically round all values to the required formatting for each specific question. For example, the system will round percentages to one decimal place, FTE values to two decimal places, and allocation amounts to two decimal places.

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**Can I report data as *Missing*?**

Yes. The system will allow a count to be reported as ***Missing***. ***Missing (M)*** should be reported if the State did not collect or cannot report an allocation amount for the specific category that is applicable to the state.

***NOTE!*** *When entering **Missing**, enter **M** into the field. Please provide an explanation for **Missing** data and what steps will be taken to ensure that the data will be reported in the future in the comment box for that question, prior to submitting the survey.*

**What if my state did not allocate any funds for a particular question?**

A response is required for all allocation fields that are manual entry and marked with an asterisk. Permitted values are numeric values (including zero) or the value of ***M*** (Missing). The error message ***“A value is required”*** will be triggered if a numeric value or ***M*** (Missing) is not entered and the pre-populated value is removed from the manual entry field.

**Should I report contracted employees in Question 3?**

Question 3 collects the number of SEA employees, not contractors, whose salaries are fully funded and those partially funded by Title II, Part A activities and/or administrative funds.

**What happens if a user enters the wrong type of character into a field?** If the wrong type of character is entered, the entered data will be erased when the page is saved or updated. No error message will appear.

***NOTE!*** *Error and warning messages that are based on multiple fields may appear at the further down the page, just above the **“SAVE AS DRAFT”** button.*

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

Yes. The comment and description fields are paragraph type format with a maximum of 4,000 plain text characters.

**Will I have access to the survey after it has been submitted?**

Yes. A copy of the survey can be accessed and modified until the July 08, 2020 due date. After the due date, the survey can be reviewed, but revisions cannot be made until the reopen period of August 10, 2020 through August 28, 2020.

**Can I make corrections to the submitted data before the due date?**

Yes. Title II Directors can override previously submitted versions of their State's data by going back into the EMAPS system and updating accordingly. If data are updated, the survey must be resubmitted in order for the program office to receive updated information. There is no limit to the number of times data can be edited and submitted while the survey is open.

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

The survey responses can be modified during the reopen period of August 10, 2020 through August 28, 2020.

**Can I print the results of this survey?**

Yes. The final submitted survey may be saved and printed. See section 7.0 for directions on accessing the submitted survey.

**Whom do I contact for login problems or technical assistance with the EMAPS website?**

For login and technical assistance, please contact the Partner Support Center:

E-mail: [eden\\_ss@ed.gov](mailto:eden_ss@ed.gov)

Telephone: 877-457-3336 (877-HLP-EDEN)

Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto:federalrelay@sprint.com)

PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding Federal Holidays.

**NOTE!** Users should also contact PSC for content and policy-related questions.

### 3.0 Accessing EMAPS

To access the EMAPS login screen, 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).

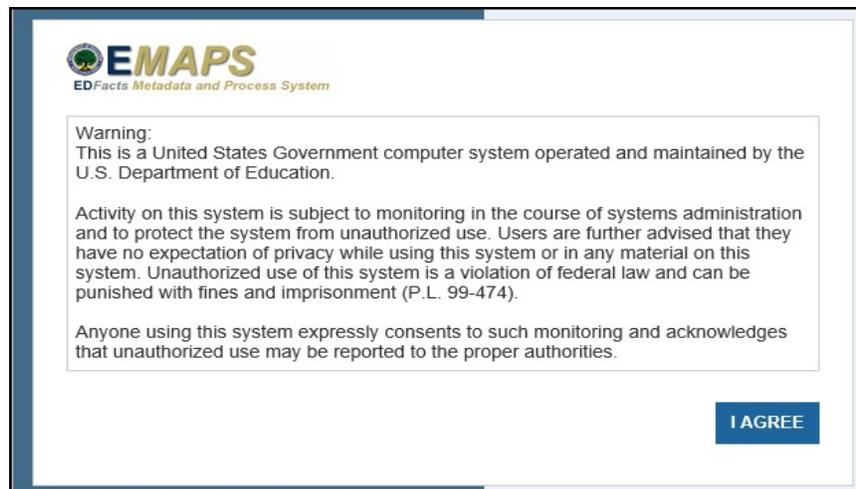


Figure 3.1 – Department of Education approved warning banner

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

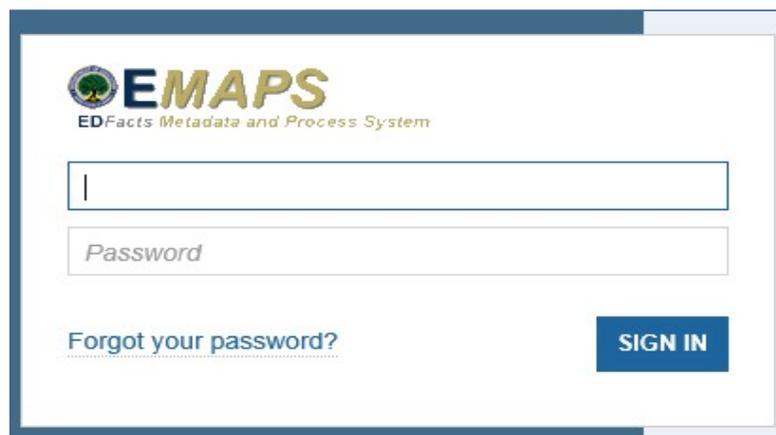


Figure 3.2 –EMAPS Login Screen

Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.2). See Section 9 if you need to reset your password. If you experience issues logging into EMAPS, please contact PSC (FAQ Section, 2.1).

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

## 4.0 Accessing the Title II, Part A Use of Funds Survey

Once logged into EMAPS, the ED Facts Portal landing page will display.

Click the **Title II, Part A Use of Funds** blue survey link under the ED Facts section, then click the state specific survey link to enter the survey. (see figs 4.1 and 4.2).

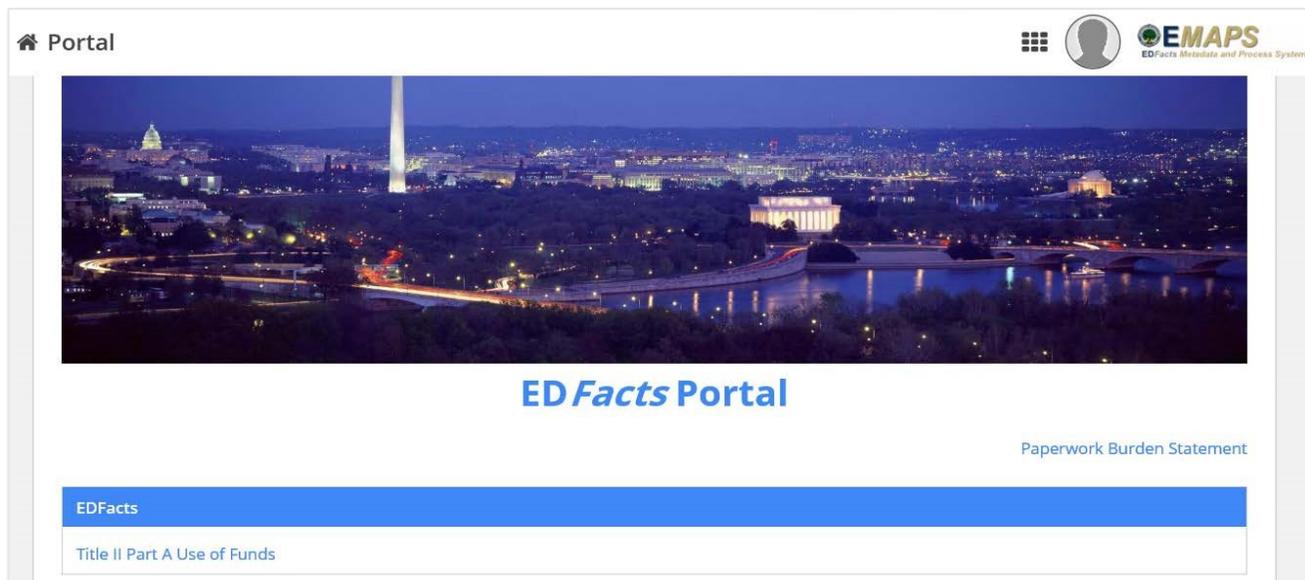


Figure 4.1 – ED Facts Portal Landing Page

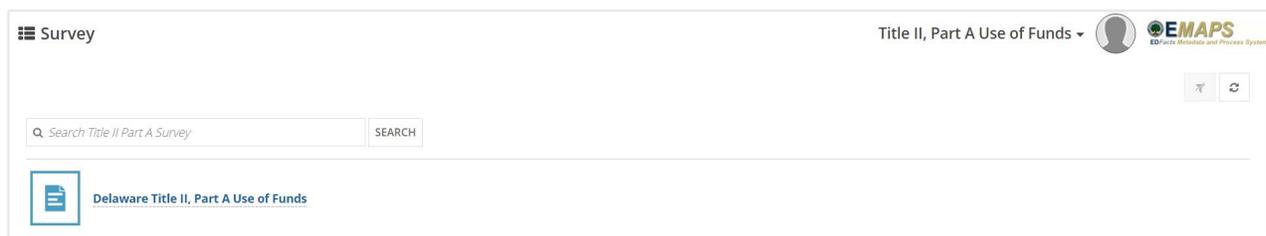


Figure 4.2 – State Specific Link to Title II, Part A Use of Funds survey

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

- a. Survey progress bar showing the status of the survey:
  - i. **Not Started:** No data has been entered and saved in the survey
  - ii. **In Process:** Data has been entered and saved in the survey

- iii. **Submitted:** The survey has been submitted successfully to the database
- b. Information about the survey;
- c. Instructions for completing the survey; and
- d. Survey Support Documents
  - i. Survey User Guide
  - ii. Recording of the survey webinar
  - iii. Paper copy of the Title II, Part A State survey

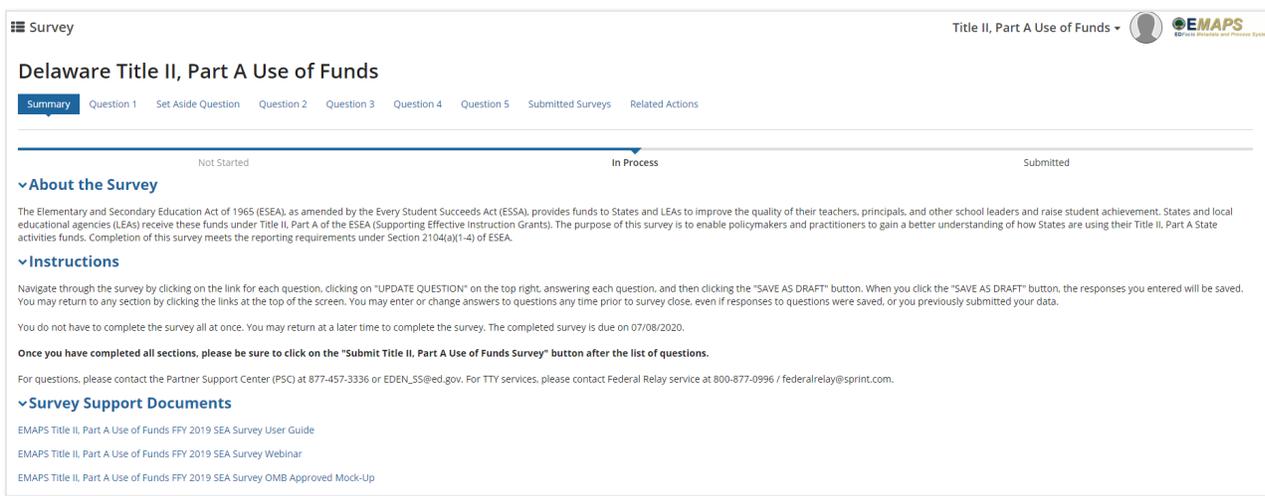


Figure 4.3 – Summary Page

To return to the *EDFacts Portal* at any time, choose ***EDFacts Portal*** from the dropdown menu in the top right corner (see fig.4.4).

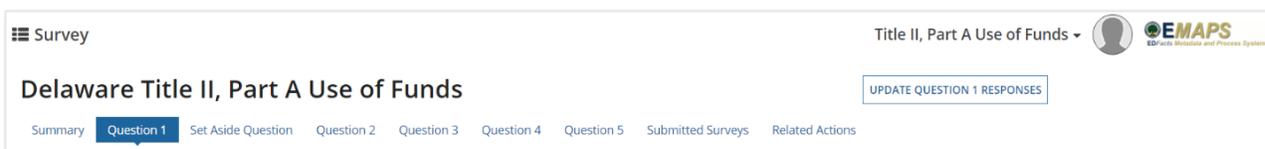


Figure 4.4 – Dropdown Menu

## 5.0 Navigation Tips

### 5.1 Survey Support Documents

Documents available on the **Summary** page of *EMAPS* to assist with submitting the Title II, Part A State survey are:

- **EMAPS Title II, Part A FFY 2019 Survey User Guide:** Link to the technical document that provides step-by-step instructions on completing and submitting the survey.
- **EMAPS Title II, Part A FFY 2019 Survey Webinar:** Link to the technical webinar recording and slide deck.

**EMAPS Title II, Part A FFY 2019 Survey Mock-Up:** Should you want to collect the information and enter it on paper before entering data into the online survey, this link allows you to download the Office of Management and Budget (OMB) approved version of the survey

### 5.2 Responding to a Question

To respond to a question, select the question specific link at the top of the page. The question will first display in review only mode. To enter responses, follow these instructions:

1. Click the **UPDATE QUESTION X RESPONSES** button to manually enter the data (see fig. 5.1).



Figure 5.1 – *Update Question X Response* Button

2. Data entry fields will display to allow manually entry allocation amounts or comments to be entered (see fig. 5.2).

### Question 1

Provide the dollar amount of Federal FY 2019 Title II, Part A State activities funds allocated for the following activities. Do not include carryover funds. You can estimate if you do not have exact figures.

Maximum Federal FY 2019 Title II, Part A funds available for State activities under Section 2101(c)(4)(A):	\$ 492,854.00
Total amount of Title II, Part A funds transferred <u>to</u> another program under ESEA funding transferability provisions (ESEA section 5103)	\$ 0.00
Amount of Title II, Part A funds transferred to Title I, Part A	* \$ <input type="text" value="0.00"/>
Amount of Title II, Part A funds transferred to Title I, Part C	* \$ <input type="text" value="0.00"/>
Amount of Title II, Part A funds transferred to Title I, Part D	* \$ <input type="text" value="0.00"/>
Amount of Title II, Part A funds transferred to Title III, Part A	* \$ <input type="text" value="0.00"/>
Amount of Title II, Part A funds transferred to Title V, Part B	* \$ <input type="text" value="0.00"/>
Total Amount of funds transferred <u>from</u> another program to Title II, Part A	* \$ <input type="text" value="0.00"/>

Figure 5.2 – Data Entry Fields Enabled

- At the bottom of each page, an optional comment box is available (up to 4,000 characters). Once all data have been entered, warnings have been reviewed, and data are ready to be saved, click **SAVE AS DRAFT** (see fig 5.3).

**NOTE!** Data entered cannot be saved until all errors are resolved.

**NOTE!** If the **Data Entry Form** is closed without clicking **SAVE AS DRAFT**, data entered will not be saved.

Comment (Optional)

4000 Character Limit

No Data Entered. At least one value needs to be provided.

**SAVE AS DRAFT**

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### 5.3 Manually Entering Data into Data Entry Fields

To manually navigate between data entry fields, press the Tab key. Doing so will:

- Progress you to the next field;
- Correctly format the field that was responded to; and
- Update an auto-calculated **Total** field with the new value.

### 5.4 Comment and Description Fields Character Limit

The character limit for the comment and description fields in the survey is 4,000 which is displayed below the field.

To validate that the response does not exceed the 4,000-character limit, enter the text into Notepad which will count the characters accurately using plain text. From there, paste the text into the *EMAPS* comment box or description box once your response is complete. The form will not be able to be saved as a draft or continue until the count of characters is 4,000 or less.

**NOTE!** Microsoft Word counts characters differently than Notepad and *EMAPS*. *EMAPS* uses plain text while MS Word uses rich text.

### 5.5 Addressing Warnings and Errors

Warnings will be triggered if a potential issue is identified with the data. Warnings will not prevent submission of the survey. If a warning is triggered, it is strongly recommended that an explanation be provided in the optional comment field addressing the warning.

Errors will trigger if an issue has been identified with the data that is not acceptable. Errors must be resolved before the system will save entered data as a draft. Errors will also prevent submission of the survey.

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## 6.0 Completing the Title II, Part A Survey

To begin entering Title II, Part A State survey data, select a question link on the top menu bar. This survey consists of six questions:

- 1) **Question 1:** Dollar amount of Federal FY 2019 Title II, Part A State activities funds allocated for each section (not including carryover funds).
- 2) **Set Aside Question:** Dollar amount, if any, reserved for subgrants to LEAs for activities for principals or other school leaders described in Section 2101(c)(3).
- 3) **Question 2:** Identify areas in which the State allocated Federal FY 2019 Title II, Part A State activities funds.
- 4) **Question 3:** Identify number of SEA employees paid with Title II, Part A State activities and/or administrative funds.
- 5) **Question 4:** Identify whether or not the State used Title II, Part A State funds to implement school staff evaluation and support system consistent with Section 2101(c)(4)(B)(ii) in SY 2018-19.
- 6) **Question 5:** Identify whether the State collected data on the SY 2018-19 annual retention rate of effective and ineffective school staff using any methods or criteria the State has developed under Section 1111(g)(2)(A).

### 6.1 Question 1

Question 1 collects the dollar amount of Federal FY 2019 Title II, Part A State activities funds allocated for each section (not including carryover funds). It contains auto-calculations, pre-populated data and manual entry fields.

To enter a response in the data entry fields:

1. Click **UPDATE QUESTION 1 RESPONSES**;
2. Enter the allocation amounts in the respective sections; and
3. Click **SAVE AS DRAFT**

#### 6.1.1 Q1: Maximum Federal FY 2019 Title II, Part A funds available for State activities under Section 2101(c)(4)(A)

The first row displays the total Federal FY 2019 Title II, Part A State activities funds that were allocated to the State on July 1, 2019 and October 1, 2019. The amount listed is pre-populated with the allocation amount provided by the program office (see fig. 6.1).

The following auto-calculation formula shall be applied dynamically for this section:

- **Total amount of Title II, Part A funds transferred to another program under ESEA funding transferability provisions (ESEA section 5103)** as the sum of
  - “Amount of Title II, Part A funds transferred to Title I, Part A”
  - “Amount of Title II, Part A funds transferred to Title I, Part C”
  - “Amount of Title II, Part A funds transferred to Title I, Part D”
  - “Amount of Title II, Part A funds transferred to Title III, Part A”
  - “Amount of Title II, Part A funds transferred to Title V, Part B”

**NOTE!** If the sum of the 5 sub-categories does not equal the total funds for all Title II, Part A State activities, a warning will appear above the page break of the first section. The calculation behind the warning message is:

"Maximum Federal FY 2019 Title II, Part A funds available for State activities under Section 2101(c)(4)(A)"  
**MINUS**  
 "Total amount of Title II, Part A funds transferred to another program under ESEA funding transferability provisions (ESEA section 5103)"  
**PLUS**  
 "Total Amount of funds transferred from another program to Title II, Part A"  
**MINUS**  
 "Total Federal FY 2019 funds allocated for Title II, Part A State activities"

Total amount of Title II, Part A funds transferred to another program under ESEA funding transferability provisions (ESEA section 5103)

**Question 1**

Provide the dollar amount of Federal FY 2019 Title II, Part A State activities funds allocated for the following activities. Do not include carryover funds. You can estimate if you do not have exact figures.

Maximum Federal FY 2019 Title II, Part A funds available for State activities under Section 2101(c)(4)(A):	\$ 492,854.00
Total amount of Title II, Part A funds transferred to another program under ESEA funding transferability provisions (ESEA section 5103)	\$ 0.00
Amount of Title II, Part A funds transferred to Title I, Part A	* \$ <input type="text"/>
Amount of Title II, Part A funds transferred to Title I, Part C	* \$ <input type="text"/>
Amount of Title II, Part A funds transferred to Title I, Part D	* \$ <input type="text"/>
Amount of Title II, Part A funds transferred to Title III, Part A	* \$ <input type="text"/>
Amount of Title II, Part A funds transferred to Title V, Part B	* \$ <input type="text"/>
Total Amount of funds transferred from another program to Title II, Part A	* \$ <input type="text"/>
Total Federal FY 2019 funds allocated for Title II, Part A State activities	* \$ <input type="text"/>
State activities funds not yet obligated at the time of response	* \$ <input type="text"/>

Activity
Title II, Part A funds

Please note: States are not required to fund every activity listed

Figure 6.1 – Question 1

**NOTE!** All dollar fields are required to have a numeric value or M (Missing) entered. **A value is required** error will appear if a numeric value or M (Missing) is not entered (see fig. 6.2).

**NOTE!** It's possible that funds have been budgeted and you are in the process of obligating. Please only include unbudgeted dollar amounts on this line.

**6.1.2 Q1: Title II, Part A State funds for activities**

The next section of Question 1 includes manual entry sections and auto-calculations. States are not required to fund every activity listed; therefore, some activities may be left as **0.00** if the activity was not funded. Each activity is separated by a page break.

**NOTE!** Spending on administrative activities should be included in question 1f.

**NOTE!** A warning will appear below the *Total Federal FY 2019 funds allocated for Title II, Part A State activities* and at the bottom of the page if 1) the amounts entered in sub-questions (a) through (u); do not equal the value manually entered for **Total Federal FY 2019 funds allocated for Title II, Part A State activities**; or 2) Any value is reported as M (missing) (see fig. 6.3).



Figure 6.2 – Question 1 Warning Message

To confirm if the warning triggers, scroll up to the top of the screen prior to clicking **SAVE AS DRAFT**.

**NOTE!** Sub-questions (a), (b), (e), and (g) contain a **Total: \$XX.XX** field which is auto-calculated as the sum of the dollar amounts listed for each sub-activity in the same sub-question. (see fig. 6.3)

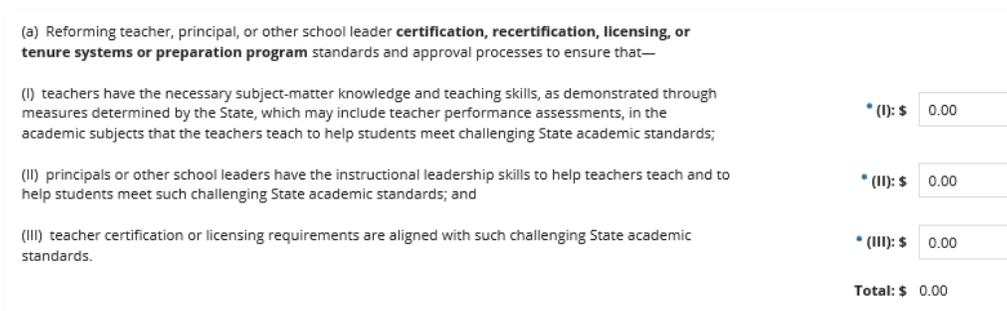


Figure 6.3 – Sub-question Total Field

The **Set Aside Question** asks if funds were reserved for subgrants to LEAs for activities for principals or other school leaders as described in Section 2101(c)(3).

To enter a response in the data entry fields:

1. Click **UPDATE QUESTION 1 RESPONSES**;
  - a) If **No** is selected, nothing further is required;
  - b) If **Yes** is selected, a percentage of funds reserved and a description of the activities that were funded are required (see fig. 6.4);
2. Include a comment in the Comment (Optional) field if applicable; and
3. Click **SAVE AS DRAFT**

**NOTE!** If the **Data Entry form** is closed without clicking **SAVE AS DRAFT**, data entered will not be saved.

**NOTE!** The **A value is required** error will appear if **YES** is selected for the **Set Aside Question** and the description of the activities funded by the reserved funds is left blank.

Delaware Title II, Part A Use of Funds

Summary Question 1 Set Aside Question Question 2 Question 3 Question 4 Question 5 Submitted Surveys Related Actions

### Set Aside Question

In Federal FY 2019, the minimum amount of funds that Delaware was required to make available for subgrants to LEAs was at least \$9,083,300.00. Under Section 2101(c)(3), SEAs are allowed to reserve up to 3 percent of the amount reserved for subgrants to LEAs for activities for principals or other school leaders (in addition to the funds reserved for state activities under Section 2101(c)(4)(A)). Did your state reserve additional FY 2019 funds under Section 2101(c)(3) for activities for principals and other school leaders?\*

Yes  
 No

If you selected "Yes," what percentage of those funds were reserved for those activities? \*

1.0

In addition, please provide a description of the activities funded by the reserved funds: \*

4000 Character Limit  
A value is required.

Comment (Optional)

4000 Character Limit

SAVE AS DRAFT

Figure 6.4 – Error message will trigger if **Yes** is selected and a value is not entered.

**NOTE!** The **Must be a positive value, 0 or 'M'** error will appear if the percentage of funds entered is less than zero (negative number) (see fig. 6.5).

If you selected "Yes," what percentage of those funds were reserved for those activities? \*

-50.0

Must be a positive value, 0 or 'M'

Figure 6.5 – Error message will trigger if a negative number is entered

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## 6.2 Question 2

Question 2 identifies areas where FFY 2019 Title II, Part A State activities funds were allocated. These areas include:

- Developing and supporting school principals and other school leaders;
- Ensuring equitable access to teachers for low-income and minority students;
- Preparing, developing, and retaining teacher leaders;
- Creating supportive school climates;
- Developing, implementing, or supporting educator evaluation systems; and
- Preparing educators to implement new college- and career-ready standards.

When an area is selected using the check box, the amount of funds allocated toward that activity must be entered and a brief description of how the funds were used must be added to the comment field (see fig. 6.6).

To choose an activity and enter data:

4. Click **UPDATE QUESTION 2 RESPONSES**;
5. Choose an activity by clicking the respective box and two manual entry boxes will appear for that activity;
6. Enter the amount of funds allocated toward the activity in the first box;
7. Enter a description of how Title I, Part A State funds were used toward that activity in the second box;
8. Repeat steps 2 through 4 for each activity that applies; and
9. Click **SAVE AS DRAFT** once all activities that were allocated funding have been responded to.

**NOTE!** If the **Data Entry form** is closed without clicking **SAVE AS DRAFT**, data entered will not be saved.

**NOTE!** The **A value is required** error will appear if an activity is selected and the description field is left blank (see fig. 6.6).

Question 2

Please identify the areas in which your State allocated Federal FY 2019 Title II, Part A State activities funds.

Developing and supporting school principals and other school leaders

What amount of Title II, Part A State activities funds have been allocated towards the activities described above?

\* \$ 1.00

Please provide a brief description of how Title II, Part A State activities funds were used for developing and supporting school leaders: \*

4000 Character Limit  
A value is required.

Figure 6.6 – Error message when description field is not entered for a selected activity

**NOTE!** The error *All fund values for selected activities are 0. Please provide at least one activity amount with a dollar amount greater than 0* will appear at the bottom of the page if an activity is selected and the question *What amount of Title II, Part A activities funds have been allocated towards the activities described above?* is left blank or is not greater than zero (see fig. 6.7).

Comment (Optional)

4000 Character Limit

All fund values for selected activities are 0. Please provide at least one activity amount with a dollar amount greater than 0

SAVE AS DRAFT

Figure 6.7 – Error Message when allocation amount is not entered for selected activity

### 6.3 Question 3

In Question 3, identify the number of SEA employees, not contractors, whose salaries are fully funded and those partially funded by Title II, Part A activities and/or administrative funds (see fig. 6.8). Count the number of employees paid.

To enter a response in the data entry fields:

1. Click **UPDATE QUESTION 3 RESPONSES**;
2. Enter the number of employees fully funded and number of employees partially funded;
3. Then enter the number of FTEs accounted for in the number of employees reported (both fully and partially funded); and
4. Click **SAVE AS DRAFT** to save the entered data and continue.

**NOTE!** If the **Data Entry form** is closed without clicking **SAVE AS DRAFT**, data entered will not be saved.

## Delaware Title II, Part A Use of Funds

Summary Question 1 Set Aside Question Question 2 Question 3 Question 4 Question 5 Submitted Surveys **Related Actions**

### Question 3

**SEA employees paid with Title II, Part A State activities and/or administrative funds**

Provide the number of SEA employees whose salaries are fully funded by Title II, Part A State activities and/or administrative funds, and the number of SEA employees whose salaries are partially funded by Title II, Part A State activities funds and/or administrative funds. Please count numbers of **people** paid, not FTEs paid.

Fully Funded	Partially Funded
1	1

How many FTEs are accounted for in the previous chart? \*

1.00

Comment (Optional)

4000 Character Limit

**SAVE AS DRAFT**

Figure 6.8 – Question 3 data entry fields

## 6.4 Question 4

To allow states to submit complete and accurate data, Question 4 will collect these data for SY 2018-19 (rather than for SY 2019-20 as was asked in Questions 1 through 3).

In Question 4, the State will indicate whether Title II, Part A funds were used to implement a teacher, principal, or other school leader evaluation and support system consistent with Section 2101(c)(4)(B)(ii) in school year (SY) 2018–19. This question contains manual entry fields and auto-calculations.

To enter a response in the data entry fields:

1. Click **UPDATE QUESTION 4 RESPONSES**;
2. Choose either **Yes** or **No**;
  - a. When **Yes** is selected, a chart will appear (see fig. 6.9) to allow the State to enter the number of teachers, principals, or other school leaders that had evaluation results (enter a whole number, not a percentage);
    - i. Enter the total number of teachers, principals and/or other school leaders.
      1. If applicable, add state specific categories to the chart (See 6.5.1 for instructions);
    - ii. Enter the breakdown of staff by category;
      1. The percentage columns will automatically calculate as the breakdown of staff is entered.

2. If **M** (Missing) is entered for a category, the percentage will also display as **M**.
  - b. When No is selected, a comment can be entered or left blank;
3. Click **SAVE AS DRAFT** to save the entered data and continue.

**NOTE!** If the **Data Entry form** is closed without clicking **SAVE AS DRAFT**, data entered will not be saved.

**School Leader Definition:** The term "school leader" means a principal, assistant principal, or other individual who is:

1. an employee or officer of an elementary school or secondary school, local educational agency, or other entity operating an elementary school or secondary school; and
2. responsible for the daily instructional leadership and managerial operations in the elementary school or secondary school building.

Both parts of the definition need to apply in order for funds to be used for such a person. For example, LEA central office staff meet the first part of the definition, but they may not meet the second part. As a result, they are not identified as a 'school leader'

### 6.4.1 Adding and Removing State-Specific Staff Categories

To add a state-specific evaluation category, click the blue **+ Add Category** link and a new line will be added to the chart. Manually enter the category name accordingly. To remove an added category, click the red **X** on the right-hand side of the chart (see fig. 6.10). Category rows can only be deleted from the bottom up; i.e., if there are 6 rows and row 4 needs deleted, rows 6 and 5 must be deleted before row 4 is able to be deleted. The data entered in rows 5 and 6 will need to be re-entered.

If you checked "yes," please complete the table below by providing the number of teachers, principals, or other school leaders retained in each category in school year (SY) 2018-19.

	Teachers		Principals		Other school leaders	
Total	0		0		0	
Category	Teachers	Teacher Percentage	Principals	Principal Percentage	Other school leaders	Other school leaders Percentage
Not rated	0	NA	0	NA	0	NA
Ineffective	0	NA	0	NA	0	NA
Enter New Category	0	NA	0	NA	0	NA
	0	NA	0	NA	0	NA

+ Add Category

Figure 6.9 – Adding/Deleting a State Specific Category

**NOTE!** The sum of <staff category> exceeds the total number provided warning will appear if the sum of the number of teachers, principals or other school leaders entered as **Not Rated**, **Ineffective**, and **State Defined Rows** exceeds the total number of staff entered for each category (see fig. 6.10). This warning will not prevent submission.

Question 4

Did your State use Title II, Part A funds to implement a teacher, principal, or other school leader evaluation and support system consistent with Section 2101(c)(4)(B)(ii) in school year (SY) 2018-19? \*

Yes  
 No

If you checked "yes," please provide school year (SY) 2018-19 evaluation results for teachers, principals, or other school leaders in your State. Enter whole numbers, not percentages, of teachers, principals, or other school leaders in each category.

	Teachers		Principals		Other school leaders	
Total	10		5		7	
Category	Teachers	Teacher Percentage	Principals	Principal Percentage	Other school leaders	Other school leaders Percentage
Not rated	8	80.00	7	140.00	3	42.86
Ineffective	1	10.00	5	100.00	1	14.29
Enter New Category	1	10.00	1	20.00	3	42.86

[Add Category](#)

WARNING: The sum of Principals exceeds the total number provided.

Comment (Optional)

4000 Character Limit

[SAVE AS DRAFT](#)

Figure 6.10 – Warning for Staff category not totaling number of Staff entered

**NOTE!** Reporting the value **M** (Missing) in the Total row for a category will result in the **<Staff> Percentage** column for that specific category to be reported as **M** (Missing) as well.

**NOTE!** If the value of zero (0) is entered as a count for a category, **NA** will populate as the percentage in the **Percentage** column.

6.5 Question 5

To allow states to submit complete and accurate data, Question 5 will collect these data for SY 2018-19 (rather than for SY 2019-20 as was asked in Questions 1 through 3).

In Question 5, the State will indicate if data were collected on the SY 2018-19 annual retention rate of effective and ineffective teachers, principals and other school leaders, using any methods or criteria the State developed under Section 1111(g)(2)(A).

**TIP!** The system compares the counts entered in the **Total**, **Not Rated**, and **Ineffective** rows between Questions 4 and 5. A warning will appear when counts in Question 5 are higher than in Question 4. This warning will not prevent submission, but a comment should be included in the provided box in Question 5 (see fig. 6.11).

To enter a response in the data entry fields:

1. Click **UPDATE QUESTION 5 RESPONSES**;
2. Choose either **Yes** or **No**;
  - a. When **Yes** is selected, a chart will appear (see fig. 6.11) to allow the State to enter the number of teachers, principals, or other school

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leaders that were retained in SY 2018-19 (enter a whole number, not a percentage);

- i. Enter the total number of teachers, principals and/or other school leaders.
    - If applicable, add state specific categories to the chart (see 6.4.1 for instructions);
  - ii. Enter the breakdown of staff by category.
    - The percentage columns will automatically calculate as the breakdown of staff is entered.
    - If **M** (Missing) is entered for a category, the percentage will also display as **M**.
- b. When **No** is selected, a comment may be entered or left blank.
3. Click **SAVE AS DRAFT** to save the entered data and continue.

**NOTE!** If the **Data Entry form** is closed without clicking **SAVE AS DRAFT**, data entered will not be saved.

**School Leader Definition:** The term "school leader" means a principal, assistant principal, or other individual who is:

1. an employee or officer of an elementary school or secondary school, local educational agency, or other entity operating an elementary school or secondary school; and
2. responsible for the daily instructional leadership and managerial operations in the elementary school or secondary school building.

Both parts of the definition need to apply in order for funds to be used for such a person. For example, LEA central office staff, meet the first part of the definition, but they may not meet the second part. As a result, they are not identified as a 'school leader'

### 6.5.1 Question 5

To add a state-specific evaluation category, click the blue **+ Add Category** link and a new line will be added to the chart. Manually enter the category name accordingly. To remove an added category, click the red **X** on the right-hand side of the chart (see fig. 6.12). Category rows can only be deleted from the bottom up; i.e., if there are 6 rows and row 4 needs deleted, rows 6 and 5 must be deleted before row 4 is able to be deleted. The data entered in rows 5 and 6 will then need to be re-entered.

Question 5

Does your State collect data on the SY 2018-19 annual retention rate of effective and ineffective teachers, principals, and other school leaders, using any methods or criteria the State has or developed under Section 1111(g)(2)(A)?

Please note, nothing in this paragraph shall be construed to require any SEA or LEA to collect and report any data the SEA or LEA is not collecting or reporting as of the day before the date of enactment of the ESSA. \*

- Yes
- No

If you checked "yes," please complete the table below by providing the number of teachers, principals, or other school leaders retained in each category in school year (SY) 2018-19.

	Teachers	Principals	Other school leaders
Total	10	10	7

WARNING: The Total Principals value exceeds the total number provided in Question 4.

Category	Teachers	Teacher Percentage	Principals	Principal Percentage	Other school leaders	Other school leaders Percentage
Not rated	9	90.00	0	0.00	4	57.14
Ineffective	0	0.00	0	0.00	1	14.29
Enter New Category	1	10.00	0	0.00	0	0.00

[Add Category](#)

WARNING: The Not Rated value exceeds the total number provided in Question 4.

Comment (Optional)

4000 Character Limit

SAVE AS DRAFT

Figure 6.2– Adding/Deleting a State Specific Category

**NOTE!** If the value of zero (0) is entered as a count for a category, **NA** will populate as the percentage in the **Percentage** column.

## 7.0 Submitting the Title II, Part A State Survey

Once all questions have been addressed and saved as a draft, warnings reviewed, and the survey responses are ready for submission, the ***SUBMIT TITLE II, PART A SURVEY*** button in the top right corner of the screen will become enabled to submit the survey (see fig. 7.1).

***NOTE!*** Once enabled, the ***SUBMIT TITLE II, PART A SURVEY*** button is available from any of the questions tab.

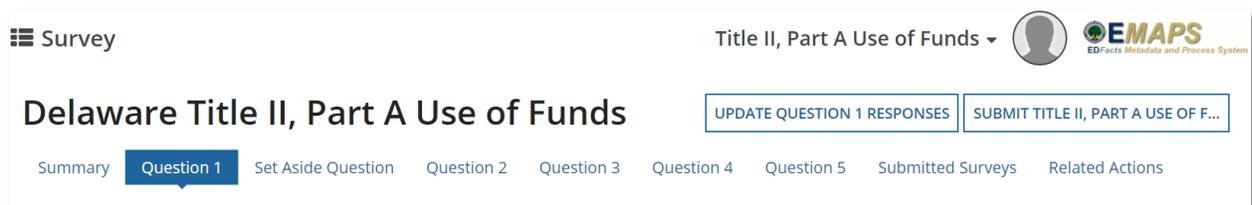


Figure 7.1 – *SUBMIT TITLE II, PART A SURVEY* button enabled

The system will request to verify and/or update the Title II Director's contact information (see fig. 7.2).

 A screenshot of a form titled 'Submit Title II, Part A Use of Funds Responses'. The form asks the user to fill out their information. The fields are:
 

- \* First Name:** Joe
- \* Last Name:** Smith
- \* Position:** Title II Director
- \* Phone:** 456-678-3453 (with a note: Format: xxx-xxx-xxxx)
- \* E-mail:** matthew.stankus@aemcorp.com

 At the bottom right of the form, there is a blue button labeled 'SUBMIT TITLE II, PART A USE OF FUNDS RESPONSES'.

Figure 7.2 – Title II Director's Information

***NOTE!*** If a user other than the Title II Director is identified to complete the survey, their information should be entered on this page.

When the ***SUBMIT TITLE II PART A RESPONSES*** button is clicked, pop-up will appear (see fig. 7.3). Click the ***SUBMIT*** button.

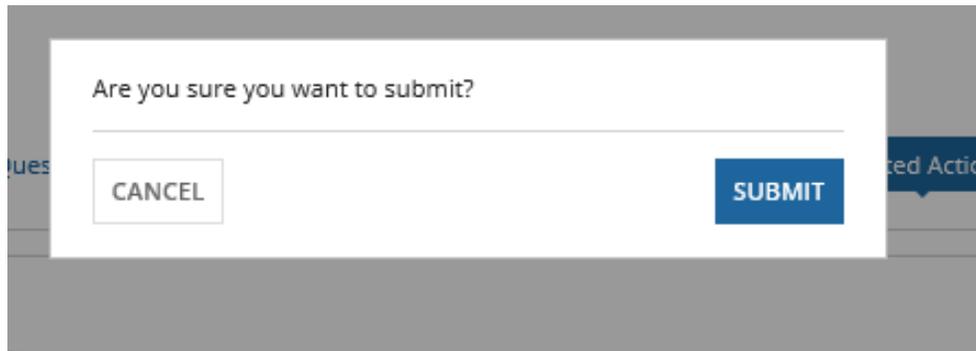


Figure 7.3 – Submit Title II Part A State Survey

The system will redirect back to the page where the **SUBMIT TITLE II PART A SURVEY** button was selected. To confirm submission, go to the **Summary** page and confirm the process bar shows a **SUBMITTED** status (see fig. 7.4). Additionally, a confirmation e-mail will be sent to the Title II Director and ED*Facts* Coordinator once the survey is successfully submitted, with a copy of the submitted survey attached.



Figure 7.4 – Status Bar Reflecting **SUBMITTED** Status

**NOTE!** The system will return the user to the tab or question on which they were working. In order to see the progress bar, a user must click on the Summary tab or the Submitted Surveys tab to see the survey that was submitted.

## 8.0 Accessing the Submitted Title II, Part A State Survey

An HTML version of the submitted **Title II Part A State Survey** will generate each time the State submits the survey. Once the survey is submitted, the submitted survey is generated and can be accessed on the **Submitted Surveys** tab (see fig. 8.1).

File Name	File Type	Creation Date	Submitter Name	Email
<a href="#">Delaware Survey FFY 2019</a>	HTML	5/29/2020 3:15 PM EDT		
<a href="#">Delaware Survey FFY 2018</a>	HTML	6/5/2019 3:00 PM EDT		
<a href="#">Delaware Survey FFY 2018</a>	HTML	6/5/2019 2:55 PM EDT		
<a href="#">Delaware Survey FFY 2017</a>	HTML	5/30/2018 2:50 PM EDT		

Figure 8.1 – Submitted Surveys Screen

Select the blue link under **File Name: <State> Survey FFY 2019** and the submitted survey will generate.

**NOTE!** Each time the Title II, Part A Use of Funds Survey is submitted, a new submitted survey will generate and be stored in the database. All submitted surveys are accessible on this page.

## 9.0 Resetting EMAPS Account Password

To reset your EMAPS account password, select the user account circle in the top righthand corner of the screen and click **SETTINGS**. (see fig. 9.1).

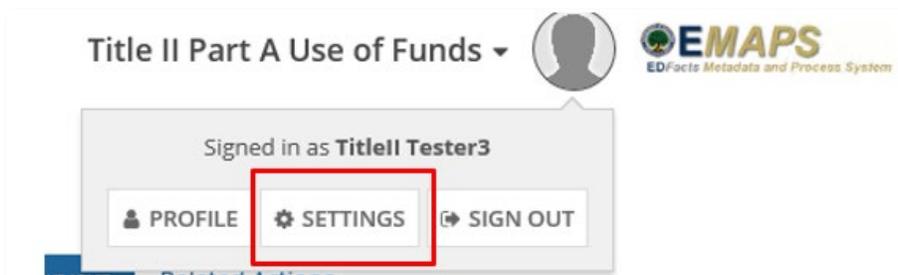


Figure 9.1 – EMAPS Settings

Select the **Password** tab and a reset password form will appear (see fig. 9.2). Enter your old password (the same one you logged into EMAPS with) and create a new password by entering it twice. Then click **SAVE CHANGES**.

A screenshot of the EMAPS "Settings" page. The "Password" tab is selected and highlighted in blue. Below the tabs are three input fields: "Old Password", "New Password", and "Confirm Password". To the right of these fields, there is a list of criteria for a strong password: "Please select a password that meets all of the following criteria: • is at least one character • is not your previous password". At the bottom of the form, there are two buttons: "CANCEL" and "SAVE CHANGES".

Figure 9.2 – Resetting EMAPS Password

For other login and technical assistance, please contact the Partner Support Center:

E-mail: [eden\\_ss@ed.gov](mailto:eden_ss@ed.gov)

Telephone: 877-457-3336 (877-HLP-EDEN)

Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto:federalrelay@sprint.com)



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