Data Collection Protocol—CHILD COUNT AND EDUCATIONAL ENVIRONMENT

Essential Elements

Data Collection Name: Reference the name the collection is known by in the SEA. For accuracy of communication throughout the SEA, reference each data collection by only one name.

Associated ED*Facts* File Numbers:

- C002 — Children with Disabilities (IDEA) School Age
- C089 — Children with Disabilities (IDEA) Early Childhood

Data Stewards: Provide names, contact information, department, and any notes on persons responsible for collections, validation, and submission. If there are multiple parties responsible or involved in the process, list them all (i.e., Part B Data Manager, ED*Facts* Coordinator, etc.).

Data Collection Levels: These are the levels at which data are collected and reported.

- Counts at the individual student and aggregate levels
- Counts by student demographics (race/ethnicity, gender, disability, age, educational setting, and LEP status)
- Counts at the school, district, and state agency levels (C089 only includes district and state)
- Other _____

Federal Reporting Period and Submission Dates: The reporting period as defined by OSEP (i.e., snapshot of a particular day or a period of time such as school year) and final due date.

Reporting Period: State-specific IDEA Child Count date, designated between October 1 and December 1.
Due Date: Due annually on the first Wednesday in April.

State Collection and Submission Schedule: Provide a list of dates when the data collection period opens, when data are due to the SEA from the LEA, when data are pulled after the collection closes, etc.

Processes

Collection: Provide detailed information about how data are pulled from database, how LEAs submit data to the state, etc.
SSS-IDEA Considerations:[1] Verify that data are consistent with responses in the SSS-IDEA survey. Describe state definitions and parameters for relevant SSS-IDEA questions.
Data Validation: [2] Describe the data cleaning processes used to prepare these data for submission.
Internal Approval Process:[3] Describe any certification processes and dates relative to these data being certified by the LEA. (online certification, hard copy signature, electronic signature).
Part B Child Count and Educational Environments Certification Form must be submitted to OSEP each year, signed by an authorized official.
Submission:[4] Describe the process for generating and submitting each ED*Facts* file listed above.

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[1] **SSS-IDEA Considerations**—The IDEA State Supplemental Survey (SSS-IDEA) collects metadata related to the IDEA 618 data collections to assist OSEP in reviewing the data for accuracy. SSS-IDEA is collected via E*MAPS* annually prior to the Child Count and Educational Environment data submission.

[2] **Data Validation**—
- Confirm sums of all category sets and subtotals reported equal to the education unit total at each level of the Child Count files.
- Compare year-to-year LEA counts to identify possible data quality issues.
- Check master file for duplicate records. Verify correct association of student records with LEAs.

[3] **Internal Approval Process**—
- Describe any internal SEA process used or required to certify these data as final. This might include the Data Manager sharing/vetting data with other staff such as special education director, ED*Facts* Coordinator, etc.
- Annually, OSEP requires the SEA to sign and submit electronically a data certification form to the Partner Support Center (PSC) at EDEN_SS@ed.gov. If there is a similar SEA process requiring each LEA to certify, establish who locally is authorized to certify and the details of the certification process.

[4] **Submission**—Describe where and how a copy of the submitted ED*Facts* file is accessed for future reference.

Response to OSEP Data Quality Report:[5] Describe the procedures for reviewing OSEP feedback and submitting a data note or resubmitting data files.

Data Governance: Describe the process for reviewing potential or actual future changes to the data collection and associated requirements.

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[5] **Response to OSEP Data Quality Report**—OSEP reviews IDEA data submissions for timeliness, completeness, and accuracy and provides feedback via OMB Max. Following collection due dates, OSEP posts a data quality report to each SEA's individual OMB Max webpage. SEAs then review the data quality report and respond as necessary (e.g., submit data notes, resubmit data).