Essential Elements

|  |
| --- |
| Data Collection Name: Reference the name the collection is known by in the Lead Agency (LA). For accuracy of communication throughout the LA, reference each data collection by only one name. |
|  |
| ED*Facts* Submission Method: |
| * Submitted via E*MAPS* |
| Data Stewards: Provide titles and 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 C Coordinator, Part C Data Manager, Program Coordinator, Provider, etc.). |
|  |
| **Data Collection Levels:** These are the levels at which data are collected and reported. |
| * Counts at the individual child levels * Counts by child demographics (race/ethnicity, gender, age) * Counts at the LA level * 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 calendar year) and final due date. |
| **Reporting Period:** Indicate state-specific IDEA Child Count date, designated between October 1 and December 1.[[1]](#footnote-2)  **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 LA from the local early intervention (EI) programs, when data are pulled after the collection closes, etc. |
|  |

Processes

|  |
| --- |
| Collection: Provide detailed information about how data are pulled from the database, how local EI programs submit data to the LA, etc. |
|  |
| Data Validation:[[2]](#footnote-3) Describe the data cleaning processes used to prepare these data for submission. |
|  |
| Internal Approval Process:[[3]](#footnote-4) Describe any certification processes and dates relative to these data being certified by the local EI programs (online certification, hard copy signature, electronic signature). |
| Part C Child Count and Settings Certification Form must be submitted to OSEP each year, signed by an authorized official. |
| Submission:[[4]](#footnote-5) Describe the process for generating and submitting the data to E*MAPS*. |
|  |
| Response to OSEP Data Quality Report:[[5]](#footnote-6) Describe the procedures for reviewing OSEP feedback and submitting a data note or resubmitting data. |
|  |
| Data Governance: Describe the process for reviewing potential or actual future changes to the data collection and associated requirements. |
|  |
| **Public Reporting:** Describe the process and location for posting state level data for public reporting. |
|  |

1. LAs are also required to report a cumulative child count by race/ethnicity and gender. [↑](#footnote-ref-2)
2. **Data Validation—**

   * Confirm sums of subtotals reported equal to the total at each level of the Child Count and Settings file.
   * Compare year-to-year local EI program counts to identify possible data quality issues.
   * Check master file for duplicate records. Verify correct association of child records with local EI programs.

   [↑](#footnote-ref-3)
3. **Internal Approval Process—**Describe any internal LA process used or required to certify these data as final. This might include the Data Manager sharing/vetting data with other staff such as Part C Coordinator. [↑](#footnote-ref-4)
4. **Submission**—Describe where and how a copy of the submitted E*MAPS* file is accessed for future reference. [↑](#footnote-ref-5)
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 LA’s individual OMB Max webpage. LAs then review the data quality report and respond as necessary (e.g., submit data notes, resubmit data). [↑](#footnote-ref-6)