## Essential Elements

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| **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.  |
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| **ED*Facts* Submission:** |
| * Submitted via EMAPS
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| **Data Stewards:**[[1]](#footnote-1) 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 B Data Manager, ED*Facts* Coordinator, etc.). |
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| **Data Collection Levels:** These are the levels at which data are collected and reported. |
| * LEA/ESA level
	+ Fiscal
	+ Monitoring
	+ Student level
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Federal Reporting 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:**[[2]](#footnote-2)**Due Date:** First Wednesday in May. |
| **State Collection and Submission Schedule:**[[3]](#footnote-3) Provide a list of dates when the data collection period opens, when data are due to the SEA from the LEA, and when data are pulled after the collection closes. |
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## Processes

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| **Collection:** Provide detailed information about how data are pulled from database, how LEAs submit data to the state, etc. |
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| **SSS-IDEA Considerations:**[[4]](#footnote-4) Verify that data are consistent with responses in SSS-IDEA. Describe state definitions for relevant SSS-IDEA questions. |
| Definition of Significant Disproportionality.  |
| **Data Validation:**[[5]](#footnote-5) Describe the data cleaning processes used to prepare these data for submission.  |
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| **Internal Approval Process:**[[6]](#footnote-6) Describe any internal approval processes (e.g., who must sign off and timelines). |
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| **Submission:**[[7]](#footnote-7) Describe process for generating and submitting the data file to E*MAPS*. |
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| **Response to OSEP Data Quality Report:**[[8]](#footnote-8) Describe the procedures for reviewing OSEP feedback and submitting a data note or resubmitting data files. |
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| **Data Governance:** Describe the process for reviewing potential or actual future changes to the data collection and associated requirements.  |
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| **Public Reporting:** Describe the process and location for posting state level data for public reporting.  |
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1. **Data Steward(s) —** MOE and CEIS data are often collected outside of the special education department. Be sure to include all offices and personnel associated with this collection. [↑](#footnote-ref-1)
2. **Federal Reporting Dates—**

	* Annual MOE and CEIS reporting requires data from multiple years (see Data Collection and Submission Timeline in Additional Resources). [↑](#footnote-ref-2)
3. **State Collection and Submission Schedule—**

	* Fiscal data are reported by FFY.
	* CEIS data are reported by school year.
	* Document and include all dates when various parts of the collection are due. [↑](#footnote-ref-3)
4. **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. [↑](#footnote-ref-4)
5. **Data Validation**— Document SEA procedures to address when:

	* LEA/ESA reduced MOE incorrectly.
	* LEA/ESA reserved CEIS funds incorrectly.
	* LEA/ESA reserved CEIS funds, but reported no students receiving CEIS.
	* LEA/ESA reported over a 2-year period more students receiving special education/related services than received CEIS. [↑](#footnote-ref-5)
6. **Internal Approval Process**—Describe opportunity(ies) LEAs have to review their data before finalization. [↑](#footnote-ref-6)
7. **Submission**—Describe where and how a copy of the submitted E*MAPS* file is accessed for future reference. [↑](#footnote-ref-7)
8. **Response to OSEP Data Quality Report**—OSEP reviews IDEA data submissions for timeliness, completeness, and accuracy and provides feedback via MAX. Following collection due dates, OSEP posts a data quality report to each SEA’s individual MAX webpage. SEAs then review the data quality report and respond as necessary (e.g., submit data notes, resubmit data). [↑](#footnote-ref-8)