## 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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| **Associated ED*Facts* File Numbers** |
| * FS070 — Special Education Teachers (FTE) * FS099 — Special Education Related Services Personnel * FS112 — Special Education Paraprofessionals |
| **Data Stewards:** Provide titles and names, contact information, department, and any notes on persons responsible for data collection, validation, and submission. If there are multiple parties responsible for or involved in the process, list them all (e.g., Part B data manager, ED*Facts* coordinator). |
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| **Data Collection Levels:[[1]](#footnote-1)** Indicate all levels of data the SEA collects in this collection. Consider student, personnel, and agency data levels. |
| * Full-time equivalency (FTE) counts of   + Special Education Teachers (FS070)   + Special Education Related Services Personnel by job assignment (FS099)   + Special Education Paraprofessionals providing program support in special education (FS112) * Local school district aggregate level * Statewide aggregate level * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Federal Reporting Period and Submission Dates:** The reporting period as OSEP defines it (i.e., snapshot of a particular day or a period of time such as school year) and final due date. |
| **Reporting Period:** State-specific Child Count date.  **Due Date:** Due annually on the first Wednesday in November. |
| **SEA 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, and when the SEA pulls the data after the collection closes. |
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## Processes

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| **Collection:** Provide detailed information about how the SEA pulls the data from the database, how LEAs submit data to the SEA, and other details about the collection process. |
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| **IDEA SSS Considerations:[[2]](#footnote-2)** Verify that data are consistent with responses in IDEA SSS. Describe the SEA definitions and parameters for relevant IDEA SSS questions. |
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| **Data Validation:**[[3]](#footnote-3) Describe the data cleaning processes the SEA uses to prepare these data for submission. |
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| **Internal Approval Process:** Describe any internal approval processes (e.g. who must sign off and timelines). |
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| **Submission: [[4]](#footnote-4)** Describe the process of generating and submitting each ED*Facts* file listed on p. 1. |
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| **Response to OSEP Data Quality Report:[[5]](#footnote-5)** 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 Collection Levels:**

   * These files contain the sum of the full-time equivalent (FTE) for staff employed or contracted to provide special education and related services to children with disabilities. Include the FTE for full-time, part-time, split positions, etc.
   * Report Personnel FTE based on time working with special education students.
   * Related services personnel include psychologists, social workers, occupational therapists, audiologists, adapted physical education teachers and recreation and therapeutic recreation specialists, physical therapists, speech language pathologists, interpreters, counselors and rehabilitation counselors, orientation and mobility specialists, and medical/nursing staff.

   [↑](#footnote-ref-1)
2. **IDEA SSS Considerations:** TheIDEA State Supplemental Survey (IDEA SSS) collects metadata related to the IDEA 618 data collections to assist OSEP in reviewing the data for accuracy. OSEP collects the IDEA SSS annually via E*MAPS* prior to the Child Count and Educational Environments data submission. [↑](#footnote-ref-2)
3. **Data Validation:**

   * If the LEA submits aggregate FTE data, verify that the LEA did not duplicate individual special education personnel or exceed 1.0 FTE across categories.
   * Include SEA definition of fully certified teachers, qualified paraprofessionals, and certified related service personnel.

   [↑](#footnote-ref-3)
4. **Submission:** Describe where and how the SEA can access a copy of the submitted ED*Facts* file for future reference. [↑](#footnote-ref-4)
5. **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-5)