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| **State/State Eduction Agency (SEA) Program Overview:** Describe the organizational structure of the department or agency. Include acronyms, number of local education agencies (LEAs), how LEAs are organized, and names of programs. |
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| **Data Systems Overview:** Describe each state data system including function and connections with each other. |
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| **Staff:** Include position title and brief description of responsibilities for all state staff or contractors who are involved with IDEA data. |
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| **Data System Access/Permissions:**[[1]](#footnote-1) Describe who gets access and the process for seeking access to each data system. |
| State Systems/Servers:  E*MAPS* and MAX:  State Performance Plan/Annual Performance Report (SPP/APR) Submission Tool:  ED*Facts* Submission System (ESS) and ED*Facts* Reporting System (ERS): |
| **Student ID Assignment:** Describe how the system(s) generates student IDs. |
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| **State Definitions:** Document definitions of key terms in the state. These may be state-specific acronyms, state-defined terms, or any terms that may be unfamiliar to new staff members[[2]](#footnote-2). |
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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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| **Stewardship and Maintenance of Data Processes Protocols:** Include the person(s) responsible for storing and maintaining completed process documentation. Describe where the SEA stores the protocols and the schedule for revisiting and revision. |
|  |
| **Blank Heading:** Use this row for additional topics. Create new heading rows as needed. |
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1. **Data System Access/Permissions:** Information about federal data systems is available in IDC’s [*Quick References for IDEA Part B Data*](https://ideadata.org/sites/default/files/media/documents/2020-12/QuickReferences-for-IDEA-Part-B-Data%2812-17-20%29_0.pdf). [↑](#footnote-ref-1)
2. **State Definitions:** An acronym and abbreviations list is available in the *Quick References for IDEA Part B Data*. [↑](#footnote-ref-2)