Essential Elements

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| 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.  |
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| ED*Facts* Submission Method: |
| * Submitted via E*MAPS.*
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| 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 Data Manager Part C Coordinator, Program Coordinator, Provider, etc.). |
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| Data Collection Levels: These are the levels at which data are collected and reported.  |
| * Type (Written, Signed Complaints; Mediation Requests; Due Process Complaints)
* Aggregated at the LA level only
* Events initiated during covered period (July 1 through June 30)
* Status of event (reports issued, within timelines, status pending, dismissed, etc.[[1]](#footnote-2)) at the close of the covered period
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 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:** Entire year: July 1 – June 30.**Due Date:** Due annually on the first Wednesday in November. |
| State Collection and Submission Schedule:[[2]](#footnote-3) Provide a list of dates when the data collection period opens, when data are due to the LA from the local early intervention (EI) providers, when data are pulled after the collection closes, etc.  |
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Processes

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| Collection: Provide detailed information about how data are pulled from the database, how local EI providers submit data to the state, etc. |
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| Data Validation:Describe the data cleaning processes used 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:[[3]](#footnote-4) Describe process for generating and submitting the data to E*MAPS*. |
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| Response to OSEP Data Quality Report:[[4]](#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. LAs should be aware if their state has adopted Part C or B Due Process Complaint procedures. The data are reported differently for states that have adopted Part B Due Process Complaint procedures. States with Part C procedures will report the following sub-categories: hearings fully adjudicated, decisions within timeline, decisions within extended timeline, hearings pending, and due process complaints withdrawn or dismissed. States with Part B procedures will report by the same sub-categories with the addition of resolution meetings and written settlement agreements reached through resolution meetings. [↑](#footnote-ref-2)
2. **State Collection and Submission Schedule—**Report only the actions initiated during the reporting year. Do NOT include actions initiated in a previous reporting year that continued into the current reporting year. [↑](#footnote-ref-3)
3. **Submission**—Describe where and how a copy of the submitted E*MAPS* datais accessed for future reference. [↑](#footnote-ref-4)
4. **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-5)