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 Coordinator, Part C Data Manager, Program Coordinator, Provider etc.). |
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| Data Collection Levels: These are the levels at which data are collected and reported.  |
| * Individual child-level data aggregated at the LA levels
* By child demographics (race/ethnicity, gender)
* By reason for exiting (program completion, exit at age three, not receiving services)
* Of exiters during the covered period (12 month period as defined by LA)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Federal Reporting Period and Submission Dates: The reporting period as defined by the LA (fiscal year or calendar year ) and final due date. |
| **Reporting Period:**  Defined by the LA, must be 12-month period.**Due Date:** Due annually on the first Wednesday of November. |
| 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) program, 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 programs submit data to the LA, etc. |
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| Data Validation:[[1]](#footnote-2) 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:[[2]](#footnote-3) Describe process for generating and submitting the data via E*MAPS*.  |
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| Response to OSEP Data Quality Report:[[3]](#footnote-4) Describe the procedures for reviewing OSEP feedback and submitting a data note or resubmitting data. |
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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 Validation—**

	* At the LA level, confirm that all expected exiting records and/or data are submitted. (Review against children counted as receiving services during the previous reporting period.)
	* Review and correct, or have local EI programs correct, children reported as exiting more than once.
	* At the LA level, confirm each exiting child was receiving EI services during the reporting period, that the child was not enrolled in EI services at the end of the reporting period (in any local EI program in the state), that the basis (reason) of exiting EI is captured, and the child’s demographic data (race/ethnicity, gender) are correct.
	* The LA exiting total may not equal the sum total of the local EI programs’ exiters. For example, a child exiting one local EI program who moves to another may be enrolled in another local EI program (elsewhere in the state) and therefore not be included as an exiter on the state-level E*MAPS* submission.
	* Clarify (and disseminate) LA business rules regarding exit reasons. [↑](#footnote-ref-2)
2. **Submission**—Describe where and how a copy of the submitted E*MAPS* HTML report is accessed for future reference. [↑](#footnote-ref-3)
3. **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-4)