## 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 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:[[1]](#footnote-1)** Indicate all levels of data collected in this collection. Consider student, personnel, and agency data levels. |
| * Full-time equivalency (FTE) counts of:   + Special Education Teachers (C070)   + Related Service Providers by job assignment (C099)   + Paraprofessionals providing program support in special education (C112) * Local school district aggregate level * Statewide aggregate level * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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 school year) and final due date. |
| **Reporting Period:[[2]](#footnote-2)**  **Due Date:** Due annually on the first Wednesday in November. |
| **State 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 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 the database, how LEAs submit data to the state, etc. |
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| **SSS-IDEA Considerations:[[3]](#footnote-3)** Verify that data are consistent with responses in SSS-IDEA. Describe state definitions for relevant SSS-IDEA questions. |
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| **Data Validation:**Describe the data cleaning processes used to prepare these data for submission.[[4]](#footnote-4) |
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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: [[5]](#footnote-5)** Describe the process of generating and submitting each ED*Facts* file listed above. |
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| **Response to OSEP Data Quality Report:[[6]](#footnote-6)** 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 Level—**

   * 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 Service Providers include psychologists, social workers, occupational therapists, audiologists, adapted physical education teachers/recreation specialists, physical therapists, speech language pathologists, interpreters, counselors/rehabilitation counselors, orientation/mobility specialists, and medical nursing staff.

   [↑](#footnote-ref-1)
2. **Reporting Period—** Through SY 2015-16,this is a point-in-time collection based on or about the state’s established Child Count date under IDEA Part B (between October 1 and December 1). It is not a head count of staff throughout the year. If the date is different from the Child Count date, indicate the Personnel count date in a data note in MAX. Beginning with SY 2016-17, Personnel data will be required to be collected as of the SEA’s established Child Count date. [↑](#footnote-ref-2)
3. **SSS-IDEA Considerations—**TheIDEA 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-3)
4. **Data Validation—**

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

   [↑](#footnote-ref-4)
5. **Submission**—Describe where and how a copy of the submitted ED*Facts* file is accessed for future reference. [↑](#footnote-ref-5)
6. **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-6)