## 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** |
| * FS002 — Children with Disabilities (IDEA) School Age
* FS089 — Children with Disabilities (IDEA) Early Childhood
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| **Data Stewards:** Provide title 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:** These are the levels at which the SEA collects and reports the data.  |
| * Counts at the individual student and aggregate levels
* Counts by student demographics (race/ethnicity, gender, disability, age, educational setting, and English learner status)
* Counts at the school, LEA, and SEA levels
* Children with Disabilities (IDEA) Early Childhood only includes LEA and state levels
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **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 IDEA Child Count date, designated between October 1 and December 1.**Due Date:** Due annually on the first Wednesday in April. |
| **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 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 LEAs submit data to the state, how the SEA pulls the data from database, and other details about the collection process. |
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| **IDEA SSS Considerations:**[[1]](#footnote-1) Verify that data are consistent with responses in the IDEA SSS. Describe state definitions and parameters for relevant IDEA SSS questions. |
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| **Data Validation:**[[2]](#footnote-2) Describe the data cleaning processes the SEA uses to prepare these data for submission.  |
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| **Internal Approval Process:**[[3]](#footnote-3) Describe any certification processes and dates relative to these data being certified by the LEA (e.g., online certification, hard copy signature, electronic signature).Describe any internal approval processes (e.g., who must sign off and timelines). |
| The SEA must submit the Part B Child Count and Educational Environments Certification Form to OSEP each year, signed by an authorized official. |
| **Submission:**[[4]](#footnote-4) Describe the process for 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. **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 IDEA SSS annually via E*MAPS* prior to the Child Count and Educational Environments data submission. [↑](#footnote-ref-1)
2. **Data Validation:**

	* Confirm sums of all category sets and subtotals reported equal to the education unit total at each level of the Child Count files.
	* Compare year-to-year LEA counts to identify possible data quality issues.
	* Check master file for duplicate records. Verify correct association of student records with LEAs. [↑](#footnote-ref-2)
3. **Internal Approval Process:**

	* Describe any internal SEA process the SEA uses or requires to certify these data as final. This might include the data manager sharing/vetting data with other staff such as special education director, EDFacts coordinator, etc.
	* Annually, OSEP requires the SEA to sign and submit electronically a data certification form to the Partner Support Center (PSC) at EDEN\_SS@ed.gov. If there is a similar SEA process requiring each LEA to certify, establish who locally is authorized to certify and the details of the certification process. [↑](#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)