## 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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| **ED*Facts* Submission** |
| * Submitted via E*MAPS* |
| **Data Stewards:**[[1]](#footnote-1) Provide titles 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. |
| * LEA/ESA level   + Fiscal   + Monitoring   + Student level * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Federal Reporting 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:**[[2]](#footnote-2)  **Due Date:** First Wednesday in May. |
| **SEA Collection and Submission Schedule:**[[3]](#footnote-3) 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 data after the collection closes. |
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## Processes

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| **Collection:** Provide detailed information about how the SEA pulls data from database, how LEAs submit data to the SEA, and other details about the collection process. |
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| **IDEA SSS Considerations:**[[4]](#footnote-4) Verify that data are consistent with responses in the IDEA SSS. Describe the SEA definitions and parameters for relevant IDEA SSS questions. |
| Definition of Significant Disproportionality. |
| **Data Validation:**[[5]](#footnote-5) Describe the data cleaning processes the SEA uses to prepare these data for submission. |
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| **Internal Approval Process:**[[6]](#footnote-6) Describe any internal approval processes (e.g., who must sign off and timelines). |
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| **Submission:**[[7]](#footnote-7) Describe process for generating and submitting the data file to E*MAPS*. |
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| **Response to OSEP Data Quality Report:**[[8]](#footnote-8) 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 Steward(s):** SEA often collects MOE and CEIS data outside of the special education department. Be sure to include all offices and personnel associated with this collection. [↑](#footnote-ref-1)
2. **Federal Reporting Dates:** Annual MOE and CEIS reporting requires data from multiple years (see Data Collection and Submission Timeline in Additional Resources). [↑](#footnote-ref-2)
3. **State Collection and Submission Schedule:**

   * SEA reports fiscal data by FFY.
   * SEA reports CEIS data by school year.
   * Document and include all dates when various parts of the collection are due.

   [↑](#footnote-ref-3)
4. **IDEA SSS Considerations:** The IDEA State Supplemental Survey (IDEA SSS) collects metadata related to the IDEA 618 data collections to assist OSEP in reviewing the data for accuracy. IDEA SSS collects the metadata annually via E*MAPS* prior to the Child Count and Educational Environment data submission. [↑](#footnote-ref-4)
5. **Data Validation:** Document SEA procedures to address when

   * LEA/ESA reduced MOE incorrectly;
   * LEA/ESA reserved CEIS funds incorrectly;
   * LEA/ESA reserved CEIS funds but reported no students receiving CEIS; and/or
   * LEA/ESA reported over a 2-year period more students receiving special education/related services than received CEIS.

   [↑](#footnote-ref-5)
6. **Internal Approval Proces**s**:** Describe opportunity(ies) LEAs have to review their data before finalization. [↑](#footnote-ref-6)
7. **Submission:** Describe where and how the SEA can access a copy of the submitted E*MAPS* file for future reference. [↑](#footnote-ref-7)
8. **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-8)