



**U.S. DEPARTMENT OF EDUCATION**

**Education Data Exchange Network (EDEN)**

***EMAPS* User Guide: IDEA Part B  
Dispute Resolution Survey**

**Release 1.0**

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**U.S. Department of Education**

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

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### DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	10/11/2011	Version 1.0 of this document introduces the first release of the IDEA Part B Dispute Resolution Survey in EMAPS

## PREFACE

The *EMAPS* IDEA Part B Dispute Resolution User Guide is intended to provide assistance to users of the *EDFacts Metadata and Process System (EMAPS)*. This guide demonstrates the steps necessary to enter IDEA Part B Dispute Resolution data and navigate this survey in *EMAPS*.

This guide will be updated if major system modifications affect user procedures.

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## 1.0 INTRODUCTION

The *EDFacts Metadata and Process System (EMAPS)* is a Web-based tool used to provide State Education Agencies (SEAs) with an easy method of reporting and maintaining information on state policies, plans, and metadata in order to aid in the analysis of data collected.

### 1.1 Technological Requirements

***Before You Begin:***

It is recommended to use Internet Explorer versions 7, 8 or 9 and Firefox versions 3.5, 3.6 and 4.0 when accessing *EMAPS*.

## 2.0 Overview

This survey has been developed to collect data authorized under Part B of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part B data managers. The survey provides information on the following and is organized to provide the counts for the number of occurrences in the following sections:

Written, signed complaints which are defined as a signed, written document submitted to the SEA by an individual or organization (complainant) that alleges a violation of a requirement of Part B of IDEA of 34 CFR Part 300, including cases in which some required content is absent from the document.

Mediation requests which are defined as a request by a party to a dispute involving any matter under Part B of IDEA for the parties to meet with a qualified and impartial mediator to resolve the dispute(s).

Due process complaints which are defined as a filing by a parent or public agency to initiate an impartial due process hearing on matters relating to the identification, evaluation, or educational placement of a child with a disability, or the provision of a free appropriate public education to the child.

Expedited due process complaints which are defined as due process complaints filed by: (1) the parent of a child with a disability (IDEA) who disagrees with any decision regarding the manifestation determination and/or disciplinary removal of a student from an educational placement and the placement of that student in an interim alternative educational setting; or (2) a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

This report shall be run for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states.

The SY 2010-11 survey is considered a pilot. The source documentation is the 11/2/11 submission by states to DAC.

### 3.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this EMAPS IDEA Part B Dispute Resolution Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center.

#### **What is the primary use of this information?**

The IDEA Part B Dispute Resolution Survey provides the U.S. Department of Education (ED) information on the counts of occurrences for the following:

- Written, signed complaints
- Mediation Requests
- Due process complaints
- Expedited due process complaints

The data collected using this survey is required by the Individuals with Disabilities Education Act (IDEA), Section 618.

The data will be used as responses in Table 7, “Report of Dispute Resolution Under Part B of the Individuals with Disabilities Education Act.”

The data are also used for monitoring the programs and activities under IDEA and reported by the Office of Special Education Programs (OSEP)’s Annual Report to Congress on the Implementation of IDEA.

#### **Who in my state was given access to its IDEA Part B Dispute Resolution Survey?**

Each state IDEA Part B Data Manager has been granted read/write access to the EMAPS online survey.

Each ED*Facts* Coordinator has been granted “read only” access to their state’s Part B Dispute Resolution Survey.

***NOTE!*** *The HTML survey report will be accessible in EMAPS only after the Part B Data Manager has submitted a version to the database.*

**Can someone other than the Part B Data Manager provide these data for my state? If so, how do I do that?**

Yes. If the Part B Data Manager wishes to authorize someone else to complete this survey, please contact the Partner Support Center to modify your status to “read/write” access.

Phone: (877) 457-3336  
Email: [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)  
TTY#: (888) 403-3336

The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

**Why isn't the ED*Facts* coordinator the primary provider of this information?**

The Office of Special Education Programs (OSEP) identified state IDEA Part B Data Managers as the state expert for this information.

**When are the data due?**

The completed pilot survey is due no later than January 20, 2012.

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses will be assessed by the Office of Special Education Programs (OSEP) for timeliness, completeness, passing edit checks, and for responding to data note requests about year-to-year changes in Performance Indicator #20 on your state's Annual Performance Report (APR). Data submissions with missing data elements are rated by OSEP as “incomplete.”

**Are all states required to submit the IDEA Part B Dispute Resolution Survey via EMAPS for SY 2010-11?**

No; the SY 2010-11 survey is considered a pilot. For SY 2011-12, the Part B Dispute Resolution Survey will be submitted by all 50 states, the District of Columbia, Puerto Rico, Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states.

**I am a “read only” user. Where can I view the results of the IDEA Part B Dispute Resolution Survey?**

The results from the submitted survey can be viewed on your state's EMAPS Home Page once you have logged in. Users should click on the folder link labeled “IDEA Part B Dispute Resolution Survey.” This link can be found on the right hand side of your

screen. You will have access to view your state's survey.

### **What reporting year will this data collection cover?**

The IDEA Part B Dispute Resolution Survey should cover an entire year of counts. For the SY 2010-11 data collection (that was due November 2, 2011), the reporting year is defined as July 1, 2010 through June 20, 2011.

**NOTE:** States shall report only the actions initiated during the 2010-11 reporting year, Do NOT include actions initiated in a previous reporting year that continued into the 2010-11 reporting year.

### **When are zero counts permitted in this survey?**

A zero count should be used only if the state conducted a count for that data element and there were no occurrences to report in the specific category for the given reporting period. Zero is the default value which appears when a submitter first enters the "Data Entry Form."

### **When should I report Missing?**

The user should report a count as "Missing" when the actual count is not available.

**NOTE!** When submitting "Missing", the user should enter a "0" or leave the default "0" and select the "Missing" check-box.

### **Why do I have to enter a zero if the data is missing?**

Submitting a blank answer will generate a system error. To prevent this error, user must enter a "0" in addition to selecting the "Missing" check-box.

**NOTE!** Users will be unable to save a draft version or submit the survey to the database if the proper variable is not entered correctly.

### **I see "NaN" or "NaN is not an integer" displayed on my survey, what does this mean?**

"NaN" or "NaN is not an integer" will appear if a field is left blank, contains an alpha character or a negative integer has been entered in the field. Entries are limited to numeric whole numbers and cannot be left blank.

**NOTE!** Users will be unable to save a draft version or submit the survey to the database if the proper variable is not entered correctly.

### **How can I review the survey results after I have saved a draft version?**

After a draft version is saved in the “Data Entry Form”, the system displays the survey dashboard. Users will need to select the “Review Form” from the survey dashboard to check for errors. Once the data are reviewed the user will need to “Submit to Database” to complete the survey process.

### **How do I submit the completed survey to ED?**

Submitters will need to be in the “Data Review Form” in order to save the survey to the database and complete the submission process. Once the survey has been submitted to the database an HTML report containing the survey results will be auto generated and available to the state IDEA Part B Manager, as well as ED Facts Coordinator. This HTML report will be your confirmation the survey is complete.

### **Where can I get the HTML report of the submitted survey?**

To view a copy of the submitted survey, users can access an HTML report from your state’s EMAPS Home Page. Users should click on the folder link labeled “IDEA Part B Dispute Resolution Survey.” This link can be found on the right hand side of your screen under the “State Supplemental Survey IDEA Reports Repository.”

**NOTE!** *All submitted survey results will be accessible from the EMAPS Homepage only after the Part B Data Manager has submitted the survey to the ESS database. Draft versions will not be visible to ED Facts coordinators or Part B Data Manager’s until the survey is submitted to the database through the “Data Review Form.”*

### **Will I have access to previously submitted Survey results?**

Yes. Users will be able to view the history of all their state’s submitted IDEA Part B Dispute Resolution Surveys. Users should be aware that the last version submitted by Part B Data Manger will be the version ED will use for the collection. Draft versions will not appear in the report repository.

### **When can I revise my state’s survey after the due date?**

Users will be able to access the survey to modify data 24 hours following the due date.

### **Will I have access to the survey after I have submitted data to database?**

Yes. Part B Data Managers will be able to access their state’s survey except for 24 hours after the survey freeze dates mentioned above.

### **After starting the survey, can I save the existing entries and come back later to complete it?**

Yes. The survey is set up for a user to be able to save a working non-finished copy as

a draft which can be completed at a later time. The “Save as Draft” button is provided at the bottom of the “Data Entry” form. When a user selects this button, the data shall be saved to EMAPS and the user will be directed to the IDEA Part B Dispute Resolution dashboard.

NOTE! If you are not redirected to the IDEA Part B Dispute Resolution Dashboard after clicking on the “Save as Draft” button, check the survey for fatal errors on the Data Entry Form.

***NOTE!** Saving the survey of a draft will not generate a HTML report and is not considered an official data submission to ED.*

**Can I make corrections to the submitted survey before the due date/ freeze dates?**

Yes. IDEA Part B Managers will be able to override any previously submitted versions of their state survey by entering the survey process and submitting the survey again. There are no limits to the number of times a user can submit this survey. A history of all submitted versions will be archived in the IDEA Part B Dispute Resolution Reports Repository.

***NOTE!** ED will use only the latest submitted version of the survey on the due date/ freeze dates for reporting purposes.*

**If I enter the Part B Dispute Resolution survey more than once, will previously entered data show?**

Yes, as long as the user has clicked on the “Save Draft” button and no fatal errors were detected, the previously entered information will display.

**Is there a character limit for the survey comment boxes provided?**

Yes. The comment field is a paragraph type format with a maximum size of 4000 characters.

**Can I print the results of this survey?**

Yes. Users can obtain a HTML version of their state survey from the IDEA Part B Dispute Resolution Reports Repository. A record of this survey can be printed and filed away or saved to your desktop as a soft copy.

**Whom do I contact for login problems or technical assistance with the *EMAPS* tool and survey?**

For login and technical assistance please contact the EDEN Partner Support Center:

Phone: (877) 457-3336

Email: [EDEN\\_SS@ed.gov](mailto:EDEN_SS@ed.gov)

TTY#: (888) 403-3336

The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

## 4.0 Accessing EMAPS Step-By-Step Instructions

If you need your EMAPS login credentials or your username and password reset please contact the Partner Support Center (PSC) for assistance.

Email: [eden\\_ss@ed.gov](mailto:eden_ss@ed.gov)

Telephone: 877-457-3336 (877-HLP-EDEN)

TTY/TDD: 888-403-3336 (888-403-EDEN)

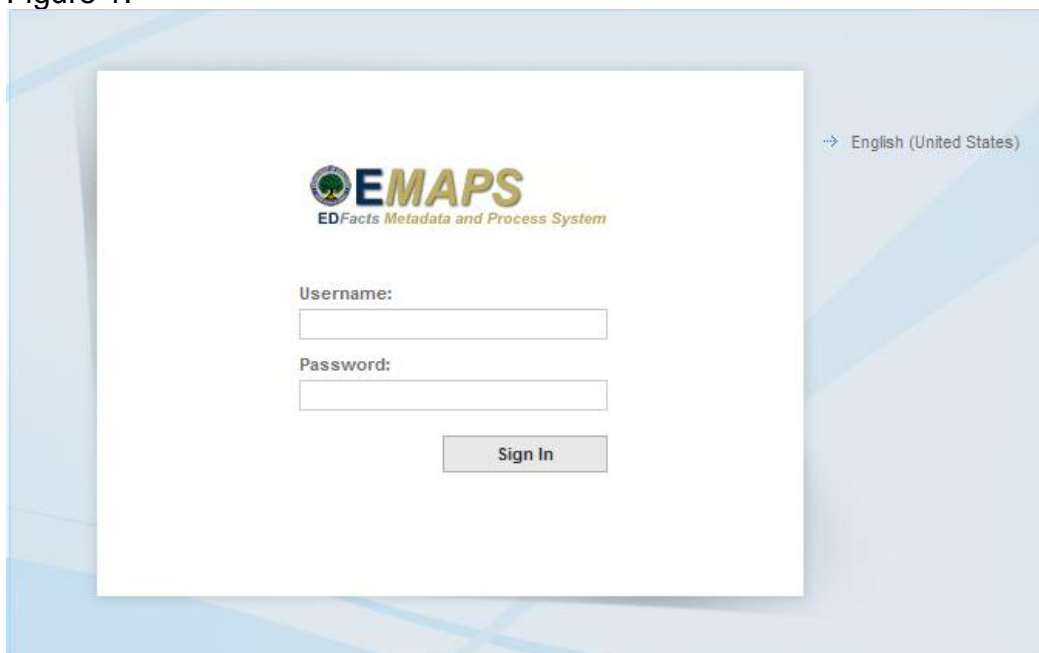
The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

### 4.1 Logging into the EMAPS web site directly

To log in directly to EMAPS, go to <https://emaps.ed.gov/suite/> which will navigate you to the EMAPS login screen (see fig.1). Users will enter their assigned username and password for access.

*NOTE: Your EMAPS username and password are case sensitive.*

Figure 1.



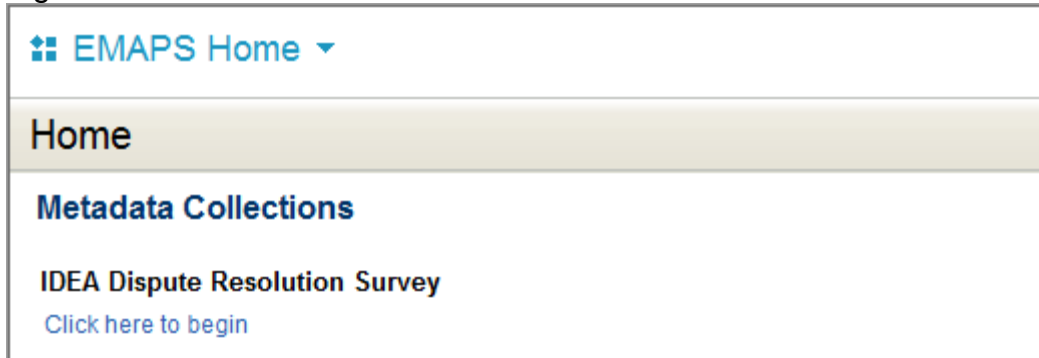
The screenshot shows the EMAPS login interface. At the top right, there is a language selector dropdown menu currently set to "English (United States)". The main content area contains the EMAPS logo, which includes the text "EMAPS" in a large, bold, blue font and "EDFacts Metadata and Process System" in a smaller, blue font below it. Underneath the logo, there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below these fields is a grey button labeled "Sign In".

## 5.0 Launching *the Survey* from the EMAPS Home Page

### 5.1 EMAPS Home Page

When you log into EMAPS, you are immediately taken to the EMAPS “homepage.” Under the Metadata Collections header you will see the “IDEA Dispute Resolution Survey”, click the link “Click Here to Begin” to start the process (see fig. 2).

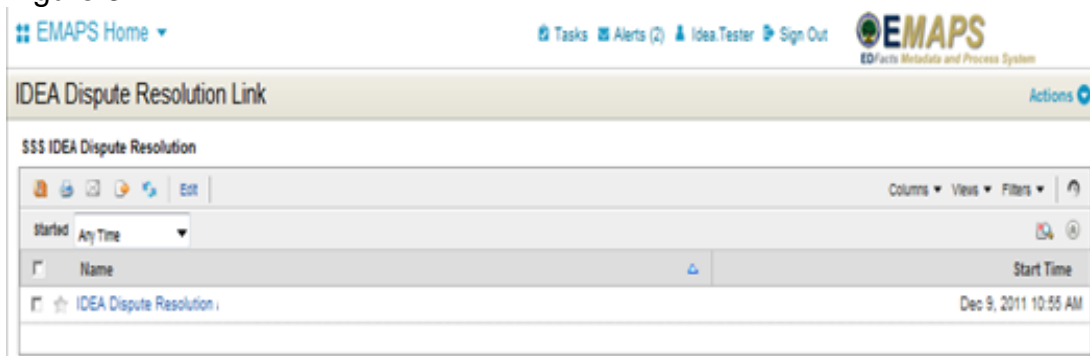
Figure 2.



### 5.2 IDEA Part B Dispute Resolution Start Page

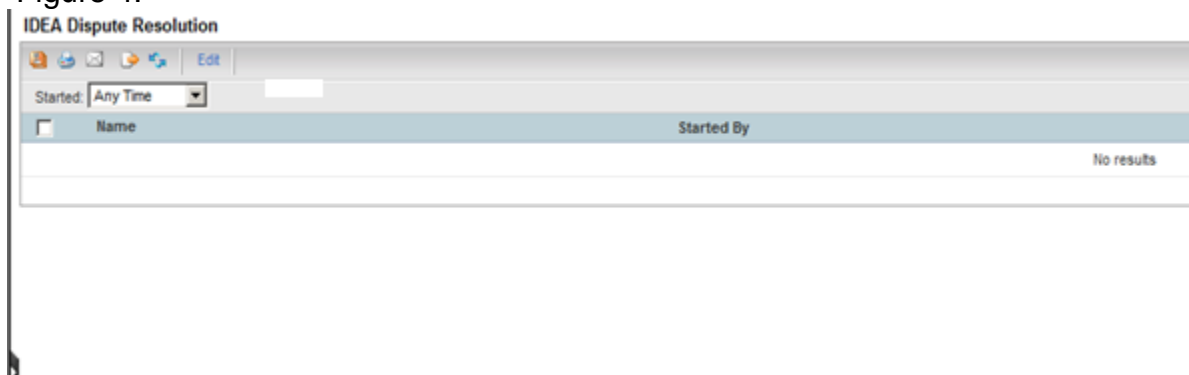
Once you have clicked on the “Click Here to Begin” link, you will see the survey start link for your state or entity (see fig. 3). Click the link “IDEA Dispute Resolution [state’s name]” to enter the IDEA Part B Dispute Resolution Dashboard.

Figure 3.



**NOTE!** If a user attempts to access the survey from this start page after the survey is closed, they will see a blank screen as displayed below (see fig.4)

Figure 4.



## 6.0 The IDEA Part B Dispute Resolution Survey - General Information

- Counts will cover an entire year. For this data collection, the reporting year is defined as July 1, 2010 through June 30, 2011.
- Report only the actions initiated during the 2010-11 reporting year. Do NOT include actions initiated in a previous reporting year that continued into the 2010-11 reporting year.
- A zero count is used when there were no events or occurrences to report in the specific category for the given reporting period.
- Select the "Missing" box if the state did not collect or cannot report a count for the specific category. Please provide a detailed explanation for why data are missing in the comment box at the bottom of the survey.
- To complete the survey process, users must complete the survey and submit to the ESS database from the "Data Review Form." The draft version generated from the "Data Entry form" will not save to the ESS data base nor generate HTML reports.
- Only integer data with a 0 (default value) or positive integers will be accepted values when reporting number of complaints. A validation check shall prevent any other data to be entered; blanks are not permitted.
- A glossary of terms is provided at the end of this user guide for clarification.
- No sampling is permitted for this data collection.
- In providing data for this collection, the state is to submit complete and unsuppressed data.
- ED will freeze access to the survey following the submission deadline. Unless there are unforeseen issues the freeze period should last for less than 24 hrs.

1/12/12 at 11:59pm, freeze date

**\*NOTE!** Upon the final freeze date system access will not be restored and the survey results will be final.

## 7.0 The IDEA Part B Dispute Resolution Dashboard

The IDEA Part B dispute Resolution dashboard will contain two links (See fig. 5).

1 - The “Data Entry Form” – This form is where Part B Data Managers will input data and save a draft version of the survey.

**NOTE!** *If a Part B Data Manager exits the survey without saving a draft version first, the data entered will not display. Please save your survey as a draft while in the “Data Entry Form” before closing the webpage.*

2 - The “Review Form” – The form is where Part B Data Managers will review the entered counts for edit checks (errors) or submit the survey to the database.

Figure 5.



## 8.0 The Data Entry Form

To begin submitting your IDEA Part B Dispute Resolution survey users will select the “Data Entry form” link (see fig.5). The “Data Entry Form” will consist of 4 sections:

- Section A: Written, Signed Complaints
- Section B: Mediation Requests
- Section C: Due Process Complaints
- Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)

When inputting your counts for the survey, each section will need to be completed by entering a numeric integer value for each of the data fields provided. Zeros will appear as the default values in the survey data fields. Zero counts should be inputted only if a state conducted a count for that data element and there were no occurrences to report in the specific category for the given reporting period. If a user intends to report a count as missing they should select the check box “Missing” to indicate so. Submitters should

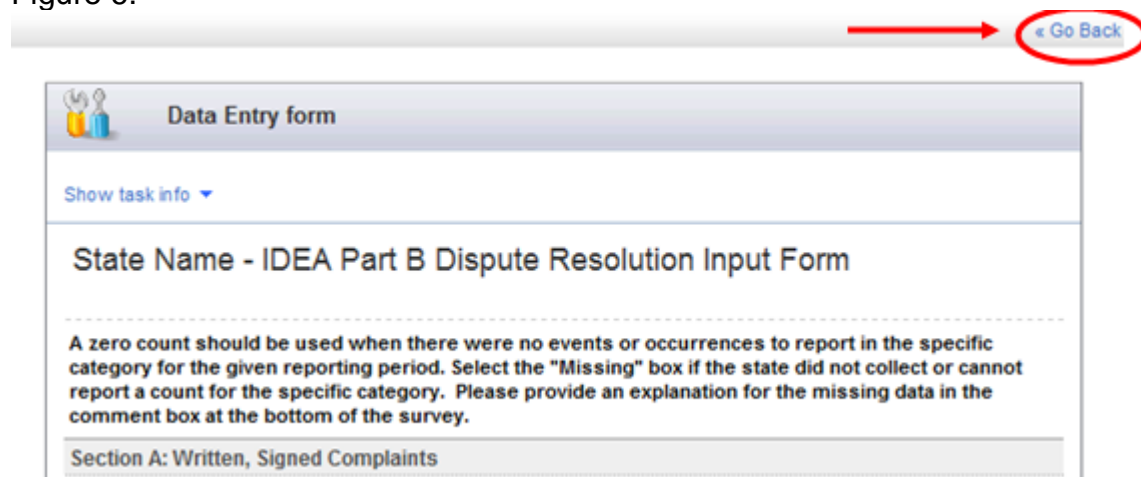
be aware that the survey data fields accept only an integer value; users must enter a zero when marking counts as “Missing”.

**NOTE!** Only integer data with a value of 0 (default value) or a positive integer are accepted values in data fields.

To return to the survey dashboard, select the “Go back” link (see fig.6) which is located on the top right of the “Data Entry Form.” Users will be unable to exit this page without selecting the “Save Data as Draft” button, selecting the “Go Back” option or by clicking on the close window button from your browser.

**NOTE!** When a user selects the “Go Back” link data entered will not be saved. If a user closes the survey window from the browser, data will not save and your EMAPS survey session will end.

Figure 6.



## 8.1 Section A: Written, Signed Complaints Specific Instructions

Figure 7.

A zero count should be used when there were no events or occurrences to report in the specific category for the given reporting period. Select the "Missing" box if the state did not collect or cannot report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey.

Section A: Written, Signed Complaints		
1. Total number of written, signed complaints filed.	0	
1.1 Complaints with reports issued.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
1.1.a Reports with findings of noncompliance.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
1.1.b Reports within timelines.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
1.1.c Reports within extended timelines.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
1.2 Complaints pending.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
1.2.a Complaints pending a due process hearing.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
1.3 Complaints withdrawn or dismissed.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing

Row 1 (see fig. 7). Displays the total number of written, signed complaints filed between July 1, 2010 and June 30, 2011. The following auto calculation formula shall be applied dynamically for this section:  $Row\ 1 = 1.1 + 1.2 + 1.3$ .

**NOTE!** The sum of the numbers entered in rows 1.1, 1.2, and 1.3 must equal the total number of written, signed complaints (row 1).

- In row 1.1, enter how many of the written, signed complaints (row 1) were complaints with reports issued as of 60 days following the end of the reporting period; that is, enter how many of the complaints had a written decision from the State educational agency (SEA) as of August 29, 2011. Row 1.1 is a subset of row 1.

In row 1.1(a), enter how many of the reports issued were reports with findings of noncompliance. Row 1.1(a) is a subset of row 1.1.

In row 1.1(b), enter how many of the reports issued were reports within timelines (60 days). Do NOT include any written decisions issued more than 60 days after the written, signed complaint was filed. Row 1.1(b) is a subset of row 1.1.

In row 1.1(c), enter how many of the reports issued were reports within extended timeliness. Row 1.1(c) is a subset of row 1.1.

- In row 1.2, enter how many of the written, signed complaints (row 1) were complaints pending as of August 29, 2011 (60 days following the end of the reporting period). Row 1.2 is a subset of row 1.

In row 1.2(a), enter how many of the pending complaints were complaints pending a due process hearing. Row 1.2(a) is a subset of row 1.2.

- In row 1.3, enter how many of the written, signed complaints (row 1) were complaints withdrawn or dismissed as of August 29, 2011 (60 days following the end of the reporting period). Row 1.3 is a subset of row 1.

## 8.2 Section B: Mediation Requests

Figure 8.

Section B: Mediation Requests			
2. Total number of mediation requests received through all dispute resolution processes.		0	
2.1 Mediations held.	*	<input type="text" value="0"/>	<input type="checkbox"/> Missing
2.1.a Mediations held related to due process complaints.	*	<input type="text" value="0"/>	<input type="checkbox"/> Missing
2.1.a.i Mediation agreements related to due process complaints.	*	<input type="text" value="0"/>	<input type="checkbox"/> Missing
2.1.b Mediations held not related to due process complaints.	*	<input type="text" value="0"/>	<input type="checkbox"/> Missing
2.1.b.i Mediation agreements not related to due process complaints.	*	<input type="text" value="0"/>	<input type="checkbox"/> Missing
2.2 Mediations pending.	*	<input type="text" value="0"/>	<input type="checkbox"/> Missing
2.3 Mediations withdrawn or not held.	*	<input type="text" value="0"/>	<input type="checkbox"/> Missing

Row 2 (see Fig. 8). Displays the total number of mediation requests received through all dispute resolution processes between July 1, 2010 and June 30, 2011. The following auto calculation formula shall be applied dynamically for this section: Row 2 = 2.1+2.2+2.3.

**NOTE!** The sum of 2.1, 2.2 and 2.3 is equal to the total number of mediations requested (row 2).

- In row 2.1, enter how many of the mediation requests (row 2) resulted in mediations held as of the end of the reporting period (June 30, 2011). Row 2.1 is a subset of row 2.

- In row 2.1(a), enter how many of the mediations held were mediations held related to due process complaints. Row 2.1(a) is a subset of row 2.1.

In row 2.1(a)(i), enter how many of the mediations held related to due process complaints resulted in mediation agreements as of the end of the reporting period (June 30, 2011). Row 2.1(a)(i) is a subset of row 2.1(a).

- In row 2.1(b), enter how many of the mediations held were mediations held not related to due process complaints. Row 2.1(b) is a subset of row 2.1.

In row 2.1(b)(i), enter how many of the mediations held not related to due process complaints resulted in mediation agreements as of the end of the reporting period (June 30, 2011). Row 2.1(b)(i) is a subset of row 2.1(b).

**NOTE!** *The sum of 2.1(a) and 2.1(b) must equal the total number of mediations held (row 2.1).*

- In row 2.2, enter how many of the mediation requests (row 2) were mediations pending as of the end of the reporting period (June 30, 2011). This includes mediation requests that were pending as of the end of the reporting period. Row 2.2 is a subset of row 2.

- In row 2.3, enter how many of the mediation requests (row 2) were mediations withdrawn or not held as of the end of the reporting period (June 30, 2011). Row 2.3 is a subset of row 2.

### 8.3 Section C: Due Process Complaints

Figure 9.

Section C: Due Process Complaints		
3. Total number of due process complaints filed.	0	
3.1 Resolution meetings.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
3.1.a Written settlement agreements reached through resolution meetings.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
3.2 Hearings fully adjudicated.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
3.2.a Decisions within timeline (include expedited).	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
3.2.b Decisions within extended timeline.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
3.3 Due process complaints pending.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
3.4 Due process complaints withdrawn or dismissed (including resolved without a hearing).	* <input type="text" value="0"/>	<input type="checkbox"/> Missing

Row 3 (see Fig. 9). Displays the total number of due process complaints filed between July 1, 2010 and June 30, 2011. Expedited due process complaints are to be included in the counts entered in this section. Expedited due process complaints are also entered separately in Section D below. The following auto calculation formula shall be applied dynamically for this section: Row 3 = 3.2+3.3+3.4.

**NOTE!** The sum of 3.2, 3.3 and 3.4 is equal to number of due process complaints filed (row 3).

- In row, 3.1 enter how many of the due process complaints (row 3) resulted in a resolution meeting as of the end of the reporting period (June 30, 2011). Row 3.1 is a subset of row 3.

In row 3.1(a), enter how many resolution meetings resulted in a written settlement agreement as of the end of the reporting period. Row 3.1(a) is a subset of rows 3.1 and 3.4.

- In row 3.2, enter how many of the due process complaints (row 3) resulted in hearings fully adjudicated as of the end of the reporting period, that is, the due process hearing was conducted and the hearing officer issued a written decision by June 30, 2011. Row 3.2 is a subset of row 3.

In row 3.2(a), enter how many of the written decisions were decisions within timeline. (Do not include here the decisions within extended timelines.) Row 3.2(a) is a subset of row 3.2.

In row 3.2(b), enter how many of the written decisions included in row 3.2 were decisions within extended timelines. (Decision must be issued within specific time extension granted by the hearing or reviewing officer). Row 3.2(b) is a subset of row 3.2.

- In row 3.3, enter how many of the due process complaints (row 3) were due process complaints pending as of the end of the reporting period (June 30, 2011). Row 3.3 is a subset of row 3.
- In row 3.4, enter how many of the due process complaints (row 3) were withdrawn or dismissed (including resolved without a hearing) as of the end of the reporting period (June 30, 2011). Row 3.4 is a subset of row 3.

#### 8.4 Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)

Figure 10.

Section D: Expedited Due Process Complaints (Related to Disciplinary Decision)		
4. Total number of expedited due process complaints filed.	0	
4.1 Resolution meetings.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
4.1.a Written settlement agreements.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
4.2 Expedited hearings fully adjudicated.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
4.2.a Change of placement ordered.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
4.3 Expedited due process complaints pending.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing
4.4 Expedited due process complaints withdrawn or dismissed.	* <input type="text" value="0"/>	<input type="checkbox"/> Missing

Row 4 (see fig. 10). Displays the total number of expedited due process complaints filed between July 1, 2010 and June 30, 2011. The expedited due process complaints entered in row 4 are a subset of the due process complaints reported in row 3 of Section C. The following auto calculation formula shall be applied dynamically for this section: Row 4 = 4.2+4.3+4.4.

**NOTE!** The sum of 4.2, 4.3 and 4.4 is equal to number of expedited due process complaints filed (row 4).

- In row 4.1, enter how many of the expedited due process complaints (row 4) resulted in a resolution meeting as of the end of the reporting period (June 30, 2011). Row 4.1 is a subset of row 4. Row 4.1 is also a subset of the resolution meetings entered in row 3.1 of Section C.

In row 4.1(a), enter how many resolution meetings resulted in a written settlement agreement as of the end of the reporting period. Row 4.1(a) is a subset of row 4.1. Row 4.1(a) is also a subset of the written settlement agreements reported in row 3.1(a) of Section C.

- In row 4.2, enter how many of the expedited due process complaints (row 4) resulted in expedited hearings fully adjudicated as of the end of the reporting period, that is, the due process hearing was conducted and the hearing officer issued a written decision by June 30, 2011. Row 4.2 is a subset of row 4. Row 4.2 is also a subset of the hearings fully adjudicated reported in row 3.2 of Section C.

In row 4.2(a), enter how many of the written decisions resulted in a change of placement ordered. Row 4.2(a) is a subset of row 4.2.

- In row 4.3, enter how many of the expedited due process complaints (row 4) were expedited due process complaints pending as of the end of the reporting period (June 30, 2011). Row 4.3 is a subset of row 4.

- In row 4.4, enter how many of the expedited due process complaints (row 4) were withdrawn or dismissed as of the end of the reporting period (June 30, 2011). Row 4.4 is a subset of row 4.

## 8.5 Comments Box

Figure 11.

Comments:

Please provide any additional information supplementing any of the questions on this form, if needed (4000 character limit).

---

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Users will be able to provide any additional information supplementing the questions asked in the survey by utilizing the “Comments” box (see fig. 11) located at the bottom of the “Data Entry” form. Please note this comment box has a 4000 character limit.

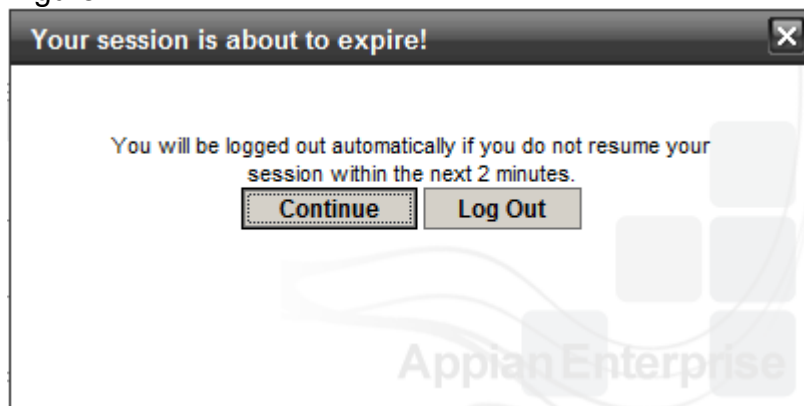
**Note!** When submitters select a count as “Missing” they should provide a detailed explanation in the comment box. This would be comparable to providing data notes.

## 8.6 Saving Data as a Draft

Users should be aware that in order to exit the survey and return to your last stopping point you must first save a draft version by clicking the “Save Data as Draft” button (see fig. 11). Saving data as a draft will save the content inputted on the form but *will not* generate a HTML report. HTML reports will *only* be generated after the survey has been submitted to the database from the “Review Form”. If a user closes the EMAPS survey window without first saving a draft version, information will not be saved. Using the save feature at the end of the “Data Entry Form” will help insure that no data are lost. If your EMAPS session times out before you have saved a draft version, your data will be lost. EMAPS sessions will time out after 30 minutes of inactivity. Users will not be able to save a draft of the data if a fatal error occurs on the Data Entry Form.

**NOTE:** A warning is generated by the system after 30 minutes of inactivity, and depending on a number of factors (how many windows are open or the user’s browser) the user may not notice the warning (see fig. 12). Your session will end in 2 minutes, if no activity is made. To avoid inactivity the user can simply click within the EMAPS survey form.

Figure 12.



## 8.7 Fatal Errors on Data Entry Form

A fatal error will display in the Data Entry Form when an unacceptable variable has been entered into a data field. The text “NaN” or “NaN is not an integer” will display when a non integer value is inputted into a data field or a data field is left blank. This error will appear if a field is left blank, contains an alpha character or a non-zero, non-positive-integer number has been entered in a field. Data entry fields are limited to numeric whole numbers and cannot be left blank. A fatal error will display if a non-zero

integer number is entered in the data field and a check is entered in the “Missing” box. A “0” must be entered in the data field when a “missing” box is checked. Users will be unable to save a draft if these errors are not corrected and will prevent access back to the survey dashboard.

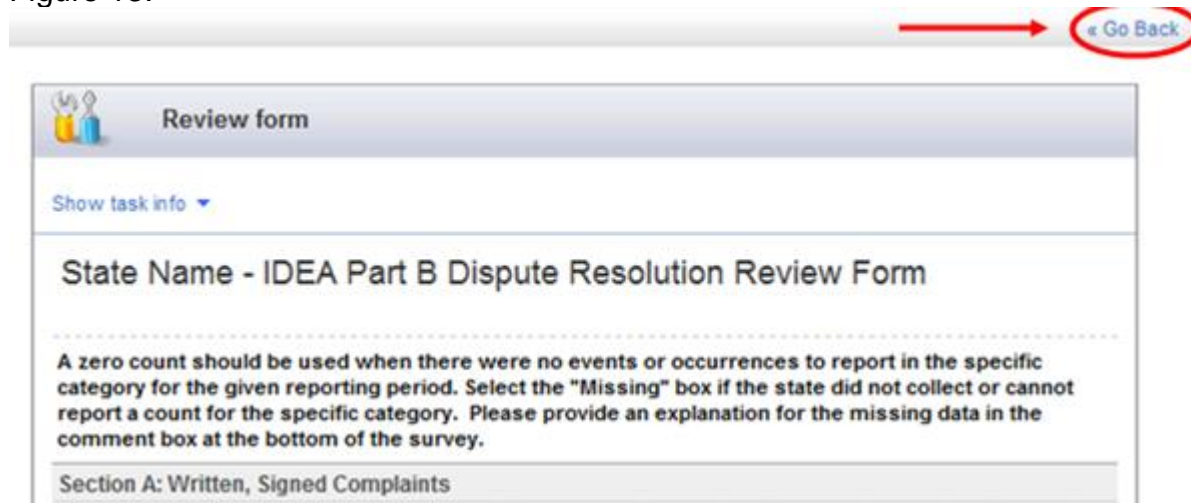
## 9.0 The Data Review Form

Submitters will need to be in the “Data Review Form” in order to save the survey to the database and complete the submission process. Once the survey has been submitted to the database an HTML report containing the survey results will be auto generated and available to the state IDEA Part B Manager, as well as ED*Facts* Coordinator with “Read-Only” access. Once the survey has been submitted to the database, ED will have access to the state’s survey responses as well.

To return to the survey dashboard select the “Go back” link (see fig. 13). The link is located on the top right of the “Data Entry Form.” Users will be unable to exit this page without selecting “Go Back”, “To Dashboard” or the “Submit Data to Database” buttons. If a user closes the survey browser window your data will not save and you will end your EMAPS survey session.

**NOTE!** By clicking the “Go Back” link your survey will not “Submit Data to Database.” To complete the survey and submit the data to ED, the user must select the “Submit Data to Database” button.

Figure 13.



Review form

Show task info ▾

State Name - IDEA Part B Dispute Resolution Review Form

A zero count should be used when there were no events or occurrences to report in the specific category for the given reporting period. Select the “Missing” box if the state did not collect or cannot report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey.

Section A: Written, Signed Complaints

## 9.1 Reviewing and Editing the Survey

On the review form a warning message in red, “Please verify the data entered for the following questions and ensure that the counts for the questions match as shown on the failed edit check(s)”, will display at the bottom of the page along with a list of all failed edit check logic (See fig. 14).

Figure 14.

Comments:

Please provide any additional information supplementing any of the questions on this form, if needed (4000 character limit).

**Please note that the data entered result in the following relationships which violate edit checks: 1.1.b + 1.1.c > 1.1**

---

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[To Dashboard](#) [Submit Data to Database](#)

In order to make any changes to the survey the submitter will select the “To Dashboard” button and return to the survey dashboard. Once returned to the dashboard users will need to enter the “Data Entry Form” to make any adjustments. Once the “Data Entry Form” has been updated the user will then save the survey as a new draft and return to the “Data Review Form” to submit to the database.

## 9.2 Submitting Data to Database

If the data pass the edit checks, the following message will be displayed, “There are no errors. Please submit the results of the survey by clicking the “Submit Data to Database” button.” (See fig.15). Once you click the Submit Data to Database button, a HTML report will be auto generated and posted to the Reports Repository located on the EMAPS Homepage. No confirmation will be given after clicking this button; the confirmation is the HTML report.

Figure 15.

Please provide any additional information supplementing any of the questions on this form, if needed (4000 character limit).

**There are no errors. Please submit the results of the survey by clicking the 'Submit Data to Database' button.**

---

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[To Dashboard](#)      [Submit Data to Database](#)

**NOTE!** Users will be able access the survey to make updates, excluding defined freeze dates, at any time (24/7) up to the survey close date. If a new version of the survey is submitted to the database, it will override the previously submitted version. A history of all surveys will be available in the IDEA Part B Dispute Resolution Reports Repository.

## 10.0 Accessing IDEA Part B Dispute Resolution HTML Reports

An HTML report for a state shall be generated when the user submits data to the database. The user shall also be able to open and print the HTML report. The HTML reports shall be stored in a state's folder.

To access your states HTML report, select the IDEA Dispute Resolution link folder located under the "Reports and Files" section on the right hand side of the EMAPS Homepage. (See fig.16)

Figure 16.


**My Account**

Change Password

[Click here to begin](#)

**Reports and Files**

State Supplemental Survey - IDEA Reports

 [IDEA Dispute Resolution](#)

Folders for 2010-11 Dispute Resolution HTML files

Once you click on the survey folder your states folder will display (see fig. 17).

Figure 17.



Once you have clicked your state’s folder you will see the HTML survey report link (see fig. 18).

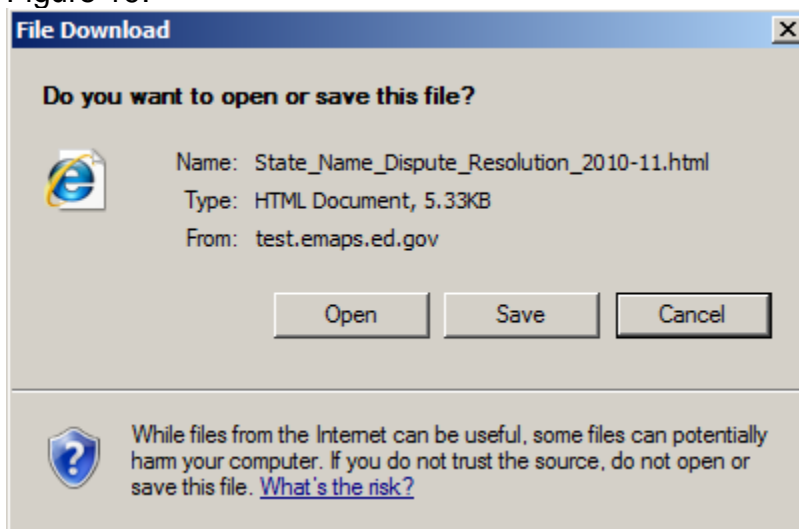
Figure 18.



**NOTE!** *If your state has submitted multiple surveys, users should reference the time date stamp to locate the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.*

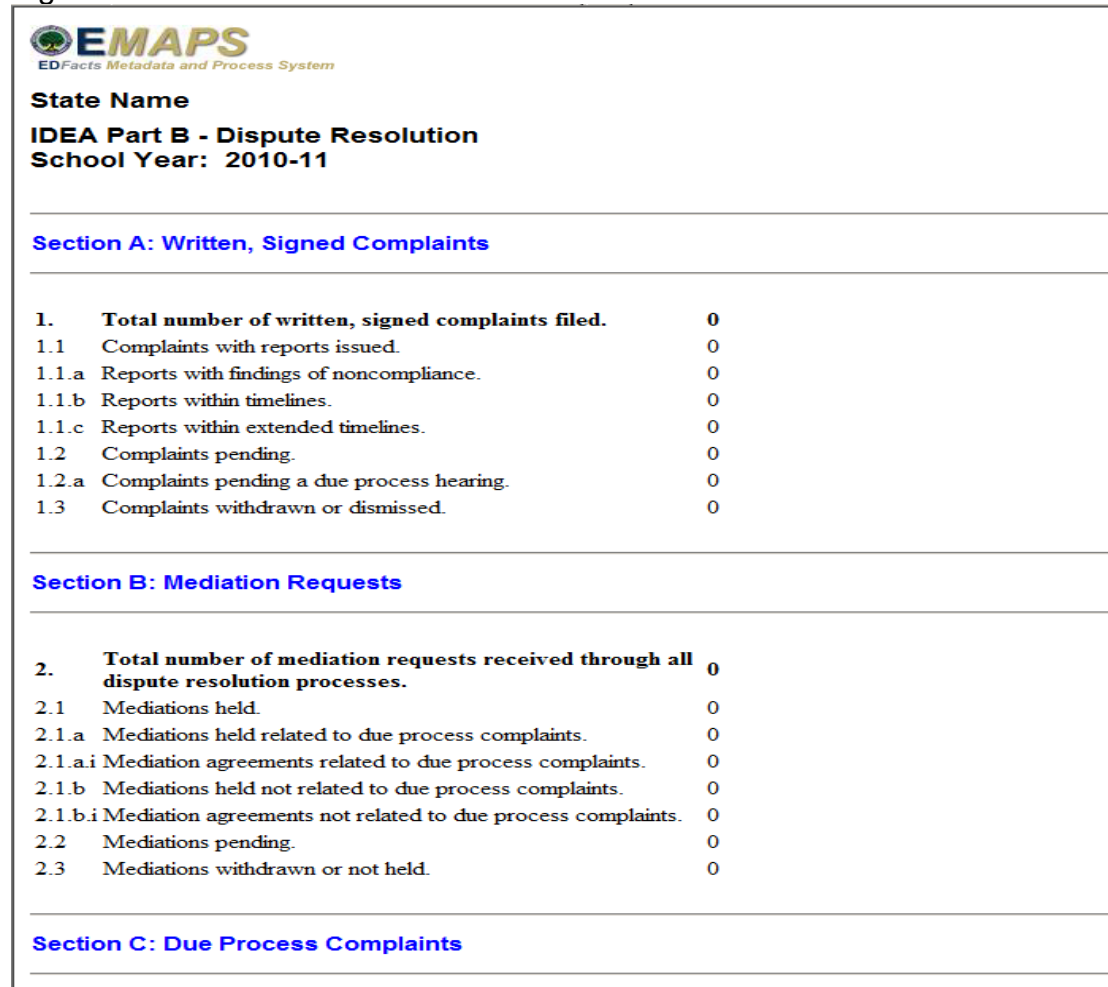
Once submitters have clicked on the HTML survey report link, the following pop-up box will appear instructing the user to “Open” or “Save” the document (see fig. 19).

Figure 19.



Once you open the survey the HTML report will appear (see fig. 20).

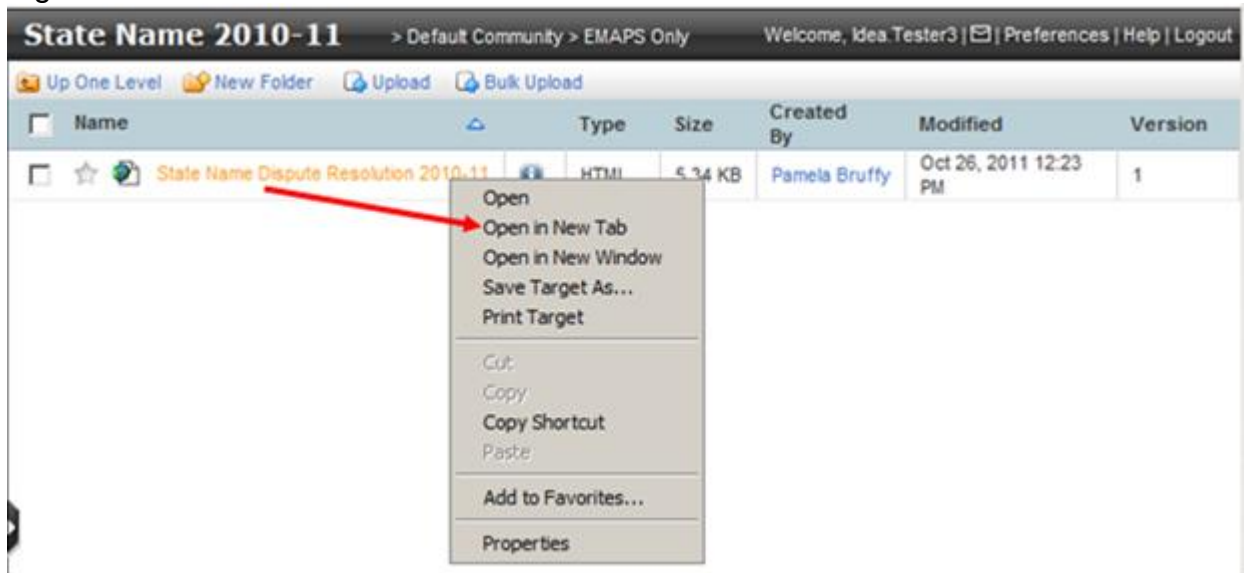
Figure 20.



IDEA Part B Data Managers and EDFacts Coordinators can save this report to their desktop using Internet Explorer browser options or print the report as a hard copy.

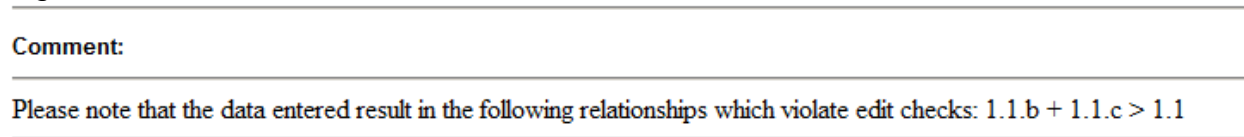
**NOTE!** When opening a state’s HTML report by clicking the survey link, the HTML report will not open in a new tab. If you still plan to work within EMAPS you will need to use the back button to return to the previous screen. Closing the window will end your Internet Explorer session and any other windows you might be working within. To open the report in new tab users should right click on the HTML survey report link and select “Open in a New Tab.” Users are given the option to save from this menu as well (see fig. 21).

Figure 21.



**NOTE!** Data entered that violates edit checks will be displayed on the HTML survey report, located under the comment box (see Fig 22). These edits will appear just as they do in the “Data Review Form”; only, the HTML report edits will not be displayed in red text.

Figure 22.



To remove the edit checks from displaying in your HTML report submitters must correct the edits in the “Data Entry Page.” Submitters must re-submit the survey through the “Data Review” page to override the previous submission.

## 11.0 Glossary of Data Elements

***Change of placement ordered*** – The hearing officer’s written decision in an expedited due process hearing fully adjudicated ordered a change in placement of a child with a disability (IDEA) to an appropriate interim alternative educational setting.

***Complaint pending*** – A written, signed complaint that is either still under investigation or the SEA’s written decision has not been issued.

***Complaint pending a due process hearing*** – A written, signed complaint in which one or more of the allegations in the complaint are the subject of a due process complaint that has not been resolved.

***Complaint with report issued*** – A written decision was provided by the SEA to the complainant and public agency regarding alleged violations of a requirement of Part B of IDEA.

***Complaint withdrawn or dismissed*** – A written, signed complaint that was withdrawn by the complainant for any reason or that was determined by the SEA to be resolved by the complainant and the public agency through mediation or other dispute resolution means and no further action by the SEA was required to resolve the complaint; or a complaint dismissed by the SEA for any reason, including that the complaint does not include all required content.

***Decision within extended timeline*** - The written decision from a hearing fully adjudicated was provided to the parties in the due process hearing more than 45 days after the expiration of the resolution period, but within a specific time extension granted by the hearing or reviewing officer at the request of either party.

***Decision within timeline*** – The written decision from a hearing fully adjudicated was provided to the parties in the due process hearing not later than 45 days after the expiration of the resolution period or in the case of an expedited due process complaint, provided no later than 10 school days after the due process hearing, which must occur within 20 school days of the date the expedited due process complaint is filed.

***Due process complaint*** – A filing by a parent or public agency to initiate an impartial due process hearing on matters relating to the identification, evaluation, or educational placement of a child with a disability (IDEA), or the provision of a free appropriate public education to the child.

***Due process complaint pending*** – A due process complaint wherein a due process hearing has not yet been scheduled or is scheduled but has not yet been held.

***Due process complaint withdrawn or dismissed*** - A due process complaint that has not resulted in a fully adjudicated due process hearing. This includes due process

complaints resolved through a mediation agreement or through a written settlement agreement, those settled by some other agreement between the parties (parent and public agency) prior to completion of the due process hearing, those withdrawn by the filing party, those determined by the hearing officer to be insufficient or without cause, and those not fully adjudicated for other reasons. This does not include due process complaints that are pending a due process hearing.

***Expedited due process complaint*** – A due process complaint filed by: (1) the parent of a child with a disability who disagrees with any decision regarding the manifestation determination and/or disciplinary removal of a student from an educational placement and the placement of that student in an interim alternative educational setting; or (2) a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

***Expedited due process complaint pending*** – An expedited due process complaint wherein an expedited due process hearing has not yet been scheduled or is scheduled but has not yet been held.

***Expedited due process complaint withdrawn or dismissed*** – An expedited due process complaint that has not resulted in an expedited fully adjudicated due process hearing. This includes expedited due process complaints resolved through a mediation agreement or through a written settlement agreement, those settled by some other agreement between the parties (parent and public agency) prior to completion of the expedited due process hearing, those withdrawn by the filing party, those determined by the hearing officer to be insufficient or without cause, and those not fully adjudicated for other reasons. This does not include expedited due process complaints that are pending an expedited due process hearing.

***Expedited due process hearing fully adjudicated*** – A hearing officer conducted a due process hearing concerning an expedited due process complaint, reached a final decision regarding matters of law and fact and issued a written decision to the parties about whether a change of placement is ordered.

***Hearing fully adjudicated*** – A hearing officer conducted a due process hearing, reached a final decision regarding matters of law and fact and issued a written decision to the parties.

***Mediation agreement*** – A written legally binding agreement signed by a parent and a representative of the public agency who has the authority to bind the public agency that specifies the resolution of any issues in the dispute that were reached through the mediation process. A mediation agreement that fully or partially resolves issues in dispute is included in “mediation agreement”.

***Mediation held*** - A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency involving any matter under Part B

of IDEA of 34 CFR Part 300, and that concluded with or without a written mediation agreement between the parties.

**Mediation held not related to due process complaint** – A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency that was not initiated by the filing of a due process complaint or did not include issues that were the subject of a due process complaint.

**Mediation held related to due process complaint** – A process conducted by a qualified and impartial mediator to resolve a disagreement between a parent and public agency that was initiated by the filing of a due process complaint or included issues that were the subject of a due process complaint.

**Mediation not held** – A request for mediation that did not result in a mediation being conducted by a qualified and impartial mediator. This includes mediation requests that were withdrawn, mediation requests that were dismissed, requests where one party refused to mediate, and requests that were settled by some agreement other than a mediation agreement between the parties.

**Mediation pending** – A request for mediation that has not yet been scheduled or is scheduled but has not yet been held.

**Mediation request** – A request by a party to a dispute involving any matter under Part B of IDEA for the parties to meet with a qualified and impartial mediator to resolve the dispute(s).

**Report with findings of noncompliance** - The written decision provided by the SEA to the complainant and public agency in response to a written, signed complaint, which finds the public agency to be out of compliance with one or more requirements of Part B of IDEA of 34 CFR Part 300.

**Report within extended timeline** – The written decision from the SEA was provided to the complainant and the public agency more than 60 days after the written, signed complaint was filed, but within an appropriately extended timeline. An appropriately extended timeline is an extension beyond 60 days that was granted due to exceptional circumstances that exist with respect to a particular complaint; or if the parent and the public agency involved agreed to extend the time to engage in mediation, or to engage in other alternative means of dispute resolution, if available in the State or under State procedures.

**Report within timeline** – The written decision from the SEA was provided to the complainant not later than 60 days after receiving the written, signed complaint.

**Resolution meeting** – A meeting, convened by the local educational agency (LEA), between the parent(s) and school personnel to discuss the parent’s due process complaint and the facts that form the basis of the due process complaint so that the LEA

has the opportunity to resolve the dispute that is the basis for the due process complaint.

**Resolution period** – Thirty (30) days from the LEA’s receipt of a due process complaint unless the period is adjusted because: (1) both parties agree in writing to waive the resolution meeting; or (2) after either the mediation or resolution meeting starts, but before the end of the 30-day period, the parties agree in writing that no agreement is possible; or (3) if both parties agree in writing to continue the mediation at the end of the 30-day resolution period, but later, the parent or public agency withdraws from the mediation process.

**Written settlement agreement** – A legally binding written document, signed by the parent and a representative of the public agency, specifying the resolution of the dispute that formed the basis for a due process complaint arrived at in a resolution meeting. For the purposes of reporting the IDEA Part B Dispute Resolution data, a written settlement agreement is one that fully resolves all issues of the due process complaint and negates the need for a due process hearing.

**Written, signed complaint** – A signed, written document submitted to the SEA by an individual or organization (complainant) that alleges a violation of a requirement of Part B of IDEA of 34 CFR Part 300, including cases in which some required content is absent from the document.



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