Protocol—618: Child Count and Settings

Essential Elements

| Element | Response |
| --- | --- |
| **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.  | Click or tap here to enter text. |
| ED*Facts* Submission Method: | * Submitted via E*MAPS*
 |
| **Data Stewards:** Provide titles and names, contact information, department, and any notes on persons responsible for collections, validation, and submission. List all parties and their role in the process, e.g., Part C coordinator, Part C data manager, data analyst, program coordinator, provider. | Click or tap here to enter text. |
| **Data Collection Levels:** These are the levels at which data are collected and reported. * Counts and Settings by age
* Counts and Settings by Race/Ethnicity
* Count by Gender
* At Risk Child Count
* Cumulative Count by Race/Ethnicity and Gender
 | Click or tap here to enter text. |
| **Federal Reporting Period and Submission Date:** The reporting period as defined by OSEP (i.e., snapshot of a particular day or a period of time such as calendar year) and final due date. | The reporting period is a state-specific child count date, designated as a day between October 1 and December 1.aThe data are due annually on the fourth Wednesday in June. |
| **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) programs, when data are pulled after the collection closes, etc.  | Click or tap here to enter text. |

a LAs are also required to report a cumulative child count by race/ethnicity and gender.

Processes

| Element | Response |
| --- | --- |
| **Collection:** Provide detailed information about how data are pulled from the database, how local EI programs submit data to the LA, etc. | Click or tap here to enter text. |
| **Data Quality:** a Describe the data cleaning processes used to prepare these data for submission.  | Click or tap here to enter text. |
| **Internal Approval Process:**b Describe any certification processes and dates relative to these data being certified by the local EI programs (online certification, hard copy signature, electronic signature). | Part C Child Count and Settings Certification Form must be submitted to OSEP each year, signed by an authorized official. |
| **Submission:**c Describe the process for generating and submitting the data to E*MAPS*.  | Click or tap here to enter text. |
| **Response to OSEP Data Quality Report:**d Describe the procedures for reviewing OSEP feedback and submitting a data note or resubmitting data. | Click or tap here to enter text. |
| **Data Governance:** Describe the process for reviewing potential or actual changes to the data collection system and/or processes.  | Click or tap here to enter text. |
| **Public Reporting:** Describe the process, persons responsible for and location for posting state level data for public reporting. | Click or tap here to enter text. |

a **Data Quality:** (1) Confirm sums of subtotals reported equal to the total at each level of the Child Count and Settings file. (2) Compare year-to-year local EI program counts to identify possible data quality issues. (3) Check master file for duplicate records. Verify correct association of child records with local EI programs.

b **Internal Approval Process**—Describe any internal LA process used or required to certify these data as final. This might include the Data Manager sharing/vetting data with other staff such as Part C Coordinator.

c **Submission**—Describe where and how a copy of the submitted E*MAPS* file is accessed for future reference.

d **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).

Resources

Part C 618 Child Count and Settings Data

* E*MAPS* IDEA Part C Child Count and Settings User Guide
<https://www2.ed.gov/about/inits/ed/edfacts/index.html>

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| **Acknowledgment**This resource was adapted from the Part C IDEA Data Processes Toolkit designed by the IDEA Data Center (IDC). The current resource relied heavily on the contents of the IDC Part C IDEA Data Processes Toolkit. Additions and revisions to the toolkit were informed by the expertise and input of DaSy staff. |
| **Suggested Citation**The DaSy Center (2024). *Protocol—618: Child Count and Settings*. SRI International. |
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| **About Us**The contents of this brief were developed under a grant from the U.S. Department of Education, #H373Z190002. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. Project Officers, Meredith Miceli and Amy Bae.The DaSy Center is a national technical assistance center funded by the U.S. Department of Education, Office of Special Education Programs. The DaSy Center works with states to support IDEA early intervention and early childhood special education state programs in the development or enhancement of coordinated early childhood longitudinal data systems. | Logo of the U.S. Office of Special Education Program IDEAS that Work |
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