Protocol—Dispute Resolution

Essential Elements

| Element | Response |
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| **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, analysis, and submission. List all parties and their role in the process, e.g., Part C coordinator, Part C data manager, program coordinator, provider. | Click or tap here to enter text. |
| **Data Collection Levels:** These are the levels at which data are collected and reported.  | * Type (Written, Signed Complaints; Mediation Requests; Due Process Complaints)
* Aggregated at the state level only
* Events initiated during covered period (July 1 through June 30)
* Status of event (reports issued, within timelines, status pending, dismissed, etc.)a at the close of the covered period
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| **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 12-month period, July 1 – June 30.Data are due annually on the third Wednesday in February. |
| **State Collection and Submission Schedule:**b Provide a list of dates when the data collection period opens, when data are due to the LA from the local early intervention (EI) providers, when data are pulled after the collection closes, etc.  | Click or tap here to enter text. |

a LAs should be aware if their state has adopted Part C or B Due Process Complaint procedures. The data are reported differently for states that have adopted Part B Due Process Complaint procedures. States with Part C procedures will report the following sub-categories: hearings fully adjudicated, decisions within timeline, decisions within extended timeline, hearings pending, and due process complaints withdrawn or dismissed. States with Part B procedures will report by the same sub-categories with the addition of resolution meetings and written settlement agreements reached through resolution meetings.

b **State Collection and Submission Schedule—**Report only the actions initiated during the reporting year. Do NOT include actions initiated in a previous reporting year that continued into the current reporting year.

Processes

| Element | Response |
| --- | --- |
| **Collection:** Provide detailed information about how data are pulled from the database, how local EI providers submit data to the state, etc. | Click or tap here to enter text. |
| **Data Quality:**Describe the data cleaning processes used to prepare these data for submission.  | Click or tap here to enter text. |
| **Internal Approval Process:** Describe any internal approval processes, including who must sign off and timelines. | Click or tap here to enter text. |
| **Submission:** 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:** Describe the procedures for reviewing OSEP feedback and submitting a data note or resubmitting data files. | Click or tap here to enter text. |
| **Data Governance:** Describe the process for reviewing potential or actual changes to the data collection systems and/or processes.  | Click or tap here to enter text. |
| **Public Reporting:** Describe the process, person responsible for, and location for posting state level data for public reporting.  | Click or tap here to enter text. |

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

b **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 Dispute Resolution 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. |
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