Protocol - Personnel

Essential Elements

Data Collection Name:

Special Education Personnel File

Associated ED*Facts* File Numbers
1. FS070 — Special Education Teachers (FTE)
2. FS099 — Special Education Related Services Personnel
3. FS112 — Special Education Paraprofessionals

Data Stewards:

Executive Director, Office of Special Education, Provides final review, approval, and certification of all SPP/APR submissions and related data reports.

1. Education Program Administrator for Data and Reporting / Part B Data Manager, Office of Special Education, oversees data collection, validation, and analysis; coordinates timelines and ensures compliance with IDEA and federal reporting requirements; serves as primary liaison with Partner Support and OSEP.
2. Data and Reporting Data Specialists, Office of Special Education, conduct data collection and validation; analyze district-level data; provide technical assistance to LEAs; ensure data accuracy in SharePoint and related systems.
3. Director of Data Analysis and Reporting, Office of Technology and Strategic Services, pulls data from backend systems for Indicators 1–14; compiles data for the APR and LEA determinations; ensures consistency across state data systems.
4. EDFacts Coordinators, Office of Technology and Strategic Services, maintain EDFacts file specifications, formatting, and submission requirements; ensure alignment of all data files with federal reporting standards.

Data Collection Levels:

1. Full-time equivalency (FTE) counts of
2. Special Education Teachers (FS070)
3. Special Education Related Services Personnel by job assignment (FS099)
4. Special Education Paraprofessionals providing program support in special education (FS112)
5. Local school district aggregate level
6. Statewide aggregate level
7. Other: Unit level teachers, course schedule information, work area code and district time
8. Qualification status: State licensure

Federal Reporting Period and Submission Dates:

1. Reporting Period: State-specific Child Count date. (Dec. 1)
2. Due Date: February 24, 2025.

SEA Collection and Submission Schedule:

1. June - Training for child count (Dec.1) to district level personnel.
2. August – Data Bureau Director, Part B sends reminders to district level directors.
3. September 1 – Special Education API, begin sending data for the new school year.
4. September 30- First submission of data and monthly thereafter.
5. October- Districts are instructed to begin running Edit Reports for issues with data and updating as necessary.
6. December 1-10-Districts make necessary corrections.
7. December 10 – Personnel snapshot
8. December 10 –Child Count Certification

Collection:

IDEA Metadata Questions – Personnel

The OSE Data Manager completes the IDEA Metadata Questions, and the OTSS EDFacts Coordinator reviews the responses for accuracy and consistency prior to submission. The OSE Data Manager references the most current MSIS 2.0 2.0 Manual to update and verify any allowable personnel categories.

The personnel section of the metadata collection captures whether the following categories of related service personnel are employed or contracted to provide services to children with disabilities (IDEA), ages 3 through 21:
1. Psychologists
2. Social Workers
3. Occupational Therapists
4. Audiologists
5. Physical Education Teachers and Recreation/Therapeutic Recreation Specialists
6. Physical Therapists
7. Speech-Language Pathologists
8. Interpreters
9. Counselors and Rehabilitation Counselors
10. Orientation and Mobility Specialists
11. Medical/Nursing Service Staff

Data Validation:

The OTSS Data Analyst verifies that the December 1, Child Count snapshot, in MSIS 2.0, contains accurate and complete data prior to extraction. The OTSS EDFacts Coordinator then reviews and validates the snapshot file generated from MSIS 2.0 to ensure accuracy and consistency with EDFacts reporting requirements before final submission.

Internal Approval Process:

No internal approval process currently.

Submission: ED*Facts* file listed on p. 1.

EDFacts File Development and Submission

FS112 (Personnel) and FS070 (Educational Environments) are built manually, while FS099 (Children with Disabilities
Exiting Special Education) is generated using automated stored procedures.

For FS112 (Personnel), a saved query is executed to extract individual personnel records. The OTSS EDFacts Coordinator then compiles and aggregates these records in Excel to produce final counts for each personnel category, ensuring that all related service and instructional groups are accurately represented.

For FS070 (Educational Environments), the process begins with a query output, followed by a series of documented steps that outline how to integrate the data with licensure information and verify staff group classifications. These detailed directions are maintained in the same directory as the query for reference and consistency.

FS099 (Exiting) is built using a defined set of stored procedures within MSIS 2.0, ensuring alignment with EDFacts reporting standards and consistency across collections.

Once all files are finalized and verified, the OTSS EDFacts Coordinator uploads the completed EDFacts files to EDPass for federal submission.

Beginning with the 2025-26 school year data, all files will be produced by Generate.

Response to OSEP Data Quality Report:

When year-to-year data changes are identified, the OSE Data Reviewer retrieves the relevant files from EDPass and prepares data quality reports for the OSE Data Manager

and the OSE Data Supervisor. The OSE Data Manager develops data notes that explain the cause of each change and submits them to the State Director of Special Education for review and approval.

Once approved, the OSE Data Manager returns the finalized notes to the OSE Data Reviewer, who uploads the documentation into EDPass to accompany the state's EDFacts submission.

Moving forward, within EDPass, the OTSS EDFacts Coordinator and OSE Data Reviewer will review data quality notes as needed and communicate any issues or updates to the OSE Data Manager and OSE Data Supervisor to ensure accuracy and transparency across all submissions.

Data Governance:

Special ED Data is reported in several different places. Data comes from OTSS and a PDF or locked spreadsheet is posted. https://mdek12.org/ose