Protocol – Indicator 15

Essential Elements

Indicator Description

Dispute Resolution

Measurement

Submitted via E*MAPS*: *IDEA Part B Dispute Resolution Survey*

Data Stewards:

1. Executive Director, Office of Special Education, provides final review, approval, and certification of all SPP/APR submissions and related data reports.
2. 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.
3. 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.
4. Director of the Office of Parent Engagement and Support, Office of Special Education, monitors timelines and accuracy of dispute-resolution data; ensures cases are logged and closed correctly in SharePoint; oversees parent-engagement activities and procedural-safeguard compliance.
5. Parent Engagement Specialist, Office of Special Education, supports communication and outreach with families; assists in collecting and reviewing parent-engagement and procedural-safeguard data; collaborates with the Director of Parent Engagement and Support.
6. 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.
7. 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:

Type (written complaints, mediations, due process complaints, expedited due process complaints)

1. Aggregated at state level only
2. Events initiated during covered period (July 1 through June 30)

3. Status of event (reports issued, within timelines, status pending, dismissed, etc.) at the close of the covered period

Federal Reporting Period and Submission Dates:

Reporting Period: Entire year: July 1 through June 30.

1. **Due Date:** Due annually on the second Wednesday in November.

State Collection and Submission Schedule:

When SEA receives due process requests and informal complaint process

1. Formal Complaint Process-Entered into the formal state complaint tracker which is an Excel format. Excel tracker is housed on Teams /SharePoint under the Bureau of Parent Engagement and Support. Add link
2. Once it is logged in, the team discusses the complaint. Once it is verified, a member of the Parent Engagement Team will email the LEA for verification. Once verified, the information is entered into Excel as well. The timeline begins once it is verified (60 days). A notification letter and request for data are sent to both the district and the (complainant). This date is documented on the tracker. The district has 14 days to submit the data. (link letter) The complainant has 7 days to notify the OSE if they have missed the scope of their complaint. Investigation takes place, and the final report is released to the complainant and the LEA on or before day 60.
3. A physical folder is held as well as the shared drive.
4. For due process complaints (45-day timeline total, 15-day resolution) a hearing officer is assigned. Entered into a separate tracker.
5. Mediation-email the district for verification, once verified by a mediator assigned. This data is entered into a separate tracker.

Collection:

Dispute resolution data collected year-round. Each October, the OTSS Data Analyst prepares and refreshes the SharePoint database used to track complaints, mediations, due process hearings, and expedited hearings. After the database is ready, the analyst notifies the Office of Special Education (OSE). The Education Program Administrator for Data and Compliance (in coordination with the OSE Dispute Resolution Lead) enters each complaint, mediation, and hearing record into the SharePoint and confirms when data entry is complete.

The OTSS Data Analyst then generates working reports from the database and conducts initial accuracy checks, collaborating with the Education Program Administrator and the OSE Data Team to resolve inconsistencies (e.g., missing dates, outcomes, or closure reasons). The OSE Dispute Resolution Lead reviews the working reports and requests

corrections as needed. Verified updates are entered into the SharePoint database to ensure the record of each dispute aligns with federal definitions and timelines.

When data is final, the OTSS Data Analyst produces the final submission of reports and transmits them to the Director of Data Analysis and Reporting. The Director enters the approved counts and details into EMAPS and submits the Dispute Resolution survey. If EMAPS returns errors or edit-check warnings, the Director shares the error output with the OTSS Data Analyst and the Education Program Administrator, so records can be corrected in SharePoint-and, if needed, resubmitted.

After successful submission, EMAPS sends a confirmation notice. If the certification report is not auto attached, the Director downloads the certified report and provides it to OSE for records of retention and public reporting alignment.

IDEA SSS Considerations:

N/A

Data Validation:

The OTSS Data Analyst generates the reports required for federal submission and conducts data verification to ensure accuracy and completeness. The analyst collaborates with the Education Program Administrator for Data and Compliance and the OSE Data and Reporting Team to review and resolve any inconsistencies. Once verified, the reports are forwarded to the Director of Parent Engagement & Dispute Resolution for final review and confirmation prior to submission.

Internal Approval Process:

The OTSS Data Analyst generates the reports required for federal submission and conducts data verification to ensure accuracy and completeness. The analyst collaborates with the Education Program Administrator for Data and Compliance and the OSE Data and Reporting Team to review and resolve any inconsistencies. Once verified, the reports are forwarded to the Director of Parent Engagement & Dispute Resolution for final review and confirmation prior to submission.

Submission:

Once the data are finalized, the OTSS Data Analyst generates the final reports and transmits them to the Director of Data Analysis and Reporting. The Director enters the approved counts into EMAPS and submits the Dispute Resolution survey. If submission errors or edit-check warnings occur, the Director shares the error output with the OTSS Data Analyst and the Education Program Administrator for Data and Compliance, so records can be corrected and resubmitted as needed. After successful submission,

EMAPS issues a confirmation notice; if the certification report is not automatically attached, the Director downloads the certified report and provides it to the Office of Special Education for records of retention.

Response to OSEP Data Quality Report:

When year-to-year changes or data quality concerns arise, the Director of Data Analysis and Reporting retrieve the relevant files from EDMAPS and provides data quality reports to the Education Program Administrator for Data and Compliance. The Education Program Administrator prepares data notes explaining the reason(s) for the changes and routes them to the Director of Special Education for review and approval. Once approved, the Education Program Administrator returns the notes to the Director of Data Analysis and Reporting, who uploads the notes to EDMAPS as part of the official submission record.

Data Governance:

Mississippi has an established data governance committee and procedures that outline the process for change control. Any changes to data collection must be formally submitted to the Change Review Board, a subset of the data governance committee and voted upon and approved by data owners.

Public Reporting:

The Mississippi Department of Education (MDE), Office of Special Education (OSE) publicly reports state-level dispute resolution data each year as required under IDEA Section 618. These data include the total number of written complaints, mediations, and due process hearings (including expedited hearings) filed, resolved, and pending during the reporting period, as well as the timeliness and outcomes of those processes.
After the data are validated and certified through EMAPS, the Director of Data Analysis and Reporting provide the final approved files to the Education Program Administrator for Data and Compliance. The administrator prepares the public reporting documents in coordination with the OSE Data and Reporting Team, ensuring consistency with the certified EMAPS submission.

The finalized reports are posted on the Mississippi Department of Education website under the Special Education – SPP/APR and Public Reporting section. These reports are accessible at:

SPP/APR | Mississippi Department of Education
https://mdek12.org/specialeducation/spp-apr/

Each report includes the most recent state-level dispute resolution data and is archived annually for transparency and historical reference. Prior-year reports remain available on the same webpage to ensure continuity and public access to IDEA Section 618 data.