

TRAINING MODULE

EMIS 101

Education Management Information System (EMIS)
Version 1



TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION	3
ACRONYMS	4
RESOURCES	6
JUST FOR FUN	7
REVIEW	9

INTRODUCTION

This document was created as a means to enhance and test your knowledge in the subject of EMIS. This assessment should be completed after you have reviewed *EMIS 101 Handbook—An Overview of EMIS for the EMIS Coordinator*.

Thank you.

ACRONYMS

(Alphabetical Listing)

ADM	Average Daily Membership	ELA	English Language Arts
AIR	American Institutes of Research	ELO	Extended Learning Opportunities
ALT	Alternate	EMAD	Education Monetary Assistance Distribution
AP	Advanced Placement	EMIS	Education Management Information Systems
ASQ/SE	Ages & Stages Questionnaire/Social Emotional	ENG	English
<i>ATT</i>	<i>Attendance Code (SIS)</i>	ESC	Educational Service Center
AYP	Annual Yearly Progress	ESEA	Elementary and Secondary Education Act
BOE	Board of Education	ESL	English as a Second Language
CBI	Career Based Intervention	ESP	Education Service Personnel
CCIP	Comprehensive Continuous Improvement Plan	ETDP	ETR Resulted in Due Process
CIP	Continuous Improvement Plan	ETEL	Eligible for Services
CNDP	Consent Moved to Due Process	ETEX	Exiting Special Education
CNGT	Consent Granted	ETNE	Not Eligible for Services
CNNR	Consent Not Returned	ETR	Evaluation Team Report
CNRF	Consent Refused	FAQ	Frequently Asked Questions
CNST	Parent/Guardian Consent for Evaluation Date	FTE	Full Time Equivalency
CORE	Connected Ohio Records for Educators	FY	Fiscal Year
CS	Community School	GED	General Educational Development
CSADM	Community School ADM Website Application	GGG	Get it, Got it, GO!
<i>CTA</i>	<i>Career-Technical and Adult</i>	GR	Student will Complete Graduation Requirements
<i>CTAE</i>	<i>Career-Technical and Adult Education</i>	GRADS	Graduation Reality and Dual-Role Skills
CTC	Career Technical Center	HB	House Bill
CTE	Career-Technical Education	HI	Home Instruction
<i>DDAS</i>	<i>Designated Data Acquisition Site (DA-Site)</i>	HQT	Highly Qualified Teacher
DOB	Date of Birth	IDEA	Individuals with Disabilities Education Act
DOR	District of Residence	IEDP	IEP Resulted in Due Process
DPIA	Disadvantaged Pupil Impact Aid	IEEX	Complete – Exiting Special Education
DR	Drop Out	IENS	IEP Complete – Not Served
DYS	Department of Youth Services	IEP	Individual Education Plan
ECE	Early Childhood Education	IEPR	IEP Complete – Parental Refusal
ECO	Early Childhood Outcome	IESR	IEP Complete – Served
<i>ECR</i>	<i>Early Childhood Record</i>	IETR	Evaluation Team Report Completion Date, Initial

Acronyms in italics have generally been phased out due to changes in law, policy, or procedure. However, they are still included in this list because you will likely still see and hear them in your role as an EMIS coordinator.

ACRONYMS (CON'T)

(Alphabetical Listing)

IIEP	IEP Completion Date – Initial	OTELA	Ohio Test of English Language Acquisition
IN	Infant/Toddler	OTH	Other
IRN	Information Retrieval Number	PH	Preschool Handicapped
ITC	Information Technology Center	<i>PO</i>	<i>Proficiency Only</i>
ITO	Information Technology Office	PS	Preschool
JDC	Juvenile Detention Center	PSEO	Post-Secondary Enrollment Option
JVSD	Joint Vocational School Districts	PSTC	Preschool Transition Conference Date
KG	Kindergarten	R&R	Refinements & Rectifications to EMIS Manual
KH	Kindergarten Handicapped	RETR	Evaluation Team Report Completion Date- Reevaluation
KRA-L	Kindergarten Readiness Assessment – Literacy	RFO	Reading First Ohio
LCC	Local Classroom Code	RFRL	Referral for Evaluation Date
LEA	Local Education Agency	RIEP	IEP Completion Date-Periodic Review
LEP	Limited English Proficiency	SAA	Specific Academic Ability
LPDC	Local Professional Development Committee	SAFE	Secure Application for the Enterprise
LRC	Local Report Card	SB	Senate Bill
MFE	Multi-factored Evaluation	SDC	Secure Data Center
MOA	Majority of Attendance	SID	Statewide Student Identifier
MRDD	Boards of Mental Retardation and Developmental Disabilities	SIF	Schools Interoperability Framework
NCLB	No Child Left Behind	<i>SIS</i>	<i>Student Information System (SIS)</i>
OAC	Ohio Administrative Code	SSDT	State Software Development Team
OAEP	Ohio Association of EMIS Professionals	SSID	Statewide Student Identifier
OAT	Ohio Achievement Test	STARS	System to Achieve Results for Students
ODE	Ohio Department of Education	STR	Standard
OECN	Ohio Education Computer Network	TAS	Targeted Assistance Schools
OEDS	Ohio Educational Directory System	TIDE	Test Information Distribution Engine
OGT	Ohio Graduation Test	TIEP	Transfer Student IEP Adoption Date
OPT	Ohio Proficiency Test	UG	Ungraded
ORC	Ohio Revised Code	USAS	Uniform School Accounting System
OSB	Ohio School for the Blind	USDA	United States Department of Agriculture
OSD	Ohio School for the Deaf	WKC	Where Kids Count

Acronyms in italics have generally been phased out due to changes in law, policy, and procedure. However, they are still included in this list because you will likely still see and hear them in your role as an EMIS coordinator.

RESOURCES

(Note: This is not intended to be a complete listing of resources. It should serve as a guide for referencing information on the topic(s) contained in this module.)

ODE EMIS Manual

ODE has developed the ODE EMIS Manual to serve as a reporting resource.

USDOE

The United States Department of Education website contains relevant information.

Information Technology Centers

It is a good idea to become familiar with the services and reports that your Information Technology Center (ITC) offers. While information availability may vary, your ITC can generally point you in the right direction.

JUST FOR FUN

Welcome to the Wonderful World of EMIS

Directions: Unscramble each of the clue words. Copy the letters in the numbered cells to other cells with the same number.

IDRONCOTRAO

72			26		1		44	40		70

WAL

35		4

TIIDSRCT

	18		13	49	14		24

SAFTF

	52		9	

TUASTS

	48	21	56	43

TEDTUSNS

	63			23	10	64	

TEASRRURE

39	69	30	27		37	58	8	

GIATEGNOGSAR

	22			55		41	54	28	61	12

TYMMUONIC COLOHS

32		3			45	34	73	75		67	33	68	74

REFDELA NEETMGRNOV

	65	36	11						57	17	16	62	76	66	50	47

RUECSSOER

	71	79	25		15		46		

CAYCUACR

				53		5	

NAAMLU

				19

SORRETP

	59	60		2	29	

LENTEME MEAN

	20				6		31		77

SETMASSENS

	7		42	51		78		38	

1	2	3	4	5	6	7	K	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	32	33	34	35	36	,	B	37	38	1	39	40	41	K	42	43	44	45		
46	47	48	1	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	33	65	66			
67	68	69	70	71	72	73	74	75	1	76	77	78	28	79	.										

Coordinator
Law
District
Staff
Status
Students
Treasurer
Aggregations
Community school
Federal government
Resources
Accuracy
Manual
Reports
Element Name
Assessment

It may take an entire village to raise a child, but it takes an entire state to report them correctly in EMIS.

-Debi Mason, MDECA

REVIEW

1. Law established the Educational Management Information System (EMIS) in what year?
 - A. 1988
 - B. 1989
 - C. 1990
 - D. 1991

The answer is B.

Established by law in 1989, the Education Management Information System (EMIS) provides the architecture and standards for reporting data to the Ohio Department of Education (ODE). School districts, data processing centers operated by Information Technology Centers (ITCs), formerly Data Acquisition Sites (DA-Sites), and other EMIS reporting entities are linked for the purposes of transferring data to ODE. Review ODE EMIS Manual Chapter 1 for additional informational.

2. The first level of support is the designated EMIS Coordinator within each reporting entity. The EMIS Coordinator is responsible for _____ of the EMIS data to the ITC.
 - A. the accuracy, collection, and transfer
 - B. the storage, completeness, and transfer
 - C. the accuracy, completeness, and transfer
 - D. the storage, collection, and transfer

The answer is C.

The first level of support is the designated EMIS Coordinator within each reporting entity. The EMIS Coordinator is responsible for the accuracy, completeness, and transfer of the EMIS data to the ITC. EMIS Coordinators should be the first to be consulted with any EMIS questions. Refer to ODE EMIS Manual Chapter 1 for additional information.

3. EMIS is used for what?
 - A. Fulfillment of Ohio Law & Funding & Distribution of payment
 - B. Academic Accountability System & Generates statewide and districts reports
 - C. All of the above
 - D. None of the above

The answer is C.

Fulfillment of Ohio Law, Funding & Distribution of payment, Academic Accountability System, and Generates statewide and districts reports

4. How many reporting periods are there currently in EMIS?
- A. 5
 - B. 6
 - C. 7
 - D. 8

The answer is Seven (7)

October (K), December (M), February (C), March (D), Yearend (N), July (H), 5-yr (P).

Refer to ODE EMIS Manual Chapter 1 for more information on EMIS reporting periods

5. The deadline for EMIS data submissions is noon on Friday.
- True
 - False

The answer is False

Your Local ITC may have developed their own processing deadlines. Please refer to your ITC for their requirements.

6. Which of the following are not EMIS reporting entities?
- A. Institutions of Higher Learning
 - B. Educational Service Centers (ESC) & Joint Vocational School Districts (JVSD)
 - C. Departments of Youth Services (DYS)
 - D. Ohio School for the Deaf (OSD) & Ohio School for the Blind (OSB)

The answer is A.

Institutions of Higher Learning are not EMIS reporting entities. Refer to ODE EMIS Manual Chapter 2 for more information on EMIS reporting entities

7. All EMIS reporting entities, when reporting student-level data, must report the SSID (Statewide Student Identifier) on all student-level records. ODE is the source for assigning unique SSIDs.
- True
 - False

The answer is False

One unique SSID is required for each public school student in Ohio. EMIS reporting entities, when reporting student-level data, must report the SSID on all student-level records transferred to ODE. In addition, valid SSID files are provided for purposes of data verification. IBM is the third party vendor for assigning unique SSIDs. Refer to ODE EMIS Manual Chapter 1 for more information.

8. There are two version of the EMIS manual posted on the website. One is in PDF and the other is in a Word version, what is the difference between the two?

The answer is that the changes from one release to next are highlighted in the Word version, while the PDF version contains no highlights indicating changes.

9. Which chapter describes the file layout used for data submission?
- A. Chapter 4
 - B. Chapter 5
 - C. Appendix H
 - D. Appendix I

The answer is B.

This chapter presents the file descriptions for each of the EMIS records to be transferred to the designated Information Technology Center. Each file description includes:

- the data elements,
- their characteristics,
- field number,
- position in the file,
- field size, and
- most field values.

Refer to Chapter 5 of the ODE EMIS Manual for more information.

10. Processing data is an important function of the ITC. This includes extracting, aggregating/validating, _____, compiling, and transferring data according to the requirements set forth by the Department of Education.
(Which answers best fits the blank)
- A. formatting
 - B. submitting
 - C. configuring
 - D. designing

The answer is A.

Processing data is an important function of the ITC. This includes extracting, aggregating/validating, formatting, compiling, and transferring data according to the requirements set forth by the Department of Education. EMIS data can be extracted from software packages supported by the Department of Education, such as the Uniform School Payroll System (USPS) and Uniform School Accounting System (USAS). Private software vendors will have to modify their existing software packages in order to allow for the collection and extraction of EMIS data.

Review Chapter 1 of the ODE EMIS Manual for additional information.

11. EMIS Newsflashes can be located at _____.
- A. U.S Department of Education Webpage
 - B. Designated ITC message board
 - C. Ohio Department of Educations webpage
 - D. All of the above

The answer is C.

Currently, EMIS newsflashes are posted at
[http://odesearch.ode.state.oh.us/search?site=default_collection&client=default_frontend
&output=xml_no_dtd&proxystylesheet=default_frontend&q=newsflash](http://odesearch.ode.state.oh.us/search?site=default_collection&client=default_frontend&output=xml_no_dtd&proxystylesheet=default_frontend&q=newsflash).

12. The intended audience of the EMIS Manual is primarily EMIS Coordinators and ITC sites. Name two other audiences that may find it helpful.
- A. _____
 - B. _____

The answer is the intended audience of the Manual is primarily the EMIS Coordinators and ITC sites. However, the State Software Development Team, along with education software vendors, may find it helpful. In addition, the manual is available for consultation, when ODE education consultants and Data Managers need to analyze and review data submitted through EMIS. The ODE EMIS Manual is organized into five chapters and several appendices.

13. Am. Sub. H.B. 215 added data accountability provisions for EMIS to section 3301.0714
True
False

The answer is True

Am. Sub. H.B. 215 added data accountability provisions to ORC section 3301.0714.

Under these provisions districts are:

- Required to submit data for processing by ODE on the Friday nearest the date that data is DUE or the district will be found in “non-compliance”
- Required to sign off on the accuracy and completeness of their data

14. Accountability Sign-off Forms should be signed and returned when?
- A. At the beginning of a reporting period
 - B. At the end of the school year
 - C. At the end of a reporting period
 - D. At any point during the reporting period

The answer is C.

15. The OEDSA (Ohio Education Data Systems Association) was formed in the _____ to serve as the "voice of computer usage in Ohio education" and to provide a common professional organization that would facilitate the communication of information relative to data processing within the administrative offices.
- A. 1960's
 - B. 1970's
 - C. 1980's
 - D. 1990's

The answer is B.

OEDSA was formed in the 1970's; visit <http://www.oedsa.org/> for more information.

16. EMIS Coordinators do not have access to the Educator Lookup Tool that can be used to see if an individual has state-authorized certification/licensure for the position in which s/he was hired.
- True
False

The answer is False

EMIS Coordinators do have access to the Educator Lookup Tool. This can be used to see if an individual has state-authorized certification/licensure for the position in which s/he was hired. (The position code/assignment area combinations are checked against the cert type/license type, teaching area combination.) This tool is located at <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1293&ContentID=10282&Content=31026>.

17. What is The Ohio Educational Directory System Redesign (OEDS-R)?
-
-

The answer is the Ohio Educational Directory System Redesign (OEDS-R) is a decentralized data system that allows organizations (those who do business with ODE, such as public districts, public schools, JVSs, community schools, ESCs, nonpublic schools,

etc.) to maintain their own data.

The public can search OEDS for the most current information about an organization. Search by entering information about the organization and then click the search button in the lower, right corner. If the organization is not found, widen the search by entering less information.

Visit <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/OEDEDetail.aspx?page=3&TopicRelationID=376&ContentID=8244&Content=31929> for additional information.

18. The EMIS section of ODE’s website is divided into 4 sections that are:
- A. Archives, Documentation, Resources Management, and Related Applications
 - B. Archives, Reports, Resources & Tools, and Related Applications
 - C. Archives, Documentation, Reports, and Contacts
 - D. Archives, Documentation, Resources & Tools, and Related Applications

The answer is D.

EMIS Archives: Archived documentation, resources, and tools more than two years old that are used for comparison and interpretation of data.

EMIS Documentation: Documents providing written specifications and instructions related to the Education Management Information System including manuals, release notes, changes, and report explanations.

EMIS Related Applications: Web-based applications related to EMIS that assist in data-entry and interpretation of data.

Resources and Tools for EMIS: A collection of information including forms, reports and links for EMIS. Visit the following link for additional information: <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?Page=2&TopicID=3&TopicRelationID=367>.

19. ‘Total student count’ refers to what?

The answer is as used in Title XXXIII [33] of the Revised Code, “total student count” for any school district means the average number of students enrolled during the first full school week of October in a school district in grades kindergarten through twelve, including students with dual enrollment in a joint vocational or cooperative education district that week, and the total number of students enrolled in preschool handicapped units on the first day of December in the district.

Visit <http://codes.ohio.gov/orc/3301.011> for additional information.

20. Who developed the EMIS Maintenance screens?
- A. ODE
 - B. SSDT
 - C. OAEP
 - D. ITC's

The answer is B.

EMIS Maintenance Screens were developed by the SSDT (State Software Development Team).

21. What are “aggregations” and how are they derived?
-
-

The answer is after EMIS data have been extracted, they are validated through several routines called “aggregations”, which are found in the EMIS state software.

Derived from the business rules at the Department of Education, the aggregations will either allow data to be submitted to ODE, or disallow data from being submitted in the form of a fatal error. Please to ODE EMIS Manual Chapter 1 for additional information.

22. ORC 3301.0714 (K) refers to the bonding requirements against the unauthorized use or release of EMIS data for EMIS Coordinators.
- True
False

The answer is False

All personnel at the ITC are to be bonded against the unauthorized use or release of EMIS data. Pursuant to state legislation, the following is in effect: “Any person who removes data from the information system established under this section for the purpose of releasing it to any person not entitled under law to have access to such information is subject to section 2913.42 of the Revised Code prohibiting tampering with data. The ITC site may not provide any EMIS data to any individual, company or agency without the expressed written consent of the EMIS reporting entity, other than data that the ITC submitted to the Department. Refer Chapter 1 and/or <http://codes.ohio.gov/> for additional information.

23. In addition to providing standard editing procedures to ITCs, ODE EMIS staff also serves as the liaisons between EMIS reporting entities and the ITCs
- True
False

The answer is False

The EMIS staff at ODE documents the EMIS data elements, definitions, and requirements in the form of the ODE EMIS Manual. The manual provides EMIS data reporting instructions for EMIS reporting entities, EMIS Coordinators, ITC personnel, and educational software vendor staff.

In addition, ODE is also responsible for the following:

- utilizing EMIS data to ensure appropriate funding for school districts
- compiling state and federal reports according to their respective requirements
- distributing Local Report Cards
- informing decisions regarding policy and/or legislation

Refer to ODE EMIS Manual Chapter 1 for additional information.

24. There are certification opportunities available for EMIS Coordinators.
True
False

The answer is True:

There are certification opportunities available through OAEP, for membership requirements refer to <http://www.oeap.net/>.