SF3 Flow Report Explanation

Education Management Information System (EMIS)

(EMIS)

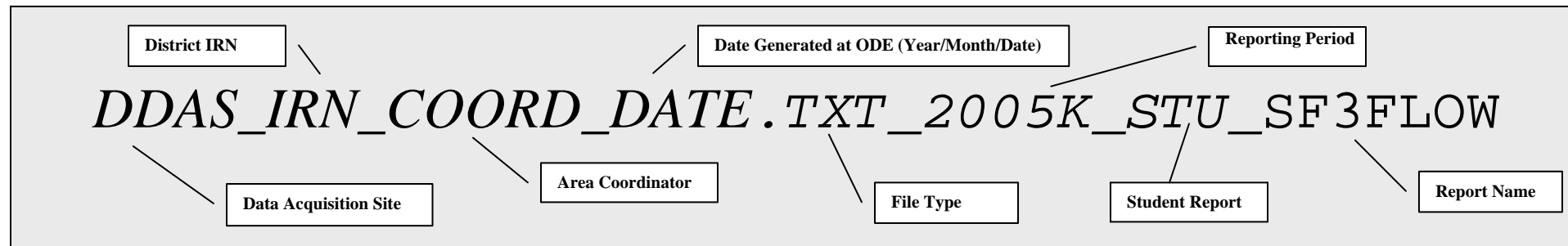*November 2004*

FY2005 Report

Contents

SF3 Flow Report Explanation

Report Overview

1. The Ohio Department of Education (ODE) has developed a report and a comma delimited file that you can use to reconcile EMIS data with the numbers used by the Office of School Finance to generate the Current Year Formula ADM used in the SF3 to determine your state foundation monies.
2. Modified in Amended Substitute HB 95, the Current Year Formula ADM is no longer subject to a 3-Year Average to determine the State Foundation Monies.
3. When comparing this SF3 Flow Report to the actual SF-3, please review the submission dates of the reports.

   a) The latest submission date on which the SF-3 is based is located on the second line of the SF-3.
   b) The latest submission date on which the SF3 Flow Report is based is located in the upper right corner of each attending/home indicator/district combination.
   c) If any submission date of the SF3 Flow Report occurred after the generation date of the SF3, there may be ADM differences on lines 1 and 2 of the SF-3. Please remember that data from other districts can affect the data that appears on the SF-3. Numbers may change as other districts submit data during each EMIS processing.

4. This report includes:

   a) EMIS data reported by YOUR district on students educated by your district;
   b) Resident students who are educated elsewhere;
   c) EMIS data that OTHER districts have reported about students that they are educating BUT are considered legal residents of your district and for which , by law, your district is considered to be responsible to educate;

   Specifics about how this works are described on page 6 of this document.

5. The FY2005 report is identical in format to the FY2004 report.
6. A brief explanation of the SF3 Flow Report, including definitions of the codes used on the report, is outlined blow.
7. A comma separated value (.csv) file containing individual student data has also been developed. Specific fields found in that CSV file are described on page 11 of this document. Procedures developed by the State Software Development Team (SSDT) add the student name and EMIS ID to the .csv file so that either a new .csv can be created to be imported into a spreadsheet or be used as input for a report that will list individual student data.

Report Name

DDAS_IRN_COORD_DATE.TXT_2005K_STU_SF3FLOW

- District IRN
- Date Generated at ODE (Year/Month/Date)
- Reporting Period
- Data Acquisition Site
- Area Coordinator
- File Type
- Student Report
- Report Name

Timing

Reports are:

1. Produced for all city, exempted village and local districts.
2. Based on data submitted during the October K EMIS processing period.

Significance

1. Accuracy of data is absolutely critical.
2. Districts should report data that accurately reflect what is occurring in a building/district.
3. Data are used to determine state foundation monies.

Attending/Home Status

To read this report and associated student level files, it is necessary to understand this code.

1. The data in this field is used to determine the State foundation monies that a district receives.
2. This two-digit code is generated for each student at each Data Acquisition Site during the aggregation routines.
3. The first digit signifies where the student is being educated as shown in the table below.

Students being instructed at your district	Students receiving instruction elsewhere	Student is open enrolled into a district, is partially educated there and is sent to a third district for further education.	Student attends a JVS not in the jointure of the sending district.
1X, where X = *Student Status*	2X, where X = *Att/Home IRN Indicator*	3X, where X = *Att/Home IRN Indicator*	4X, where X = *Att/Home IRN Indicator*

Student Status
1. Indicates the relationship between the reporting district and the student.
2. From the reporting district's perspective, this indicates whether the student is
   a) Resident/non-resident
   b) Tuition/non-tuition
   c) In-state/out-of-state

Attending/Home IRN Indicator

1. This element more precisely defines the type of entity identified by the Attending/Home District IRN.
2. The Attending/Home District IRN indicates
   a) The district to which a student is sent or
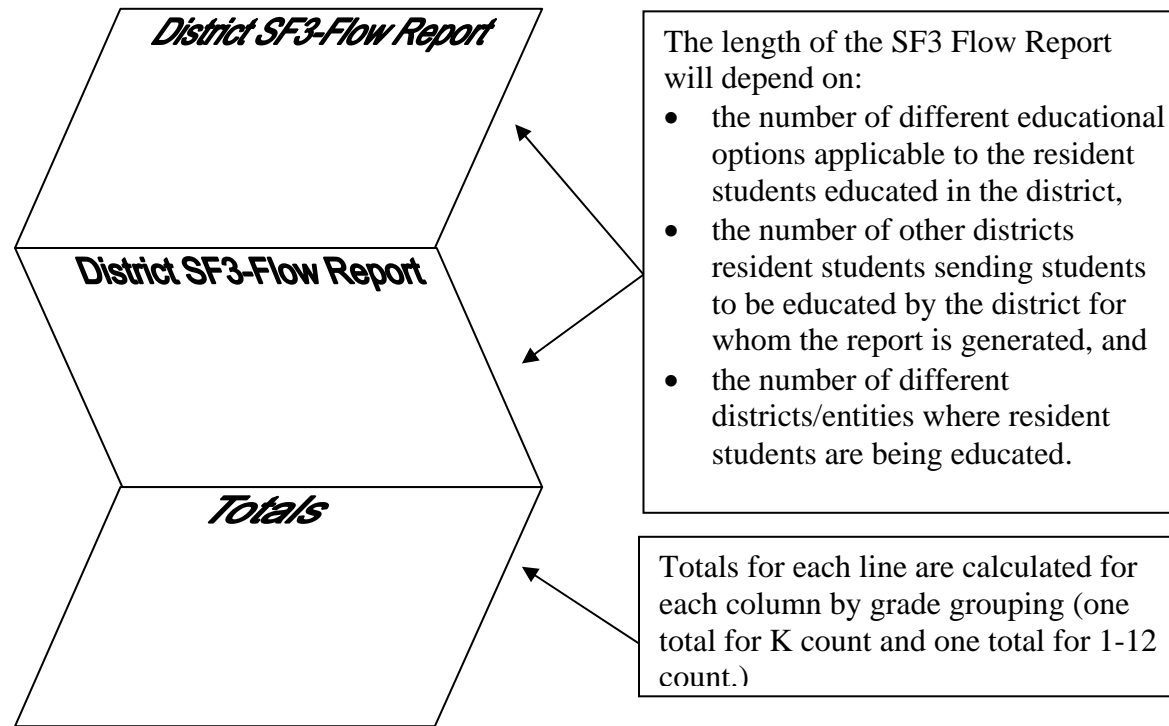   b) A district from which a student is received

Data Included on the SF3 Flow Report

NOTE: MR/DD students are not shown on this report. The number of MR/DD students in the current year that is greater than the number of MR/DD students in FY98, is added into the SF-3 by School Finance based on data submitted by the MR/DD's. This number can be found in the Special Education SP3 Worksheet under the Office of School Finance Web Page at http://www.ode.state.oh.us/school_finance/mrdd/.

The attending/home statuses included on the report are defined below:

1.   Codes that show that your district is educating the student

			SF-3 Line 1A-1D	SF-3 Adjustments
	10	Resident Student	**Reporting District**	**None**
	11	In-state, non-resident tuition student	**Reporting District**	**None**
	17	Non-resident residing with grandparent (3313.64 ORC)	**Reporting District**	**None**
	18	Non-resident senior attending (3313.64 ORC)	**Reporting District**	**None**
	1A	Non-resident student – parent district employee (3313.64 ORC)	**Reporting District**	**None**
	1C	Foster Care Placement (3313.64 ORC)	**Reporting District**	**None**
	1D	Direct Pay Tuition (Parent pays)	**Reporting District**	**None**
	1P	All placement in a licensed home, institution, group home or other licensed residential facility other than foster care (3313.64 ORC)	**Reporting District**	**None**
	1S	Non-resident – Superintendent agreement (3313.64 ORC)	**Reporting District**	**None**
	1T	All institutional placements that are **not** court ordered or foster care	**Reporting District**	**None**
	1W	Non – resident – Attending under Title 1 public school choice	**Reporting District**	**None**

Codes that show that students are being educated somewhere other than your district

	25	Post Secondary instructing student	**Reporting District**	Based on Post Secondary Forms
	2M	Student who attends community school	**Resident District**	Based on data submitted on the CSADM

2.   EMIS data that OTHER districts have reported about students that they are educating who are considered *legal residents of your district* AND for which by law your district is considered to be responsible to educate

			SF-3 Line 1A-1D	SF-3 Adjustments
	12	In-state, non-resident, vocational contract	**Resident District**	Based on EMIS data received from the educating district
	13	In-state, non-resident, non-tuition, non-contract	**Resident District**	**None**
	19	Non-resident, Open Enrollment (Regular district and JVSD)	**Resident District**	Based on data submitted on the SF-OE form
	1B	Non-resident, Special Education program	**Resident District**	Based on EMIS data received from the educating district
	3X	Non-resident, Open Enrollment students attending another entity as defined by the "X" which represents the attending/home indicator	**Resident District**	Based on data submitted on the SF-OE form
	49	JVS Open enrollment students	**Resident District**	Based on data submitted on the SF-OE form

3.   EMIS data that

_   OTHER districts have reported about students that they are educating BUT the SF3 monies are initially sent to the sending district, as follows:

		SF-3 Line 1A-1D	SF-3 Adjustments
10,11,17,18,1A,1C,1D,1P,1S,1T,1W	JVSD Students Only	**Sending District**	None
1H	ESC Students	**Sending District**	None

Report Layout

District SF3-Flow Report

District SF3-Flow Report

Totals

The length of the SF3 Flow Report will depend on:

- the number of different educational options applicable to the resident students educated in the district,
- the number of other districts resident students sending students to be educated by the district for whom the report is generated, and
- the number of different districts/entities where resident students are being educated.

Totals for each line are calculated for each column by grade grouping (one total for K count and one total for 1-12 count.)

Definitions of Report Columns

In the column titled, STATUS, the two digit number printed here on the first line is the "*Attending Home/Status*".

(C) Attending/Home or Resident IRN

(A) District for which data is reflected on the report

(F) Line numbers which correspond with SF3 report

PROGRAM: SF3-FLOW-2XXX   OHIO DEPARTMENT OF EDUCATION   PAGE: 1
SOURCE: SF3   EDUCATION MANAGEMENT INFORMATION SYSTEM   DATE: 02/02/2005
SEQUENCE: COUNTY   SCHOOL YEAR: 2004-2005

                                              SF-3 FLOW REPORT

District: Akron City SD
County: Summit
IRN: 043489

(B) District which reported the data

District: Barberton City SD   IRN: 043539   County: Summit   Attending: 043489   Submitted: 01/30/2005

(D) Date that data was reported by the reporting district

		CAT 1	CAT 2	CAT 3	CAT 4	CAT 5	CAT 6	JVS	OTHER	TOTAL
STATUS	GRADE	(Line 1A)	(Line 1B)	(Line 1C)	(Line 1D)	(Line 1E)	(Line 1F)	(Line 1G/1H)	(Line 1I)	(Line 2)
	K	1.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	13.00
19	1-12	3.00	10.10	0.00	0.00	0.00	0.00	0.00	132.00	145.00

(E) Attending/Home Status

(A) The IRN displayed in the heading is that of the District whose data is reflected on the report.

(B) For each group of students on the report, the district that reported the student is listed on the first line of the group, along with its IRN and county.

(C) The Attending/Home IRN is also listed on the first line of the group after the county.

(D) On the far right of the first line of each group, the date that the data was submitted by the reporting district is listed. Since there may be multiple districts reporting on any given report, these dates may be different for each group of students.

(E) The Attending/Home Status is the first column on the report. The Attending/Home Status determines which data is used to calculate the SF3 funding as follows:

1. If the Status = '10', (non-JVS), '11', '17', '18', '1A', '1C', '1D', '1P', '1S', '1T', '1W', or '25', the reporting district's IRN will match the district for which the report is created.
2. If the Status = '12', '13', '19', '1B', '3X', '49', or '2M', the resident IRN of the reporting district's district data will match the district for which the report is created.
3. If the status = '10' , '11', '17', '18', '1A', '1C', '1D', '1P', '1S', '1T', or '1W' for JVS' or '1H', the attending/home IRN of the reporting district's district data will match the district for which the report is created.

(F) The remaining columns of the report flow from the left to the right are the same as the rows on the SF3. The SF3 line numbers are included in the column headings.

Students in Grades kindergarten through grade 12 including ungraded are included. Students reported with disability condition "11" (preschool child with disability) are excluded regardless of grade level reported.

Sample Report Total Page

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PROGRAM: SF3-FLOW-2005K-CSV                OHIO DEPARTMENT OF EDUCATION                        PAGE:   1
SOURCE: SF3                          EDUCATION MANAGEMENT INFORMATION SYSTEM                   DATE: 01/06/2005
SEQUENCE: COUNTY                                                                        SCHOOL YEAR: 2004-2005

                                            SF-3 FLOW REPORT
  District: Sample Local SD
    County: Miscellaneous
       IRN: 123456


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Category 1 - Speech and Language Impairments
Category 2 - Specific Learning Disabilities, Mental Retardation, Other Health Handicapped - Minor
Category 3 - Hearing Impairments, Visual Impairments, Emotional Disturbance
Category 4 - Other Health Handicapped - Major, Orthopedic Impairments
Category 5 - Multiple Disabilities (other than deaf-blind)
Category 6 - Autism, Traumatic Brain Injury, Deaf-Blindness



              CAT 1      CAT 2      CAT 3      CAT 4      CAT 5      CAT 6       JVS       OTHER      TOTAL
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GROUP	(Line 1A)	(Line 1B)	(Line 1C)	(Line 1D)	(Line 1E)	(Line 1F)	(Line 1G/1H)	(Line 1I)	(Line 2)
Total K	11.00	2.00	0.00	1.00	1.00	3.00	0.00	633.00	651.00
Total 1-12	179.40	448.50	83.90	9.00	32.11	25.00	0.00	7,419.72	8,197.63
JVS-SE Jointure	0.00	0.00	0.00	0.00	0.00	0.00	14.99	0.00	14.99
JVS-SE Non-Joint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JVS - 6-12 Jointure	0.00	0.00	0.00	0.00	0.00	0.00	73.50	0.00	73.50
JVS - 6-12 Non-Joint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
District Total	190.40	450.50	83.90	10.00	33.11	28.00	88.49	8,052.72	8,937.12

NOTE: The total ADM on this report may not match the total ADM found on Line 2 of the SF-3 due to the manner in which the MR/DD ADM is handled on the SF-3 and for any community school student who was not reported by their current resident district in October.

Group		Group of students as defined on the SF-3		
	Total K	1. Total Kindergarten students 2. Do **not** attend a Joint vocational School.		
	Total 1-12	1. Total students enrolled in grades 1-12 2. Do **not** attend a Joint Vocational School		
	JVS-SE Jointure	1. Total students with disabilities 2. Attend a JVS, 3. Resident district and sending district are part of the JVS jointure		
	JVS-SE Non-Joint	1. Total students with disabilities 2. Attend a JVS 3. Resident district or sending district is **NOT** part of the JVS jointure		
	JVS – 6-12 Jointure	1. Total students without disabilities 2. Attend a JVS 3. Resident district and sending district are part of the JVS jointure		
	JVS – 6-12 Non-Joint	1. Total students without disabilities 2. Attend a JVS 3. Resident district or sending district is **NOT** part of the JVS jointure		
Categories		(CAT 1, CAT 2, CAT 3, CAT 4, CAT 5, CAT 6, JVS, OTHER, TOTAL)		
	Category 1	Line 1A	1. Speech and Language Impairment	Disability Condition = "05"
	Category 2	Line 1B	1. Mental Retardation 2. Specific Learning Disabilities 3. Other Handicapped – Minor	Disability Condition = "09" Disability Condition = "10" Disability Condition = "15"
	Category 3	Line 1C	1. Hearing Impairments 2. Visual Impairments 3. Emotional Disturbance	Disability Condition = "03" Disability Condition = "04" Disability Condition = "08"
	Category 4	Line 1D	1. Orthopedic Impairments 2. Other Health Handicapped – Major	Disability Condition = "06" Disability Condition = "14"
	Category 5	Line 1E	1. Multiple Disabilities (Other than deaf-blind)	Disability Condition = "01"
	Category 6	Line 1F	1. Deaf-blindness 2. Autism 3. Traumatic Brain Injury	Disability Condition = "02" Disability Condition = "12" Disability Condition = "13"
	JVS	Line 1G/1H	Students attending a JVS	
	Other	Line 1I	Students without disabilities not attending a JVS.	

Individual Student Data

A district will have two options to view individual student data that are included on the SF3 Flow Report:
    OPTION 1: A report that lists the students by Group
    OPTION 2: A .csv file that contains the detail by student of the totals found on the SF3 Flow Report.
      a) If the .csv file is imported into a spreadsheet as a comma delimited file and then sorted and subtotaled by the GROUP element, these results will match the report.
      b) You may also run a program provided by your DA Site to read the .csv file and produce a report, which includes student names.

    The fields in the report and the .csv file are as follows. (Please note that some fields described below are only on the .csv file, and not on the SF3 flow report.):

EMIS Id (added by DA Site)	Student Status (not on SF3 Flow Report)	Category 4 ADM	Attending/Home Indicator District Name (not on SF3 Flow Report)
Student Name (added by DA Site)	Two digit Attending/Home Indicator (not on SF3 Flow Report)	Category 5 ADM	Resident District Name (not on SF3 Flow Report)
Student Percent of Time (added by DA Site)	Attending/Home Code	Category 6 ADM	Reporting District Name (not on SF3 Flow Report)
SID	Grade Level of Student (not on SF3 Flow Report)	JVS ADM	Building IRN (not on SF3 Flow Report)
Reporting District IRN	Category 1 ADM	Other ADM	Building Name (not on SF3 Flow Report)

Resident District IRN	Category 2 ADM	Group
		  1. Total K
		  2. Total 1-12
		  3. JVS – SE Jointure
		  4. JVS – SE Non-Joint
		  5. JVS 6-12 Jointure
		  6. JVS 6-12 Non-Joint
			Count Week Start Date (not on SF3 flow report)

Attending Home IRN	Category 3 ADM	CTAE FTE (not on SF3 Flow Report)	

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                                %        REP     RES    A/H    A/H |---------- FUNDING CATEGORY --------|
EMIS ID  NAME                  TIME SID  IRN     IRN    IRN    CD  1    2    3    4    5    6   JVS  OTH  GROUP
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NOTE: The following students are in group: JVS - SE Jointure

111111111 name                000 ZX2980345 JVSIRN  DISIRN  DISIRN 0                                    0.50       JVS - SE Jointure
111111111 name                000 ZX3043590 JVSIRN  DISIRN  DISIRN 0                                    0.80       JVS - SE Jointure
111111111 name                000 ZX6372997 JVSIRN  DISIRN  DISIRN 0                                    0.80       JVS - SE Jointure


NOTE: The following students are in group: JVS-6-12 Jointure

111111111 name                100 ZX3152115 JVSIRN  DISIRN  DISIRN 0                                    0.05       JVS-6-12 Jointure
111111111 name                050 ZX3506854 JVSIRN  DISIRN  DISIRN 0                                    0.45       JVS-6-12 Jointure
111111111 name                050 ZX3301284 JVSIRN  DISIRN  DISIRN 0                                    0.50       JVS-6-12 Jointure
111111111 name                050 ZX3305201 JVSIRN  DISIRN  DISIRN 0                                    0.50       JVS-6-12 Jointure


NOTE: The following students are in group: Total  K

111111111 name                050 ZX2291971 DISIRN  DISIRN  DISIRN 0  1.00                                         Total  K
111111111 name                050 ZX2294198 DISIRN  DISIRN  DISIRN 0  1.00                                         Total  K
111111111 name                050 ZX2295236 DISIRN  DISIRN  DISIRN 0  1.00                                         Total  K


NOTE: The following students are in group: Total 1-12

111111111 name                100 ZX1828628 DISIRN  DISIRN  DISIRN 0  1.00                                         Total 1-12
111111111 name                100 ZX1849528 DISIRN  DISIRN  DISIRN 0  1.00                                         Total 1-12
111111111 name                000 ZX2012712 DISIRN  DISIRN  DISIRN 0  1.00                                         Total 1-12
111111111 name                089 ZX3720674 ESCIRN  DISIRN  DISIRN 0       0.11                                   Total 1-12
111111111 name                089 ZX3961268 ESCIRN  DISIRN  DISIRN 0       0.11                                   Total 1-12
111111111 name                078 ZX3801218 ESCIRN  DISIRN  DISIRN 0            0.22                              Total 1-12
111111111 name                078 ZX3889310 ESCIRN  DISIRN  DISIRN 0            0.22                              Total 1-12
111111111 name                050 ZX2432389 DISIRN  DISIRN  ESCIRN 4            0.50                              Total 1-12
...records cut...
111111111 name                044 ZX1848120 DISIRN  DISIRN  ESCIRN 4                 0.44                         Total 1-12
111111111 name                000 ZX1958727 ESCIRN  DISIRN  DISIRN 0                 0.99                         Total 1-12
111111111 name                000 ZX2375255 ESCIRN  DISIRN  DISIRN 0                      0.45                    Total 1-12
111111111 name                100 ZX3637821 DISIRN  DISIRN  DISIRN 0                      1.00                    Total 1-12
111111111 name                007 ZX2387710 DISIRN  DISIRN  DISIRN 0                                    0.07      Total 1-12
111111111 name                088 ZX3487684 DISIRN  DISIRN  063313 5                                         0.12 Total 1-12
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Funding Category Key:

CAT1	Speech and Language Impairments	CAT5	Multiple Disabilities (other than deaf-blind)
CAT2	Specific Learning disabilities Mental Retardation Other Health Handicapped – Minor	CAT6	Autism Traumatic Brain Injury Deaf-Blindness
CAT3	Hearing Impairments Visual Impairments Emotional Disturbance	JVS	JVSD JVSD Sped Ed
CAT4	Other Health Handicapped – Major Orthopedic Impairments	OTH	Other

Recommendations

1. First review the SF3 Flow Report, comparing it to FY2004 data.
2. If there are significant discrepancies in any district or attending/home status combinations, then use the report by student to look further.
3. The emphasis for resolving potential discrepancies should be placed on any student whose ADM fields are less than 1.0 (.5 for kindergarten students).

   A. This can be accomplished by sorting the spreadsheet by (please remember that the three year Average Daily Membership (ADM) averaging is not longer used, so the funding impact for every student is greater than it has been for many years).
   1. Various ADM fields
   2. Grade Level
   3. Student Identification (SID) number

Some Cautions:

1. All ADM fields for a student will be zero if the Building Record where the student is attending for October has not been submitted.
2. All students whose data caused a fatal error during the aggregation process are not included in these reports. These are listed on reports provided by the Data Acquisition Site at the time of the aggregation. These include students with invalid SID's and students who shared the same Student ID within the same district.
3. When the reporting district is not your own, the data from these districts were used in the calculation of that student's ADM.
4. Count Week Start Date may help resolve situations where students moved from one district to another during October.