

# **Preschool Units EMIS Staff Report**

**EMIS\_Staff\_ECE\_Units\_2005**  
**Report Documentation**



**Revised December 2004**

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## Overview and Report Purpose

The purpose of Preschool Units EMIS Staff Report is twofold. First, it helps School Districts and Educational Service Centers (ESC) ensure accuracy and validity of preschool staff, student and program data submitted to the Ohio Department of Education (ODE) through the Education Management Information System (EMIS). From this report, school districts, ESC's and data acquisition sites have the opportunity to review preschool special education teacher, adaptive physical education and related service, and summary data. A second major purpose of this report is to provide source data used to determine foundation funding. Approved preschool unit data from this report is used by Office of School Finance as the source data for which the districts receive foundation money in line 23a of their foundation reports (SF3 Reports).

### Two Data Sources

Two sources of data comprise the preschool units staff report: EMIS October data and allocation data.

### EMIS Data

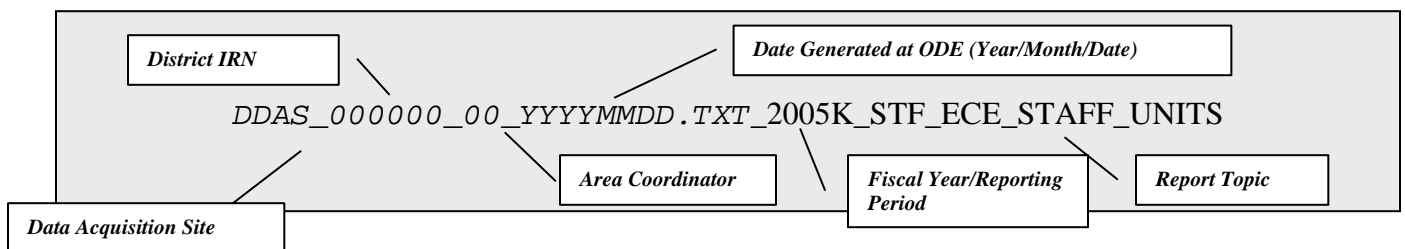
School districts may include preschool students who are at least 3 years old and are enrolled in the district prior to December 1 and their disability is identified. This is an exception to the normal EMIS October reporting rules. Data elements from the following EMIS records are the source data for the preschool units report: Staff Employment, Staff Demographic, Course Master, Student Demographic, Student Attendance, Student Course, and Student Program records.

### Allocation Data

In addition to EMIS data, unit allocation data is also a major part of the report. Unit allocation data is the number of preschool special education units which are annually allocated to the school district, by type, from the Office of Early Childhood Education. Allocation data is used in the calculation of the maximum number of units for which a specific unit type can be approved to be funded.

### Report Name

DDAS\_000000\_00\_YYYYMMDD.TXT\_2005K\_STF\_ECE\_STAFF\_UNITS



## **Report Timing and Release**

The preschool units staff report is one of the October (K) reporting period EMIS reports released during the October reporting period. Generally, the report is released to DA sites early the week following EMIS Processing. A notice is sent to the OECN Distribution list after the report has been copied to the DA Sites.

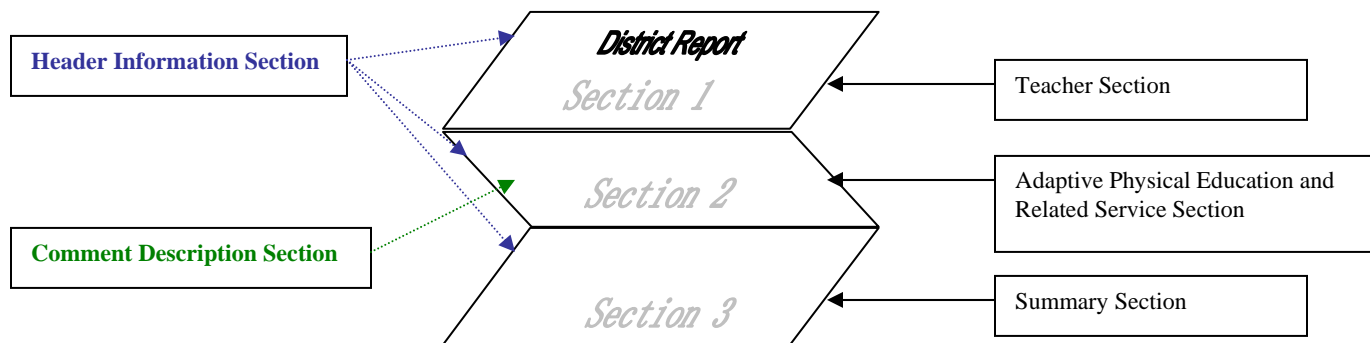
## **Report Organization**

The report is organized into three sections:

- Teacher Section
- Adaptive Physical Education and Related Services (formally Related Services) Section
- Summary Section

Additionally, the report header and comment description sections provide valuable information.

### **Diagram 1A: Report Layout and Organization**



### **Header Information Section**

The report/page header information contains helpful identifying information about the report and district itself. Data such as Program Name, Source Name, District IRN and name can be found in the upper left of the header, on each page of the report. The date, page, report period, Data Acquisition Site and Area Coordinator are in the upper right.

### **Teacher Section**

The first section of the report, after the header, will consist of the teacher and student data submitted through EMIS. This section utilizes the staff employment, staff demographic, course master, student demographic, course and program records.

### **Data Elements/Calculations**

Data elements used on this section of the report are described in the following pages. Please refer to diagram 1B, a sample report diagram, as seen below.

**Diagram 1B: Sample Preschool Units Report (teacher section)**

Sample District	<- -Student Head Counts - >														Funded Units (Per EMIS)	Comments
	< 50% Time >						< -100% Time >									
	State ID#	Name	Type of Unit	PSSE Unit FTE	FUND Src	3	4	5	3	4	5	Stud 3-5 FTE	Stud FTE Age 6	Non Disab		
AA#####	BIRD, BIG	D08		Z	0	5	2	0	0	0	3.50	0.00	0			
		ITR	1.00	Z	0	4	2	0	0	0	3.00	0.00	0	1.00		
AA#####	MAN, BAT	D08		Z	2	3	1	0	0	0	3.00	0.00	2			
		D08	1.00	Z	1	3	3	0	0	0	3.50	0.00	0	1.00		
AA#####	MONSTER, COOKIE	D08		Z	2	4	1	0	0	0	3.50	0.00	3			
		D08	1.00	Z	3	1	3	0	0	0	3.50	0.00	1	1.00		
AA#####	POPPINS, MARY	ITR		Z	2	4	4	0	0	0	5.00	0.00	0	1.00		
AA#####	LAST, FIRST	D08		Z	1	4	3	0	0	0	4.00	0.00	0			
		D08	1.00	Z	2	4	1	0	0	0	3.50	0.00	0	0.50	Max alloc	
FUNDED	STUDENT HEADCOUNT / FTE				13	32	20	0	0	0	32.50	0.00		4.50		

**State ID #:** The 9 digit alphanumeric code assigned to a teacher when he/she is certified or licensed through the state of Ohio, Department of Education. The staff employment record in EMIS is the source for this data element.

If the social security number of the teacher is reported by the district, it will be converted during the aggregations at the DA site into the assigned State ID by the Ohio Department of Education. The State ID is the same number issued on the teaching certificate/licensure.

The State ID is pulled from the Staff Job/Employment record reported to EMIS. Only those teachers with a Position Code of 206 will show on this report in the teacher section.

**Name:** The name of the teacher comes from the Staff Demographic record. It will be in the format of Last Name, First Name, and Middle Initial.

**Type of Unit:** Is determined either by the course type as reported on the course master, and also determined by the assignment area on the employment record. A center-based teacher should have a course master record with a course type of D08. An itinerant teacher (ITR) must have an assignment area of 999413 on the employment record. Both the course master record and the staff employment records are the sources for this data element.

If a teacher is a “combination teacher”, meaning that the teachers spends part of the time teaching a centerbased preschool special education class and also is an itinerant teacher, then it is extremely important that the school district only report 1 (one) Staff Job/Employment record with a position code of 206 for this teacher. On the employment record,, be sure to indicated 2 assignment area’s in the first two assignment area positions;

- 999412 centerbased teachers
- 999413 and itinerant teachers

**FUND Src:** Staff fund source as reported on the staff employment record. A fund source must be coded as a “Z” (preschool state unit funding) in order to receive preschool state unit funding approval; thus generating preschool unit funding to the district.

Staff Assignment areas do not relate to the fund source or fund source percent. There is no correlation. Therefore, if multiple assignment areas are reported, report the fund source and fund source percent as they relate to the teacher’s position in the preschool special education unit, not each assignment area.

If the district is expecting to receive a fully funded unit for a teacher, then please report 100% in the “Z” fund source percent and 1.0 in the FTE. In this particular case, no percentage should be reported for any other fund source if the teacher is paid out of multiple fund sources. If the district is expecting to receive .50 (half) of a fully funded unit, then please report 50% in the “Z” fund source percent and 1.0 in the FTE. In this case, fund source percentage(s) could be reported up to another 50% if multiple fund sources are reported.

**\*\*\* Note:** ODE understands for preschool special education unit funding purposes, the fund source percent is not used as indicated in other parts of the EMIS manual. ODE is working to resolve this issue in the future.

**PSSE Unit FTE:**

**Preschool Special Education (PSSE)**

This is the full-time equivalence of the preschool special education teacher as reported in EMIS, on the employment record. This is a calculated field. The fund source, fund source percent and the Staff FTE are the three elements of this calculation.

Where the fund source = “Z” (preschool unit funding) the fund source percent for the “Z” fund source is multiplied by the FTE reported on the staff record.

Example 1; if the FTE is = 1.0, and the fund source is = to “Z”, and the corresponding fund source % is = to 100%, then the PSSE Unit FTE value is = to 1.0

Example 2; if a special education teacher is teaching one class of preschool special ed students, and also one class of school age special education students, and the district is expecting a half (.50) of a preschool special ed unit), then the report 1.0 FTE, one fund source = "Z" and fund source percent = .50. Another fund source and fund source percent may be reported.

**Student Head Counts: (3 – 4 – 5)**

Head count of students, specifically by age (3, 4 and 5 year-olds), and % of time, who are receiving services from the specified teacher. Student attendance, course and program records are the source of these data elements.

**50% Time:** Head counts of students who are counted at 50% percent of time, by age. This means that one child (one head count) will count at .50 towards the stud 3-5 FTE.

**100 % Time:** Head counts of student who are counted at 100% percent of time, by age

\*\*\* Note: Students who are receiving itinerant services will be counted as 50% of time.

Students who are scheduled into a D08 course type and one of the following course types , P08, E03, E21 or a second D08, will be counted in the D08 at 50% of time.

Students scheduled in a D08 and who also have a program code of 220100 (itinerant services), will be counted at 50% of time in the D08 course.

Students scheduled in a D08, not receiving itinerant services, and also not scheduled in one of the above mentioned courses, will be counted in the appropriate % of time – as determined by the student % of time on the student record. If the student percent of time = 50%, then the student will count towards 50% of time on the preschool units report. Likewise, if the student percent of time is 100%, the student will be counted at 100% of time.

**Stud 3-5 FTE:**

Full-time equivalence of student's ages 3-5, for a specific Teacher, State ID Calculation is determined by the following:

Total head count of students at 50% of time - ages 3-5 added to the total head count of students at 100% FTE.

**Stud FTE Age 6:**

Full-time equivalence of students age 6.

**Non Disab:**

Head count of typically developing students enrolled in the preschool special education course, (D08 course type). These students will not have a disability condition (or disability code 11). Student demographic and course records are the source for this data element.

**Funded Units Per EMIS:**

Per teacher state ID, this is the amount of an allocated/awarded unit, for which the teacher has been approved and the district can receive preschool special education unit foundation funding. This calculation is derived from these data elements: PSSE Unit FTE (of the teacher), the student 3-5 FTE, the FTE Age 6, and the allocated/awarded teacher units.

\*\*\*NOTE: this number will never exceed 1.0, nor will it exceed the PSSE Unit FTE.

**Comments:**

Comments are brief messages indicating why the staff/teacher unit was not approved to be funded. Further information about the comment may be disclosed in the Comment Section of the report.



## **Adaptive Physical Education and Related Services Data Section**

The next section of the report displays information about Adaptive Physical Education Services. Formally, “Related Services”, this section of the report shows the staff members who are providing Adaptive Physical Education and Related Service services to preschool handicapped students. The staff employment and student program records are the sources for the data elements in this section.

Please refer to diagram 2A, a sample of this section of the preschool units report.

**Diagram 2A: Sample of Adaptive Physical Education and Related Services Section**

State ID#	Name	Type of Unit	Pos Code/ Assign Area	PSSE Unit FTE	Fund Src	Student Count Used	Funded Units (EMIS)	Comments
AA#####	Coffee, Starbucks, A	Psychology Services	318/999412	1.00	Z	75.00	1.00	
AA#####	Coffee, Caribou, B	Speech & Language	326/999412	1.00	Z	50.00	1.00	
AA#####	Muffin, Blueberry, B	Speech & Language	326/999412	1.00	Z	50.00	1.00	
AA#####	Chocolate, Chip C	Speech & Language	326/999412	0.50	Z	25.00	0.50	
AA#####	Roll, Cinnamon	PS Special Ed Supervisor	110/999412	1.00	Z	0.00	1.00	

### **Data Elements/Calculations**

**State ID#:** The 9 digit alphanumeric code assigned to a teacher when he/she is certified or licensed through the state of Ohio, Department of Education. The staff employment record in EMIS is the source for this data element.

If the social security number of the teacher is reported by the district, it will be converted during the aggregations at the DA site into the assigned State ID by the Ohio Department of Education. The State ID is the same number issued on the teaching certificate/licensure.

**Name:** The name of the staff member. It will be in the format of Last Name, First Name, Middle Initial. The staff demographic record is the source for this data element.

**Type of Unit:** A representation, in words, of the position code for related service staff. In this section of the preschool units report, the “Type of Unit” data element is determined by the position code found on the staff employment record. Valid position codes for Adaptive Physical Education and Related Services can be found in the Staff Employment Record section.

**POS Code/Assign Area:**

The numeric representation of the position code and assignment area as reported in the staff employment record. For preschool special education, all assignment areas for related service personnel must be 999412.

**Fund Src:** Staff fund source as reported on the staff employment record. A fund source must be coded as a “Z” (preschool state unit funding) in order to receive preschool state unit funding approval; thus generating preschool unit funding to the district.

Staff Assignment areas do not relate to the fund source or fund source percent. There is no correlation. Therefore, if multiple assignment areas are reported, report the fund source and fund source percent as they relate to the teacher’s position in the preschool special education unit, not each assignment area.

If the district is expecting to receive a fully funded preschool unit for a related staff, then please report 100% in the “Z” fund source percent and 1.0 in the FTE. In this particular case, no percentage should be reported for any other fund source if the teacher is paid out of multiple fund sources. If the district is expecting to receive .50 (half) of a fully funded unit, then please report 50% in the “Z” fund source percent and 1.0 in the FTE. In this case, fund source percentage(s) could be reported up to another 50% if multiple fund sources are reported.

**\*\*\* Note:** ODE understands for preschool special education unit funding purposes, the fund source percent is not used as indicated in other parts of the EMIS manual. ODE is working to resolve this issue in the future.

**PSSE Unit FTE:**

Preschool Special Education (PSSE).  
Full-time equivalence of the staff as reported in EMIS, on the employment record. This is a calculated field. The fund source, fund source percent and the FTE are the three elements of this calculation.

Where the fund source = “Z” (preschool unit funding) the fund source percent for the “Z” fund source is multiplied by the FTE reported.

For example; if the FTE is = 1.0, and the fund source is = to “Z”, and the corresponding fund source % is = to 100%, then the PSSE Unit FTE value is 1.0.

**Funded Units EMIS:**

Calculation derived from these data elements; PSSE Unit FTE, Student Count Used, and Allocated Units. The amount of one unit, for which the district was approved to receive funding, based on EMIS program and staff data. This number may never exceed 1, will never exceed the “PSSE Unit FTE” for the staff member, nor will it exceed the maximum units allocated. There must be enough students reported with the appropriate program codes, and enough PSSE Unit FTE reported, in order to receive the maximum unit allocation.

**Comments:**

A brief message indicating the staff/teacher unit was not approved to be funded. Further information about the disapproval may be disclosed in the Comments Section of the report.

**Student Count Used:**

This is a calculated field on the preschool units report. The calculation is derived by summing the number of students with appropriate 218xxx (documented deficit codes), needed to generate unit funding for particular related service unit. See diagram 2B for preschool 218xxx program codes used in **the Student Count Used** field for each preschool related service unit.

**How “student count used” functions:**

A total student count is derived for each of the below program codes. The total number of students who have the specific program codes reported, can be seen in the summary section of the report, not necessarily this section. (see the “summary” section of this documentation for more information.).

However, in this section of the report, only the required student count for each individual staff related service “PSSE Unit FTE”, is used in this section data element.

**Example:**

In order for a district to receive 1 unit of speech and language related service unit of funding, report the following:

- a. Position Code            326
- b. FTE                         1.0 (or multiple staff members whose FTE sums up to 1.0)
- c. Fund Source                Z
- d. Assignment Area         999412
- e. 50 preschool special education children with a communication deficit (program code of 218026)
- f. And must have an allocation/award, from the Office of Early Childhood, of 1.00 Speech and Language related service units.

See the diagram below for a reference of the total number of students, with appropriate preschool program codes assigned, needed to generate 1.0 unit of funding, per related service.

Fractional units may be awarded, based on both the student count used for each related service, and the FTE of the related service staff.

**Diagram 2B**

<b>Documented Deficit</b>	<b>Program Code</b>	<b>Related Service</b>	<b># of Students with assigned program code needed for 1.0 related service Unit</b>
Motor	218027	Adapted Physical Education	100
Motor	218027	Occupational Therapist	40
Motor	218027	Physical Therapist	40
Communication	218026	Speech and Language	50
Hearing	218028	Audiologist	75
Vision	218029	Orientation and Mobility	40

Disability Condition of “11”                      Psychological Services                      75

## Summary Section

The third/final section of the report is a section which summarized the above data. Although this section is found on the last page of the report, it is generally beneficial if the district reviews this section first. See diagram 3A: Sample of Summary

### Diagram 3A: Sample of Summary Section

Type of Unit	PSSE Unit FTE	ALLOCATED UNITS	FUNDED UNITS (PER EMIS)	ALLOC Units Not FUNDED	RELATED SERVICE STUDENT COUNT
Preschool Teacher	10.00	11.00	10.00	1.00	
APE & Related Services					
Adapted PE	0.00	0.00	0.00	0.00	25.00
Audiologist	1.00	0.25	0.25	0.00	50.00
Occupational Therapist	0.00	0.00	0.00	0.00	25.00
Orientation Mobility	0.00	0.00	0.00	0.00	0.00
Physical Therapist	0.00	0.00	0.00	0.00	25.00
Psychology Services	1.00	1.00	1.00	0.00	158.00
Speech & Language	2.50	2.50	2.50	0.00	147.00
PS Special Ed Supervisor	1.00	1.00	1.00	0.00	
TOTALS	15.50	15.75	14.75	1.00	

### Data Elements/Calculations

**Type of Unit:** Identifies the kind of preschool special education unit. Nine (9) Types will always be displayed on the left margin of the summary report, as seen above.

#### PSSE Unit FTE

Preschool Special Education(PSSE)  
Calculation derived by summing the total preschool staff FTE reported through EMIS for a particular unit type.

#### Allocated Units:

The amount of preschool units, by type, for which the district is eligible to receive preschool foundation funding. A district may never be funded for an amount greater than this number.

#### Funded Units Per EMIS:

Calculation derived by summing the "Funded Units" for each type of unit. This amount should never exceed the amount of units in operation or amount of allocated units.

**Alloc Units Not Funded:**

Calculation derived by taking the Allocated Units and subtracting the Funded Units.

**Related Service Student Count:**

**Related Services (other than preschool psychological services)**

For allocated related services units, other than preschool psychological services, this calculation is derived by summing the appropriate student program codes for that particular related service. The preschool program codes that are used in this section of the report are the same 218xxx referred to in the Diagram 2B.

For example: the speech and language related service student count is calculated by summing all the children reported by the school district or ESC, with a program code of 218026.

**Preschool Psychological Services Student Count**

If a School District is allocated a preschool psychological service unit by ODE, the calculation is derived by summing the preschool children with a disability condition of 11 (preschooler with a disability), in the reporting districts' student demographic records.

If an ESC is allocated a preschool psychological service unit by ODE, the calculation is derived by summing the preschool children with a disability condition of 11 (preschooler with a disability), in the reporting ESCs' student demographic records. In addition to these students, the ESC student count for psychological services also includes all preschool students with a disability (disability code of 11), as reported by the Local (not City or Exempted Village) school districts in which it serves. Students with an "11" disability condition from City and Exempted Village districts, that the ESC has provided psychological services (including evaluation services) additionally, should be reported by the ESC.

## **Comments Description Section**

This section of the report is found after the related service section. Contained in this section, are common reasons why a preschool unit might not be funded through EMIS. Both the Teacher and Adaptive Physical Education and Related Services sections of the preschool report contain a data element called “comments”. An explanation as to why the preschool special education unit is not being funding may be found in this section. Only the 10 most common reasons are found in this section. Therefore, if you come across a comment that is not listed in this section of the report, please refer to the EMIS guide, or your DA-Site, for assistance.

The first column of this section contains the wording used in the “Comments” for the unfunded unit. The second column gives additional information about the particular comment.

no cm recs	there are no course master records on file for this teacher
course type err	the course type on file does not match the valid preschool course type D08
course code err	the course code on file for this teacher does not match the valid preschool course code 196095
Course/Program	Maximum number for ITR and/or D08 type Course Masters is two (2) for a teacher
no grs recs	there are no preschool student course records on file for this teacher
no prog recs	there are no program records on file for students
Waiver on File	based upon info provided to ECE, and/or the waiver process, teacher has Waiver on file
Max Alloc	Maximum units allocated
Course Mapped	The Local Classroom Code should not be Mapped. Please remove mapping, adjust students
*	Informational Only Not used in Preschool Units funding calculation at this time

# EMIS Reporting Reminders and Tips

## ***Preschool Special Education Teachers:***

Preschool Special Education teachers must be properly certified. A certification check is completed as scheduled in EMIS processing schedule. If the teacher is not properly certified, then the funded amount for that teacher is reduced to “0”.

Preschool Special Education Teachers, **both center-based and itinerant**, who are contracted staff are not eligible to receive state unit funding

## **Staff Employment Record**

In order for a preschool special education teacher to be funded the following data elements must be reported for each preschool special education teacher:

Valid Social Security Number	
Position Code	206
Assignment Area	999412 - for center-based teachers <b>999413 - for itinerant teachers (new for FY05)</b> ◦
Fund Source	Z
Fund source percent	100% to receive a fully funded unit
Position Type	R
Position Status	A, D, N, O, or R
Type of Appointment	1, 3, 4 or 5
FTE	appropriate FTE



New  
for  
FY05

\*\*\* If a preschool special education teacher is teaching a center-based preschool special education class and also providing itinerant preschool special education services, please report only one Staff Employment Record for this staff member. Report 2 assignment area's for the teacher (999412 & 999413).

## **Course Master Record** (complete only if teaching a center-based class)

Course Code	196095
Course Type	D08

\*\*\* If a preschool special education teacher is providing Itinerant services, a student program record with a program code of 220100 must be coded with the appropriate itinerant teacher ID filled in the Staff ID field. If this itinerate teacher is **ONLY** providing itinerant services (and **NOT** any centerbased services), then no course master is required for the itinerate only teacher. However, an itinerate teacher ID still needs to be reported in the State ID field in the child's program record.



### **Preschool Special Education Adaptive PE and Related Service Staff:**

Preschool special education related service staff, employed by the district, must be properly certified with a teacher certification/licensure issued by the Ohio Department of Education. A certification check is completed according to the EMIS schedule for certification processing. If a staff member employed by the school district is not properly certified, the "Funded Unit" amount for that staff member will be reduced to "0".

Preschool special education related service staff, contracted out by the district, must be properly licensed by the State Board. In the case where the special education related service staff is contracted, certification will be checked by EMIS processing. It is the district's responsibility to ensure the contracted staff is properly licensed.

The following related service positions may be contracted services: 304, 318, 325, 326, 327, 328 and 333.

No course master record is required to be reported for preschool special education adaptive physical education and related service staff. A staff demographic record and employment record are required.

### **Staff Employment Record:**

In order for a preschool special education related service staff to be funded the following data elements must be reported for each preschool special education related staff:



Valid social security number of the staff	999412 (New for FY05)
Assignment Area	Z
Fund Source	C, <b>D N, O</b> or R for district employees
Position Status	A or I for contracted staff
Position Type	R
Type of appointment	1, 3, 4, or 5
Position Code	333 Preschool Adaptive Physical Ed 327 Preschool Occupational Therapist 325 Preschool Physical Therapist 326 Preschool Speech and Language 304 Preschool Audiologist 328 Preschool Orientation and Mobility 318 Preschool Psychologist 110 Preschool Special Ed Supervisor



In addition to the staff employment record, a staff demographic record must also be completed for each staff member providing related services.

## ***Preschool Special Education Student***

Preschool student counts are reflected in the preschool unit report. The following elements are essential, but not limited, data elements which are key when reporting preschool special education students.

### **Student Demographic Record:**

Valid SSID  
Grade Level = PS or KG  
Student has disability condition of 11

### **Student Course Record**

Valid SSID  
Student enrolled in local classroom code, where course type is D08, if the student is receiving center-based special education services

### **Student Attendance Record**

Valid SSID  
Student enrolled, and not withdrawn, on or before December 1  
Student % of time is greater than 0

### **Student Program Record**

Valid SSID  
Student must have only one placement code (217xxx)  
Student must have at the appropriate program codes (218xxx)  
If student is receiving itinerant services, student must have 220100 program code with appropriate itinerant staff ID reported on the program record.

## ***Submission of EMIS Data***

It is very important when submitting EMIS data, that ALL records are submitted to EMIS for processing. Because the teacher ID is also reported on the program record for itinerant teachers, it is extremely important that the program record, along with staff records are submitted to EMIS processing at the same time.

A complete EMIS Processing schedule is available on the EMIS website located at <http://webapp1.ode.state.oh.us/emis/processing/>