SPECIAL EDUCATION STUDENTS (.CSV_CCYY?_STU_DISAB_NOT_FUNDED) REPORT EXPLANATION

Education Management Information System (EMIS)

Ohio | Department of Education

Updated October 7, 2010

**Prepared by
Office of Information Policy and Management**

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
11/27/07	IPM	Added LRE provision
1/16/2009	IPM, KE	Revised for FY09 for changes in date fields, eliminated program codes
2/9/09	IPM, LSM	Updated to include SSID change
4/6/09	IPM, LSM	Reviewed for accuracy
12/2/09	IPM, KE	Revised for new IEP events, took out Feb discussions, adjusted ESC requirement
10/7/10	IPM, KM	Revised for FY11 – no new changes

Report Overview

General Description and Significance

This exception report provides a listing of students reported by the district that have a disability during the reporting period October (K) that meet at least one of the following conditions as of December 1 of the current school year

1. have a valid IEP with no service(s) being provided
2. have a disability condition and no valid IEP reported
3. have a valid IEP that has expired
4. had a valid IEP but parental consent has been withdrawn

These data comprise a portion of the data that will be used by the Ohio Department of Education, Division of School Finance, when calculating each district's Formula ADM. If the student is a preschool student, the lack of reporting appropriate IEP event records may also impact the preschool funding amounts.

Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
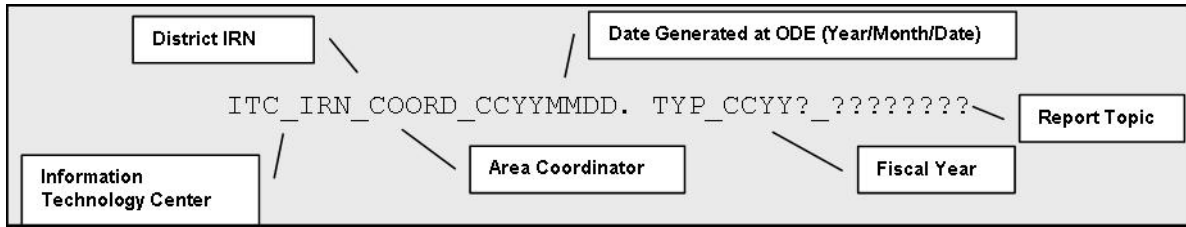- CCYY? denotes the century and year and processing period.

Report Distribution

A report will be distributed weekly to each traditional public school district (city, exempted village, local), JVSD and ESC that submits data during the October (K) reporting period. It is to be generated during the weekly cycle and transferred to a district's contracted ITC for distribution. The output includes district-level information in a single report file.

Report Name and Timing

The file name for the report is: **ITC_IRN_COORD_CCYYMMDD. CSV_CCYY?_STU_DISAB_NOT_FUNDED**; its components are described below. This report is produced during the October (K) reporting period.

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The file naming structure is: `ITC_IRN_COORD_CCYYMMDD.TYP_CCYY?_????????` where the components are: Information Technology Center, District IRN, Area Coordinator, Date Generated at ODE (Year/Month/Date), Fiscal Year, and Report Topic.

ODE Processing

Process Description

Logic

If a student with a disability does not have a valid IEP Special Education record as of December 1 of the current school year, the student will appear on this report in the October (K) reporting period.

Based on the following logic, each student will fit into only one of the following cases. These cases correspond to students who do not appear on the report or who receive one of the possible error codes.

Case 1: Student does not appear on the report for either of the following reasons.

 If an IEP record was submitted in current reporting period or in the prior year-end,

  Most recent IEP record has an Outcome ID between "IE13" and "IE72" with an Outcome End Date $\geq$ December 2 of the current fiscal year

 If the IEP date type = "FIEP" and the DATE indicates that this is the latest **Spec Ed Event**

Case 2: Student appears on the report with an error code of "No GE Record"

 Student SSID was not found in a record submitted by that district on the **Spec Ed Event** file in either the current year's reporting period or the prior year's yearend data. The values in the CSV file that would normally come from the special education record are left blank.

Case 3: Student appears on the report with an error code of "No IEP Record"

 No matching IEP record was found. As with the above error, the IEP record must match not only on student SSID but also on district IRN. Only records submitted during the current reporting period or in the prior yearend reporting period are considered when determining if an IEP exists for a student. The values in the CSV file that would normally come from the special education record are left blank.

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Case 4: Student appears on the report with an error code of "IEP Expired on or before 12/01/yy"
Student has an IEP record that will be outdated by 12/1 of the current school year. This record would be the latest-dated GE record.

Case 5: Student appears on the report with an error code of "Not Being Served"
Most recent IEP record has an effective date greater than or equal to 12/2 of the prior calendar year for October and has an OUTCOME ID that is not equal to "IE13" through "IE72".

Case 6: Student appears on the report with an error code of "Parental Consent Withdrawn"
Student had a valid, effective IEP but the parent withdrew consent, DATE TYPE = "CIEP" and the EVENT DATE <= 12/1/current year

Data Source

Since a special education event can occur anytime within a given calendar year, data in the prior yearend reporting period will also be reviewed.

"Current year" in the table below refers to this fiscal year's October data. "Prior Year" in the table below refers to the last fiscal year's Yearend data.

Submitted Data Used in Report

Element Name	Field Value	Notes
DATE OF BIRTH	*Student Demographic Record*	
GENDER	*Student Demographic Record*	
RACIAL/ETHNIC GROUP	*Student Demographic Record*	
GRADE LEVEL	*Student Demographic Record*	*From the Student Attributes—Effective Date record*
DISABILITY CONDITION	*Student Attendance Record*	*From the Student Attributes—Effective Date record*
ATTENDING/HOME DISTRICT IRN	*Student Attendance Record*	
STUDENT STATUS	*Student Attendance Record*	*Derived from the Student Standing "How Received" code*
ADMISSION DATE	*Student Attendance Record*	*From the Student Standing Admission Date*
DATE OF DISTRICT WITHDRAWAL	*Student Attendance Record*	*Derived from the Student Standing Effective End Date if there is a Withdraw Reason on the same record*
STDNT_RESDNG_DIST_IRN	*Student Attendance Record*	*From the Student Standing Legal District of Residence*
DATE	*Student Special Education Record , Current year, current reporting period or Student Special Education Record , prior year N*	*For FY08N only, this is the Date element (GE100). For all other reporting periods this is the Outcome End Date (GE150)*

DATE TYPE	*Student Special Education Record,*	
OUTCOME ID	*Student Special Education Record*	
Student-Data-submitted-to-ODE-as-of-date	*Audit File*	
OUTCOME BEGIN DATE	*Student Special Education Record*	
OUTCOME END DATE	*Student Special Education Record*	
District's Count Week	*Count Week File*	

Derived Data Used in Report

Element Name	Field Value	Conversion factors
ERROR CODE	No GE Record	Student has no GE (Special Education Event) record in the current reporting period or in the prior yearend reporting period.
	No IEP Record	Student does not have any xIEP record in the records submitted in the current reporting period or the prior yearend reporting period
	IEP expired on or before 12/1/current year	Student has a xIEP record that will be outdated by 12/1 of the current school year.
	Not Being Served	Check the latest IEP that will be in effect as of 12/1 of the current school year. Does this IEP record indicate that no service is being provided via its outcome code, i.e. OUTCOME ID <> = IENS, or IEPR, or IEDP?
	Parental Consent Withdrawn	Student has a CIEP record and this DATE is the maximum date of all special education records submitted by the district.

Report Selection Criteria

To be included on this report, students meet the following conditions:

1. The student's GRADE LEVEL is preschool through Grade 23

2. The student has a disability condition.

3. The student element values in the Student Standing record
- indicate that the district must report special education events for the student or
- the student is a JVS or Contract Vocational student whose special education events must be reported by another district or
- the student is a preschool ESC student whose special education events should be reported by the Legal District of Residence only.

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Please see the EMIS Manual, 2.10 General Guidelines for more specific information on reporting responsibilities.

4. The student is enrolled in the district one or more days during the district's count week

Report Selection Criteria: Potential Special Education Records to Consider

The DATE TYPE ELEMENT on the Special Education Record (GE) must be one of the following:
"IIEP" - IEP Completion Date-Initial
"RIEP"- IEP Completion Date-Periodic review
"TIEP"- Transfer Student IEP Adoption Date
"FIEP" - Final IEP meeting prior to graduation
"CIEP"- IEP consent withdrawn by parent

For October, the record with the latest Date in the following situations will be the one to determine the error condition.

- The reporting period of the SPECED EVENT record must be "K" and the year must be the current fiscal year
- The reporting period of the SPECED EVENT record must be "N" and the year must be the prior fiscal year.

Records that meet these criteria are collectively referred to as the "IEP records."

If multiple Date Type Element values are reported for the same date, only the Special Education Record with most recent DATE ELEMENT value is considered.

Report Sample

Detail Information

Note: A comma is placed between each element name allowing the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part

Header Row Field Titles
DIST-IRN
BLDG-IRN
SSID
AH-IRN
AH-STATUS
DOB
GENDER
RACE
EQUIV-GRADE

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DISAB-COND
DATE-ELEMENT
DATE-TYPE
OUTCOME-ID
ERROR-MSG
STDNT-SUBMIT-DATE

Report Grouping/Ordering/Control Breaks

The data are ordered in the file by Building IRN and Student ID. Each district will have its own report.

Report Layout/Sample

DIST-IRN,BLDG-IRN,SSID,AH-IRN,AH-STATUS,DOB,GENDER,RACE,EQUIV-GRADE,DISAB-COND,DATE-ELEMENT,DATE-TYPE,OUTCOME-ID,ERROR-MSG,STDNT-SUBMIT-DATE

047744,145659,NM123456,047744,10,03/26/99,M,B,02,05,11/05/07,TIEP,IENS,Not Being Served,20100615

Error Detection and Correction

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. The district should also pay close attention to the elements listed under the Submitted Data Used in Report.

You should also review the error descriptions located in the Logic section of this document, as they tend to point out what exactly is causing the error.

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error.

The district should verify for all students that are reported during the October reporting period, a special education record is reported for all events that occur from June 1st of the prior school year through December 1st of the current school year.

The district should be mindful that the reported dates for events are dates on which the event occurred, and not necessarily when the event (s) will be effective. A district may report an event date in the current reporting period but not report some consequences of that event until future reporting periods.

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