

# **ODE EMIS MANUAL**

## **Section 1.1.1: EMIS Data Review & Verification and EMIS Data Appeals**



**Version 1.1**  
July 6, 2018

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strike throughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<u>1.1</u>	<u>7/6/18</u>	<u>FY19</u>	<u>NA</u>	<u>Posting for FY19.</u>
1.0	2/2/18	FY18	NA	Posting new section.

*Note.* This section makes several references to Ohio Revised Code and Ohio Administrative Code. To find the actual language referenced, follow this link: <http://codes.ohio.gov/>.

## COMING CHANGES

~~The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.~~

~~At this time, there are no additional FY18 EMIS changes known to impact the EMIS Data Review, Verification, and Appeals section of the EMIS Manual.~~

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate FY Change Information document on the EMIS Manual webpage.

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## 1.1.2 EMIS DATA REVIEW & VERIFICATION AND EMIS DATA APPEALS

### EMIS DATA REVIEW & VERIFICATION

#### *Overview*

EMIS Data Review and Verification is the process by which all districts and community schools certify they have reviewed the data reported in EMIS and verify that their data is accurate and complete to the best of their knowledge.

The data that districts and community schools report in EMIS significantly impacts the services and opportunities provided to students, by driving district funding, district and schools Report Cards, and other programs and services determined by district data. As such, it is critical for superintendents and treasurers to review their EMIS data and verify the data is accurate and complete.

Superintendents are legally required to review and certify the quality of data, as noted in the following:

- Ohio Revised Code 3301.0714 requires districts to report data in the statewide education management information system (EMIS).
- Ohio Administrative Code 3301-14-01 (G) requires district superintendents and treasurers to verify and approve all EMIS data for reporting purposes.
- Ohio Revised Code 3317.03 (B) requires district superintendents to certify average daily membership (ADM) figures in the Funding Certification Report used to calculate funding

Ohio Revised Code §5705.391 in accordance with §3319.31 and §3319.311 of the Revised Code, may limit, suspend, or revoke a license as defined under §3319.31 of the Revised Code that has been issued to any school employee found to have willfully contributed erroneous, inaccurate, or incomplete data required for the submission of the five-year projection required by this section.

Note that a person assigned to the Superintendent's Designee role in OEDS can also complete the EMIS Data Review and Verification form on behalf of the superintendent.

The EMIS Data Review and Verification process will be completed multiple times during the year. Each Review and Verification form covers a different type of data. See the chart on the EMIS Data Review webpage for more information regarding the dates and the data involved with each Review and Verification process (ODE Home > Topics > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Review & Verification). Each review is required to be completed after the associated EMIS collection request closes.

If you are unable to access the "Forms" or "Secure Data Center (SDC)" menus after logging into SAFE, consult with the district's OEDS Org Administrator to ensure you have the appropriate role of either Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee. If you cannot see the "EMIS Data Review and Verification" box after clicking on the "Forms" menu, you will also need to contact the district's OEDS Org Administrator.

### ***Ensuring Data Accuracy***

Superintendents and treasurers should work with EMIS Coordinators on a regular basis throughout the year to review data using the Secure Data Center (SDC) and EMIS reports during every open EMIS reporting collection request. Districts and community schools should not wait until the EMIS Data Review and Verification form is due to begin looking at data.

### ***Inaccurate Data***

***Discovered prior to the close of the EMIS collection.*** If a superintendent discovers that the district has reported inaccurate data before the EMIS collection request closes, then that superintendent should work with the EMIS coordinator to correct the issue before the EMIS collection request closes.

***Discovered after the EMIS collection has closed.*** If the EMIS collection request closes before the discovery that inaccurate data has been reported, the district should complete the EMIS Data Review and Verification form. On that form, the superintendent should check the box indicating that the district is appealing data. Next, complete the associated appeal form. See the Data Appeals section for additional information and the Data Appeals page of the website for detailed instructions.

***Discovered after approval of EMIS Data Review and Verification form.*** If the inaccurate data is discovered after the EMIS collection has closed and after the EMIS Data Review and Verification form has been completed and approved, then the district will need to notify the Office of Data Quality at the Ohio Department of Education at [DataQuality@education.ohio.gov](mailto:DataQuality@education.ohio.gov).

### ***Consequences***

The EMIS Data Review and Verification form is considered part of EMIS reporting as described in ORC §3301.0714. A list of districts that fail to complete the Review and Verification process will be posted on the ODE website. Failing to complete the process and report inaccurate data may also trigger progressive sanctions as outlined in ORC §3301.0714 and OAC §3301-17.

### ***Funding Data Review***

The Funding Data Review form requires multiple people to approve it. The form can be initially filled out by either the Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee roles in OEDS, however, *the appeal must reflect a “Treasurer Approved” status before the superintendent can approve the form.* The superintendent must wait until the treasurer approves the form before seeing the option to approve themselves. This ensures no changes are made by others after the superintendent certifies.

### ***New or Missing Superintendents or Treasurers***

In instances where the superintendent or treasurer is completing the EMIS Data Review and Verification form for data submitted before they started in their current role in the district, they should consult with the district’s EMIS Coordinator and other district personnel and complete the review process to the best of their knowledge. If a data reporting issue is discovered later, notify the Department as provided above.

If there is no treasurer or superintendent employed at the district when a Review and Notification is due, contact the Office of Data Quality at the Department at [DataQuality@education.ohio.gov](mailto:DataQuality@education.ohio.gov) for instruction.

## EMIS DATA APPEALS

### *Overview*

The Department recognizes that data reporting errors can and do occur and has designed a formal process to ensure that all districts can appeal and correct substantive reporting errors after the initial data collection window closes. The data appeal process is completed online through the SAFE account.

The appeals form can initially be filled out by anyone with one of the following OEDS roles: Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee. In many cases, only the superintendent is required to approve the appeal. The only exceptions are the finance appeal (only the treasurer approves) and the funding appeal (both the treasurer and superintendent are required to approve). Check the Data Appeals webpage (ODE Home > Topics > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Appeals) for more information about each appeal type.

Additional data appeal opportunities may be scheduled at the discretion of the Department. Superintendents will receive an email notification in the EdConnection newsletter. The information will also be shared with EMIS coordinators in an EMIS Newsflash. The appeal information does also appear on the Data Appeals webpage.

If you are unable to access the “Forms” menu after logging into SAFE, consult with the district’s OEDS Org Administrator to ensure you have the appropriate role of either Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee. If you cannot see the “Data Appeals” box after clicking on the “Forms” menu, you will also need to contact the district’s OEDS Org Administrator.

For more information about EMIS Data Appeals, please see the related information on the EMIS webpage. Contact the Office of Data Quality at the Ohio Department of Education at [DataQuality@education.ohio.gov](mailto:DataQuality@education.ohio.gov).

### *Appeal Approval*

You will be notified by the Department as to whether your application is approved. If approved, your district must work with the Ohio Department of Education to develop an appropriate plan to submit corrected data.

### *Data Reported by Another District*

If data is misreported by another district on behalf of your student, the reporting district *must* submit the data appeal. Examples of data reported by districts other than a student’s attending home district could include industry credentials, some assessments, and diploma data. The only exception is for instances where another district’s reporting is impacting funding. Examples of this type of situation could include community school flags or withdrawal or enrollment data. This type of data can be appealed by the impacted district during the funding appeal window.