ODE EMIS MANUAL

Section 2.12:
CTE Workforce Development Follow-Up Record (GV)

Ohio | Department of Education

Version 1.0
September 11, 2012

REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

2.12 CTE WORKFORCE DEVELOPMENT FOLLOW-UP RECORD

Required Reporting Periods

The CTE Workforce Development Follow-Up Record is to be reported for the March (D) reporting period.

General Guidelines

CTE Concentrator follow-up data are collected for the second (2nd) quarter (October 1 – December 31 timeframe) after graduation or after the student is no longer enrolled in school. This data collection should be conducted January through March of the current school year. Districts may use the Career-Technical Student Follow-up Form available on CTE website, to help collect data for reporting the CTE Workforce Development Follow-up information. The follow-up information collected is reported on this record during the current year's March (D) reporting period.

The district employing the teacher of the workforce development program shall report CTE concentrator follow-up data in the current school year's March (D) reporting period for all concentrators within six months of leaving school. This is typically concentrators from one or more prior school years Yearend (N) reporting period, where the student was identified as a concentrator. This record is compiled in the following manner:

Data from prior years are extracted for CTE Concentrators, who have graduated or who are no longer enrolled in school. During the next reporting period that follows Yearend (N), ODE will check to ensure that Concentrators reported are not enrolled in an Ohio School District. Concentrators who are reported as no longer enrolled but found to be enrolled will be ineligible for follow-up reporting.

This record is based on multiple Yearend (N) EMIS databases and starting FY10, will include Period G Graduates, for the duration of the student's schooling anytime he/she was reported as a Concentrator at yearend.

The elements that appear on the March (D) follow-up record will be exactly as the district reported them in each of the Yearend (N) and Graduate (G) reporting periods. Therefore, it is important for districts to be sure the data elements are reported accurately at Yearend (N) and Graduate (G) reporting periods. The following table lists elements that are derived from each prior yearend reporting period in which the *CTE Concentrator Element* (GN130) was reported with a "Y".

Table 1. Source elements from the Student Demographic (GI), Student Standing (FS), Student Attribute – Effective Date (FD) yearend records where *CTE Concentrator Element* was reported with a "Y" and student is no longer enrolled

CTE Data Element	Prior Yearend Data Element
Date of Birth Element (GV075)	*Date of Birth Element (GI070)*
Disadvantagement Element (GV170)	*Disadvantagement Element (FD110)*
Disability Condition Element (GV200)	*Disability Condition Element (FD130)*
Gender Element (GV080)	*Gender Element (GI080)*
Grade Level Element (GV420)	*Grade Level Element (FD080)*
Grade Level Next Year Element (GV430)	*Grade Level Next Year Element (FN080)*
Homeless Status Element(GV450)	*Homeless Status Element (FD150)*
How Received (GV690)	*How Received Element (FS180)*

CTE Data Element	Prior Yearend Data Element
How Received IRN (GV700)	*How Received IRN Element (FS190)*
Legal District of Residence (GV105)	*Legal District of Residence (FS150)*
Limited English Proficiency Element (GV210)	*Limited English Proficiency Element (FD170)*
Migrant Status Element (GV460)	*Migrant Status Element (FD180)*
Racial/Ethnic Category Element (GV090)	*Racial/Ethnic Category Element (GI090)*
Student Percent of Time Element (GV440)	*Student Percent of Time Element (FS120)*
Withdrawal Date Element (GV230)	*Effective End Date Element (FS090)*
Withdrawal Reason Element (GV240)	*Withdrawal/ Reason Element (FS100)*

Table 2. Source elements from Student Attributes – No Date (FN) Record reported in Period G following yearend where CTE Concentrator Element was reported with a "Y" and student is no longer enrolled

CTE Data Element	Prior Yearend Data Element
Diploma Date Element (GV120)	*Diploma Date Element (FN090)*
Diploma Type Element (GV130)	*Diploma Type Element (FN100)*

Table 3. Source elements from the Yearend Student Course Record where *CTE Concentrator Element* was reported with a "Y"

CTE Data Element	Prior Yearend Student Course Data Element
Local Classroom Code Element (-1,-2,-3,-4,-5) (GV330, GV360, GV390, GV520, GV550)	*Local Classroom Code Element* (GN080) for all student course records for a student

Table 4. Source elements from the Yearend Course Master Record where *CTE Concentrator Element* was reported with a "Y"

CTE Data Element	Prior Yearend Course Master Data Element
Subject Code Element (-1,-2,-3,-4,-5) (GV320, GV350, GV380, GV410, GV540)	*Subject Code Element* (CN050) for Oct CTE funded course with same Local Classroom Code

The following elements are reserved for use by ODE. Districts should not modify these elements in any way. The elements are used to connect data for a student between multiple Yearend (N) and Graduate (G) reporting periods where CTE Concentrator Element was reported with a "Y" in each Yearend period.

- Student Standing Key (GV710)
- Course Master Key 1 (GV720)
- Course Master Key 2 (GV730)
- Course Master Key 3 (GV740)
- Course Master Key 4 (GV750)
- Course Master Key 5 (GV760)

A student can be a concentrator in multiple workforce development programs. However, during the March (D) reporting period, a student can be reported as a CTE concentrator in only one workforce development program. For March (D) reporting the district must choose which program the student will be reported as a CTE concentrator. The file layout will include five subjects and the district must identify which ONE of five possible subjects most closely identifies the CTE program that the student is to be considered a CTE concentrator of. There will be a Local Classroom Code Flag and year next to each of

the five Subject/Local Classroom Codes extracted from the Yearend (N) databases. The district must select ONLY one of the five Subject Codes to be the subject in which a student is considered a CTE concentrator by designating "Yes" in one *Local Classroom Flag Element*. Only ONE Local Classroom Flag can be set to "Y."

Through the selection of the flag, the district defines the program referenced in the: *Apprenticeship, Employed Placement, Postsecondary Certificated/Licensed,* and *Military Placement Elements*.

In March (D) reporting period the following elements must be reported by a district for each CTE concentrator who was no longer enrolled. The elements are organized alphabetically.

☼ *Apprenticeship Element*

Record Field Number	GV620
Definition	The apprenticeship status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options

**	Not reported (Default)
Y1	Yes, in an apprenticeship program related to CTE Program
Y2	Yes, in an apprenticeship program not related to CTE Program
NO	No, not in an apprenticeship program

☼ *Diploma Element*

Record Field Number	GV630
Definition	The diploma status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student withdrew from secondary education.

Valid Options

*	Diploma Status Unknown
G	Earned a GED diploma
N	No, has not earned a diploma
D	Diploma reported in a prior reporting period

☼ *Employed Placement Element*

Record Field Number	GV640
Definition	The employment status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options

**	Not reported (Default)
Y1	Yes, employed in an occupation related to CTE program
Y2	Yes, employed, in an occupation not related to CTE program
NO	No, not employed

☼ *Fiscal Year of LCC-1 Element*

Record Field Number	GV570
Definition	The fiscal year the corresponding local classroom code was reported.

Valid Options

YYYY Year

☼ *Fiscal Year of LCC-2 Element*

Record Field Number	GV580
Definition	The fiscal year the corresponding local classroom code was reported.

Valid Options

YYYY Year

☼ *Fiscal Year of LCC-3 Element*

Record Field Number	GV590
Definition	The fiscal year the corresponding local classroom code was reported.

Valid Options

YYYY Year

☼ *Fiscal Year of LCC-4 Element*

Record Field Number	GV600
Definition	The fiscal year the corresponding local classroom code was reported.

Valid Options

YYYY Year

☼ *Fiscal Year of LCC-5 Element*

Record Field Number	GV610
Definition	The fiscal year the corresponding local classroom code was reported.

Valid Options

YYYY Year

☼ *Local Classroom Code Flag Elements*

LCC Flag - 1

Record Field Number	GV340
Definition	Indicates if a student is considered a concentrator in the corresponding local classroom code of a CTE program.

LCC Flag - 2

Record Field Number	GV370
Definition	Indicates if a student is considered concentrator in the corresponding local classroom code of a CTE program.

LCC Flag - 3

Record Field Number	GV400
Definition	Indicates if a student is considered a concentrator in the corresponding local classroom code of a CTE program.

LCC Flag - 4

Record Field Number	GV530
Definition	Indicates if a student is considered a concentrator in the corresponding local classroom code of a CTE program.

LCC Flag - 5

Record Field Number	GV560
Definition	Indicates if a student is considered a concentrator in the corresponding local classroom code of a CTE program.

Valid Options

N No
Y Yes

Reporting Instructions. A student can be reported as a CTE Concentrator in only one subject during the March (D) reporting period. If a student is a concentrator in more than one CTE program the district must choose in which subject the student will be reported as a CTE Concentrator for the March (D) reporting period. Indicate which subject code and Local Classroom Code, extracted from a prior school year's Yearend (N) database, is to be the subject in which a student is considered a CTE Concentrator.

There can be up to five Local Classroom Codes/Subject Codes for each student. Each Local Classroom Code/Subject Code will have a Local Classroom Code Flag.

The district must designate "Yes" in the *Local Classroom Flag Element* corresponding to the subject code in which the student is considered a Concentrator. Only ONE Local Classroom Flag can be set to "Y."

☼ *Military Placement Element*

Record Field Number	GV650
Definition	The military status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options

** Not reported (Default)
Y1 Yes, in the military in an area related to CTE program
Y2 Yes, in the military in an area not related to CTE program
NO No, not in military

☼ *Other Follow-up Status Element*

Record Field Number	GV660
Definition	Status not reported in any of the other CTE Concentrator follow-up status elements.

Valid Options

*	Not Applicable (Default)
U	Status Unknown
D	Deceased
X	Incorrectly reported as a CTE Concentrator

Reporting Instructions. Report an "*" if any of these elements—Apprenticeship, Diploma, Employed Placement, Military Placement, or Postsecondary Education or Advanced Training—are reported with a value other than their default (** - Not Reported or Diploma = * or D).

☼ *Postsecondary Education or Advanced Training Element*

Record Field Number	GV670
Definition	The postsecondary or advanced training status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

Valid Options

* *	Not reported (Default)
Y1	Yes, enrolled in postsecondary education or advanced training related to CTE program.
Y2	Yes, in postsecondary education or advanced training not related to CTE program.
NO	No, not enrolled in postsecondary education or advanced training.

☼ *Student Earned Certificate/License Element*

Record Field Number	GV680
Definition	Indicates whether the student earned an industry certificate/license in the student's CTE program of concentration.

Valid Options

Y	Yes, the student earned a state-recognized industry certificate/license in the program area that is marked
N	No, the student did not earn a state-recognized industry certificate/license in the program area that is marked

Reporting Instructions. Report whether the student earned a state-recognized industry certificate/license in the program area that has been marked on the follow-up record. Please consult documentation on the ODE CTE website for a list of state-recognized certificates/licenses, in the CTE Secondary Workforce Development Program Matrix.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the CTE Workforce Development Follow-Up Record, the following field must be unique.

Required Fields	Number
EMIS Student ID	GV050

2.12 CTE WORKFORCE DEVELOPMENT FOLLOW-UP RECORD (GV) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GV010	9-10	Sort Type	PIC X(2)
		Always "GV"	
	11	Filler	PIC X
GV020	12-15	Fiscal Year	PIC 9(4)
GV030	16	Reporting Period	PIC X
		D – March	
GV040	17-22	Attending Building IRN	PIC X(6)
GV050	23-31	EMIS Student ID Number	PIC X(9)
GV105	32-37	Legal District of Residence IRN	PIC X(6)
	38-45	Filler	PIC X(8)
GV055	46-87	STUDENT NAME (OPTIONAL)	PIC X(42)
GV075	88-95	Date of Birth CCYYMMDD	PIC 9(8)
GV080	96	Gender	PIC X
GV090	97	Racial/Ethnic Category	PIC X
	98	Filler	PIC X
GV120	99-106	Diploma Date	PIC 9(8)
GV130	107	Diploma Type	PIC X
GV170	108	DISADVANTAGEMENT	PIC X
GV200	109-110	Disability Condition	PIC X(2)
GV210	111	Limited English Proficiency	PIC X
GV230	112-119	WITHDRAWAL DATE	PIC 9(8)
GV240	120-121	WITHDRAWAL REASON	PIC XX
GV420	122-123	Grade Level	PIC XX
GV430	124-125	Grade Level, Next Year	PIC XX
GV440	126-128	Student Percent of Time	PIC 9(3)
GV450	129	Homeless Status	PIC X
GV460	130	Migrant Status	PIC X
GV320	131-132	CTE Program of Concentration Code – 1	PIC X(2)
	133-136	Filler	PIC X(4)
GV340	157	CTE Program of Concentration Flag – 1	PIC X
GV350	158-159	CTE Program of Concentration Code – 2	PIC X(2)
	160-163	Filler	PIC X(4)
	164-183	Filler	PIC X(20)
GV370	184	CTE Program of Concentration Flag – 2	PIC X
GV380	185-186	CTE Program of Concentration – 3	PIC X(2)
	187-190	Filler	PIC X(4)
	191-210	Filler	PIC X(20)
GV400	211	CTE Program of Concentration Flag – 3	PIC X
GV410	212-213	CTE Program of Concentration Code – 4	PIC X(2)
	214-217	Filler	PIC X(4)
	218-237	Filler	PIC X(20)
GV530	238	CTE Program of Concentration Flag – 4	PIC X

Number	Position	Name	PIC/Size
GV540	239-240	CTE Program of Concentration Code – 5	PIC X(2)
	241-244	Filler	PIC X(4)
	245-264	Filler	PIC X(20)
GV560	265	CTE Program of Concentration Flag – 5	PIC X
	266–267	Filler	PIC X(2)
GV310	268	Tech Prep	PIC X
GV570	269-272	Fiscal Year of CTE Program of Concentration -1	PIC 9(4)
GV580	273-276	Fiscal Year of CTE Program of Concentration -2	PIC 9(4)
GV590	277-280	Fiscal Year of CTE Program of Concentration -3	PIC 9(4)
GV600	281-284	Fiscal Year of CTE Program of Concentration -4	PIC 9(4)
GV610	285-288	Fiscal Year of CTE Program of Concentration -5	PIC 9(4)
GV620	289-290	Apprenticeship Element	PIC X(2)
GV630	291	Diploma Element	PIC X
GV640	292-293	Employed Placement Element	PIC X(2)
GV650	294-295	Military Placement Element	PIC X(2)
GV660	296	Other Follow-up Status Element	PIC X
GV670	297-298	Postsecondary Education or Advanced Training	PIC X(2)
GV680	299	Student Earned Certificate/License	PIC X
GV690	300	How Received	PIC X
GV700	301-306	How Received IRN	PIC X(6)
GV710	307-316	Student Standing Key	PIC 9(10)