

# **ODE EMIS MANUAL**

## **Section 3.3: Staff Demographic (CI) Record**



**Version 4.0**  
June 13, 2016

## 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 strikethroughs 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>4.0</u>	<u>6/13/16</u>	<u>FY16</u>		<u>Added Coming Changes section.</u>
3.0	11/10/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	3/7/13	E-Transcript (E)	922	Revised required reporting period table to include E-transcript.
2.0	3/7/13	Student Record Exchange (X)	921	Revised required reporting period table to include Student Record Exchange and added to file layout.

## 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 FY16 EMIS changes that will impact the Staff Demographic (CI) Record.

<u>Change #</u>	<u>Change Description</u>

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## 3.3 STAFF DEMOGRAPHIC (CI) RECORD

### *Required Collection Requests*

The Staff Demographic (CI) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Initial L	Final L	E-Trans (E)	Student Record Exchange (X)
CI150	Absence Days Element		√		
CI155	Absence Days/Long-term Illness Element		√		
CI140	Attendance Days Element		√		
CI200	Authorized Teaching Experience Years Element	√	√		
CI070	Date of Birth Element	√	√		
CI225	Early Childhood Education Qualification Element	√	√		
CI100	Education Level Element	√	√		
CI290	First Name	√	√	√	√
CI090	Gender Element	√	√		
CI310	Last Name	√	√	√	√
CI300	Middle Name	√	√	√	√
CI280	Prefix Name	√	√	√	√
CI080	Racial/Ethnic Group Element	√	√		
CI110	Semester Hours Element	√	√		
CI270	State Staff ID Element	√	√		
CI320	Suffix Name	√	√	√	√
CI210	Total Experience Years Element	√	√		

### *General Guidelines*

The EMIS reporting entity that employs the staff member is responsible for reporting one Staff Demographic (CI) Record for each staff member. In most circumstances the Staff Demographic (CI) Record is not required to be reported by the resident/educating district for the contracted staff member who provides services or teaches a course. See Section 3.5 Contractor Staff Employment (CJ) Record for more information about reporting contracted staff.

When reporting the Absence Days Element, Absence Days/Long Term Illness Element, and the Attendance Days Element, a day is defined as the period of time the staff member normally spends at his/her work site(s) during a 24-hour period. This may vary from staff member to staff member.

When reporting a long term illness, report the days absent in both the Absence Days Element and also the Absence Days – Long Term Illness Element.

### *Staff Demographic Data Elements*

The following portion of this section discusses each of the data elements within the Staff Demographic (CI) Record. The elements are organized alphabetically.

**☀ Absence Days Element**

Record Field Number	CI150
Definition	Total number of days the staff member was absent during the period from July 1 through June 30 due to all causes except professional meetings, vacations, or holidays.

**Valid Options**

000.0 – 999.9

**Reporting Instructions.** This element is only reported during the Final Staff/Course (L) Collection. It is not required for a staff member reported with the options 800-899 in the Position Code Element.

Maintain absence according to district policy, but when reporting for the Final Staff/Course (L) Collection, round partial absences to the nearest tenth. Include absences that are covered by sick leave, personal leave, or other forms of leave.

Do not count a staff member as absent prior to the effective date of his/her contract. Do not include days a staff member who has resigned or has been dismissed from and/or after the effective date of such resignation or dismissal.

**☀ Absence Days – Long Term Illness Element**

Record Field Number	CI155
Definition	At least 15 consecutive days absent due to an illness of the staff member, his/her spouse, child or parent.

**Valid Options**

000.0 – 999.9

**Reporting Instructions.** A long-term illness must be 15 consecutive work days or more, regardless of whether or not the staff member is paid (or unpaid) during his/her absence.

“Long term illness” includes an illness of the staff member, his/her spouse, child or parent, in accordance with the federal Family and Medical Leave Act of 1993 (Public Law 103-3, enacted February 5, 1993). There is no minimum for a workday. Staff members work different hours per day. This element also applies to both full-time and part-time employees. Therefore, an individual who works part time and is absent for 15 or more consecutive work days is to be reported in this element. Long-term illness does not count against the staff attendance rate.

Absence days that are reported in the Absence Days – Long Term Illness Element must also be reported in the Absence Days Element. For instance, if a staff member is absent for 20 consecutive days, 20 days would be included in both the Absence Days Element and the Absence Days – Long Term Illness Element.

**☀ Attendance Days Element**

Record Field Number	CI140
Definition	Total number of days the staff member was in attendance during the period from July 1 through June 30.

**Valid Options**

000.0 – 999.9

**Reporting Instructions.** This element is only reported during the Final Staff/Course (L) Collection. It is not required for a staff member reported with the options 800-899 in the Position Code Element.

Maintain attendance according to district policy, but when reporting for the Final Staff/Course (L) Collection, round partial attendance to the nearest tenth. Include attendance at professional meetings approved by the district. This includes parent-teacher conference days.

Do not count vacation days or holidays. Do not count staff as in attendance prior to the actual starting date of their contract. Do not include days for staff members who have resigned or been dismissed from and after the effective date of such resignation or dismissal.

 **Authorized Teaching Experience Years Element**

Record Field Number	CI200
Definition	Total years of authorized teaching experience.

**Valid Options**

00 – 99

**Reporting Instructions.** This element is reported only for certified/licensed employees. It is extremely important to update this element each year. In some cases this element is used for funding purposes. It is also used to determine eligibility for the National Board Certification exam.

Non-authorized experience (i.e., teaching service in a college, a university, or a related institution, including the Peace Corps) is not to be included. However, it can be reported in the Total Experience Years Element.

Report the total number of years, even if the total exceeds 11 years. Authorized teaching experience years should be updated during the following year’s reporting. For example, a new teacher would have “0” authorized teaching experience years in both the Initial and Final Staff/Course (L) Collections of the current school year; this number would be updated to “1” during the following year’s reporting. The number of authorized teaching experience years reported for an employee should be the same in in both Staff/Course (L) Collections of the current school year.

**General criteria for determining authorized teaching years of experience.** One year must consist of at least 120 days within a regular school year ending June 30. To be credited with an authorized year, teachers must be employed as a regular or substitute teacher, in elementary or secondary instruction (ORC §3317.13).

**Required criteria for determining authorized teaching years of experience.**

- Teaching service by a teacher certified pursuant to ORC §3319.22 performed in one or more of the following educational institutions operated by the state, or in a subdivision or other local governmental unit of the state: a chartered school, an institution that subsequently became chartered, a chartered special education program, or a special education program that subsequently became chartered.

- Teaching service performed in any other elementary and/or secondary public school district in Ohio in compliance with ORC §§3317.13 and 3317.14.
- Active military service in the armed forces of the United States, as defined in ORC §3307.75.2, to a maximum credit of five years. A partial year of active military service of eight continuous months or more should be credited as a full year.
- Teaching service by a teacher certified pursuant to ORC §3319.22, performed in a chartered, nonpublic school located in Ohio.
- Teaching service performed in the reporting school district.

***Optional criteria for determining authorized teaching years of experience.***

- Teaching service performed in elementary and/or secondary public school districts in states other than Ohio.
- Teaching service in an overseas dependent school operated by one of the armed forces of the United States or in an elementary or secondary school operated by a state agency, approved by the State Board of Education.

 ***Date of Birth Element***

Record Field Number	CI070
Definition	The date the staff member was born.

***Valid Options***

YYYYMMDD                      Year, Month, Day

 ***Early Childhood Education Qualification Element***

Record Field Number	CI225
Definition	Identifies how the teacher instructing an Early Childhood Education Entitlement program meets the requirements specified under 3301-37-04 (J) or 3301.311.

***Valid Options***

- \* Not applicable
- 1 Associate’s in Early Childhood Education, Child Development, or Approved Related Field
- 2 Bachelor’s in Early Childhood Education, Child Development, or Approved Related Field
- 3 Enrolled in an Associate’s Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 4 Enrolled in a Bachelor’s Degree program in Early Childhood Education, Child Development or Approved Related Field
- 5 Enrolled in a Master’s or higher Degree program in Early Childhood Education, Child Development or Approved Related Field
- 6 Master’s or higher in Early Childhood Education, Child Development, or Approved Related Field

**Reporting Instructions.** This element is required to be reported for Early Childhood Education teachers who have a degree but not a certificate or license. See ODE’s Office of Early Learning and School Readiness Teacher Credentials Policy for complete list of approved related fields.

 **Education Level Element**

Record Field Number	CI100
Definition	The highest level of education achieved.

**Valid Options**

- 0 Non-degree
- 1 Associate
- 2 Bachelors
- 3 Masters
- 4 Education Specialist
- 5 Doctorate
- 6 Other
- 7 Less than High School Diploma
- 8 High School Diploma
- 9 GED Diploma

 **Employee ID Element**

Record Field Number	CI050
Definition	Unique code assigned to the staff member.

**Valid Options**

Valid nine-character code

**Reporting Instructions.** When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity. A value of “999999999” is not allowed in this element on this record type. The district can use the staff member’s credential ID, Z ID, or a local value determined by the district as long as the same value is used for each staff member across all record types.

 **First Name Element**

Record Field Number	CI290
Definition	Legal first name of the individual being reported.

**Valid Options**

Valid 45 characters

 **Gender Element**

Record Field Number	CI090
Definition	The gender of the individual being reported.

**Valid Options**

M Male  
F Female

 **Last Name Element**

Record Field Number	CI310
Definition	Legal last name or surname of the individual being reported.

**Valid Options**

Valid 45 characters

 **Middle Name Element**

Record Field Number	CI300
Definition	Legal middle name of the individual being reported.

**Valid Options**

Valid 30 characters

**Reporting Instructions.** The district can report either the individual’s middle initial or middle name.

 **Prefix Name Element**

Record Field Number	CI280
Definition	A title placed before the individual’s name being reported.

**Valid Options**

Valid 6 characters

**Reporting Instructions.** This element is optional for the district to report.

 **Suffix Name Element**

Record Field Number	CI320
Definition	Affix after a person’s full name, providing additional information about the individual being reported.

**Valid Options**

Valid 6 characters

**Reporting Instructions.** This element is optional to report. If a district would affix descriptors such as Jr. or III to a last name, it should be reported in this element.

 **State Staff ID Element**

Record Field Number	CI270
Definition	A unique statewide ID used to match a staff member’s data to EMIS data from previous collections and to the state certification and licensure database.

**Valid Options**

A 2 letter, 7 number string: XX9999999

**Reporting Instructions.** For all staff reported in EMIS, this number is determined as follows:

- For any staff member (regardless of position) ever issued a credential by ODE, the State Staff ID will be the ID number/PIN found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure, or
- For any staff member that has never been issued a credential by ODE, the State Staff ID will be a unique ID assigned by the EMIS reporting entity that follows the ODE required format below.

A State Staff ID assigned by an EMIS reporting entity (often called a “Z ID”) must meet the following criteria:

- The first character of the ID must be “Z”.
- The second, third, and fourth characters must match the State Staff ID Prefix for the reporting entity, as assigned by ODE and published in the EMIS section of the ODE web site. The second position will be a letter, and the third and fourth positions will be numbers.
- The final five characters are a number from 00001 to 99999 that the district will assign to a specific staff member. This number will remain unchanged for this staff member in this district, and cannot be re-used for another staff member if the original assignee leaves the EMIS reporting entity.

Note that the Z ID is district-dependent. The Z ID of a particular individual will change if they change employment from one district to another. A staff member with an ODE credential will provide their State Staff ID to the district, and/or the district will look up the ID using the CORE Educator Profile application via the ODE web site. A staff member without an ODE credential will have a Z ID assigned by the district, and this ID will not have relevance for any context outside of data reporting to ODE.

 **Racial/Ethnic Group Element**

Record Field Number	CI080
Definition	The racial/ethnic group of the individual being reported.

**Valid Options**

- W White, Non-Hispanic**  
People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B Black or African American (Non-Hispanic)**  
Persons having origins in any of the black racial groups in Africa.
- H Hispanic/Latino**  
Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- A Asian**  
Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia,

China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**I American Indian or Alaska Native**

Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

**P Native Hawaiian or Other Pacific Islander**

Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**M Multiracial**

Persons having origins in two or more of the above options.

**N Not Specified**

 **Semester Hours Element**

Record Field Number	CI110
Definition	The total number of semester hours of recognized college training.

**Valid Options**

000 – 999

**Reporting Instructions.** The term “recognized college” is defined as any institution from which credit is accepted for certification by the Ohio Department of Education, Center for the Teaching Profession. Fractions should be rounded to the nearest whole number.

Report the total number of semester hours achieved by the staff member. The total includes the number of semester hours earned with a college degree plus any semester hours taken with no degree yet earned.

**Example 1. Reporting Semester Hours**

If a teacher earned 121 semester hours with a BA degree, and has taken an additional 22 semester hours, then report 143 in the Semester Hours Element (121+22=143).

To convert quarter hours to semester hours, multiply the number of quarter hours by 2/3 and round to the nearest whole number.

 **Total Experience Years Element**

Record Field Number	CI210
Definition	Indicates the total number of years of all certificated/licensed educational service (authorized and non-authorized) in elementary schools, secondary schools, colleges, universities, and any other public or non-public educational institutions (including the Peace Corps).

**Valid Options**

00 – 99

**Reporting Instructions.** This element is reported only for certified/licensed employees. Include active military service years up to the maximum allowable five years.

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Staff Demographic (CI) Record, the following field must be unique.

<b>Required Fields</b>	<b>Number</b>
Employee ID	CI050

### 3.3 STAFF DEMOGRAPHIC (CI) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CI010	9-10	Sort Type	PIC X(2)
		Always "CI"	
	11	Filler	PIC X
CI020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CI030	16	Data Sets	PIC X
		L – Staff/Course E – E-Transcript X – Student Record Exchange	
CI040	17-22	District IRN	PIC X(6)
CI050	23-31	Employee ID	PIC X(9)
	32-73	Filler	PIC X(42)
	74-82	Filler	PIC X(9)
CI070	83-90	Date of Birth CCYYMMDD	PIC 9(8)
CI080	91	Racial/Ethnic Group	PIC X
CI090	92	Gender	PIC X
CI100	93	Education Level	PIC X
CI110	94-96	Semester Hours	PIC 9(3)
CI225	97	Early Childhood Education Qualification	PIC X
	98	Filler	PIC X
CI140	99-102	Attendance Days	PIC 999V9
CI150	103-106	Absence Days	PIC 999V9
CI155	107-110	Absence Days – Long Term Illness	PIC 999V9
	111-114	Filler	PIC X(4)
CI200	115-116	Authorized Teaching Experience Years	PIC 9(2)
CI210	117-118	Total Experience Years in Education	PIC 9(2)
CI270	119-127	State Staff ID (Format PIC as 'XX999999')	PIC X(9)
CI280	128-133	Prefix Name	PIC X(6)
CI290	134-178	First Name	PIC X(45)
CI300	179-208	Middle Name	PIC X(30)
CI310	209-253	Last Name	PIC X(45)
CI320	254-259	Suffix Name	PIC X(6)