ODE EMIS MANUAL

Section 3.6:
Contract Only Staff Record (CC)

Ohio | Department of Education

Version 1.0
September 10, 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

3.6 CONTRACT ONLY STAFF RECORD

Required Reporting Periods

The Contract Only Staff Record is to be reported for the October (K) and Yearend (N) reporting periods.

General Guidelines

This record allows for the collective reporting of staff contracted from a non-EMIS reporting entity. Contract examples include: transportation, custodial or food services. For these types of contracts, individual staff information is not needed. Refer to the Position Codes and Contract Reporting table below for further clarification.

Districts must report at least one record per contractor, contract, position code, and fund source for the October (K) and Yearend (N) reporting periods.

During October, only report contracts that were in effect during the district's count week. For Yearend, report any contract that was in effect at any point during the fiscal year (July 1 – June 30).

Contracts that fulfill the job responsibilities usually completed by staff with a variety of position codes may be reported using this record. The following chart indicates which position codes may be reported with this record and which position codes must be reported using the other staff records and a position status of "A" or "I".

Table 1. Position Codes and Contract Reporting

Position Code Series	May be reported with this record	May not be reported with this record; report at individual level using other staff records
100s	None	101-199
200s	None	201-299
300s	301, 307, 319, 329, and 340	304, 318, 320, 323, 325-328, 330-334, and 399
400s	402-414, and 499	415
500s	501-508, 599	509, 510
600s	601-699	None
700s	702-799	None
800s	801-899	None
900s	901-999	None

Contractor Only Staff Data Elements. The following portion of this section discusses each of the data elements within the Contractor Only Staff Record. The elements are organized alphabetically.

☼ *Based on Number of People Element*

Record Field Number	CC160
Definition	Indicates if the contract language requires a specific number of individuals to be provided as a critical requirement of the contract.

Valid Options

Y Yes
N No

☼ *Based On Services Performed Element*

Record Field Number	CC140
Definition	Indicates if the contract language requires specific services to be performed as a critical requirement of the contract.

Valid Options

Y Yes
N No

☼ *Based On Work Hours Element*

Record Field Number	CC150
Definition	Indicates if the contract language requires a specific number of hours of services to be performed as a critical requirement of the contract.

Valid Options

Y Yes
N No

☼ *Contract End Date Element*

Record Field Number	CC110
Definition	The end date stated in the contract, even if the end date is in a future fiscal year.

Valid Options

YYYYMMDD Year, Month, Day

☼ *Contract Start Date Element*

Record Field Number	CC100
Definition	The start date stated in the contract, even if the start date was in a prior fiscal year

Valid Options

YYYYMMDD Year, Month, Day

☼ *Dollar Amount of Contract for Current Year Element*

Record Field Number	CC090
Definition	The total dollar value of the contract for the current fiscal year (July 1-June 30).

Valid Options

00000000.00 – 99999999.99

☼ *Federal Tax Id Element*

Record Field Number	CC050
Definition	A nine digit number that uniquely identifies an organization or an individual for federal tax purposes.

Valid Options

Valid nine digit code

Note. This number should be available from your Treasurer's office.

☼ *Hours per Week Element*

Record Field Number	CC120
Definition	The total hours per week worked under this contract related to this position code

Valid Options

0000.00 – 9999.99

Reporting Instructions. For October, enter hours worked during count week. For Yearend, enter average hours per week during contract period for current fiscal year.

☼ *Local Contract Code Element*

Record Field Number	CC080
Definition	A unique number assigned by the school district that differentiates among multiple contracts with the same contractor with the same position code.

Valid Options

Valid three-character code

☼ *Name Element*

Record Field Number	CC060
Definition	Name of the contractor being reported.

Reporting Instructions. If the contractor is an individual, report the individual's full name. If the contractor is an organization, report the organization's business name.

☼ *Position Code Element*

Record Field Number	CC070
Definition	The code that would have been assigned to an employee of the district who completed the work covered in this contract if the district had hired an employee instead of a contractor.

Valid Options

Valid three-character code

Reporting Instructions. See the general reporting instructions earlier in this section for position codes that may be reported with this record and Section 3.9 Position Codes for code definitions.

☼ *Position Fund Source Element*

Record Field Number	CC130
Definition	The fund source from which this contract is paid.

Valid Options

A	State Auxiliary Funds
B	State Funds Other
F	Federal Special Education Part-B IDEA Grant (School-age) [formerly VI-B]
G	Federal Title I Funds
I	State Poverty-Based Assistance Funds
J	Federal Head Start Program Funds
L	Local/State Foundation Funds
N	TANF (Temporary Assistance to Needy Families)
O	Other Federal Funds
P	Federal Preschool Special Education Part-B IDEA Federal Grant
S	State Funds – Public Preschool Program
T	Private/Tuition
X	Federal Reading First Grant

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Contract Only Staff Record, each combination of values in the following fields must be unique.

Required Fields	Number
Federal Tax ID	CC050
Position Code	CC070
Local Contract Code	CC080
Position Fund Source Element	CC130

3.6 CONTRACT ONLY STAFF RECORD (CC) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CC010	9-10	Sort Type	PIC X(2)
		Always “CC”	
	11	Filler	PIC X
CC020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CC030	16	Reporting Period	PIC X
		K – October N – Yearend	
CC040	17-22	District IRN	PIC X(6)
CC050	23-31	Federal Tax ID	PIC X(9)
CC060	32-71	Contractor Name	PIC X(40)
CC070	72-74	Position Code	PIC 9(3)
CC080	75-77	Local Contract Code	PIC X(3)
CC090	78-87	Dollar Amount of Contract for Current Year	PIC 9(8)V99
CC100	88-95	Contract Start Date CCYYMMDD	PIC 9(8)
CC110	96-103	Contract End Date CCYYMMDD	PIC 9(8)
CC120	104-109	Hours per Week	PIC 9(4)V99
CC130	110	Position Fund Source	PIC X
CC140	111	Based on Services Performed	PIC X
CC150	112	Based on Work Hours	PIC X
CC160	113	Based on Number of People	PIC X