

ODE EMIS MANUAL

Section 6.5: Operational Unit Description Record (QC)



Version 2.0
August 28, 2014

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
1.1	8/20/2013	FY13H	1027	Added file layout content missed during conversion to new manual format.
<u>2.0</u>	<u>5/14/14</u>	<u>FY14H</u>	<u>1029</u>	<u>Clarified OPU reporting.</u>
<u>2.0</u>	<u>5/15/14</u>	<u>FY14H</u>	<u>1014</u>	<u>Updated per earlier H reporting.</u>

TABLE OF CONTENTS

6.5 OPERATIONAL UNIT DESCRIPTION RECORD (QC)	3
<i>Required Reporting Periods</i>	3
<i>General Guidelines</i>	3
<i>Defining a Unique Record</i>	3
6.5 OPERATIONAL UNIT DESCRIPTION RECORD FILE LAYOUT	4

6.5 OPERATIONAL UNIT DESCRIPTION RECORD (QC)

Required Reporting Periods

The Operational Unit Description Record is to be reported for the ~~July-Financial~~ (H) reporting period.

General Guidelines

Each Operational Unit (OPU) is represented by a three-digit numeric code that identifies the physical location where educational activities take place. Districts are responsible for the assignment of codes to Operational Units. However, an OPU that encompasses the entire district must be assigned code “000”. Any other OPU that is not district-wide in nature, such as a school building or warehouse, must be assigned a three-digit code between “001” and “999”.

If the ~~Operational Unit (OPU)~~ is a school building, then use the building IRN for the entity IRN. If the OPU is not a school building and refers to district-wide expenditures, then the ~~district entity~~ IRN ~~should~~must be ~~used for the entity IRN~~ the same as the district IRN and the entity type should be blank. If the OPU is the central office, ~~then~~ the entity IRN ~~should~~must be the same as the district IRN, and the entity type ~~should~~must be reported as a “C”.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Operational Unit Description Record, the following field must be unique.

Record Name	Record	Required Fields	Number
Operational Unit Description		Operational Unit	QC160

6.5 OPERATIONAL UNIT DESCRIPTION RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always "QC"	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
QC030	16	Reporting Period	PIC X
		H - Financial July	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence	PIC X(3)
QC060	26-28	Schedule Frequency	PIC 9(3)
QC070	29-32	Line Number	PIC 9(4)
QC080	33-35	Schedule Number	PIC X(3)
QC160	36-38	OPU	PIC X(3)
QC350	39-44	Entity IRN	PIC X(6)
QC360	45-89	Entity Name	PIC X(45)
QC365	90	Entity Type (optional)	PIC X
	91-300	Filler	PIC X(210)