GIFTED SERVICES
REPORT EXPLANATION
(.TXT_CCYY?_STU_GIFTED_SERVICES)

Education Management Information System (EMIS)

Revision Date March 27, 2013

Prepared by
Office of Data Quality and Governance

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
May 29, 2007	ODE/IPM	Created new gifted services report explanation
		Included differences in report values between the October and the Year End reports for GIFTED YES/NO, APPROVED UNIT COUNT, PROPER CERTIFICATION FLAG. This modification also included all data sources, data elements, and a revision history table
June 14, 2007	IPM/McKeand	Removed white spacing, revised index and table of contents, revised revision dates.
October 2, 2007	IPM/McKeand	Updated for 08K
November 28, 09	Bkm	Updated for 09K
May 7, 2009	IPM/McKeand	Updated for 09N, Deleted program code 205045 and added 205047
December 8, 2009	IPM/Earl Assoon	Updated for FY10K
June 26, 2012	IPM/Earl Assoon	Modified Detail Information line – Staff with separation date and Contractor Detail line only for Contractor districts.
March 27, 2013	IPM/McKeand	No substantive changes – revised only for N reporting.

Report Overview

General Description and Significance

This report displays combined data from the Staff Demographic, Staff Employment, Contractor Staff Employment, Staff Course Master, Student Course, Student Gifted, and Student Program Records to present a comprehensive picture of gifted education staffing levels and services that are provided within a school district.

The report also provides a means for the district to review the reporting elements that directly impact the amount of funding received for a gifted unit.

Within a district's report, there is one section of information for each included staff member. Coordinators and teachers are not treated differently in the report, as there are many staff members who serve in both roles (through multiple employment records). Contracted staff may appear on the reports for multiple districts.

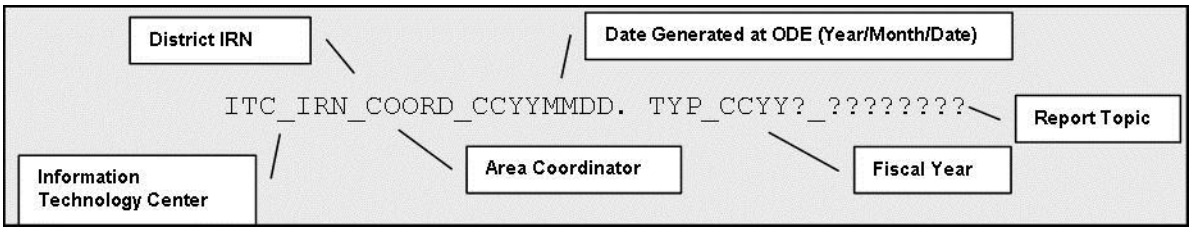
Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.

- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century, year and processing period.

Report Name and Timing

The file name for the report is **ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_STU_GIFTED_SERVICES** and the components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.



ODE Processing

Process Description

Each week during the October (K) and Yearend (N) reporting periods, a report is created for any district with one or more staff members with a 999380 (Gifted and Talented) assignment area. Since gifted identification information is not reported in October, all students identified as **Gifted ID-???** will be counted for period K.

The data is extracted from Staff Demographics, Staff Employment, Contractor Staff Employment, Staff Course Master, Student Gifted, Student Course and Student Program Records as submitted by a school district.

Data Source

The data elements printed on the report come from the ***Staff Demographics, Staff Employment, Contractor Staff Employment, Course Master, Student Program, Student Gifted and Student Course Records*** as submitted by the districts. OEDS elements are used to identify the recipient of the report and to ensure that reports are sent to the appropriate districts.

Submitted Data Used in Report

The following either appear directly on the report or are used in the report generation.

Element Name	Record Field #	File Name	Special Notes
EMPLOYEE NAME	CI060	STAFF DEMOGRAPHIC RECORD	
EMPLOYEE ID	CI050	STAFF DEMOGRAPHIC RECORD	
EDUCATION LEVEL	CI100	STAFF DEMOGRAPHIC RECORD	

Element Name	Record Field #	File Name	Special Notes
SEMESTER HOURS	CI110	STAFF DEMOGRAPHIC RECORD	
AUTHORIZED TEACHER EXPERIENCE	CI200	STAFF DEMOGRAPHIC RECORD	
TOTAL EXPERIENCE IN YEARS EDUCATION	CI210	STAFF DEMOGRAPHIC RECORD	
POSITION CODE	CK060	STAFF EMPLOYMENT RECORD	
POSITION FTE	CK100	STAFF EMPLOYMENT RECORD	
POSITION FUNDING SOURCE	CK130	STAFF EMPLOYMENT RECORD	
POSITION FUND SOURCE PERCENT	CK120	STAFF EMPLOYMENT RECORD	
ASSIGNMENT AREA	CK220	STAFF EMPLOYMENT RECORD	
POSITION TYPE	CK140	STAFF EMPLOYMENT RECORD	
POSITION STATUS	CK070	STAFF EMPLOYMENT RECORD	
BUILDING IRN	CK090	STAFF EMPLOYMENT RECORD	
LENGTH OF WORK DAY	CK160	STAFF EMPLOYMENT RECORD	
SCHEDULED WORK DAYS	CK170	STAFF EMPLOYMENT RECORD	
POSITION SEPARATION DATE	CK300	STAFF EMPLOYMENT RECORD	> Oct Count Week
LOCAL CONTRACT CODE	CJ090	CONTRACTOR STAFF EMPLOYMENT RECORD	
POSITION CODE	CJ060	CONTRACTOR STAFF EMPLOYMENT RECORD	
POSITION FTE	CJ080	CONTRACTOR STAFF EMPLOYMENT RECORD	
DISTRICT IRN CONTRACTOR IRN	CJ040	CONTRACTOR STAFF EMPLOYMENT RECORD	
CONTRACTING DISTRICT IRN	CJ070	CONTRACTOR STAFF EMPLOYMENT RECORD	
SUBJECT CODE – SEE APPENDIX C	CN050	COURSE MASTER RECORD	
LENGTH OF SCHEDULED INSTRUCTION	CN100	COURSE MASTER RECORD	
SEMESTER CODE	CN090	COURSE MASTER RECORD	
LOCATION IRN NUMBER	CN110	COURSE MASTER RECORD	
STUDENT POPULATION ELEMENT	CN340	COURSE MASTER RECORD	
CURRICULUM ELEMENT	CN310	COURSE MASTER RECORD	
DELIVERY METHOD ELEMENT	CN340	COURSE MASTER RECORD	
EDUCATIONAL OPTION ELEMENT	CN330	COURSE MASTER RECORD	
LOCAL CLASSROOM CODE	CN060	COURSE MASTER RECORD	
PROGRAM PROVIDER IRN	GQ090	STUDENT PROGRAM RECORD	
PROGRAM CODE	GQ060	STUDENT PROGRAM RECORD	
DISTRICT IRN	GN040	STUDENT PROGRAM RECORD	

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value
GIFTED ID - NO	GG200-260	STUDENT GIFTED EDUCATION RECORD	**Gifted ID: No Unduplicated** Headcount (where all gifted ID flags =N)
GIFTED ID - YES	GG200-260	STUDENT GIFTED EDUCATION RECORD	**Gifted ID-Yes Unduplicated** Headcount (where 1 or more gifted ID flags = Y)
GIFTED ID-???	GG200-260	STUDENT GIFTED EDUCATION RECORD	**Gifted ID-??? Unduplicated** Headcount of students in the course whose gifted identification information is missing or incomplete (all students who do not meet the criteria Y or N above) for Yearend and all students in October.
GIFTED ID- TOTAL STUDENTS	GG200-260	STUDENT GIFTED EDUCATION RECORD	**Total:** Total headcount for this course (Y + N + ??? above).
CERTIFICATION FLAGS			Certification status for the staff member for each of the corresponding assignment areas.
STUDENT COUNT		STUDENT PROGRAM RECORD	Total of all Student Program Records with this program code. For 206XXX codes, the total is broken down by staff ID and reporting districts.

Report Selection Criteria

The 999380 assignment area (Gifted and Talented) is used to determine which staff to include in the report for a district.
The filter will be all Staff with ASSIGN_AREA = 999380 and POSITN_SEPRTN_DATE >=1st day of Count Week .

All courses taught by the staff member, not just the gifted education courses are reported. When reporting staff employment information, all records are to be listed, not just records with the 999380 codes. This report will assist district staff in ensuring that gifted education staff are appropriately assigned and reported.

Report Sample

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle

information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number and total pages, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and data submission dates of the district.

Detail Information

For the number of students enrolled in each course, the count will have 4 parts, and vary for October (K) and Yearend (N). The report is organized as follows:

- Staff Demo data for a staff ID is listed
  - Staff Employment data for this staff ID in this district is listed (could be multiple rows)
  - Contractor Staff Employment data for this staff ID- where district IRN is contractor or contracting IRN is listed (could be multiple rows)

    Note: The Contractor Staff Employment data detail line is only produced for contractor districts for other districts the line produced is: NO CONTRACTOR JOB RECORD FOUND
  - Course Master and student count data for this staff ID in this district is listed (could be multiple rows)
  - A count of students with 206XXX program codes reported with this staff ID across all school districts
- The next staff member is listed until all 999380 staff in district are listed
- A headcount for each of the 205XXX program codes reported by this district is listed

If no records exist for a section, “No Records Found” will be printed under the section heading.

Staff with a separation date before Count Week will not be included in the report.

Since gifted identification information is not reported in October, all students will be counted in as **Gifted ID-???** for the October (K) reporting period. At yearend, certification flags will be blank and headcounts will be reported appropriately.

```
   PROGRAM:EMIS2009?-GIFTED-SERVICES              OHIO DEPARTMENT OF EDUCATION                                    DATE:05/08/2009
EMIS REPORT:TXT_2009?_STU_GIFTED_SERVICES      EDUCATION MANAGEMENT INFORMATION SYSTEM                              PAGE:      1
                                                  GIFTED GENERAL SERVICES REPORT                       REPORTING PERIOD: N (YEAREND)

STAFF DATA SUBMITTED TO ODE AS OF 05/08/2009                                      STUDENT DATA SUBMITTED TO ODE AS OF 05/08/2009

DISTRICT: 555555     Curryville

   STAFF INFORMATION

      Name: BALL, CHARITY A.                       Emp ID: DP3333555  Ed Lvl: 3  Sem Hrs: 187  Auth TExp: 13  Total Exp: 13


         Employment Information in This District
            Position PosFS  Pos FndSr %     Assignment Area        Cert?   Pos Pos Bldng  Loc Lngth  Sch #
            Cod FTE  1 2 3  1    2    3                            1 2 3  Typ Sta  IRN   CnC of WD  of WD
            --- ---- ----- ---  ---  ---  ------------------   ------- --- --- ------ --- ------ -----
            230 1.00 U     100  000  000        999380              Y Y Y   R   C  121212 01   7.75   184


         Contractor Staff Employment Information Related to This District
            Contractor IRN  Contracting IRN  Position Code   FTE     ODE    Loca
                                                                  CALC FTE
            --------------  ---------------  -------------  ----  --------  ----
                555555         555555             230       0.85    0.85


  ……………….Course Master and Student Count Information in This District                                    ..
            Stu  Cur  Dlv  Edu Subject   Gifted ID      TOTAL     Length    Sem    Location   Program
            Pop  ric  Mth  Opt Code     Yes No  ???   Students   of Inst   Code     IRN      Prov IRN   Local Classroom Code
                   NO COURSE RECORD FOUND
```

```
 PROGRAM:EMIS2009?-GIFTED-SERVICES              OHIO DEPARTMENT OF EDUCATION                                  DATE:05/08/2009
EMIS REPORT:TXT_2009?_STU_GIFTED_SERVICES      EDUCATION MANAGEMENT INFORMATION SYSTEM                           PAGE:      1
                                                GIFTED GENERAL SERVICES REPORT                     REPORTING PERIOD: N (YEAREND)

STAFF DATA SUBMITTED TO ODE AS OF 05/08/2009                                   STUDENT DATA SUBMITTED TO ODE AS OF 05/08/2009

DISTRICT: 555555     Curryville

      District Gifted Services Without Specific Staff Attached
         Program Code  Student Count
         ------------  -------------
           205047         435
           205052          74
           205060          73
           205065          72
           205070          21
           205075         397
           205080           6
           205085           4
```

Error Detection and Correction

If there are any discrepancies between the report data and the numbers that the district believes it submitted to ODE, district personnel should check their aggregation error messages, their data submission reports, and other student reports.

If the certification flags do not agree with the district information, districts should refer to the Certification and Licensure Dictionary which can be found on the ODE Website. Please refer any and all licensure/certification questions to the Office of Educator Licensure.

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