

**GIFTED STAFF
REPORT EXPLANATION
(.TXT_CCYYK_STF_GIFTED_STAFF)**

Education Management Information System (EMIS)



Revision Date October 1, 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
9/19/2006		Created from report output, program, notes; valid for FY07, October (K) processing period
8/16/2007	IPM	Changed a data source replacing it with a SQL query and deleted invalid position code
11/28/08	BKM	Updated for FY09 – deleted invalid position codes and added new 230, deleted invalid status codes.
2/16/12	BKM	Revised for FY12. Included language to reflect that this report is for ESC's only.
9/24/12	Bkm	Updated for FY13 only.
10/01/2013	RH	Updated for FY14.

Report Overview

General Description and Significance

The report is generated only for ESCs. The report provides ESCs with information about each gifted teacher including the FTE and approved units for gifted coordinators and teachers.

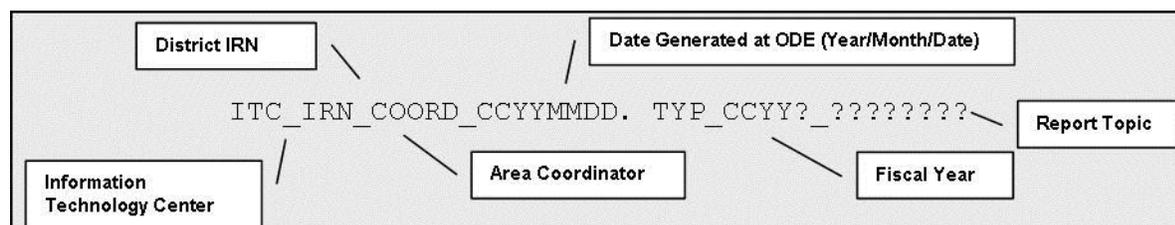
Tips for Reading This Document

- 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 and year and processing period.

Report Name and Timing

The file name for the report is:

DAS_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_GIFTED_STAFF; its components are described below. This report is produced during the October (K) reporting period.



ODE Processing

Process Description

This report is produced in the scheduled EMIS process. Much of the data used in the criteria selection, as well as used in the report output, come directly from the *Staff Employment* and *Staff Demographic* records created by the districts.

The approved units come from the *OEC* file and these must be updated before the program is run.

Data Source

The data on this report come from several sources.

The district provides the information about the staff in the **STAFF EMPLOYMENT** and **STAFF DEMOGRAPHIC** files. The district also maintains the **OEDS** data found in the report header and the report processing that matches staff to the appropriate district.

The Office of Exceptional Children maintains the data from which the approved units information is taken for the report.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
POSITION TYPE	CK140	<i>Staff Employment</i>	
POSITION CODE	CK060	<i>Staff Employment</i>	
TYPE OF APPOINTMENT	CK150	<i>Staff Employment</i>	
POSITION FTE	CK100	<i>Staff Employment</i>	
ASSIGNMENT AREA	CK220	<i>Staff Employment</i>	
POSITION STATUS	CK070	<i>Staff Employment</i>	
POSITION FUND SOURCE	CK130	<i>Staff Employment</i>	
BUILDING IRN	CK090	<i>Staff Employment</i>	
LOCAL CONTRACT CODE	CK250	<i>Staff Employment</i>	
EMPLOYEE ID		<i>Staff Employment</i>	
DISTRICT IRN		<i>OEDS</i>	
DISTRICT NAME		<i>OEDS</i>	
COUNTY		<i>OEDS</i>	
AREA COORDINATOR		<i>OEDS</i>	
ITC		<i>OEDS</i>	
EMPLOYEE NAME	CI060	<i>Staff Demographic</i>	
EDUCATION LEVEL	CI100	<i>Staff Demographic</i>	
SEMESTER HOURS	CI110	<i>Staff Demographic</i>	

Derived Data Used in Report

The following data come from the *OEC* file. These data are maintained by the Office of Exceptional Children. A second file is also used during the processing that tracks units,

[http://sharepoint/OPS/ito/ipm/Reporting Documentation/Report Explanations/Working/Post/Gifted_Staff.doc](http://sharepoint/OPS/ito/ipm/Reporting%20Documentation/Report%20Explanations/Working/Post/Gifted_Staff.doc)
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UNITS_SAS. It is created at the beginning of each fiscal year and updated as the program is run, keeping track of approved and short units.

Element Name	Record Field #	File Name	Field Value	Conversion factors
GIFTED COORDINATOR		<i>OEC</i>	Signed number no greater than 99999.99 or less than -99999.99	
GIFTED TEACHER		<i>OEC</i>	Signed number no greater than 99999.99 or less than -99999.99	
SF DIST TYPE		<i>OEC</i>	Single digit of district type	
SPEC ED APPROVED		<i>UNITS_SAS</i>	Number no greater than 999.99	
ACTUAL APPROVED		<i>UNITS_SAS</i>	Number no greater than 999.99	
SHORT		<i>UNITS_SAS</i>	Number no greater than 999.99	
REC TYPE		<i>UNITS_SAS</i>	"A" = Special Ed, "B" = Gifted, "C" = Preschool	

Report Selection Criteria

Unless otherwise indicated, see EMIS Manual, Sections 3.3 and 3.4 for definitions of these codes.

Records are included on the report if:

- POSITION TYPE = "R"
- TYPE OF APPOINTMENT = "1", "3", "4", "5".
- POSITION FTE > 0
- POSITION CODE = "110", "113", "115" or, "230, see EMIS Manual, Section 3.9
- POSITION STATUS = "A", "I", or "C"
- Having passed through this "coarse" set of filters, the next set of data checks is applied:
 - POSITION CODE = "110", "113", "115", or "230"
 - AND
 - ASSIGNMENT AREA = "999380" (Gifted and Talented)

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 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 COUNTY, the ITC and AREA COORDINATOR of the district.

That is followed by column headers indicating the data described on each detail line.

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Detail Information

There are two distinct sections to this report; the first lists each gifted staff member and the second totals the FTE and approved numbers in the categories of “Gifted Coordinator” or “Gifted Teacher”.

The first section lists by the district staff who meet the selection criteria. The columns on this section of the report are, from left to right, the **STATE ID#**, **STAFF NAME**, **TYPE OF UNIT**, **JOB POSITION STATUS**, **TOTAL FTE**, **FUNDING SOURCE**, **FTE APPROVED**, listing both **SPECIAL ED** and **ACTUAL**, and **DISAPPROVAL REASON**. The first three field values come from the Staff Demographic or Staff Employment records as does the **FUNDING SOURCE**.

Position Fund Source “U” and “L” have equal weight in sorting fund sources; these two fund sources determine whether or not a determination is made about the value of the approved units. Lesser weight is given to fund sources “Z”, “A”, “Other”.

If the POSITION CODE is “110”, “113”, “115” and the ASSIGNMENT AREA is “999380” the **TYPE OF UNIT** is “Gifted Coordinator.” If the POSITION CODE is “230” and the ASSIGNMENT AREA is “999380” the **TYPE OF UNIT** is “Gifted Teacher.”

The time computation for the **TOTAL FTE** is computed as the POSITION FTE * POSITION FUND SOURCE /100. This value can never be greater than 1.

The **FTE APPROVED** values come from the *OEC* file and are listed under Coordinator or Teacher, depending on which field in the file has a value. If this number is greater than the **TOTAL FTE** value, the **TOTAL FTE** is written to this report field. This value can never be greater than 1.

The values of the **SPECIAL ED** and **ACTUAL** columns are zeroes unless the staff member is properly certified and the fund source is “U” or “L”.

After meeting these conditions,

if the **TOTAL FTE** is less than or equal to the approved units, the **TOTAL FTE** value is moved to the **SPECIAL ED** column and the **ACTUAL** column.

if the **TOTAL FTE** is greater than the approved units, the approved units value is moved to the **SPECIAL ED** column and the **ACTUAL** column. The excess FTE is added to the running total of **UNITS SHORT** on the second section of the report.

The following are possible Disapproval Reasons:

If the calculated FTE > “I” and the calculated FTE > approved units, “Maximum reached”

If the calculated FTE > approved units, “Maximum NA reached”

If the calculated FTE > “I,” “Max FTE exceeded”

If the Position Status = “A” or “I”, “Contracted”

If the Position Fund Source not = “U” or “L”, “Fund Source”

If the staff member is not properly certified, "Certification"

The second section of the report summarizes by position, accumulating the **TOTAL FTE** as **TOTAL UNITS IN OPERATION**, **SPECIAL ED** as **OEC GIFTED APPROVED UNITS**, **ACTUAL** as **ACTUAL APPROVED UNITS** . The running total of the **UNITS SHORT** is moved to the last column of this detail line.

PROGRAM: EMIS_STAFF_GIFTED_UNITS_20XX
 SOURCE: EMIS 20XX

OHIO DEPARTMENT OF EDUCATION
 EDUCATION MANAGEMENT INFORMATION SYSTEM
 GIFTED STAFF REPORT 20XX
 GIFTED STAFF DATA SUBMITTED TO ODE AS OF 03/03/20XX

DATE: 03/07/20XX
 PAGE: 1
 RPT PERIOD: K

DISTRICT: Big City SD

DATA ACQUISITION SITE: Area Cooperative Computerized Educa

IRN: 444444

COUNTY: INOHIO

AREA COORDINATOR: 07

State ID#	Name	Type of Unit	JOB POSITION STATUS	TOTAL FTE	FUNDING SOURCE	FTE APPROVED		DISAPPROVAL Reason
						Special ED (SE01_06G)	Actual (EMIS)	
MO1001169	HUDSON, HENRY .	Gifted Coordinator	C	.50	U	.50	.50	
OH1185134	COLUMBUS, CHRISTOPHER	Gifted Coordinator	C	1.00	U	1.00	1.00	
YU1005756	DESOTO, HERNANDO	Gifted Teacher	C	1.00	U	1.00	1.00	
YU1007726	DELEON, PONCE .	Gifted Teacher	C	1.00	U	1.00	1.00	
YU1008186	PIZZARO, JUAN	Gifted Teacher	C	1.00	U	1.00	1.00	
YU1008950	MAGELLAN, FERDINAND	Gifted Teacher	C	1.00	L	1.00	1.00	
YU1009200	MARQUETTE, JACQUES.	Gifted Teacher	C	1.00	U	.60	.60	Maximum NA reac
YU1011947	JOLIET, LOUIS .	Gifted Teacher	C	1.00	U	.00	.00	Maximum NA reac
YU1007565	CARTIER, JAQUES .	Gifted Teacher	C	1.00	U	.00	.00	Maximum NA reac
OS1014115	DRAKE, FRANCIS .	Gifted Teacher	C	1.00	U	.00	.00	Maximum NA reac
OH1107104	ERICKSON, LEIF .	Gifted Teacher	C	1.00	G	.00	.00	Fund Source
TOTAL				10.50		6.10	6.10	

Position status definitions:

- A - Contracted personnel - Agency
- D - Active/new position in district
- N - New to district
- P - Leave of absence
- U - No longer employed by district in this position

- C - Active/continuing in the same position in the district
- I - Contracted personnel - Individual
- O - Retired and then rehired in the same or a different position within the district within a three month period
- R - Returning from leave of absence

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 SOURCE: EMIS 20XX

OHIO DEPARTMENT OF EDUCATION
 EDUCATION MANAGEMENT INFORMATION SYSTEM
 GIFTED STAFF REPORT 20XX
 GIFTED STAFF DATA SUBMITTED TO ODE AS OF 03/03/20XX

DATE: 03/07/20XX
 PAGE: 2
 RPT PERIOD: K

DISTRICT: Big City SD

DATA ACQUISITION SITE: Area Cooperative Computerized Educa

IRN: 444444

COUNTY: INOHIO

AREA COORDINATOR: 07

	TOTAL UNITS IN OPERATION (EMIS)	OEC-GIFTED APPROVED UNITS (SE01_06G)	ACTUAL APPROVED UNITS (EMIS)	UNITS SHORT
Gifted Coordinator	1.50	1.50	1.50	0.00
Gifted Teacher	9.00	4.60	4.60	0.00
TOTALS	10.50	6.10	6.10	0.00

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Error Detection and Correction

If there are values on this report that are different than the results the district is expecting, the following actions can be taken:

Check the Staff Demographic and Staff Employment records for persons listed or missing. Verify that the elements listed in the Submitted Data table are correct. Pay particular attention to the ASSIGNMENT AREA, POSITION FUND SOURCE, POSITION FUND SOURCE PERCENT, POSITION FTE, POSITION STATUS, & POSITION TYPE.

Verify that the certification credentials of the staff member have been appropriately submitted and recorded by ODE.

If there are questions about the approved units, they should be directed to the Office of Exceptional Children.

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