

### **COMMUNICATIONS & RESOURCES**

New EMIS Coordinator Training April 2024

# DEIDRE WUNDERLICH

Data Administration Manager

### Office of Data Quality and Governance

EMIS Manual and other EMIS documentation, EMIS website, EMIS changes, EMIS training, EMIS helpdesk, Teacher Licensure Course Status Report



# Department of Education & Workforce



## Let's Talk About...

Communications

Reporting Guidance

Resources

Training

Help!

**EMIS Website** 



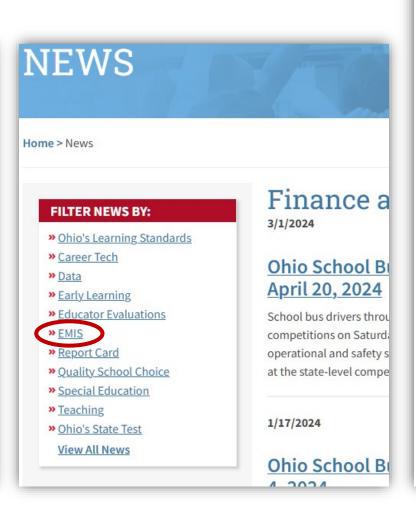
# Communications

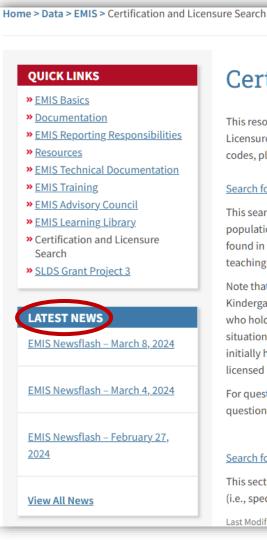
- ✓ EMIS Newsflashes
- ✓ Webpage Update Alerts
- **✓** Twitter



# **EMIS Newsflashes**

03-08-2024 Department of Education & **EMIS Newsflash** Here's what's inside . FY24 Reading Diagnostics (A) Collection, v3 FY24 Tier 1 Dyslexia Screener (A) Collection, v2 EMIS Changes Open for Public Comment EMIS ITC Conference Call Notes FY24 Reading Diagnostics (A) Collection, v3 FY24 Tier 1 Dyslexia Screener (A) Collection, v2 Please refer to the Release Notes for details regarding these newly posted collection







This resource was Licensure Course codes, please see

### Search for Regular

This search is for s population is PR of found in this seard teaching fields or

Note that the gene Kindergarten-Eler who hold these cr situations are not initially hired on o licensed in PE and

For questions rega questions regardir

### Search for Special

This section is for (i.e., special educa

Last Modified: 9/29/2



# How to Sign Up for Newsflashes

### OHIO DEPARTMENT OF EDUCATION AND WORKFORCE

Stephen D. Dackin, Director 25 South Front Street, Columbus, Ohio 43215

contact.center@education.ohio.gov 1-877-644-6338

Mike DeWine, Governor Privacy Site Map Ohio Checkbook Sign-up for Alerts

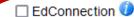


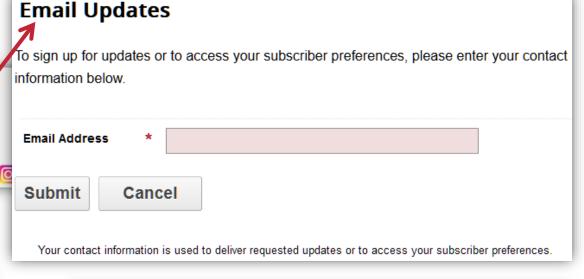


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### Subscription Topics









# Twitter (aka X)

### **Contact Information**

614-387-0395

@EMISOhio

emis@education.ohio.gov





# Reporting Guidance

- ✓ EMIS Manual
- ✓ Changes
- ✓ Release Notes
- ✓ Report Explanations
- ✓ File Descriptions



# **EMIS Manual**

**QUICK LINKS** » EMIS Basics >> Documentation **EMIS Changes EMIS FAQs EMIS Framework** EMIS Manual **EMIS Validation and Report** Explanations Secure Data Center - Status of Reports Statewide Student Identifier **EMIS Documentation Archives** » EMIS Reporting Responsibilities » Resources >> EMIS Technical Documentation >> EMIS Training >> EMIS Advisory Council >> EMIS Learning Library » Certification and Licensure Search >> SLDS Grant Project 3

FY24 EMIS Manual, Combined (posted Sept. 6, 2023) FY23 EMIS Manual, Combined (posted Sept. 15, 2022) FY22 EMIS Manual, Combined (posted Sept. 15, 2022) General Information FY23 FY24 6.2, 08/26/22<u>7.0, 07/01/23</u> 1.1 EMIS Overview 1.1.1 EMIS Data Review & Verification and EMIS Data Appeals 1.5, 07/01/22 1.6, 07/01/23 1.2 General Data Characteristics 6.2, 08/26/22<u>7.0, 07/01/23</u> 2.5, 07/01/222.6, 08/08/23 1.3 Community School Funding **Student Records** FY23 FY24 Record EMIS Manual Chapter 2 Element List (11/17/23) 8.3, 08/26/22 9.2, 08/08/23 2.1 Student Records Overview 2.1.1 Student Enrollment Overview 8.1, 07/01/22 8.3, 01/18/24 2.2 Student Demographic Record 8.1, 07/01/22 8.2, 07/01/23 2.3 Student Demographic Record - Race Detail Record 7.2, 07/01/22 7.3, 07/01/23 12.2, 08/26/22 13.4, 02/23/24 2.4 Student Standing Record 2.5 Student Attributes - Effective Date Record 12.3, 05/03/23<mark>13.2</mark>, 08/09/23 13.2, 07/28/22 14.2, 11/02/23 2.6 Student Attributes - No Date Record 5.1, 07/28/22 6.0, 07/01/23 2.7 Student Acceleration Record 2.8 Student Assessment Record 13.2, 08/26/22 14.4, 09/06/23 6.1, 07/08/22 7.2, 09/06/23 2.8.1 Assessment Area Codes 2.9 Student Program Record 13.3, 08/26/22 14.4, 11/02/23 2.10 Student Gifted Education Record 6.0, 07/01/22 7.0, 07/01/23 2.11 Student Discipline Record GD 8.2, 07/28/22 9.0, 07/01/23

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- Revision History
- Table of Contents
- Required Collection
   Requests
- General Guidelines
- Data Elements
  - Record Field Number
  - Definition
  - Valid Options
  - Reporting Instructions
- Record File Layout



# **EMIS Changes**

### **QUICK LINKS** » EMIS Basics » Documentation EMIS changes Fiscal Year 2025 Changes Fiscal Year 2024 Changes Fiscal Year 2023 Changes Fiscal Year 2022 Changes Fiscal Year 2021 Changes Fiscal Year 2020 Changes **EMIS Framework EMIS Manual EMIS Validation and Report** Explanations Secure Data Center - Status of Reports Statewide Student Identifier **EMIS Documentation Archives** >> EMIS Reporting Responsibilities » Resources

Date last updated: Friday, March 15, 2024			
Change # Data Set Release/ Status	Short Title and Description	Reason for Change	
24-136 Student Feb#2 Completed	Level 1 report for attending building. This change adds a new Level 1 report that highlights a district's students who are attending a building other than the building to which they are assigned. (This is in relation to ORC §3313.984.)  First posted: 2/2/24  Completed: 2/7/24	Process improvement	

Data last and data di Falidace Manale del 2024

Date last upda	ated: Friday, March 15, 2024			
Change # Data Set Release/ Status	Short Title and Description	Reason for Change		
25-110 Assessment TBD	Remove test date table from Section 2.8 This change removes the test date table from EMIS Manual Section 2.8. The table was added to the Assessment Missing Report Explanation in March 2024.  This change will be subject to the 90-day comment and review process.  Detailed EMIS Manual changes  Public comment: TBD  EMIS response to comments: TBD  Public review: TBD  Change final: TBD	Process improvement		



# **Release Notes**

### March 7, 2024

- » FY24 Reading Diagnostics (A) Collection, v3 🔁
- » FY24 Tier 1 Dyslexia Screener (A) Collection, v2 🔁

February 23, 2024

FY24 Spring State Assessment (A) Grades 3-8 Collection, v1

### **QUICK LINKS**

- » EMIS Basics
- >> Documentation
- » EMIS Reporting Responsibilities
- » Resources
- » EMIS Technical Documentation

**Data Collector Authorizations** 

EMIS Change Committee Conference Calls

**EMIS ITC Conference Calls** 

Ohio EMIS Software Vendor Conference Calls

EMIS Release Notes

- EMIS Training
- EMIS Advisory Council
- EMIS Learning Library
- Certification and Licensure Search
- SLDS Grant Project 3

### EMIS Release Notes - New

Collection Request Name: Tier 1 Dyslexia Screener Collection (F

Collection Request Description: This collection is required for al Dyslexia Screener to their enrolled students in grades KG throug requested by a parent or teacher (with parental consent). The sc data set. Data must be uploaded in EMIS Manual format through sessment types can be included in the upload file, but only recorreported to the Department and appear in the Student Assessm

Collection Request Short Name: FY24-A-Dyslexia Screener

Manifest Code Name: 2024ADSFY

Collection Request Planned Release Version: 1

Planned Availability Date: 12/14/2023

Submission Date Range: 12/14/2023 - 7/17/2024

**Organization Types That Must Report:** These organizations with those with students screened in grades 4-6 if requested by pare

- Traditional districts
- Community schools
- STEM districts
- State-supported schools

### Major Change from Prior FY Version:

N/A: this is a new collection for FY24

### EMIS Release Notes - Updated

Collection Request Name: Tier 1 Dyslexia Screener Collection (FY24)

Description of Change: Updated Level 1 validation FA.1002.

Planned Availability Date: 3/8/2024

Version Number: 2

**Updated Version Requires:** 

- Starting a new/restarting the current collection of data? No
- Running a new prepare of the collected data? For some EMIS report
- Replacing any data already submitted to ODE with a new submissi

"Updated Version Requires" Additional Information: None

**Enhancements:** None

Known Issues Resolved: None

Outstanding Issues: None known

### New or Updated Level 1 Validation:

 Updated Level 1 validation FA.1002 to no longer fatal when more th screener is reported with different dates.

New or Updated Reports: None



# Report Explanations & File Descriptions

QUICK LINKS	
» EMIS Basics	
» <u>Documentation</u>	
EMIS Changes	
EMIS FAQs	
<b>EMIS Framework</b>	
EMIS Manual	
EMIS Validation and Report Explanations File Descriptions	
Secure Data Center - Status of Reports	of
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» EMIS Reporting Responsibilities	S
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>> EMIS Advisory Council	
EMIS Learning Library	
<ul> <li>Certification and Licensure</li> <li>Search</li> <li>SLDS Grant Project 3</li> </ul>	

DATA	DATE POSTED
Assessment Missing Reports, Level 1	02-28-2022
CCP Reports	
» (CCPL-001) Projected Non-Payment Report and (CCPL-101) Projected Payment Report	06-23-2020
<ul> <li>(CCPL-002) Not Funded at Responsible LEA Report</li> <li>(CCPL-003) CCP Split Payment Report</li> <li>(CCPL-004) CCP Escalated Courses Report</li> </ul>	03-27-2020 02-27-2020 05-22-2020
(CTAC-200) CTE Concentrator Course Report	07-28-2023
CTE Concentrator Reports  (CTAC-101) CTE Concentrator Accountability All FY POC  (CTAC-102) CTE Concentrator Accountability FY POC Missing  (CTAC-103) CTE Concentrator Accountability FY POC Unexpected	04-08-2022
CTE FTE Daily Summary Reports, includes information for the following reports  ** (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating  ** (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District  ** (CTEA-009) CTE FTE Daily Summary Report - Transfers	05-11-2018
CTE FTE Reports, includes information for the following reports  >> (CTEA-000) CTE FTE Detail	01-24-2024

### 2024 File Descriptions

### 2024\_CTE\_FOLLOWUP\_STDNT\_DRAFT\_<file date>.xls

2024 CTE Follow-Up Student File

This report contains information about students who are to be included in the 2024 CTE Follow-Up file for the Initial Exiting Student (S) Follow-Up Collection. This file is for distric use to determine if a CTE Concentrator appeal should be submitted to add or remove a student from the 2024 CTE Follow-Up file or to revise the one (1) CTE Program of Concentration (POC) for a student already listed in the file.

Only the last POC in which the student was a CTE Concentrator is listed. Do not submit an appeal to have additional POCs included in the file.

The report includes the reporting LEA IRN, SSID, CTE Program of Concentration Code, CTI Program of Concentration FY, POC determination, withdrawal reason, diploma date, and short name.

The "POC determination" field indicates whether the POC for the row and reporting FY wa

- » District Reported POC or
- » ODE Determined POC.

The Department determines the POC when a student is derived as having met CTE Concentrator status in the FY but no POC was reported in the FY by the district.

The CTE Follow-Up list is not static. Student inclusion on this file may be modified based upon current year (FY24) enrollment or if a Withdrawal Reason code that specifically exclithe student is reported.



# Resources

- ✓ Data Collection Calendars
- ✓ Acronyms
- ✓ Glossary
- ✓ EMIS Roundup
- ✓ EMIS Calendar
- ✓ EMIS Framework



# **Data Collection Calendars**

# WEMIS Basics Documentation EMIS Reporting Responsibilities EMIS Data Appeals EMIS Data Review & Verification EMIS Data Collection Calendars EMIS Enhancement Requests Corrective Action Plan

Corrective Action Plan FAQ

EMIS Reporting Responsibilities Archives

- » Resources
- » EMIS Technical Documentation
- » EMIS Training
- >> EMIS Advisory Council
- » EMIS Learning Library
- Certification and Licensure Search
- » SLDS Grant Project 3

EMIS Data Collection Calendar for 2023-2024			
By Major Data Grouping	<u>Data Set</u>	Open Date	Close Date
Main Student Collections			
Student Cross Reference (FY24) (2024SSCRS)	S	7/3/2023	7/12/2024
Retention/Promotion - Grade 3 Only (FY24) (2024SRTNT)	S	7/13/2023	9/1/2023
SOES Beginning of Year Student Collection (FY24) (2024SAODE)	S	8/7/2023	12/20/2023
SOES Student Contact(s) Collection (FY24) (2024SSSDT)	S	8/7/2023	8/9/2024

EMIS Data Collection Calendar for 2023-2024			
By Open Date	Data Set	Open Date	Close Date
Calendar Collection - Initial (FY24) (2024CINIT)	C	7/3/2023	9/27/2023
Student Cross Reference (FY24) (2024SSCRS)	S	7/3/2023	7/12/2024
Retention/Promotion - Grade 3 Only (FY24) (2024SRTNT)	S	7/13/2023	9/1/2023
SOES Beginning of Year Student Collection (FY24) (2024SAODE)	S	8/7/2023	12/20/2023

Callanda - Calanda - fan 2022 2024

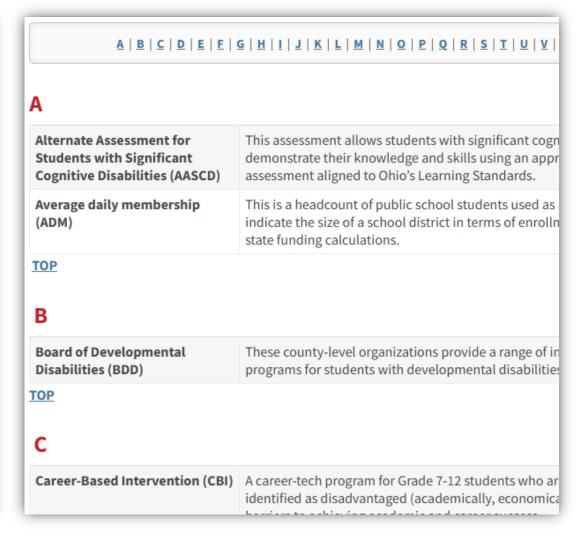
EMIS Data Collection Calendar for 2023-2024			
By Close Date	Data Set	Open Date	Close Date
Retention/Promotion - Grade 3 Only (FY24) (2024SRTNT)	S	7/13/2023	9/1/2023
Calendar Collection - Initial (FY24) (2024CINIT)	C	7/3/2023	9/27/2023
Five Year Forecast - Initial Required (FY24) (2024P0000)	P	9/1/2023	11/30/2023
SOES Beginning of Year Student Collection (FY24) (2024SAODE)	S	8/7/2023	12/20/2023
Beginning of Year Student Collection (FY24) (2024S1TRD)	S	8/17/2023	12/20/2023
Initial Exiting Student Follow up (FY24) (2024S1EXT)	S	10/19/2023	1/5/2024
Staff and Course Collection - Initial (FY24) (2024L1STR)	L	9/7/2023	1/31/2024
Kindergarten Readiness Assessment Collection (FY24) (2024AGOFL)	Α	9/21/2023	4/5/2024

# **EMIS Acronyms & Glossary**

QUICK LINKS
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» <u>Documentation</u>
EMIS Reporting Responsibilities
» Resources
EMIS Acronyms
EMIS Calendar
EMIS Communications and Information
EMIS Glossary
<b>EMIS Report Catalog</b>
EMIS Roundup
Exiting Student Follow-Up Reporting
Reference Lists
EMIS Resources Archive
» EMIS Technical Documentation
» EMIS Training
EMIS Advisory Council
EMIS Learning Library
Certification and Licensure

<b>A</b> ADM	Average daily membership
В	
BDD	Board of Developmental Disabilities
С	
CAP	Corrective action plan
CBI	Career-Based Intervention
CCP	College Credit Plus
CEP	Community eligibility provision
CNDC	Child Nutrition Direct Certification
CORE	Connected Ohio Records for Educators
CSADM	Community school average daily membership
CSV	Comma separated values
CTC	Career and Technical Center
CTE	Career-technical education
CTE FTE	Career-technical education full-time equivalent
D	

Data collector





# **EMIS Roundup**

### **QUICK LINKS**

- » EMIS Basics
- » Documentation
- >> EMIS Reporting Responsibilities
- » Resources
  - **EMIS Acronyms**
  - **EMIS Calendar**
  - **EMIS Communications and**
  - Information
  - **EMIS Glossary**
  - **EMIS Report Catalog**
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  - Exiting Student Follow-Up
    Reporting
  - Reference Lists
  - **EMIS Resources Archive**
- » EMIS Technical Documentation
- » EMIS Training
- >> EMIS Advisory Council
- >> EMIS Learning Library
- » Certification and Licensure

### Updates included for February 16, 2024 - March 15, 2024

### Newsflashes

- 3/8/24: Collections posted, Changes open for comment, ITC call
- 3/4/24: Changes open for comment
- $\underline{2/27/24} : Collection\ and\ Appeal\ extension,\ Collection\ Calendar\ updated,\ Update\ calendar\ and\ Appeal\ extension,\ Collection\ Calendar\ updated,\ Update\ calendar\ updated$
- information for April 8
- 2/23/24: Collections posted, ITC call

### EMIS ITC Conference Calls (Link to notes found here)

- 3/4/24: call
- 2/20/24: call

### Files (File Descriptions found here)

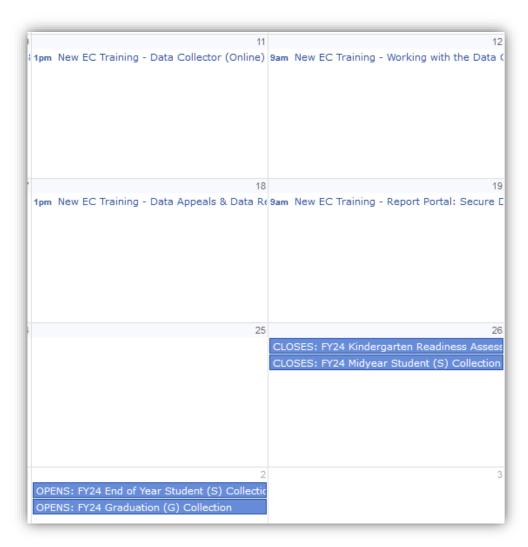
- 3/8/24: 2024 Star Assessment Records Submitted
- 3/6/24: 2024 Star Assessment Records Submitted
- 2/29/24: 2024 Star Assessment Records Submitted
- 2/27/24: 2024 Star Assessment Records Submitted

- Not a planning tool
- The prior month
- Updated on Fridays
- Newsflashes
- Conference calls
- Received files
- Collections
- Training



# **EMIS Calendar (Google)**





- Collection open and close dates
- EMIS training
- Data Appeals
- Data Reviews
- Holidays that close the Department
- Can add to your own Google calendar



# **EMIS Framework**

### **QUICK LINKS** » EMIS Basics » Documentation **EMIS Changes EMIS FAOs** EMIS Framework **EMIS Manual EMIS Validation and Report** Explanations Secure Data Center - Status of Reports Statewide Student Identifier **EMIS Documentation Archives** >> EMIS Reporting Responsibilities » Resources » EMIS Technical Documentation >> EMIS Training >> EMIS Advisory Council >> EMIS Learning Library » Certification and Licensure

The materials on this page are meant to provide an understanding of how EMIS works, the range of district data included in EMIS data, and the variety of district personnel who work with EMIS data. These materials do not provide reporting guidance, instead they are meant to provide an understanding of the EMIS framework.

### **EMIS 1.0**

The following documents are included in the EMIS 1.0 Appendix. These documents have been developed as stand alone documents that can be printed individually and shared with district staff and data team members in order to assist them in better understanding EMIS data and reporting.

- » EMIS Coordinators: Roles & Essential Skills 🔁
- Inventory of Existing Professional Development & Training Opportunities for EMIS Coordinators
- Data Cycle, Impacts, and Uses
- EMIS Building Blocks
- » Enrollment to Graduation... And Beyond 🔁
- » Quality EMIS Data: The Role of EMIS Coordinators
- Quality EMIS Data: The Role of Office Staff
- » Quality EMIS Data: The Role of Principals 🔁
- » Quality EMIS Data: The Role of Superintendents

- Defines EMIS data
- Outlines data cycle
- Includes data uses and impacts
- Explains importance and make up of data teams
- Created for
  - New coordinators
  - Data team members
  - Administrators



Search

>> SLDS Grant Project 3

# Training

- ✓ Focused Training
- ✓ General Training
- ✓ New Coordinator Training
- ✓ Training Videos
- ✓ Alliance Trainings



# **EMIS Focused Training**

### **QUICK LINKS**

- » EMIS Basics
- » Documentation
- EMIS Reporting Responsibilities
- » Resources
- >> EMIS Technical Documentation
- EMIS Training

**EMIS Alliance** 

**EMIS Focused Training** 

**EMIS General Training** 

**EMIS Presentations** 

**EMIS Training Videos** 

**New EMIS Coordinator Training** 

- >> EMIS Advisory Council
- >> EMIS Learning Library
- Certification and Licensure Search
- SLDS Grant Project 3

### **EMIS Training**

This page contains links to a number of different training opportunities for those in districts who work with data that is reported to EMIS.

- EMIS Alliance. The EMIS Alliance is a collaboration between the Ohio Department of Education and Workforce, the Management Council of Ohio (MCOECN), and the state's Information Technology Centers (ITCs) to improve overall EMIS data quality by implementing a shared training program.
- » EMIS Focused Training. These trainings cover a single topic and are offered throughout
- EMIS Focused Training. These trainings cover a single topic and are offered throughout the year as time and material permits. These trainings are often a good opportunity for district data owners to attend with the EMIS coordinator. More information and recordings of past sessioins can be found on this page.
- Association of EMIS Professionals, the Ohio Education Data Systems Association, and other organizations.
- EMIS Training Videos. These videos assist with understanding EMIS, EMIS data, and EMIS reporting. These videos are helpful for district staff at all levels.
- New EMIS Coordinator Training. New EMIS Coordinator Training is designed for new EMIS coordinators and other district staff who work with EMIS data and EMIS reporting. We define "new" as those with 3 or fewer years of experience with EMIS reporting. We strongly recommend that all EMIS coordinators who meet this definition plan to attend this training. We also encourage you to invite other district staff who work with EMIS data and reporting to attend.



# **EMIS General Training**

### **OUICK LINKS**

- » EMIS Basics
- » Documentation
- >> EMIS Reporting Responsibilities
- » Resources
- » EMIS Technical Documentation
- » EMIS Training

**EMIS Alliance** 

**EMIS Focused Training** 

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# **New EMIS Coordinator Training**

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# **EMIS Training Videos**

### **QUICK LINKS**

- >> EMIS Basics
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- » EMIS Training

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# **Alliance Trainings**

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- » EMIS Basics
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  - **EMIS Alliance**

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   EMIS Alliance. The EMIS Alliance is a collaboration between the Ohio Department of Education and Workforce, the Management Council of Ohio (MCOECN), and the state's Information Technology Centers (ITCs) to improve overall EMIS data quality by implementing a shared training program.
- EMIS General Training. These trainings cover a variety of topics related to EMIS data and EMIS reporting. Schedules of upcoming sessions and recordings of past sessions can be found on this page.
- EMIS Presentations. EMIS presentations from conferences and trainings held by the Ohio Association of EMIS Professionals, the Ohio Education Data Systems Association, and other organizations.
- EMIS Training Videos. These videos assist with understanding EMIS, EMIS data, and EMIS reporting. These videos are helpful for district staff at all levels.
- New EMIS Coordinator Training. New EMIS Coordinator Training is designed for new EMIS coordinators and other district staff who work with EMIS data and EMIS reporting. We define "new" as those with 3 or fewer years of experience with EMIS reporting. We strongly recommend that all EMIS coordinators who meet this definition plan to attend this training. We also encourage you to invite other district staff who work with EMIS data and reporting to attend.



# Help!

✓ Hierarchy of Support



### **EMIS Manual and Coordinators**

Information Technology Centers (ITCs)

Department's EMIS Helpdesk

Department's EMIS Staff via Email/Phone



# **EMIS Website**

- **✓** Communications
- ✓ Reporting Guidance
- ✓ Resources
- ✓ Training
- ✓ Help











# Department of Education & Workforce

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