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EMIS DATA APPEALS AND DATA REVIEW & VERIFICATION

April 2024

TAYLOR BEOUGHER

Data Administration Manager

Office of Data Quality and Governance

Topics

- EMIS Data Appeals
- Frequently Asked Questions: Data Appeals
- Watermarks
- EMIS Data Review and Verification
- Frequently Asked Questions: Data Reviews
- Resources

EMIS DATA APPEALS

WHEN TO FILE AN APPEAL

- If 'substantive' errors are found after a collection closes

  - Evaluate the reporting issue by considering the impact on Report Card and/or Funding

  - Determine whether to appeal

- If errors are found before a collection closes

  - Correct the issues in your SIS

  - Continue data submission

APPEAL WINDOWS

- Appeals are offered after the close of a collection window

- Data Appeal Calendar on webpage
  - Current appeals
  - Upcoming appeals
  - All dates are subject to change

EMIS Data Appeals

The Department recognizes that data reporting errors can and do occur and has designed a formal process to ensure that all districts can appeal and correct substantive reporting errors.

Data Appeals Process

The data appeal process is completed online through the OH|ID account.

» Data Appeals FAQ

» Past Data Appeals

» Watermark Request

» EMIS Data Review & Verification Process

» For additional information regarding the data appeal process, contact the Office of Data Quality at 614-466-7144 or dataquality@education.ohio.gov.

Current Data Appeals

FY24 KINDERGARTEN READINESS ASSESSMENT (KRA-R)

Required to Approve: **Superintendent** *(instructions)*	
Appeal Opens: **April 8, 2024**	Appeal Closes: **April 26, 2024**

FY24 Collections Included	**Impacted Organizations**
» FY24 KRA Collection (2024AGOFL)	» Organizations required to administer the KRA assessment

» **Deadline to submit corrected data in EMIS for approved appeals is May 3 at 11:59 p.m.**

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Upcoming Data Appeals

Note, all dates are subject to change

FY24 FALL 3RD GRADE ELA & READING

Required to Approve: **Superintendent** *(instructions)*
Appeal Opens: **July 18, 2024**   *Appeal Closes:* **July 26, 2024**

FY24 Collections Included	**Impacted Organizations**
» FY24 Fall 3rd Gr ELA and Reading Collection (2024AGNFL)	» Traditional districts » Community schools » STEMs

» **Deadline to submit corrected data in EMIS for approved appeals is Aug. 2 at 5 p.m.**

FY24 DROPOUT PREVENTION & RECOVERY GROWTH ASSESSMENT

Required to Approve: **Superintendent** *(instructions)*
Appeal Opens: **July 18, 2024**   *Appeal Closes:* **July 26, 2024**

FY24 Collections Included	**Impacted Organizations**
» FY24 DPR Growth Assessment Collection (2024AGDFY)	» Community Schools required to administer the STAR assessment

» **Deadline to submit corrected data in EMIS for approved appeals is Aug. 2 at 5 p.m.**

ACCESSING APPEAL FORMS, 1

1. Click the Login link from the Department homepage
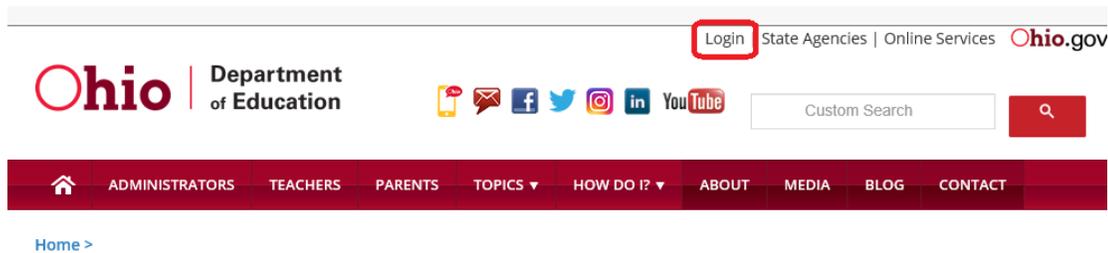
2. Log into OH ID
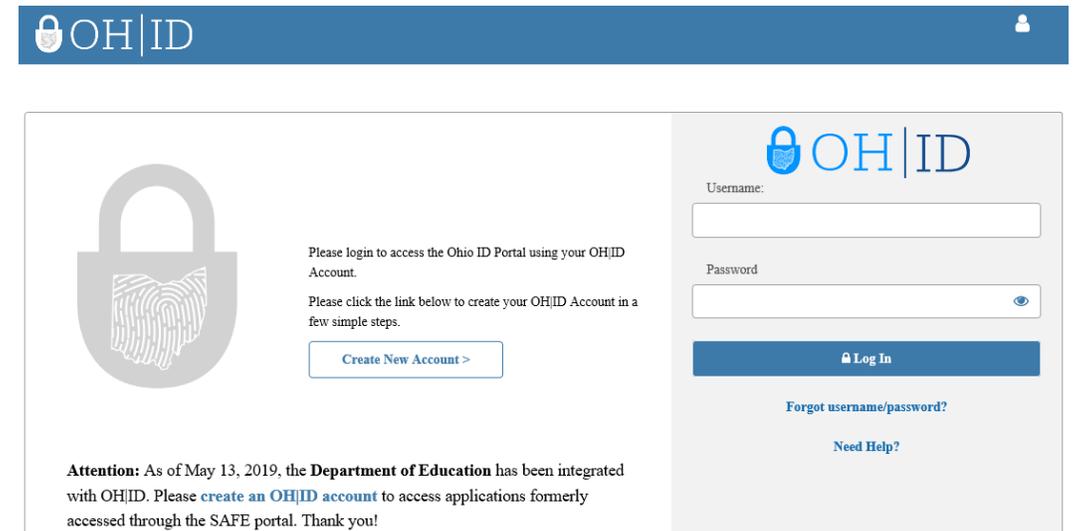
ACCESSING APPEAL FORMS, 2

3. Click on "Data Submission Forms" tile. *Note the system might look slightly different.*
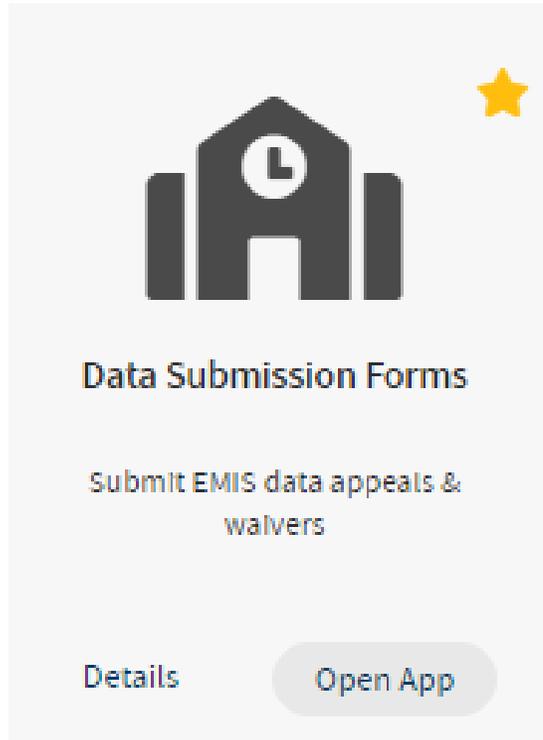
4. After the Forms Dashboard loads, click on the "Select Program" icon in the top far left-hand corner

ACCESSING APPEAL FORMS, 3

5. Click on "Data Appeal" menu option

PROGRAMS ASSOCIATED TO
Dept Of Education (050765)

Corrective Action Plan

Data Appeal

EMIS Data Review and Verification

6. Use the dropdown menu for "Program Period" to select the appropriate data appeal

Compliance Search

BASIC SEARCH

Program Period	Survey
Data Appeal FY 2024	All
Organization IRN	Completion Status
	All
Organization Name	Compliance Status
	All
	Results Count
	20

🔍 Search   ⊗ Reset

ACCESSING APPEAL FORMS, 4

Description	
Impact Evaluation	1
Corrective Action Plan	4
Upload Data	1
Acknowledgement	1

DESCRIPTION

- This should be a brief, but descriptive, summary of the data reporting error you are appealing

- Scope

- Nature of reporting error

- Do **not** provide the students' names or social security numbers

IMPACT EVALUATION

- What is the impact of this data appeal?

- Will the requested data corrections impact your Report Card results?

- Will the requested data corrections impact opportunities provided to students?

CORRECTIVE ACTION PLAN (CAP)

- A brief explanation as to the reasons why records were not submitted correctly

- Districts must verify that they have taken the following steps to address the cause of the misreported data, as well as the steps the district will take to ensure that the data is not misreported in the future

- Amended CAPs are now required

UPLOAD DATA

- Upload an excel file(s) or other documentation

- Include SSID and data you want to correct

- Do **not** include student names or social security numbers

- This information will only be used to evaluate the appeal

ACKNOWLEDGEMENT

- Official sign off that you have done the following:
    - Reviewed and completed the appeal form
    - Supplied any additional documentation needed
    - Submitted a well thought out Corrective Action Plan

APPEAL SUBMISSION

- Appeal forms can be filled out and saved by EMIS Coordinator, Superintendent, or Superintendent Designee

- Superintendent is required to approve and submit form to the Department
  - Exceptions:
    - Finance appeals – Treasurer (only)
    - Funding appeals – Treasurer (first), Superintendent (second)

APPEAL TIMEFRAMES

- Appeal windows and the timeframe to resubmit corrected data in EMIS are all unique

- Plan ahead; know the due dates and be looking for Department response that the collection has been reopened for resubmission

FREQUENTLY ASKED QUESTIONS

HOW DOES THE DEPARTMENT NOTIFY DISTRICTS OF AN OPEN DATA APPEAL?

- EdConnection

- EMIS Newsflash

- Twitter

- Data Appeal webpage

WHERE ARE STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE DATA APPEAL?

FY24 SPRING END OF COURSE ASSESSMENT

Required to Approve: **Superintendent** (instructions) Appeal Opens: **July 18, 2024**	Appeal Closes: **July 26, 2024**
FY24 Collections Included	**Impacted Organizations**
» FY24 Spring End of Course State Assessment Collection (2024AGESP)	» Traditional districts » Community schools » JVSDs » STEMs

» **Deadline to submit corrected data in EMIS for approved appeals is Aug. 2 at 5 p.m.**

WHY SHOULD I SUBMIT MY APPEAL EARLIER IN THE APPEAL WINDOW?

- The sooner you submit your appeal, the more time you will have to correct your data

- More opportunities to receive EMIS reports

- More updated reports in the Secure Data Center

WHAT SHOULD I DO IF I CANNOT ACCESS THE "FORMS" MENU AFTER LOGGING INTO MY OH|ID ACCOUNT?

- Consult with your district OEDS Administrator to ensure you have the appropriate role of either Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee

WHAT WILL HAPPEN AFTER SUBMITTING AN APPEAL FORM?

- Will receive notification by the Department as to whether your application is approved

- If approved, your district must work with the Department to develop an appropriate plan to submit corrected data

CAN I GET AN EXTENSION?

- Approval can be done online, or even on your cell phone

- If your superintendent is unavailable, then the Superintendent Designee (in OEDS) can approve the form

- If an EMIS coordinator is out unexpectedly, the Superintendent or Superintendent Designee can fill out the form

WATERMARK REQUEST

- The purpose of a Watermark Request form is to provide a formal opportunity to alert the Department to an EMIS reporting concern, after the close of an appeal window, and request that the Department add a watermark to any relevant district and school Report Cards

- Instructions can be found on the Data Appeals webpage

- Watermark forms can be started and filled out by any of the following roles in OEDS: EMIS Coordinator, Superintendent, Superintendent-Designee

- Only the superintendent will see the 'Superintendent Approved' button

WATERMARK EXAMPLE

District Home

ⓘ Misreported data have impacted this district's Overall Rating, Achievement Component, Gap Closing Component, and College, Career, Workforce, and Military Readiness Component. Please contact the district for more information.

District Home

ⓘ Misreported data have impacted this district's Overall Rating and Early Literacy Component. Please contact the district for more information.

EMIS DATA REVIEW & VERIFICATION

DATA REVIEW & VERIFICATION, 1

- The process by which all districts and community schools confirm they have reviewed the data that has been reported in EMIS

- Verify that their data is accurate and complete to the best of their knowledge

DATA REVIEW & VERIFICATION, 2

EMIS Data Review & Verification

EMIS Data Review and Verification is the process by which all districts and community schools certify they have reviewed the data reported by the district in EMIS and verify that their data is accurate and complete to the best of their knowledge.

EMIS Data Review & Verification Process

The EMIS Data Review and Verification process is completed online through the OH|ID account.

» EMIS Data Review & Verification FAQ

» Past Data Reviews

» Data Appeals Information

» For additional information regarding the EMIS Data Review and Verification process, contact the Office of Data Quality at 614-466-7144 or dataquality@education.ohio.gov.

Current Data Reviews

None at this time

DATA REVIEW & VERIFICATION, 3

Upcoming Data Reviews

*Note, all dates are subject to change

FY24 Report Card

Required to Approve: **Superintendent** *(instructions)*
Data Review Opens: **Aug. 19, 2024** | Data Review Closes: **Sept. 6, 2024**

FY24 Finance

Required to Approve: **Treasurer** *(instructions)*
Data Review Opens: **Sept. 3, 2024** | Data Review Closes: **Oct. 11, 2024**

FY24 Graduation

Required to Approve: **Superintendent** *(instructions)*
Data Review Opens: **Oct. 28, 2024** | Data Review Closes: **Nov. 8, 2024**

ACCESSING DATA REVIEW FORMS

PROGRAMS ASSOCIATED TO
Dept Of Education (050765)

Corrective Action Plan

Data Appeal

EMIS Data Review and Verification

PURPOSE OF REVIEWING/VERIFYING EMIS DATA

- The data that districts and community schools report in EMIS significantly impacts services and opportunities provided to students
  - Drives district funding
  - District and School Report Cards
  - Other programs and services determined by district data

LEGAL REQUIREMENT

- Superintendents are legally required to review and certify the quality of data, as noted in the following:
  - Ohio Revised Code 3301.0714 requires districts to report data in the statewide education management information system (EMIS)
  - Ohio Administrative Code 3301-14-01 (G) requires district Superintendents and Treasurer to verify and approve all EMIS data for reporting purposes
  - Ohio Revised Code 3317.03 (B) requires district Superintendents to certify average daily membership (ADM) figures in the Funding Certification Report used to calculate funding

SUBMISSION PROCESS

- Superintendents are *legally required* to complete and approve most EMIS Data Review & Verification forms

- Only exception is the EMIS Data Review & Verification for Finance (only the treasurer is required to complete and approve this form)

MULTIPLE DATA REVIEWS

- The EMIS Data Review & Verification process will be completed multiple times during the year

- Each EMIS Data Review & Verification form covers a different type of data
  - Report Card Data
  - Finance Data
  - Graduation Data

COMPLETION STATUS UPDATES

- Completion status updates are provided for your convenience throughout a Data Review & Verification window

FY23 Graduation

Required to Approve: **Superintendent** (instructions) Data Review Opens: **Oct. 30, 2023**	Data Review Closes: **Nov. 10, 2023**
FY23 Collection Included	**Impacted Organizations**
» FY23 Graduation Collection (2023G0000)	» Traditional districts » Community schools » STEM

Completion Status as of 11/9/2023

FREQUENTLY ASKED QUESTIONS

HOW WILL I BE NOTIFIED OF AN OPEN DATA REVIEW?

- EdConnection

- EMIS Newsflash

- Twitter

- Data Review & Verification webpage

WHAT DATA AM I ASKED TO VERIFY?, 1

- Chart on the EMIS Data Review web page details what data is being verified broken down by collection

FY24 Finance

Required to Approve: **Treasurer** (*instructions*) Data Review Opens: **Sept. 3, 2024**	Data Review Closes: **Oct. 11, 2024**
FY24 Collection Included	**Impacted Organizations**
» FY24 Financial Collection (2024H0000)	» Traditional districts » Community schools » JVSDs » STEM » ESCs

FY24 Graduation

Required to Approve: **Superintendent** (*instructions*) Data Review Opens: **Oct. 28, 2024**	Data Review Closes: **Nov. 8, 2024**
FY24 Collection Included	**Impacted Organizations**
» FY24 Graduation Collection (2024G0000)	» Traditional districts » Community schools » STEM

WHAT DATA AM I ASKED TO VERIFY?, 2

FY24 Report Card

Required to Approve: **Superintendent** *(instructions)*
Data Review Opens: **Aug. 19, 2024**

Data Review Closes: **Sept. 6, 2024**

FY24 Collections Included

» FY24 Initial Exiting Student Follow Up Collection (2024S1EXT)

» FY24 Spring End of Course State Assessment Collection (2024AGESP)

» FY24 Spring State Assessment Grades 3-8 Collection (2024AGNSP)

» FY24 Fall 3rd Gr ELA and Reading Collection (2024AGNFL)

» FY24 End of Year Student Collection (2024S3TRD)

» FY24 SOES End of Year Student Collection (2024SBODE)

» FY24 DPR Assessment Collection (2024AGDFY)

» FY24 Spring Alternate Assessment Collection (2024AALTS)

» FY24 Other Accountability Assessments (2024ANACC)

» FY24 Calendar Collection - Final (2024CFINL)

» FY24 Final Staff and Course Collection (2024L2FNL)

» FY24 OELPA Assessment Collection (2024AGFSP)

» FY24 Final Exiting Student Follow Up Collection (2024S2EXT)

Impacted Organizations

» Traditional districts

» Community schools

» STEM

» JVSDs

» ESCs

» Organizations required to report follow up data

WHAT SHOULD I DO THROUGHOUT THE YEAR TO MAKE SURE MY DATA IS ACCURATE?

- EMIS Coordinators should work with Superintendents and Treasurers on a regular basis throughout the year

- Utilize the Secure Data Center (SDC) and EMIS reports during every open EMIS reporting collection

WHERE IS THE REPORT I NEED TO USE TO COMPLETE THIS FORM?

- There is no report provided by the Department that correlates to the completion of a data review

SHOULD I STILL COMPLETE THE DATA REVIEW FORM IF INACCURATE DATA WAS REPORTED AFTER THE APPEAL WINDOW CLOSED?

- Complete the EMIS Data Review & Verification form

- When completing the Data Review, you may indicate that your data is not correct and specify why in the comments section provided

I MISSED THE DEADLINE; CAN I STILL SIGN OFF ON MY DATA?

- Please contact the Office of Data Quality if this deadline is missed, we can reopen the form for you if needed

- Cannot go back to previous years

RESOURCES

RESOURCES

- Web
  - ODE Home > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Appeals
  - ODE Home > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Review & Verification

- Office of Data Quality Contact Information
  - dataquality@education.ohio.gov
  - 614-466-7144

TRAINING EVALUATION

- Available on [New EMIS Coordinator Training webpage](#) until May 2

- Capture or print "Thank You" message if you need to retain attendance record

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