PLEASE NOTE

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by the Ohio Department of Education and Workforce.

THE HEART OF IT ALL™

Ohio.org

COMMUNICATIONS & RESOURCES

New EMIS Coordinator Training

April 4, 2024

DEIDRE WUNDERLICH

Data Administration Manager

Office of Data Quality and Governance

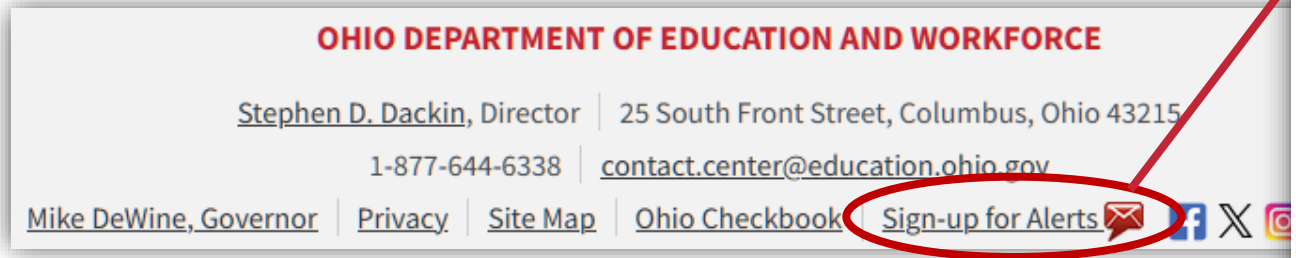
EMIS Manual and other EMIS documentation, EMIS website, EMIS changes, EMIS training, EMIS helpdesk, Teacher Licensure Course Status Report

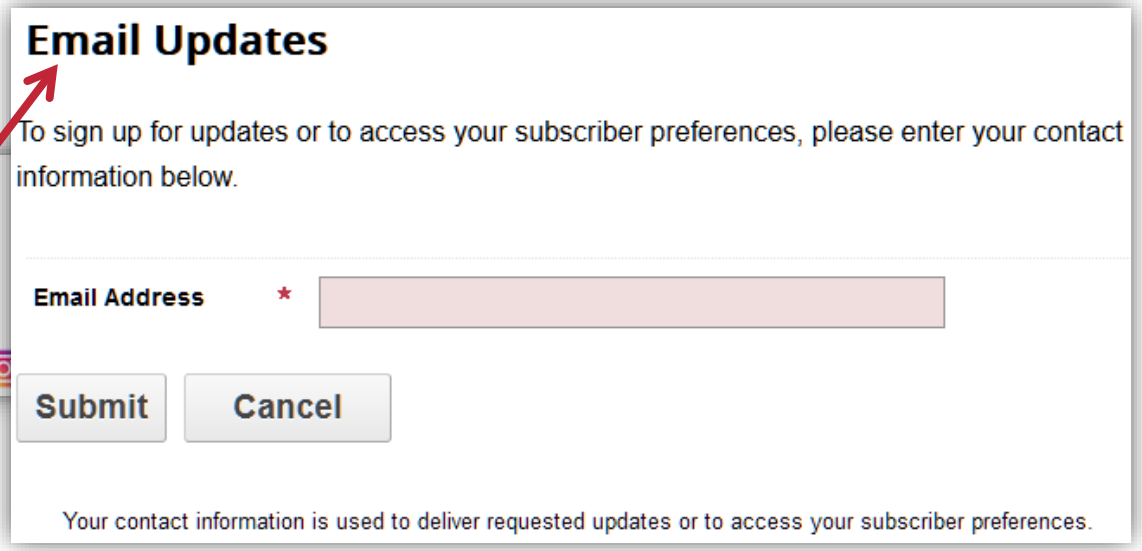
Department of Education & Workforce

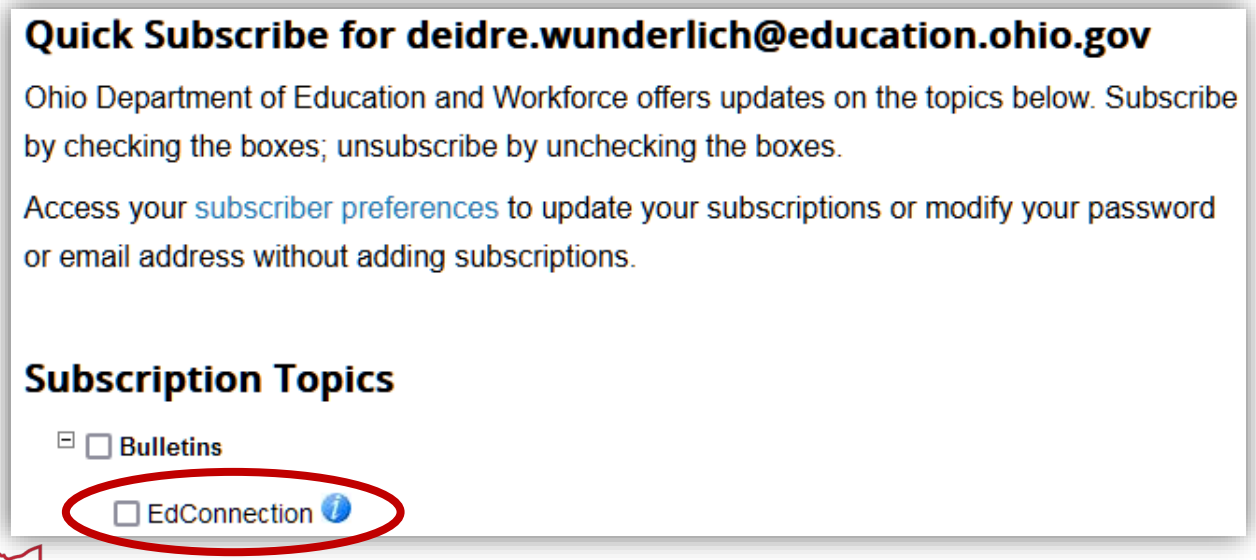
Communications

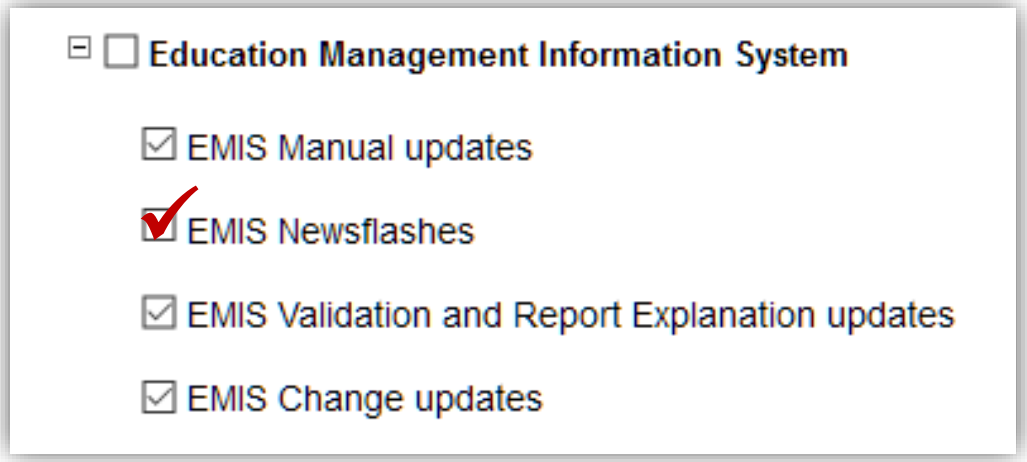
- ✓ *EMIS Newsflashes*
- ✓ *Webpage Update Alerts*
- ✓ *Twitter*

How to Sign Up for Newsflashes









Reporting Guidance

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

Resources

- ✓ *Data Collection Calendars*
- ✓ *Acronyms*
- ✓ *Glossary*
- ✓ *EMIS Roundup*
- ✓ *EMIS Calendar (Google)*
- ✓ *EMIS Framework*

Training

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

Help!

- ✓ *Hierarchy of Support*

EMIS Manual and Coordinators

Information Technology Centers (ITCs)

Department's EMIS Helpdesk

Department's EMIS Staff via Email/Phone

Ohio™ THE HEART OF IT ALL™

NEW EMIS COORDINATOR TRAINING – DATA COLLECTOR

April 4, 2024

KELLI RINEHART

Data Administration Managers

Office of Data Quality and Governance

Topics

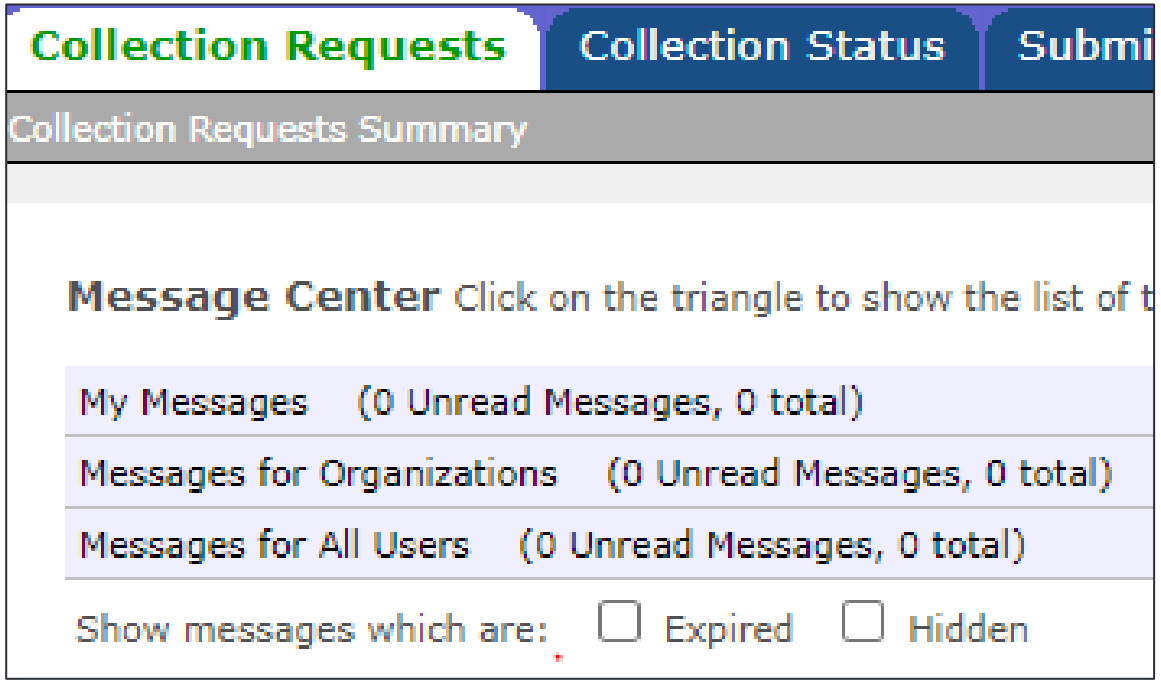
- Message Center, 5
- Data Sources, 6
- Collection Requests, 7
- Collection Status, 10
- Submissions, 12
- Progress, 15
- Reports, 18
- Archives, 23
- Resources, 26
- Preferences, 27

THE USUAL REMINDERS

- Manual sections posted after this training prevail in a conflict between this presentation and the manual
- Some questions may be deferred to helpdesk
- Hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

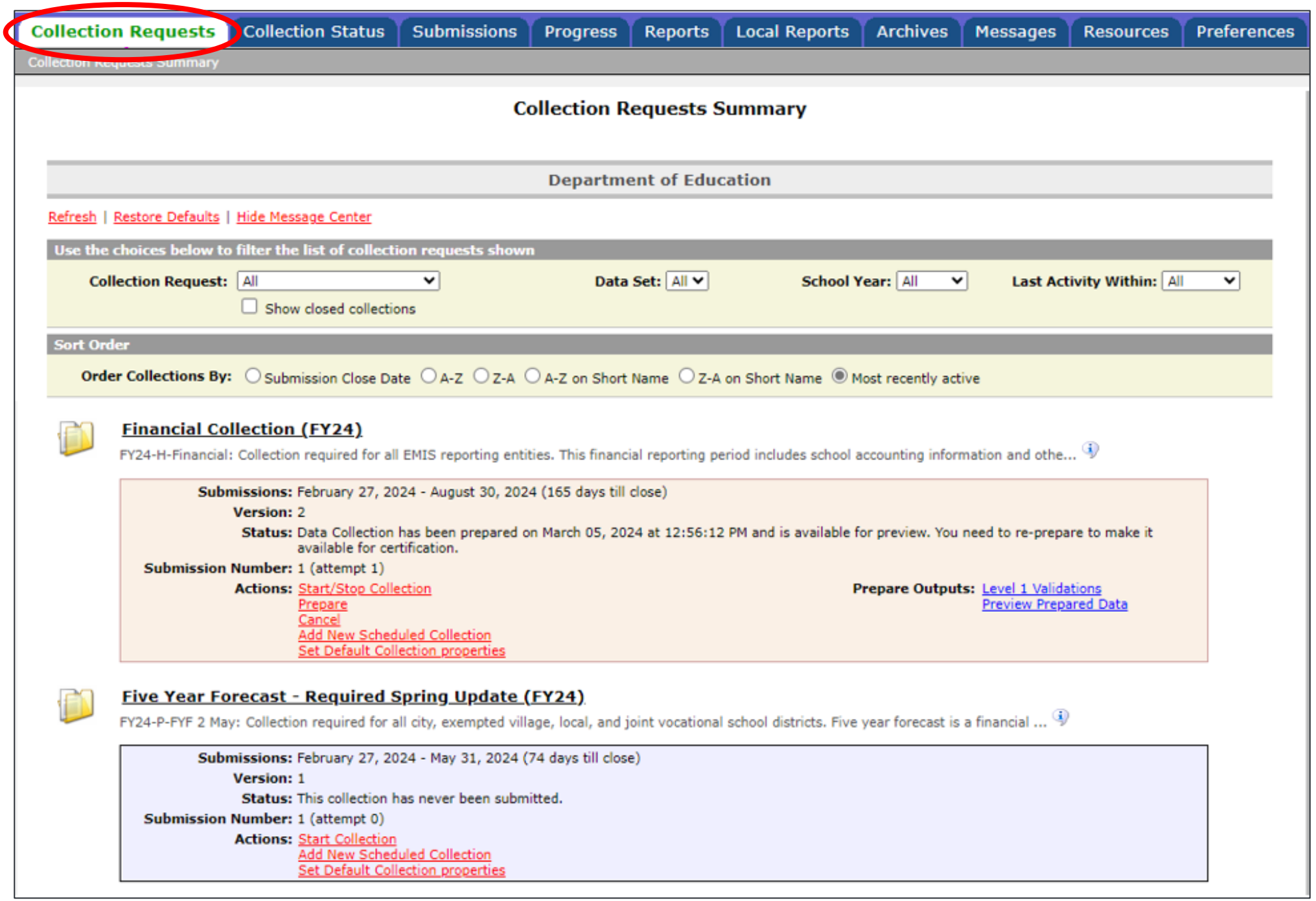
MESSAGE CENTER

- Three types
  - Messages for specific LEAs
  - Messages for specific organization type
  - Message for EMIS reporters
- Indicator for “unread” messages
- Message capabilities
  - “Hide” messages
  - Show “Expired”
  - Collapse entire message center



DATA SOURCES

- *Note*: check with your ITC, as student software packages handle this differently
- Use this tab to verify upload success or to upload flat files manually as needed

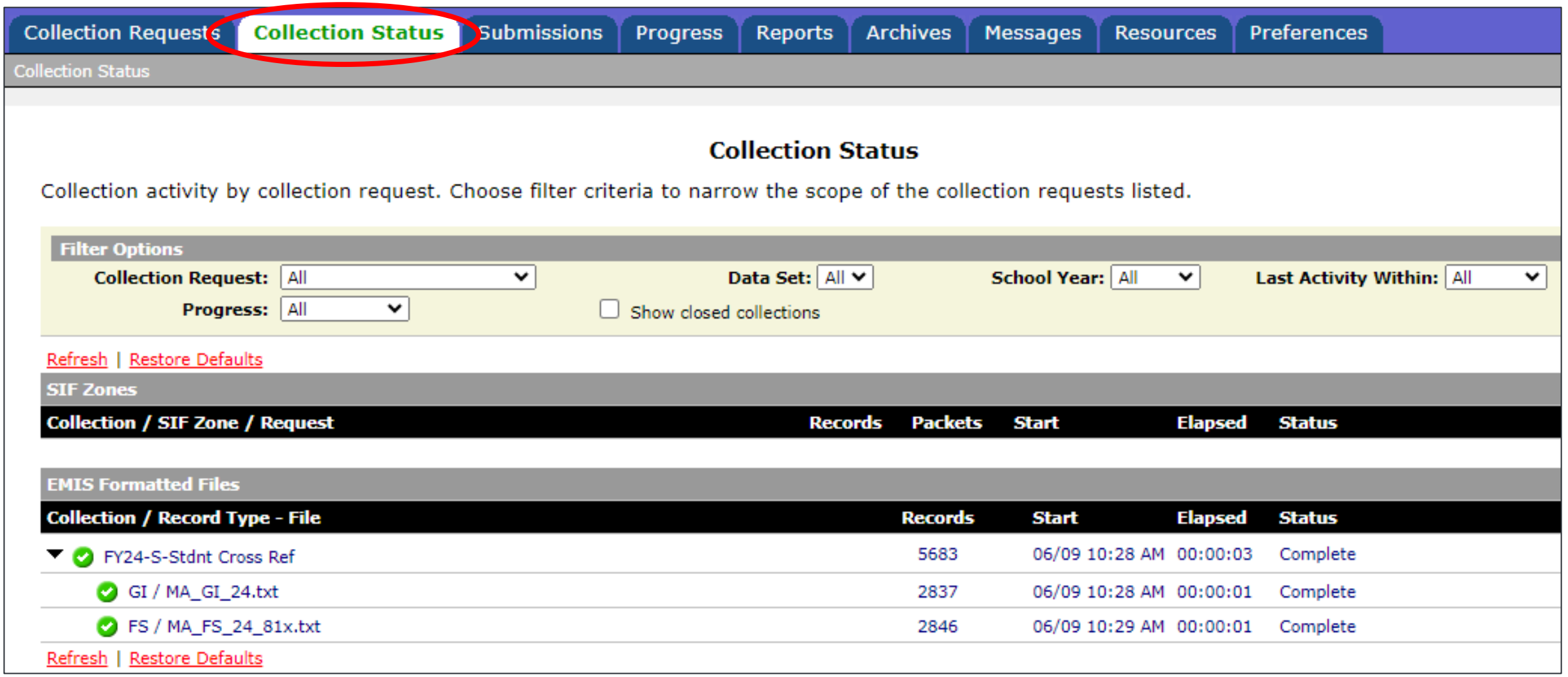

Collection Requests
Collection Status
Submissions
Progress
Reports
Local Reports
Archives
Messages
Resources
Preferences
Collection Requests Summary
Collection Requests Summary
Department of Education
Refresh | Restore Defaults | Hide Message Center
Use the choices below to filter the list of collection requests shown
Collection Request: All
Data Set: All
School Year: All
Last Activity Within: All
Show closed collections
Sort Order
Order Collections By: Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active
Financial Collection (FY24)
FY24-H-Financial: Collection required for all EMIS reporting entities. This financial reporting period includes school accounting information and othe...
Submissions: February 27, 2024 - August 30, 2024 (165 days till close)
Version: 2
Status: Data Collection has been prepared on March 05, 2024 at 12:56:12 PM and is available for preview. You need to re-prepare to make it available for certification.
Submission Number: 1 (attempt 1)
Actions: Start/Stop Collection
Prepare
Cancel
Add New Scheduled Collection
Set Default Collection properties
Prepare Outputs: Level 1 Validations
Preview Prepared Data
Five Year Forecast - Required Spring Update (FY24)
FY24-P-FYF 2 May: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...
Submissions: February 27, 2024 - May 31, 2024 (74 days till close)
Version: 1
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

COLLECTION REQUESTS, 1

- Provides steps for data collections
- Choose collection
- Start/Stop collection
  - Begins process
  - Gathers data
  - Excludes what cannot be processed
- Prepare
  - Data validations performed for district's data
  - Level 1 validation reports generated

COLLECTION REQUESTS, 2

- Preview
  - Important step to review data
  - This is what gets submitted
  - If step skipped, extra certification required
- Certify and submit
  - Sends data to Report Authority
  - Cannot be cancelled, only overwritten with new submission


Collection Requests
Collection Status
Submissions
Progress
Reports
Archives
Messages
Resources
Preferences
Collection Status
Collection Status
Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.
Filter Options
Collection Request: All
Data Set: All
School Year: All
Last Activity Within: All
Progress: All
Show closed collections
Refresh | Restore Defaults
SIF Zones
Collection / SIF Zone / Request
Records
Packets
Start
Elapsed
Status
EMIS Formatted Files
Collection / Record Type - File
Records
Start
Elapsed
Status
FY24-S-Stdnt Cross Ref 5683 06/09 10:28 AM 00:00:03 Complete
GI / MA_GI_24.txt 2837 06/09 10:28 AM 00:00:01 Complete
FS / MA_FS_24_81x.txt 2846 06/09 10:29 AM 00:00:01 Complete
Refresh | Restore Defaults

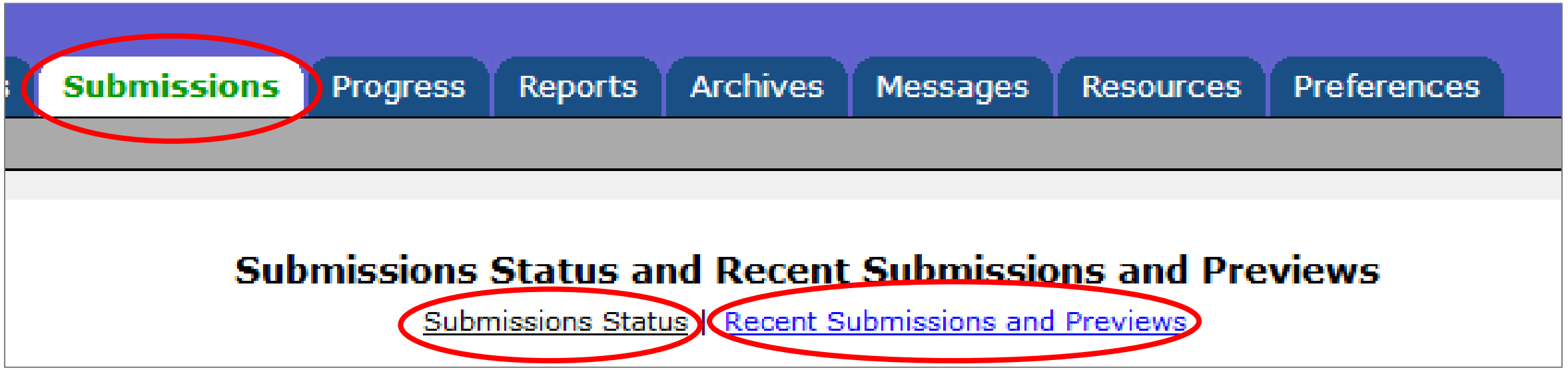
COLLECTION STATUS

Provides means to watch the collection progression

- Click on ▶ to open the detail
- Record type – Flat file of SIF agent
- Green ‘ ✓ ’ represents success on each record type
- Red ‘ **X** ’ represents process on that record did not complete normally

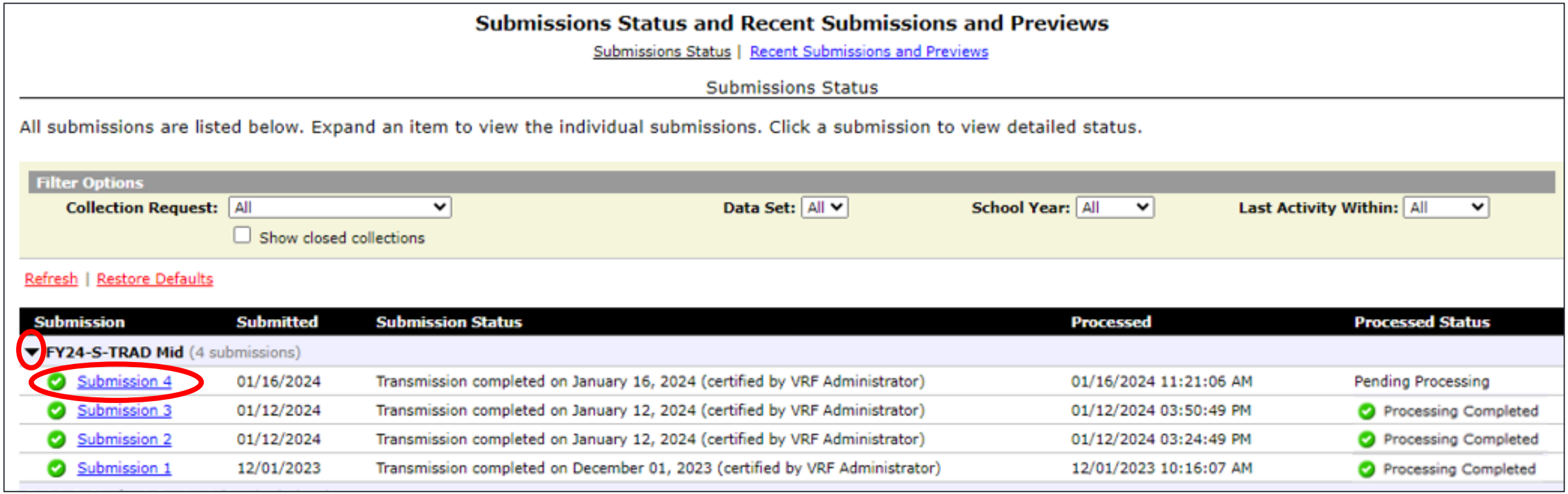
SUBMISSIONS

Provides two options to view



SUBMISSIONS – STATUS VIEW

- Lists submission status of each collection request



Submissions Status and Recent Submissions and Previews

Submissions Status | Recent Submissions and Previews

Submissions Status

All submissions are listed below. Expand an item to view the individual submissions. Click a submission to view detailed status.

Filter Options

Collection Request: All Data Set: All School Year: All Last Activity Within: All

Show closed collections

Refresh | Restore Defaults

Submission	Submitted	Submission Status	Processed	Processed Status
FY24-S-TRAD Mid (4 submissions)				
Submission 4	01/16/2024	Transmission completed on January 16, 2024 (certified by VRF Administrator)	01/16/2024 11:21:06 AM	Pending Processing
Submission 3	01/12/2024	Transmission completed on January 12, 2024 (certified by VRF Administrator)	01/12/2024 03:50:49 PM	Processing Completed
Submission 2	01/12/2024	Transmission completed on January 12, 2024 (certified by VRF Administrator)	01/12/2024 03:24:49 PM	Processing Completed
Submission 1	12/01/2023	Transmission completed on December 01, 2023 (certified by VRF Administrator)	12/01/2023 10:16:07 AM	Processing Completed

SUBMISSIONS – RECENT SUBMISSIONS AND PREVIEWS VIEW

Lists prior submissions data for current collections

Filter Options

Collection Request: All **Data Set:** S **School Year:** All **Last Activity Within:** All

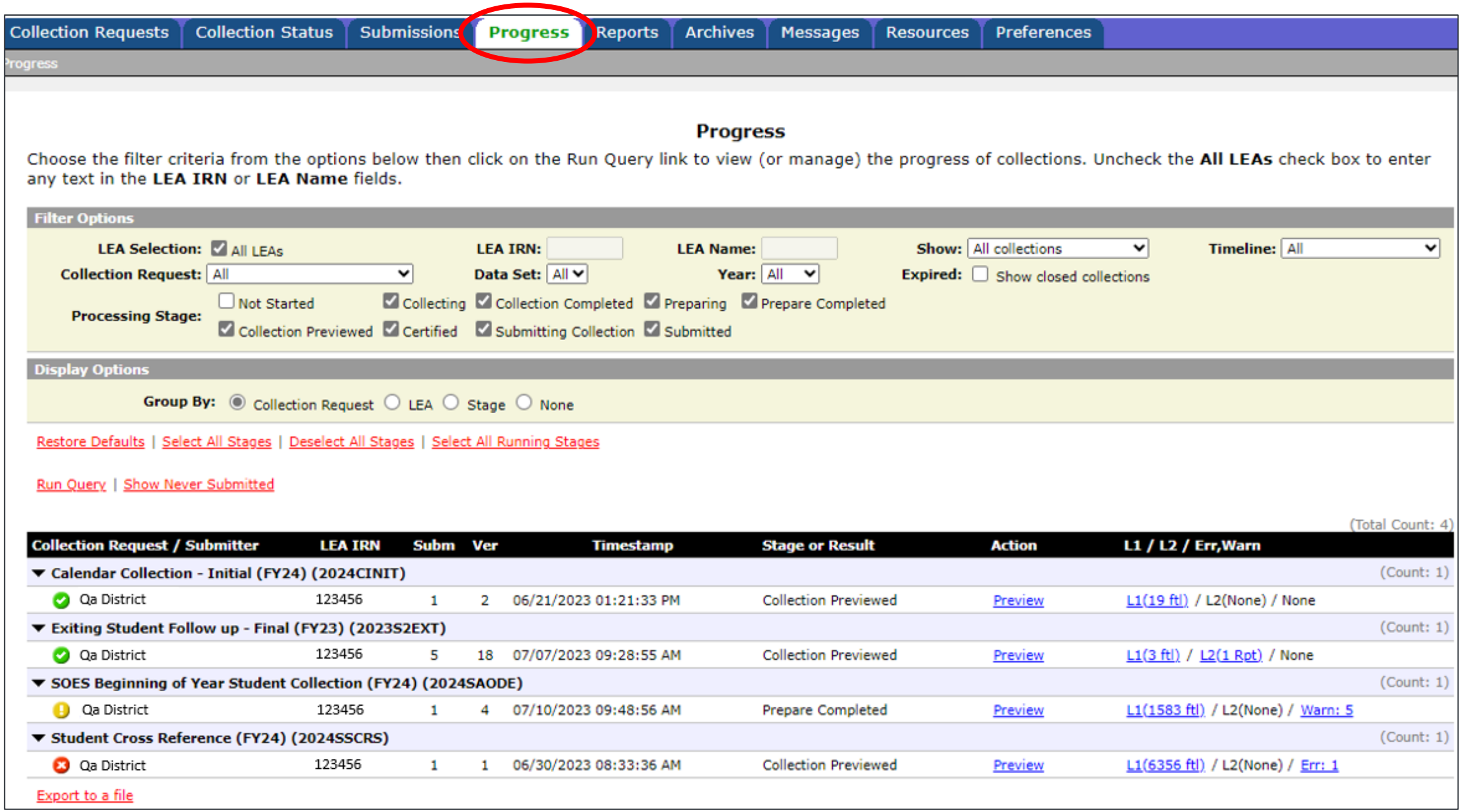
☐ Show closed collections

File Type: Submissions Only ☐ Combine all files into a single .zip file per Collection Request

List Recent Submissions and/or Previews | Restore Defaults

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
☐ Submission_2024S2TRD_4.zip	FY24-S-TRAD Mid (2024S2TRD)	Submission	3.1	4	January 12, 2024	(116734 bytes)
☐ Submission_2024S2TRD_5.zip	FY24-S-TRAD Mid (2024S2TRD)	Submission	4.1	5	January 16, 2024	(116892 bytes)
☐ Submission_2024SGRCR_1.zip	FY24-S-Grad Crdt Prgrs (2024SGRCR)	Submission	1.1	1	August 04, 2023	(858 bytes)
☐ Submission_2024SGRCR_2.zip	FY24-S-Grad Crdt Prgrs (2024SGRCR)	Submission	2.2	2	November 14, 2023	(925 bytes)

Select All | Select None | Delete Selected


Collection Requests
Collection Status
Submissions
Progress
Reports
Archives
Messages
Resources
Preferences
Progress
Progress
Choose the filter criteria from the options below then click on the Run Query link to view (or manage) the progress of collections. Uncheck the All LEAs check box to enter any text in the LEA IRN or LEA Name fields.
Filter Options
LEA Selection: All LEAs
LEA IRN:
LEA Name:
Show: All collections
Timeline: All
Collection Request: All
Data Set: All
Year: All
Expired: Show closed collections
Processing Stage: Not Started Collecting Collection Completed Preparing Prepare Completed
Collection Previewed Certified Submitting Collection Submitted
Display Options
Group By: Collection Request LEA Stage None
Restore Defaults | Select All Stages | Deselect All Stages | Select All Running Stages
Run Query | Show Never Submitted
(Total Count: 4)
Collection Request / Submitter | LEA IRN | Subm | Ver | Timestamp | Stage or Result | Action | L1 / L2 / Err,Warn
Calendar Collection - Initial (FY24) (2024CINIT) (Count: 1)
Qa District | 123456 | 1 | 2 | 06/21/2023 01:21:33 PM | Collection Previewed | Preview | L1(19 ftl) / L2(None) / None
Exiting Student Follow up - Final (FY23) (2023S2EXT) (Count: 1)
Qa District | 123456 | 5 | 18 | 07/07/2023 09:28:55 AM | Collection Previewed | Preview | L1(3 ftl) / L2(1 Rpt) / None
SOES Beginning of Year Student Collection (FY24) (2024SAODE) (Count: 1)
Qa District | 123456 | 1 | 4 | 07/10/2023 09:48:56 AM | Prepare Completed | Preview | L1(1583 ftl) / L2(None) / Warn: 5
Student Cross Reference (FY24) (2024SSCRS) (Count: 1)
Qa District | 123456 | 1 | 1 | 06/30/2023 08:33:36 AM | Collection Previewed | Preview | L1(6356 ftl) / L2(None) / Err: 1
Export to a file

PROGRESS, 1

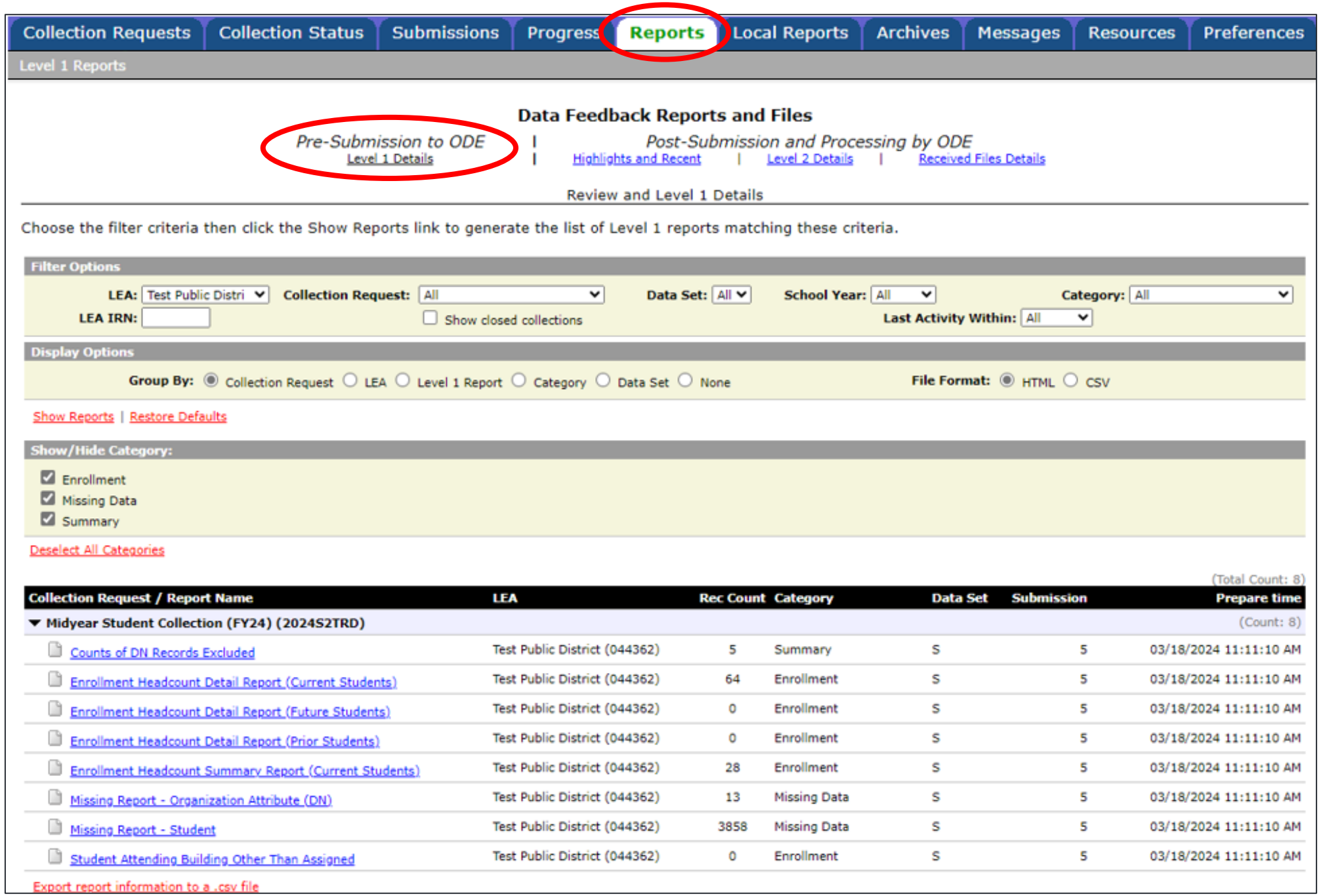
Filter options and ability to check progress of all active collections

- Red ‘ X ’, Green ‘✓’, Yellow ‘ ! ’
- Submission number
- Collection request version
- Stage
- Action
- Level 1 validation reports and Level 2 counts
- Warnings

PROGRESS, 2

Action links offer quick processing over all open collections

- Start
- Collect
- Prepare
- Collect & Prepare combined
- Preview
- Does not allow a submission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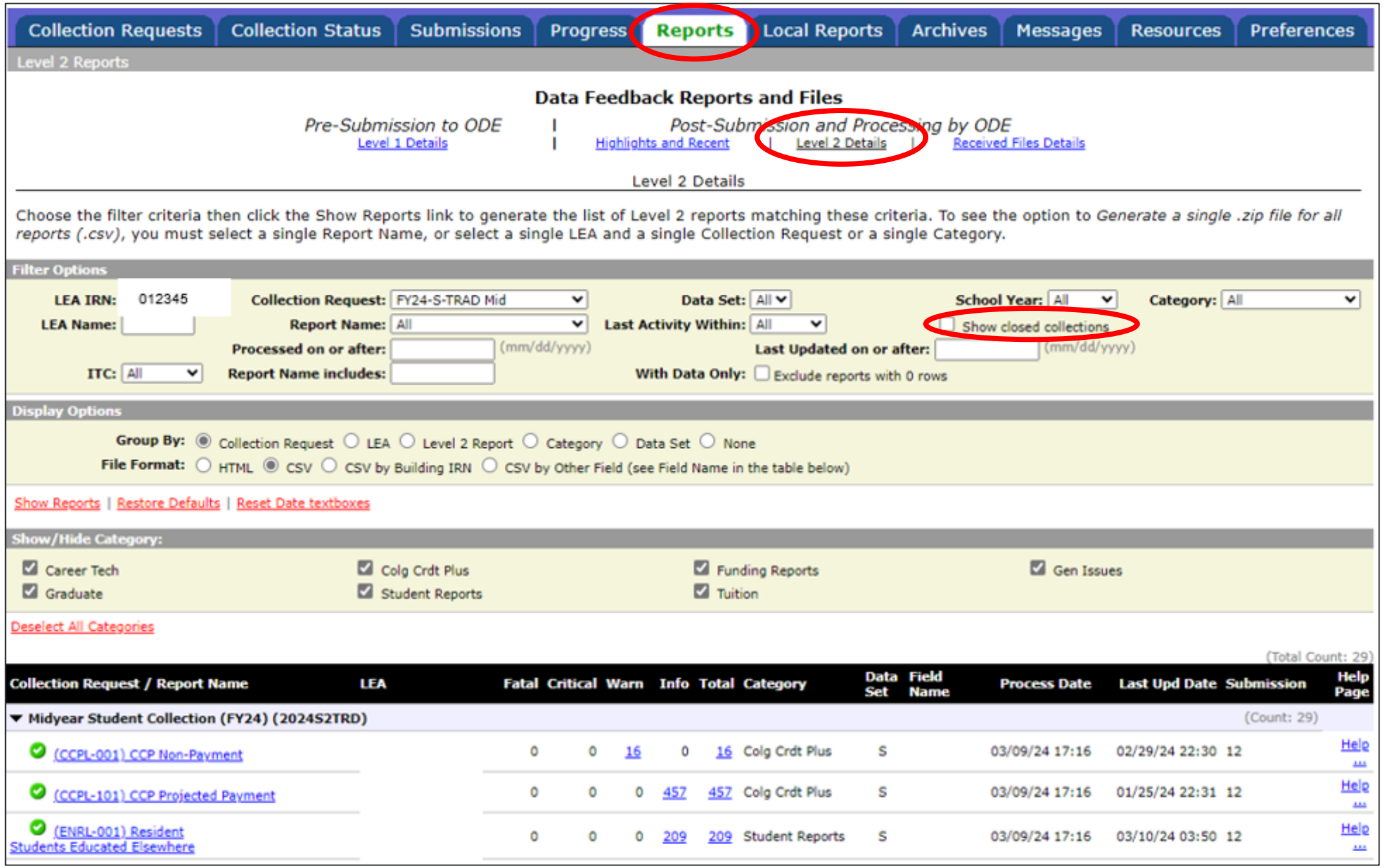
Level 1 Reports
Data Feedback Reports and Files
Pre-Submission to ODE
Level 1 Details
Post-Submission and Processing by ODE
Highlights and Recent
Level 2 Details
Received Files Details
Review and Level 1 Details
Choose the filter criteria then click the Show Reports link to generate the list of Level 1 reports matching these criteria.
Filter Options
LEA: Test Public Distri
Collection Request: All
Data Set: All
School Year: All
Category: All
LEA IRN:
Show closed collections
Last Activity Within: All
Display Options
Group By: Collection Request LEA Level 1 Report Category Data Set None
File Format: HTML CSV
Show Reports | Restore Defaults
Show/Hide Category:
Enrollment
Missing Data
Summary
Deselect All Categories
(Total Count: 8)
Collection Request / Report Name | LEA | Rec Count | Category | Data Set | Submission | Prepare time
Midyear Student Collection (FY24) (2024S2TRD) (Count: 8)
Counts of DN Records Excluded | Test Public District (044362) | 5 | Summary | S | 5 | 03/18/2024 11:11:10 AM
Enrollment Headcount Detail Report (Current Students) | Test Public District (044362) | 64 | Enrollment | S | 5 | 03/18/2024 11:11:10 AM
Enrollment Headcount Detail Report (Future Students) | Test Public District (044362) | 0 | Enrollment | S | 5 | 03/18/2024 11:11:10 AM
Enrollment Headcount Detail Report (Prior Students) | Test Public District (044362) | 0 | Enrollment | S | 5 | 03/18/2024 11:11:10 AM
Enrollment Headcount Summary Report (Current Students) | Test Public District (044362) | 28 | Enrollment | S | 5 | 03/18/2024 11:11:10 AM
Missing Report - Organization Attribute (DN) | Test Public District (044362) | 13 | Missing Data | S | 5 | 03/18/2024 11:11:10 AM
Missing Report - Student | Test Public District (044362) | 3858 | Missing Data | S | 5 | 03/18/2024 11:11:10 AM
Student Attending Building Other Than Assigned | Test Public District (044362) | 0 | Enrollment | S | 5 | 03/18/2024 11:11:10 AM
Export report information to a .csv file


Collection Requests
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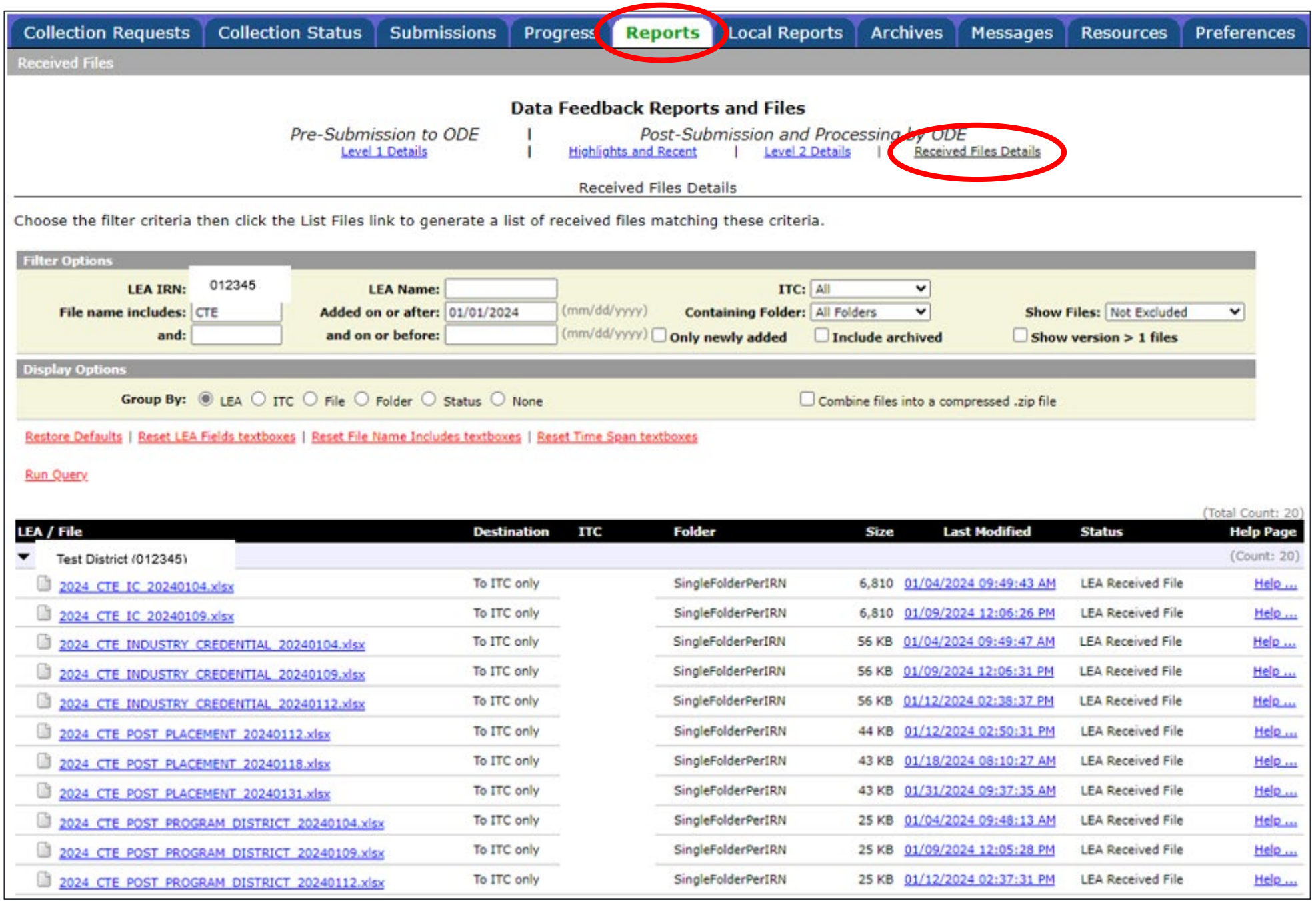
Level 2 Reports
Data Feedback Reports and Files
Pre-Submission to ODE
Level 1 Details
Post-Submission and Processing by ODE
Highlights and Recent
Level 2 Details
Received Files Details
Level 2 Details
Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to Generate a single .zip file for all reports (.csv), you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.
Filter Options
LEA IRN: 012345
LEA Name:
ITC: All
Collection Request: FY24-S-TRAD Mid
Report Name: All
Processed on or after: (mm/dd/yyyy)
Report Name includes:
Data Set: All
Last Activity Within: All
With Data Only: Exclude reports with 0 rows
School Year: All
Show closed collections
Last Updated on or after: (mm/dd/yyyy)
Category: All
Display Options
Group By: Collection Request LEA Level 2 Report Category Data Set None
File Format: HTML CSV CSV by Building IRN CSV by Other Field (see Field Name in the table below)
Show Reports | Restore Defaults | Reset Date textboxes
Show/Hide Category:
Career Tech
Graduate
Colg Crdt Plus
Student Reports
Funding Reports
Tuition
Gen Issues
Deselect All Categories
(Total Count: 29)
Collection Request / Report Name
LEA
Fatal
Critical
Warn
Info
Total
Category
Data Set
Field Name
Process Date
Last Upd Date
Submission
Help Page
Midyear Student Collection (FY24) (2024S2TRD)
(Count: 29)
(CCPL-001) CCP Non-Payment 0 0 16 0 16 Colg Crdt Plus S 03/09/24 17:16 02/29/24 22:30 12 Help ...
(CCPL-101) CCP Projected Payment 0 0 0 457 457 Colg Crdt Plus S 03/09/24 17:16 01/25/24 22:31 12 Help ...
(ENRL-001) Resident Students Educated Elsewhere 0 0 0 209 209 Student Reports S 03/09/24 17:16 03/10/24 03:50 12 Help ...



Collection Requests | Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages | Resources | Preferences

Received Files

Data Feedback Reports and Files

Pre-Submission to ODE | *Post-Submission and Processing by ODE*

Level 1 Details | Highlights and Recent | Level 2 Details | Received Files Details

Received Files Details

Choose the filter criteria then click the List Files link to generate a list of received files matching these criteria.

Filter Options

LEA IRN: 012345 | LEA Name: | ITC: All

File name includes: CTE | Added on or after: 01/01/2024 (mm/dd/yyyy) | Containing Folder: All Folders | Show Files: Not Excluded

and: | and on or before: (mm/dd/yyyy) | Only newly added | Include archived | Show version > 1 files

Display Options

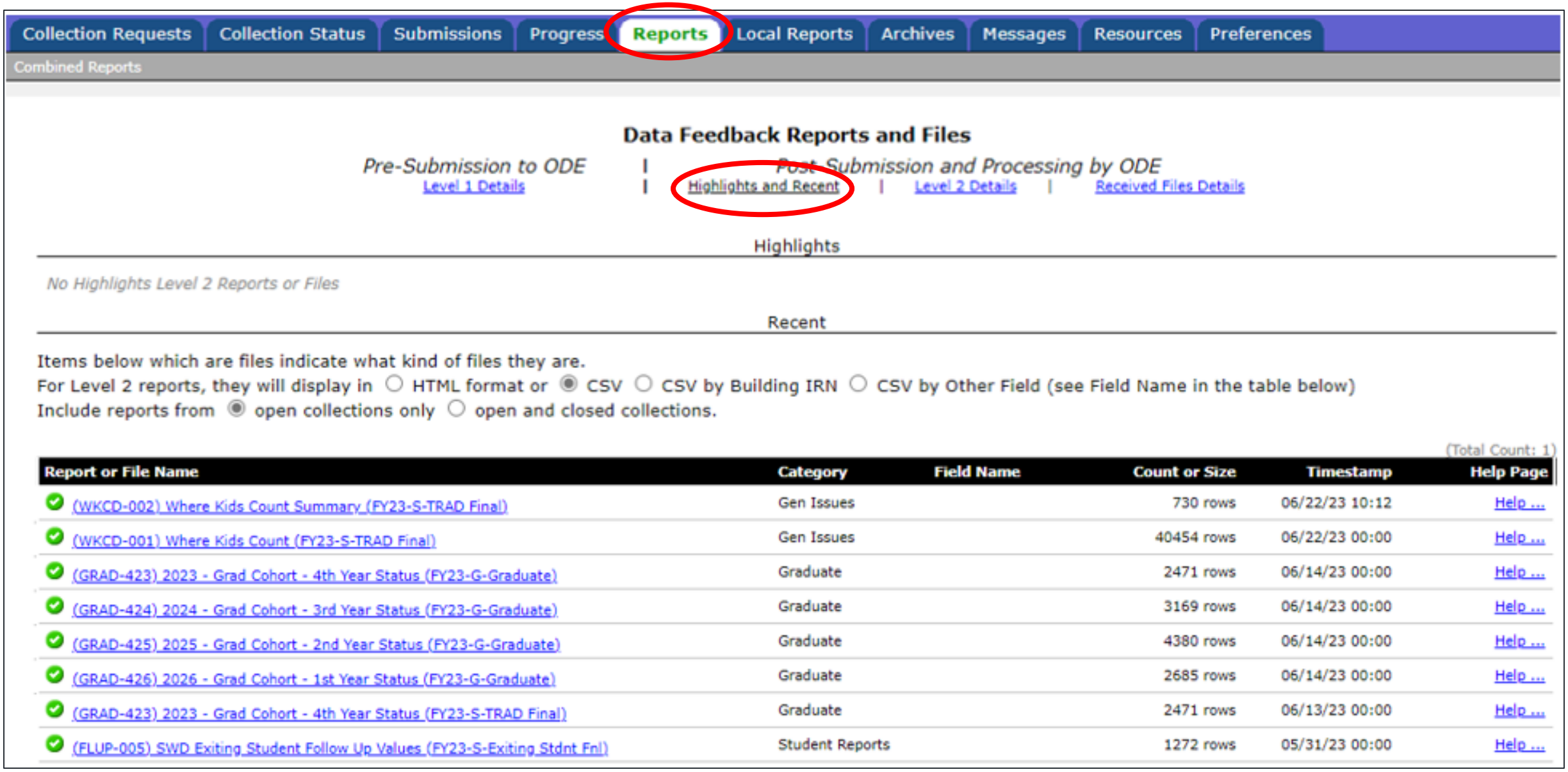
Group By: LEA ITC File Folder Status None | Combine files into a compressed .zip file

Restore Defaults | Reset LEA Fields textboxes | Reset File Name Includes textboxes | Reset Time Span textboxes

Run Query

(Total Count: 20)

LEA / File	Destination	ITC	Folder	Size	Last Modified	Status	Help Page
Test District (012345)							(Count: 20)
2024_CTE_IC_20240104.xlsx	To ITC only		SingleFolderPerIRN	6,810	01/04/2024 09:49:43 AM	LEA Received File	Help ...
2024_CTE_IC_20240109.xlsx	To ITC only		SingleFolderPerIRN	6,810	01/09/2024 12:06:26 PM	LEA Received File	Help ...
2024_CTE_INDUSTRY_CREDENTIAL_20240104.xlsx	To ITC only		SingleFolderPerIRN	56 KB	01/04/2024 09:49:47 AM	LEA Received File	Help ...
2024_CTE_INDUSTRY_CREDENTIAL_20240109.xlsx	To ITC only		SingleFolderPerIRN	56 KB	01/09/2024 12:06:31 PM	LEA Received File	Help ...
2024_CTE_INDUSTRY_CREDENTIAL_20240112.xlsx	To ITC only		SingleFolderPerIRN	56 KB	01/12/2024 02:38:37 PM	LEA Received File	Help ...
2024_CTE_POST_PLACEMENT_20240112.xlsx	To ITC only		SingleFolderPerIRN	44 KB	01/12/2024 02:50:31 PM	LEA Received File	Help ...
2024_CTE_POST_PLACEMENT_20240118.xlsx	To ITC only		SingleFolderPerIRN	43 KB	01/18/2024 08:10:27 AM	LEA Received File	Help ...
2024_CTE_POST_PLACEMENT_20240131.xlsx	To ITC only		SingleFolderPerIRN	43 KB	01/31/2024 09:37:35 AM	LEA Received File	Help ...
2024_CTE_POST_PROGRAM_DISTRICT_20240104.xlsx	To ITC only		SingleFolderPerIRN	25 KB	01/04/2024 09:48:13 AM	LEA Received File	Help ...
2024_CTE_POST_PROGRAM_DISTRICT_20240109.xlsx	To ITC only		SingleFolderPerIRN	25 KB	01/09/2024 12:05:28 PM	LEA Received File	Help ...
2024_CTE_POST_PROGRAM_DISTRICT_20240112.xlsx	To ITC only		SingleFolderPerIRN	25 KB	01/12/2024 02:37:31 PM	LEA Received File	Help ...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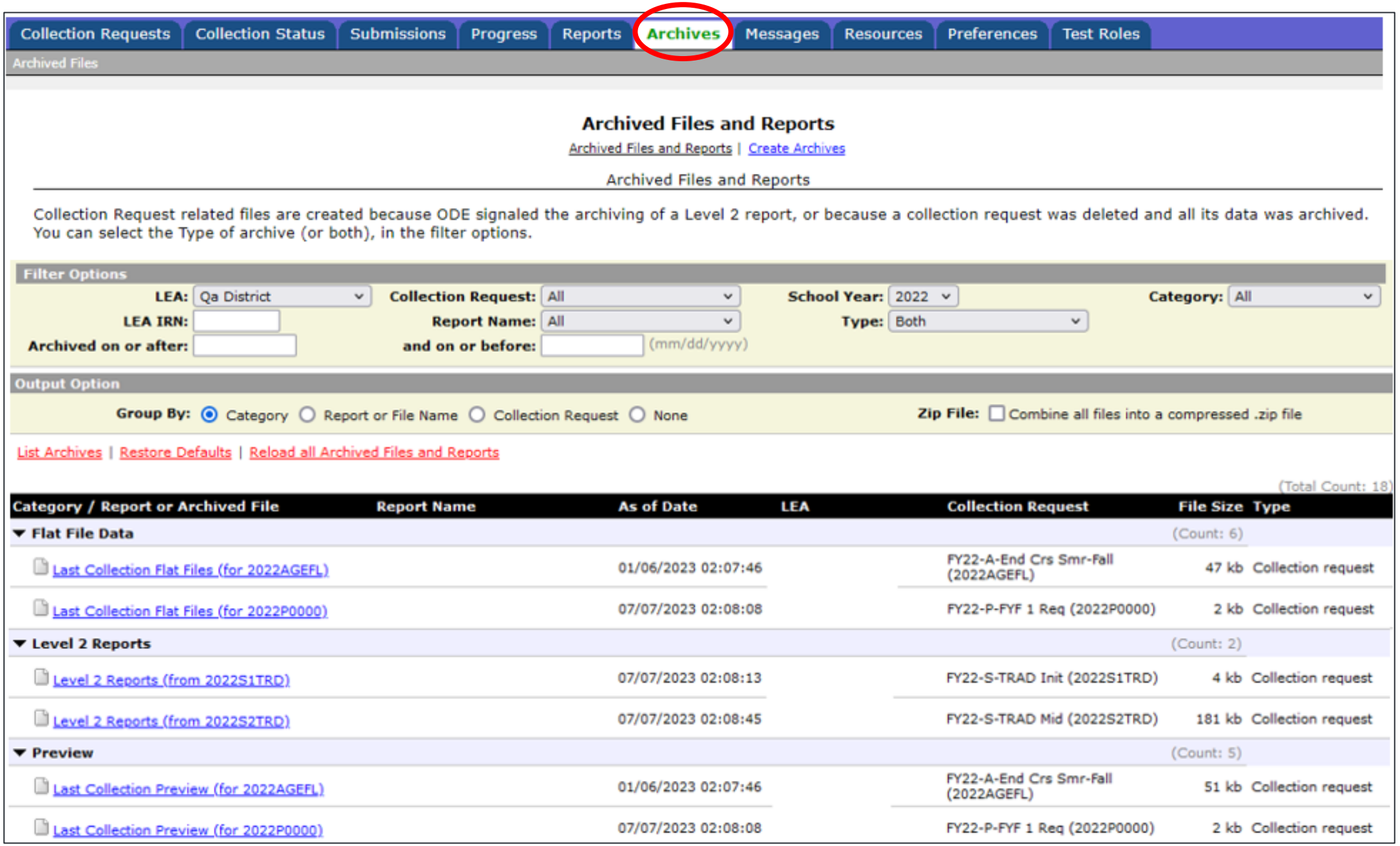
Post-Submission and Processing by ODE
Highlights and Recent
Level 2 Details
Received Files Details
Highlights
No Highlights Level 2 Reports or Files
Recent
Items below which are files indicate what kind of files they are.
For Level 2 reports, they will display in HTML format or CSV CSV by Building IRN CSV by Other Field (see Field Name in the table below)
Include reports from open collections only open and closed collections.
(Total Count: 1)
Report or File Name
Category
Field Name
Count or Size
Timestamp
Help Page
(WKCD-002) Where Kids Count Summary (FY23-S-TRAD Final)
Gen Issues
730 rows
06/22/23 10:12
Help ...
(WKCD-001) Where Kids Count (FY23-S-TRAD Final)
Gen Issues
40454 rows
06/22/23 00:00
Help ...
(GRAD-423) 2023 - Grad Cohort - 4th Year Status (FY23-G-Graduate)
Graduate
2471 rows
06/14/23 00:00
Help ...
(GRAD-424) 2024 - Grad Cohort - 3rd Year Status (FY23-G-Graduate)
Graduate
3169 rows
06/14/23 00:00
Help ...
(GRAD-425) 2025 - Grad Cohort - 2nd Year Status (FY23-G-Graduate)
Graduate
4380 rows
06/14/23 00:00
Help ...
(GRAD-426) 2026 - Grad Cohort - 1st Year Status (FY23-G-Graduate)
Graduate
2685 rows
06/14/23 00:00
Help ...
(GRAD-423) 2023 - Grad Cohort - 4th Year Status (FY23-S-TRAD Final)
Graduate
2471 rows
06/13/23 00:00
Help ...
(FLUP-005) SWD Exiting Student Follow Up Values (FY23-S-Exiting Stdnt Fnl)
Student Reports
1272 rows
05/31/23 00:00
Help ...

REPORTS

- Offers multiple selection options
- “Pre-submission to ODE”
  - Level 1 Details
- “Post-Submission and Processing by ODE”
  - Level 2 Details
  - Received Files Details
  - Highlights and Recent


Collection Requests
Collection Status
Submissions
Progress
Reports
Archives
Messages
Resources
Preferences
Test Roles
Archived Files
Archived Files and Reports
Archived Files and Reports | Create Archives
Archived Files and Reports
Collection Request related files are created because ODE signaled the archiving of a Level 2 report, or because a collection request was deleted and all its data was archived. You can select the Type of archive (or both), in the filter options.
Filter Options
LEA: Qa District
Collection Request: All
School Year: 2022
Category: All
LEA IRN:
Report Name: All
Type: Both
Archived on or after:
and on or before:
(mm/dd/yyyy)
Output Option
Group By: Category Report or File Name Collection Request None
Zip File: Combine all files into a compressed .zip file
List Archives | Restore Defaults | Reload all Archived Files and Reports
(Total Count: 18)
Category / Report or Archived File
Report Name
As of Date
LEA
Collection Request
File Size
Type
Flat File Data
(Count: 6)
Last Collection Flat Files (for 2022AGEFL)
01/06/2023 02:07:46
FY22-A-End Crs Smr-Fall (2022AGEFL)
47 kb
Collection request
Last Collection Flat Files (for 2022P0000)
07/07/2023 02:08:08
FY22-P-FYF 1 Req (2022P0000)
2 kb
Collection request
Level 2 Reports
(Count: 2)
Level 2 Reports (from 2022S1TRD)
07/07/2023 02:08:13
FY22-S-TRAD Init (2022S1TRD)
4 kb
Collection request
Level 2 Reports (from 2022S2TRD)
07/07/2023 02:08:45
FY22-S-TRAD Mid (2022S2TRD)
181 kb
Collection request
Preview
(Count: 5)
Last Collection Preview (for 2022AGEFL)
01/06/2023 02:07:46
FY22-A-End Crs Smr-Fall (2022AGEFL)
51 kb
Collection request
Last Collection Preview (for 2022P0000)
07/07/2023 02:08:08
FY22-P-FYF 1 Req (2022P0000)
2 kb
Collection request

ARCHIVE EXAMPLE – FTE DETAIL REPORTS ON DATES FUNDING PULLED

Funding (Count: 20)

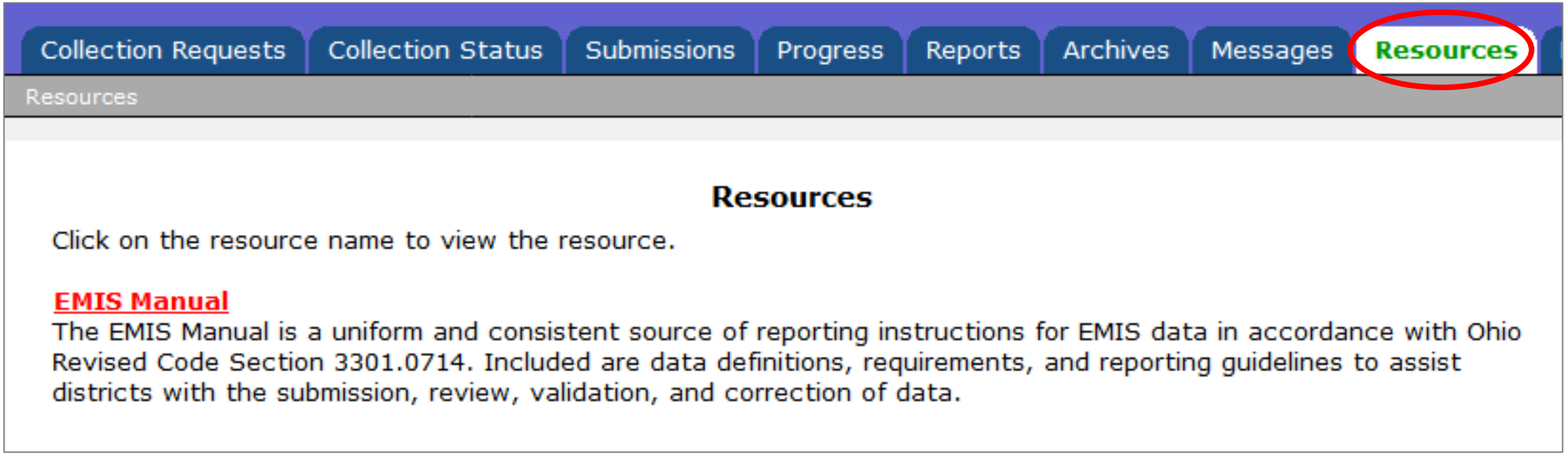
July_FY24_JVSD_Payment	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/29/2023 15:08:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
July_FY24_JVSD_Payment	(FTES-008) Enrolled ADM FTE Summary	06/29/2023 15:07:00	FY23-S-TRAD Final (2023S3TRD)	2 kb Level 2 report
July_FY24_JVSD_Payment	(FTES-001) FTE Total by Fund Pattern	06/29/2023 15:06:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
July_FY24_JVSD_Payment	(FTED-003) FTE Adjustments	06/29/2023 15:05:00	FY23-S-TRAD Final (2023S3TRD)	5 kb Level 2 report
July_FY24_JVSD_Payment	(FTED-001) FTE Detail	06/29/2023 15:03:00	FY23-S-TRAD Final (2023S3TRD)	411 kb Level 2 report
July_No1_FY24_TRAD_Payment	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/28/2023 13:01:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
July_No1_FY24_TRAD_Payment	(FTES-008) Enrolled ADM FTE Summary	06/28/2023 13:00:00	FY23-S-TRAD Final (2023S3TRD)	2 kb Level 2 report
July_No1_FY24_TRAD_Payment	(FTES-001) FTE Total by Fund Pattern	06/28/2023 12:53:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
July_No1_FY24_TRAD_Payment	(FTED-003) FTE Adjustments	06/28/2023 12:51:00	FY23-S-TRAD Final (2023S3TRD)	5 kb Level 2 report
July_No1_FY24_TRAD_Payment	(FTED-001) FTE Detail	06/28/2023 12:49:00	FY23-S-TRAD Final (2023S3TRD)	411 kb Level 2 report

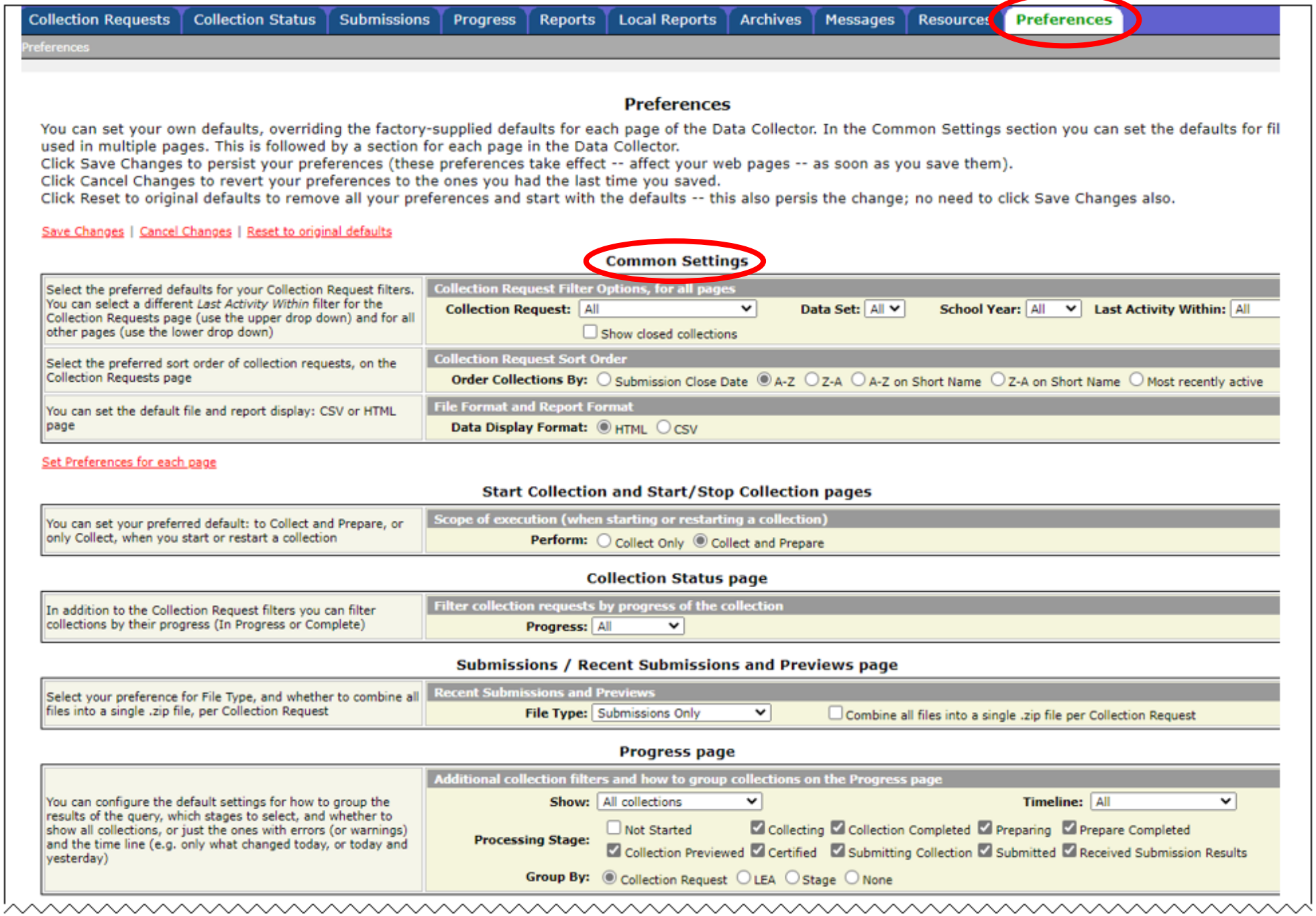
ARCHIVES

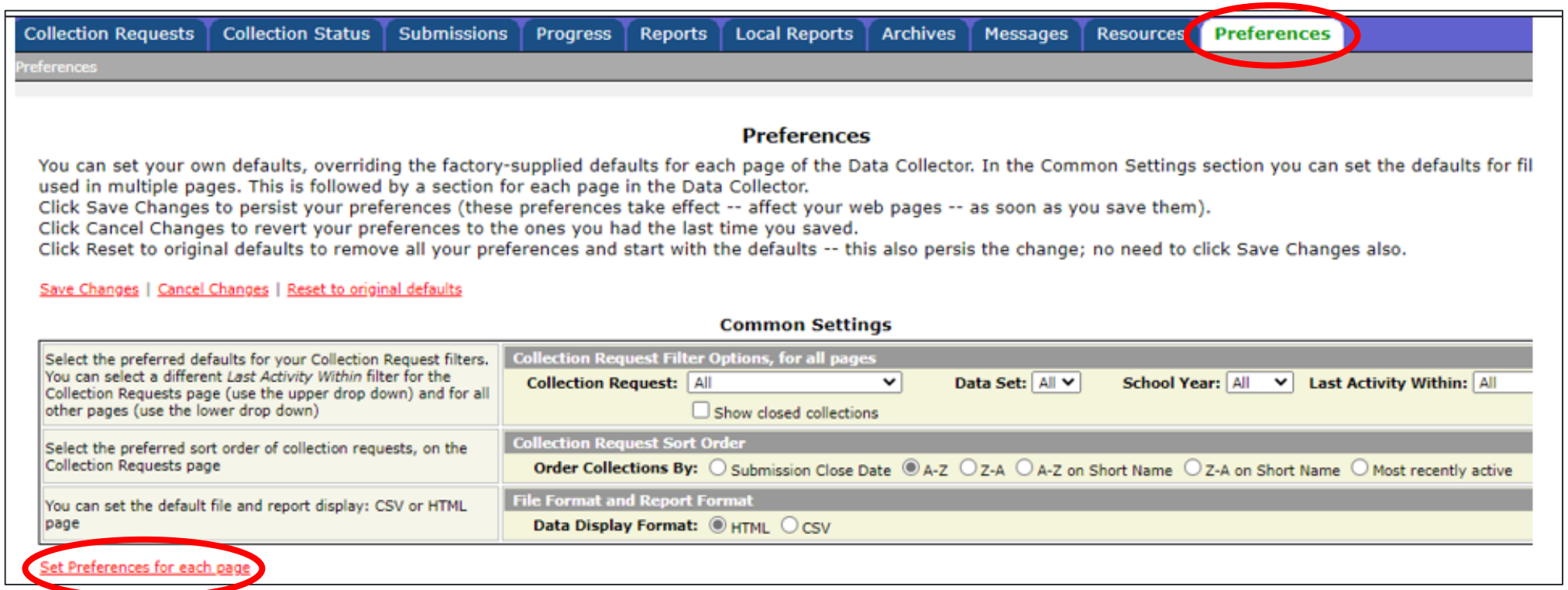
- Provides list of data archives submitted during collection requests no longer active
  - Nor can be seen when “Show closed collections” option selected
- The Department can initiate specific archival saves
  - Example: FTE detail reports on dates funding is pulled

RESOURCES

Means for the Department to provide links for documentation and other EMIS resources from within the Data Collector




Collection Requests
Collection Status
Submissions
Progress
Reports
Local Reports
Archives
Messages
Resources
Preferences
Preferences
Preferences
You can set your own defaults, overriding the factory-supplied defaults for each page of the Data Collector. In the Common Settings section you can set the defaults for fil
used in multiple pages. This is followed by a section for each page in the Data Collector.
Click Save Changes to persist your preferences (these preferences take effect -- affect your web pages -- as soon as you save them).
Click Cancel Changes to revert your preferences to the ones you had the last time you saved.
Click Reset to original defaults to remove all your preferences and start with the defaults -- this also persis the change; no need to click Save Changes also.
Save Changes | Cancel Changes | Reset to original defaults
Common Settings
Select the preferred defaults for your Collection Request filters. You can select a different Last Activity Within filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)
Collection Request Filter Options, for all pages
Collection Request: All
Data Set: All
School Year: All
Last Activity Within: All
Show closed collections
Select the preferred sort order of collection requests, on the Collection Requests page
Collection Request Sort Order
Order Collections By: Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active
You can set the default file and report display: CSV or HTML page
File Format and Report Format
Data Display Format: HTML CSV
Set Preferences for each page
Start Collection and Start/Stop Collection pages
You can set your preferred default: to Collect and Prepare, or only Collect, when you start or restart a collection
Scope of execution (when starting or restarting a collection)
Perform: Collect Only Collect and Prepare
Collection Status page
In addition to the Collection Request filters you can filter collections by their progress (In Progress or Complete)
Filter collection requests by progress of the collection
Progress: All
Submissions / Recent Submissions and Previews page
Select your preference for File Type, and whether to combine all files into a single .zip file, per Collection Request
Recent Submissions and Previews
File Type: Submissions Only
Combine all files into a single .zip file per Collection Request
Progress page
You can configure the default settings for how to group the results of the query, which stages to select, and whether to show all collections, or just the ones with errors (or warnings) and the time line (e.g. only what changed today, or today and yesterday)
Additional collection filters and how to group collections on the Progress page
Show: All collections
Timeline: All
Processing Stage: Not Started Collecting Collection Completed Preparing Prepare Completed Collection Previewed Certified Submitting Collection Submitted Received Submission Results
Group By: Collection Request LEA Stage None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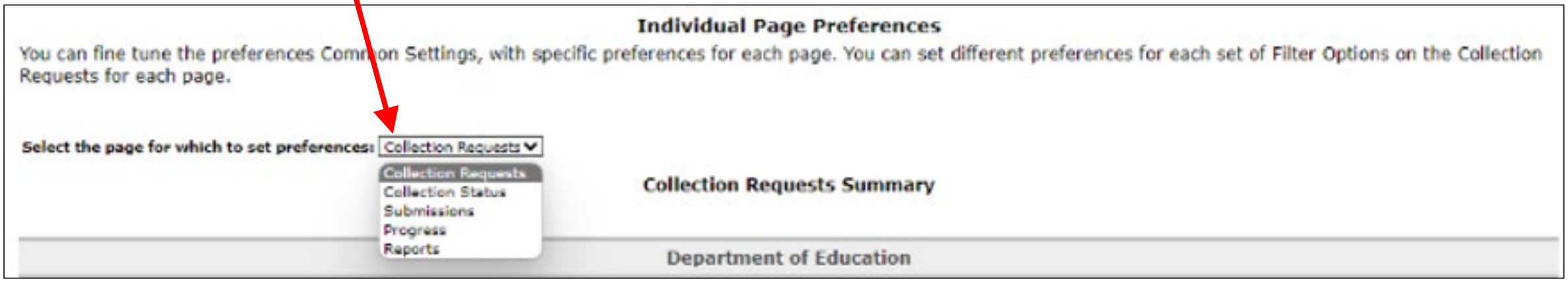
Collection Request: All
Data Set: All
School Year: All
Last Activity Within: All
Show closed collections
Select the preferred sort order of collection requests, on the Collection Requests page
Collection Request Sort Order
Order Collections By: Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active
You can set the default file and report display: CSV or HTML page
File Format and Report Format
Data Display Format: HTML CSV
Set Preferences for each page


Individual Page Preferences
You can fine tune the preferences Common Settings, with specific preferences for each page. You can set different preferences for each set of Filter Options on the Collection Requests for each page.
Select the page for which to set preferences: Collection Requests
Collection Requests
Collection Status
Submissions
Progress
Reports
Collection Requests Summary
Department of Education

PREFERENCES

- Provides customization capability
- Common settings for all pages
  - Collection Request Filter Options
  - Collection Request Sort Order
  - File Format and Report Format
  - Start Collection and Start/Stop Collection pages
  - Collection Status page
  - Submissions/Recent Submissions and Previews page
  - Progress page
  - Reports pages
- Settings by page
  - Collection Requests
  - Collection Status
  - Submissions
  - Progress
  - Reports

QUESTIONS?

EDUCATION.OHIO.GOV

Department of Education & Workforce

SECURE DATA CENTER OVERVIEW

New EMIS Coordinator Training

Letitia Linville

April 4, 2024

Department of Education & Workforce

TODAY'S GOALS

1) **What?** What is the Secure Data Center (SDC)?

2) **Why?** Why is the SDC important?

3) **Who?** Who uses the SDC?

4) **Where?** Where can I find the SDC/How do I receive access?

5) **When?** When should I look at the SDC?

6) **How?** How do I navigate the SDC?

WHAT IS THE SECURE DATA CENTER?

1) Differentiating the SDC from the Report Portal
2) What does the SDC contain?
3) How does the SDC fit with other data resources?

Department of Education & Workforce

DIFFERENTIATING BETWEEN THE REPORT PORTAL AND SECURE DATA CENTER

REPORT PORTAL

- Contains the Secure Data Center
- Contains other public reports
  - District/School Dashboards
  - College and Career Readiness Dashboards
    - College Credit Attainment
    - Industry Recognized Credential Attainment
    - Ohio Mean Jobs Readiness Seal Attainment
  - Similar Districts
- Reports are typically released annually
- Reports do not update during reporting windows
- Reports are masked for <10 students
- Reports do not contain SSID-level data

SECURE DATA CENTER

- Most reports contain unmasked, SSID-level data
  - *Reports within the Local Report Card folder are an exception – they do NOT contain SSID-level data*
- Local Report Card Reports are available as a preview for districts to review and confirm data and prepare for conversations with the community and stakeholders
- Many reports contain additional metrics not located on public-facing reports to assist districts with data-driven decision making and continuous improvement
- Reports update during reporting windows to allow districts to review data prior to appeals and public release of data
- CTPD and Member District reports are available
- Reports for ITCs and Community School Sponsors

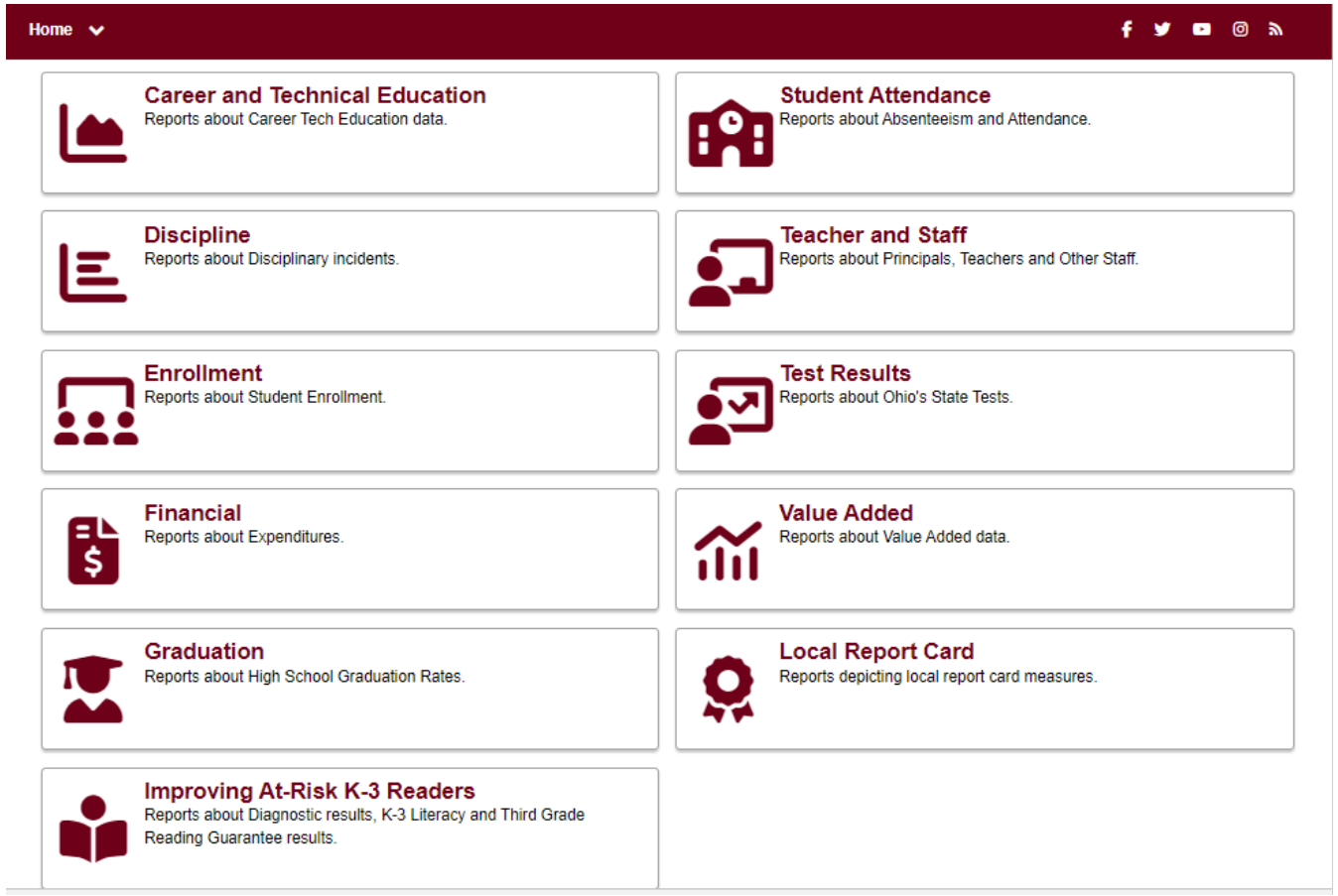
WHAT DOES THE SDC CONTAIN?

Subject-Specific Reports

- Reports are grouped by subject area (i.e., enrollment, assessments, graduation)
- Interactive
- Contain SSID-level data
- Contain up to 5 years of data

Local Report Card Reports

- Reports containing information on Local Report Card metrics as data are being reported
- Interactive
- Do **NOT** contain SSID-level data
- Contain up to 5 years of data



HOW DOES THE SDC FIT WITH OTHER DATA RESOURCES?

Where can you find resources to help you understand your data?

Report Card Resources

EMIS Resources

- The Secure Data Center is one of several tools offered by the Department to assist districts with reviewing/understanding data.
  - The SDC Complements:
    - Gen Issues
    - Level 2 Reports
    - Files Distributed through the Data Collector
    - ODDEX
    - Download Files
    - Local Report Card
    - Report Portal

WHY IS THE SECURE DATA CENTER IMPORTANT?

WHY IS THE SECURE DATA CENTER IMPORTANT?

Assists with data quality efforts

Preview subject-specific data prior to collections closing

Preview Local Report Card data

Understanding data trends

Identifying educational needs

Data are presented in a variety of ways to broaden the audience and assists you with building a village of data users and increasing support for your work within your district or school.

WHO USES THE SECURE DATA CENTER?

WHO USES THE SECURE DATA CENTER?

EMIS Coordinators

District/School Administrators

Testing Coordinators

Data Teams

Other Support Staff

*AND other cool cats like **YOU**!!!*

WHERE CAN I FIND THE SDC? HOW DO I RECEIVE ACCESS?

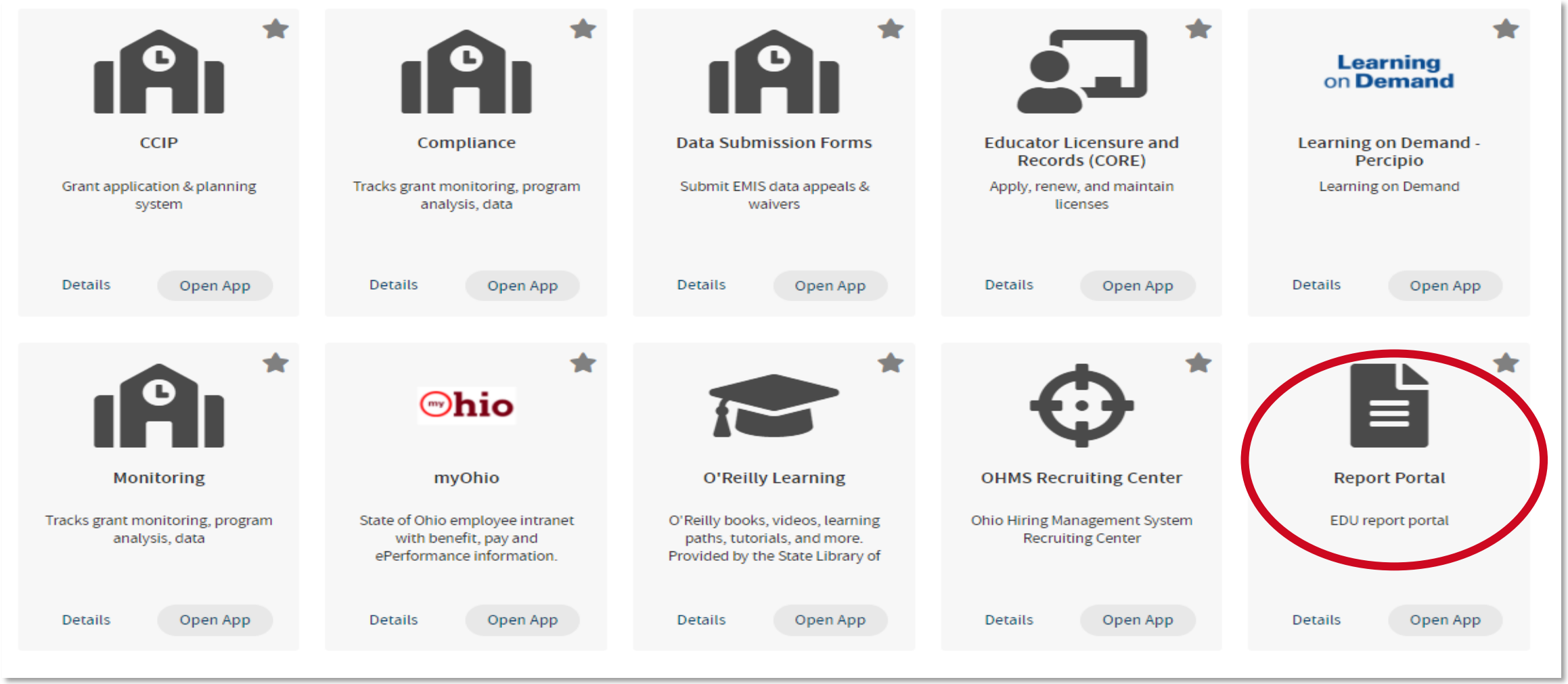
1) Required OEDS roles and security process
2) OH|ID Portal/Applications
3) Report Portal
4) Secure Data Center

REQUIRED OEDS ROLES AND SECURITY PROCESS

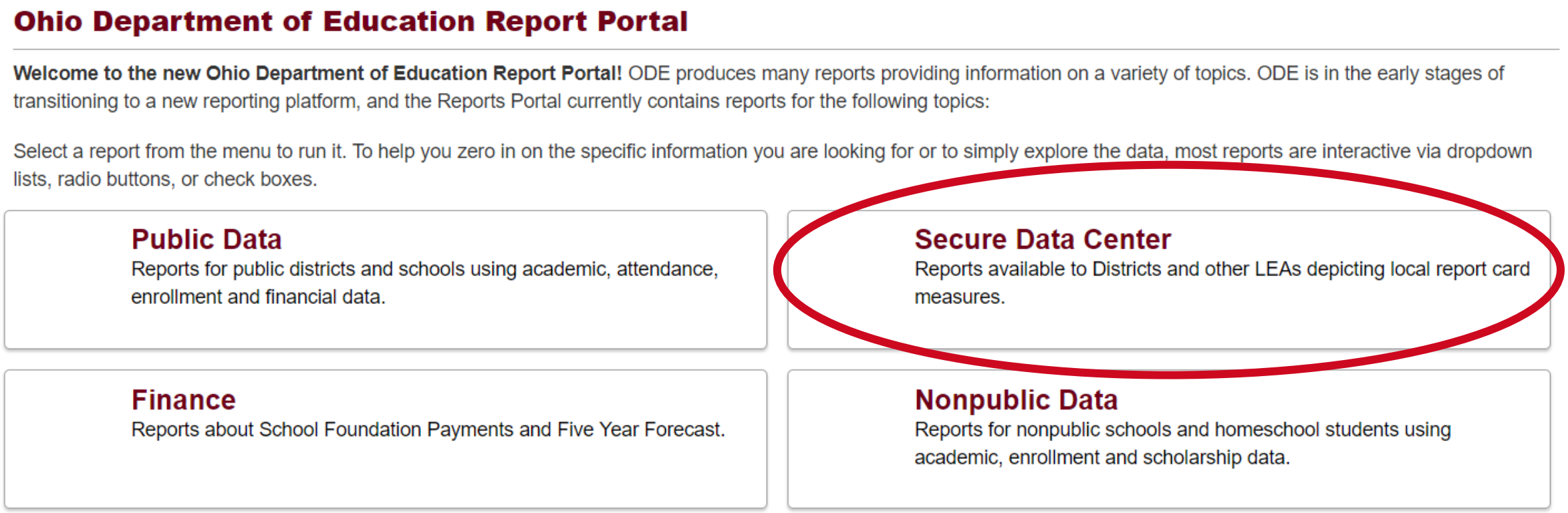
- Create an OH|ID Account
- Request Secure Data Center access through your OEDS-R Administrator
- To obtain access to the Secure Data Center (SDC) a user must be assigned either the Secure Data Center – Standard Level Access ***or*** Secure Data Center – Student Level Access roles in OEDS
  - **Either role will grant the user access to student-level data within the reports

- Security is now based primarily on the IRN as the driver.
  - When logging into the Report Portal system, users will be prompted to select from one or more IRNs to view reports
  - For example, users may be assigned access (via the OEDS SDC role) at the District IRN, School IRN, or a combination of both
  - Users with access to data from multiple IRNs must select the highest level in their hierarchy of access (i.e., District level) to view reports for the entire district
    - This is particularly important for CTPDs who are reviewing data. Lead districts may have access at the member district AND the CTPD level

OH|ID PORTAL/APPLICATIONS

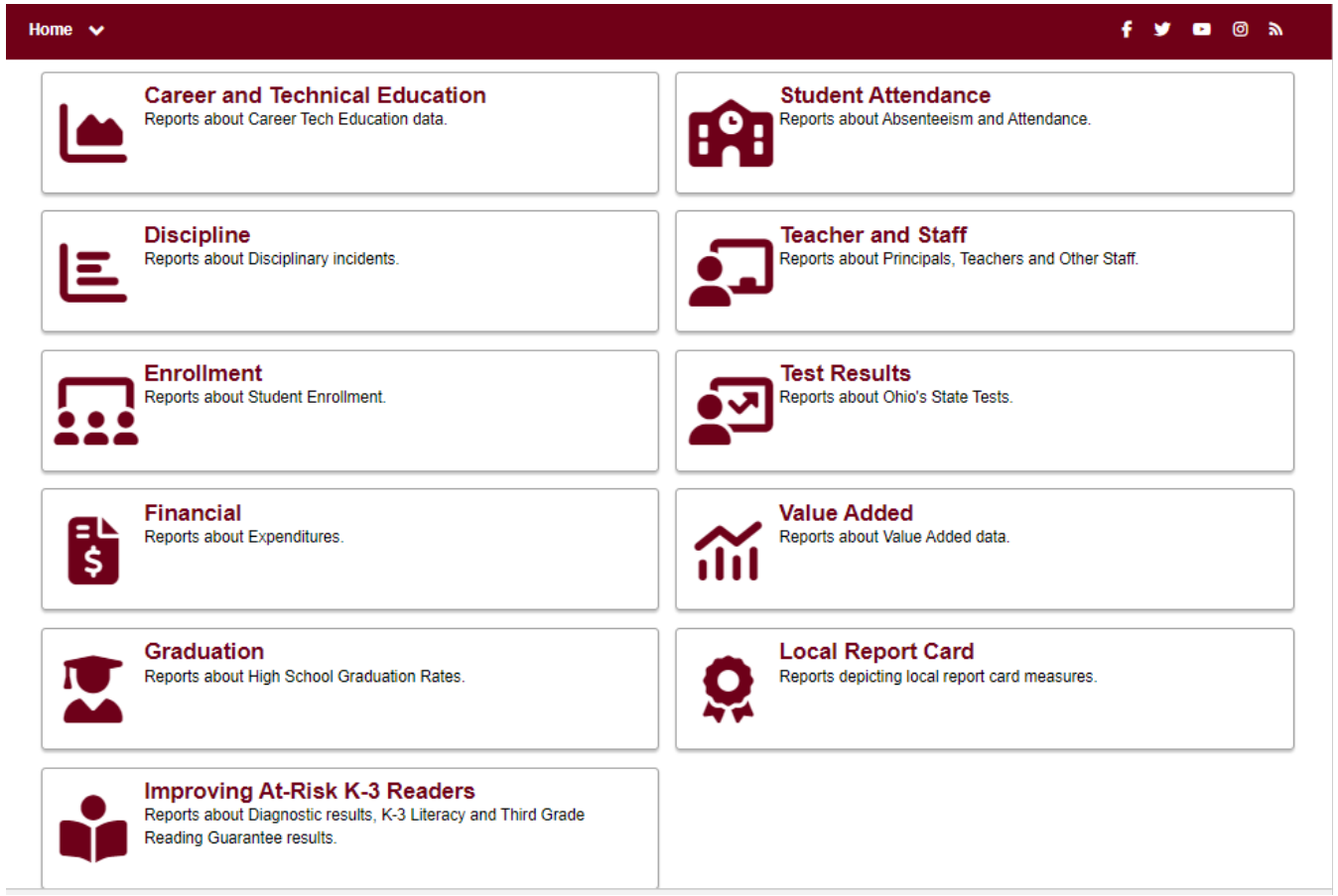


REPORT PORTAL



SECURE DATA CENTER

1) Tiles are visible based on IRN you have logged into the SDC with.
    1) Example: Career and Technical Education tile will only appear for CTPDs and Member districts.
2) Underlying reports differ based on IRN you have logged into SDC with.
    1) Example 1: Extended graduation rate reports will only appear for Dropout Prevention and Recovery schools.
    2) Example 2: District reports will not appear for users with district access if they do not log in with the District IRN.



WHEN SHOULD I LOOK AT THE SECURE DATA CENTER?

Refresh Schedule

Refresh Timing

EMIS COLLECTION SCHEDULE

- Data are populated based on EMIS Collection Schedules.

- ***Closely review collection open and close dates. Some collections may NOT have opportunities for Data Appeals.***

- EMIS Data Appeals | Ohio Department of Education and Workforce

SDC REFRESH SCHEDULE/TIMING

- Most Reports populated
  - **Monday, Wednesday and Friday**
  - *For example, data reported to ODE on Monday will appear in the SDC on Wednesday. Data reported on Thursday by 5pm will appear on Friday.*
- CTE/Staff/Teacher/Course/Financial Reports populated
  - **Tuesday and Thursday**
  - *For example, data reported to ODE on Tuesday will appear in the SDC on Thursday. Data reported on Wednesday by 5pm will appear on Thursday.*

***Daily refreshes begin around 9am**

STATUS OF REPORTS

HTTP://EDUCATION.OHIO.GOV/TOPICS/DATA/EMIS/EMIS-DOCUMENTATION/SECURE-DATA-CENTER-STATUS-OF-REPORTS

Secure Data Center - Status of Reports

SDC Reports and Status of Reports

Reports listed below are available through the Ohio Department of Education's Report Portal.

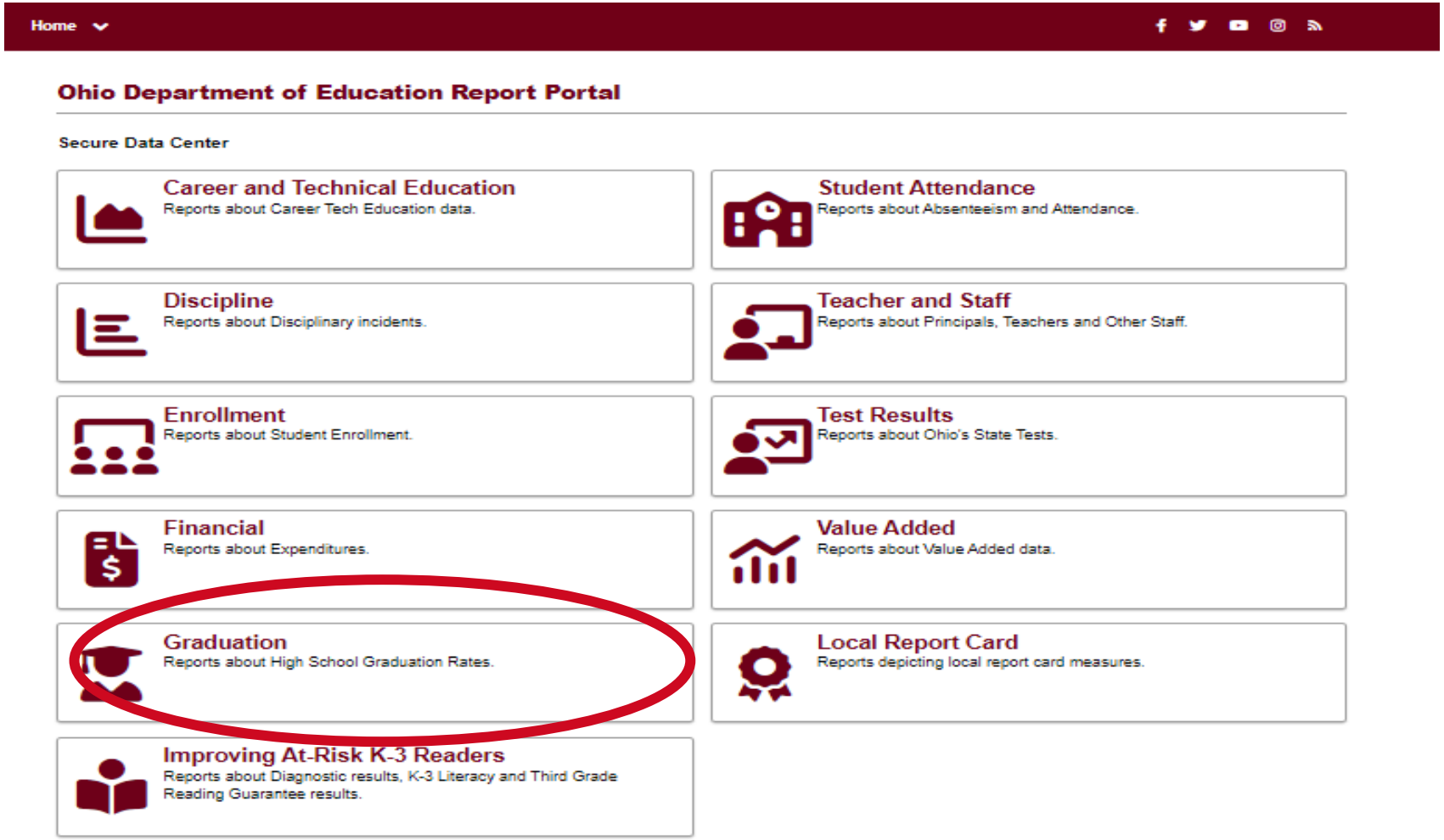
Report Status Last Updated: September 21, 2023

Tile Name	Report Name	Status	Notes
Local Report Card	District Local Report Card	Ready	Data from 2019 - 2023
	School Local Report Card	Ready	
	Dropout Recovery Program Report Card	Ready	
	CTPD Local Report Card	Ready	Data from 2019 - 2023
Student Attendance	District Absenteeism and Attendance	Ready	Data from 2019 - 2023
	School Absenteeism and Attendance	Ready	
Enrollment	District Enrollment	Ready	Data from 2019- 2023
	School Enrollment	Ready	
	District Gifted Enrollment	Ready	

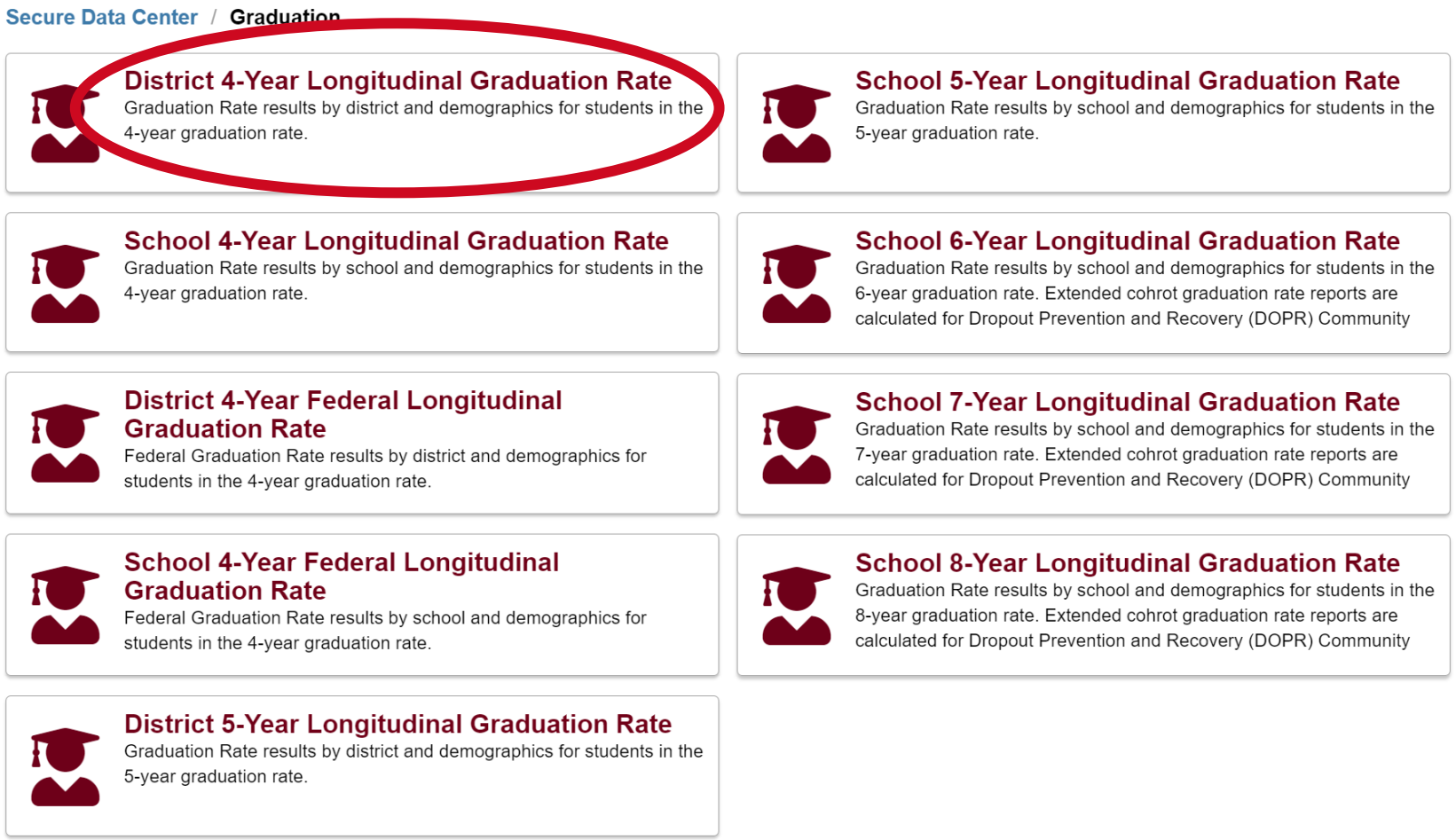
HOW DO I NAVIGATE THE SECURE DATA CENTER?

1) Tiles
2) Tabs
3) Filters/Slicers
4) Interactivity

TILES - OVERVIEW



TILES - GRADUATION



TABS

Ohio | Department of Education

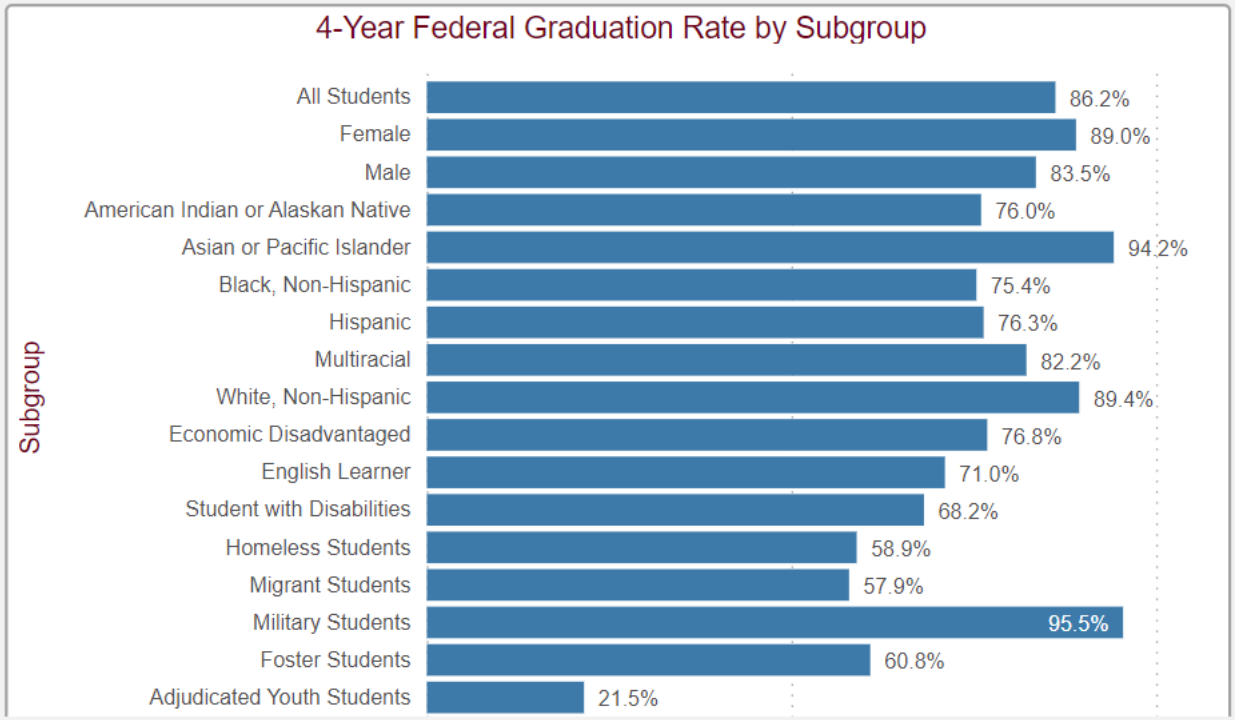
4-Year Longitudinal Federal Graduation Rate (District) - Demographic Overview

Choose a Graduation Cohort: Class of 2022

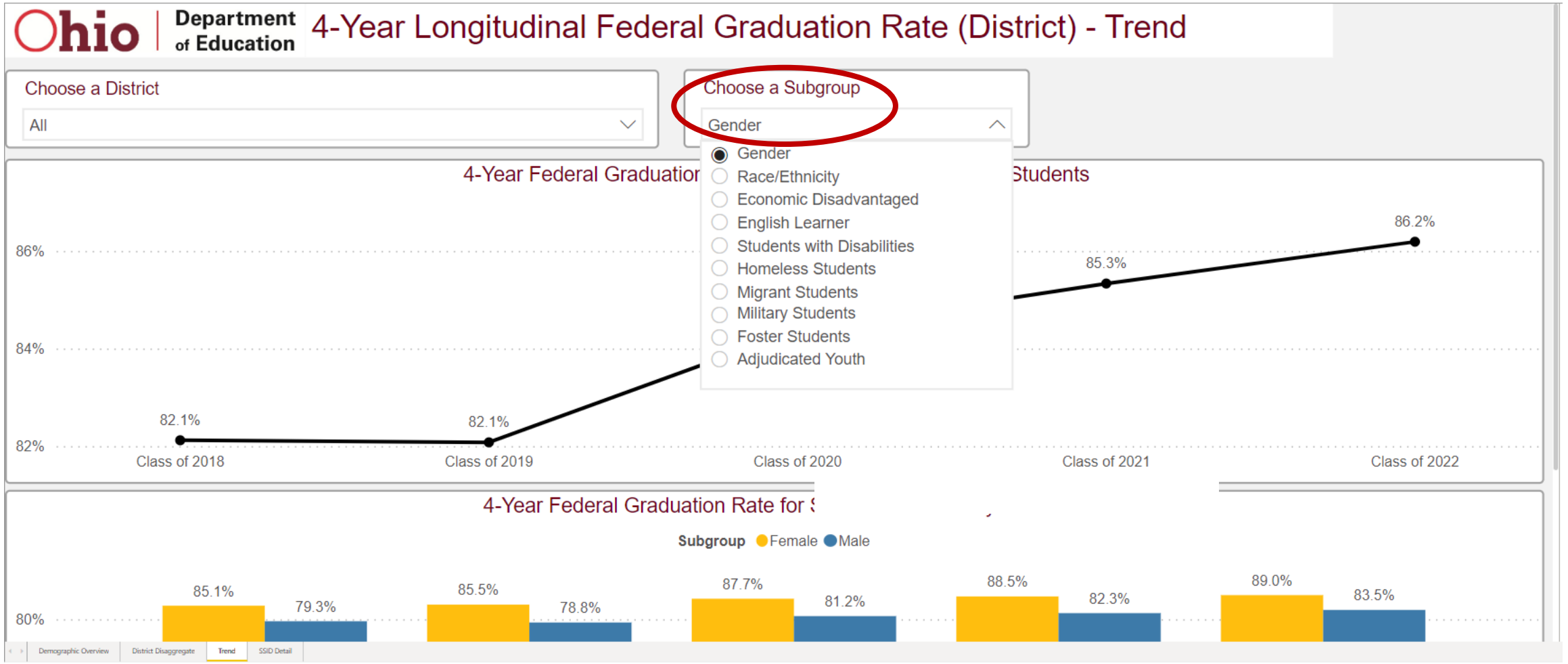
Choose a District: All

Subgroup	Graduates	Non-Graduates	4-Year Federal Graduation Rate
All Students	115,842	18,560	86.2%
Female	58,251	7,190	89.0%
Male	57,591	11,370	83.5%
American Indian or Alaskan Native	152	48	76.0%
Asian or Pacific Islander	3,259	201	94.2%
Black, Non-Hispanic	15,751	5,151	75.4%
Hispanic	6,429	1,992	76.3%
Multiracial	5,305	1,148	82.2%
White, Non-Hispanic	84,946	10,020	89.4%
Economic Disadvantaged	42,016	12,664	76.8%
English Learner	3,250	1,325	71.0%
Student with Disabilities	14,610	6,822	68.2%
Homeless Students	2,908	2,026	58.9%
Migrant Students	22	16	57.9%
Military Students	779	37	95.5%
Foster Students	1,677	1,081	60.8%
Adjudicated Youth Students	89	324	21.5%

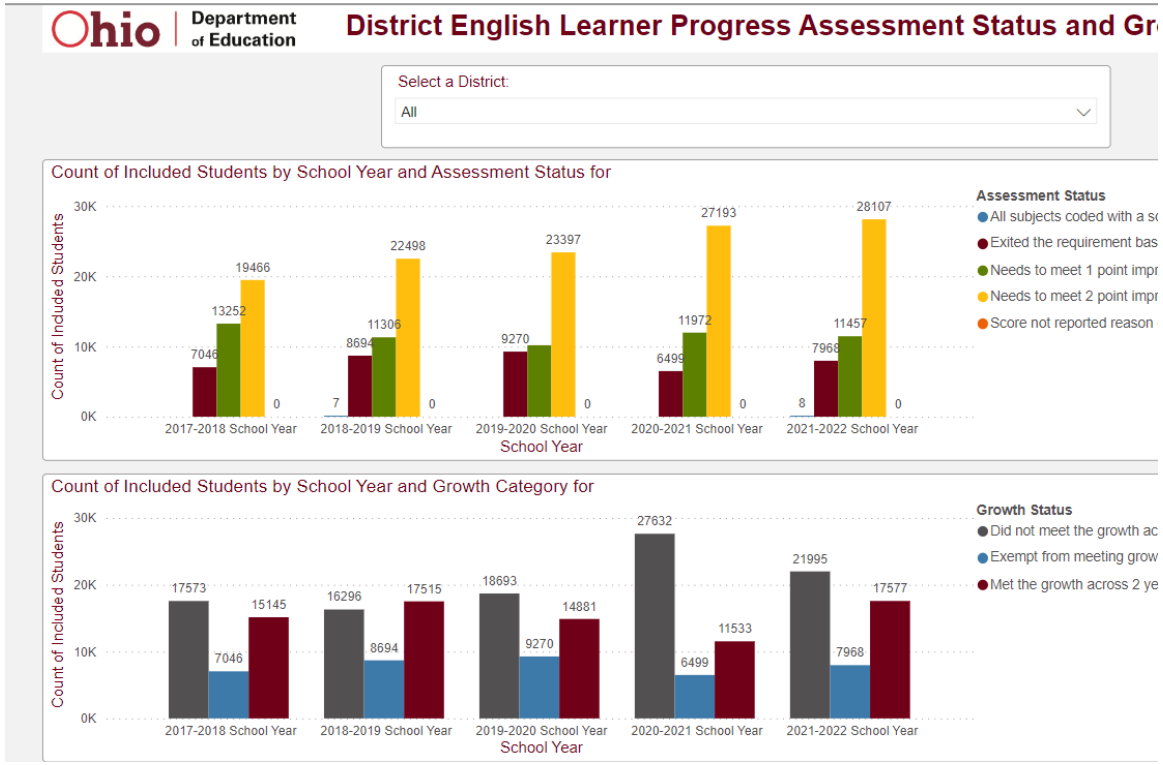
Demographic Overview | District Disaggregate | Trend | SSID Detail



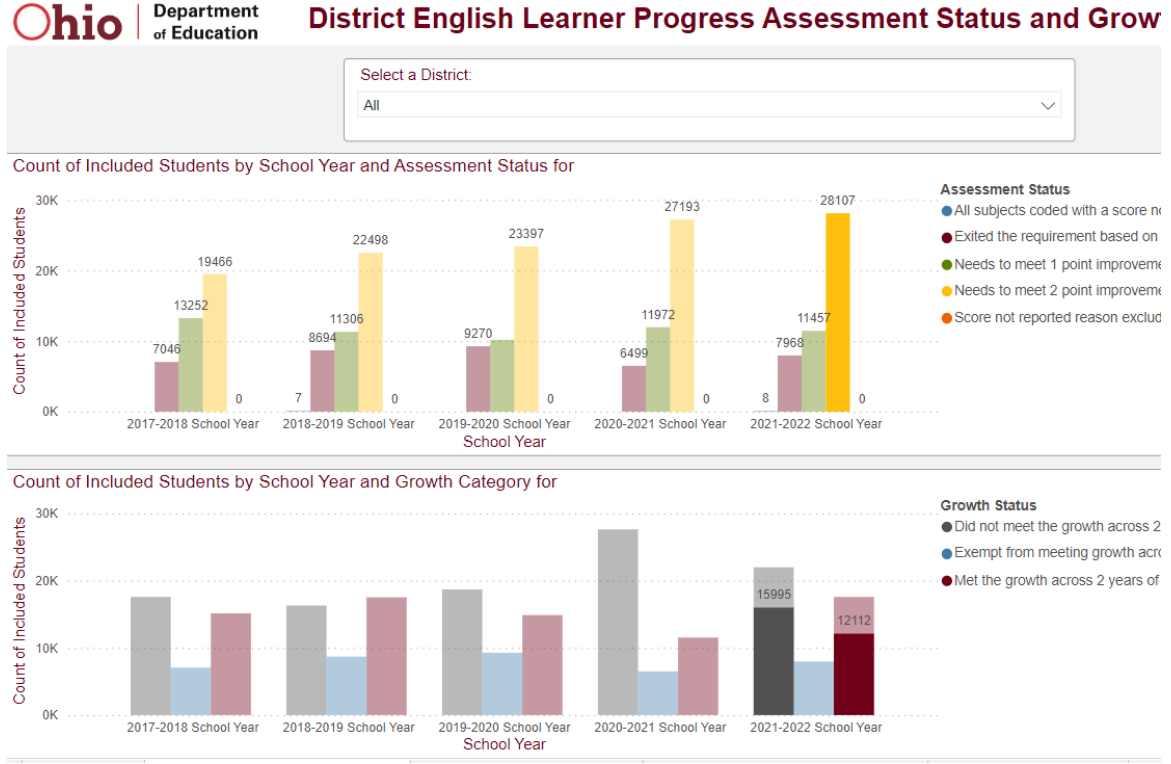
FILTERS/SLICERS



INTERACTIVITY



Default View



Dark yellow bar on top chart selected

QUESTIONS?

Additional information on leveraging the Secure Data Center to ensure high quality data will be provided in the training on **April 19th**

Please make sure to have SDC access

Feel free to explore if you have time – you can't break anything!

THANK YOU

EDUCATION.OHIO.GOV

Letitia.Linville@education.ohio.gov

Department of Education & Workforce

ODDEX: OHIO DISTRICT DATA EXCHANGE

April 4, 2024

STACY HURTT

Data Administration Manager

Office of Data Quality and Governance

Topics

- Access
- Documentation
- Landing Page
- Overview of Modules
- Setup

ACCESS

Based on OEDS roles

- OEDS administrator assigns roles
- ODDEX tile will be available on OH|ID portal page
- Wiki page roles document:
  - https://mcoecn.atlassian.net/wiki/spaces/oddex/pages/2166417/OEDS+Roles+for+ODDEX+Access

SOES: Community School Enrollments

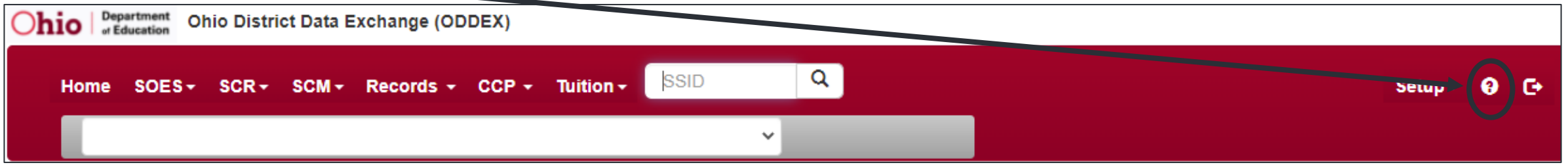
SOES is used by resident districts to review the enrollment of community school students. Re comment, or escalate a student indicating that additional documentation or other informatio students they are educating. SOES Module Documentation

These roles have access to all functions within the module	Superintendent Verifier-SOES
These roles can only view, export and comment within the module	Commenter-SOES
These roles can only view and export within the module	Data View-SOES Coordinator-EMIS

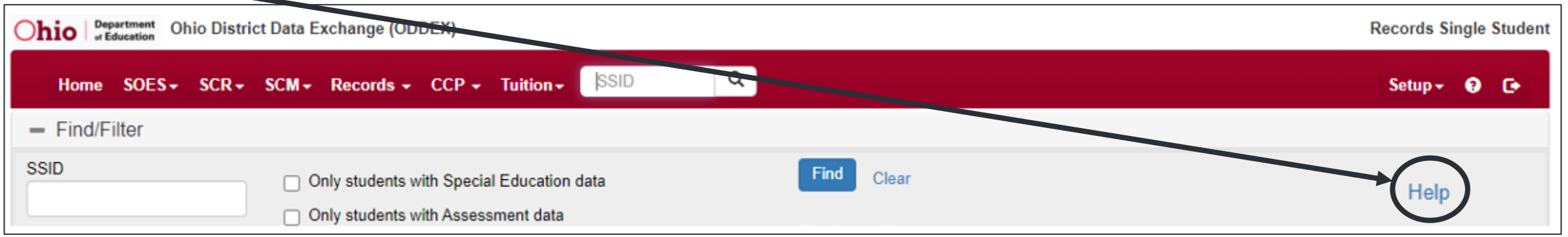
- EMIS, Superintendent, and Treasurer roles have default access to most modules

DOCUMENTATION

- ODDEX Help icon for information on all applications

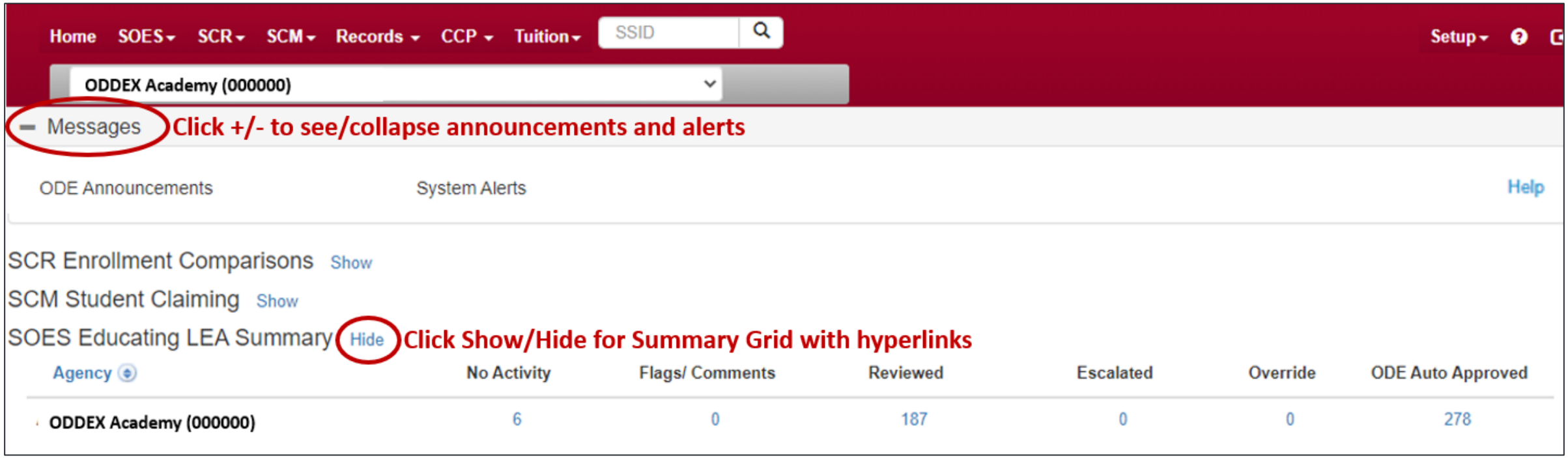


- Help link within each application for specific information



LANDING PAGE

- Provides quick access to data via hyperlinked counts
- Grid differs depending on the roles and district type



STUDENT OPTIONS ENROLLMENT SYSTEM (SOES)

- Community schools and STEM schools submit student data via SOES student collections
  - Contact data via Student Contact Collection
- Resident districts verify their students attending a community school
- Ability to upload supporting documents

SOES CALENDAR

- Dropdown option only available to community schools
- Sponsors approve calendars
- Schools can see approval status

School Year	Approval Status	Earliest Begin Date	La Da
2023	Unreviewed	09/03/2022	09

Calendar Detail

LEA	Bowman Rome Community School (765573)
Year	2023
Record Active	true
Approval Status	Unreviewed
Last Updated	12/28/2022
Reviewed By	
Review Date	
Comment	

Earliest Begin Date on any calendar	Latest Begin Date on any calendar	Earliest End Date on any calendar	Latest End Date on any calendar	Minimum Units in Session	Maxi in Se
09/03/2022	09/03/2022	06/02/2023	06/02/2023	193.00 DAYS	198.

STUDENT CROSS REFERENCE (SCR)

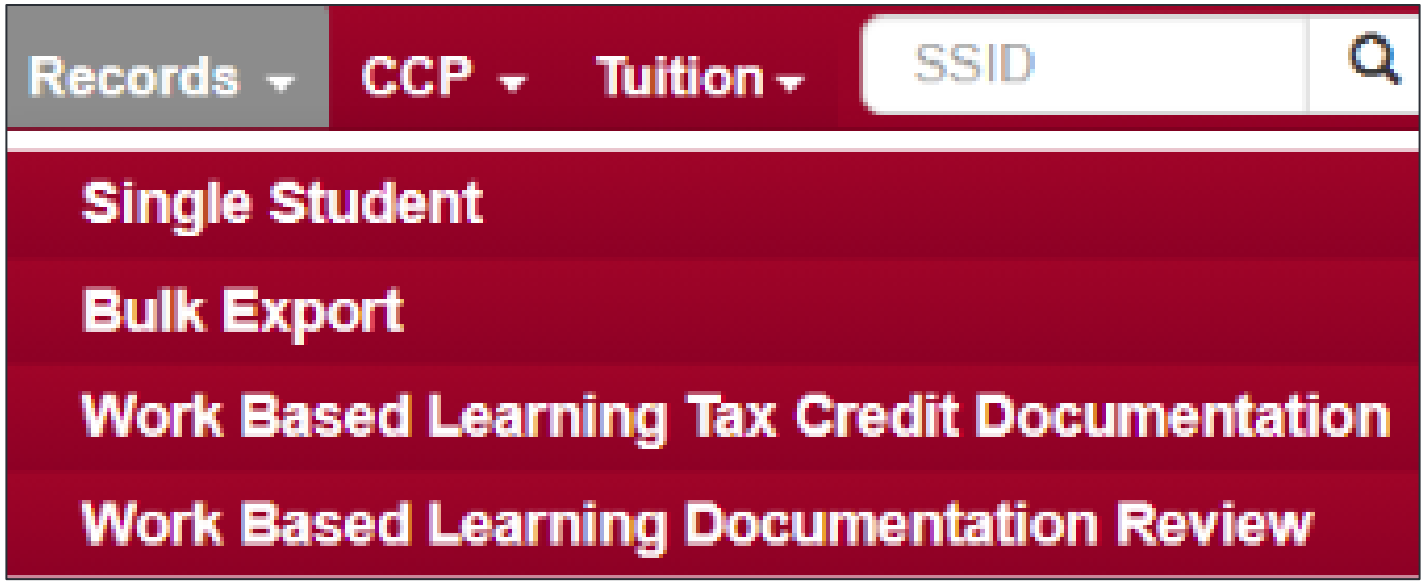
- Displays current and past student enrollments with data from Student Cross Reference (S) Collection
- Meets 30-day enrollment reporting requirement in law
- Once data is reported, it never is deleted

STUDENT CLAIMING MODULE (SCM)

- Earlier access to student records
- Fewer incorrect SSIDs
- Improved grade placement in new district
- Better graduation planning
- Earlier notification student is leaving
- Available options depend on assigned OEDS roles

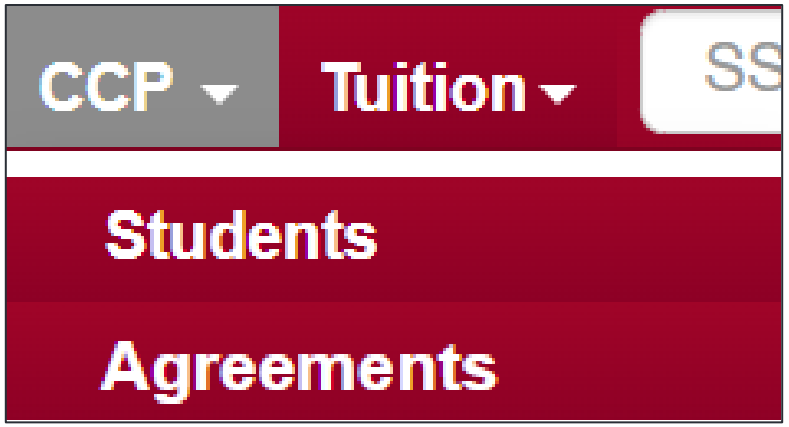
RECORDS

- Current and historical enrollment data for any SSID your IRN claims or reports
- Default access for users with an SCR role



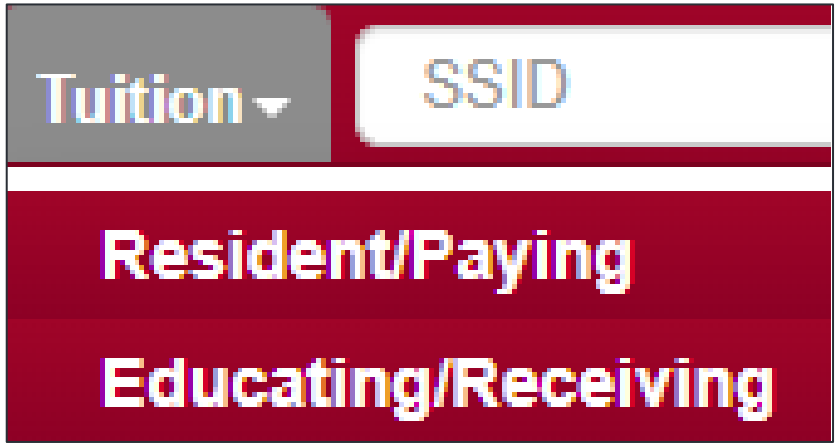
COLLEGE CREDIT PLUS (CCP)

- Colleges report course enrollments
- Department calculates payment responsibility
- Districts review and approve for funding
- Agreements between college and district regarding credit hour rate



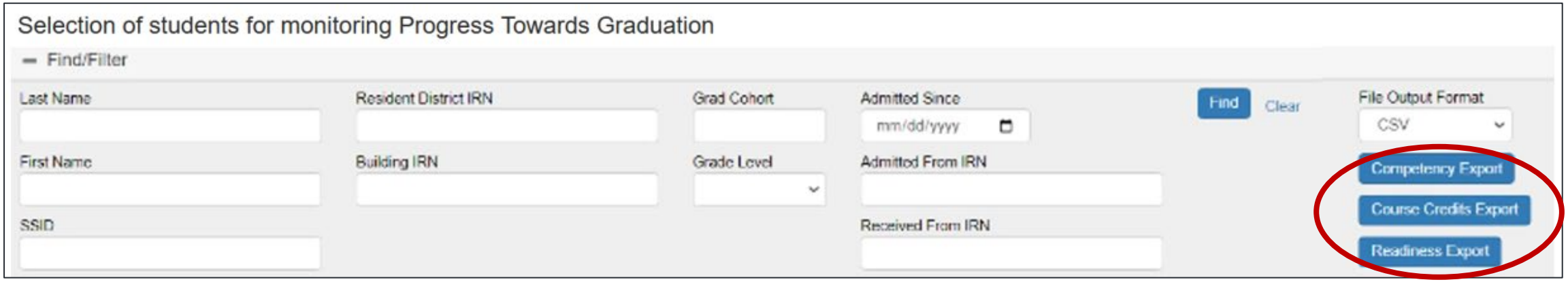
TUITION

- Means to verify tuition payment information based on type of placement
- Populated by data reported by educating districts in regular student collections
  - Not SCR collection
- Resident districts review and approve for funding
  - Or flag to stop funding



GRAD

- Means to monitor and verify students' progress toward meeting graduation requirements
- Soft launch mid-March
- Training will be available during the summer months
- Data owners and EMIS coordinators can review data accuracy with exports



CHILD NUTRITION DIRECT CERTIFICATION (CNDC)

- National School Lunch program certification process
  - Utilized by district food service staff
- Populated with EMIS data submissions
  - Student Cross Reference (SCR) Collection
  - Student Contact(s) Collection
- Automatic matching weekly using latest submitted data

SETUP

- List of users with access to your district data
- Users can update their own information
- General agency contact information

QUESTIONS?

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