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OHIO DISTRICT DATA EXCHANGE (ODDEX)

New EMIS Coordinator Training

April 2024

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State Software Development Team (SSDT)

Topics

- Access
- Documentation
- Landing Page
- Student Cross Reference (SCR)
- Student Claiming Module (SCM)
- Records
- School Options Enrollment System (SOES)
- College Credit Plus (CCP)

- Tuition
- Grad
- Child Nutrition Direct Certification (CNDC)
- Calendar
- Setup
- Helpful Hints
- Questions

Access, 1

Access is granted 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/l/cp/cVb2mJ8w

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

Access, 2

- OH|ID authentication
    - User logs into OH|ID account
    - Selects ODDEX tile
    - Directed to ODDEX Landing page
        - Options available are dependent on the OEDS roles assigned
- EMIS Coordinator, Superintendent, Treasurer will have default access to most modules based on their position in the district

Documentation, 1

Click on *Help* link on each module or options screen

- A separate page opens to provide documentation pertaining to the portion of the ODDEX application one is in

- Specific subject matter

Help

Documentation, 2

- Full set of documentation available using ODDEX Help link or using this URL
    - https://mcoecn.atlassian.net/l/cp/MfCiCdms

- Department's website

Landing Page, 1

- Provides quick access to data
- Grid differs depending on the roles and district type
- Use *Show* link to expand various sections of grid
- All counts are hyperlinks to selected groups of data
- Announcements or Alerts are seen by all

Landing Page, 2

Department of Education & Workforce
Ohio District Data Exchange (ODDEX)

Home SOES▾ SCR▾ SCM▾ Records▾ CCP▾ Tuition▾ Grad▾ CNDC▾   SSID 🔍   Setup▾ Admin▾ System ❓ ⏏

Albany Commerce Academy (991761)

➕ Messages

SCR Enrollment Comparisons   Hide

Agency ⊕	All	Open with Issues All / Not Hidden	Not Reported All / Not Hidden	Resolved Issues
Albany Commerce Academy (991761)	26	18 / 18	17 / 17	9

SCM Student Claiming   Show

SOES Educating LEA Summary   Show

Calendar Review Summary   Show

Child Nutrition Direct Certification Summary   Show

Student Cross Reference, 1

- Means to see current & past enrollment data about students your IRN has reported
  - Meets 30-day enrollment reporting rule
- Means to see students your district has claimed
  - Icon disappears after reported to SCR
  - Cannot view your student claimed by other IRNs
    - Use selection from SCM
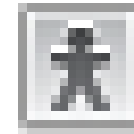
Student Cross Reference, 2

- Selection from navigation bar includes students, conflicts and Not Reported/Mismatched
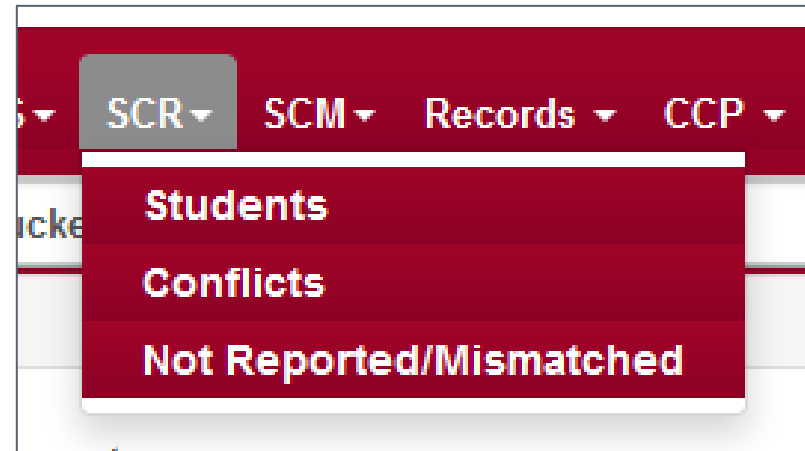
- Exclude inactive is default from navigation bar

Student Cross Reference, 3

- Conflicts summary listing by student

- Not Reported/Mismatched listing by conflict

- Export options
  - Best to narrow selections

- Once data is reported, it never is deleted

SCR Conflicts, 1

Conflicts that could be generated nightly by Rules

- (EPCT) Percent of time is over 100%–***Impacts funding***
- (WTIC) Withdrawn to IRN
- (WTNY) Withdrawn to IRN Next Year
- (RFIC) Received from IRN
- (STIC) Sent to IRN
- (AFIC) Admitted from IRN
- (AFPY) Admitted from IRN Prior Year
- Department Documentation
  - EMIS > Documentation > EMIS Validation and Report Explanations > Student Cross Reference (SCR) Conflicts

SCR Conflicts, 2

- Conflicts also include the Not Reported/Mismatched
  - Indicates entity is pointing to a student at your IRN and your IRN has missed reporting the student entirely or an error in reporting something about the student
  - OR the other entity has incorrect data
  - May not see student name for these
- ***Will not*** flag every conflict on a student as the Department may identify
  - FTE Detail report may not match ODDEX

SCR Conflicts, 3

- Click on conflict code to see grids of data your district reported and data 1 or more other districts reported
  - Screen for data grids will open
  - User can hide conflict as needed
  - User can comment on conflict as needed
  - Unreported student icon
- Click on SSID to see only the data your district submitted
  - Student detail screen will open if data has been reported by your IRN

SCR Conflicts, 4

- Conflicts get resolved when changed data gets submitted to SCR by one or more of the districts involved in conflict
  - Indicated by a strikethrough
  - Conflicts are not deleted once resolved
  - Conflicts get reported to the Department
- Selection options

Student Claiming Module, 1

- Districts can claim students who will be enrolling
  - Claiming entity has access to historical data sooner

- Must know 4 required pieces of data
  - Last name
  - First name
  - Date of birth
  - Gender
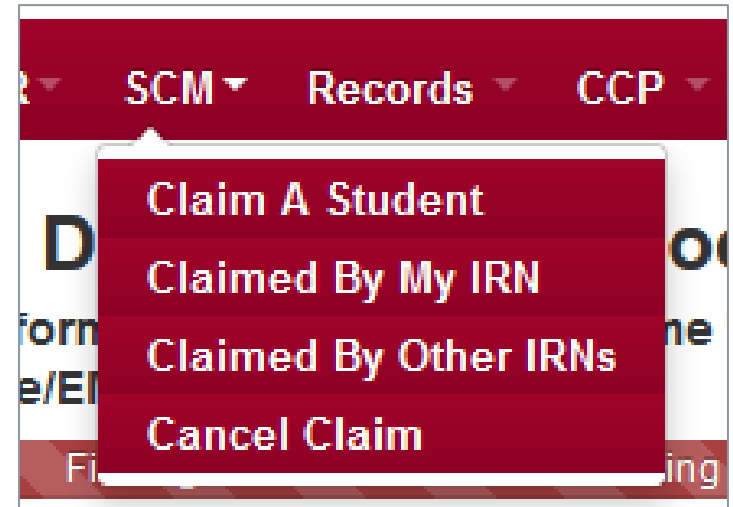
Student Claiming Module, 2

- One other piece of data required
  - Prior district and year attended _or_
  - SSID

- Optional data
  - Middle name or initial
  - Prior Math or ELA teacher
    - Used to determine multiple matches
    - Not often needed

Student Claiming Module, 3

Student Claiming Module, 4

- Similar name searching
  - First name only
- Cannot claim a student already enrolled at your district
- Not all initiated claims will be a match
- Several confirmation points are required
- SSID is not provided for student until enrollment claim is successful

Student Claiming Module, 5

After a single match is found
- Must enter a projected enrollment date
- Must enter a projected enrollment type
- Resident of claiming district or not

Enrollment Date*

| mm / dd / yyyy |

Enrollment Type*

| Full time student, enrollment in prior entities expected to end |

Will this student be a resident of your district? ● Yes ○ No

[Enroll Student] [Exit Claim]

Enrollment Type*

| Full time student, enrollment in prior entities expected to end ⌄ |

Full time student, enrollment in prior entities expected to end
Part time student, but only to be enrolled in claiming entity
Part time student, still concurrently enrolled in another public entity
Not being educated by claiming district - only claiming for required reporting as the resident district

Student Claiming Module, 6

Successful claim of student provides

- Full access to Enrollment History, Assessments, Grad Cohort, Special Education tabs, Special Ed Grad Required
  - Must have OEDS roles to access these data points
- Claimed by my IRN provides link to Records

Student Claiming Module, 7

- Successful claim, continued
  - Also visible in SCR claiming district's data with 'claim' indicators
    - Removed once reported thru SCR
    - Actual enrollment date is populated with admission date
- Claimed by other IRNs
- Students are included in SCR conflict checking

Student Claiming Module, 8

Successful claim screen

Claiming and Enrollment Complete

Initial entry >> Finding match >> Confirming >> Enrolling >> Completed

You have claimed the following student for enrollment:

SSID	Student Name	Date of Birth	Claimed From	Projected Enrollment
EG1044966	Clarke, Hannah	03/26/2007	Cartoonville Public (625122)	08/23/2021

Click here to view the historical data on this student. Depending on your access level, you may see prior enrollment details, assessments reported to the Ohio Department of Education, special education information and/or graduation cohort information.

Start New Claim   Exit SCM

Student Claiming Module, 9

- Selections based on Claimed by my IRN
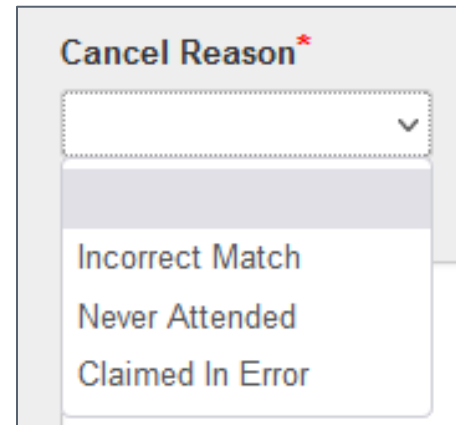
- Selections based on Claimed by other IRNs

Student Claiming Module, 10

- Limited users can cancel claims made by others
  - Cancel reason is required

Cancel Reason*
Incorrect Match
Never Attended
Claimed In Error

  - Notes can be entered
  - Cancelled records become inactive, displayed with a ~~strikethrough~~
- Details of student claiming activity are sent to the Department for monitoring

Student Claiming Module, 11

Post Claiming
- Report student thru SCR when actually enrolled
  - If a 'no show' – cancel claim
  - Once reported in SCR student no longer shows as claimed
- All SCR reported data replaces what was entered during the claim process

Records, 1

- Provides current and historical data for any SSID your IRN has reported
- Provides current and historical data for any SSID your IRN has claimed with SCM
- Dropdown provides 4 options
  - Single Student
  - Bulk Export
  - Work Based Learning Tax Credit Documentation
  - Work Based Learning Documentation Review

Records, 2

Single Student

- History - All data submitted to SCR goes to this tab
  - Enrollment records thru withdrawn date + next enrollment
  - Additional data appears in separate box
- Special Education
  - Special Education Grad Required from link

Grad Exempt

- Assessments

- Grad Cohort
  - Not just data your IRN has reported
- Tabs visible will vary based on OEDS roles and data student has

History | Special Education | Assessments | Grad Cohort
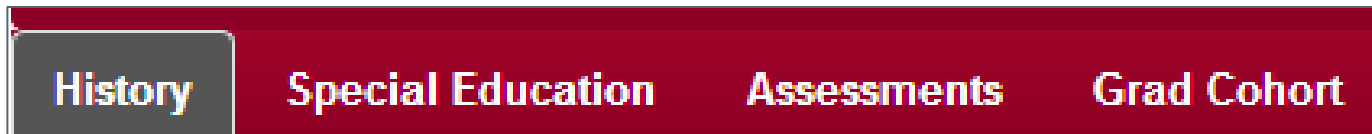
Records, 3

Single Student summary listing
- Provides ability to export; includes SSID, Name, DOB
- Useful other places

Records, 4

Single Student Example

Records, 5

Bulk Export – Details on screen explaining requirements

- Allows district to export groups of special education students

Special Education Extract

The bulk export option provides a means for an LEA to mass export data for any given number of students at one time.

Usage of this option will require the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export data for. The CSV file may be generated in any manner, including using an export from a summary listing within ODDEX. The SSID must be the first field found within the CSV file.

Once the CSV file is created, the user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload. The resulting export will be found in their browser's defined download location.

Event Type	Event Date Since	Days To IEP End Date	
	mm / dd / yyyy		Clear

Browse... No file selected.

Upload   Help

Records, 6

Bulk Export

- Allows districts to export groups of test scores in flat file format

Assessment Extract

The bulk export option provides a means for an LEA to mass export data for any given number of students at one time.

Usage of this option will require the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export data for. The CSV file may be generated in any manner, including using an export from a summary listing within ODDEX. The SSID must be the first field found within the CSV file. The assessment export allows for an optional local ID as well. The local ID must be the second field with a comma separating the two.

Once the CSV file is created, the user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload. The resulting export will be found in their browser's defined download location.

Assessment Type

Test Grade Level

Assessment Group

Clear

Subject

Test Taken Between

From: mm/dd/yyyy   To: mm/dd/yyyy

Browse... No file selected.

Upload

Help

Records, 7

Bulk Export, continued

- Allows districts to export Grad Cohort data for students

Grad Cohort Extract

The bulk export option provides a means for an LEA to mass export data for any given number of students at one time.

Usage of this option will require the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export data for. The CSV file may be generated in any manner, including using an export from a summary listing within ODDEX. The SSID must be the first field found within the CSV file. The Grad Cohort export allows for an optional cohort year as well. The cohort year must be the second field with a comma separating the two.

Once the CSV file is created, the user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload. The resulting export will be found in their browser's defined download location.

File Output Format

Tab Delimited

Browse... | No file selected.

Upload   Help

Records, 8

Bulk Export, continued

- Allows districts to export Special Ed Grad Required data

Special Education Grad Required Extract

The bulk export option provides a means for an LEA to mass export data for any given number of students at one time.

Usage of this option will require the user to create a comma separated value (CSV) file containing a listing of the student SSIDs one wishes to export data for. The CSV file may be generated in any manner, including using an export from a summary listing within ODDEX. The SSID must be the first field found within the CSV file.

Once the CSV file is created, the user will click the 'Choose File' / 'Browse' button and browse to locate the file they wish to use, then click on the upload. The resulting export will be found in their browser's defined download location.

Grad Event Type

Grad Event Date Since
mm / dd / yyyy   Clear

Browse... No file selected.

Upload   Help

Records, 9

Work Based Learning (WBL)

- Some employers get tax credit for work-based learning student workers
  - Documentation is required
  - Can be generated by district
  - Provided to student/parent
    - Provided to employer

Records, 10

Work Based Learning (WBL), continued

- Each document attempt is assigned a unique 10-digit Document ID
  - Used to identify the documentation along with student name
  - No SSIDs included
- Qualifying courses
  - V% courses and CTE-26 approved
- Program of concentration/pathways list
  - Only those CTE-26 approved

Records, 11

Work Based Learning (WBL), continued

- • User selects student and qualifying courses displayed

Ohio District Data Exchange (ODDEX) — Work Based Learning - Student Courses

Home | SOES | SCR | SCM | Records | CCP | Tuition | Grad | CNDC | SSID | Setup | Admin | System

Provide the information, to the best of your knowledge, for this student in the box below. Once you provide the information, select Next to display the option to create a PDF for the student to share with their employer. If the student is not yet 18, the student's parent or guardian must sign the PDF to authorize release of the information to the business. To claim the tax benefit, a business must provide the PDF from ODDEX and information on the student's work-based learning experience.

Selected Student For Work Based Learning
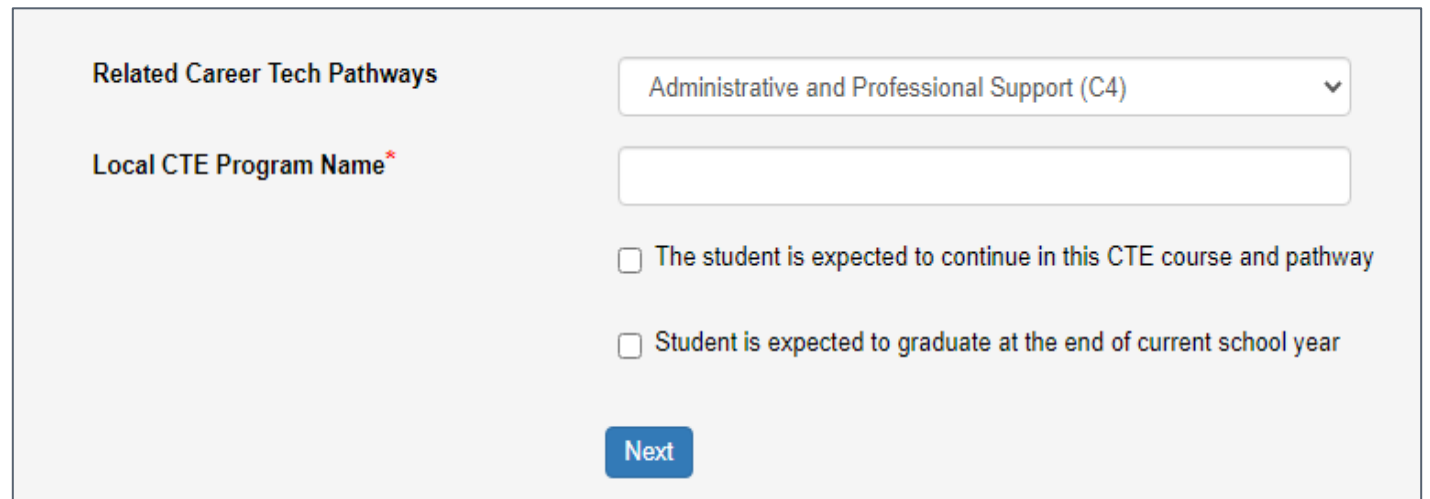
Name — Student 8, Vocational
Birth Date — 09/08/2005
District — Barnesville Mayday Local (384067)
Document ID — 4571834260

[Return to Select a Student]

Year / Status	Subject	Course Start Date	Course End Date	Reported By
2022-2023 / Completed	091205: Principles of Food	08/18/2022	12/17/2022	384067 / 498343
2022-2023 / Completed	091201: Introduction to Family and Consumer Sciences	01/03/2023	05/25/2023	384067 / 498343

Records, 12

Work Based Learning (WBL), continued

- User Interface Input
  - Select Pathway
  - Enter Local Program Name
  - Select 1 check box

Related Career Tech Pathways: Administrative and Professional Support (C4)

Local CTE Program Name*: [   ]

☐ The student is expected to continue in this CTE course and pathway

☐ Student is expected to graduate at the end of current school year

Next

Records, 13

Work Based Learning (WBL), continued

- User can generate optional PDF

- Will include
  - FERPA information
  - Parent/Guardian signature as needed
- All details about certificate are sent to the Department
  - Verifications completed

Records, 14

Work Based Learning (WBL), continued

- Users can Review all Documentation created for WBL

SOES, 1

- Resident districts can view students attending a community school
- Community schools submit data for enrollments to ODE
- Small portion is sent to SSDT for ODDEX
  - Only what is needed for SOES data viewing
    - Monday – Thursday & Saturday
    - Specific start date changes on Friday only
  - Derived enrollment start date
    - Later of 3 dates: FS/FD start date, admission date, school year begin date from calendar data

SOES, 2

- Community schools can submit contact data
  - Merged with enrollments based on effective start date
- Comments can be added to any review
- Documents can be uploaded
- Inactive records show with a ~~strikethrough~~

SOES, 3

- Selection options Resident District

- Selection options Community/Educating District

CCP, 1

- Lists courses as reported by the Higher Ed Institutes
  - May include course reported by district but not by college
- Payment Responsibility section assists in determination of who pays for courses
- K-12 Reported Data
  - All courses as reported by LEA
  - Reference point

CCP, 2

Resident districts review the student/course

- Flag or approve for payment
    - Data provided may determine district action
    - Age out in 45 days with no activity
- 45 day timer resets when data updates occur
    - Reflected by Last Update Date
    - Only specific elements impacted
- Flags get sent to the Department

CCP, 3

Agreements as reported by the Higher Ed Institute

- Review needed
- Negotiated credit hour rate is stated
- Per combination of delivery method and term
- Not all districts have specific agreements, may be default state-wide rate

CCP, 4

SSID	Name	HEI	Year
IB2682437	Moody, Rusty	Brunswick Lovejoy Institute (220275)	2020

Higher Education Reported Data

		Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	Esclt	Course Dates	Section ID	HEI Subj	Campus Code	Last Updated
⚠️ ▲	Review Approve	ECON1499 - Principals of Microeconom	07/25/2019	WI	2.37 Q	HI	N	N	07/01/2019 - 09/19/2019	22721	231890	ASHL	07/25/2019
✅ ▲	Review Approve	MATH4724 - Computer Repair	07/25/2019	AU	1.95 S	OC	N	N	09/22/2019 - Current	14983	336059	WALT	07/25/2019

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 07/25/2019	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported	CCP Sent Percent of Time	CCP Course Reported by LEA	LEA FS Start Date	County of Residence
MATH4724 - Computer Repair	442098	FULL	APPROVED_CCP_COURSE	N	N	9.14	9	2.27	Y	Y	80	Y	09/22/2019	Erie
MATH4724 - Computer Repair	442098	PROP	APPROVED_CCP_COURSE	Y	N	1.84	72	4.21	Y	Y	86	Y	09/22/2019	Out Of State

K12 Reported Data

EMIS Reported Courses	Course Schedule	K12 Subject	HS Credits	Building IRN	Location
3542-WHILE-94	All year	104100 - AP Chemistry	1.71	321123	395456 - Stockbridge Ellijay College

Review Flagging in CCP

- Red ⊗ = No funding for this record
  - Review flag set
  - ODE Override – not approved for funding
  - College has not reported a course
- Yellow ⚠ = Student needs some attention
  - Review needed
  - Data quality issue
- Green ✓ = Approved for funding
  - Approved no errors
  - MY_LEA_TO_PAY_ALL review flag set
  - Aged out with no actions
  - ODE Override – approved for funding
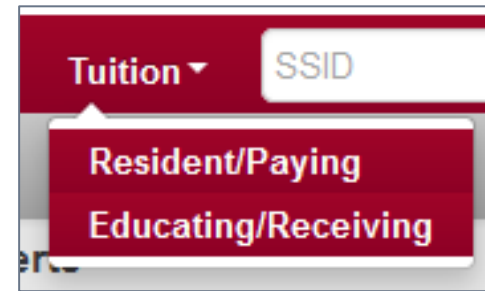- Escalated can be any of these

☐ Escalated Only

CCP, 5

Selection options

Tuition, 1

- Verifies Tuition payments claimed by a district and payments to be made by a district
- Two options on the navigation bar drop down
  - Resident/Paying
  - Educating/Receiving
  - Same district can be both
- 30 days to review
  - Timer resets if data is changed

Tuition, 2

- Resident/Paying
  - Approve payments
  - Flag or escalate
    - Flags get sent to the Department
  - Comments can be added to any review
- Educating/Receiving
  - Claims payment for student
  - Data is populated from S collections
  - Students included have How Received of C, P, T, W, D, or J
  - Manual entry of contact data
  - Placement detail
  - Documents can be uploaded
  - Can indicate not claiming

Review Flagging Tuition

- Red ❌ = No funding for this record
  - Review flag set
  - Required data is missing, i.e., Contact data
  - Not claiming Tuition
  - ODE Override – not approved for funding

- Yellow ⚠️ = Student needs some attention
  - Review needed
  - Data quality issue

- Green ✅ = Approved for funding
  - Approved no errors
  - Aged out with no actions
  - ODE Override – approved for funding

- Escalated can be any of these

☐ Escalated Only

Tuition, 3

- Two Tuition windows
  - July 1 – December 31
  - January 1 – June 30
- Selection options

Grad, 1

- Module that provides districts the ability to see details pertaining to students with high school credits as they progress towards graduation
- Includes EMIS reported data as well as data derived by DEW that impacts graduation
- For now, check data exports
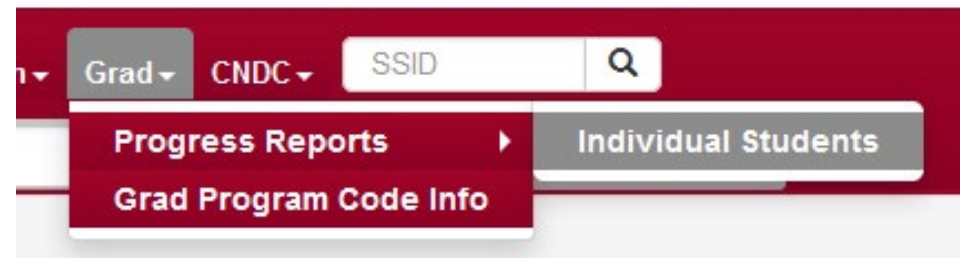
Grad, 2

Individual Student > Progress Reports

- Summary listing of students district has reported in SCR or those with progress towards grad data

Selection of students for monitoring Progress Towards Graduation

CNDC

- Means for districts who are National School Lunch Program participants to certify their students as eligible for free or reduced meal benefits
- Populated with EMIS data submissions
  - Student Cross Reference (SCR) collection
  - Student Contacts Collection
  - Matching occurs daily
    - Managers review and provide eligibility data to POS

Calendar

Community Schools Only – located under SOES

- Sponsors approve calendars
- Community schools can see status of calendar approvals

School Year	Approval Status	Earliest Begin Date	Latest Begin Date	Earliest End Date	Latest End Date	Min. Units In Session	Max. Units In Session	Record Active
2023	Unreviewed	08/18/2022	08/19/2022	06/10/2023	06/14/2023	911.00 HOURS	929.00 HOURS	true

Calendar Detail

Help
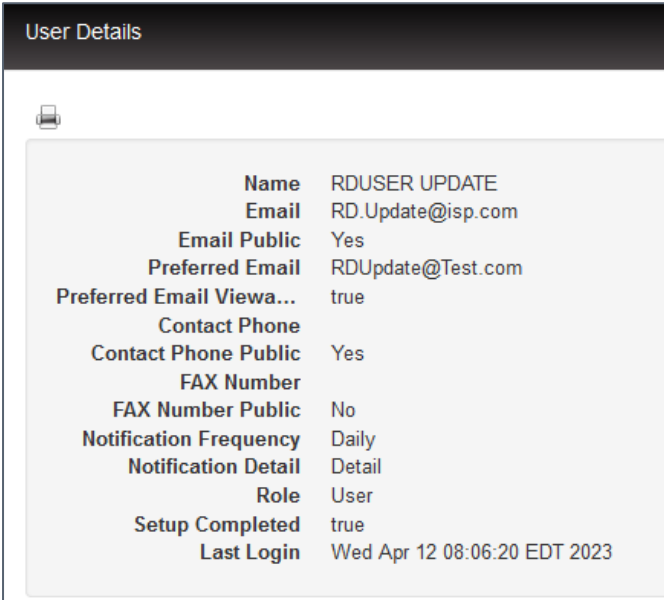
LEA   Albany Commerce Academy (991761)
Year   2023
Record Active   true
Approval Status   Unreviewed
Last Updated   04/11/2023
Reviewed By
Review Date
Comment

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	Maximum Units in Session
08/18/2022	08/19/2022	06/10/2023	06/14/2023	911.00 HOURS	929.00 HOURS

Setup, Users, 1

- Provides a list of staff with access to your district data and to what modules they have access
    - Last logged in date is displayed
- Roles can be assigned to allow update to any staff within district
- Each person can update their own detail
- Important to keep this current
    - Used in the popups to identify staff

User Details	
Name	RDUSER UPDATE
Email	RD.Update@isp.com
Email Public	Yes
Preferred Email	RDUpdate@Test.com
Preferred Email Viewa...	true
Contact Phone	
Contact Phone Public	Yes
FAX Number	
FAX Number Public	No
Notification Frequency	Daily
Notification Detail	Detail
Role	User
Setup Completed	true
Last Login	Wed Apr 12 08:06:20 EDT 2023

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Setup, Users, 2

ODDEX users and roles are synchronized nightly with the

OEDS users and roles for each IRN

- Removes ODDEX accounts for those no longer employed
- Verifies roles are current for active employees

Setup, Agencies

- Provides details about any district
  - Selection options are recommended

- View option for most

- Roles can be assigned to provide update access to this data
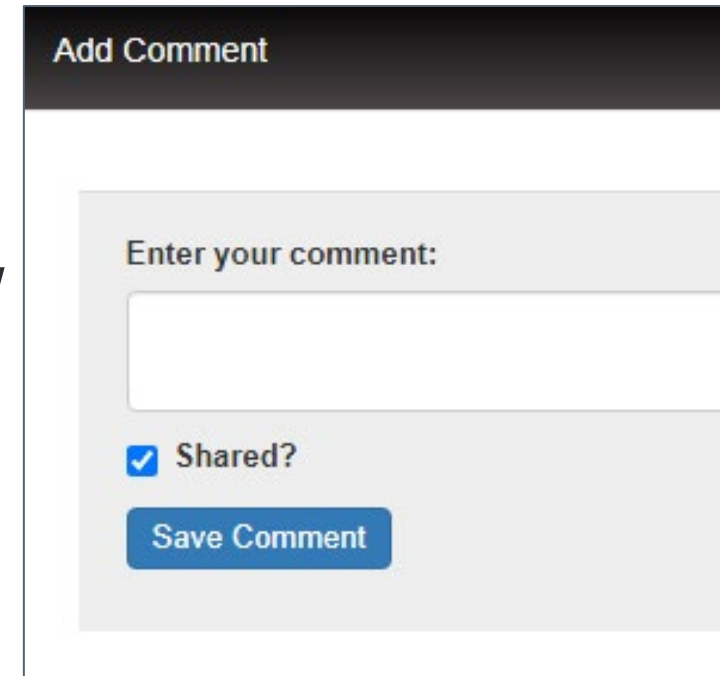
Helpful Hints, Data Exports

- Best to query the desired records and verify
- TAB or CSV delimited format
- Includes all data for student except comments
- All review flags are included with a separator
- Upload to a spreadsheet application
  - Manage data according to district needs

Helpful Hints, Comments

- Shared comments entered on the Review Flag can be seen by Community School, ITC, the Department, and Resident District personnel
  - Default is shared comments
- Unshared comments entered on Review Flag can be seen by entering District personnel only

Helpful Hints, 1

Contact information related to comments and review flags

- Posted By: <u>Hyperlink</u>

> • Posted By: <u>RDUSER READ</u>   8 hours ago

- District level contact info

  - May be helpful for districts with central registration

  - Complete *Agency Secondary Contact* information on the Agencies from Navigation Bar

    - Functions for all personnel in district

- User level contact info

  - Users profile contact information

Helpful Hints, 2

- Limit data by using selections
- Combination of multiple query fields can be used for minimum selection of data

Helpful Hints, 3

- Audit detail
  - All modules that impact any funding
  - Old and new values, time, and date of change

- Ability to escalate to the Department
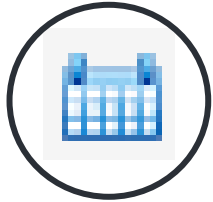
- District calendars where this icon is seen
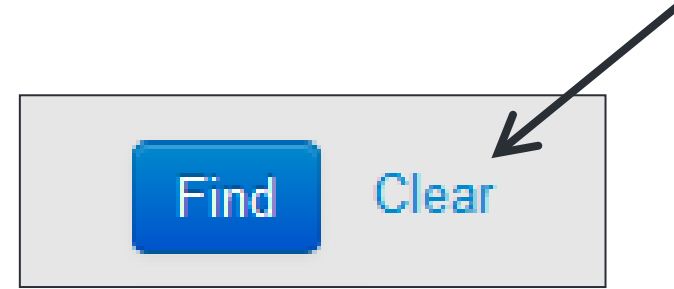 - Informational

- Printing options

Helpful Hints, 4

- Inactive records
  - Show with a strike-thru in all modules except Records
    - ~~Inactive data example~~
  - Inactive omitted from display in Records and Grad
- No data is ever deleted from ODDEX; it becomes inactive
- Year selection drop-down
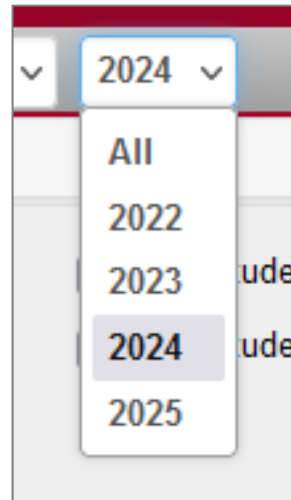
Helpful Hints, 5

- Use the 'Clear' on data queries
  - Prevents selection problems

[Find] [Clear]

- Partial SSID or Student name entry finds any that match

- Hover over provides EMIS descriptions for codes, IRNs, etc.

Helpful Hints, 6

- Upper or lowercase can be used with entry of SSID or Name in 'Find'
- Anything Blue is a hyperlink
- Global find by SSID can be useful in many ways

- Return to Summary Listings

Helpful Hints, 7

- Where am I in ODDEX?
  - Check upper right corner
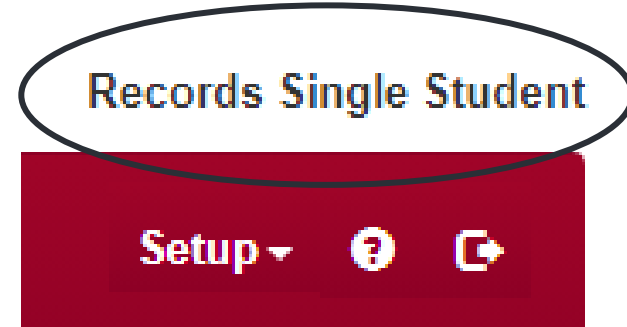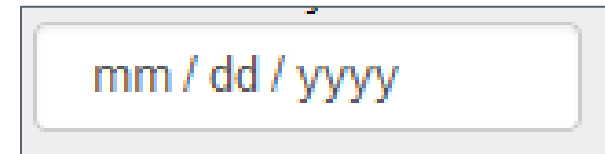
- How do I sort displayed data?
  - Any column with this icon can be sorted
  - Icon changes to only ascending and descending after usage

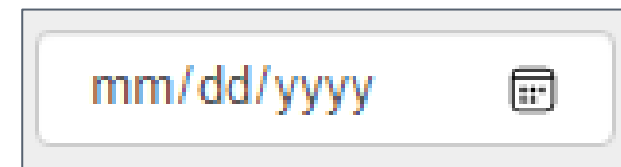- ODDEX timeout is 30 minutes of inactivity

Helpful Hints, 8

Date prompts

- Enter date as desired

- Date Picker
    - Click within any date box
        - Firefox

    - Click on calendar icon inside box
        - Chrome
        - Edge

Helpful Hints, 9

- Collapsing 'Find Box'
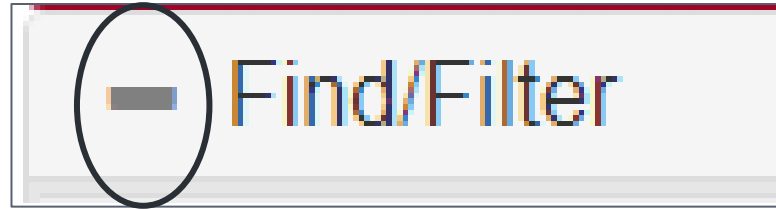
- ODDEX application is mobile friendly
- Older browsers can be troublesome

Helpful Hints, 10

Enhancement requests

- Ask your ITC to submit a ticket to SSDT Helpdesk

- Department URL

  - https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Enhancement-Requests

Questions

Department of Education & Workforce

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