2017 Superintendent's Guide to Submitting an EMIS Data Review Form

Must Read

- Data Review form can be started and filled out by any of the following roles in OEDS: EMIS Coordinator, Treasurer, Superintendent, Superintendent-Designee
- ONLY the superintendent will see the 'Superintendent Approved' button
- ONLY the superintendent is required to approve the data review form
- See the Data Review webpage for more information

Step-by-Step Instructions

To complete the EMIS Data Review and Verification process, use the following steps:

Verify Accuracy and Completeness of Data

1. Work with EMIS Coordinator and other appropriate district staff to review EMIS reports and other resources to evaluate the district's data.
2. Log into SAFE account to access the Secure Data Center (SDC) to review district's reports for accuracy. Note that for the CTE March (D) Data Review, there is no data in the SDC to review. If a superintendent does not have a link to the Secure Data Center in their SAFE account, they should consult with their district OEDS Org Administrator to ensure they have the appropriate roles.
3. See the EMIS Data Review and Verification webpage for frequently asked questions about the process.

Step-by-Step Guide

1. Log into SAFE account and click on "Forms".

Web Systems	Description
ARRA 1512	ARRA 1512 Reporting
AYP 2012	AYP 2012
Career Technical Education Plan	Career Technical Education Plan Template
CCIP	Comprehensive Continuous Improvement Planning Application
Cleveland Scholarship	Cleveland Scholarship Application
Collaboration Center	Collaboration Center
Comparability	Comparability Report
Compliance	Compliance Tracking System - Self Evaluation
CSADM_FLI	View Reports for Federal Allocation of Economically Disadvantaged
CTE 26	Career Technical Education 26
Decision Framework	Decision Framework Application Suite
EdChoice	Educational Choice Scholarship Application
ELI Teacher Credentials Application	ELI Teacher Credentials Application
ELISA	Early Learning Integrated Suite Application
Exceptional Children	Gifted, Monitoring, Autism, Procedural Safeguards
FLICS	Federal Low Income Count System
Forms	Electronic Forms and Waiver Submission
FSL	FSL - Forms and Surveys List
GED	GED
MOE	Maintenance of Effort
NPDS	NonPublic Data System
NS3	Nonpublic School Services System
ODE.CORE	Online Licensure System
OhioMeansJobs K-12 Reporting Tools	OhioMeansJobs K-12 Reporting Tools
Preschool Special Education State Unit Funding	Preschool Special Education State Unit Funding
SAFE District Reports	SAFE District Reports

2. Click on "EMIS Data Review and Verification forms" menu option.

3. Use the dropdown menu for "Program Period" to select the appropriate review.

4. After selecting a program period, click "Search".

5. In the search results at the bottom of the page, find "EMIS Data Review 2017". Click the magnifying glass for "Details".


6. Select the "Questions" tab.

7. In the "Survey Plan" column, find the appropriate form.

8. To start a new survey, click the "Start" button in the "Details" column of the "Survey Plan" you have selected to complete.

9. Click "OK" when prompted to start survey.
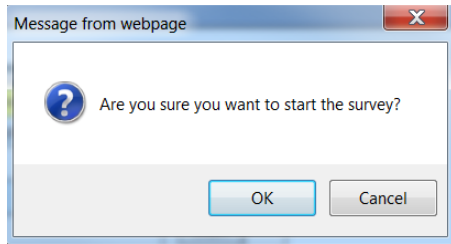
10. If you are returning to complete a survey that is already in progress at your district, click the magnifying glass in the details column next to the survey plan.

11. Scroll down the first page to read the Introduction section. When finished reading, click "Next" at the bottom to proceed.

12. Scroll down the second page to learn about what data superintendents and treasurers are being asked to verify. When finished reading, click "Next" at the bottom to proceed.

13. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.
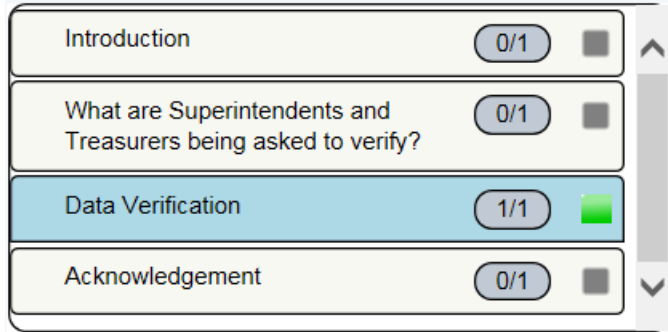
14. Verify your district's data in the "Data Verification" section. Choose among the following options as to whether the data is complete and accurate: "Yes", "Yes, with exception of appealed data", or "No, not at this time". Note that if the treasurer has already answered this question, their answer will be prepopulated. Superintends can change this answer, if needed.

15. **If you check "Yes, with exception of appealed data" or "No, not at this time", you MUST describe why in detail in the box below. After completing the EMIS Review, your district will need to complete the associated <u>data appeal</u> form. See the instructions for submitting the data appeal form on the ODE website.**
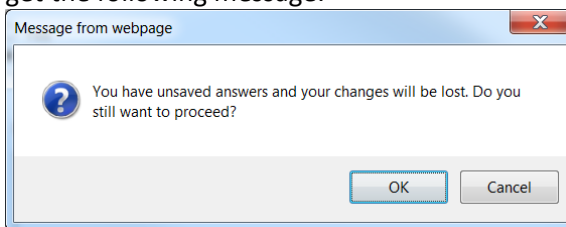
Question 1

Data Verification

* I certify that this data is complete and accurate.

○ Yes
○ Yes, with exception of appealed data
○ No, not at this time

If you checked "Yes, with exception of appealed data" or "No, not at this time" above, please describe why in detail:

| Prev | | Save | | Reset | | Next |

16. When finished, click "Save". Then click "Next". If you do not click "Save" before clicking "Next", you will get the following message.

Message from webpage

You have unsaved answers and your changes will be lost. Do you still want to proceed?

OK   Cancel

17. Use the checkboxes to certify each acknowledgement. You cannot complete the form until all boxes are checked.

Question 1

Acknowledgement

By answering the following questions, I certify:

☐ * The district has reviewed all relevant reports, including reports in the Secure Data Center (SDC), EMIS Validation Reports, and other reports provided by the department for the purpose of data review.

☐ * I have confirmed that my EMIS Coordinator has reviewed all appropriate EMIS reports.

☐ * I hereby certify that, with the exception of any inaccuracies specifically described above, to the best of my knowledge and belief, the EMIS data submitted by my district and processed by ODE constitute an accurate and complete report for our school district.

☐ * If at a later date my district determines that EMIS data is not complete or accurate, I will notify and work with the department to develop an appropriate plan to submit corrected data.

| Prev | | Save | | Reset | | Next |

18. When finished checking boxes, click "Save".

19. After clicking "Save", you will see a "Superintendent Approved" box appear on the left side of the screen. Note that if the superintendent does not see the "Superintendent Approved" box, check the web to make sure the deadline is not past. The form cannot be submitted after the deadline.
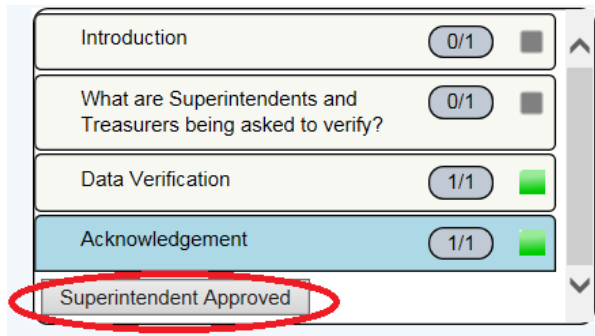
20. In order to certify, the Superintendent MUST click the "Superintendent Approved" box. After clicking this box, you will get the following pop up box.
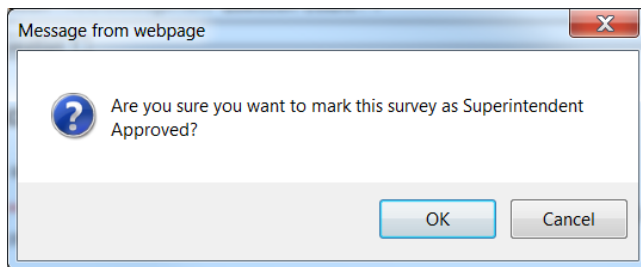
21. Click "OK". You will receive a final message acknowledging your status.
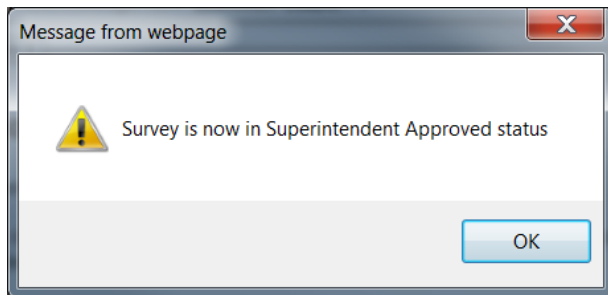
22. The survey will reflect "Superintendent Approved" after the superintendent approves.

23. Once the form is status "Superintendent Approved", your district is finished.

Questions?

Contact the Office of Data Quality at dataquality@education.ohio.gov or use the comment function in the application.