

2018 How to Submit a Data Review Superintendent's Guide

Read First

- Data Review form 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 in SAFE
- ONLY the superintendent is required to approve the data review form
- See the [Data Review](#) webpage for more information

Step-by-Step Instructions

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.



- Use the dropdown menu for “Program Period” to select the appropriate review. For all FY2018 data reviews, choose “EMIS Data Review FY2018”.

Compliance Search

BASIC SEARCH
MISCELLANEOUS SEARCH

Program Period

EMIS Data Review FY 2018
▼

Organization IRN

Organization Name

- After selecting a program period, click “Search”.
- In the search results at the bottom of the page, find “EMIS Data Review 2018”. Click the magnifying glass for “Details”.

PROGRAM PERIOD NAME	ORG NAME	ORG IRN	# SURVEYS	REPORT	DETAILS
EMIS Data Review FY 2018	District Name	IRN	1		

- Select the “Questions” tab.

Overview

Questions

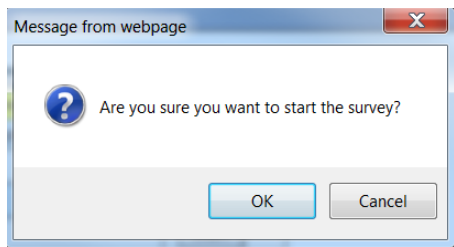
Supporting Documents

Comments

- In the “Survey Plan” column, find the appropriate data review.
- To start a new data review or continue working on an existing data review, click the “View Details” button in the “Details” column.

Survey Plan	Started Date	Last Update	Completion Status	Details	Print
FY 2017 Data Review for Graduate	11/04/2016	11/04/2016	Started		
FY 2017 Data Review for CTE	05/08/2017	05/08/2017	Started		

- Click “OK” when prompted to start the data review.



10. Scroll down the first page to read the Introduction section. When finished reading, click “Next” at the bottom to proceed.
11. Scroll down the second page to learn about what data districts are being asked to verify. When finished reading, click “Next” at the bottom to proceed.
12. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.

Sections

Introduction		<input type="checkbox"/>
What are Superintendents and Treasurers being asked to verify?	0/1	<input type="checkbox"/>
Data Verification	0/1	<input type="checkbox"/>
Acknowledgement	0/1	<input type="checkbox"/>

13. Certify 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”.
14. 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.

Questions

Section : Data Verification Question Count : 1

>> Question 1

Data Verification

* I certify that this data is complete and accurate.

Yes

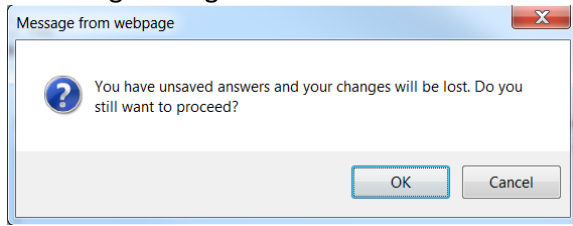
Yes, with exception of appealed data

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:

< Previous Next >

15. When finished, click “Save”. Then click “Next”. If you do not click “Save” before clicking “Next”, you will get the following message.



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

Questions

Section : Acknowledgement Question Count : 1

>> Question 1

Acknowledgement

By answering the following questions, I certify:

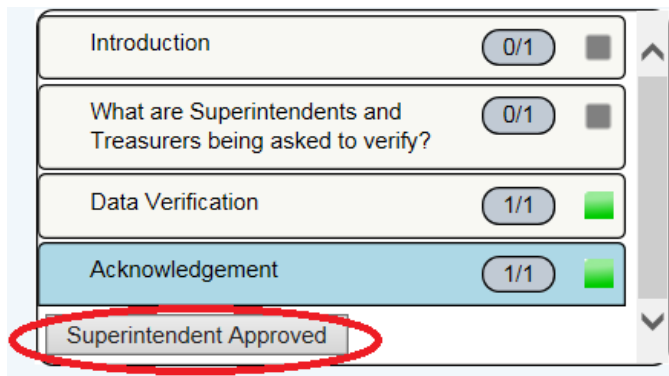
- * The district has reviewed all relevant reports, including reports in the Secure Data Center (SDC), EMIS Validation Reports, and other reports provided by the department for the purpose of data review.
- * I have confirmed that my EMIS Coordinator has reviewed all appropriate EMIS reports.
- * I hereby 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.



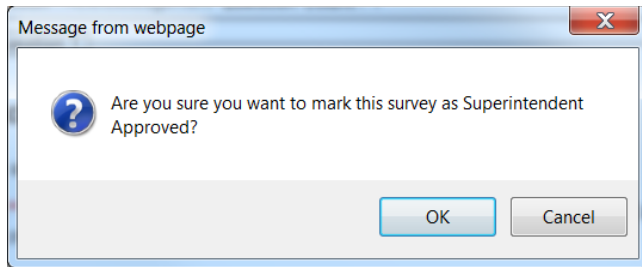
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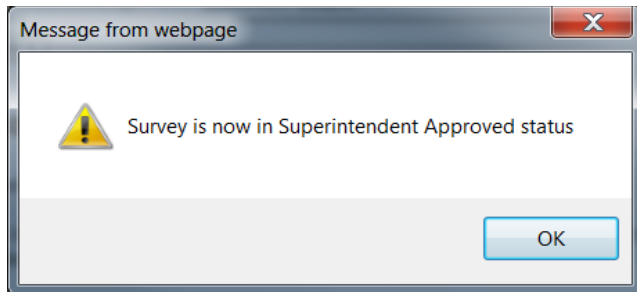
17. When finished checking boxes, click “Save”.
18. After clicking “Save”, you will see a “Superintendent Approved” box appear on the left side of the screen. Note that if the superintendent does not see the “Superintendent Approved” box, check the web to make sure the deadline is not past. The form cannot be submitted after the deadline.



19. To certify, the Superintendent MUST click the “Superintendent Approved” box. After clicking this box, you will get the following pop up box.



20. Click "OK". You will receive a final message acknowledging your status.



21. The survey will reflect "Superintendent Approved" after the superintendent approves.

Survey Plan	Started Date	Last Update	Completion Status	Details	Print
FY 2017 Data Review for CTE	05/10/2017	05/16/2017	Superintendent Approved		
FY 2017 EMIS Data Review for Finance	09/19/2017	09/25/2017	Treasurer Approved		
FY 2017 EMIS Data Review for Funding	10/02/2017	10/04/2017	Superintendent Approved		

22. When the form's is status "Superintendent Approved", your district is finished submitting the data review.