

Funding Data Review and Verification Form Instructions for Superintendents & Treasurers

Introduction

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

Instructions

To complete the EMIS Data Review and Verification process for Funding data, 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. If a superintendent or treasurer 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.

Note Important Information

The form can be initially filled out by either the Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee roles in OEDS.

However, the review must reflect a "Treasurer Approved" status before the superintendent can approve the form.

The superintendent can fill out the review form before the treasurer approves it, however, the superintendent must wait until the treasurer approves the form before seeing the option to approve themselves.

This ensures no changes are made by others after the superintendent certifies.

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

- Click on the “EMIS Data Review and Verification forms” menu.
- Use the dropdown menu for “Program Period” to select the appropriate review. For example, to find the “FY17 EMIS Data Review for Funding Report” form, choose “EMIS Data Review FY2017”.

COMPLIANCE SEARCH PAGE

BASIC SEARCH MISCELLANEOUS SEARCH

PROGRAM PERIOD: SURVEY:

ORG IRN: COMPLETION STATUS:

ORG NAME: COMPLIANCE STATUS:

- After selecting a program Name period, click “Search”.
- In the search results at the bottom of the page, find “EMIS Data Review 2017”. Click the magnifying glass for “Details”.

COMPLIANCE SEARCH PAGE

BASIC SEARCH MISCELLANEOUS SEARCH

PROGRAM PERIOD: SURVEY:

ORG IRN: COMPLETION STATUS:

ORG NAME: COMPLIANCE STATUS:

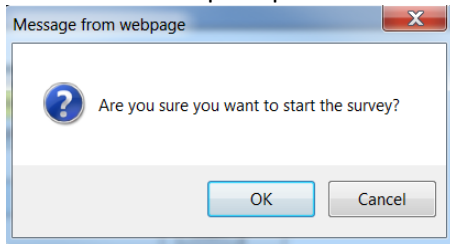
Organizations: **1 IRN and 3 Survey result(s) returned**

Program Period Name	Org Name	Org IRN	# Surveys	Support	Details
EMIS Data Review FY 2017			3	<input type="button" value="Send Bulk Email"/>	<input type="button" value="Export to CSV"/>

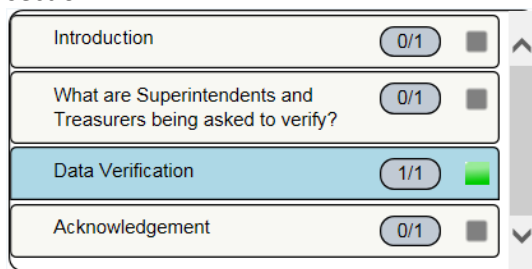
- Select the “Questions” tab.



7. In the "Survey Plan" column, find the appropriate form. For example, to find the FY17 funding data form, choose "FY17 EMIS Data Review for Funding Report".
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 checked "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 Appeal form. See the instructions for submitting this form on the ODE website.





Question 1

Data Verification

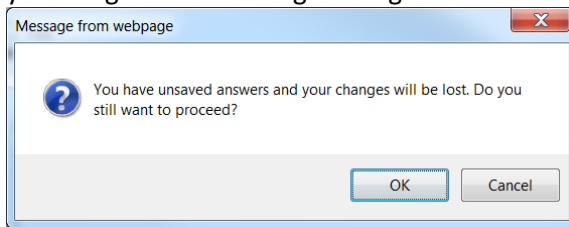
* I certify that this data is complete and accurate.

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:

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



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.

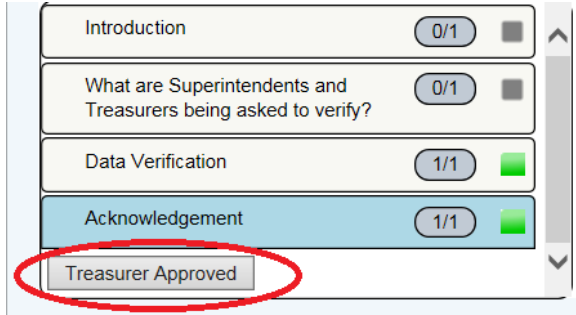
* If at a later date my district determines that EMIS data is not complete or accurate, I will notify and work with the department to develop an appropriate plan to submit corrected data.

18. When finished checking boxes, click “Save”.

19. After clicking “Save”, you will see a “Treasurer Approved” or “Superintendent Approved” box appear on the left side of the screen. **Note that the superintendent will not see this box until after the treasurer approves.**

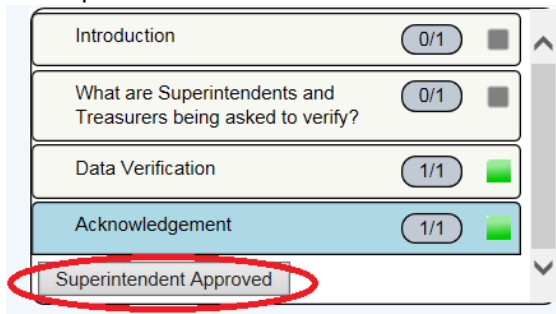
For Treasurer:



A vertical list of survey sections with progress indicators:

- Introduction: 0/1 (grey square)
- What are Superintendents and Treasurers being asked to verify?: 0/1 (grey square)
- Data Verification: 1/1 (green square)
- Acknowledgement: 1/1 (green square)
- Treasurer Approved: 1/1 (green square, circled in red)

For Superintendent:

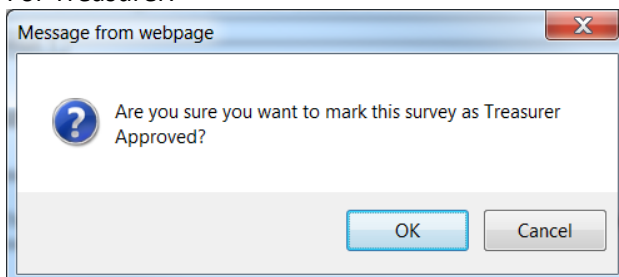


A vertical list of survey sections with progress indicators:

- Introduction: 0/1 (grey square)
- What are Superintendents and Treasurers being asked to verify?: 0/1 (grey square)
- Data Verification: 1/1 (green square)
- Acknowledgement: 1/1 (green square)
- Superintendent Approved: 1/1 (green square, circled in red)

20. In order to certify, the treasurer MUST click the “Treasurer Approved” box and the superintendent MUST click the “Superintendent Approved” box. After clicking this box, you will get the following pop up box.

For Treasurer:

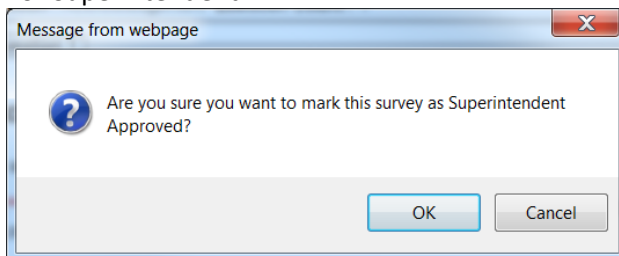


Message from webpage

Are you sure you want to mark this survey as Treasurer Approved?

OK Cancel

For Superintendent:



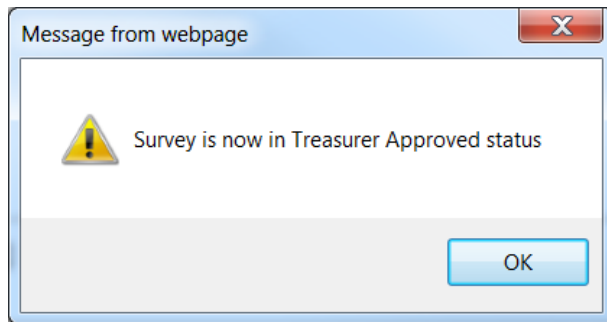
Message from webpage

Are you sure you want to mark this survey as Superintendent Approved?

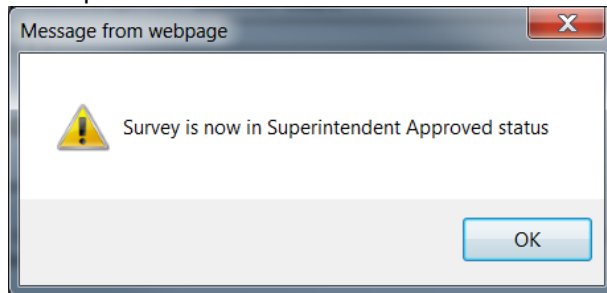
OK Cancel

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

For Treasurer:



For Superintendent:



22. The survey will reflect "Treasurer Approved" after the treasurer approves and "Superintendent Approved" after the superintendent approves.

Surveys:

Survey Plan	Start Date	End Date	Completion Status	Details	Print
FY 2015 EMIS Report Card Data Review and Verification	07/01/2015	06/30/2016	Superintendent Approved		
FY 2015 EMIS Report Card Data Review for Graduate	07/01/2015	06/30/2016	Treasurer Approved		
FY 2015 EMIS Data Review for Finance	07/01/2015	06/30/2016	Superintendent Approved		
FY 2015 EMIS Data Review for CTE	07/01/2015	06/30/2016	In Progress		
FY 2015 EMIS Data Review for Funding Report	07/01/2015	06/30/2016		Start	

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