2019 Treasurer's Guide to Submitting a Finance Data Review

Must Read

- Data Review form can only be started, filled out and approved by the Treasurer
- ONLY the Treasurer will see the 'Treasurer Approved' button
- ONLY the Treasurer is required to approve the data review form
- See the Data Review webpage for more information
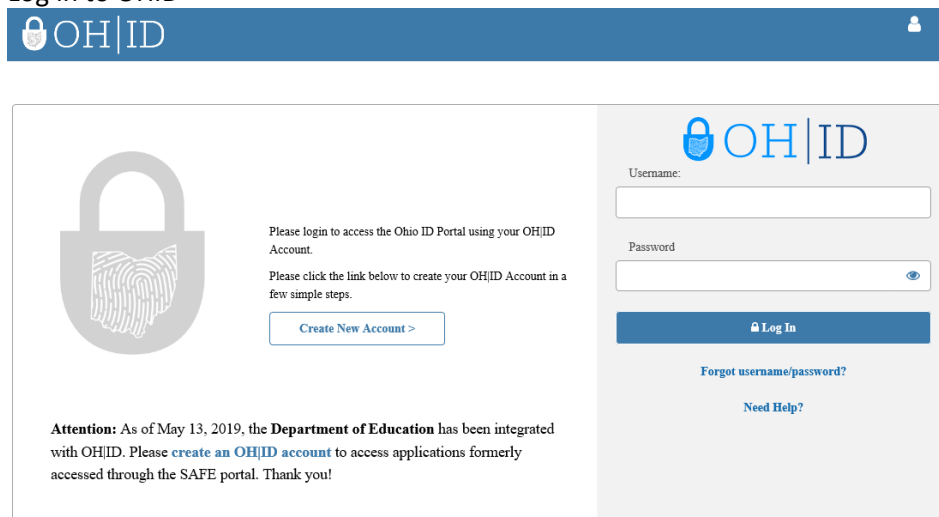
Step-by-Step Instructions

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

Step-by-Step Guide

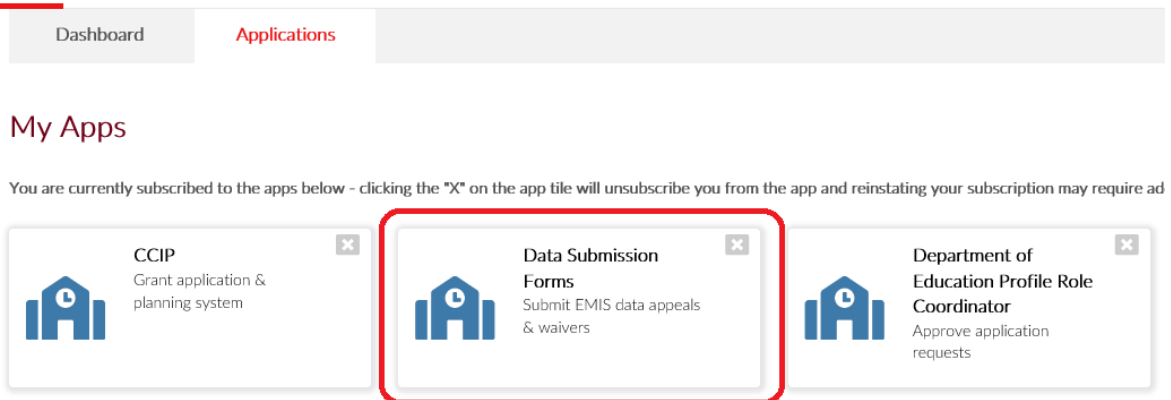1. Click the Login link from the ODE homepage
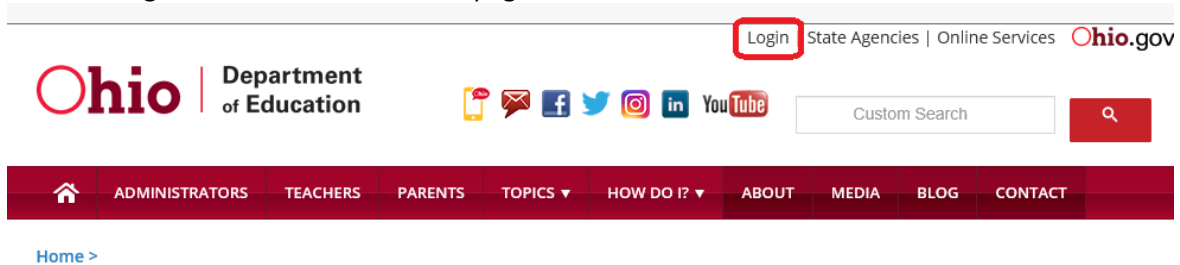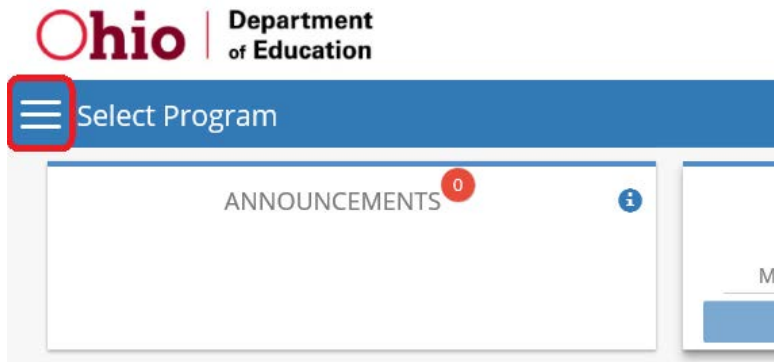

2. Log in to OHID

3. Click on "Data Submission Forms".

4. After the Forms Dashboard loads, click on the "Select Program" icon in the top far left-hand corner.

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

6. Use the dropdown menu for "Program Period" to select the appropriate review. For example, to find the FY19 Data Review for Finance form, choose "EMIS Data Review FY2019".

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

8. In the search results at the bottom of the page, find "EMIS Data Review 2019". Click the magnifying glass for "Details".
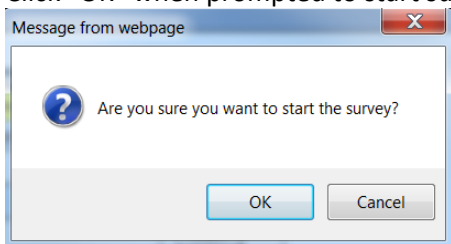
9. Select the "Questions" tab.
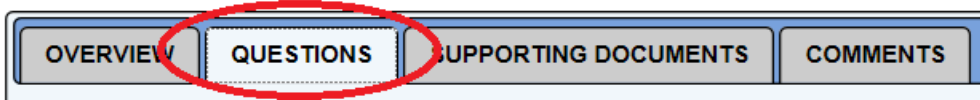
10. In the "Survey Plan" column, find the appropriate form. For example, to find the FY19 Finance Data Review form, choose "FY2019 Data Review for Finance".

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

12. Click "OK" when prompted to start survey.

13. 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.

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

15. 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.

16. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.
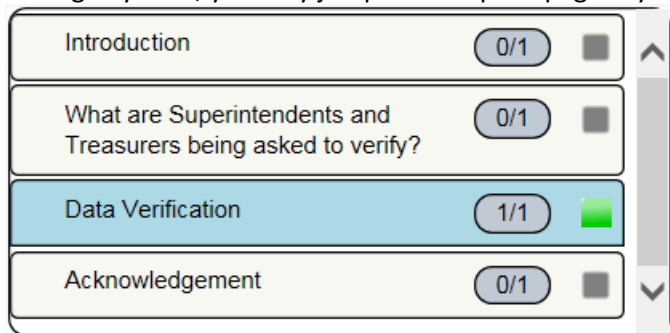
17. Verify your district's data in the "Data Verification" section. Choose among the following options as to whether the data is complete and accurate: "Yes", "Yes, with exception of appealed data", or "No, not

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.

18. 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.

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

20. 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 |

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

22. After clicking "Save", you will see a "Treasurer Approved" box appear on the left side of the screen.

23. To certify, the treasurer MUST click the "Treasurer Approved" box. After clicking this box, you will get the following pop up box.

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

25. The survey will reflect "Treasurer Approved" after the treasurer approves.

26. Once the form is status "Treasurer Approved", your district is finished.

<u>Questions?</u>

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