

# Treasurer’s Guide to Submitting an EMIS Data Review and Verification Form

## 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. Beginning in FY2016, superintendents and treasurers will complete the EMIS Data Review and Verification process via an electronic system developed behind SAFE.

**Treasurers are responsible for completing the following EMIS Data Review and Verification forms annually:**

<b>EMIS Data Review and Verification Form</b>	<b>Timeline</b>	<b>Organizations Required to Participate in Review Process</b>	<b>School Personnel Required to Approve Form</b>
<b>Finance</b>	After the Financials (H) and Five Year Forecast (P) EMIS collection window close	Districts, Community Schools, JVSDs, STEM Districts ESCs	Treasurer
<b>Funding Data Certification</b>	After the Calendar (C), Student (S) and Staff/Course (L) EMIS collection window close	Districts, Community Schools, JVSDs, STEM Districts, ESCs	Superintendent and Treasurer

## 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. If a 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.

Step-by-Step Guide

1. Log into SAFE account and click on “Forms”.

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

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

**Program Information**

**Program Selected: EMIS Data Review**

Select Another Program

**COMPLIANCE SEARCH PAGE**

PROGRAM PERIOD:  SURVEY:

ORG IRN:  MANDATORY PARTICIPANT:

ORG NAME:  COMPLETION STATUS:

Search  COMPLIANCE STATUS:

Organizations:  
1 result(s) returned

Program Period Name	Org Name	Org IRN	Mandatory # Surveys	Report	Details
EMIS Data Review FY 2015			N	5	

[Export to CSV](#)

6. Select the “Questions” tab.

OVERVIEW

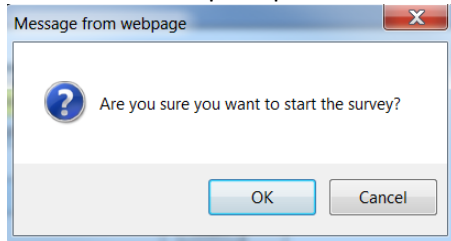
**QUESTIONS**

SUPPORTING DOCUMENTS

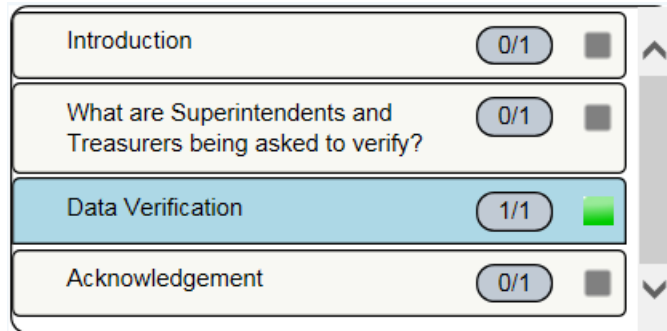
COMMENTS

7. In the “Survey Plan” column, find the appropriate form. For example, to find the FY17 Finance Data Review form, choose “FY2017 Data Review for Finance”.

- To start a new survey, click the “Start” button in the “Details” column of the “Survey Plan” you have selected to complete.
- Click “OK” when prompted to start survey.



- 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.
- Scroll down the first page to read the Introduction section. When finished reading, click “Next” at the bottom to proceed.
- 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.
- During any time, you may jump back to prior pages by clicking the gray box next to the desired section.



- 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.
- 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

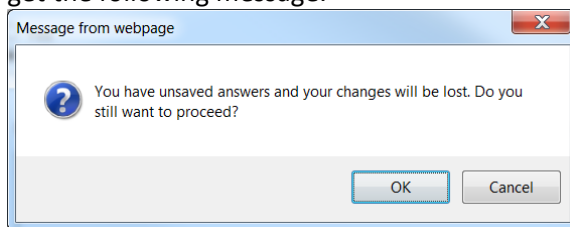
\* I certify that this data is complete and accurate.

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.

Prev Save Reset Next

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

19. After clicking “Save”, you will see a “Treasurer Approved” box appear on the left side of the screen.

Introduction 0/1

What are Superintendents and Treasurers being asked to verify? 0/1

Data Verification 1/1

Acknowledgement 1/1

**Treasurer Approved**

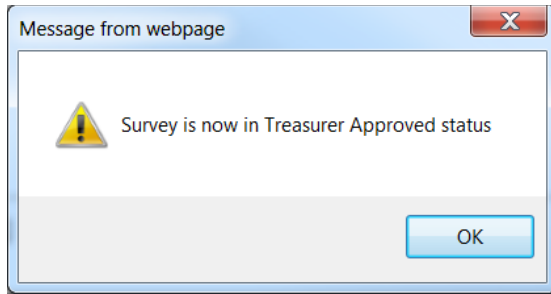
20. In order to certify, the treasurer MUST click the “Treasurer Approved” box. After clicking this box, you will get the following pop up box.

Message from webpage

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

OK Cancel

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



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

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