Please Note

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by ODE.

ODE ITC Training

December 2014

Ohio | Department of Education

The Usual Reminders

- Cannot answer all questions today
- May need to defer some questions to helpdesk
- As always, manual sections posted after this training prevail in a conflict between this presentation and the manual

Topics

- FY15 Updates
- FY15 Student (S) Collections
- FY15 Staff/Course (L) Collections
- FY15 Assessment (A) Collections

FY15 Updates

Admission Date Change

- Triggered when district relationship changes from “2” or “3” to “1”
- Report new Admission Date to reflect the most recent date on which the student began receiving instruction with a district relationship of 1
- Needed to accurately determine the start of a student’s enrollment for funding purposes

Level 1 Calendar Report

- P/T conference hours and PD hours will show at the bottom of the report

	19	20 - 7	21 - 7	22 - 7	23 - 7	24 - 7	25	5	35
	26	27 - 7	28 - 7	29 - 7	30 - 7			4	28
May 2015									
						01 - 7	02	1	7
	03	04 - 7	05 - 7	06 - 7	07 - 7	08 - 7	09	5	35
	10	11 - 7	12 - 7	13 - 7	14 - 7	15 - 7	16	5	35
	17	18 - 7	19 - 7	20 - 7	21 - 7	22 - 7	23	5	35
	24	25 - 0 (PDO)	26 - 7	27 - 7	28 - 7	29 - 7	30	4	28
	31								
June 2015									
		01 - 7	02	03	06	05	06	1	7
	07	08	09	10	13	12	13		
	14	15	16	17	20	19	20		
	21	22	23	24	27	26	27		
	28	29	30						
						Parent-Teacher Conf. Hours	3		
						Prof Development Hours	0		

Level 1 Calendar Report, cont.

- C_YWKDAYxx – Attendance is *not* expected this weekday throughout the school year
  - Report will show “0.000” hours
- C_YWKENDxx – Attendance *is* expected every Saturday or Sunday throughout the school year
  - Report will show scheduled hours in session
- C_HRSWKEND – Attendance on a Saturday or Sunday that is *not* in the regular calendar day; may be a make-up day
  - Report will show scheduled hours in session

DN Exception Codes

- PDO – Planned Day OFF
  - C_DPLANNED
- UPDO – Unplanned Day Off
  - C_DCMTYTKN
  - C_DNOTPLAN
- BLZRD – Blizzard Bag Day
  - C_DBLZZARD

DN Exception Codes, cont.

- PHS – Planned Hours Shortened
  - C_HSHRTPLN
- UPHS – Unplanned Hours Shortened
  - C_HSHRTWEA
  - C_HSHRTNOP
- HMU – Hours Made Up
  - C_HRSLNGTH

New CT Curriculum Code

VM – CT Education Middle Grade Course

- 30-120 hour intro level courses in business, industry, and labor
- May be offered for any pathway with an approved CTE-26 on file
- Do not count toward concentrator status
- Students not subject to technical testing

Manifestation Determination

- New special education event type
  - SEMD
    - The date the manifestation determination was completed for the related incident of misconduct
- Reported when a student with disabilities has accumulated more than 10 days of suspensions or expulsions

Follow Up

- 215xxx codes no longer reported
  - ESCs still report students, including those who only receive services
- NIEP
  - Does not apply to 504 plans
  - Does not apply to ISPs
  - Does not apply prior to initial IEP in place (IIEP)

FY15 Student (S) Collections

Traditional Districts S Collections

- Initial Collection (1TRD) is now open; closes Dec. 22, 2014
  - Casino Count
    - County of residence
    - Based on data submitted during this collection
  - Federal Child Count
    - May extend into Midyear Collection
    - Will close *before* Midyear Collection closes
- Midyear Collection (2TRD) opens early January

CS/STEM Schools S Collections

- Initial Collection (AODE) opened in August; closes Jan. 30, 2015
  - Casino count
    - County of residence
    - Based on data submitted as of Dec. 22, 2014
  - Federal Child Count
    - May extend into Final Collection
    - Will close *before* Final Collection closes
- Final Collection (BODE) opens early February

Casino Count

Data is collected based on two specific days during the fiscal year

- Friday of the first full week of October
  - Data extracted in December from Initial Student Collections (1TRD & AODE)
- Friday of the first full week of May
  - Data extracted in July from Final Student Collections (3TRD & BODE)

Casino Count Rules

When more than one district is reporting an FS record for a student, the following rules – in this order – determine which record is included

- JVSD records always included
  - If a JVSD and only one other district report, then the other district's record will also be included
  - If a JVSD and more than one other district report, then the remaining rules determine which of the other district's record is included
- If a non-resident district with How Received = 2 and an educating resident district report, then the resident district's record is included

Casino Count Rules, cont.

- If a resident district with How Received = L and an educating community school report, then the community school's record is included
- If two districts are educating and both report, then the record with the later admission date is included
- If two districts report and only one is educating, then the record from the educating district is included
- If two districts report, neither is the educating district, but one is the resident district, then the resident district's record is included
- If two districts report and none of the above rules apply, then each district receives a share (e.g., each district receives a student count of .5)

DN Attribute Collection Table

Attribute Group	S Traditional			S CS/STEM	
	Initial	Midyear	Final	Initial	Final
Feeder School Group – All Attributes		X	X		
SIG Time Extended Group – All Attributes			X		X
Information Technology Center Group – All Attributes	X	X	X	X	X
Student Group					
C_STUEEPOL				X	X
STUKGBDAY	X	X	X	X	X
STUHOMESCL	X	X	X		
STUELGEXAC	X	X	X	X	X
STUNPNTSRV	X	X	X		
STUNPNTELG			X		
STUPSTCBTR			X		
STUPSTCATR			X		
STULNCHFRE	X	X	X	X	X
STULNCHRDC	X	X	X	X	X
PHYSED Evaluation Group			X		X
District Group					
LCLWELLPOL			X		X
TFRPSESCYS	X	X	X		
TFRPSESCNO	X	X	X		
TRANSPTCNT	X	X	X		
TRANSPTMIL	X	X	X		
Initial Eye Examination Group			X		X

FY15 Staff/Course (L) Collections

Staff/Course (L) Collections

- Initial collection open until Jan. 30, 2015
  - HQT
  - Invalid certification
- Final Collection will open soon after Initial Collection closes
- CTE course enrollment based on latest data submitted

Records Included in L

- Staff Demographic (CI)
- Staff Employment (CK)
- Course Master (CN)
- Staff Course (CU)
- Student Course (GN)
- Contractor Staff Employment (CJ)
- Contract Only Staff (CC)
- Staff Summer Employment Separation (CL)
- Staff Missing Override (CP)
- CTE Correlated Classroom Code (CV)
- Mapped Local Classroom Code (CM)

Staff Reporting

- Report all staff employed for FY15, include currently employed and separated
- Staffing changes in January
  - May be reported in Initial Collection, but do not have to be
  - If the changes impact HQT or invalid certs, then should be reported in Initial Collection
- Supplemental staff now reported in Initial and Final L Collections

Course Reporting

In addition to typical student course reporting, the following should also be reported

- Courses for students with a Sent To Percent of Time > 0 and any one of the following Sent To Reasons
  - PS – Post Secondary Enrollment Option Program Participant
  - PI – Proprietary Institution Program Placement
  - NP – Non-public school placement at district expense
- Courses for non-disabled students receiving temporary home instruction
- Courses for students receiving instruction under a contract with another entity

Course Reports

- Course Missing Report
  - Lists students for whom courses are expected but have not been reported
  - Preview in data collector
- Level 1 Critical Error
  - Generated when a course is reported but no corresponding S enrollment data has been reported

Staff Updates

- Eliminate Position code 120
  - ESC supervisor assignment
- Eliminate Position Fund Source code “Z”
  - Preschool State Unit Funding

HQT and Certification

- Based on Initial L Collection
- If a course has consecutive lead teachers, each/all should be reported
- Which teacher is considered for report card measures is based on the following
  - Length of course
  - Number of days in session on the calendar
  - Which teacher was the lead teacher for the most days

FY15 Assessment (A) Collections

Assessment Collections

- Currently open
  - OAA Summer Reading
- Opening soon
  - OAA Fall Reading
  - OGT Summer/Fall
- Will not open before March 1
  - Early Learning Fall Assessments
    - ECO
    - ASQ-SE
    - ELA
    - KRA

Assessment Reports

- Missing Report
  - Lists each student for whom an assessment record is expected but not reported
  - Missing list may change as enrollment changes; based on previous day's enrollment
  - Preview in data collector
- Level 1 Critical Error
  - Generated when an assessment is reported but no corresponding S enrollment data has been reported

Excluded FA Records

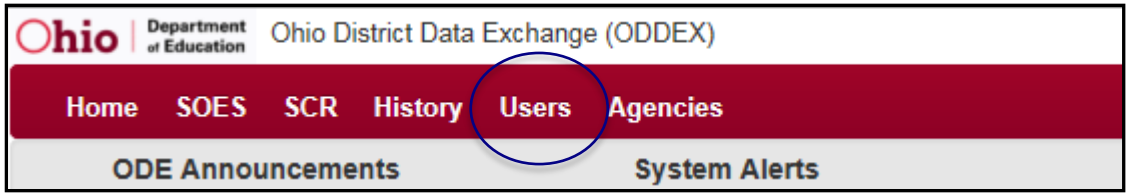
- Counts of assessment types not needed in current collection request
- May contain required assessment types that were excluded due to significant data errors

Sample: Summer 3rd Grade Reading OAA Preview Excluded Assessment Report		
Record Type	**Count**	**Assessment**
GB	213	Early Learning Assessment
GM	204	Early Learning Assessment
GO	144	Early Learning Assessment
GS	34	Early Learning Assessment
GX	22	Ohio Graduation Tests
GA	4	OAA Grade 3 Reading not Summer Administration

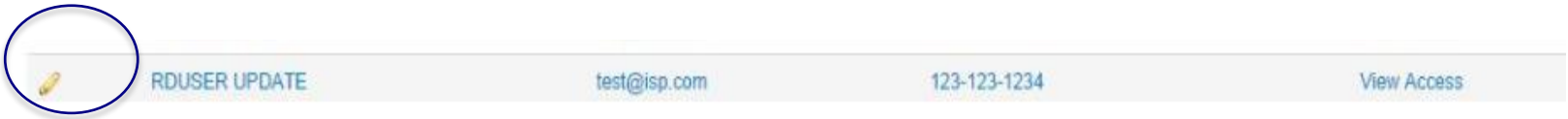
Miscellaneous

ODDEX Notifications

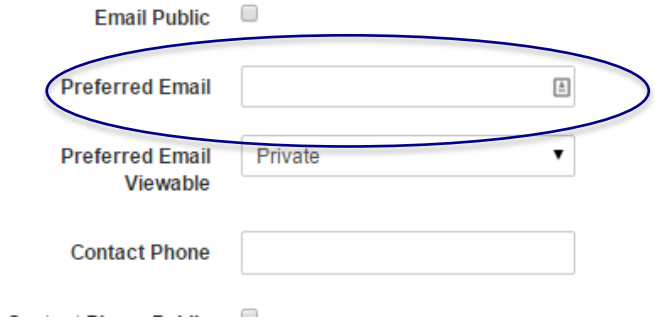
Log into ODDEX and click on USERS in menu bar



Click the edit pencil next to your name



Enter your email address into the “Preferred Email” box



Training Participants

- Our main target is EMIS Coordinators and that is our most common attendee
- We communicate our trainings through ITCs, Newsflashes, and our website
- Those who receive our Newsflashes are welcome to communicate training dates/locations to anyone else in district

Training Participants, cont.

Variety of district personnel attend based on topic(s) of particular training; the following have attended one or more sessions

- EMIS Coordinators, Directors, Supervisors
- Secretaries
  - Building, Superintendent's, Guidance, SPED
- Office Managers
- Administrative Assistants
- Data Owners/Managers
- Pupil/Student Services
- SOES Managers
- Registrars
- Treasurers
- CS Sponsors
- Directors/Superintendents
- Principals
- Area Coordinators

Training Date/Time/Venue

- Dates and times based on venue availability, ITC schedule, and trainer schedule
- You may not be limited to attending the training at “your” ITC
  - Refer to schedule on ODE website and choose the time and place
  - Contact the chosen ITC to ensure available space

Training Format

- Webinars: some ITCs do offer a way to attend our trainings remotely
  - Contact your ITC about the possibility
- Hands on, software specific training
  - We do not have the latest expertise in your local software systems
  - Contact your ITC about such training

Subject Matter Experts

- We in EMIS do not expect EMIS coordinators to be masters in all areas
- We expect EMIS coordinators to know enough to report
- We expect other staff in districts to be the subject matter experts
- We do not have the ability to schedule trainings for you with other ODE offices

Specialized Training

- Not every topic in every training pertains to every district type
- Unlikely to have EMIS reporting trainings that are just for specific district types
  - Not enough time – already have 22 trainings a month
  - Most content applies to all reporting entities
- If concerned that training will not pertain to you, review slides prior to attending

Getting Help

- ODE EMIS can only answer EMIS reporting questions
- Non EMIS reporting questions should go to district staff or appropriate ODE office
  - Which test should a student take?
  - What credit should be awarded for a particular course?
  - Can a special education student receive detention?
  - How will this impact our report card?
  - How do I change my name in the KRA system?
- If unsure, send to helpdesk and we will redirect

Questions?

education.ohio.gov

Social Media

facebook — Ohio Families and Education
Ohio Teachers' Homeroom

LinkedIn — ohio-department-of-education

Storify — storify.com/ohioEdDept

twitter — @OHEducation

YouTube — OhioEdDept