

# Please Note

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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

June 2015

# 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

- ▶ SCR Conflicts
- ▶ FTE Detail Report
- ▶ HQT Report
- ▶ CTE Report
- ▶ Invalid Cert Report
- ▶ TGRG, K3 Measure, and Retention

# SCR CONFLICTS

# General Rules

- ▶ All reporting entities submit to SCR
- ▶ Checks are performed on all active records in latest submission where
  - Received From IRN is not equal to the Reporting IRN or is '999999'
  - Sent to IRN is not equal to the Reporting IRN or is '999999'
- ▶ Checks ignore records when Withdrawal Reason is '81'

# SCR Overlapping Enrollment Check (EPCT)

- ▶ Most important check; released first to make sure system is working correctly and to allow districts to focus on funding impact
- ▶ Districts will have at least until end of August to resolve conflicts, possibly longer
- ▶ Additional checks will be released in coming weeks

# EPCT, cont.

- ▶ SSID reported with more than 100% of time
  - Records with overlapping dates within the school calendar
    - Based on the latest calendar start date and earliest end date for each district
- ▶ No conflict for overlaps where percent does *not* exceed 100 for certain How Received codes
  - Assumes overlap acceptable as long as percent does not exceed 100
    - Example – JVS satellite student
- ▶ Excludes How Received 'E', 'F', 'G', 'N'



# EPCT, cont.


Use Student Detail conflict grid to

- ▶ Identify enrollment issues more easily
- ▶ Be proactive in resolving errors ahead of Level 2 validations

<div>Conflict</div> <div>Conflict Effective Dates</div> <div>Student total percent of time is greater than 100% (EPCT)</div> <div>11/05/2014</div>		
Reporting Agency	Temple Ex Village (047092)	Lumber City City (043679)
SSID	HB1097476	HB1097476
...		
Date Range	08/20/2014 - 05/28/2015	08/20/2014 - 05/28/2015
Percent Of Time	48	80
Admission Date	08/15/2008	08/15/2008

# Resolving Conflicts

- ▶ Conflicts are resolved when corrected data is submitted to SCR
- ▶ Resolved conflicts
  - Changed to include strikethrough of data
  - Identified conflicts will not entirely disappear; will move to Resolved column on landing page

SSID	First Name	Last Name	Birth Date	Conflict Code	Relationships
WF2496364	Corey	Sparks	2005-12-02	 MISE	<del>Auburn Kinderlou City (749026)</del> <del>Auburn Kinderlou City (749026)</del>

# SCR Refresh Process

- ▶ Districts submit new data
- ▶ SSDT processes submissions daily in the early evening
- ▶ Checks revalidated to see if any new conflicts exist or if any prior conflicts were resolved
- ▶ Districts will see updates the next day

# Future Checks

- ▶ Sent to IRN conflict
- ▶ Received from IRN conflict
- ▶ Withdrawn to IRN conflict
- ▶ Admitted from IRN conflict
- ▶ Overlapping enrollment
- ▶ Missing enrollment

# Reminder

- ▶ If another district reports a student as enrolled before your withdrawal date, unless attending at your district during overlap, SCR information may be used as supporting documentation to change your withdrawal date
- ▶ Up until now, SCR History has been used
- ▶ Maintain documentation

# FTE DETAIL REPORT

# About the Report

- ▶ The FTE Detail report includes only the students who generate funding for your district
- ▶ Students reported with a Withdrawal Reason of 81 are not included
- ▶ Students who are included
  - ▶ District Relationship of 1
  - ▶ Sent to Reason of CE

# About the Report, cont.

- ▶ Each student will have at least one row of data
  - ▶ Based on Effective Start and End dates on calculated FS/FD range
- ▶ Uses most recent data submitted to ODE



# Example of FTE Detail Report

- ▶ This example is for a traditional district
- ▶ The community school report also has a column for adjusted FTE

## Validation Exception Report - for End of Year Student Collection (FY15)

Collection Request: **End of Year Student Collection (FY15)**

LEA Name: **Test-**

Record Type: **(All)**

Exception Severity: **(All)**

### (FTED-MA1) FTE Detail Report-May no. 1 Payment (2024)

Payment	LEA IR	SSID	LOCAL ID	FIRST	MIDDLE	LAST NAME	FTE FUND PTTRN	FTE FUND PTTRN	GRADE	DISABILITY	EC DIS	LEP C	FTE	CALENDAR
MAY1	043...	AH...	Not Avai...	Not...	Not...	Not Avail...	RGJV	Regular/Other...	05	**	N	N	0.13	043679-004002-05-**
MAY1	043...	AH...	Not Avai...	Not...	Not...	Not Avail...	RGJV	Regular/Other...	12	**	N	N	1	999999-999999-**.**
MAY1	043...	AI2...	Not Avai...	Not...	Not...	Not Avail...	SPCO	Special Ed Co-...	11	01	N	N	0.212318	043679-004028-11-**
MAY1	043...	AI2...	Not Avai...	Not...	Not...	Not Avail...	SPCO	Special Ed Co-...	11	01	Y	N	0.787682	043679-004028-11-**
MAY1	043...	AI2...	Not Avai...	Not...	Not...	Not Avail...	RGJV	Regular/Other...	12	**	N	N	0.068336	043679-004028-12-S1
MAY1	043...	AI2...	Not Avai...	Not...	Not...	Not Avail...	RGJV	Regular/Other...	10	10	Y	N	1	043679-004028-10-**
MAY1	043...	AI2...	Not Avai...	Not...	Not...	Not Avail...	RGJV	Regular/Other...	12	**	Y	N	0.456416	043679-004028-12-S1
MAY1	043...	AI2...	Not Avai...	Not...	Not...	Not Avail...	RGJV	Regular/Other...	12	**	N	N	1	043679-004028-12-S1

# Calendar Determination

- ▶ Each row of data on the FTE Detail report will be assigned a calendar
  - ▶ Some students may have more than one row due to multiple FS or FD records
- ▶ To determine the calendar, we look at the following elements
  - ▶ Attendance Pattern
  - ▶ Grade Level
  - ▶ Building IRN
  - ▶ District IRN

# Calendar Determination, cont.

- ▶ First, we look for an exact match at the reporting district
- ▶ If no match is found, Attendance Pattern is dropped
- ▶ If no match is found, Grade Level is dropped
- ▶ If no match is found, Building IRN is dropped
- ▶ If no match is found, the state default calendar is assigned (9999999-9999999-\*\*-\*\*)

# Calendar Determination, cont.

If the reporting district is a JVSD or ESC

- First, we look to see if there is an exact match reported by the JVSD or ESC
- If no match is found, then we look for an exact match at a unique location IRN
  - Location IRN is taken from the Course Master
- If no match is found, then we drop Attendance Pattern, then Grade Level, then Building IRN, then default to state calendar

# Calculating Base FTE

- ▶ Base FTE is calculated from the reported data; it does not include adjustments
- ▶ A base FTE is calculated for each row on the report
  - Students with multiple rows have multiple FTEs
  - Total FTE across all rows for a student should not be greater than 1.000000
- ▶ Students with Sent to Reason of CE will have their percent of time set to 100 for the calculation

# Calculating Base FTE, cont.

## ► Grades KG – 23

$$\frac{\text{ENROLLED HOURS X PERCENT OF TIME}}{\text{CALENDAR HOURS}}$$

## ► Preschool

$$\frac{\text{ENROLLED HOURS}}{\text{CALENDAR HOURS}}$$

# FTE Fund Pattern Codes

- ▶ An FTE Fund Pattern Code is assigned to each row of the FTE Detail Report
  - ▶ Each student can be linked to a line item on the payment report through the FTE Fund Pattern Codes, thus allowing the two reports to be reconciled
    - A crosswalk showing these links will appear as an appendix to the FTE Detail Report
- Explanation

# FTE Fund Pattern Codes, cont.

- ▶ This is a partial list and includes the most commonly assigned codes
- ▶ A complete list will be included in the FTE Detail Report Explanation

COMM	Community School Student
CTCR	Contract Career Tech - Community School to Resident District
CTVC	Contract Career Tech - JVSD and District to District
KGTO	Kindergarten Tuition - Open Enrolled
KGTO	Kindergarten Tuition
NFRG	PK, non-special ed, no ADM funding
OJVD	Open Enrolled - direct to JVSD - Non-Jointure
OJVR	Open Enrolled - JVSD - Counted in Resident
OPDD	Open Enrolled - District to District
OPID	Open Enrolled - JVSD via intermediate district - Non-jointure
RGJV	Regular/Other District and Regular JVSD
SPCO	Special Ed Co-Op
STEM	STEM District Student



# FTE Fund Pattern Codes, cont.

- ▶ FTE Fund Pattern Codes are assigned based on both reported and derived data
- ▶ This is a sample; the complete table will be included with the FTE Detail Report Explanation

Fiscal Year	FTE Fund Ptttrn Code	Enrl Reason Code	LDR Flag	Jointure Flag	Org Type	Grade Span Code	Preschool Transfer Flag	KG Tuition Flag
2015	COMM	M	N	N	6	KG	N	N
2015	KGTO	9	N	N	1	KG	N	Y
2015	PSET	G	N	N	23	PS	Y	N
2015	RGJV	*	Y	N	1	AN	N	N
2015	RGJV	7	Y	N	1	LE	N	N
2015	RGJV	7	Y	N	1	AN	N	N
2015	RGJV	C	Y	N	1	LE	N	N
2015	STEM	K	N	N	60	AN	N	N

# FTE Fund Pattern Codes, cont.

- ▶ The default FTE Fund Pattern Code is '\*\*\*\*\*'
- ▶ If the default code is assigned to a row of data on your report, there is an issue
  - ▶ Verify you are reporting the student correctly; focus on the data shown in table on previous slide
  - ▶ If you are reporting correctly, submit a helpdesk ticket to your ITC as a new FTE Fund Pattern Code may be needed

# FTE Adjustments

The following adjustments are made to the Base FTE where applicable

- 105 Hour Rule – students reported by a district with zero attendance and Withdrawal Reason '76'
- Where the total FTE is greater than 1.00
- Overlapping dates, valid concurrent enrollment when FTE exceeds 1.00
- Overlapping dates, invalid concurrent enrollment
- E-Schools exceeding their cap amount

# Future Enhancements

## ► Future Enhancements

- Subgroup weighted funding
- Scholarship students
- Preschool students

## ► There will be four reports

- FTE Detail Report – includes all students generating FTE
- FTE Inactive Report – includes students not generating FTE
- Adjustment Report – includes all adjustments made to a student's FTE
- Summary Report

# HQT REPORT

# HQT Report

Will be made available as a Level 2 report in the Initial Staff/Course (L) collection

## First Staff and Course Collection (FY15)

Level 2 validation exceptions are listed by exception category and severity.  
To generate the exception report for one category and/or severity click the link in the corresponding row and column.

Exceptions Category	Fatal	Critical	Warning	Info	Total
<a href="#">(HQT-001) HQT</a>	<a href="#">3</a>	<a href="#">0</a>	<a href="#">93</a>	<a href="#">977</a>	<a href="#">1073</a>
<b>Total Counts:</b>	<a href="#">3</a>	<a href="#">0</a>	<a href="#">93</a>	<a href="#">977</a>	<a href="#">1073</a>

[Generate Full Validation Report](#)

# HQT Report, cont.

- ▶ One report incorporating all previous reports
  - ▶ HQT\_ALL
  - ▶ HQT\_YES
  - ▶ HQT\_NO
- ▶ In prior years, the HQT\_ALL report only included courses evaluated for HQT
- ▶ This year, the new HQT report includes all courses – evaluated and not evaluated

# HQT Report, cont.

RPTG	Severity	Bldg IRN	Bldg Name	Tchr ID	Tchr Name	LCC	Subj Code	Subj Name	Curr Code	Delv Mthd	Ed Opt	St Pop	HQT VALUE	HQT FLAG	Count At Grades PS 6	Count At Grades 7 12
04367	F-HQT Incorrectly reported as not required-Defaults to No	00400	Bryan	OH122	KLINE,	00402	031800	Busine	OT	FF	NO	RG	N	N	0.00000000	7.00000000
04367	F-HQT Incorrectly reported as not required-Defaults to No	04704	Archbol	OH124	NAFZIG	00402	020320	Graphi	OT	FF	NO	RG	N	N		
04367	C-HQT Reported as No	00400	Bryan	OH303	Core-G	00400	050154	Integra	OT	FF	NO	SE	N	N	10.00000000	0.00000000
04367	C-HQT Reported as No	00400	Bryan	OH303	GORDC	00400	110150	Mathe	OT	FF	NO	SE	N	N	11.00000000	0.00000000
04367	C-HQT Reported as No	00400	Bryan	OH319	RICHER	00400	050154	Integra	OT	FF	NO	SE	N	N	1.00000000	0.00000000
04367	C-HQT Reported as No	00400	Bryan	OH319	RICHER	00400	110175	Mathe	OT	FF	NO	SE	N	N	0.00000000	5.00000000
04367	C-HQT Reported as No	00400	Bryan	OH319	RICHER	00400	110175	Mathe	OT	FF	NO	SE	N	N	0.00000000	2.00000000
04367	C-HQT Reported as No	00400	Bryan	OH319	RICHER	00400	132130	Science	OT	FF	NO	SE	N	N	0.00000000	2.00000000
04367	C-HQT Reported as No	00400	Bryan	OH319	RICHER	00400	132130	Science	OT	FF	NO	SE	N	N	0.00000000	2.00000000
04367	W-HQT Reported but course Not Included	*****		AU100	CUMM	02082	151209	Social	OT	FF	NO	RG	I	N	23.00000000	0.00000000
04367	W-HQT Reported but course Not Included	*****		AU100	CUMM	02082	151209	Social	OT	FF	NO	RG	I	N	24.00000000	0.00000000
04367	W-HQT Reported but course Not Included	*****		AU100	CUMM	02082	260101	Health	OT	FF	NO	RG	I	N	24.00000000	0.00000000
04367	W-HQT Reported but course Not Included	*****		BG100	Mabee	00400	151210	Social	OT	FF	NO	SE	I	N	1.00000000	0.00000000
04367	W-HQT Reported but course Not Included	*****		BG100	GRAND	00400	151210	Social	OT	FF	NO	RG	I	N	23.00000000	0.00000000
04367	I-Course HQT or Not Included	*****		999999	*	00402	030100	Accour	PS	FF	NO	RG	I	N	0.00000000	1.00000000
04367	I-Course HQT or Not Included	*****		999999	*	00402	030500	Busine	PI	OL	NO	RG	I	N	0.00000000	1.00000000
04367	I-Course HQT or Not Included	*****		999999	*	00402	050180	Integra	PI	OL	NO	RG	I	N	0.00000000	4.00000000
04367	I-Course HQT or Not Included	*****		999999	*	00402	050180	Integra	PI	OL	NO	RG	I	N	0.00000000	3.00000000
04367	I-Course HQT or Not Included	*****		999999	*	00402	050180	Integra	PI	OL	NO	RG	I	N	0.00000000	9.00000000



# HQT Report, cont.

## Severity Codes and Descriptions

- Fatal (F) – HQT incorrectly reported as ‘I-not evaluated’; ODE sets HQT Value to ‘N’
- Critical (C) – HQT reported as ‘N’; confirm that ‘N’ is accurate
- Warning (W) – HQT reported, but course is not evaluated; ODE sets HQT Value to ‘I’
- Informational (I) - Course not evaluated for HQT and HQT Value correctly reported as ‘I’

# HQT Report, cont.

## ► HQT Value

- Derived from option reported in HQT element (CU100)
- Options 1 – 9 meet HQT
- All other options do not meet or do not need to meet HQT

## ► HQT Flag

- Y - Teacher is Highly Qualified
- N - Teacher is Not Highly Qualified

# CTE REPORT

# Four CTE Reports

## ▶ CTE-000

- ▶ CTE FTEs by Student Enrollment

## ▶ CTE-001

- ▶ CTE Student Issues

## ▶ CTE-002

- ▶ CTE Course Issues

## ▶ CTE-003

- ▶ CTE Staff Issues

# CTE-000 Report

Shows student's *potential* CTE FTE and *actual* CTE FTE

- If potential does not equal actual, an error code will be assigned to indicate the type of error
- If there are no issues, the indicator be ‘\*\*\*’
- If there are issues, the indicator will show exactly which error report contains the issue (e.g., \*2\*, 12\*, 123, etc.)

# CTE-000 Report, cont.

- ▶ A funding date range will be on each line of the report
  - ▶ Start date is based on the later of GN course enrollment start date, FS admission date, FS/FD effective start date, or CN course start date
  - ▶ End date is based on the earlier of GN course enrollment end date, FS/FD effective end date, or CN course end date
- ▶ CTE funding is based on the same FTE Fund Pattern codes as used on the FTE Detail report

# CTE Error Reports, 001-003

- ▶ Will be rolling in error checks over the next several weeks
  - ▶ Starting with the most common based on last years data
  - ▶ Continue to work on cleaning errors up through the close of Final Staff/Course collection (end of August)
  - ▶ Level 2 reports will update twice a week in the beginning with the plan to eventually update daily

# Error Check Codes

New error checks are replacing the old CTE error codes on Error Reports 001- 003

001 Error Codes Student Issues		002 Error Codes Course Issues		003 Error Codes Staff Issues		Old Error Codes Deleted
NEW	OLD	NEW	OLD	NEW	OLD	
SC0001	E06	CS0001	C03	SF0003	M11	C01
SC0002	E09	CS0002	C08	SF0002	T07	C06
SC0003	E11	CS0003	C09	SF0001	T14	C11
SC0004	E13	CS0004	C17	SF0004	T15	C15
SC0005	E14	CS0005	C18	SF0005	T18	E01
SC0006	E15	CS0006	C21			E08
SC0007	E16	CS0007	C22			E18
SC0008	E17	CS0008	C23			E22
SC0009	E19	CS0009	C24			M04
SC0009	ACD	CS0010	C27			M05
SC0010	E20	CS0011	C28			M09
SC0011	E23	CS0012	C29			M14
SC0012	E24	CS0013	C30			M34
SC0013	NEW	CS0014	E02			M35
		CS0015	E01			T01
		CS0016	E13			T06
		CS0017	M02			T08
		CS0018	M07			T18
		CS0019	M16			
		CS0020	M17			
		CS0021	M30			
		CS0022	M31			
		CS0023	M32			
		CS0024	M33			



# INVALID CERT REPORT

# Invalid Cert Report

- ▶ Position Code and Assignment Area do not impact the proper cert flag
- ▶ Credentials missing teaching fields
  - Impacts credentials renewed in first half of 2014
  - Not all credentials require teaching fields
  - Compare previous license to current license in Educator Profile
  - Request assistance via helpdesk

# Invalid Cert Report, cont.

- ▶ Two part checks likely will not be working until after the Initial Staff/Course Collection is closed
  - ▶ Will only change things from N to Y, never from Y to N
- ▶ Most common two part check situations asked about in HD
  - ▶ PK SE where the teacher has an Intervention Specialist *and* an Early Childhood
  - ▶ Teachers who have Adolescent to Young Adult Licenses with a Middle Grades Endorsement and are teaching grades below 7

# TGRG, K3 MEASURE, AND RETENTION

# Third Grade Reading Guarantee

- ▶ Follow EMIS Manual reporting instructions
- ▶ Report diagnostic results for
  - Reading (KG-3), Math (1-2), and Writing (1-3)
  - All students enrolled 30 or more days, including any new students enrolled during the year
  - **Initial** diagnostic results, even if re-assessed throughout the year
- ▶ Students with the most significant cognitive disabilities are exempt from TGRG
  - Report “EX” for diagnostic result

# TGRG, cont.

- ▶ Reading Improvement Monitoring Plan (RIMP)
  - Required for students not on-track in reading
  - May also be used with on-track students needing additional help with reading
- ▶ RIMP Intervention Program Codes
  - ***Only*** reported for students on a Reading Improvement Monitoring Plan

# TGRG, cont.

Report Grade Level Next Year (FN080) of “03” for students who don’t meet OAA cut score (394) by end of 14/15 school year unless

- TGRG **Alternative** Assessment promotion score met
- Previous retention in any K-3 grade **AND 2 years** intensive reading remediation documented
- Reading diagnostic score reported as “EX”
  - Alternate Assessment scores not included
- IEP indicates TGRG retention exemption

# TGRG, cont.

Retained Status (FN070) is reported at the beginning of the 15/16 school year

- Retained status options A-L must be reported for all students who did not meet 14/15 Grade 3 OAA cut score 394
- If student is retained for multiple reasons (including TGRG), report the most appropriate TGRG retention status option



# K-3 Literacy Measure

- ▶ Measures whether a school district or building is making progress in improving K-3 literacy
  - ▶ Uses results from K-3 fall reading diagnostics and the Grade 3 Reading OAA
  - ▶ Alternate Assessment scores are not used
- ▶ Calculations rely on “Majority of Attendance” rules

# K-3 Literacy Measure, cont.

- ▶ Focuses on students not on-track with the fall reading diagnostic and follows to the next school year diagnostic looking for improvement to on-track status
- ▶ Also identifies students never on a RIMP, or removed from a RIMP, who did not score proficient (400 or greater) on OAA by end of grade 3
  - ▶ Will cause a demotion in improvement percentage
  - ▶ Decreases the overall numerator by one student

# K-3 Literacy Measure, cont.

- ▶ A single improvement percentage is assigned as the K-3 literacy grade for each district
- ▶ TGRG retention will also appear on the Local Report Card
  - ▶ How many 3rd graders met Reading Guarantee requirements for promotion to 4th grade

## See K-3 Literacy Improvement documentation

<http://education.ohio.gov/getattachment/Topics/Data/Accountability-Resources/k3-literacy-Improvement-measure-with-calculation.pdf.aspx>

# Questions?



A close-up photograph of a hand holding a pen, poised to write on a document. The scene is bathed in a strong blue light, creating a high-tech or digital atmosphere. The text 'education.ohio.gov' is overlaid in white at the top.

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