

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

February 2016

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 Close Out

- ▶ FY16

 - ▶ FTE Detail and Adjustment Reports

 - ▶ Updates

FY15 CLOSE OUT

Open FY15 Collections

Non-Statewide Accountability Assessments

- Close date Wednesday, February 17, 2016
 - Industry Credential (GW)
 - International Baccalaureate (IB)
 - Scholastic Aptitude Test (SA)
 - American College Testing (AC)
 - Advanced Placement (AP)
 - ACT WorkKeys (WK)

Upcoming FY15 Collections

- ▶ OTELA Assessment
- ▶ CTE Assessments
- ▶ Spring Early Learning Assessments
- ▶ Graduation

Assessment Data Evaluation Tools

- ▶ Missing lists in Data Collector
 - ▶ Next Gen, OGT, EOC, IB/AP
- ▶ Secure Data Center (SDC) and “drilling” to SSID level
- ▶ General rules
 - ▶ If score exists, report it
 - ▶ If no score exists, report why

Enrollment/Demographics Data Evaluation Tools

- ▶ Student enrollment
 - FTE Detail and Adjustment reports
- ▶ Majority of Attendance
 - Where Kids Count report (WKC)
- ▶ Demographics
 - WKC report
 - SDC reports by subgroups

Reading Diagnostic and RIMP Data Evaluation Tools

- ▶ SDC report
 - ▶ Drill down to see students in each part of the measure
- ▶ Data Collector reports
 - ▶ GQ and FN preview reports
- ▶ FY15 S data impacts FY16 K-3 Literacy measure

When To File An Appeal

- ▶ If substantive issues with currently submitted data
 - Districts are best positioned to determine what constitutes 'substantive' in terms of the potential impact on their LRC
- ▶ Evaluate by focusing on critical LRC data
 - Assessments
 - Enrollment and Demographics
 - Reading diagnostics results and Reading Improvement and Monitoring Plans (RIMP)

Data Appeals Process

- ▶ Appeals are submitted by Superintendents and/or Treasurers via the Forms application in SAFE
- ▶ Step-by-step instructions are available at education.ohio.gov/Data-Appeals
- ▶ Districts will be notified of approval by the Office of Data Quality and provided information on next steps for submitting updated data

Data Appeals Process, cont.

Process for submitting updates depends on scope and nature of appealed data

- Manually for small numbers of records
- District-by-district Appeal Collection Request in Data Collector for large numbers of records
 - Specific to record types being appealed
 - Dataset dropdown option 'Z'
 - Must include full set of records in appeals submissions

FY16

FTE DETAIL AND ADJUSTMENT REPORTS

FTE Reports in Level 2



Beginning of Year Student Collection (FY16)

Collection required for all Traditional Districts, JVSs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FN, GE, FE, FC, FL, GJ, and GQ student record types, labeled with the S reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. The DN record is also required to be reported in this collection request as well, although there are a limited set of options required. This collection request is for the data for school funding, Federal reporting, and other required ODE reporting.

Submissions: December 21, 2015 - January 29, 2016

Expiration Date: January 29, 2016 (in 3 days)

Collection Request: 13

Status: The collection was submitted January 21, 2016 at 11:46:48 AM by Richardson. **A new version of this collection request has been published by ODE, which requires you to redo the data collect and prepare steps.**

Validation Status: [Level 1 Validation](#)

Validation Status: [Level 2 Validation](#)

Submission Status: Pending Processing (January 21, 2016 at 11:47:18 AM)

Submission Number: 6 (attempt 2)

Actions: [View Submission Results](#)
[Review](#)
[Start Collection](#)
[Add New Scheduled Collection](#)

FTE Reports in Level 2, cont.


Beginning of Year Student Collection (FY16)

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
(FTED-001) FTE Detail	0	0	0	405	405
(FTED-003) FTE Adjustments	0	0	0	1	1
Total Counts:	0	0	0	406	406

[Generate Full Validation Report](#)

Click on the link below to download the zip file.

Exception Report(s)
 AllExcTypesByExcTypeFor000222-2016S1TRDv13-sub5-AllSeverities2016-01-26_07-49-58.zip

Calendars and FTE

- ▶ Calendars have a direct impact on FTE calculations
- ▶ Decreases or increases can occur depending on the type of change or situation, for example,
 - Changing a student's calendar within a building
 - A student moving from one building to another building
- ▶ Each situation should be investigated as its own event





Creating a Pivot Table

Using the “How To” handout, we will step through how to create pivot tables to

- Identify students assigned to the state default calendar by FTE Fund Pattern Code
- Identify Open Enrollment Out students by FTE Fund Pattern Code and Inclusion Code

Pivot Table 1

Identify students assigned to the state default calendar by FTE Fund Pattern Code

	A	B	C
1			
2			
3	Row Labels	 Count of SSID	
4	 JVNR	2	
5	999999-999999-**-**	2	
6	 OJVR	2	
7	999999-999999-**-**	2	
8	 RGJV	785	
9	999999-999999-**-**	785	
10	Grand Total	789	
11			
12			

Pivot Table 2

Identify Open Enrollment Out students with FTE Fund Pattern Code and Inclusion Code

	A	B	C
1			
2			
3	Row Labels	Count of SSID	
4	OPDD	309	
5	FULL	309	
6	Grand Total	309	
7			
8			
9			

Adjustment Example

- ▶ Student enrollment at District A: 7/1/15 – 8/18/15
 - Withdrawal date: 8/18/15
 - First day of District A's calendar: 8/18/15
 - ▶ Student enrollment at District B: 8/2/15
 - First day of District B's calendar: 8/24/15
-

- ✓ There is no overlap on attending days because District B had not started as of 8/18.
- ✓ District B will see an FTE adjustment due to the single day of enrollment at District A.
- ✓ Reminder: summer withdrawals must be dated prior to the first day of school.

BDDs and Adjustments

- ▶ Resident districts sending students to a BDD must report the Sent To Reason of MR
- ▶ BDDs submit data to ODE that is compared to data submitted to EMIS by districts
- ▶ An FTE adjustment may result if the district and BDD data do not match

Preschoolers and Adjustments

- ▶ No overlapping dates calculated
- ▶ If the total FTE for a preschooler exceeds 1.0, then the excess FTE is deducted as an adjustment from the last educating entity

UPDATES

Open FY16 Collections

- ▶ Calendar – Final (C)
- ▶ First Staff and Course (L)
- ▶ Five Year Forecast – Initial Optional
- ▶ Midyear Student (S)
- ▶ SOES End of Year Student (S)
- ▶ SOES Student Contact (S)
- ▶ Student Cross Reference (S)

Percent of Time – Revised Instructions

- ▶ Effective February 1, 2016
- ▶ HS percent of time may be calculated based on reporting instructions in effect prior to March 23, 2015 (based on length of student's educational day)
- ▶ HS percent of time may also be reported as 100 when attempting 5 or more credits during the school year
 - If attempting less than 5 credits, report less than 100
- ▶ Districts may use calculation that will allow for maximum percent of time reporting

Percent of Time - Example

Student attending a 7 period/day school
taking 6 courses for a total of 4 credits

- Original calculation
 - 6 courses divided by 7 periods = 86%
- 5 credit hour calculation
 - 5 or more credits = 100%
 - Less than 5 credits = less than 100%
 - 4 divided by 5 = 80%
- In this example, the district should use the original calculation and report 86%


February Change Call Agenda – Documentation to Vendors

- ▶ Special Education Grad Requirement (FE) Record
 - New Assessment Type Code (FE080)
 - GE - End of Course Exams
 - New Assessment Area Code (FE090)
 - BIOL - Biology
- ▶ Majority of Attendance IRN (FN220)
 - Date determination review
- ▶ Course Master (CN) Record
 - New Delivery Method (CN320)
 - CP - College Credit Plus/CTE

February Agenda – Documentation to Vendors, cont.

- ▶ Assessment Area (FA205)
 - ▶ Add 'R' as valid for GN, grade 3
- ▶ Grade Schedule (DL) Record
 - ▶ Remove DL130 Date of Spring Administration – Math Test
- ▶ New Operator IRN (DN)
 - ▶ Collect in S submissions

Communications/Newsflashes

- ▶ Moving to GovDelivery from Lyris
- ▶ The Newsflash list will initially & periodically be populated by ODE EMIS via
 - ▶ OEDS, SAFE/ODDEX, SDC, DC
- ▶ Subscribe!
 - ▶ Click on the  , sign in/up, scroll down

☐ Child Nutrition

☐ **Education Management Information System**

☒ Education Management Information System (EMIS) Manual updates

☒ EMIS Newsflashes

☐ **Every Student Succeeds Act (ESSA)**

Transition to GovDelivery

- ▶ **Lyris Message:** ODE is transitioning from Lyris to GovDelivery for communications with the field, including EMIS Newsflashes. This message has been sent via Lyris. *If this is the only copy of this Newsflash that you receive, then you are **not** subscribed to the GovDelivery mailing list.* To continue receiving Newsflashes from EMIS, you must subscribe. You can do this from any ODE webpage by clicking on the red envelope at the top of the page (next to the Facebook icon) and subscribing to “EMIS Newsflashes.”
- ▶ **GovDelivery Message:** ODE is transitioning from Lyris to GovDelivery for communications with the field, including EMIS Newsflashes. This message has been sent from GovDelivery. If you have received it, then you are subscribed to the GovDelivery mailing list. You do not need to take any further action.

Communicating with EMIS

- ▶ Where to find the most commonly used resources
- ▶ Communications
 - Newsflashes
 - Future plans
- ▶ Other data offices
- ▶ How to get help

Questions?



A close-up photograph of a hand with fingers pointing towards a tablet screen. The scene is bathed in a strong blue light, creating a digital or technological atmosphere. The text 'education.ohio.gov' is overlaid in white at the top.

education.ohio.gov

Social Media

facebook

Ohio Families and Education
Ohio Teachers' Homeroom

Linked in

ohio-department-of-education

Storify

storify.com/ohioEdDept

twitter

@OHEducation

You Tube

OhioEdDept