

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 EMIS Training

March 2018

The Usual Reminders

- ▶ Manual sections posted after this training prevail in a conflict between this presentation and the manual
- ▶ Some questions may be deferred to helpdesk
- ▶ Hierarchy of support
 - ▶ EMIS Manual
 - ▶ EMIS Coordinator
 - ▶ ITC
 - ▶ Helpdesk

Topics

- ▶ Data Collector Reports
 - ▶ CTE Reports
- ▶ March Follow-up (D) Collection
- ▶ Assessment (A) Collections
- ▶ Majority of Attendance
- ▶ Five Year Forecast (P) Collections

DATA COLLECTOR REPORTS

Received Files

- ▶ Post processing files targeting specific data
- ▶ Files (not an exhaustive list)
 - Graduating Cohort EOC Pathway Requirements Status
 - Equitable Access Analysis Tool for CCIP Planning
 - Principal Composite reports for use in 2018 Principal Evaluations

Level 1 Reports

- ▶ Each collection request runs a series of validation checks verifying valid options reported by district
- ▶ Reports (not an exhaustive list)
 - Enrollment
 - Error Validation
 - Excluded
 - Missing

Level 2 Reports

- ▶ Once data processed and at ODE
 - More checks and cross checks
 - Other districts' data included
- ▶ Reports (not an exhaustive list)
 - CTE FTE Detail
 - Federal Child Count
 - FTE Detail
 - Teacher Licensure Course Status
 - Tuition
 - Where Kids Count

CTE FTE Detail Report Explanation

ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations

| Data | Date Posted |
|--|-------------|
| CTE FTE , includes information for the following reports <ul style="list-style-type: none">» CTE Approved Overrides» CTE Course Error Detail» CTE FTE Detail» CTE FTE Summary by Category» CTE FTE Summary by Course» CTE Staff Error Detail» CTE Student Error Detail | 2/13/18 |

CTE FTE Reports

Update CTE data through Final Staff/Course (L) Collection

- July 13, 2018
- Updates may affect CTE funding

| Collection Request / Report Name | Fatal | Critical | Warn | Info | Total | Category | Data Set | Process Date | Last Upd Date | Submission |
|--|----------------------|---------------------|------|----------------------|-----------------------|----------|----------|----------------|----------------|---------------------------|
| ▼ Initial Staff and Course Collection (FY18) (2018L1STR) | | | | | | | | | | (Count) |
| ✓ (CTEA-000) CTE FTE Detail | 7484 | 870 | 0 | 9370 | 17724 | Funding | L | 01/25/18 17:16 | 01/26/18 00:00 | Not Known |
| ✓ (CTEA-001) CTE Student Error Detail | 30 | 0 | 0 | 0 | 30 | Funding | L | 01/25/18 17:16 | 01/26/18 00:00 | Not Known |
| ✓ (CTEA-002) CTE Course Error Detail | 73 | 0 | 0 | 0 | 73 | Funding | L | 01/25/18 00:00 | 01/26/18 00:00 | Not Known |
| ✓ (CTEA-003) CTE Staff Error Detail | 79 | 0 | 0 | 0 | 79 | Funding | L | 01/25/18 00:00 | 01/26/18 00:00 | Not Known |
| ✓ (CTEA-004) CTE FTE Summary by Course | 0 | 0 | 0 | 1184 | 1184 | Funding | L | 01/25/18 00:00 | 01/26/18 00:00 | Not Known |
| ✓ (CTEA-005) CTE FTE Summary by Category | 0 | 0 | 0 | 1184 | 1184 | Funding | L | 01/25/18 00:00 | 01/26/18 00:00 | Not Known |

Severity Codes

- ▶ Each row on the report will be assigned a Severity Code
- ▶ Severity codes display in the (CTEA-000) CTE FTE Detail Report as follows
 - ▶ ADJSTD FTE = 0
 - ▶ Severity Code is Fatal
 - ▶ ADJSTD FTE < ORIG FTE and ADJSTD_FTE is not 0
 - ▶ Severity Code is Critical
 - ▶ ADJSTD FTE = ORIG FTE
 - ▶ Severity Code is Informational

Result Codes

| Result Code | Result Code Description |
|-------------|--|
| CS0008 | Academic courses with curriculum code VA or VB not valid for funding |
| CS0016 | Correlated class missing for V3 course |
| CS0020 | WFD course not approved by the Office of CTE |
| SC0005 | Course code not valid for curriculum code |
| SC0008 | V3 course not correlated to VN or VC |
| SC0015 | Student CTE FTE is higher than student regular FTE |
| SF0002 | Teacher does not have appropriate certificate/license to teach course |
| SF0003 | Teacher of CTE Course does not meet appointment or status requirements |

Adjustments

- ▶ Once base CTE FTE is determined for row of data
 - Adjustments due to student, course, or staff errors may need to be applied
- ▶ Example
 - CS0020 – Workforce Development Course not approved by the Office of CTE for Location IRN on course
 - Contact Office of Career Tech for research

Other Reports

- ▶ If a “Y” in an error flag column, then will appear on corresponding adjustment report
 - ▶ Student Level Error Flag (SC)
 - ▶ Course Level Error Flag (CS)
 - ▶ Staff Level Error Flag (SF)
- ▶ Districts will only see students they are educating on adjustment reports

(CTEA-001) CTE Student Error Detail Report

- ▶ Result Codes begin with SC
- ▶ Student Level Error Flag = Y
- ▶ Example
 - SC0015 – Student's total adjusted CTE FTE greater than student's total regular base FTE multiplied by 1.1
 - CTE FTE proportionally reduced across all courses

(CTEA-001) CTE Student Error Detail Report, cont.

- ▶ Result Code SC0005 – Subject code not valid for curriculum code is a duplicate code that has been disabled
- ▶ Result Codes reducing FTE proportionally
 - ▶ SC0014 – Student's course-level CTE FTE is greater than student's regular FTE
 - ▶ SC0015 – Student's total CTE FTE is greater than student's regular FTE

(CTEA-002) CTE Course Error Detail Report

- ▶ Result Codes begin with CS
- ▶ Course Level Error Flag = Y
- ▶ Example
 - CS0003 –V3 course not correlated to anchor course
 - Curriculum code for anchor course must be VN, VC, VT, or VP

(CTEA-002) CTE Course Error Detail Report, cont.

- ▶ Result Code CS0012 – Semester code not valid for career tech is a duplicate code that has been disabled
- ▶ Result Code CS0007 – Instructional hours greater than maximum hours required per CTE Matrix reduces FTE proportionally

(CTEA-003) CTE Staff Error Detail Report

- ▶ Result Codes begin with SF
- ▶ Staff Level Error Flag = Y
- ▶ Example
 - SF0002 – Teacher does not have appropriate certificate/license to teach course
 - Contact Office of Career Tech to request override

(CTEA-003) CTE Staff Error Detail Report, cont.

- ▶ Result Code SF0003 – Teacher does not meet appointment or status requirements is not in production yet
- ▶ Result Code SF0004 – Total CTE length of scheduled instruction greater than 1080 hours reduces FTE proportionally

New CTE Reports

- ▶ Several new reports coming
- ▶ Assist with variety of CTE data
 - ▶ Concentrators
 - ▶ Participants
 - ▶ Assessments
 - ▶ Enrollment
 - ▶ CTE Report Card measures

CTE Override Report

- ▶ Applied and released by late March/early April
- ▶ If override approved
 - Row/data will still appear on (CTEA-000) CTE FTE Detail Report
 - ERR OVERID FLAG set to Y
 - Row appears on the new Override report
 - No longer appears on error reports

CTE FTE Rollup/Summary

- ▶ Alert districts to drastic changes in data
- ▶ Assist districts in reconciling data by submission with payment report
- ▶ Will include FTE for following timeframes
 - A separate FTE for each of the previous 5 days
 - FTEs for 1 week ago and 2 weeks ago
 - FTEs for 1 month ago and 2 months ago
 - FTE average for previous 30 days

Participants and Concentrators

- ▶ Two separate reports
- ▶ Participants impacts the FY18 and FY19 CTE Report Cards
 - All students enrolled in a WFD program course will appear on report
 - High School Credit Earned (GN150)
 - Partial/Override Credit (GN152)
- ▶ Concentrators
 - Verify data while students still in school
 - Will help avoid March Follow-up issues

Additional Reports

▶ Assessments

- ▶ Course level as well as pathway level
- ▶ CTE technical assessment (GY) data
- ▶ Will include missing list, populated from course data and vendor data

▶ Academic Indicators on CTE Report Card

- ▶ Current year participants
- ▶ End of course exams

▶ CTPD Enrollment

- ▶ TBD

MARCH FOLLOW-UP (D) COLLECTION

FY18 March Follow-up (D) Collection

- ▶ Lists posted in Level 2 area of Data Collector on January 22
- ▶ Submissions began February 2
 - ▶ Close April 13

| Collection Request / Report Name | Fatal | Critical | Warn | Info | Total | Process Date | Last Upd Date | Submission |
|---|-------|----------|------|---------------------|---------------------|----------------|----------------|---------------------------|
| ▼ March Follow-up Collection (FY18) (2018D00000) | | | | | | | | |
| ✓ (CTFL-001) CTE March Follow Up Extract (All Students) | 0 | 0 | 0 | 242 | 242 | 01/19/18 00:00 | 01/19/18 00:00 | Not Known |
| ✓ (CTFL-002) CTE March Follow Up Extract for FFE | 0 | 0 | 0 | 242 | 242 | 01/19/18 00:00 | 01/19/18 00:00 | Not Known |

(CTFL-001) CTE March Follow-up Extract

- ▶.CSV format
- ▶Not to be used for data submissions
- ▶Can be used for district-level analysis

| RECORD TYPE | ATNDNG BLDG IRN | SSID | LEGAL DIST OF RES IRN | STUDENT NAME | DIPLOMA RECEIV DATE | DIPLOMA TYPE CODE | WTHD DATE | WTHD REASON CODE | CTE PROG OF CONCNTRT CODE 1 |
|----------------|-----------------------|-----------|-----------------------------|-----------------|---------------------------|-------------------------|----------------|------------------------|-----------------------------------|
| GV | Not Availa | AA0001234 | ***** | Not Availab | 2017-05-28 0 | 1 | 2017-05-23 00: | 99 | A0 |
| GV | Not Availa | BB0012345 | ***** | Not Availab | 2017-05-28 0 | 1 | 2017-05-23 00: | 99 | A0 |
| GV | Not Availa | CC0123456 | ***** | Not Availab | 2017-05-28 0 | 1 | 2017-05-23 00: | 99 | A0 |
| GV | Not Availa | DD1234567 | ***** | Not Availab | 2017-05-28 0 | 2 | 2017-05-23 00: | 99 | A0 |

(CTFL-002) CTE March Follow-up Extract for FFE

- ▶ Download from Data Collector
- ▶ Change to .SEQ and import into Flat File Editor
- ▶ Update with survey results
- ▶ Export from FFE and upload to Data Sources/Other Files area in Data Collector
 - ▶ Automatically exports in .SEQ format
 - ▶ Can be changed to .TXT

Missing List

- ▶ Generated based on students in original ODE file
 - Not included in upload
 - Excluded due to fatal Level 1 error
- ▶ Placeholder record added to Preview and Submission files
 - Default values for each element
- ▶ Other Follow-up Status (GV660)
 - X = Incorrectly reported by district as a CTE Concentrator

(CTFL-003) CTE March Follow Up Extract for FFE – Approved Appeals

- ▶ Additional students based on approved appeal
 - Affected districts will receive notification of report availability for added students
- ▶ Follow same procedure for updating as with CTE March Follow-up Extract for FFE

ASSESSMENT (A) COLLECTIONS

Assessment (A) Collections Reminders

- ▶ ODE Home > Topics > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Collection Calendars
 - Changes announced via Newsflash
- ▶ Assessment result required for student when
 - Enrolled during administration window, and
 - District Relationship (FS140) = 1, or
 - Sent Reason 1 (FS200) = MR

Assessment (A) Collections

- ▶ Spring DORP Assessment (A) Collection
 - February 15 – July 13, 2018
- ▶ Other Accountability Assessments (A) Collection
 - February 15 – July 27, 2018
- ▶ Spring Alternate Assessment (A) Collection
 - February 15 – July 27, 2018
- ▶ OELPA Assessment (A) Collection
 - February 23 – July 27, 2018

Assessment (A) Collections, cont.

- ▶ Spring End of Course State Assessment (A) Collection
 - ▶ March 2 – July 27, 2018
- ▶ Spring State Assessment Grades 3-8 (A) Collection
 - ▶ March 2 – July 27, 2018
- ▶ Career Tech Accountability Assessment (A) Collection
 - ▶ April 6 – October 12, 2018

Missing Lists

- ▶ Summer and Fall End of Course Assessment (A) Collection
 - ▶ Closing April 13, 2018
- ▶ Early Learning Assessment (A) Collection
 - ▶ Closing June 29, 2018
- ▶ Child Outcome Summary Assessment (A) Collection
 - ▶ Closing July 13, 2018
- ▶ Spring Alternate Assessment (A) Collection
 - ▶ Closing July 27, 2018

MAJORITY OF ATTENDANCE

Full Academic Year (FAY)

- ▶ Continuously enrolled in a building/district from Friday of first full week of October through spring testing
 - Based on grade level
- ▶ ODE uses the Majority of Attendance IRN (FN220) to determine if student met full academic year criteria for inclusion in report card measures

Majority of Attendance IRN

▶ Reportable in

- ▶ Traditional District Midyear and End of Year Student (S) Collections
- ▶ SOES End of Year Student (S) Collection

▶ Valid options

- ▶ ***** - FAY not met
- ▶ Building IRN – FAY met at building
- ▶ District IRN – FAY met at district

Majority of Attendance IRN, cont.

Reported by resident/sending district as though student enrolled/attending their building

- College Credit Plus, Sent Reason = PS
- Attending a Board of DD, Sent Reason = MR
- Attending a JVSD, Sent Reason = JV
- Contract Career-Tech, Sent Reason = CT
- ESC school-age students, regular student reporting

Majority of Attendance End Dates

EMIS Manual Section 2.6

| Grade | Test | MOA End Date |
|---|--|--------------|
| Students in grades K-8 and untested students | | |
| Any | Untested | March 19 |
| | Alternate Assessment: ELA, Math | March 19 |
| 3-8 | Next Gen Spring: all subjects | April 13 |
| Students who were first time ninth graders <i>before</i> July 1, 2014 | | |
| 9-12 | OGT (Reading, Writing, Math, Science, Social Studies); <i>not</i> taking American History or American Government | March 19 |
| 9-12 | OGT (Reading, Writing, Math, Science, Social Studies); <i>taking</i> American History or American Government | April 13 |
| Students who were first time ninth graders <i>on or after</i> July 1, 2014 | | |
| 9-12 | Next Gen Fall: taking ELA or Math and not taking any spring assessments | April 13 |
| | Next Gen Spring: all spring assessments | April 13 |

(WKCD-001) Where Kids Count Report

Level 2 report in Data Collector

- Traditional districts
- JVSDs
- ESCs
- Community schools
- STEMs

| Collection Request / Report Name | Fatal | Critical | Warn | Info | Total | Category | Data Set | Process Date | Last Upd Date | Submission |
|--|-------|----------|---------------------|----------------------|----------------------|----------|----------|----------------|----------------|-------------------------------|
| ▼ SOES End of Year Student Collection (FY18) (2018SBODE) | | | | | | | | | | |
| ✓ (WKCD-001) Where Kids Count | 0 | 0 | 551 | 2570 | 3121 | Student | S | 08/15/17 00:00 | 08/15/17 04:23 | 9 on 08/08/17 |

Where Kids Count Report Explanation

ODE Home > Topics > Data > EMIS > Documentation >
EMIS Validation and Report Explanations

| Data | Date Posted |
|---------------------------------|-------------|
| Staff Missing | 10/21/13 |
| Student Grad Info | 11/18/13 |
| Student Missing | 10/21/13 |
| Teacher Licensure Course Status | 12/19/17 |
| Where Kids Count | 4/7/17 |

WKC Report Explanation, cont.

Result Codes explain WKC IRN assignment and level at which student counts

| WKC Type Code | Meaning | WKC Level | Result Code |
|---------------|--|--|-------------|
| 01 | Student is enrolled in one building within a district for a full academic year. | Student counts at the building where the full academic year criterion is met, AND counts at the district, and state levels, for the % proficient, performance index, and attendance rate calculations. | WK0001 |
| 02 | Student is enrolled in one building within a district for a full academic year, AND The district has determined that the student should be included in another building within the reporting district for accountability purposes. | Student counts at the building level in the building indicated in the “Accountability IRN” by the educating entity, AND counts at the district, and state levels, for the % proficient, performance index, and attendance rate calculations. | WK0002 |

FIVE YEAR FORECAST (P) COLLECTIONS

Five-Year Forecast – Initial Optional (P) Collection

- ▶ Closing March 30, 2018
- ▶ Both Five-Year Forecast (QF) Records and Assumptions required for submission
- ▶ Upload Assumptions as attachment in Data Collector
 - No longer emailed to Office of School Finance

Five-Year Forecast – Required Spring Update (P) Collection

- ▶ Opening April 3, 2018
- ▶ Upload Assumptions in Data Collector
- ▶ Both Five-Year Forecast (QF) Records and Assumptions required for submission

Questions?



A close-up photograph of a hand with a finger pointing at a tablet screen. The screen is illuminated with a bright blue light, creating a strong blue glow that dominates the left side of the image. The hand is in the foreground, and the background is blurred.

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