

# ODE ITC EMIS Training



November 2019

# 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

- Career-Technical Education, 4
- Court vs. Foster, 18
- EMIS Changes, 32
- CCP Payment Responsibility, 42
- Resources, 52

# Career-Technical Education

# Review – CTE FTE Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total
▼ Staff and Course Collection - Initial (FY20) (2020L1STR)						
✓ <a href="#">(CTEA-000) CTE FTE Detail</a>	Hogwarts Career Center 012345	<a href="#">394</a>	<a href="#">372</a>	0	<a href="#">2009</a>	<a href="#">2775</a>
✓ <a href="#">(CTEA-001) CTE Student Error Detail</a>	Hogwarts Career Center 012345	<a href="#">106</a>	0	0	0	<a href="#">106</a>
✓ <a href="#">(CTEA-002) CTE Course Error Detail</a>	Hogwarts Career Center 012345	<a href="#">108</a>	0	0	0	<a href="#">108</a>
✓ <a href="#">(CTEA-003) CTE Staff Error Detail</a>	Hogwarts Career Center 012345	<a href="#">27</a>	0	0	0	<a href="#">27</a>
✓ <a href="#">(CTEA-004) CTE FTE Summary by Course</a>	Hogwarts Career Center 012345	0	0	0	<a href="#">304</a>	<a href="#">304</a>
✓ <a href="#">(CTEA-005) CTE FTE Summary by Category</a>	Hogwarts Career Center 012345	0	0	0	<a href="#">500</a>	<a href="#">500</a>
✓ <a href="#">(CTEA-007) CTE FTE Daily Summary Report - Students District is Educating</a>	Hogwarts Career Center 012345	0	0	0	<a href="#">4</a>	<a href="#">4</a>
✓ <a href="#">(CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District</a>	Hogwarts Career Center 012345	0	0	0	<a href="#">4</a>	<a href="#">4</a>
✓ <a href="#">(CTEA-009) CTE FTE Daily Summary Report - Transfers</a>	Hogwarts Career Center 012345	0	0	0	<a href="#">44</a>	<a href="#">44</a>

# Report Explanations

<p><b>CTE FTE Reports</b>, <i>includes information for the following reports</i></p> <ul style="list-style-type: none"><li>» (CTEA-000) CTE FTE Detail</li><li>» (CTEA-001) CTE Student Error Detail</li><li>» (CTEA-002) CTE Course Error Detail</li><li>» (CTEA-003) CTE Staff Error Detail</li><li>» (CTEA-004) CTE FTE Summary by Course</li><li>» (CTEA-005) CTE FTE Summary by Category</li><li>» (CTEA-006) CTE Approved Overrides</li></ul>	9/4/18
<p><b>CTE FTE Daily Summary Reports</b>, <i>includes information for the following reports</i></p> <ul style="list-style-type: none"><li>» (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating</li><li>» (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District</li><li>» (CTEA-009) CTE FTE Daily Summary Report - Transfers</li></ul>	5/11/18

# CTE FTE Detail Report

- All students who generate potential CTE FTE appear in report
  - Reported with a District Relationship = 1
  - Enrolled in course meeting at least one of the following criteria
    - Curriculum Code begins with V
    - Subject Code found in current year CTE Matrix and does not start with 05, 11, 13, or 15
    - Delivery Method Code = CP
- Used to reconcile with School Finance Payment Report (SFPR)

# CTE Error Detail Reports

- Reflect reasons for adjustments
  - (CTEA-001) CTE Student Error Detail
  - (CTEA-002) CTE Course Error Detail
  - (CTEA-003) CTE Staff Error Detail
- Only include students educated by reporting district
- All rows that appear in reports carry Fatal Severity Code



# CTE FTE Daily Summary Reports

- Allow daily tracking of CTE FTE
  - (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - (CTEA-009) CTE FTE Daily Summary Report – Transfers
- Compare with CTE FTE Detail Report
- Grouped to generally match SFPR and accompanying worksheets

# CTE Licensure Override Request, 1

- Only for CTE teachers flagged on the CTE Staff Error Detail report who are certified to teach course(s) through
  - Middle School Validation (VM) Process or
  - Project Lead the Way (PLTW)
- Must complete by April 24, 2020
- Project Lead the Way Information Technology certification ***not*** valid
  - These requests will not be approved

# CTE Licensure Override Request, 2

Home > Career Tech > Data and Accountability

**QUICK LINKS**

- » Perkins Resources
- » Career-Technical Education Accountability Manual
- » Career-Tech Data and Accountability FAQs

**Override instructions**

**Template data must match EMIS data**

## Career-Technical Education Data and Accountability

Select a Career-Technical Education data and accountability resources below for more information.

CAREER-TECHNICAL EDUCATION DATA AND ACCOUNTABILITY RESOURCES		
Perkins Resources	Career-Technical Education Accountability Manual	CTE Teacher Licensure Override Instructions
Ohio School Report Cards	2017-2018 Approved CTE Courses	CTE Teacher Licensure Override Request Template

Last Modified: 10/2/2015 8:26:16 AM

# Approved Overrides

- Overrides not part of nightly process; once applied, reports reflect updates
  - Rows removed from CTE Staff Error Detail Report
  - Flag changed to “N” on CTE FTE Detail Report
  - Appears on CTE Approved Overrides Report
- Reminder: the TLC Status Report will not change
  - Proper cert flag remains “N”

# Correlated Class (CV) Record

- Indicates relationship between
  - CTE anchor ***and***
  - Associated CTE related or CTE academic class(es)
- Career-tech related pathway anchor and correlated courses require approved CTE-26 application

# Anchor Class

Must have valid career-tech Curriculum (CN310) and Subject Code (CN050) per CTE Program and Assessment Matrix

- Valid Curriculum options VN, VP, or VT

# Workforce Development Program Correlated Class

- Must have valid career-tech Curriculum (CN310) and Subject Code (CN050) per CTE Program and Assessment Matrix
  - Valid Curriculum option V3
- All students enrolled in correlated class must also be enrolled in approved and funded WFD anchor
  - Valid Curriculum options VP or VT

# Career Based Intervention Correlated Class

- Must have valid career-tech Curriculum (CN310) and CBI Subject Code (CN050) per CTE Program and Assessment Matrix
  - Valid Curriculum option V3
- All students enrolled in correlated class must also be enrolled in approved and funded CBI anchor
  - Valid Curriculum option VN



# When To Correlate?

- All V3 courses should be correlated to an anchor course
- All VP courses must be correlated to V3 course(s)
- Not all VT or non-CBI VN courses require correlation
  - Can be stand-alone courses

# Court vs. Foster

# How Received Codes

- Child welfare agency has placement and care responsibility
  - C: Foster Placed Student or
  - G: Foster Placed Student, Open Enrolled Out
- Child welfare agency does ***not*** have placement and care responsibility
  - D: Non-Foster Court Placed Student
- All situations report Sent Reason FC

# Foster Placements

- Example 1: Placed in resident district

Student Standing (FS) Element	District A (DOR)
District Relationship	1
District of Residence IRN	District A
How Received	C
How Received IRN	District A

- Example 2: Placed in District B

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	District B
District Relationship	3	1
District of Residence IRN	District A	District A
How Received	*	C
How Received IRN	*****	District A
Sent Reason	FC	NA
Sent to IRN	District B	*****

# Example 3: Foster Placement

Placed in District B, then open enrolled to District C

Student Standing (FS) Element	District A (DOR)	District B	District C
County of Residence	District B		District B
District Relationship	3		1
District of Residence IRN	District A	No	District A
How Received	*	Reporting	G
How Received IRN	*****	Required	District A
Sent Reason	OE		NA
Sent to IRN	District C		*****

# Example 4: Foster Placement

Placed in District B, then remains at District A

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	
District Relationship	1	No
District of Residence IRN	District A	Reporting
How Received	C	Required
How Received IRN	District A	

# Court Placements

- Example 1: Placed in resident district

Student Standing (FS) Element	District A (DOR)
District Relationship	1
District of Residence IRN	District A
How Received	D
How Received IRN	District A

- Example 2: Placed in District B

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	District B
District Relationship	3	1
District of Residence IRN	District A	District A
How Received	*	D
How Received IRN	*****	District A
Sent Reason	FC	NA
Sent to IRN	District B	*****

# Example 3: Court Placement

Placed in District B, then open enrolled to District C

Student Standing (FS) Element	District A (DOR)	District B	District C
County of Residence	District B		District B
District Relationship	3		1
District of Residence IRN	District A	No	District A
How Received	*	Reporting	9
How Received IRN	*****	Required	District A
Sent Reason	OE		NA
Sent to IRN	District C		*****



# Example 4: Court Placement

Placed in District B, then remains at District A

- Each district reports code representing how student is returning to A

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	District B
District Relationship	1	3
District of Residence IRN	District A	District A
How Received	Appropriate code	D
How Received IRN	District B	District A
Sent Reason	FC	Appropriate code
Sent to IRN	District B	District A

# Example 5: Court Placement

Placed in an Ohio district from another state

- Out-of-state students do not generate funding
- Resident state responsible for cost

Student Standing (FS) Element	District A (DOR)
District Relationship	1
District of Residence IRN	999999
How Received	D
How Received IRN	999999

# JVS as Third District

Foster or court placed in District B, then goes to JVS

Student Standing (FS) Element	District A (DOR)	District B	JVS
County of Residence	District B	District B	District B
District Relationship	3	3	1
District of Residence IRN	District A	District A	District A
How Received	*	C or D	C or D
How Received IRN	*****	District A	District B
Sent Reason	FC	JV	NA
Sent to IRN	District B	JVS	*****

# ESC as Third District

Special ed preschool student foster or court placed in District B, then goes to ESC

Student Standing (FS) Element	District A (DOR)	District B	ESC
County of Residence	District B	District B	District B
District Relationship	3	3	1
District of Residence IRN	District A	District A	District A
How Received	*	C or D	E or H
How Received IRN	*****	District A	District B
Sent Reason	FC	ES	NA
Sent to IRN	District B	ESC	*****

# Community School

Foster or court placed in District B, then goes to a community school

Student Standing (FS) Element	District A (DOR)	District B	Community School (CS)
County of Residence	District B		District B
District Relationship	3		1
District of Residence IRN	District A	No	District A
How Received	*	Reporting	C or D
How Received IRN	*****	Required	District A
Withdrawal Reason	41		NA
Withdrawn To IRN	CS		*****

# Placement to Another State

Court placed out of state

–Ohio district responsible for cost of education

Student Standing (FS) Element	District A (DOR)
District Relationship	3
District of Residence IRN	District A
Sent Reason	CO
Sent To IRN	999999

# Non-Foster Non-Court Placed Student

Placed in District B via temporary agreement between county agency and parent/guardian

- No court involvement
- Example: Kinship care, safety plan

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	District B
District Relationship	3	1
District of Residence IRN	District A	District A
How Received	*	J
How Received IRN	*****	District A
Sent Reason	FC	NA
Sent to IRN	District B	*****

# EMIS Changes



# New Change Process

- Timeline
  - FY20 changes completed by end of this school year
  - FY21 changes underway/completed prior to next school year
  - Release schedule
- Change number format
  - Now “FY-number”, i.e., “20-32”
- Change communication
  - Now webpages
  - Manual – updated much earlier
- Subscribe to receive update emails



EMIS

**EMiS**  
Education Management Information System[Home](#) > [Data](#) > EMIS**HOW DO I?**

- » Find the current EMIS Manual?
- » Find information on data appeals?
- » Find out when there will be ODE EMIS training in my area?
- » Learn more about EMIS-related communications?
- » Find information about upcoming EMIS changes?

**LATEST NEWS**

EMIS Newsflash - October 31, 2019

EMIS Newsflash – October 22, 2019

The Education Management Information System (EMIS) is a statewide data collection system for Ohio's primary and secondary education, including demographic information, attendance, course information, financial data, and test results.

**New!**

Visit the new [EMIS Changes webpage](#) for information on upcoming changes. Also, visit the [EMIS Training Videos page](#) to view two newly posted videos, [EMIS Manual: The Basics](#) and [Data Collector: An Introduction](#).

**EMIS Documentation**» [EMIS Changes](#)» [EMIS Manual](#)» [EMIS Release Notes](#)» [EMIS Validation and Report Explanations](#)» [Ohio EMIS Software Vendor Conference Calls](#)» [Secure Data Center – Status of Reports](#)» [EMIS Documentation Quick Link](#)

# FY20 Changes Webpage, 1

[EMIS Changes FAQs](#) | [FY20 EMIS Changes](#) | [FY21 EMIS Changes](#)

## FY20 EMIS Changes

**Date last updated: Wednesday, October 16, 2019**

Scheduled Release: [Oct #1](#) | [Oct #2](#) | [Nov #1](#) | [Nov #2](#) | [Dec #1](#) | [Dec #2](#) | [Jan #1](#) | [Jan #2](#)  
[EMIS Manual Review](#) | [Completed and Released Changes](#)

- Links to FAQ and other change pages
- Date last updated
- Releases every two weeks on Thursdays

# FY20 Changes Webpage, 2

- Blue release numbers are links, black is not
  - Links go to that location on page
  - No link means nothing for that release
- EMIS Manual Review section
- Completed and Released Changes section

Change #	Short Title and Description	Reason for Change
<a href="#">Top</a>		
DATE SCHEDULED FOR RELEASE: NOVEMBER 7, 2019		
20-1	<i>New Placement Category for March D.</i> For Perkins V we are required to collect an additional placement category for March D starting in 2020. The category should be called "Service Program or Peace Corps" and have the same valid options as	New federal law
<a href="#">Top</a>		
DATE SCHEDULED FOR RELEASE: DECEMBER 5, 2019		
<a href="#">Top</a>		
EMIS MANUAL REVIEW, SECTION 3		
20-11	<i>Review staff contracting reporting instructions re ESP ratios (37227).</i> This law changed a few years ago. Manual cleanup.	New state law
<a href="#">Top</a>		
COMPLETED AND RELEASED		
20-39	<i>Correct hours for subject code 146005 VT (78500).</i> The hours listed for subject code 146005, curriculum code VT, were incorrect in the 2019 and 2020 CTE Matrix. The hours should be 120 - 280 for 2020.	Other

# Upcoming Changes

- November 21 Release
  - New Industry Recognized Credentials
  - Add back to EMIS Manual Industry Credential removed in error
- December 5 Release
  - Student Program Codes
    - New CTSO Competition Participation code
    - Adding CTE program code definitions

# EMIS FAQs

[Home](#) > [Data](#) > [EMIS](#) > [Documentation](#)

## QUICK LINKS

- » [EMIS Basics](#)
- » [Documentation](#)
  - [EMIS Changes](#)
  - [EMIS FAQs](#)
  - [EMIS Manual](#)
  - [EMIS Validation and Report Explanations](#)

## EMIS Documentation

Documents providing written specifications and instructions related to the Education Management Information System (EMIS), including manuals, release notes, changes, and report explanations.

- » [EMIS Changes](#)
- » [EMIS Changes FAQs](#)
- » [EMIS Manual](#)

[Home](#) > [Data](#) > [EMIS](#) > [Documentation](#) > [EMIS FAQs](#)

## QUICK LINKS

- » [EMIS Basics](#)
- » [Documentation](#)
  - [EMIS Changes](#)
  - [EMIS FAQs](#)
  - [EMIS Manual](#)
  - [EMIS Validation and Report Explanations](#)
  - [Secure Data Center - Status of](#)

## EMIS FAQs

In our continuing efforts to be more transparent about EMIS Changes and to provide the needed information to the field in a more timely manner, the EMIS change process was revised. Part of the new process is publishing change information on our website on a series of new webpages. This FAQ is meant to assist with understanding the new process and related terminology.

### EMIS CHANGES

- » [What is a scheduled release?](#)

# FY21 Changes Webpage

- Pending Changes section
  - In order by change number; largest, most recent numbers on top
- EMIS Manual Review section
- Completed and Release section
- Change number column will include scheduled release



# Feedback

- Any recommendations for the webpages?
- Do you have ideas about communication regarding the changes?
- When is it most useful for you to have all the information on the webpage?
  - Do you prefer before the school year when possible?

# CCP Payment Responsibility

# How Responsibility is Determined

- College provides SSID and your IRN
- SSID enrolled at another district, IRN in college's data is switched
- SSID enrolled at more than one district, EMIS data used
  - May result in split payment
- SSID not found enrolled anywhere in Ohio, your district
- Summer courses paid by next district

# Payment Responsibility Table, 1

IRN as determined  
by ODE

PROP and Y  
when split

LEA Payment Responsibility							
Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 08/22/2019	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time
MKT111 - Entrepreneurial Marketing	District A	NONE	ENRL SPLIT OTH LEA PAY ALL	N	Y	0.00	50
MKT111 - Entrepreneurial Marketing	District B	FULL	AGED OUT	N	N	3.00	50

Check alternate  
agreements!

# Payment Responsibility Table, 2

Aka “census”  
date

Only used if  
not enrolled  
anywhere

HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported	CCP Sent Percent of Time	CCP Course Reported by LEA	LEA FS Start Date	County of Residence	Original HEI Reported LEA
3.00	Y	N	0	Y	07/01/2018	Lucas	District A
3.00	Y	Y	1	Y	08/15/2018	Lucas	District A

Based on tie  
breaker outcome

# CCP Payment and Funding Files

Issues resulting in non-payment of CCP courses from 2016 through current year

[Collection Requests](#) | [Collection Status](#) | [Submissions](#) | [Progress](#) | **[Reports](#)** | [Archives](#) | [Messages](#) | [Resources](#) | [Preferences](#)

Received Files

### Data Feedback Reports and Files

<i>Pre-Submission to ODE</i>		<i>Post-Submission and Processing by ODE</i>		
<a href="#">Level 1 Details</a>		<a href="#">Highlights and Recent</a>		<a href="#">Level 2 Details</a>
				<b><a href="#">Received Files Details</a></b>

Received Files Details

Choose the filter criteria then click the List Files link to generate a list of received files matching these criteria.

**Filter Options**

<b>Files for LEA:</b> <input type="text" value="Liberty Center"/>	<b>Data Set:</b> <input type="text" value="All"/>	<b>Year:</b> <input type="text" value="All"/>
<b>LEA IRN:</b> <input type="text"/>	<b>File name includes:</b> <input type="text" value="2020_CCP"/>	<b>and</b> <input type="text"/>
<b>Received on or after:</b> <input type="text" value="11/03/2019"/>	<b>and on or before:</b> <input type="text"/> (mm/dd/yyyy)	<b>Created on or after:</b> <input type="text"/> <b>and on or before:</b> <input type="text"/>

**Output Option**

**Group By:** ☒ LEA ☐ Data Set ☐ Category ☐ Short File Name ☐ None

**Zip File:** ☐ Combine received files into one file

# CCP\_BAD\_STUDENT\_DATA

- Only generated for colleges
- Not in ODDEX
- Invalid course data reported by college
- Not eligible to be funded until corrected

# CCP\_ESCALATED\_COURSE

- Courses escalated to area coordinator by both districts and colleges
  - 2016 through current year
- Includes:
  - Area coordinator region number
  - Area coordinator IRN
- Use as resource for tracking escalations for resolution



# CCP\_NON\_PAYMENT

- Not approved for payment to college
  - Flagged with a review that stops funding
  - Not reviewed or approved and not aged out
- Use to track reconciliation of reporting issues
- Example: Wrong IRN reported by college
  - District flagged as not enrolled

# CCP\_NOT\_FUNDED\_AT\_RESP\_LEA

- District is responsible, but student not funded at district on course roster date
  - IRN reported by college
  - SSID not reported in EMIS by any district
- Prior to FY19, may have been due to invalid SSID reported by college
- Use to reconcile college's reporting resulting in wrong payment responsibility assignment

# CCP\_SPLIT\_PAYMENT\_DATA

- ODE unable to determine responsible district
- Included for each district:
  - Enrollment flag
  - Credit allocation
  - Sent Reason flag
  - Total percent of time
  - Review flags
- Flag or escalate in ODDEX to resolve

# Resources

# Evaluation

ODE Home > Topics > EMIS > EMIS Training

## EMIS Training

Training dates are communicated via EMIS Newsflashes. Newsflashes are emailed to ITCs and EMIS coordinators and are posted on our website (ODE Home > Topics > Data > EMIS). We work with the ITCs to schedule regular trainings, so contact your ITC—or the ITC closest to you—to find out when we will be there next.

### 2019

#### » November 18–December 2 Schedule

- November/December Presentation—PowerPoint
- November/December Presentation—Video of Skype Session
- November/December Evaluation
- November/December Topics

# EMIS Manual

- 2.4 Student Standing (FS) Record
- 4.2 Course Master (CN) Record
- 4.5 Career-Technical Education Correlated Class (CV) Record
- 4.7 Subject Codes

# Report Explanations

- CTE FTE Reports
- CTE FTE Daily Summary Reports
- (TLCS-001) Teacher Licensure Course Status

# File Descriptions

- 2020\_CCP\_BAD\_STUDENT\_DATA
- 2020\_CCP\_ESCALATED\_COURSE
- 2020\_CCP\_NOT\_FUNDED\_AT\_RESP\_LEA
- 2020\_CCP\_SPLIT\_PAYMENT\_DATA

[ODE Home](#) > [EMIS](#) > [Documentation](#) > [EMIS Validation and Report Explanations](#) > [File Descriptions](#)



# Other Resources

## CTE FY2020 Program and Assessment Matrix

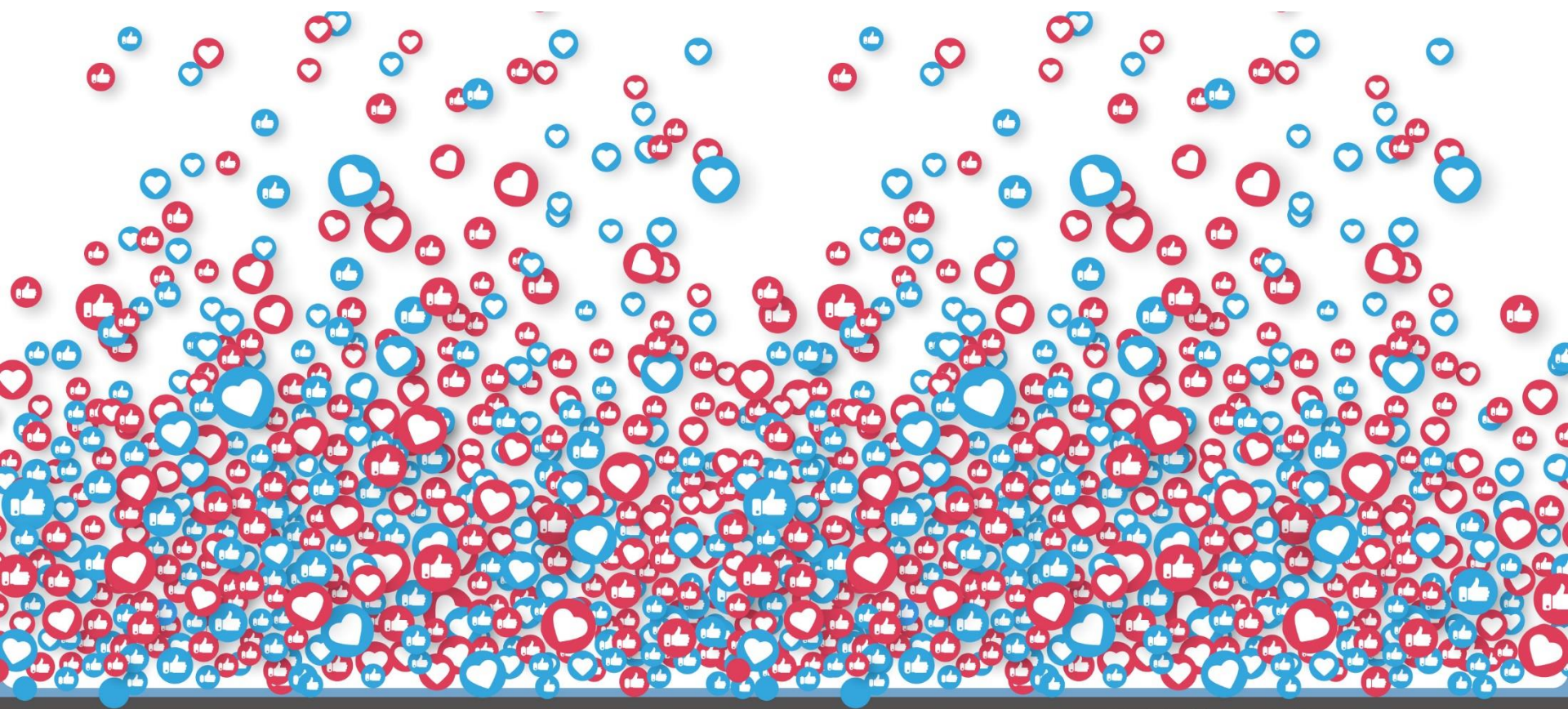
- Keywords: “CTE Matrix”
- ODE Home > Topics > Career Tech
- CTE Licensure Override
  - Keywords: “CTE Licensure Override”
  - ODE Home > Topics > Career Tech > Data and Accountability
- CTE Licensure Override Questions
  - [kelsey.stephens@education.ohio.gov](mailto:kelsey.stephens@education.ohio.gov)
- ODDEX Help
  - <https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503>

# Questions?





**education.ohio.gov/Topics/Data/EMIS**







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