ODE ITC EMIS Training

September/October 2019

Ohio | Department of Education

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

- FY19 Graduation, 4
- Federal Child Count, 13
- Proper Certification, 19
- OEDSA Fall Conference Recap, 37
- Resources, 52

FY19 Graduation

Course Requirements

Student Graduation-Core Summary (GC) Record

Courses	State Minimum
English Language Arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit*
Science	3 credits*
Social studies	3 credits*
Electives	5 credits*

Graduation Pathways

- Pathway 1: Ohio State Tests
- Pathway 2: Industry Credential/WorkKeys
- Pathway 3: College/Career Readiness Tests
- Alternative pathway option 1: Non-CTE focus
- Alternative pathway option 2: CTE focus

2019_GRAD_Cohort-EOC-Asmnt_Detail

- End of Course (EOC) results only
  - Score Not Reported option ‘*’
- Highest score or points per student in each subject area
- All submitted results considered when determining highest score or points

2019_GRAD_Cohort-Non-EOC-Pts-Detail

- Advanced Placement (AP) and International Baccalaureate (IB) scores
- College Credit Plus (CCP) course grade
  - Score Not Reported option “X” with points
- Non-public transfer credits
  - Score Not Reported option “2”
- IEP exemptions
  - Student Special Education Graduation Req (FE) Record
- Coursework prior to test availability
  - Score Not Reported option “W” with points

2019_GRAD_Cohort-EOC-Path-Req-Stat

- Highest number of graduation points earned in each subject area
  - EOC and substitute tests
- Out-of-state and home-school transfers
  - Score Not Reported option “Y”
- Total of all points earned
- Final pathway determination

2019_GRAD_Cohort_SAT-ACT_Path_Req_stat

- Highest score per ACT/SAT subject area
- Test date corresponding to highest score
- Remediation-free determination
- Final pathway determination

2019_GRAD_Cohort_WK-IndCred_Path_Req_stat

- Total points earned by credentials in each career field
  - 12 points required in single career field
- Highest valid score in each subject area of the prior and current versions of WorkKeys assessment
  - 13 points required on single version
- Determination for each part of the pathway
- Final pathway determination

FY19 Graduate & Prepared For Success Appeals

Appeal	Appeal Opens	Appeal Closes
FY19 Graduate & Prepared for Success Appeals Impacted Organizations: Districts, community schools, STEM Required to Approve: Superintendent Instructions Data Included: Graduate FY19 Reporting Period (2019G0000)	10/21/2019	11/1/2019

Federal Child Count (FCC)

What Is It?

- Number of special education students meeting initial selection criterion
  - Based on data submitted in beginning of year student collections
  - December 20, 2019, is closing date of collections
- Used to determine amount of Special Education funds allocated to state

Which Students Included?

- Enrolled on October 31
  - FS Effective Start Date (FS060) and End Date (FS090)
- Disability Condition (FD130) in effect as of October 31
- Between the ages of 3-21 as of October 31
  - Date of Birth (GI070)
- IEP in effect on October 31
  - Outcome Beginning Date (GE140) and End Date (GE150)
  - Current Beginning of Year and prior End of Year Student collections

FCC Detail Report, 1

Status as it relates to inclusion in FCC

Meets criteria to be included in FCC

FED CCT STATUS CODE	FED CCT STATUS CODE DESCR	FED CCT FLAG	FED CCT LRE CODE	LEGAL DIST OF RES IRN	DISAB CNDTN CODE	STDNT AGE NUMBER
FC0002	Unable to translate LRE – must report FN270 element	N		000222	12	4
FC0004	No LRE reported for Oct 31 date – assigned no services LRE	Y	IENS	000222	15	12
FC0005	Student does not meet inclusion filter in this district	N		000222	09	11
FC0008	No errors identified in ODE processing	Y	IE13	000222	10	12

Determined from most recent IEP in effect

FCC Detail Report, 2

Least Restrictive Environment (LRE) source

DIST LRE SRC CODE	DIST LRE SRC DESCR	FED CCT ALT IRN	ADMSN DATE	SENT REA-SON 1 CODE	SENT TO 1 LEA IRN	SENT REA-SON 2 CODE	SENT TO 2 LEA IRN	LEVEL 2 REC TYPE CODE	ERR SEV NUM
5	No IEP Reported	001001	2017-01-26	AU	020202			FCCD-001	63
7	FN270 Override	001001	2015-09-01	JV	020202			FCCD-001	79
8	GE Record	001001	2016-10-04	MR	020202			FCCD-001	39
9	How Received = 6	001001	2017-01-20	SE	020202			FCCD-001	15

When student does not count in your district, displays IRN of district where student does count

FCC Statement of Assurances Report

One page summary of total count by disability condition

DISAB CNDTN CODE	DISABILITY DESCR	STUDENT COUNTS
--	3, 4, and 5 Year Olds With a disability (Any)	47
01	Multiple Disabilities (other than Deaf-Blind)	15
02	Deaf-Blindness	1
03	Deafness (Hearing Impairment)	3
04	Visual Impairments	1
05	Speech and Language Impairments	37
06	Orthopedic Impairments	2
08	Emotional Disturbance (SBH)	15
09	Intellectual Disabilities (Formerly Mental Retardation or -see Mar	47
10	Specific Learning Disabilities	129
12	Autism	29
13	Traumatic Brain Injury (TBI)	3
14	Other Health Impaired (Major)	0
15	Other Health Impaired (Minor)	68
16	Developmental Delay	0

Proper Certification

Data Used for Process

- Only data reported in Initial Staff/Course (L) Collection
  - Also, most staff measures on report card
- All courses and student course enrollments for the ***entire school year*** required in this collection
  - Course Master (CN) Record
  - Staff Course (CU) Record
  - Student Course (GN) Record
  - Student Attributes – Effective Date (FD) Record

Course Master (CN) Record

- Local Classroom Code (CN160)
  - Does it match Staff Course (CU) and Student Course (GN) Records
- Student Population (CN340)
  - Should describe structure/curriculum
- Subject Code (CN050)
  - Report 180108 for all preschool courses
- Course Start Date (CN280) and Course End Date (CN290)
  - Within acceptable range of calendar dates

Staff Course (CU) Record

- Employee ID (CU050)
  - Does it match Staff Demographic (CI) and Staff Employment (CK) Records?
- Staff Provider IRN (CU120)
  - IRN of employing entity, if not reporting district
- Staff Course Start Date (CU070) and Staff Course End Date (CU080)
  - Who will be evaluated for proper certification
- Teacher Licensure Course IRN (CU110)
  - Previously HQT IRN

Student Course (GN) Record

- All students currently enrolled in course and any who enrolled late/withdrew early from course
  - Includes preschool students with State Equivalent Grade Level of PS and District Relationship of 1
- Course Enrollment Start Date (GN160) and Course Enrollment End Date (GN170)
  - Within acceptable range of calendar/course dates

Staff Employment (CK) Record

- Position Code (CK060)
  - Teachers of record = 230
- Position Separation Date (CK300)
  - Evaluation depends on length of time assigned to course
  - Last day worked
- Position Separation Reason (CK230)
- Position Status (CK070)
  - Option U only if prior year separation not reported and zero days this year

Other Related Records

- Staff Demographic (CI) Record
  - Early Childhood Education Qualification (CI225)
- Student Attributes – Effective Date (FD) Record
  - Disability Condition (FD130)
  - State Equivalent Grade Level (FD090)

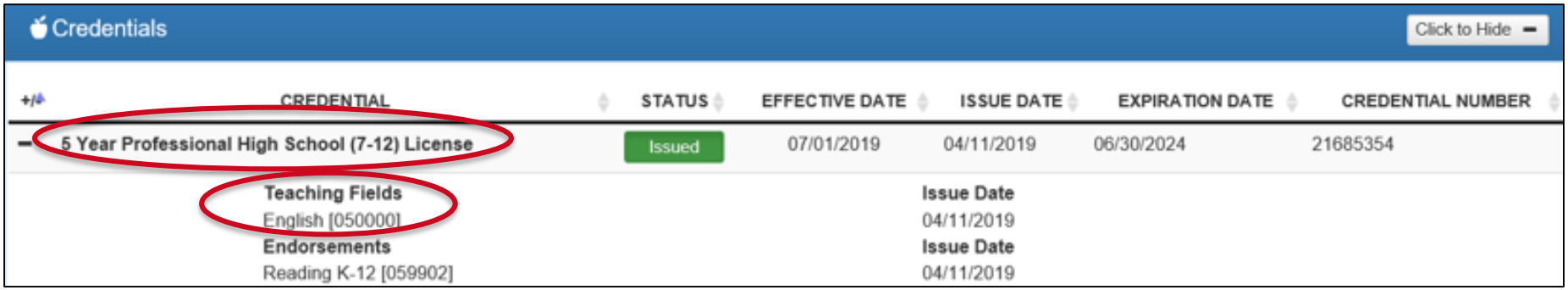
CORE Educator Profile

Access through OH|ID Portal app or publicly

- "Educator Profile Search"

Credentials

- Is license valid or expired?
- Is the teaching field allowable for the course?
- Is there a “Valid In” IRN on the license?
  - Does it match the reporting IRN?

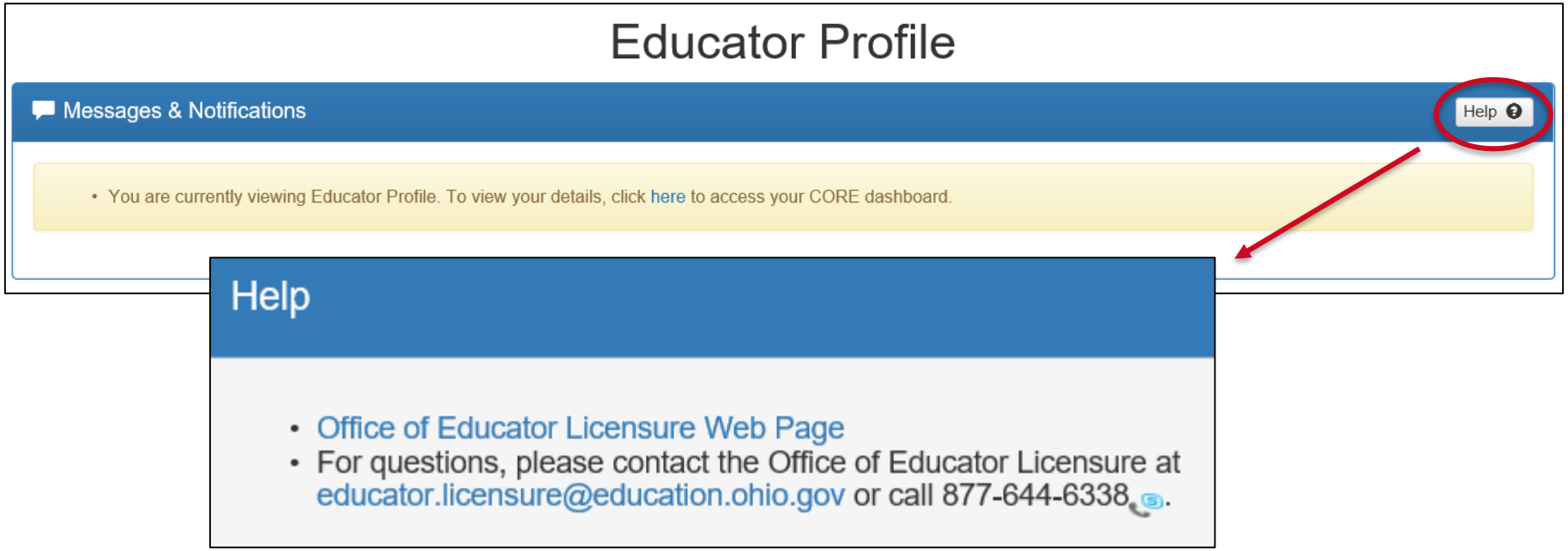


Credentials

Click to Hide

CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER
5 Year Professional High School (7-12) License	Issued	07/01/2019	04/11/2019	06/30/2024	21685354
Teaching Fields English [050000]			**Issue Date** 04/11/2019		
Endorsements Reading K-12 [059902]			**Issue Date** 04/11/2019		

Educator Licensure Questions



Certification and Licensure Search, 1

Home > Data > EMIS > Certification and Licensure Search

Elementary exceptions!

Search for Regular Teaching Certificates and Licenses

This search is for situations where a course master has been submitted and the student population is PR or RG (i.e., regular education courses). Every permissible combination is not found in this search. For instance, situations in which a teacher is required to have multiple teaching fields or multiple credentials do not appear.

Note that the general rule for elementary credentials (i.e., Kindergarten-Primary (KP), Kindergarten-Elementary (KE), Elementary (EL), Early Childhood (EC)) allows the teachers who hold these credentials to teach any course within the relevant grade range. These situations are not reflected within this search tool. An exception to this rule is for those initially hired on or after July 1, 2013, to teach physical education. These teachers must be licensed in PE and are included in this search tool.

For questions regarding Invalid_Cert reports, please contact EMIS via the helpdesk. For questions regarding teacher assignments, please contact the Office of Educator Licensure.

OR

Search for Special Education Teaching Certificates and Licenses

This section is for courses reported with student populations of DP, D8, GA, GE, SE, and SP (i.e., special education courses).

Certification and Licensure Search, 2

> Regular Course Search
> Special Education Course Search
SAFE ACCOUNT SIGN IN

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Teaching Certificate & License Search

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assignment area 999370 or 999800.

Search for Valid Certificates/Licenses by Subject Code (EMIS Manual Section 4.7):

050180

Submit

OR

Search for Valid Subjects by

Cert./Lic. Type: Select Type

& Codes (up to 6):

Submit

Subject Code: 050180

Valid Certificate Combination(s)		
Cert. Type	Cert. Code(s)	Grade(s)
Some exceptions may exist. Click Here to view these exceptions.		
CH	050012	7 - 12
HS	050000	7 - 12

Valid License Combination(s)		
Lic. Type	Lic. Code(s)	Grade(s)
Some exceptions may exist. Click Here to view these exceptions.		
AD	050000	7 - 12
AD	050145	7 - 12

Certification and Licensure Search, 3

> Regular Course Search

> Special Education Course Search

SAFE ACCOUNT SIGN IN

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Media

Teaching Certificate & License Search

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assignment area 999370 or 999800.

Search for Valid Certificates/Licenses by Subject Code (EMIS Manual Section 4.7):

Submit

OR

Search for Valid Subjects by

Cert./Lic. Type: HS

& Codes (up to 6): 050000 059902

Submit

Certificate/License Type: HS

Certificate/License Code(s):

050000 059902

Valid Course(s)	
Subject Code(s)	Grade(s)
Some exceptions may exist. Click Here to view these exceptions.	
030600	7 - 12
050180	7 - 12

When is a sub reported as teacher of record?

- In charge of the course
- Conducting activities typically completed by lead teacher
  - Provide instruction
  - Assign grades
- Even if
  - Regular teacher will be returning
  - No or incorrect credential
  - From a third-party non-EMIS reporting entity

Teacher Licensure Course (TLC) Status Report – Overview

- Indicates whether teacher is properly certified to teach course
- Certification information on report card uses ***Initial*** Staff and Course (L) Collection data
- Updated daily, may be impacted by other districts
  - Submit and review early and regularly
- EMIS Alliance training coming up

Multiple teachers – who appears on TLC Status Report?

- Different lengths of time
  - Teacher assigned to course for the most amount of time
- Same length of time
  - Teacher with proper certification
- Same length of time, all/none properly certified
  - First teacher selected in report generation process

Troubleshooting TLC Status Report

What to look for

- Is license valid for subject code?
- Is license valid for grade level?
- Is license valid for population?
- Are there students in the course?
- Does the Teacher State ID start with a Z?
- Does the teacher have only a substitute license? Is this a traditional public school?
- Is the credential currently valid?
- Is there a Valid in IRN?

ESSA State Licensure Assurance Report

- Displays all core academic courses and whether staff member assigned is validly credentialed to teach them
  - Per the TLC Status Report
- Changes made after close of Initial Staff/Course (L) Collection will not be reflected on report card
- Principals must review, sign, keep on file

OEDSA Fall Conference Recap

Student Changes, 1

- Additional Home Language options
- Clarify definition of Unaccompanied Youth
- Update preschool percent of time guidance to reflect reporting of actual percent
- How Received L applies to Career Tech Planning Districts (CTPD) for both community schools and resident districts
- Additional clarification of Attending IRN and Location IRN for preschoolers

Student Changes, 2

- New DN attributes to better define test windows
- MAP assessment reporting rules (dates, windows)
- Clarify HS Credit Earned reporting rules
- RIMP program code review/revisions
- English Learner program code revisions
- New graduation requirements – seals
- Collection of Student Graduation Core Summary (GC) Record prior to graduation

Preschool to Kindergarten IEP Transition

- Each IEP must have a unique date
  - Only one can be in effect at a time
  - Determined by Outcome Beginning Date (GE140)
- Disability Condition 16 specific to preschool
  - Must be updated to school-age disability and outcomes upon transition to KG

preschoolspecialeducation@education.ohio.gov

NIEP Review

- Services based on a prior IEP are being provided, no current IEP is in place
  - Transfer in, adoption not complete
  - IEP expired
  - IEP not report in prior collection
- Report Disability Condition (FD130)
- Does not apply
  - Prior to initial IEP (IIEP)
  - 504 plans
  - Individualized Service Plans (ISPs)

Transfer from a Non-public

- ETR and ISP at non-public
  - Next event = IEP Completion Date-Initial (IIEP)
- ETR and IEP at non-pub, district not accepting transfer IEP
  - Next event = IEP Completion Date-Periodic Review (RIEP)
- No ETR or IEP/ISP at non-public, disability suspected
  - Follow same procedures as for any other student

Perkins V Changes for CTE

- New March (D) Follow-up post program placement category
  - Service
- Military Student Identifier (FN430) to be used for CTPD report card
- Actual date of Industry Credential to be reported
- Change in Program of Concentration criteria

Staff Changes

- Clarifications to staff reporting instructions
- Remove High Quality Professional Development (HQPD) element
- Remove Type of Appointment option for 6 hour lay teacher

College Credit Plus (CCP) Split Funding Flags

- ENRL_SPLIT_BUT_MY_LEA_TO_PAY_ALL
  - Whole payment responsibility moved to the district placing the flag
- ENRL_SPLIT_BUT_OTHER_LEA_TO_PAY_ALL
  - Whole payment responsibility moved to the other district

CCP Funding Files in Data Collector

Student-level payment amount for each CCP course

- 2016_CCP_LEA_Deduct_2019July_20190715.xls
- 2017_CCP_LEA_Deduct_2019July_20190715.xls
- 2018_CCP_LEA_Deduct_2019July_20190715.xls
- 2019_CCP_LEA_Deduct_2019July_20190715.xls

SOES Document Upload, 1

Resident district has link after flagging

Ohio Department of Education | Ohio District Data Exchange (ODDEX) | SOES Resident District Review

Home | SOES | SCR | Records | CCP | Tuition | Calendar | Users | Agencies | SSID | ODDEX Help | About | Log Out

Return to Summary | Help

Name	SSID	Birthdate	Gender	Year	First Reported	Last Updated	Active
Hodges, Rocky	CT2036678	07/03/2003	Male	2020	09/11/2019	09/11/2019	true

Derived Enrollment Dates	District of Residence	Guardian	Address
07/01/2019 - 03/19/2020	Doraville Lafayette Ex Village (009807)	Dawson, Carrie	1296 Gifford Park Dakota OH 74782

Reviews

Date Range	Review Flags	Comments
09/11/2019	• The district is challenging the residency of the student because the student appears to live at another address	• Posted By: RDUSER UPDATE On 09/11/2019, just now Remark: Please provide the proof of residency. We have student CT2036678 as resident of neighboring district this school year,

Add Review | Reviewed - Flags Resolved

Documents | Upload File

There are no documents to display

Educating Entity	Derived Enrollment Dates	Grade	Pct of Time	Homeless	How Rcvd	Sent Reason	Last Updated

SOES Document Upload, 2

Community school also has link

Ohio Department of Education | Ohio District Data Exchange (ODDEX) — SOES Educating LEA

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Return to Summary — Help

Name	SSID	Birthdate	Gender	Year	First Reported
Hodges, Rocky	CT2036678	07/03/2003	Male	2020	09/11/2019

Residency

Derived Enrollment Dates	Resident District	Guardian	Address	Last Updated	Active
03/20/2020 - Current	Chatsworth Augusta Ex Village (442098)	Casey, Kylie	1576 Edwards Way Toccoa OH 12328	09/11/2019	true

No reviews

Documents

There are no documents to display

07/01/2019 - 03/19/2020	Doraville Lafayette Ex Village (009807)	Dawson, Carrie	1296 Gifford Park Dakota OH 74782	09/11/2019	true

Reviews

Date Range	Review Flags	Comments
09/11/2019	• The district is challenging the residency of the student because the student appears to live at another address	• **Posted By:** RDUSER UPDATE On 09/11/2019, 5 minutes ago **Remark:** Please provide the proof of residency. We have student CT2036678 as resident of neighboring district this school year,

Documents Upload File

There are no documents to display

Educating

SOES Document Upload, 3

Ohio Department of Education | Ohio District Data Exchange (ODDEX) | SOES Educating LEA File Upload

Home | SOES | SCR | Records | Calendar | Users | Agencies | SSID | ODDEX Help | About | Log Out

Name	SSID	Birthdate	Gender	Year	Reporting LEA	First Reported
Hodges, Rocky	CT2036678	07/03/2003	Male	2020	Broxton Bowman Community School (397655)	09/11/2019

Guardian	Address
Dawson, Carrie	1296 Gifford Park Dakota OH 74782

Derived Enrollment Dates	District of Residence
07/01/2019 - 03/19/2020	Doraville Lafayette Ex Village (009807)

File — Acceptable types: pdf, txt, png, jpg, jpeg, gif and tif

Browse... No file selected.

Document Description — Maximum 100 characters

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Post-upload

Ohio Department of Education | Ohio District Data Exchange (ODDEX) — SOES Educating LEA

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Return to Summary — Help

Name	SSID	Birthdate	Gender	Year	First Reported
Hodges, Rocky	CT2036678	07/03/2003	Male	2020	09/11/2019

Residency

Derived Enrollment Dates	Resident District	Guardian	Address	Last Updated	Active
03/20/2020 - Current	Chatsworth Augusta Ex Village (442098)	Casey, Kylie	1576 Edwards Way Toccoa OH 12328	09/11/2019	true

No reviews

Documents

There are no documents to display

07/01/2019 - 03/19/2020	Doraville Lafayette Ex Village (009807)	Dawson, Carrie	1296 Gifford Park Dakota OH 74782	09/11/2019	true

Reviews

Date Range	Review Flags	Comments
09/11/2019	• The district is challenging the residency of the student because the student appears to live at another address	• **Posted By:** RDUSER UPDATE On 09/11/2019, 35 minutes ago **Remark:** Please provide the proof of residency. We have student CT2036678 as resident of neighboring district this school year,

Documents Upload File

Filename	Last Date to Download	Description
RD provided doc.pdf	10/01/2019	Document provided by RD
Residency Doc.pdf	10/01/2019	Document requested in attached.

Audit Details

Return to Detail

Name	SSID	Birthdate	Gender	Year	Reporting LEA	First Reported
Hodges, Rocky	CT2036678	07/03/2003	Male	2020	Broxton Bowman Community School (397655)	09/11/2019

Derived Enrollment Dates	District of Residence	Guardian	Address
07/01/2019 - 03/19/2020	Doraville Lafayette Ex Village (009807)	Dawson, Carrie	1296 Gifford Park Dakota OH 74782

RD provided doc.pdf | **Document provided by RD** | **Expiration 10/01/2019**

Action	By Who	When
Upload	RDUSER UPDATE, Doraville Lafayette Ex Village (009807)	09/11/2019
Download	CSUSER UPDATE, Broxton Bowman Community School (397655)	09/11/2019

Residency Doc.pdf | **Document requested in attached.** | **Expiration 10/01/2019**

Action	By Who	When
Upload	CSUSER UPDATE, Broxton Bowman Community School (397655)	09/11/2019
Download	RDUSER UPDATE, Doraville Lafayette Ex Village (009807)	09/11/2019

Resources

EMIS Manual, 1

- 2.2 Student Demographic (GI) Record
- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.13 Student Special Education (GE) Record
- 2.14 Student Special Education Graduation Req (FE) Record
- 2.15 Student Graduation – Core Summary (GC) Record

EMIS Manual, 2

- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 4.2 Course Master (CN) Record
- 4.3 Staff Course (CU) Record
- 4.4 Student Course (GN) Record

Report Explanations

- Federal Child Count
- (TLCS-001) Teacher Licensure Course Status

File Descriptions

- 2019_GRAD_Cohort-EOC-Asmnt-Detail
- 2019_GRAD_Cohort-EOC-Path-Req-Stat
- 2019_GRAD_Cohort-Non-EOC-Pts-Detail
- 2019_GRAD_Cohort_SAT-ACT_Path_Req_stat
- 2019_GRAD_Cohort_WK-IndCred_Path_Req_stat
- 2019L_PRIN_ESSA_Licensure_Assurances

ODE Home > EMIS > Documentation > EMIS Validation and Report Explanations > File Descriptions

Other Resources, 1

- Certification and Licensure Search
  - Keywords: “Certification and Licensure Search”
  - ODE Home > Topics > EMIS > Certification and Licensure Search
- Graduation Requirements
  - Keywords: “Graduation Requirements”
  - ODE Home > Topics > Graduation Requirements

Other Resources, 2

- ODDEX Help
  - https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503
- Preschool Special Education
  - Keywords: “Preschool Special Education”
  - ODE Home > Topics > Special Education > Preschool Special Education

EMIS Data Review & Verification and Appeals

Office of Data Quality

- dataquality@education.ohio.gov
- (614) 466-7144

Questions?

education.ohio.gov

Social Media

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Ohio Teachers' Homeroom

LinkedIn — ohio-department-of-education

Storify — storify.com/ohioEdDept

twitter — @OHEducation @EMISOhio

YouTube — OhioEdDept