

**ODE ITC EMIS Training Q & A
January 2020**

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between January 13 and January 23, 2020. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Skype IM and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Training webpage](#).

Staff and Course (L) Collections

Q1 *What is the new Gen Issues check for paraprofessionals looking at?*

A1 The new Gen Issues check # 477 looks at the following for staff members reported with Position Code of 415:

- If Qualified Paraprofessional Element (CK290) is Y, then
- Assignment Area Element (CK220) must be 999140, and
- Position Fund Source (CK130) must be G

Q2 *Is there a penalty if a paraprofessional has an aide permit, but does not meet one of the other listed requirements?*

A2 The question is beyond the scope of EMIS reporting and will need to be referred to the contact for this new check, Chris Worth. See [General Issues Data Reports report explanation](#).

Q3 *Does a Title I school whose aides are not paid through Title I funds still need to report the Paraprofessional info?*

A3 The Qualified Paraprofessional Element is required to be reported for all instructional paraprofessionals that either work in a Title I Schoolwide Building or are funded by Title I funds in a Title I Targeted Assistance Building. See [EMIS Manual Section 3.4](#).

Q4 *Regarding the inclusion of attendance at professional meetings in Staff reporting – does that come from the payroll records in addition to the Professional Development hours indicated in the Calendar submission?*

A4 District-approved professional development days are to be included in the reporting of staff attendance as part of the Staff/Course collection in the CI140 element of the Staff Demographic record. They are also reportable in the Calendar collection. This is the same information reported in two separate independent collections. In terms of staff reporting and where it comes from within your local software, please contact your software support for that guidance. See [EMIS Manual Section 3.3](#).

Q5 *Are the High School Credit Earned (GN150) and Partial/Override Credit (GN152) elements updated manually, or are they populated from the Course Master?*

A5 How these elements are updated will likely depend on local software. Check with your software support.

ODE ITC EMIS Training Q & A
January 2020

CTE March (D) Follow-up

- Q6** *Does it matter when students are reported as concentrators? Time of year? The actual year they became a concentrator?*
- A6** Once a student meets the definition of a CTE Concentrator, they should be reported as a CTE Concentrator, even if the student is not enrolled in a course aligned to the Program of Concentration. See [EMIS Manual Section 2.6](#).
-
- Q7** *Could a student be missing from the concentrator file due to a summer graduation date?*
- A7** If the student was reported as withdrawn with a withdrawal date before the first day of the next school year and all other criteria were met, they should be included. The district may want to consider submitting an appeal.
-

Assessment Collections

- Q8** *Can an AIEP event be used to fix an incorrect test type reported in a prior year?*
- A8** No. The AIEP event is meant for reporting an IEP amendment/change, not for correcting misreported data. See [EMIS Manual Section 2.13](#).
-
- Q9** *Should records submitted with Score Not Reported reason of Q be deleted, since that option has been removed from EMIS reporting?*
- A9** The records can be deleted. If they are left in, they will fatal and not be included in the submission. It's up to you.
-
- Q10** *Is the EMIS change still happening that will allow districts to designate their specific testing window to help eliminate students from the missing reports?*
- A10** Yes, EMIS Change 20-131 is scheduled for the March 12 release. The change will add new DN attribute options to more specifically define a district's test window for the purpose of streamlining assessment missing reports.
-
- Q11** *If a student was enrolled in Kindergarten in FY19 either before or after – not during – the KRA testing window, is repeating Kindergarten in FY20, and was not given the KRA, should a Score Not Reported reason be submitted?*
- A11** No. The Kindergarten Readiness Assessment is only to be given in the first year of kindergarten. This student can be ignored on the missing report.
-
- Q12** *Should a Score Not Reported reason be reported for the ACT if the student is taking the Alternate Assessment?*
- A12** Yes. The Score Not Reported option of L can be reported for an 11th-grade student not taking the ACT because they are taking the Alternate Assessment. See [EMIS Manual Section 2.8](#).
-
- Q13** *In past years, students who withdrew a week or two before the state assessment window opened were appearing on the missing report. Will this still occur?*
- A13** This should not occur. Students reported as enrolled during a test administration window or with a District Relationship of 1, or who have a result in a vendor file but no result is being reported by the district will appear on the missing report. See [Assessment Missing Reports report explanation](#).
-

ODE ITC EMIS Training Q & A
January 2020

-
- Q14** *When should districts begin using the new Industry Credential test types of IPD and INP?*
The new test types should be reported beginning with Industry Credentials administered in
A14 FY20 and beyond. All Industry Credentials administered prior to 7/1/2019 should continue to be reported with test type of STR. See [EMIS Manual Section 2.8](#).
-

Gifted

-
- Q15** *In terms of students considered screened with the ACT/SAT, our gifted coordinator only has me report whole grade screening. Are we supposed to mark screen for anyone taking these tests?*
A15 Yes. Students in grades 11 and 12 who take the ACT or SAT are automatically considered screened for gifted and should be reported as such.
-
- Q16** *It used to be that anyone taking the ACT in grades 6-12 were considered to be screened. You mentioned just 11 and 12th. Has that changed?*
A16 Yes, this was a change that went into effect for FY20.
-
- Q17** *Is this only if the district provides the ACT/SAT assessments?*
A17 No. A student can be considered screened via the ACT or SAT for a test taken independently or at a previous district.
-
- Q18** *Where can we find the ACT cut score for identification?*
A18 If your district's Gifted coordinator does not have this information, they will want to contact gifted@education.ohio.gov.
-

Third Grade Reading Guarantee

-
- Q19** *A student who was assessed, not on track, and withdrew before 30 days of enrollment is generating the Level 1 warning that no RIMP is being reported. Should ** or NO be reported?*
A19 This is a Level 1 warning that can be ignored as long as you have verified that the student is being reported accurately based on "what is", which means reporting the Reading Diagnostic Result option NO.
-
- Q20** *To report the TGRG option of EX, does this have to be documented in the IEP? Students in grades KG, 1 and 2 are not required to test. Or can they just have a significant cognitive disability?*
A20 Reading Diagnostic option EX is reported for students exempt from all of the Third Grade Reading Guarantee in accordance with their IEP. As a result of this exemption, these students do not have to be given the Reading Diagnostic, which is required for Kindergarten, first and second graders unless exempt.
-
- Q21** *A student's initial diagnostic result was not on track. The student then moves midyear, is assessed at the new district and is now on track. What does the new district report?*
A21 The new school would report the on-track result from the diagnostic administered there.
-
- Q22** *Are Reading Diagnostic results available in ODDEX?*
A22 Yes, Reading Diagnostic results are in the Additional Data table within the History area of ODDEX. See [ODDEX Help](#).
-

ODE ITC EMIS Training Q & A
January 2020

-
- Q23** *Are RIMP codes going to be displayed in ODDEX?*
A23 ODE EMIS is aware of the need for access to this data. Consideration for inclusion is on the enhancement list.
-
- Q24** *Students not enrolled for 30 days assessed as Not on Track and no RIMP are showing in the SDC as counting against the district. Is this accurate?*
A24 So that the SDC question can be properly investigated, please ask your ITC to send a helpdesk ticket to us including SSIDs for the student(s) involved.
-
- Q25** *Students who do not score 700 on the 3rd Grade ELA still need to be placed on a RIMP, correct?*
A25 Students who are not on track based on their Reading Diagnostic results are required to be placed on a RIMP. The 60-day requirement for a RIMP to be written and implemented is from the date the district gets the Reading Diagnostic result.
-
- Q26** *When are summer intervention RIMP codes to be reported?*
A26 Interventions provided during Summer 2019 would be reported in FY20.
-
- Q27** *Does the date matter when reporting the RIMP program codes?*
A27 EMIS only requires program enrollment start and end dates for the preschool itinerant 220100 program code. However, a district would want to maintain proper supporting documentation for RIMPs in case of an audit. See [EMIS Manual Section 2.9](#).
-
- Q28** *Are the 60 days for a RIMP to be implemented school days or calendar days?*
A28 Calendar days.
-
- Q29** *Is there a Score Not Reported option for the 3rd Grade ELA that will exclude part-time or homeschooled students from TGRG calculations?*
A29 Yes, Score Not Reported option K. See [EMIS Manual Section 2.8](#).
-