

# EMIS Basics



Deidre Wunderlich · August 2020

**EMIS Introduction and Overview**

**Data Flow**

**Building Blocks**

**Communications**

**Help!**

# EMIS Introduction and Overview

# What is EMIS?

**Education Management Information System**

Statewide data collection system for Ohio's primary and secondary education

Data import system with standardized data definitions

# Who Reports to EMIS?

- ✓ City, local, and exempted village
- ✓ Community schools
- ✓ Department of Youth Services (DYS)
- ✓ Educational Service Centers (ESCs)
- ✓ Joint vocational schools (JVSs)
- ✓ State schools
  - School for the Blind
  - School for the Deaf
- ✓ STEM districts

# Major Functions of EMIS

1

*State and federal reporting* requirements

2

*Funding* and distribution of payments

3

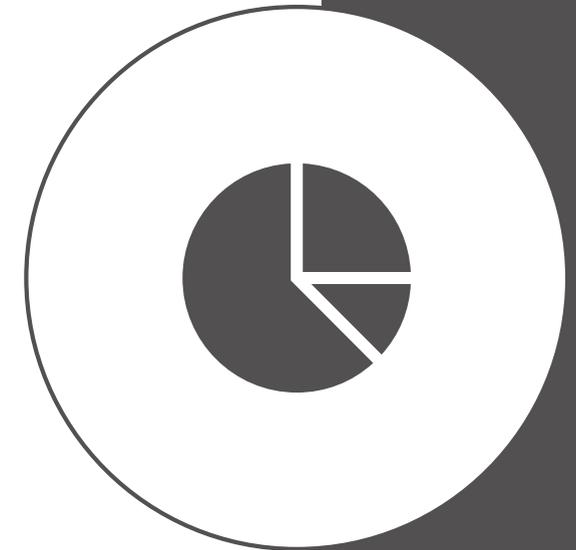
*Local report card* and accountability system

4

*Reports* for various state and district uses

# Additional Uses of EMIS Data

- Education research
- Policy decisions
- Districts/Students
- Administrative and Revised Codes
- Legal proceedings
- Routine audits



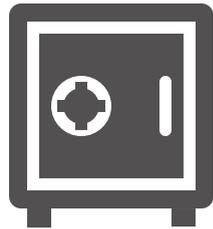
# Data Security

## Federal legislation

- HIPAA
- IDEA
- FERPA

## Student data protection

- *Department EMIS **cannot** have student PII*
- State Student Identifier (SSID)
- For data to Department, only SSID is used



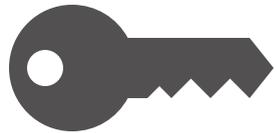
# Role of the EMIS Coordinator

- Primary EMIS contact
- Ensures EMIS data is collected and reported in accordance with EMIS Manual
- Works with district staff
- Verifies and disseminates information, reports, and data
- Monitor EMIS communications and updates



# Collaboration is Key

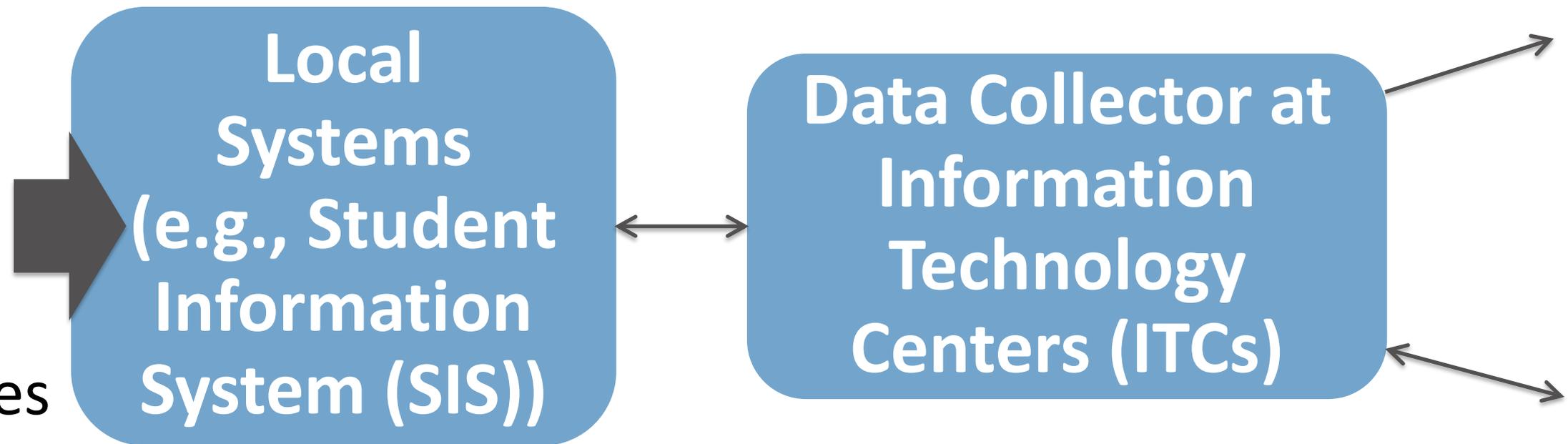
- Variety of sources for EMIS data
- Majority of student data input through student information system (SIS)
- Learn who owns the data in your district
- Involve district staff in data verification
- Work with other districts
- Use email!



# Data Flow

# Where Does It Go From Here?

- ✓ Enrollment forms
- ✓ Course data
- ✓ Absence info
- ✓ Discipline actions
- ✓ Assessments
- ✓ Withdrawal notices
- ✓ Demographic data
- ✓ Many others!



## State Software Development Team (SSDT)

## Ohio District Data Exchange (ODDEX)

- SOES—School Options Enrollment System
- SCR—Student Cross Reference
- Records—History, Assessments, Grad, SPED
- CCP—College Credit Plus
- Tuition

## Ohio Department of Education (ODE)

- State/federal reporting
- Funding
- Local report card
- EMIS reports
- Research
- Policy
- ORC and OAC
- Legal proceedings
- Routine audits

# Building Blocks

# Which Data is EMIS Data?

Enrollment

Courses

Screenings  
& Services

Attendance

Assessments

Discipline

Graduation &  
Beyond

Employment

Calendar

Expenses

# EMIS Data Types



Student data



Staff data



Course data



District and building data



Financial data

# Element

Each bit of information is reported in its most basic parts. For example: A staff member's name is broken into first, middle and last name.

Each of these parts is reported as a separate *element*. For example: First Name Element, Middle Name Element and Last Name Element.

## Record

Elements submitted to EMIS are grouped by data type. For example: Student data, staff data, course data.

Within each data type, elements are separated and reported by a more specific subject. For example: Student assessment data or student disciplinary incidents.

These subdivisions of data types are collected and reported by *record*. For example: Student Assessment Records, Student Discipline Records.

# Collection

Information is broken into data elements, which are divided by data types, and then further sorted into records.

Records are reported to the Department in pre-defined groupings.

This reporting is done by *collection*. For example: Beginning of Year Student Collection, Final Staff/Course Collection.

Release notes have the details for each collection.

## Other Common Terms

***Student Information System (SIS).*** Data is entered locally by districts via their chosen student information system.

***Data Collector.*** Allows users to collect, prepare and report data to the Department. Also a repository for reports to assist with data review and verification.

***Information Technology Center (ITC).*** ITCs provide software and support services to districts.

## Additional Data Systems

***Ohio Educational Directory System (OEDS)***. A directory in which organizations maintain their own data. The general public can search OEDS for the most current information about an organization. OEDS roles define level of access to other applications.

***OH/ID Profile (formerly SAFE)***. Provides access to secure applications, such as ODDEX and STARS (System to Achieve Results for Students).

***Ohio District Data Exchange (ODDEX)***. An application that gives districts additional tools to review their data.

## Even More Data Systems

*Secure Data Center (SDC)*. Quality assurance tool for districts to check that their reported EMIS data is accurate and complete. Shows data associated with many measures on the Ohio School Report Cards.

*Statewide Student Identifier (SSID)*. A student identification number is assigned to all 1.7 million P-12 public school children in the state. The system that creates and houses these numbers is hosted by IBM.

# Communications

# EMIS Communications and Information

There are multiple ways in which EMIS coordinators and others in the field can obtain EMIS information and communications. This page includes where to find commonly needed EMIS information, guidance on EMIS communications, and a hierarchy of EMIS support.

*Click on any of the topics below to find it farther down on this page, along with information and relevant links. (This bulleted list is in alphabetical order.)*

- » [Conference Call Agendas](#)
- » [Data Appeals](#)
- » [Data Collection Calendar](#)
- » [Data Review and Verification](#)
- » [EdConnection](#)
- » [EMIS Manual and Manual Update Alerts](#)
- » [How to Get Help](#)
- » [Newsflashes](#)
- » [Presentations](#)
- » [Release Notes](#)
- » [Report Explanations and Report Explanation Update Alerts](#)
- » [Secure Data Center \(SDC\) - Status of Reports](#)
- » [Trainings](#)
- » [Twitter](#) 

**Home > Topics > Data > EMIS > EMIS Basics >  
EMIS Communications and Information**

# EMIS Newsflashes

EMIS-related messages sent via email to school district staff, software vendors and other interested parties

Late-breaking news, reminders and information about EMIS-related topics such as collections, appeals and trainings

Available on the Department's website and via subscription



**LATEST NEWS**

EMIS Newsflash – August 3, 2016

EMIS Newsflash – August 2, 2016

EMIS Newsflash – July 2, 2016

[View All News](#)

# NEWS

[Home > News](#)

**FILTER NEWS BY:**

- » Ohio's Learning Standards
- » Career Tech
- » Data
- » Early Learning

**Tweets** by @EMISOhio

 **EMIS Ohio**  
@EMISOhio

THE MORE YOU KNOW: Want to see how much EMIS reporting has changed over the years? You can find the EMIS Manuals back through 2004 here: [education.ohio.gov/Topics/Data/EM...](http://education.ohio.gov/Topics/Data/EM...) #EMISOhio

Aug 6, 2018

[Embed](#) [View on Twitter](#)

# EMIS Documentation Update Alerts

Alerts for updates to certain documentation

Alerts for three EMIS webpages

Often the only method of notification regarding updates to documentation

Available via subscription

# EMIS Changes

Change # Data Set Release/ Status	Short Title and Description	Reason for Change
	<b>FY21 CHANGE LIST</b>	
21-60 Staff/Course Unscheduled	<p><i>Updates to TLC status report checks for FY21. This change is to delete checks for deleted courses; add checks for any added courses; correct found typos; and to transfer the checks from FY20 to FY21.</i></p> <p><i>First posted: 7/12/20</i> <i>Last updated:</i> <i>Completed:</i></p>	Other
21-59 Building/District Unscheduled	<p><i>Develop DN Reference table to be added to Section 5.3 of the Manual. A table that details the DN attributes allowed/required/range of values by Org Type and Manifest Code to be added to Section 5.3.</i></p> <p><i>First posted: 7/12/20</i> <i>Last updated:</i> <i>Completed:</i></p>	Documentation enhancement

Change number

Data set(s) impacted

Release date or unscheduled

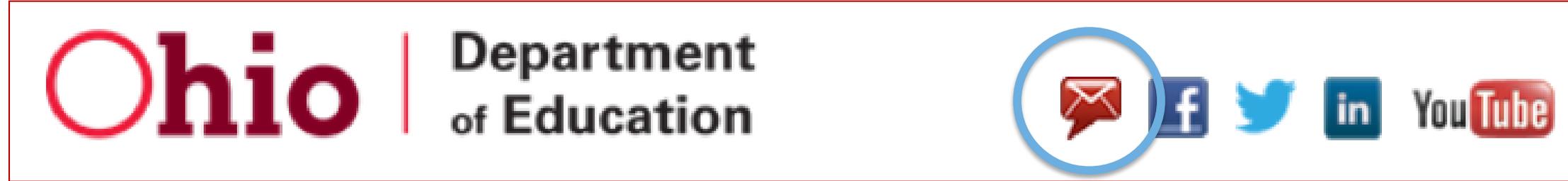
Short title and information

Relevant dates

Reason for the change

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

# The Red Envelope



Ohio | Department of Education

Icons for Email, Facebook, Twitter, LinkedIn, and YouTube are displayed. The Email icon is highlighted with a blue circle.

## Email Updates

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

Email Address \*

RGiles@Sunnydale.edu



SUBMIT

CANCEL

Your contact information is used to deliver requested updates or to access your subscriber preferences.

## Quick Subscribe for RGiles@Sunnydale.edu

Ohio Department of Education offers updates on the topics below. Subscribe by checking the boxes; unsubscribe by unchecking the boxes.

Access your [subscriber preferences](#) to update your subscriptions or modify your password or email address without adding subscriptions.

### Subscription Topics

**Media News Center**

Press Releases 

Ohio Education Daily News Summary

ExtraCredit Blog 

**EdConnection**

EdConnection 

**Advanced Placement Program**

Advanced Placement Program updates

Advanced Placement and International Baccalaureate Programs

**Bulletins**

EdConnection 

K-8 District Test Coordinator Bulletin

No subscription limit

Some topics more useful for other district staff

Subscribe to EdConnection

# Subscribe Now!

Scroll to *Education Management Information System*

- Education Management Information System
  - Education Management Information System (EMIS) Manual updates
  - EMIS Newsflashes
  - EMIS Validation and Report Explanations

Every EMIS coordinator should subscribe to the EMIS Newsflashes

Highly recommended: Subscribe to the two EMIS alert lists

# Help!

# EMIS Learning Library

## In Person Learning

- EMIS Alliance Trainings
- ODE ITC EMIS Trainings
- OAEP/OEDSA Presentations

## EMIS Videos

- Videos

[Home](#) > [Data](#) > [EMIS](#) > [EMIS Learning Library](#)

## Online documentation

- EMIS Manual
- Release Notes
- Report Explanations

## Resources

- Acronyms
- Calendar
- Glossary
- Roundup

# Acronyms

Most commonly used in EMIS reporting

EMIS homepage, under EMIS Resources

Bookmark it, set it as your homepage, print it!



## EMIS Resources

» EMIS Acronyms

» EMIS Calendar

» EMIS Communications and Information

» EMIS Glossary

» EMIS Presentations

» EMIS Roundup

» EMIS Training

» Reference Lists

» EMIS Resources Quick Link



## EMIS Resources

- » EMIS Acronyms
- » EMIS Calendar
- » EMIS Communications and Information
- » EMIS Glossary
- » EMIS Presentations
- » EMIS Roundup
- » EMIS Training
- » Reference Lists
- » EMIS Resources Quick Link

EMIS terms defined

EMIS homepage, under EMIS Resources

Relatively new resource, expect it to grow

# Glossary

# What is the EMIS Manual?



- Main source of EMIS reporting guidelines to assist with submission, review, validation and correction of data
- Provides uniform, consistent EMIS reporting instructions
- Includes data definitions, data requirements and reporting procedures
- Ohio Revised Code Section 3301.0714

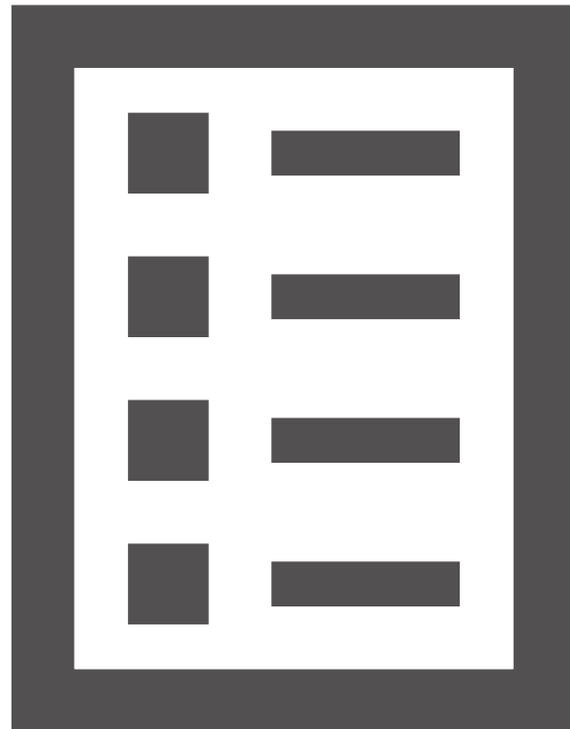
# Separated by Data Type

1	GENERAL INFORMATION		FY18	FY19
1.1	EMIS Overview		4.0, 12/8/17	5.0, 7/6/18
1.1.1	EMIS Data Review & Verification and EMIS Data Appeals		1.0, 2/2/18	1.1, 7/6/18
1.2	General Data Characteristics		4.0, 5/3/18	4.1, 7/6/18
1.3	Community School Funding		2.0, 2/2/18	2.1, 7/6/18

*FY18 General Information EMIS Manual Sections, Combined (posted 7/10/18)* 

2	STUDENT RECORDS	RECORD	FY18	FY19
2.1	Student Records Overview	N/A	6.0, 4/19/18	6.1, 7/6/18
2.1.1	Student Enrollment Overview	N/A	5.0, 6/27/18	6.0, 7/6/18
2.2	Student Demographic Record	GI	5.1, 12/28/17	5.2, 7/6/18

# Section Structure and Content



- ✓ Revision History
- ✓ Table of Contents
- ✓ Required Collections
- ✓ General Guidelines
- ✓ Data Elements
- ✓ File Layout

This page includes links to pdf versions of the EMIS Release Notes. Whenever there is a Release Note associated with a collection—whether it is a newly opened collection or an updated version of an already open collection—it will be posted here. When there are additional documents included as part of the Release Note, they will appear as bullets underneath the main Release Note.

## June 13, 2019

» [FY19 Final Staff and Course \(L\) Collection, v2](#) 

## June 12, 2019

» [FY19 Spring Early Learning Assessment \(A\) Collection, v3](#) 

## June 6, 2019

» [FY19 End of Year Student \(S\) Collection, v4](#) 

## June 4, 2019

» [FY19 Financial \(H\) Collection, v1](#) 

» [FY19 Five Year Forecast \(P\) - Final Optional, v1](#) 

Name and description

Record types being collected and organization types reporting

Version release date and collection close date

Changes from previous versions/years and known issues

New or updated reports

Helpful in reviewing reports to verify data

Provide detailed explanations of reports

Include purpose, layout, fields and options

Available for most Level 2 reports

Sign up to receive update alerts

## EMIS Validation and Report Explanations

This page provides Education Management Information System (EMIS) coordinators, district administrators, and other interested parties with detailed explanations of the various EMIS reports, which can be used to submit and verify EMIS data.

The first column lists the name of the report. The second column displays the date the report explanation was posted. Previous versions of the report explanations—as well as report explanations for reports that are no longer generated by EMIS—can be found under the [Archives](#).

Data	Date Posted
<b>Assessment Missing Reports</b>	5/18/2018
<b>CTE FTE Reports</b> , includes information for the following reports <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
<b>CTE FTE Daily Summary Reports</b> , includes information for the following reports <ul style="list-style-type: none"><li>» (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating</li></ul>	5/11/18

[Home](#) > [Data](#) > [EMIS](#) > [Documentation](#) > [EMIS Validation and Report Explanations](#)

# Hierarchy of Support

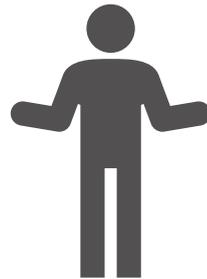
Multiple levels of support available for districts and schools to help answer EMIS reporting questions and assist with data issues

Four levels: EMIS coordinator and manual, Information Technology Centers, helpdesk and the Ohio Department of Education EMIS

# EMIS Coordinator



Check the EMIS Manual



Consult your EMIS Coordinator



Question not answered?  
Move to the next level of support...

# Information Technology Center (ITC)

Every district contracts with an ITC.

ITC staff are able to answer many EMIS reporting questions and are also able to resolve many data and technical issues.



ITC staff cannot resolve the issue?  
Move to the next level of support...

# Department's EMIS Helpdesk

ITCs direct EMIS reporting questions or technical issues to the Department's EMIS helpdesk.

Department EMIS staff answer helpdesk questions or direct questions to the appropriate business office or the State Software Development Team.



Question still not resolved?  
One final level of support...

# Ohio Department of Education EMIS

No adequate resolution after the previous steps?

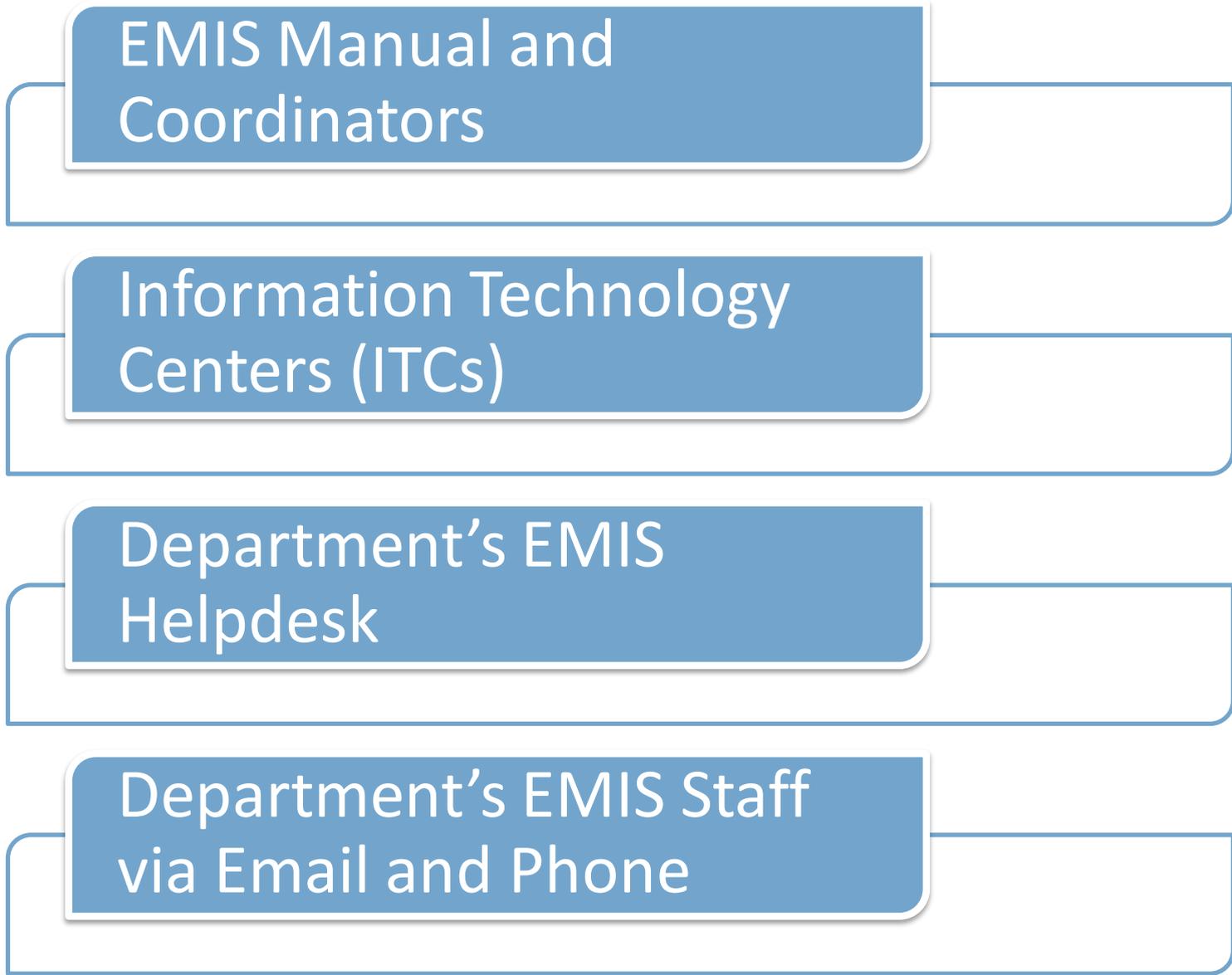
Contact the Department's EMIS staff directly:

» [EMIS@education.ohio.gov](mailto:EMIS@education.ohio.gov)

» 614-387-0395

Follow the steps when possible.

# Hierarchy of Support



# Additional Help

Department business centers

- Policy issues (*not* EMIS reporting instructions)

Area finance coordinators

- Inter-district issues

SSID/IBM helpdesk via the ITC

- Duplicate SSIDs





**@OHEducation**

**@EMISOhio**

