ODE EMIS MANUAL

Section 1.1:
EMIS Overview

Ohio | Department of Education

Version 1.0
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REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

1.1 EMIS OVERVIEW

FOREWARD

In 1989, the 118th Ohio General Assembly created Ohio Revised Code § 3301.0714, which required the State Board of Education to "adopt rules for a statewide Education Management Information System." Part of these rules indicated that an EMIS "companion" (ODE EMIS Manual) was to be created. The primary purpose of such a document is to provide a uniform and consistent source of reporting instructions on the subject of EMIS data.

Therefore the Office of Data Quality and Governance, with the assistance of interested education consultants at the Ohio Department of Education and external parties, developed the ODE EMIS Manual. Its contents include data definitions, requirements, and procedures for reporting and transferring data to the Department.

The intended audience of the ODE EMIS Manual is primarily the EMIS coordinators and Information Technology Centers. However, the State Software Development Team, along with education software vendors, may also find it helpful. In addition, the ODE EMIS Manual is available for consultation, when ODE education consultants and Data Managers need to analyze and review data submitted through EMIS.

OVERVIEW OF EMIS

Established by law in 1989, the Education Management Information System (EMIS) provides the architecture and standards for reporting data to the Ohio Department of Education (ODE). School districts, data processing centers operated by Information Technology Centers (ITCs), formerly Data Acquisition Sites (DA-Sites), and other EMIS reporting entities are linked for the purposes of transferring data to ODE.

EMIS is the statewide data collection system for Ohio's primary and secondary education. Staff, student, district/building, and financial data are collected through this system. Staff data include demographic, attendance, and course information. Demographic, student attributes, attendance, program, course, and test data are submitted to ODE at the student level. General school district and school building data, including financial data, are also reported through EMIS.

The source data for Ohio's accountability and funding systems are the EMIS data files. In addition, these files are utilized for many other state and federal requirements. There are four major functions of EMIS:

1. ***State and Federal Reporting.*** Originally designed almost exclusively as a data collection mechanism, many of the system's functions and most of the required data elements are statutorily defined. The EMIS provision in law (Ohio Revised Code section 3301.0714) requires that certain student, staff, and financial data elements be collected and maintained by school districts and subsequently submitted to ODE. One of the primary functions of EMIS is to streamline state and federal reporting requirements for school districts.

2. ***Funding and Distribution of Payments.*** EMIS provides a streamlined system for districts to report information required to receive state funding and to determine eligibility for federal funding. EMIS automates the complexity of the funding formula calculations specified in Ohio law so that districts do not have to interpret the legislation to calculate and report total counts of students. Districts report specific information on each student, such as various student demographic attributes data, percent of time educated, attendance/absence days, disability condition, etc. EMIS aggregates and compiles the data to determine funding.

3. ***Academic Accountability System.*** EMIS is at the heart of Ohio's academic accountability system for students, schools, and districts. It allows ODE to collect, analyze, and report data to a variety of audiences, such as policymakers, educators, administrators, and the general public, who need data to gauge the performance of their students. EMIS also serves as the mechanism for school districts to report test results – these academic assessments are at the core of the state's accountability system and are the basis of the local report card. EMIS enables both ODE and school districts to comply with state law and federal No Child Left Behind (NCLB) requirements.

4. ***Generates Statewide and District Reports.*** ODE collects, analyzes, and reports data to a variety of audiences, such as policymakers, educators, administrators, and the general public via EMIS. EMIS does provide data for the generation of state reports. Examples of statewide reports include: accountability reports, the local report card, and the district data profiles (Cupp Report). Other statewide reports are produced from EMIS data for the following: legislators, education organizations, and policy and research needs. School districts also receive data verification reports in order to validate data submitted to ODE.

EMIS PROCESS

School district personnel, student software vendors, ITC staff, SSID (Statewide Student Identifier) third party vendor, staff, and representatives from the Ohio Department of Education each participate in a significant part of the EMIS process. The roles of the above units will be further discussed in later portions of the EMIS Overview. Below is an overview of how each of these units functions together, in each aspect of the EMIS Process.

Data Collection and Extraction

Data originate at the school district or EMIS reporting entity. Each entity may choose to report data, for operational purposes, using any student information software of their preference. However, EMIS data is to be reported and submitted according to the data definitions, requirements, and rules as instructed in the Student, Staff, District, Building, and Financial Record sections of the EMIS Manual. Once the data have been reported into the software system, local software extracts EMIS files and transfers the records to the ITC.

EMIS Maintenance Screens have been developed by the SSDT (State Software Development Team). These screens allow school districts that have not yet adopted a local student software system and edit/update their EMIS data files at the ITCs.

Data Validation

Prior to submitting the EMIS data to ODE, reporting entities have the opportunity to review their data, which is checked for accuracy and completeness. Derived from the business rules at the Department of Education, a series of Level 1 checks will either allow data to be submitted to ODE, or disallow data from being submitted in the form of a fatal error. Data that receive an error other than a fatal are still accepted at ODE. However, the warning message may indicate a problem with how the data was reported. EMIS reporting entities have the opportunity to review validation and error reports.

Data Submission

Once software at the ITC has compiled and formatted the data, data files/records are submitted to ODE. Each file is submitted according to its file layout as described in each section of the EMIS Manual. Calculations for state and federal requirements are applied at ODE. The data are then used for funding, accountability, and reporting.

Data Verification

After each EMIS processing, ODE releases data verification reports that are accessible to the school districts. The data verification reports are tools which the school districts, and ITCs, can use to ensure that data have been reported accurately and completely to the Department of Education. These reports may include one or more of the following in any particular reporting period:

- Level 2 data checks (between districts and across reporting periods) viewed in the Data Collector at the ITC
- CSV and TXT files created by ODE on a periodic basis and made available through the ITC
- Customizable reports that EMIS reporting entities run as-needed in ODE's Secure Data Center (SDC)

Operational Data Store and Data Warehouse

After each EMIS processing, the EMIS files are moved into an operational data store, within the department. At the end of each reporting period, accountability data such as local report card data are cleansed and then moved into the ODE data warehouse. Local report card and accountability data are both defined and retrieved from the data warehouse within the department.

SECURITY

ITC sites must have a security policy that specifies procedures for access to their computers and to their databases. Copies of this policy shall be provided to all EMIS reporting entities whose data are being processed by the ITC. Procedures for assigning new user accounts, rotating and security of user passwords, and maintaining accounts for employee turnover must be included in the security policy.

All personnel at the ITC are to be bonded against the unauthorized use or release of EMIS data. Pursuant to state legislation, the following is in effect: "Any person who removes data from the information system established under this section for the purpose of releasing it to any person not entitled under law to have access to such information is subject to section 2913.42 of the [Ohio] Revised Code prohibiting tampering with data." (ORC § 3301.0714(K)). The ITC site may not provide any EMIS data to any individual, company or agency without the expressed written consent of the EMIS reporting entity, other than data that the ITC submitted to the Department.

All policies specified within the Ohio Revised Code (ORC) pertaining to the protection of student privacy and the maintenance and retention of confidential records shall be followed by all district and ITC personnel.