

FY 2007 EMIS Manual
Appendix A
R & R (Rectifications & Refinements) Log

Version 3 (August - Final Release) of the EMIS Manual



Last updated

January 8, 2007

Prepared by
Office of Information Policy & Management

FY 2007 EMIS Manual
Appendix A
R &R January 8, 2007

Purpose

The purpose of this document is to keep a history of revisions (including: clarifications, changes, and/or updates) made to the EMIS Manual after version 3 (August) release. This document reflects revisions communicated through the EMIS Newsflash. If revisions contained in this document are still applicable in FY 2008, they will be incorporated into the FY 2008 EMIS Manual.

Explanation of Document

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|------------------|--|
| Date | The date the change was communicated to the field (either through the EMIS Newsflash, Help Desk, or other means). |
| Chapter/Appendix | Chapter or Appendix impacted by the clarification |
| Record | If applicable, the record impacted by the clarification |
| Page | The page number in version 3 of EMIS Manual which the clarification impacts |
| Item | May include a change to the any of the following: General Guidelines for the Record, the Reporting Instructions for a data element, new options etc... |
| Description | A description of the clarification, change, revision and/or update. |

Stated in EMIS Newsflashes starting 10-03-2006

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record | Item/Element | Description |
|---------------------|-------------------|---------|--------|--------------|---|
| 1-8-07 | A | 4 | N/A | Category #3 | <p>Deleted from Reporting Instructions</p> <p>Category #3 Contractor (ESC or other EMIS reporting entity) – Contractor Staff Employment Record required</p> <p><u>SITUATION A:</u> ESC (or Other EMIS Reporting Entity) is awarded the gifted coordinator unit or the preschool special education supervisor unit (does NOT serve students directly).</p> |
| 1-8-07 | A | 5 | N/A | Category #3 | <p>Added to Reporting Instructions</p> <p>Category #3 Contractor (ESC or other EMIS reporting entity) – Contractor Staff Employment Record required</p> <p><u>SITUATION G:</u> ESC or other EMIS reporting entity is awarded the preschool special education teacher unit (center-based or itinerant) or a preschool special education related service unit or the Preschool Special Education Supervisor Unit (Does NOT Serve Students Directly).</p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record | Item/Element | Description |
|---------------------|-------------------|---------|--------|--------------|--|
| 1-8-07 | A | 9 | N/A | Table 3 | <p>Deleted from Reporting Instructions</p> <p><u>CATEGORY #3, Situation A:</u> ESC (or Other EMIS Reporting Entity) is Awarded the Gifted Coordinator Unit or the Preschool Special Education Supervisor Unit (Does NOT Serve Students Directly) – Contractor Staff Employment Record Required. Positions include: Gifted Coordinators (110, 113 or 115, 999380) and Preschool Special Education Supervisors (110, 999412)</p> <p>Reporting Entity: Contractor (such as an ESC or other EMIS reporting entity) Awarded the Gifted Coordinator Unit or the Preschool Special Education Supervisor Unit</p> <p>Student Data: NONE</p> <p>Staff Data: <i>Staff Demographic, Staff Employment Record and at least one Contractor Staff Employment Record</i> If the individual serves multiple districts, a <i>Contractor Staff Employment Record</i> should be reported for each district served with the FTE assigned to that district on the record</p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record | Item/Element | Description |
|---------------------|-------------------|---------|--------|--------------|---|
| 1-8-07 | A | 17 | N/A | Table 10 | <p>Added to Reporting Instructions</p> <p>Table 10 Category 3, Situation G <u>CATEGORY #3, Situation G:</u> ESC or Other EMIS Reporting Entity is Awarded the Preschool Special Education Teacher Unit (Center-Based or Itinerant) or a Preschool Special Education Related Service Unit, OR Preschool Special Education Supervisor Unit (Does NOT Serve Students Directly) - Contractor Staff Employment Record Required</p> <p><i>Preschool Special Education (PSE) Teacher positions include:</i> PSE Center-Based Classroom Teacher (206, 999412) and PSE Itinerant Teacher (206, 999413) <i>Preschool Special Education (PSE) Related Services positions include:</i> PSE Audiologist (304, 999412), PSE Psychologist (318, 999412), PSE Physical Therapist (325, 999412), PSE Speech and Language Pathologist (326, 999412), PSE Occupational Therapist (325, 999412), PSE Orientation and Mobility Therapist (326, 999412) and PSE Adaptive Physical Education Therapist (333, 999412)</p> <p>Note that for teacher units, related units, and supervision units a CJ record is only required in specific situations:</p> |

| EMIS Newsflash Date | Chapter/ Appendix | Page(s) | Record | Item/Element | Description |
|---------------------------|----------------------|---------|--------|--------------|--|
| | | | | | <p>If the ESC or District is allocated a preschool special education related service unit or teacher unit AND has hired a staff member for that unit AND is serving students in that unit which are from other districts; THEN this ESC or District (the one allocated the PSSE related service unit or teacher unit) does not report a CJ Record. This is not considered a “contracting situation”, because the entity which was allocated the unit has hired/employed a staff member to fulfill that unit. A staff Employment and Demographic is required to be reported by the entity allocated the unit for this staff member.</p> <p>If a District or ESC is allocated a preschool special education related service unit or a supervision unit, AND contracts with another District or ESC for a staff member to fulfill this unit (meaning the staff member is actually employed at the ‘other’ district/ESC); THEN the district/ESC which has hired the staff member being contracted out to the district/ESC that was allocated the PSSE unit reports the staff member (Staff Job, Demo, and Contracted Staff Records) and the district/ESC which was allocated the unit does not report any staff information.</p> <p>Key questions for district/ESC to consider with regards to PS Units and Contracted Staff Reporting:</p> <p>Who is allocated the Unit? Does the entity allocated the unit hire the staff member themselves to fulfill this unit or do they contract with another EMIS Reporting Entity (ESC or another District) to fulfill the unit?</p> <p>If they hire the staff member themselves – not a contracting situation – #1 above applies If they contract with another EMIS Reporting Entity - contracting situation – #2 applies If they contract with a NON-EMIS reporting entity - yes a contracting situation – Category 5 applies.</p> |

