MISSING PRESCHOOL ASQSE
REPORT EXPLANATION
CSV_CCYY?_STU_MISSING_PS_ASQSE

Education Management Information System (EMIS)

Ohio | Department of Education

Prepared by
Prepared by Office of Information Policy and Management

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
March 6, 2008	ODE/IPM	Revised for FY08(N)
May 1, 2008	ODE/IPM	Made corrections to explanation.
January 15, 2009	ODE/IPM	Updated report explanation to reflect usage of new FY09 records.
May 27,2009	ODE.IPM	Updated for FY09 period N.
December 8, 2009	ODE IOM	Updated for FY10. No changes.
August 16, 2010	ODE/IPM	Added new cohort who can take the test, applies to Period K only.
September 21,2010	ODE/IPM	Changed name of GI090
Oct 6, 2010	ODE/IPM	Changed name of MR/DD to BDD
Apr 29 2011	ODE/IPM	Minor updates

Report Overview

General Description and Significance

This exception report provides a listing of preschool special education students who should have an ASQ/SE record but it has not yet been reported by the district. These students meet the profile described under selection criteria.

These data will define whether or not preschool students with disabilities, aged 3-5 by December 1 of the current fiscal year, enrolled in a preschool special education center-based program or receiving itinerant services or receiving special education services only have been assessed using this instrument.

During October reporting, assessments for a typically developing peer student must also be reported, if that student is newly enrolled and in a preschool funded program.

Report Distribution

A report is to be distributed weekly to any EMIS reporting entity where data meet the report criteria. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output is to include district-level information in a single report file.
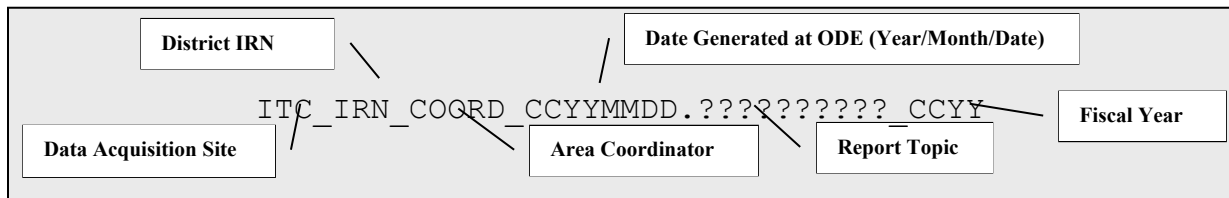
Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.

- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_ STU_MISSING_PS_ASQSE**; its components are described below. This report is produced during the October (K) and Yearend (N) reporting periods.

District IRN		Date Generated at ODE (Year/Month/Date)	

```
ITC_IRN_COORD_CCYYMMDD.??????????_CCYY
```

Data Acquisition Site	Area Coordinator	Report Topic	Fiscal Year

ODE Processing

Data Source

These data come from the year end ***Student Demographic, Student Standing, Student Attribute-Effective Date, Student Preschool ASQ/SE Assessment, OEDS,*** and ***Audit*** files.

Submitted Data Used in Report

Ch 5 Element Name	Record Field #	File Name
FISCAL YEAR	GS020	*PRESCHOOL ASQ/SE ASSESSMENT(GS)*
RPTING_PERIOD_CODE	GS030	*PRESCHOOL ASQ/SE ASSESSMENT(GS)*
DISTRICT IRN	H040	*HEADER RECORD*
DISTRICT RELATIONSHIP	FS140	*STUDENT STANDING*
SSID	FS110	*STUDENT STATNDING*
DISABILITY CONDITION	FD130	*STUDENT ATTRIBUTE – EFFECTIVE DATE*
STATE EQUIV_GRADE_CODE	FD090	*STUDENT ATTRIBUTE – EFFECTIVE DATE*
ADMISSION DATE	FS070	*STUDENT STANDING*
EFFECTIVE START DATE (FS060,FD060)	FS060 FD060	*STUDENT STANDING STUDENT ATTRIBUTE – EFFECTIVE DATE*
EFFECTIVE END DATE (FS090)	FS090	*STUDENT STANDING*
LEGAL DISTRICT OF RESIDENCE	FS150	*STUDENT STANDING*
BUILDING IRN	GS040	*PRESCHOOL ASQ/SE ASSESSMENT(GS)*

Revision Date Apr 29, 2011

Ch 5 Element Name	Record Field #	File Name
SENT REASON 1	FS200	*STUDENT STANDING*
SENT REASON 2	FS230	*STUDENT STANDING*
HOW RECEIVED	FS180	*STUDENT STANDING*
GENDER	GI080	*STUDENT DEMOGRAPHIC*
SUMMATIVE RACIAL/ETHNIC GROUP	GI090	*STUDENT DEMOGRAPHIC*
DATE OF BIRTH	GI070	*STUDENT DEMOGRAPHIC*
FIRST DAY OF SCHOOL GR 1-12	DF110	*BUILDING GENERAL INFORMATION*
FIRST DAY OF SCHOOL KINDERGARTEN	DF120	*BUILDING GENERAL INFORMATION*
LAST DAY OF SCHOOL SCHEDULED FOR STUDENTS (K-12)	DF130	*BUILDING GENERAL INFORMATION*

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
STUDENT AGE		*Student Demo*	Calculated from DOB	

Report Selection Criteria: Potential Students

FISCAL YEAR is the current school year and reporting period is October (K) or Yearend (N).

The grade level used must be STATE EQUIVALENT GRADE LEVEL equal to "*PS.*"

All preschool students with a disability (DISABILITY CONDITION between "0" **AND** "17") and between the age of 3-5 years by December 1 of the current fiscal year AND Not a Autism Scholarship student (*FIRST_ SENT_REASON_CODE or SECOND_SENT_REASON_CODE NOT = "AU"*) AND the reporting district has a district relationship(*DIST_RELAT_CODE*) value of "1", " 2" or "3".

OR

All preschool students with a disability (DISABILITY CONDITION between "0" **AND** "17") and between the age of 3-5 years by December 1 of the current fiscal year being sent to a BDD AND the reporting district has a district relationship(*DIST_RELAT_CODE)* value of " 2" or "3" with a value indicating the student is being sent to a BDD (*FIRST_ SENT_REASON_CODE or SECOND_SENT_REASON_CODE = "MR).*

Additionally, for October , include preschool students without a disability (DISABILITY CONDITION equal **) between the age of 3-5 years by December 1 of the current fiscal year; who are newly enrolled (*ADMISSION DATE < LAST DAY OF SCHOOL SCHEDULED FOR STUDENTS (K-12) PRIOR YEAR*); and who are in a preschool program funded or administered by the Office of Early Learning and School Readiness (*STDNT_RECEIV_CODE = "E")*

Ohio | Department of Education

For October (K) reporting:
- A potential student must have a Student Standing Record indicating that the student is enrolled in the test window with an EFFECTIVE START DATE before December 2 of the current fiscal year.
- A potential student must have a Student Standing Record with an EFFECTIVE END DATE on or after the start of the school year.
- A potential student must have a disability condition during the test window OR be newly enrolled AND in an ECE program.

For Yearend (N) reporting:
- A potential student must have a Student Standing Record with an EFFECTIVE START DATE before the end of the test administration window (< May 15) of the current fiscal year.
- A potential student must have a Student Standing Record with an EFFECTIVE END DATE after December 1 of the school year (> Dec 1 of current school year) or an open Student Standing record..

Selection Criteria: Potential Districts

When multiple districts are involved in the student's education, the district having the lowest relationship (*DIST_RELAT_CODE)* value and who is also the legal district of residence (*STDNT_RESDNG_DIST_IRN)* will trump all other districts as the district responsible for reporting test records.

In cases, where none of the districts are the legal district of residence, then all districts sharing the lowest relationship value are responsible for reporting test records.

A district sending a student to a BDD, the sending district is responsible for reporting test records.

Logic

The program will check the student records for those students who should have PRESCHOOL ASQ/SE ASSESSMENT records for the current reporting period of the current fiscal year, to determine which students do not have assessment records.

The program will check all districts reporting the student to determine which district is responsible for reporting the assessment records but none has been reported by the district.

To determine the percentage of records that will be required at various weeks during the reporting period use the following logic.

The NUMERATOR_COUNT and the DENOMINATOR_COUNT must be calculated once for each district whose student data are read in this program. Even if the district does not get a missing

report, i.e. all of its test records have been submitted, the program should calculate the NUMERATOR_COUNT and DENOMINATOR_COUNT.

Each time the program determines that it has found an SSID for a student who should take this particular test (the student meets the criteria for this test) and the district is responsible to report the test, add 1 to the count for the denominator.

Each time the program finds required test records for this SSID, add 1 to the count for the numerator. If the program does not find required test records for this SSID, the program includes this record in the Missing Report.

Report Sample

Header & Detail Information
The following is the header and detail as it appears in the CSV file. Note: A comma is placed between each element name allowing the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

Note: All dates should be an 8 character string format of yyyymmdd.
       Blank or null end dates will be replaced by a system default end date of '25001231'.
       The column START OF SCHOOL appears on the report only in reporting period K.

Header Row Field Titles
DIST-IRN
ATTENDING-BLDG-IRN
SSID
DOB
DISAB-COND
GENDER
RACE
PERCENT-TIME
DIST-RELATIONSHIP
LEGAL-DIST-RES
HOW-RECEIVED
HOW-RECEIVED-IRN
SENT-REASON-1
SENT-TO-IRN-1
SENT-REASON-2
SENT TO IRN-2
ADMISN-DATE
[1]START-OF-SCHOOL
FS-START-DATE
FS-END-DATE

---

[1] Used in Period K only

WITHDR-REASON
FD-START-DATE
FD-END-DATE
STDNT-SUBMIT-DATE

Report Grouping/Ordering/Control Breaks

The data are ordered in the file by District IRN, Building IRN and Student ID. Each district will have its own report.

Report Layout/Sample

DIST-IRN,ATTENDING-BLDG-IRN,SSID,DOB,DISAB-COND,GENDER,RACE,PERCENT-TIME,DIST-RELATIONSHIP,LEGAL-DIST-RES,HOW-RECEIVED,HOW-RECEIVED-IRN,SENT-REASON-1,SENT-TO-IRN-1,SENT-REASON-2,SENT-TO-IRN-2,ADMISN-DATE,START-OF-SCHOOL,FS-START-DATE,FS-END-DATE,WITHDR-REASON,FD-START-DATE,FD-END-DATE,STDNT-SUBMIT-DATE

"043695","148791","PH7892539","20030528","01","F","W","50","1","043695","*","******","ES","123281","NA","******","20060911","20080826","20080701","00000000","**","20080701","00000000","20081206"

Error Detection and Correction

As this file is providing the district with a report that reflects at least one missing Preschool ASQ testing record, if there are any discrepancies between the file and the district's information, check the specific admission fields for accuracy. The district should also verify all fields on the ***STUDENT PRESCHOOL ASQ/SE ASSESSMENT*** record for accuracy and completeness.

Other Issues that cause errors:
- More than one open Student record (Student Standing and Student Attribute – Effective Date record). Check the record containing the latest effective start date that is within the test window.
- The district with the lowest district relationship value has not yet reported the student. Look at the SSID report and see who else is reporting the student.
- The district should verify that ***admission date***, ***effective dates, state equivalent grade level, and disability condition*** elements are reported correctly by the district.
- Review the latest GEN_ISSUES report for errors related to the records described in the submitted data section

The district should also review all elements listed under the **Submitted Data Used in Report** table to ensure that all elements were reported correctly.