

# **ODE EMIS MANUAL**

## **Section 2.12: CTE Workforce Development Follow-Up (GV) Record**



**Version 7.1**  
August 17, 2020

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<a href="#">7.1</a>	<a href="#">8/17/20</a>	<a href="#">FY21</a>	<a href="#">21-48(a)</a>	<a href="#">Added Cumulative Work-Based Learning Hours Element</a>
<a href="#">7.0</a>	<a href="#">7/1/20</a>	<a href="#">FY21</a>	<a href="#">21-10(a)</a>	<a href="#">Added Service Program Placement Element.</a>
6.0	6/30/20	FY20	NA	Posted for FY20.
5.1	6/10/19	FY19	74818	Removed references to Course Master Keys.
5.1	6/10/19	FY19	74818	Removed references to Yearend (N) reporting periods.
5.0	7/6/18	FY19	NA	Posted for FY19.
4.2	6/28/18	FY18	59654	Updated GED to high school equivalency.
4.1	12/28/17	FY18	NA	No FY18 changes.
4.0	6/29/17	FY17	NA	No FY17 changes.
3.0	7/29/16	FY16	39816	Removed Student Earned Certificate/License Element.
3.0	7/29/16	FY16		Added Coming Changes section.
2.0	9/3/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	9/3/015	FY15D		Added Career-Technical Student Organization Participation Level.
1.1	6/5/13	FY13D	971	Deleted language from the reporting instructions for GV680.

## COMING CHANGES

The EMIS Manual is a living document, and each fiscal year's version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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## 2.12 CTE WORKFORCE DEVELOPMENT FOLLOW-UP (GV) RECORD

### ***Required Collection Requests***

The CTE Workforce Development Follow-Up (GV) Record is to be reported for the March (D) Collection.

### ***General Guidelines***

CTE Concentrator follow-up data are collected for the second (2nd) quarter (October 1 – December 31 timeframe) after graduation or after the student is no longer enrolled in school. This data collection should be conducted January through March of the current school year. Districts may use the Career-Technical Student Follow-Up Form, available on CTE’s website, to help collect data for reporting the CTE Workforce Development Follow-Up information. The follow-up information collected is reported on this record during the current year’s March (D) Collection.

The district employing the teacher of the workforce development program shall report CTE concentrator follow-up data in the current school year’s March (D) Collection for all concentrators within six months of leaving school. This is typically concentrators from one or more prior school year’s End of Year Student (S) Collection, where the student was identified as a concentrator. This record is compiled in the following manner:

Data from prior years are extracted for CTE Concentrators who have graduated or who are no longer enrolled in school. During the next Student Collection that follows the End of Year Student (S) Collection, ODE will check to ensure that Concentrators reported are not enrolled in an Ohio School District. Concentrators who are reported as no longer enrolled but found to be enrolled will be ineligible for follow-up reporting.

This record is based on multiple End of Year Student (S) EMIS databases, and includes graduates, for the duration of the student’s schooling anytime he/she was reported as a Concentrator in an End of Year Student (S) Collection.

The elements that appear on the March (D) follow-up record will be exactly as the district reported them in each of the End of Year Student (S) and Graduate (G) Collections. Therefore, it is important for districts to be sure the data elements are reported accurately during the End of Year Student (S) and Graduate (G) Collections. The following table lists elements that are derived from each prior End of Year Student (S) Collection in which the *CTE Concentrator Element* (GN130) was reported with a “Y”.

**Table 1. Source elements from the Student Demographic (GI), Student Standing (FS), Student Attribute – Effective Date (FD) End of Year Records where *CTE Concentrator Element* was reported with a “Y” and student is no longer enrolled**

<b>CTE Data Element</b>	<b>Prior End of Year Data Element</b>
<i>Date of Birth Element (GV075)</i>	<i>Date of Birth Element (GI070)</i>
<i>Disadvantagemnt Element (GV170)</i>	<i>Disadvantagemnt Element (FD110)</i>
<i>Disability Condition Element (GV200)</i>	<i>Disability Condition Element (FD130)</i>
<i>Gender Element (GV080)</i>	<i>Gender Element (GI080)</i>
<i>Grade Level Element (GV420)</i>	<i>Grade Level Element (FD080)</i>

CTE Data Element	Prior End of Year Data Element
<i>Grade Level Next Year Element (GV430)</i>	<i>Grade Level Next Year Element (FN080)</i>
<i>Homeless Status Element(GV450)</i>	<i>Homeless Status Element (FD150)</i>
<i>How Received (GV690)</i>	<i>How Received Element (FS180)</i>
<i>How Received IRN (GV700)</i>	<i>How Received IRN Element (FS190)</i>
<i>Legal District of Residence (GV105)</i>	<i>Legal District of Residence (FS150)</i>
<i>Limited English Proficiency Element (GV210)</i>	<i>Limited English Proficiency Element (FD170)</i>
<i>Migrant Status Element (GV460)</i>	<i>Migrant Status Element (FD180)</i>
<i>Racial/Ethnic Category Element (GV090)</i>	<i>Racial/Ethnic Category Element (GI090)</i>
<i>Student Percent of Time Element (GV440)</i>	<i>Student Percent of Time Element (FS120)</i>
<i>Withdrawal Date Element (GV230)</i>	<i>Effective End Date Element (FS090)</i>
<i>Withdrawal Reason Element (GV240)</i>	<i>Withdrawal/ Reason Element (FS100)</i>

**Table 2. Source elements from Student Attributes – No Date (FN) Record reported in G following End of Year where CTE Concentrator Element was reported with a “Y” and student is no longer enrolled**

CTE Data Element	Prior End of Year Data Element
<i>Diploma Date Element (GV120)</i>	<i>Diploma Date Element (FN090)</i>
<i>Diploma Type Element (GV130)</i>	<i>Diploma Type Element (FN100)</i>

**Table 3. Source elements from the End of Year Course Master Record where CTE Concentrator Element was reported with a “Y”**

CTE Data Element	Prior End of Year Course Master Data Element
<i>CTE Program of Concentration Code (-1,-2,-3,-4,-5) (GV320, GV350, GV380, GV410, GV540)</i>	<i>Subject Code Element (CN050) for Oct CTE funded course with same Local Classroom Code</i>

The following elements are reserved for use by ODE. Districts should not modify these elements in any way. The elements are used to connect data for a student between multiple End of Year Student (S) and Graduate (G) Collections where the CTE Concentrator Element was reported with a “Y” in each End of Year Collection.

- Student Standing Key (GV710)

A student can be a concentrator in multiple workforce development programs. However, during the March (D) Collection, a student can be reported as a CTE concentrator in only one workforce development program. For March (D), the district must choose which program the student will be reported as a CTE concentrator. The file layout will include five subjects and the district must identify which ONE of five possible subjects most closely identifies the CTE program that the student is to be considered a CTE concentrator of. There will be a CTE Program of Concentration Flag and year next to each of the five Subjects/CTE Programs of Concentration extracted from the End of Year Student (S) databases. The district must select ONLY one of the five Subject Codes to be the subject in which a student is considered a CTE concentrator by designating “Yes” in one CTE Program of Concentration Flag. Only ONE CTE Program of Concentration Flag can be set to “Y.”

Through the selection of the flag, the district defines the program referenced in the *Apprenticeship, Employed Placement, Postsecondary Certificated/Licensed, and Military Placement Elements*.

In the March (D) Collection, the following elements must be reported by a district for each CTE concentrator who was no longer enrolled. The elements are organized alphabetically.

 **Apprenticeship Element**

Record Field Number	GV620
Definition	The apprenticeship status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

**Valid Options**

- \*\* Not reported (Default)
- Y1 Yes, in an apprenticeship program related to CTE Program
- Y2 Yes, in an apprenticeship program not related to CTE Program
- NO No, not in an apprenticeship program

 **Career-Technical Student Organization Participation Level**

Record Field Number	GV720
Definition	Indicates student participation in CTSO programs related to the student’s chosen career field(s).

**Valid Options**

- \*\* Did not participate
- LC Participated at the local level
- RG Participated at the regional level
- ST Participated at the state level
- NT Participated at the national level

**Reporting Instructions.** Report the highest level of the student’s participation.

 **Cumulative Work-Based Learning Hours**

<u>Record Field Number</u>	<u>GV740</u>
<u>Definition</u>	<u>The number of work-based learning hours related to the CTE Program of Concentration that the student accumulated during secondary education.</u>

**Valid Options**

0000 – 9999

**Reporting Instructions.** Only hours accumulated during a qualifying work-based learning experience related to the CTE Program of Concentration reported using the “CTE Program of Concentration Flag” should be included in the calculation of cumulative hours. For additional details regarding the requirements for work-based learning experiences, please see the Ohio Work-Based Learning Pathway Options overview available on the Work-Based Learning section of the Career-Technical Education website.

 **Diploma Element**

Record Field Number	GV630
Definition	The diploma status of a CTE Concentrator in the second (2nd) quarter

	following the program year in which the student withdrew from secondary education.
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**Valid Options**

- \* Diploma Status Unknown
- G Earned a high school equivalency diploma
- N No, has not earned a diploma
- D Diploma reported in a prior collection

 **Employed Placement Element**

Record Field Number	GV640
Definition	The employment status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

**Valid Options**

- \*\* Not reported (Default)
- Y1 Yes, employed in an occupation related to CTE program
- Y2 Yes, employed, in an occupation not related to CTE program
- NO No, not employed

 **Fiscal Year of CTE Program of Concentration**

**Program of Concentration – 1**

Record Field Number	GV570
Definition	The fiscal year the corresponding CTE Program of Concentration was reported.

**Program of Concentration – 2**

Record Field Number	GV580
Definition	The fiscal year the corresponding CTE Program of Concentration was reported.

**Program of Concentration – 3**

Record Field Number	GV590
Definition	The fiscal year the corresponding CTE Program of Concentration was reported.

**Program of Concentration – 4**

Record Field Number	GV600
Definition	The fiscal year the corresponding CTE Program of Concentration was reported.

**Program of Concentration – 5**

Record Field Number	GV610
Definition	The fiscal year the corresponding CTE Program of Concentration was reported.

**Valid Options**

YYYY Year

**☀ CTE Program of Concentration Flag**

**Flag - 1**

Record Field Number	GV340
Definition	Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code.

**Flag - 2**

Record Field Number	GV370
Definition	Indicates if a student is considered concentrator in the corresponding CTE Program of Concentration Code.

**Flag - 3**

Record Field Number	GV400
Definition	Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code.

**Flag - 4**

Record Field Number	GV530
Definition	Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code.

**Flag - 5**

Record Field Number	GV560
Definition	Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code.

**Valid Options**

N No  
Y Yes

**Reporting Instructions.** A student can be reported as a CTE Concentrator in only one subject during the March (D) Collection. If a student is a concentrator in more than one CTE program, the district must choose in which subject the student will be reported as a CTE Concentrator for the March (D) Collection. Indicate which subject code/CTE Program, extracted from a prior school year’s End of Year Student (S) Collection database, is to be the subject in which a student is considered a CTE Concentrator.

There can be up to five Subject Codes/CTE Programs for each student. Each Subject Code/CTE Program will have a CTE Program of Concentration Flag.

The district must designate “Yes” in the CTE Program of Concentration Flag corresponding to the subject code in which the student is considered a Concentrator. Only ONE CTE Program of Concentration Flag can be set to “Y.”

**☀ Military Placement Element**

Record Field Number	GV650
Definition	The military status of a CTE Concentrator in the second (2nd) quarter

	following the program year in which the student left secondary education.
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**Valid Options**

- \*\* Not reported (Default)
- Y1 Yes, in the military in an area related to CTE program
- Y2 Yes, in the military in an area not related to CTE program
- NO No, not in military

**☀ Other Follow-up Status Element**

Record Field Number	GV660
Definition	Status not reported in any of the other CTE Concentrator follow-up status elements.

**Valid Options**

- \* Not Applicable (Default)
- U Status Unknown
- D Deceased
- X Incorrectly reported as a CTE Concentrator

**Reporting Instructions.** Report an “\*” if any of these elements—Apprenticeship, Diploma, Employed Placement, Military Placement, or Postsecondary Education or Advanced Training—are reported with a value other than their default (\*\* - Not Reported or Diploma = \* or D).

**☀ Postsecondary Education or Advanced Training Element**

Record Field Number	GV670
Definition	The postsecondary or advanced training status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.

**Valid Options**

- \* \* Not reported (Default)
- Y1 Yes, enrolled in postsecondary education or advanced training related to CTE program.
- Y2 Yes, in postsecondary education or advanced training not related to CTE program.
- NO No, not enrolled in postsecondary education or advanced training.

**☀ Service Program Placement Element**

<a href="#">Record Field Number</a>	<a href="#">GV730</a>
<a href="#">Definition</a>	<a href="#">The service program status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education.</a>

**[Valid Options](#)**

- [\\*\\*](#) [Not reported \(Default\)](#)
- [Y1](#) [Yes, in a service program in an area related to CTE program](#)
- [Y2](#) [Yes, in a service program in an area not related to CTE program](#)

NO [No, not in a service program](#)

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the CTE Workforce Development Follow-Up (GV) Record, the following field must be unique.

<b>Required Fields</b>	<b>Number</b>
EMIS Student ID	GV050

## 2.12 CTE WORKFORCE DEVELOPMENT FOLLOW-UP (GV) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GV010	9-10	Sort Type	PIC X(2)
		Always "GV"	
	11	Filler	PIC X
GV020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC 9(4)
GV030	16	Data Set	PIC X
		D – March	
GV040	17-22	Attending Building IRN	PIC X(6)
GV050	23-31	EMIS Student ID Number	PIC X(9)
GV105	32-37	Legal District of Residence IRN	PIC X(6)
	38-45	Filler	PIC X(8)
GV055	46-87	STUDENT NAME (OPTIONAL)	PIC X(42)
GV075	88-95	Date of Birth CCYYMMDD	PIC 9(8)
GV080	96	Gender	PIC X
GV090	97	Racial/Ethnic Category	PIC X
	98	Filler	PIC X
GV120	99-106	Diploma Date	PIC 9(8)
GV130	107	Diploma Type	PIC X
GV170	108	DISADVANTAGEMENT	PIC X
GV200	109-110	Disability Condition	PIC X(2)
GV210	111	Limited English Proficiency	PIC X
GV230	112-119	WITHDRAWAL DATE	PIC 9(8)
GV240	120-121	WITHDRAWAL REASON	PIC XX
GV420	122-123	Grade Level	PIC XX
GV430	124-125	Grade Level, Next Year	PIC XX
GV440	126-128	Student Percent of Time	PIC 9(3)
GV450	129	Homeless Status	PIC X
GV460	130	Migrant Status	PIC X
GV320	131-132	CTE Program of Concentration Code – 1	PIC X(2)
	133-156	Filler	PIC X(24)
GV340	157	CTE Program of Concentration Flag – 1	PIC X
GV350	158-159	CTE Program of Concentration Code – 2	PIC X(2)
	160-163	Filler	PIC X(4)
	164-183	Filler	PIC X(20)
GV370	184	CTE Program of Concentration Flag – 2	PIC X
GV380	185-186	CTE Program of Concentration Code – 3	PIC X(2)
	187-190	Filler	PIC X(4)
	191-210	Filler	PIC X(20)
GV400	211	CTE Program of Concentration Flag – 3	PIC X
GV410	212-213	CTE Program of Concentration Code – 4	PIC X(2)
	214-217	Filler	PIC X(4)
	218-237	Filler	PIC X(20)
GV530	238	CTE Program of Concentration Flag – 4	PIC X

Number	Position	Name	PIC/Size
GV540	239-240	CTE Program of Concentration Code – 5	PIC X(2)
	241-244	Filler	PIC X(4)
	245-264	Filler	PIC X(20)
GV560	265	CTE Program of Concentration Flag – 5	PIC X
	266–267	Filler	PIC X(2)
	268	Filler	PIC X
GV570	269-272	Fiscal Year of CTE Program of Concentration -1	PIC 9(4)
GV580	273-276	Fiscal Year of CTE Program of Concentration -2	PIC 9(4)
GV590	277-280	Fiscal Year of CTE Program of Concentration -3	PIC 9(4)
GV600	281-284	Fiscal Year of CTE Program of Concentration -4	PIC 9(4)
GV610	285-288	Fiscal Year of CTE Program of Concentration -5	PIC 9(4)
GV620	289-290	Apprenticeship Element	PIC X(2)
GV630	291	Diploma Element	PIC X
GV640	292-293	Employed Placement Element	PIC X(2)
GV650	294-295	Military Placement Element	PIC X(2)
GV660	296	Other Follow-up Status Element	PIC X
GV670	297-298	Postsecondary Education or Advanced Training	PIC X(2)
	299	Filler	PIC X
GV690	300	How Received	PIC X
GV700	301-306	How Received IRN	PIC X(6)
GV710	307-316	Student Standing Key	PIC 9(10)
GV720	317-318	Career-Technical Student Organization Participation Level	PIC X(2)
<a href="#">GV730</a>	<a href="#">319-320</a>	<a href="#">Service Program Placement Element</a>	<a href="#">PIC X(2)</a>
<a href="#">GV740</a>	<a href="#">321-324</a>	<a href="#">Cumulative Work-Based Learning Hours</a>	<a href="#">PIC 9(4)</a>