

EMIS MANUAL

Section 3.2: Reporting Contracted Staff

Version 7.1

July 1, 2025

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	Change #	Description
<u>7.1</u>	<u>07-01-25</u>	<u>FY26</u>	<u>NA</u>	<u>Posted for FY26.</u>
7.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
6.0	8/11/23	FY24	24-17	Removed several situations.
6.0	8/11/23	FY24	24-17	Review and revision of section.
5.7	7/28/22	FY23	23-51	Updated itinerant services program codes.
5.6	7/15/22	FY23	NA	Posted for FY23.
5.5	7/1/21	FY22	NA	Posted for FY22.
5.4	7/1/20	FY21	NA	Posted for FY21.
5.3	7/8/19	FY20	NA	Posted for FY20.
5.2	7/3/18	FY19	NA	Posted for FY19.
5.1	4/27/18	FY18	NA	Posted for FY18.
5.0	7/14/17	FY17	NA	No FY17 changes.
4.0	8/19/16	FY16	34514	Preschool open enrollment reporting changes.
4.0	8/19/16	FY16	31189	Preschool coding changes.
4.0	8/19/16	FY16		Added Coming Changes section.
3.0	11/10/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
3.0	11/10/15	FY14K	937	Replaced Assignment Area 999370 with 999270 where appropriate.
2.0	6/12/15	FY14K	1010	Removed references to unit funding.

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.

TABLE OF CONTENTS

REVISION HISTORY	II
COMING CHANGES	II
TABLE OF CONTENTS.....	III
3.2 REPORTING CONTRACTED STAFF	4
GOAL.....	4
WHO REPORTS STUDENT AND STAFF DATA	5
<i>Student Data</i>	5
<i>Staff Data</i>	5
CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD	5
CONTRACTED STAFF REPORTING	6
<i>Category #1</i>	6
<i>Category #2</i>	6
<i>Category #3</i>	6
<i>Category #4</i>	7
<i>Category #5</i>	7
EXAMPLES.....	7

3.2 REPORTING CONTRACTED STAFF

GOAL

In this section, we provide guidance on which entity is required to report student and staff data to EMIS in the case of contracted staff and ESC staff providing services to districts in order to **avoid duplicate reporting of student and staff data**. In addition, the Contract Only Staff (CC) Record (see EMIS Manual Section 3.6 for more detailed information on reporting the CC Record) simplifies reporting of contracts with non-EMIS reporting entities when data processing and reporting needs do not require individual staff information. The following chart shows the different types of contracted staff and the records to use to report the staff in EMIS.

Table 1. Who reports which staff records? This depends on the position code being reported and the types of entities involved.

Position codes: 101-199, 201-299, 304, 318, 320, 323, 325-328, 331-334, 399, 415, and 510

Type of Contractor	Contracting district reports	Contractor reports
EMIS reporting entity	No staff records reported	<ul style="list-style-type: none"> • Staff Demographic (CI) Record • Staff Employment (CK) Record • Contractor Staff Employment (CJ) Record if required
Non-EMIS reporting entity	<ul style="list-style-type: none"> • Staff Demographic (CI) Record • Staff Employment (CK) Record with Position Status option A 	No staff records reported
Individual	<ul style="list-style-type: none"> • Staff Demographic (CI) Record • Staff Employment (CK) Record with Position Status option I 	No staff records reported

Position codes: All position codes not listed above

Type of Contractor	Contracting district reports	Contractor reports
EMIS reporting entity	No staff records reported	<ul style="list-style-type: none"> • Staff Demographic (CI) Record • Staff Employment (CK) Record • Contractor Staff Employment (CJ) Record if required based on the guidance provided in this section
Non-EMIS reporting entity	• Contract Only Staff (CC) Record	No staff records reported
Individual	<ul style="list-style-type: none"> • Staff Demographic (CI) Record • Staff Employment (CK) Record with Position Status option I 	No staff records reported

WHO REPORTS STUDENT AND STAFF DATA

Student Data

The resident/educating district is responsible for reporting student data. The resident/educating district is responsible for ensuring that students receive appropriate instruction and services, and they are held accountable for student performance.

Only exceptions. When the ESC or other EMIS reporting entity provides preschool special education instruction or receives the early childhood program funds the ESC is required to report student data for funding purposes. For students with disabilities, the resident/educating district also reports student data.

Staff Data

The ESC or other EMIS reporting entity that employs the contracted staff member is responsible for reporting the staff data. They provide staff to perform support services to districts to assist them in reaching their accountability performance measures.

CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD

The Contractor Staff Employment (CJ) Record allows the Department to link the contracted employee to the student from the resident/educating district without requiring duplicate staff reporting by the district. The CJ Record also allows the contractor to report an accurate FTE for the time spent serving students from each district.

The Contractor Staff Employment (CJ) Record contains the following elements.

- District IRN
- Contracting District IRN
- Employee ID
- Local Contract Code
- Position Code
- Position FTE

The District IRN Element refers to the IRN of the entity completing the Contractor Staff Employment (CJ) Record (includes the ESC or another EMIS reporting entity, such as another district, a community school, etc.). The Contracting District IRN Element refers to the IRN of the resident/educating district that has contracted for the staff member.

This record is required *in addition to* the regular Staff Demographic (CI) and Staff Employment (CK) Record that is required for all staff reported to EMIS. The Contractor Staff Employment (CJ) Record should *only* be submitted for the situations described in Category #2 and Category #3 below.

Each contracted staff member should be reported by the Contractor (ESC or other EMIS reporting entity) with one Staff Demographic (CI) Record and one Staff Employment (CK) Record. If the contracted staff member is employed in one of the specified positions included in the examples, then at least one Contractor Staff Employment (CJ) Record should be reported for the employee. If the contracted staff member works in multiple districts in one of the specified positions, a Contractor Staff Employment (CJ) Record should be reported for that employee in that position for each district they serve and should include the FTE for the time that the contracted staff member works with that particular district.

In the case of ESCs, the Contractor Staff Employment (CJ) Record should *only* be submitted in certain situations. The varying agreements that ESCs have with the districts they serve, as well as the large number of ESC employees who are shared among all districts, have resulted in the Department identifying only particular ESC employees who should be reported with this record. All employees of the ESC need to be reported to EMIS by the ESC with a Staff Demographic (CI) and Staff Employment (CK) Record. *The situations when an ESC should report a Contractor Staff Employment (CJ) Record have been identified in Category #3, Situations A – L.*

No CJ Record is required when reporting for contract career-technical and special education cooperative programs (Category #4) or when reporting staff contracted from a non-EMIS reporting entity (Category #5).

CONTRACTED STAFF REPORTING

Category #1

ESCs only

Contractor Staff Employment (CJ) Record not allowed

In this category, an Educational Service Center (ESC) hires a staff member who provides administrative/supervisory and/or related services to all member districts. Exceptions to these instructions that require the ESC to report at least one Contractor Staff Employment (CJ) Record for the employee are listed in Category #3, situations A – L.

Category #2

Contractor other than an ESC

Contractor Staff Employment (CJ) Record required

In this category, a resident/educating district contracts with an EMIS reporting entity *other than an ESC* to hire a staff member to provide administrative/supervisory and/or related services in one or more districts.

Category #3

Contractor is an ESC or another EMIS reporting entity

Contractor Staff Employment (CJ) Record required

Situation A. An ESC or another EMIS reporting entity employs and provides a gifted coordinator. This person does not serve students directly.

Situation B. A resident/educating district contracts with an ESC or other EMIS reporting entity to hire a staff member who will be included in the staff FTEs on the report card.

Situation C. A resident/educating district contracts with an ESC or other EMIS reporting entity to provide a staff member who teaches courses to students. This includes virtual courses, alternative school settings, and preschool. Note that this includes what in prior years was listed out as Situations D, G, H, I, and K.

An example (Situation C.1) is provided to address the reporting requirements for the specific circumstance when a district contracts with an ESC to provide staff for a special education classroom that is located in another district and students from multiple districts attend this program and are also mainstreamed into regular classes in the district that houses the program.

The resident district is not required to report separate Student Course (GN), Staff Course (CU), or Course Master (CN) Records for each subject taught in an Alternative Program/School unless the student is placed there for more than two consecutive weeks. If the placement is for less than two weeks, the student can continue to be reported by the resident district in the courses in which the student was originally enrolled at the resident district without reporting the Staff Provider IRN or the Employee ID of the staff member at the ESC or other EMIS reporting entity.

Situation E. An ESC serves students from one or more resident/educating district and the ESC is providing a gifted teacher.

Situation L. A resident/educating district contracts with an ESC to hire a staff member who will specifically serve their district in a role not identified in situations A – E and to provide a service not normally provided to several or all member districts.

Category #4

Contract career-technical and special education cooperative programs

Contractor Staff Employment (CJ) Record not required

A resident/educating district contracts with another EMIS reporting entity to provide contract career-technical services or to participate in a special education cooperative program.

Category #5

Resident/Educating district contracts with a non-EMIS reporting entity for staff member

Contractor Staff Employment (CJ) Record not required

EXAMPLES

Table 2. Category #1: CJ Record not allowed

<p>An Educational Service Center (ESC) hires a staff member who provides administrative/supervisory and/or related services to all member districts. Exceptions to these instructions that require the ESC to report at least one Contractor Staff Employment Record for the employee are addressed in Category #3, Situations A – L.</p> <p><i>Examples include, but are not limited to: Superintendents of the ESC (109), Supervisors/Managers (110), Special Education Supervisors/Managers (110, 999414), Treasurers (112), Coordinators (113), Directors (115), Directors of Special Education (115, 999414), ESC Supervisors (120), Teacher Aides (505), etc.</i></p>		
Reporting Entity	Student Data	Staff Data
Resident/Educating District	<p>Normal Student Reporting</p> <p>Student Percent of Time should include the amount of time that the student receives instruction or is provided services from the contracted employee in the case of positions that serve students directly</p>	NONE
ESC (Contractor)	NONE	<p>Staff Demographic and Staff Employment Record</p> <p>The Contractor Staff Employment Record is NOT allowed for these positions.</p>

Table 3. Category #2: CJ Record required

A resident/educating district contracts with an EMIS reporting entity *other than an ESC* to hire a staff member to provide administrative/supervisory and /or related services in one or more districts.

Examples include, but are not limited to: Superintendents of the ESC (109), Supervisors/Managers (110), Special Education Supervisors/Managers (110, 999414), Treasurers (112), Coordinators (113), Directors (115), Directors of Special Education (115, 999414), ESC Supervisors (120), Counselors (202), Librarians/Media Specialists (203), Supplemental Service Teachers – Special Education (212), Audiologists (304), School Psychologists (318), Registered Nurses (320), Social Workers (323), Physical Therapists (325), Speech and Language Therapists (326), Occupational Therapists (327), Educational Interpreters (329), Occupational Therapy Assistants (331), Physical Therapy Assistants (332), Adapted Physical Education Therapists (333), Practical Nursing (406), Library Aides (414), Instructional Paraprofessionals (415), Teacher Aides (505), etc.

Reporting Entity	Student Data	Staff Data
Resident/Educating District	Normal Student Reporting Student Percent of Time should include the amount of time that the student receives instruction or is provided services from the contracted employee in the case of positions that serve students directly	NONE
EMIS reporting entity other than an ESC (Contractor)	NONE	Staff Demographic Record, Staff Employment Record and at least one Contractor Staff Employment Record If the individual serves multiple districts, a Contractor Staff Employment Record should be reported for each district served with the FTE assigned to that district on the record

Table 4. Category #3, Situation A: CJ Record required

An ESC or another EMIS reporting entity employs and provides a gifted coordinator. This person does not serve students directly.

Positions include: Gifted Coordinators (110, 113, or 115, and 999380)

Reporting Entity	Student Data	Staff Data
Resident/Educating District	Normal Student Reporting	NONE
ESC or another EMIS reporting entity (Contractor)	NONE	Staff Demographic, Staff Employment Record and at least one Contractor Staff Employment Record If the individual serves multiple districts, a Contractor Staff Employment Record should be reported for each district served with the FTE assigned to that district on the record

Table 5. Category #3, Situation B: CJ Record required

A resident/educating district contracts with an ESC or another EMIS reporting entity to hire a staff member who will be included in the staff FTEs on the report card.

Includes only the following positions: Counselors (202), Librarians/Media Specialists (203), Supplemental Service Teachers (212), Audiologists (304), Psychologists (318), Registered Nurses (320), Social Workers (323), Physical Therapists (325), Speech and Language Therapists (326), Occupational Therapists (327), Educational Interpreters (329), Occupational Therapy Assistants (331), Physical Therapy Assistants (332), Adapted Physical Education Therapists (333), Practical Nursing (406), Library Aides (414), Instructional Paraprofessionals (415)

Reporting Entity	Student Data	Staff Data
Resident/Educating District	Normal Student Reporting <i>Student Percent of Time</i> should include the amount of time that the student receives services from the contracted employee	NONE NOTE: Resident/Educating district is responsible for informing the contractor that this employee will be used to meet the district's ESP ratio requirement in order to assure that the contractor reports at least one Contractor Staff Employment Record for the employee
ESC or another EMIS reporting entity (Contractor)	NONE	Staff Demographic Record, Staff Employment Record and at least one Contractor Staff Employment Record If the individual serves multiple districts, a Contractor Staff Employment Record should be reported for each district served with the FTE assigned to that particular district on the record

Table 6. Category #3, Situation C: CJ Record required

A resident/educating district contracts with an ESC or another EMIS reporting entity to provide a staff member who teaches courses to students. This includes virtual courses, alternative school settings, and preschool. Note that this includes what in prior years was listed out as Situations D, G, H, I, and K.

Reporting Entity	Student Data	Staff Data
Resident/Educating District	<p>Normal student reporting</p> <p>Student Percent of Time should include the amount of time that the student receives instruction from the contracted employee</p>	<p>Course Master Record and Staff Course Record the following elements are required:</p> <ul style="list-style-type: none"> • Staff Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Providing Instruction to the Student reported as the Employee ID
ESC or other EMIS reporting entity (Contractor)	NONE	<p>Staff Demographic Record, Staff Employment Records, and at least ONE Contractor Staff Employment Record</p> <p>If the individual teaches courses to students from multiple districts, a Contractor Staff Employment Record should be reported for each district served with the FTE assigned to that particular district reported on the record</p>

Table 7. Category #3, Situation C.1: CJ Record required

Additional example for Category #3, Situation C: Resident/Educating District Contracts with an ESC and another EMIS Reporting Entity (in this case another school district) to teach courses to their students – Contractor Staff Employment Record Required

Resident District (District A) contracts with an ESC for staff member to teach students enrolled in a special education classroom located in another District (District B). District A (or the ESC on behalf of District A) contracts with District B to allow students from District A to be mainstreamed into some classes taught by staff from District B.

Reporting Entity	Student Data	Staff Data
Resident District (District A)	<p>Normal student reporting</p> <p>Student Percent of Time should include the amount of time that the student receives instruction from contracted employees at the ESC and District B</p>	<p>For courses taught by staff from District A: If the student is instructed by any staff members from District A, a Staff Demographic, Staff Employment, Staff Course Record, and Course Master Record would be required</p> <p>For courses taught by ESC staff: <i>Course Master Record and Staff Course Record the following elements are required:</i></p> <ul style="list-style-type: none"> • Staff Provider IRN of the Contracting Entity (ESC) • Ohio Credential ID of the Contracted Staff Member from the ESC Providing Instruction to the Student reported as the Employee ID <p>For courses taught by staff from District B: <i>Course Master and Staff Course Record the following elements are required:</i></p> <ul style="list-style-type: none"> • Staff Provider IRN of the Contracting Entity (District B) • Ohio Credential ID of the Contracted Staff Member from District B Providing Instruction to the Student reported as the Employee ID
ESC (Contractor)	NONE	<p>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</p> <p>If the individual teaches students from multiple districts in the special education classroom, a Contractor Staff Employment Record should be reported for each district served with the FTE assigned to that particular district reported on the record</p>
District B (Contractor)	NONE	<p>Staff Demographic and Staff Employment Records - include the time that the staff person educates students from District B and students from District A (and other districts if the staff person is teaching students mainstreamed from other districts) in the FTE on the Employment Record and at least ONE Contractor Staff Employment Record with the FTE representing the time for students from District A. No Contractor Staff Employment Record should be reported for the time for students from District B.</p> <p>If the teacher teaches courses to students from multiple districts, a Contractor Staff Employment Record should be reported for each district served with the FTE assigned to that particular district reported on the record.</p>

Table 8 Category 3, Situation E: CJ Record required

An ESC serves students from one or more resident/educating district and the ESC is providing a gifted teacher.

Includes: Gifted Intervention Specialists (230, 999380)

Reporting Entity	Student Data	Staff Data
Resident/Educating District	<p><i>If the student receives Gifted services from the Gifted Intervention Specialist (206XXX), report the following:</i></p> <p><i>Student Program Record - the following elements are required:</i></p> <ul style="list-style-type: none"> • Program Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Providing the Service to the Student <p><i>Student Percent of Time</i> should include the time that the student receives services from or is taught a course by the contracted employee</p>	<p><i>If the student is taught a gifted course by the Gifted Intervention Specialist (Student Population Element options "GA" or "GE" as reported on the Course Master (CN) Record), report the following:</i></p> <p><i>Course Master Record and the Staff Course Record - the following elements are required:</i></p> <ul style="list-style-type: none"> • Staff Provider IRN of the Contracting Entity • Ohio Credential ID of the Contracted Staff Member Providing Instruction to the Student
ESC	NONE	<p><i>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</i></p> <p>If the individual teaches courses to students from multiple districts, a <i>Contractor Staff Employment Record</i> should be reported for each district served with the FTE assigned to that particular district reported on the record</p>

Table 9. Category #3, Situation L: CJ Record required

A resident/educating district contracts with an ESC to hire a staff member who will specifically serve their district in a role not identified in Situations A – E and to provide a service not normally provided to several or all member districts.

Examples include: Assistant Superintendents (103), Assistant Principals (104), Principals (108), Superintendents (109), Coordinators (113), Community School Administrators (116), etc.

Reporting Entity	Student Data	Staff Data
Resident/Educating District	Normal student reporting	NONE
ESC (Contractor)	NONE	<i>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</i>