ODE EMIS MANUAL

Special Section:
COVID-19-Related EMIS Reporting Guidance

Ohio | Department of Education

Version 1.8

August 13, 2021

UPDATE LOG

This table will include a new row with a brief description each time new guidance is added to this section. Because this document will be updated as guidance becomes available, changes to this section will not be tracked with colored text within the document.

Version	Date Added	Description
1.8	8/13/21	Updated to reflect HB 67, which allows juniors and seniors to use CTE course grades in place of technical assessment scores for FY21. (Change 21-167)
1.7	7/1/21	Flexibility around retention/promotion of third grade students at the end of FY21 per HB409. (Change 22-27)
1.6	2/1/21	For the 3-8 alternate assessment, FY20 scores can be reported in the FY21 collection. (Change 21-132(a))
1.5	12/8/20	Reporting different industry credential in place of CB38-Commission on Ohio Dental Assistants Certification (CODA) - Ohio Certified Dental Assistant. (Change 21-107)
1.4	10/13/20	Substitutes who become the teacher of record can still be reported as position code 225. (Change 21-83)
1.3	9/22/20	Kindergarten students can be reported with Disability Condition 16 until December 1, 2020. (Change 21-54)
1.2	6/22/20	Updated reporting for program code 410010-Career Technical Student Organization (CTSO) State Competition Participation.
1.1	6/18/20	*Retained Status Element reporting instructions updated.* Option "N" was inadvertently left out of the reporting instructions. It has now been added. Note that this error was carried over from the regular Manual section; it has now been corrected there as well. (Change 20-214)
1.0	5/28/20	Section first posted. Includes COVID-19-related reporting regarding the following: Grade three retained status, CTE technical assessments, and calendars.

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OVERVIEW

The reporting guidelines included in this special section of the EMIS Manual are specific to reporting changes that are due to the COVID-19 pandemic and the ordered school building closure. For this limited and specific situation, the guidelines in this section supersede any conflicting guidance in other sections of the EMIS Manual when reporting data for the 2019-2020 school year. Whenever possible, links will be included to relevant documentation that has been posted on either the Department's COVID-19 information page or one of the business office's webpages.

After reviewing the relevant portions of this document as well as any linked documents, if you have additional policy questions, please contact the appropriate business office. If you have additional EMIS reporting questions, please contact either your EMIS coordinator or your district's Information Technology Center (ITC). If your ITC cannot assist, the question will be forwarded to the EMIS team at the Department via the EMIS helpdesk.

SECTION 2.5: STUDENT ATTRIBUTES–EFFECTIVE DATE (FD) RECORD

☼ *Disability Condition Element*

Record Field Number	FD130
Definition	Describes the disability of a student at or below 22 years of age who has been officially identified with a disability by an ETR (Evaluation Team Report), an IEP (Individualized Education Program), and one of the valid disability condition options.

Valid Options

**	Not Applicable
01	Multiple Disabilities (other than Deaf-Blind)
02	Deaf-Blindness
03	Deafness (Hearing Impairment)
04	Visual Impairments
05	Speech and Language Impairments
06	Orthopedic Impairments
08	Emotional Disturbance (SBH)
09	Intellectual Disabilities (Formerly Mental Retardation, Developmentally Handicapped, or Cognitive Disabilities)
10	Specific Learning Disabilities
12	Autism
13	Traumatic Brain Injury (TBI)
14	Other Health Impaired (Major)
15	Other Health Impaired (Minor)
16	Developmental Delay

Reporting Instructions. A change in this element requires that the current FD Record be closed and a new record opened with appropriate Effective Start and End dates. Therefore, a student may have multiple values for this element in the course of a school year. Note that the correction of an error does not constitute a "change" in the value of this element. As long as the correction represents the true value for a student as of the Effective Start Date on the record, an update to the value should be made without closing/opening a new record.

City, local, and exempted village school districts, community schools, and Joint Vocational School Districts (JVSDs) are required by the Individuals with Disabilities Education Act (IDEA) and Chapter 3323 of the Ohio Revised Code (ORC) to report data for students with disabilities who are receiving special education and special education services in accordance with an IEP. The data reported are used to determine the amount of Federal Special Education Part-B IDEA grant funds, special weighted funding, and also for State Preschool funding for districts.

Students not identified with a disability should be reported with "**".

Students who have exited special education (RETR), students who have been identified with a disability whose parent refuses all services on the IEP (IIEP or RIEP), and students with an IEP whose parents withdraw consent for services (CIEP) should be reported with "**". In these situations, the district should open a new FD Record to report the changes. For more information about reporting special education events for these situations, please refer to the Date Type Element (GE100) and Outcome ID Element (GE120) in the Student Special Education (GE) Record.

Non-public, homeschooled, Autism Scholarship, and Jon Peterson Scholarship students who enroll in a Joint Vocational School District (JVSD) should be reported by the JVSD with '**'.

Non-public and homeschooled students who are enrolled in a city, local, or exempted village school district for career-technical education (How Received = X) and are not Autism or Jon Peterson Scholarship students should be reported with '**'. Autism and Jon Peterson Scholarship students enrolled in the resident district for career-technical education should be reported with the appropriate disability condition.

Any student reported with a Disability Condition of "16" must be a preschool student (grade level PS). Preschool students who are 6 years old can only be reported with option "16" until December 1. As of December 2, 6-year old preschoolers must be reported with an option other than "16". ~~All kindergarten students regardless of age are to be reported with any disability condition not equal to "16 Developmental Delay".~~ For FY21, kindergarten students—regardless of age—can be reported with Disability Condition "16" through December 1, 2020. As of December 2, 2020, all kindergarten students must be reported with a Disability Condition other than "16".

SECTION 2.6: STUDENT ATTRIBUTES–NO DATE (FN) RECORD

☼ *Retained Status Element*

Record Field Number	FN070
Definition	Indicates if a student was retained at the end of a school year and whether he/she will advance to the next grade level.

Valid Options

* Student was not retained at the end of the previous school year. Includes all 3rd grade students promoted to 4th grade who received the required promotion score on any administration of the state 3rd grade reading assessment before the start of the next school year and 3rd grade students who were promoted under the flexibility provided in House Bill 409.

1 Student was retained at end of the previous school year for reasons other than the Third Grade Reading Guarantee and is still retained and 3rd grade students who have been retained in the 3rd grade because the principal and reading teacher agree the student is not reading at grade level and is not prepared for 4th grade (as outlined in House Bill 409).

Reporting Retention Status Specific to Third Grade Reading Guarantee Requirements. This element is only reported for students in Grade 3. Report the option that best describes the student's retention status as of the first day of the current school year.

Report option "*" for students who have met the reading requirements in the Third Grade Reading Guarantee and have not been retained.

Report "*" for students who did not meet the regular assessment promotion threshold and did not meet any of the Alternative Assessment (options "J"–"N") or exemption criteria (options "D"–"G"), but are still being promoted to 4th grade under House Bill 409 flexibility.

Report options "D"–"N" if they apply and the data is available.

Report option "5" for students demonstrating adequate performance on a Third Grade Reading Guarantee Alternative Assessment who are retained for other reasons.

SECTION 2.8: STUDENT ASSESSMENT (FA) RECORD

☼ *Score*

Record Field Number	FA240
Definition	A three character field containing the score on the reported assessment.

Valid Options

A   Advanced – The student scored Advanced on the CTE Technical Assessment (GY Assessment Type); for reporting legacy summative codes for GY Assessments and either Dual Credit course or course grade in lieu of CTE Tech Assessment (Score Not Reported option X)

N   For the COS Assessment Areas EPRG, KPRG, or TPRG: No, the student has not shown any new skills or behaviors. For Industry Creds: Student scored Not Proficient. For reporting legacy summative codes for CTE Tech Assessment and Dual Credit course or course grade in lieu of CTE Tech Assessment (Score Not Reported Option X): Student scored Not Proficient.

P   For Industry Creds: Student scored Proficient. For reporting legacy summative codes for CTE Tech Assessment and Dual Credit course or course grade in lieu of CTE Tech Assessment (Score Not Reported Option X): Student scored Proficient.

Reporting CTE Tech Assess Scores. Whether GY Assessment scores are reported with a numeric or a non-numeric option depends on whether the Assessment Type Code being reported is a new code or a legacy code. New codes begin with three letters and are reported with numeric scores. Legacy codes end with two letters and are reported with the non-numeric score options of A, I, N, and P. For students who took courses in FY20 and for students who are graduating in FY20 and were unable to retake an assessment, new assessment type codes may be reported with the non-numeric score options of A, N, and P. The score is determined based on a student's grade in the course.

For students who took the regular GY assessment before the ordered school-building closure, the actual assessment result should still be reported in EMIS. In addition, the district should report an additional GY assessment record with the performance level for the assessment based on the student's earned grade in the course, even if the 2019-2020 course was over before the ordered school-building closure. This will result in ODE receiving multiple assessments for the same course, one based on grade and one for each time the student took the CTE Technical Assessment. These multiple assessments for the same course must be reported with different test dates (FA210) for ODE to receive both records. ODE will use the highest score from all reported assessments when calculating the performance level/summative score for the relevant program of concentration.

For additional information on which students can use this flexibility and how the grade-based proficiency level to be reported is determined for GY assessments, see http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Career-Technical-Education.

☼ *Score Not Reported*

Record Field Number	FA235
Definition	Identifies the reason why the student did not take the required assessment and/or does not have a score to report.

Valid Options

X   Assessment score not reported because student received graduation credit for assessment area due to completion of a dual credit course or received Technical Assessment (GY) credit based on CTE course grade ; for End of Course Tests (GE), number in score field represents number of graduation points earned; for CTE Technical Assessments (GY), value in score field represents student's proficiency

☼ *Test Date*

Record Field Number	FA210
Definition	The date the test was administered.

Valid Options

YYYYMM   Year, Month

Reporting Instructions. *FY20 grade substitution:* For students who are using the grade earned in a course in lieu of a CTE Technical Assessment (i.e., a WebXam) and reported with a score not reported reason of "X", the test date must be within the FY20 school year for a course taken in FY20. For FY20 graduates using this option for a course where a planned assessment retake was not possible, the test date may either be in FY20 or in the fiscal year when the course was most recently taken.

FY21 grade substitution: For FY21, this flexibility is only available for students in grades 11 and 12. The test date must be within the FY21 school year for a course taken in FY21.

Table 1. Two digit month value(s) valid for each assessment for each valid administration window. Report the month the assessment was actually administered. Note that the date ranges used to populate the Missing Lists may be more restrictive than the dates shown. For exact administration dates for each assessment for each year, see the Department's website. Final column indicates whether results from previous fiscal years can be reported for each Assessment Type.

Assessment	Fall	Spring	Year-round	Can results from previous FYs be reported?
ACT – ACT	—	—	01-12	Y
Advanced Placement – AP	—	—	01-12	Y
Alternate Assessments				
3-8 Alt Assess – GA	—	02-03	—	~~N~~FY20 results can be reported in FY21
High School Alt – GX	—	02-03	—	Y
COS – GM	—	—	01-12	04-06 only
CTE Tech Assess – GY	—	—	09-06	Y
ELA – GB	08-11	02-05	—	N
End of Course – GE	11-01	03-05	—	Y
Industry Cred – GW	—	—	01-12	Y

Assessment	Fall	Spring	Year-round	Can results from previous FYs be reported?
International Bac – IB	—	—	01-12	Y
KRA – GO	07-11	—	—	N
MAP – GD	—	—	08-06	N
OELPA – GF	—	01-03	—	N
Ohio's Tests – GN	11–3rd ELA only	03-05	—	N
SAT – SA	—	—	01-12	Y
WorkKeys – WK	—	—	01-12	Y

SECTION 2.8.1 ASSESSMENT AREA CODES

CURRENTLY VALID CODES

Table 2. Industry Credential (GW) Assessment Area Codes and Descriptions

Assessment Area Code	Area Code Description
CB38	Commission on Ohio Dental Assistants Certification (CODA) - Ohio Certified Dental Assistant

The Commission on Ohio Dental Assistant Certification (CODA) has suspended testing until further notice. Students have been unable to earn the Ohio Certified Dental Assistant approved industry -recognized credential from the graduation list and it is unclear when CODA's testing will resume. Per Ohio Revised Code 4715.66, Ohio recognizes a dental assistant certified by CODA or the Dental Assisting National Board (DANB). In order to allow students to receive graduation points, the Ohio Department of Education is temporarily allowing the DANB – National Entry Level Dental Assistant (NELDA) exam to be reported as CB38 – Commission on Ohio Dental Assistants Certification (CODA). This is for the FY21 school year only.

SECTION 2.9: STUDENT PROGRAM (GQ) RECORD

☼ *Program Code Element*

Record Field Number	GQ060
Definition	The program in which a student participates and/or receives services.

Career-Technical Academic Intracurricular Program Codes

410010	**Career Technical Student Organization (CTSO) State Competition Participation** The student is a current dues paying state and national career technical student organization member who competed in a competitive competition at or above the state level. For FY20, this program code should be reported for students who *qualified* for their CTSO's competition at or above the state level, even if they did not compete due to the ordered building closure.

SECTION 3.1 STAFF RECORDS OVERVIEW

Reporting Substitute Teachers
Types of Substitutes
1. *Daily (As-Needed) Substitutes.* These are individuals whom the district contacts on an as needed basis who are not on the district's salary schedule but are paid the daily substitute rate. These individuals are not reported through EMIS.
2. *Full-time Substitute Teachers (Permanent).* Individuals hired as full-time (permanent) substitute teachers should be reported with position code "225".

Staff assigned this position code meet the following criteria.

- Have a contract with the district; AND
- Are placed on the district salary schedule; AND
- Report to the district for work daily

Teaching assignments for individuals assigned to this position code are subject to change daily. An individual in this position is never the teacher of record, but has a variety of assignments based upon the needs of the district. No Staff Course (CU) Record should be reported for full-time (permanent) substitute teachers, because they cannot be the teachers of record. If a substitute becomes the teacher of record, then ~~his/her position code should reflect the new assignment and~~ he/she should have the proper certification/licensure for the position he/she is hired to fill. ~~A position code of "225" cannot be used as a teacher of record.~~ For FY21, substitute teachers who become teachers of record can continue to be reported with position code "225".

Individuals assigned a position code of "225" are not counted in the teacher FTE, but may be included in data analysis and in calculating total costs.

Substitute Becoming Teacher of Record. Districts should use their discretion in determining when a substitute teacher becomes a teacher of record. As a general guideline, the teacher of record is the individual, with a regular teaching assignment, who is responsible for assigning the grade to the student. The teacher of record is to have a Staff Course (CU) Record reported by the district.

Once a substitute is determined to be the teacher of record, he/she ~~should be coded with a regular teaching assignment. He/she~~ is required to have the proper credentials to teach the particular subject for which he/she has been designated teacher of record.

SECTION 5.3: ORGANIZATION GENERAL INFORMATION (DN) RECORD

☼ *Attribute Text Element*

Record Field Number	DN080
Definition	Code that further describes the attribute name.

Calendar Group

C_PRFLMEET is the attribute name used for reporting professional meetings for teachers.

All EMIS-reporting entities are required to report this attribute name. For professional meetings that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours, and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend or when staff were required to report but no services were being provided to students during the ordered school building closure in spring 2020). Include professional meeting time that occurs before the first day of the school year for students or after the day of the school year for students if staff members are required to be in attendance.

C_DCMTYTKN is the attribute name used for reporting a calamity day for the current school year. Whether the calamity occurs on a single day or over several contiguous or discrete days, the district reports each day as a separate row with the applicable value in the Attribute Date element.

Reporting Instructions. Include every day that the building was originally scheduled to be open for instruction but, due to unforeseen circumstances, had to be closed either all day or for more than 2 hours. These are days on which the school was closed for reason of disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for school use. If the building has an unplanned closure for some other reason, that event should be submitted using the attribute name of **C_DNOTPLAN**.

From March 1, 2020, to the end of the school year, only use **C_DCMTYTKN** for days planned to be in normal session where the school building was closed due to issues related to COVID-19. This would include any scheduled days during the ordered school building closure, as well as any days where the building was closed due to COVID-19-related issues prior to the statewide building closure. If a day was already planned off (such as spring break), then you do not need to report the calamity day code for that date.

For any closure for any other reason, use the **C_DNOTPLAN** code from March 1, 2020, to the end of the school year, even if the closure meets one of the other reasons listed above for use of the calamity day code.

C_DNOTPLAN is the attribute name used for full days in which the students are not in attendance for a reason not specified for the **C_DCMTYTKN** or **C_DPLANNED** records.

Reporting Instructions. This attribute name should only be used if students do not attend for an entire day for some reason other than a calamity or a planned calendar event or for a non-COVID-19-related reason from March 1, 2020, through the end of the school year. Examples of such instances would be an early dismissal because of building maintenance problems or a late start because of vehicle malfunctions.

C_DBLZZARD is the attribute name used for days when an authorized alternative educational experience is made available to all students in the district in lieu of their physical presence at school on a calamity day.

Reporting Instructions. This attribute name is used if students do not attend for an entire day for a reason specified under **C_DCMTYTKN** when such a day is in excess of the number of days authorized by law. Students are provided learning opportunities under a plan submitted to the Ohio Department of Education by August 1 of each year developed by the district. House Bill 197 recently expanded district's options for making up time under Ohio Revised Code section 3313.482. For each day a school or district takes advantage of the flexibility and makes a good faith effort to offer instructional programming to students, the time made up should be reported in EMIS using this code. For each day a school's flexible plan is in place, the school may count the instructional hours that were originally planned for that day toward the instructional hours requirement.

When the assigned work is turned in, the student can be counted as in attendance. Students who do not turn in the assigned work are counted as absent. Although this situation neither adds to nor subtracts from the days in session, it needs to be reported as an alteration in the school calendar. Tracking attendance during the ordered school-building closure is extremely complicated. Per the Instructional Hours and Student Attendance guidance issued by the Department (http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Additional-Information-on-Instructional-Hours-and), *"students will be deemed to be in attendance during the non-spring-break periods included in the ordered school-building closure."* This document also provides additional information on minimum calendar requirements and other issues related to days in session.