

# **Level 2 Report Explanation: Career Technical Education (CTE) Concentrator Reports**

The purpose of this report explanation is to assist Education Management Information System (EMIS) Coordinators in reviewing the CTE Concentrator Reports.



Revised: April 7, 2022

## REVISION HISTORY

The revisions to this document are listed in the table below.

<b>Date</b>	<b>Description</b>
04/07/2022	CTAC-103 result code split into two more specific descriptions (see change 22-125). Two new RESULT_CODEs added.
1/14/2022	CTAC-101 CTE Concentrator Accountability All FY POC added (see change 22-105). Two new RESULT_CODEs added.
3/31/2021	Report explanation first posted.

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# CTE CONCENTRATOR REPORTS

## FUNCTION AND PURPOSE

The CTE Concentrator Reports are designed to help districts track students who have taken a CTE Workforce Development (WFD) course or had a CTE Program of Concentration reported. At this time, all traditional districts, joint vocational school districts (JVSDs), community schools, and STEM schools receive CTE Concentrator Reports, which are Level 2 reports and can be found in the Data Collector.

Within the reports, various result codes identify the CTE Concentrator status in each aligned CTE Program of Concentration for each student, based on reported CTE WFD courses and reported CTE Programs of Concentration. This data will be useful to districts in reconciling students' CTE Concentrator status and course data with the reporting of the CTE Programs of Concentration.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with the CTE Concentrator Reports, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center (ITC), then the EMIS Helpdesk, and finally Ohio Department of Education (ODE) EMIS directly.

## PROCESS DESCRIPTION

Each row on the CTE Concentrator Reports represents a student's potential CTE Program of Concentration based on elements such as CTE Program Matrix, reported course enrollment, earned credit in CTE WFD courses, and reported CTE Program of Concentration.

Each row has twenty-five (25) columns that represent each CTE Program of Concentration aligned to reported completed WFD courses or CTE Programs of Concentration for a student. This allows districts to see all potential CTE Programs of Concentration for a student and the student's status in each CTE Program of Concentration.

Each row is also assigned an Error Severity code, which is determined based on the student's CTE Concentrator Status.

## REPORTS

### *Layout and Fields*

The CTE Concentrator Reports are Level 2 Reports in the Data Collector. As with other Level 2 reports, it is possible to view the entire report or portions of the report by Severity Code.

Given the number of fields appearing on these reports, a complete picture is not provided in this report explanation. Only the first columns appear in the table below; however, all fields are listed out below the table, with explanations or definitions provided as warranted.

RPTING LEA IRN	SEVERITY CODE	SSID	EMIS ID	LAST NAME	FIRST NAME	MIDDLE NAME	LEVEL 2 REC TYPE CODE
041234	C	AA1111111	012345678	Not Available	Not Available	Not Available	CTAC-102
041234	C	BB2222222	123456789	Not Available	Not Available	Not Available	CTAC-102
041234	C	BB2222222	123456789	Not Available	Not Available	Not Available	CTAC-102

***ALIGNED\_COURSE\_FLAG (Aligned Course Flag).*** Y/N flag. Indicates if student has an aligned completed course in the current fiscal year (FY) to the CTE Program of Concentration listed in the row.

***ALIGNED\_CTE\_TECH\_ASESMNT\_CODE (Summative CTE Technical Assessment Code).***

The summative aligned ASESMNT\_SUBJECT\_CODE reported for the student. These are the old summative pathway technical assessment codes (e.g., 03MC). Most student will not have one and this field will be null.

***CTE\_PROG\_OF\_CONCNTRT\_CODE (CTE Program of Concentration).*** Indicates which CTE Programs of Concentration align to the student's completed courses or the CTE Program of Concentration reported by the district. Does not indicate if the student meets the definition of a CTE Concentrator.

***CTE\_PROG\_OF\_CONCNTRT\_RPT\_FLAG (CTE Program of Concentration Reported Flag).*** Y/N flag. Indicates whether or not the CTE Program of Concentration listed in that row has been reported by the district in the current FY.

***CTPD\_IRN (Career Technical Planning District IRN).*** This is the CTPD IRN of the reporting district.

***CTPD\_ORG\_NAME (Career Technical Planning District Name).*** CTPD name.

***EMIS\_ID.*** The student's local ID.

***ERR\_SEV\_NUM (Error Severity Number).*** This value is for technical purposes only and does not have an impact on any report values. It is used for separating data into different severity counts.

***FIRST\_NAME.***

***INIT\_CTE\_CONCNTRT\_STATUS\_YEAR (Initial CTE Concentrator Status Year).*** The fiscal year the student potentially first met the CTE Concentrator definition for the CTE Program of Concentration listed in the row.

***LAST\_NAME.***

***LEVEL\_2\_REC\_TYPE\_CODE.*** The name of the report, for example, CTAC-102.

***LOC\_IRN (Location IRN).*** This is the Location IRN of the WFD course as reported in the Course Master (CN) Record. As a student may have multiple Location IRNs reported in a FY, the Location IRN that is the greatest number is reflected in this field.

***LOC\_ORG\_NAME.*** This is the name of the Location IRN organization.

***MIDDLE\_NAME.***

***MULTI\_COURSES\_COMPLTD\_FLAG (Multi Course Completed Flag).*** Y/N flag. Indicates if the student has two (2) or more completed courses in this CTE Program of Concentration. All CTE WFD completed courses used to calculate this flag do not have to be completed within the current or same FY. Does not indicate that the student is a CTE Concentrator in the CTE Program of Concentration listed in the row.

***NON\_TRDTNL\_CONCNTRT\_FLAG (Non-Traditional Concentrator Flag).*** Y/N flag. Indicates if the student is a Non-Traditional student in the CTE Program of Concentration listed in the row.

**PTHWY\_COURSE\_COUNT (Pathway Course Count).** The count of completed course that align to the CTE Program of Concentration.

**PROF\_CODE (Proficiency Code).** Indicator of the performance level achieved by the student in the CTE Program of Concentration.

Proficiency Score	Description
A	Advanced
D	Did Not Test
I	Incomplete
N	Not Proficient
P	Proficient

**REC\_TYPE\_DESCR.** Report type description.

**RPTING\_LEA\_IRN (Reporting LEA IRN).** This is the IRN of the district receiving the report. This will not always be the educating district.

**RESULT\_CODE (Result Code).** Code indicating the CTE Concentrator status of the student in the CTE Program of Concentration.

**RESULT\_CODE\_DESC (Result Code Description).** Result code description.

**SEVERITY CODE.** Every row on the CTE Concentrator Report will be assigned a Severity Code.

Severity	Description
C	Critical
I	Informational
W	Warning

**SSID (Student State Identification).**

## DETERMINING A CTE CONCENTRATOR

Perkins V defines a Career-Technical Education Concentrator as follows: “at the secondary school level, a student served by an eligible recipient who has completed at least two courses in a single approved career-technical education program or program of study.” In Perkins IV, states were allowed to define Career-Technical Education Concentrator through the state plan development process.

### ***What Courses May Be Included in Concentrator Status Determination?***

Only courses that meet all of the following may be included towards a student’s status of CTE Concentrator.

1. A Workforce Development (WFD) course;
2. Reported with one of the following curriculum codes: VC, VN (for JTC only), VP, VT, PS; *and*
3. Delivered to students in grades 7 – 12.

### ***How is a Completed Course Calculated?***

Only courses reported, as defined above, and meet the additional business rules on reported student course data will count towards a student’s count of completed courses and their status as a CTE Concentrator.

The student must:

1. Receive CTE FTE for the course, after any adjustments, and
2. Be enrolled for at least 90% of the scheduled hours, and/or
3. Earn full or partial credit in the course.

### ***Calculating Scheduled Hours.***

A student is considered to be enrolled for at least 90% of the scheduled hours when the following calculation is greater than or equal to .90.

Numerator = (Student Course Days/Course Days Count) \* (Scheduled Instructional Hour Count)

Denominator = Scheduled Instructional Hour Count

***Student Course Days.*** The number of calendar days between the Course Enrollment Start Date and the Course Enrollment End Date as reported on the Student Course (GN) Record. Calendar days are based on the particular calendar that is assigned to the student. If a student has multiple FS/FD combinations, then the Student Course Days will be further subdivided.

***Course Days.*** The number of calendar days between the Course Start Date and the Course End Date as reported on the Course Master (CN) Record. Calendar days are based on the particular calendar that is assigned to the student.

***Scheduled Instructional Hour Count.*** The hours per year that a teacher spends in instruction for the course/subject reported on the Course Master (CN) Record.

### ***Calculating Full or Partial Credit***

A student is considered to have earned full or partial credit in a course when at least one of the following is met for the course.

As reported on the Student Course (GN) Record

1. High School Credit Earned Element (GN150) = 'Y', or
2. High School Credit Earned Element (GN150) = 'P' and Partial/Override Credit Element (GN152) > 0.

### ***Calculating the Count of Completed Courses***

The Office of Career Technical Education has defined one completed course to be calculated as:

1. Scheduled Instructional Hour Count must be a minimum of 120.
2. Courses that have Scheduled Instructional Hour Count less than 120 of the same subject code, and meet the definition of a completed course, are added together to reach the 120 minimum and count as one (1) completed course.
3. Courses count for student across districts.

## **CTE CONCENTRATOR REPORTS**

For every CTE WFD completed course a student has in the current fiscal year, ODE determines what CTE Program of Concentration(s) align as per the CTE Program Matrix. The alignment of the CTE WFD completed courses and the CTE Program of Concentration(s) provides the potential CTE Programs of Concentration for each student in the current fiscal year.

Based on the CTE WFD courses a student has completed, districts must report the appropriate CTE Program of Concentration for each student. The Program of Concentration (FN290) element should be reported in

the year a student achieves CTE Concentrator status and in any subsequent year in which the student completes a course(s) aligned to their CTE Program of Concentration. Only one Program of Concentration may be reported for a student within a collection.

***(CTAC-101) CTE Concentrator Accountability All FY POC***

This report provides a comprehensive list of CTE Concentrators in the district. The report includes students who are CTE Concentrators in the current FY and students who were last a CTE Concentrator in a prior FY and have not left public K-12 education.

A student is listed only once in the district(s) in which they last met the definition of a CTE Concentrator. Only the last FY and CTE Program of Concentration in which the student was a CTE Concentrator is generated on the report. The report indicates if they are a CTE Concentrator in the current FY or if the student was last a CTE Concentrator in a prior FY and has not left public K-12 education.

If the district believes the current FY CTE Programs of Concentration (POC) are not correct, the student’s course enrollment and credit data needs reviewed.

***(CTAC-102) CTE Concentrator Accountability FY POC Missing***

This report lists students who do not have a CTE Program of Concentration (POC) reported in the current fiscal year in a POC ODE has derived for students having more than one completed Workforce Development course.

When a student has a completed course in the current fiscal year, any CTE Program of Concentration that aligns to that completed course will have a row on the CTAC-102 report. Districts need to review the generated potential CTE Programs of Concentration on the CTAC-102 report and report the appropriate CTE Program of Concentration in the FN Record.

If the district believes the generated potential CTE Programs of Concentration are not correct, the student’s course enrollment and earned credit data should be reviewed.

***(CTAC-103) CTE Concentrator Accountability FY POC Unexpected***

This report lists students whose reported CTE Program of Concentration does not align to a CTE Program of Concentration derived by ODE for students having more than one completed Workforce Development course.

When a student has a completed course in the current fiscal year, any CTE Program of Concentration that aligns to that completed course will have a row on the CTAC-103 report. Districts need to review the generated potential CTE Programs of Concentration on the CTAC-103 report and report the appropriate, if any, CTE Program of Concentration in the FN Record.

If the district believes the generated potential CTE Programs of Concentration are not correct, the student’s course enrollment and earned credit data should be reviewed.

***Result Codes.*** The table below shows the result codes and descriptions that are included in CTAC reports.

Result Code	Description
CN0001	POC Reported But Not Derived In Current FY
CN0002	POC Derived But No POC Reported In Current FY
CN0003	POC Reported But No Aligned Completed Course Derived In Current FY
CN0004	POC Reported But There Are Less Than 2 Completed Courses In POC



<b>Result Code</b>	<b>Description</b>
CN0009	Current Year Program Of Concentration For This Student
CN0010	Prior Year Program Of Concentration For A Student Who Has Not Yet Left Public K-12 Schools