

# Please Note

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by ODE.

# EMIS Focused Training – Career-Tech



September 2022

# The Usual Reminders

- Manual sections posted after this training prevail in a conflict between this presentation and the manual
- Some questions may be deferred to helpdesk
- Hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

# Topics

- Data Reporting, 4
- Reporting Scenarios, 20
- Level 2 Data Collector Reports, 29
- ODDEX, 35
- Resources, 51

# Data Reporting

# CTE-26 Application

- Everything begins with an approved CTE-26
  - Course funding
  - Concentrator status
  - Accountability measures
- Submit new or renew existing CTE-26 in OH|ID Portal
- Details available at <https://education.ohio.gov/Topics/Career-Tech/CTE-26-Application-and-Resources>

# Student: Concentrators

- Secondary student completing at least two approved Workforce Development (WFD) courses in a single career-tech program
  - Enrolled for at least 90% of the scheduled course hours **and/or**
  - Earn full or partial credit in the course
- Only one area of concentration can be reported in EMIS
  - CTE Program of Concentration (FN290)
  - Report in year student achieves concentrator status **and**
  - Any subsequent year student completes an aligned course(s)

# Student: Work-Based Learning

- Experiences designed to provide students with real-world learning through partnerships with local business and industry
- Non-concentrators can participate
- Student Program (GQ) codes reported in student collections
  - 305xxx: type of experience
  - 310xxx: hours, require Employee ID (GQ070)
- Impacts grad requirements, Prep for Success, Career-Tech Accountability
- Details available at <https://education.ohio.gov/Topics/Career-Tech/Work-Based-Learning>



# Calendar

- CTE FTE calculated based on Calendar Collection data and student calendar assignment
- Grade Schedule (DL) Record
  - First Day of School (DL080)
  - Last Day of School (DL090)
  - Grade Code (DL060)
  - Attendance Pattern (DL070)
- Organization–General Information (DN) Record
  - Planned and unplanned exceptions

# Staff/Course: Teachers

- Verify teacher of record reporting on Staff Course (CU) Record
  - Employee ID (CU050)
  - Local Classroom Code (CU060)
  - Staff Course Start Date (CU070)
  - Staff Course End Date (CU080)
- Check (TLCS-001) Teacher Licensure Course Status Report for proper cert flag

# Staff/Course: Licensure Overrides

- Automated override process for teachers
  - With middle school validations teaching courses with VM curriculum code
  - Who completed Project Lead the Way (PLTW) training teaching eligible courses with VT curriculum code
- Request override as needed for staff with errors on (CTEA-003) CTE Staff Error Detail Report
  - Verify approval using (CTEA-006) CTE Approved Overrides Report
- Overrides do not impact the TLC Status Report
  - Teachers remain on report as not properly certified

<https://education.ohio.gov/Topics/Career-Tech/CTE-Data-and-Accountability>

# Staff/Course: Courses

Verify alignment of Course Master (CN) Record elements with CTE-26 and FY23 Program and Assessment Matrix

- Course Start Date (CN280)
- Course End Date (CN290)
- Curriculum (CN310)
- High School Credit (CN200)
- Location IRN (CN110)
- Length of Scheduled Instruction (CN100)
- Subject Code (CN050)

<https://education.ohio.gov/Topics/Career-Tech/CTE-Data-and-Accountability/Career-Technical-Education-Program-and-Assessment>

# Staff/Course: Course Enrollment

Verify Student Course (GN) Record reporting

- Student Course Enrollment Start Date (GN160)
- Student Course Enrollment End Date (GN170)
- High School Credit Earned (GN150)
- Partial/Override Credit (GN152)

# Staff/Course: Course Mapping

- Uses Mapped Local Classroom Code (CM) Record to combine one class reported as two or more classes into a single class
- All elements must match
  - Subject Code (CN050)
  - Curriculum Code (CN310)
  - Delivery Method (CN320)
  - Educational Option (CN330)
  - Student Population (CN340)
  - Employee ID (CU050)
- Can help resolve Course Error Detail Report adjustments

# Staff/Course: Correlated Classes

- Report the Career-Technical Education Correlated Class (CV) Record to indicate relationship between
  - Anchor class with Curriculum (CN310) options VN, VP, or VT, ***and***
  - Associated technical related WFD class, and associated technical related and/or academic CBI class(es) with Curriculum (CN310) option V3
- See FY23 Program and Assessment Matrix

# Assessments

- Verify all required assessments are reported in relevant collection
- CTE Technical Assessment (GY)
  - Required for students who complete an approved course with an aligned assessment
- Industry Credential (GW)
  - Report all credential attempts; not just successful attempts
- End of Course (EOC) State Tests (GE)



# Assessments: JVS or District?

Which entity is responsible for reporting?

- Generally, entity where student is assessed
- Ultimately, will count where needed

Collection	Assessment Type	Which Entity Can Report?
Career Tech Accountability Assessment	GW, GY	Both
Other Accountability Assessments	GW	Both
Summer and Fall End of Course Assessment	GE	Both
Spring End of Course State Assessment	GE	Both
Spring Alternate Assessment	GX	District
Graduation	GE, GW, GY	District

# CTE Concentrator Appeal

- 2023\_CTE\_FOLLOWUP\_STDNT\_DRAFT distributed in Data Collector
- CTE Concentrator Appeal: Sept. 12 – Oct. 7
  - Only opportunity to add or remove students or correct Program of Concentration
- Guidance document and template available

» Perkins V Concentrator Appeal Guidance

» FY23 Data Appeal--CTE Concentrator Template - If incomplete or inaccurate data is provided, the appeal may not be accepted.

<https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>

# Initial Exiting Student (S) Follow-Up Collection

- Oct. 19, 2022 – Jan. 6, 2023
  - To meet the federal deadline for submission of career-tech data
- Report follow-up data with Exiting Student Follow-Up (FW) Record for students on 2023 CTE Follow-Up List
  - Employment
  - Apprenticeship
  - Post-Secondary Education
  - Military
  - Other

# Appeals

- Open mid-July through mid-September
  - Student
  - Final Staff and Course
  - CTE Assessment
  - Spring End of Course Assessment
  - Other Accountability Assessment
  - Funding
  - CTE Concentrator
- Opens early January
  - Initial Exiting Student Follow-Up (CTE)

# Reporting Scenarios

# Single Program of Concentration (POC) in Single Local Education Agency (LEA)

- Concentrator in POC A upon completion of second Workforce Development (WFD) course
- LEA reports post-placement follow-up

Entity	Grade Level	WFD Course/POC	Concentrator Status	Post-placement Follow-up
LEA	9	1/POC A	-	LEA reports
	10	2/POC A	Concentrator in POC A	
	11	3/POC A	Concentrator in POC A	
	12	4/POC A	Concentrator in POC A	

# Same POC – Changes LEA

- Concentrator in POC A at LEA 1 upon completion of second course
- Not reported as concentrator in LEA 2 until completes one course
- Most recent LEA to report student as concentrator reports post-placement follow-up
  - Includes students who leave career-tech before leaving school

Entity	Grade Level	WFD Course/POC	Concentrator Status	Post-placement Follow-up
LEA 1	9	1/POC A	-	-
	10	2/POC A	Concentrator in POC A	-
LEA 2	11	3/POC A	Concentrator in POC A	Most recent LEA reports
	12	4/POC A	Concentrator in POC A	

# Changes POC – Changes LEA, 1

- Concentrator in POC A at LEA 1 upon completion of second course
- Remains concentrator in POC A until completes second course for POC B at LEA 2

Entity	Grade Level	WFD Course/POC	Concentrator Status	Post-placement Follow-up
LEA 1	9	1/POC A	-	-
	10	2/POC A	Concentrator in POC A	-
LEA 2	11	1/POC B	-	Most recent LEA reports
	12	2/POC B	Concentrator in POC B	



# Changes POC – Changes LEA, 2

- Concentrator in POC A at LEA 1 upon completion of second course
- Remains concentrator in POC A until completes second course for POC B at LEA 2
- Most recent LEA to report student as concentrator reports post-placement follow-up

Entity	Grade Level	WFD Course/POC	Concentrator Status	Post-placement Follow-up
LEA 1	9	1/POC A	-	-
	10	2/POC A	Concentrator in POC A	-
LEA 2	11	1 & 2/POC B	Concentrator in POC B	Most recent LEA reports
	12	3 & 4/POC B	Concentrator in POC B	

# Changes POC – Changes LEA, 3

- Concentrator in POC A at LEA 1 upon completion of second course
  - Not reported as concentrator in POC A at LEA 2 or LEA 3 until completes one course at each place
- Concentrator in POC B at LEA 3 upon completion of second course

Entity	Grade Level	WFD Course/POC	Concentrator Status	Post-placement Follow-up
LEA 1	7	1/POC A	-	-
	8	2/POC A	Concentrator in POC A	-
LEA 2	9	3/POC A	Concentrator in POC A	-
	10	4/POC A	Concentrator in POC A	-
LEA 3	11	5 & 6/POC A	Concentrator in POC A	Most recent LEA reports
	12	1 & 2/POC B	Concentrator in POC B	

# Changes POC – Changes LEA, 4

- Never becomes concentrator in POC A at LEA 1
- Concentrator in POC B at LEA 2 upon completion of second course

Entity	Grade Level	WFD Course/POC	Concentrator Status	Post-placement Follow-up
LEA 1	9	1/POC A	-	-
	10	1/POC B	-	
LEA 2	11	2/POC B	Concentrator in POC B	Most recent district reports
	12	3/POC B	Concentrator in POC B	

# Two POCs – Two LEAs Simultaneously

- Concentrator in POC A at LEA 1 upon completion of second course; maintains status through fourth course
- Concentrator in POC B at LEA 2 upon completion of second course; maintains status through fourth course

Entity	Grade Level	WFD Course/POC	Concentrator Status	Post-placement Follow-up
LEA 1	9	1/POC A	-	LEA with highest CTE FTE responsible to report
	10	2/POC A	Concentrator in POC A	
	11	3/POC A	Concentrator in POC A	
	12	4/POC A	Concentrator in POC A	
LEA 2	11	1/POC B	-	
	11	2/POC B	Concentrator in POC B	
	12	3/POC B	Concentrator in POC B	
	12	4/POC B	Concentrator in POC B	

# Course Completion Status

- Must be enrolled at least 90 percent of scheduled hours and/or earn full or partial credit
  - Attendance and grades are not a factor
- Course scheduled for 60 minutes per day for 180 days
  - Student A: enrolled entire year; failed course
  - Student B: enrolled 120 days of 180 days
  - Student C: enrolled 170 days of 180 days
  - Student D: dropped class after first semester; enrolled 90 days of 180 days

Student	Scheduled Instructional Hours (minutes X days)/60min	Enrolled Hours (enrolled days/instructional days) scheduled instructional hours	Enrolled % enrolled hours/scheduled instructional hours	Credit Awarded	Course Completion Status
A	180	180	$180 \div 180 = 100$	No	Yes
B	180	120	$120 \div 180 = 67$	No	No
C	180	170	$170 \div 180 = 94$	Yes	Yes
D	180	90	$90 \div 180 = 50$	Partial	Yes

# Level 2 Data Collector Reports

# CTE FTE Reports

- (CTEA-000) CTE FTE Detail
  - All students who generate potential career-tech funding
- (CTEA-001) CTE Student Error Detail
  - Student Level Error (SC) Flag of Y on CTE FTE Detail
- (CTEA-002) CTE Course Error Detail
  - Course Level Error (CS) Flag of Y on CTE FTE Detail
- (CTEA-003) CTE Staff Error Detail
  - Staff Level Error (SF) Flag of Y on CTE FTE Detail
  - Could indicate need for override request
- Staff and Course (L) Collections

# (CTEA-006) CTE Approved Overrides Report

- Use to verify approved overrides for teachers
  - With middle school validations teaching courses with VM curriculum code
  - Who completed Project Lead the Way (PLTW) training teaching eligible courses with VT curriculum code
- Staff and Course (L) Collections



# CTE Concentrator Reports

- (CTAC-101) CTE Concentrator Accountability All FY POC
  - Current year concentrators
  - Prior year concentrators still enrolled
- (CTAC-102) CTE Concentrator Accountability FY POC Missing
  - Student with at least one aligned completed course in current year in POC that has at least 2 completed courses, no reported POC
- (CTAC-103) CTE Concentrator Accountability FY POC Unexpected
  - Student reported with POC in current year, no aligned completed course to a POC that has at least 2 completed courses in current year
- Staff and Course (L) Collections

# **(CTAC-001) CTE Accountability Program of Concentration Tech Assessment Results Report**

- Tool to help determine which POC should be reported based on CTE Tech Assessment proficiency
- Includes all technical assessments for students regardless of district reporting
- Received by district with reported courses or tests for same student
- Career Tech Accountability Assessment (A) and Graduation (G) Collections

# CTE Grad Cohort Reports

- (CTGR-422) 2022-CTE\_GRAD\_Cohort\_4<sup>th</sup>\_Year\_Status
- (CTGR-423) 2023-CTE\_GRAD\_Cohort\_3<sup>rd</sup>\_Year\_Status
- (CTGR-424) 2024-CTE\_GRAD\_Cohort\_2<sup>nd</sup>\_Year\_Status
- (CTGR-425) 2025-CTE\_GRAD\_Cohort\_1<sup>st</sup>\_Year\_Status
- (CTGR-521) 2021-CTE\_GRAD\_Cohort\_5<sup>th</sup>\_Year\_Status
- Received by district reporting student as a concentrator who is also in a grad cohort
- Student (S) and Graduation (G) Collections

# ODDEX

# Work-Based Learning (WBL) Module

## Introduction

- SB166 created new income tax provision based on salary paid to career-tech students doing work-based learning for certain employers
- Income tax provision dictated by very specific rules
- Department must verify tax credit for the business each spring

# District Role

- Since Department does not have student names, district needs to provide information to each business
- New module in ODDEX allows career-tech programs to print WBL documentation
- Cannot include SSID for verification

# EMIS Coordinator Role

- EMIS Coordinator role will typically be limited
  - General assistance to other staff with ODDEX
- Submit data in Staff and Course (L) Collection earlier and frequently

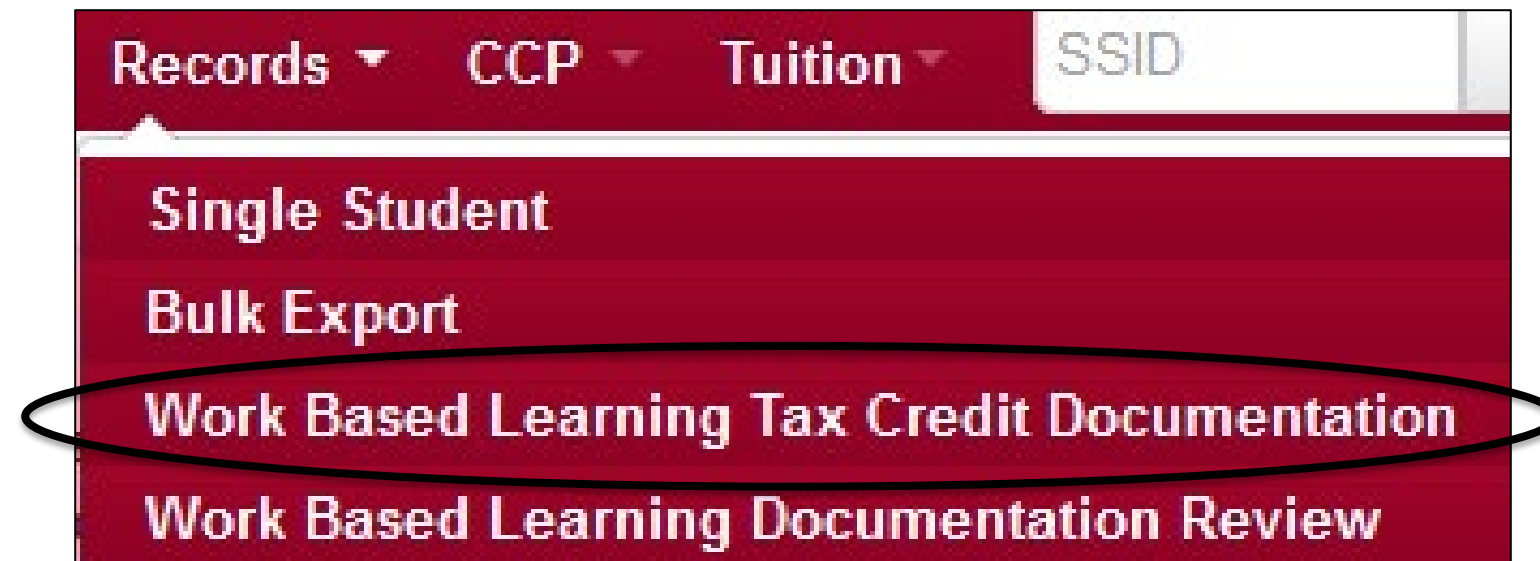
# Access

- OEDS Roles update capability
  - Coordinator-EMIS
  - Director-EMIS
  - Supervisor-EMIS
  - Superintendent
  - Verifier-ODDEX WBL
- OEDS Roles read only
  - SDC-Student Level Access (ITC Only)
  - ODE users with assigned role
  - Site Manager
  - Data View-ODDEX WBL



# Records Navigation Bar Dropdown Menu

Options available based on assigned OEDS role



# Select Student

Ohio | Department of Education | Ohio District Data Exchange (ODDEX) Work Based Learning

Home SOES SCR SCM Records CCP Tuition SSID  Setup ODDEX Help Log Out

Nelson Carnesville Ex Village (16)

## Select Student for Work Based Learning

Introductory text from ODE. Web [link](#) to ODE policy will be included.

Last Name  First Name  SSID    [Help](#)

SSID	Last Name	First Name	Birth Date
WBL000001	Student 1	Vocational	12/22/2005

# User Interface – All Courses Listed

Ohio District Data Exchange (ODDEX)

Work Based Learning - Student Courses

Home
SOES ▾
SCR ▾
SCM ▾
Records ▾
CCP ▾
Tuition ▾Setup ▾
ODDEX Help
Log Out

Wording to be provided by ODE explaining the use of this page along with any other relevant information pertaining to the use of this software. More wording to expand the size of this section.

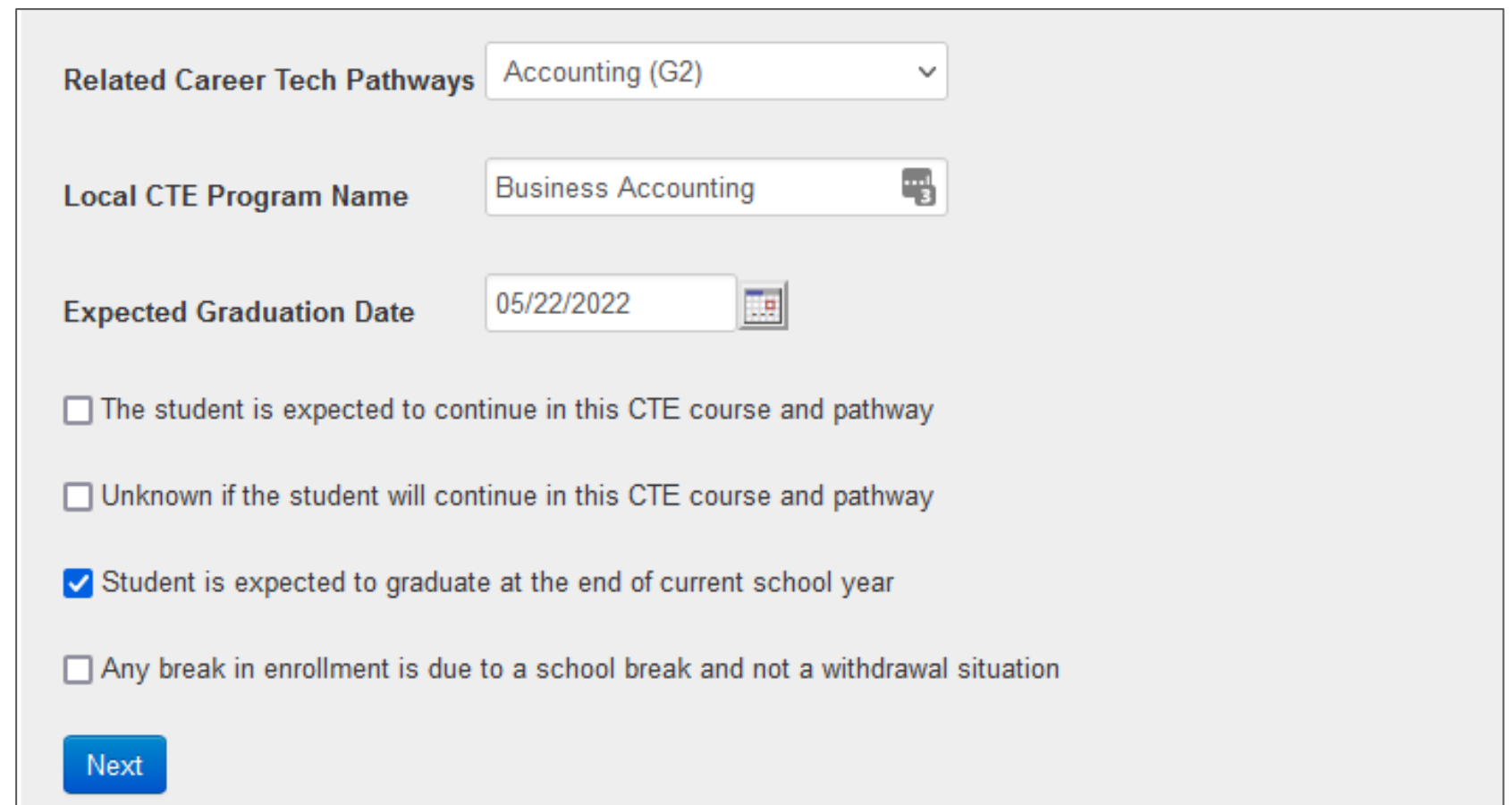
### Selected Student For Work Based Learning

<b>Name</b>	Student 1, Vocational
<b>Birth Date</b>	12/22/2005
<b>District</b>	Augusta-Richmond County Weber Local (896568)
<b>Document ID</b>	991783833

Year / Status	Subject	Course Start Date	Course End Date	Reported By
2021-2022 / Dropped	072040: Human Anatomy and Physiology	08/24/2022	09/08/2022	896568 / 136997
2021-2022 / Current	143000: Finance Foundations	08/24/2022	12/31/2022	896568 / 969578
2021-2022 / Current	252010: Electricity/Electronics	08/24/2022	12/31/2022	896568 / 969578
2021-2022 / Future	010990: Energy and Power	01/01/2023	05/31/2023	896568 / 969578
2021-2022 / Future	141015: Business Administration Finance	01/01/2023	05/31/2023	896568 / 969578

# User Interface – Input

- Select pathway
- Enter local program name
- Enter graduation date
- Select a check box
- Click “Next”



The screenshot shows a form with the following fields and options:

- Related Career Tech Pathways:** A dropdown menu with "Accounting (G2)" selected.
- Local CTE Program Name:** A text input field containing "Business Accounting" and a small icon with the number "3".
- Expected Graduation Date:** A date input field containing "05/22/2022" and a calendar icon.
- Checkboxes:**
  - The student is expected to continue in this CTE course and pathway
  - Unknown if the student will continue in this CTE course and pathway
  - Student is expected to graduate at the end of current school year
  - Any break in enrollment is due to a school break and not a withdrawal situation
- Next:** A blue button labeled "Next".

# Generate PDF

 [Generate WBL Documentation](#)

When you generate WBL documentation a PDF will be created for this student.

## Share PDF with business

# PDF

## Work Based Learning (WBL) Documentation

Name: Student 1, Vocational  
Birth Date: 12/22/2005  
District: Augusta-Richmond County Weber Local (896568)  
Document ID: 991783833

More wording goes here.

Year / Status	Subject	Course Start Date	Course End Date	Reported By
2021-2022 / Unknown	072040: Human Anatomy and Physiology	08/24/2022	12/31/2022	896568 / 136997
2021-2022 / Current	143000: Finance Foundations	08/24/2022	12/31/2022	896568 / 969578
2021-2022 / Current	252010: Electricity/Electronics	08/24/2022	12/31/2022	896568 / 969578
2021-2022 / Current	010990: Energy and Power	01/01/2023	05/31/2023	896568 / 969578
2021-2022 / Current	141015: Business Administration Finance	01/01/2023	05/31/2023	896568 / 969578
2021-2022 / Current	175009: Engineering Capstone	01/01/2023	05/31/2023	896568 / 399658

Career Tech Pathway: Accounting  
Local CTE Program Name: None Provided  
Expected Graduation Date: Unknown

The student is expected to continue in this CTE course and pathway: No  
Unknown if the student will continue in this CTE course and pathway: No  
Student is expected to graduate at the end of current school year: No  
Any break in enrollment is due to a school break and not a withdrawal situation: No

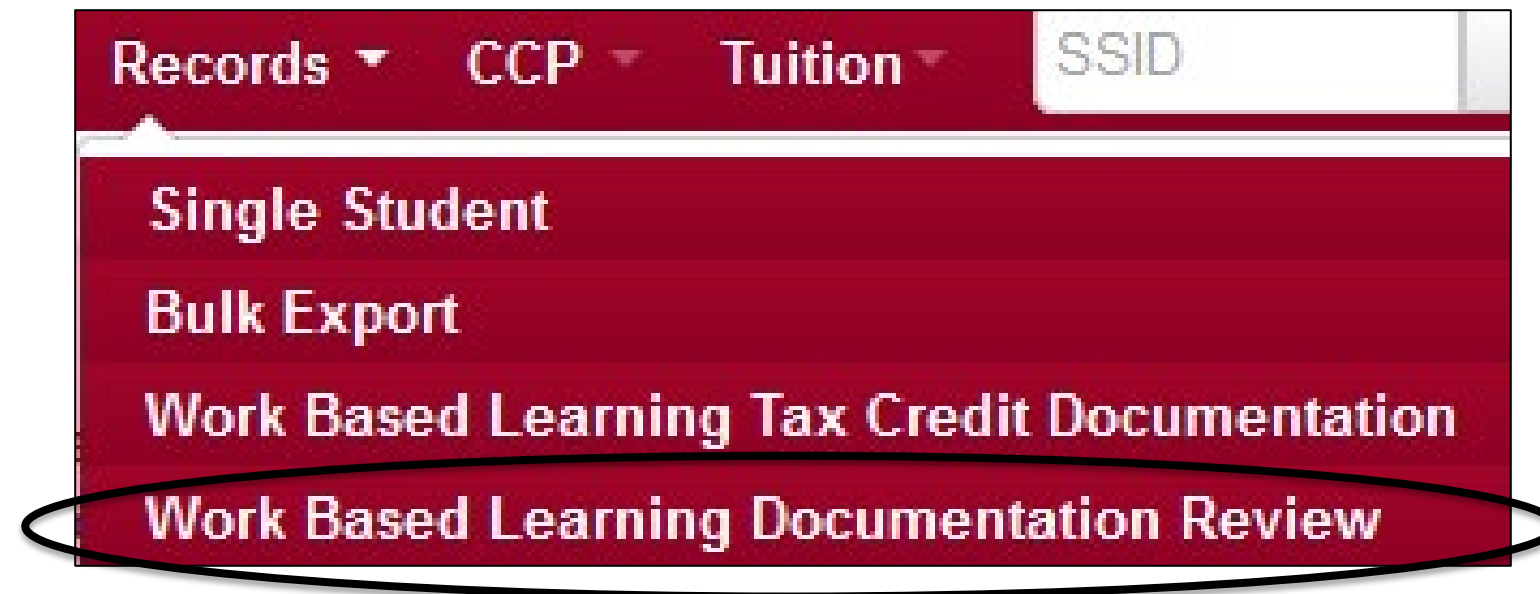
- Includes
  - FERPA information
  - Parent/guardian signature box
- Provided to employer
- Sent to the Department by the employer

# WBL Documentation

- Each document attempt is assigned a unique 10-digit Document ID
  - Used to identify the documentation along with student name since no SSIDs included
- Qualifying courses
  - Any course reported with a “Vx” Curriculum (CN310) code and CTE-26 approved
- Programs of concentration/pathways list
  - Only those CTE-26 approved

# Review of Documents

Options available based on assigned OEDS role





# Select Student for Summary Listing

One row for every document ID student has

Ohio Department of Education | Ohio District Data Exchange (ODDEX) | WBL Document Review

Home SOES SCR SCM Records CCP Tuition SSID Search Setup ODDEX Help Log Out

Augusta-Richmond County Webe

Last Name First Name Document ID SSID Find Clear Help

Document ID	Last Name	First Name	Generated Date
984298210	Student 1	Vocational	04/26/2022

# Document Details

Ohio | Department of Education | Ohio District Data Exchange (ODDEX) WBL Certificate Detail

Home SOES SCR SCM Records CCP Tuition SSID   Setup ODDEX Help Log Out

[Return to Summary](#)

Document ID	Student Name	Reporting Agency	Year	Generated Date	Created By	Active
984298210	Student 1, Vocational	Augusta-Richmond County Weber Local (896568)	2022	04/26/2022	RDUSER UPDATE	Y

# Questions?



# Resources

# Training Evaluation

Available through Oct. 6

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

<https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Focused-Training>

# EMIS Focused Training Webpage

- A recorded version of this presentation will be posted
- The Q and A will be posted
- Future training opportunities will be announced

<https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Focused-Training>

# EMIS Manual

- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.23 Exiting Student Follow-Up (FW) Record
- 4.2 Course Master (CN) Record
- 4.3 Staff Course (CU) Record
- 4.4 Student Course (GN) Record
- 4.5 Career-Technical Education Correlated Class (CV) Record
- 4.6 Mapped Local Classroom Code (CM) Record
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Info (DN) Record

# Report Explanations

- CTE FTE Reports
- CTE Concentrator Reports
- CTE Technical Assessment Summary Reports
- CTE Grad Cohort Reports
- (TLC-001) Teacher Licensure Course Status



# (GNIS-xxx) General Issues

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data
- Announced via Release Notes
  - <http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes>
- For assistance, contact data manager on report and in report explanation
  - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume>
- Do ***not*** include student identifiable information in communications

# Other

- CTE-26 Application and Resources
  - <https://education.ohio.gov/Topics/Career-Tech/CTE-26-Application-and-Resources>
- Career-Technical Education Data and Accountability
  - <https://education.ohio.gov/Topics/Career-Tech/CTE-Data-and-Accountability>
- FY2023 Program and Assessment Matrix
  - <https://education.ohio.gov/Topics/Career-Tech/CTE-Data-and-Accountability/Career-Technical-Education-Program-and-Assessment>
- Work-Based Learning
  - <https://education.ohio.gov/Topics/Career-Tech/Work-Based-Learning>

# Office of Career Technical Education

- Career Tech
  - <https://education.ohio.gov/Topics/Career-Tech>
- Contacts and Resources
  - <https://education.ohio.gov/Topics/Career-Tech/Contacts-and-Resources>

# Office of Data Quality

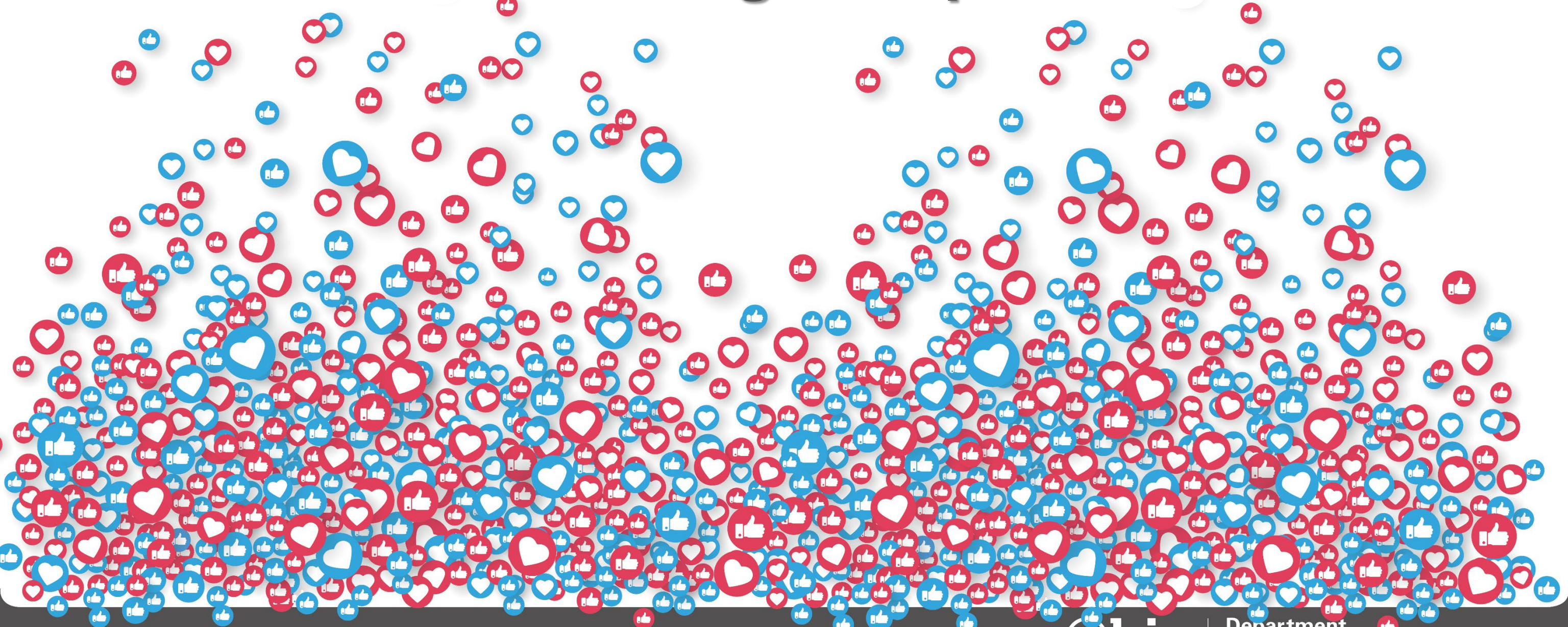
- EMIS Data Appeals
  - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>
- EMIS Data Review & Verification
  - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification>
- Contact information
  - dataquality@education.ohio.gov
  - (614) 466-7144





@EMISOhio

[education.ohio.gov/Topics/Data/EMIS](https://education.ohio.gov/Topics/Data/EMIS)







# @OHEducation

