

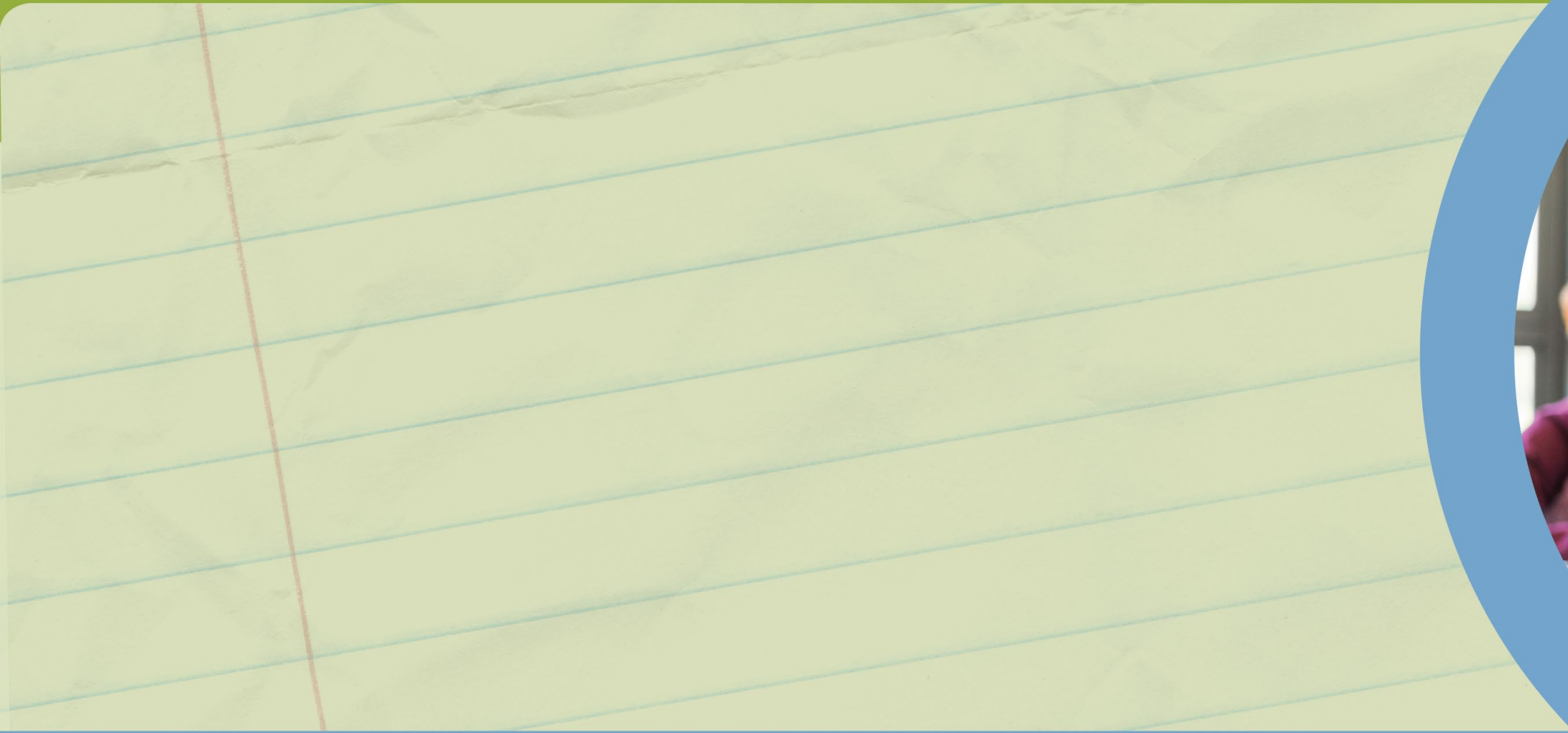
Please Note

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.

ODE ITC EMIS Training



November/December 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

- Exiting Student Follow-Up Reporting, 4
- Staff and Course Reporting, 8
- Staff and Course Reporting Scenarios, 17
- Student Cross Reference (SCR) Conflicts, 26
- Resources, 40

Exiting Student Follow-Up Reporting

Exiting Student Follow-Up Resources

- EMIS Reporting FAQs
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Exiting-Student-Follow-Up-Reporting>
- Additional information on Exiting Student Collection
 - <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Exiting-Student-Collection>

2023_FW_STUDENTS_ORIG

- Received file available in the Received Files Details section of the Data Collector Reports tab
- Includes all students for whom the district must report the Exiting Student Follow-Up (FW) Record
 - CTE concentrators, SWD, and Grads
- Indicates
 - Which category/categories each student falls into
 - Which district/districts responsible for reporting
- For uploading into the Flat File Editor (FFE)

<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/File-Descriptions>

(FLUP-001) Exiting Student Follow Up Extract (All Students)

- Level 2 report available in the Level 2 Details section of the Data Collector Reports tab
- CSV format
- Can be used for import into SIS

Staff and Course Reporting

Main Staff and Course (L) Collections

- All entities required to report
- ***All staff*** required to be reported
- Initial Staff and Course (L) Collection
 - Sept. 8, 2022 – Jan. 31, 2023
 - Proper certification
- Final Staff and Course (L) Collection
 - Feb. 9, 2023 – Aug. 4, 2023
 - Other staff data

Staff Reporting Reminders

- Review Early Childhood Education Qualification (CI225) reporting
- Report the Position Code (CK060) most closely aligned to the staff member's job
- Pay Amount/Rate (CK190) should reflect the actual amount per the staff member's contract
 - Do not report full-time salary if working less than full time

Staff Separation

- Position Separation Date (CK300) should be last day ***worked***
 - Position Separation Reason (CK230)
 - New: 4 Resigned–Took a job outside the field of education
 - Updated: 7 Resigned–Unknown or does not fit into options 4, 5, 6
 - Position Status (CK070)
 - If employed in the current school year = C, A, I, P
 - Left before last day of prior school year, separation not reported = U
 - Left after last day of prior school year, did not work this year
 - CI/CK Record, Position Status = U
- Or**
- CL Record (therefore, no CI/CK Records and no Position Status)

Mid-Year Building Change

Two ways to report

- Update existing record with new Building IRN (CK090), ***or***
- Add a record with new Building IRN (CK090)
 - FTE and salary must be split across both records
 - Report separation date and reason on record at prior building

Connecting Teachers, Students, and Courses

- Local Classroom Code ties together teacher, student, and course
 - Match on Staff Course (CU), Student Course (GN), Course Master (CN) Records
- Employee ID ties teacher to course
 - Match on Staff Demographic (CI), Staff Employment (CK), Staff Course (CU) Records
- Course dates to determine teachers and students in courses
 - Staff Course (CU) Record: Staff course start and end dates
 - Student Course (GN) Record: Enrollment start and end dates
 - Course Master (CN) Record: Course start and end dates

Student Course Grade Reporting Reminders

- Sept. 15, 2022 – Sept. 13, 2023
- Required for courses earning high school credit
- Reported by educating entity
 - Entity reporting Course Master (CN) and Student Course (GN) Records
- (MISS-001) Student Course Grade Missing Report
 - Course ended 30+ days ago
 - No grades reported for one or more students in the course

TLCS Report Overview

- Uses data from *Initial* Staff and Course (L) Collection
- Report courses for the *entire school year*
 - Do not report courses that are not being offered
- CTE overrides do not impact the report
- Substitute teachers
 - If becomes teacher of record, report Position Code (CK060) 230
 - Substitute license not considered properly certified in traditional districts
 - Substitute license can be considered properly certified in community schools

Staff and Course Reporting Scenarios

FY22 Separation – Before Last Day of School Year

- Separation not reported in FY22
- Not working at all in FY23
- Staff Missing Override (CP) Record
 - In both FY23 Staff and Course collections

Element	Option
State Staff ID Previous Collection Request (CP050)	XX99999999 Must match prior year CI270
Position Separation Reason (CP070)	5 – resigned took another education job in Ohio (most applicable)
Position Separation Date (CP060)	20220420 (last day worked)

FY22 Separation – After Last Day of School Year, 1

- Separation not reported in FY22
- Not working at all in FY23
- Staff Employment (CK) Record
 - In both FY23 Staff and Course collections

Element	Option
Position Status (CK070)	U
Position Separation Reason (CK230)	5 – resigned took another education job in Ohio (most applicable)
Position Separation Date (CK300)	20220606 (last day worked)

FY22 Separation – After Last Day of School Year, 2

- Separation not reported in FY22
- Not working at all in FY23
- Staff Summer Employment Separation (CL) Record
 - In both FY23 Staff and Course collections

Element	Option
Local Contract Code (CL070)	3-character code; must match prior year CK250
Position Code (CL060)	3-digit code; must match prior year CK060
State Staff ID (CL050)	XX9999999; must match prior year CI270
Position Separation Reason (CL080)	5 – resigned took another education job in Ohio (most applicable)
Position Separation Date (CL090)	20220718 (last day worked)

FY23 Separation

- If worked any days in FY23
- Staff Employment (CK) Record

Element	Option
Position Status (CK070)	C (current status remains)
Position Separation Reason (CK230)	1 – retirement (most applicable)
Position Separation Date (CK300)	01/18/2023 (last day worked)

Building Change – Adding CK Record

- Music teacher changes buildings
- After third quarter
- Contracted salary = \$60,000

Element	Existing Record	New Record
Building IRN (CK090)	Old building IRN	New building IRN
Position Status (CK070)	Same	Same
FTE	0.75	0.25
Salary	\$45,000	\$15,000

TLCS Report – Substitute in Public District

Columns in Teacher Licensure Course Status Report	Data Displayed in Report
Severity Code	F
Subject Code	131050 – Human Anatomy and Physiology
Teacher License	1 Year Substitute Multi-Age PK-12
Result Code	TL0007 – Course not properly certified as substitute credential is not valid as teacher of record in traditional district
Proper Cert Flag	N
Student Population	RG – Regular/General Students K-12
Credential Course Disability Type Indicator – Description	Z – Student population of PR or RG
Check Type Code - Description	R – Regular Check

TLCS Report – License Invalid for Student Population

Columns in Teacher Licensure Course Status Report	Data Displayed in Report
Severity Code	F
Subject Code	111200 – Geometry
Teacher License	High School (7-12) with 110000 – Mathematics
Result Code	TL0006 – Course not properly certified as no current valid credential or incorrect student population
Proper Cert Flag	N
Student Population	SE – Special Education K-12
Credential Course Disability Type Indicator – Description	C – Student population of D8 or SE. More than 50% of the student enrolled in course must have a disability condition, and the course cannot fit into codes A or B. For Student Population, the Check Type Code is S.
Check Type Code - Description	S – Special Situation Check

TLCS Report – No Students in the Course

- Courses with no students enrolled should not be reported to EMIS
- Ensure calendar, course, and course enrollment dates are within an acceptable range
 - First day of school, course start date, course enrollment start date = Aug. 19
 - Last day of school, course end date = May 30
 - Course enrollment end date = June 30

Columns in Teacher Licensure Course Status Report	Data Displayed in Report
Severity Code	C
Result Code	TL0005 – Course is not properly certified as no students scheduled into the course
Proper Cert Flag	N
Student Count Columns	All blank or all zeros

Student Cross Reference (SCR) Conflicts

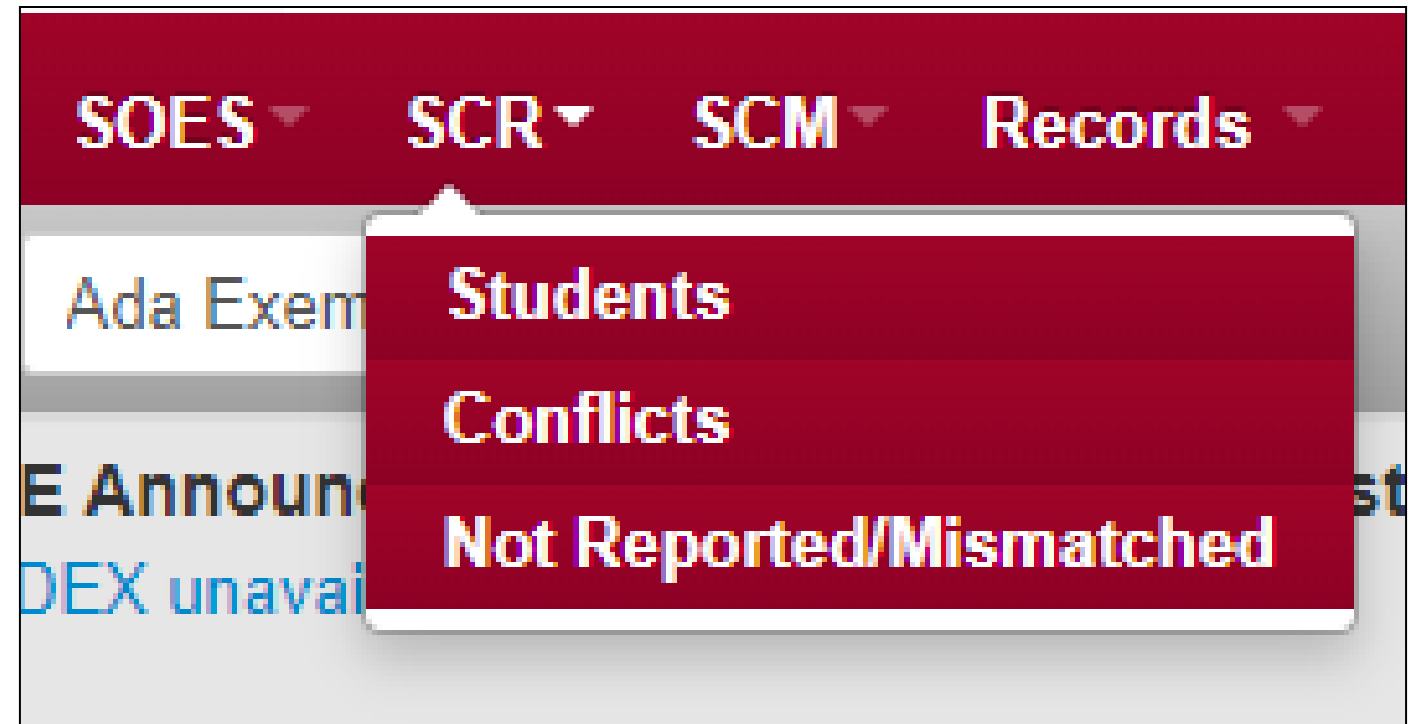
SCR Conflicts Overview

- Not an indication of reporting error
- Indicates reporting is outside of expected parameters
- Review frequently
- Not every conflict can be cleared
- Once accuracy verified, hide or ignore

SCR – Navigation Bar

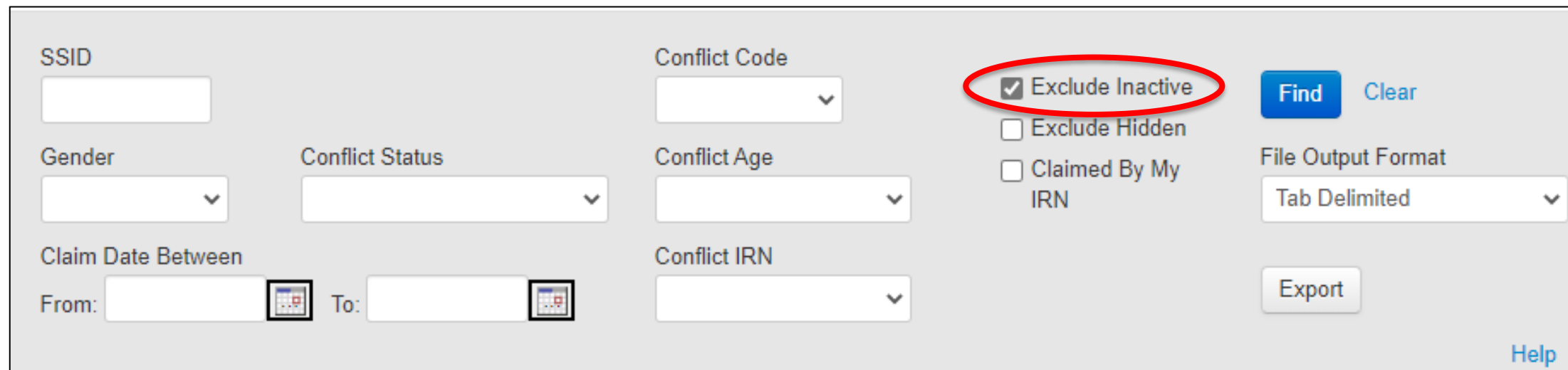
Selection options include

- Students
- Conflicts
- Not Reported/Mismatched



SCR – Search

- Utilize search to refine student conflict lists
- Multiple options
 - “Exclude Inactive” is default
- To change display mode from “Conflicts” to “Not Reported/Mismatch”
 - Use navigation bar



The screenshot displays the SCR Search interface with the following elements:

- SSID:** A text input field.
- Conflict Code:** A dropdown menu.
- Exclude Inactive:** A checked checkbox, circled in red.
- Exclude Hidden:** An unchecked checkbox.
- Claimed By My IRN:** An unchecked checkbox.
- Find:** A blue button.
- Clear:** A text link.
- Gender:** A dropdown menu.
- Conflict Status:** A dropdown menu.
- Conflict Age:** A dropdown menu.
- File Output Format:** A dropdown menu set to "Tab Delimited".
- Claim Date Between:** Two date input fields with calendar icons, labeled "From:" and "To:".
- Conflict IRN:** A dropdown menu.
- Export:** A button.
- Help:** A blue text link in the bottom right corner.

SCR Conflicts

- Potential funding impact
 - (EPCT) Percent of time is over 100%
- Informational and data mismatched
 - (WTIC) Withdrawn to IRN
 - (WTNY) Withdrawn to IRN Next Year
 - (RFIC) Received from IRN
 - (STIC) Sent to IRN
 - (AFIC) Admitted from IRN
 - (AFPY) Admitted from IRN Prior Year

<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume>

Which Display Mode?

- District A “Conflicts” mode
 - (EPCT) Percent of time is over 100%
 - (WTIC) Withdrawn to IRN
 - (WTNY) Withdrawn to IRN Next Year
 - (RFIC) Received from IRN
 - (STIC) Sent to IRN
 - (AFIC) Admitted from IRN
 - (AFPY) Admitted from IRN Prior Year
- District B “Conflicts” mode
 - (EPCT) Percent of time is over 100%
- District B “Not Reported/Mismatched” mode
 - (WTIC) Withdrawn to IRN
 - (WTNY) Withdrawn to IRN Next Year
 - (RFIC) Received from IRN
 - (STIC) Sent to IRN
 - (AFIC) Admitted from IRN
 - (AFPY) Admitted from IRN Prior Year

District A SCR Conflict Mode

Home SOES SCR SCM Records SSID Search Setup ODDX Help Log Out

District A (123458) 2023

SSID:

Conflict Code:

Gender: Conflict Status:

Conflict Age:

Claim Date Between: From: To:

Conflict IRN:

Exclude Inactive Exclude Hidden Claimed By My IRN


Find Clear

File Output Format: Tab Delimited

Export

Help

1 2 3 4 5 6 7 8 9 10 11 23 24

Code	Relations	Claims
YZ0000001 06/20/2008	District A (123458)	
RFIC	District B (987654) 	
EPCT	District B (987654)	
	District A (123458)	

Missing/Not Reported

[Return to Summary](#)

[Help](#)

Conflict Student was reported as received from LEA but was not reported by that LEA (RFIC)
Conflict Effective Dates 09/13/2022

Comments

Reporting Agency	District A (123456) ▲	District B (987654)
SSID	YZ0000001	
Name	<<Redacted>>	
Birth Date	06/20/2008	
Gender	Male	
Relationship Type	Educating	Not Reported or Not Matching
Educating Entity	District A (123456)	
Record Active	true	Not Reported/Mismatched
Date Range	07/01/2022 - Current	
Percent Of Time	90	
Admission Date	08/01/2018	
Admitted From	Not Applicable (*****)	
Admission Reason	Transferred from another Ohio public/community school (6)	
District Relationship	The student is receiving instruction in whole or in (1)	
Withdrawn To	Not Applicable (*****)	
Withdrawal Reason	Not applicable (**)	
How Received	District B (987654)	
How Received Code	Non-resident Student Attending a Special Education Program (B)	

**Received
From IRN
(RFIC)**

District B Not Reported/Mismatched Mode

Home SOES SCR SCM Records SSID Setup ODDEX Help Log Out

District B (987654) 2023

SSID Conflict Status Conflict Age Exclude Inactive Exclude Hidden Find Clear

Claim Date Between From: To: Conflict IRN File Output Format Tab Delimited Export

Help

1 2 3 4 5 6 7 8 9

SSID	Birth Date	Conflict Code	Relationships	Claims
YZ0000001		RFIC	District A (123456) District B (987654)	

Return to Summary

Help

Conflict Student total percent of time is greater than 100% (EPCT)
Conflict Effective Dates 09/13/2022

Comments

Reporting Agency	District A (123456) ▲	District B (987654) ▲
SSID	YZ0000001	YZ0000001
Name	<<Redacted>>	<<Redacted>>
Birth Date	06/20/2008	06/20/2008
Gender	Male	Male
Relationship Type	Educating	Educating
Educating Entity	District A (123456)	District B (987654)
Record Active	true	true
Date Range	07/01/2022 - Current	07/01/2022 - Current
Percent Of Time	90	100
Admission Date	08/01/2018	07/01/2022
Admitted From	Not Applicable (*****)	Not Applicable (*****)
Admission Reason	Transferred from another Ohio public/community school (6)	Not newly enrolled in this school district (7)
District Relationship	The student is receiving instruction in whole or in (1)	The student is receiving instruction in whole or in (1)
Withdrawn To	Not Applicable (*****)	Not Applicable (*****)
Withdrawal Reason	Not applicable (**)	Not applicable (**)
How Received	District B (987654)	Not Applicable (*****)
How Received Code	Non-resident Student Attending a Special Education Program (B)	Not applicable (*)

**Exceeds
Percent of
Time
(EPCT)**

District B SCR Conflict Mode

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

District B (987654) 2023

SSID:
 Conflict Code:
 Gender: Conflict Status:
 Conflict Age:
 Claim Date Between: From: To:
 Conflict IRN:

Exclude Inactive
 Exclude Hidden
 Claimed By My IRN

[Find](#) [Clear](#)
 File Output Format:
[Export](#)

[Help](#)

1 2 3 4 5

SSID	Birth Date	Conflicts	Relations	Claims
YZ0000001	06/20/2008	Code EPCT	District B (987654) District A (123456)	

EPCT & FTE Reports

- Student does not appear in District A's FTE reports
 - Student was not submitted in the regular student collection just the SCR collection
- Student appears in District B's FTE Detail report with no adjustment
 - Because District A did not report the student in the regular student collection

Conflict Resolution

- Conflicts get resolved when changed data gets submitted to SCR by one or more districts involved
- Resolved conflict indicated by a strikethrough
- Conflicts are not deleted once resolved

The screenshot shows a web interface for conflict resolution. At the top, there are search filters: SSID (text input), Gender (dropdown), Conflict Status (dropdown set to 'Resolved'), Claim Date Between (date range), Conflict Code (dropdown), Conflict Age (dropdown), Conflict IRN (dropdown), and checkboxes for 'Exclude Inactive', 'Exclude Hidden', and 'Claimed By My IRN'. There are 'Find', 'Clear', and 'Export' buttons, and a 'File Output Format' dropdown set to 'Tab Delimited'. A 'Help' link is in the bottom right of the filter area.

Below the filters is a table with columns: SSID, Birth Date, Conflicts, and Claims. The first row shows SSID 'YZ0000001' and Birth Date '07/09/2011'. Under the 'Conflicts' column, there is a red circle around a green checkmark and the text 'WTIG'. To the right, under the 'Relations' column, it lists 'District A (123456)' and 'District B (987654)' with a red warning icon next to District B.

Questions?



Resources

Training Evaluation

Available through Dec. 16

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.*

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

EMIS Training Webpage

- A recorded version of this presentation will be posted
- The Q and A will be posted
- 2023 training schedule is posted
 - The next ODE ITC EMIS Training is Jan. 23 – 27, 2023
 - Prior registration is not required
 - A link to join the training—along with the presentation handout—will be available on the EMIS Training webpage

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

EMIS Manual

- 2.23 Exiting Student Follow-Up (FW) Record
- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 3.7 Staff Summer Employment Separation (CL) Record
- 3.8 Staff Missing Override (CP) Record
- 3.9 Position Codes
- 4.2 Course Master (CN) Record
- 4.3 Staff Course (CU) Record
- 4.4 Student Course (GN) Record
- 4.8 Student Course Grade (FR) Record

Report Explanations

- FTE
- (MISS-001) Student Course Grade Missing
- Student Cross Reference (SCR) Conflicts
- (TLCS-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
- Do ***not*** include student identifiable information in communications

Other

- EMIS Changes

- <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1>

- ODDEX Help

- <https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503>

TLCS Report Tools

- CORE Educator Profile
 - <https://safe.ode.state.oh.us/portal/>
- Certification and Licensure Search
 - <https://education.ohio.gov/Topics/Data/EMIS/Certification-and-Licensure-Search>

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

OH|ID Portal

- Help

- <http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help>

- FAQ

- <http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help/Department-of-Education-OH-ID-Portal-Help-Frequent>

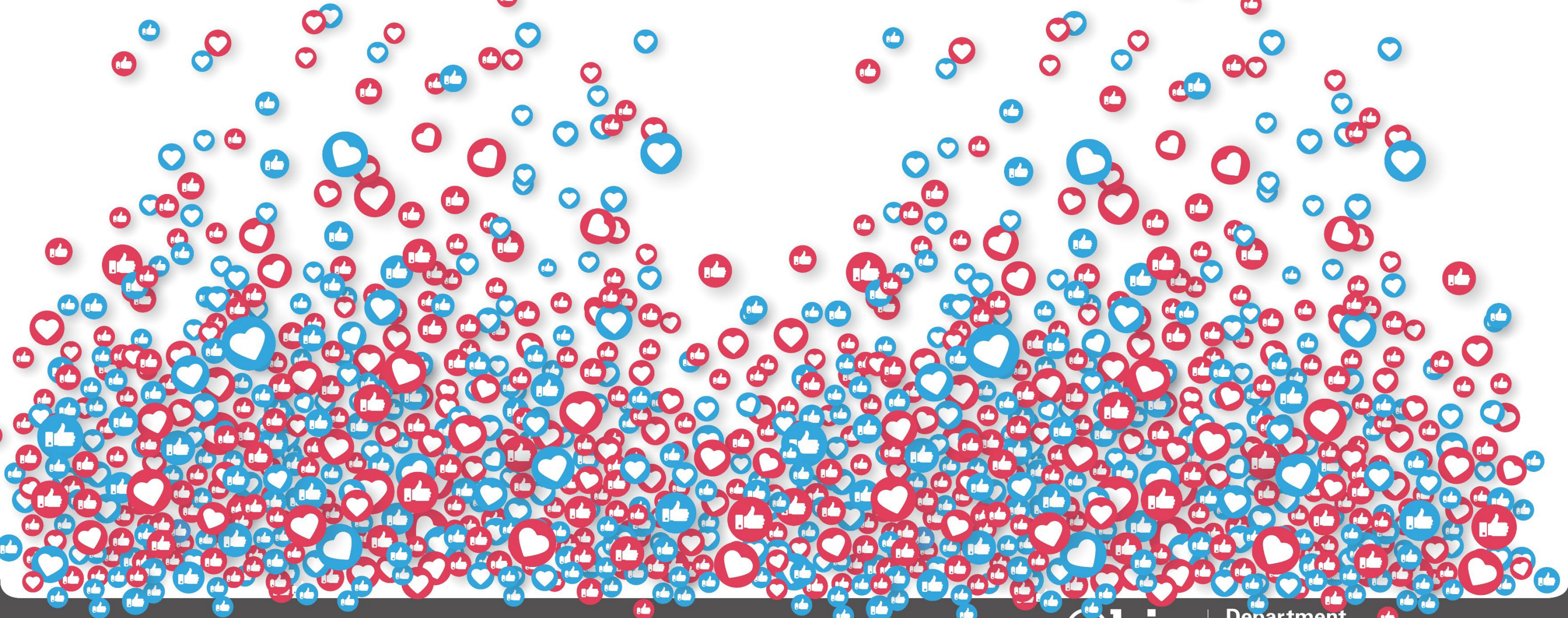
- Contact

- Profile.Help@education.ohio.gov



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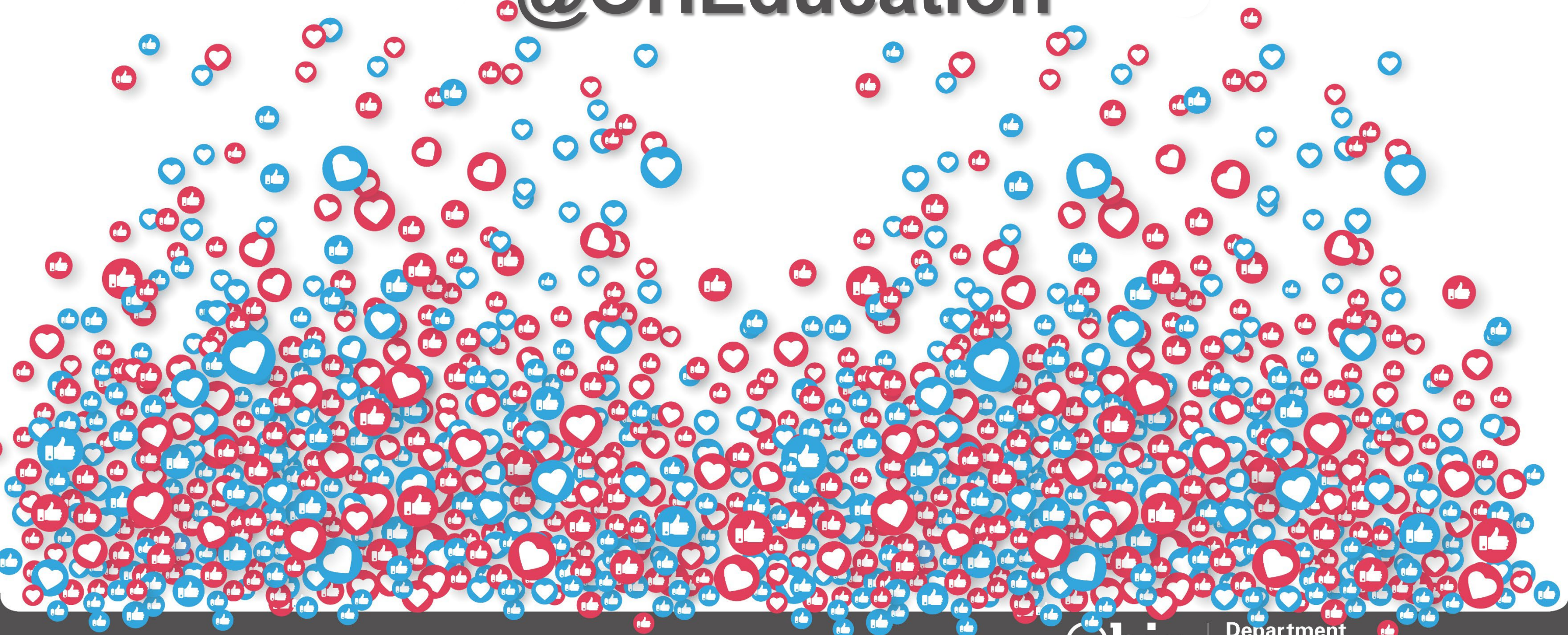
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