

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 General Training



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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

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Student



FY24 CTE Concentrator Appeal

- Opened Sept. 11, 2023
- Closes Sept. 29, 2023
- 2024_CTE_FOLLOWUP_STDNT_DRAFT
 - Received File indicating concentrator status
- Only opportunity to revise CTE concentrators list



FY24 Initial Exiting Student (S) Follow-Up Collection

- Opens Oct. 19, 2023
- Closes Jan. 5, 2024
 - CTE concentrator federal reporting calculations use initial collection data
- Eligible students
 - CTE concentrators who exited secondary education
 - Students with a disability at time of exit
 - Prior year graduates

Exiting Student Follow-Up: Reporting Responsibility

- CTE concentrators
 - JVSD, district, or community school where the student was last a concentrator
- Students with disabilities
 - Resident district is responsible for FAPE
- Graduates
 - Grad rate accountable district or community school

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

- Lists *all* students meeting criteria to be included in collection
- Flags indicate into which student group(s) student falls
- Indicates district responsible for reporting data
- Result codes communicate important inclusion, revision, addition, and removal information

Follow-Up Value Reports

- Separate reports for each student group
 - (FLUP-003) CTE Follow-Up Value
 - (FLUP-004) Grad Follow-Up Value
 - (FLUP-005) SWD Follow-Up Value
- Reflect current follow-up reporting in different categories
- Indicate when another district's data being used
- Indicate inclusion in report card calculations and accountability

Exiting Student Follow-Up General Issues

- (GNIS-144) indicates placement data has not been reported in collection
- (GNIS-454) CTE student not reported in collection
- (GNIS-489) indicates Post Program Placement Rate for collection is 0%
- (GNIS-490) indicates Post Program Placement Rate for collection is 100%

2024_FW_STUDENTS_ORIG

- 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>

2024_FW_STUDENTS_DROP

- Available in the Received Files Details section of the Data Collector Reports tab
- Includes all students removed from 2024_FW_STUDENT_ORIG file
- Indicates students not to be included in Exiting Student Follow-Up reporting
- Appear on (FLUP-001) Exiting Student Follow-up Extract (All Students) report with Result Code FP0004 – Follow-Up Exiting Student Removed

2024_FW_STUDENTS_ADD

- Available in the Received Files Details section of the Data Collector Reports tab
- Includes all students added to 2024_FW_STUDENT_ORIG file
- Indicates
 - Which category or categories student falls into
 - Which district is responsible for reporting follow-up
- Appear on (FLUP-001) Exiting Student Follow-up Extract (All Students) report with Result Code FP0003 – Follow-Up Exiting Student Added



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>

Withdrawal Reporting

- Updated reporting guidance and added Updated Exit Status Element (FS380) (24-82)
- Data entry error – correct reporting
- Change in situation – timing will dictate
 - Prior to documented withdrawal – update Withdrawal Reason (FS100) and Effective End Date (FS090)
 - After documented withdrawal – report Updated Exit Status and do *not* update Effective End Date
- Prior year updates
 - Use Student Withdrawal Override (FC) Record

Expulsion (24-33)

- Deleted Withdrawal Reason (FS100) option 48
- Added new Sent Reason option EX (FS200)
 - Sent to IRN (FS210) = 999999
- No education or services provided
 - District Relationship (FS140) = 3
 - Sent to Percent of Time (FS220) = 0
- Education or services provided
 - District Relationship (FS140) = 1
 - Sent to Percent of Time (FS220) = percent of time receiving instruction or services



Preschool Percent of Time (FS120)

- 910 hours considered full-time calendar (24-63)
 - Basis for Percent of Time calculations
- Example: Monday – Thursday AM/PM, each session 2.75 hours = 11 actual hours per week
 - Total actual hours students attend for the year = 385

Calculation	Full-time Calendar Hours (Potential hours)	Hours Actually Attend (Actual hours)	Percent of Time (Actual hrs ÷ Potential hrs)
Annual	910	385	$385 \div 910 = 42\%$



Acceleration (24-41)

- Accelerated Level Count (FB070) removed
- Subject Area Code (FB060) options updated
 - Added option A = all subjects
 - Can now report single record for whole grade acceleration
 - Early entrance students reported with this option
 - Updated option R to include both Reading and Writing
 - Removed option W for Writing

Acceleration (23-91)

Accelerated Status Flag (FB100)

- If on Written Acceleration Plan, report Y
- If no longer on Written Acceleration Plan, report N first year no longer accelerated

Homeschooling Now Home Education

- HB 33 changes homeschooling terminology from “home instruction” to “home education” (24-96)
- Withdrawal Reason 43 = Transferred to Home Education
- Updates Manual Section 2.1.1 terminology
 - Preferred documentation table also updated
- Other Manual sections still use “homeschooling”
- Withdrawal date reported is date of receipt of parent notification

Kindergarten Survey

- New Organization – General Information (DN) Record attributes (24-62)
- Reported in Beginning of Year and SOES Beginning of Year Student (S) Collections
- Counts of all-day tuition KG students eligible for
 - Free lunch = STUKGLFREE
 - Reduced lunch = STUKGLRCED
- Maximum amounts charged to KG students for
 - Fees = STUKGNFEES
 - Tuition = STUKGTUITN

Pre-Kindergarten Experiences

- New program codes for first time KG students (24-60)
- Reportable in all Student collections
 - Optional for FY24
- Type of preschool at a non-EMIS reporting entity
 - Head Start Preschool
 - Preschool (Other than Head Start)
 - Not Identified/Other
 - None

Federal Child Count (FCC)

- Number of special education students meeting initial selection criteria
- Uses current Beginning of Year and prior End of Year Student (S) Collections
- Verify all IEPs in place as of Oct. 31 are included in Beginning of Year Student (S) Collection reporting
 - Close date is Dec. 20

FCC Inclusion Criteria

- Enrolled on Oct. 31
 - Effective Start Date (FS060) and End Date (FS090)
- Disability Condition (FD130) in effect as of Oct. 31
 - Effective Start Date (FD060) and End Date (FD070)
- Between the ages of 3 and 21 as of Oct. 31
 - Date of Birth (GI070)
- IEP in effect on Oct. 31
 - Outcome Beginning Date (GE140) and End Date (GE150)
 - FY23 End of Year and FY24 Beginning of Year Student Collections

FCC Least Restrictive Environment (LRE)

- Outcome ID (GE120) must agree with age and grade level on the current IEP as of Oct. 31
 - Preschool IE51-IE72: ages 3-5 in PS; age 4 in KG
 - School-age IE13-IE39: ages 5 and over in KG or higher
- Report Updated October 31 IEP Outcome (FN270) if Outcome ID is not age/grade appropriate
- Example: 5-year-old KG student with a preschool Outcome ID on the current IEP
 - Report school-age outcome in FN270

FCC Level 2 Reports

- (FCCD-001) Federal Child Count Detail
 - Indicates students who meet or do not meet initial inclusion criteria
- (FCCS-001) Federal Child Count Statement of Assurances
 - Lists number of students by disability condition
- Currently being generated
- Sign up for EMIS Alliance training at an ITC near you!

FCC Gen Issues Reports

- IS0450: Variance of +/- 20% in the number of students with disabilities across reporting years
 - Verify Disability Condition (FD130) reporting is accurate
- IS0483: Unusual Age/Grade Level Combination
 - Verify Date of Birth (GI070) and State Equivalent Grade Level (FD090) reporting is accurate
- If reporting is accurate, no action needed

Special Education Related Services

- Program codes added for reporting related services as indicated on the IEP (24-34)
- Reportable in all Student collections by the entity where services are provided
- Multiple codes may be reported for a child

Graduation



(GRAD-999) Grad Issues Report

- Level 2 report available in the Graduation (G) Collection
- Verify reporting accuracy

Result Code	Result Code Description	Related Option From Report
GR1001	Enrolled after diploma year	Diploma Date
GR2001	Withdrawal of 99 but no diploma reported	Effective End Date
GR2002	No GC records reported for the student	GC Record
GR3002	Student Does Not Appear to Meet All Graduation Requirements	Pathway flags on cohort reports
GR3003	Withdrawal date after diploma date	Effective End Date
GR4001	Diploma Reported but no 99 Withdrawal reported	Diploma Date
GR4002	Diploma not issued by Accountable District	Entity reporting diploma



FY23 Graduation Appeal

- Opens Oct. 16, 2023
- Closes Oct. 27, 2023
- Opportunity to correct reporting errors during Graduation (G) Collection
- Corrected data for approved appeal must be submitted by Nov. 10

FY23 Graduate Cohort Appeal

- Opens Oct. 16, 2023
- Closes Oct. 27, 2023
- Opportunity to correct reporting related to cohort assignment only
 - Fiscal Year Began Ninth Grade
 - State Equivalent Grade Level
- Corrected data for approved appeal must be submitted by Nov. 10

FY24 Grad Related Changes

- Updated Score Not Reported (FA235) options W, X, and 2 (24-71)
- Added program codes for non-pub student competency in Math and English Language Arts (24-75)
 - Reportable in all Student collections
- Added new element for total count of credits earned as of start of current school year (24-116)
 - Count of Graduation Credits at Entry (FN440)
 - Reportable in all Student collections

Subject Area for Credit Misencoding

- Two files provided through the data collector
 - 2023_STUDENT_in_Elective_Courses
 - 2023_GRAD_Diploma_Poss_Credit_Coding_Errors
- Report most specific Core Area Code (GC060) option
 - Department will apply accordingly
- Resources
 - September 1, 2023, [Newsflash](#)
 - 2.15 Student Graduation – Core Summary (GC) Record
 - 4.7 Subject Codes

ODDEX



EMIS Reporting and Child Nutrition Direct Certification (CNDC) Overview

- Must submit Student (S) Cross Reference (SCR) Collection for data to be loaded into CNDC
 - Student (S) Contact Collection can be submitted optionally
- Updates data with nightly processing
- Automatic matching process occurs weekly

CNDC and Other Elements

- CNDC eligibility determination can be used for reporting Disadvantage (FD110)
 - Other local purposes would require parental permission
- Homeless Status (FD150) and Migrant Status (FD180) reportable in beginning of year student collections (24-37)
 - Used in qualifying student's eligibility

EMIS Changes



Staff's Z-ID Changes to Credential ID

- Clarifies when to request Information Technology Center (ITC) to submit helpdesk ticket to remove staff from missing report (24-31)
- Helpdesk overrides do not correct misreported data

Scenario	ITC/Helpdesk Override Request?
Staff reported in prior year with Z-ID and is reported this year with credential ID	Yes, to remove Z-ID from Staff Missing Report
Staff reported with Z-ID at start of year and then reported with credential ID	No



Reporting Student Information Systems (SIS)

- Adds attribute DSTRCTSFTW to Organization General Information (DN) Record (24-53)
- Attribute reported for each
 - Student information system (SIS)
 - Financial system
 - Payroll system
- Required reporting for all organization types

Online Day Plans

- HB 33 repeals and replaces blizzard bags (24-97)
 - Requires districts with no blended learning model or online school to provide instruction via real time synchronous learning
- Up to the equivalent of 3 school days
- Due to epidemic, hazardous weather, law enforcement emergencies, inoperability of equipment necessary for school operation, or other circumstance rendering building unfit for use
- C_DBLZZARD attribute not changing
 - Attribute description and text in Manual will be updated

Program Code 151510

- Definition is wrong (24-13)
 - “Student received at least 6 weeks of progress monitoring based on being identified as at risk for dyslexia on the Tier 1 dyslexia screener”
- Will be corrected with change 25-30



Resources



Training Evaluation

Available through Oct. 13

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
- The next EMIS General Training is Nov. 13 – 16, 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, 1

- 2.1.1 Student Enrollment Overview
- 2.2 Student Demographic (GI) Record
- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.6 Student Attributes – No Date (FN) Record
- 2.7 Student Acceleration (FB) Record
- 2.8 Student Assessment (FA) Record

EMIS Manual, 2

- 2.9 Student Program (GQ) Record
- 2.13 Student Special Education (GE) Record
- 2.15 Student Graduation – Core Summary (GC) Record
- 2.17 Student Withdrawal Override (FC) Record
- 2.23 Exiting Student Follow-Up (FW) Record
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Information (DN) Record

Report Explanations

- (FCCD-001) Federal Child Count Detail
- (FCCS-001) Federal Child Count Statement of Assurances
- (FLUP-001) Exiting Students Follow Up Extract (All Students)
- (FLUP-003) CTE Follow-Up Value
- (FLUP-004) Grad Follow-Up Value
- (FLUP-005) SWD Follow-Up Value
- (GRAD-999) Grad Issues

(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>
- Exiting Student Collection
 - <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Exiting-Student-Collection>
- Exiting Student Follow-Up Reporting
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Exiting-Student-Follow-Up-Reporting>
- File Descriptions
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/File-Descriptions>
- ODDEX Help
 - <https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503>

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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