EMIS Introduction and Overview

Data Flow

Building Blocks

Communications

Help!
EMIS Introduction and Overview
What is EMIS?

**Education Management Information System**

Statewide data collection system for Ohio’s primary and secondary education

Data import system with standardized data definitions
Who Reports to EMIS?

- City, local, and exempted village
- Community schools
- Department of Youth Services (DYS)
- Educational Service Centers (ESCs)
- Joint vocational schools (JVSs)
- State schools
  - School for the Blind
  - School for the Deaf
- STEM districts
Major Functions of EMIS

1. State and federal reporting requirements
2. Funding and distribution of payments
3. Local report card and accountability system
4. Reports for various state and district uses
Additional Uses of EMIS Data

• Education research
• Policy decisions
• Districts/Students
• Ohio Administrative and Revised Codes
• Legal proceedings
• Routine audits
Data Security

Federal legislation
- HIPAA
- IDEA
- FERPA

Student data protection
- *Department EMIS cannot have student PII*
- State Student Identifier (SSID)
- For data to Department, only SSID is used
Role of the EMIS Coordinator

• Primary EMIS contact
• Ensures EMIS data is collected and reported in accordance with EMIS Manual
• Works with district staff
• Verifies and disseminates information, reports, and data
• Monitors EMIS communications and updates
Collaboration is Key

• Variety of sources for EMIS data
• Majority of student data input through student information system (SIS)
• Learn who owns the data in your district
• Involve district staff in data verification
• Work with other districts
• Use email!
Where Does It Go From Here?

- Absence info
- Assessments
- Course data
- Demographic data
- Discipline actions
- Employment data
- Enrollment forms
- Withdrawal notices
- Many others!

Local Systems (e.g., Student Information System (SIS), payroll/HR system)

Data Collector at Information Technology Centers (ITCs)

State Software Development Team (SSDT)

Ohio Department of Education
Ohio District Data Exchange (ODDEX)

- College Credit Plus (CCP)
- Records: History, Assessments, Grad, Special Education
- School Options Enrollment System (SOES)
- Student Claiming Module (SCM)
- Student Cross Reference (SCR)
- Tuition
- ...

Many Different Uses

- EMIS reports
- Federal reporting
- Funding
- Legal proceedings
- Local report cards
- Ohio Administrative and Revised Codes
- Policy
- Research
- Routine audits
- State reporting
Building Blocks
Which Data is EMIS Data?

- Enrollment
- Courses
- Screenings & Services
- Attendance
- Assessments
- Discipline
- Graduation & Beyond
- Employment
- Calendar
- Expenses
Data Types

- Student
- Staff
- Course
- District and building
- Financial
Each bit of information is reported in its most basic parts. For example: A staff member’s name is broken into first, middle, and last name.

Each of these parts is reported as a separate element. For example: First Name Element, Middle Name Element, and Last Name Element.
Record

Elements submitted to EMIS are grouped by data type. For example: Student data, staff data, course data.

Within each data type, elements are separated and reported by a more specific subject. For example: Student assessment data or student disciplinary incidents.

These subdivisions of data types are collected and reported by record. For example: Student Assessment Records, Student Discipline Records.
Information is broken into data elements, which are divided by data types, and then further sorted into records.

Records are reported to the Department in pre-defined groupings.

This reporting is done by *collection*. For example: Beginning of Year Student Collection, Final Staff/Course Collection.

Release notes have the details for each collection.
<table>
<thead>
<tr>
<th>Element</th>
<th>The most basic parts</th>
<th>First Name Element</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Middle Name Element</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Name Element</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record</th>
<th>Subdivisions of data types</th>
<th>Student Assessment Record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student Discipline Record</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection</th>
<th>Predefined groups of records</th>
<th>Beginning of Year Student Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Final Staff/Course Collection</td>
</tr>
</tbody>
</table>
Other Common Terms

**Student Information System (SIS).** Data is entered locally by districts via their chosen student information system.

**Data Collector.** Allows users to collect, prepare, and report data to the Department. Also a repository for reports to assist with data review and verification.

**Information Technology Center (ITC).** ITCs provide software and support services to districts.
**Ohio Educational Directory System (OEDS).** A directory in which organizations maintain their own data. The general public can search OEDS for the most current information about an organization. OEDS roles define level of access to other applications.

**OH/ID Profile.** Provides access to secure applications, such as ODDEX and STARS (System to Achieve Results for Students).

**Ohio District Data Exchange (ODDEX).** An application that gives districts additional tools to review their data.
Even More Data Systems

Secure Data Center (SDC). Quality assurance tool for districts to check that their reported EMIS data is accurate and complete. Shows data associated with many measures on the Ohio School Report Cards.

Statewide Student Identifier (SSID). A student identification number is assigned to all 1.7 million P-12 public school children in the state. The system that creates and houses these numbers is hosted by IBM.
EMIS Newsflashes

EMIS-related messages sent via email to school district staff, software vendors, and other interested parties

Late-breaking news, reminders, and information about EMIS-related topics such as collections, appeals, and trainings

Available on the Department’s website and via subscription
EMIS Documentation Update Alerts

Alerts for updates to certain documentation

Alerts for three EMIS webpages

Often the only method of notification regarding updates to documentation

Available via subscription
# Fiscal Year 2023 Changes

<table>
<thead>
<tr>
<th>Change #</th>
<th>Data Set</th>
<th>Release/Status</th>
<th>Short Title and Description</th>
<th>Reason for the Change</th>
<th>Relevant dates</th>
<th>Public review/comment information</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-103</td>
<td>Student</td>
<td>Aug #2</td>
<td>Update FTE daily summary report (was 22-96). Update the grade ranges: add columns (driven by new columns on FTE Detail report) as needed; update FTE_DAILY_SUMRY_RPT_DEST based on new funding flow.</td>
<td>State law</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>First posted: 6/8/22 Last updated: Completed.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>23-100</td>
<td>Staff/Course</td>
<td>Aug #2</td>
<td>ALIGN CORE AREA CODES AND SUBJECT AREA FOR CREDIT</td>
<td>Correction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Changes: 23-100**

- Change 23-21 aligned the Core Area Code options with the Subject Area for Credit options. One code was missed in that change. This change (23-100) adds option SWH so the two tables are now fully aligned.

- *This change is subject to the 90-day comment and review process.*

- **Detailed EMIS Manual changes**

- **Public comment:** May 15 – June 13  
  **EMIS response to comments:** June 14 – July 13

- **Public review:** July 14 – August 12  
  **Change final:** August 13

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*Home > Data > EMIS > Documentation > EMIS Changes > Fiscal Year 2023 Changes*
Email Updates
To sign up for updates or to access your subscriber preferences, please enter your contact information below.

Email Address  

RGiles@Sunnydale.edu

SUBMIT  CANCEL

Your contact information is used to deliver requested updates or to access your subscriber preferences.
Quick Subscribe for RGiles@Sunnydale.edu

Ohio Department of Education offers updates on the topics below. Subscribe by checking the boxes; unsubscribe by unchecking the boxes.

Access your subscriber preferences to update your subscriptions or modify your password or email address without adding subscriptions.

Subscription Topics

- □ Media News Center
  - □ Press Releases
  - □ Ohio Education Daily News Summary
  - □ ExtraCredit Blog
- □ EdConnection
  - □ EdConnection
- □ Advanced Placement Program
  - □ Advanced Placement Program updates
  - □ Advanced Placement and International Baccalaureate Programs
- □ Bulletins
  - □ EdConnection
  - □ K-8 District Test Coordinator Bulletin

No subscription limit

Some topics more useful for other district staff

Subscribe to EdConnection
Subscribe Now!

Scroll to *Education Management Information System*

- EMIS Manual updates
- **EMIS Newsflashes**
- EMIS Validation and Report Explanation updates
- EMIS Change updates

Every EMIS coordinator should subscribe to the EMIS Newsflashes

Highly recommended: Subscribe to the three EMIS alert lists
Help!
EMIS Learning Library

Live Learning Opportunities
- ODE ITC EMIS Trainings
- EMIS Focused Trainings*
- New EC Trainings
- EMIS Alliance Trainings
- OAEP/OEDSA Presentations

Documentation
- **EMIS Manual**
- EMIS Manual FAQs*
- EMIS Framework*
- Release Notes
- Report Explanations

EMIS Videos
- EMIS Training Videos Series
- All EMIS Training

Resources
- EMIS Acronyms
- EMIS Calendar
- EMIS Report Catalog*
- EMIS Glossary
- EMIS Roundup
Acronyms

Most commonly used in EMIS reporting

EMIS homepage, under EMIS Resources

Bookmark it, set it as your homepage, print it!
Glossary

EMIS terms defined

EMIS homepage, under EMIS Resources

Relatively new resource, expect it to grow
What is the EMIS Manual?

• Main source of EMIS reporting guidelines to assist with submission, review, validation and correction of data
• Provides uniform, consistent EMIS reporting instructions
• Includes data definitions, data requirements and reporting procedures
• Ohio Revised Code Section 3301.0714
## Separated by Data Type

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Topic</th>
<th>FY21</th>
<th>FY22</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 EMIS Overview</td>
<td>6.0, 7/1/20</td>
<td>1.4, 06/25/21</td>
</tr>
<tr>
<td>1.1.1 EMIS Data Review &amp; Verification and EMIS Data Appeals</td>
<td>1.3, 7/1/20</td>
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</tr>
<tr>
<td>1.2 General Data Characteristics</td>
<td>6.0, 7/1/20</td>
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<tr>
<td>1.3 Community School Funding</td>
<td>2.3, 7/1/20</td>
<td>2.4, 06/25/21</td>
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</table>

### STUDENT RECORDS

<table>
<thead>
<tr>
<th>Record Description</th>
<th>FY21</th>
<th>FY22</th>
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</thead>
<tbody>
<tr>
<td>EMIS Manual Chapter 2 Element List (7/14/21)</td>
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<tr>
<td>2.1 Student Records Overview</td>
<td>N/A</td>
<td>8.0, 06/30/21</td>
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<tr>
<td>2.1.1 Student Enrollment Overview</td>
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<td>2.2 Student Demographic Record</td>
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<td>8.0, 06/30/21</td>
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<tr>
<td>2.3 Student Demographic Record - Race Detail Record</td>
<td>Gj</td>
<td>7.1, 06/28/21</td>
</tr>
</tbody>
</table>
Section Structure and Content

- Revision History
- Table of Contents
- Required Collections
- General Guidelines
- Data Elements
- File Layout
This page includes links to pdf versions of the EMIS Release Notes. Whenever there is a Release Note associated with a collection—whether it is a newly opened collection or an updated version of an already open collection—it will be posted here. When there are additional documents included as part of the Release Note, they will appear as bullets underneath the main Release Note.

**June 13, 2019**

» FY19 Final Staff and Course (L) Collection, v2

**June 12, 2019**

» FY19 Spring Early Learning Assessment (A) Collection, v3

**June 6, 2019**

» FY19 End of Year Student (S) Collection, v4

**June 4, 2019**

» FY19 Financial (H) Collection, v1

» FY19 Five Year Forecast (P) - Final Optional, v1

**Name and description**

Record types being collected and organization types reporting

**Version release date and collection close date**

Changes from previous versions/years and known issues

**New or updated reports**
Helpful in reviewing reports to verify data
Provide detailed explanations of reports
Include purpose, layout, fields and options
Available for most Level 2 reports
Sign up to receive update alerts

EMIS Validation and Report Explanations

This page provides Education Management Information System (EMIS) coordinators, district administrators, and other interested parties with detailed explanations of the various EMIS reports, which can be used to submit and verify EMIS data.

The first column lists the name of the report. The second column displays the date the report explanation was posted. Previous versions of the report explanations—as well as report explanations for reports that are no longer generated by EMIS—can be found under the Archives.

<table>
<thead>
<tr>
<th>Data</th>
<th>Date Posted</th>
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<tbody>
<tr>
<td>Assessment Missing Reports</td>
<td>02-28-2022</td>
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<tr>
<td>CCP Reports</td>
<td></td>
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<tr>
<td>(CCPL-001) Projected Non-Payment Report and (CCPL-101) Projected Payment Report</td>
<td>06-23-2020</td>
</tr>
<tr>
<td>(CCPL-002) Not Funded at Responsible LEA Report</td>
<td>03-27-2020</td>
</tr>
<tr>
<td>(CCPL-003) CCP Split Payment Report</td>
<td>02-27-2020</td>
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<tr>
<td>(CCPL-004) CCP Escalated Courses Report</td>
<td>05-22-2020</td>
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<tr>
<td>CTE Concentrator Reports</td>
<td></td>
</tr>
<tr>
<td>(CTAC-101) CTE Concentrator Accountability All FY POC</td>
<td>04-08-2022</td>
</tr>
<tr>
<td>(CTAC-102) CTE Concentrator Accountability FY POC Missing</td>
<td></td>
</tr>
</tbody>
</table>
Multiple levels of support available for districts and schools to help answer EMIS reporting questions and assist with data issues

Four levels: EMIS coordinator and manual, Information Technology Centers, helpdesk, and the Ohio Department of Education EMIS
**EMIS Coordinator**

Check the EMIS Manual

Consult your EMIS Coordinator

Question not answered?
Move to the next level of support...
Information Technology Center (ITC)

Every district contracts with an ITC

ITC staff are able to answer many EMIS reporting questions and are also able to resolve many data and technical issues

ITC staff cannot resolve the issue?
Move to the next level of support...
Department’s EMIS Helpdesk

ITCs direct EMIS reporting questions or technical issues to the Department’s EMIS helpdesk.

Department EMIS staff answer helpdesk questions or direct questions to the appropriate business office or the State Software Development Team.

Question still not resolved?
One final level of support...
Ohio Education Directory System (OEDS)

Department of Education

The Ohio Educational Directory System (OEDS) is an online directory of schools, districts, or other organizations, and the people within those organizations, with which the Department of Education has a relationship.

Contact Information

emis@education.ohio.gov
614-387-0395
Hierarchy of Support

- EMIS Manual and Coordinators
- Information Technology Centers (ITCs)
- Department’s EMIS Helpdesk
- Department’s EMIS Staff via Email/Phone
Additional Help

Department business centers
  – Policy issues (*not* EMIS reporting instructions)

Area finance coordinators
  – Inter-district issues

SSID/IBM helpdesk via the ITC
  – Duplicate SSIDs
Session Evaluations

• Different evaluation link available for each session
• Links can be found on the New EMIS Coordinator Training webpage
  – EMIS > Resources > New EMIS Coordinator Training
• We value and review all feedback
• Print the “Thank You” page for attendance acknowledgement
• Evaluation closes in 2 weeks
<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMIS Basics</td>
<td>Tuesday, August 9; 1-3 p.m.</td>
</tr>
<tr>
<td>Beginning of Year EMIS Reporting</td>
<td>Wednesday, August 10; 1-3 p.m.</td>
</tr>
<tr>
<td>Data Collector</td>
<td>Thursday, August 11; 1-3 p.m.</td>
</tr>
<tr>
<td>Ohio District Data Exchange (ODDEX)</td>
<td>Monday, August 15; 1-3 p.m.</td>
</tr>
<tr>
<td>Secure Data Center (SDC)</td>
<td>Friday, August 19; 1-3 p.m.</td>
</tr>
</tbody>
</table>