Topics

• Access
• Documentation
• Landing Page
• Student Cross Reference (SCR)
• Student Claiming Module (SCM)
• Records
• School Options Enrollment System (SOES)

• College Credit Plus (CCP)
• Tuition
• Calendar
• Setup
• Helpful Hints
• Questions
Access, 1

Access is granted based on OEDS roles
– OEDS administrator assigns roles
– ODDEX tile will be available on OH|ID portal page
– Wiki page roles document
  • https://wiki.ssdtt-ohio.org/x/cofDBg

<table>
<thead>
<tr>
<th>SOES: Community School Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOES is used by resident districts to review the enrollment of community school students. Re-verify, or escalate a student indicating that additional documentation or other information students they are educating. <strong>SOES Module Documentation</strong></td>
</tr>
</tbody>
</table>

| These roles have access to all functions within the module | Superintendent  
Verifie SOES |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>These roles can only view, export and comment within the module</td>
<td>Commenter-SOES</td>
</tr>
</tbody>
</table>
| These roles can only view and export within the module | Data View-SOES  
Coordinator-EMS |
Access, 2

• OH|ID authentication
  – User logs into OH|ID account
  – Selects ODDEX tile
  – Directed to ODDEX Landing page
    • Options available are dependent on the OEDS roles assigned

• EMIS Coordinator, Superintendent, Treasurer will have default access based on their position in the district
Documentation, 1

Click on *Help* link on each application screen

– A separate page opens to provide documentation pertaining to the portion of application one is in

– Specific subject matter
• Full set of documentation available using ODDEX Help link or using this URL
  –  https://wiki.ssdt-ohio.org/x/j4BCAQ

• Department’s website
Landing Page, 1

• Provides quick access to data
• Grid differs depending on the roles and district type
• Use *Show* link to expand various sections of grid
• All counts are hyperlinks to selected groups of data
• Announcements or Alerts are seen by all
Student Cross Reference, 1

• Means to see current & past enrollment data about students your IRN has reported
  – Meets 30-day enrollment reporting rule

• Means to see students your district has claimed
  – Icon disappears after reported to SCR
  – Cannot view your student claimed by other IRNs
    • Use selection from SCM
Student Cross Reference, 2

- Selection from navigation bar includes students, conflicts less than 20 days, all conflicts

- Exclude inactive is default from navigation bar
Student Cross Reference, 3

- Conflicts summary listing by student
- Not Reported/Mismatched listing by conflict
- Export options
  - Best to narrow selections
- Once data is reported, it never is deleted
SCR Conflicts, 1

Conflicts that could be generated nightly by Rules

– (EPCT) Percent of time is over 100%—*Impacts funding*
– (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

– Department Documentation
  
  • EMIS > Documentation > EMIS Validation and Report Explanations > Student Cross Reference (SCR) Conflicts
SCR Conflicts, 2

- Conflicts also include the Not Reported/Mismatched
  - Indicates entity is pointing to a student at your IRN and your IRN has missed reporting the student entirely or an error in reporting something about the student
  - OR the other entity has incorrect data
  - May not see student name for these

- **Will not** flag every conflict on a student as the Department may identify
  - FTE Detail report may not match ODDEX
SCR Conflicts, 3

- Click on conflict code to see grids of data your district reported and data 1 or more other districts reported
  - Screen for data grids will open
  - User can hide conflict as needed
  - User can comment on conflict as needed

- Click on SSID to see only the data your district submitted
  - Student detail screen will open if data has been reported by your IRN
SCR Conflicts, 4

- Conflicts get resolved when changed data gets submitted to SCR by one or more of the districts involved in conflict
  - Indicated by a strikethrough
  - Conflicts are not deleted once resolved
  - Conflicts get reported to the Department

- Selection options
Student Claiming Module, 1

• Districts can claim students who will be enrolling
  – Claiming entity has access to historical data sooner

• Must know 4 required pieces of data
  – Last name
  – First name
  – Date of birth
  – Gender
Student Claiming Module, 2

• One other piece of data required
  – Prior district and year attended or
  – SSID

• Optional data
  – Middle name or initial
  – Prior Math or ELA teacher
    • Used to determine multiple matches
    • Not often needed
The Student Claiming Module (SCM) is only to be used for accessing current enrollment and other information on a student at the time your district is enrolling the student. By claiming a student and accessing their data, you are telling other Ohio public districts and the Ohio Department of Education that the student’s parent or guardian has initiated the process to enroll in your district. Use of the SCM is monitored and misuse may result in revoking access to the SCM and/or to ODDEX in general.
Student Claiming Module, 4

• Similar name searching
  – First name only
• Cannot claim a student already enrolled at your district
• Not all initiated claims will be a match
• Several confirmation points are required
• SSID is not provided for student until enrollment claim is successful
After a single match is found
- Must enter a projected enrollment date
- Must enter a projected enrollment type
- Resident of claiming district or not
Student Claiming Module, 6

Successful claim of student provides

– Full access to Enrollment History, Assessments, Grad Cohort, Special Education tabs, Special Ed Grad Required
  • Must have OEDS roles to access these data points
– Claimed by my IRN provides link to Records
Student Claiming Module, 7

- Successful claim, continued
  - Also visible in SCR claiming district’s data with ‘claim’ indicators
    - Removed once reported thru SCR
    - Actual enrollment date is populated with admission date
- Claimed by other IRNs
- Students are included in SCR conflict checking
Student Claiming Module, 8

• Successful claim screen
Student Claiming Module, 9

- Selections based on Claimed by my IRN
  - Image of form with fields for Last Name, First Name, SSID, Claim Date Between, Projected Enrollment Date Between, Actual Enrollment Rptd, Claim Canceled, Claimed From, and Export options.

- Selections based on Claimed by other IRNs
  - Image of form with fields for Last Name, First Name, SSID, Claim Date Between, Enrollment Date Between, Actual Enrollment Rptd, Claim Canceled, Claimed By, and Export options.
Student Claiming Module, 10

- Limited users can cancel claims made by others
  - Cancel reason is required
  - Notes can be entered
  - Cancelled records become inactive, displayed with a strikethrough

- Details of student claiming activity are sent to the Department for monitoring
Post Claiming
– Report student thru SCR when actually enrolled
  • If a ‘no show’ – cancel claim
  • Once reported in SCR student no longer shows as claimed
– All SCR reported data replaces what was entered during the claim process
Records, 1

• Provides current and historical data for any SSID your IRN has reported
• Provides current and historical data for any SSID your IRN has claimed with SCM
• Dropdown provides 4 options
  – Single Student
  – Bulk Export
  – Work Based Learning Tax Credit Documentation
  – Work Based Learning Documentation Review
Records, 2

Single Student

- History - All data submitted to SCR goes to this tab
  - Enrollment records thru withdrawn date + next enrollment
  - Additional data appears in separate box

- Special Education
  - Special Education Grad Required from link

- Assessments

- Grad Cohort
  - Not just data your IRN has reported

- Tabs visible will vary based on OEDS roles
Records, 3

Single Student summary listing
- Provides ability to export; includes SSID, Name, DOB
- Useful other places
### Records, 4

#### Single Student Example

<table>
<thead>
<tr>
<th>Name</th>
<th>SSID</th>
<th>Birthdate</th>
<th>Gender</th>
<th>Year</th>
<th>First Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawford, Noah</td>
<td>K03888411</td>
<td>12/05/2013</td>
<td>Male</td>
<td>2022</td>
<td>08/10/2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
<th>Resident District</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/30/2023 - EOY</td>
<td>Dahomega Whitemarsh Island City (1931165)</td>
</tr>
<tr>
<td>10/29/2021 - 04/29/2023</td>
<td>Lake City Rutledge Local (825954)</td>
</tr>
<tr>
<td>07/01/2021 - 10/25/2021</td>
<td>Dudley Tucker Ex Village (454896)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
<th>District Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/23/2023 - EOY</td>
<td>Bamesville Mayday Local (384057)</td>
</tr>
<tr>
<td>02/02/2023 - 02/22/2023</td>
<td>Augusta-Richmond County Weber Local (836568)</td>
</tr>
<tr>
<td>07/01/2021 - 02/01/2023</td>
<td>Crescent Colquitt STEM (207005)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attending Org IDN</th>
<th>Grade</th>
<th>Disadvantaged</th>
<th>LEP</th>
<th>Gifted</th>
<th>Military</th>
<th>Reading</th>
<th>Total</th>
<th>Excused</th>
<th>Unexcused</th>
</tr>
</thead>
<tbody>
<tr>
<td>397855</td>
<td>12</td>
<td>1</td>
<td>N</td>
<td>NNYNY</td>
<td>NYNYNY</td>
<td>EX</td>
<td>69.79</td>
<td>9.85</td>
<td>11.14</td>
</tr>
</tbody>
</table>
Bulk Export – Details on screen explaining requirements
– Allows district to export groups of special education students

– Allows districts to export groups of test scores in flat file format
Records, 6

Bulk Export, continued

– Allows districts to export Grad Cohort data for students

– Allows districts to export Special Ed Grad Required data
Records, 7

Work Based Learning (WBL)

– Some employers get tax credit for work-based learning student workers
  • Documentation is required
  • Can be generated by district
  • Provided to student/parent
    – Provided to employer
Work Based Learning, continued

– Each document attempt is assigned a unique 10-digit Document ID
  • Used to identify the documentation along with student name
  • No SSIDs included

– Qualifying courses
  • V% courses and CTE-26 approved

– Program of concentration/pathways list
  • Only those CTE-26 approved
Records, 9

Work Based Learning, continued
–User selects student and qualifying courses displayed
Work Based Learning, continued

- User Interface Input
  - Select Pathway
  - Enter Local Program Name
  - Graduation date
  - Select 1 check box
Records, 11

Work Based Learning, continued

– User can generate optional PDF
– Will include
  • FERPA information
  • Parent/Guardian signature as needed
– All details about certificate are sent to the Department
  • Verifications completed
Records, 12

Work Based Learning, continued
–Users can Review all Documentation created for WBL
SOES, 1

- Resident districts can view students attending a community school
- Community schools submit data for enrollments to ODE
- Small portion is sent to SSDT for ODDEX
  - Only what is needed for SOES data viewing
    - Monday – Thursday & Saturday
    - Specific start date changes on Friday only
  - Derived enrollment start date
    - Later of 3 dates: FS/FD start date, admission date, school year begin date from calendar data
SOES, 2

• Community schools can submit contact data
  – Merged with enrollments based on effective start date
• Comments can be added to any review
• Documents can be uploaded
• Inactive records show with a strikethrough
• Selection options Resident District

• Selection options Community/Educating District
CCP, 1

• Lists courses as reported by the Higher Ed Institutes
  –May include Department-generated courses

• Payment Responsibility section assists in determination of who pays for courses

• K-12 Reported Data
  –All courses as reported by LEA
  –Reference point
• Resident districts review the student/course
  – Age out in 45 days with no activity
    • Timer starts and resets when data update occurs
    • Only specific elements impacted
  – Flags get sent to the Department

• Agreements as reported by the Higher Ed Institute
  – Negotiated credit hour rate is stated
  – Per combination of delivery method and term
  – Not all districts have specific agreements, may be default state-wide rate
## CCP, 3

<table>
<thead>
<tr>
<th>SSID</th>
<th>Name</th>
<th>HEI</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB2682437</td>
<td>Moody, Rusty</td>
<td>Brunswick Lovejoy Institute (220275)</td>
<td>2020</td>
</tr>
</tbody>
</table>

### Higher Education Reported Data

<table>
<thead>
<tr>
<th>Higher Ed Courses</th>
<th>Enrollment as Of</th>
<th>Term</th>
<th>Credit Hours</th>
<th>Divvy Mth</th>
<th>On Alt Pay</th>
<th>Esct</th>
<th>Course Dates</th>
<th>Section ID</th>
<th>HEI Subj</th>
<th>Campus Code</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON1499 - Principles of Microecon</td>
<td>07/25/2019</td>
<td>WI</td>
<td>2.37 Q</td>
<td>HI</td>
<td>N</td>
<td>N</td>
<td>07/01/2019 - 09/19/2019</td>
<td>22721</td>
<td>231890</td>
<td>ASHL</td>
<td>07/25/2019</td>
</tr>
<tr>
<td>MATH4724 - Computer Repair</td>
<td>07/25/2019</td>
<td>AU</td>
<td>1.95 S</td>
<td>OC</td>
<td>N</td>
<td>N</td>
<td>09/22/2019 - Current</td>
<td>14593</td>
<td>335059</td>
<td>WALT</td>
<td>07/25/2019</td>
</tr>
</tbody>
</table>

### LEA Payment Responsibility

<table>
<thead>
<tr>
<th>Higher Ed Course</th>
<th>Reporting LEA</th>
<th>Pmt by Reporting LEA</th>
<th>Review Code as of 07/25/2019</th>
<th>Pmt Split</th>
<th>Alt Pay Rptd</th>
<th>Paying LEA Credits</th>
<th>Total LEA Percent of Time</th>
<th>HEI Total Credits</th>
<th>In LEA on CCP Enrollment Date</th>
<th>CCP Sent Reason Reported</th>
<th>CCP Sent Percent of Time</th>
<th>CCP Course Reported by LEA</th>
<th>LEA FS Start Date</th>
<th>County of Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH4724 - Computer Repair</td>
<td>442098</td>
<td>FULL</td>
<td>APPROVED_CCP_COURSE</td>
<td>N</td>
<td>N</td>
<td>9.14</td>
<td>2.27</td>
<td>Y</td>
<td>Y</td>
<td>80</td>
<td>Y</td>
<td>09/22/2019</td>
<td>Erie</td>
<td></td>
</tr>
<tr>
<td>MATH4724 - Computer Repair</td>
<td>442098</td>
<td>PROP</td>
<td>APPROVED_CCP_COURSE</td>
<td>Y</td>
<td>N</td>
<td>1.84</td>
<td>4.21</td>
<td>Y</td>
<td>Y</td>
<td>86</td>
<td>Y</td>
<td>09/22/2019</td>
<td>Out Of State</td>
<td></td>
</tr>
</tbody>
</table>

### K12 Reported Data

<table>
<thead>
<tr>
<th>EMIS Reported Courses</th>
<th>Course Schedule</th>
<th>K12 Subject</th>
<th>HS Credits</th>
<th>Building IRN</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3642 - WHILE-94</td>
<td>All year</td>
<td>104100 - AP Chemistry</td>
<td>1.71</td>
<td>321123</td>
<td>395456 - Stockbridge Ellijay College</td>
</tr>
</tbody>
</table>
Review Flagging in CCP

• Red 🚫 = No funding for this record
  – Review flag set
  – ODE Override – not approved for funding

• Yellow ⚠ = Student needs some attention
  – Review needed
  – Data quality issue

• Green ✔️ = Approved for funding
  – Approved no errors
  – MY_LEA_TO_PAY_ALL review flag set
  – Aged out with no actions
  – ODE Override – approved for funding

• Escalated can be any of these
Selection options
Tuition, 1

• Verifies Tuition payments claimed by a district and payments to be made by a district

• Two options on the navigation bar drop down
  – Resident/Paying
  – Educating/Receiving
  – Same district can be both

• 30 days to review
  – Timer resets if data is changed
Tuition, 2

• Resident/Paying
  – Approve payments
  – Flag or escalate
    • Flags get sent to the Department
  – Comments can be added to any review

• Educating/Receiving
  – Claims payment for student
  – Data is populated from S collections
  – Students included have How Received of C, P, T, W, D, or J
  – Manual entry of contact data
  – Placement detail
  – Documents can be uploaded
  – Can indicate not claiming
Review Flagging Tuition

• Red 🔴 = No funding for this record
  – Review flag set
  – Required data is missing, i.e., Contact data
  – Not claiming Tuition
  – ODE Override – not approved for funding

• Yellow ⚠️ = Student needs some attention
  – Review needed
  – Data quality issue

• Green ✔️ = Approved for funding
  – Approved no errors
  – Aged out with no actions
  – ODE Override – approved for funding

• Escalated can be any of these

☐ Escalated Only
Tuition, 3

• Two Tuition windows
  – July 1 – December 31
  – January 1 – June 30

• Selection options
Calendar

Community Schools Only – located under SOES
- Sponsors approve calendars
- Community schools can see status of calendar approvals

<table>
<thead>
<tr>
<th>School Year</th>
<th>Approval Status</th>
<th>Earliest Begin Date</th>
<th>Latest Begin Date</th>
<th>Earliest End Date</th>
<th>Latest End Date</th>
<th>Min. Units In Session</th>
<th>Max. Units In Session</th>
<th>Record Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>Unreviewed</td>
<td>09/02/2020</td>
<td>09/09/2020</td>
<td>05/23/2021</td>
<td>06/07/2021</td>
<td>910.00 Hours</td>
<td>921.00 Hours</td>
<td>true</td>
</tr>
</tbody>
</table>

Calendar Details

LEA: Augusta-Richmond County Barney Academy (413615)
Year: 2021
Record Active: true
Approval Status: Unreviewed
Last Updated: 07/08/2020
Reviewed By:
Review Date:
Comment:

Earliest Begin Date on any calendar: 09/02/2020
Latest Begin Date on any calendar: 09/09/2020
Earliest End Date on any calendar: 05/23/2021
Latest End Date on any calendar: 06/07/2021
Minimum Units in Session: 910.00 Hours
Maximum Units in Session: 921.00 Hours
Setup, Users, 1

• Provides a list of staff with access to your district data and to what modules they have access
  – Last logged in date is displayed

• Roles can be assigned to allow update to any staff within district

• Each person can update their own detail

• Important to keep this current
  – Used in the popups to identify staff
ODDEX users and roles are synchronized nightly with the OEDS users and roles for each IRN

- Removes ODDEX accounts for those no longer employed
- Verifies roles are current for active employees
Setup, Agencies

- Provides details about any district
  - Selection options are recommended
- View option for most
- Roles can be assigned to provide update access to this data
Helpful Hints, Data Exports

• Best to query the desired records and verify
• TAB or CSV delimited format
• Includes all data for student except comments
• All review flags are included with a separator
• Upload to a spreadsheet application
  – Manage data according to district needs
Helpful Hints, Comments

• Shared comments entered on the Review Flag can be seen by Community School, ITC, the Department, and Resident District personnel
  – Default is shared comments

• Unshared comments entered on Review Flag can be seen by entering District personnel only
Helpful Hints, 1

Contact information related to comments and review flags

– Posted By: Hyperlink

– District level contact info
  • May be helpful for districts with central registration
  • Complete *Agency Secondary Contact* information on the Agencies from Navigation Bar
    – Functions for all personnel in district

– User level contact info
  • Users profile contact information
Helpful Hints, 2

- Limit data by using selections
- Combination of multiple query fields can be used for minimum selection of data
Helpful Hints, 3

• Audit detail
  – All modules that impact any funding
  – Old and new values, time, and date of change

• Ability to escalate to the Department

• District calendars where this icon is seen
  – Informational

• Printing options
Helpful Hints, 4

• Inactive records
  – Show with a strike-thru in all modules except Records
    • Inactive data example
    • Inactive omitted from display in Records

• No data is ever deleted from ODDEX; it becomes inactive

• Year selection drop down
Helpful Hints, 5

• Use the ‘Clear’ on data queries
  – Prevents selection problems

• Partial SSID or Student name entry finds any that match

• Hover over provides EMIS descriptions for codes, IRNs, etc.
Helpful Hints, 6

• Upper or lowercase can be used with entry of SSID or Name in ‘Find’
• Anything Blue is a hyperlink
• Global find by SSID can be useful in many ways

• Return to Summary Listings
Helpful Hints, 7

• Where am I in ODDEX?
  – Check upper right corner

• How do I sort displayed data?
  – Any column with this icon can be sorted

• ODDEX timeout is 30 minutes of inactivity
Helpful Hints, 8

• Collapsing ‘Find Box’

• ODDEX application is mobile friendly
• Older browsers can be troublesome
Helpful Hints, 9

Enhancement requests
– Ask your ITC to submit a ticket to SSDT Helpdesk
– Department URL
Questions