

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 the Ohio Department of Education and Workforce.





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**Department of
Education &
Workforce**

EMIS GENERAL TRAINING

June 2024

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Office of Data Quality and Governance

Topics

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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

REMAINING FY24 REPORTING – STUDENT

WITHDRAWING SENIORS

- Effective End Date (FS090)
 - Regular grad = last day of school per calendar
 - Summer grad = after last day of current year, before first day of next year
- Withdrawal Reason (FS100)
 - District issuing diploma = 99
 - Shared students, sending district = 41
 - JVS = 99 or 41
 - Non-grad not returning = 7x

MAJORITY OF ATTENDANCE IRN (FN220)

- Building or district IRN when Full Academic Year (FAY) criteria met
 - FAY = Friday of first full week in October through March 31
- ***** when FAY not met
- Accountability IRN (FN140) when FAY met and performance results are to count at a specific building
 - Will override MOA IRN when different
- Verify reporting with (WKCD-001) Where Kids Count Report
 - ESCs no longer receive

STUDENT PROGRAM (GQ) RECORD

- Extended school year services
- Apprenticeship
- Related services
- Graduation seals
 - Plans to earn
 - Earned
- Graduation and alternative competency pathways
- Interventions
- Extracurriculars and intracurriculars

TIER 2 DYSLEXIA SCREENER RESULTS (FN450)

- New FY24 element (24-13)
- Report based on initial results if screened more than once

UPDATED EXIT STATUS (FS380)

- Supporting documentation requirements are the same as any withdrawal
- If new reason is applicable **on or before** the original withdrawal date
 - Update existing Effective End Date (FS090) and Withdrawal Reason (FS100) to reflect new documentation
 - Report Updated Exit Status (FS380) with “**”
- If new reason is applicable **after** the original withdrawal date
 - Do not update existing Effective End Date (FS090) and Withdrawal Reason (FS100)
 - Report Updated Exit Status (FS380) with non-“**” option to reflect new documentation

CTE AT OHIO TECHNICAL CENTERS (24-101)

- Student is attending a CTE course delivered at an OTC via contract
- Sent Reason (FS200, FS230) = TC
- Sent To Percent of Time (FS220, FS250) = enrollment hours beyond full-time divided by calendar hours
- See examples in EMIS Manual Section 2.4

LITERACY INSTRUCTION (24-73)

- New DN attributes for reporting
 - Curriculum and instructional materials being used for English language arts in grades PS through 5
 - Reading intervention programs being used for grades PS through 12
- Use Attribute Name list in EMIS Manual Section 5.3 for FY24 reporting
- Options for districts using a curriculum not on the FY24 list in the manual
 - Other = R_OTHERXXX
 - Locally created = R_LOCALLYC

MEDICAL GROUP DN ATTRIBUTES

- Required reporting for org types listed in table
 - Number of students with diabetes enrolled during the current school year
 - Number of errors associated with the administration of diabetes medication to students with diabetes during the current school year
- Required *if applicable* (marked as “Optional” in table)
 - Number of epinephrine autoinjectors procured, and of those, how many used
 - Number of glucagon doses procured, and of those, how many used
 - Number of inhalers procured, and of those, how many used

REPORTING BY ORGANIZATION TYPE TABLE

- EMIS Manual Section 5.3
- Possible options
 - R Required reporting for the organization type
 - O Optional if not applicable to the organization type
 - If applicable, then required
 - -- Organization type does not report

REMAINING FY24 REPORTING – ASSESSMENTS

READING DIAGNOSTIC

- See EMIS Manual Section 2.8, Table 5 and the Reading Diagnostic and Dyslexia Screener FAQ
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-FAQs>
- Initial result must be reported
 - Other results can be reported, but not required
- Report Score Not Reported option in place of former FN options EX and RN

Reading Diagnostic Result (FN370)	Score Not Reported (FA235)
EX – Exempt from Diagnostic Assessment	L – Student has a disability condition for which no vendor accommodation exists
RN – Required, not assessed	Most appropriate

(LTRC-001) DERIVE READING DIAGNOSTIC RESULTS REPORT

- New Level 2 report in the Data Collector for districts to use in reviewing their grade KG-03 students to ensure they are properly assessed and monitored
 - Student collections
- Result codes show
 - Students required to have a reading diagnostic assessment reported
 - Student-level on-track/not on-track reading diagnostic status
- Report explanation is posted

TIER 1 DYSLEXIA SCREENER

- See EMIS Manual Section 2.8, Table 5 and the Reading Diagnostic and Dyslexia Screener FAQ
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-FAQs>
- Initial result must be reported
 - Other results can be reported, but not required

CCP COURSE IN LIEU OF A CTE TECHNICAL ASSESSMENT (WEBXAM)

- Assessment Type (FA060) = CTE Technical Assessment (GY)
- Score Not Reported (FA235) = X
 - Student received graduation credit due to completion of a dual credit course
- Score (FA240) = proficiency level
 - A or B = A-Advanced
 - C = P-Proficient
 - D or F = N-Not Proficient
- If CTE CCP course grade **and** GY result reported
 - Higher outcome used for technical skill attainment passage

REMAINING FY24 REPORTING – STAFF AND COURSE

STAFF SEPARATION

- Position Separation Date (CK300) = last day worked
- Position Separation Reason (CK230) = most appropriate
- Worked any days in FY24
 - Position Status (CK070) = left unchanged
- Did not work any days in FY24
 - Position Status = U

ABSENCES AND ATTENDANCE

- Absence Days (CI150)
 - Total number of days absent, including long-term illness
 - All position codes except 800 – 899
- Absence Days – Long Term Illness (CI155)
 - At least 15 consecutive days absent due to illness
 - Staff member, spouse, child, or parent
- Attendance Days (CI140)
 - Total days in attendance
 - July 1, 2023 – June 30, 2024

EARNED CREDITS

- Verify accuracy of earned credit reporting
- Student Course (GN) Record in Staff and Course (L) Collection
 - High School Credit Earned (GN150)
 - Partial/Override Credit (GN152)

CTE AT OHIO TECHNICAL CENTERS (24-101)

- Student is attending a CTE course delivered at an OTC via contract
- Delivery Method (CN320) = TC
- Location IRN (CN110) = IRN where program is approved
- See EMIS Manual Section 4.2

COURSE GRADES

- Student Course Grade (FR) Record in Student Course Grade (L) Collection
 - 9/21/2023 – 9/13/2024
- Required by all EMIS reporting entities reporting Course Master (CN) and Student Course (GN) Records
- Grades for middle school (grades 6-8) math and English courses will be utilized in the Early Warning System
- (MISS-001) Student Course Grade Missing Report

REMAINING FY24 REPORTING – CALENDAR

GRADE SCHEDULE (DL) RECORD

- Verify all students are assigned to a valid calendar
 - District IRN (DL040)
 - Building IRN (DL050)
 - Grade (DL060)
 - Attendance Pattern (DL070)
- Confirm Hours Per Day (DL100) reporting

ORGANIZATION–GENERAL INFORMATION (DN) RECORD

- Verify reporting of all exceptions
 - Calamity days = C_DCMTYTKN
 - Blizzard Bag days = C_DBLIZZARD
 - Shortened days, weather = C_HSHRTWEA
 - Full unplanned days = C_DNOTPLAN
 - Shortened days = C_HSHRTNOP
- Verify supplemental hours reporting
 - Staff professional development = C_PRFLMEET
 - Parent-Teacher Conference meetings that occurred between first and last days of school = C_PTCONFRC

SUMMER FY24 DATA APPEALS & DATA REVIEW AND VERIFICATION

JULY APPEALS

July 18 – 26

- Fall 3rd Grade ELA & Reading
- Dropout Prevention & Recovery Growth Assessment
- Spring End of Course Assessment
- Spring State Assessment Grades 3-8
- Student: Only opportunity to correct district data impacting funding and accountability

AUGUST APPEALS

- Aug. 8 – 16
 - Reading Diagnostics
 - Alternate Assessment
 - Ohio English Language Proficiency Assessment (OELPA)
 - Final Staff and Course
 - Final Calendar
 - CTE Assessment
- Aug. 12 – 16
 - Other Accountability Assessment
- Aug. 26 – Sept. 6
 - Tier 1 Dyslexia Screener
 - Child Outcome Summary Assessment

FY24 REPORT CARD DATA REVIEW

- Aug. 19 – Sept. 6
- Accessible through OH|ID portal
- One review for all report card-related data
 - Student
 - Calendar
 - Staff and Course
 - Assessment

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

FY25 REPORTING

FY25 RETENTION/PROMOTION – GRADE 3 ONLY

- Required reporting
- English Language Arts promotion score = 690
 - Reading sub-score = 48
- Grade 3 students enrolled through the end of the 2023-2024 school year will appear on Missing list until status reported

RETAINED/PROMOTED STATUS (FN070) OPTIONS, 1

- * = only for students who met required promotion score on 3rd Grade English Language Arts assessment
- 1 – 4 = Retained for reasons other than Third Grade Reading Guarantee
- 5 = Demonstrated adequate performance on a TGRG Alternative Assessment, retained for other reasons

RETAINED/PROMOTED STATUS (FN070) OPTIONS, 2

- A = Retained at end of previous school year due to TGRG, still retained
- D–G = Not retained, met one of the exemptions
- H = Retained end of previous year, not currently enrolled
- J–N = Not retained, met promotion score on a TGRG Alternative Assessment
- P = Retained end of previous year due to TGRG not met, not retained because of parent/guardian request (25-24)

FY25 EMIS CHANGES – STUDENT, 1

- 25-6: Makes Pre-KG Experience program codes required reporting for FY25
 - 24-60 added new program codes and was optional reporting for FY24
- 25-11: Clarifies proper use of Withdrawal Reason 38 – promoted beyond max grade/entity closing
- 25-37: Updates Withdrawal Reason (FL060) options reportable with Student Summer Withdrawal (FL) Record

FY25 EMIS CHANGES – STUDENT, 2

- 25-52: Resolves conflicting descriptions for STUKGLFREE and STUKGLRCED DN attributes
- 25-61: Adds new Core Area Code (GC060) and Subject Area for Credit (CN210) options when English, math, science, and social studies count toward elective credits
- 25-78: Corrects description for Date Type option RFRL – referral for evaluation date
- 25-119: Updates the entities who are included in the reporting of the medical attributes to include STEM districts

FY25 EMIS CHANGES – STAFF AND COURSE

- 25-36: Adds five new CTE Subject Codes
- 25-62: Deletes Subject Code 111950
- 25-92: Adds new artificial intelligence and cybersecurity Subject Codes

FY25 EMIS CHANGES – ASSESSMENT

- 25-38: Adds CTE Technical Assessments
- 25-40 and 25-120: Add Industry Credentials
- 25-105: Clarifies Score Not Reported option 2

IN CASE YOU MISSED IT

STUDENT IDENTIFIABLE INFORMATION

- EMIS Tip: [April 15, 2024, Newsflash](#)
- EMIS Department staff are legally prohibited from having student personally identifiable information (PII)
- Be sure to remove all student PII from messages, letters, or data shared when contacting EMIS staff
- Includes, but is not limited to,
 - Student name, address, phone number
 - Parent or guardian name, address, phone number

NEW SECURE DATA CENTER (SDC) WEBPAGE

Home > Data > EMIS > Resources > Secure Data Center

Secure Data Center

Ohio Revised Code and Ohio Administrative Code require districts to report data to EMIS and to verify and approve all EMIS data. Data should be reviewed and verified prior to the close of the [different data collections](#). This verification should include all relevant reports, including those in the Secure Data Center (SDC).

The Secure Data Center (SDC) is an interactive tool that allows districts to review data well before the data is final and the Report Cards are released. ***The SDC is the main resource districts should use to review Report Card Data.***

To access the SDC, log in to [your OH|ID account](#) and select the Report Portal tile. If you do not have the access needed to view the SDC, work with your district's OEDS administrator.

QUICK LINKS

- » [Documentation](#)
- » [EMIS Reporting Responsibilities](#)
- » [Resources](#)
- [EMIS Acronyms](#)
- [EMIS Calendar](#)
- [EMIS Communications and Information](#)
- [EMIS Glossary](#)
- [EMIS ITC Conference Calls](#)
- [EMIS Report Catalog](#)
- [EMIS Roundup](#)

<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Secure-Data-Center>

SDC REPORTS

- Review reports prior to close of FY24 reporting
 - Main resource for reviewing LRC data
- Status of reports can be found here:
<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Secure-Data-Center-Status-of-Reports>
- Reports schedule
 - Most reports populate
 - Monday, Wednesday, Friday
 - CTE, staff, teacher, course, and financial reports populate
 - Tuesday and Thursday

QUESTIONS?

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RESOURCES

Training Evaluation

Available through June 24

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 TBD
 - Dates and times will be announced via Newsflash
 - 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

- 2.4 Student Standing (FS) Record
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record

EMIS MANUAL, 2

- 4.2 Course Master (CN) Record
- 4.4 Student Course (GN) Record
- 4.8 Student Course Grade (FR) Record
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Information (DN) Record

REPORT EXPLANATIONS

- Assessment Missing Reports, Level 1
- Derive Reading Diagnostic Result Report (LTRC-001)
- Student Course Grade Missing (MISS-001)
- Where Kids Count (WKCD-001)

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<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Secure-Data-Center>

- Contact Information
 - datamanagement@education.ohio.gov
- Secure Data Center – Status of Reports
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Secure-Data-Center-Status-of-Reports>

GENERAL ISSUES, (GNIS-XXX)

Disclaimer: General Issues Reports are supplemental reports that are provided to districts to help identify potential data issues. The reports should NOT be used as the primary and/or sole mechanism for reviewing and verifying the accuracy/completeness of data. These reports are limited in the types of errors flagged and are not guaranteed to be generated on a regular basis as they are not part of the automated EMIS validation system. In accordance with ORC 3301.0714, the accuracy and completeness of EMIS data submitted to the Department is the responsibility of the district.

- Level 2 reports generated by business offices
- 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>
- EMIS News
 - <https://education.ohio.gov/Miscellaneous/News?cat=110>
- Reading Diagnostic and Dyslexia Screener Reporting FAQ
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-FAQs>

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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