

# 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



August 2020

# 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

- Finalizing FY20
  - Graduation, 4
  - Retention – Grade 3 Only, 13
  - Review & Verification and Appeals, 16
- FY21 Kickoff
  - Initial Calendar, 21
  - Beginning of Year Student, 24
  - Initial Staff and Course, 32
- ODDEX Updates, 36
- Resources, 39

# FY20 Graduation

# Course Requirements

Report all credits earned through September 30 on Student Graduation-Core Summary (GC) Record

Courses	State Minimum
English Language Arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

# Graduation Pathways

- Verify all reporting is in place for students meeting a pathway, even if graduating via HB 197 flexibility
- Assessments
  - Pathway 1: End of Course
  - Pathway 2: Industry Credential/WorkKeys
  - Pathway 3: ACT/SAT
- Program codes
  - Alternative pathway option 1: Non-CTE focus
  - Alternative pathway option 2: CTE focus

# Diploma Date

- Must be prior to the earliest first day of school being reported on FY21 calendar to count in the FY20 graduation rate
- Both of the following should be true for the date reported
  - Graduation requirements were completed ***and***
  - Student has left formal secondary education



# Graduation Seals

- Seal of Biliteracy program codes
- Ohio Means Jobs Readiness Seal program code
- All other program codes uploaded to the Data Collector will appear on Excluded list

# Assessment Exemptions

- Should not be removed for students on a regular pathway who would have been exempt if testing took place
  - Report Student Special Education Graduation Requirement (FE) Record
- Exemptions can be removed for students on an alternative pathway
- New “Data Reporting for Students with Disabilities FAQ” on COVID-19 webpage

# Received Files

- Updated files will be distributed throughout remainder of collection
  - 2020\_GRAD\_Cohort-EOC-Asmnt\_Detail
  - 2020\_GRAD\_Cohort-Non-EOC-Pts-Detail
  - 2020\_GRAD\_Cohort-EOC-Path-Req-Stat
  - 2020\_GRAD\_Cohort\_SAT-ACT\_Path\_Req\_stat
  - 2020\_GRAD\_Cohort\_WK-IndCred\_Path\_Req\_stat
- No COVID-related changes
- Still relevant and should be reviewed

# Level 2 Reports

- Grad Cohort reports not being updated to reflect grads using HB 197 flexibility
- Review for issues with students reported in the Graduation Collection
  - (CTAC-001) CTE Accountability Program of Concentration Tech Assessment Results Report
  - (ICAC-001) Industry Credential Administrative Conflict Report
- Gen Issues grad checks scheduled to begin running early August

# FY20 Graduate Appeals

<b>FY20 Graduate &amp; Prepared for Success Appeals</b>	10/19/2020	10/30/2020
<u>Impacted Organizations:</u> Districts, community schools, STEM <u>Required to Approve:</u> Superintendent <a href="#">Instructions</a> <u>Data Included:</u> Graduate FY20 Reporting Period (2020G0000) <b>Deadline to submit corrected data in EMIS for approved appeals is November 13 at 11:59pm.</b>		
<b>FY20 Graduate Cohort Appeals</b>	10/19/2020	10/30/2020
<u>Impacted Organizations:</u> Districts, community schools, STEM <u>Required to Approve:</u> Superintendent <a href="#">Instructions</a> <u>Data Included:</u> Graduate FY20 Reporting Period (2020G0000) <b>Deadline to submit corrected data in EMIS for approved appeals is November 13 at 11:59pm.</b>		

# **FY21 Retention – Grade 3 Only**

# HB 197 Clarification

- Flexibility not to be used as a means to report all grade 3 students with Retained Status option of “\*”
- Districts can make determination to retain students not reading at grade level and academically not ready for 4th grade

# Reporting Clarification

- Report ***all*** Grade 3 students
- All Retained Status options are still valid
- TGRG alternative assessment promotion score met?
  - Options J – N identifying assessment
- Exempt from retention under TGRG law?
  - Options D – F identifying exemption
- Significantly cognitively disabled?
  - Option G signifying overall TGRG exemption



# **FY20 Data Review & Verification and Appeals**

# Webpage

## EMIS Data Review & Verification

EMIS Data Review and Verification is the process by which all districts and community schools certify they have reviewed the data reported by the district in EMIS and verify that their data is accurate and complete to the best of their knowledge.

### 2019-2020 School Year Data Reviews

#### Current Data Reviews

Data Review	Review Opens	Review Closes
<b>FY20 Data Review for Report Card Data</b> <u>Impacted Organizations:</u> Traditional districts, community schools, STEM, JVSDs, ESCs, Organizations required to report CTE follow up data in March (D) <u>Required to Approve:</u> Superintendent ( <a href="#">Instructions</a> ) <u>Collections Included (as applicable):</u> Spring End of Course State Assessment Collection FY20 (2020AGESP)	8/10/2020	9/11/2020

# Webpage

## EMIS Data Appeals

The department recognizes that data reporting errors can and do occur and has designed a formal process to ensure that all districts can appeal and correct substantive reporting errors.

### Current Data Appeals

Appeal	Appeal Opens	Appeal Closes
<b>FY20 Dropout Prevention &amp; Recovery Assessment Appeals</b> <u>Impacted Organizations:</u> Community Schools required to administer the MAP assessment <u>Required to Approve:</u> Superintendent <a href="#">Instructions</a> <u>Collection Included:</u> DPR Growth Assessment Collection FY20 (2020AGDFL) <b>Deadline to submit corrected data in EMIS for approved appeals is August 28 at 11:59pm.</b>	8/10/2020	8/20/2020

# August Appeals

- August 10 – 20
  - FY20 Dropout Prevention and Recovery Assessment
  - FY20 Student
  - FY20 Ohio English Language Proficiency Assessment (OELPA)
  - FY20 OGT
  - FY20 Final Staff and Course
  - FY20 Final Calendar
- August 13 – 20
  - FY20 Other Accountability Assessment

# Late August & September Appeals

- August 31 – September 3
  - FY21 Retention
- August 31 – September 9
  - FY20 Early Learning Assessment
  - FY20 Child Outcome Summary Assessment
- September 1 – 23
  - FY20 Financial

# **FY21 Initial Calendar**

# Minimum Requirements

- At least one district-level set of calendar records
  - First Day of School (DL080)
  - Last Day of School (DL090)
  - Hours Per Day (DL100)
  - C\_DPLANNED (DN090)
- Optional to submit complete district-wide calendar details

# Benefits of Reporting Detail

- More accurate FTE calculation
- Fewer state default calendar assignments
  - Appears as 999999-999999-\*\*-\*\* on FTE Report
  - Occurs when no match can be made with
    - District or building IRN
    - State Equivalent Grade Level
    - Attendance Pattern
- ODDEX
  - Calendar popups
  - SOES Student Derived Enrollment Date



# **FY21 Beginning of Year Student**

# Reset and Restart Education

- Planning for Blended or Remote Learning
  - Provides comparison of both as potential options for reopening
- Attendance Considerations for Remote Learning includes information for
  - Gauging attendance in remote learning situations
  - Tracking attendance
  - Local attendance and absenteeism policies

# FY21 EMIS Changes, 1

- Fatal error when students reported with How Received X reported with disability condition (21-38)
- “IN” no longer valid grade level option (21-40)
- Resume collection of GC record for non-grads (21-44)
- Clarify PSTC reporting requirement for DOR (21-52)

# FY21 EMIS Changes, 2

- Temporary change for “DD” disability condition to be reported for kindergarten students until December 1, 2020 (21-54)
- “DD” disability condition for Preschool students 6 years or older only valid through December 1 (21-55)
  - As of December 2, school age disability condition must be reported
- Manual clarification that ESCs should be reporting preschool discipline data (21-28)

# Student Cross Reference (SCR) Collection

- Submit up-to-date data frequently to ensure 30-day funding rule is adhered to
  - Report continuing students within 30 days of start of school
  - Report changes within 30 days of change
- Submit other student collections at the same time to keep records in sync and History up-to-date
  - SOES Beginning of Year (S) already open for community schools and STEMs
  - Beginning of Year (S) for traditional districts opens early September

# SCR Display Modes

- Conflict
  - EPCT is the only conflict that indicates a funding issue may exist
    - Refer to FTE Adjustment Report
    - Make sure Student and SCR data submissions match
- Not Reported/Mismatched
  - Your reporting does not correspond with another district's
    - Admitted From/Withdrawn To
    - How Received/Sent To


# SOES Auto Approval, 1

- Resident district prevented from flagging when
  - Current year record identical to previous year record, ***and***
  - Final disposition of previous year record was reviewed/approved

Date Range	Review Flags	Comments
09/28/2017	• Student residency auto approved based on no changes in data from prior year	• Posted By <u>ODE Auto Approve</u> On 09/28/2017, 262 days ago Generated msg: ODE auto reviewed based on prior year data.

- Occurs when critical elements unchanged
  - Parent/Guardian
  - Address
  - District of residence

# SOES Auto Approval, 2

- Resident district has proof student moved but community school has not updated address
  - Resident district post comment to request address update
- Resident district will have ability to escalate 14 days after commenting
  - Look for green up arrow 
- Area coordinator has discretion to override when appropriate



# **FY21 Initial Staff and Course**

# Review Staff Data

- “509” no longer a valid Position Code option (21-24)
- Report Position Status “U” for staff who left at end of last year but not reported as separated in FY20
- Do not include staff reported as separated last year in FY21

# Review Course Data

- Review courses for deleted subject codes (21-4, 21-5)
  - 178015, 178025, 990371
- Review curriculum code for courses with 177000 and 177011 subject codes (21-7)
  - “VM” now valid option





# TLC Status Report

- New Elementary licenses (21-15)
  - Regular education P-5
  - Intervention specialist P-5
- Substitutes (21-21)
- Licensure flexibility for FY21 school year
  - Expiration dates extended
  - Temporary licenses
  - Subject area and grade range flexibility

# ODDEX Updates

# CCP and Tuition

Audit icon will now be on the right of the screen like other ODDEx modules

Higher Education Reported Data													
Higher Ed Courses		Enrollment as Of	Term	Credit Hours	Divry Mthd	On Alt Pay	Escld	Course Dates	Section ID	HEI Subj	Campus Code	Last Updated	
	 Review  Approve	ARTH3693 - Calculus III	07/27/2020	SP	2.22 S	HI	N	N	11/14/2020 - Current	73887	151619	SNCL	07/27/2020 

# SOES

## Modified enrollment records

- Resident district will only see associated records
- Will no longer will see next enrollment after withdrawal

# Resources



# Evaluation

ODE Home > Topics > EMIS > EMIS Training

## Training Evaluation

Training evaluations should be emailed to your trainer, either [kelli.rinehart@education.ohio.gov](mailto:kelli.rinehart@education.ohio.gov) or [stacy.hurtt@education.ohio.gov](mailto:stacy.hurtt@education.ohio.gov).

[Training Evaluation Form, New](#) 

» Please note that this form will not work with Microsoft Edge. In order to fill out the form electronically and either save it or email it, be sure it opens in another browser.

# EMIS Manual, 1

- COVID-19-Related EMIS Reporting Guidance
- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.11 Student Discipline (GD) Record
- 2.13 Student Special Education (GE) Record

# EMIS Manual, 2

- 2.14 Student Special Education Graduation Requirement (FE) Record
- 2.15 Student Graduation – Core Summary (GC) Record
- 3.4 Staff Employment (CK) Record
- 4.2 Course Master (CN) Record
- 4.7 Subject Codes
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Info (DN) Record

# Report Explanations

- (CTAC-xxx) CTE Technical Assessment Summary Reports
- FTE
- Grad Cohort Reports
- (ICAC-001) Industry Credential Administrative Conflict
- Student Cross Reference (SCR) Conflicts
- (TLCS-001) Teacher Licensure Course Status

# Gen Issues

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data
- Announced via Release Notes
  - ODE Home > Topics > EMIS > 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

# File Descriptions

- 2020\_GRAD\_Cohort-EOC-Asmnt\_Detail
- 2020\_GRAD\_Cohort-Non-EOC-Pts-Detail
- 2020\_GRAD\_Cohort-EOC-Path-Req-Stat
- 2020\_GRAD\_Cohort\_SAT-  
ACT\_Path\_Req\_stat
- 2020\_GRAD\_Cohort\_WK-  
IndCred\_Path\_Req\_stat

# Other, 1

- Coronavirus (COVID-19) Information for Ohio's Schools and Districts
  - Keyword: "Coronavirus"
  - ODE Home > Topics > Integrated Student Supports > Coronavirus (COVID-19) Information for Ohio's Schools and Districts
- Office of Educator Licensure
  - Keyword: "Educator Licensure"
  - ODE Home > Topics > Teaching > Educator Licenses

# Other, 2

- EMIS Changes

- Keyword: “Changes”

- ODE Home > Topics > EMIS > Documentation > EMIS Changes

- ODDEX Help

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

- Reset and Restart

- Keyword: “Reset”

- ODE Home > Reset and Restart



# Office of Data Quality

- EMIS Data Appeals
  - Keywords: “EMIS Data Appeals”
  - ODE Home > Topics > EMIS > EMIS Reporting Responsibilities > EMIS Data Appeals
- EMIS Data Review & Verification
  - Keywords: “EMIS Data Review”
  - ODE Home > Topics > EMIS > EMIS Reporting Responsibilities > EMIS Data Review & Verification
- Contact information
  - [dataquality@education.ohio.gov](mailto:dataquality@education.ohio.gov)
  - (614) 466-7144

# Graduation Requirements

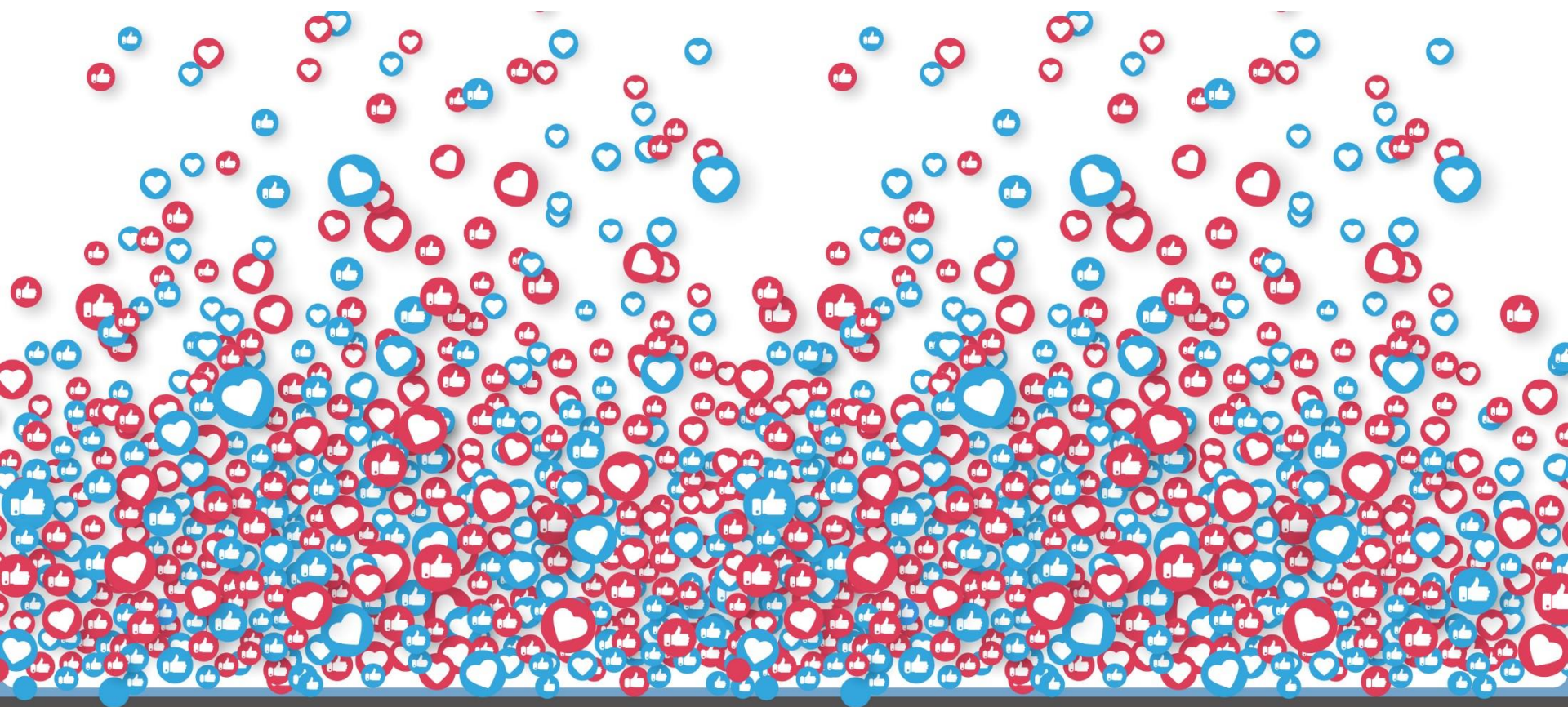
- COVID-19 Webpage
  - Keyword: “Graduation”
  - ODE Home > Topics > Integrated Student Supports > Coronavirus (COVID-19) Information for Ohio’s Schools and Districts > Graduation Requirements
- Webpage
  - Keyword: “Graduation Requirements”
  - ODE Home > Topics > Graduation Requirements
- Contact information
  - gradrequirements@education.ohio.gov

# Questions?





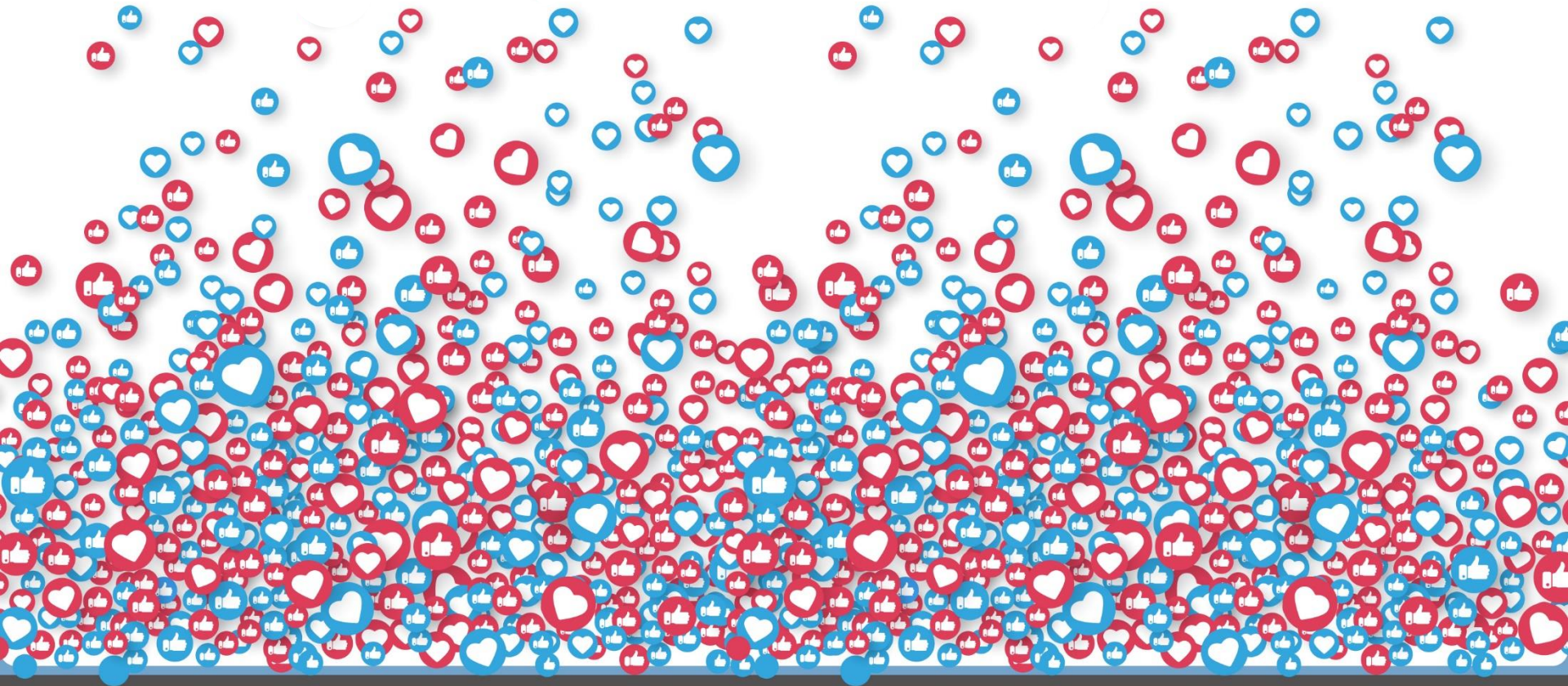
**education.ohio.gov/Topics/Data/EMIS**







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