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

• Career Technical Education, 4
• Federal Child Count, 13
• EMIS Changes, 21
• Student Claiming Module, 26
• ODDEX Updates, 49
• Resources, 52
Career Technical Education
Program of Concentration (POC)

• Concentrator: secondary student completing at least two approved Workforce Development (WFD) courses in a single CTE program

• Only one area of concentration can be reported in EMIS
  – CTE Program of Concentration (FN290)
  – Report in year student achieves concentrator status and
  – Any subsequent year student takes aligned course(s)

• Grade level has no relationship to student identified as concentrator
<table>
<thead>
<tr>
<th>CTE Concentrator Level 2 Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>• CTE_CTAC-102_ACCNT_FY_POC_MISSING</td>
</tr>
<tr>
<td>– Identifies student with at least one aligned completed course in current year in POC that has at least 2 completed courses <strong>and</strong></td>
</tr>
<tr>
<td>– Does not have POC reported in current year</td>
</tr>
<tr>
<td>• CTE_CTAC-103_ACCNT_FY_POC_UNEXPT</td>
</tr>
<tr>
<td>– Identifies student reported with POC in current year <strong>and</strong></td>
</tr>
<tr>
<td>– Does not have an aligned completed course to a POC that has at least 2 completed courses in current year</td>
</tr>
<tr>
<td>• Available in Initial and Final Staff and Course (L) Collections</td>
</tr>
</tbody>
</table>
CTAC-102 and CTAC-103 – What to Verify

• Did student have course aligned to POC in current year?
• Was course funded?
• Was student enrolled in at least 90% of the course?
• Did student earn credit in aligned course?
• Did student have courses from another district?
CTE Technical Assessment Level 2 Report

- CTE_CTAC-001_CTE_TECH_ASSMT
  - Students with CTE Technical Assessment reported
  - Students enrolled in CTE Workforce Development program, but no CTE Technical Assessment reported
  - All technical assessments for students regardless of district reporting

- Provides count of each type of CTE Tech assessment (GY, GW, CTE CCP) used to determine POC proficiency
- Received by district with reported courses or tests for same student
- Available in Career Tech Accountability Assessment (A) and Graduation (G) Collections
What the CTAC-001 is and What it is Not

• It is telling you all POCs aligned to reported CTE Technical Assessments
• It is a tool to help you determine which POCs could be reported based on CTE Tech Assessment proficiency
• It is not identifying a student as a concentrator
• It is not an indicating a POC has been reported
• It does not mean the POC has an approved CTE 26
CTAC-001 – What to Verify

• Is the technical assessment aligned to POC?
• Is the correct Score Not Reported option reported?
• Is the correct test score reported?
• Does the student have technical assessments reported in other districts?
CTE Graduation Cohort Level 2 Reports

- Available in Mid and End of Year Student (S), SOES End of Year Student (S), and Graduation (G) Collections
  - (CTGR-421) 2021-CTE_GRAD_Cohort_4th_Year_Status
  - (CTGR-422) 2022-CTE_GRAD_Cohort_3rd_Year_Status
  - (CTGR-423) 2023-CTE_GRAD_Cohort_2nd_Year_Status
  - (CTGR-424) 2024-CTE_GRAD_Cohort_1st_Year_Status
  - (CTGR-520) 2020-CTE_GRAD_Cohort_5th_Year_Status

- Received by district reporting student as CTE concentrator who is also in a grad cohort
CTE Technical Assessment (GY) – Course Grade Substitution

• HB 197 allowed course grade substitution for any grade level in place of a test score for FY20
• HB 67 allows only juniors and seniors to use course grades in place of a test score for FY21 (21-167)
• Score Not Reported (FA235) = X
• Score (FA240) = A, P, or N
Federal Child Count (FCC)
Federal Child Count (FCC)

• Number of special education students meeting initial selection criteria
  – Based on current year Beginning of Year and prior year 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
Inclusion Criteria

• Enrolled on Oct. 31
  – Effective Start Date (FS060) and End Date (FS090)

• Disability Condition (FD130) in effect as of Oct. 31
  – “16” allowed for KG through Dec. 1 was only for FY21 (21-54)

• 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)
  – FY21 End of Year and FY22 Beginning of Year Student Collections
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
Where Do Shared Students Count?

• Students count at their resident districts except those attending
  – Community schools, How Received = M
  – STEM districts, How Received = K
  – State-supported schools, How Received = U, Y
  – Pilot Programs, Sent Reason = PP

• Non-public students count at the traditional district providing related services
  – How Received = 6
Shared Student Verification – ODDEX

• Use Special Ed tab to verify reporting of IEP events by both entities
• Communicate to determine correct reporting
FCC Level 2 Reports

- (FCCD-001) Federal Child Count Detail
- (FCCS-001) Federal Child Count Statement of Assurances
- No FY22 changes
- 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
EMIS Changes
Completed FY22 Changes, 1

• 22-3: CTE Matrix-related updates
• 22-17: Homeschool attribute now required reporting (5.3)
• 22-19: Removed elements no longer needed from CTE Workforce Development Follow-up (GV) Record (2.12)
• 22-28: Addition of subject code 119980 (4.7)
• 22-30: RIMP codes updated (2.9)
• 22-33: Glucagon DN attributes added (5.3)
Completed Changes, 2

• 22-34: Include graduation seal codes in earlier collections (2.9)
• 22-35: Connectivity and hardware program code reporting instructions updated (2.9)
• 22-38: Include earned credits in earlier collection (4.4)
• 22-40: CLOSED Education Delivery Model option removed (5.3)
• 22-45: Computer science subject code additions and updates (4.7)
Completed Changes, 3

• 22-47: Subject codes added to pathways in CTE Matrix
• 22-50: CTE program codes updated and removed (2.9)
• 22-54: OGT references removed from MOA table (2.6)
• 22-60: DN Assessment Group reporting requirements changed from Optional to Required (5.3)
• 22-61: Acceleration transfer student guidance added (2.7)
• 22-62: OGT and Writing Assessment Area references removed (2.14)
Completed Changes, 4

- 22-63: AP and IB Assessment Area Codes added and updated (2.8.1)
- 22-64: CORE Area Code values added and updated (2.15)
- 22-65: Graduation-related seals reporting guidance added (2.9)
- 22-66: Alternative competency codes added and updated (2.9)
Student Claiming Module (SCM)
Purpose of SCM

• Earlier access to student records
• Earlier notification student is leaving
• Fewer incorrect SSIDs
• Improved grade placement in new district
• Better graduation planning
How Student Identified in SCM

• Majority will be identified using
  – First and last name
  – Date of birth
  – Gender
  – Prior district

• More identified when adding
  – Similar names or nicknames
  – Prior math and English teachers
What Information is in SCM?

- Data from Student Cross Reference (SCR)
- Any student who attended public school since FY15
- EMIS data on math and English teachers
Tight Integration Between SCM and Student Cross Reference (SCR)

• Claimed student
  – Immediately included in SCR History
  – SCR conflicts related to overlapping enrollment appear after nightly processing

• Tentative enrollment dates and types entered during claiming
  – Replaced with SCR data as soon as student submitted in SCR

• SCM data never submitted to SCR
  – Does not require Withdrawal Reason 81
Access to SCM

- Superintendent can view, claim students, and cancel other’s claims
- EMIS coordinator can view and cancel other’s claims
- ITC staff with SDC-Student Level Access can view
- Two new roles
  - Enrollment Staff-SCM can view, claim students, and cancel other’s claims
  - Data View-SCM can only view claims
SCM

• Should not be used to
  – Check data on potential students
  – Find a name to go with an SSID

• To ensure system is not abused, staff members cannot cancel their own claims
SCM Options

• New menu bar option in ODDEX
• Can claim a new student, review prior claims related to your district, and cancel claims of students not yet reported as enrolled in SCR
Claiming Process

- Five steps to claiming a student
- Each page has a bar across the top
  - Bar progresses as you complete each step for a student
  - May have multiple screens for the same step
  - Only way to return to an earlier step is to cancel or exit the current claim and start again
Initial Data Entry

Student Claiming Initial Data Entry
You (SSDT UPDATE) are entering data to claim a student for enrollment in Dudley Tucker Ex Village (45489)

First Name* 
Last Name* 
Middle Name/Initial
Prior District Enrollment
Date of Birth* 
School Year
Gender* 
SSID

Claiming for School Year* 
2021-2022

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.
Additional Information Required

Enter all the information known about the student on this screen. If no match is found from this data, you will have to restart the claim process.

Information entered up to this point:
- First Name: Steven
- Last Name: McCoy
- Date of Birth: 10/14/2014
- Gender: Male
Expand Search to Similar Names

Previous districts may not have submitted the student’s legal name to ODDEX. Searching for similar and nicknames (a "Sounds Like" search) with the same date of birth and gender may return a match for the student you are attempting to claim.

No matches were found using the information provided.

First Name: Becky
Last Name: Manning
Date of Birth: 10/19/2016
Gender: Female
Prior District Enrollment: Nelson Commons Ex Village (168274)
Year at Prior District: 2022

Would you like to try finding the student using a Sounds Like search or cancel?

Proceed with Similar Name Search  Exit Claim
Continue Using Teacher Information

Select the Student's Previous Math Teacher

- HANKS, TOM
- PERKINS, ELLEN D.
- MOSES, NICOLE E.
- JEFFERSON, KYLE B.
- EASTWOOD, KYLE

First Name: paul
Last Name: bunyan
Date of Birth: 08/15/2013
Gender: Male
Prior District Enrollment: Hapzibah Meldrim Ex Village (392896)
Year at Prior District: 2021

Continue Search  Exit Claim
Will Not Always Find Match

• Bad information
• Not a public student since FY15
Single Match Found – Ready to Claim
Projected Enrollment Information
Successful Enrollment – Correct Student

Hannah Clarke Successfully Enrolled for School Year 2021 - 2022

Up to 3 prior enrollments for this student are listed on this page. With this additional information, please confirm that you have claimed the correct student.

Student Claimed and Enrolled

First Name: Hannah
Last Name: Clarke
Date of Birth: 03/26/2007
Gender: Female

Prior District Enrollments

<table>
<thead>
<tr>
<th>Educating Entity</th>
<th>School Year</th>
<th>Derived Enrollment Dates</th>
<th>Building Attended</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartoonville Public (625122)</td>
<td>2021 - 2022</td>
<td>07/01/2021 - 06/30/2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please confirm you have claimed the correct student for your district.

Correct Student  Incorrect Student
Successful Enrollment – Incorrect Student

Incorrect Student Claimed - Tashia Rodgers FB6557537
Since you claimed and enrolled this student, you do not have the ability to cancel this claim. Please contact one of the staff listed below for assistance with canceling this enrollment and claim.

The following users have access to cancel a student claim for Dahlonega Whitmarsh Island City (193166).

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDUSER UPDATE</td>
<td><a href="mailto:RDUupdate@Test.com">RDUupdate@Test.com</a></td>
<td></td>
</tr>
<tr>
<td>ODE UPDATE</td>
<td><a href="mailto:ODEUpdate@Test.com">ODEUpdate@Test.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Start New Claim  Exit SCM
Completed Claim

Claiming and Enrollment Complete

You have claimed the following student for enrollment:

<table>
<thead>
<tr>
<th>SSID</th>
<th>Student Name</th>
<th>Date of Birth</th>
<th>Claimed From</th>
<th>Projected Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM000150</td>
<td>Conway, Tim</td>
<td>07/15/2011</td>
<td>Nelson Canesville Ex Village (168276)</td>
<td>09/01/2021</td>
</tr>
</tbody>
</table>

Click here to view the historical data on this student. Depending on your access level, you may see prior enrollment details, assessments reported to the Ohio Department of Education, special education information and/or graduation cohort information.
## List of Claimed Students

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSID</th>
<th>Projected Enrollment Date</th>
<th>Actual Enrollment</th>
<th>Claim Date</th>
<th>Claimed From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawrence</td>
<td>Vicki</td>
<td>SCM600700</td>
<td>06/01/2021</td>
<td>06/08/2021</td>
<td>06/08/2021</td>
<td>Dahlonega Whitmarsh Island City (193166)</td>
</tr>
<tr>
<td>Morton</td>
<td>Andrew</td>
<td>WQ2144314</td>
<td>05/18/2021</td>
<td>05/31/2021</td>
<td>05/31/2021</td>
<td>Cartoonville Public (625122)</td>
</tr>
<tr>
<td>Myers</td>
<td>Christina</td>
<td>EC2230239</td>
<td>06/28/2021</td>
<td>06/16/2021</td>
<td>06/16/2021</td>
<td>Hepzibah Meldrim-Ex Village (3926356)</td>
</tr>
</tbody>
</table>

Select the 'Claimed By My IRN' option to view the claimed students.
## Cancel Claim

### Image Description:

The image shows a screenshot of the Ohio Department of Education’s Ohio District Data Exchange (ODDEX) system. The focus is on a section labeled “Cancel Claim.”

### Description:

- **Last Name:**
  - Bolton
  - Boyd

- **First Name:**
  - Christian
  - Bryan

- **SSID:**
  - AS8563425
  - FP7384173

- **Projected Enrollment Date:**
  - 01/29/2022
  - 08/20/2021

- **Claim Date:**
  - 01/29/2022
  - 08/20/2021

- **Claim Type:**
  - Enrollment Staff SCM
  - Enrollment Staff SCM

- **Claimed From:**
  - Barnesville Mayday Local (384067)
  - Doraville Wilmington Island Academy (976548)

### Explanation:

A user does not have the option to cancel a claim on a student they claimed. A user can only cancel a claim on a student another district staff member has claimed. A user does not have the ability to cancel a claim on a student that has been reported to SCR. These students should be withdrawn, likely using an ‘81’ withdrawn code in an SCR submission.
# Cancel Claim Screen

## Cancel Reason

- Incorrect Match
- Never Attended
- Claimed In Error

### Table

<table>
<thead>
<tr>
<th>SSID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Claim Date</th>
<th>Projected Enrollment Date</th>
<th>Claim User</th>
<th>Claimed From</th>
</tr>
</thead>
<tbody>
<tr>
<td>JG3980305</td>
<td>Franklin</td>
<td>Andrea</td>
<td>05/13/2021</td>
<td>05/19/2021</td>
<td>RD Admin</td>
<td>Nelson Carnesville Ex Village (168274)</td>
</tr>
</tbody>
</table>
SCM Help

• ODDEX Help page
• Training will be posted as a stand-alone recording
  – Version for EMIS coordinators very similar to OEDSA
  – Version for non-EMIS staff that includes more ODDEX background
• SSDT Help Desk
• EMIS Help Desk
• We want your feedback on how to make it better!
ODDEX Updates
Updates

• SOES
  – “Red-x” icon eliminated from display for students with blank address
    • Indicated no funding, does not apply for FY22
    • Replaced with yellow-exclamation point
  – Corrected issue where claimed student included in Summary list prior to submission in SOES collection

• Tuition – FY21 review flagging disabled

• CCP – FY22 reviews enabled

• SCM – “Enrollment Staff-SCM” role issue corrected
Questions?
Resources
Training Evaluation

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, questions asked during the sessions, will be posted
• Schedules for remaining 2021 training are posted
  – The next ODE ITC EMIS Training is November 15-19, 2021
  – STARS registration now available for all sessions

http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training
EMIS Manual, 1

• COVID-19-Related EMIS Reporting Guidance
• 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
• 2.8.1 Assessment Area Codes
EMIS Manual, 2

- 2.9 Student Program (GQ) Record
- 2.12 CTE Workforce Development Follow-up (GV) Record
- 2.13 Student Special Education (GE) Record
- 2.14 Student Special Education Graduation Requirement (FE) Record
- 2.15 Student Graduation – Core Summary (GC) Record
- 4.4 Student Course (GN) Record
- 4.7 Subject Codes
- 5.3 Organization – General Info (DN) Record
Report Explanations

• CTE Concentrator Reports
• CTE Grad Cohort Reports
• CTE Technical Assessment Summary Reports
• Federal Child Count
(GNIS-xxx) General Issues

• Level 2 reports generated by business offices on student, staff/course, assessment, and financial data
• Announced via Release Notes
• For assistance, contact data manager on report and in report explanation
• Do **not** include student identifiable information in communications
Other

• Career-Tech Education Program and Assessment Matrix

• EMIS Changes
  – http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1

• ODDEX Help
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

• FAQ

• Contact
  – Profile.Help@education.ohio.gov