

ODE ITC EMIS Training

September/October 2021







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



Departmen[.] of Education

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





CTE Concentrator Level 2 Reports

- CTE_CTAC-102_ACCNT_FY_POC_MISSING
 - -Identifies student with at least one aligned completed course in current year in POC that has at least 2 completed courses and
 - -Does not have POC reported in current year
- CTE_CTAC-103_ACCNT_FY_POC_UNEXPT
 - -Identifies student reported with POC in current year **and**
 - -Does not have an aligned completed course to a POC that has at least 2 completed courses in current year
- Available in Initial and Final Staff and Course (L) Collections





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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?





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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?



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CTE Graduation Cohort Level 2 Reports

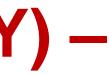
- Available in Mid and End of Year Student (S), SOES End of Year Student (S), and Graduation (G) Collections
 - -(CTGR-421) 2021-CTE_GRAD_Cohort_4th_Year_Status
 - -(CTGR-422) 2022-CTE_GRAD_Cohort_3rd _Year_Status
 - -(CTGR-423) 2023-CTE_GRAD_ Cohort_2nd _Year_Status
 - -(CTGR-424) 2024-CTE_GRAD_Cohort_1st _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





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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



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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



Department

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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





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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



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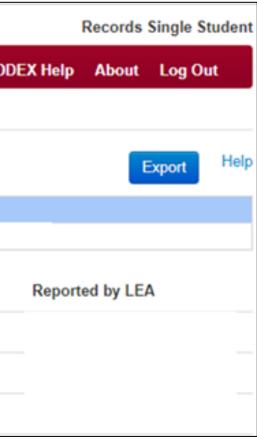
Shared Student Verification – ODDEX

- Use Special Ed tab to verify reporting of IEP events by both entities
- Communicate to determine correct reporting

Ohio 📲	artment ducation Ohio Distr	rict Data Exchar	nge (ODDEX)							
Home	SOES SCR R	ecords - CCI	P - Tuition -	Calendar	Users	Agencies	ISSID	٩		OE
History	Special Education	n Assessme	ents							
Return	to Summary									
Name						SSID			Birthdate	
Event Date	Event Type	Outcome	Outcome Date	es	No	n-Complianc	e Seconda	ry Planning	Required Test Type	
04/23/2019	RIEP	IE14	04/23/2019 - 0	4/22/2020	N//		N/A		STA	
04/27/2018	RIEP	IE55	04/27/2018 - 0	4/26/2019	N/A		N/A		STA	
07/24/2017	AIEP	IE51	07/24/2017 - 0	4/26/2018	N/A		N/A		STR	







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



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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)





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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)



E Matrix (ed (2.9) le (2.6) ements

idded (2.7) rences

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)



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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





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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





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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



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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

Ohio	Department (Ohio Dist	trict Data	Exchange (OE	DEX)			
Home	SOES	SCR	SCM-	Records -	CCP -	Tuition -	SSID	٩
			Claim Claim	A Student ed By My IRN ed By Other I el Claim	10000			







Claiming Process

Confirming

Enrolling

>>

Five steps to claiming a student

>>

Initial entry

Each page has a bar across the top

Finding match

-Bar progresses as you complete each step for a student

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- -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



Completed

>>

Initial Data Entry

Ohio Department or Education Ohio District Data Excl	nange (ODDEX)		
Home SOES SCR SCM Rec	ords - CCP - Tuition - SSID	Q Admin ⊤ Setup ⊤	Syst
Dudley Tucker Ex Village (45489	~		
Student Claiming Initial	Data Entry		
You (SSDT UPDATE) are entering data to Initial entry	claim a student for enrollment in Dudley Tu	cker Ex Village (454898)	
First Name*	Middle Name/Initial	* = Required	The Student Clair only to be used fo enrollment and ot
Last Name*	Prior District Enrollment	~	student at the tim the student. By cl accessing their da
Date of Birth*	School Year		Ohio public distric Department of Ec parent or guardia
Gender*	SSID		to enroll in your d monitored and mi revoking access t
Claiming for School Voor*			ODDEX in genera
Claiming for School Year*			
Search Clear			



Student Claiming/Claim

tem ODDEX Help Log Out

Help

aiming Module (SCM) is for accessing current other information on a me your district is enrolling claiming a student and data, you are telling other ricts and the Ohio Education that the student's an has initiated the process district. Use of the SCM is nisuse may result in a to the SCM and/or to aral.

Additional Information Required

Ohio Department Ohio District Data Exchange (ODDEX)					
Home SOES SCR SCM Records CCP	Tuition	ISSID	٩	Admin - Setup -	S
Additional Information Required					
Enter all the information known about the student on th	is screen. If	no <mark>m</mark> atch is	found from t	this data, you will have t	o restart <mark>t</mark> he claim proces
Initial entry >> Finding match					
Middle Name/Initial				Information enter	ed up to this point
				First Name	
Prior District Enrollment	School	Year		Last Name	McCoy
~		~		Date of Birth	10/14/2014
SSID				Gender	Male
Continue Search Exit Claim					





	Student Claiming/Clai						
stern	ODDEX Help	Log Out					



Similar Names

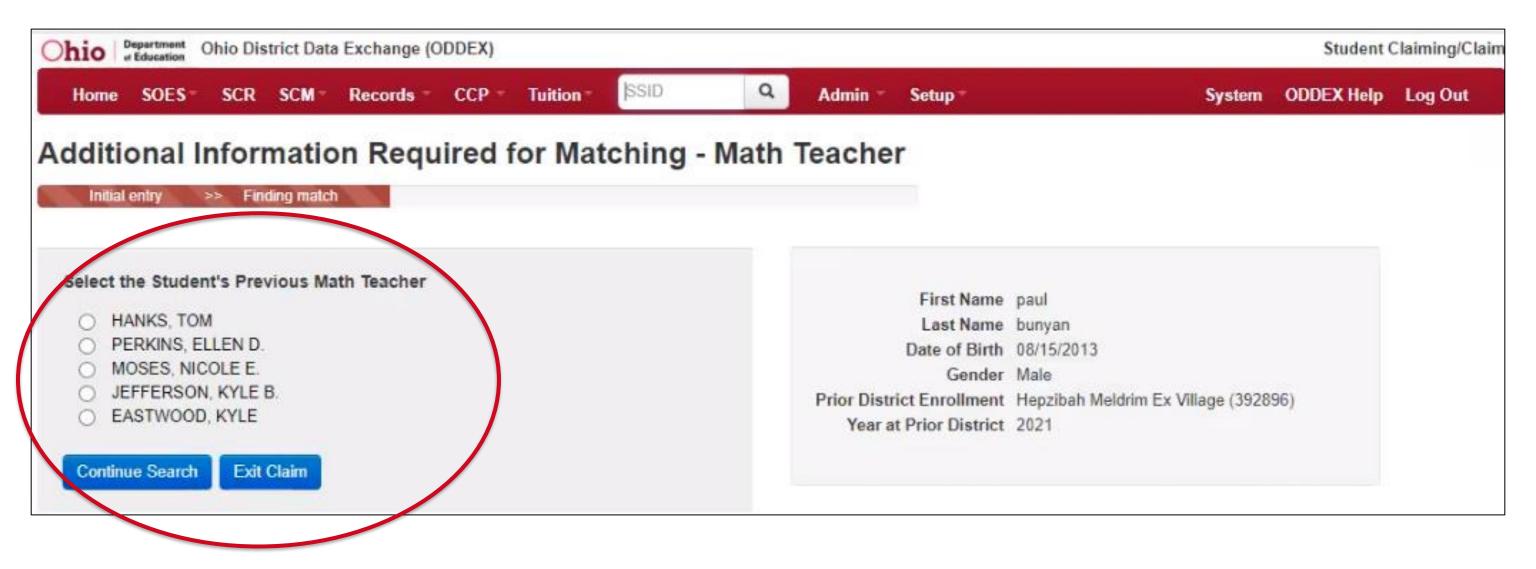
Ohio	Department I Education	Ohio Di	istrict Data	a Exchange ((ODDEX)					
Home	SOES	SCR	SCM-	Records -	CCP -	Tuition -	SSID	٩	Admin -	Setup
Expan	d Se	arch	to Si	milar Na	ames					
								Searching fo	or similar ar	nd nicknames (a "Sounds Like" sear
	entry	a matci	n for the s	student you a	are attem	pting to cla	um.			
	Citaly									
No mate	ches we	re found	l using th	e informatio	n provide	d.				
	Firs	t Name	Becky							
			Manning							
			10/19/201	16						
		Gender	Female							
Prior Dis	strict Enr	oliment	Nelson C	arnesville Ex V	llage (168	(274)				
Year	r at Prior	District	2022							
Would	vou like 1	to try fir	ding the	student usir	ig a Sour	ds Like se	arch or canc	el?		
-			-							
Procee	ed with Sir	milar Nar	ne Search	Exit Claim	1					
				<u>^</u>	_					







Continue Using Teacher Information

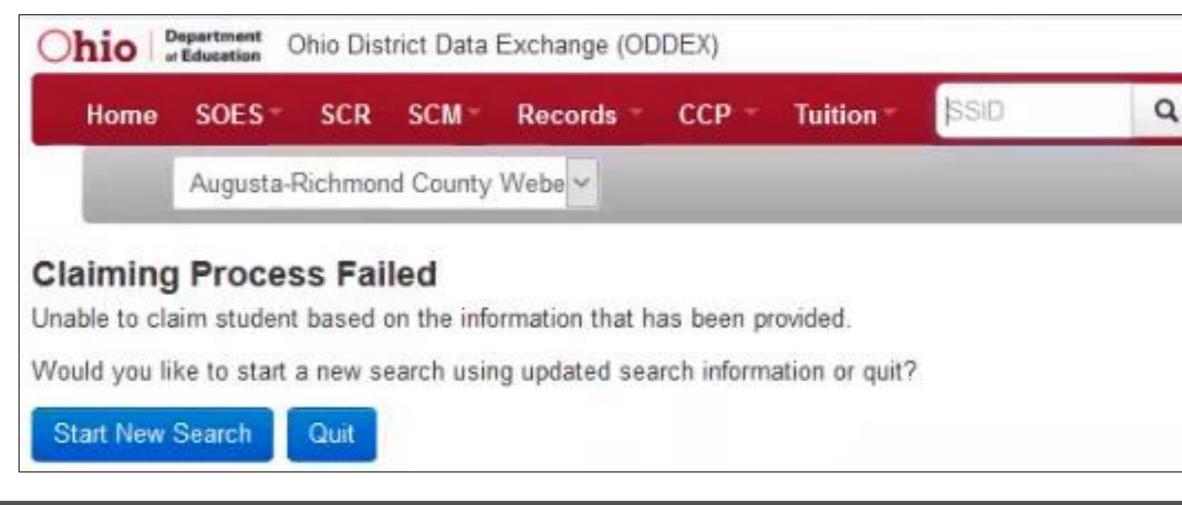






Will Not Always Find Match

- Bad information
- Not a public student since FY15





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Setup *



Single Match Found – Ready to Claim

Ready to Claim for Enrollment A single match has been found and confirmed for the student you are claiming.		
Initial entry >> Finding match >> Confirming		
WARNING You are about to enroll Conway, Tim with Date of Birth 07/15/2011 and Gender Male Do you wish to continue with the Enrollment? Continue with Enrollment Exit Claim	Information entered First Name Last Name Date of Birth Gender Prior District Enrollment Year at Prior District	Tim Conway 07/15/20 Male Nelson
	Math Teacher	
	ELA Teacher	QUAID,





Help

to this point

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Carnesville Ex Village (168274) 2021 JON P. RANDY S.



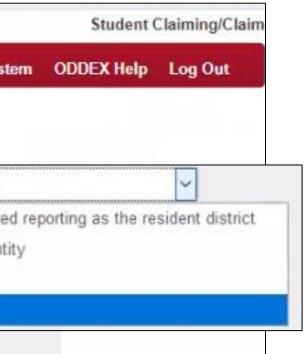


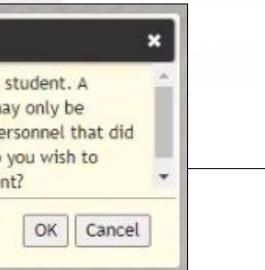
Projected Enrollment Information

Ohio Department Ohio District Data Exchange (ODDEX)	
Home SOES SCR SCM Records CCP Tuition	SID Admin Setup Sys
Enrolling Steven McCoy for school year 20	021 - 2022
Initial entry >> Finding match >> Confirming >> Enrol	Full time student, enrollment in prior entities expected to end
Enrollment Date* 8/1/2021	Not being educated by claiming district - only claiming for require Part time student, still concurrently enrolled in another public ent Part time student, but only to be enrolled in claiming entity
Enrollment Type*	Full time student, enrollment in prior entities expected to end
Full time student, enrollment in prior entities expected to end	Confirmation
Will this student be a resident of your district? Yes No Enroll Student Exit Claim	You are about to enroll this cancellation of the claim ma completed by authorized pe not complete the claim. Do continue with the enrollmen









Successful Enrollment – Correct Student

Home SOES SCR SCM Reco	rds CCP Tuit	ion - SSID	Q	Admin - Setup -	
nnah Clarke Successf		d for Sch	ool Vear	2021 - 2022	
3 prior enrollments for this student a					that you have claimed the
Initial entry >> Finding match	>> Confirming	>> Enrolling	>> Comple	• • • • • • • • • • • • • • • • • • •	
Student Claimed and E	prolled				
Student Glaimed and E	linoneu				
First Name Hanna					
Last Name Clarke					
Date of Birth 03/26/					
Gender Femal	3				
rior District Enrollments					
Educating Entity	School Ye	ar	Derived Enrolln	ent Dates	Building Attend
Cartoonville Public (625122)	2021 - 202	2	07/01/2021 - 06/	30/2022	
e confirm you have claimed the correct stu	dent for your district.				



Student Claiming/Claim

em ODDEX Help Log Out

ect student.

Grade



Successful Enrollment – Incorrect Student

Ohio Department or Education Ohio	o District Data	Exchange (OD	DEX)					
Home SOES - S	CR SCM-	Records -	CCP – Tuiti	on - SSID	Q	Admin - S	Setup -	٤
Incorrect Stud	dent Cla	imed - T	ashia R	odgers FE	365575	37		
Since you claimed and enrollment and claim.				•			act one of the sta	aff listed below for a
Initial entry	>> Finding r	natch >>	Confirming	>> Enrolling	>> Comp	oleted		
The following us	sers have a	access to o	cancel a st	udent claim f	for Dahlo	onega Whitn		City (193166).
RDUSER UPDATE				ite@Test.com				lione
ODE UPDATE			Concernant of the local of the	date@Test.com				
Start New Claim Exit	t SCM							



System ODDEX Help Log Out

Completed Claim

Proje
168274) 09/01



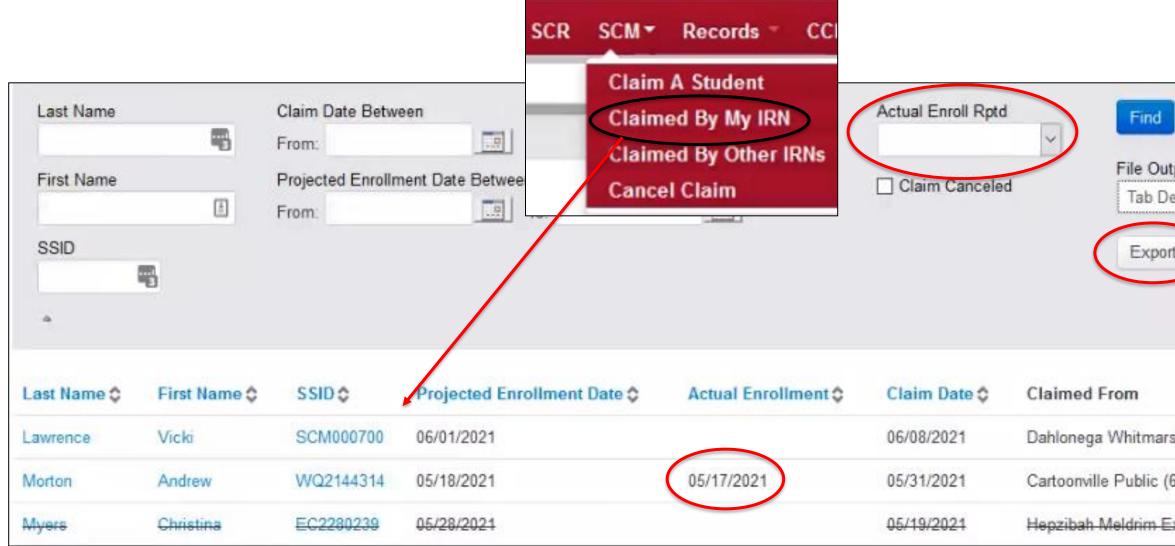
ojected Enrollment

01/2021

rtment of Education, special education



List of Claimed Students





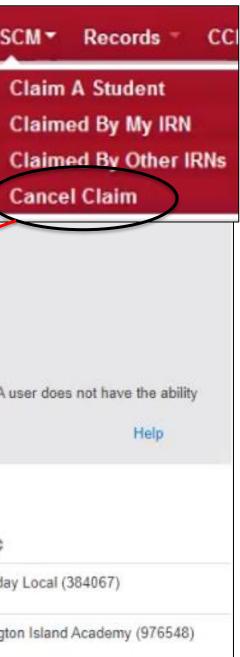


Clear	
elimited	ß
	Help
sh Island City (193166)	Records
625122)	Records
x Village (392896)	Records

Cancel Claim

hio Department	Ohio District D	ata Exchange (Ol	DDEX)					SCR S
Home SOES		- Records -	CCP - Tuitio	n SSID	٩	Admin -	Setup -	
Cartoo	nville Public (6251	22) • 20)22 🗸					
Last Name		Ac	tual Enroll Rptd	, I	Find Clear			
First <mark>N</mark> ame		W	no Claimed Stude	nt				
SSID								
							ent another district staff mer ' withdrawn code in an SCI	
	Last Name 🗘	First Name 🗘	S SID 🗘	Date 🗘	٥	Claim Date 🗘	Claim User 🗘	Claimed From 🗘
Cancel Claim	Bolton	Christian	AS8981429	01/29/2022		01/29/2022	Enrollment Staff SCM	Barnesville Mayd
Cancel Claim	Boyd	Bryan	FP7384173	08/20/2021		08/20/2021	Enrollment Staff SCM	Doraville Wilming





Cancel Claim Screen

Ohio Depar or Edu	tment Ohio District D	ata Exchange (OD	DEX)				
Home S	OES SCR SCN	I − Records −	CCP - Tuition -	SSID	Q Setup		
SSID	Last Name	First Name	Claim Date	Projected E	nrollment Date	Claim User	Claimed F
JG3980305	Franklin	Andrea	05/13/2021	05/19/2021		RD.Admin	Nelson Can
Incorrect M Never Atten Claimed In	ided						
Cancel Cla	im Exit Cancel						





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!





Departmen[.] of Education **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



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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**



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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



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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



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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
 - -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



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Other

- Career-Technical Education Program and Assessment Matrix
 - -http://education.ohio.gov/Topics/Career-Tech/CTE-Performance-Data-and-Accountability/Perkins-Resources/Career-Technical-Education-Programand-Assessment
- EMIS Changes
 - -http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1
- ODDEX Help

-https://wiki.ssdtohio.org/pages/viewpage.action?pageId=21135503



Office of Data Quality

- EMIS Data Appeals
 - -<u>http://education.ohio.gov/Topics/Data/EMIS/Reporting-</u> <u>Responsibilities/Data-Appeals</u>
- EMIS Data Review & Verification
 - -<u>http://education.ohio.gov/Topics/Data/EMIS/Reporting-</u> <u>Responsibilities/EMIS-Data-Review-Verification</u>
- Contact information
 - -dataquality@education.ohio.gov
 - -(614) 466-7144





OHID 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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