

**ODE ITC EMIS Training Q & A**  
**January 2022**

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between January 24 and 28, 2022. The questions are in order by topic and include the answer and, in many cases, a link to EMIS documentation where the information can be found. Questions received via Teams Chat and the phone have been included. These Q&A documents, as well as training schedules and presentations, are available on our [EMIS Training webpage](#).

### **FTE Reports**

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**Q1** *Where are the new FTE reports located in the Data Collector?*

**A1** All FTE reports are level 2 reports and are available in the Reports tab as part of the student collections.

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**Q2** *When will the new (FTED-006) Partial Enrollment Funded Gifted Student report be released?*

**A2** This new level 2 report was released on January 27. The report explanation can be found [on our website](#).

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**Q3** *Why have I not received the new (FTES-010) FTE Subgroup Summary-Transfers report?*

**Q3** This report is received by traditional districts and JVSs with non-resident students attending either a special education program or a contract career-technical program. Districts that send resident students to another district or JVS for either of these programs will receive this report as well. If your district does not have students in either program, no report will be generated. See the [FTE Subgroup Summary Reports report explanation](#).

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### **March (D) Follow-up**

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**Q4** *If a student was not reported as a concentrator and the appeals have closed, is there anything that can be done to add a student?*

**A4** Districts cannot add or remove concentrators from the March D Follow-up lists by any means other than the FY22 CTE March Concentrators Appeals, which closed Jan. 21, 2022.

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**Q5** *When will the (CTFL-002) CTE March Follow-up Extract for FFE report be released?*

**A5** The CTFL level 2 reports will be made available in the Data Collector with the opening of the March D Follow-up Collection on February 3. See the FY22 [EMIS Data Collection Calendar](#).

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**Q6** *Should concentrators who were withdrawn to home schooling be included in the March D CTE Concentrator Received File?*

**A6** No, these students should not have been included in the file. See the [2022 MarchD CTE Concentrator File Description](#).

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**Q7** *Why was the CTE Technical Assessment (GY) removed from the March D Follow-up Collection?*

**A7** Per the Office of Career Technical Education, technical skill attainment transitioned to a current year measure, so it is now calculated before students leave school.

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**Q8** *Do JVSs have access to the Secure Data Center (SDC)?*

**A8** Yes, JVSs have access to the new SDC via the Report Portal web application. To access the SDC, staff must have the appropriate roles assigned in OEDS.

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- Q9** *Is the Flat File Editor (FFE) process changing?*
- A9** No, there's no change to the FFE process. See [EMIS Flat File Editor Documentation](#).
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- Q10** *What is the first day to begin entering March D follow up surveys and what is the last day to enter survey information?*
- A10** Follow-up data can be submitted in the March D Follow-up Collection from February 3 through April 15. See the FY22 [EMIS Data Collection Calendar](#).
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### **Third Grade Reading Guarantee (TGRG)**

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- Q11** *For students transferring from another Ohio district, can we use the Reading Diagnostic result from the previous district, or must the student be reassessed within 30 days of enrollment?*
- A11** The receiving school may use the results from the prior district. See [EMIS Manual Section 2.6](#).
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- Q12** *Does 30 days from enrollment for administering the Reading Diagnostic mean calendar days or school days?*
- A12** It means 30 calendar days.
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- Q13** *A student who is found Not on Track on the Reading Diagnostic withdraws prior to the RIMP being created. Should the diagnostic result be reported?*
- A13** Yes, the Reading Diagnostic result should be reported. The district will not be held accountable for lack of a RIMP if Full Academic Year (FAY) was not met due to the withdrawal.
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- Q14** *If the student is given the Reading Diagnostic after the 30-day deadline, do you report the results or the RN option?*
- A14** The RN option should be reported when the deadline is not met.
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- Q15** *What Reading Diagnostic Result option should be reported for a student who doesn't speak English and just arrived in the US?*
- A15** A student who does not speak English and just arrived in the US is not exempt from the Reading Diagnostic requirement. If the Reading Diagnostic was not administered, option RN should be reported.
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- Q16** *What are the requirements for using non-RIMP program codes?*
- A16** See reporting guidance for Academic Intervention Program Codes in [EMIS Manual Section 2.9](#).
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### **ODDEX**

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- Q17** *When can we expect Fall CCP classes to be loaded into ODDEX?*
- A17** College course data is typically added to the CCP module within a week of submission by the colleges. If there is data missing from a particular college, the district can contact the college to check on the status of that data.
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- Q18** *How is a course identified as a Generated Course in the CCP module?*
- A18** These are courses that have been reported by the district but not the college. They will display with "Not reported by College" in the course description area along with a red-x to indicate no funding.
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**New Training Opportunities**

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- Q19** *Where do I register for an EMIS Focused Training session?*
- A19** Prior registration will not be required for the EMIS Focused Training sessions. Links to join the trainings will be provided on the [EMIS Focused Training webpage](#).
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- Q20** *Will the EMIS Focused Trainings be recorded and linked somewhere on the EMIS Training page? Will handouts be provided?*
- A20** There is a webpage dedicated to the new [EMIS Focused Trainings](#). This page includes details about the trainings. It also will include .pdfs of the presentations, recordings of the sessions, and a link to an evaluation.
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- Q21** *How will dates and topics for EMIS Focused Trainings be communicated?*
- A21** Upcoming Focused Trainings will be announced through the EMIS Newsflash and will be posted on the [EMIS Focused Training webpage](#).
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**Resources**

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- Q22** *How can users access older ODE ITC EMIS training presentations?*
- A22** There is a year's worth of presentations available on our website. They can be found on the [EMIS Training webpage](#).
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- Q23** *Will there be New EMIS Coordinator Training in April?*
- A23** Yes. Watch the Newsflash for an announcement.
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