

**ODE ITC EMIS Training Q & A
March 2021**

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between March 1 and 5, 2021. 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](#).

Assessments

Q1 *The Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD) administration window is February 2 – March 6. What does the date range of April 22 – August 6, 2021, represent in the presentation?*

A1 The date range of February 2 – March 26 is the timeframe for the Alternate Assessment to be administered to students. The April 22 – August 6 date range represents the FY21 Alternate Assessment Collection open and close dates. This collection is for reporting Alternate Assessment records and is scheduled for after the test administration window. See the [FY21 EMIS Data Collection Calendar](#) for all collection open and close dates.

Q2 *Why is the FY21 Alternate Assessment Collection opening in April? It would be helpful to have the missing report available while districts are administering the test.*

A2 The collection is opening later this year because new business rules have changed when students can take the Alternate Assessment. It used to be students could not take the High School Alternate Assessment until grade 10, but now students can take the assessment in grade 9. The Missing Report logic for the assessment is also changing. Only students in grades 11, 12, and 13 who are missing one or more subject areas will appear on the Missing Report. See [EMIS Change 21-37](#).

Q3 *Have FY20 Alternate Assessment scores been loaded into the online test portal? If not, when can we expect them?*

A3 Those results will be made available to districts by the assessment vendor. Test coordinators can contact the vendor for availability information.

Q4 *What is the benefit of including the FY20 Alternate Assessments for grades 3-8 in FY21 reporting? What Score Not Reported (SNR) option should be used to report these results? SNR option 'W' is for reporting points for meeting graduation requirements.*

A4 The reporting of FY20 Grades 3-8 Alternate Assessment results is mandatory for districts that were able to administer the test before the mandated building closure. This is not to report SNRs; it is to report actual results where available.

Q5 *Our district did not administer the Alternate Assessment to grades 3-8 in FY20. What scores should we report?*

A5 There is nothing for your district to report.

Q6 *Will the subject crosswalk for the FY20 High School Alternate Assessment be available before May?*

A6 The business office is currently working on developing the subject crosswalk. Remember that the FY21 Alternate Assessment Collection is open through August 6, 2021, which should allow sufficient time to report all results.

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- Q7** *Should a Score Not Reported option be reported in the Fall 3rd Grade Reading Collection for a subject accelerated student from grade 3 to grade 4 ELA since the Fall collection is only for grade 3 students?*
- A7** Yes. Since grade 4 students do not have a Fall test, the SNR option N should be reported in the Fall 3rd Grade Reading Collection for this accelerated student. See [EMIS Manual Section 2.8](#).
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- Q8** *On the CTAC-001 report, why are there so many lines for each student if they aren't aligned with the reported program of concentration?*
- A8** Each CTE Program of Concentration aligned to a reported CTE Technical Assessment will appear on a separate row in the CTAC-001 report. This allows districts to see all potential aligned programs of concentration for a student and the student's proficiency in each one. The information provided in the CTAC-001 report is not based on the reported program of concentration. See the [CTE Technical Assessment Summary Reports report explanation](#).
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- Q9** *Will the CTAC-001 report be generated this year for current students?*
- A9** Yes, the CTAC-001 report will now be based on current year students because the Technical Skill Attainment measure on the CTPD Report Card is now based on current year concentrators.
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- Q10** *When will the CTAC-001 report be released?*
- A10** The CTAC-001 report is available now in the CTE Accountability Assessment Collection. It will also be generated in the Graduation Collection. See the [FY21 Career Tech Assessment Collection, v1 Release Notes](#).
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- Q11** *Does the CTAC-001 report include Industry Credentials and CTE Technical Assessments reported by a JVS?*
- A11** Yes. All assessments reported for a student will appear in the report regardless of the entity reporting them.
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- Q12** *What action is required when parents refuse to allow their grade 11 student to take the ACT?*
- A12** If the student hasn't taken any other administration of the ACT, the appropriate SNR option should be reported. See [EMIS Manual Section 2.8](#).
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Grad Cohort

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- Q13** *Can a cohort assignment be corrected without an appeal?*
- A13** A student's cohort assignment can be corrected in the first year of the assignment with regular EMIS reporting before the close of the End of Year Student Collections. Once the End of Year Student Collections are closed, an appeal must be requested.
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- Q14** *What if a community school reports all high school students as ninth graders upon enrollment even when the students had previously been reported at higher grade levels? Will the Grad Cohort be changed based upon what the community school reported?*
- A14** In this example, the assumption is that these students were previously reported *and* assigned to a cohort. In such a case, the cohort would not be changed due to the community school's reporting of the grade level. The only way to change graduation cohort assignments for students who were assigned to cohorts in previous years is through the appeals process.
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- Q15** *Do early graduates have any impact on the graduation rate denominator?*
- A15** No. Meeting graduation requirements early does not affect the student’s cohort assignment or the graduation rate denominator. The early graduate will count for your district in their assigned cohort.
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- Q16** *What should I do if I do not have a Grad Cohort tab in ODDEX?*
- A16** Access to the Grad Cohort tab in ODDEX is through the assignment of OEDS roles. Check your OEDS profile to make sure the appropriate role is assigned. Users with one of the EMIS roles will have view and export access to the Grad Cohort tab by default. The Data View-ODDEX Records GRAD role also provides access. If you do not have one of these roles, work with your district’s OEDS Administrator. *See the OEDS Roles for ODDEX Access index at the [ODDEX Help webpage](#).*
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- Q17** *Could an appeal be submitted for a student incorrectly assigned to a cohort beyond the FY21 Grad Cohort?*
- A17** Yes. If misreporting caused a student to be assigned to the wrong cohort, an appeal should be submitted stating what was misreported as well as what the correct reporting should have been. *For more information, see the instructions for the [FY21 Graduate Cohort Appeals](#).*
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Secure Data Center (SDC)

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- Q18** *When the training for the new SDC is available, will district folks other than EMIS be able to participate?*
- A18** Yes. Other district staff are welcome to participate in all our EMIS trainings.
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- Q19** *Will JVSDs have access to the new SDC?*
- A19** It is our understanding that JVSDs *will* have access to the new SDC.
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- Q20** *Will there be a chronic absenteeism report in the new SDC?*
- A20** Yes, the Chronic Absenteeism report will be included in the new SDC.
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- Q21** *Will reports be available at both the district and building levels?*
- A21** Yes, there will be reports at both the district and building levels.
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- Q22** *How will the school year options display – fiscal year or school year?*
- A22** The final determination on this has not yet been made. It is anticipated that it will be school year for most reports and fiscal year for financial reports.
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- Q23** *Which roles allow access to the SDC?*
- A23** There are two roles that allow access to the current version of the SDC: Secure Data Center – Standard Level Access and Secure Data Center – Student Level Access. Access for the new version is under discussion.
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- Q24** *Will we still have the capability of drilling down to student level data?*
- A24** Yes, the new SDC will still have drillable capabilities.
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Review and Comment on EMIS Changes

Q25 *Will public comment have an impact on the implementation of the EMIS change being commented on?*

A25 For changes that are subject to this new process, we will be posting more detailed information than we normally post for changes. We will be posting what we believe to be the final change information. However, it is possible that for some changes, modifications will be made based on public comments. That modified change information would then be posted for the final 30-day review period.

Q26 *If there is a modification to a change based on public comments, will there be another 30-day comment period?*

A26 No. The 90-day timeline does not require more than the initial comment period. In all cases for changes subject to this new process, there will be 30 days for public comment, 30 days for the Department's response, and then 30 days for public review.

EMIS Advisory Council

Q27 *There was talk about EMIS coordinators getting licensure. Is that still being looked at?*

A27 The EMIS Professional Qualifications and Development Workgroup did not recommend licensure. See the *Recommendation Summary* document at the [EMIS Advisory Council Workgroups webpage](#).

Q28 *Is it still possible to volunteer for the Framework for EMIS Professionals Workgroup?*

A28 This workgroup has already been formed and there are no longer any seats available.

ODDEX

Q29 *Has email notification been enabled yet?*

A29 No, it is still in the works.

Q30 *Where is the list of OEDS roles in ODDEX?*

A30 The OEDS Roles for ODDEX Access index is located on the left-hand side of the [ODDEX Help webpage](#) under the Introduction dropdown.

FY21 EMIS Changes

Q31 *For EMIS Change 21-127, which adds the new Withdrawal Reason of 78, is there a reason the term "disenrolled" was used? Is it different from "withdrawn"?*

A31 For EMIS reporting purposes, it is not different from "withdrawn". The Ohio Revised Code section ([3314.261\(C\)](#)) that added this new code uses the term "disenrolled", so that is what has been used in the change information.

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- Q32** *What is the difference between new Withdrawal Reason 78 and existing Withdrawal Reason 76, where we must withdraw students at 72 hours of consecutive unexcused absences?*
- A32** Withdrawal Reason 76 is used by all community schools when the 72-Hour Rule is met. Withdrawal Reason 78 is used only by internet- or computer-based community schools that are *not* dropout prevention and recovery schools when a student fails to participate per the conditions stated in [ORC Section 3314.261\(C\)](#).
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- Q33** *Has anyone thought of how the resident districts will be notified when community schools withdraw students with Withdrawal Reason 78?*
- A33** Enrollment and withdrawal information is readily available to resident districts within the SOES module in ODDEX. Resident districts are encouraged to review SOES on an ongoing basis.
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Education Delivery Model, Hardware, and Connectivity Reporting

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- Q34** *Is the delivery model, hardware, and connectivity reporting required by districts?*
- A34** If you're unable to report all of this data, then you can prioritize the reporting as shown:
1. District and Building data on education delivery model
 2. Individual student exceptions to education delivery model
 3. District-level data on district-provided hardware and connectivity
 4. Individual student access to internet connectivity
 5. Individual student access to hardware
- See the [February 16 Newsflash](#) for more information.*
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- Q35** *By what date in March must the Education Delivery Model, Hardware, and Connectivity data be reported?*
- A35** There is no March deadline for reporting this data. This data is being reported during the student collections and is therefore able to be reported until the close of the FY21 End of Year Student Collections.
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- Q36** *What is the March snapshot date for the Hardware and Connectivity data?*
- A36** The March snapshot date is determined by the district. Note that districts do not have to re-collect this data if they collected it earlier in the year. Only districts that do not already have the data will need to collect based on a date in March. *Note that this is subject to the priorities addressed in the [February 16 Newsflash](#).*
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- Q37** *Where does the district report the March snapshot date?*
- A37** This date is not reported to the Department. It is locally determined and documented.
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- Q38** *What is the difference between this data and the Opportunity to Learn Connectivity and Device data collection that districts were required to complete by January 29?*
- A38** The Opportunity to Learn survey did not collect data at the student level. EMIS reporting does. *Note that data collected for the Opportunity to Learn survey can be used for this EMIS reporting where appropriate.*
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Q39 *If a district was on a hybrid model for 3 months, then was fully remote for 2 weeks, then went back to a hybrid model for a short time, and then went to full 5 days in person, do all these variations need to be reported?*

A39 Yes, each delivery model should be reported. A separate DN attribute option should be reported for each variation with a start date that reflects the date on which that model began. See [EMIS Manual Section 5.3](#).

Q40 *If the district's Delivery Model is normally in person for all 5 days in a week, but one building does 4 days in person and 1 day remote, should a separate DN attribute be reported for that building?*

A40 Yes, two records would be reported in this situation. The hybrid delivery model DN attribute would be reported for the building and the 5 day in option would be reported for the district.

Q41 *Our district is in a rural area. Students have internet access, but it is not adequate. How should this be reported?*

A41 Report the most appropriate Connectivity Student Program Code, keeping in mind that this reporting is optional this year. See [EMIS Manual Section 2.9](#) and the [February 16 Newsflash](#).

Q42 *District hardware is offered to K-8 but not all took advantage of that. How would that be reported?*

A42 One DN attribute record would be reported for the K-8 grade range. Student level program codes could be reported for those students who did not take advantage of it, keeping in mind that this reporting is optional this year. See [EMIS Manual Sections 2.9 and 5.3](#) and the [February 16 Newsflash](#).

Q43 *Is the Education Delivery Model, Hardware, and Connectivity reporting going to be continued in future years or is this something specific for this year?*

A43 Yes, this reporting will continue beyond FY21.

New EMIS Coordinator Training

Q44 *When and where will the recordings for the New EMIS Coordinator sessions be posted?*

A44 The recordings will be posted to the [New EMIS Coordinator Training webpage](#) after the live sessions conclude.
