

**ODE ITC EMIS Training Q & A
November 2020**

Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between November 16 and 20, 2020. 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](#).

Federal Child Count (FCC) Follow-up

- Q1** *How often will the Federal Child Count (FCC) Detail Report be updated?*
A1 The FCC Detail Report is a Level 2 report and is updated with regular nightly EMIS processing. See the [Federal Child Count Report Explanation](#).
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- Q2** *When did the new DIST LRE SRC CODE options go into effect on the FCC Detail Report?*
A2 The new DIST LRE SRC CODE options went into effect with this year's updated version of the FCC Detail Report.
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Staff and Course

- Q3** *Will CTE teacher licensure override requests still need to be submitted this year?*
A3 Because we are automating the override process this year for teachers with a Middle School Validation and for teachers for Project Lead the Way, fewer manual overrides will need to be submitted. However, the manual override process will still be available for cases not resolved automatically, i.e., where such a teacher is receiving an error on the (CTEA-003) CTE Staff Error Detail Report
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- Q4** *Has the CTE teacher licensure override automated process begun?*
A4 No, the automated process has not yet begun. It is currently scheduled for the Dec #3 release. The FY21 Change Page will be updated when the change is completed, and the process is in place. When the manual override process is available, templates and guidance for the 2020-2021 manual process will be posted at the [Career Technical Education Data and Accountability webpage](#).
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- Q5** *Should the resident district also submit a CTE override request for courses taught by the JVS?*
A5 The district that "owns" the course should submit the override request.
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- Q6** *Should a career tech course be reported with a career tech-specific curriculum option and subject code even if there is no CTE-26 on file?*
A6 As with all things EMIS, districts are to report what is. If the course in question is truly a career tech course, it should be reported as such, regardless of CTE-26 status. The [CTE Program and Assessment Matrix](#) along with the [EMIS Manual](#) should be used as resources for reporting career tech courses.
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- Q7** *With the licensure flexibility, can a regular education English teacher teach a Family Consumer Science class?*
A7 If the teacher meets the requirements for flexibility, then yes, they can teach any subject.
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Q8 *Will teachers have until the close of the Initial Staff and Course (L) Collection to renew or obtain their license?*

A8 Under HB 197, licenses that would have expired on June 30, 2020, were extended so that they did not expire until November 30. As of December 1, 2020, these licenses expired if the teachers did not renew. Many of these teachers' courses may have changed from properly certified to not properly certified at that point. The TLC Status Report process looks at the status of licenses as of the processing of the report, so as long as a teacher has an appropriate valid license by the end of the Initial Staff and Course Collection, their courses will appear as properly certified on the TLC Status Report.

Q9 *What are the consequences for the district when a teacher is not properly certified?*

A9 There is information on the report card regarding the number/percent of courses taught by properly certified teachers. As with all EMIS data, it is difficult for us to say definitively how EMIS data is used by the many offices and organizations and individuals who have access to the data, and therefore this is not a question we can completely respond to. Please note that this is required EMIS reporting regardless of how it impacts a district.

Q10 *What collection is used to report the Student Course Grade (FR) Record?*

A10 The new Student Course Grade (L) Collection was created for reporting the new Student Course Grade (FR) Record.

Q11 *Why was the new Grade option of W added to the Student Course Grade (FR) Record? Is it valid for any term or only the final?*

A11 The new option W was created so districts could report cases where a student withdraws before the end of the course and did not earn any credit for the course. It can be reported for any term.

Q12 *Is it mandatory to report the Grade option W for courses that students withdraw from before earning credit?*

A12 No, option W is not mandatory.

Q13 *When must a district report a substitute as teacher of record?*

A13 A substitute should be reported as teacher of record if they are in charge of the course and conducting activities that a teacher of record would typically complete; for instance, providing instruction and assigning grades.

Q14 *Should courses with a substitute as the teacher of record not be reported in EMIS since a substitute license does not meet proper certification in a traditional district?*

A14 All courses must be reported in EMIS, whether or not the teacher is properly certified. Always report what is.

Q15 *Are the criteria listed in the EMIS Manual for Position Code 225 still applicable?*

A15 Yes. This year's flexibility does not change any previous Position Code 225 criteria. See [EMIS Manual Section 3.4](#).

Q16 *Will a substitute reported as teacher of record appear on the TLC Status Report as not properly certified regardless of which Position Code is used?*

A16 Substitute licenses do not meet proper certification in traditional districts. They could in community schools. Just because a substitute can be reported as teacher of record does not mean they are properly certified, whether reported with Position Code 225 or 230.

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Q17 *If the regular teacher left lesson plans for the time they plan to be out for maternity leave, should the substitute still be reported as the teacher of record?*

A17 The substitute in this situation would be providing instruction, running the classroom, assigning grades, and otherwise acting as the teacher of record for the course. So yes, the sub would be reported as such.

Q18 *Does HB 164 flexibility apply for a substitute teaching a course after the original teacher retired?*

A18 Substitute licenses are not valid for teachers of record in public districts. HB 164 does not change this. Flexibility only applies to teachers holding a professional or resident educator license.

Q19 *Has the TLC Status Report been updated to show teachers meeting licensure flexibility?*

A19 Yes, the TLC Status Report has been updated to reflect HB 164 flexibility. Teachers meeting proper certification under HB 164 will appear on the report with the new Check Type Code of F.

Q20 *How can a ZID be obtained for staff without a state credential ID?*

A20 Instructions for creating a ZID can be found in [EMIS Manual Section 3.3](#). ZID prefix listings are available on [our website](#).

Q21 *How should the Staff Provider IRN be updated when a teacher was contracted from an ESC for part of the duration of a course, and then was hired by the district for the remainder?*

A21 The Staff Course (CU) Record has effective start and end dates. In this situation, there would be two records:

- The first CU Record start and end dates would reflect the contracted staff timeframe along with the IRN of the contracting entity in the Staff Provider IRN element.
- The second CU Record would be created with the teacher's hire date as the new start date and "*****" as the Staff Provider IRN.

Q22 *If an employee's last actual workday was at the end of May 2020, then they resigned in July 2020, which date should be reported as the separation date in FY21 – the July resignation date or the last actual workday in May? The separation was not reported in FY20.*

A22 Report the May date. EMIS will not stop the May date from being reported and the May date matches the reporting guidelines.

Q23 *Should Authorized Teacher Experience Years only be reported for Position Codes 225 and 230?*

A23 This data should be reported for all teaching staff, regardless of Position Code.

Q24 *In the example on [slide 31](#), if the Student Population field is incorrect and should be RG because the instructor is providing regular education instruction, would this teacher appear on the TLC Status Report as properly certified?*

A24 If the Student Population was truly misreported and it is not a course that has been modified to accommodate a distinct audience, then yes, the teacher's credential in that example would be valid for a regular education course.

Q25 *Will there be a notification when the ESSA State Licensure Assurances Report is available?*

A25 When Received Files are generated, notification is provided in the Data Collector and via Twitter.

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- Q26** *Is the requirement to keep a signed copy of the ESSA State Licensure Assurances Report on file the responsibility of each principal or the EMIS coordinator? Does it matter which file is signed and maintained?*
- A26** Principals must acknowledge the certification status of the courses in their buildings by signing the final version after the collection closes and keeping it on file in their respective buildings.
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Assessments

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- Q27** *If a student was due to retake an EOC exam in 2020, which test date should be reported on the assessment record?*
- A27** In the case of a student who was scheduled to retake an EOC test in FY20 but couldn't due to COVID, the original course grade can be converted to graduation points and reported with Score Not Reported option W with an FY20 test date in one of the FY21 Assessment collections.
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- Q28** *In FY19, a student took and failed a course, but received an equivalent EOC test score of 2. In FY20, they retook and passed the course with a grade of P, which converts to 3 graduation points. Should the 3 be reported with the Score Not Reported option of W?*
- A28** Assuming the student was scheduled to retake the test in FY20, then yes, the FY20 converted course grade can be reported.
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- Q29** *If a student moves to a new district in August with only a numeric course grade and no alpha grade equivalent from their former Ohio district, does the new district use its grading policy to convert the course grade from numeric to alpha for converting to graduation points, or must the prior district's policy be applied?*
- A29** If the prior district did not assign a letter grade, the current district would be responsible for assigning the letter grade and subsequent graduation points.
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- Q30** *Are students who transfer to a public district from a non-public eligible to use the final course grade flexibility for graduation points if they were unable to test due to COVID?*
- A30** Yes, they are able to use the flexibility and report the converted course grade using Score Not Reported option of W.
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- Q31** *Can FY20 course grades be reported with Score Not Reported option W for the HS Alternate Assessment?*
- A31** Yes, Score Not Reported option W will be a valid option for reporting an FY20 course grade converted to points in the FY21 Spring Alternate Assessment Collection.
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- Q32** *If a grade 12 student was scheduled to retake the Alternate Assessment in FY20, which course grade should be used? For example, should it be the grade 12 or grade 10 math course?*
- A32** If the retake was for the grade 10 math course, that converted course grade should be reported.
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- Q33** *Does the EOC course grade to graduation points conversion work the same for the Alternate Assessment? For example, a math course grade can be converted to math graduation points?*
- A33** Yes, the conversion should be handled the same way for the Alternate Assessment.
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- Q34** *Course grades converted to points and reported with Score Not Reported option W in the Fall EOC Assessment Collection appear in the Assessments tab in ODDEX with a Score Level of “Limited”, regardless of the number of points. Is this an issue with ODDEX that will be corrected?*
- A34** Districts should ignore the Score Level in ODDEX for EOC records reported with Score Not Reported option W. This is occurring due to the score being reported as points. There is no plan to change the Score Level in ODDEX for these records.
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- Q35** *Should districts apply for medical waivers for students who cannot test due to COVID in FY21? If so, how is a waiver requested?*
- A35** Currently, the US Department of Education has not decided whether students who do not test due to COVID will be eligible for an emergency medical waiver. At this time, it is believed that ODE will continue with the need for the waiver process for FY21 as long as spring testing and accountability continues. The process takes place in the spring through the OH|ID Portal. Additional information will be provided as it becomes available.
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- Q36** *Will reporting Score Not Reported option of B – Parent Refusal for the Kindergarten Readiness Assessment (KRA) be counted against a district for students whose parents did not allow them to be assessed due to COVID?*
- A36** Score Not Reported option B will count against the district if the count of assessed students is included in accountability calculations. For additional information, contact the Office of Accountability.
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- Q37** *If a district did not administer the KRA to their kindergarten students being educated remotely, what Score Not Reported option should be reported?*
- A37** As with many aspects of EMIS reporting, report the option that most closely fits the specific situation.
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- Q38** *What documentation will districts be required to provide for emergency medical waivers and parent refusal?*
- A38** Watch for information on how to request medical waivers, as well as any related documentation requirements, from the Office of Assessment closer to the waiver request window. There are no specific documentation requirements for parent refusal. Whatever documentation the district has should always be maintained locally.
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Other

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- Q39** *Is the new Preschool grade level/date of birth check part of the FTE Detail Report?*
- A39** This is a new critical check on the Level 1 report in the Data Collector and is not part of the Level 2 FTE Detail Report.
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- Q40** *Why were the Summative Racial/Ethnic Group and Native Language elements from the Student Demographic (GI) Record added to the Student Cross Reference (SCR) Collection?*
- A40** These elements were added to the SCR Collection as part of the SLDS Grant to be used within the ODDEX application at a future date. They will not be visible to users within ODDEX.
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Q41 *Do districts have to report program codes for seals that students plan to earn every year until the seal is earned? Then they must report the actual seal and no longer report the “planned” code?*

A41 Yes, “planned” program codes should be reported until the seal is earned. Once the seal is earned, the “earned” program code is reported and the “planned” program code would not continue to be reported.

ODDEX

Q42 *How are flagged CCP records resolved when a college is still reporting a course that a student dropped before the census date?*

A42 This situation will resolve when the college submits updated data. The college will not be eligible for payment due to the flag that was placed upon the record.

Q43 *Is it possible to escalate an old CCP record in ODDEX? For example, records from 2019.*

A43 Users can escalate a record once it has aged out by clicking the escalate icon (green up arrow) in the Student Course Detail screen. If no escalate icon is available, this means the record is not able to be escalated.

Q44 *What can a district do if a college is not uploading agreements in the CCP module for approval?*

A44 Districts should contact the college to see when they will be submitted. If that does not resolve the issue, the district may want to contact the [Office of Higher Education](#) for help. Contact information can be found at the bottom of the linked webpage.

Q45 *Is the Sent To Percent of Time used in the CCP Payment Responsibility process?*

A45 Yes, the Sent To Percent of Time is part of the payment responsibility determination process.

Q46 *How often do colleges report CCP data and do they have deadlines for the data to be submitted?*

A46 Information—including data submission deadlines for colleges—is available on the [Office of Higher Education’s website](#).

Q47 *Are CCP Received Files only generated when applicable?*

A47 Yes, that’s correct. Not all districts will receive every CCP file.

Q48 *How are districts funded for foster placed Preschool students if they are not included in the Tuition process?*

A48 Preschool students are funded based on headcount and so are not included in the Tuition process.

Q49 *What format does the SSID upload file need to be in for the new Special Education export in ODDEX?*

A49 The SSID upload file must be in CSV format.

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Q50 *Must districts now report both the incorrect and correct SSID using the same effective date? Usually, the correct SSID is reported with an effective date that is the day after the effective date of the incorrect SSID.*

A50 The normal EMIS process for correcting an SSID has not changed. The screenshot in slide 56 is meant to illustrate what will be displayed in ODDEX after an SSID change has been reported in EMIS.
