I've Below are some of the questions that were asked during the ODE ITC EMIS Training sessions held between September 27 and October 1, 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.

Career Technical Education

Q1 *Are records reported with a Score Not Reported (SNR) option included in the (CTAC-001) CTE Accountability Program of Concentration Tech Assessment Results Report?*

A1 Yes, records reported with an SNR option do appear on the report. See the CTE Technical Assessment Summary Reports report explanation.

Q2 *If a student earns an industry credential at the Joint Vocational School, should the JVS report it? Or can the sending district?*

A2 Ideally, the entity where the student earned the credential would report it. If that was the JVS and they did not report it, then the sending district can report. The credential will count the same for the student no matter which entity reports it.

Federal Child Count

Q3 *Do students with IEPs and ETRs need to be included in reporting by December 1 to count in the Federal Child Count?*

A3 No, they would need to be included in your Beginning of Year Student reporting by the close of the collection, which is December 20 this year.

Q4 *Do scholarship and open enrolled students count back at the resident district for the Federal Child Count?*

A4 Yes, these students count back at the resident district. See the Federal Child Count report explanation.

Q5 *What is the consequence of a school not reporting IEPs for special education students in FY21 and then reporting them in FY22?*

A5 If the district is serving the student in FY22 based on an unreported FY21 IEP, an NIEP should be reported. The NIEP will allow for the student's inclusion in the Federal Child Count. A non-compliance code will be required when the next IEP is reported.

EMIS Changes

Q6 *How is the Homeschool attribute reported?*

A6 The Homeschool attribute is an aggregate count reported on the Organization – General Information (DN) Record. See EMIS Manual Section 5.3.

Q7 *Are JVSs required to report the Homeschool attribute?*

A7 According to the table in EMIS Manual Section 5.3, JVSs do not report the Homeschool attribute. Traditional public districts are the only districts that report this attribute.

Q8	*Is glucagon reporting at the district or building level?*
A8	Glucagon data is reported at the district level. See EMIS Manual Section 5.3.
Q9	*Do we report glucagon data every day or just pick a day out of the year?*
A9	Districts are to report a separate record for each date when glucagon is procured and a separate record for each date when a dose is used in the current fiscal year. See EMIS Manual Section 5.3.
Q10	*Why is glucagon information being collected?*
A10	This reporting is required under Ohio Revised Code Section 3313.7115.
Q11	*Does the district report when the student brings and uses their own glucagon?*
A11	No. Only report the procurement and usage of the district's glucagon. See EMIS Manual Section 5.3.
Q12	*Are JVSs required to report connectivity and hardware DN attributes? It was not required reporting in FY21.*
A12	Connectivity and hardware DN attribute reporting continues to be optional for all entities in FY22, per the "Reporting by Organization Type" table in EMIS Manual Section 5.3.
Q13	*Will connectivity and hardware program codes continue to be required this year?*
A13	Yes, that reporting is required again this year. See EMIS Manual Section 2.9.
Q14	*Is connectivity & hardware reporting required for preschool?*
A14	Yes, this is required reporting for all grade levels, including preschool. See EMIS Manual Sections 2.9 and 5.3.
Q15	*Do we need to collect connectivity and hardware information again this year?*
A15	Yes. Districts should use this year's information for this year's reporting. Districts cannot use last year's information for this year's reporting.

Student Claiming Module

Q16	*Are districts required to use the Student Claiming Module (SCM)?*
A16	No, it is not required. However, using the module can help expedite the student enrollment process, making it a helpful tool.
Q17	*Can JVSs use the Student Claiming Module?*
A17	Yes, all reporting entities can use the module.
Q18	*Can EMIS coordinators have the option of claiming students if they also enroll students?*
A18	Yes, EMIS coordinators can have the Enrollment Staff – SCM role assigned if need be.
Q19	*Is there an option to mass upload students at the beginning of the year?*
A19	There is no mass upload option as it is not necessary or useful to claim all students. There is no reason to enter returning students into this module. The module is meant to be used on an individual student basis as students enroll into the district.

Q20 *Will a claim automatically close once a student is reported in Student Cross Reference (SCR)?*

A20 Claims do not close. Once a student is included in a Student Cross Reference (SCR) Collection submission, the record will appear in the SCM module with an "Actual Enrollment" date. See ODDEX Help.

Q21 *When we claim a student, will the current district see an overlap in enrollment dates before the student is submitted in the SCR collection?*

A21 Yes.

Q22 *Should community schools always answer "Will this student be a resident of your district?" with "No"?*

A22 This option is not required and defaults to "No". See ODDEX Help.

Q23 *Are registrars expected to ask parents what teachers the student had in prior years when enrolling them?*

A23 Districts are not required to do this. If enrolling a student while the parents are present, certainly they can provide teacher information if needed. If enrolling a student based on a form while no parents are present, it may be helpful to include teacher information on that form. Though not needed in most cases, there will be cases where a unique match for the student will not be found without the teacher names.

Q24 *Can you withdraw a student based on the claim the current district would see in the module?*

A24 Withdrawal guidance is not changing, and districts still need appropriate supporting documentation in order to withdraw a student. However, a claim by another district on a current student should prompt the current district to contact the parents in order to properly withdraw the student.

Q25 *Is it possible to claim students in the summer for the upcoming school year since SCR is unavailable?*

A25 Yes, the upcoming year will be available in January or February as one of the "School Year" dropdown options.

Q26 *Our JVS has students apply in January for the following school year. Acceptance of the application is in March. Once students are accepted, they complete the registration process in July and August. At what point could we claim the student?*

A26 Districts can claim a student when the determination is made that the student will be enrolling. In this example, if the vast majority of accepted students typically enroll, then the students could be claimed in March. However, if a significant percentage of accepted students do not enroll, then the district should not claim the students in March. Instead, they should wait until enrollment is more certain.

Q27 *I am not seeing any students claimed by my district or another district. Should I be seeing them?*

A27 The "Claimed by My IRN" list will be available once your district begins claiming students. The "Claimed by Other IRNs" list will generate once other districts start claiming students currently enrolled in your district. See ODDEX Help.

Q28	*Will the claiming process primarily be used at the start of a school year before submitting EMIS data?*
A28	This will depend on the district and when during the year most students typically enroll. For a district or school that has an application process, most enrollments likely take place during the spring or early summer. For a typical traditional public school, most enrollments likely take place during the summer
Q29	*Should we be claiming students currently enrolled and attending?*
A29	No, the module is not intended for claiming students already submitted in student collections.
Q30	*Will the module provide access to data not included in Student Cross Reference?*
A30	No, the module will not include access to more data than what is already available in ODDEX. It will provide instant access to some of the data available in Records, such as the History, Special Education, Assessment, and Grad Cohort tabs.
Q31	*Can roles be assigned now for the Student Claiming Module?*
A31	Yes, new roles for accessing the Student Claiming Module are currently available in OEDS. See the "OEDS Roles for ODDEX Access" document in ODDEX Help > Introduction.
Q32	*Is the Student Claiming Module information being shared with guidance counselors and school administrators?*
A32	Stand-alone training videos will be made available for anyone to access. One version will be designed for EMIS coordinators and another for staff members with less ODDEX experience.
Q33	*Does claiming a student stop the funding for the current district?*
A33	No, claiming a student through the module does not impact funding in any way.
Q34	*What happens if a claim is not canceled for a student who never enrolls?*
A34	The claimed student will immediately be included in SCR conflict checks with nightly processing. If any overlapping enrollment conflicts are generated, they will remain until the claim is canceled or the student is included in an SCR submission. Additionally, such a student will not have an "Actual Enrollment" date displayed in the module, and this type of activity will be tracked.
Q35	*What if the actual enrollment date differs from the enrollment date I entered when I claimed the student?*
A35	The enrollment date in the SCM is the projected enrollment date and may be different than the actual enrollment date.
Q36	*Must a claim be canceled for a student withdrawn with reason 81?*
A36	No, a withdrawal with reason 81 will automatically cancel the claim, and the record will display with a strikethrough.
Q37	*What role in OEDS would need to be assigned to access the Special Education and Assessment tabs?*
A37	The role to access Special Education data is Data View-ODDEX History GE. The role to access Assessment data is Data View-ODDEX History FA. See the Roles document under the Introduction tab in the ODDEX Help documentation.

Q38	*Will conflicts generated by claiming a student be displayed with any indicator?*
A38	Yes, there will be an indicator stating that the conflict is about a claimed student.
Q39	*Do you have to cancel a claim before the projected enrollment date?*
A39	No, claims do not have to be canceled before that date.
Q40	*If we have the level of info on the student with previous teacher names, why would we need to claim?*
A40	Districts are not required to use the SCM. The idea is that if enrolling a student while the parent is present, but before the student's records have been received, the district could ask for this specific information in order to claim the correct student. Likewise, if the information is requested on an enrollment form, then the district will be able to find the correct student and claim them prior to the full records being received.
Q41	*Would we be able to claim one of our students to see how this works or not, since they are already enrolled?*
A41	The intended use of the module is for claiming newly enrolling students, and it should not be used to claim existing students.
Q42	*Where can I make a note/suggestion for the Student Claiming Module?*
A42	Feedback is welcome and can be shared through the EMIS helpdesk or by contacting the SSDT.

ODDEX

Q43	*If a student in SOES does not have an address in our district, do we still review it? Since flagging does not stop funding, what is our recourse?*
A43	Even though flagging does not impact funding, there is still the ability to flag a record with the Data Quality flag. Escalation is still possible in SOES as well. If the flag does not resolve the address issue, you would be able to escalate the record to your Area Coordinator.