

## **SOES for Community Schools**

ODE, June 2014

Ohio Department of Education

### **The Usual Reminders**

- Not enough time to cover all of the details of each change
- More detailed information will be included in the new SOES Manual
- Additional information is also available in the EMIS Manual

### **Topics**

- ▶ New Collection Requests
- **▶**OEDS Overview
- **▶** SOES Overview
- **▶**SOES Preview
- ▶ Student Cross Reference

## NEW COLLECTION REQUESTS

### **New Collection Requests**

- ▶ When and How data is submitted is changing
- New collection requests added to Data Collector for SOES and SCR
  - Calendar (C) − All
  - Student Cross Reference (S) All
  - SOES Student Contact (S) CS
  - ⇒ SOES/EMIS (S) CS

### Calendar (C) Collection

- Community schools will now submit their calendars through EMIS
- ▶ Two reporting windows
  - May-July Community schools must submit calendars prior to school starting
    - Authorizer approval will be through SOES website
  - August-July Updates should be made for any exceptions/unplanned days

# Calendar (C) Collection Screenshot



### Initial Calendar Collection

Beginning of year collection is required for all EMIS reporting entities. Source files for DL and DN record types, labeled with the "C" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. This collection request is used for the data for school funding, Federal reporting, and other required ODE reporting.

Submissions: May 02, 2014 - July 31, 2014

Expiration Date: July 31, 2014 (in 57 days)

Version: 3

LEA Type: Public District

Joint Vocational School Distri

Community School

Educational Service Center State Supported Organization

STEM

# Student Cross Reference (S) Collection

- ► Window: July July
- ▶ Continuous throughout the year
- **▶** Contains
  - Demographic (GI)
  - Student Standing (FS)
  - Summer Withdrawal (FL)

# Student Cross Reference (S) Collection Screenshot



### Student Cross Reference

Collection required for all EMIS reporting entities. Source file(s) for GI, FS, and FL student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. Collection and submission will be automatic, but can be run on-demand as needed. Level 1 reports should be reviewed to identify data with errors that was excluded in the automatic submission. Updated student admission and withdrawal data must be submitted via this collection request within 30 days of the change in student status.

Submissions: July 01, 2013 - July 31, 2014

Expiration Date: July 31, 2014 (in 57 days)

Version: 20

LEA Type: Public District

Joint Vocational School Distri

Community School

Educational Service Center State Supported Organization

STEM

# SOES Student Contact (S) Collection

- ► Window: July July
- ▶ Continuous throughout the year
- **▶** Contains
  - Demographic (GI)
  - Student Contact (FF)
  - Student Contact Address (FG)

# SOES Student Contact (S) Collection Screenshot



### SOES Student Contact(s) Collection

Collection required for all Community Schools. Source file(s) for GI, FF and FG student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. This collection request is for the resident district and community school to see the student in some and contact information in regards to conflicts regarding the student. This data is sent directly to SSDT and will be merged with the other SOES collection that is sent to ODE on a nightly basis to be displayed in the new SOES system accessed through ODE's SAFE Web Portal.

Submissions: July 01, 2013 - July 31, 2014

Expiration Date: July 31, 2014 (in 57 days)

Version: 2

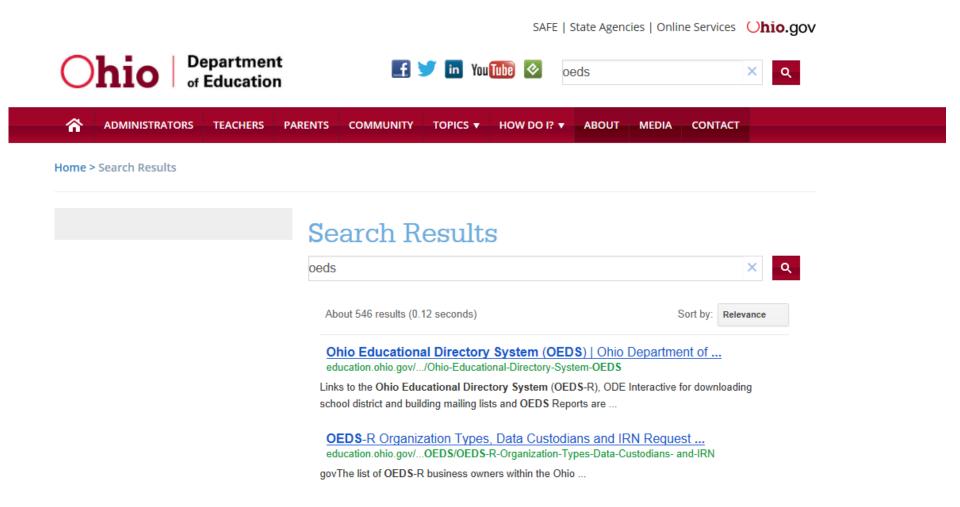
LEA Type: Community School

## SOES/EMIS (S) Collection

- ▶ Two reporting windows
  - July-Jan?
  - Feb?-July
- Continuous throughout the year
- Data builds from one window to another
- Contains data already included in SCR collections *plus* data needed for funding and other required EMIS reporting

## **OEDS OVERVIEW**

### **OEDS Overview**



### **OEDS Overview, cont.**

Ohio.gov	Department of Education					
	Home > oeds-r > que	ery				
> Search Organization					Printer Friendly	Version
> Search Person	Q Search	Organization				
> Establish Organization		<ul> <li>Enter information about the organ h for a person, click the 'Search Pe</li> </ul>	zation and click Search. If the organi rson' button.	zation is not found	d, widen the search b	y entering
> Help						
> DA Site Training	<ul><li>Search by organization</li></ul>	ation name or address informatio	n:			
> OEDS FAQ	Name					
> Updating OEDS-R	Address Line					
> Roles Available	(0.0 http://www.co.co.co.co.co.co.co.co.co.co.co.co.co.					
> What's New	City			State	OH 🗸	
> OEDS Reports	Zip Code					
SAFE ACCOUNT SIGN IN	County	Select 🗸				
	O Search by IRN:					
	IRN					

https://webapp2.ode.state.oh.us/oeds-r/query/default.asp

### **OEDS** Overview, cont.



https://webapp2.ode.state.oh.us/oeds-r/maintainorg/personnel.asp?crypt=b%92%95%8A%8E%88%9C%60TSSSY

### Role

**OEDS-R Organization Administrator** 

https://webapp2.ode.state.oh.us/oeds-r/maintainorg/personnel.asp?crypt=b%92%95%8A%8E%88%9C%60TSSSY

# Community School Authorizer Roles

- ▶ Superintendent
- ▶ Data View SOES (new)
- ▶ Both roles can
  - Read only for student data (won't be able to see names and addresses)
  - Approve the calendar

### **Community School SOES Roles**

- Read only for all CS student data
  - Superintendent
  - EMIS Roles
    - Coordinator
    - Manager
    - Director
  - Data View SOES (new)
- Comment capability and Read only for data
  - Superintendent
  - Commenter SOES (new)
- Ability to modify settings for school (notification frequency, contact names)
  - Superintendent
  - Application Manager (New Application Name)

### **Community School SCR Roles**

- Read only for all CS student data and other district data where a conflict exists
  - Superintendent
  - > EMIS Roles
    - Coordinator
    - Manager
    - Director
  - Data View SCR (new)
- Comment capability and Read only for data
  - Superintendent
  - Commenter SCR (new)
- ▶ Ability to modify settings for school (notification frequency, contact names)
  - Superintendent
  - Application Manager (New Application Name)

# SOES OXERVIEW FOR COMMUNITY SCHOOLS

### SOES

- New website for SOES and SCR
  - Link will be distributed closer to launch
  - Operational in July 2014 for FY15
- ▶ Login with SAFE credentials
  - Must have appropriate OEDS role assigned
- Will have export, email notification, and contact info update capability

### Records Required for SOES

- Same as in prior years
  - Demographic (GI)
  - Student Standing (FS)
  - Student Attributes Effective Date (FD)
  - Student Standing No Date (FN)
  - Student Special Education (GE)
  - > Organization General Information (DN)
  - Grade Schedule (DL)
- **NEW**... for FY15
  - Student Contact (FF)
  - Student Address (FG)

## **Records by Collection Request**

		şÇR	<b>SOES</b> Contact	SOESIEMIS	Calendar
Student Demographic	GI	✓	✓	✓	
Student Standing	FS	✓		✓	
Student Summer Withdrawal	FL	✓		✓	
Student Attributes Effective Date	FD			✓	
Student Standing No Date	FN			✓	
Student Special Education	GE			✓	
Student Contact	FF		✓		
Student Address	FG		✓		
Organization-General Info	DN			✓	✓
School Grade Schedule	DL				✓

# "S" Collection Request Flow Process

- ▶ All records created/maintained in student software or Flat File Editor (FFE)
- Data must then be exported to the Data Collector
- ▶CS will collect, prepare, and submit the S collection requests for SOES
- ▶SOES website populated from most recent submission

### What's Going Away

- ▶ Direct reporting of units/FTE
- Old extra withdrawal reasons
- ▶ Data upload from .csv files
- ▶ Data updating in SOES
- ▶ Separate log-ins
- ▶ SOES account creation
- ▶ Reports currently in old SOES

### What's Staying

- Resident district responsibility to review/flag their resident students
- Flag status reasons
- Review timeline for resident district
- ▶ Enrollment rules
  - ⇒ 30 Day
  - > 105 Hour
- Funding calculation and timeline

### **Yearend Rollover**

- No annual rollover in SOES anymore
- Student software packages roll data up to the new school year
- Schools using the FFE will need to manually update the grade level for FY15S and remove any withdrawn students prior to exporting to the Data Collector

## **ODE Processing**

Same errors as on current reports for community schools and districts will continue to be generated, but may move to new report locations

- Level 1 error in the Data Collector at prepare
- Level 2 error/report in the Data Collector on a nightly basis
- Weekly post-processing
- Monthly reports tied to payments

# SOES Withdrawal Code Crosswalk

- \*1 Still enrolled, moved within the legal district of residence
  - No FS change, report new address
- \*2 Still enrolled, moved to a new legal district of residence
  - New FS with new LDOR and new address
- \*3 Still enrolled, corrected legal district of residence
  - Correct LDOR in FS (verify address is correct) and resubmit

# SOES Withdrawal Code Crosswalk, cont.

- ▶ \*4 No show—new enrollee
  - Withdrawal reason 81
- ▶ \*5 No show—returning student
  - Appropriate withdrawal reason, not 81
- \*6 Duplicate record created in error
  - ▶ Fatal in DC OR incorrect/duplicate SSID
- ▶ \*7 Withdrew due to §3314.26 (non-tested)
  - Withdrawal reason 77
- ▶ \*8 Rolled over in error
  - Withdrawal reason 81

### **Transportation Data**

- ▶ Relatively few community schools
- ▶ New EMIS record type
- Was student transported on each day of the first full week of October?
- Additional data (total miles transported, transportation costs) from DN record and financials submissions

# SOES PREVIEW

## **CS Landing Page**



Available Applications: SOES SCR History Logout

**ODE** Announcements

Show

**System Alerts** 

Show

CURRENT CSUSER, ADMIN

USER:

LAST LOGIN: June 5, 2014 10:35:32AM EDT

#### **SCR Enrollment Comparisons**

					Issues With	
LEA.≎	All	New No Issues	New With Issues	Open With Issues	New Comments	Resolved Issues
Buena Vista Morgan Academy (883407)	0	0	0	0	0	0
Holly Springs Chula Community School (571022)	0	0	0	0	0	0
Howell Vienna Community School (427254)	0	0	0	0	0	0

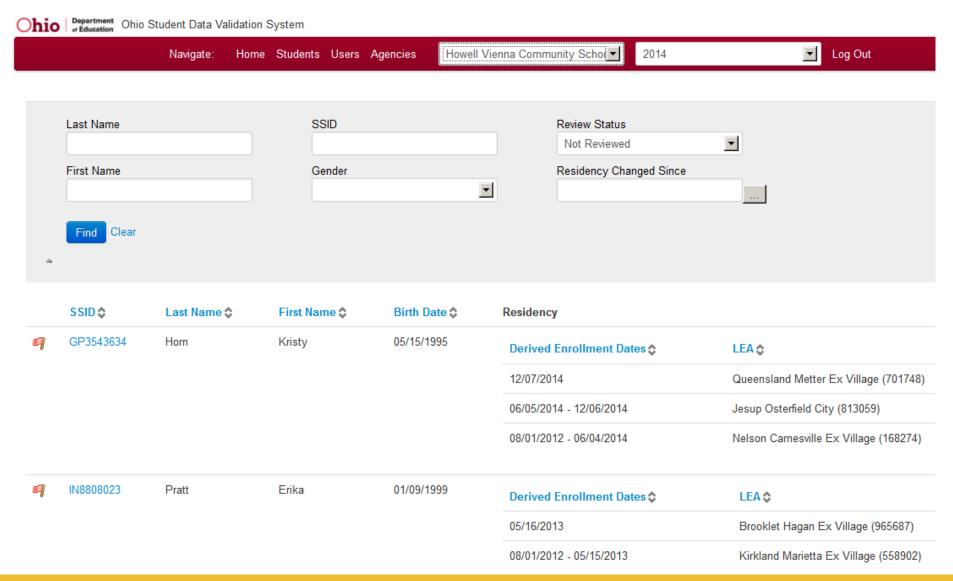
### **SOES Resident District Review Summary**

There is no data to display.

### **SOES Educating LEA Summary**

	New					
LEA <b>≎</b>	New	No Activity	Flags/Comments	Flags/Comments	Reviewed	
Buena Vista Morgan Academy (883407)	0	2	1	5	1	
Holly Springs Chula Community School (571022)	0	5	0	5	1	
Howell Vienna Community School (427254)	0	5	0	8	0	

## **CS Summary Page**



### **CSUSER Detail**

ame			SSID	birtnoate	Gender	rear	rirst keportea
ance,	Robert		X\//8155944	06/01/1997	Male	2014	08/01/2013
esider	ncy						
Derive	ed Enr	ollment Dates	Resident District		Guardian	Address	
06/30	/2013		Nelson Carnesville (168274)	e Ex Village	Lynn SR., April	1768 John Bou	levard Rincon OH 60670
	Revie	ws					
		Date Range	Review Flags		Comments		
	8	10/12/2014	<ul> <li>Homeless student's dist challenged</li> <li>Incorrect district for a custody/guardianship s</li> </ul>	student in a	<ul> <li>Posted By: CSU</li> </ul>	ISER, UPDATE 8 hours a lew journal created for V ISER, UPDATE 8 hours a of met graduation require	ance, Robert go Remark: TEST -
08/01	/2012	- 06/29/2013	Dudley Tucker Ex	Village (454898)	Barrera, Jackie	793 Cleveland	St Dasher OH 28584
	No re	views					

## **RDUSER Flagging**

Name	SSID	Birthdate	Gender	Year	Reporting LEA
Burnett, Helen	ZV1663352	11/24/1995	Unspecified	2014	Buena Vista Morgan Academy (883407)
Guardian		Address			
Boyle, Elaine		864 Mcmillan	Boulevard Unadil	la OH 37273	
Derived Enrollment Dates		District of Re	esidence		
08/01/2012 - 08/15/2013		Grooverville A	Iston City (20013	8)	

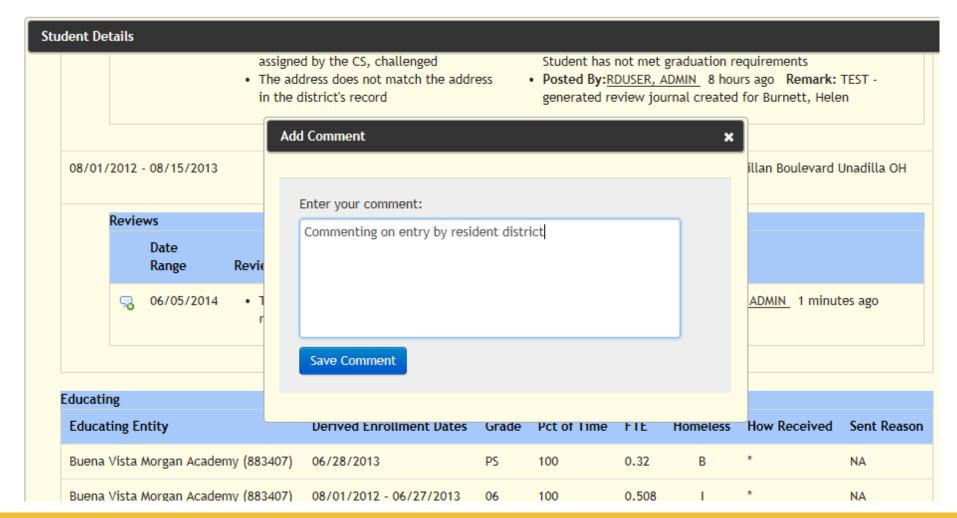
Status F	Flags The student's address is not within the territory of the district
Г	Incorrect date of birth
	The address does not match the address in the district's record
Г	Student has graduated
	The student is reported with overlapping attendance
	The SSID does not match the SSID in the district's records
	Incorrect district for a student in a custody/guardianship situation
	The district is challenging the residency of the student because the student appears to live at another address
	Homeless student's district of origin is challenged
	Homeless student's homeless status, as assigned by the CS, challenged
Note	
-	ng a "Submit" button the user certifies that, to the best of their knowledge and belief, the data submitted constitutes an accurate and complete report
	shool district.

# CSUSER After Flags Are Set

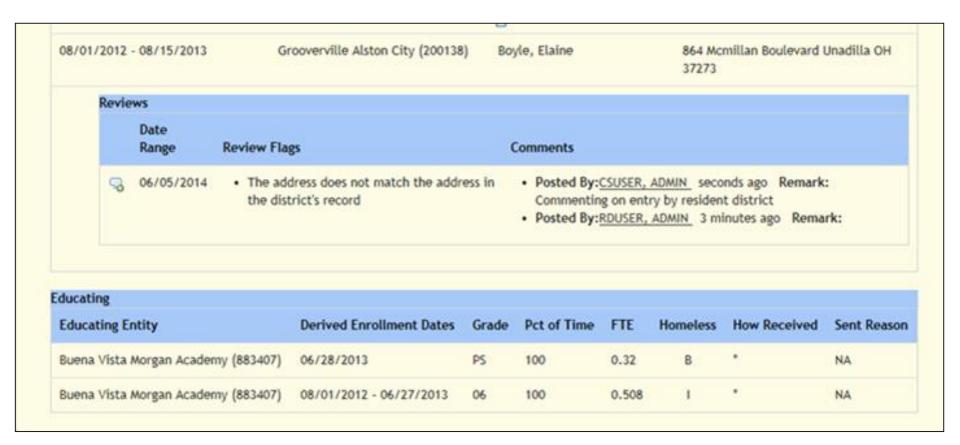
			<ul> <li>assigned by the CS, challenged</li> <li>The address does not match the address in the district's record</li> </ul>	<ul> <li>Posted By: RDUSE</li> </ul>	net graduation requirements  R, ADMIN 8 hours ago Remark: TEST - r journal created for Burnett, Helen
08/01/		- 08/15/2013	Grooverville Alston City (200138)	Boyle, Elaine	864 Mcmillan Boulevard Unadilla OH 37273
	Revie	ws			
		Date Range	Review Flags	Comm	ents
	8	06/05/2014	The address does not match the address i record		osted By: RDUSER, ADMIN 1 minutes ago emark:

Educating							
Educating Entity	Derived Enrollment Dates	Grade	Pct of Time	FTE	Homeless	How Received	Sent Reason
Buena Vista Morgan Academy (883407)	06/28/2013	PS	100	0.32	В		NA
Buena Vista Morgan Academy (883407)	08/01/2012 - 06/27/2013	06	100	0.508	1		NA

## CSUSER Ability To Enter Comments



## CSUSER After Comment Entered



#### **CSUSER Find**

Last Name	SSID	Review Status
	GP3543634	<u> </u>
First Name	Gender	Residency Changed Since
		·
Find Clear		

### **Navigation Bar**



## STUDENT CROSS REFERENCE

#### **Student Cross Reference**

- Will contain basic student elements
  - GI Student Demographic
  - FS Student Standing
  - > FL Summer Withdrawal, all elements
- Access available to all EMIS reporting entities

#### Student Cross Reference, Cont.

- ▶ All students must be in SCR within 30 days of first day of school/admission
- Overlapping dates will not be funded
- Students will not be funded for more than 1 FTE
- Students must be withdrawn after 105 hours of *continuous* unexcused absences

#### Student Cross Reference, Cont.

- Data updated nightly
  - Automatic extract from most recent file in Data Collector
  - Check for Level 1 validation errors
- Dashboard appears at Login
  - Conflicting data will generate error messages
  - Interactive screen notifications
  - Email notification optional

#### Student Cross Reference, Cont.

- Conflicts will not occur until both districts are in session
  - Correct conflicts in student source system
  - Upload new data file, overnight refresh
- Students funded for every day enrolled
  - Funding begins on first day school in session/admission and student appears in Student Cross Reference
  - Only funded back 30 days

## Student Cross Reference Collection Request Screen



#### Student Cross Reference

Collection required for all EMIS reporting entities. Source file(s) for GI, FS, and FL student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. Collection and submission will be automatic, but can be run on-demand as needed. Level 1 reports should be reviewed to identify data with errors that was excluded in the automatic submission. Updated student admission and withdrawal data must be submitted via this collection request within 30 days of the change in student status.

Submissions: July 01, 2013 - July 31, 2014

Expiration Date: July 31, 2014 (in 83 days)

Collection Request: 15

Status: Data Collection has been prepared today at 02:56:25 PM and

is available for preview or certification.

Errors & Messages: Other Errors
Submission Number: 4 (attempt 1)

Actions: View Submission Results

Start/Stop Collection

Prepare Preview

Certify & Submit

Cancel

Add New Scheduled Collection

### **CS Landing Page**

Ohio | Department of Education | Ohio Student Data Validation System Available Applications: SOES SCR History Logout CSUSER, ADMIN CURRENT **ODE** Announcements System Alerts USER: X ALERT Subject String 1 X TEST Subject String 3 Never logged in LAST LOGIN: X TEST Subject String 2 X ALERT Subject String 2 X TEST Subject String 1 Hide Hide

#### **SCR Enrollment Comparisons**

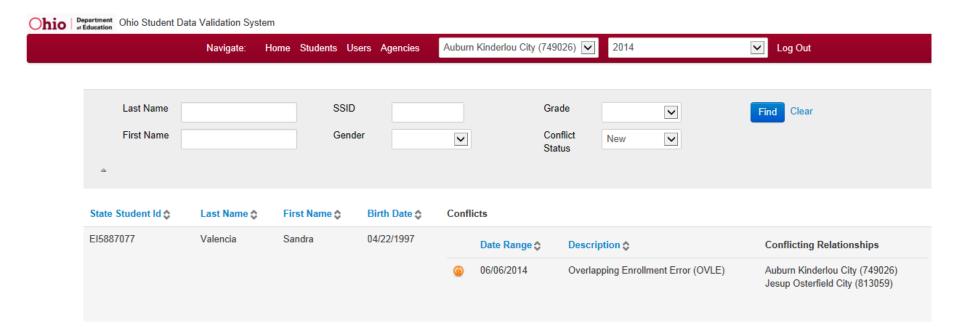
				Issues With			
LEA≎	All	New No Issues	New With Issues	Open With Issues	New Comments	Resolved Issues	
Buena Vista Morgan Academy (883407)	0	0	0	0	0	0	
Byromville Waverly Academy (765483)	0	0	0	0	0	0	
Lanier Howell Community School (771817)	0	0	0	0	0	0	

#### **SOES Educating LEA Summary**

LEA \$	New	No Activity	New Flags/Comments	New gs/Comments Flags/Comments	
Buena Vista Morgan Academy (883407)	4	4	5	5	0



#### New/Open With Issues



### **SCR Conflict Detail Page**

hio Department Ohio Student Data Validation System Auburn Kinderlou City (749026) 2014 Navigate: Home Students Users Agencies Log Out Reported By Me Reported By Me SSID EI5887077 EI5887077 First Name Sandra Sandra Last Name Valencia Valencia Birth Date 04/22/1997 04/22/1997 Unspecified Unspecified Gender Guardian Walsh, Dr. Kathleen Student Address 1768 Alameda Ridge Bushnell OH 45839 Start Date 08/01/2012 **End Date** Grade First Percent Of Time 100 Homeless Status Α Admission Date 10/26/2012 Admitted From IRN 207005

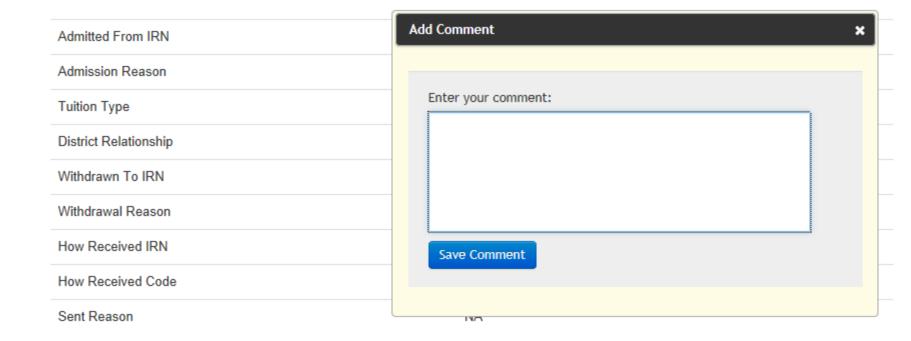
### SCR Conflict Detail Page, Cont.

Admission Reason	2
Tuition Type	D
District Relationship	2
Withdrawn To IRN	
Withdrawal Reason	**
How Received IRN	
How Received Code	*
Sent Reason	NA NA

#### Comments

Add Comment Back to Student Summary

#### **Add A Comment**



#### **Questions?**





#### **Social Media**

facebook

Ohio Families and Education Ohio Teachers' Homeroom

Linked in

ohio-department-of-education



storify.com/ohioEdDept



@OHEducation



OhioEdDept