

# Community School Data Pull Process

## Resolving Fatal Flags/Errors

Community schools should continuously review fatal flags and errors that impact their monthly payments as well as data quality issues. Community schools can review and resolve flags placed by resident districts in Ohio District Data Exchange SOES. In addition, all community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted.

The availability of these reports (beginning in FY17) eliminate the need for the initial and final Fatal Error Reports that were sent to community schools via their ITCs. Fatal Error reports will no longer be generated and sent to community schools via their ITCs.

## Data Pull Process

There will only be one data pull date for each payment. ODE will pull community school payment data on the 23<sup>rd</sup>\* of each month. This data will include any enrollment information submitted to ODE by 5 pm on the 22<sup>nd</sup> of each month, and flags and/or errors in place when ODE processes FTEs the evening of the 22<sup>nd</sup>. Here's how it will work for the community school payment:

- ODE will pull community school payment data on September 23<sup>rd</sup> from EMIS
- ODE will not pull payment data from EMIS on September 16<sup>th</sup>
- ODE will not pull flag and error data on September 16<sup>th</sup> and distribute to Fatal Error reports to community schools via their ITCs

The last point above is very important for community schools. Prior to FY17, initial Fatal Error reports were generated based on the flags/errors in place as of the 16<sup>th</sup> of the month and were distributed to community schools. This served as an update to schools of what flags/errors would impact their upcoming payment if they were not resolved by the 23<sup>rd</sup> of the month. Many schools may have relied on this as a notification of what issues to focus on for the upcoming payment. Community schools should prioritize resolving flags on a continuous basis and should not wait until the week prior to the data pull to resolve flags.

## Payment FTE Detail and Adjustments Reports

FTE Detail and Adjustment reports will be generated for each payment. Community schools will have access to those in the Data Collector. These reports will show community schools what flags/errors were in place at the time of the data pull and that impacted the upcoming payment.

\*This schedule is the planned schedule. If system maintenance or other issues with the run starting on the 22<sup>nd</sup> do not result in a data set that can be reliably used for a payment, then the run will be completed as soon as possible after the 22<sup>nd</sup>. As EMIS submissions and flagging are based on the latest data available, any delayed run may include data and flag information from after the timelines provided. The FTE reports for each payment will clearly indicate the data submission by the community school actually used for that month's payment.

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