

ODDEX **OHIO DISTRICT DATA EXCHANGE**

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Topics

- ODDEX Roles
- Landing page
- SCR (Student Cross Reference)
- SOES (Student Options Enrollment System)
- CCP (College Credit Plus)
- Tuition
- Users
- Agencies
- Helpful hints
- Common Data Issues
- Questions

ODDEX Roles

- Various ODDEx specific roles in OEDS
 - There is default access to some; i.e. EMIS Coordinator, ITC staff, Superintendent
- District employee must first have SAFE account
- OEDS Administrator grants the appropriate roles
 - Allow 12-24 hours for the change to cycle
- Access ODDEx at
 - <https://www.ssdt-ohio.org/oddex/login>

LANDING/HOME PAGE

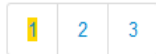
Landing Page

- Provides quick access to data
- Grid differs depending on roles and district type
- All counts are hyperlinks to selected groups of data
- Data records may move from one column to another if status changes
 - Change may be seen on next screen refresh

Landing Page

SOES RD Example

SOES Resident District Review Summary



Agency ↕	New 30 / 45 / 75	No Activity 30 / 45 / 75	New Flags/ Comments	Flags/ Comments	Reviewed	ODE Override	ODE Auto Approved
Alapaha Homer Local (020792)	7 / 0 / 0	7 / 0 / 0	2	2	0	0	0

- Announcements from ODE
 - Scheduled SAFE downtime that will impact ODDEX access
 - Etc
- Alerts from SSdT
 - Updates to application
 - Scheduled downtime for ODDEX application
 - Etc

System Alerts
Version 2.9.0 installed

ODDEX Applications

- Navigation Bar
 - Options show based on assigned OEDS roles for ODDEX

The screenshot shows the top navigation bar of the ODDEX application. The header includes the Ohio Department of Education logo and the text "Ohio District Data Exchange (ODDEX)". The navigation bar contains links for Home, SOES, SCR, History, CCP, Users, and Agencies, along with a search box labeled "SSID" and a search icon. On the right side of the navigation bar are links for Help, About, and Log Out. Below the navigation bar, there are sections for "ODE Announcements", "System Alerts" (with a sub-link for "Version 2.9.0 installed"), and user information: "CURRENT USER: Teresa Williams" and "LAST LOGIN: February 2, 2017 8:02:59AM EST".

STUDENT CROSS REFERENCE

Source of ODDEX/SCR Data

- All EMIS reporting entities submit to SSDT Report Authority data for Student Cross Reference (SCR)
 - Processed daily
 - Data as submitted appears in ODDEX/SCR
 - Records can get set to inactive
- District with a reported SSID in current year can see SCR data for student
 - SCR viewable does not make student viewable in SOES
 - District can not see SSID if they have not reported the SSID to SCR
- Once SSID is reported to SCR it stays

Processing of ODDEX/SCR Data

- First date each SSID & Reporting IRN is received by Report Authority is recorded
 - Date gets sent to ODE along with Reporting entity IRN and SSID
- EMIS data submitted to ODE since FY10 was populated into SCR
 - Student name was not included
- All prior year data viewable by selecting the year on navigation bar

Processing of ODDEX/SCR Data

- Summer Withdrawals (FL) Records
 - Corresponding open enrollment from prior year is closed using the FL withdrawn date
 - Withdrawn reason is applied to the same prior year record
 - Districts will not see the FL record in ODDEX

SCR Conflicts

- Rules currently in SCR
 - (EPCT) Percent of time over 100% ***Impacts funding***
 - (WTIC) Withdrawn to IRN
 - (WTNY) Withdrawn to IRN Next Year
 - (RFIC) Received from IRN
 - (STIC) Sent to IRN
 - (AFIC) Admitted from IRN
 - (AFPY) Admitted from IRN Prior Year
 - ODE Documentation
 - EMIS > Documentation > EMIS Validation and Report Explanations > Student Cross Reference (SCR) Conflicts


SCR Conflicts

- Rules run daily
- Will not flag every conflict on a student as ODE may identify
- Conflict checks yet to be added
 - Validation of specific ‘How Received’ and ‘Sent To’ combinations
 - For example How Received = A (student following teaching parent) should have Sent to = 64 (attending per ORC)

SCR Conflicts

- Records detected with a conflict will be flagged and included on the Landing Page

SCR Enrollment Comparisons

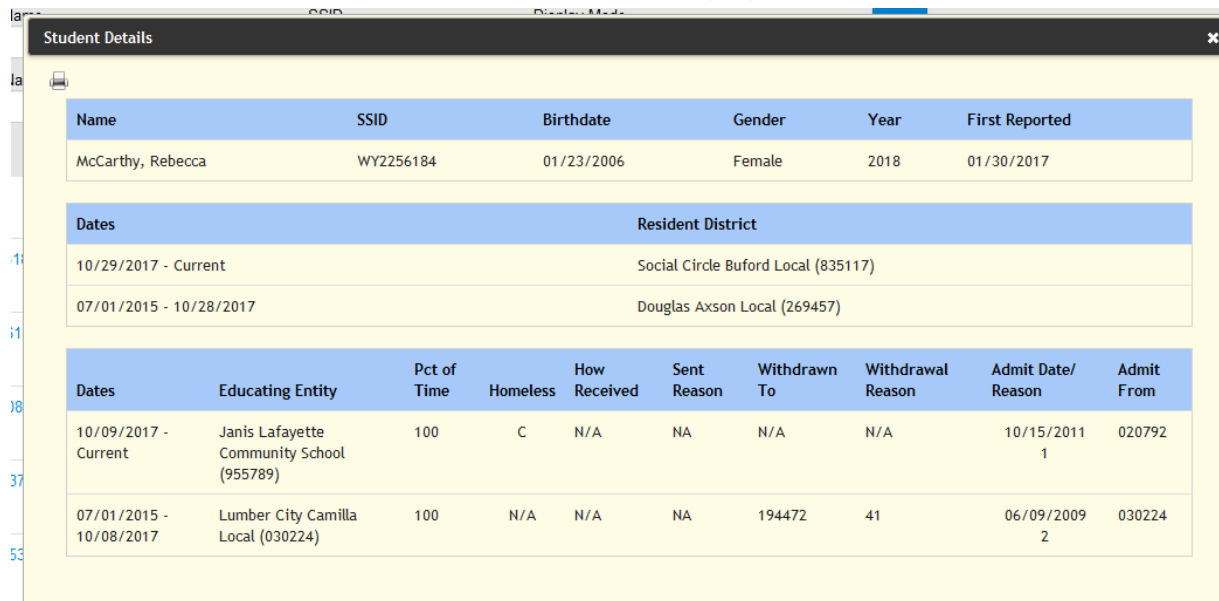
LEA 	All	New No Issues	New With Issues	Open With Issues
Auburn Kinderlou City (749026)	9	0	0	1

- Student detail listing conflict example

SSID	First Name	Last Name	Birth Date	Conflict Code	Relationships
IX1970343	Theresa	McLeod	2002-09-21	 MISSING	Auburn Kinderlou City (749026)  Missing Mayday Shawnee Local (406787) 

SCR Conflicts

- Click on SSID to see only data your district submitted
 - Student detail screen pops-up
 - Similar to other ODDEX applications



The screenshot shows a 'Student Details' window with the following data:

Name	SSID	Birthdate	Gender	Year	First Reported
McCarthy, Rebecca	WY2256184	01/23/2006	Female	2018	01/30/2017

Dates	Resident District
10/29/2017 - Current	Social Circle Buford Local (835117)
07/01/2015 - 10/28/2017	Douglas Axson Local (269457)

Dates	Educating Entity	Pct of Time	Homeless	How Received	Sent Reason	Withdrawn To	Withdrawal Reason	Admit Date/ Reason	Admit From
10/09/2017 - Current	Janis Lafayette Community School (955789)	100	C	N/A	NA	N/A	N/A	10/15/2011 1	020792
07/01/2015 - 10/08/2017	Lumber City Camilla Local (030224)	100	N/A	N/A	NA	194472	41	06/09/2009 2	030224

SCR Conflicts

- Click on conflict code to see grid of data your district reported and data 1 or more others reported


Conflict		
Conflict Effective Dates		
Missing report (MISSING)		
04/24/2015		
Reporting Agency	Auburn Kinderlou City (749026)	Missing Mayday Shawnee Local (406787)
SSID	IX1970343	
Name	McLeod, Theresa	
Birth Date	09/21/2002	
Gender	Male	
Relationship Type	Educating	Not Reported
Educating Entity	Byromville Waverly Academy (765483)	
Record Active	true	Missing/Not Reported
Date Range	02/11/2016 - Current	

SCR Conflicts

- Use conflict grid for verifications
 - Identify enrollment issues more easily
 - Errors can get resolved before they impact a higher level of data reporting
- Comments can be added to conflict
 - Other districts involved can see comments entered

SCR Conflicts

- Conflicts get resolved when changed data gets submitted to SCR by one or more of districts involved in conflict
- Resolved conflicts
 - Indicated by strikethrough of conflict
 - Identified conflicts will not disappear

SSID	First Name	Last Name	Birth Date	Conflict Code	Relationships
WF2496364	Corey	Sparks	2005-12-02	 MISE	Auburn Kinderlou City (749026) Auburn Kinderlou City (749026)

- Conflicts **do** get reported to ODE by SSDT

Inactive Records SCR

- SSDT process determines inactive records from submitted data
 - Status on a record becomes inactive when
 - Withdrawal reason = '81'
 - All inactive records a district reported can be seen
 - Inactive records pointing to the wrong district can not be seen by the wrong district once inactive

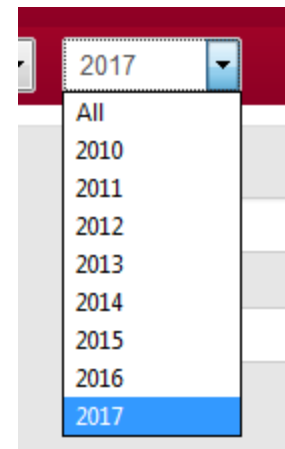
HISTORY

ODDEX History Data

- All data submitted to SCR automatically goes to History
 - No separate submission for History
 - Data visible in SCR and History views may not match
 - Impacted by SCR inactive records
- Districts can not see SSID if they have not reported the SSID to SCR, past or present

ODDEX History Data

- Past enrollments, current enrollment and where the student enrolled next may be viewable to any entity with a connection to an SSID
 - Entire education history (K-12) not always available
 - May be useful for records requests
- Select the proper year
 - Data back to FY10 is available
 - Impacts the records viewable



Inactive Records in History

- Inactive status determined by same SCR processing
 - Inactive records are not displayed
- If only link to an SSID is an inactive record ...
 - SSID is not accessible to this district
 - SSID is not included in summary lists
 - SSID can not be searched

SOES

Source of ODDEX/SOES Data

- Community Schools submit to ODE Report Authority data based on EMIS reporting requirements
 - SOES Beginning of Year Student Collection
 - SOES End of Year Student Collection
 - A portion of data is used for ODDEX

Source of ODDEX/SOES Data

- Community Schools submit to SSDT Report Authority contact data for SOES
 - Contact for enrollment records
 - One FF record
 - Manifest will make determination of which to use if more than one is submitted
 - One or more addresses for the Contact
 - One or more FG records for each FF record
 - More than one, each *must* have a unique date on them

Processing of ODDEX/SOES Data

- ODE sends to SSDT small portion of EMIS data submitted by Community School
 - Only what is needed for SOES
 - Does not always match what district submits to ODE
 - Limited set of data elements
 - Calculated FTE; in the future
 - Derived enrollment dates
 - Later of 3 dates: FS/FD start date, admission date, school year begin date from calendar data
 - Inactive status records

Processing of ODDEX/SOES Data

- SSDT merges SOES data provided by ODE with SOES contact data received for each SSID
 - Results appear in ODDEX/SOES
 - Same data is visible by Community Schools and traditional districts
 - View of data by 2 entity types is different

Processing of ODDEX/SOES Data

- Merge is completed based on SSID and effective date on contact record (FG)
 - Blank effective date is processed in manifest with prepare date
 - Represents applying contact data to most current open enrollment record in SOES
 - Effective date must be inclusive of derived enrollment date
 - May be different than dates submitted on FS or FD
 - Check enrollment dates in ODDEX if address is not applied
 - No date match up, contact data is **not** applied

Inactive Records SOES

- ODE process determines when a record is inactive and ODE sends inactive status to SSDT
 - ie – wrong DOR reported
 - SSID change
- Records show with a ~~strikethrough~~
 - Data becomes 'Read only' for all districts involved
 - No contact updates are applied to inactive records
 - Strikethrough is applied to all data associated with inactive record
 - Any review flags on these are turned off/cleared; these get ignored

Review Flagging RD

- Some records may Auto Review
- Resident records with no reported address can not be reviewed
 - Records with blank address are sent to ODE
- Used to challenge residency and status of student in some capacity
 - 6 flag values as needed
 - Only 5 of these impact funding to CS
 - Student Details screen
 - Select 'Add Review'
 - Check flags as appropriate

DOCUMENTED_CHALLENGE
GRADUATED
GUARDIANSHIP_CHALLENGE
HOMELESS
SSID_MISMATCH
DATA_QUALITY

Review Flagging RD

- SSID may appear in student listing more than once
 - Representation of multiple educating relationships reported by 1 or more CS
 - Each must be reviewed
- 2 methods to mark student record as reviewed and approved for funding
 - Student Details screen
 - Select Reviewed – No Flags
 - Or select 'Add Review'
 - Select Reviewed – No Flags

Review Flagging RD

- All flags can be seen by Community School, ITC, ODE and Resident District personnel
- All review flags set or cleared by RD are sent by SSDT to ODE

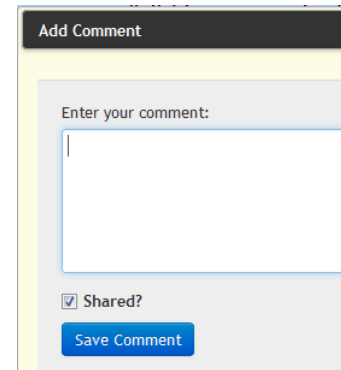
Review Flagging CS

- All review flags set by the resident districts are visible by Community School
 - CS personnel can evaluate and resubmit data as needed
- Submit of data updates by Community School resets the 75 day timer for RD
 - Only specific elements impact timer
- Comments made by RD may be viewable
- Comments can be added by CS

Comments on Review Flagging

- Shared comments entered on the Review Flag can be seen by Community School, ITC, ODE and Resident District personnel

– Default is shared comments



The screenshot shows a web form titled "Add Comment". It features a text input field with the placeholder text "Enter your comment:". Below the input field is a checkbox labeled "Shared?". The checkbox is checked, indicating that the comment is shared. At the bottom of the form is a blue button labeled "Save Comment".

- Unshared comments entered on Review Flag can be seen by entering District personnel only

Student Listings

- May show a Review flag
 - Red = RD has set a review flag
 - Yellow = Student has not been reviewed by RD
 - No flag = Reviewed by RD and no flags are set

	SSID	Last Name	First Name	Birth Date	Derived Enrollment Dates	
		XF3009193	Osborne	Unborn	11/11/1997	11/12/2013 - 12/30/2015
		UL1439220	Heath	Crystal	11/04/2003	11/19/2014 - Current

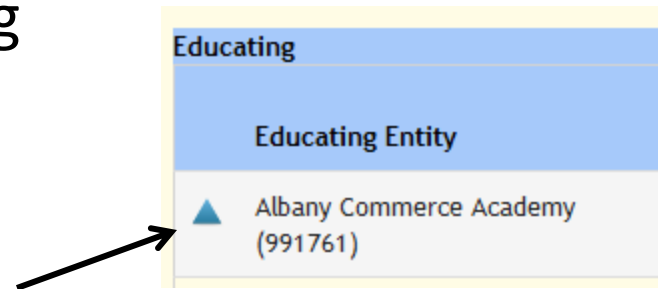
	MW8693957	Willis	Vanessa	08/26/1996	Derived Enrollment Dates
					01/02/2015 - Current
					07/01/2013 - 01/01/2015

District Contacts

- Contact information related to comments and review flags
 - Posted By: Hyperlink • Posted By: RDUSER READ 8 hours ago
 - District level contact info
 - May be helpful for districts with central registration
 - Complete *Agency Secondary Contact* information on the Agencies from Navigation Bar
 - Functions for all personnel in district
 - User level contact info
 - Users profile contact information

Audit Data SOES

- Community School View
 - Lists changes made
 - Old/New values; Date & Time
 - Select blue icon at Educating



- Data changed will display in pop-up box
- Audit data used for query selections by Resident Districts

Audit Data SOES

- Resident District View
 - Lists changes made
 - Old/New values; Date & Time
 - Select blue icon at SSID

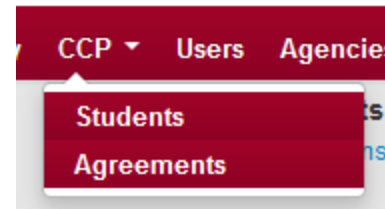


- Data changed will be displayed in pop-up box

COLLEGE CREDIT PLUS

Source of CCP Student/Course Data

- Higher Educational Institutions submit data to ODE
 - Student & Courses
 - Agreements
- Districts submit course data to EMIS in “L” Reporting
- Data from 2 sources is merged at ODE and made available in ODDEX
 - Updates occur as data is received
 - LEA and Higher Ed have access
- One record for each SSID/Course per HE



CCP Student Data Reviews

- Resident district reviews the student/course
 - From summary listing select record
 - Lowest match scores at top
 - Location IRN
 - Semester code
 - Subject code
 - Attending IRN
 - Credit
 - Age out in 45 days with no activity
 - Timer resets when data update occurs
 - Only specific elements impact timer
 - Last update date appears in Detail pop-up
 - Can also reference Landing Page age column

CCP Student Data Reviews

- Side-by-side grid of data in pop-up

SSID GN3417871	Name Bryan, Beth
Higher Ed Chatsworth Augusta Institute (442098)	LEA Cusseta West Point Local (545387)
HEI to LEA Data Match Score 19	
Enrollment as Of 04/22/2016	Section ID wmhjke
Course ID BUSE 375	Course Dates 07/01/2014 - Current
Delivery Method C1 - Not on college campus taught by college (post-secondary) instructor	Alternate Pay No
Year 2017	Last Updated 04/22/2016

reviews

There are no reviews to display

Reporting Agency	Chatsworth Augusta Institute (442098)	Cusseta West Point Local (545387)
Course	Calculus II	8403-TREES-83
Location	Dasher University (kmvg)	204926
Term	2021WI	2017FA
Subject	ECON	JTC
Building IRN	442000	351600
Credit Hours	2.39 Semester	2.39
Grad Year/Grade	2022	04
Change Date/Submission #	04/22/2016	18

- Reviewed No Flag
- Add Review
 - Set flags
 - 3 options
 - ODE gets flag value
- Can enter comments

DATA_ISSUE
NOT_ENROLLED
BEYOND_FULL_TIME

Source of CCP Agreements

- Agreement data submitted by Higher Ed to ODE
- Data is transferred and made available in ODDEX
- One agreement per course/delivery method combination

CCP Agreement Reviews

- Not all entities will show agreements
 - Some use default state-wide CCP course rate
- Summary listing example

	Higher Ed Agency ↕	Term ↕	Credit Hour Rate ↕	Approval Status ↕	Reviewed By ↕	Review Date ↕
Review Agreement	Chatsworth Augusta Institute (442098)	2024WI	12.57	Unreviewed		
Review Agreement	Colquitt Mershon College (407428)	2020SM	44.77	Unreviewed		

CCP Agreement Reviews

- Click on Review Agreement in summary list to see detail

Agreement Details for Reporting Year 2017

Higher Ed Agency Chatsworth Augusta Institute (442098)
LEA Cusseta West Point Local (545387)
Term 2024WI
Credit Hour Rate 12.57
Method Of Delivery CI - Not on college campus taught by college (post-secondary) instructor
Campus Gibson University (ojyc)

Comment:

Note: If agreement is rejected, ODE recommends that the staff person at the district who arranged the agreement contact their counterpart at the higher education institution to discuss the issue, as staff responsible for the agreement may not normally access the ODDEX CCP module.

CCP Agreement Reviews

- Only options are reject or accept
- Reject requires a comment be included
 - Agreement must be approved prior to college getting funds
 - 45 days will timeout with no activity

CCP Inactive Records

- Inactive records are determined at ODE from HEI submitted data
 - Record is submitted in error
 - Records shows with a ~~striketrough~~
 - LEA can not review

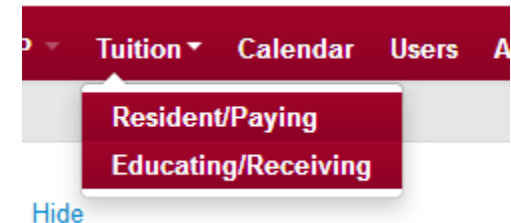
TUITION

Tuition Payments

- One district is financially responsible to another district for the cost of a child's education
 - Process was on paper
 - Involved forms SF-14 and SF-14H
 - ODE Area Coordinators

Tuition Payments

- Process is no longer on paper
 - ODDEX/Tuition
 - Data is populated from EMIS submissions
 - Contact manifest
 - Student name is from SCR submissions
- Paying/Resident
- Educating/Receiving
- One district can be both of these
- All on ODDEX Landing Page



Accessing Tuition

- OEDS Roles are required
- Some staff have default access
 - Superintendent
 - Treasurer
 - Assistant Treasurer
 - EMIS Coordinator, Manager, Director
 - ITC Personnel
 - ODE Personnel


Accessing Tuition

- New OEDS roles
 - Verifier-Tuition
 - Commenter-Tuition
 - Data View-Tuition

Tuition

SSID	Last Name	First Name	Educating LEA	Disability	Escalated	Record Active
ZN2410352	Pruitt	Eric	Roswell Glennville City (179317)	Y	N	true

Student Details ✕

 * = Required

Name	SSID	Birthdate	Gender	Year	Active
Pruitt, Eric	ZN2410352	07/12/2001	Female	2018	true

Resident/Paying Entity	Annual Rate	Tuition Amt	Parent*	Address*
Alapaha Homer Local (020792)	923941.09	670658.69	Kennedy, Kylie	710 Windsong Terrace New Rock Hill OH 57606

Resident/Paying Initiated Reviews
There are no Resident/Paying initiated reviews to display

Placement By

Order #/Other	Order Date	Issuing County
Out of state/Not Applicable		

Educating/Receiving Entity	Annual Rate	Enrollment Dates	Grade	FTE	How Rcvd	Disab	Tuition Type/Amt	Tuition Paid	Last Updated
Roswell Glennville City (179317)	923941.09	07/01/2017 - 08/08/2017	05	0.791158	L	04	T 624144.54	04/19/2017	04/19/2017

Educating/Receiving Initiated Reviews
There are no Educating/Receiving initiated reviews to display

Not Reviewable by District due to age of record.

Tuition

- Educating district
 - Submits data to EMIS
 - Submits contact data to SSDT or enters contact data directly in ODDEX
 - Contact data is required data for reviews
 - Provides Placement By data as needed
 - Reviews students
 - 30 days to do so based on later of last modified date or ODE predetermined date
 - Sets Review flags
 - Escalate
 - 7 day rule

Tuition

- Possible review flags for Educating
 - NOT_CLAIMING_TUITION
 - Escalate
 - PAYMENT_INCORRECT
 - UNRESOLVED_CONFLICT

Tuition

- Paying districts
 - Reviews students
 - Set Review flags
 - Approve students
 - Escalate
 - 7 day rule

Tuition

- Possible Review Flags for Resident/Paying
 - AGE_INVALID
 - NON_RESIDENT
 - COURT_ORDER_REQUESTED
 - DATA_QUALITY_ISSUE
 - ORC_TUITION_WAIVER
 - SSID_MISMATCH
 - Escalate
 - PAYMENT_INCORRECT
 - UNRESOLVED_CONFLICT



Tuition

- All review flags get sent to ODE
- All approvals get sent to ODE
- All escalations get sent to ODE
- All ODE AC entered overrides get sent to ODE
- ODE processes payments accordingly

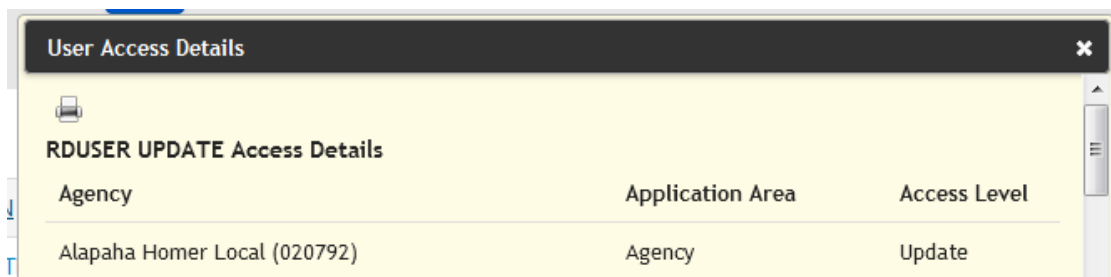
USERS

Users

- Provides a listing of who has access at your district

	Name ↕	Contact Phone ↕	Agency Access
	RDUSER ADMIN		View Access
	RDUSER UPDATE		View Access

- Click on [View Access](#) for individual details



The screenshot shows a window titled "User Access Details" with a close button (X) in the top right corner. Below the title bar is a printer icon and the text "RDUSER UPDATE Access Details". A table is displayed with the following data:

Agency	Application Area	Access Level
Alapaha Homer Local (020792)	Agency	Update

Users

- Click on pencil icon to edit
 - First time users will be automatically placed here
 - Used for contact pop-ups

Preferred Email Viewable

Contact Phone

Last Login 02/03/2017

Username RD.Update

Email test@isp.com

Email Public

Preferred Email

Preferred Email Viewable

Contact Phone

Contact Phone Public

Fax Number

Fax Number Public

Notification Frequency

Notification Detail

Users

- Username and Email are not modifiable
- Email Public check box is for Email field
- Secondary contact info on Agency takes precedence over User contact fields entered here
 - Useful for central registration districts
 - If Agency Secondary contact is not supplied individual contact data from User screen is used

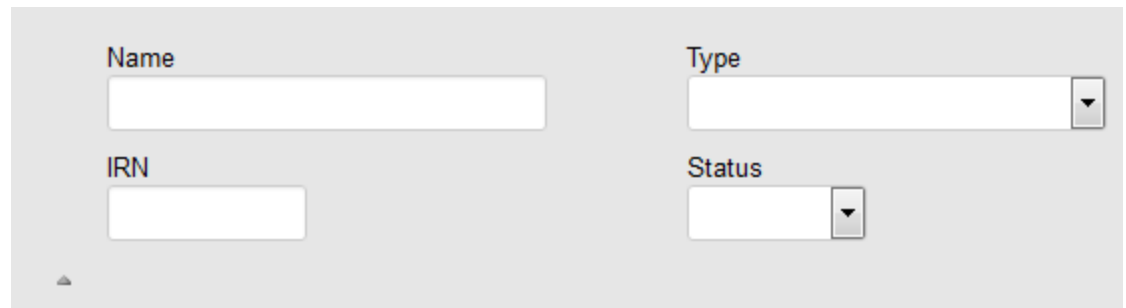
AGENCIES

Agencies

- All can view summary listing

991761	Albany Commerce Academy	Community School	Active
413615	Augusta-Richmond County Barney Academy	Community School	Active
242645	Axson Hamilton College	University/College/Community College/Technical Institute	Active

- Restricted edit capabilities
- Query options
 - Name of Agency
 - IRN
 - Type
 - Status



A screenshot of a search form for agencies. The form is light gray and contains four input fields arranged in a 2x2 grid. The top-left field is labeled 'Name' and is a text input box. The top-right field is labeled 'Type' and is a dropdown menu. The bottom-left field is labeled 'IRN' and is a text input box. The bottom-right field is labeled 'Status' and is a dropdown menu. There is a small upward-pointing triangle icon at the bottom left of the form area.

Agencies

- Agency Data

Agency Type: Public District

Status: Active

Primary Contact

Contact Email

Contact Phone

Contact Fax

Secondary Contact Name

Secondary Contact Email

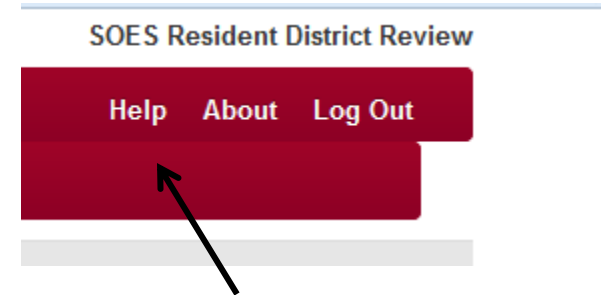
Secondary Contact Phone

Any information included here will be visible to all ODDEX users.

ODDEX HELPFUL HINTS

Documentation

- *Help* link for Navigation Bar
 - Application Documentation
 - Release Notes
 - Application release on Thursday's for most part
- Found on-line direct at this URL
 - <https://wiki.ssdt-ohio.org/x/j4BCAQ>
- *About* link from Navigation Bar
 - Version of software running
- ODE's web site

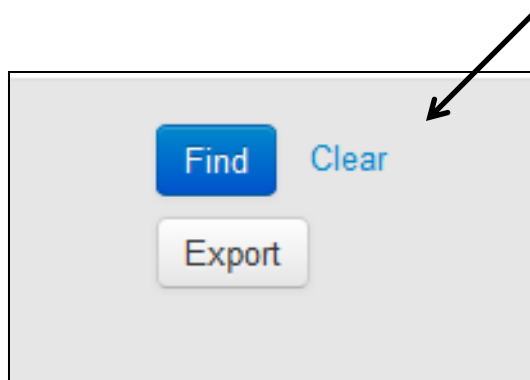


Exporting Data

- Query the desired records
- Export the data
 - TAB delimited format
 - Some may need to save this type of a file
 - Includes all data for student except comments
 - All review flags are included with a separator
 - Upload to a spreadsheet application
 - Manage data according to district needs

Helpful Hints

- Use the 'Clear' on data queries



- Prevents selection problems
- Partial SSID entry finds any that match

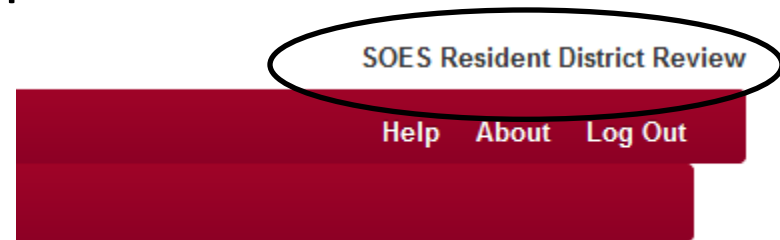
Helpful Hints

- Combination of multiple query fields can be used for minimum selection of data
- Upper or lower case can be used with entry of SSID in 'Find'
 - Application converts to upper case
- Anything **Blue** is a hyperlink
- Global find by SSID useful if access to multiple districts



Helpful Hints

- Where am I in ODDEX?
 - Check upper right corner



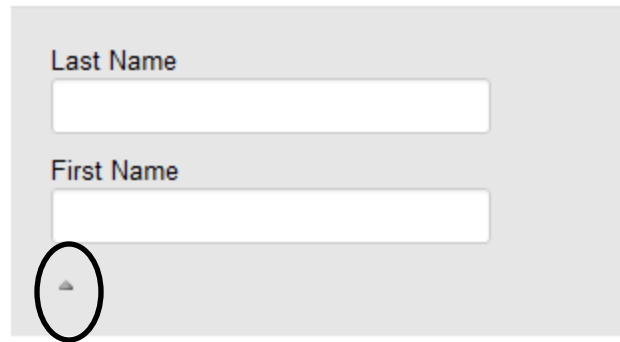
- How do I sort displayed data?
 - Any column with this icon can be sorted



- ODDEX timeout is 30 minutes of inactivity

Helpful Hints

- Collapsing 'Find Box'



A screenshot of a web form with two input fields. The top field is labeled 'Last Name' and the bottom field is labeled 'First Name'. Below the 'First Name' field, there is a small, circular button with a downward-pointing arrow, which is circled in black. This button is used to collapse the 'Find Box'.

- ODDEX application is mobile friendly
- Older browsers can be troublesome
 - IE greater than 8
 - Firefox greater than 10

COMMON REPORTING ISSUES

Common Data Reporting Issues

- SOES
 - Derived enrollment dates
 - Contact data not applied or reported
 - Incorrect address within same RD
- SCR
 - Reporting student in error
 - Incomplete data

Questions

