

# Troubleshooting Career Technical Education (CTE) FTE Reports



1

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2

2

## Overview

CTE FTE reports are generated for Local Education Agencies (LEAs) who have students reported with CTE EMIS data. CTE program funding is generated through CTE FTEs which are part of the CTE FTE reports. This presentation will provide data verification and error resolution guidance.



3

3

## Outline

- CTE Level 2 Reports
- Accessing and Formatting Level 2 CTE Reports
- Understanding the CTE FTE Detail Report
- Connecting the CTE FTE Detail Report and the CTE Error Detail Reports
- Troubleshooting the CTE FTE Error Detail Reports
- Understanding the CTE FTE Summary Reports
- CTE Overrides
- CTE FTE Daily Summary Reports



4

4

# CTE FTE Level 2 Reports



5

5

## CTE Level 2 Reports

- (CTEA-000) CTE FTE Detail
  - Full detail report by student and course
  - Report of students with errors on any of the error detail reports
- (CTEA-001) CTE Student Error Detail
  - Report of students with Error Result Codes
- (CTEA-002) CTE Course Error Detail
  - Report of courses with Error Result Codes
- (CTEA-003) CTE Staff Error Detail
  - Report of staff with Error Result Codes



6

6

## CTE Summary and Override Reports

- (CTEA-004) CTE FTE Summary by Course
  - Summary report by course with Course Potential and Actual FTEs
- (CTEA-005) CTE FTE Summary by Category
  - Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential and Actual FTEs
- (CTEA-006) CTE Approved Overrides
  - Report of overrides approved by the Office of Career Tech and applied to the CTE funding process



7

## CTE FTE Daily Summary Reports

- (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - Contains CTE FTEs summed by CTE Fund Category Number
- (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
- (CTEA-009) CTE FTE Daily Summary Report – Transfers
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number



8

## CTE Report Data

- CTE reports use EMIS data from
  - Initial and Final Staff and Course (L) Collections
  - Calendar (C) Collections
  - Student (S) Collections
- CTE reports are updated nightly using EMIS data submitted as of 5pm
- CTE reports can contain EMIS data from other LEAs



9

9

## Accessing and Formatting Level 2 CTE Reports



10

10

# Accessing CTE Reports

CTE reports are available in Staff and Course (L) Collections

Select Level 2 Reports

**Staff and Course Collection - Final (FY22)**  
 FY22-L-Stf Crs Final: Collection required for all EMIS reporting entities. The final staff collection includes staff employed any time in FY22. It als...

**Submissions:** February 07, 2022 - August 05, 2022 (162 days till close)  
**Version:** 1  
**Status:** The collection was submitted February 18, 2022 at 10:46:48 AM by [redacted]  
**Submission Status:** Processing Completed (February 18, 2022 at 10:47:00 AM)  
**Submission Number:** 2 (attempt 3)  
**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

**From ODE:** [Level 2 Reports](#)

**Prepare Outputs:** [Level 1 Validations](#)  
[View submission 2 Data](#)



# Accessing CTE Reports, cont'd

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources | Preferences | Data Sources | Agencies

Level 2 Reports

**The Level 2 Reports link from the Collection Requests tab will take you to the Reports tab and to Level 2 Reports**

**Data Feedback Reports and Files**  
 Post-Submission and Processing by ODE  
[Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

Level 2 Details

rate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all single LEA and a single Collection Request or a single Category.*

**Filter Options**

LEA:  | Collection Request:  | Data Set:  | School Year:  | Category:

LEA IRN:  | Report Name:  | Last Activity Within:  |  Show closed collections

Processed on or after:  (mm/dd/yyyy) | Last Updated on or after:  (mm/dd/yyyy)

With Data Only:  Exclude reports with 0 rows | Report Name includes:

**Display Options**

Group By:  Collection Request  LEA  Level 2 Report  Category  Data Set  None

File Format:  HTML  CSV  CSV by Building IRN  CSV by Other Field (see Field Name in the table below)

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

**Use filter to limit results**

**Select "Show Reports"**



## Level 2 Report Dates

- Process date – when ODE successfully processed the data used in the report for the entire state
- Last Updated date – when report was updated with data that added, changed or removed rows. If no rows changed then the date remains unchanged
- Submission – when LEA submitted data

Date appears as “12/31/0” when the report can’t be tied to a particular collection such as the CTAC reports (ODE is working on the missing 0)

Note - there is a bug with the display of Process and Last Updated Dates and ODE is working on a fix

Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
(Count: 10)					
L		12/31/0 00:00	02/13/22 04:26	<a href="#">0 Unknown</a>	<a href="#">Help</a> ...
L		12/31/0 00:00	02/27/22 04:24	<a href="#">0 Unknown</a>	<a href="#">Help</a> ...
L		02/26/22 17:16	02/27/22 04:52	<a href="#">3 Unknown</a>	<a href="#">Help</a> ...
L		02/26/22 17:16	02/27/22 04:52	<a href="#">3 Unknown</a>	<a href="#">Help</a> ...



## CTE Report Error Categories

Fatal	Critical	Warn	Info	Total
0	<a href="#">362</a>	0	0	<a href="#">362</a>
0	<a href="#">279</a>	0	0	<a href="#">279</a>
<a href="#">29</a>	0	0	<a href="#">3606</a>	<a href="#">3635</a>
<a href="#">25</a>	0	0	0	<a href="#">25</a>

Fatal severity codes occur when the CTE FTE Adjusted FTE is zero

Critical severity codes occur when the CTE FTE Adjusted FTE is less than the Original FTE but is not reduced to zero

Informational severity codes will appear when the Adjusted FTE and Original FTE are the equal

*It is recommended to review the entire report and not just focus on errors*



# Availability and Opening of CTE Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission	Help Page
▼ Staff and Course Collection - Initial (FY21) (2021L1STR) (Count: 10)												
✓ (CTEA-000) CTE FTE Detail									01/26/21 17:16	01/28/21 04:45	45 Unknown	Help...
✓ (CTEA-001) CTE Student Error Detail									01/26/21 17:16	01/28/21 04:45	45 Unknown	Help...
✓ (CTEA-002) CTE Course Error Detail									01/26/21 17:16	01/28/21 04:45	45 Unknown	Help...
✓ (CTEA-003) CTE Staff Error Detail									01/26/21 17:16	01/28/21 04:45	45 Unknown	Help...
✓ (CTEA-004) CTE FTE Summary by Course		0	0	0	948	948	Funding Reports	L	11/23/20 17:16	01/28/21 04:50	8 Unknown	Help...
✓ (CTEA-005) CTE FTE Summary by Category		0							7:16	01/28/21 04:51	8 Unknown	Help...
✓ (CTEA-006) CTE Approved Overrides		0							7:16	01/28/21 04:45	28 Unknown	Help...
✓ (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating		0							7:16	01/28/21 03:57	45 Unknown	Help...
✓ (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District		0							7:16	01/28/21 03:59	45 Unknown	Help...
✓ (CTEA-009) CTE FTE Daily Summary Report - Transfers		0							26/21 17:16	01/28/21 04:02	45 Unknown	Help...

**Error Detail and Approved Override reports will be available as applicable to each LEA**

**CTE FTE Daily Summary Reports are currently being updated by ODE**

**Open individual reports or "Generate a single .zip file for all reports"**



# Open (CTEA-000) CTE FTE Detail Report

From the Level 2 Reports screen or the ZIP file, open the CTE FTE Detail Report

✓ (CTEA-000) CTE FTE Detail0...	Microsoft Excel ...	100 KB	No	1,269 KB	93%
✓ (CTEA-001) CTE Student Er0...	Microsoft Excel ...	1 KB	No	1 KB	60%
✓ (CTEA-002) CTE Course Err0...	Microsoft Excel ...	1 KB	No	2 KB	80%
✓ (CTEA-003) CTE Staff Erro04...	Microsoft Excel ...	1 KB	No	3 KB	84%
✓ (CTEA-004) CTE FTE Summ...	Microsoft Excel ...	4 KB	No	27 KB	88%
✓ (CTEA-005) CTE FTE Summ...	Microsoft Excel ...	1 KB	No	1 KB	61%
✓ (CTEA-006) CTE Approved ...	Microsoft Excel ...	8 KB	No	107 KB	94%
✓ (CTEA-007) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	2 KB	72%
✓ (CTEA-008) CTE FTE Daily 0...	Micro				
✓ (CTEA-009) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	5 KB	87%

**Note -these reports are not yet available**





## Formatting the (CTEA-000) CTE FTE Detail Report

- Select Header Row and Wrap Text
- Freeze Top Row
- Justify column width
- Apply Filters
- Better yet, use a macro!



17

## Quick Check

CTE reports contain a large amount of data and should be reviewed often. Knowing how to prepare the reports using Excel can make the data review process much easier. Saving your work between reviews can be helpful in troubleshooting issues over time.

- Are you able to access your most recent CTE reports?
- Have your reports been updated since your last review?
- Can you format the CTE reports to prepare them for review?



18

# Understanding the CTE FTE Detail Report



19

19

## (CTEA-000) CTE FTE Detail Report Data

Contains rows of CTE data by student and CTE course in which they are enrolled

- Students with changes to their Student Standing (FS), Student Attributes Date Effective (FD), or Student Course (GN) Records can have multiple rows of data on the CTE FTE Detail Report

The first column contains the IRN of the LEA receiving the report

	A	B	C	D	E	F
RPT DEST						
1	IRN	SSID	EmisId	LastName	FirstName	MiddleNam
2	TRAD IRN	S18084460	Not Available	Not Available	Not Available	Not Available
3	TRAD IRN	S18084460	Not Available	Not Available	Not Available	Not Available
4	TRAD IRN	QX6040242	Not Available	Not Available	Not Available	Not Available
5	TRAD IRN	RU0488242	Not Available	Not Available	Not Available	Not Available
6	TRAD IRN	VI0082684	Not Available	Not Available	Not Available	Not Available
7	TRAD IRN	VI0082684	Not Available	Not Available	Not Available	Not Available
8	TRAD IRN	HS4482666	Not Available	Not Available	Not Available	Not Available



20

20

## (CTEA-000) CTE FTE Detail Report Data, cont'd

Result Code "SC0000" and Result Code Description "CTE Base FTE" are not error codes

The Severity Code is set based on a comparison between the original FTE and the adjusted FTE

- CTE FTEs with an "F" Fatal Severity Code are reduced to zero
- CTE FTEs with a "C" Critical Severity Code are reduced but not to zero
- CTE FTEs with an "I" Information Severity Code are not reduced

G	H	I	J	K	L
RESULT CODE	RESULT CODE DESCR	SEVERITY CODE	STDNT LEVEL ERR FLAG	COURSE LEVEL ERR FLAG	STAFF LEVEL ERR FLAG
SC0000	CTE Base FTE	F	N	Y	N
SC0000	CTE Base FTE	F	N	Y	N
SC0000	CTE Base FTE	F	N	N	Y
SC0000	CTE Base FTE	F	N	Y	N
SC0000	CTE Base FTE	F	N	Y	N
SC0000	CTE Base FTE	F	N	Y	N
SC0000	CTE Base FTE	F	N	Y	N
SC0000	CTE Base FTE	F	N	Y	N
SC0000	CTE Base FTE	F	N	Y	N
SC0000	CTE Base FTE	F	N	Y	N

In an upcoming slide we will talk about the relationship between the CTE FTE Detail Report and the Error Detail Reports



## (CTEA-000) CTE FTE Detail Report Course Data

This section of the report contains some of the course data that is used to generate the student CTE FTE

M	N	O	P	Q	R
SUBJECT CODE	SUBJECT DESCR	LEA IRN	LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE
178003	Structural Systems	TRAD IRN	0035-178003-01	2021-08-31 00:00:00.0	2021-12-17 00:00:00.0
178003	Structural Systems	TRAD IRN	0035-178003-01	2021-08-31 00:00:00.0	2021-12-17 00:00:00.0
072015	Nutrition and Wellness	TRAD IRN	0035-072015-08	2022-01-04 00:00:00.0	2022-06-02 00:00:00.0
178003	Structural Systems	TRAD IRN	0035-178003-01	2021-08-31 00:00:00.0	2021-12-17 00:00:00.0
178003	Structural Systems	TRAD IRN	0035-178003-01	2021-08-31 00:00:00.0	2021-12-17 00:00:00.0
178003	Structural Systems	TRAD IRN	0035-178003-01	2021-08-31 00:00:00.0	2021-12-17 00:00:00.0
178003	Structural Systems	TRAD IRN	0035-178003-01	2021-08-31 00:00:00.0	2021-12-17 00:00:00.0

The LEA IRN is that of the educating LEA. Your IRN here is your data. Another LEA's IRN here is their data.

The Course Start and End Dates come from the Course Master (CN) Record and do not reflect when the student was enrolled in the course



## (CTEA-000) CTE FTE Detail Report Course Data, cont'd

Additional columns containing course data are further to the right side of the report

AC	AD	AE	AF	AG	AH	AI
COURSE ENRL START DATE	COURSE ENRL END DATE	CRCULM CODE	DLVR METHO D COE	SCHD COE	INSTR HOUR COUN	LOC IRN
2021-08-31 00:00:00.0	2022-06-03 00:00:00.0	V3	FF	3	138	BLDG IRN
2021-08-31 00:00:00.0	2022-06-03 00:00:00.0	V3	FF	3	138	BLDG IRN
2022-01-04 00:00:00.0	2022-06-03 00:00:00.0	VT	FF	2	69	BLDG IRN
00:00:00.0	00:00:00.0	V3	FF	3	138	BLDG IRN
00:00:00.0	00:00:00.0	VT	FF	1	69	BLDG IRN
00:00:00.0	00:00:00.0	VT	FF	1	69	BLDG IRN
00:00:00.0	00:00:00.0	OT	FF	2	69	BLDG IRN
00:00:00.0	00:00:00.0	OT	FF	3	138	BLDG IRN

**The Course Enrollment Start and End dates reflect a student's actual enrollment dates in the course and come from the Student Course (GN) Record**



## (CTEA-000) CTE FTE Detail Report Funding Data

Columns S through AB and AJ contain data used to determine the flow of funding as well as the CTE FTE values

- The next series of slides will review selected columns

S	T	U	V	W	X	Y	Z	AA	AB	AJ
FTE FUND	FUND CAT	LEGAL	EQUIV GRADE	FTE START DATE	FTE END DATE	ORIG FTE	ADJSTD FTE	TRNSFR TO IRN	INIT FUND IRN	FTE INCL CODE
RGJV	1	TRAD IRN	12	2021-08-31 00:00:00.0	2021-09-14 00:00:00.0	0.008268	0		TRAD IRN	FULL
RGJV	1	TRAD IRN	12	2021-09-15 00:00:00.0	2022-06-03 00:00:00.0	0.11951	0		TRAD IRN	FULL
RGJV	1	TRAD IRN	09	2022-01-04 00:00:00.0	2022-06-03 00:00:00.0	0.063889	0		TRAD IRN	FULL
RGJV	1	TRAD IRN	10	2021-08-31 00:00:00.0	2022-06-03 00:00:00.0	0.127778	0		TRAD IRN	FULL
RGJV	1	TRAD IRN	10	2021-08-31 00:00:00.0	2021-09-14 00:00:00.0	0.009627	0		TRAD IRN	FULL
RGJV	1	TRAD IRN	10	2021-09-15 00:00:00.0	2021-12-18 00:00:00.0	0.054262	0		TRAD IRN	FULL
RGJV	1	TRAD IRN	10	2022-01-04 00:00:00.0	2022-01-11 00:00:00.0	0.003952	0		TRAD IRN	FULL



## CTE FTEs

### Career Tech is funded though student CTE FTEs

- Students associated with multiple LEAs can appear on more than one (CTEA-000) CTE FTE Detail Report
  - For example, students who attend another LEA for Contract Career Tech or through a Special Education Cooperative will appear on the educating and resident district's (CTEA-000) CTE FTE Detail Report since the funding passes through the resident district
- CTE FTEs are calculated for each row on the report
  - Students can have multiple CTE FTEs calculated for the same course due to changes to their Student Standing (FS), Student Attribute Effective Date (FD), or Student Course (GN) Records



25

25

## FTE Fund Patterns

- FTE Fund Pattern Codes (Column S)
  - Indicate how the funds will flow for that specific CTE FTE row
  - Examples - RGJV, CTVC, SPCO, etc.
- Initially Funded IRN (Column AB)
  - CTE FTE funding initially goes to this IRN
- Transferred to IRN (Column AA)
  - CTE FTE funding will be transferred to this IRN
  - When blank, the funding goes to the Initially Funded IRN



26

26

## Inclusion Codes

- Inclusion Codes (Column AJ) indicate where the CTE FTE will be counted
  - FULL – included in the ADM of the LEA receiving the report
  - NONE – not included in the ADM of the LEA receiving the report
- Since most funding now flows directly to the educating entity, inclusion codes will most often appear as FULL
  - Situations where transfers will still occur are
    - Contract Career Tech students
    - Special Education Cooperative students



27

## CTE Categories, Subject Codes, and Programs

Category 1: WFD in Agriculture and Environmental Systems, Construction Technologies, Engineering and Science Technologies, Finance, Health Science, Information Technology and Manufacturing Technologies

Category 2: WFD in Business Administration, Hospitality and Tourism, Human Services, Law and Public Safety, Transportation Systems and Arts and Communications

Category 3: Career Based Intervention Programs

Category 4: WFD in Education and Training, marketing, WFD in Academics, Public Administration and Career Development

Category 5: Family and Consumer Science Programs



28



## Remaining Columns

AK	AL	AM	AN	AO
ERR	ERR	ERR	ERR	
VALUE 1	VALUE 2	VALUE 3	VALUE 4	ERR SEV
TEXT	TEXT	TEXT	TEXT	NUM
				79
				79
				79
				79

The Error Severity Number aligns with the Severity Code, however, when working on this report, refer directly to the Severity Code

Error Value Text Columns are populated on the CTE FTE Error Detail reports and not on the (CTEA-000) CTE FTE Detail Report



## Calculating CTE FTEs

- Original FTE
  - Calculated using student, course, and calendar EMIS data
- Adjusted FTE
  - Original FTE minus any adjustments applied from errors

W	X	Y	Z	AA	AB
			ADJSTD	TRNSFR	INIT FUND
FTE START DATE	FTE END DATE	ORIG FT	FTE	TO IR	IRN
2021-08-31 00:00:00.0	2021-09-16 00:00:00.0	0.023085	0		TRAD IRN
2021-08-31 00:00:00.0	2021-09-16 00:00:00.0	0.008497	0		TRAD IRN
2021-09-17 00:00:00.0	2022-06-03 00:00:00.0	0.102614	0		TRAD IRN
2021-10-06 00:00:00.0	2021-12-18 00:00:00.0	0.085236	0.03653		TRAD IRN
2021-08-31 00:00:00.0	2021-12-18 00:00:00.0	0.12963	0.055556		TRAD IRN
2021-09-15 00:00:00.0	2021-12-18 00:00:00.0	0.110096	0.047184		TRAD IRN



## Original CTE FTE Calculation

### Calculating the Original CTE FTE (aka Base or Potential CTE FTE)

- Numerator
  - (Student Course Days/Course Days) x Length of Scheduled Instruction
    - Student Course Days – days enrolled in course using the student’s assigned calendar
    - Course Days – calendar days between course start and end from the Course Master (CN) Record
    - Length of Scheduled Instruction
- Denominator
  - Community Schools 920 hours
  - Other LEAs (including STEM districts) 1080 hours



31

31

## Course Days

- Use the Calendar Display Report to calculate
  - Course Days
  - Student Course Days
- Access the Calendar\_Display.csv file from the submission files (aka preview or review files) in the Calendar Collection

Student Session Days	Student Session Hours	Student YTD Days	Student YTD Hours
1	6.17	4	24.68
5	30.85	9	55.53
5	30.85	14	86.38
5	28.68	19	115.06

**Sum the Student Session Days for the length of the course and for time the student was enrolled in the course**



32

32



## Non-Community School CTE Student Example

- Student enrolled in course for 180 days
- Course days equal 180
- Length of Scheduled Instruction is 360 hours

(Student Course Days/Course Days) x Length of Scheduled Instruction  
1080 hours

$$\frac{(180/180) \times 360}{1080} = 0.333333$$



33

33

## Community School CTE Student Example

- Student enrolled in course for 172 days
- Course days equal 172
- Length of Scheduled Instruction is 360 hours

(Student Course Days/Course Days) x Length of Scheduled Instruction  
920 hours

$$\frac{(172/172) \times 360}{920} = 0.391304$$



34

34

## Quick Check

The (CTEA-000) CTE FTE Detail Report contains data that should be verified. Errors should be corrected when possible. Review all of the data for accuracy and completeness.

- Are all approved CTE program students appearing on the report?
- Are the CTE FTEs being calculated correctly?
- Can you confirm that the CTE FTE funding IRNs and FTE Fund Source codes are correct?



35

## Connecting the CTE FTE Detail Report and the CTE Error Detail Reports



36

## Open and Prepare the Error Reports

File Name	Format	Size	Flags	Progress
(CTEA-000) CTE FTE Detail0...	Microsoft Excel ...			93%
(CTEA-001) CTE Student Er0...	Microsoft Excel ...	1 KB	No	1 KB 60%
(CTEA-002) CTE Course Err0...	Microsoft Excel ...	1 KB	No	2 KB 80%
(CTEA-003) CTE Staff Erro04...	Microsoft Excel ...	1 KB	No	3 KB 84%
(CTEA-004) CTE FTE Summ...	Microsoft Excel ...	4 KB	No	27 KB 88%
(CTEA-005) CTE FTE Summ...	Microsoft Excel ...			
(CTEA-006) CTE Approved ...	Microsoft Excel ...			
(CTEA-007) CTE FTE Daily 0...	Microsoft Excel ...			
(CTEA-008) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	4 KB 84%
(CTEA-009) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	5 KB 87%

From the Staff and Course Collection Level 2 Reports, open the error reports

Remember that error reports will appear as applicable to each LEA. LEAs could receive any number of the three error reports or none at all



37

37

## Tying the CTE Reports Together

- This example is a segment of a CTE FTE Detail Report
- Student, Course, and Staff Level Error Flags indicate on which error report to find the error

I	J	K	L
SEVERITY CODE	STDNT LEVEL ERR FLAG	COURSE LEVEL ERR FLAG	STAFF LEVEL ERR FLAG
F	N	Y	N
F	N	Y	N
F	N	N	Y
F	N	Y	N
F	N	Y	N
F	N	Y	N
F	N	Y	N
F	N	Y	N
F	N	Y	N

- **Student Level Error Flag "Y"**  
(CTEA-001) CTE Student Error Detail
- **Course Level Error Flag "Y"**  
(CTEA-002) CTE Course Error Detail
- **Staff Level Error Flag "Y"**  
(CTEA-000) CTE Staff Error Detail



38

38

## CTE Errors

- A staff level error can reduce the CTE FTE for all students in courses that are affected by the staff error
- A course level error can reduce the CTE FTE for all of the students in the course
- A student level error can reduce a single student's CTE FTE
- Severity codes appear on the CTE FTE Detail, and the CTE FTE Student Error Detail Report



39

39

## (CTEA-003) CTE Staff Error Detail Report

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR
010101	SF0002	Teacher does not have appropriate certificate/license to teach course
010101	SF0002	Teacher does not have appropriate certificate/license to teach course
010101	SF0004	Length of teacher scheduled instruction over 1080 hours
010101	SF0004	Length of teacher scheduled instruction over 1080 hours
010101	SF0002	Teacher does not have appropriate certificate/license to teach course
010101	SF0002	Teacher does not have appropriate certificate/license to teach course

**Staff Level Error Flags of "Y" from the (CTEA-000) CTE FTE Detail Report will be listed on the (CTEA-003) CTE Staff Error Detail Report with a Result Code that begins with "SF"**



40

40

## (CTEA-002) CTE Course Error Detail Report

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300
010101	CS0018	Correlated class missing for CBI course	252525
010101	CS0018	Correlated class missing for CBI course	252525

**Course Level Error Flags of “Y” from the (CTEA-000) CTE FTE Detail Report will be listed on the (CTEA-002) CTE Course Error Detail Report with a Result Code that begins with “CS”**



41

41

## (CTEA-001) CTE Student Error Detail Report

**Student Level Error Flags of “Y” from the (CTEA-000) CTE FTE Detail Report will be listed on the CTE (CTEA-001) Student Error Detail Report with a Result Code that begins with “SC”**

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR
010101	SC0001	CBI student not coded as disadvantaged
010101	SC0001	CBI student not coded as disadvantaged
010101	SC0001	CBI student not coded as disadvantaged
010101	SC0001	CBI student not coded as disadvantaged
010101	SC0014	Course CTE FTE is higher than student regular FTE
010101	SC0014	Course CTE FTE is higher than student regular FTE



42

42

## Quick Check

The (CTEA-000) CTE FTE Detail Report uses Error Flags to indicate which Error Detail Report contains an error for that row of data. Sometimes an error is for a single student and sometimes an error relates to a classroom or classrooms of students.

- Can you find the Error Flag columns on the (CTEA-000) CTE FTE Detail Report and find the error on the associated student, course, or staff error report?
- Do your errors apply to single students or to groups of students?
- Have you applied filters to your error reports so that we can review each error in the next set of slides?



43

## Troubleshooting the CTE Error Detail Reports



44

## Staff Errors

### (CTEA-003) CTE Staff Error Detail

- Report of staff with Error Result Codes

RPT DEST	RESULT		SUBJECT
IRN	CODE	RESULT CODE DESCR	CODE
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115

**In the next series of slides, we will filter on a Result Code and discuss troubleshooting**



45

45

## Staff Errors, cont'd

- When multiple teachers are associated with a course, the teacher who appeared on the Teacher Licensure Course Status Report (TLC) will be listed on this report
- Errors on the (CTEA-003) CTE Staff Error Detail Report can affect an entire classroom of students, so a single line on this report could cause multiple students to be affected on the (CTEA-000) CTE FTE Detail Report



46

46

## Staff Error Result Code SF0002

### Teacher does not have appropriate certificate/license to teach course

- CTE FTE is reduced to zero (Fatal)
- Verify the teacher's licensure using the Educator Search Tool
  - <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/>
- Initial Staff and Course (L) data is used for this check
- If the teacher is certified to teach the course and you are seeing this error, verify the course is coded correctly
  - Contact the Office of Career Tech to request an override if applicable



47

## Staff Error Result Code SF0003

### Teacher does not meet appointment or status requirements

- CTE FTE is reduced to zero (Fatal)
- If the Curriculum Code begins with a "V" at least one teacher must be reported with
  - Type of Appointment Element
    - 1-Certificated/licensed, or
    - 2-Classified, or
    - 3-Internship
  - Position Type R-Regular
- If incorrectly reported in Initial L, correct the data in Final L and if the change does not correct the problem create a helpdesk ticket to ODE and they will determine if it can be corrected



48



## Staff Error Result Code SF0004

**The total CTE length of scheduled instruction for this teacher is greater than 1080 hours**

- CTE FTE is reduced (Critical)
- Do Mapped Local Classroom Code (CM) Records need to be reported?
  - Refer to EMIS Manual Section 4.6 Mapped Local Classroom Code (CM) Record for guidance
- Is this teacher teaching at multiple LEAs?
  - When a teacher teaches at multiple LEAs all hours are used in this check
- When there are multiple teachers associated with the course who are all over 1080 hours, the one with the lowest hours is used. In the case of a tie, the lowest Staff ID is used



49

## Staff Error Result Code SF0005

**Teacher of Teaching Profession course does not meet degree level requirement**

- CTE FTE is reduced to zero (Fatal)
- If subject code is reported as Teaching Profession course
  - 350011 - Teaching Professions or
  - 350020 - Curriculum and Instruction for Teaching Professions
- Staff must have Master's Degree or higher
- Staff Demographic (CI) Record Education Level Element must be
  - 3-Masters or
  - 5-Doctorate
- If incorrectly reported in Initial L, correct the data in Final L and if the change does not correct the problem create a helpdesk ticket to ODE and they will determine if it can be corrected



50

## Staff Error Result Code SF0006

### Course does not have a teacher assigned

- CTE FTE is reduced to zero (Fatal)
- Adjustment generated when course does not have a teacher assigned
- Check that a valid staff member is assigned to this course during Initial Staff and Course (L)
  - If staff member was not reported, then no CTE FTE funding is generated
  - Look for a fatal error or an excluded staff issue in the Staff and Course (L) Collection
- If incorrectly reported in Initial L, correct the data in Final L and if the change does not correct the problem create a helpdesk ticket to ODE and they will determine if it can be corrected



51

## Staff Error Result Code SF0007

### The total length of scheduled CCP CTE instruction for this teacher is greater than 1080 hours

- CTE FTE for students taught by this teacher is reduced by a factor equal to  $1080 / \text{Total Length of Scheduled Instruction}$
- Only applicable to CCP CTE courses
- Do any of these classes need to be mapped together?
- Check teacher's courses and if under 1080 hours, ask your ITC to put a helpdesk ticket to ODE EMIS to see if this teacher is being reported by another LEA



52

## Course Errors

### (CTEA-002) CTE Course Error Detail

- Report of courses with Error Result Codes

**In the next series of slides, we will filter on the Result Code and discuss troubleshooting**

RPT DEST	RESULT	RESULT CODE DESCR	SUBJECT	SUBJECT DESCR
IRN	CODE		CODE	
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300	Manufacturing
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300	Manufacturing
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300	Manufacturing
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300	Manufacturing
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention



53

53

## Course Error Result Code CS0001

### Curriculum code reported is not valid for the reported subject code

- CTE FTE is reduced to zero (Fatal)
- Curriculum code and subject code combination reported for the course does not exist in the FY22 CTE Matrix
- Curriculum code 'PS' College Credit Plus (CCP) reported with a delivery method code other than 'CP' Career Tech College Credit Plus Course
- Valid curriculum codes for each subject code can be found in the FY22 CTE Program and Assessment Matrix



54

54

## Course Error Result Code CS0003

### **V3 course not correlated to an anchor course**

- CTE FTE is reduced to zero (Fatal)
- Course is reported as V3 CTE Related/Correlated and not correlated to
  - VN CTE Non-Cooperative Based Anchor or
  - VT CTE Tech Prep Non-Cooperative Based Anchor or
  - VP CTE Tech Prep Cooperative Program Anchor
- Check the CTE-26 and add the appropriate CTE Correlated Class (CV) Record



55

## Course Error Result Code CS0004

### **Instructional hours reported are less than the minimum hours required**

- CTE FTE is reduced to zero (Fatal)
- CTE FTE will be reduced to zero if the hours reported are less than the minimum hours allowed per the CTE Program and Assessment Matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
- Check the FY22 CTE Program and Assessment Matrix
- Do Mapped Local Classroom Code (CM) Records need to be reported?
  - Refer to EMIS Manual Section 4.6 Mapped Local Classroom Code (CM) Record for guidance



56

## Course Error Result Code CS0007

### Instructional hours reported are greater than the maximum hours allowed

- CTE FTE is reduced (Critical)
- CTE FTE will be reduced to the max hours allowed per the CTE Matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
  - Are the hours too large?
- Check the FY22 CTE Program Matrix for maximum hour values



57

## Course Error Result Code CS0008

### Course reported with non-academic subject code and curriculum code VA or VB, not valid for funding

- CTE FTE is reduced to zero (Fatal)
- VA-CTE Applied Academic or VB-CTE Applied Academic Advanced Placement
- Subject code must begin with
  - 05 – English Language Arts
  - 11 - Mathematics
  - 13 - Science
  - 15 – Social Studies
- Check the subject code being reported against what appears on the CTE-26



58

## Course Error Result Code CS0020

### Workforce Development Course not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- Program of Concentration of a Workforce Development course not approved by the Office of CTE – No approved CTE-26
  - Verify the location IRN matches the CTE-26
  - Verify the district IRN matches the CTE-26
  - Verify the subject code is aligned with the Program of Concentration
- If all reported data is correct, Contact the Office of Career Tech to verify that this is an approved program



59

## Course Error Result Code CS0021

### Anchor course VP and course V3 are not correlated

- CTE FTE is reduced to zero (Fatal)
- Report a CTE Correlated Class (CV) Record for
  - VP CTE Tech Prep Cooperative Program Anchor
  - V3 CTE Related/Correlated
- Check the CTE-26
- Report a CTE Correlated Class (CV) Record



60

## Course Error Result Code CS0023

### **CBI or FCS/GRADS programs not approved by the Office of CTE**

- CTE FTE is reduced to zero (Fatal)
- CBI - Career Based Intervention
- FCS/GRADS - Family and Consumer Sciences/Graduation, Reality and Dual Role Skills
- Program reported with a location IRN and district IRN that is not approved by the Office of CTE
- Verify the accuracy of the location IRN being reported for this course
- Subject codes will be added to the report at a future time



61

## Course Error Result Code CS0024

### **Senior Only Credential not approved by the Office of CTE**

- CTE FTE is reduced to zero (Fatal)
- Senior Only Credentialed course (38XXXX)
  - These subject codes start with "38" and end with the four-character Assessment Area Code of the Industry Credential Code that is associated with the course
- Subject code, location IRN, and district IRN combination is not approved by Office of CTE
- Check the CTE-26 for the correct subject code and location IRN
- Subject codes will be added to the report at a future time



62

## Course Error Result Code CS0025

### CTE academic course not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- Program is Workforce Development, or CBI, or FCS/GRADS
- CTE Academic course in this program is reported with a location IRN and district IRN that is not approved
- Check the CTE-26 for the correct location IRN
- Make correction to the location IRN as appropriate
- Subject codes will be added to the report at a future time



63

63

## Student Errors

### (CTEA-001) CTE Student Error Detail

- Report of students with Error Result Codes

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SEVERITY CODE	SSJD
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0014	Course CTE FTE is higher than student regular FTE	F	PN6622862
010101	SC0014	Course CTE FTE is higher than student regular FTE	F	VV6604600

In the next series of slides we will filter on each Result Code and discuss troubleshooting



64

64



## Student Error Result Code SC0001

### CBI student not coded as disadvantaged or having a disability

- CTE FTE is reduced to zero (Fatal)
- For the duration of the student's enrollment in a Career Based Intervention Program (subject code 252525), disadvantagement must be reported as
  - academically disadvantaged, or
  - both academically disadvantaged and economically disadvantaged, or
  - both economically disadvantaged and with a disability condition
  - note that students with a disability should not be reported as academically disadvantaged
- Refer to the FD section of the EMIS Manual for detailed reporting instructions for the disadvantaged and disability elements



65

## Student Error Result Code SC0003

### Grade level not valid for curriculum code

- CTE FTE is reduced to zero (Fatal)
- If Curriculum Code is **NOT** VM - CTE Middle Grade Course, students must be in grade levels 7 and higher
- Verify student state equivalent grade level reported on the Student Attributes Effective Date (FD) Record
- Grade level appears on the Student Error Detail report for quick reference
- If the data is correct, the error remains



66

## Student Error Result Code SC0006

### **VP course does not have a valid subject code**

- CTE FTE is reduced to zero (Fatal)
- Curriculum Code VP – CTE Tech Prep Cooperative Program Anchor, reported for cooperative tech prep programs only where all students are required to be involved in paid work-site based instruction
- Verify that the subject code is valid for this VP course
- Refer to the CTE-26 for this program and to the FY22 CTE Program and Assessment Matrix FY22 CT Program Matrix tab



67

## Student Error Result Code SC0009

### **V3 pre-apprenticeship or entrepreneurship course not correlated**

- CTE FTE is reduced to zero (Fatal)
- Course with curriculum code V3-CTE Related/Correlated and subject code of
  - 990361 Entrepreneurship Skills or
  - 990363 Essential Skills for Business or
  - 990365 Pre-Apprenticeship
- Must be correlated to an anchor course with a curriculum code of
  - VT-CTE Tech Prep Non-Cooperative Based Anchor or
  - VP-CTE Tech Prep Cooperative Program Anchor
    - see list of subject code options in the CTE FTE Report Explanation



68

## Student Error Result Code SC0013

### Grade level not valid for curriculum code VM

- CTE FTE is reduced to zero (Fatal)
- Verify that the students in this VM - CTE Middle Grade Course are in grades 07, 08, 09, or 10
  - Exception – students enrolled in a course with a subject code of 990364 with curriculum code of VM must be in grades 07, 08, or 09
  - Verify student state equivalent grade level reported on the Student Attributes Effective Date (FD) Record
  - Grade level appears on the Student Error Detail report for quick reference
  - Verify that the curriculum code of VM is correct, see the CTE-26



69

## Student Error Result Code SC0014

### Student's single course level CTE FTE is greater than student's regular FTE

- CTE FTE is reduced (Critical)
- Occurs when the CTE FTE is greater than the regular base FTE
- CTE FTE is reduced to be no more than the base FTE
- Course-level FTE greater than student regular FTE due to
  - Incorrect student enrollment
  - Duplicate course reporting
  - Incorrect Length of Scheduled Instruction (CN100) for career tech course
  - Student enrolled in a CTE Course that generates a CTE FTE that is greater than the student's base FTE and if correctly reported, should be ignored



70

## Student Error Result Code SC0015

### Student's total CTE FTE is greater than student's regular FTE

- CTE FTE is reduced (Critical)
- If student's total adjusted CTE FTE is greater than their total regular base FTE multiplied by 1.1 then the student's total CTE FTE is reduced to be no more than the total regular base FTE multiplied by 1.1
- This occurs when the total length of instruction for the CTE courses taken by a student exceeds 1080 for traditional districts and JVSDs or 920 hours for community schools
- Can occur when courses are split (duplicated) due to changes on Student Standing (FS) or Student Attributes (FD)



71

## Student Error Result Code SC0016

### Subject code not valid for curriculum code VA or VB

- CTE FTE is reduced to zero (Fatal)
- VA CTE Applied Academic and VB CTE Applied Academic Advanced Placement
  - Cannot be reported with subject codes
    - 050014 Intervention English
    - 050119 Intervention Reading
    - 111950 Intervention Mathematics
    - 110190 Transition to High School Mathematics
    - 150400 Intervention Social Studies
    - 132900 Intervention Science
- Verify the curriculum code and subject codes are reported correctly for this course as they appear on the CTE-26



72

## Student Error Result Code SC0017

### Student has a non-fundable fund pattern code

- CTE FTE is reduced to zero (Fatal)
- **NFRG** Non-fundable situation
- **NFER** Not fundable, based on errors in coding
- The student will appear with a non-fundable FTE Fund Pattern Code on the current Student Collection, Level 2 Reports, (FTED-001) FTE Detail Report
- Verify this student's EMIS coding on the Student Standing (FS) and Student Attributes Effective Date (FD) Records
- Verify EMIS student data in ODDEX History for shared students



73

## Student Error Result Code SC0019

### Negative CTE FTE

- CTE FTE is reduced to zero (Fatal)
- When a course taken by a student generates multiple CTE FTE adjustments that result in the total adjusted CTE FTE for the course being a negative number, then a positive adjustment is generated to bring the total adjusted CTE FTE for the course up to zero



74

## Quick Check

Resolving CTE FTE errors can require data correction and can sometimes require contacting the Office of Career Tech or the ODE EMIS Office

- Are you using the CTE FTE Report Explanation to understand the errors?
- Does the EMIS data align with the CTE-26 and the CTE Program and Assessment Matrix?
- Are you submitting updated EMIS data as changes are made?



75

## Understanding CTE Summary Reports



76

## CTE Summary Reports

- (CTEA-004) CTE FTE Summary by Course
  - Summary report by course with Course Potential FTE and Course Actual FTE
- (CTEA-005) CTE FTE Summary by Category
  - Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential FTE and Course Actual FTE



77

77

## Open CTE Summary Reports

	(CTEA-000) CTE FTE Detail0...	Microsoft Excel ...	100 KB	No	1,269 KB	93%
	(CTEA-001) CTE Student Er0...	Microsoft Excel ...				
	(CTEA-002) CTE Course Err0...	Microsoft Excel ...				
	(CTEA-003) CTE Staff Err04...	Microsoft Excel ...				
	(CTEA-004) CTE FTE Summ...	Microsoft Excel ...	4 KB	No	27 KB	88%
	(CTEA-005) CTE FTE Summ...	Microsoft Excel ...	1 KB	No	1 KB	61%
	(CTEA-006) CTE Approved ...	Microsoft Excel ...	8 KB	No	107 KB	94%
	(CTEA-007) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	2 KB	72%
	(CTEA-008) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	4 KB	84%
	(CTEA-009) CTE FTE Daily 0...	Microsoft Excel ...	1 KB	No	5 KB	87%

**From the Staff and Course Collection Level 2 Reports, open the CTE FTE Summary reports**



78

78

## (CTEA-004) CTE FTE Summary by Course

Summary report by course with Course Potential FTE and Course Actual FTE

- Verify that all courses are listed, and that all data is correct
- If actual and potential FTEs are different, refer to the error reports

A	B	C	D	E	F	G	H	I	J	K	
RPT DEST	SUBJECT		LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE	CRCLUM	METHOD	CTE FUND CAT	Total Course Potential FTE	Total Course Actual FTE	
1	TRAD IRN 010710	Natural Resources	150-80651-1	2021-08-18 00:00:00.0	2022-06-02 00:00:00.0	VT	FF		1	3.03704	2.93867
2	TRAD IRN 010720	Environmental Science for Agriculture and Natural Resources	150-80681-1	2021-08-18 00:00:00.0	2022-06-02 00:00:00.0	VT	FF		1	3.109393	3.060208
3	TRAD IRN 010725	Environmental Systems Management	150-80701-1	2021-08-18 00:00:00.0	2022-06-02 00:00:00.0	VT	FF		1	3.109393	3.060208
4	TRAD IRN 010745	Wildlife and Fisheries	150-80671-1	2021-08-18 00:00:00.0	2022-06-02 00:00:00.0	VT	FF		1	3.03704	2.93867
5	TRAD IRN 050190	Integrated English Language Arts IV	05EN413020000000	2021-08-12 00:00:00.0	2022-05-19 00:00:00.0	VA	FF		4	0.071159	0.071159
6	TRAD IRN 050190	Integrated English Language Arts IV	05EN413040000000	2021-08-12 00:00:00.0	2022-05-19 00:00:00.0	VA	FF		4	0.138889	0.138889
7	TRAD IRN 072000	Exercise and Athletic Training	50-80791-1	2021-08-18 00:00:00.0	2022-06-02 00:00:00.0	VT	FF		1	3.38084	3.331657



## (CTEA-005) CTE FTE Summary by Category

Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential and Actual FTEs

- Overview of CTE data that could be useful when comparing data from week to week
- Not a funding flow report as does not contain FTE Inclusion Codes or Funding IRNs

A	B	C	D	E	
RPT DEST	IRN	FTE FUND PTRN CODE	CTE FUND CAT NUMBER	Total Course Potential FTE	Total Course Actual FTE
1	TRAD IRN	CTVC	0	0.082831	0.068164
2	TRAD IRN	CTVC	1	8.826054	6.859245
3	TRAD IRN	CTVC	2	7.391244	6.641088
4	TRAD IRN	CTVC	4	1.901578	1.313875
5	TRAD IRN	RGJV	1	80.962858	77.59832
6	TRAD IRN	RGJV	2	66.113235	65.979415
7	TRAD IRN	RGJV	3	41.105127	30.313911
8	TRAD IRN	RGJV	4	33.712647	33.636721
9	TRAD IRN	RGJV	5	38.601451	36.860284





# Requesting CTE Overrides



81

## CTE Overrides

- When CTE EMIS data is correct and CTE errors are generated, sometimes it is appropriate to request an override
- Note that for FY22 some CTE overrides are now automated
- See January 25, 2021 EMIS Newsflash for more information regarding automated overrides and to access the CTE Teacher Licensure Override Request Template



82

## CTE Overrides, cont'd

- Once an override is approved, a CTE Approved Override Report will be generated in the Staff and Course (L) Collection Level 2 Reports
- The approved override will restore the CTE FTE for students affected by the error and the error will no longer appear in a CTE error report



## CTE Approved Overrides

### (CTEA-006) CTE Approved Overrides Report

- contains students who had adjusted CTE FTEs due to any type of error (student, course, or staff errors) for which an override was approved

S	T	U	V	W	X	Y
LEGAL DIST OF RES IRN	STATE EQUIV GRADE LEVEL CODE	FTE START DATE	FTE END DATE	ADJSTD F	TRNSFR TO IRN	INIT FUND IRN
TRAD IRN	07	2021-11-02 00:00:00.0	2022-01-24 00:00:00.0	-0.027778		TRAD IRN
TRAD IRN	08	2022-01-25 00:00:00.0	2022-04-04 00:00:00.0	-0.027778		TRAD IRN
TRAD IRN	07	2021-11-02 00:00:00.0	2022-01-24 00:00:00.0	-0.027778		TRAD IRN
TRAD IRN	08	2021-08-26 00:00:00.0	2021-11-01 00:00:00.0	-0.027778		TRAD IRN
TRAD IRN	07	2022-04-05 00:00:00.0	2022-06-04 00:00:00.0	-0.027778		TRAD IRN
TRAD IRN	07	2021-08-26 00:00:00.0	2021-11-01 00:00:00.0	-0.027778		TRAD IRN
TRAD IRN	07	2021-08-26 00:00:00.0	2021-11-01 00:00:00.0	-0.027778		TRAD IRN

**The Adjusted FTE column will contain the CTE FTE amount that is being restored due to the approved override – check against detail to see that this is happening**



## Quick Check

CTE overrides are sometimes necessary to allow CTE programs to be funded correctly. An override request can sometimes take a considerable amount of time to process. Submitting override requests as early as possible is recommended.

- Have you identified an issue that may require a CTE override?
- Have you contacted the Office of Career Tech to request an override?
- Did you check to see that an (CTEA-006) CTE Approved Overrides Report was received?



85

## CTE FTE Daily Summary Reports Being Updated



86

## CTE FTE Daily Summary Reports

- Contain student CTE FTEs calculated from EMIS data that was processed on ten specific dates
- Should be reviewed often to identify fluctuations in the amount of CTE FTEs being generated from specific submissions
- Contain result codes that are not an indication of an error but rather identify student education/funding situations
- Are separated by educating/funding situations which can be tied back to the CTE FTE Detail Report
  - Steps to match to CTE FTE Detail can be found in prior year versions of this training at <https://community.mcoecn.org/display/EM/EMIS+Alliance+Public+Space>



87

## CTE FTE Daily Summary Reports, cont'd

- (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - Contains CTE FTEs summed by CTE Fund Category Number
- (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
- (CTEA-009) CTE FTE Daily Summary Report – Transfers
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number



88

# CTE FTE Run Dates

- All three daily summary reports contain the same 10 Run Date Columns
- Most recent CTE FTEs are to the left and prior CTE FTEs are to the right

H	I	J	K	L	M	N	O	P	Q
LATEST RUN DATE-	PRIOR RUN DATE-	SEC PRIOR RUN DATE-	THIRD PRIOR RUN DATE-	FOURTH PRIOR RUN DATE-	WEEK PRIOR RUN DATE-	TWO WEEK PRIOR RUN DATE-	MONTH PRIOR RUN DATE-	TWO MONTH PRIOR RUN DATE-	THIRTY DAY AVG
02/12/2020	02/11/2020	02/09/2020	02/07/2020	02/06/2020	02/04/2020	01/29/2020	01/13/2020	12/13/2019	
86.791793	86.791793	43.808156	86.658135	86.658135	86.658135	86.658135	86.658135	87.398331	86.679549
18.808156	18.808156	19.808156	18.808156	18.808156	18.808156	18.808156	18.808156	19.133916	18.808156
0	0	0	0	0	0	0	0	0	0
5.793675	5.793675	5.793675	5.793675	5.793675	5.793675	5.695526	5.36219	5.535159	5.669832
0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.467392	0.618055
2.642087	2.642087	2.642087	2.642087	2.642087	2.642087	2.674336	2.630984	2.437914	2.660508
0.483501	0.43587	0.43587	0.43587	0.43587	0.43587	0.43587	0	0	0.4402
0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248
0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0	0.057806

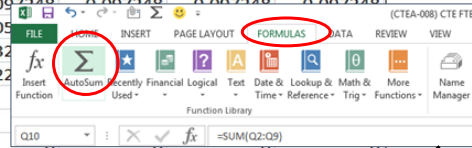


# CTE FTE Fluctuations

H	I	J	K	L	M	N	O	P	Q
LATEST RUN DATE-	PRIOR RUN DATE-	SEC PRIOR RUN DATE-	THIRD PRIOR RUN DATE-	FOURTH PRIOR RUN DATE-	WEEK PRIOR RUN DATE-	TWO WEEK PRIOR RUN DATE-	MONTH PRIOR RUN DATE-	TWO MONTH PRIOR RUN DATE-	THIRTY DAY AVG
02/12/2020	02/11/2020	02/09/2020	02/07/2020	02/06/2020	02/04/2020	01/29/2020	01/13/2020	12/13/2019	
86.791793	86.791793	43.808156	86.658135	86.658135	86.658135	86.658135	86.658135	87.398331	86.679549
18.808156	18.808156	19.808156	18.808156	18.808156	18.808156	18.808156	18.808156	19.133916	18.808156
0	0	0	0	0	0	0	0	0	0
5.793675	5.793675	5.793675	5.793675	5.793675	5.793675	5.793675	5.793675	5.535159	5.669832
0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.618055	0.467392	0.618055
2.642087	2.642087	2.642087	2.642087	2.642087	2.642087	2.642087	2.642087	2.437914	2.660508
0.483501	0.43587	0.43587	0.43587	0.43587	0.43587	0.43587	0	0	0.4402
0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248	0.097248
0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0.057806	0	0.057806
0.116666	0.116666	0.116666	0.116666	0.116666	0.116666	0.116666	0.116666	0.116666	0.116666
118.95402	118.90639	76.92275	118.77273	118.77273	118.77273	118.70683	117.60518	118.41333	118.68539

1. Select the blank cells below the CTE FTE values and select AutoSum from the Formulas tab to more easily find fluctuations

2. Notice the dip in CTE FTEs after this run. Issue was resolved and subsequent run is higher



# Error Severity Codes

Error Severity looks at the Thirty Day Average value and compares it to the value from the Latest Run to draw attention to differences that may be of concern. You can miss this if you don't look often.

RPT DEST IRN	ERR SEV CODE	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMBER	ITC SHORT NAME	ACTIVE FLAG	LATEST RUN	THIRTY DAY AVG
010101	F	SC0110	District is initially funded - no transfer	CTEA-008	1		Y	0	214.443993
010101	C	SC0110	District is initially funded - no transfer	CTEA-008	2		Y	100.061703	123.684276
010101	W	SC0110	District is initially funded - no transfer	CTEA-008	3		Y	112.475788	119.655085
010101	W	SC0110	District is initially funded - no transfer	CTEA-008	4		Y	502.269293	386.382531
010101	I	SC0110	District is initially funded - no transfer	CTEA-008	5		Y	386.382531	386.382531

The Fatal (F) in the first line indicates a drop from the Thirty Day Average value to zero

Critical (C) indicates a decrease of 10% or more (but not to zero) in the Latest Run

Warning (W) indicates a decrease of 5% to 10% but not to zero or an increase of 20% or more



# CTEA-007 Students District is Educating

- Includes CTE FTEs for students the LEA is educating regardless if the district is initially funded or if the funding will transfer to another LEA
- Result Code is SC0100 – Students LEA is educating
  - This is the only result code on the CTEA-007 report
  - This result code could appear for any entity that receives CTE reports

MINFST	RPT DEST IRN	ERR SEV CODE	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT	LATEST RUN DATE	PRIOR RUN DATE	SEC PRIOR RUN DATE	THIRD PRIOR RUN DATE	FOURTH PRIOR RUN DATE	WEEK PRIOR RUN DATE	TWO WEEK PRIOR RUN DATE	MONTH PRIOR RUN DATE	TWO MONTH PRIOR RUN DATE	THIRTY DAY AVG	
1	CODE	IRN	CODE	CODE	CODE	NUMB	1	1	1	1	1	1	1	0	0	DAY AV	
2	2021L1STR	TRAD IRN	C	SC0100	District is educating	CTEA-007	5	8.072909	8.072909	8.14086	8.14086	8.14086	8.14086	9.18252	9.406739	11.126327	
3	2021L1STR	TRAD IRN	I	SC0100	District is educating	CTEA-007	4	34.76595	34.76595	34.76595	34.76595	34.76595	34.76595	34.910458	34.828702	30.175945	31.437243
4	2021L1STR	TRAD IRN	W	SC0100	District is educating	CTEA-007	1	80.268762	80.507114	80.507114	80.507114	80.507114	80.749064	82.313862	82.667171	85.819867	
5	2021L1STR	TRAD IRN	W	SC0100	District is educating	CTEA-007	2	25.693668	25.860336	25.860336	25.860336	25.860336	25.860336	25.823088	25.640799	27.095447	
6																	





## CTEA-008 Students Initially Funded at District

- Includes CTE FTEs of students for which the LEA is initially funded
- Displays CTE FTEs as initially funded, positive amounts
- Contains Result Codes indicating the LEA is initially funded and break down transfer information by student situation
  - Result Code SC0110 – no transfer of funds
  - Result Code SC0120 – funds transferred to a JVSD
  - ~~For Result Code SC0130 – funds transferred to a Community School/STEM~~
  - For Result Code SC0140 – funds transferred to another district



## CTAE-008 Report Example

- Report is sent to traditional districts
- This example contains four results codes, SC0130 will no longer be generated
- Number of result codes will vary by district

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	MNIFST	RPT DEST	ERR SEV	RESULT	LEVEL 2	FUND	LATEST	PRIOR	SEC PRIOR	THIRD	FOURTH	WEEK	TWO	MONTH	TWO	MONTH	THIRTY
	CODE	IRN	CODE	CODE	DESCR	CAT	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	DAY AVG
1	2021L1STR	TRAD IRN C		SC0110	District is initially funded - no transfer	TEA-008	5	7.586801	7.586801	7.654752	7.654752	7.654752	7.932528	8.765856	8.990075	10.640218	
2	2021L1STR	TRAD IRN C		SC0120	District is initially funded - transfer to JVS	TEA-008	1	13.108171	13.047426	13.047426	12.899279	13.102028	13.102028	12.939488	12.828377	19.307295	
3	2021L1STR	TRAD IRN C		SC0120	District is initially funded - transfer to JVS	TEA-008	4	9.166471	9.166471	9.166471	9.166471	9.357295	9.357295	9.420048	9.422544	10.701739	
4	2021L1STR	TRAD IRN C		SC0140	District is initially funded - transfer to another district	TEA-008	1	1.968402	1.968402	1.968402	1.968402	1.968402	2.088893	2.088893	2.080993	2.539238	
5	2021L1STR	TRAD IRN I		SC0110	District is initially funded - no transfer	TEA-008	1	77.217758	77.456111	77.456111	77.456111	77.456111	77.698066	79.133912	79.453195	80.269137	
6	2021L1STR	TRAD IRN I		SC0110	District is initially funded - no transfer	TEA-008	2	25.386533	25.553201	25.553201	25.553201	25.553201	25.553201	25.553201	25.333664	26.037927	
7	2021L1STR	TRAD IRN I		SC0110	District is initially funded - no transfer	TEA-008	4	33.654839	33.654839	33.654839	33.654839	33.654839	33.799347	33.717591	29.064834	29.046281	
8	2021L1STR	TRAD IRN I		SC0130	District is initially funded - transfer to CS/STEM	TEA-008	1	0.35857	0.35857	0.35857	0.35857	0.35857	0.293353	0.25937	0.128935	0.065217	0.348212
9	2021L1STR	TRAD IRN I		SC0130	District is initially funded - transfer to CS/STEM	TEA-008	5	0.636021	0.701238	0.701238	0.701238	0.701238	0.701238	0.701238	0.701238	0.701238	0
10	2021L1STR	TRAD IRN I		SC0140	District is initially funded - transfer to another district	TEA-008	4	0.250002	0.250002	0.250002	0.250002	0.250002	0.250002	0.250002	0.250002	0.250002	0
11	2021L1STR	TRAD IRN W		SC0120	District is initially funded - transfer to JVS	TEA-008	2	7.770376	7.654635	7.654635	7.3676	7.3676	7.3676	7.306489	7.598158	7.598158	5.204891
12	2021L1STR	TRAD IRN W		SC0130	District is initially funded - transfer to CS/STEM	CTEA-008	4	1.032889	1.062066	1.062066	1.062066	1.062066	1.00064	0.423917	0.423917	0.076327	
13	2021L1STR	TRAD IRN W		SC0140	District is initially funded - transfer to another district	CTEA-008	5	1.762967	1.762967	1.762967	1.762967	1.762967	1.762967	1.879633	1.818145	1.814422	1.897033



## CTEA-009 Transfers

- Includes CTE FTEs that will either transfer in or out from the LEA receiving the report
- Displays CTE FTEs that transfer in as positive amounts and CTE FTEs that transfer out as negative amounts
- Includes CTE FTEs for students who are
  - ~~in open enrollment situations~~
  - in specific non-open enrollment situations (contract vocational and special education cooperative)
  - ~~attending community schools or STEM schools~~



95

## Result Codes

- ~~SC0150 – Open enrolled in, initially funded elsewhere and funding transferred to educating LEA (positive amount)~~
- ~~SC0160 – Open enrolled out, initially funded then funding is transferred to the educating LEA (negative amount)~~
- SC0170 – Non-open enrolled in, initially funded elsewhere then funding is transferred to educating LEA (positive amount)
- SC0180 – Non-open enrolled out, initially funded then funding is transferred to the educating LEA (negative amount)
- ~~SC0190 – Community School/STEM educating, funding transferred in (positive amount)~~
- ~~SC0200 – Resident student at Community School/STEM, funding transferred (negative amount)~~



96



# CTEA-009 Report Example

- Only non-open enrollment result codes will appear for FY22
- Any LEA type with fund transfers can receive this report
- Note the positive and negative amounts as well as the transfer IRNs

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
MNIFST	RPT DEST	ERR SEV	TRNSFR TO	INIT	RESULT		LEVEL 2	CTE	LATEST	PRIOR	SEC PRIOR	THIRD	FOURTH	WEEK	TWO	MONTH	TWO	
CODE	IRN	CODE	IRN	FUND H	CODE	RESULT CODE DESCR	CODE	FUND	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	RUN DATE	PRIOR
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
2021L1STR	TRAD IRN C			TRAD IRN	SC0150	Transfers In - Open-enrollment	CTEA-009	4	0.416667	0.416667	0.416667	0.416667	0.416667	0.416667	0.416667	0.416667	0.416667	1.316889
2021L1STR	TRAD IRN C			TRAD IRN	SC0150	Transfers In - Open-enrollment	CTEA-009	1	0.688912	0.688912	0.688912	0.688912	0.688912	0.688912	0.688912	0.688912	0.688912	0.785187
2021L1STR	TRAD IRN C		JVS IRN		SC0160	Transfers Out - Open-enrollment	CTEA-009	1	-9.045029	-8.984284	-8.984284	-8.836137	-9.038886	-9.038886	-9.038886	-8.983009	-8.983009	-13.410483
2021L1STR	TRAD IRN C		JVS IRN		SC0160	Transfers Out - Open-enrollment	CTEA-009	4	-3.212147	-3.212147	-3.212147	-3.212147	-3.212147	-3.212147	-3.212147	-3.053072	-3.055568	-4.187304
2021L1STR	TRAD IRN I			TRAD IRN	SC0150	Transfers In - Open-enrollment	CTEA-009	5	0.138888	0.138888	0.138888	0.138888	0.138888	0.138888	0.138888	0.138888	0.138888	0
2021L1STR	TRAD IRN I			TRAD IRN	SC0150	Transfers In - Open-enrollment	CTEA-009	1	0.591508	0.591508	0.591508	0.591508	0.591508	0.591508	0.591508	0.720454	0.720454	0.614961
2021L1STR	TRAD IRN I			TRAD IRN	SC0150	Transfers In - Open-enrollment	CTEA-009	2	0.001578	0.001578	0.001578	0.001578	0.001578	0.001578	0.001578	0.001578	0.001578	0.002465
2021L1STR	TRAD IRN I			TRAD IRN	SC0150	Transfers In - Open-enrollment	CTEA-009	4	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889	0.259259
2021L1STR	TRAD IRN W		COMM IRN		SC0200	Transfers Out - Community/STEM	CTEA-009	1	-0.260869	-0.260869	-0.260869	-0.260869	-0.260869	-0.195652	-0.195652	-0.065217	-0.065217	-0.130434
2021L1STR	TRAD IRN W		COMM IRN		SC0200	Transfers Out - Community/STEM	CTEA-009	4	-1.032889	-1.062066	-1.062066	-1.062066	-1.062066	-1.062066	-1.00064	-0.423917	-0.423917	-0.076327



## Quick Check

CTE FTE Daily Summary Reports are helpful to identify fluctuations in CTE FTEs that could affect funding. They can also be used to follow the flow of CTE funding based on student situations.

- Are you checking the Daily Summary reports often to avoid any negative impacts on CTE funding?
- Can you identify individual students in the Daily Summary reports by filtering the CTE FTE Detail Report?
- Are you sharing these reports with others in your district?



## Summary

- CTE reports contain data to verify and issues to correct
- The troubleshooting process requires interaction between the CTE FTE Detail Report and the error reports
- Use the CTE FTE Summary Reports to verify data and to compare data from previous versions of the reports
- Confirm that corrections have been made in the source system and that new EMIS data has been submitted for CTE reports to be updated



99

## Office of Career Tech

- Office of Career Tech Contact Information
  - 877-644-6338
  - cteohio@education.ohio.gov
  - CTETeacherOverride@education.ohio.gov
- Some instances where districts should contact the Office of Career Tech
  - Career Technical Override questions
  - CTE-26 approval process
- Other CTE questions should go the EMIS Helpdesk via your ITC
- Questions pertaining to CTE Accountability/CTE Report Card should be sent to [accountability@education.ohio.gov](mailto:accountability@education.ohio.gov)



100

## Resources

- <http://education.ohio.gov>
  - Current EMIS Manual
    - ODE Home > Topics > Data > EMIS > Documentation > EMIS Manual
- Level 2 Report Explanations
  - ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
    - CTE FTE Reports
    - CTE FTE Daily Summary Reports
  - ODE Career Tech main page
    - ODE Home > Topics > Career Tech > Resources > FY22 Program and Assessment Matrix
- Your ITC



101

## Questions?

If you would like a certificate of attendance for this training, you must complete the below feedback form within 5 business days of this training  
<https://tinyurl.com/EA-District-Feedback>



102