

Troubleshooting Career Technical Education (CTE) Reports



Overview

- CTE Reports
 - contain potential and actual FTE values for Career Technical programs along with student and course error checks
 - are generated using EMIS data reported by Local Education Agencies (LEAs) who report Career Technical Data
- This presentation will focus on troubleshooting the CTE Reports generated during the EMIS Staff and Course Collection



Outline

- Accessing and Formatting CTE Reports
- Connecting the CTE Detail Report and the Error Reports
- Troubleshooting CTE Report Errors
- Understanding CTE Summary Reports



CTE Detail and Error Reports

- (CTEA-000) CTE FTE Detail
 - Full Detail report by student and course
 - Contains Error Detail Report Codes
- (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



CTE Summary Reports

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



CTE Reports

- CTE Reports are Level 2 Validations
 - Initial Staff and Course Collection
 - Final Staff and Course Collection
- CTE reports use data from the Calendar and Student Collections
- Collections must be processed in order for the reports to be generated



CTE Report Updates

- Review the most recent version of the CTE reports throughout the data collection process
- Submit updated EMIS data to make corrections to the CTE reports
- Watch for information regarding the status and updates of the CTE reports



Accessing and Formatting CTE Reports



Accessing CTE Reports

Staff and Course (L)
Collection
Level 2 Validations

Collection Requests Summary

Ohio Department of Education

Use the choices below to filter the list of collection requests shown

Collection Request: -- Last Activity Within: --
Data Set: L School Year: --

Final Staff and Course Collection (FY16)
Collection required for all EMIS reporting entities. The final staff collection includes staff employed any time in FY15. It also includes master course, student course, and related data for the entire school year. Included record types are CC, CI, CJ, CK, CL, CM, CN, CP, CU, CV, and CN. Source file(s) for student course and staff record types must be uploaded in EMIS manual format through the Data Collector Data Sources tab. Some staff data may be collected via SIF in those districts using USPS.

Submissions: June 14, 2016 - August 30, 2016
Expiration Date: August 30, 2016 (106 days ago)
Collection Request: 1
Status: The collection was submitted August 30, 2016 at 03:31:23 PM by Walters.
Validation Status: [Level 1 Validation](#)
Validation Status: [Level 2 Validation](#)
Submission Status: Processing Completed (August 30, 2016 at 03:31:16 PM)



Accessing CTE Reports cont'd

Select "Generate Full Validation Report". A zip file will appear that contains the CTE Reports.

Final Staff and Course Collection (FY16) - Level 2 Reports, LEA IRN: 046623 (Ansonia Local)

eselect Report Group check boxes to screen out groups of reports. Fill in Date textboxes to screen out reports with no recent activity.

Report Name	Fatal	Critical	Warning	Info	Total	Process Date	Last Upd Date	Submission
(CTEA-000) CTE FTE Detail	0	0	0	253	253	11/01/16 00:00	11/01/16 00:00	Not Known
(CTEA-001) CTE Student Error Detail	0	0	0	0	0			
(CTEA-002) CTE Course Error Detail	0	0	0	3	3	11/01/16 00:00	11/01/16 00:00	Not Known
(CTEA-004) CTE FTE Summary by Course	0	0	0	28	28	11/01/16 00:00	11/01/16 00:00	Not Known
(CTEA-005) CTE FTE Summary by Category	0	0	0	8	8	11/01/16 00:00	11/01/16 00:00	Not Known
Total Counts:	0	0	0	622	622			

[Generate Full Validation Report](#)

Output Options
View as an HTML pop-up or download as a CSV file(s). CSV file(s) always download as a single .zip file.
 HTML CSV

CSV Output Options
You can create a separate CSV file for each Report by checking the box below:
 Separate file for each Report

Click on the link below to download the zip file.
[Level 2 Report\(s\)](#)
[H:\file\Reports\Fat046623-2016L2FNLv1-AllSeverities2016-12-14_13-51-48.zip](#)



Opening CTE Reports

The screenshot shows the EMIS 'Final Staff and Course Collection (FY16) - Level 2 Reports, LEA IR' interface. On the left, there are filter options including 'With Data Only' and 'Processed on or after'. Below this is a table of report names and their counts. On the right, a file explorer window shows a list of CSV files. A callout box points to these files with the text: 'CTE Reports are in CSV format. Open the reports with Excel.'

Report Name	Fatal	Critical	Warning	Info	Total	Pro
(CTEA-000) CTE FTE Detail	0	0	0	3057	3057	11/0
(CTEA-001) CTE Student Error Detail	0	0	0	3	3	11/0
(CTEA-002) CTE Course Error Detail	0	0	0	15	15	11/0
(CTEA-004) CTE FTE Summary by Course	0	0	0	234	234	11/0
(CTEA-005) CTE FTE Summary by Category	0	0	0	8	8	11/0
Total Counts:	0	0	0	3317	3317	



Open CTE FTE Detail Report

Name	Type	Compressed size	Password ...	Size	Ratio
(CTEA-000) CTE FTE Detail048702-2016L2FNLv1...	Microsoft Excel Comma S...	52 KB	No	1,193 KB	96%
(CTEA-001) CTE Student Error Detail048702-201...	Microsoft Excel Comma S...	1 KB	No	1 KB	55%
(CTEA-002) CTE Course Error Detail048702-2016...	Microsoft Excel Comma S...	1 KB	No	3 KB	83%
(CTEA-004) CTE FTE Summary by Course048702...	Microsoft Excel Comma S...	4 KB	No	29 KB	88%
(CTEA-005) CTE FTE Summary by Category0487...	Microsoft Excel Comma S...	1 KB	No	1 KB	50%



Formatting the CTE FTE Detail Report

- The next series of slides will demonstrate these Excel basics
 - Wrap text header row
 - Freeze top row
 - Expand all columns
 - View formatted report with default sort
 - Apply filters
- Open the (CTEA-000) CTE FTE Detail Report with Excel



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Wrap Text Header Row

Select the header row by clicking on the number "1"

Then from the Home tab select "Wrap Text"

The screenshot shows the Excel interface with the 'Home' tab selected. The 'Wrap Text' button in the 'Text' group of the ribbon is circled in red. The first row of the spreadsheet is also selected, with the number '1' in the row header cell circled in red. The spreadsheet data includes columns for 'RPT', 'NG LE', 'Result', 'Col', 'Error', 'Data', 'LOCAL', 'CLZ', 'SSID', 'FTE Start', 'Course', 'Stu', 'Potential', 'Actual', 'FTE', 'Fund', 'Subject', 'Curricular', 'FTE', 'Fund', 'Delivery', 'N', and 'Location'. The first row contains the following data: 1, RPT, NG LE, Result, Col, Error, Data, LOCAL, CLZ, SSID, FTE Start, Course, Stu, Potential, Actual, FTE, Fund, Subject, Curricular, FTE, Fund, Delivery, N, Location.

1	RPT	NG LE	Result	Col	Error	Data	LOCAL	CLZ	SSID	FTE Start	Course	Stu	Potential	Actual	FTE	Fund	Subject	Curricular	FTE	Fund	Delivery	N	Location
2	40404	SC0000	1**			DEMO-601IZ2181118	1/29/2016	8/13/2015		0		0	0	0	3	252525-Ca VN	RGJV	FF					Location II/9/
3	40404	SC0000	1**			DEMO-601IZ5518652	12/10/201	8/13/2015		0		0	0	0	3	252525-Ca VN	RGJV	FF					Location II/9/
4	40404	SC0000	1**			DEMO-601IZ8200181	11/30/201	8/13/2015		0		0	0	0	3	252525-Ca VN	OPIID	FF					Location II/9/
5	40404	SC0000	1**			DEMO-601KU111288	10/14/201	8/13/2015		0		0	0	0	3	252525-Ca VN	RGJV	FF					Location II/9/
6	40404	SC0000	***			DEMO-601RT116051	8/13/2015	8/13/2015		0.05143		0.05143			3	252525-Ca VN	RGJV	FF					Location II/9/
7	40404	SC0000	***			DEMO-601RV111085	10/9/2015	8/13/2015		0.10476		0.10476			3	252525-Ca VN	OJVD	FF					Location II/9/
8	40404	SC0000	***			DEMO-601RW118188	8/13/2015	8/13/2015		0.33333		0.33333			3	252525-Ca VN	RGJV	FF					Location II/9/
9	40404	SC0000	***			DEMO-601RW211821	8/13/2015	8/13/2015		0.33143		0.33143			3	252525-Ca VN	OJVD	FF					Location II/9/
10	40404	SC0000	***			DEMO-601KR111858	8/13/2015	8/13/2015		0.33333		0.33333			3	252525-Ca VN	RGJV	FF					Location II/9/
11	40404	SC0000	***			DEMO-601DE181120	8/13/2015	8/13/2015		0.33333		0.33333			3	252525-Ca VN	RGJV	FF					Location II/9/
12	40404	SC0000	***			DEMO-601DF122228	8/24/2015	8/13/2015		0.32		0.32			3	252525-Ca VN	RGJV	FF					Location II/9/
13	40404	SC0000	***			DEMO-601DG212220	8/13/2015	8/13/2015		0.33333		0.33333			3	252525-Ca VN	RGJV	FF					Location II/9/
14	40404	SC0000	***			DEMO-601HK112821	8/13/2015	8/13/2015		0.12762		0.12762			3	252525-Ca VN	OJVD	FF					Location II/9/
15	40404	SC0000	***			DEMO-601HQ116018	8/13/2015	8/13/2015		0.33333		0.33333			3	252525-Ca VN	RGJV	FF					Location II/9/
16	40404	SC0000	***			DEMO-601HR110212	8/13/2015	8/13/2015		0.24571		0.24571			3	252525-Ca VN	RGJV	FF					Location II/9/

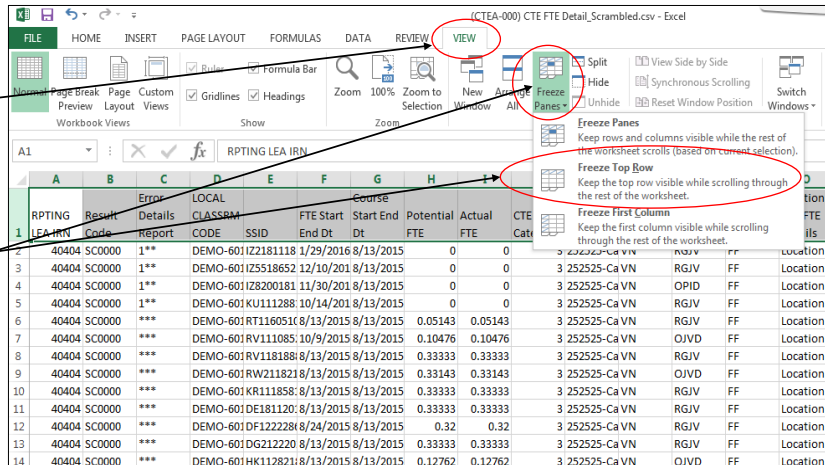


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Freeze Top Row

Select the "View" tab

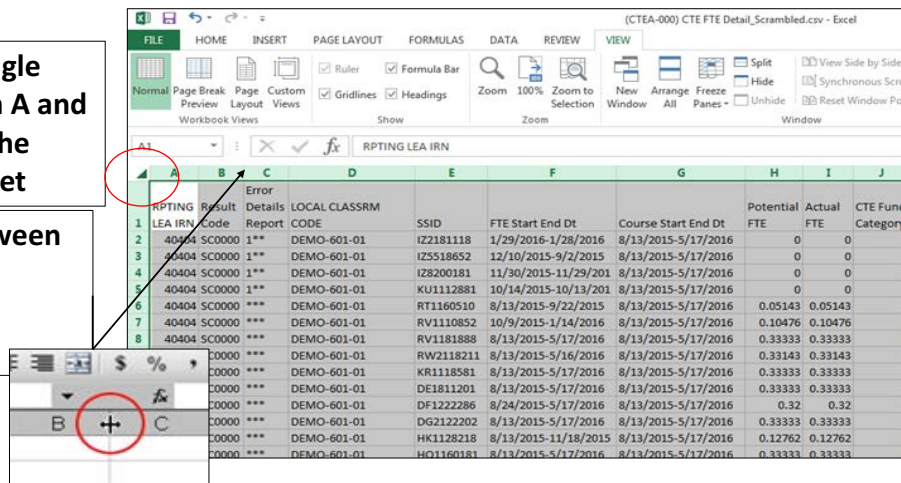
Then select "Freeze Panes" and "Freeze Top Row"



Expand all Columns

Click on the triangle between Column A and Row 1 to select the entire spreadsheet

Place cursor between any two column headers and double click



Formatted CTE FTE Detail Report

Data in all columns should be viewable once the report is formatted. Note that the errors should appear at the top of the Error Details Report column.

Result Code	LOCAL CLASSRM	SSID	FTE Start End Dt	Course Start End Dt	Potential FTE	Actual FTE	CTE Fund Category	Subject
SC0000 1**	DEMO-601-01	I22181118	1/29/2016-1/28/2016	8/13/2015-5/17/2016	0	0	3 252525-Ca	
SC0000 1**	DEMO-601-01	I25518652	12/10/2015-9/2/2015	8/13/2015-5/17/2016	0	0	3 252525-Ca	
SC0000 1**	DEMO-601-01	I28200181	11/30/2015-11/29/201	8/13/2015-5/17/2016	0	0	3 252525-Ca	
SC0000 1**	DEMO-601-01	KU1112881	10/14/2015-10/13/201	8/13/2015-5/17/2016	0	0	3 252525-Ca	
SC0000 ***	DEMO-601-01	RT1160510	8/13/2015-9/22/2015	8/13/2015-5/17/2016	0.05143	0.05143	3 252525-Ca	
SC0000 ***	DEMO-601-01	RV1110852	10/9/2015-1/14/2016	8/13/2015-5/17/2016	0.10476	0.10476	3 252525-Ca	
40404 SC0000 ***	DEMO-601-01	RV1181888	8/13/2015-5/17/2016	8/13/2015-5/17/2016	0.33333	0.33333	3 252525-Ca	
40404 SC0000 ***	DEMO-601-01	RW2118211	8/13/2015-5/16/2016	8/13/2015-5/17/2016	0.33143	0.33143	3 252525-Ca	
40404 SC0000 ***	DEMO-601-01	KR1118581	8/13/2015-5/17/2016	8/13/2015-5/17/2016	0.33333	0.33333	3 252525-Ca	
40404 SC0000 ***	DEMO-601-01	DE1811201	8/13/2015-5/17/2016	8/13/2015-5/17/2016	0.33333	0.33333	3 252525-Ca	
40404 SC0000 ***	DEMO-601-01	DF1222286	8/24/2015-5/17/2016	8/13/2015-5/17/2016	0.32	0.32	3 252525-Ca	
40404 SC0000 ***	DEMO-601-01	DG2122202	8/13/2015-5/17/2016	8/13/2015-5/17/2016	0.33333	0.33333	3 252525-Ca	
40404 SC0000 ***	DEMO-601-01	HK1128218	8/13/2015-11/18/2015	8/13/2015-5/17/2016	0.12762	0.12762	3 252525-Ca	



Apply Filters

From the "Data" tab choose "Filter"

Filters will be available to select in each column header

RPTING LEA IRN	Error	LOCAL CLASSRM	SSID	FTE Start End Dt	Course Start End Dt	Potential FTE	Actual FTE	CTE Fund Category	Subject		
1	LEA IF	Code	Repc	CODE	SSID	FTE Start End Dt	Course Start End Dt	Potential FTE	Actual FTE	CTE Fund Category	Subject
2	40404	SC0000	1**	DEMO-601-01	I22181118	1/29/2016-1/28/2016	8/13/2015-5/17/2016	0	0	3 252525-Ca	
3	40404	SC0000	1**	DEMO-601-01	I25518652	12/10/2015-9/2/2015	8/13/2015-5/17/2016	0	0	3 252525-Ca	
4	40404	SC0000	1**	DEMO-601-01	I28200181	11/30/2015-11/29/201	8/13/2015-5/17/2016	0	0	3 252525-Ca	
5	40404	SC0000	1**	DEMO-601-01	KU1112881	10/14/2015-10/13/201	8/13/2015-5/17/2016	0	0	3 252525-Ca	
6	40404	SC0000	***	DEMO-601-01	RT1160510	8/13/2015-9/22/2015	8/13/2015-5/17/2016	0.05143	0.05143	3 252525-Ca	
7	40404	SC0000	***	DEMO-601-01	RV1110852	10/9/2015-1/14/2016	8/13/2015-5/17/2016	0.10476	0.10476	3 252525-Ca	
8	40404	SC0000	***	DEMO-601-01	RV1181888	8/13/2015-5/17/2016	8/13/2015-5/17/2016	0.33333	0.33333	3 252525-Ca	
9	40404	SC0000	***	DEMO-601-01	RW2118211	8/13/2015-5/16/2016	8/13/2015-5/17/2016	0.33143	0.33143	3 252525-Ca	
10	40404	SC0000	***	DEMO-601-01	KR1118581	8/13/2015-5/17/2016	8/13/2015-5/17/2016	0.33333	0.33333	3 252525-Ca	
11	40404	SC0000	***	DEMO-601-01	DE1811201	8/13/2015-5/17/2016	8/13/2015-5/17/2016	0.33333	0.33333	3 252525-Ca	
12	40404	SC0000	***	DEMO-601-01	DF1222286	8/24/2015-5/17/2016	8/13/2015-5/17/2016	0.32	0.32	3 252525-Ca	



Quick Check

CTE reports are located in the Staff and Course Collection, however data from other collections is used in the generation of CTE Reports.

- Are you able to access your most recent CTE reports?
- Can you format the CTE reports to prepare them for review?
- Can you add filters to all columns?



Connecting the CTE Detail Report and the Error Reports



CTE FTE Detail Report

The CTE FTE Detail report will show each student in each CTE course and indicate if the student/course is generating CTE weighted funding.

Use filters to verify course and student enrollment data.

RPTING	Result	Details	LOCAL CLASSRM	SSID	FTE	Start	End	Dt	Course	Start	End	Dt	Potential	Actual	CTE Fund
1	LEA IF	Code	Repd	CODE									FTE	FTE	Category
2	40404	SC0000	1**	DEMO-601-01	I22181118	1/29/2016	1/28/2016		8/13/2015-5/17/2016				0	0	3 2525
3	40404	SC0000	1**	DEMO-601-01	I25518652	12/10/2015	9/2/2015		8/13/2015-5/17/2016				0	0	3 2525
4	40404	SC0000	1**	DEMO-601-01	I28200181	11/30/2015	11/29/2015		8/13/2015-5/17/2016				0	0	3 2525
5	40404	SC0000	1**	DEMO-601-01	KU1112881	10/14/2015	10/13/2015		8/13/2015-5/17/2016				0	0	3 2525
6	40404	SC0000	***	DEMO-601-01	RT1160510	8/13/2015	9/22/2015		8/13/2015-5/17/2016			0.05143	0.05143	3 2525	
7	40404	SC0000	***	DEMO-601-01	RV1110852	10/9/2015	1/14/2016		8/13/2015-5/17/2016			0.10476	0.10476	3 2525	
8	40404	SC0000	***	DEMO-601-01	RV1181888	8/13/2015	5/17/2016		8/13/2015-5/17/2016			0.33333	0.33333	3 2525	
9	40404	SC0000	***	DEMO-601-01	RW2118211	8/13/2015	5/16/2016		8/13/2015-5/17/2016			0.33143	0.33143	3 2525	
10	40404	SC0000	***	DEMO-601-01	KR1118581	8/13/2015	5/17/2016		8/13/2015-5/17/2016			0.33333	0.33333	3 2525	
11	40404	SC0000	***	DEMO-601-01	DE1811201	8/13/2015	5/17/2016		8/13/2015-5/17/2016			0.33333	0.33333	3 2525	
12	40404	SC0000	***	DEMO-601-01	DF1222286	8/24/2015	5/17/2016		8/13/2015-5/17/2016			0.32	0.32	3 2525	
13	40404	SC0000	***	DEMO-601-01	DG2122202	8/13/2015	5/17/2016		8/13/2015-5/17/2016			0.33333	0.33333	3 2525	



CTE FTE Detail Report cont'd

Use Location and FTE Details Column to verify

- Location IRNs
- Student enrollment days
- Scheduled instruction hours

Location and FTE Details
Location IRN:010101 - student enrolled on 0 days of 172 course days - 360 scheduled instruction hours
Location IRN:010101 - student enrolled on 27 days of 175 course days - 360 scheduled instruction hours
Location IRN:010101 - student enrolled on 55 days of 175 course days - 360 scheduled instruction hours
Location IRN:010101 - student enrolled on 175 days of 175 course days - 360 scheduled instruction hours
Location IRN:010101 - student enrolled on 174 days of 175 course days - 360 scheduled instruction hours



CTE FTE Detail Report cont'd

- The Rpt Run Date is the date the report was run
- The Data SRC indicates the collections from which the data was taken

Rpt Run Date and Data Src
9/19/2016 - Course:2016L2FNL(Sub 4) - Stu:2016S3TRD(Sub 5,FSDate 7/1/2015) - Cal:2016CFINL(IRN 040404)
9/19/2016 - Course:2016L2FNL(Sub 4) - Stu:2016S3TRD(Sub 5,FSDate 7/1/2015) - Cal:2016CFINL(IRN 040404)
9/19/2016 - Course:2016L2FNL(Sub 4) - Stu:2016S3TRD(Sub 5,FSDate 10/9/2015) - Cal:2016CFINL(IRN 040404)
9/19/2016 - Course:2016L2FNL(Sub 4) - Stu:2016S3TRD(Sub 5,FSDate 7/1/2015) - Cal:2016CFINL(IRN 040404)
9/19/2016 - Course:2016L2FNL(Sub 4) - Stu:2016S3TRD(Sub 5,FSDate 7/1/2015) - Cal:2016CFINL(IRN 040404)



Tying the CTE Reports Together

This example is a segment of a CTE FTE Detail Report; the “Error Details Report” code indicates on which error report to find the error

RPTING LEA IF	Result Code	Error Details Repc	LOCAL CLASSRM CODE	SSID	FTE Start End Dt	Course Start End Dt
40404	SC0000	1**	DEMO-601-01	IZ2181118	1/29/2016-1/28/2016	8/13/2015-5/17/2016
40404	SC0000	1**	DEMO-601-01	IZ5518652	12/10/2015-9/2/2015	8/13/2015-5/17/2016
40404	SC0000	*2*	DEMO-601-01	RT1160510	8/13/2015-9/22/2015	8/13/2015-5/17/2016
40404	SC0000	*2*	DEMO-601-01	RV1110852	10/9/2015-1/14/2016	8/13/2015-5/17/2016
40404	SC0000	**3	DEMO-601-01	RW2118211	8/13/2015-5/16/2016	8/13/2015-5/17/2016
40404	SC0000	***	DEMO-601-01	KR1118581	8/13/2015-5/17/2016	8/13/2015-5/17/2016

Error code 1** – see (CTEA-001) CTE Student Error Detail

Error code *2* – see (CTEA-002) CTE Course Error Detail

Error code **3 – see (CTEA-003) CTE Staff Error Detail **

Error code *** - indicates no errors



Open Student and Course Error Reports

Name	Type	Compressed size	Password ...	Size	Ratio
(CTEA-000) CTE FTE Detail048702-2016L2FNLv1...	Microsoft Excel Comma S...	52 KB	No	1,193 KB	96%
(CTEA-001) CTE Student Error Detail048702-201...	Microsoft Excel Comma S...	1 KB	No	1 KB	55%
(CTEA-002) CTE Course Error Detail048702-2016...	Microsoft Excel Comma S...	1 KB	No	3 KB	83%
(CTEA-004) CTE FTE Summary by Course048702...	Microsoft Excel Comma S...	4 KB	No	29 KB	88%
(CTEA-005) CTE FTE Summary by Category0487...	Microsoft Excel Comma S...	1 KB	No	1 KB	50%



CTE Student Error Detail Report

Students with Error Details Code 1** from the CTE FTE Detail report will be listed on the CTE Student Error Detail report with a Result Code that begins with "SC".

RPTING	LEA IRN	SSJD	LOCAL ID	FIRST NAME	MIDDLE NAME	LAST NAME	LOCAL CLASSRM CODE	Student Start	End Dt	Result Code	Curriculu	Subject
1	40404	BM8282536	M31234567	Ryan	Thomas	Winner	DEMO-601-03	9/11/2015	9/10/2015	SC0001	VN	252525-Career
2	40404	BM8282536	M31234567	Ryan	Thomas	Winner	DEMO-605-03	9/11/2015	9/10/2015	SC0001	V3	252525-Career
3	40404	BM8282536	M31234567	Ryan	Thomas	Winner	DEMO-613-03	9/11/2015	9/10/2015	SC0001	VN	252525-Career
4	40404	DG2273936	M31765432	Shay	Marie	Taylor	DEMO-601-03	11/13/2015	11/12/2015	SC0001	VN	252525-Career
5	40404	DG2273936	M31765432	Shay	Marie	Taylor	DEMO-605-03	11/13/2015	11/12/2015	SC0001	V3	252525-Career
6	40404	DG2273936	M31765432	Shay	Marie	Taylor	DEMO-611-03	11/13/2015	11/12/2015	SC0001	VN	252525-Career
7	40404	JW2356922	M31222222	Julie	Diana	Ernst	DEMO-601-03	9/22/2015	9/21/2015	SC0001	VN	252525-Career
8	40404	JW2356922	M31222222	Julie	Diana	Ernst	DEMO-605-03	9/22/2015	9/21/2015	SC0001	V3	252525-Career
9	40404	JW2356922	M31222222	Julie	Diana	Ernst	DEMO-611-03	9/22/2015	9/21/2015	SC0001	VN	252525-Career
10	40404	J22737928	M31787878	Laura	Maria	Williams	DEMO-601-01	1/29/2016	1/28/2016	SC0001	VN	252525-Career
11	40404	J22737928	M31787878	Laura	Maria	Williams	DEMO-605-01	1/29/2016	1/28/2016	SC0001	V3	252525-Career
12	40404	J22737928	M31787878	Laura	Maria	Williams	DEMO-611-01	1/29/2016	1/28/2016	SC0001	VN	252525-Career
13	40404	J22737928	M31787878	Laura	Maria	Williams	DEMO-613-01	4/8/2016	1/28/2016	SC0001	VN	252525-Career
14	40404	J22737928	M31787878	Laura	Maria	Williams	DEMO-613-01	4/8/2016	1/28/2016	SC0001	VN	252525-Career



CTE Course Error Detail Report

Courses with Error Details Code *2* from the CTE FTE Detail report will be listed on the CTE Course Error Detail report with a Result Code that begins With "CS".

Report Code	Error Level	Error Result Code	Prior CTE Edit Code	Logic for Error	Error Severity
CTEA-001	Student	SC0001	E06	If SUBJECT CODE = 252525, student must be Disadvantaged <=> '*' or Disability Code <=> '**' for duration of their enrollment in the course. If this occurs, student's course is not CTE fundable.	Fatal
CTEA-001	Student	SC0003	E11	For all courses with CURRICULUM CODE <=> VM, only fund student's GRADE LEVEL ≥ 07. If outside these criteria, student's course is not CTE fundable.	Fatal
CTEA-001	Student	SC0004	E13	For Career Based Intervention courses, 25%, student's must be 8 th grade or higher to be funded. If outside these criteria, student's course is not CTE fundable.	Fatal
CTEA-001	Student	SC0013	--	For all courses with CURRICULUM CODE = VM, only fund student's in GRADE LEVEL in (07, 08, 09). If outside these criteria, student's course is not CTE fundable.	Fatal
CTEA-002	Course	CS0001	C03	CTE Matrix Check: This SUBJECT CODE requires a specific CURRICULUM CODE. If it is not, do not fund the course.	Fatal
CTEA-002	Course	CS0003	C09	CTE related/correlated classes (curriculum code V3) must be correlated to a CTE ANCHOR class (curriculum code VN, VC, VT, VP). The local classroom code of the CTE related/correlated class must be correlated to the local classroom code of the associated CTE ANCHOR class through the CTE Correlated Class Record (CV). If outside these criteria, course is not CTE fundable.	Fatal
CTEA-002	Course	CS0006	C21	If Course SUBJECT CODE like (23%), then it must be SEMESTER CODE in (1,2), if not, do not fund the course.	Fatal
CTEA-002	Course	CS0007	C22	CTE Matrix Check: The LENGTH OF SCHEDULED INSTRUCTION (HOURS/COURSE HOURS) is greater than the maximum allowed. If outside these criteria, course is not CTE fundable.	Fatal
CTEA-002	Course	CS0009	C24	If CURRICULUM CODE in (VN, VC, VT, VP, V3, VA, VB) and SEMESTER CODE = 8, do not fund the course.	Fatal



CTE Error Details Report Explanation

Find the Result Code on the CTE Error Details Report and refer to the "Logic for Error" column on the CTE Error Detail Report Explanation for guidance

Report Code	Error Level	Error Result Code	Prior CTE Edit Code	Logic for Error	Error Severity
CTEA-001	Student	SC0001	E06	If SUBJECT CODE = 252525, student must be Disadvantaged <=> '*' or Disability Code <=> '**' for duration of their enrollment in the course. If this occurs, student's course is not CTE fundable. Please note that students coded as Academically Disadvantaged only will be flagged with an error during the initial release of this report. This is incorrect and will be corrected during a later release.	Fatal
CTEA-001	Student	SC0003	E11	For all courses with CURRICULUM CODE <=> VM, only fund student's GRADE LEVEL ≥ 07. If outside these criteria, student's course is not CTE fundable. Note: The exception to this Grade Level rule would be for GRADS courses (course codes 090192,090193,090194, curriculum code VN), these allow funding for 6 th grade student's.	Fatal
CTEA-001	Student	SC0004	E13	For Career Based Intervention courses, 25%, student's must be 8 th grade or higher to be funded. If outside these criteria, student's course is not CTE fundable.	Fatal
CTEA-001	Student	SC0013	--	For all courses with CURRICULUM CODE = VM, only fund student's in GRADE LEVEL in (07, 08, 09). If outside these criteria, student's course is not CTE fundable.	Fatal
CTEA-002	Course	CS0001	C03	CTE Matrix Check: This SUBJECT CODE requires a specific CURRICULUM CODE. If it is not, do not fund the course.	Fatal
CTEA-002	Course	CS0003	C09	CTE related/correlated classes (curriculum code V3) must be correlated to a CTE ANCHOR class (curriculum code VN, VC, VT, VP). The local classroom code of the CTE related/correlated class must be correlated to the local classroom code of the associated CTE ANCHOR class through the CTE Correlated Class Record (CV). If outside these criteria, course is not CTE fundable.	Fatal
CTEA-002	Course	CS0006	C21	If Course SUBJECT CODE like (23%), then it must be SEMESTER CODE in (1,2), if not, do not fund the course.	Fatal
CTEA-002	Course	CS0007	C22	CTE Matrix Check: The LENGTH OF SCHEDULED INSTRUCTION (HOURS/COURSE HOURS) is greater than the maximum allowed. If outside these criteria, course is not CTE fundable.	Fatal
CTEA-002	Course	CS0009	C24	If CURRICULUM CODE in (VN, VC, VT, VP, V3, VA, VB) and SEMESTER CODE = 8, do not fund the course.	Fatal



Quick Check

The CTE FTE Detail report contains CTE data at the most granular level. Some lines contain Error Result Codes that can be investigated using the CTE Error Detail Report and the CTE Error Detail Report Explanation.

- Can you find the Error Detail Report column on the CTE FTE Detail report?
- Can you locate the student or course on the associated error reports?
- Can you identify the error code on the CTE Error Detail Report Explanation?



Troubleshooting CTE Report Errors



CTE Error Resolution

- Error Levels (from the CTE Error Detail Report Explanation)
 - Student – Four errors in current checks
 - Course – Five errors in current checks
 - Staff – No staff errors currently in place
- The next series of slides will explain each error and provide steps to resolve the issues
- As each error is discussed, filter your report by that Error Result Code
- All nine of the current error codes are fatal



Student Error Result Code SC0001

If SUBJECT CODE = 252525, student must be Disadvantaged <> '*' or Disability Code <> '' for duration of their enrollment in the course. If this occurs, student's course is not fundable.**

- For the duration of the student's enrollment in a Career Based Intervention Program, disadvantage 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



Student Error Result Code SC0003

For all courses with CURRICULUM CODE <> VM, only fund student's GRADE LEVEL \geq 07, If outside these criteria, student's course is not CTE fundable. Note: the exception to this Grade Level rule would be for GRADS courses (course codes 090192, 090193, 090194, curriculum code VN), these allow funding for sixth grade students.

- Verify that the grade levels of students in this CTE non-VM course are grade 07 and higher (note that grade levels appear on the Student Error Detail report)



Student Error Result Code SC0004

For Career Based Intervention courses, 25xxxx, students must be 8th grade or higher to be funded. If outside these criteria, student's course is not CTE fundable.

- Verify that the students in this course students are in grade 8 or higher. (note that grade levels appear on the Student Error Detail report)
- Generate a class list from the SIS and verify grade levels of students enrolled in this course
- Check the Student Course (GN) Record preview/review file for this course and verify student grade levels



Student Error Result Code SC0013

For all courses with CURRICULUM CODE = VM, only fund students in GRADE LEVEL in (07, 08, 09). If outside these criteria, student's course is not CTE fundable.

- Verify that the students in this CTE VM course are in grades 07, 08 or 09 (note that grade levels appear on the Student Error Detail report)
- Generate a class list from the SIS and verify grade levels of students enrolled in this course
- Check the Student Course (GN) Record preview/review file for this course and verify student grade levels



Course Error Result Code CS0001

CTE Matrix Check: This SUBJECT CODE requires a specific CURRICULUM CODE. If it is not, do not fund the course.

- Verify the subject code and curriculum code from the CTE-26 for this program
- Refer to the FY2017 CTE Program Matrix
- Refer to EMIS Manual Section 4.2 Course Master (CN) Record for curriculum element definitions
- Refer to EMIS Manual Section 4.7 Subject Codes for subject code descriptions



Course Error Result Code CS0003

CTE related/correlated classes (curriculum code V3) must be correlated to a CTE ANCHOR class (curriculum code VN, VC, VT, VP). The local classroom code of the CTE related/correlated class must be correlated to the local classroom code of the associated CTE ANCHOR class through the CTE Correlated Class Record (CV). If outside these criteria, course is not CTE fundable.

- Refer to the CTE-26 for this program to verify that the curriculum code is correct
- If it is correct, add the appropriate CTE Correlated Class (CV) Record
- If it is not correct, make curriculum code changes as necessary



Course Error Result Codes CS0006

If Course SUBJECT CODE 23xxxx then it must be SEMESTER CODE in (1,2), ~~if not, do not fund the course.~~

- Courses reported with subject codes (23xxxx) must be reported as semester courses
- EMIS Manual Section 4.2 Course Master (CN) Record, Semester Code Element-
 - 1 – 1st Semester Only
 - 2 – 2nd Semester Only
- **Important-** 23xxxx subject codes are Family and Consumer Sciences Non-Career Technical courses and do not generate CTE funding



Course Error Result Codes CS0007

CTE Matrix Check: The LENGTH OF SCHEDULED INSTRUCTION (HOURS/COURSE HOURS) is greater than the maximum allowed. If outside these criteria, course is not CTE fundable.

- FTE will be reduced to the max hours allowed per the CTE matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
- Check the 2017 CTE Program Matrix



Course Error Result Code CS0009

If CURRICULUM CODE is (VN, VC, VT, VP, V3, VA, VB) and SEMESTER CODE = 8, do not fund the course.

- The CTE course must not be defined using a Semester Code of 8 "Other"
- Refer to EMIS Manual Section 4.2 Course Master (CN) Record for valid options
- Refer to the CTE-26



Quick Check

Actual CTE FTEs can be reduced when errors are generated. Make corrections to EMIS data and submit corrected data to get resolution to the errors.

- Do the Potential FTE and Actual FTE columns contain expected values?
- Are values appearing in the “Error Detail Report” column other than ***?
- Has corrected data been submitted to resolve errors?



Understanding CTE Summary Reports



CTE Summary Reports

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



Open CTE Summary Reports

Name	Type	Compressed size	Password ...	Size	Ratio
(CTEA-000) CTE FTE Detail048702-2016L2FNLv1...	Microsoft Excel Comma S...	52 KB	No	1,193 KB	96%
(CTEA-001) CTE Student Error Detail048702-201...	Microsoft Excel Comma S...	1 KB	No	1 KB	55%
(CTEA-002) CTE Course Error Detail048702-2016...	Microsoft Excel Comma S...	1 KB	No	3 KB	83%
(CTEA-004) CTE FTE Summary by Course048702...	Microsoft Excel Comma S...	4 KB	No	29 KB	88%
(CTEA-005) CTE FTE Summary by Category0487...	Microsoft Excel Comma S...	1 KB	No	1 KB	50%



CTE FTE Summary by Course (CTEA-004)

Summary report by course and FTE Fund Source Code with Course Potential FTE and Course Actual FTE

- Verify that all courses are listed and that all data is correct
- If actual and potential FTE are different—refer to the error report for why

1	RPTING LEA IRN	LOCAL CLASSRM CODE	Course Start End Dt	Curriculu m Code	Delivery Method	Subject	FTE Fund Pattern	CTE Fund Category	Course Potential FTE	Course Actual FTE
2	040404	DEMO-7100MS-02	1/13/2016-5/26/2016	VM	FF	010105-Agriculture, Food and Natural Resources	JVNR	1	0.05556	0.05556
3	040404	DEMO-7100MS-02	1/13/2016-5/26/2016	VM	FF	010105-Agriculture, Food and Natural Resources	RGJV	1	1.05564	1.05564
4	040404	DEMO-7011-03	1/19/2016-3/24/2016	VM	FF	010105-Agriculture, Food and Natural Resources	OJVR	1	0.0287	0.0287
5	040404	DEMO-7011-03	1/19/2016-3/24/2016	VM	FF	010105-Agriculture, Food and Natural Resources	RGJV	1	0.34379	0.34379
6	040404	DEMO-8880-04	1/4/2016-3/11/2016	VM	FF	010105-Agriculture, Food and Natural Resources	JVNR	1	0.02778	0.02778
7	040404	DEMO-8880-04	1/4/2016-3/11/2016	VM	FF	010105-Agriculture, Food and Natural Resources	RGJV	1	0.43787	0.43787
8	040404	DEMO-8880-03	10/19/2015-12/18/2015	VM	FF	010105-Agriculture, Food and Natural Resources	RGJV	1	0.32544	0.32544
9	040404	DEMO-8880-01	3/14/2016-5/26/2016	VM	FF	010105-Agriculture, Food and Natural Resources	OJVR	1	0.02778	0.02778
10	040404	DEMO-8880-01	3/14/2016-5/26/2016	VM	FF	010105-Agriculture, Food and Natural Resources	RGJV	1	0.4167	0.4167
11	040404	DEMO-7011-04	3/29/2016-6/3/2016	VM	FF	010105-Agriculture, Food and Natural Resources	OPID	1	0.0574	0.0574
12	040404	DEMO-7011-04	3/29/2016-6/3/2016	VM	FF	010105-Agriculture, Food and Natural Resources	RGJV	1	0.3731	0.3731
13	040404	DEMO-8880-02	8/18/2015-10/16/2015	VM	FF	010105-Agriculture, Food and Natural Resources	RGJV	1	0.2778	0.2778



CTE FTE Summary by Category (CTEA-005)

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

- Verify that all fund category FTEs are totaled correctly
- Verify that the data on this report aligns with the data on the summary by course report

1	A	B	C	D	E
1	RPTING LEA IRN	FTE Fund Pattern	CTE Fund Category	Course Potential FTE	Course Actual FTE
2	040404	CTVC	1	0.52538	0.52538
3	040404	CTVC	2	0.92249	0.92249
4	040404	CTVC	4	0.43245	0.43245
5	040404	JVNR		0.3537	0
6	040404	JVNR	1	4.38856	4.38856
7	040404	JVNR	2	5.14427	5.14427
8	040404	JVNR	3	0.64762	0.64762
9	040404	JVNR	4	8.60258	8.60258
10	040404	JVNR	5	0.68148	0.68148
11	040404	OJVD		0.91469	0
12	040404	OJVD	1	6.21995	6.21995
13	040404	OJVD	2	12.69231	12.09509
14	040404	OJVD	3	21.34344	21.34344
15	040404	OJVD	4	11.99536	11.99536



Summary

- The 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 in order for CTE Reports to be updated



Resources

- <http://education.ohio.gov>
 - Current EMIS Manual
 - ODE Home > Topics > Data > EMIS > Documentation > EMIS Manual
 - CTE Error Detail Report
 - ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
 - ODE Career Tech main page
 - ODE Home > Topics > Career Tech > Resources > FY 2017 Program Matrix
- Your ITC



Office of Career Tech

- To contact the Office of Career Tech, districts should call the main number (877-644-6338) and ask for a Career Technical Education Data Manager
- Some instances where districts should contact the Office of Career Tech
 - Career Technical Overrides
 - CTE 26 approval process
 - CTE Accountability
 - CTE Report Card



Questions?

