ODE ITC EMIS Training

January 2017

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The Usual Reminders

▶Cannot answer all questions today

▶May need to defer some questions to helpdesk

▶As always, manual sections posted after this training prevail in a conflict between this presentation and the manual

Topics

▶ Invalid Cert Report

⯈ Data Review

⯈ Report Review

⯈ Troubleshooting

▶ SCR Conflicts

INVALID CERT REPORT DATA REVIEW

Invalid Cert Report

▶Indicates whether staff members are validly credentialed for assigned courses

▶Data submitted in Initial Staff/Course (L) Collection is the official source for Local Report Card measures

▶Distributed via ITCs

Invalid Cert Report, cont.

MVECA_012345_02_20161224.CSV_2017L_STF_INVL_CRT_CRSE
    1   2   3   4   5   6

1. ITC
2. District IRN
3. Area Coordinator Regional Number
4. Date report was generated
5. Fiscal Year and Collection Request
6. Report Name

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EMIS Data Sources

▶ Data types used to generate report

- ⬦ Calendar
- ⬦ Course
- ⬦ Staff
- ⬦ Student

▶ Report uses data as of the processing date

Course Data Elements

Course Master (CN) Record

- Curriculum Code
- Delivery Method
- Educational Option Code
- Student Population
- Subject Code
- *Local Classroom Code*
- Course Start Date – not on report
- Course End Date – not on report

Course Data Elements, cont.

▶ Staff Course (CU) Record
- ▹ *Employee ID*
- ▹ *Local Classroom Code*
- ▹ Staff Course Start Date – not on report
- ▹ Staff Course End Date – not on report

▶ Student Course (GN) Record
- ▹ Course Enrollment Start Date – not on report
- ▹ Course Enrollment End Date – not on report
- ▹ *Local Classroom Code*

EMIS Data – Course

▶ The Invalid Cert Report is based on data submitted during the Initial Staff/Course (L) Collection

▶ Report course data for the entire school year
  ⊳ Course Master (CN) Record
  ⊳ Staff Course (CU) Record
  ⊳ Student Course (GN) Record

Staff Data Elements

▶ Staff Employment (CK) Record

> *Employee ID*
> Building IRN
> District IRN
> Position Code
> Assignment Area

▶ Staff Demographic (CI) Record

> *Employee ID*
> First Name
> Last Name
> Middle Name
> Education Level – not on report

EMIS Data – Staff

▶Report all staff employed for FY17 in the Initial Staff/Course (L) Collection
  ⟫ Staff Demographic (CI) Record
  ⟫ Staff Employment (CK) Record
  ⟫ Contractor Staff Employment (CJ) Record

▶Include separated staff

▶Report staff changes as they occur

Teacher of Record

‣The individual who is responsible for
  ⇾ The majority of instruction
  ⇾ Assigning student grades

‣Must have proper credentials to teach the subject

‣Must have a Staff Course (CU) Record reported by the district

Multiple Teachers of Record

▸ More than one teacher over the duration of the course
  ⤷ The teacher with the most days appears on the report

▸ Co-teachers
  ⤷ Equal time? Then the teacher with proper certification appears on the report
  ⤷ Unequal time? Then the teacher with the most time will appear on the report

Student Data Elements

- Student Attributes (FD) Record
  - ⊳ Disability Condition
  - ⊳ State Equivalent Grade Level
- Not on the report, used to derive values on the report
- Report all students in the course

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Other Data

‣ EMIS

    ⟩ Calendar (DL) Record

        ‣ Used when determining a "course" calendar

        ‣ Used for choosing teacher

        ‣ Used when determining which students to count in the class

‣ Non-EMIS

    ⟩ ODE CORE Educator Profile

        ‣ Used to verify teacher credentials

        ‣ Accessible from within SAFE account

        ‣ Publicly accessible

INVALID CERT REPORT REVIEW

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Invalid Cert Report

▸Staff ID = Employee ID data element in EMIS

▸Employee ID is on multiple EMIS records

▸Source for report is the Staff Demographic (CI) Record

    ▹Element CI050

RPTING_ LEA_IRN	BLDING_ IRN	SUBJCT_ CODE	SUBJCT_ DESCR	STAFF_ID	STAFF_ LAST_ NM	STAFF_ FIRST_ NM	STAFF_ MID_ NM
770687	786077	151121	Psychology	XX1234567	Doe	John	S.
770687	786077	159999	Other Social Studies	XL2345678	Smith	Jane	M.
770687	786077	20012	Visual Art (K-12)	XT3456789	Streisand	Barbara	N.
770687	786077	80300	Physical Education	XI4567890	Pitt	Brad	L.

Invalid Cert Report, cont.

▸ Local Classroom Code is on multiple records

▸ Source for the report is the Course Master (CN) Record

⟡ Element CN060

POSITN_ CODE	POSITN_ DESCR	ASSNMT_ AREA_ CODE	ASSNMT_ AREA_ DESCR	LOCAL_ CLASSRM_ CODE	CRCULM_ CODE	DLVR_ METHOD_ CODE
230	Teacher Assign.	999370	General Education	0H345678	PS	FF
230	Teacher Assign.	999370	General Education	SOCST05.10	OT	FF
230	Teacher Assign.	999050	Art Education K-8	VISARTK.8	OT	FF
230	Teacher Assign.	999050	Art Education K-9	2017ART.2	OT	FF

Invalid Cert Report, cont.

▸ STDNT_COUNT_XX represents the number of students in the course by grade level

▸ State Equivalent Grade Level (FD090)

▸ Not all grade levels are shown here

EDUC_ OPTION_ CODE	STDNT_ POP_CODE	STDNT_ COUNT_PS	STDNT_ COUNT_K	STDNT_ COUNT_1	STDNT_ COUNT_2
NO	RG	0	0	0	0
NO	GA	0	0	0	0
NO	RG	0	0	0	0
NO	RG	0	1	0	0

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Invalid Cert Report, cont.

These fields assist with identifying potential data and credential issues

DISAB_ TYP_IND	DISAB_TYP_DESCR	PROPER_ CERT_FLAG	CHECK_ TYPE_CODE	ERR_ MESG
Z	Student Population of PR or RG.	Y	N	No Error
E	Student Population of GA or GE.	N	S	Generic Error Message-Rule Check Not Found.
Z	Student Population of PR or RG.	Y	R	No Error
Z	Student Population of PR or RG.	N	R	Generic Error Message-Rule Check Not Found.
C	Student Population of D8 or SE. More than 50% of the students enrolled in the course must have a disability condition and the course cannot fit into categories A or B.	Y	S	No Error

Proper Cert Flag

▸Generated for each Course Master (CN) Record

▸Proper Cert Flag = Yes

⊳Match between course, staff, and CORE data

⊳Staff member *meets* certification/licensure requirements for course

▸Proper Cert Flag = No

⊳No exact match on all data points

⊳Staff member *does not meet* certification/licensure requirements for course

Error Messages

▶ Four specific messages
  ▷ Students are outside credential grade range
  ▷ No students scheduled into the course
  ▷ Substitute credential not valid (except in Community Schools)
  ▷ The org IRNs are not matching
    ▶ Credentials with a "valid in" IRN

▶ One generic error message
  ▷ Credential/course mismatch?
  ▷ Teaching field/course mismatch?
  ▷ Credential/student mismatch?

▶ "No Error" does *not* necessarily mean data is accurate

Disability Type Indicator

▶ Derived from
  ‣ Student Population
  ‣ Count of students in course by disability condition

▶ Most common
  ‣ **C** – Student Population of D8 or SE; *more than 50% of the students* in the course have a disability condition
  ‣ **D** – Student Population of DP, D8, SE, or SP; *50% or fewer students* in the course have a disability condition
  ‣ **Z** – Student Population of PR or RG

Check Type Code

▶ Course Master (CN) Record elements
  ⊳ Educational Option
  ⊳ Student Population
  ⊳ Delivery Method
  ⊳ Curriculum Code

▶ District Type (per OEDS)
  ⊳ Is entity a community school?

▶ Most commonly occurring Check Type Codes
  ⊳ R – Regular
  ⊳ S – Special Situation
  ⊳ C – Community School

INVALID CERT REPORT TROUBLESHOOTING

Where To Look

▸ Student software
  ⋗ Ensure data is accurate at the source
▸ EMIS Manual sections
  ⋗ 2.5 Student Attributes – Effective Date (FD) Record
  ⋗ 3.3 Staff Demographic (CI) Record
  ⋗ 3.4 Staff Employment (CK) Record
  ⋗ 4.2 Course Master (CN) Record
  ⋗ 4.3 Staff Course (CU) Record
  ⋗ 4.4 Student Course (GN) Record
▸ Course Invalid Certification Report Explanation

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Where To Look, cont.

▸ODE CORE Educator Profile
- ⋗ Can be viewed through Safe Account
- ⋗ ODE Home > Topics > Teaching > Educator Licenses > Educator Profile Search

▸EMIS Certification and Licensure Search
- ⋗ ODE Home > Topics > Data > EMIS > Certification and Licensure Search

ODE CORE Educator Profile

ODE CORE Educator Profile, cont.

Click to display selected educator's credential information

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ODE.CORE.EducatorProfile Home > Demographic Information

Educator Profile

Educator Search

Demographic Info

Application Status

Credentials

Assignment Data

BCI/FBI

Disciplinary Info

Educator Data by Dist.

eSigner Data

User Manual

🔒 SAFE Account Sign In

Demographic Information

Educator: Wunderlich, Deidre L   Educator State ID:

Click items on the left navigation to access more educator data.

Demographics

Educator State ID:		Gender:	Female
First Name:	Deidre	Last Name:	Wunderlich
Middle Initial:	L	Date of Birth:	XX-XX-1972
Address Type:	Office		

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ODE Certification and Licensure Search Tool – Main Page

QUICK LINKS

» EMIS Basics
» Documentation
» EMIS Reporting Responsibilities
» Reference Lists
» Resources
» EMIS Technical Documentation
» Certification and Licensure Search

LATEST NEWS

EMIS Newsflash – December 21, 2016

EMIS Newsflash – December 16, 2016

EMIS Newsflash – December 13, 2016

View All News

Certification and Licensure Search

This resource was created to assist districts in validating data that appear on the Invalid_Cert_Course Report generated by EMIS. The search has been updated with **FY2017** data. For a list of the current subject codes, please see Section 4.7 of the EMIS Manual.

Search for Regular Teaching Certificates and Licenses

This search is for situations where a course master has been submitted and the student population is PR or RG (i.e., regular education courses). Every permissible combination is not found in this search. For instance, situations in which a teacher is required to have multiple teaching fields or multiple credentials do not appear.

Note that the general rule for elementary credentials (i.e., Kindergarten-Primary (KP), Kindergarten-Elementary (KE), Elementary (EL), Early Childhood (EC)) allows the teachers who hold these credentials to teach any course within the relevant grade range. These situations are not reflected within this search tool. An exception to this rule is for those initially hired on or after July 1, 2013, to teach physical education. These teachers must be licensed in PE and are included in this search tool.

For questions regarding Invalid_Cert reports, please contact EMIS via the helpdesk. For questions regarding teacher assignments, please contact the Office of Educator Licensure.

OR

Search for Special Education Teaching Certificates and Licenses

This section is for courses reported with student populations of DP, D8, GA, GE, SE, and SP (i.e., special education courses).

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ODE Certification and Licensure Search Tool – Main Page, cont.

Elementary credentials general rule
- Allows for teachers who hold an elementary credential to teach any course within the relevant grade range
- Not reflected within the search tool
- Exception – staff initially hired on or after July 1, 2013, to teach physical education
  - Must be licensed in PE
  - Are included in the search tool

Cert and Licensure Search Tool, 1

Toggle between search options

Search by Subject Code

Cert and Licensure Search Tool, 2

Search by Certificate/License

Example 1

- Number of students = 10
- Student Population = SE
  - 5 students *have* a disability condition
  - 5 students *do not have* a disability condition
- Disability Type Indicator = D
  - Student Population of DP, D8, SE, or SP: **50% or fewer** students in the course have a disability condition
- Check Type = R – Regular
- License type = IL – Intervention Specialist
- *Intervention Specialist license not valid to teach a course with R check type*

Example 2

‣Subject Code = 050106 Reading 7-8

‣Students = Twelve 7th graders

‣License type = AD – Adolescence to Young Adult (7-12)

‣Teaching field = 050000 English

‣Student Population = RG – Regular/General Students K-12

‣Check type = R – Regular

‣Error Message = Generic Error Message

Example 2, cont.

Subject Code 050106 Reading 7-8 is not a valid option for this teacher

Certificate/License Type: AD
Certificate/License Code(s):
050000

Valid Course(s)	
Subject Code(s)	Grade(s)
Some exceptions may exist. Click Here to view these exceptions.	
030600	7 - 12
050014	7 - 12
050156	7 - 12

Example 3

▸ Subject Code = 110301 Algebra 1

▸ License type = MC – Middle Childhood (4-9)

▸ Students = Twelve 9th graders, fifteen 10th graders

▸ Error Message = Students outside grade range

▸ *Majority of students in the class must fall within grade range of teacher's credential*

Example 4

‣Subject Code = 110175 Mathematics 7-8

‣License type = AD – Adolescence to Young Adult (7-12)

‣Student = One 6th grader, subject accelerated

‣Error Message = The students enrolled in the course are outside the appropriate grade range for the relevant credential

‣*District is reporting only this student in a class by herself*

Other Considerations

▸Employee ID begin with a Z on the report?
  ⊳No credential, so flag = N

▸Teacher credential expired/not yet valid?
  ⊳Look in CORE

▸Is there a "valid in" IRN on the credential?
  ⊳If there is, is there a match in the hierarchy?
  ⊳Look in CORE

▸Are students enrolled in the course?
  ⊳Look at student counts on report
  ⊳Student Course (GN) Records

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Where to Look – Summary

▶Subject Code

▶Student Population

▶Disability Type

▶Student Counts

▶Credential

> ▹ Type
> ▹ Teaching Field
> ▹ Dates
> ▹ Valid in IRN

SCR Conflicts

New SCR Conflicts

- AFIC – Admitted from IRN conflict, current year
  - SSID is not found in the Admitted From IRN district's current or prior year's data
  - Admission date equal to or later than October 1

- AFPY – Admitted from IRN conflict, prior year
  - SSID is not found in the Admitted From IRN district's current or prior year's data
  - Admission date earlier than October 1
  - Not displayed in SCR after January 1

New SCR Conflicts, cont.

▶STIC – Sent to IRN conflict

　　⊳SSID is not found in the submitted data of the Sent To IRN district

▶RFIC – Received from IRN conflict

　　⊳SSID is not found in the submitted data of the How Received IRN district

Known Issues

▶ STIC conflicts

    ⟫ Students at a JVS via a middle district

        ‣ Fix will match JVS's How Received IRN to middle district's Reporting IRN

    ⟫ Sent to IRN = 999999

        ‣ Conflict currently includes Sent to IRN = 999999

        ‣ Fix will ***not*** include

▶ RFIC conflicts

    ⟫ How Received IRN = 999999

        ‣ Conflict currently includes How Received IRN = 999999

        ‣ Fix will ***not*** include

Update to Existing SCR Conflict

EPCT conflict

⬩ Now excludes How Received of 'H' in percent of time calculations

⬩ Will prevent conflicts involving preschoolers attending both resident district and ESC

Report Explanation

ODE Home > Data > EMIS > EMIS Validation and Report Explanations

Questions?

education.ohio.gov

Social Media

facebook — Ohio Families and Education
Ohio Teachers' Homeroom

Linked in — ohio-department-of-education

Storify — storify.com/ohioEdDept

twitter — @OHEducation

You Tube — OhioEdDept