



# ODE ITC EMIS Training

March 2018

# The Usual Reminders

- ▶ Manual sections posted after this training prevail in a conflict between this presentation and the manual
- ▶ Some questions may be deferred to helpdesk
- ▶ Hierarchy of support
  - ▶ EMIS Manual
  - ▶ EMIS Coordinator
  - ▶ ITC
  - ▶ Helpdesk

# Topics

- ▶ Data Collector Reports
  - ▶ CTE Reports
- ▶ March Follow-up (D) Collection
- ▶ Assessment (A) Collections
- ▶ Majority of Attendance
- ▶ Five Year Forecast (P) Collections

# DATA COLLECTOR REPORTS

# Files Tab

- ▶ Post processing reports targeting specific data
- ▶ Reports (not an exhaustive list)
  - ▶ Graduating Cohort EOC Pathway Requirements Status
  - ▶ Equitable Access Analysis Tool for CCIP Planning
  - ▶ Principal Composite reports for use in 2018 Principal Evaluations

# Level 1 Reports

- ▶ Each collection request runs a series of validation checks verifying valid options reported by district
- ▶ Reports (not an exhaustive list)
  - Enrollment
  - Error Validation
  - Excluded
  - Missing

# Level 2 Reports

- ▶ Once data processed and at ODE
  - More checks and cross checks
  - Other districts' data included
- ▶ Reports (not an exhaustive list)
  - CTE FTE Detail
  - Federal Child Count
  - FTE Detail
  - Teacher Licensure Course Status
  - Tuition
  - Where Kids Count

# CTE FTE Detail Report Explanation

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

| Data  | Date Posted |
|---|-------------|
| <p><b>CTE FTE</b>, includes information for the following reports</p> <ul style="list-style-type: none"><li>» CTE Approved Overrides</li><li>» CTE Course Error Detail</li><li>» CTE FTE Detail</li><li>» CTE FTE Summary by Category</li><li>» CTE FTE Summary by Course</li><li>» CTE Staff Error Detail</li><li>» CTE Student Error Detail</li></ul> | 2/13/18     |



# CTE FTE Reports

## Update CTE data through Final Staff/Course (L) Collection

- July 13, 2018
- Updates may affect CTE funding

| Collection Request / Report Name                         | Fatal | Critical | Warn | Info | Total | Category | Data Set | Process Date   | Last Upd Date  | Submission                |
|--|-------|----------|------|------|-------|----------|----------|----------------|----------------|---------------------------|
| ▼ Initial Staff and Course Collection (FY18) (2018L1STR) |       |          |      |      |       |          |          |                |                | (Count)                   |
| ✓ <a href="#">(CTEA-000) CTE FTE Detail</a>              | 7484  | 870      | 0    | 9370 | 17724 | Funding  | L        | 01/25/18 17:16 | 01/26/18 00:00 | <a href="#">Not Known</a> |
| ✓ <a href="#">(CTEA-001) CTE Student Error Detail</a>    | 30    | 0        | 0    | 0    | 30    | Funding  | L        | 01/25/18 17:16 | 01/26/18 00:00 | <a href="#">Not Known</a> |
| ✓ <a href="#">(CTEA-002) CTE Course Error Detail</a>     | 73    | 0        | 0    | 0    | 73    | Funding  | L        | 01/25/18 00:00 | 01/26/18 00:00 | <a href="#">Not Known</a> |
| ✓ <a href="#">(CTEA-003) CTE Staff Error Detail</a>      | 79    | 0        | 0    | 0    | 79    | Funding  | L        | 01/25/18 00:00 | 01/26/18 00:00 | <a href="#">Not Known</a> |
| ✓ <a href="#">(CTEA-004) CTE FTE Summary by Course</a>   | 0     | 0        | 0    | 1184 | 1184  | Funding  | L        | 01/25/18 00:00 | 01/26/18 00:00 | <a href="#">Not Known</a> |
| ✓ <a href="#">(CTEA-005) CTE FTE Summary by Category</a> | 0     | 0        | 0    | 1184 | 1184  | Funding  | L        | 01/25/18 00:00 | 01/26/18 00:00 | <a href="#">Not Known</a> |

# Severity Codes

- ▶ Each row on the report will be assigned a Severity Code
- ▶ Severity codes display in the (CTEA-000) CTE FTE Detail Report as follows
  - ▶ ADJSTD FTE = 0
    - ▶ Severity Code is Fatal
  - ▶ ADJSTD FTE < ORIG FTE and ADJSTD\_FTE is not 0
    - ▶ Severity Code is Critical
  - ▶ ADJSTD FTE = ORIG FTE
    - ▶ Severity Code is Informational

# Result Codes

| <b>Result Code</b> | <b>Result Code Description</b>   |
|--------------------|--|
| CS0008             | Academic courses with curriculum code VA or VB not valid for funding   |
| CS0016             | Correlated class missing for V3 course                                 |
| CS0020             | WFD course not approved by the Office of CTE                           |
| SC0005             | Course code not valid for curriculum code                              |
| SC0008             | V3 course not correlated to VN or VC                                   |
| SC0015             | Student CTE FTE is higher than student regular FTE                     |
| SF0002             | Teacher does not have appropriate certificate/license to teach course  |
| SF0003             | Teacher of CTE Course does not meet appointment or status requirements |

# Adjustments

- ▶ Once base CTE FTE is determined for row of data
  - Adjustments due to student, course, or staff errors may need to be applied
- ▶ Example
  - CS0020 – Workforce Development Course not approved by the Office of CTE for Location IRN on course
    - Contact Office of Career Tech for research

# Other Reports

- ▶ If a “Y” in an error flag column, then will appear on corresponding adjustment report
  - ▶ Student Level Error Flag (SC)
  - ▶ Course Level Error Flag (CS)
  - ▶ Staff Level Error Flag (SF)
- ▶ Districts will only see students they are educating on adjustment reports

# (CTEA-001) CTE Student Error Detail Report

- ▶ Result Codes begin with SC
- ▶ Student Level Error Flag = Y
- ▶ Example
  - SC0015 – Student's total adjusted CTE FTE greater than student's total regular base FTE multiplied by 1.1
    - CTE FTE proportionally reduced across all courses

# (CTEA-001) CTE Student Error Detail Report, cont.

- ▶ Result Code SC0005 – Subject code not valid for curriculum code is a duplicate code that has been disabled
- ▶ Result Codes reducing FTE proportionally
  - ▶ SC0014 – Student’s course-level CTE FTE is greater than student’s regular FTE
  - ▶ SC0015 – Student’s total CTE FTE is greater than student’s regular FTE

# (CTEA-002) CTE Course Error Detail Report

- ▶ Result Codes begin with CS
- ▶ Course Level Error Flag = Y
- ▶ Example
  - CS0003 –V3 course not correlated to anchor course
    - Curriculum code for anchor course must be VN, VC, VT, or VP



# (CTEA-002) CTE Course Error Detail Report, cont.

- ▶ Result Code CS0012 – Semester code not valid for career tech is a duplicate code that has been disabled
- ▶ Result Code CS0007 – Instructional hours greater than maximum hours required per CTE Matrix reduces FTE proportionally

# (CTEA-003) CTE Staff Error Detail Report

- ▶ Result Codes begin with SF
- ▶ Staff Level Error Flag = Y
- ▶ Example
  - ▶ SF0002 – Teacher does not have appropriate certificate/license to teach course
    - ▶ Contact Office of Career Tech to request override

# (CTEA-003) CTE Staff Error Detail Report, cont.

- ▶ Result Code SF0003 – Teacher does not meet appointment or status requirements is not in production yet
- ▶ Result Code SF0004 – Total CTE length of scheduled instruction greater than 1080 hours reduces FTE proportionally

# New CTE Reports

- ▶ Several new reports coming
- ▶ Assist with variety of CTE data
  - ▶ Concentrators
  - ▶ Participants
  - ▶ Assessments
  - ▶ Enrollment
  - ▶ CTE Report Card measures

# CTE Override Report

- ▶ Applied and released by late March/early April
- ▶ If override approved
  - ▶ Row/data will still appear on (CTEA-000) CTE FTE Detail Report
    - ▶ ERR OVERID FLAG set to Y
  - ▶ Row appears on the new Override report
  - ▶ No longer appears on error reports

# CTE FTE Rollup/Summary

- ▶ Alert districts to drastic changes in data
- ▶ Assist districts in reconciling data by submission with payment report
- ▶ Will include FTE for following timeframes
  - A separate FTE for each of the previous 5 days
  - FTEs for 1 week ago and 2 weeks ago
  - FTEs for 1 month ago and 2 months ago
  - FTE average for previous 30 days

# Participants and Concentrators

- ▶ Two separate reports
- ▶ Participants impacts the FY18 and FY19 CTE Report Cards
  - ▶ All students enrolled in a WFD program course will appear on report
  - ▶ High School Credit Earned (GN150)
  - ▶ Partial/Override Credit (GN152)
- ▶ Concentrators
  - ▶ Verify data while students still in school
  - ▶ Will help avoid March Follow-up issues

# Additional Reports

## ▶ Assessments

- ▶ Course level as well as pathway level
- ▶ CTE technical assessment (GY) data
- ▶ Will include missing list, populated from course data and vendor data

## ▶ Academic Indicators on CTE Report Card

- ▶ Current year participants
- ▶ End of course exams

## ▶ CTPD Enrollment



- ▶ TBD



# MARCH FOLLOW-UP (D) COLLECTION

# FY18 March Follow-up (D) Collection

- ▶ Lists posted in Level 2 area of Data Collector on January 22
- ▶ Submissions began February 2
  - ▶ Close April 13

| Collection Request / Report Name   | Fatal | Critical | Warn | Info                | Total               | Process Date   | Last Upd Date  | Submission                |
|--|-------|----------|------|---------------------|---------------------|----------------|----------------|---------------------------|
| ▼ March Follow-up Collection (FY18) (2018D0000)  |       |          |      |                     |                     |                |                |                           |
|  <a href="#">(CTFL-001) CTE March Follow Up Extract (All Students)</a> | 0     | 0        | 0    | <a href="#">242</a> | <a href="#">242</a> | 01/19/18 00:00 | 01/19/18 00:00 | <a href="#">Not Known</a> |
|  <a href="#">(CTFL-002) CTE March Follow Up Extract for FFE</a>        | 0     | 0        | 0    | <a href="#">242</a> | <a href="#">242</a> | 01/19/18 00:00 | 01/19/18 00:00 | <a href="#">Not Known</a> |

# (CTFL-001) CTE March Follow-up Extract

- ▶ .CSV format
- ▶ Not to be used for data submissions
- ▶ Can be used for district-level analysis

| RECORD TYPE | ATNDNG BLDG IRN | SSID      | LEGAL DIST OF RES IRN | STUDENT NAME | DIPLOMA RECEIV DATE | DIPLOMA TYPE CODE | WTHD DATE      | WTHD REASON CODE | CTE PROG OF CONCNTRT CODE 1 |
|-------------|-----------------|-----------|-----------------------|--------------|---------------------|-------------------|----------------|------------------|-----------------------------|
| GV          | Not Availa      | AA0001234 | *****                 | Not Availab  | 2017-05-28 0        | 1                 | 2017-05-23 00: | 99               | A0                          |
| GV          | Not Availa      | BB0012345 | *****                 | Not Availab  | 2017-05-28 0        | 1                 | 2017-05-23 00: | 99               | A0                          |
| GV          | Not Availa      | CC0123456 | *****                 | Not Availab  | 2017-05-28 0        | 1                 | 2017-05-23 00: | 99               | A0                          |
| GV          | Not Availa      | DD1234567 | *****                 | Not Availab  | 2017-05-28 0        | 2                 | 2017-05-23 00: | 99               | A0                          |

# (CTFL-002) CTE March Follow-up Extract for FFE

- ▶ Download from Data Collector
- ▶ Change to .SEQ and import into Flat File Editor
- ▶ Update with survey results
- ▶ Export from FFE and upload to Data Sources/Other Files area in Data Collector
  - ▶ Automatically exports in .SEQ format
  - ▶ Can be changed to .TXT

# Missing List

- ▶ Generated based on students in original ODE file
  - ▶ Not included in upload
  - ▶ Excluded due to fatal Level 1 error
- ▶ Placeholder record added to Preview and Submission files
  - ▶ Default values for each element
- ▶ Other Follow-up Status (GV660)
  - ▶ X = Incorrectly reported by district as a CTE Concentrator

# **(CTFL-003) CTE March Follow Up Extract for FFE – Approved Appeals**

- ▶ Additional students based on approved appeal
  - Affected districts will receive notification of report availability for added students
- ▶ Follow same procedure for updating as with CTE March Follow-up Extract for FFE

# ASSESSMENT (A) COLLECTIONS

# Assessment (A) Collections Reminders

- ▶ ODE Home > Topics > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Collection Calendars
  - Changes announced via Newsflash
- ▶ Assessment result required for student when
  - Enrolled during administration window, and
  - District Relationship (FS140) = 1, or
  - Sent Reason 1 (FS200) = MR



# Assessment (A) Collections

- ▶ Spring DORP Assessment (A) Collection
  - ▶ February 15 – July 13, 2018
- ▶ Other Accountability Assessments (A) Collection
  - ▶ February 15 – July 27, 2018
- ▶ Spring Alternate Assessment (A) Collection
  - ▶ February 15 – July 27, 2018
- ▶ OELPA Assessment (A) Collection
  - ▶ February 23 – July 27, 2018

# Assessment (A) Collections, cont.

- ▶ Spring End of Course State Assessment (A) Collection
  - ▶ March 2 – July 27, 2018
- ▶ Spring State Assessment Grades 3-8 (A) Collection
  - ▶ March 2 – July 27, 2018
- ▶ Career Tech Accountability Assessment (A) Collection
  - ▶ April 6 – October 12, 2018

# Missing Lists

- ▶ Summer and Fall End of Course Assessment (A) Collection
  - ▶ Closing April 13, 2018
- ▶ Early Learning Assessment (A) Collection
  - ▶ Closing June 29, 2018
- ▶ Child Outcome Summary Assessment (A) Collection
  - ▶ Closing July 13, 2018
- ▶ Spring Alternate Assessment (A) Collection
  - ▶ Closing July 27, 2018

# MAJORITY OF ATTENDANCE

# Full Academic Year (FAY)

- ▶ Continuously enrolled in a building/district from Friday of first full week of October through spring testing
  - Based on grade level
- ▶ ODE uses the Majority of Attendance IRN (FN220) to determine if student met full academic year criteria for inclusion in report card measures

# Majority of Attendance IRN

## ▶ Reportable in

- ▶ Traditional District Midyear and End of Year Student (S) Collections
- ▶ SOES End of Year Student (S) Collection

## ▶ Valid options

- ▶ \*\*\*\*\* - FAY not met
- ▶ Building IRN – FAY met at building
- ▶ District IRN – FAY met at district

# Majority of Attendance IRN, cont.

Reported by resident/sending district as though student enrolled/attending their building

- College Credit Plus, Sent Reason = PS
- Attending a Board of DD, Sent Reason = MR
- Attending a JVSD, Sent Reason = JV
- Contract Career-Tech, Sent Reason = CT
- ESC school-age students, regular student reporting

# Majority of Attendance End Dates

## EMIS Manual Section 2.6


| Grade   | Test   | MOA End Date |
|---|--|--------------|
| <b>Students in grades K-8 and untested students</b>                               |  |              |
| Any   | Untested   | March 19     |
|   | Alternate Assessment: ELA, Math  | March 19     |
| 3-8   | Next Gen Spring: all subjects  | April 13     |
| <b>Students who were first time ninth graders <i>before</i> July 1, 2014</b>      |  |              |
| 9-12  | OGT (Reading, Writing, Math, Science, Social Studies); <i>not</i> taking American History or American Government | March 19     |
| 9-12  | OGT (Reading, Writing, Math, Science, Social Studies); <i>taking</i> American History or American Government     | April 13     |
| <b>Students who were first time ninth graders <i>on or after</i> July 1, 2014</b> |  |              |
| 9-12  | Next Gen Fall: taking ELA or Math and not taking any spring assessments  | April 13     |
|   | Next Gen Spring: all spring assessments  | April 13     |



# (WKCD-001) Where Kids Count Report

Level 2 report in Data Collector

- ▶ Traditional districts
- ▶ JVSDs
- ▶ ESCs
- ▶ Community schools
- ▶ STEMs

| Collection Request / Report Name  | Fatal | Critical | Warn                | Info                 | Total                | Category | Data Set | Process Date   | Last Upd Date  | Submission                    |
|---|-------|----------|---------------------|----------------------|----------------------|----------|----------|----------------|----------------|-------------------------------|
| ▼ SOES End of Year Student Collection (FY18) (2018SBODE)  |       |          |                     |                      |                      |          |          |                |                |                               |
|  <a href="#">(WKCD-001) Where Kids Count</a> | 0     | 0        | <a href="#">551</a> | <a href="#">2570</a> | <a href="#">3121</a> | Student  | S        | 08/15/17 00:00 | 08/15/17 04:23 | <a href="#">9 on 08/08/17</a> |

# Where Kids Count Report Explanation

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

| Data                            | Date Posted |
|---------------------------------|-------------|
| Staff Missing                   | 10/21/13    |
| Student Grad Info               | 11/18/13    |
| Student Missing                 | 10/21/13    |
| Teacher Licensure Course Status | 12/19/17    |
| Where Kids Count                | 4/7/17      |

# WKC Report Explanation, cont.

Result Codes explain WKC IRN assignment and level at which student counts

| WKC Type Code | Meaning  | WKC Level  | Result Code |
|---------------|--|--|-------------|
| 01            | Student is enrolled in one building within a district for a full academic year.  | Student counts at the building where the full academic year criterion is met, AND counts at the district, and state levels, for the % proficient, performance index, and attendance rate calculations.                                       | WK0001      |
| 02            | Student is enrolled in one building within a district for a full academic year, AND The district has determined that the student should be included in another building within the reporting district for accountability purposes. | Student counts at the building level in the building indicated in the "Accountability IRN" by the educating entity, AND counts at the district, and state levels, for the % proficient, performance index, and attendance rate calculations. | WK0002      |

# FIVE YEAR FORECAST (P) COLLECTIONS

# Five-Year Forecast – Initial Optional (P) Collection

- ▶ Closing March 30, 2018
- ▶ Initial submission must include both Five-Year Forecast (QF) Records and Assumptions
- ▶ Upload Assumptions as attachment in Data Collector and submit with QF Records
  - ▶ Only need to resubmit Assumptions if changes are made

# Five-Year Forecast – Required Spring (P) Collection

- ▶ Opening April 3, 2018
- ▶ Upload Assumptions in Data Collector
- ▶ Submit both Five-Year Forecast (QF) Records and Assumptions together upon initial submission

# Questions?



[education.ohio.gov](http://education.ohio.gov)



# Social Media

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