ODE ITC EMIS Training

August 2019

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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

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Topics

‣Remaining FY19 Reporting, 4

‣FY19 Graduation Collection, 17

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Remaining FY19 Reporting

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Financial (H) Overview

‣ Required for all EMIS reporting entities
  ⇒ Includes ITCs

‣ Financial (QC) Records
  ⇒ Cash Record
  ⇒ Expenditure Record
  ⇒ Receipt Record
  ⇒ Operational Unit (OPU) Description Record
  ⇒ Capital Assets
  ⇒ Miscellaneous Financial Records

Financial (H) Collections

▸ Financial (H) Collection
  ‣ June 3 – August 30
  ‣ All Financial (QC) Records

▸ Financial Supplemental (H) Collection
  ‣ September 3 – September 27
  ‣ Capital Assets and Miscellaneous Financial Records
    ‣ Not available during regular collection
    ‣ Incorrectly reported in regular collection

Level 2 Financial (H) Reports

▶(EXPD-001) Expenditure Detail Report

▶(EXPD-002) Expenditure Summary Report by Category

▶(EXPD-003) Expenditure Summary Report by Sub-Category

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission
▼ Financial Collection (FY19) (2019H0000)											(Count: 3
✅ (EXPD-001) Expenditure Detail Report		0	0	3493	407	3900	Financial	H	06/25/19 00:00	06/25/19 00:00	1 on 06/05/19
✅ (EXPD-002) Expenditure Summary Report by Category		0	0	0	22	22	Financial	H	06/25/19 00:00	06/25/19 00:00	1 on 06/05/19
✅ (EXPD-003) Expenditure Summary Report by Sub-Category		0	0	0	7	7	Financial	H	06/25/19 00:00	06/25/19 00:00	1 on 06/05/19

Generate a single .zip file for all reports | Export report information to a .csv file

FY19 Child Outcome Summary Assessment (A) Collection

▸Originally scheduled to close July 12

▸Extended to August 30

▸New Gen Issues check (IS0476) compares number of scores reported this year to those reported in prior year

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EMIS Data Review & Verification

▸Ohio Administrative Code 3301-14-01 (G) requires Superintendents to review and verify EMIS data is accurate and complete to the best of their knowledge

▸The opening of data reviews are communicated through

  ▸EMIS Newsflash

  ▸EdConnection

  ▸Twitter

Webpage

EMIS Data Review & Verification

EMIS Data Review and Verification is the process by which all districts and community schools certify they have reviewed the data reported by the district in EMIS and verify that their data is accurate and complete to the best of their knowledge.

EMIS Data Review & Verification Process

The EMIS Data Review and Verification process is completed online through the OH|ID account.

» EMIS Data Review & Verification FAQ

» Past Data Reviews

» Data Appeals Information

» For additional information regarding the EMIS Data Review and Verification process, contact the Office of Data Quality at 614-466-7144 or dataquality@education.ohio.gov.

2018-2019 School Year Data Reviews

Data Review	Review Opens	Review Closes
FY19 CTE March (D) Follow-up Data Review Impacted Organizations: Organizations required to report CTE follow up data in March (D) Required to Approve:	5/13/2019	9/6/2019

Data Reviews This Summer

Data Review	Review Opens	Review Closes
FY19 Data Review for Report Card Data Part 1 Impacted Organizations: Traditional districts, community schools, STEM, JVSDs, ESCs Required to Approve: Superintendent (Instructions) Collections Included (as applicable): Spring End of Course State Assessment Collection FY19 (2019AGESP) Spring State Assessment Grades 3-8 Collection FY19 (2019AGNSP) Fall 3rd Gr ELA and Reading Collection FY19 (2019AGNFL) End of Year Student Collection (FY19) (2019S3TRD) SOES End of Year Student Collection (FY19) (2019SBODE) DPR Growth Assessment Collection (2019AGDFL)	7/18/2019	9/6/2019

Report Card Data Part 1 and Part 2

Data Review	Review Opens	Review Closes
FY19 Data Review for Report Card Data Part 2 Impacted Organizations: Traditional districts, community schools, STEM, JVSDs, ESCs Required to Approve: Superintendent (Instructions) Collections Included (as applicable): OGT Assessment Collection FY19 (2019AGXFY) Spring Alternate Assessment Collection FY19 (2019AALTS) Other Accountability Assessments FY19 (2019ANACC) Calendar Collection - Final FY19 (2019CFINL) Final Staff and Course Collection FY19 (2019L2FNL) OELPA Assessment Collection FY19 (2019AGFSP)	8/12/2019	9/6/2019

Different data reviewed for each

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What Are Superintendents Verifying?

Data being verified will be displayed within the review/verification process in Forms in OH|ID

Data reported that impacts the CTE Report Card includes, but is not limited to:

EMIS Reporting Window	Examples of Data Reported
March Follow Up (GV) Assessment (FA)	• Placement Status • GED • Intra-curricular activities • CTE Technical Assessments • Industry Credentials

Example of what you will see

Only Superintendent or Designee Can Approve Data Review

Data Review & Verification Process

Information will be posted on the Department's website showing districts who have completed the review/verification process

2018-2019 School Year Data Reviews

Data Review	Review Opens	Review Closes
FY19 CTE March (D) Follow-up Data Review Impacted Organizations: Organizations required to report CTE follow up data in March (D) Required to Approve: Superintendent (Instructions) Collection Included: March Follow-up Collection (FY19) (2019D0000) Data Review Completion Status - coming soon!	5/13/2019	9/6/2019

August Appeals

▶ Open August 12 and close August 22
  ▷ Final Calendar
  ▷ Final Staff and Course
  ▷ OGT Assessment
  ▷ Alternate Assessment
  ▷ OELPA
  ▷ Other Accountability Assessment
  ▷ Approved data corrections due August 26 by 5 PM
▶ Opens August 26 and closes August 30
  ▷ FY20 Summer 3rd Grade Reading

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September Appeals

▶ Open September 3 and close September 5
- ⊳ FY20 Retention
- ⊳ Approved data corrections due September 6 at 5 PM

▶ Open September 9 and close September 20
- ⊳ Early Learning Assessment
- ⊳ Child Outcome Summary Assessment
- ⊳ Approved data corrections due September 27

FY19 Graduation Collection

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Diploma Date

▸Reported in Graduation (G) Collection

▸Date the diploma was issued

▸Not automatically last day

⁃Effective End Date (FS090) = last day of attendance

⁃Diploma Date (FN090) = date student received diploma

Diploma

‣ Designates student as graduate

‣ Diploma Type (FN100)
  ⊸ Six Honors diplomas, count toward Prep for Success calculations

‣ *Grad only* is student receiving diploma who was withdrawn in prior year

‣ *Summer grad* is senior receiving diploma before first day of next school year

Special Education Graduation Requirement (FE) Record

▸Reported for students with disabilities who are exempt from consequences of needing to pass test to graduate

▸Reported every year it is in place with current fiscal year IEP date

CORE Requirements

▶ Core Area Code (GC060) = subject area in which student earned credit

▶ Core Area Count (GC070) = number of credits earned by subject area

▶ CORE Economics and Financial Literacy Requirement (FN240) = Y/N indicates student met these requirements

▶ CORE Fine Arts Requirement (FN250) = Y/N indicates student met this requirement

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Assessments

▸ACT (AC)

▸Advanced Placement (AP)

▸End of Course Exam (GE)

▸Industry Credential (GW)

▸HS Alternate Assessment (GX)

▸International Baccalaureate (IB)

▸SAT (SA)

▸ACT WorkKeys (WK)

Last chance to report if not included in regular assessment collection

Extras, 1

Reported in Graduation (G) Collection

⊳ CORE Graduation Requirement Exemption (FN300)

⊳ Exempted from Physical Education Graduation Requirement (FN260)

⊳ Dual Enrollment Credit Earned (GC110)
  ‣ Included in Prepared for Success measure

Extras, 2

Reported in Student (S) and Graduation (G) Collections

- ﹥ Alternative pathway program codes (GQ060)
- ﹥ Graduation seal program codes (GQ060)
- ﹥ Military Compact Graduation Alternative Count (FN310)
- ﹥ OGT Graduation Alternative (FN120)

(GNIS-xxx) Gen Issues

▸ 4 and 5 year longitudinal graduation rate % variances

▸ 4 and 5 year longitudinal graduation changes

  ▹ >= 5% between current and previous year

▸ ELA and Math performance index score changes

  ▹ >= 10 points between current and previous year

(GRAD-999) Grad Issues

Graduation (G) Collection

- ⊳ GR2001 Withdrawal 99 but no diploma
- ⊳ GR2002 No GC records reported for student
- ⊳ GR3002 Student does not meet any pathway
- ⊳ GR3003 Withdrawal date after diploma date
- ⊳ GR4001 Diploma but no 99 withdrawal
- ⊳ GR4002 Diploma not issued by accountable district

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FY20 Retention Collection

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FY20 Retention Reporting All Grades Student (S) Collection

‣ Reported for all 2018-2019 students

‣ Currently open through August 31, 2019

‣ Retained Status (FN070) is only element collected

  ⊳ Some options are specific to Third Grade Reading Guarantee (TGRG) as it applies to 3rd graders

    ‣ Options A, D – H, J – N and 5

TGRG Retention

▸Promotion or retention is determined by the score on the 3rd Grade English Language Arts (ELA) assessment

  ⇥ELA score for 2018-2019 = 677 or higher

  ⇥Reading sub-score = 45 or higher

▸Exemptions

  ⇥Students meeting retention exemptions in TGRG law

  ⇥Students meeting TGRG Alternative Assessment score for promotion

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TGRG Retention Only Exemptions, 1

▶ English Language Learner (ELL)
  ⇥ Enrolled in U.S. schools less than 3 full school years with less than 3 years of instruction in English as second language
  ⇥ Retained Status – D

▶ Individualized Education Program (IEP)
  ⇥ Not every student with an IEP
  ⇥ Written in IEP prior to spring administration of 3rd grade ELA
  ⇥ Retained Status – E

TGRG Retention Only Exemptions, 2

Student previously retained in any K-3 grade and had 2 years intensive reading remediation

- ⏵ Documentation of prior retention and the 2 full years of intensive reading remediation
- ⏵ Retained Status – F
- ⏵ Students promoted to 4th grade under this exemption must continue to receive intensive reading instruction in grade 4

TGRG Exemption

‣Not subject to any TGRG requirements

⊳ Reading Diagnostic Assessment

⊳ Reading Improvement and Monitoring Plan (RIMP)

⊳ Retention

‣Students with significant cognitive disabilities taking Alternate (ALT) Assessment

‣Retained Status – G

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Retained Status Options, 1

▸ * – only for 3ʳᵈ grader meeting TGRG promotion score requirement on fall, spring, or summer 3ʳᵈ Grade ELA

▸ A – student retained end of previous year due to TGRG, still retained

▸ H – student retained end of previous year due to TGRG, not enrolled this year

Retained Status Options, 2

▶ J-N – TGRG not met, student not retained due to adequate performance on alternative assessment

▶ 5 – TGRG met, student retained for other reason

Retention Missing Report

‣ Grade 3 students only

‣ May include summer withdrawals not in latest submission

‣ Excludes students withdrawn on or before last day of school

  ⬧ Students withdrawn on last day need to be reported in FY20 Retention!

  ⬧ Withdrawal date counts as a day of attendance

  ⬧ May impact TGRG measure on report card

Retention Gen Issues

▶ Student not withdrawn in prior school year must have valid Retained Status reported

▶ Retained Status E or G must have disability

▶ Promotion score not attained and not withdrawn before end of prior school year expected to be reported with Retained Status

▶ Retained Status D must have LEP status other than N

▶ Retained Status F expected to have previous retention in K – 3 grade

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Current FY20 Collections

Initial Calendar (C) Collection – Minimum Requirements

▶At least one district-level set of calendar records
- ▸First Day of School (DL080)
- ▸Last Day of School (DL090)
- ▸Hours Per Day (DL100)
- ▸C_DPLANNED (DN090)

▶Optional to submit complete district-wide calendar details

Benefits of Reporting Detail in Initial C Collection

▸More accurate FTE calculation

⮑Fewer state default calendar assignments

▸ODDEX

⮑Calendar popups

⮑SOES Student Derived Enrollment Date

State Default Calendar

▸Assignment occurs when no match can be made on any of the elements used in the process
  ⊳District IRN
  ⊳Building IRN
  ⊳State Equivalent Grade Level
  ⊳Attendance Pattern

▸Appears as 999999-999999-**-** on FTE Report

▸Some cases where students should be on it

Assignment Exceptions

▸ Sent Reasons AU and JP and District Relationship of 3
  ▹ Leave on state default calendar

▸ JVS satellite students with more than one Location IRN across all courses
  ▹ Assign to JVS calendar

▸ Sent Reasons CE and CO and District Relationship of 1
  ▹ Assign to district calendar

Student Cross Reference (SCR) Collection
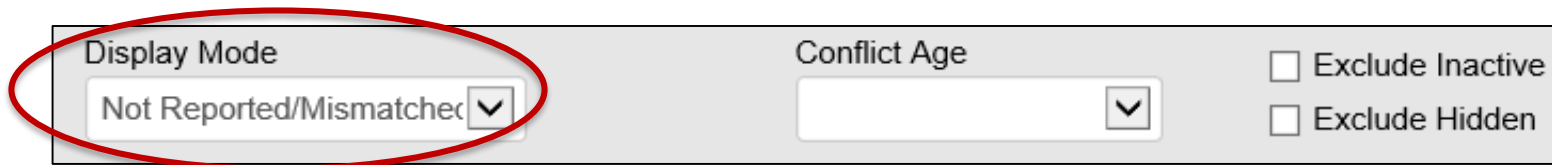
▶ Submit up-to-date data frequently to ensure 30-day funding rule is adhered to
  ⋙ Report continuing students within 30 days of start of school
  ⋙ Report changes within 30 days of change

▶ Submit other student collections at the same time to keep records in sync and History up-to-date
  ⋙ SOES Beginning of Year (S) already open for community schools and STEMs
  ⋙ Beginning of Year (S) for traditional districts opens early September

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SCR Conflicts

▸ Review and resolve/verify all conflicts

⤷ Hide/ignore option available for those with no funding impact

▸ EPCT is the only conflict that indicates a funding issue may exist

⤷ Refer to FTE Adjustment Report

⤷ Make sure Student and SCR data submissions match

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Not Reported/Mismatched

▶Your reporting does not correspond with another district's

⋗Admitted From/Withdrawn To

⋗How Received/Sent To

▶Run query using separate dropdown option
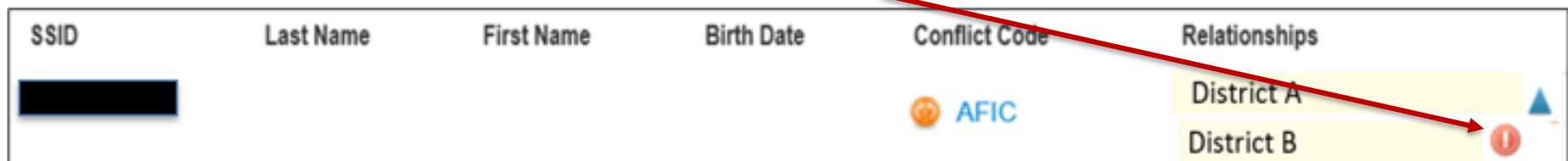
Display Mode	Conflict Age	☐ Exclude Inactive
Not Reported/Mismatched ⌄	⌄	☐ Exclude Hidden

▶Icon appears next to district running query

SSID	Last Name	First Name	Birth Date	Conflict Code	Relationships	
▮▮▮▮▮				🔶 AFIC	District A	▲
					District B	❗

Conflict Details

Conflict code is associated with other district

SSID	Last Name	First Name	Birth Date	Conflict Code	Relationships	
[redacted]				🔶 AFIC	District A	🔺
					District B	🔴

Student was reported as admitted from LEA but was not reported by that LEA (AFIC)

Reporting Agency	District A	. District B
SSID	[redacted]	
Name	<<Redacted>>	
Birth Date	[redacted]	
Gender	Female	
Relationship Type	Educating	Not Reported or Not Matching
Educating Entity	District B	
Record Active	true	Not Reported/Mismatched
Date Range	04/23/2019 - Current	

SOES Beginning of Year Student (S) Collection

Regular Student (S) collection for community schools and STEM districts

⤳ Meet EMIS reporting requirements

⤳ Populate SOES module in ODDEX with student detail information

SOES Student Contact (S) Collection

▸Submissions populate address information in ODDEX SOES module

▸Address information does not roll over from year to year

⊳Must submit student contact records every year

▸Merge performed based on SSID and Effective Date as reported on Student Contact Address (FG) Record

SOES Auto Approval, 1

▸Resident district prevented from flagging when
- ⋄ Current year record identical to previous year record, ***and***
- ⋄ Final disposition of previous year record was reviewed/approved

Date Range	Review Flags	Comments
09/28/2017	• Student residency auto approved based on no changes in data from prior year	• Posted By ODE Auto Approve On 09/28/2017, 262 days ago Generated msg: ODE auto reviewed based on prior year data.

▸Critical elements that must be identical
- ⋄ Parent/Guardian
- ⋄ Address
- ⋄ District of residence

SOES Auto Approval, 2

▸ Resident district has proof student moved but community school has not updated address

  ⟩ Resident district post comment to request address update

▸ Resident district will have ability to escalate 14 days after commenting

  ⟩ Look for green up arrow ⬆

▸ Area coordinator has discretion to override when appropriate

FY20 Looking Ahead

Upcoming Collections

▶September
- ⊳Beginning of Year Student (S)
- ⊳Summer and Fall End of Course Assessment (A)
- ⊳Fall Early Learning Assessment (A)
- ⊳Kindergarten Readiness Assessment (A)

▶Early October
- ⊳Five Year Forecast – Initial Required (P)
- ⊳Calendar Collection – Final (C)
- ⊳Initial Staff and Course (L)

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Don't Forget

‣ Summer grad withdrawal dates must be before first day of new year

‣ FY19 staff separations not reported, use Position Status U in FY20

‣ Only subject code 180108 can be used for Preschool courses effective FY20

‣ First time cohort assignment via State Equivalent Grade Level (FD090), or Fiscal Year that Student Began Ninth Grade (FN110)

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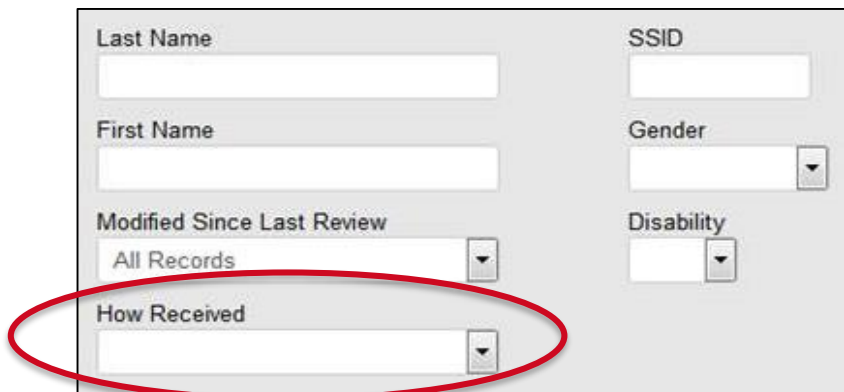
ICYMI

▶New Level 2 Status Report in Student, Staff/Course, and Financial collections

▶ACT/SAT selection window is August 14 – September 13

▶May/June ODE ITC EMIS Training Skype Session Posted

▶Class of 2020 capstone project information available on Graduation Requirements webpage

ODDEX Updates
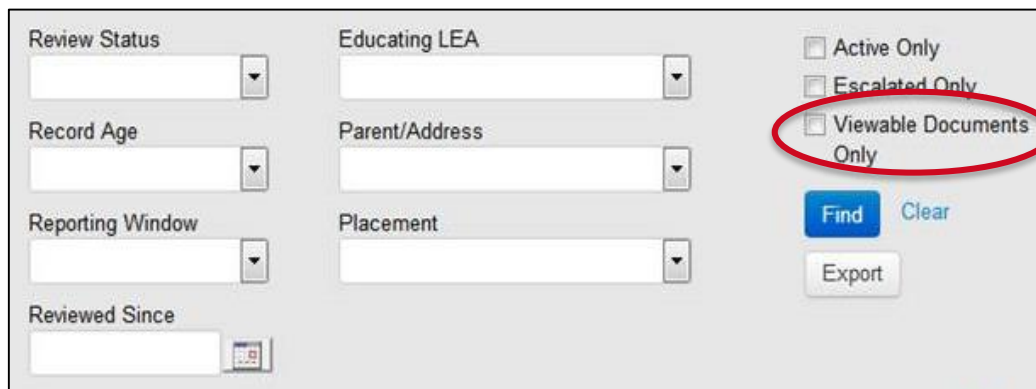
Tuition Updates

▸New find options to filter by How Received

▸And by attached documentation

CCP Updates

▸ Approved and auto-approved entries can now be escalated when you see ⬆

▸ Review Code now includes as of date and hover-over reminder

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 07/18/2019	Pmt Split	Alt Pay Rptd
AERO3605 - Computer Repair	442098	FULL	BEYOND_FULL_TIME	N	Y

Click on course above to see the current review status on course

Resources

EMIS Advisory Council

▸Authorized under ORC Section 3301.0713

▸Created to make recommendations to improve EMIS and to provide a forum for communication and collaboration between ODE and parties in the field involved in collecting, reporting, and using EMIS data

ODE Home > Topics > EMIS > EMIS Advisory Council

» About EMIS Advisory Council

» Council Members

» Council Meeting Dates

» Council Meeting Documents

» Council Workgroups

New EMIS Advisory Workgroup

▸ EMIS Professional Qualifications and Development

▸ First meeting is Monday, September 23, 2019 from 9:00 am to 12:00 pm at ODE

▸ Topics for discussion

  ▹ Qualifications and core competencies

  ▹ Existing training opportunities

  ▹ Certification and Licensure

New EMIS Learning Library

New Resources

▶ Glossary

  ⯈ Definitions of terms and phrases encountered while working with EMIS data

▶ Roundup

  ⯈ EMIS communications of the previous month

▶ Training videos

  ⯈ Created to assist with understanding EMIS, EMIS data, and EMIS reporting

EMIS Manual, 1

▸2.4 Student Standing (FS) Record

▸2.6 Student Attributes – No Date (FN) Record

▸2.8 Student Assessment (FA) Record

▸2.9 Student Program (GQ) Record

▸2.14 Student Special Education Graduation Requirement (FE) Record

▸2.15 Student Graduation – Core Summary (GC) Record

▸2.17 Student Withdrawal Override (FC) Record

▸2.20 Student Contact Address (FG) Record

EMIS Manual, 2

▶5.2 Grade Schedule (DL) Record

▶5.3 Organization – General Information (DN) Record

▶6.2 Cash (QC) Record

▶6.3 Expenditure (QC) Record

▶6.4 Receipt (QC) Record

▶6.5 Operational Unit (OPU) Description (QC) Record

▶6.6 Capital Assets (QC) Record

▶6.7 Miscellaneous Financial (QC) Record

Report Explanations

▸Expenditure

▸FTE

▸(GNIS-xxx) General Issues Report

▸Level 2 Status

▸Student Cross Reference (SCR) Conflicts

Other Resources

▶ EMIS Data Appeals
  ⊳ Keywords: "EMIS Data Appeals"
  ⊳ ODE Home > Topics > EMIS > EMIS Reporting Responsibilities > EMIS Data Appeals

▶ EMIS Data Review & Verification
  ⊳ Keywords: "EMIS Data Review"
  ⊳ ODE Home > Topics > EMIS > EMIS Reporting Responsibilities > EMIS Data Review & Verification

▶ Graduation Requirements
  ⊳ Keywords: "Graduation Requirements"
  ⊳ ODE Home > Topics > Graduation Requirements

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EMIS Data Review & Verification and Appeals

Office of Data Quality

- ⊅ dataquality@education.ohio.gov
- ⊅ (614) 466-7144

Questions?

education.ohio.gov

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