ODE ITC EMIS Training

February/March 2019

Ohio | Department of Education

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

- College Credit Plus (CCP) Redesign, 4
- Student Cross Reference (SCR) Conflicts, 27
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College Credit Plus (CCP) Redesign

CCP Landing Page

Counts are total courses reported meeting criteria

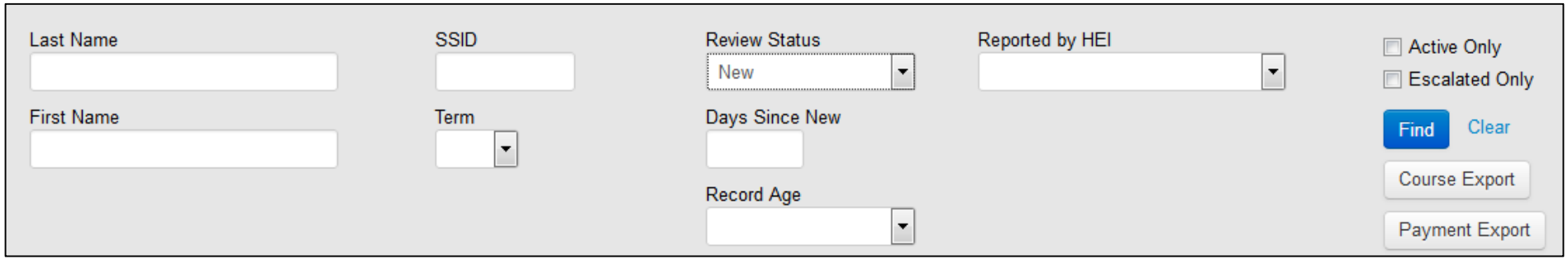
- Clicking on count takes user to list of students included in that count
- Not a one-to-one link like other modules on landing page
- Landing page counts may be higher
  - i.e., One student with 3 courses

CCP LEA Course and Agreement Summary Hide

Agency	No Activity 15 / 30 / 45	Flags/ Comments	Reviewed	Escalated	ODE Override	Agreements	Approved Agreements
Chatsworth Augusta Ex Village (442098)	21 / 0 / 0	1	0	0	0	5	0

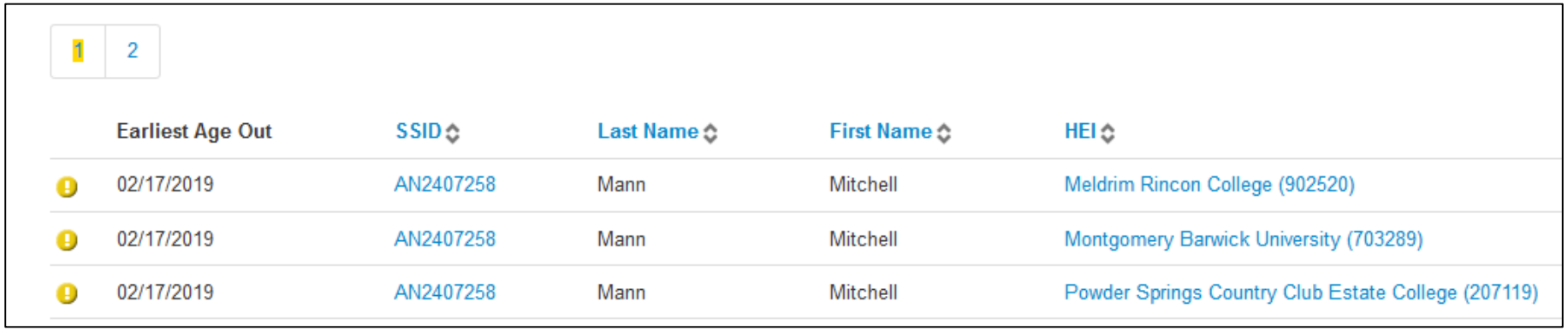
CCP Summary Listing, 1

- Query options
- Export options



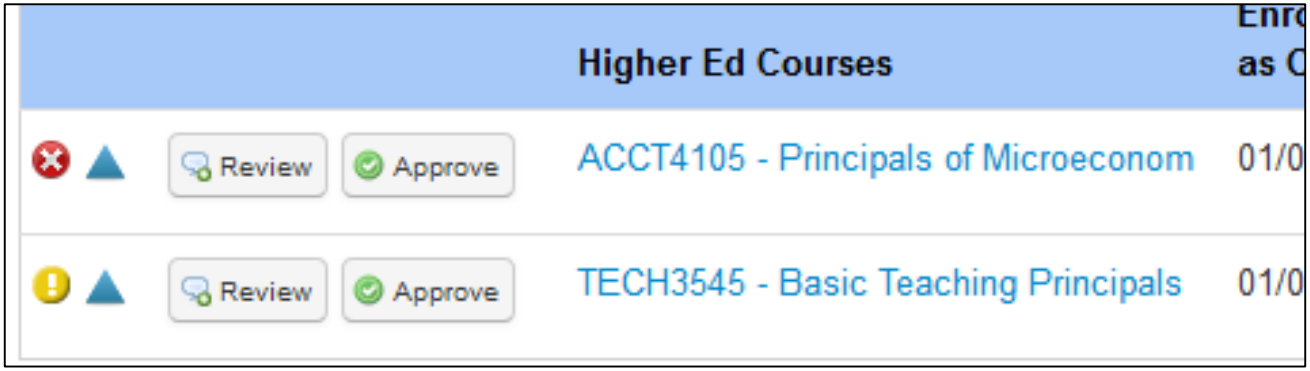
CCP Summary Listing, 2

- Data on Summary Listing
- Sorting options
- Links to detail and review options



CCP Summary Listing, 3

Icon represents the most severe situation with the student



CCP Summary Listing, 4

Red icon

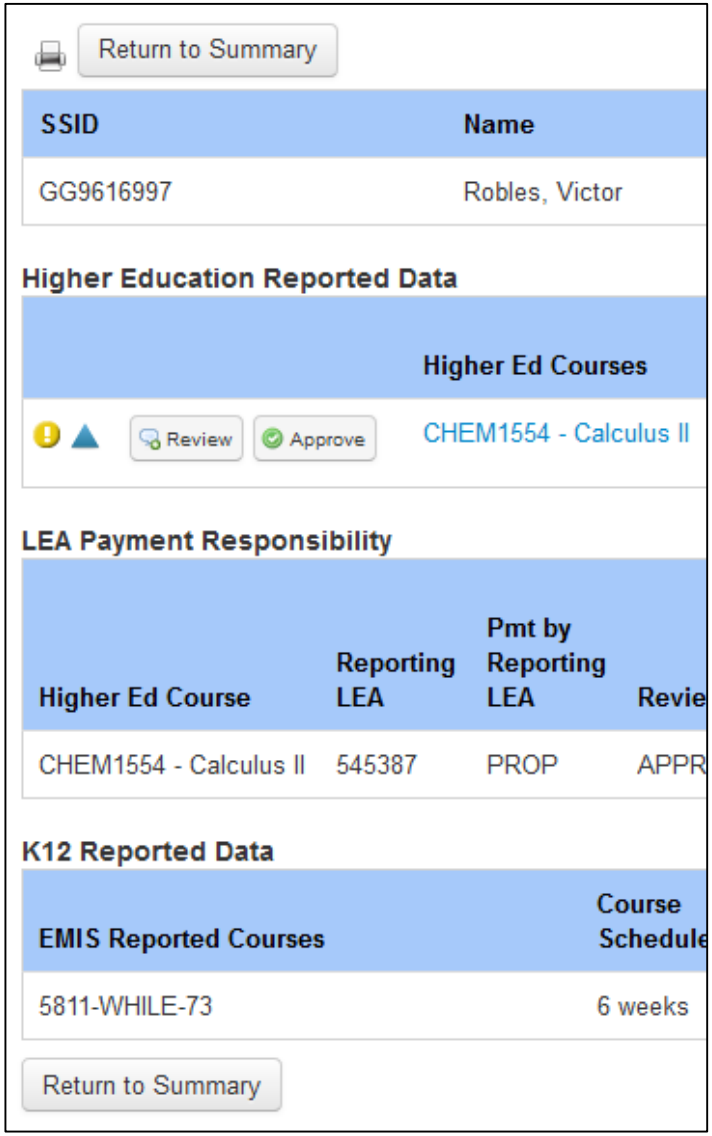
- One or more courses for student/HEI have review flag set impacting funding
  - No date displayed
- One or more courses for student/HEI have review flag set impacting funding *and* one or more courses not yet reviewed
  - Earliest age out date will display

CCP Summary Listing, 5

- Yellow icon
  - One or more courses for student/HEI not yet reviewed
    - Earliest age out date will display
- Green icon
  - All courses approved by district or have aged out
    - No date displayed

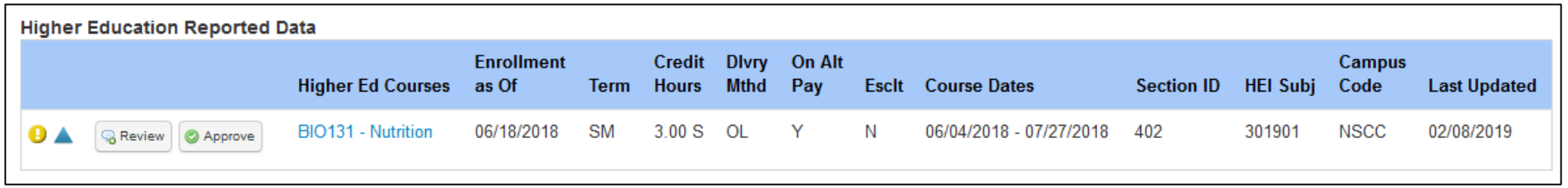
CCP Detail Listing

- Higher Education Reported Data
  - Top section
  - Data colleges have reported to ODE
  - Districts review this data
- LEA Payment Responsibility
  - Middle section
  - Combination of data reported by both
  - Nothing to review
- K12 Reported Data
  - Bottom section
  - Data the districts have reported
  - Nothing to review
- Not all will be populated
- Return to Summary
- Print



Higher Education Reported Data, 1

- Ability to quickly approve
- Ability to review and flag
- Status icon on each course
- Audit detail
- Visual connection by course to LEA Payment Responsibility section

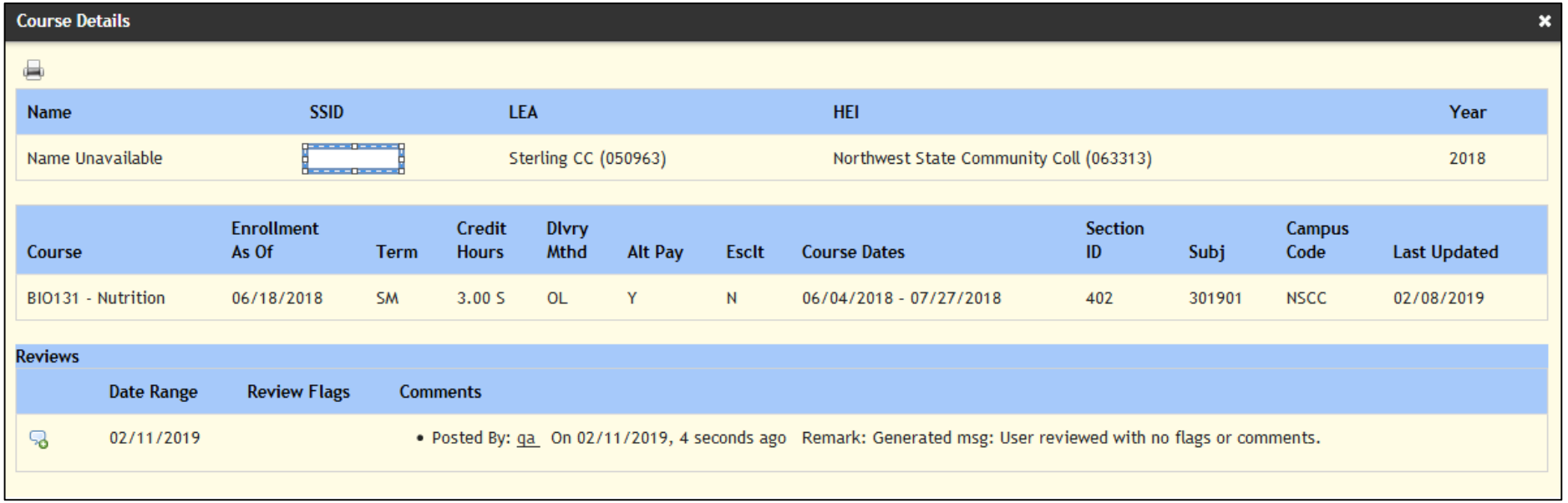


Higher Education Reported Data

	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	Esclt	Course Dates	Section ID	HEI Subj	Campus Code	Last Updated
Review Approve	BIO131 - Nutrition	06/18/2018	SM	3.00 S	OL	Y	N	06/04/2018 - 07/27/2018	402	301901	NSCC	02/08/2019

Higher Education Reported Data, 2

Detail pop-up example



Course Details

Name	SSID	LEA	HEI	Year
Name Unavailable		Sterling CC (050963)	Northwest State Community Coll (063313)	2018

Course	Enrollment As Of	Term	Credit Hours	Dlvry Mthd	Alt Pay	Esclt	Course Dates	Section ID	Subj	Campus Code	Last Updated
BIO131 - Nutrition	06/18/2018	SM	3.00 S	OL	Y	N	06/04/2018 - 07/27/2018	402	301901	NSCC	02/08/2019

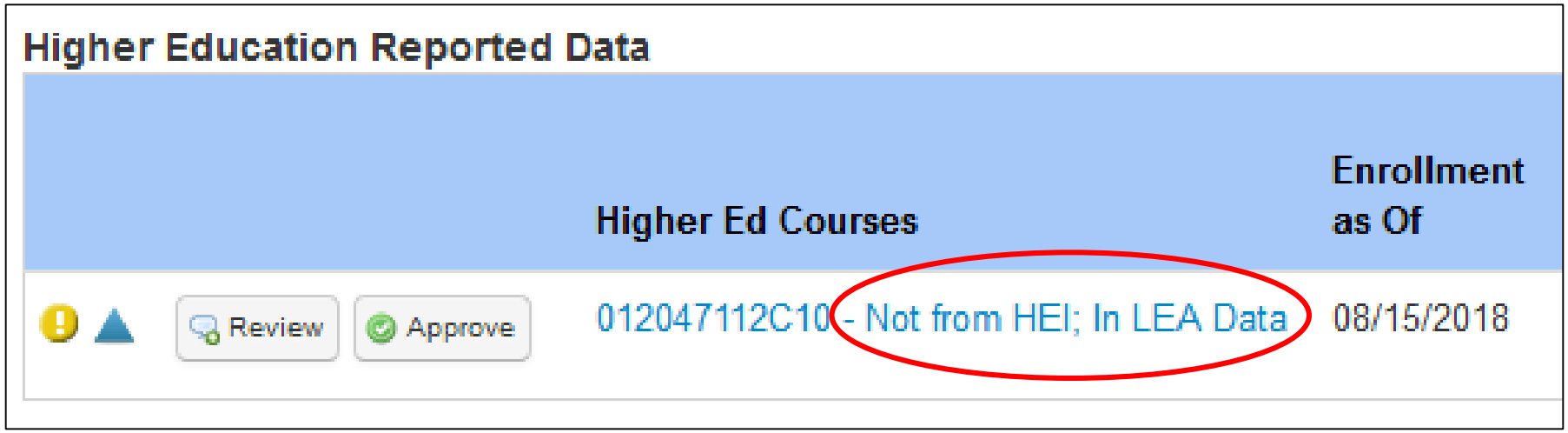
Reviews

Date Range	Review Flags	Comments
02/11/2019		• Posted By: qa On 02/11/2019, 4 seconds ago Remark: Generated msg: User reviewed with no flags or comments.

Higher Education Reported Data, 3

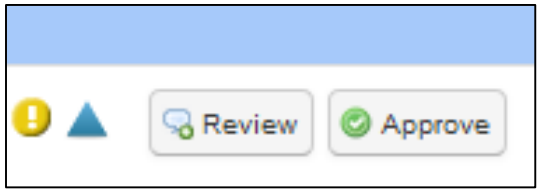
Created courses may display

- Situations where district reports CCP course and college does not
- LEA Course code and description

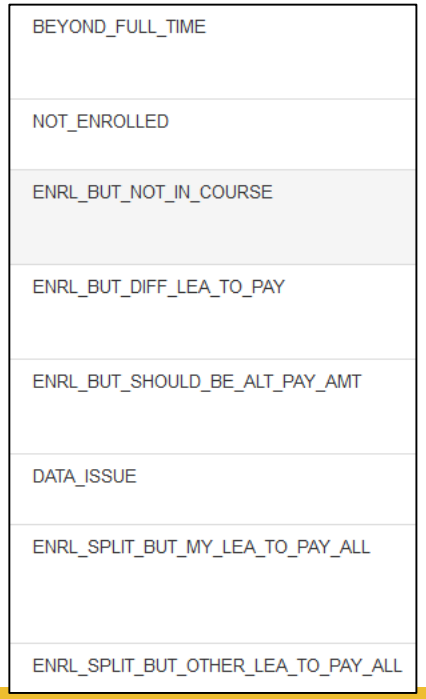


Course Review, 1

- Click on “Approve” button for a quick approval



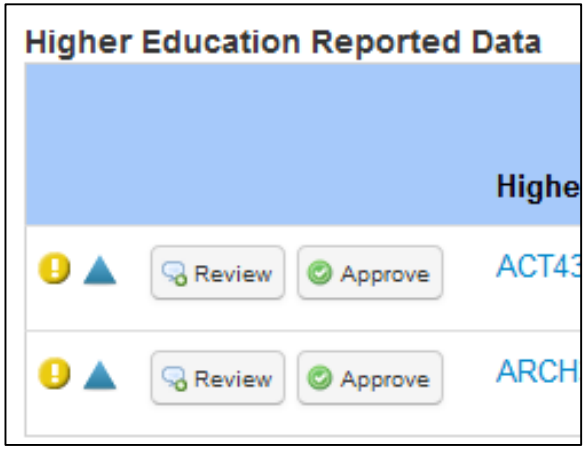
- Click on “Review” for manual review or flag and comment
- 2 Review flags added

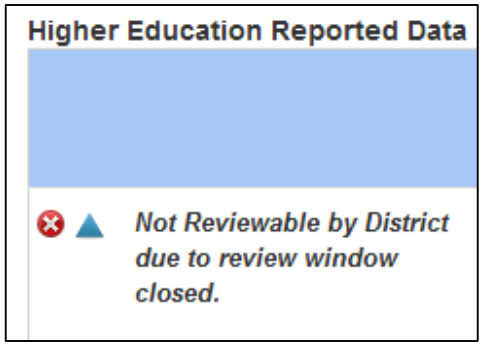


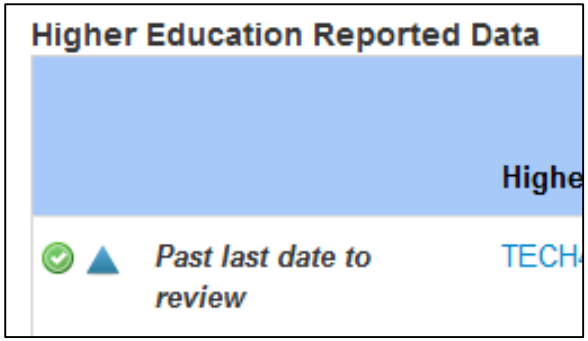
Course Review, 2

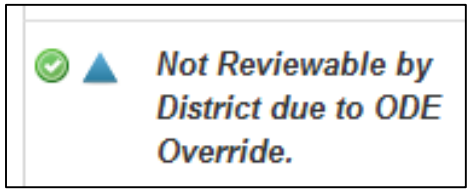
- If “Approve” is selected and change needed select “Review”
- Icon will change if new review changes severity
- New review will not be reflected in Payment Responsibility section until the next payment data is received from ODE
- Click on course link to see full details of review
  - Add new comments
  - Escalation

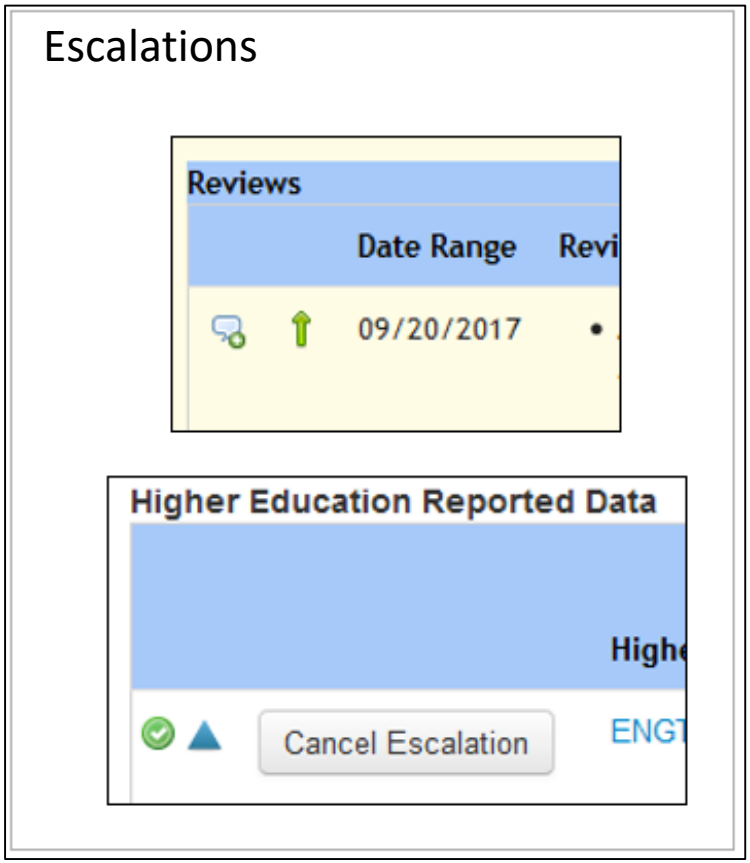
Course Review Messages











LEA Payment Responsibility, 1

- Specifics on any payment associated with a course
  - Could include payment rows for another LEA
- Derived by ODE based on data reported by districts and college
  - Slides 20 – 24 within 2018 OEDSA ODDEX Updates presentation
- May not be any payment data to display
  - *No Payment Responsibility Data*
- Visual connection by course to Higher Education Reported Data section

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of Last Processing	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported	CCP Sent Percent of Time	CCP Course Reported by LEA	LEA FS Start Date	County of Residence	Original HEI Reported LEA
BIO131 - Nutrition	050963	FULL	AGED_OUT	N	N	3.00	100	3.00	N	N	0	Y	07/01/2018	Fulton	047050

LEA Payment Responsibility, 2

- Nothing to review
- May have to scroll right
  - Adjust browser window size
  - Data farthest right is least important, used mostly for problem resolution

LEA Payment Responsibility Example 1

1 course – 1 payment

Higher Education Reported Data

	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	Esclt	Course Dates	Section ID	HEI Subj	Campus Code	Last Updated
Review Approve	BIO131 - Nutrition	06/18/2018	SM	3.00 S	OL	Y	N	06/04/2018 - 07/27/2018	402	301901	NSCC	02/08/2019

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of Last Processing	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported	CCP Sent Percent of Time	CCP Course Reported by LEA	LEA FS Start Date	County of Residence	Original HEI Reported LEA
BIO131 - Nutrition	050963	FULL	AGED_OUT	N	N	3.00	100	3.00	N	N	0	Y	07/01/2018	Fulton	047050

LEA Payment Responsibility Example 2

1 course – 2 payments

Higher Education Reported Data

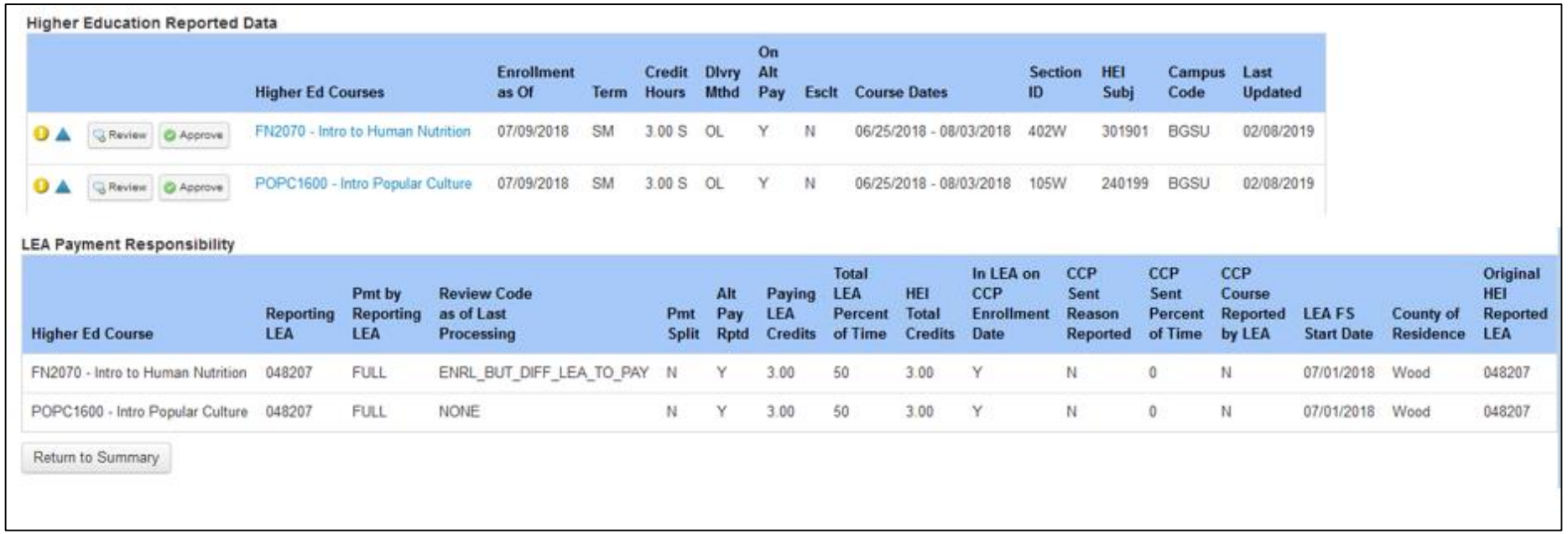
	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	Esclt	Course Dates	Section ID	HEI Subj	Campus Code	Last Updated
Review Approve	ENG111 - Composition I	09/05/2018	AU	3.00 S	OL	Y	N	08/22/2018 - 12/15/2018	400	231301	NSCC	02/08/2019

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of Last Processing	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported	CCP Sent Percent of Time	CCP Course Reported by LEA	LEA FS Start Date	County of Residence	Original HEI Reported LEA
ENG111 - Composition I	047597	PROP	ENRL_SPLIT_MY_LEA_PAY_ALL	Y	Y	2.34	78	3.00	Y	N	0	N	07/01/2018	Henry	047597
ENG111 - Composition I	050963	PROP	ENRL_SPLIT_OTH_LEA_PAY_ALL	Y	Y	0.66	22	3.00	Y	N	0	N	08/15/2018	Henry	047597

LEA Payment Responsibility Example 3

2 courses – 2 payments



Higher Education Reported Data

	Higher Ed Courses	Enrollment as Of	Term	Credit Hours	Dlvry Mthd	On Alt Pay	Esclt	Course Dates	Section ID	HEI Subj	Campus Code	Last Updated
Review Approve	FN2070 - Intro to Human Nutrition	07/09/2018	SM	3.00 S	OL	Y	N	06/25/2018 - 08/03/2018	402W	301901	BGSU	02/08/2019
Review Approve	POPC1600 - Intro Popular Culture	07/09/2018	SM	3.00 S	OL	Y	N	06/25/2018 - 08/03/2018	105W	240199	BGSU	02/08/2019

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of Last Processing	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time	HEI Total Credits	In LEA on CCP Enrollment Date	CCP Sent Reason Reported	CCP Sent Percent of Time	CCP Course Reported by LEA	LEA FS Start Date	County of Residence	Original HEI Reported LEA
FN2070 - Intro to Human Nutrition	048207	FULL	ENRL_BUT_DIFF_LEA_TO_PAY	N	Y	3.00	50	3.00	Y	N	0	N	07/01/2018	Wood	048207
POPC1600 - Intro Popular Culture	048207	FULL	NONE	N	Y	3.00	50	3.00	Y	N	0	N	07/01/2018	Wood	048207

Return to Summary

K12 Reported Data

- Optional and informational
- No match up to courses reported by Higher Ed
- List includes all CCP courses LEA has reported for student regardless of college
  - None display if none reported
- Nothing to review

K12 Reported Data

EMIS Reported Courses	Course Schedule	K12 Subject	HS Credits	Building IRN	Location
012047112C1010000000	1st semester only	059920 - English Language & Composition	1.00	012047	063313 - Northwest State Community Coll
012047CCPPSY11001000	1st semester only	151121 - Psychology	1.00	012047	063313 - Northwest State Community Coll

Return to Summary

Data Exports

- Two exports
  - HEI Course
  - Payment
- District can combine the two using a spreadsheet application
- No export for LEA course data

Review Flag Icons Unchanged

- Red = No funding for this record
  - Review flag set
  - ODE Override – not approved for funding
- Yellow = Student needs some attention
  - Review needed
  - Data quality issue
- Green = Approved for funding
  - Approved no errors
  - Aged out with no actions
  - ODE Override – approved for funding
- Escalated can be any of these
  - Use selection option to review

Functionality Unchanged

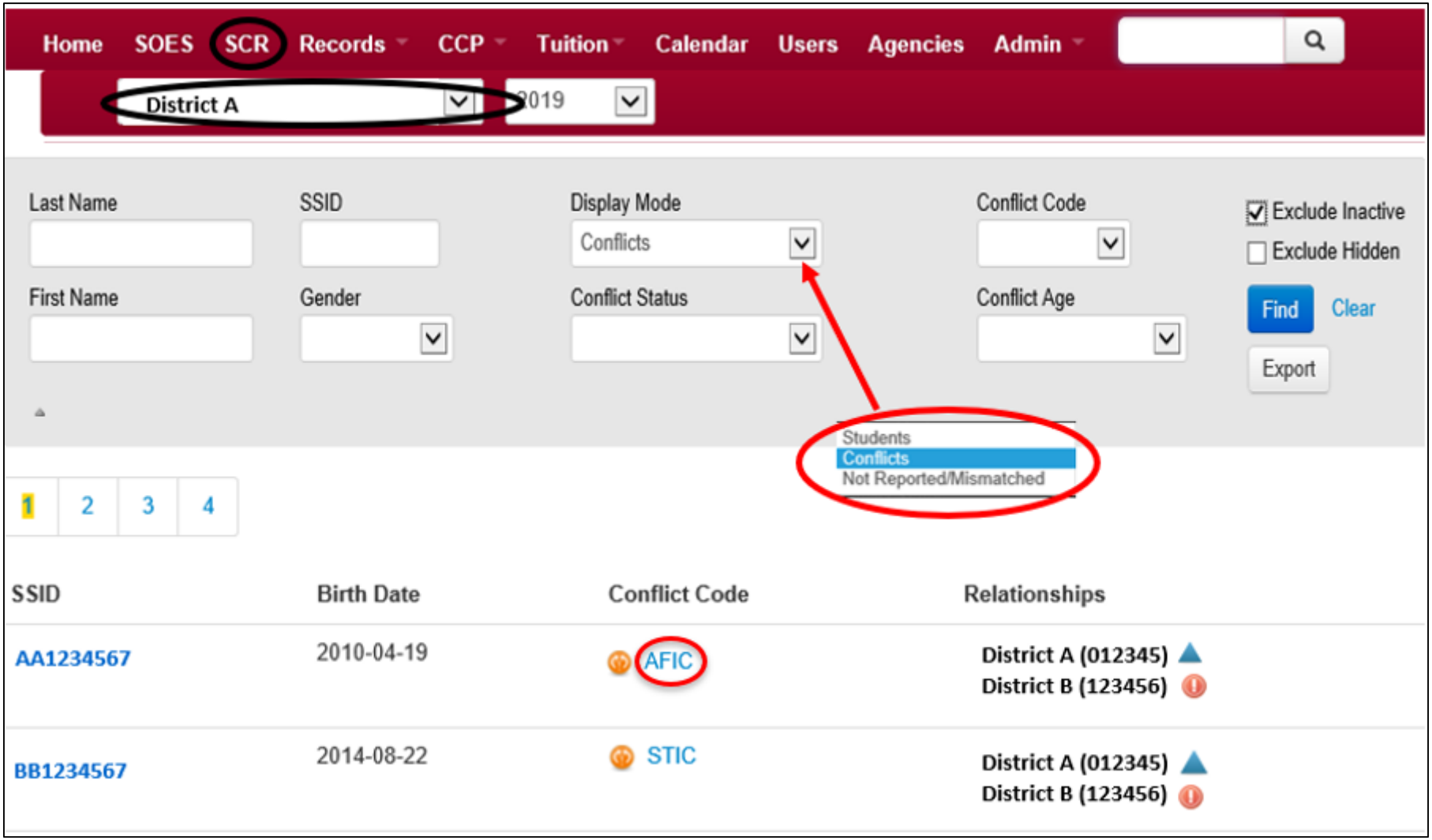
- Hover over tool tips
- Query options
- Partial SSIDs or name can be used in query
- Inactive records show with a strikethrough
- Overall review process
- Ability to Escalate to ODE for their review

Student Cross Reference (SCR) Conflicts

SCR Conflicts Overview

- Conflict does not always equal data error
- Intended to point out potential data issues
- Review frequently
- Not every conflict can be cleared
- Once accuracy verified, hide or ignore

SCR Summary Screen



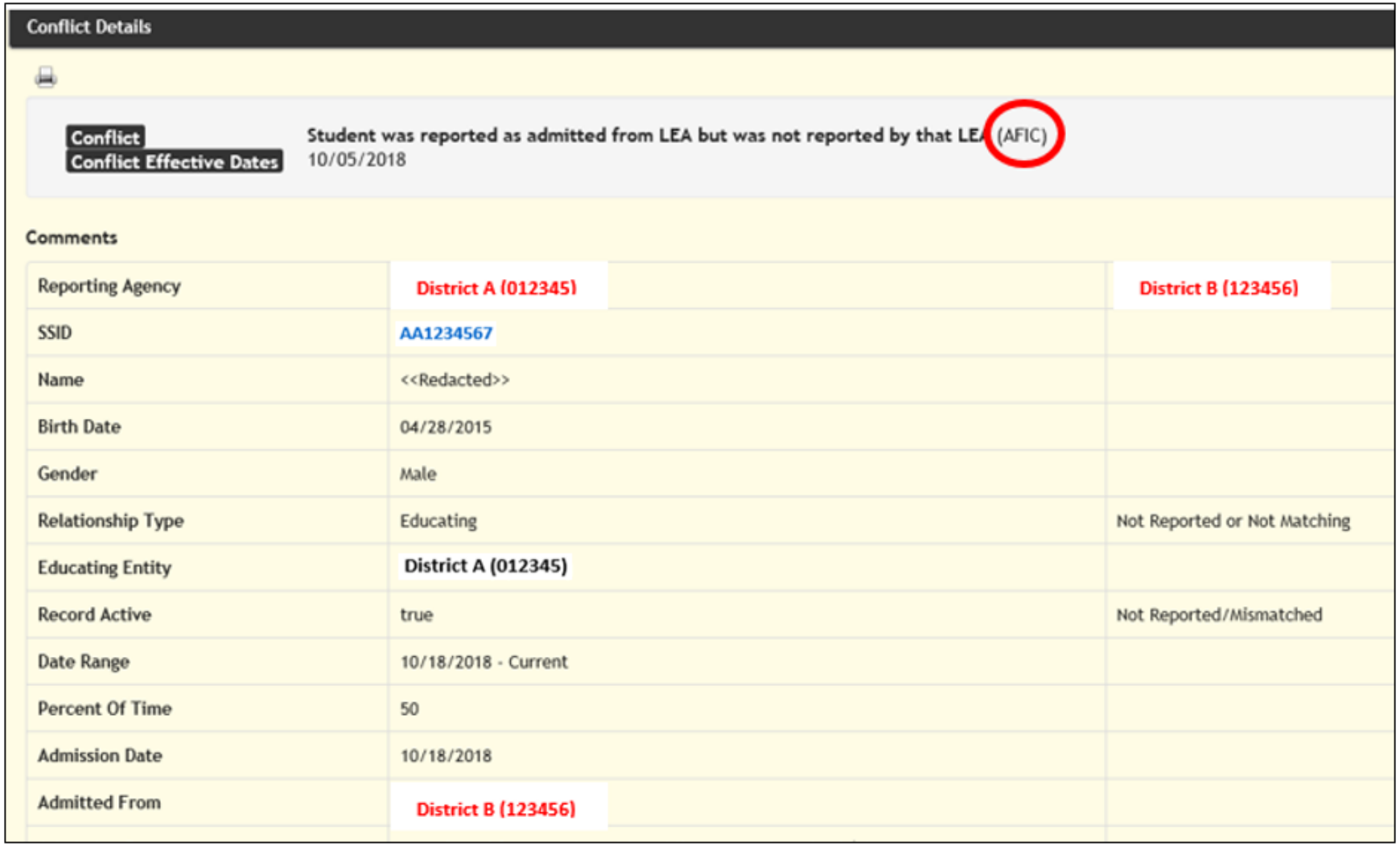
Admitted From IRN (AFIC)

- Student admitted from other district, but that district did not withdraw to your district
- Example
  - District A reporting Admitted From IRN of District B
  - District B not reporting Withdrawn To IRN of District A
  - On summary screen, District A sees “Not Reported/Mismatched” icon for District B

SSID	Birth Date	Conflict Code	Relationships
AA1234567	2010-04-19	AFIC	District A (012345) District B (123456)

AFIC Conflict Detail Screen

District A view



Conflict Details

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

Conflict Effective Dates: 10/05/2018

Comments

Reporting Agency	District A (012345)	District B (123456)
SSID	AA1234567	
Name	<<Redacted>>	
Birth Date	04/28/2015	
Gender	Male	
Relationship Type	Educating	Not Reported or Not Matching
Educating Entity	District A (012345)	
Record Active	true	Not Reported/Mismatched
Date Range	10/18/2018 - Current	
Percent Of Time	50	
Admission Date	10/18/2018	
Admitted From	District B (123456)	

Withdrawn To IRN (WTIC)

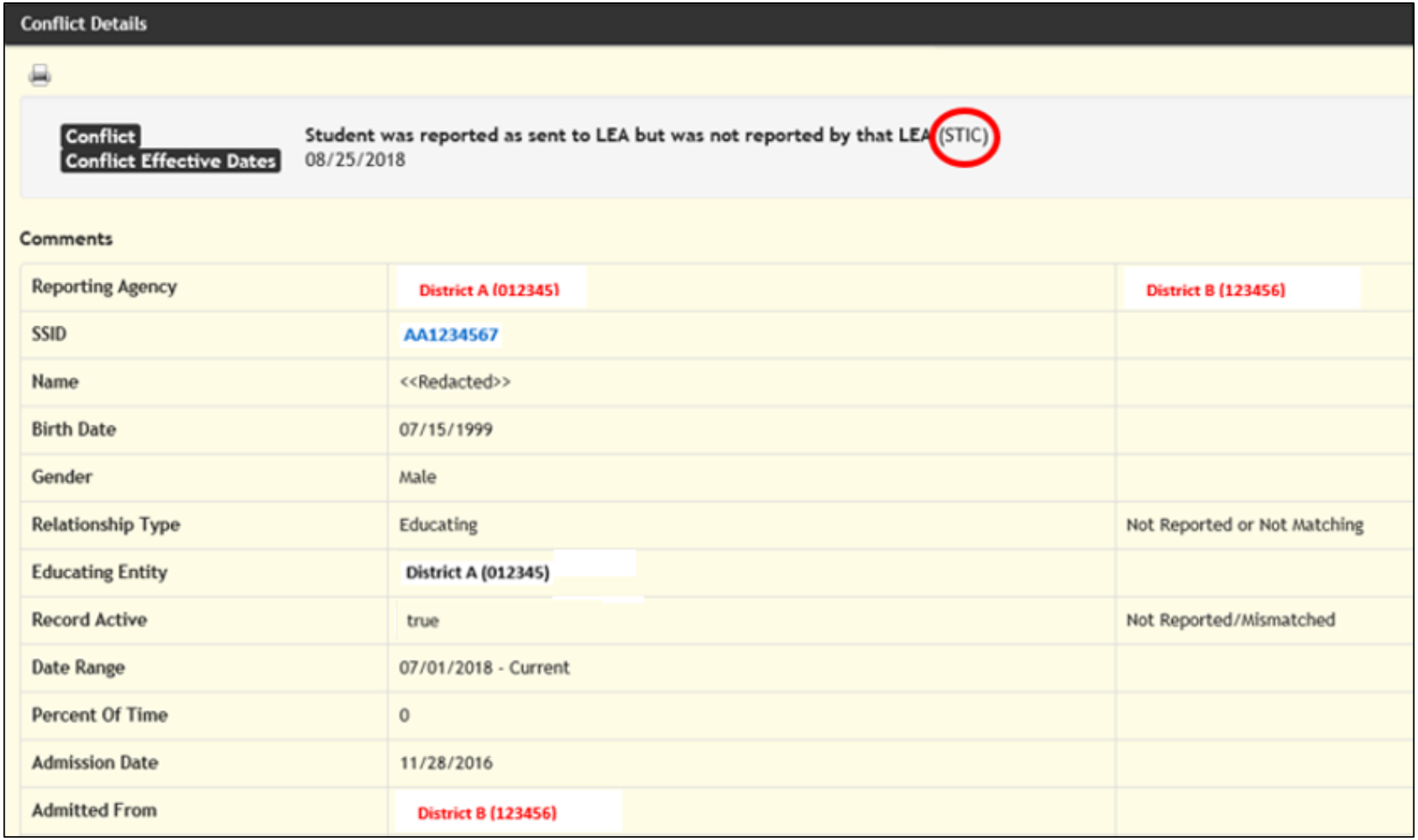
- Student withdrawn to other district, but that district did not admit from your district
- Example
  - District A reporting Withdrawn To IRN of District B
  - District B not reporting Admitted From IRN of District A
  - On summary screen, District A sees “Not Reported/Mismatched” icon for District B

Sent To IRN (STIC)

- Student sent to other district, but that district did not receive from your district
- Example
  - District A reporting Sent To IRN of District B
  - District B not reporting How Received IRN of District A
  - On summary screen, District A sees “Not Reported/Mismatched” icon for District B

STIC Conflict Detail Screen

District A view



Conflict Details

Conflict: Student was reported as sent to LEA but was not reported by that LEA (STIC)

Conflict Effective Dates: 08/25/2018

Comments

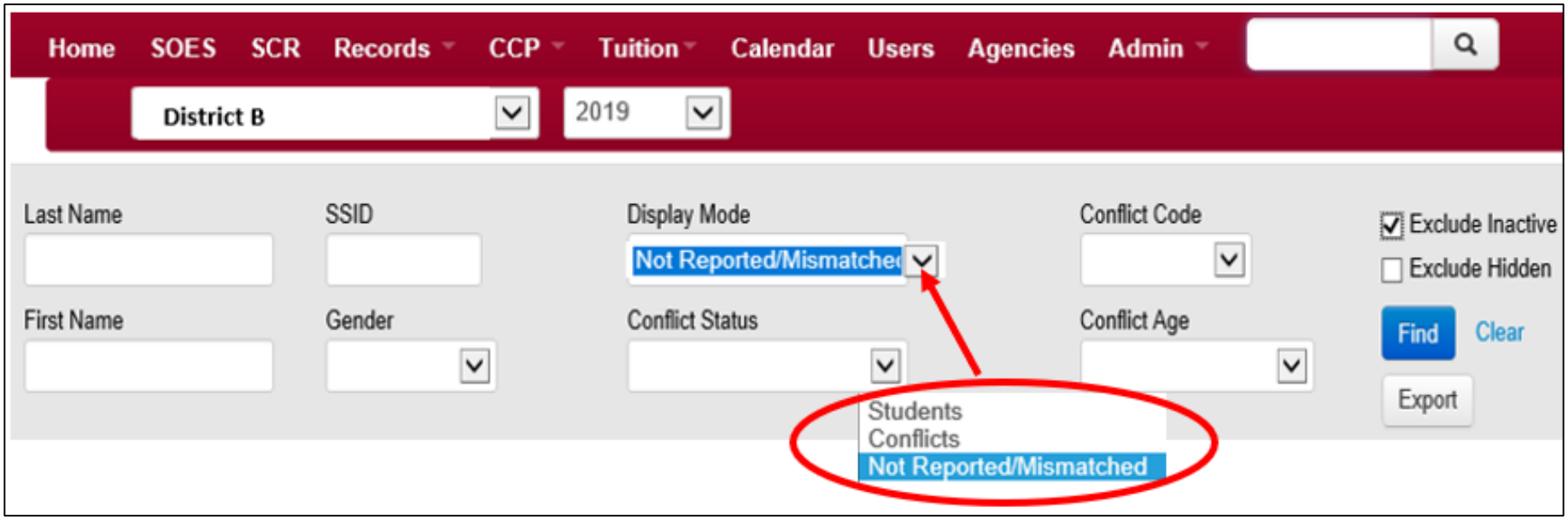
Reporting Agency	District A (012345)	District B (123456)
SSID	AA1234567	
Name	<<Redacted>>	
Birth Date	07/15/1999	
Gender	Male	
Relationship Type	Educating	Not Reported or Not Matching
Educating Entity	District A (012345)	
Record Active	true	Not Reported/Mismatched
Date Range	07/01/2018 - Current	
Percent Of Time	0	
Admission Date	11/28/2016	
Admitted From	District B (123456)	

Received From IRN (RFIC)

- Student received from other district, but that district did not send to your district
- Example
  - District A reporting How Received IRN of District B
  - District B not reporting Sent To IRN of District A
  - On summary screen, District A sees “Not Reported/Mismatched” icon for District B

Not Reported/Mismatched

District B must change Display Mode setting



Exceeded Percent of Time (EPCT)

- Multiple districts report same student and percent of time exceeds 100%
- Indicates data issue that impacts funding

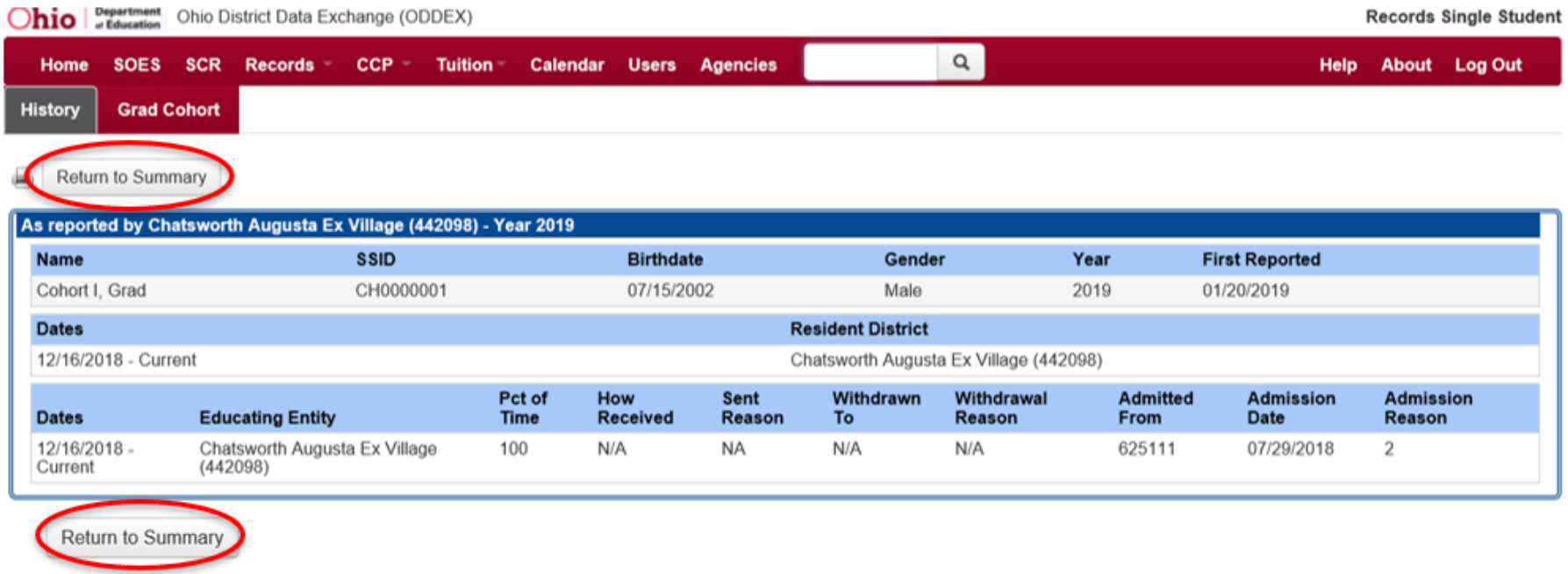
EPCT & FTE Adjustments Report

- Overlapping dates, valid concurrent enrollment
  - Example – Student attending district and JVS
  - FTE reduced proportionally
- Overlapping dates, invalid concurrent enrollment
  - Example – old district reports December 10 withdraw date and new district reports admission date of December 5
  - No funding December 5 – 10

ODDEX Enhancements & Corrections

Enhancements

- Records – Single Student now has Return to Summary button



- In SOES, SAFE role now required for student data access by superintendents at sponsor LEAs

Problems Corrected

Tuition – corrected column headings in exported data

Previous Heading	New Heading
relationship.reviewStatusPaying	Review Status Paying
relationship.reviewStatusEducating	Review Status Educating

General Issues Data Reports

Gen Issues Overview

- Data checks run by various business offices
  - All data sets except Calendar
- Level 2 reports in the Data Collector
  - One for each check
  - Announced via Release Notes
- Alerts districts of possible data quality issues
- Contact information on report and in report explanation

Gen Issues to Look at Now

- Not covering all
- Focusing on checks running now
  - Final Staff/Course (L)
  - Student (S)
  - Assessment (A)
  - March (D)

Final Staff/Course (L) Checks

- Course data
  - Location IRN aligned to licensed preschool
  - Preschool students with no courses
  - Preschool course with non-preschool student population
- Staff data
  - Teacher attendance rate

Student (S) Checks

- IRN reported on preschool courses not a licensed preschool IRN
- ECE variance report
- List of preschool students reported with How Received of “E”
- Students not eligible for ECE funding based on age
- Reported Poverty Level option not valid for ECE funded student

Assessments

Fall 3rd Grade ELA and Reading (A) Collection

- Closing March 1, 2019
- Missing report now available
- Students not proficient on Fall 3rd Grade ELA are not appropriate for Reading Improvement and Monitoring Plans (RIMP)
  - Too late, does not meet 60 day requirement from ***diagnostic*** result
  - *Not* 3rd Grade ELA scores or Reading subscores

Alternate Assessments

- Spring Alternate Assessment (A) Collection
  - GA = Grades 3-8 Alternate Assessment
  - GX = High School Alternate Assessment
- Missing report checks
  - Disability Condition on FD Record
  - ALT test type on GE Record for IEP in effect during administration window
  - On FA Record, GX missing only run for 10th graders

Other Accountability Assessments

- Other Accountability Assessments (A) Collection
  - Non-statewide assessments impacting accountability
  - State-funded ACT/SAT
- Missing report checks, Grade 11 students only
  - If wrong test selected, contact ITC to submit helpdesk ticket
    - Do ***not*** report Score Not Reported (SNR) reason
  - Report SNR reason for students who opted to take other test

Early Learning Assessment (ELA) Reporting Changes

- District awarded Early Childhood Education (ECE) Grant reports participant results
- District of Residence reports results for students with disabilities who are not ECE participants
  - Even if not educating
  - Scores available in ODDEX
- These changes have been incorporated into Fall collection missing report

New Fall ELA Collection Gen Issues Check

- Compares reported scores in EMIS to score in vendor file
- Majority due to districts pulling wrong file from K Ready system

DPR Growth Assessment (A) Collection

- New short name – FY19-A-DPR-Grwth
- End date – July 8, 2019
- Manifest code stays the same – 2019AGDFL
- Version 2 requires new prepare
- Report day of month
  - FA.1001 – Duplicate Record

March Follow-Up (D) Collection

March Follow-up (D) Files from ODE

Two files provided as Level 2 reports in Data Collector

Collection Request / Report Name	Fatal	Critical	Warn	Info	Total	Process Date
▼ March Follow-up Collection (FY19) (2019D0000)						
(CTFL-001) CTE March Follow Up Extract (All Students)	0	0	0	1546	1546	01/10/19 00:00
(CTFL-002) CTE March Follow Up Extract for FFE	0	0	0	1546	1546	01/10/19 00:00

(CTFL-001) CTE March Follow-up Extract (All Students)

- .CSV format
- For district-level analysis
- Not for data submissions

RECORD TYPE	ATNDNG BLDG IRN	SSID	LEGAL DIST OF RES IRN	STUDENT NAME	DIPLOMA RECEIV DATE	DIPLOMA TYPE CODE
GV	Not Availa	AA0001234	******	Not Availab	2017-05-28 0	1
GV	Not Availa	BB0012345	******	Not Availab	2017-05-28 0	1
GV	Not Availa	CC0123456	******	Not Availab	2017-05-28 0	1
GV	Not Availa	DD1234567	******	Not Availab	2017-05-28 0	2

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

- Download from Data Collector
- Change to .SEQ and import into Flat File Editor
  - Instructions in FFE wiki
- Update with survey results
- Export from FFE and upload to Data Collector
- Submit results

March Follow-up (D) Missing Report

- Generated based on students in original ODE file
  - Not included in most recent upload
  - Excluded due to fatal Level 1 error
- Placeholder record added to Preview and Submission files for students on missing report
  - Default values for each element

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

- Additional students based on approved appeal
  - Affected districts will receive notification from Office of Data Quality of report availability
- Follow same procedure for updating as with CTE March Follow-up Extract for FFE
- Collection closes April 12, 2019

Optional March Follow-up (D) Reporting

Only for concentrators in ODE-provided file

- CTE Industry Assessments (GU)
- CTE Technical Assessments (GY)
- Industry Credentials (GW)

March Follow-up (D)
Gen Issues Checks

- Less than 80% reported placement data
- Student(s) not reported
- Post Program Placement Rate is less than 84%
  - For a CTE program
  - For an LEA
- Status Known Rate is less than 85%
  - For a CTE program
  - For an LEA

Five Year Forecast – Initial Optional (P) Collection

Five-Year Forecast – Initial Optional (P) Collection

- Opportunity to submit updates on financial data provided in Initial Required (P) Collection
- Closes March 29, 2019
- Required records for each submission
  - Five-Year Forecast (QF) Record
  - Assumptions uploaded as .TXT or .PDF
- Level 1 rounding warning replaced with fatal acceptable threshold error

Resources

EMIS Manual

- 2.5 Student Attributes – Effective Date (FD) Record
- 2.8 Student Assessment (FA) Record
- 2.12 CTE Workforce Development Follow-up (GV) Record
- 2.13 Student Special Education (GE) Record
- 3.3 Staff Demographic (CI) Record
- 4.2 Course Master (CN) Record
- 7.2 Five-Year Forecast (QF) Record

Report Explanations

- (GNIS-XXX) General Issues
- Student Cross Reference (SCR) Conflicts

Other Resources, 1

- EMIS Release Notes
  - Keywords: “Release Notes”
  - ODE Home > Topics > Data > EMIS > EMIS Technical Documentation > EMIS Release Notes
- Newsflashes
  - Keywords: “EMIS Newsflash”
  - ODE Home > Topics > News > EMIS
- Flat File Editor Wiki
  - https://wiki.ssdt-ohio.org/display/emisffe/EMIS+Flat+File+Editor+Documentation

Other Resources, 2

- ODDEX Release Notes
  - https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503
- Dropout Prevention and Recovery
  - Keywords: “Dropout Prevention”
  - ODE Home > Topics > Community Schools > Dropout Prevention and Recovery
- Five-Year Forecasts
  - Keywords: “Five-Year Forecast”
  - ODE Home > Topics > Finance & Funding > Five-Year Forecasts

Other Resources, 3

- EMIS Presentations
  - Keywords: “ODDEX Updates”
  - ODE Home > Topics > Data > EMIS > EMIS Resources > EMIS Presentations > OEDSA Fall Conference, September 14, 2018 > ODDEX Updates

Business Office

- Office of Early Learning and School Readiness
  - Keywords: “ELSR”
  - ODE Home > Topics > Early Learning
- Office of Data Quality
  - 614-466-7144
  - dataquality@education.ohio.gov

Questions?

education.ohio.gov

Social Media

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