



# ODE ITC EMIS Training

May/June 2019

# 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

- ▶ Assessments, 4
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# Assessments

# Missing Lists, 1

- ▶ No list for IB, AP, GW, WorkKeys, or OGT
- ▶ Dropout Prevention Recovery (DPR) Growth list populated by vendor file
- ▶ Accelerated students will be reflected correctly for 3-8 and EOC lists by mid-late June
- ▶ Child Outcome Summary list only requires one result

# Missing Lists, 2

- ▶ JVSDs only required to report EOC results for direct enrollment students
  - Non-direct enrollment students will appear on resident/sending district's list
- ▶ Review Alternate Assessment missing list
  - Significant number of schools did not submit results in FY18

# Supplementary Reports

- ▶ List of extra records
  - ▶ ODE did not expect from your district
  - ▶ Not on Missing Report
- ▶ District can submit or remove
- ▶ Example 1: Vendor file uploaded by district included results for open enrolled out students
- ▶ Example 2: JVS uploaded EOC results for non-direct enrollment students

# Assessment Gen Issues

- ▶ Reports specific to DPR community schools for EOC and OGT
  - ▶ MAP participation rate – **New**
  - ▶ Current year passage rates
  - ▶ Large change in passage rate from prior year to current year
  - ▶ Invalid MAP values
- ▶ ELA score does not match vendor file – **New**



# July Assessment Appeals

- ▶ Open July 9 – 16, 2019
  - ▶ FY19 DPR Assessment
  - ▶ Approved data corrections due by 5:00 PM on July 22, 2019
- ▶ Open July 18 – 26, 2019
  - ▶ FY19 Fall 3<sup>rd</sup> Grade ELA & Reading
  - ▶ FY19 Spring EOC Assessment
  - ▶ FY19 Spring State Assessment Grades 3-8
  - ▶ Approved data corrections due by 5:00 PM on July 31, 2019

# August Assessment Appeals

- ▶ Open August 12 – 22, 2019
  - ▶ FY19 OGT Assessment
  - ▶ FY19 Alternate Assessment
  - ▶ FY19 OELPA
  - ▶ FY19 Other Accountability Assessments
  - ▶ FY19 Child Outcome Summary Assessment
- ▶ Approved data corrections due by 5:00 PM on August 26, 2019

# TGRG and Retention

# Third Grade Reading Guarantee

- ▶ Reading diagnostic required for all K-3 students enrolled 30 or more days
- ▶ Reading Improvement and Monitoring Plan (RIMP) required for any K-3 student not on track
- ▶ Retention required for students
  - ▶ Not meeting 3<sup>rd</sup> Grade ELA scores
    - ▶ Promotion score = 677
    - ▶ Reading sub-score = 45 **or**
  - ▶ Not meeting an exemption

# Retention Exemptions

- ▶ English Language Learner (ELL)
  - In US school less than three years **and**
  - With less than three years instruction in English
- ▶ Individualized Education Program (IEP) specifically exempting student from retention
- ▶ Previous retention in any K-3 grade level **and** two years intensive reading remediation
- ▶ Met promotion score on TGRG Alternative Assessment

# TGRG Exemption

- ▶ Students with significant cognitive disabilities taking Alternate (ALT) Assessment
- ▶ Not subject to any TGRG requirements
  - Reading Diagnostic Assessment
  - Reading Improvement and Monitoring Plan (RIMP)
  - Retention

# Reading Diagnostic Results

- ▶ \*\* – only when student in district less than 30 days and not assessed
- ▶ EX – only for student with significant cognitive disabilities
- ▶ RN – only when student in district 30 or more days and not assessed
- ▶ All others, report with AO or NO

# RIMP Reporting

- ▶ Use RIMP-specific program codes
  - ▶ When RIMP is written ***and***
  - ▶ Implemented within 60 days of diagnostic result availability ***and***
  - ▶ Additional requirements met
- ▶ When above requirements not met, use other intervention program codes



# Retained Status Options, 1

- ▶\* – only for 3<sup>rd</sup> grader meeting TGRG promotion score requirement on fall, spring, or summer 3<sup>rd</sup> Grade ELA
- ▶A – student retained end of previous year due to TGRG, still retained
- ▶D-F – TGRG not met, student exempt from retention

# Retained Status Options, 2

- ▶ G – student with significant cognitive disability/ALT assessed not subject to any TGRG requirements
- ▶ H – student retained end of previous year due to TGRG, not enrolled this year
- ▶ J-N – TGRG not met, student not retained due to adequate performance on alternative assessment
- ▶ 5 – TGRG met, student retained for other reason

# TGRG Gen Issues

- ▶ No reading diagnostic and no exceptions reported
- ▶ No RIMP-specific program code reported for not on track student
- ▶ Verify accuracy of reported RN and EX diagnostic results
- ▶ Percentage of all K-3 students reported with EX

# Gifted

# Student Gifted Education Record, 1

- ▶ Traditional districts are required to screen, assess, and identify each year
  - Community schools and STEM districts are not
- ▶ Traditional districts, community schools and STEM districts report record for all students
  - JVSs do not report
- ▶ Shared students, only educating entity reports

# Student Gifted Education Record, 2

- ▶ Once identified, always identified
  - Reported as Gifted Identification
- ▶ Date test scores received by district reported as Gifted Identification Date
  - Report original date each year
- ▶ If Gifted Served = Y
  - Report how served

# Program Codes

- ▶ 205xxx, services *not* provided by gifted intervention specialists
- ▶ 206xxx, services provided by gifted intervention specialists
  - ▶ Employee ID required

# Gifted Reporting for Students Taking ACT or SAT

- ▶ Tested students should be reported as screened for gifted
  - ▶ ACT – Math, Reading/Writing, and Science
  - ▶ SAT – Math, Reading/Writing
- ▶ Report as identified if threshold score achieved in subject area, if not already



# Gifted Gen Issues

- ▶ Check for supporting data to accompany gifted service indicator – ***New***
- ▶ Greater than 10% change in number of students identified from one year to the next for each area
- ▶ Greater than 10% change in number of served students from one year to the next

# Special Education

# Transfer Students, 1

- ▶ Adoption of previous ETR or IEP is independent of one another
- ▶ If not adopting previous out-of-state ETR
  - Report next as initial ETR
- ▶ If not adopting previous in-state ETR
  - Report next as review ETR

# Transfer Students, 2

- ▶ If district adopts previous ETR or IEP, also adopts existing timelines of original
- ▶ Not adopting previous IEP, 30 day rule applies to the development, adoption, and implementation of ***new*** IEP
- ▶ Report an NIEP when services provided to a transfer student with no IEP in place

# Special Ed Gen Issues

- ▶ Alternate Assessment – **New**
- ▶ Discipline discrepancies and disproportionality
- ▶ Timely initial evaluations
- ▶ Early childhood transition from Part C to Part B
- ▶ Secondary transition

# Staff/Course

# Overview

- ▶ Report all staff employed for FY19
  - ▶ Current
  - ▶ Separated
  - ▶ Supplementals
- ▶ Correct errors carried over from Initial Staff/Course (L) Collection
  - ▶ Will not change certification
  - ▶ May impact CTE FTE issues
- ▶ Work with HR before FY19 staff data is updated for FY20

# Staff Attendance

- ▶ Include all approved professional days and P/T conference days in Attendance Days
- ▶ Long-term illness days must be reported in both Absence Days and Absence Days-Long Term Illness
  - Impacts Attendance Rate

*Attendance Days*

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*(Attendance Days + Absence Days) – Long Term Illness days*

*Attendance Days = 125; Non-LTI Absence Days = 18; LTI Days = 20*



# Staff Separation

- ▶ Worked this year, leaving at end of year
  - ▶ Separation Date and Reason
  - ▶ No change to Position Status
- ▶ Worked 0 days this year, left prior to end of last school year, no separation reported
  - ▶ Separation Date and Reason
  - ▶ Position Status = U
- ▶ Worked 0 days this year, left after end of last school year, no separation reported
  - ▶ Summer Employment Separation (CL) Record or
  - ▶ CI/CK with Position Status = U

# Position FTE

- ▶ Verify no current staff reported with 0.00 FTE
  - Exception: Supplementals
- ▶ Report 1 FTE if staff member considered full time for position
- ▶ Multiple positions, split FTE accordingly
  - Example: Half time as teacher of record and half time as LEP pull-out instructor

Position Code	Position FTE
230	.50
208	.50

# Staff/Course Gen Issues

## ▶ Staff

- ▶ Attendance reporting for all staff

## ▶ Course

- ▶ Location IRN reported on preschool course is not a valid licensed preschool IRN
- ▶ No courses reported for preschool student
- ▶ Improper student population for preschool course

# Final Staff/Course Appeals

- ▶ Open August 12 – 22, 2019
- ▶ Only opportunity to appeal data that impacts report card and funding
- ▶ Approved data corrections due by 5:00 PM on August 26, 2019

# Graduation

# Cornerstones, 1

## ▶ Dates

- ▶ Effective End Date = last day of attendance
- ▶ Diploma Date = date received by student
- ▶ Special Education Graduation Requirement Date = current year IEP date

## ▶ Withdrawals

- ▶ Reason = 99, 41, or 75
- ▶ Summer grad = completed grad requirements over summer
- ▶ Withdrawal Override = updating previously reported data

# Cornerstones, 2

## 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

- ▶ Alternative pathway program codes
- ▶ Graduation seal program codes
- ▶ Military Compact Graduation Alternative Count
- ▶ OGT Graduation Alternative



# Cohort Assignment

- ▶ Grade Level as of October 1 used for student reported in prior year
- ▶ Fiscal Year Began 9th Grade used for student not reported in prior year
- ▶ Use Grad Cohort Reports to verify first year students before close of FY19 End of Year Student Collections
  - ▶ Only opportunity to correct through EMIS reporting

# (GRAD-999) Grad Issues

## ▶ Student (S) Collections

- GR3002 Student does not meet any pathway

## ▶ 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

# Data Collector

# Counts of DN Records Excluded Report

- ▶ Counts within attribute group
  - ▶ Incorrect District IRN
  - ▶ Incorrect Attribute for Org Type
  - ▶ Incorrect Collection Window
- ▶ Reason codes appear on Excluded Records Report

# Missing Report – Organization Attribute (DN)

Attribute names required to be reported by an org type in a Collection Request

‣ Not reported or invalid

District IRN	Collection Request	Attribute Name	Organization IRN	Attribute Group Name	Required at District Level Flag	Required at ORG IRN Level Flag
123456	2019SBODE	PHYSEDNE09	072050	PhysEd Evaluation Group	N	Y
123456	2019SBODE	PHYSEDPF09	072050	PhysEd Evaluation Group	N	Y

Allowed at District Level Flag	Allowed at ORG IRN Level Flag	Attribute Text Required Flag	Attribute Date Required Flag	Attribute Number Required Flag	DN Status	Missing Reason
Y	Y	N	N	Y	Missing	Missing
Y	Y	N	N	Y	Fatal	Fatal

# (WKCD-002) WKC Summary

- ▶ Compares current year WKC data with last year by building and grade level
- ▶ Helps identify issues

RPTING LEA IRN	SEVERITY CODE	STATE EQUIV GRADE LEVEL CODE	MAJORITY OF ATTND IRN	ORG NAME	PY STUDENT COUNTS
123456	C	IN	*****	State level	0
123456	W	10	*****	State Level	905
123456	I	06	000222	Hogwarts	183

PY OVERL STUDENT COUNTS	PY PERCENT OF TOTAL	CY STUDENT COUNTS	CY OVRL STUDENT COUNTS	CY PERCENT OF TOTAL	PERC CHANGE
0	0	1	1	100	100
3964	22.83	1241	3951	31.41	8.58
4146	4.41	153	4275	3.58	-0.83

# Enhancements

## Messaging in Collection Requests tab

- ▶ Reminders, notifications, etc.

The screenshot shows a web application interface for 'Collection Requests'. At the top, there is a navigation bar with tabs: 'Collection Requests' (highlighted in green), 'Collection Status', 'Submissions', 'Progress', 'Reports', 'Archives', and 'Preferences'. Below the navigation bar is a header section titled 'Collection Requests Summary'. The main content area displays a list of messages:

- Messages for ...
- Your District: [Please check your Teacher Licensure report](#)
- [Student Course Enrollment appears to be missing from your last L submission](#)
- All Community Schools: [Data for the May payment to be pulled on Thursday](#)
- All EMIS reporters: [Financial Collection is closing in two days](#)

Below the messages is a section for the 'Ohio Department of Education'. There are links for 'Refresh' and 'Restore Defaults'. A filter section is present with the text 'Use the choices below to filter the list of collection requests shown'. The filters include:

- Collection Request: All (dropdown menu)
- Data Set: All (dropdown menu)
- School Year: All (dropdown menu)
- Show closed collections

# Reports Tab Changes, 1

## ▶ Pre submission

- ▶ Previews and Level 1s

## ▶ Post-Submission and Processing by ODE

- ▶ Level 2s and Received Files

- ▶ New Highlights and Recent



The screenshot shows a navigation bar with tabs for Action Status, Submissions, Progress, Reports (highlighted in green), Archives, and Preferences. Below the navigation bar, the main content area is titled "Data Feedback Reports and Files". Under this title, there are two columns of links. The left column is titled "Pre-Submission to ODE" and contains the link "Data Preview/Review and Level 1 Details". The right column is titled "Post-Submission and Processing by ODE" and contains three links: "Highlights and Recent", "Level 2 Details", and "Received Files Details".



# Reports Tab Changes, 2

- ▶ Help links
- ▶ Category filter by user
- ▶ Ten reports per page in Timestamp order

Show/Hide Category:

Archives       Building       Graduation       Person  
 Tuition       Unknown

[Deselect All Categories](#)

Report or File Name	Category	Count or Size	Timestamp	Help Page
<a href="#">Last Collection Flat Files</a>	Archives	1 kb	02/07/19 14:15	<a href="#">Help ...</a>
<a href="#">Level 2 Reports</a>	Archives	3 kb	01/17/19 14:04	<a href="#">Help ...</a>
<a href="#">Cohort-EOC-Asmnt-Detail (for 2018 run on 03/10/2018)</a>	Graduation	1 kb	12/20/18 13:45	<a href="#">Help ...</a>
<a href="#">Cohort-EOC-Asmnt-Detail (for 2018 run on 03/22/2018)</a>	Graduation	1 kb	12/20/18 13:45	<a href="#">Help ...</a>
<a href="#">Cohort-EOC-Asmnt-Detail (for 2018 run on 03/23/2018)</a>	Graduation	1 kb	12/20/18 13:45	<a href="#">Help ...</a>
<a href="#">Cohort-EOC-Asmnt-Detail (for 2018 run on 04/18/2018)</a>	Graduation	25 kb	12/20/18 13:45	<a href="#">Help ...</a>
<a href="#">Cohort-EOC-Asmnt-Detail (for 2018 run on 02/29/2020)</a>	Graduation	1 kb	12/20/18 13:45	<a href="#">Help ...</a>
<a href="#">Cohort-EOC-Asmnt-Detail (for 2018 run on 02/29/2040)</a>	Graduation	1 kb	12/20/18 13:45	<a href="#">Help ...</a>
<a href="#">Cohort-EOC-Asmnt-Detail (for 2019 run on 04/18/2018)</a>	Graduation	25 kb	12/20/18 13:45	<a href="#">Help ...</a>
<a href="#">Cohort-EOC-Asmnt-Detail (for 2019 run on 03/28/2019)</a>	Graduation	1 kb	12/20/18 13:45	<a href="#">Help ...</a>

Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10    Items per Page: 10

Filter Options:

School Year: All    Category: All    Report or File Name includes:

# Archives Tab

- ▶ Submissions moving to Submission tab
- ▶ Archives moving from Files to Archives tab
- ▶ New auto generate feature

### Manage Archives

To view prior submissions or previews archives, choose the appropriate filter options below and click on the List Archives link. Click on an archive file to download it.  
For deleted Collection Requests you may be able to find the archived submissions and previews using the Files tab.

**Filter Options**

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

Show closed collections

Archive Type:   Combine all archived files into a single .zip file per Collection Request

[List Archives](#) | [Restore Defaults](#)

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
<input type="checkbox"/> <a href="#">Submission_2019D0000_2.zip</a>	FY19-D-March Flwup (2019D0000)	Submission	1.4	2	January 10, 2019	(959 bytes)
<input type="checkbox"/> <a href="#">Submission_2019D0000_3.zip</a>	FY19-D-March Flwup (2019D0000)	Submission	2.3	3	February 28, 2019	(959 bytes)

[Select All](#) | [Select None](#) | [Delete Selected](#)

# ODDEX

# CCP Data Reviews

- ▶ Closeout of FY2016 – 2018 courses and agreements
- ▶ Last chance for colleges to update
- ▶ Districts will be able to flag and escalate
- ▶ New reports
  - ▶ You are paying but not reporting
  - ▶ Flags and escalations
  - ▶ Payment by SSID

# Records/Single Student Updates

▶ New help links available at module level

Return to Summary Help

**SCR Data as reported by Chatsworth Augusta Ex Village (442098) - Year 2019**

Name	SSID	Birthdate	Gender	Year	First Reported
Becker, Eddie	LJ8256551	02/19/2002	Male	2019	05/15/2019

**Dates** **Resident District**

07/01/2017 - Current Doraville Lafayette Ex Village (009807)

Dates	Educating Entity	Pct of Time	How Received	Sent Reason	Withdrawn To	Withdrawal Reason	Admitted From	Admission Date	Admission Reason
03/13/2019 - Current	Augusta-Richmond County Barney Academy (413615)	100	N/A	NA	N/A	N/A	030224	02/24/2019	1
07/01/2017 - 03/12/2019	Broxton Bowman Community School (397655)	100	N/A	NA	053840	79	030224	03/01/2016	2

**Additional Data as reported by Chatsworth Augusta Ex Village (442098) - Year 2019 – Based on final FS/FD records reported by LEA in this year**

Attending Org IRN	Grade	Disadvantagemt	LEP	Gifted ID	Military Identifier	Reading Diagnostics	Total Attendance	Excused Absence	Unexcused Absence	Reference Date
357091	01	2	N	YYYYYNN	C	NO	117.92	11.60	13.65	Current

Return to Summary

▶ Additional elements from Student (S) Collections in separate table

# Document Upload in Tuition

- ▶ Educating district uploads
- ▶ Available for a limited time

Name	SSID	Year								
Mullins, Scott	JB8819171	2019								
Resident/Paying LEA	Annual Rate	Tuition Amount	Parent	Address						
Ellabelle Sirmans City (846688)	543306.81	382785.49	Alexander, Bethany	749 Vaughn Avenue Stillwell OH 90948						
Educating/Receiving LEA	Annual Rate	Enrollment Dates	Grade	FTE	How Rcvd	Disability	Tuition Type	Tuition Amount	Tuition Paid	Last Updated
Chatsworth Augusta Ex Village (442098)	54598.20	05/25/2019 - 06/28/2019	12	0.749617	7	N/A	A	903112.52		05/03/2019
Documents										
<a href="#">Upload File</a>										
Filename	Last Date to Download	Description								
POA-Minor.PNG	05/13/2019	Power of Attorney for minor child scanned image								

No file selected.

Document Description

# Other

# Student Gen Issues, 1

## ▶ Attendance

- ▶ Rate changes and percentages
- ▶ 25% or more students notified of excessive absences
- ▶ District or building with 0 attendance hours
- ▶ Total hours of attendance not equal to days in session

## ▶ Proficiency Rates

- ▶ 0% rate in Reading and Math



# Student Gen Issues, 2

## ▶ Discipline

- ▶ 0 discipline reasons and types reported
- ▶ 50% change in discipline types reported from previous year
- ▶ Number of expulsions is greater than 3 per 100 students enrolled

## ▶ Participation Rates

- ▶ Low AMO participation rate in ELA and Math

# Additional Appeals

## ▶ FY19 Student

- ▶ Open July 18 – 26, 2019
- ▶ Only opportunity to appeal your own data
- ▶ Approved data corrections due by 5:00 PM on July 31, 2019

## ▶ FY19 Final Calendar

- ▶ Open August 12 – 22, 2019
- ▶ Only opportunity to appeal data impacting report and funding
- ▶ Approved data corrections due by 5:00 PM on August 26, 2019

# Conversion to OH|ID from SAFE

- ▶ Went into effect May 13, except ODDEX
- ▶ ODDEX
- ▶ EdConnections

# Resources

# EMIS Manual, 1

- ▶ 2.4 Student Standing (FS) Record
- ▶ 2.5 Student Attributes – Effective Date (FD) Record
- ▶ 2.6 Student Attributes – No Date (FN) Record
- ▶ 2.8 Student Assessment (FA) Record
- ▶ 2.9 Student Program (GQ) Record
- ▶ 2.10 Student Gifted Education (GG) 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

# EMIS Manual, 2

- ▶ 3.3 Staff Demographic (CI) Record
- ▶ 3.4 Staff Employment (CK) Record
- ▶ 3.7 Staff Summer Employment Separation (CL) Record
- ▶ 5.3 Organization-General Information (DN) Record

[ODE Home](#) > [Topics](#) > [EMIS](#) > [Documentation](#) >  
[EMIS Manual](#)

# Report Explanations

- ▶ Assessment Missing Reports
- ▶ (GNIS-xxx) General Issues Report
- ▶ (WKCD-002) Where Kids Count Summary

[ODE Home](#) > [Topics](#) > [EMIS](#) > [Documentation](#) >  
[EMIS Validation and Report Explanations](#)

# Other Resources, 1

## ▶ Approved Gifted Assessments

- ▶ <https://education.ohio.gov/getattachment/Topics/Common-Application-for-Requests-for-Qualifications/2017-2018-Chart-of-Approved-Gifted-Assessments.pdf.aspx?lang=en-US>

## ▶ EdConnection

- ▶ Keywords: “EdConnection”
- ▶ ODE Home > Media > EdConnection

## ▶ Graduation Requirements

- ▶ Keywords: “Graduation Requirements”
- ▶ ODE Home > Topics > Graduation Requirements



# Other Resources, 2

## ▶ OAEP Presentations

- ▶ <https://www.oeap.net/page/MondayHandouts>
- ▶ <https://www.oeap.net/page/TuesdayHandouts>

## ▶ ODDEX Help

- ▶ <https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503>

# Other Resources,

## ▶ TGRG Guidance Manual

- ▶ Keywords: “TGRG”
- ▶ ODE Home > Topics > Learning in Ohio > Literacy > Third Grade Reading Guarantee

## ▶ Tuition Manual 2019

- ▶ Keywords: “Tuition”
- ▶ ODE Home > Topics > Ohio’s School Options > Public Schools > Forms and Program Information for Traditional Public Schools

# Appeals

## Office of Data Quality

- [dataquality@education.ohio.gov](mailto:dataquality@education.ohio.gov)
- (614) 466-7144

# Questions?



[education.ohio.gov](http://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 @EMISOhio

**You Tube**

OhioEdDept