ODE ITC EMIS Training

November 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

Topics

- Career-Technical Education, 4

- Court vs. Foster, 18

- EMIS Changes, 32

- CCP Payment Responsibility, 42

- Resources, 52

Career-Technical Education

Review – CTE FTE Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total
▼ Staff and Course Collection - Initial (FY20) (2020L1STR)						
✅ (CTEA-000) CTE FTE Detail	Hogwarts Career Center 012345	394	372	0	2009	2775
✅ (CTEA-001) CTE Student Error Detail	Hogwarts Career Center 012345	106	0	0	0	106
✅ (CTEA-002) CTE Course Error Detail	Hogwarts Career Center 012345	108	0	0	0	108
✅ (CTEA-003) CTE Staff Error Detail	Hogwarts Career Center 012345	27	0	0	0	27
✅ (CTEA-004) CTE FTE Summary by Course	Hogwarts Career Center 012345	0	0	0	304	304
✅ (CTEA-005) CTE FTE Summary by Category	Hogwarts Career Center 012345	0	0	0	500	500
✅ (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating	Hogwarts Career Center 012345	0	0	0	4	4
✅ (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District	Hogwarts Career Center 012345	0	0	0	4	4
✅ (CTEA-009) CTE FTE Daily Summary Report - Transfers	Hogwarts Career Center 012345	0	0	0	44	44

Report Explanations

CTE FTE Reports, *includes information for the following reports*   9/4/18

» (CTEA-000) CTE FTE Detail

» (CTEA-001) CTE Student Error Detail

» (CTEA-002) CTE Course Error Detail

» (CTEA-003) CTE Staff Error Detail

» (CTEA-004) CTE FTE Summary by Course

» (CTEA-005) CTE FTE Summary by Category

» (CTEA-006) CTE Approved Overrides

CTE FTE Daily Summary Reports, *includes information for the following reports*   5/11/18

» (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating

» (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District

» (CTEA-009) CTE FTE Daily Summary Report - Transfers

CTE FTE Detail Report

- All students who generate potential CTE FTE appear in report
  - Reported with a District Relationship = 1
  - Enrolled in course meeting at least one of the following criteria
    - Curriculum Code begins with V
    - Subject Code found in current year CTE Matrix and does not start with 05, 11, 13, or 15
    - Delivery Method Code = CP
- Used to reconcile with School Finance Payment Report (SFPR)

CTE Error Detail Reports

- Reflect reasons for adjustments
  - (CTEA-001) CTE Student Error Detail
  - (CTEA-002) CTE Course Error Detail
  - (CTEA-003) CTE Staff Error Detail
- Only include students educated by reporting district
- All rows that appear in reports carry Fatal Severity Code

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CTE FTE Daily Summary Reports

- Allow daily tracking of CTE FTE
  - (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - (CTEA-009) CTE FTE Daily Summary Report – Transfers
- Compare with CTE FTE Detail Report
- Grouped to generally match SFPR and accompanying worksheets

CTE Licensure Override Request, 1

- Only for CTE teachers flagged on the CTE Staff Error Detail report who are certified to teach course(s) through
  - Middle School Validation (VM) Process or
  - Project Lead the Way (PLTW)
- Must complete by April 24, 2020
- Project Lead the Way Information Technology certification *not* valid
  - These requests will not be approved

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CTE Licensure Override Request, 2

Override instructions

Template data must match EMIS data

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Approved Overrides

- Overrides not part of nightly process; once applied, reports reflect updates
  - Rows removed from CTE Staff Error Detail Report
  - Flag changed to "N" on CTE FTE Detail Report
  - Appears on CTE Approved Overrides Report
- Reminder: the TLC Status Report will not change
  - Proper cert flag remains "N"

Correlated Class (CV) Record

- Indicates relationship between
  - CTE anchor *and*
  - Associated CTE related or CTE academic class(es)
- Career-tech related pathway anchor and correlated courses require approved CTE-26 application

Anchor Class

Must have valid career-tech Curriculum (CN310) and Subject Code (CN050) per CTE Program and Assessment Matrix

- Valid Curriculum options VN, VP, or VT

Workforce Development Program Correlated Class

- Must have valid career-tech Curriculum (CN310) and Subject Code (CN050) per CTE Program and Assessment Matrix
  - Valid Curriculum option V3
- All students enrolled in correlated class must also be enrolled in approved and funded WFD anchor
  - Valid Curriculum options VP or VT

Career Based Intervention Correlated Class

- Must have valid career-tech Curriculum (CN310) and CBI Subject Code (CN050) per CTE Program and Assessment Matrix
  - Valid Curriculum option V3
- All students enrolled in correlated class must also be enrolled in approved and funded CBI anchor
  - Valid Curriculum option VN

When To Correlate?

- All V3 courses should be correlated to an anchor course
- All VP courses must be correlated to V3 course(s)
- Not all VT or non-CBI VN courses require correlation
  - Can be stand-alone courses

Court vs. Foster

How Received Codes

- Child welfare agency has placement and care responsibility

    - C: Foster Placed Student or

    - G: Foster Placed Student, Open Enrolled Out

- Child welfare agency does *not* have placement and care responsibility

    - D: Non-Foster Court Placed Student

- All situations report Sent Reason FC

Foster Placements

- Example 1: Placed in resident district

Student Standing (FS) Element	District A (DOR)
District Relationship	1
District of Residence IRN	******
How Received	C
How Received IRN	District A

- Example 2: Placed in District B

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	District B
District Relationship	3	1
District of Residence IRN	******	District A
How Received	*	C
How Received IRN	******	District A
Sent Reason	FC	NA
Sent to IRN	District B	******

Example 3: Foster Placement

Placed in District B, then open enrolled to District C

Student Standing (FS) Element	District A (DOR)	District B	District C
County of Residence	District B		District B
District Relationship	3		1
District of Residence IRN	******	No	District A
How Received	*	Reporting	G
How Received IRN	******	Required	District A
Sent Reason	OE		NA
Sent to IRN	District C		******

Example 4: Foster Placement

Placed in District B, then remains at District A

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	
District Relationship	1	No
District of Residence IRN	******	Reporting
How Received	C	Required
How Received IRN	District A	

Court Placements

- Example 1: Placed in resident district

Student Standing (FS) Element	District A (DOR)
District Relationship	1
District of Residence IRN	******
How Received	D
How Received IRN	District A

- Example 2: Placed in District B

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	District B
District Relationship	3	1
District of Residence IRN	******	District A
How Received	*	D
How Received IRN	******	District A
Sent Reason	FC	NA
Sent to IRN	District B	******

Example 3: Court Placement

Placed in District B, then open enrolled to District C

Student Standing (FS) Element	District A (DOR)	District B	District C
County of Residence	District B		District B
District Relationship	3		1
District of Residence IRN	******	No	District A
How Received	*	Reporting	9
How Received IRN	******	Required	District A
Sent Reason	OE		NA
Sent to IRN	District C		******

Example 4: Court Placement

Placed in District B, then remains at District A

– Each district reports code representing how student is returning to A

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	District B
District Relationship	1	3
District of Residence IRN	******	District A
How Received	Appropriate code	D
How Received IRN	District B	District A
Sent Reason	FC	Appropriate code
Sent to IRN	District B	District A

Example 5: Court Placement

Placed in an Ohio district from another state

- Out-of-state students do not generate funding
- Resident state responsible for cost

Student Standing (FS) Element	District A (DOR)
District Relationship	1
District of Residence IRN	999999
How Received	D
How Received IRN	999999

JVS as Third District

Foster or court placed in District B, then goes to JVS

Student Standing (FS) Element	District A (DOR)	District B	JVS
County of Residence	District B	District B	District B
District of Residence IRN	******	District A	District A
District Relationship	3	3	1
How Received	*	C or D	C or D
How Received IRN	******	District A	District B
Sent Reason	FC	JV	NA
Sent to IRN	District B	JVS	******

ESC as Third District

Special ed preschool student foster or court placed in District B, then goes to ESC

Student Standing (FS) Element	District A (DOR)	District B	ESC
County of Residence	District B	District B	District B
District of Residence IRN	******	District A	District A
District Relationship	3	3	1
How Received	*	C or D	E or H
How Received IRN	******	District A	District B
Sent Reason	FC	ES	NA
Sent to IRN	District B	ESC	******

Community School

Foster or court placed in District B, then goes to a community school

Student Standing (FS) Element	District A (DOR)	District B	Community School (CS)
County of Residence	District B		District B
District of Residence IRN	******		District A
District Relationship	3	No	1
How Received	*	Reporting	C or D
How Received IRN	******	Required	District A
Withdrawal Reason	41		NA
Withdrawn To IRN	CS		******

Placement to Another State

Court placed out of state

–Ohio district responsible for cost of education

Student Standing (FS) Element	District A (DOR)
District Relationship	3
District of Residence IRN	******
Sent Reason	CO
Sent To IRN	999999

Non-Foster Non-Court Placed Student

Placed in District B via temporary agreement between county agency and parent/guardian

- No court involvement
- Example: Kinship care, safety plan

Student Standing (FS) Element	District A (DOR)	District B
County of Residence	District B	District B
District of Residence IRN	******	District A
District Relationship	3	1
How Received	*	J
How Received IRN	******	District A
Sent Reason	FC	NA
Sent to IRN	District B	******

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EMIS Changes

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New Change Process

- Timeline
  - FY20 changes completed by end of this school year
  - FY21 changes underway/completed prior to next school year
  - Release schedule
- Change number format
  - Now "FY-number", i.e., "20-32"
- Change communication
  - Now webpages
  - Manual – updated much earlier
- Subscribe to receive update emails

EMIS

EMiS
Education Management Information System

Home > Data > EMIS

The Education Management Information System (EMIS) is a statewide data collection system for Ohio's primary and secondary education, including demographic information, attendance, course information, financial data, and test results.

HOW DO I?

» Find the current EMIS Manual?
» Find information on data appeals?
» Find out when there will be ODE EMIS training in my area?
» Learn more about EMIS-related communications?
» Find information about upcoming EMIS changes?

LATEST NEWS

EMIS Newsflash - October 31, 2019

EMIS Newsflash – October 22, 2019

New!

Visit the new EMIS Changes webpage for information on upcoming changes. Also, visit the EMIS Training Videos page to view two newly posted videos, EMIS Manual: The Basics and Data Collector: An Introduction.

EMIS Documentation

» EMIS Changes
» EMIS Manual
» EMIS Release Notes
» EMIS Validation and Report Explanations

» Ohio EMIS Software Vendor Conference Calls
» Secure Data Center – Status of Reports
» EMIS Documentation Quick Link

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FY20 Changes Webpage, 1

EMIS Changes FAQs | FY20 EMIS Changes | FY21 EMIS Changes

FY20 EMIS Changes

Date last updated: Wednesday, October 16, 2019

Scheduled Release: **Oct #1** | **Oct #2** | **Nov #1** | **Nov #2** | **Dec #1** | **Dec #2** | **Jan #1** | **Jan #2**
EMIS Manual Review | Completed and Released Changes

- Links to FAQ and other change pages
- Date last updated
- Releases every two weeks on Thursdays

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FY20 Changes Webpage, 2

- Blue release numbers are links, black is not
  - Links go to that location on page
  - No link means nothing for that release
- EMIS Manual Review section
- Completed and Released Changes section

Change #	Short Title and Description	Reason for Change
Top		
	DATE SCHEDULED FOR RELEASE: NOVEMBER 7, 2019	
20-1	*New Placement Category for March D.* For Perkins V we are required to collect an additional placement category for March D starting in 2020. The category should be called "Service Program or Peace Corps" and have the same valid options as	New federal law
Top		
	DATE SCHEDULED FOR RELEASE: DECEMBER 5, 2019	
Top		
	EMIS MANUAL REVIEW, SECTION 3	
20-11	*Review staff contracting reporting instructions re ESP ratios (37227).* This law changed a few years ago. Manual cleanup.	New state law
Top		
	COMPLETED AND RELEASED	
20-39	*Correct hours for subject code 146005 VT (78500).* The hours listed for subject code 146005, curriculum code VT, were incorrect in the 2019 and 2020 CTE Matrix. The hours should be 120 - 280 for 2020.	Other

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Upcoming Changes

- November 21 Release
  - New Industry Recognized Credentials
  - Add back to EMIS Manual Industry Credential removed in error

- December 5 Release
  - Student Program Codes
    - New CTSO Competition Participation code
    - Adding CTE program code definitions

EMIS FAQs

FY21 Changes Webpage

- Pending Changes section

  - In order by change number; largest, most recent numbers on top

- EMIS Manual Review section

- Completed and Release section

- Change number column will include scheduled release

Feedback

- Any recommendations for the webpages?
- Do you have ideas about communication regarding the changes?
- When is it most useful for you to have all the information on the webpage?
  - Do you prefer before the school year when possible?

CCP Payment Responsibility

How Responsibility is Determined

- College provides SSID and your IRN
- SSID enrolled at another district, IRN in college's data is switched
- SSID enrolled at more than one district, EMIS data used
  - May result in split payment
- SSID not found enrolled anywhere in Ohio, your district
- Summer courses paid by next district

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Payment Responsibility Table, 1

IRN as determined by ODE

PROP and Y when split

LEA Payment Responsibility

Higher Ed Course	Reporting LEA	Pmt by Reporting LEA	Review Code as of 08/22/2019	Pmt Split	Alt Pay Rptd	Paying LEA Credits	Total LEA Percent of Time
MKT111 - Entrepreneurial Marketing	District A	NONE	ENRL SPLIT OTH LEA PAY ALL	N	Y	0.00	50
MKT111 - Entrepreneurial Marketing	District B	FULL	AGED OUT	N	N	3.00	50

Check alternate agreements!

Payment Responsibility Table, 2

Aka "census" date

Only used if not enrolled anywhere

Based on tie breaker outcome

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
3.00	Y	N	0	Y	07/01/2018	Lucas	District A
3.00	Y	Y	1	Y	08/15/2018	Lucas	District A

CCP Payment and Funding Files

Issues resulting in non-payment of CCP courses from 2016 through current year

CCP_BAD_STUDENT_DATA

- Only generated for colleges
- Not in ODDEX
- Invalid course data reported by college
- Not eligible to be funded until corrected

CCP_ESCALATED_COURSE

- Courses escalated to area coordinator by both districts and colleges
  - 2016 through current year
- Includes:
  - Area coordinator region number
  - Area coordinator IRN
- Use as resource for tracking escalations for resolution

CCP_NON_PAYMENT

- Not approved for payment to college
  - Flagged with a review that stops funding
  - Not reviewed or approved and not aged out
- Use to track reconciliation of reporting issues
- Example: Wrong IRN reported by college
  - District flagged as not enrolled

CCP_NOT_FUNDED_AT_RESP_LEA

- District is responsible, but student not funded at district on course roster date
  - IRN reported by college
  - SSID not reported in EMIS by any district
- Prior to FY19, may have been due to invalid SSID reported by college
- Use to reconcile college's reporting resulting in wrong payment responsibility assignment

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CCP_SPLIT_PAYMENT_DATA

- ODE unable to determine responsible district
- Included for each district:
  - Enrollment flag
  - Credit allocation
  - Sent Reason flag
  - Total percent of time
  - Review flags
- Flag or escalate in ODDEX to resolve

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Resources

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Evaluation

ODE Home > Topics > EMIS > EMIS Training

EMIS Training

Training dates are communicated via EMIS Newsflashes. Newsflashes are emailed to ITCs and EMIS coordinators and are posted on our website (ODE Home > Topics > Data > EMIS). We work with the ITCs to schedule regular trainings, so contact your ITC—or the ITC closest to you—to find out when we will be there next.

2019

» November 18–December 2 Schedule

- November/December Presentation—PowerPoint
- November/December Presentation—Video of Skype Session
- November/December Evaluation
- November/December Topics

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EMIS Manual

- 2.4 Student Standing (FS) Record

- 4.2 Course Master (CN) Record

- 4.5 Career-Technical Education Correlated Class (CV) Record

- 4.7 Subject Codes

Report Explanations

- CTE FTE Reports
- CTE FTE Daily Summary Reports
- (TLCS-001) Teacher Licensure Course Status

File Descriptions

- 2020_CCP_BAD_STUDENT_DATA
- 2020_CCP_ESCALATED_COURSE
- 2020_CCP_NOT_FUNDED_AT_RESP_LEA
- 2020_CCP_SPLIT_PAYMENT_DATA

ODE Home > EMIS > Documentation > EMIS Validation and Report Explanations > File Descriptions

Other Resources

CTE FY2020 Program and Assessment Matrix

– Keywords: "CTE Matrix"

– ODE Home > Topics > Career Tech

- CTE Licensure Override

– Keywords: "CTE Licensure Override"

– ODE Home > Topics > Career Tech > Data and Accountability

- CTE Licensure Override Questions

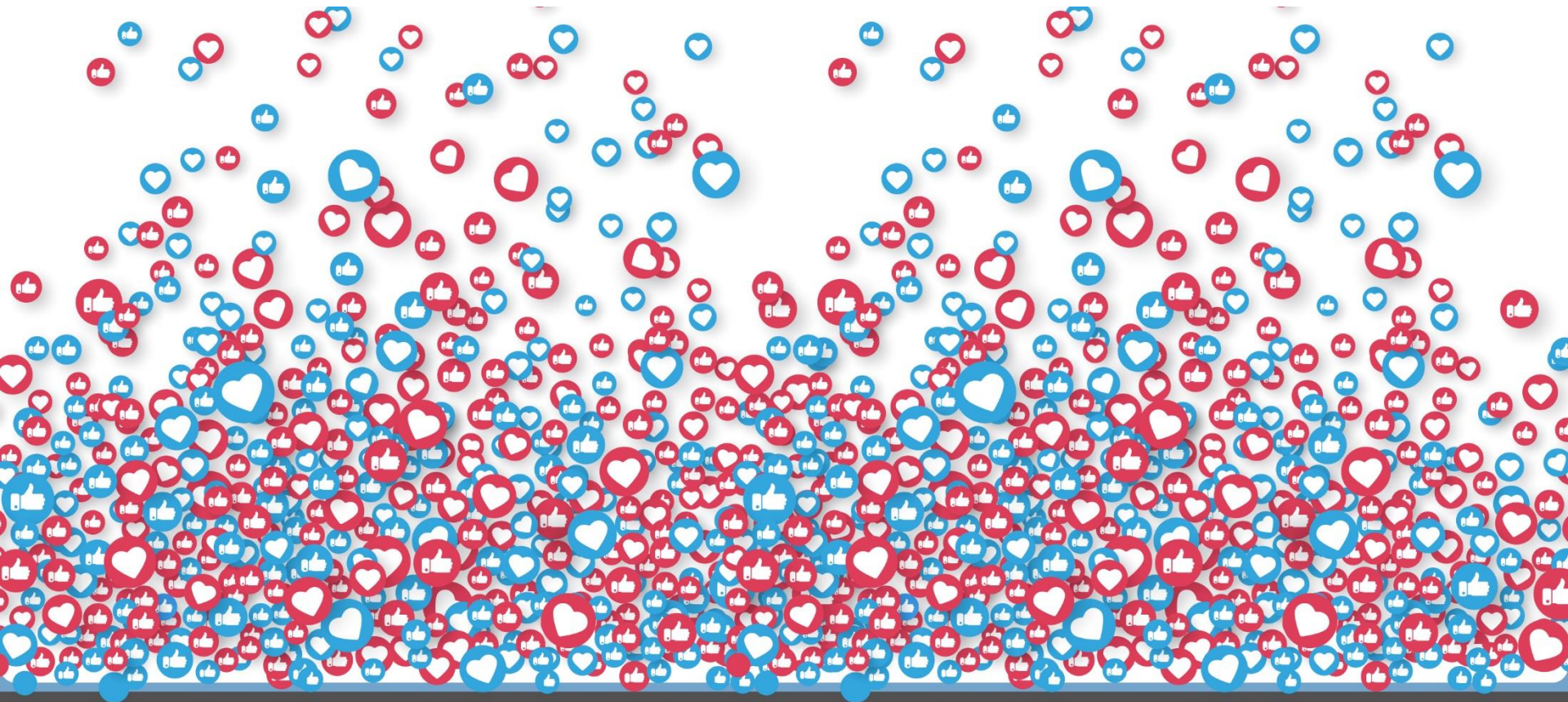– kelsey.stephens@education.ohio.gov

- ODDEX Help

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

Questions?

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education.ohio.gov/Topics/Data/EMIS

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