Please Note

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by ODE.

ODE ITC EMIS Training

April/May 2020

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

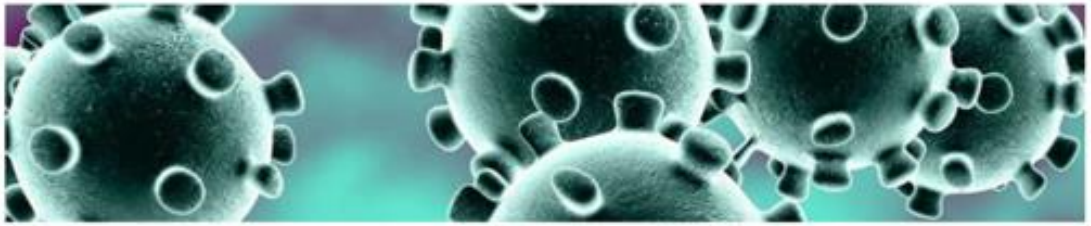
- COVID-19, 5
- Calendar and Attendance, 12
- Where Kids Count (WKC), 20
- Secure Data Center (SDC), 31
- EMIS Changes, 41
- Online Help, 47
- Resources, 59

COVID-19

QUICK LINKS

- Autism and Jon Peterson Special Needs Scholarship Coronavirus (COVID-19) Updates and FAQ
- Coronavirus (COVID-19) Frequently Asked Questions (FAQ) for Ohio's Schools and Districts
- Early Learning and School Readiness: Coronavirus Update
- EMIS Data During the COVID-19 Ordered School-Building Closure
- Grading, Promotion and Retention: Coronavirus (COVID –19) FAQ
- Graduation Requirements in Light of Coronavirus-Related School-Building Closure
- Supporting Whole-Child Nutrition
- District and State Support for Homeless Students During Ordered School-Building Closure
- Information on Accountability and the Ohio School Report Cards for the 2019-2020 School Year
- Considerations for Students with Disabilities During Ohio's Ordered School-Building Closure
- How to Support Your Child's Health and Well-Being During Ohio's Ordered School-Building Closure

Coronavirus (COVID-19) Information for Ohio's Schools and Districts



This coronavirus-specific page is updated regularly to provide Ohio's schools and districts with information and resources during Ohio's ordered school-building closure.

FOR UPDATED PUBLIC HEALTH INFORMATION AND RESOURCES SPECIFIC TO COVID-19, VISIT WWW.CORONAVIRUS.OHIO.GOV.

The Ohio Department of Health opened a call center to answer questions from the public regarding coronavirus (COVID-19). The call center will be open 7 days a week from 9:00 a.m. to 8:00 p.m. and can be reached at **1-833-4-ASK-ODH (1-833-427-5634)**

Ohio | Department of Health

Click a Button Below for Updated Information

FAQ Ohio's Ordered School-Building Closure

Supporting Whole-Child Nutrition

Serving Students with Disabilities

Graduation Requirements

Coronavirus (COVID-19) Information

- Colored buttons and quick links
  - Graduation Requirements
  - District and State Support for Homeless Students
  - Considerations for Students with Disabilities
  - Supporting Whole-Child Nutrition
- Ohio Department of Health resources
  - FAQ
  - Main state page

New EMIS Manual Section

- On the EMIS Manual webpage
- Specific to reporting due to mandated building closure
- Overrides regular sections of manual

SPECIAL SECTION	LAST UPDATED
The information provided in this special section of the EMIS Manual overrides the reporting guidance found in the regular sections of the Manual. This special reporting is related to changes due to the COVID-19-related building closure.	
COVID-19-Related EMIS Reporting Guidance » EMIS reporting updates will be posted here as they become available.	

Updated EMIS Data Collection Calendar

- Adjustments reflect changes due to ordered building closure and HB 197
- Multiple collections extended
  - Value-added data calculation requirement eliminated
- Spring assessment collections cancelled
  - Spring assessments will not be administered

Assessment Collections

- Spring 3-8, EOC, and Alternate Assessment collections have been inactivated
- Missing lists will be based only on vendor file for all other collections
  - No enrollment-based students will appear

Data Appeals

- Revised EMIS data appeal dates
- Three appeal windows opening later April
  - Including new one for Fall End of Course State Assessment data
- Appeal windows for many collections closing in August, extended by several days

Calendar and Attendance

Minimum Instructional Hours

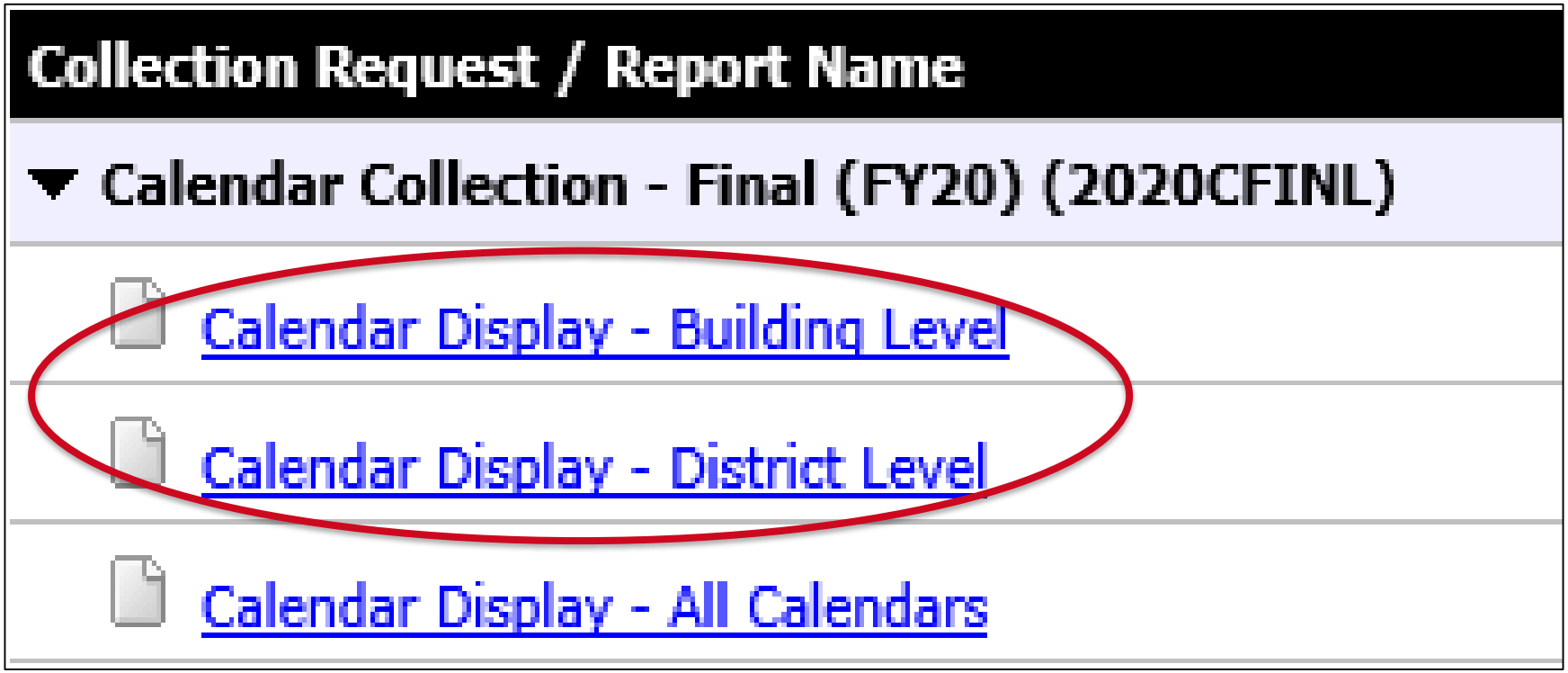
- Requirements unchanged
- Districts should ***not*** consider shortening school year or ending early
- HB 197 allows flexibility for how to deliver instruction

Organization – General Information (DN) Record

- Effective March 1 on, use calamity day attribute for days closed due to statewide closure
  - Originally scheduled to be in session
- Calamity day ***and*** blizzard bag attributes for days when instruction provided
  - Number of hours as reported on calendar prior to building closure for blizzard bag attribute

Calendar Display Reports

Two new reports now available in the Data Collector



Verify Exception Reporting

- Calamity day for closure due to COVID-19
- Blizzard bag day with hours for days instruction provided
- On or after March 1, non-closure related calamity days report as unplanned

Calendar For: Dist-Bldg-Grade-AP	Row Number	Month	Sunday	Monday	Tuesday	Wednesday
010101-123456-09-HS	55	Apr-20				
010101-123456-09-HS	56					01 - 0.00 (UPDO)
010101-123456-09-HS	57		5	06 - 6.50 (BLZRD)	07 - 6.50 (BLZRD)	08 - 6.50 (BLZRD)
010101-123456-09-HS	58		12	13 - 6.50 (BLZRD)	14 - 6.50 (BLZRD)	15 - 6.50 (BLZRD)
010101-123456-09-HS	59		19	20 - 6.50 (BLZRD)	21 - 6.50 (BLZRD)	22 - 6.50 (BLZRD)
010101-123456-09-HS	60		26	27 - 6.50 (BLZRD)	28 - 6.50 (BLZRD)	29 - 6.50 (BLZRD)

DN Exceptions On Report

Report Abbreviations	Description	DN Attribute
PDO	Planned Day Off	C_DPLANNED
UPDO	Unplanned Day Off	C_DCMTYTKN, C_DNOTPLAN
BLZRD	Blizzard Bag Day	C_DBLZZARD
PHS	Planned Hours Shortened	C_HSHRTPLN
UPHS	Unplanned Hours Shortened	C_HSHRTNOP, C_HSHRTWEA
HMU	Hours Made Up	C_HRSLNGTH

Year-To-Date (YTD) Days and Hours

Add equivalent Parent-Teacher Conf and Prof Development Hours to Student YTD Hours

Thursday	Friday	Saturday	Student Session Days	Student Session Hours	Student YTD Days	Student YTD Hours
	01 - 6.50 (BLZRD)	02	1	6.5	158	1017.5
07 - 6.50 (BLZRD)	08 - 6.50 (BLZRD)	09	5	32.5	163	1050
14 - 6.50 (BLZRD)	15 - 6.50 (BLZRD)	16	5	32.5	168	1082.5
21 - 6.50 (BLZRD)	22 - 6.50 (BLZRD)	23	5	32.5	173	1115
28 - 6.50 (BLZRD)	29 - 6.50 (BLZRD)	30	4	26	177	1141
04	05	06	1	6.5	178	1147.5
11	12	13				
18	19	20				
25	26	27				
	Parent-Teacher Conf. Hours	24.00				
	Prof Development Hours	24.00				

COVID-19 and Student Attendance

- Students should generally be considered in attendance during the closure
  - Report as present
- HB 197 did not waive the absence and truancy requirements of HB 410, but does recognize the need for flexibility
  - Does not apply to E-schools and community schools operating blended models

Where Kids Count (WKC)

Full Academic Year (FAY)

- Friday of first full week of October through spring testing
- A student who was continuously enrolled during this timeframe has met FAY
  - Building or district level
- Reported as Majority of Attendance IRN (FN220)

FAY Dates

FY20 begin date = October 11, 2019

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

Measures Using FAY

Full academic year criteria used to determine level of inclusion in report card measures

- Percent Proficient
- Annual Measurable Objectives (AMO)
- Performance Index
- *Improving At-Risk K-3 Readers*
- Five value-added calculations
  - "All Students", Gifted, IEP, Lowest 20%, and High Mobility

Majority of Attendance IRN

- Reported by traditional districts, community schools, STEM districts, and ESCs
- Valid options
  - ****** – FAY not met
  - Building IRN – FAY met at building
  - District IRN – FAY met at district

MOA IRN Exceptions

Resident/sending districts report 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
- Non-public at district expense, Sent Reason NP
- Attending a state school, Sent Reason OS
- ESC school-age students, regular student reporting

WKC Methodology

- ODE applies business rules to determine
  - Which students included in each calculation and total ***and***
  - If students count at building, district or state level
- Business rules based on data effective on March 31

(WKCD-001) Where Kids Count Report

- Shows where/how students will count based on current Majority of Attendance IRN reporting
- Additional filters applied at ODE not reflected
  - See Secure Data Center reports

Collection Request / Report Name	Fatal	Critical	Warn	Info	Total	Category
▼ Midyear Student Collection (FY20)						
(WKCD-001) Where Kids Count	0	0	549	1717	2266	Student Reports

Effective Dates

Verify data accuracy using these columns

- FS Effective Start Date
- FD Effective State Date

FORGN EXCHG GRAD PLAN CODE	RELEVANT SENT REASON	STDNT STAND START DATE	STDNT ATTRIBS START DATE	ERR SEV NUM
*	**	2019-07-01 00:00:00.0	2020-01-06 00:00:00.0	15
*	**	2019-07-01 00:00:00.0	2019-07-17 00:00:00.0	15
*	**	2019-07-01 00:00:00.0	2019-07-17 00:00:00.0	15
*	**	2019-07-01 00:00:00.0	2019-07-01 00:00:00.0	15

(WKCD-002) Where Kids Count Summary Report

- Each row shows Majority of Attendance IRN, grade level, and counts of students reported
- Reflects previous year counts compared to current year counts

Collection Request / Report Name	Fatal	Critical	Warn	Info	Total	Category
▼ Midyear Student Collection (FY20)						
(WKCD-002) Where Kids Count Summary	0	2	8	20	30	Student Reports

Gen Issues

- IS0027 – MOA roll-up to the state
- 20% or more students with ****** reported for Majority of Attendance IRN
  - Counting at the state
- Check accuracy of Majority of Attendance IRN reporting

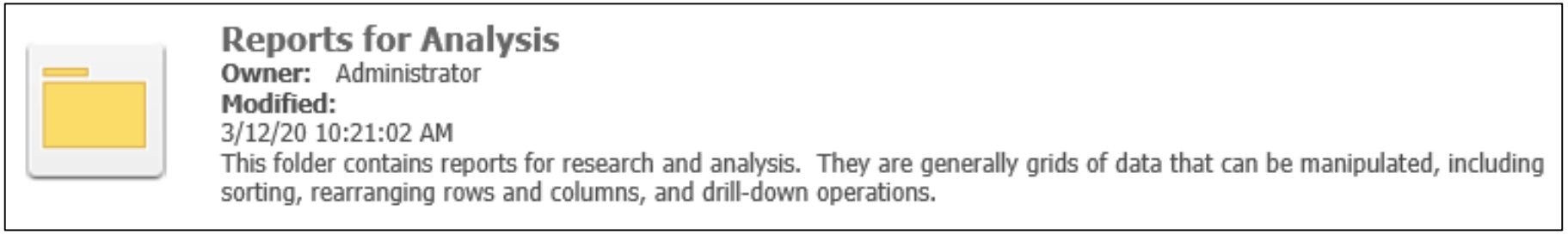
Secure Data Center (SDC)

Overview

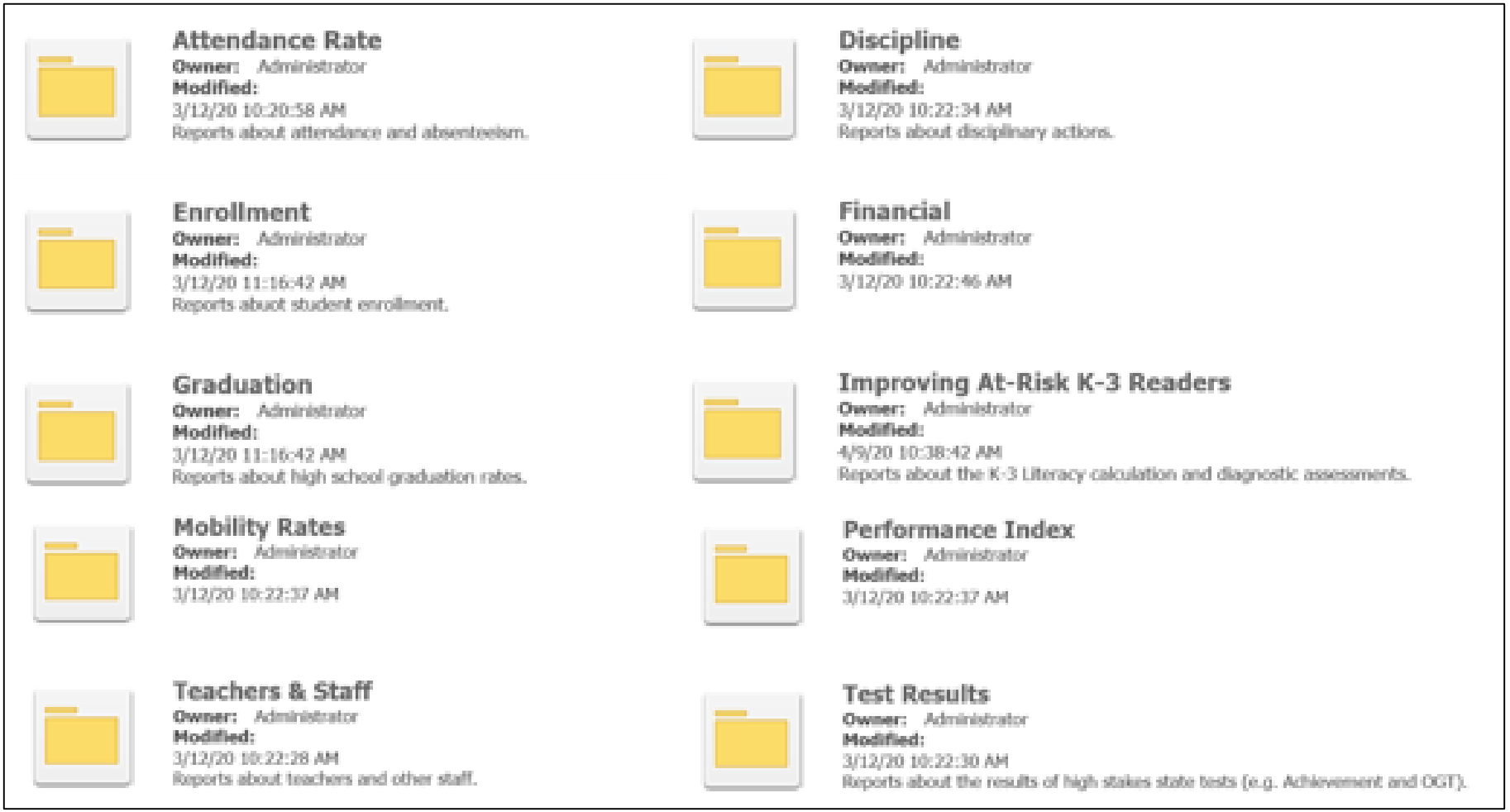
- Report card ratings and overall grades will not be assigned for FY20
- Provides schools and districts with access to Local Report Card data and other reports
  - Populated by ODE with district data as submitted to EMIS twice weekly
- Reports used to ensure data quality and preview report card results
- Open status announced via Twitter
  - Exceptions via EMIS Newsflash

Reports for Analysis Folder

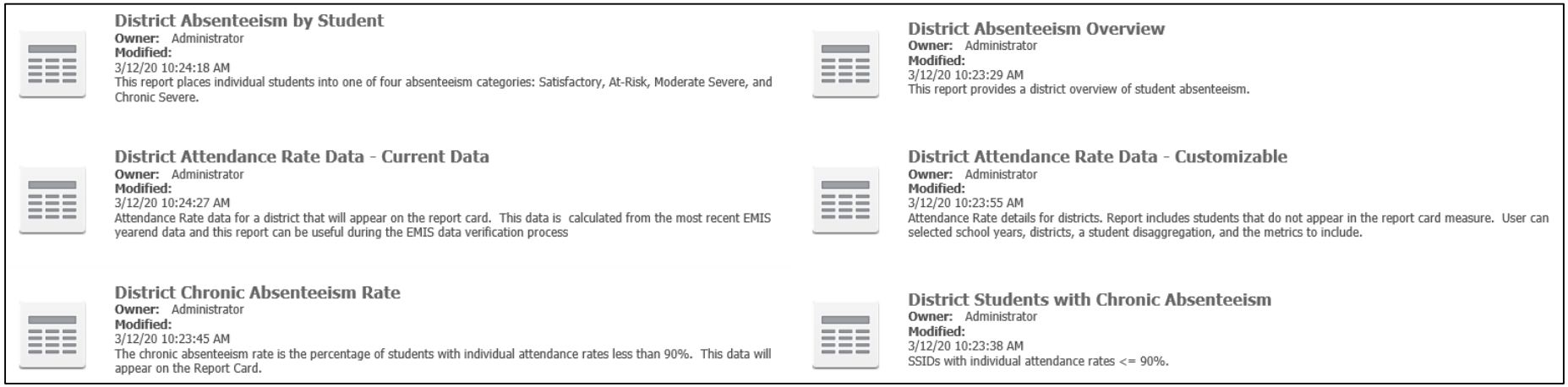
- More detailed with ability to “drill” to student or staff level
  - “Current” = current/last report card data
  - “Custom” = year selection
- Some reflect data from multiple collections



Reports for Analysis Sub Folders



Attendance Rate Reports



District Absenteeism by Student
Owner: Administrator
Modified:
3/12/20 10:24:18 AM
This report places individual students into one of four absenteeism categories: Satisfactory, At-Risk, Moderate Severe, and Chronic Severe.

District Absenteeism Overview
Owner: Administrator
Modified:
3/12/20 10:23:29 AM
This report provides a district overview of student absenteeism.

District Attendance Rate Data - Current Data
Owner: Administrator
Modified:
3/12/20 10:24:27 AM
Attendance Rate data for a district that will appear on the report card. This data is calculated from the most recent EMIS yearend data and this report can be useful during the EMIS data verification process

District Attendance Rate Data - Customizable
Owner: Administrator
Modified:
3/12/20 10:23:55 AM
Attendance Rate details for districts. Report includes students that do not appear in the report card measure. User can selected school years, districts, a student disaggregation, and the metrics to include.

District Chronic Absenteeism Rate
Owner: Administrator
Modified:
3/12/20 10:23:45 AM
The chronic absenteeism rate is the percentage of students with individual attendance rates less than 90%. This data will appear on the Report Card.

District Students with Chronic Absenteeism
Owner: Administrator
Modified:
3/12/20 10:23:38 AM
SSIDs with individual attendance rates <= 90%.

Teachers and Staff Reports

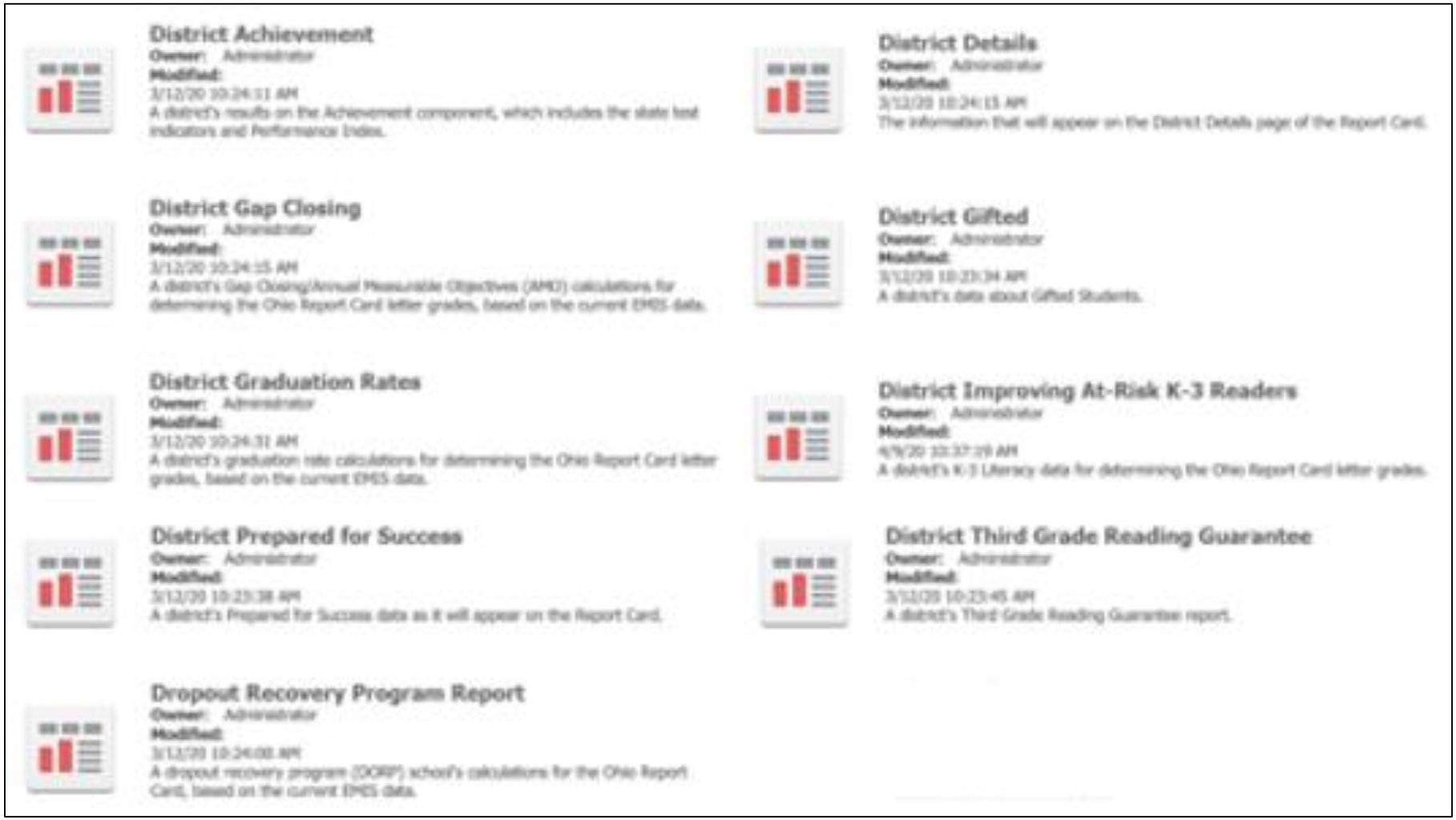
Updated with Final Staff/Course (L) Collection data

Local Report Card Folder

- "At-a-Glance", or "pretty", reports
  - Some drillable
- Not populated for FY20
  - Use in combination with Reports for Analysis to gather more detailed data for prior years
  - View in combination with relevant technical documentation

Local Report Card Reports, 1

District-level



District Achievement
Owner: Administrator
Modified:
3/12/20 10:24:11 AM
A district's results on the Achievement component, which includes the state test indicators and Performance Index.

District Details
Owner: Administrator
Modified:
3/12/20 10:24:15 AM
The information that will appear on the District Details page of the Report Card.

District Gap Closing
Owner: Administrator
Modified:
3/12/20 10:24:15 AM
A district's Gap Closing/Annual Measurable Objectives (AMO) calculations for determining the Ohio Report Card letter grades, based on the current EMIS data.

District Gifted
Owner: Administrator
Modified:
3/12/20 10:23:34 AM
A district's data about Gifted Students.

District Graduation Rates
Owner: Administrator
Modified:
3/12/20 10:24:31 AM
A district's graduation rate calculations for determining the Ohio Report Card letter grades, based on the current EMIS data.

District Improving At-Risk K-3 Readers
Owner: Administrator
Modified:
4/9/20 10:37:19 AM
A district's K-3 Literacy data for determining the Ohio Report Card letter grades.

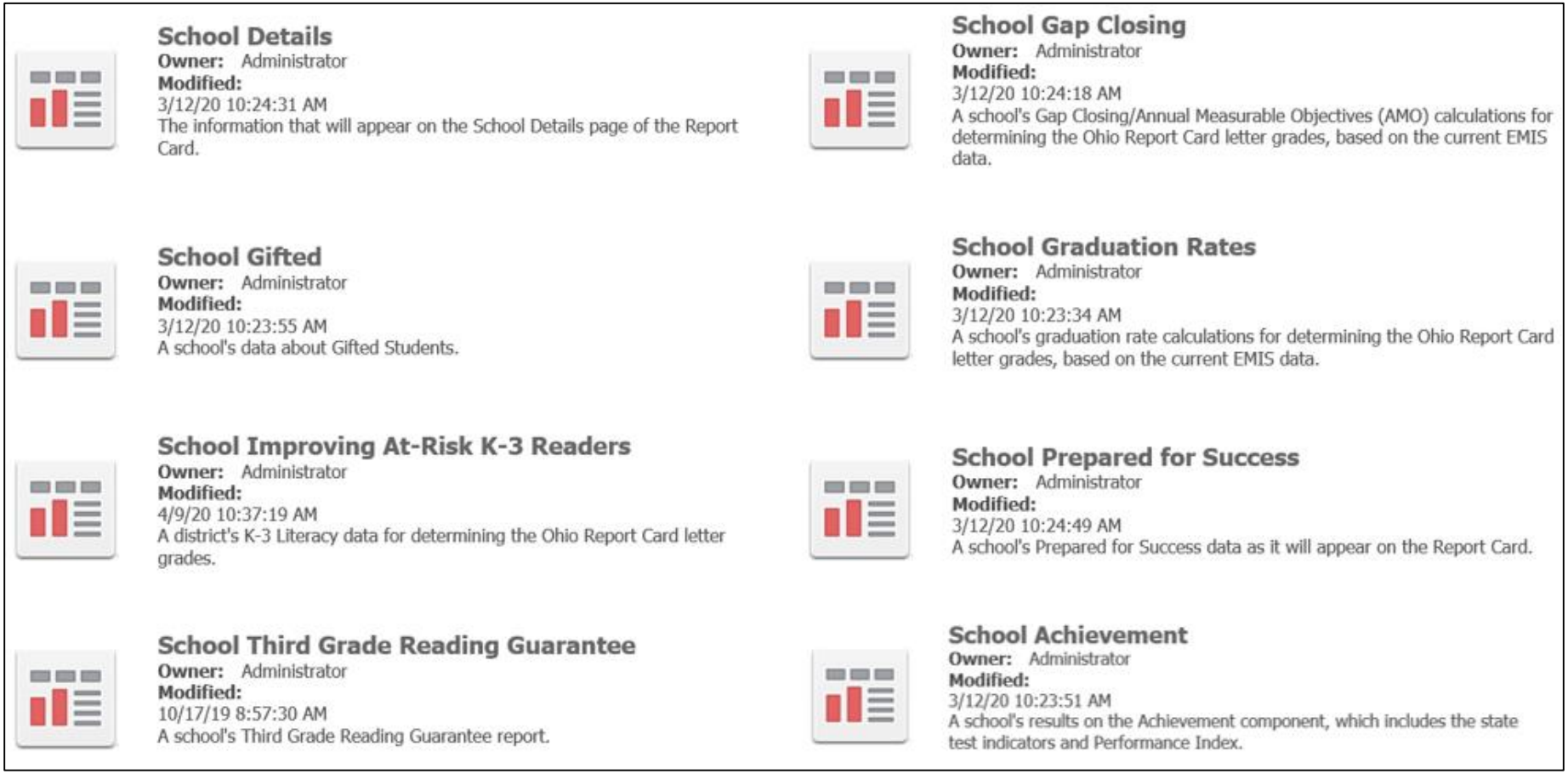
District Prepared for Success
Owner: Administrator
Modified:
3/12/20 10:23:38 AM
A district's Prepared for Success data as it will appear on the Report Card.

District Third Grade Reading Guarantee
Owner: Administrator
Modified:
3/12/20 10:23:45 AM
A district's Third Grade Reading Guarantee report.

Dropout Recovery Program Report
Owner: Administrator
Modified:
3/12/20 10:24:00 AM
A dropout recovery program (DORP) school's calculations for the Ohio Report Card, based on the current EMIS data.

Local Report Card Reports, 2

School-level



School Details
Owner: Administrator
Modified:
3/12/20 10:24:31 AM
The information that will appear on the School Details page of the Report Card.

School Gap Closing
Owner: Administrator
Modified:
3/12/20 10:24:18 AM
A school's Gap Closing/Annual Measurable Objectives (AMO) calculations for determining the Ohio Report Card letter grades, based on the current EMIS data.

School Gifted
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A school's data about Gifted Students.

School Graduation Rates
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School Improving At-Risk K-3 Readers
Owner: Administrator
Modified:
4/9/20 10:37:19 AM
A district's K-3 Literacy data for determining the Ohio Report Card letter grades.

School Prepared for Success
Owner: Administrator
Modified:
3/12/20 10:24:49 AM
A school's Prepared for Success data as it will appear on the Report Card.

School Third Grade Reading Guarantee
Owner: Administrator
Modified:
10/17/19 8:57:30 AM
A school's Third Grade Reading Guarantee report.

School Achievement
Owner: Administrator
Modified:
3/12/20 10:23:51 AM
A school's results on the Achievement component, which includes the state test indicators and Performance Index.

QUICK LINKS

- EMIS Basics
- Documentation
  - EMIS Changes
  - EMIS FAQs
  - EMIS Manual
  - EMIS Validation and Report Explanations
  - Potential EMIS Changes
  - Secure Data Center - Status of Reports
  - Statewide Student Identifier
  - EMIS Documentation Archives
- EMIS Reporting Responsibilities
- Resources
- EMIS Technical Documentation
- EMIS Advisory Council
- EMIS Learning Library
- Certification and Licensure Search

Secure Data Center - Status of Reports

SDC Reports and Status of Reports

Report Status Last Updated: October 7, 2019

Folder	Report	Status	Notes
Reports for Analysis\Attendance Rate	District Attendance Rate Data – Current Data	Ready	
	District Attendance Rate Data – Customizable	Ready	
	School Attendance Rate Data – Current Data	Ready	
	School Attendance Rate Data – Customizable	Ready	
	District Absenteeism by Student	Ready	
	District Absenteeism Overview	Ready	
	District Chronic Absenteeism Rate	Ready	

EMIS Changes

Upcoming Changes, 1

- 20-91: Capital asset reporting will no longer be collected
  - 20-179 : Financial (H) Supplemental Collection no longer required
- 20-105(b): Clarification for direct enrolled special education students – technical
- 20-112: Resume collection of Student Graduation – Core Summary (GC) Record for non-grads

Upcoming Changes, 2

- 20-180: New collection for requesting enhancements to
  - Data Collector
  - Level 2 reports
  - Received Files
- 20-195: Retention reporting no longer required for all students
  - Only subset of third graders
  - Same manifest, new collection name

Recently Completed, 1

- 20-99: Added fatal on PHYSED DN attribute
- 20-104: Clarified reporting for credit vs. non-credit course reporting
- 20-105(a): Clarification for direct enrolled special education students – documentation

Recently Completed, 2

- 20-135: Updated required collection requests table in EMIS Manual, Section 5.3
  - Easier to determine which DN attributes are reported in which collections
- 20-170: Definition of concentrator change per Perkins V
- 20-171: Created CCP Funded No FS Record Level 2 Report
  - Formerly Received Files

Recently Completed, 3

- 20-181: Updated EMIS Manual for work-based learning program codes requiring employee ID
- 20-182: Updated EMIS Manual for Preschool subject code reporting guidance

Online Help

EMIS Documentation

- EMIS Changes
- EMIS Manual
- EMIS Release Notes
- EMIS Validation and Report Explanations
- EMIS ITC Conference Calls
- Ohio EMIS Software Vendor Conference Calls
- Secure Data Center – Status of Reports
- EMIS Documentation Quick Link
- EMIS Technical Documentation Quick Link

Scroll down for many additional EMIS resources

EMIS Resources

- EMIS Acronyms
- EMIS Calendar
- EMIS Communications and Information
- EMIS Glossary
- EMIS Learning Library
- EMIS Presentations
- EMIS Roundup
- EMIS Training
- Reference Lists
- EMIS Resources Quick Link

EMIS Communications and Information

There are multiple ways in which EMIS coordinators anc
information and communications. This page includes wl
information, guidance on EMIS communications, and a l

*Click on any of the topics below to find it farther down on t
relevant links. (This bulleted list is in alphabetical order.)*

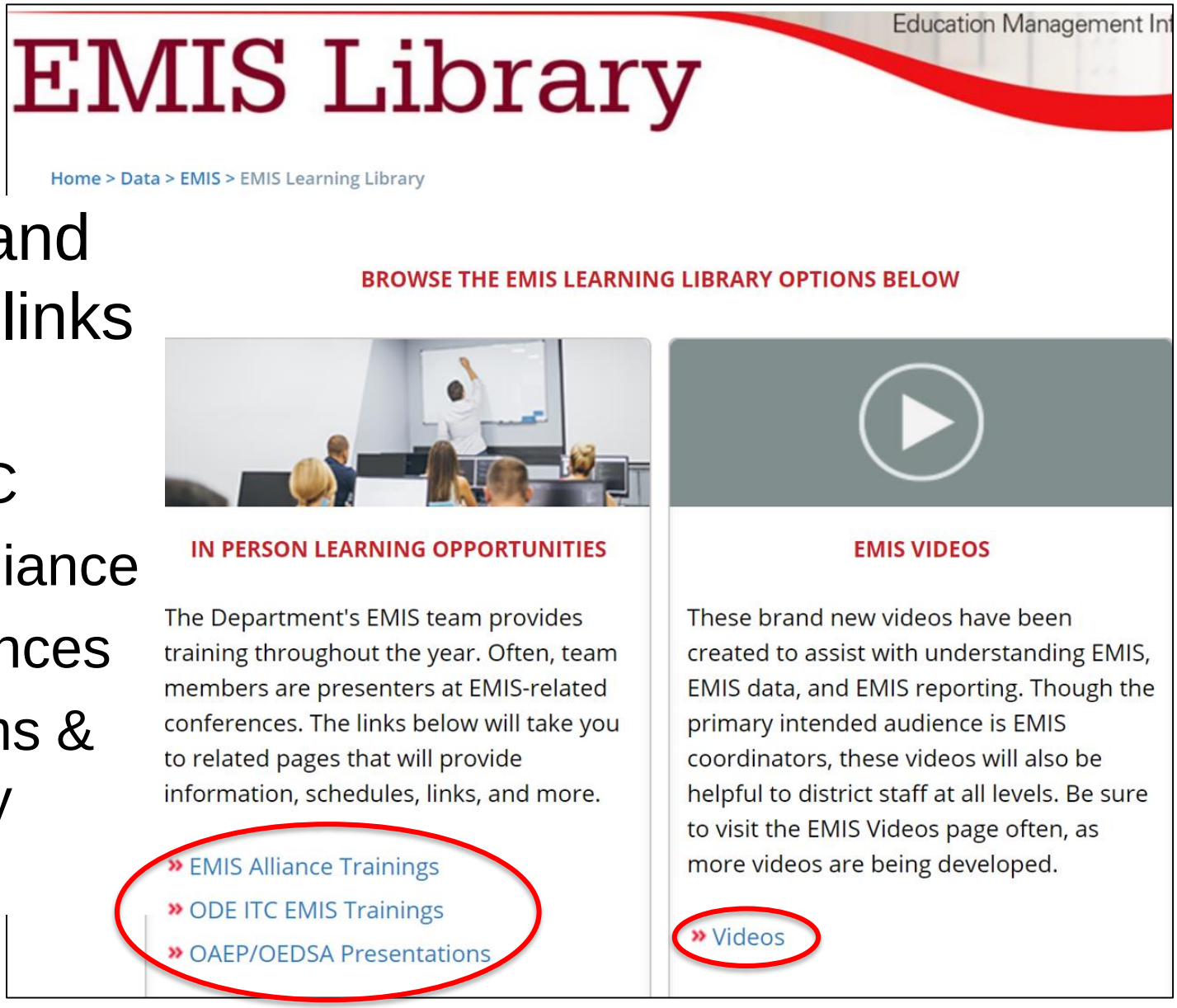
- » Conference Call Agendas
- » Data Appeals
- » Data Collection Calendar
- » Data Review and Verification
- » EdConnection
- » EMIS Manual and Manual Update Alerts
- » How to Get Help
- » Newsflashes

- Page lists various EMIS communications and information
- Includes explanations of each
- Provides direct links to other webpages

» **Data Appeals.**

- The department recognizes that data reporting errors can and do occur and has designed a formal process to ensure that all districts can appeal and correct substantive reporting errors.
- For more information about Data Appeals--including dates for current appeals, an FAQ, and contact information for the Office of Data Quality--see the EMIS Data Appeals webpage.

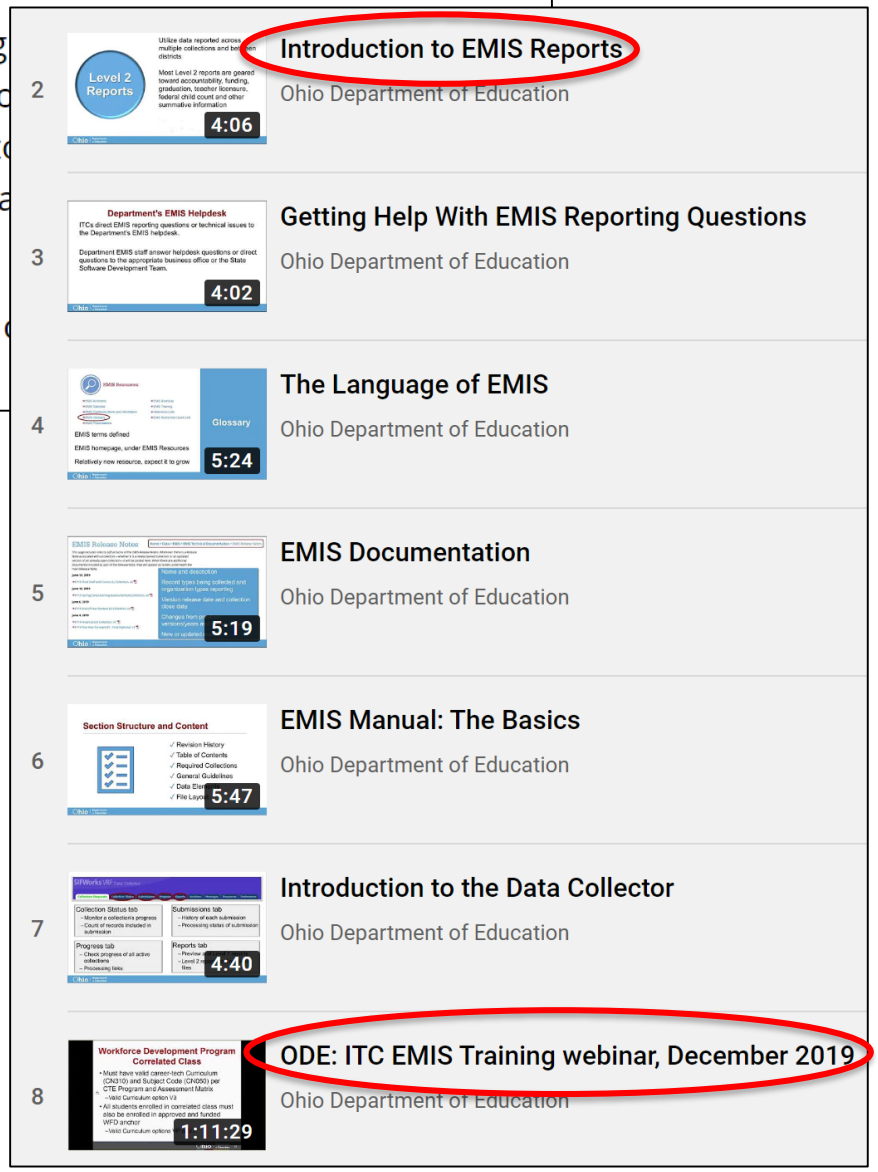
- Training and resource links available
  - ODE ITC
  - EMIS Alliance
  - Conferences
  - Acronyms & Glossary
- Videos



EMIS Training Videos

These videos have been created to assist with understanding
reporting. Though the primary intended audience is EMIS coo
be helpful to district staff at all levels. Be sure to come back t
are being developed. Eventually we will be posting more adva
targeted to specific types of EMIS data.

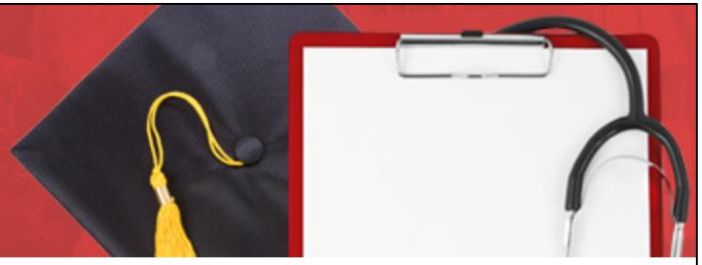
Click on any of the videos or links below to watch that video,
of the page to view all available titles within YouTube.



Playlist includes

- Videos
  - Helpful for non-EMIS staff
  - Good place to start for new EMIS coordinators
  - Back to basics for seasoned coordinators
- Monthly training recordings

CAREER TECH



Home > Career Tech

- Provides links to current Perkins V Plan
- Webinars
- 2018-2021 versions of the Program and Assessment Matrix

Perkins V Resources

» Carl D. Perkins V State Plan

Webinars

» Perkins V Overview | Slides

Resources

» Office of Career-Tech Vision
» Industry Recognized Credentials Reimbursement Guidelines
» WebXam Pretests
» Career-Tech Assessment System
» Career-Tech in Community Schools
» Career-Tech in Correctional Institutions
» Career-Technical Planning District List for High School Equivalency (HSE) Test Takers
» Career-Tech Teacher Preparation and Licenses
» FY2020 Program and Assessment Matrix
» FY2021 **DRAFT** Program and Assessment Matrix
» FY2019 Program and Assessment Matrix
» FY2018 Program and Assessment Matrix
» Industry-Recognized Credential List
» Ohio Career-Tech Fact Sheets
» Ohio Career-Tech Planning District Map
» FAQs

Numerous links regarding special education

- Federal and State requirements
- Funding
- Assessment requirements

- Page dedicated to Preschool - Grade 3 education
- Includes links to
  - Early care and education programs
  - Assessments
  - Third Grade Reading Guarantee

GIFTED EDUCATION

Home > Other Resources > Gifted Education

Easy access to data reporting guidance, policies, and regulations involving gifted and accelerated education

Rules, Regulations and Policies for Gifted Education

- Overview
- Academic Acceleration for Advanced Learners
- Code of Fair Testing Practices in Education
- Gifted Advisory Council
- Waiver for Gifted Education Services
- Innovative Services for Students Who are Gifted | FAQs

Data Reporting and Accountability

- Gifted Expenditure Report
- Gifted EMIS Data Tool
- Gifted Indicator
- School District Self Report on Identification and Services for Students Who Are Gifted

REPORT CARD RESOURCES

Home > Data > Report Card Resources

District Details

- Performance Management Data
- 2019-2020 Technical Documentation - School Choice Options
- 2019-2020 Reporting on Extracurricular Activities
- 2019-2020 Fine Arts Technical Documentation
- 2019-2020 Wellness and Physical EducationTechnical Documentation - 2019-2020 Attendance Rate Calculation
- Technical Guidance - Expenditure Rankings and Expenditure per Pupil Calculations for school year 2019-20
- Technical Guidance - Attendance
- Chronic Absenteeism
- Understanding Teacher Measures

Report Card Resources

- Technical Documentation - Ohio's Where Kids Count Business Rules for 2019-2020
- Similar District Methodology
- Value-Added Resources
- Typology of Ohio School District
- Accountability Committee Meeting
- EMIS

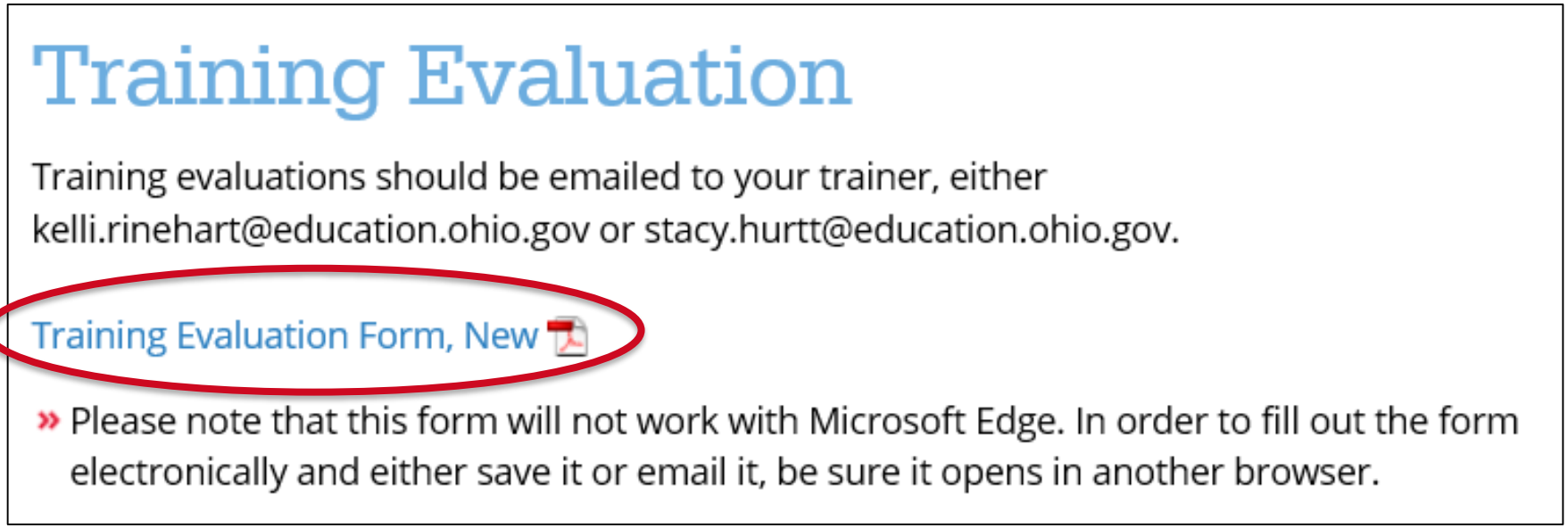
Various technical documents for different report card measures

Questions?

Resources

Evaluation

ODE Home > Topics > EMIS > EMIS Training



Training Evaluation

Training evaluations should be emailed to your trainer, either kelli.rinehart@education.ohio.gov or stacy.hurtt@education.ohio.gov.

Training Evaluation Form, New

» Please note that this form will not work with Microsoft Edge. In order to fill out the form electronically and either save it or email it, be sure it opens in another browser.

EMIS Manual

- COVID-19-Related EMIS Reporting Guidance
- 2.4 Student Standing (FS) Record
- 2.6 Student Attributes – No Date (FN) Record
- 5.2 Grade Schedule (DL)
- 5.3 Organization – General Information (DN) Record

Report Explanations

- (GNIS-xxx) General Issues
- (WKCD-001) Where Kids Count
- (WKCD-002) Where Kids Count Summary

Other, 1

- Coronavirus (COVID-19) Information for Ohio's Schools and Districts
  - Keyword: "Coronavirus"
- EMIS Changes
  - Keyword: "Changes"
  - ODE Home > Topics > EMIS > Documentation > EMIS Changes

Other, 2

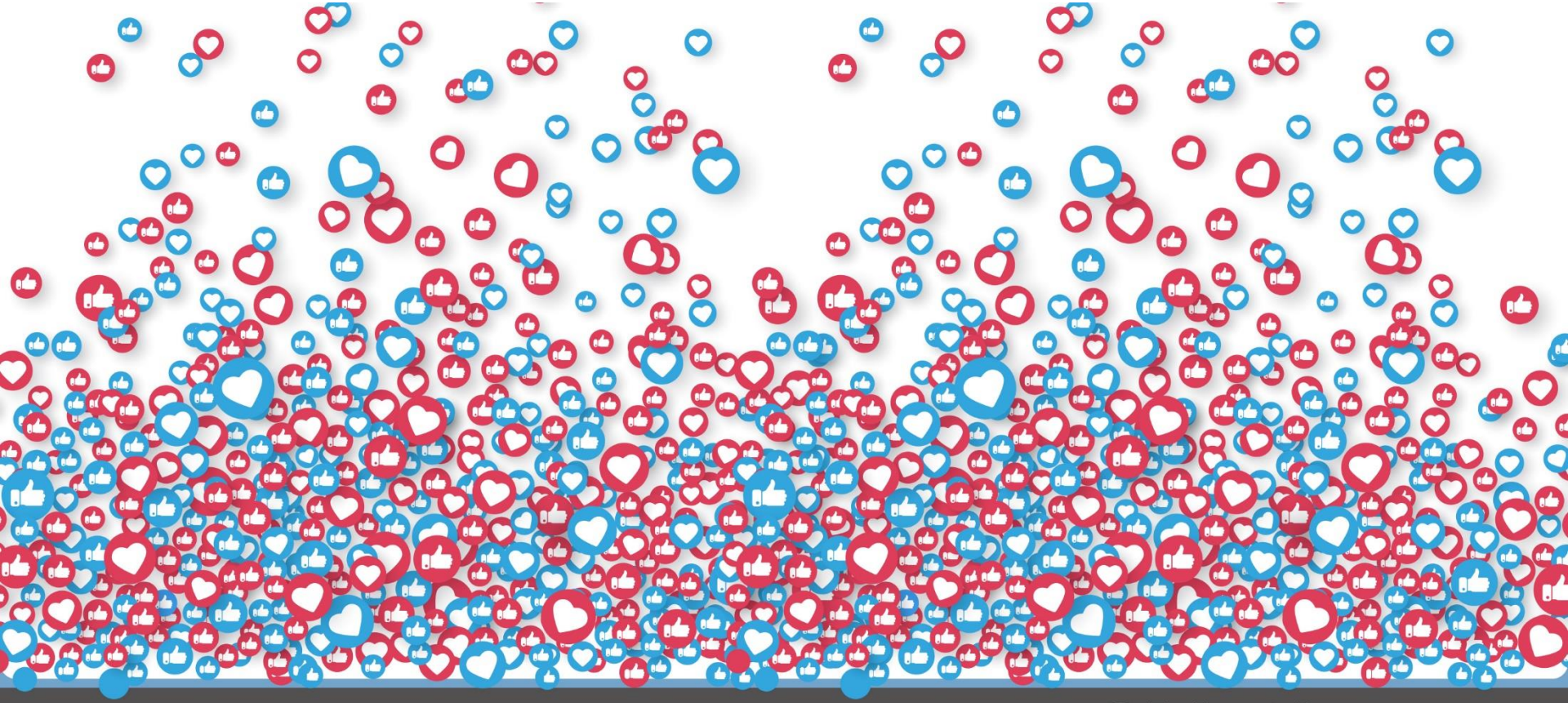
- EMIS Data Appeals
  - Keyword: “Appeals”
  - ODE Home > Topics > EMIS > EMIS Data Appeals
- SDC – Status of Reports
  - Keyword: “SDC”
  - ODE Home > Topics > EMIS > Documentation > Secure Data Center > Status of Reports

Report Card Resources

- Technical Guidance – Attendance Rate
  - Keywords: “Attendance Rate”
  - http://education.ohio.gov/getattachment/Topics/Data/Report-Card-Resources/Sections/District-Details/Technical-Documentation-Attendance.pdf.aspx?lang=en-US
- Technical Documentation – Ohio’s Where Kids Count Business Rules
  - Keywords: “Where Kids Count”
  - http://education.ohio.gov/getattachment/Topics/Data/Report-Card-Resources/Sections/Report-Card-Resources/WHERE-KIDS-COUNT.pdf.aspx?lang=en-US

@EMISOhio

education.ohio.gov/Topics/Data/EMIS



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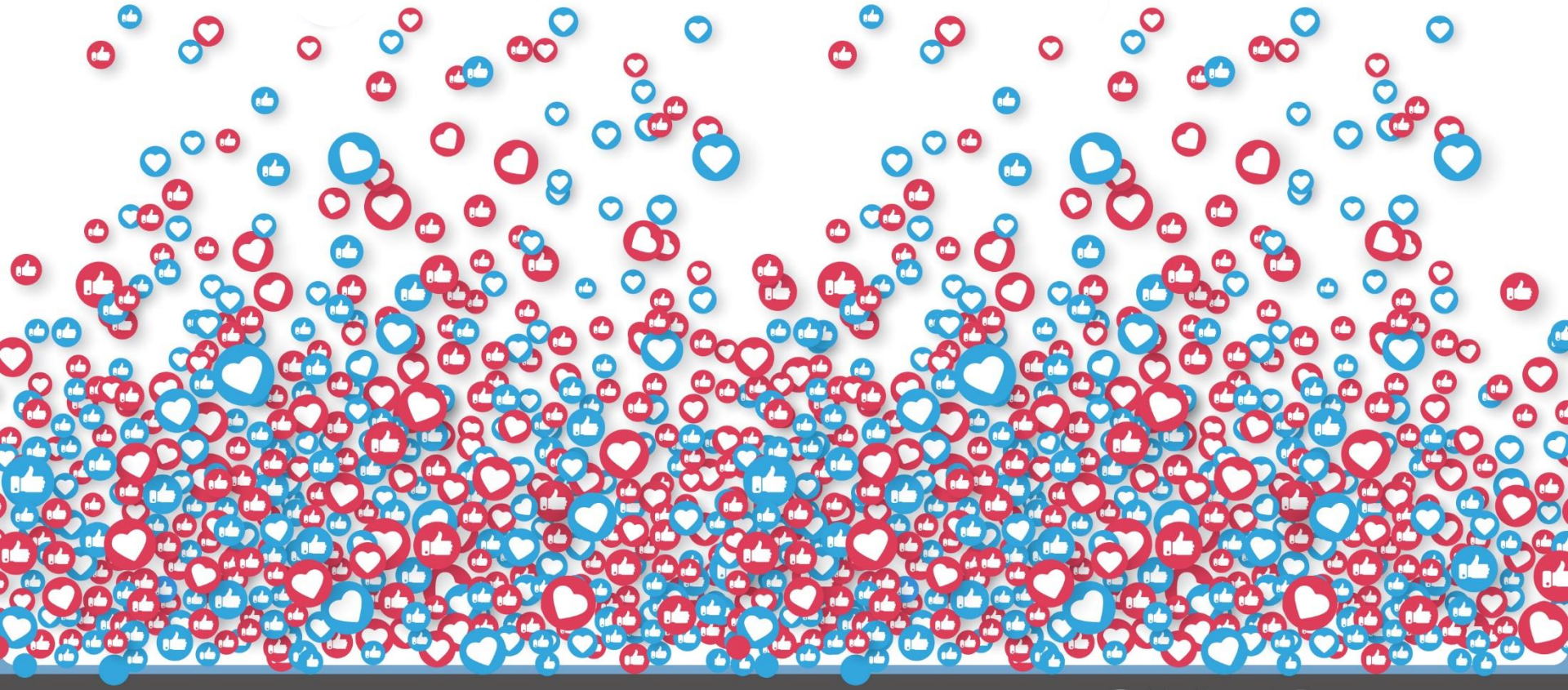

Ohio Department of Education