# ODE ITC EMIS Training

June 2020

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**

- Remaining FY20 Reporting, 4
- FY20 Graduation, 19
- FY21 Retention – Grade 3 Only, 26
- FY21 EMIS Changes, 32
- ODDEX Updates, 37
- Other, 44
- Resources, 50

# Remaining FY20 Reporting

# EMIS Manual Special Section

- Version 1.0, posted May 28

- Version 1.2, posted June 22

  - Program Code 410010–Career Technical Student Organization (CTSO) State Competition Participation

    - Impacts Career Technical Planning District Report Card

    - Normally reported once a student has participated

    - For FY20, to be reported for students who *qualified* for their CTSO's competition at the state level or higher

# **Student: Attendance**

- Traditional districts and JVSs
  - Students deemed to be in attendance during ordered closure

- Blended learning community schools
  - Documented non-classroom-based learning

- E-schools
  - Documented hours of instruction based on software activity

- Student Truancy and Excessive Absence (FT) Record
  - Report any cases where thresholds met

# Student: Withdrawing Seniors

- Effective End Date (FS090)
  - Regular grad = last day of school per calendar
  - Summer grad = after last day of current year, before first day of next year
- Withdrawal Reason (FS100)
  - District issuing diploma = 99
  - Shared students, sending district = 41
  - JVS = 99 or 41
  - Non-grad not returning = 7x

# Student: Grade Level

Grade Level Next Year (FN080) should reflect student's status as of last day of school or last day of enrollment

- Retained = current grade level
- Promoted = next grade level
- Dropped out = DR
- Graduated = GR
- Withdrew = **

# Student: TGRG

- Reading Diagnostics
  - 30-day administration timeframe extended to 70 days for transfer students under HB 197

- Reading Improvement and Monitoring Plans (RIMP)
  - Report RIMP-specific program codes if all requirements met
    - Otherwise, non-RIMP intervention program codes
  - Flexibility in implementation under HB 197
    - See COVID-19 webpage

# Student: Program Codes

Report the Student Program (GQ) Record to reflect what took place at any point during the 2019-2020 school year

- Alternative graduation pathways
- Diploma seals
- Interventions
- Organizations
- Sports

# Student: Special Education

- Student Special Education Graduation Requirement (FE) Record required every year exemption is in effect
  - Verify completeness and accuracy
- New Gen Issues check 480
  - IIEP outcome begin date after third birthday
  - PSTC or IETR date after third birthday
  - Disability condition but no IEP reported
  - Non-resident district reporting PSTC event
  - PSTC reported but no IETR or IIEP

# Student: Cohort Assignment

- Student reported in prior year?
  - Cohort assignment based on State Equivalent Grade Level (FD090) as of October 1

- Student not reported in prior year?
  - Cohort assignment based on Fiscal Year that Student Began Ninth Grade (FN110)

- Newly Assigned to Grad Cohort Report
  - Review for data reporting errors and correct prior to close of End of Year Student Collections

# Student: Other

- Organization – General Information (DN) Record
  - Assessment Group optional
  - Initial Eye Exam and PE Evaluation required
- District Testing – Yearend (DT) Record
  - Applicable only if given to entire grade level
  - Report what took place at any point during the school year

# Staff/Course: Staff Separation

- Worked this year, leaving at end of year
  - Report Position Separation Date (CK300) and Position Separation Reason (CK230)
  - Do **not** change Position Status (CK070)
- New Gen Issues check 481
  - Position Status of C, A, or I in Initial L Collection
  - Position Status of U in Final L Collection

# Staff/Course: Credit Earned

Verify in Student Course (GN) Record
- High School Credit Earned (GN150)
- Partial/Override Credit (GN152)

| Credit Earned | High School Credit (CN200) | High School Credit Earned (GN150) | Partial/Override Credit (GN152) |
|---|---|---|---|
| Full | 1.00 | Y | 0.00 |
| Partial | 1.00 | P | credit amount earned |
| None | 1.00 | N | 0.00 |
| None offered | 0.00 | Y | 0.00 |

# Assessments

- Refer to EMIS Data Collection Calendar for modified collection close dates
- Career Tech Accountability Assessment Collection
  - See guidance in special EMIS Manual section on reporting CTE Tech Assessment (GY) scores
  - (CTAC-001) CTE Accountability Program of Concentration Tech Assessment Results Report
    - Same report from March D Collection
  - *New* Industry Credential Accountability Conflict Report
    - More than one district reporting IPD test type

# **Financial**

- Only one Financial (H) Collection, open through August 31
  - No capital asset reporting
- Submit early and review Level 2 reports
  - (EXPD-001) Expenditure Detail Report
  - (EXPD-002) Expenditure Summary Report by Category
  - (EXPD-003) Expenditure Summary Report by Sub-Category

# Data Reviews and Appeals

- All reviews and appeals will still occur with modified date ranges to allow for extensions of some collections
  - Except End Of Course Assessment, Alternate Assessment, Grades 3-8 Assessment
- Districts can indicate need for appeal as part of review
- Open and close dates posted on webpages are current

# FY20 Graduation

# HB 197 Flexibility

- Extends through September 30
- Local decision whether met curriculum requirements or IEP requirements
- No assessment or alternate pathway requirements to graduate

# Most Grad Reporting Unchanged

- Effective End Date
- Withdraw Reason
- Diploma Date and Type
- Diploma seals
- Assessment exemptions
- Alternative graduation pathways
- Core requirements
- Grad related assessments

# Diploma

- Diploma Date (FN090)
  - By end of senior year = regular graduate
  - After senior year but before next school year = summer graduate
  - After earliest start date at the district = FY21 graduate
  - Issued to student withdrawn in prior year = Grad only
- Diploma Type (FN100)

# Student Graduation - Core Summary (GC) Record

Verify all credits earned are reflected in GC record

- Separate record for each CORE Area in which the student received credit
- All dual enrollment credits earned that appear on a student's transcript or other official document

# (GRAD-999) Grad Issues

- 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

# Grad Data Review and Appeals

- FY20 Graduate and Prepared for Success Data Review
  - Opens in the fall
- Two appeals for graduation data
  - FY20 Graduate and Prepared for Success Appeal
  - FY20 Graduate Cohort Appeal
  - Both open in the fall

# FY21 Retention – Grade 3 Only

# HB 197 – Retention Provision

- Temporarily removes reading threshold requirement to advance to fourth grade
- District may retain if it believes the student's reading skills are below grade level **and** the student is not academically prepared for promotion

# EMIS Change 20-195 – Overview

- 20-195(a) = documentation change
- 20-195(b) = manifest change and other work
- Retained Status option required only for 3$^{rd}$ grade students
  - No longer reported for grades K-2 or 4-12
- Collection still in August

# **Retention Exemptions**

- English Language Learner (EL)
  - 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

# Retained Status Options, 1

- \* – 3rd grader meeting TGRG promotion score requirement on fall 3rd Grade ELA

- \* – 3rd grader promoted under HB 197 flexibility

- 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

# FY21 EMIS Changes

# **Changes, 1**

- 21-2: Physical Education subject codes
- 21-6: STEM (6-12) license
- 21-7, 21-9, and 21-19: CTE updates
- 21-8: New endorsements
- 21-10: New placement element on CTE workforce development record
- 21-11 and 21-13: Industry Credentials

# Changes, 2

- 21-15: New elementary licenses
- 21-20: MOA IRN end date – March 31
- 21-21: Substitute credentials
- 21-24: Remove position code 509
- 21-25: ESSA Licensure Assurances Report
- 21-27: Federal Child Count
- 21-28: Discipline reporting for ESCs

# **Changes, 3**

- 21-29: Limited English Proficiency (LEP) to English Learner (EL)

- 21-33: New Military Science license

- 21-34 and 21-50: CTE middle school and Project Lead the Way

- 21-36: DN missing list to include PE eval

- 21-37: Alternate Assessment missing list

# Changes, 4

- 21-38: How Received X error level
- 21-39 and 21-45: Temporary licenses
- 21-40: Remove Infant/Toddler grade span
- 21-41: Industry Credential valid dates
- 21-44: Student Graduation – Core Summary (GC) Record for non-grads
- 21-?: Student course grades reporting

# ODDEX Updates

# New Navigation Bar

- Modules reorganized around global SSID search box

  – Most used on the left, least used on the right
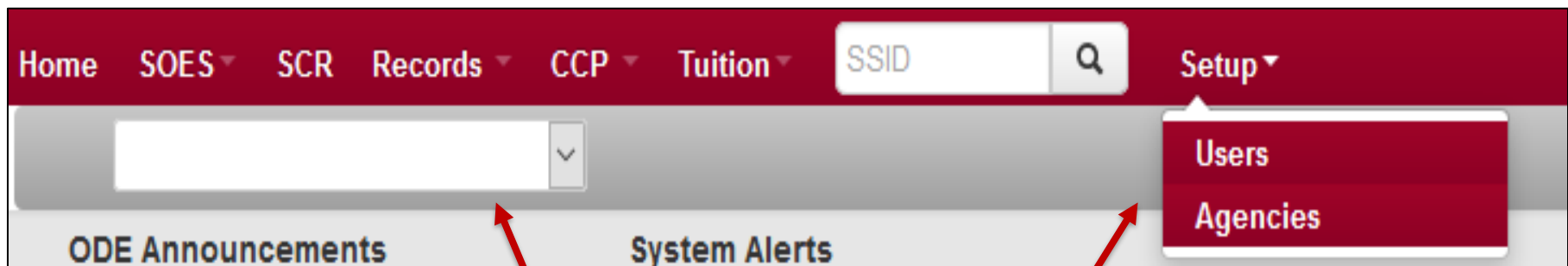


- District dropdown bar is now gray

- Setup dropdown for Users and Agencies

# CCP

- New Find option to select students with only district-reported CCP courses



- Removed the earliest age out date on generated courses

# **SCR**

New "Conflict IRN" dropdown to allow user to review records associated with a specific IRN

# SOES: New Dropdowns

- Community schools
  - Includes Calendar
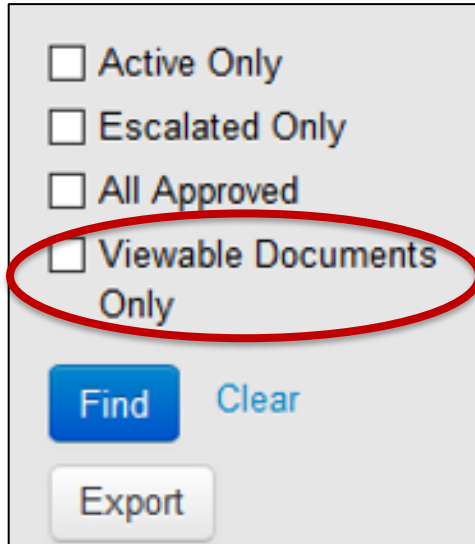


- Resident districts
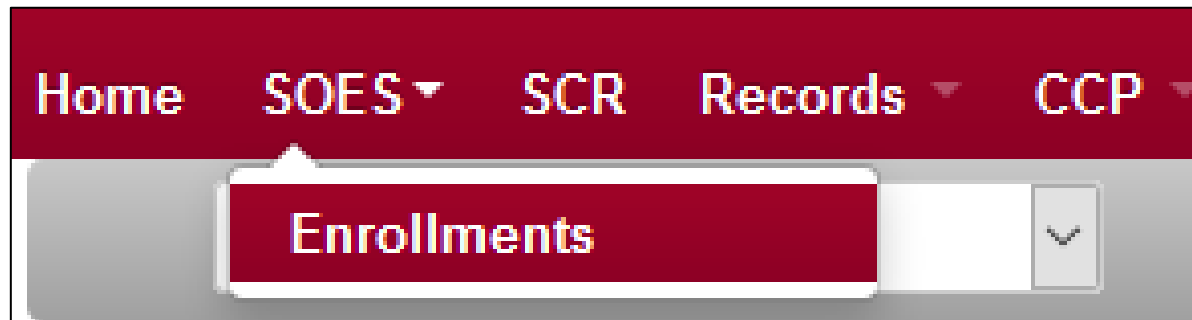
# SOES: New Find Options
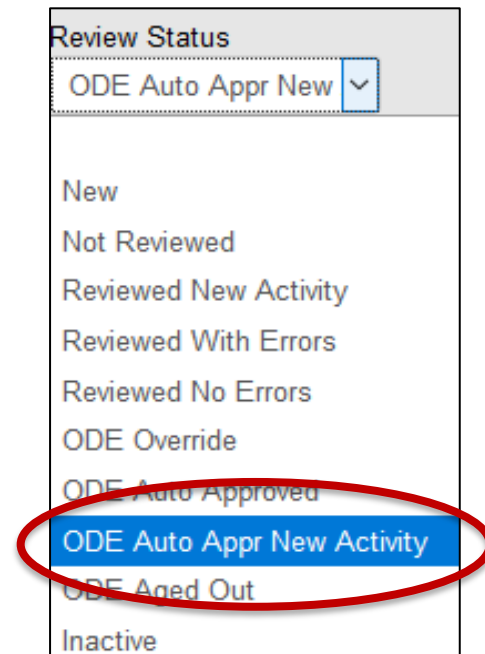
- Students with uploaded documents
  - Both CS and DOR

- Auto approved with new comments
  - CS only

# Contact Information

- Reminder: complete Secondary Contact Information in Agencies under Setup
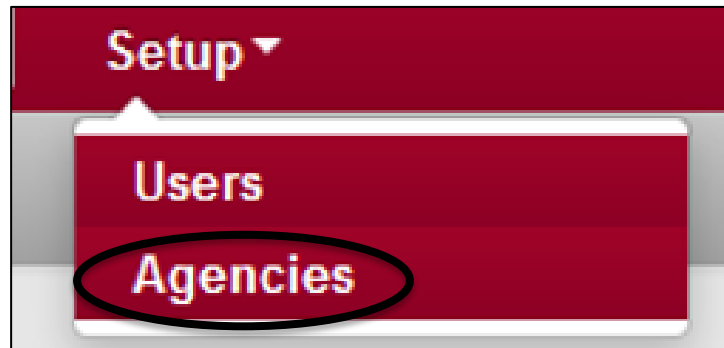


- Contact information will be available in modules

# Other

# EMIS Advisory Council and Workgroups

- Department continues to work toward implementing all approved actions per annual report

- New annual report under construction

- Status of new workgroups
  - Delayed due to mandated building closure

- Department exploring virtual meetings

# EMIS Manual Review

- Overall review/revision process of entire manual is ongoing
- All sections per chapter will be released together
  - Except Chapter 2
- Next to be reviewed
  - Chapter 4
  - Chapter 5
  - Chapter 3

# New EMIS Coordinator Trainings

- Starting in August

- Topics will be broken out into separate modules so participants can sign up based on individual needs

- Via Microsoft Teams

# **Transition to Microsoft Teams**

- ITC EMIS trainings by end of calendar year
- New EMIS Coordinator trainings starting in August
- Communicate with IT staff to insure accessibility

# 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, 1**

- COVID-19-Related EMIS Reporting Guidance
- 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
- 2.13 Student Special Education (GE) Record
- 2.14 Student Special Education Graduation Requirement (FE) Record

# EMIS Manual, 2

- 2.15 Student Graduation – Core Summary (GC) Record

- 2.22 Student Truancy and Excessive Absence (FT) Record

- 3.4 Staff Employment (CK) Record

- 4.2 Course Master (CN) Record

- 4.4 Student Course (GN) Record

- 5.3 Organization - General Information (DN) Record

- 5.4 District Testing – Yearend (DT) Record

- 6.1 – 6.7 Financial (QC) Record

# **Report Explanations**

- (CTAC-xxx) CTE Technical Assessment Summary Reports
- (EXPD-xxx) Expenditure Reports
- (GNIS-xxx) General Issues Data Reports
- (Grad-999) Grad Issues Report
- (Grad-002) Newly Assigned to Grad Cohort Report

# **Gen Issues**

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data

- Announced via Release Notes
  - ODE Home > Topics > EMIS > EMIS Technical Documentation > EMIS Release Notes

- For assistance, contact data manager on report and in report explanation

- Do *not* include student identifiable information in communications

# **Other, 1**

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

# Other, 2

- ODDEX Help
  - https://wiki.ssdtohio.org/pages/viewpage.action?pageId=21135503

- EMIS Advisory Council
  - ODE Home > Topics > EMIS > EMIS Advisory Council

# Graduation Requirements

- COVID-19 Webpage
  - Keyword: "Graduation"
  - ODE Home > Topics > Integrated Student Supports > Coronavirus (COVID-19) Information for Ohio's Schools and Districts > Graduation Requirements

- Webpage
  - Keyword: "Graduation Requirements"
  - ODE Home > Topics > Graduation Requirements

- Contact information
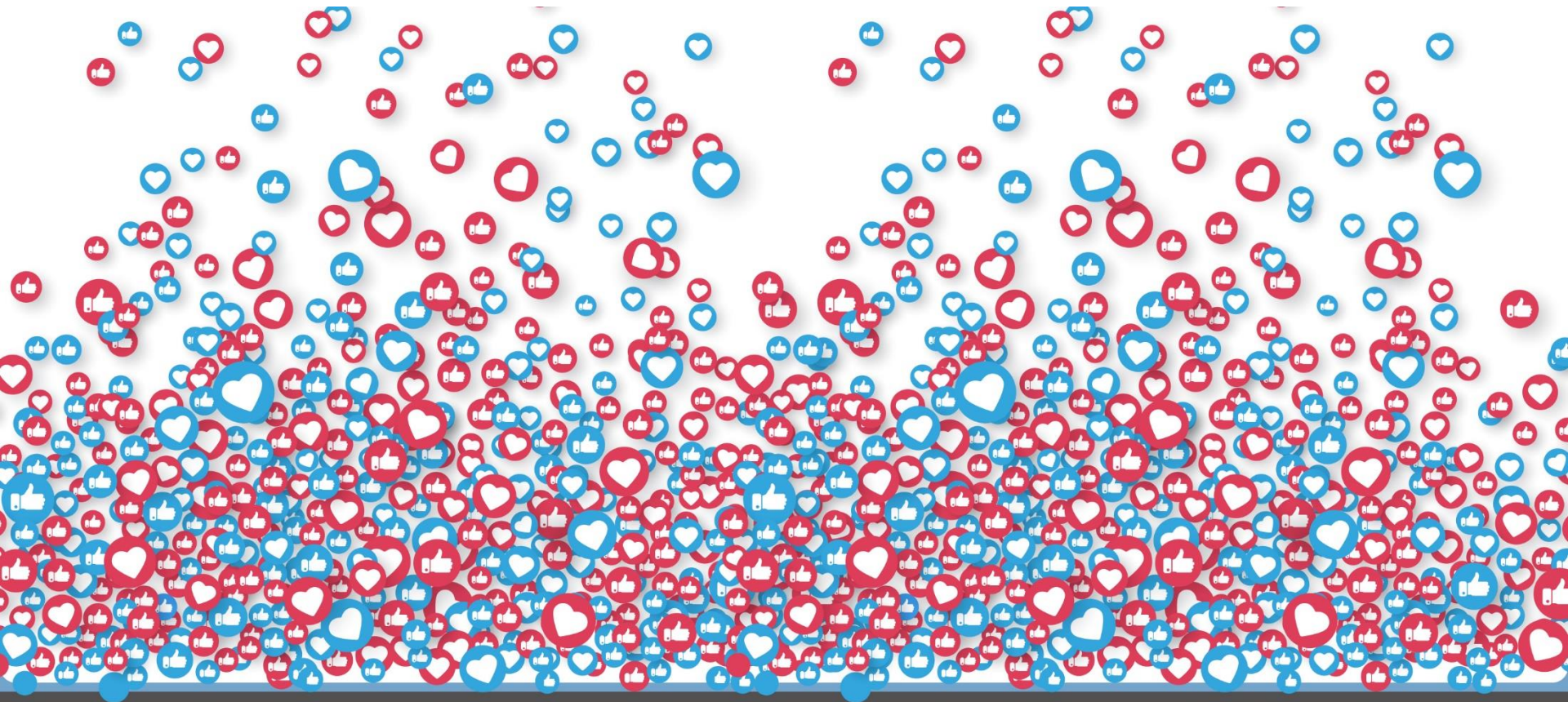  - gradrequirements@education.ohio.gov

# Office of Data Quality

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

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

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

@EMISOhio

education.ohio.gov/Topics/Data/EMIS

Ohio | Department of Education

@OHEducation