

## **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**

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# Federal Child Count (FCC) Follow-up

## FCC Reports Released

- New DIST LRE SRC CODE options
  - –B: Change to DYS LRE
  - -C: How Received = 6 and Grade = PS
- New tie breaker for DYS
  - -Students reported by Buckeye United (060988) will count there
- Fed CCT Flag set to No for Status Code FC0004
- Latest version of report explanation reflects these updates
- Complete review prior to December 21, 2020

## New Gen Issues

- (GNIS-483) Gen Issues SWD Unusual Age/Grade Level Combination (21-97)
  - Review Date of Birth (GI070) and State Equivalent Grade Level (FD090) reporting for accuracy
- (GNIS-484) Gen Issues SWD No LRE provided (21-104)
  - -No IEP reported as being in effect as of October 31, and so no LRE
  - Review Student Special Education (GE) Record reporting for accuracy
- Description and contact information available in report and report explanation

# **Staff and Course**

## **CTE Overrides**

- Automates override process for CTE FTE Report for
  - -Teachers with middle school validations teaching CTE courses with Curriculum Code VM (21-34)
  - -Teachers completing Project Lead the Way (PLTW) trainings (21-50)
- Will not impact the TLC Status report
- Teachers remain on report as not properly certified
- Currently a manual process

# **FY21 Licensure Flexibility**

- Teachers with three or more years experience and who hold professional or resident educator license (21-57)
  - Can teach two grades below and two grades above the grade band on the relevant license
  - -Can teach any subject matter
  - -Pertains only to regular education courses
- TLC Status report updated
- Will display with Check Type Code F

## Student Course Grade (L) Collection

- Opened October 22
- New EMIS Manual Section 4.8 published
- New Grade option W added
  - -Reported when student withdraws before earning any credit
- EMIS Change 21-74

## Substitutes

- Subs who are teachers of record can be reported with Position Code 225 (21-83)
  - Not required to change Position Code to 230
  - -Flexibility allowed due to COVID-19
  - -Change is for FY21 only
- Substitute license is still not considered properly certified in traditional districts
  - But can be in community schools
  - Position Code 225 will display as not prop cert in TLC Status Report

# Curriculum (CN310) Option VM Changes

- CTE FTE eligibility for middle school courses with VM option for grades 7–10 (21-88)
  - -Except for subject code 990364 which is grades 7-9 only
- Update description for VM option in EMIS Manual Section 4.2 (21-93)
  - -Removes reference to number of hours from definition

## Data for TLC Status Report

- Relevant records
  - -Course Master (CN) Record
  - -Staff Course (CU) Record
  - -Student Course (GN) Record
  - -Student Attributes Effective Date (FD) Record
- Only Initial Staff and Course (L) Collection data used
- All courses and student course enrollments for the entire school year required

## Course Master (CN) Record

- Local Classroom Code (CN160) should match code on Staff Course (CU) and Student Course (GN) Records
  - -Ties three records together
- Student Population (CN340) should describe structure/curriculum of the course
- Verify current Subject Codes (CN050) on all courses
- Ensure Course Start Date (CN280) and Course End Date (CN290) are within range of calendar for students in the course

# Staff Course (CU) Record

- Employee ID (CU050) should match ID on Staff Demographic (CI) and Staff Employment (CK) Records
  - Ties three records together
- Staff Provider IRN (CU120) should be IRN of contracting entity, if not reporting district
- Staff Course Start Date (CU070) and Staff Course End Date (CU080) used to decide teacher to be evaluated for proper certification
- Teacher Licensure Course IRN (CU110) determines where course counts for proper cert calculations

# Student Course (GN) Record

- Verify all students reported
  - -Currently enrolled in course and
  - -Any who withdrew early from course
- Ensure Course Enrollment Start Date (GN160) and Course Enrollment End Date (GN170) are all within acceptable range of calendar/course dates

### Other Related Records

- Verify Staff Demographic (CI) Record
  - -Early Childhood Education Qualification (Cl225)
- Ensure Student Attributes Effective Date (FD) Record
  - –Disability Condition (FD130)
  - -State Equivalent Grade Level (FD090)

# Staff Employment (CK) Record

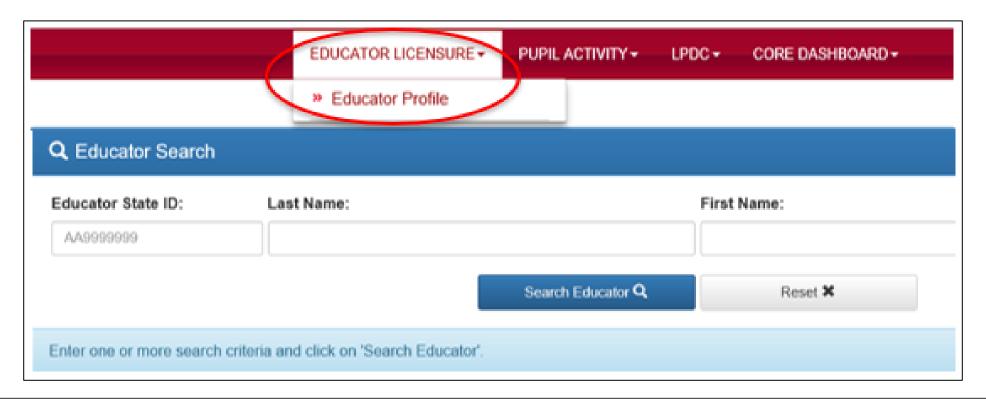
- Teachers of record should be reported with Position Code (CK060) 230 or 225 with this year's flexibility
- Verify staff separation data
  - Position Separation Date (CK300)
  - -Position Separation Reason (CK230)
- Position Status (CK070) should not be changed if worked in current school year
  - Option U only if prior year separation not reported and zero days this year

## **CORE Educator Profile**

# Access through OH|ID Portal app or publicly

-"Educator Profile Search"



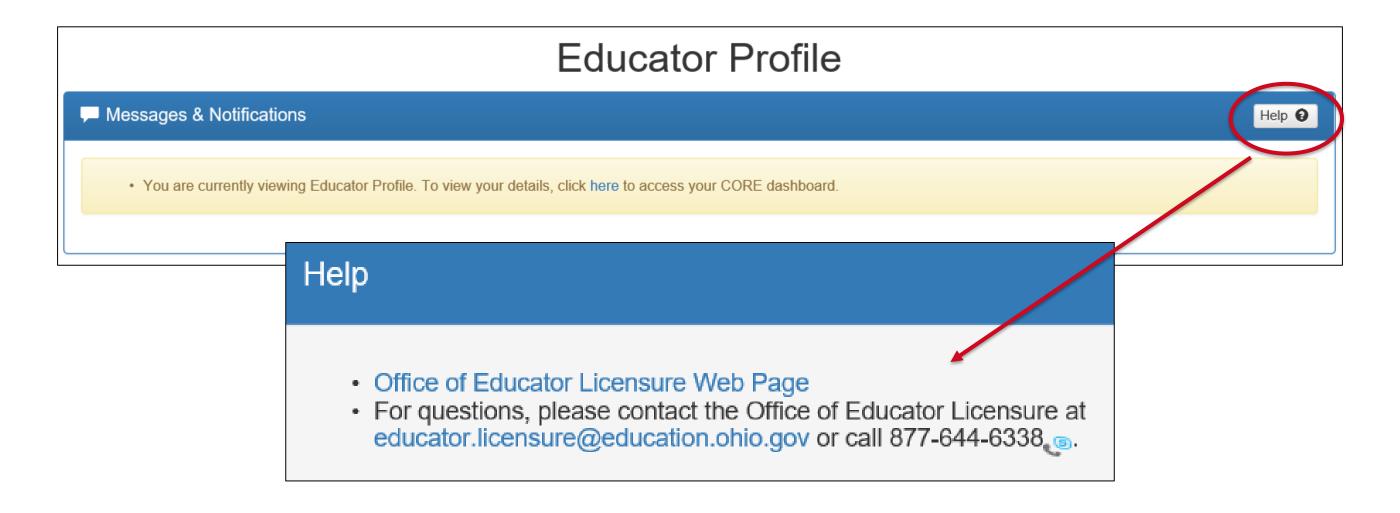


## Credentials

- Is license valid or expired?
  - -HB 197 flexibility extends renewal to December 1, 2020
- Is the teaching field allowable for the course?
- Is there a "Valid In" IRN on the license?



## **Educator Licensure Questions**



## **Certification and Licensure Search**

#### Home > Data > EMIS > Certification and Licensure Search



#### Search for Regular Teaching Certificates and Licenses

**Elementary exceptions!** 

This search is for situations where a course master has been submitted and the student population is PR or RG (i.e., regular education courses). Every permissible combination is not found in this search. For instance, situations in which a teacher is required to have multiple teaching fields or multiple credentials do not appear.

Note that the general rule for elementary credentials (i.e., Kindergarten-Primary (KP), Kindergarten-Elementary (KE), Elementary (EL), Early Childhood (EC)) allows the teachers who hold these credentials to teach any course within the relevant grade range. These situations are not reflected within this search tool. An exception to this rule is for those initially hired on or after July 1, 2013, to teach physical education. These teachers must be licensed in PE and are included in this search tool.

For questions regarding Invalid\_Cert reports, please contact EMIS via the helpdesk. For questions regarding teacher assignments, please contact the Office of Educator Licensure.

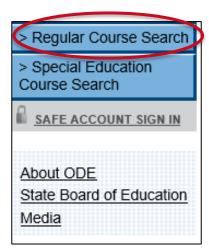
OR



#### Search for Special Education Teaching Certificates and Licenses

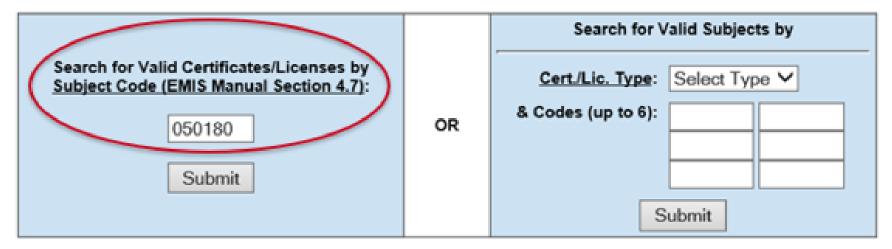
This section is for courses reported with student populations of DP, D8, GA, GE, SE, and SP (i.e., special education courses).

## Subject Code Search



#### **Teaching Certificate & License Search**

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assignment area 999370 or 999800.

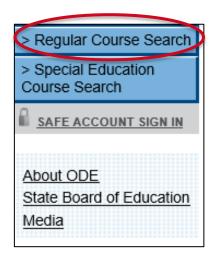


Subject Code: 050180

Valid Certificate Combination(s)								
Cert. Type Cert. Code(s) Grade(s)								
Some exceptions may exist. <u>Click Here</u> to view these exceptions.								
CH 050012 7 - 12								
← HS	050000	7 - 12						

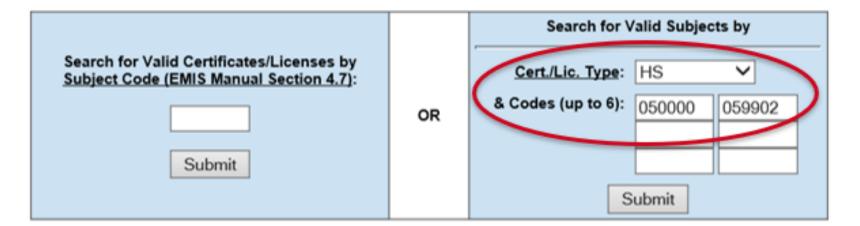
	Valid License Combination(s)							
Lic. Type Lic. Code(s) Grade(s)								
Some exceptions may exist. <u>Click Here</u> to view these exceptions.								
AD 050000 7 - 12								
050145	7 - 12							
	may exist. <u>Click Here</u> 050000							

## Licensure Search



#### **Teaching Certificate & License Search**

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assignment area 999370 or 999800.



Certificate/License Type: HS
Certificate/License Code(s):
050000 059902

Valid Course(s)								
Subject Code(s) Grade(s)								
Some exceptions may exist. <u>Click Here</u> to view these exceptions.								
030600 7 - 12								
050180	7 - 12							

## Substitutes as Teacher of Record

- In charge of the course
- Conducting activities typically completed by lead teacher
  - Provide instruction
  - Assign grades
- Even if
  - -Regular teacher will be returning
  - No or incorrect credential
  - -From a third-party non-EMIS reporting entity

# Teacher Licensure Course (TLC) Status Report – Overview

- Indicates whether teacher is properly certified to teach course
- Certification information on report card uses *Initial* Staff and Course (L) Collection data
- Updated daily, may be impacted by other districts
  - -Submit and review regularly
- EMIS Alliance training coming up

## **Multiple Teachers**

- Different lengths of time
  - -Teacher assigned to course for the most amount of time
- Same length of time
  - -Teacher with proper certification
- Same length of time, all/none properly certified
  - -First teacher selected in report generation process

# **Troubleshooting TLC Status Report**

- Is teacher eligible for HB 164 flexibility?
- Is license valid for subject code?
- Is license valid for grade level?
- Is license valid for population?
- Are there students in the course?
- Does the Teacher State ID start with a Z?
- Does the teacher have only a substitute license? Is this a traditional public school?
- Is the credential currently valid?
- Is there a Valid in IRN?

# Is license valid for subject code?

	Severity Code	Subjet Code	Tchr State ID	Result Code		oper rt Flag		Cred Course Disab Indic	Check Type Code
}	1	110301	HW1234567	TL0001	(Y)	) <	RG	Z	F

- Teacher
  - -High School (7-12) with 050000 English
  - -Authorized Teaching Experience Years (Cl200) = 4 years
- Subject code 110301 = Algebra 1
- Proper Cert Flag = Y
- With HB 164 flexibility
  - High School English credential is valid for Algebra 1 if teacher meets requirements

# Is license valid for population?

> *	•	Tchr State ID	Result Code	Proper Cert Flag	Studnt Pop	Cred Course Disab Indic	Check Type Code
F	111200	HW1234567	TL0006	N	SE	С	S

- Teacher
  - -High School (7-12) with 110000 Mathematics
- Subject code 111200 = Geometry
  - -High School Mathematics credential is valid for subject code
- Proper Cert Flag = N
  - -Student Population = SE, Disability Indicator = C, Check Type = S
- Credential valid for regular ed courses; not special ed courses

## Which license used for proper cert process?

Code	Code	ID	Code	Cert	Pop	Cred Course Disab Indic	
F	110020	HW1234567	TL0009	N) <	SE	D	R

- Teacher
  - -IL Intervention Specialist (K-12)
  - –EC Early Childhood (P-3)
- Subject code 110020 = Mathematics 2
  - -Comprised of students grades 10 and 11
- Proper Cert Flag = N
  - -Student Population = SE, Disability Indicator = D, Check Type = R
- IL not used for process due to students enrolled in course and EC not valid due to student grade levels outside of license grade band

## **ESSA State Licensure Assurance Report**

- Displays all core courses and whether staff member assigned is validly credentialed to teach them
  - –Per the TLC Status Report
- Changes made after close of Initial Staff and Course (L)
   Collection will not be reflected on report card
- Principals must review, sign, keep on file
- EMIS Change 21-25 to convert report to Level 2 was cancelled

# Assessments

## Spring/Summer FY20 EOC Tests

- SNR Option W eligibility criteria
  - -Took qualifying course *and* scheduled to test for first time in FY20
    - FY20 course grade converted to points
  - -Scheduled to retake test in FY20
    - Prior year course grade converted to points
  - Does not include transfers from homeschooling or out-of-state
- Assessment Type (FA060)
  - -GE = End of Course
  - -GX = HS Alternate Assessment

## **EOC Course Grades as Test Results**

- Score (FA240)
  - Course grade converted to points
  - -Conversion chart available online
  - -Final grade determination is a local decision
  - Document and apply fairly
- Test Date (FA210)
  - -Any 2020 date through July 2020
- Type of Accommodation (FA225)
  - -"\*\*" Not applicable

## **Additional SNR Clarifications**

- A for medical reason
  - -Acceptable in cases where student is quarantined due to COVID
  - Can apply for waiver
  - Counts against the district if waiver not approved
- B for parent refusal
  - -If parent does not allow for in-person testing due to COVID
  - Counts against the district

#### **Missing Lists**

- KG students who enroll after last day of test window removed from KRA missing list (21-70)
- Assessment Group DN Attribute status
  - -21-68(a) added ASMTFG3ELA to Fall 3<sup>rd</sup> Grade Reading missing list
  - -21-68(b) moved to FY22 to add ASMTSPRELA and ASMTSPRMSS to Spring 3-8 and EOC missing lists
    - Can still be reported in FY20
- DPR Assessment Collection missing list delayed until new vendor selected

#### **Reset and Restart**

- Fall 2020 Testing
  - -Considerations for administering and accountability impacts
- Readiness Assessments
  - -Benchmark tests and checkpoint assessments
- Third Grade Reading Guarantee, Reading Achievement Plans and District Reading Improvement Plans
  - -Promotion and other evaluations
  - -Reading Diagnostic required for FY21
  - -Teacher qualifications
  - -FY21 RIMP requirements

# Other

## **Additional EMIS Changes**

- Current Graduation Credit Progress (S) Collection opened November 5 (21-44)
  - Resumes collecting Student Graduation Core Summary (GC)
     Record for grades 9-11
  - -New credit area options added for technology
- New check for PS grade level and date of birth (21-62)
- GI elements added to SCR Collection (21-82)
- New Graduation Seals added to EMIS Manual Section 2.9 (21-85)

#### **EMIS Manual Section 2.8.1**

#### New Industry Credential table (21-41)

-Indicate years in which each credential could be earned

Code	Area Code Description	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
CA59	Adobe Certified Associate Web Authoring Using Adobe Dreamweaver	х	х	х	х	х	х
CA60	Adobe Dreamweaver CC	Х	Х	Χ	Х		
CA61	Adobe Dreamweaver CS6	Х	Х	Χ	Χ		
CA62	Adobe Flash CS6	Х	Х	Х	Х		
CA63	Adobe Flash CS6	Х	Х	Χ	Х		
CA64	Adobe FrameMaker 10	Х	Х	Х	Χ		
CA65	Adobe Illustrator CS5	Х	Х	Х	Χ		
CA66	Adobe Illustrator CS6	Х	Х	Х	Х		
CA67	Adobe InDesign CS5	Х	Х	Х	Χ		

#### **EMIS Manual Section 5.1.1**

- Describes the DL/DN combination that forms a calendar
- Provides a reporting overview for calendar data
- Includes examples of calendar reporting at various levels
  - -District
  - -Building
  - -Grade Level
  - -Attendance Pattern
- Question and Answer section

#### **Data Collector Updates**

- Ability to break down CSV reports into multiple reports by Building IRN and by Result Code
- Initial version for files that already include Building IRN
- Later version will include additional files once Building IRN has been added
- Additional radio button to make selection
- Creates zip file
- Helpful for larger districts

# EMIS Professional Qualifications and Development Workgroup Update

- Subgroup created to advise EMIS Advisory Council regarding Department initiatives needed to support EMIS coordinators until December 31, 2021
- Department to:
  - Develop and publish best practices for districts to follow regarding EMIS staff, data, and reporting
  - Develop and publish new EMIS Manual section that goes beyond EMIS reporting rules to include information about EMIS staff, data, and reporting
  - Develop a more formalized, structured training for new EMIS coordinators

# **ODDEX**

## College Credit Plus (CCP) Payments Status

- Close out underway for FY16 FY20
- Escalations will be resolved
  - -Area coordinators reaching out
- Courses where payment responsibility was reassigned available for review
  - -45 days to review and approve or flag
- Deductions for invalid SSIDs will be stopped

## **Determining CCP Payment Responsibility**

- All student enrollments with District Relationship of "1"
  - -Summer courses, Term = "SM"
    - Enrolled at district on or within 110 days after course census date
  - -Autumn courses, Term = "AU"
    - Enrolled at district on or within 10 days before or after course census date
  - –Winter or Spring courses, Term = "WI" or "SP"
    - Enrolled at district on course census date
- District reported by college is responsible if no criteria met

## **How CCP Payments Are Split**

- Student enrolled at multiple districts
  - –District Relationship = 1
  - -Enrolled on course census date
  - -Sent To Reason = "PS"
  - -Enrolled in a course with Curriculum Code of "PS"
- Amount applied based on each district's Student Percent of Time when all or none of above criteria met

## **CCP Split Payment Flags and How They Work**

- ENRL\_SPLIT\_BUT\_MY\_LEA\_TO\_PAY\_ALL
  - -Payment moved to district placing flag
  - -No funding impact beyond removing split
  - –No action required by other district
- ENRL\_SPLIT\_BUT\_OTHER\_LEA\_TO\_PAY\_ALL
  - -Only stops payment for portion assigned to district placing flag
  - -"Other" flags with "PAY\_ALL" = full amount moved
  - -"Other" flags with "Other pays all" = no payment, HEI must escalate
  - –No action, aged out = escalate

#### **CCP** Received Files

- CCP\_NEWLY\_SPLIT\_LEA
  - -Responsible district needs to claim by flagging
- CCP\_INVALID\_SSID\_LEA
  - Informational only, no action needed
- CCP\_REASSIGNED\_LEA
  - -"New" district should review reassigned courses, flag accordingly
- CCP\_LEA\_Deduct
  - Tool for reconciling CCP Deduction web reports

#### **CCP Level 2 Reports**

- Previously generated as Received Files
  - -(CCPL-001) Projected Non-Payment
  - -(CCPL-002) Not Funded at Responsible LEA
  - -(CCPL-003) CCP Split Payment
  - -(CCPL-004) CCP Escalated Courses
- New
  - -(CCPL-101) Projected Payment
- Report explanations available

#### **Tuition Review**

- Two funding windows
  - -Beginning of school year through December 31
  - -January 1 through end of school year
- Records with qualifying How Received reasons must be submitted in EMIS prior to close of window to be added to Tuition module
- How Received reasons included
  - -C, D, P, T, W
- Does not apply to Preschool

#### **Level 2 Tuition Reports**

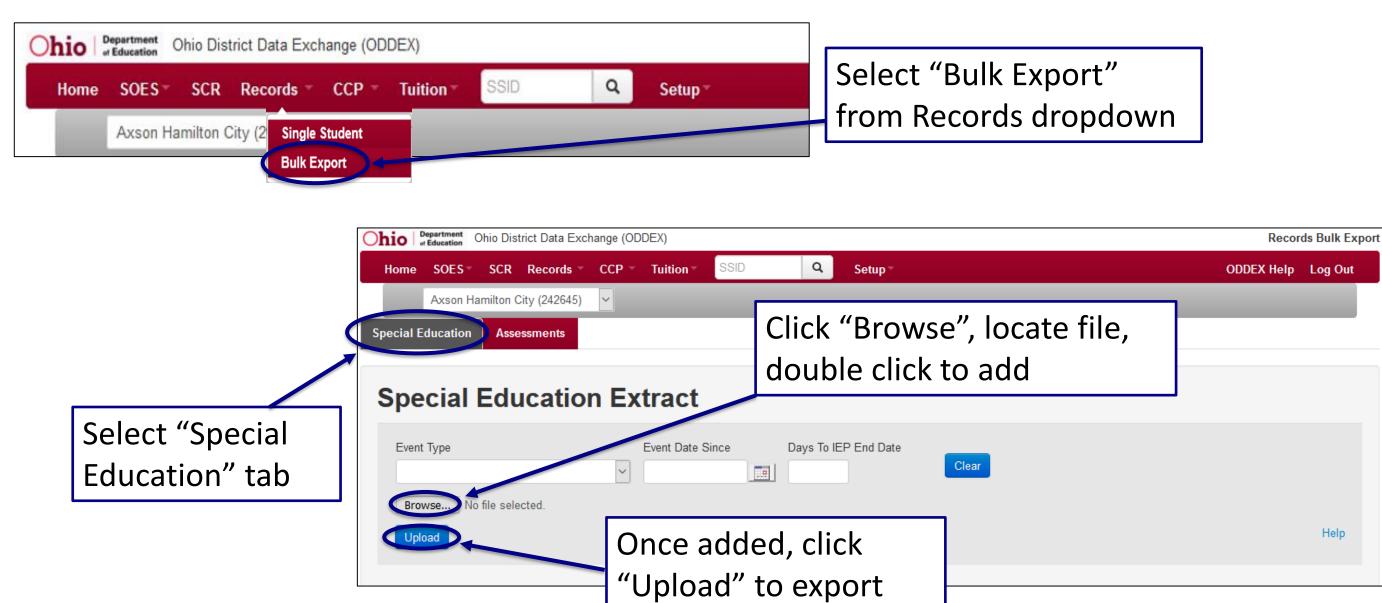
Use to reconcile student-level data with Foundation Statement of Settlement Report tuition amounts

- -(TUIT-001) Educating District Tuition-1st Funding Window
- -(TUIT-002) Resident District Tuition-1st Funding Window
- -(TUIT-003) Educating District Tuition-2nd Funding Window
- -(TUIT-004) Resident District Tuition-2nd Funding Window

## **ODDEX Flags on Level 2 Tuition Reports**

Level 2 Result Code	ODDEX Flag	Applicable Entity	Impact
TU0001	NOT_CLAIMING_TUITION	Educating-Receiving	Funding
TU0004	LEA_APPROVED	Both	N/A
TU0006	AGE_INVALID	Resident-Paying	Funding
TU0007	NON_RESIDENT	Resident-Paying	Funding
TU0008	COURT_ORDER_REQUESTED	Resident-Paying	Funding
TU0009	DATA_QUALITY_ISSUE	Resident-Paying	Data Quality
TU0010	ORC_TUITION_WAIVER	Resident-Paying	Funding
TU0011	SSID_MISMATCH	Resident-Paying	Funding
TU0014	UNRESOLVED_CONFLICT	Both	N/A
TU0015	PAYMENT_INCORRECT	Both	N/A

## **New Special Education Export**



## **Progress on SSID Changes**

- Initial phase implemented with November 12 release
- End date applied to incorrect SSID enrollment
- Correct SSID will include all enrollments

SSID	Dates
WW1111111 – incorrect	07/01/2020 — 07/01/2020
AB2222222 – correct	07/01/2020 — 07/01/2020
AB2222222 – correct	07/02/2020 – Current

May have created some additional conflicts, closed some existing

## **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
- 2.2 Student Demographic (GI) Record
- 2.5 Student Attributes Effective Date (FD) Record
- 2.8 Student Assessment (FA) Record
- 2.8.1 Assessment Area Codes
- 2.9 Student Program (GQ) Record
- 2.13 Student Special Education (GE) Record
- 2.15 Student Graduation Core Summary (GC) Record

#### EMIS Manual, 2

- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 4.2 Course Master (CN) Record
- 4.3 Staff Course (CU) Record
- 4.4 Student Course (GN) Record
- 4.8 Student Course Grade (FR) Record Draft
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization General Info (DN) Record

#### Report Explanations

- Assessment Missing Reports
- CCP Reports
- CTE FTE Reports
- CTE Technical Assessment Summary Reports
- Federal Child Count
- (TLCS-001) Teacher Licensure Course Status

## (GNIS-xxx) General 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

#### File Descriptions

- CCP\_INVALID\_SSID\_LEA
- CCP\_LEA\_Deduct
- CCP\_NEWLY\_SPLIT\_LEA
- CCP\_REASSIGNED\_LEA
- PRIN\_ESSA\_Licensure\_Assurances

#### 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 Advisory Council
  - -Keywords: "EMIS Advisory"
  - ODE Home > Topics > EMIS > EMIS Advisory Council

#### Other, 2

- EMIS Changes
  - -Keyword: "Changes"
  - ODE Home > Topics > EMIS > Documentation > EMIS Changes
- ODDEX Help
  - https://wiki.ssdtohio.org/pages/viewpage.action?pageId=21135503
- Office of Educator Licensure
  - -Keywords: "Educator Licensure"
  - ODE Home > Topics > Teaching > Educator Licenses

#### Other, 3

- Reset and Restart
  - -Keyword: "Reset"
  - -ODE Home > Reset and Restart
- Tuition Manual FY20
  - -Keywords: "Tuition Manual"
  - ODE Home > Topics > Ohio Education Options > Public Schools >
     Forms and Program Information for Traditional Public Schools > Tuition
     Manual

#### Office of Data Quality

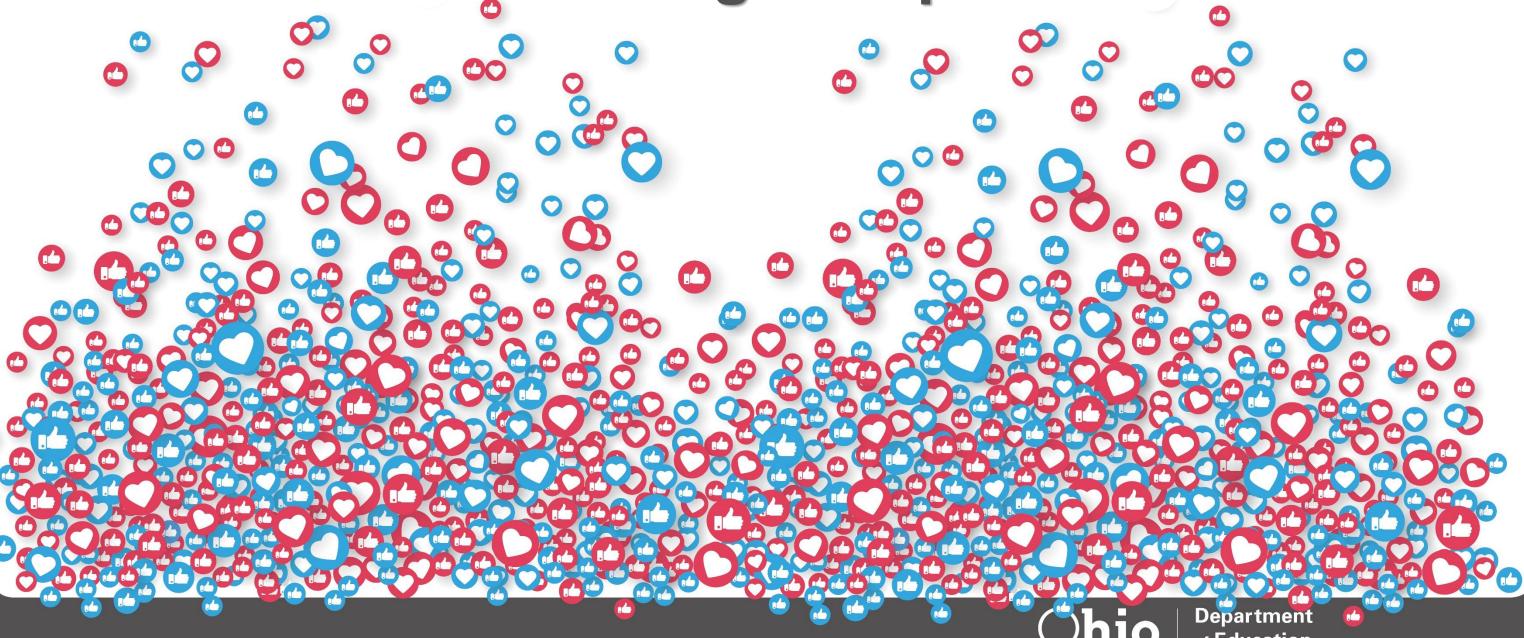
- EMIS Data Appeals
  - -Keywords: "EMIS Data Appeals"
  - ODE Home > Topics > EMIS > EMIS Reporting Responsibilities > EMISData Appeals
- EMIS Data Review & Verification
  - -Keywords: "EMIS Data Review"
  - –ODE Home > Topics > EMIS > EMIS Reporting Responsibilities > EMIS Data Review & Verification
- Contact information
  - -dataquality@education.ohio.gov
  - -(614) 466-7144

#### **OH|ID Portal**

- Help
  - –http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help
- FAQ
  - -http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help/Department-of-Education-OH-ID-Portal-Help-Frequent
- Contact
  - -Profile.Help@education.ohio.gov



# education.ohio.gov/Topics/Data/EMIS













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