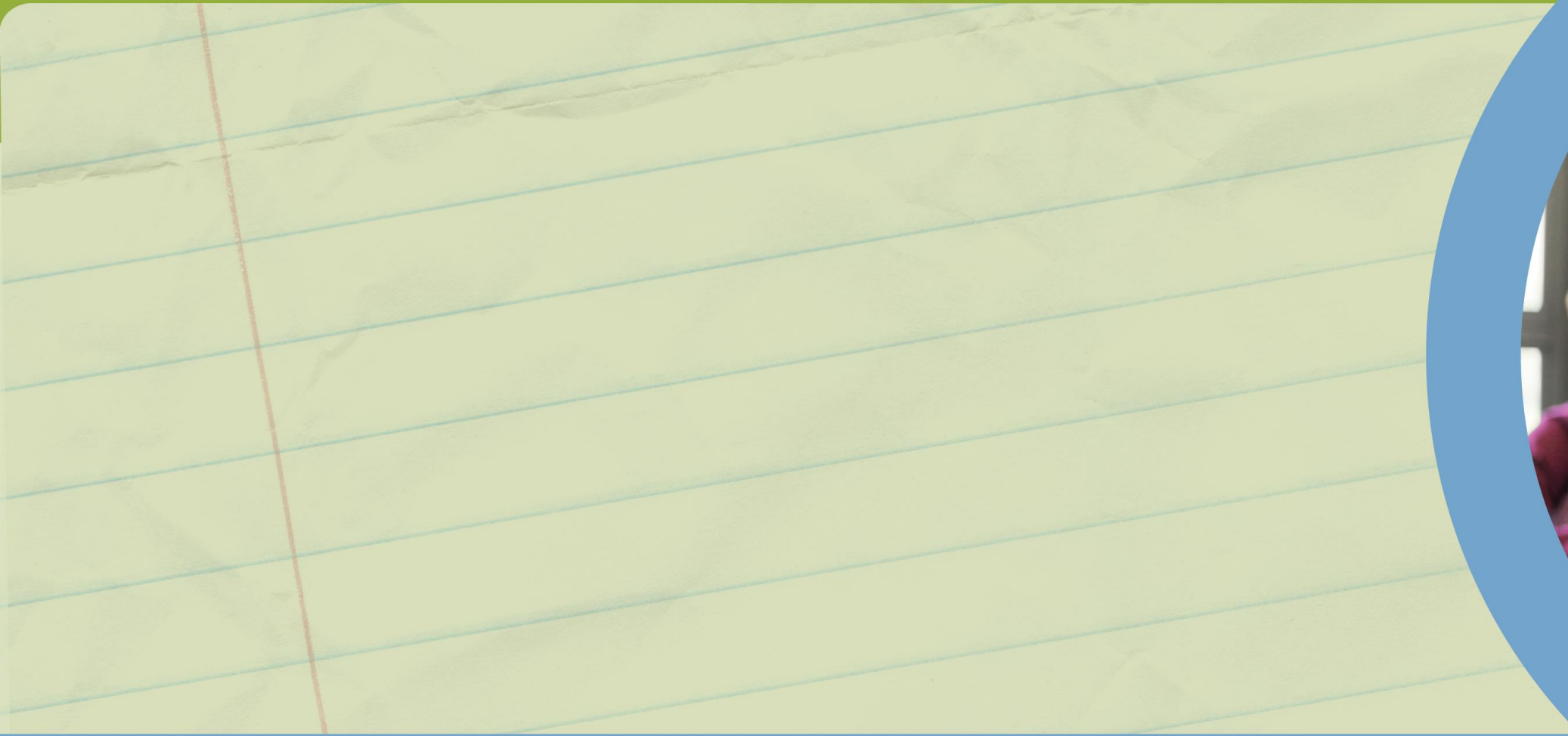


ODE ITC EMIS Training



August 2021

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

- Finalizing FY21
 - Assessment, 4
 - Student, 8
 - Staff and Course, 10
 - Graduation, 14
 - Appeals, 20
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- FY22 Retention – Grade 3 Only, 25
- FY22 Kickoff
 - Initial Calendar, 28
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 - Initial Staff and Course, 37
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FY21 Assessment

Preschool Assessments

- Early Learning Assessment Collection closes Aug. 27
 - Gen Issues 459: Score reported in EMIS does not match vendor file score
 - Missing: Resident district responsible for reporting tests
- Child Outcome Summary Collection closes Aug. 27
 - Gen Issues 476: No records or large decrease in records compared to prior year
 - Missing: Scholarship students included in error can be ignored

Alternate Assessment Collection

- Closes Sept. 17
- [Alternate Assessment High School Crosswalk](#) posted
- Spring 2020 and Spring 2021 results expected by mid-August
- Students who took test in Spring 2020
 - Graduating before scores returned: Report SNR of W with converted course grade
 - Graduating after scores returned: Not eligible for course grade substitution, report score once received

Other Accountability Assessments

- Closes Sept. 17
- (ICAC-001) Industry Credential Administrative Conflict
 - Student is reported as having obtained the same GW (Industry Credential) assessment subject code by more than one district within the same fiscal year with Required Test Type = IPD
 - No reimbursement will occur until conflict resolved
 - Last opportunity to correct for non grads in this collection
 - Also generated in Graduation Collection

FY21 Student

Current Graduation Credit Progress (S) Collection

- Closes Sept. 15
- Student Graduation – Core Summary (GC) Record only
- Earned credits in any grade level
- Submit as completely as possible
- In preparation for Progress Toward Graduation module implementation in ODDEX
- FY22 collection opens Sept. 16

FY21 Staff and Course

Student Course Grade (L) Collection

- Closes Sept. 15
- Student Course Grade (FR) Record only
- Course grades awarded throughout the year
- Submit as completely as possible
- In preparation for Progress Toward Graduation module implementation in ODDEX
- FY22 collection opens Sept. 16

Student Course Grade (FR) Record

Key Points

- Unique record = EMIS ID, Local Classroom Code, Term
 - Excludes Grade Status
- For shared students, only educating entity reports
 - Including JVS satellite and ESC preschool
- Grades for all courses offering high school credit are required to be reported
 - Including online and credit recovery courses
- Optional for non-high school credit courses

FR Record Key Points

- Resident district reports grades for ESC-educated school-age kids
- Districts do not need to change local grading policies
 - Convert numeric grades to letter grades
 - Select option that fits most closely
- Open into fall to allow for reporting of summer grades
- Grade and transcript information will not be displayed in ODDEX
 - Integral to Progress Toward Graduation module reports

FY21 Graduation

Level 2 Grad Cohort Reports

- No updates to reflect students graduating with flexibility
 - (Grad-419) 2019 - Grad Cohort - 4th Year Status
 - (Grad-420) 2020 - Grad Cohort - 3rd Year Status
 - (Grad-421) 2021 - Grad Cohort - 2nd Year Status
 - (Grad-422) 2022 - Grad Cohort - 1st Year Status
 - (Grad-518) 2019 - Grad Cohort - 5th Year Status
 - (Grad-002) Newly Assigned to Grad Cohort
- Corrections must go through Graduate Cohort appeal process

Other Level 2 Reports

- (GRAD-999) Grad Issues
 - Review for possible data quality issues
- Gen Issues
 - DPR checks
 - Longitudinal grad rate checks
 - Performance Index checks

New CTE Grad Cohort Level 2 Reports

- All entities with CTE concentrators
 - (CTGR-420) 2020 – CTE Grad Cohort - 4th Year Status
 - (CTGR-421) 2021 – CTE Grad Cohort - 3rd Year Status
 - (CTGR-422) 2022 – CTE Grad Cohort - 2nd Year Status
 - (CTGR-423) 2023 – CTE Grad Cohort - 1st Year Status
 - (CTGR-519) 2019 – CTE Grad Cohort - 5th Year Status
- Report explanation posted

Other Career-Tech Level 2 Reports

Review for issues with students reported in the Graduation (G) Collection

- (CTAC-001) CTE Accountability Program of Concentration Tech Assessment Results Report
- (ICAC-001) Industry Credential Administrative Conflict Report

Received Files

- Updated files will be distributed throughout remainder of collection
 - 2021_GRAD_Cohort-EOC-Asmnt_Detail
 - 2021_GRAD_Cohort-Non-EOC-Pts-Detail
 - 2021_GRAD_Cohort-EOC-Path-Req-Stat
 - 2021_GRAD_Cohort_SAT-ACT_Path_Req_stat
 - 2021_GRAD_Cohort_WK-IndCred_Path_Req_stat
- Still relevant and should be reviewed

FY21 Appeals

Upcoming FY21 Appeals

- Sept. 20
 - FY21 Alternate Assessment
 - FY21 Other Accountability Assessment
- TBD
 - FY21 Financial

FY21 – Other

New FY21 Received File

- 2021_CTE_CURRENT_YEAR_CONCENTRATORS
- File description is posted
- List of concentrators that will factor into current year accountability calculations
- Data impacted includes calendar, program of concentration, and course
- Appeals allow for data correction after collections close

FY21 EMIS Manual, Combined

QUICK LINKS

- » EMIS Basics
- » Documentation
 - EMIS Changes
 - EMIS FAQs
 - EMIS Manual
 - EMIS Validation and Report Explanations
 - Secure Data Center - Status of Reports
 - Statewide Student Identifier
 - EMIS Documentation Archives
 - Redesign Documentation
 - Previous EMIS Manuals
 - 2012 EMIS Manual
 - 2011 EMIS Manual

Previous EMIS Manuals

Beginning with the FY13 EMIS Manual, the basic structure of the Manual underwent a drastic redesign. Links to the Manuals with the old design (FY04-12) can be found at the bottom of this page or by [clicking here \(EMIS Manuals FY2004-2012\)](#).

Links to the sections of the Manual published since that redesign are available in the table below. The list of sections contains quick links that will take you directly to the Manual section of interest.

EMIS Manual Sections FY2012-

- Section 1: General Information
- Section 2: Student Records
- Section 3: Staff Records
- Section 4: Course Records
- Section 5: District/Building Records
- Section 6: Financial Records
- Section 7: Five-Year Forecast Records
- ODE EMIS Manuals, Combined
- Special Collection Requests

ODE EMIS MANUAL, COMBINED

» [FY21 EMIS Manual, created July 8, 2021](#)

FY22 Retention – Grade 3 Only

Retained Status Reporting Reminders, 1

- Report all FY21 grade 3 students
 - Including withdrawals on last day and summer
- Report option that best describes retention status as of the first day of the new school year
- Did not achieve 3rd grade promotion score, promoted for reasons other than HB 409 flexibility
 - D – G = Exemptions
 - J – N = Alternative Assessment adequate performance

Retained Status Reporting Reminders, 2

- Use of promoted option * for FY22
 - Received promotion score on any administration
 - Promoted under HB 409 flexibility **without** reading promotion score, alternative assessment promotion score, or exemption
- Retained despite HB 409 flexibility
 - 1 = Principal and teacher determined student is not prepared for grade 4
 - 5 = Adequate performance achieved on a TGRG Alternative Assessment, retained for other reasons
 - H = Not enrolled in new school year

FY22 Initial Calendar

Minimum Requirements

- At least one district-level set of calendar records
 - First Day of School (DL080)
 - Last Day of School (DL090)
 - Hours Per Day (DL100)
 - C_DPLANNED (DN090)
- Optional to submit complete district-wide calendar details

Benefits of Reporting More Than Minimum

- More accurate FTE calculation
- Fewer state default calendar assignments
 - Appears as 999999-999999-**-** on FTE Report
 - Occurs if no match is found
 - District IRN (DL040)
 - Building IRN (DL050)
 - Grade Code (DL060)
 - Attendance Pattern (DL070)
- ODDEX
 - Calendar popups

FY22 Beginning of Year Student

New Grad Related Year-round Reporting

- Program codes
 - Grad seals
 - Biliteracy seal
 - Work Based Learning
- CORE requirements and exemptions
 - CORE Economics and Financial Literacy Requirement Met (FN240)
 - CORE Fine Arts Requirement Met (FN250)
 - Exempted from Physical Education Graduation Requirement (FN260)
 - CORE Graduation Requirement Exemption Code (FN300)

Student Cross Reference (SCR) Collection, 1

- Submit frequently to ensure 30-day rule adherence
 - Report continuing students within 30 days of start of school
 - Report changes within 30 days of change
- Conflicts and Not Reported/Mismatched lists generate when both entities submit
- Exceeds Percent of Time (EPCT) conflict generates for any overlapping enrollment when SSID reported by two or more districts

Student Cross Reference (SCR) Collection, 2

- Submit other student collections at the same time to keep records in sync and History up-to-date
 - SOES Beginning of Year Student (S) already open for community schools and STEMs
 - Beginning of Year Student (S) for traditional districts opens Sept. 9
- Once student is submitted, district should not remove from reporting
 - Must continue to report

SOES Beginning of Year Student (S) Collection

- Opened Aug. 2
- Significant budget changes eliminate deduction and transfer of funds from resident districts to community/STEM schools
 - Now funded directly based on EMIS reporting
- Be sure to submit in time for payment data pull

SOES Student Contact (S) Collection

- Opened Aug. 2
- For populating contact and address information in SOES module in ODDEX
 - Student Contact (FF) Record
 - Student Contact Address (FG) Record
- Merged with SOES Student (S) Collection on a nightly basis
- Data does not roll over from year to year
 - Must submit records every year

FY22 Initial Staff and Course

Position Status (CK070) Clarification

- When to report U
 - Staff member not employed by the district this year **and**
 - Will have no attendance information this year **and**
 - Separation information was not reported in previous year
- When **not** to report U
 - Remains current employee
 - Changes position mid year
 - Add new Staff Employment (CK) Record with new Position Code (060)
 - Starts the year but leaves before the end of year

How to Report Staff Separated in FY21

- Separation reported in FY21
 - Do not report in FY22
- Separation not reported in FY21
 - If not working at all in FY22
 - Position Status = U
 - Position Separation Reason (CK230) = most applicable
 - Position Separation Date (CK300) = last day worked
 - Initial and Final Staff and Course (L) Collections

How to Report Staff Separating in FY22

If worked any number of days in FY22

- Position Status = C, A, I, P
- Position Separation Reason (CK230) = most applicable
- Position Separation Date (CK300) = last day worked
- Initial and Final Staff and Course (L) Collections

Student Course Data

High School Credit Earned (GN150) and Partial/Override Credit (GN152)

- Report all year (22-38)
- Progress Towards Graduation reports
- Determination of Career Technical Education course completion earlier in the school year

Subject Codes

- Updates made to Computer Science subject codes in EMIS Manual Section 4.7 and licensure checks (22-45)
- Data Science Foundations (119980) subject code added to the Mathematics section of Manual Section 4.7 (22-28)

CTE Course and Assessment Matrix Changes

- Subject codes and aligned assessments removed
 - 172602/LCL2 - Cosmetology
 - 172605/LCL5 - Family and Community Services
- Updates to programs of concentration
- EMIS Change 22-3

ODDEX

SCR Display Modes – Conflicts

- Query option displaying records with issues
- EPCT is the only conflict that indicates a funding issue may exist
 - Refer to FTE Adjustment Report
 - Make sure Student and SCR data submissions match

The screenshot shows a query interface with the following elements:

- SSID:** A text input field.
- Display Mode:** A dropdown menu with 'Conflicts' selected. This element is circled in red.
- Conflict Age:** A dropdown menu.
- Conflict Status:** A dropdown menu.
- Conflict IRN:** A dropdown menu.
- Exclude Inactive:** A checked checkbox.
- Exclude Hidden:** An unchecked checkbox.
- Find:** A blue button.
- Clear:** A light blue button.
- File Output Format:** A dropdown menu with 'Tab Delimited' selected.
- Export:** A grey button.

SCR Display Modes – Not Reported/Mismatched

- Query option to display records district is not reporting or records are mismatched
- Another district implicates your district in their reporting
 - Admitted From/Withdrawn To
 - How Received/Sent To

The screenshot shows a query interface with the following elements:

- SSID**: A text input field.
- Display Mode**: A dropdown menu with the option "Not Reported/Mismatched" selected. This dropdown is circled in red.
- Conflict Age**: A dropdown menu.
- Conflict Status**: A dropdown menu.
- Conflict IRN**: A dropdown menu.
- Exclude Inactive**: A checked checkbox.
- Exclude Hidden**: An unchecked checkbox.
- Find**: A blue button.
- Clear**: A blue text link.
- File Output Format**: A dropdown menu with "Tab Delimited" selected.
- Export**: A button.

Questions?



Resources

Training Evaluation

Available through Sept. 2

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

<http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/Training-Evaluation>

EMIS Training Webpage

- A recorded version of this presentation will be posted
- The Q and A, questions asked during the sessions, will be posted
- Schedules for remaining 2021 training are posted
 - The next ODE ITC EMIS Training is Sept. 27 – Oct. 1, 2021
 - STARS registration now available for all sessions

<http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training>

EMIS Manual, 1

- COVID-19-Related EMIS Reporting Guidance
- FY21 EMIS Manual, Combined
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.15 Student Graduation – Core Summary (GC) Record

EMIS Manual, 2

- 3.4 Staff Employment (CK) Record
- 4.4 Student Course (GN) Record
- 4.7 Subject Codes
- 4.8 Student Course Grade (FR) Record
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Info (DN) Record

Report Explanations

- Assessment Missing Reports
- CTE Grad Cohort Reports
- CTE Technical Assessment Summary Reports
- Grad Cohort Reports
- (Grad-002) Newly Assigned to Grad Cohort
- (Grad-999) Grad Issues
- (ICAC-001) Industry Credential Administrative Conflict
- Student Cross Reference (SCR) Conflicts

Received Files

- [File Descriptions](#)
- 2021_CTE_CURRENT_YEAR_CONCENTRATORS
- 2021_GRAD_Cohort-EOC-Asmnt_Detail
- 2021_GRAD_Cohort-Non-EOC-Pts-Detail
- 2021_GRAD_Cohort-EOC-Path-Req-Stat
- 2021_GRAD_Cohort_SAT-ACT_Path_Req_stat
- 2021_GRAD_Cohort_WK-IndCred_Path_Req_stat

(GNIS-xxx) General Issues

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data
- Announced via Release Notes
 - <http://education.ohio.gov/Topics/Data/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

- Alternate Assessment High School Crosswalk
 - <https://education.ohio.gov/Topics/Testing/Ohios-Alternate-Assessment-for-Students-with-Sign>
- Career-Technical Education Program and Assessment Matrix
 - <http://education.ohio.gov/Topics/Career-Tech/CTE-Performance-Data-and-Accountability/Perkins-Resources/Career-Technical-Education-Program-and-Assessment>
- Coronavirus (COVID-19) Information for Ohio's Schools and Districts
 - <http://education.ohio.gov/Topics/Student-Supports/Coronavirus>

Other, 2

- EMIS Changes

- <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1>

- Graduation Requirements

- <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

- ODDEX Help

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

- Reset and Restart

- <http://education.ohio.gov/Topics/Reset-and-Restart>

Office of Data Quality

- EMIS Data Appeals
 - <http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>
- EMIS Data Review & Verification
 - <http://education.ohio.gov/Topics/Data/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>

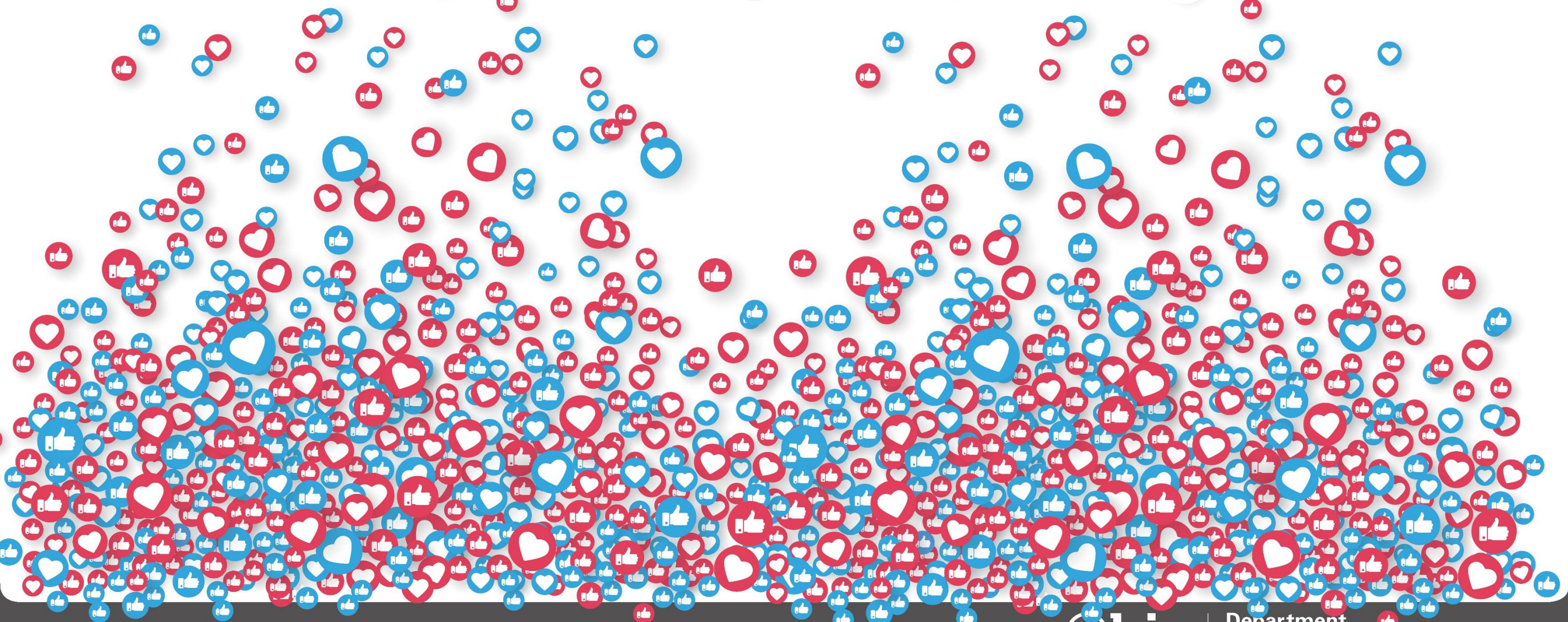
- Contact

- Profile.Help@education.ohio.gov



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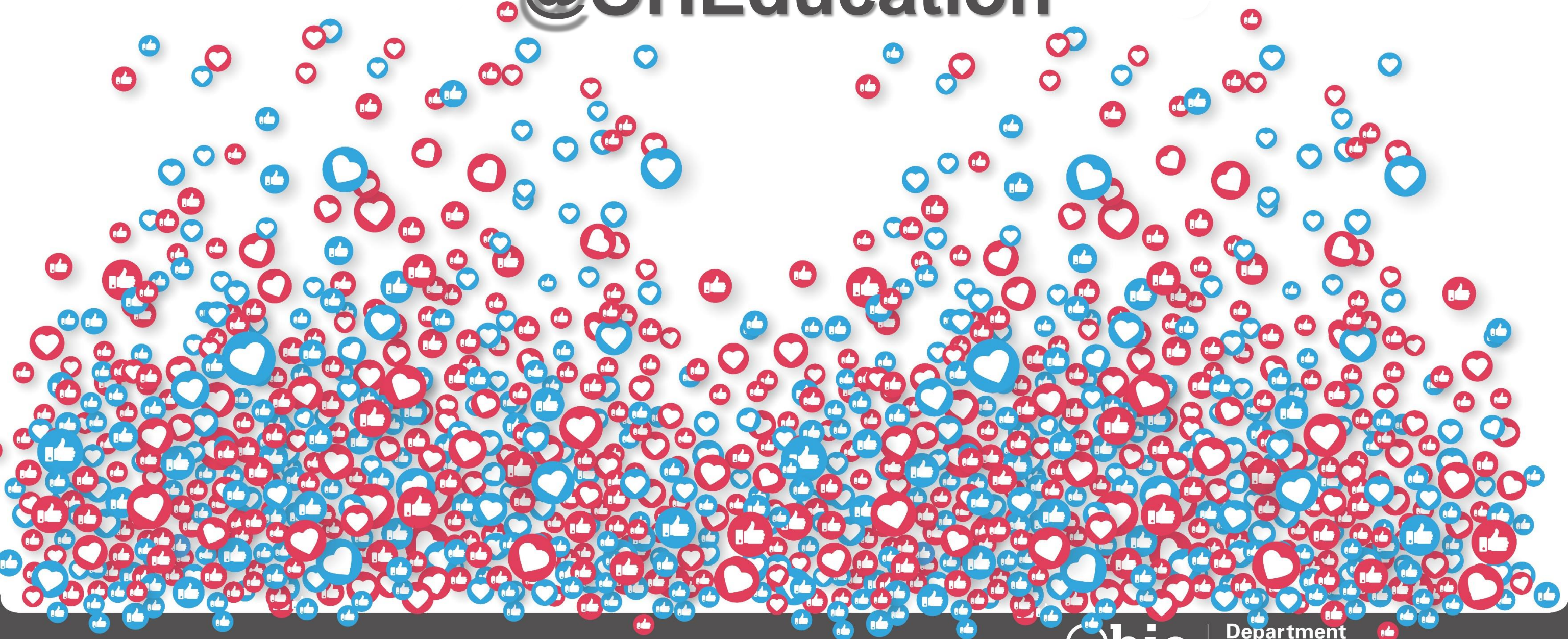
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