

# ODE ITC EMIS Training



June 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

- Remaining FY21 Reporting
  - Student, 4
  - Calendar, 17
  - Staff and Course, 20
  - Assessment, 25
  - Financial, 34
  - Data Appeals, Review and Verification, 37
  - EMIS Changes, 41
- FY21 Graduation, 43
- FY22 Retention – Grade 3 Only, 51
- FY22 EMIS Changes, 53
- ODDEX, 61
- EMIS Advisory Council, 68
- Resources, 70

# Remaining FY21 Reporting – 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

# Program Codes

Report the Student Program (GQ) Record to reflect what took place at any point during the 2020-2021 school year

- Alternative Competency Pathways
- Graduation seals
  - Plans to earn
  - Earned
  - OhioMeansJobs Readiness
- Interventions
- Organizations
- Sports

# Student Special Education (GE) Record

- Verify that all FY21 events are reported
  - Date (GE110) = July 1, 2020 – June 30, 2021
- Resident districts can use ODDEX Special Education tab to match educating district events for reporting
- Make sure reported IEP Test Type (GE160) matches most recent IEP
  - Required Test Type (FA215) should also match

# Student Special Education Graduation Requirement (FE) Record

- Assessment Type (FE080)
  - GE – End of Course
  - GX – High School Alternate Assessment
- Assessment Area (FE090)
  - EMIS reporting requires specifics
    - IEP just lists generic content area
- Exemptions must be reported every year exemption is continued!



# Federal Special Education Reminders

- Must report Non-Compliance ID (GE130) when Federal timelines not met
  - Report code most closely representing situation
  - Must maintain proper documentation as to why not met
- Accept or reject ETRs and IEPs for transfer students in timely manner
  - May be violation of FAPE if process drawn out

# NIEP Reportability

- Must have disability condition
- Must have prior IEP
- Must be providing services
- Can be reported for transfer students while deciding to accept or reject incoming ETR and IEP
- Must report Non-Compliance ID (GE130) of 10, 11, or 12
- Cannot be used for 504 plans or ISPs

# First Year Grad Cohort Assignment

- Can be corrected before close of student collections
- State Equivalent Grade Level (FD090)
  - Grade 9 as of October 1 when in Ohio district in prior year
- Fiscal Year that Student Began Ninth Grade (FN110)
  - For students entering Ohio district for the first time
- Use (Grad-002) Newly Assigned to Grad Cohort Report for verification

# Career Technical Education Concentrators

- Report CTE Program of Concentration (FN290) based on current year status
- Level 2 reports in Staff and Course (L) Collection
  - (CTAC-102) CTE Accountability FY POC Missing
  - (CTAC-103) CTE Accountability FY POC Unexpected

# Education Delivery Model, Hardware, and Connectivity

- Information will appear on or be linked to report card
- Publishing data was USDOE requirement for not issuing grades on this year's report card
- Still stand by communication that reporting data is optional this year
  - *“Unknown” will be visible to the public*

# Priority of Reporting Delivery Model, Hardware, and Connectivity

1. Education delivery model for district and building (Section 5.3)
2. Education delivery model for individual student exceptions (Section 2.9, 7001xx codes)
3. District-level data on district-provided hardware and connectivity (Section 5.3)
4. Individual student access to connectivity (Section 2.9, 7004xx codes)
5. Individual student access to hardware (Section 2.9, 7002xx codes)

# Third Grade Reading Guarantee (TGRG)

- Reading Diagnostic Result (FN370)
  - Report only initial results
- Reading Improvement and Monitoring Plan (RIMP) codes
  - Only report to EMIS if written and implemented within 60 days of diagnostic result availability, and all other criteria met
  - Student Program (GQ) Record
    - 151500 – Summer
    - 152500-152699 – Regular school year

# FY21 Current Graduation Credit Progress (S) Collection

- Open through September 17, 2021
- Includes only Student Graduation – Core Summary (GC) Record for non-grads
- Will be part of Progress Toward Graduation Module in ODDEX



# Remaining FY21 Reporting – Calendar

# Grade Schedule (DL) Record

- Verify all students are assigned to a valid calendar
  - District IRN (DL040)
  - Building IRN (DL050)
  - Grade (DL060)
  - Attendance Pattern (DL070)
- Confirm Hours Per Day (DL100) reporting

# Organization – General Information (DN) Record

- Verify reporting of all exceptions
- Weather related
  - Calamity days = C\_DCMTYTKN
  - Blizzard Bag days = C\_DBLIZZARD
  - Shortened days = C\_HSHRTWEA
- Non-weather related
  - Full unplanned days = C\_DNOTPLAN
  - Shortened days = C\_HSHRTNOP
- Attributes MGMTCOMPYS, MGMTCOMPNO, and C\_CLDRTYPE no longer needed (21-169)

# Remaining FY21 Reporting – Staff and Course

# Final Staff and Course (L) Collection Overview

- Report all staff employed for FY21
  - Current
  - Separated
    - Date
    - Reason
  - Supplementals
- Correct errors carried over from Initial Staff and Course (L) Collection

# Attendance – Staff Demographic (CI) Record

- Absence Days (CI150)
  - Total number of days absent
  - All position codes except 800 – 899
- Absence Days/Long-term Illness (CI155)
  - At least 15 consecutive days absent
  - Staff member, spouse, child or parent
- Attendance Days (CI140)
  - Total days in attendance
  - July 1, 2020 – June 30, 2021

# Earned Credits – Student Course (GN) Record

Verify accuracy of earned credit reporting

- 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

# Student Course Grade (L) Collection

- Open through September 15, 2021
- Required by all entities reporting Course Master (CN) Records for courses earning high school credit
- Includes only Student Course Grade (FR) Record
  - Grade (FR080)
  - Term (FR070)
  - Grade Status (FR090)
- Final grade determination is up to district
- Report grades issued, regardless of credit



# Remaining FY21 Reporting – Assessment

# Assessment Collections Overview

- State test administration windows extended due to COVID
  - Results available later than usual
- Some assessment collections will be open longer
  - Spring Alternate Assessment
  - Other Accountability Assessments
  - Spring End of Course State Assessments
  - Spring State Assessments Grades 3-8

# CTE Technical Assessments

- HB 67 allows only juniors and seniors to use course grades in place of CTE Technical Assessment (GY) scores for FY21 (21-167)
  - SNR option X reported with value that represents proficiency level in the Score field
- Guidance included in special COVID section of EMIS Manual

# End of Course Assessments

- HB 67 allows only juniors and seniors to use course grades in place of End of Course Assessment (GE) results for FY21 (21-164)
  - SNR option W reported with grade converted to points in the Score field
- Administration of American History EOC is optional
  - If administered, report results

# Alternate Assessments

- HB 67 allows only juniors and seniors to use course grades in place of HS Alternate Assessment (GX) results for FY21 (21-164)
  - SNR option W reported with grade converted to points in the Score field
  - Subject crosswalk under review
- Available FY20 Grades 3-8 Alternate Assessment (GA) results required to be reported in FY21 (21-132)
- Assessment Area Code of W – Writing removed (21-171)

# New Checks for Alternate Assessment

When SNR option W is reported (21-132 and 21-164(c))

- Fatal: Score (FA240) not between 001 and 005
- Fatal: Test Date (FA210) not within FY20 or FY21
  - FY20 = February or March 2020
  - FY21 = February or March 2021
- Critical: Student Grade Level (FA220) not 11, 12, or 13

# Alternate Assessment Missing List

- Modified for high school students
  - Will only include students grade 11 or above yet to take one or more assessment(s)
- Will include students exempt per IEP

# Dropout Prevention and Recovery (DPR) Assessment Collection

- Beginning FY21, Star score will be used for calculating student growth in DPR schools (21-151)
- Report vendor score reduced by 500 points
  - Actual vendor score displayed in Data Collector Preview report
- EMIS Manual Sections 2.8 and 2.8.1 updated



# Emergency Medical Waiver

- May 24 – June 11, 2021
- Access within OH|ID portal
- Must report Student Assessment (FA) Record
  - Use SNR option A – Medical Reason
- Approved waiver removes untested student from
  - Gap Closing Component calculations
  - Performance Index Score calculations
- Does not exempt student from necessity to complete required grad pathway

<http://education.ohio.gov/Topics/Data/Report-Card-Resources/Emergency-Medical-Waivers>

# Remaining FY21 Reporting – Financial

# Financial (H) Overview

- June 3 – August 31, 2021
- Submit early
- Review Level 2 reports
  - (EXPD-001) Expenditure Detail Report
  - (EXPD-002) Expenditure Summary Report by Category
  - (EXPD-003) Expenditure Summary Report by Sub-Category

# Five-Year Forecast (P) Collections

- June 3 – August 31, 2021
- Five-Year Forecast – Final Optional (P) Collection
- Opportunity to make updates to data submitted in Required Spring Update (P) Collection

# **Remaining FY21 Reporting – Data Appeals and Data Review and Verification**

# July Appeals

July 15

- Dropout Prevention & Recovery Assessment
- Fall 3rd Grade ELA & Reading
- Student
  - Only opportunity to correct district data impacting funding and accountability

# August Appeals

- August 9
  - Spring End of Course (EOC) Assessment
  - Spring State Assessment Grades 3-8
  - Ohio English Language Proficiency Assessment (OELPA)
  - Ohio Graduation Test (OGT) Assessment
  - Final Staff and Course
  - Final Calendar
  - Career Technical Education (CTE) Assessment
  - Summer 3<sup>rd</sup> Grade Reading
- August 16
  - Funding

# Data Review for Report Card Data

- August 9 – October 8, 2021
- Accessible through OH|ID portal
- Only one review for all data
- Review webpage and instructions to know what is included in verification



# Remaining FY21 Reporting – EMIS Changes

# Other FY21 Changes

- Manual clean up changes
  - 21-173: remove unused FN elements
  - 21-175: remove “GED” reference
  - 21-176: update high school equivalency ORC reference
- 21-170: HQPD removed from Manual

# FY21 Graduation

# 2020 – 2021 New Pathways

- Curriculum only
  - Students eligible for flexibility through September 30, 2021
    - Enrolled in grade 12 or on track to graduate in 2020-2021 *and*
    - Have not completed all grad requirements
  - If not met by September 30, original grad cohort requirements apply
- Curriculum and OhioMeansJobs Readiness Seal
  - Students eligible for flexibility are those graduating in 2020-2021 school year

<http://education.ohio.gov/Topics/Reset-and-Restart/Graduation-Pathways-New-for-2020-2021-School-Year>

# Diploma Date

- Both should be true for the date reported
  - Graduation requirements were completed *and*
  - Student has left formal secondary education
- Students with a diploma date after the district's 2021-2022 school year begins will count as an FY22 graduate
- Date used to set grad calendar for accepting diploma dates updated to allow for year-round schools (21-95)

# 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)
- Currently only reported in Graduation Collection
  - Effective FY22, added to all student collections

# Earned Credits

- Student Graduation – Core Summary (GC) Record
- Evidence that graduation requirements were met
  - CORE Area Code (GC060) – Subject areas where credit earned
  - CORE Area Count (GC070) – Total credits earned by subject area
- Dual Enrollment Credit Earned (GC110) – transcribed college credit
  - Included in Prep for Success measure

# Pathway and Seal Program Codes

Report in Graduation (G) Collection if not already reported in Student (S) Collection

- Graduation pathway options – 5201XX
- Graduation-related Seals – 510XXX
- Seal of Biliteracy – 60XXXX



# Grad Only

- Student needing to pass graduation test(s)
  - Diploma issued once test(s) passed
  - Only opportunity to report assessment result
- Student was credit deficient
  - Diploma issued once credit earned
  - Only opportunity to report credit amount
- Other required elements
  - Courses Completed Date (FN410)
  - Courses Completed IRN (FN420)

# FY21 Graduate Appeals

## FY21 Graduate & Prepared for Success Appeals

10/18/2021 10/29/2021

Impacted Organizations:

Districts, community schools, STEM

Required to Approve:

Superintendent [Instructions](#)

Data Included:

Graduate FY21 Reporting Period (2021G0000)

**Deadline to submit corrected data in EMIS for approved appeals is November 12.**

All Graduation (G)  
data appealable

## FY21 Graduate Cohort Appeals

10/18/2021 10/29/2021

Impacted Organizations:

Districts, community schools, STEM

Required to Approve:

Superintendent [Instructions](#)

Data Included:

Graduate Reporting

Only Grade Level and FY  
Began 9th Grade appealable

# **FY22 Retention – Grade 3 Only**

# Retained Status Options

- HB 409 flexibility (22-27)
- Special COVID section of the EMIS Manual
  - “\*” = Promoted to 4th grade without meeting regular assessment promotion threshold, alternative assessment or exemption criteria
  - “1” = Retained, not prepared for 4th grade
  - “D”–“N” = Exemption or alternative assessment criteria met
  - “5” = Demonstrated adequate performance on a TGRG Alternative Assessment, retained for other reasons
- Students enrolled through the end of the 2020-2021 school year will appear on Missing List until reported

# FY22 EMIS Changes

# 30 Day Public Review

<p><b>22-37</b></p> <p>Student Jul #1</p>	<p><b>Add existing graduation related items to all main student collections</b></p> <p>Begin collection of the following elements in all main student collections for use in the progress towards graduation reports. Some are currently only collected in G, and others are in S but not the initial collections. FN240, FN250, FN260, FN300, Program Codes (GQ) for Work Based Learning.</p> <p><i>This change is subject to the 90 day comment and review process.</i></p> <p>» Detailed EMIS Manual updates, updated June 1, 2021</p> <p><i>Public Comment: April 2 - May 1, 2021</i></p> <p><i>EMIS Response to Comments: May 2 - 31, 2021</i></p> <p><b>Public Review: June 1 - 30, 2021</b></p> <p><b>Change is Final: July 1, 2021</b></p>	<p>Process improvement</p> <p>Public Comment(s) Received</p>
---	--	--

# Detailed EMIS Manual Updates

## EMIS Change 22-37

Begin collection of the following elements in all main student collections for use in the progress towards graduation reports. Some are currently only collected in G, and others are in S but not the initial collections. FN240, FN250, FN260, FN300, Program Codes (GQ) for Work Based Learning. Updates to the EMIS Manual follow.

**Update.** There has been an update to this change since the original posting on April 2, 2021. The update is highlighted in yellow.

In Section 2.6, the “R” column has been deleted.

## SECTION 2.6: STUDENT ATTRIBUTES–NO DATE (FN) RECORD

### Required Collection Requests

The Student Attributes–No Date (FN) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	S All	S Traditional			S CS/STEM		G	R
		Retention	Initial	Mid	Final	Initial	Final		
FN240	CORE Economics and Financial Literacy Requirement Met		√	√	√	√	√	√	√
FN250	CORE Fine Arts Requirement Met		√	√	√	√	√	√	√
FN300	CORE Graduation Requirement Exemption Code		√	√	√	√	√	√	√
FN260	Exempted from Physical Education Graduation Requirement		√	√	√	√	√	√	√

# Public Review: June 1 – 30, 1

- 22-3: CTE changes
  - Deleting two subject codes and corresponding assessments
  - Deleting one program of concentration
- 22-4: Remove GY reporting from March (D) Follow-up Collection
- 22-25: Industry Credential updates
- 22-9, -37, -38: Collect all graduation-related data in all student collections
- 22-14: Update Disability Condition definition



# Public Review: June 1 – 30, 2

- 22-24: Reduce collection of Initial IEP Eye Exam data
- 22-27: Retention flexibility per HB 409
- 22-28: New Data Science subject code
- 22-31: LEP and Immigrant terminology updates
- 22-43: ECE Qualification terminology update

# Now Open for Public Comment

- 22-17: Require STUHOMESCL DN attribute
- 22-30: RIMP code deletions, additions
- 22-45: Update computer science subject codes in Manual Section 4.7
- 22-50: Update program codes in Manual Section 2.9
- 22-54: Update test references in Manual Section 2.6

# Public Comment Opening by June 16

- 22-19: Eliminate unneeded GV Record elements
- 22-33: Glucagon attribute being added to DN Record
- 22-35: Potential updates to hardware and connectivity reporting guidance
- 22-36: Potential updates to Course Grade (FR) Record
- 22-40: Potential updates to education delivery model reporting guidance

# Tier 3 Changes

- 22-8: Add First Day of Test Window DN attribute to Spring 3-8 and Spring EOC missing reports
- 22-10: Open Student Course Grade (L) Collection earlier
- 22-13: Add CTAC-102 and CTAC-103 Level 2 reports to Initial Staff and Course (L) Collection

# ODDEX

# SOES End of Year Reminders

- Community schools: Be sure to submit any/all updated data prior to collection close
  - SOES End of Year Student (S) Collection closes July 14
  - SOES Student (S) Contact Collection closes August 10
- Resident districts: Continue to review SOES module regularly
  - Use “Modified since the Last Review” to query updated records
  - Flags need to be placed or resolved before FY21 Funding Appeals open August 16
- Work together to resolve outstanding flags
- Escalate to area coordinator if needed

# Student Claiming Module

- New ODDEX module set for possible release mid-late June
- New roles now available in OEDS
- Uniquely determine a student's SSID
- Access to data requires affirmation of enrollment
  - Inclusion in student submissions will be expected
  - Attending district will receive notification of intent to transfer
- Not meant to be used as a look up for non-enrolling students
  - Activity will be tracked

# Progress Toward Graduation Module

- New ODDEX module set for possible release early fall
- Organize and analyze data already reported in EMIS into reports to track student progress
- For use by administrators, counselors, and parents
- Access via OEDS roles
  - New OEDS role for student- and district/building-level access
  - EMIS coordinator, superintendent, and ITC staff roles will have access by default upon module launch



# EMIS Data → Progress Toward Grad Module

- Earned credits reported on Student Graduation – Core Summary (GC) Record
- Assessment results reported on Student Assessment (FA) Record
- CORE requirements and exemptions reported on Student Attributes – No Date (FN) Record
- Program codes reported on Student Program (GQ) Record
  - Special programs (Work-Based Learning)
  - Alternative competency pathways
  - Graduation seals (planned and earned)

# Graduation Planning Template

- Designed to help Ohio school administrators, counselors, and teachers develop graduation plans for students in grades 9-12
- Not required
- Can be customized to meet individual district needs
- Available [here](#)
- Email [gradrequirements@education.ohio.gov](mailto:gradrequirements@education.ohio.gov) with questions or enhancement suggestions

# Early Warning System

- New ODDEX module in early stages of development
- Forward looking to assist with identifying interventions needed for kids at risk of not graduating
- Will include graphics and analysis
- Need student grade data this spring for development purposes

# EMIS Advisory Council

# Update

- 2021 annual report approved May 18
- 105 recommendations to date
  - 39 completed
  - 41 in progress
  - 7 ongoing
  - 18 long-term or under future consideration
- SLDS and Framework for EMIS Professionals Workgroups continue to meet
- Next meeting in the fall

# Resources

# Training Evaluation

Available through July 1

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 August 9-19, 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
- 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 Req (FE) Record
- 2.15 Student Graduation – Core Summary (GC) Record

# EMIS Manual, 2

- 3.3 Staff Demographic (CI) Record
- 4.4 Student Course (GN) Record
- 4.8 Student Course Grade (FR) Record
- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Info (DN) Record
- 6.1-6.7 Financial (QC) Record
- 7.2 Five-Year Forecast (QF) Record

# Report Explanations

- Assessment Missing Reports
- CTE Concentrator Reports
- Expenditure Reports
- Grad Cohort Reports
- (Grad-002) Newly Assigned to Grad Cohort

# (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

- Coronavirus (COVID-19) Information for Ohio's Schools and Districts
  - <http://education.ohio.gov/Topics/Student-Supports/Coronavirus>
- EMIS Advisory Council
  - <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Advisory-Council>
- 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>

# Other, 2

- ODDEX Help
  - <https://wiki.ssdtohio.org/pages/viewpage.action?pageId=21135503>
- Reset and Restart
  - <http://education.ohio.gov/Topics/Reset-and-Restart>
- Third Grade Reading Guarantee Guidance Manual
  - <https://education.ohio.gov/getattachment/Topics/Learning-in-Ohio/Literacy/Third-Grade-Reading-Guarantee/TGRG-Guidance-Manual.pdf.aspx?lang=en-US>

# 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



# Questions?

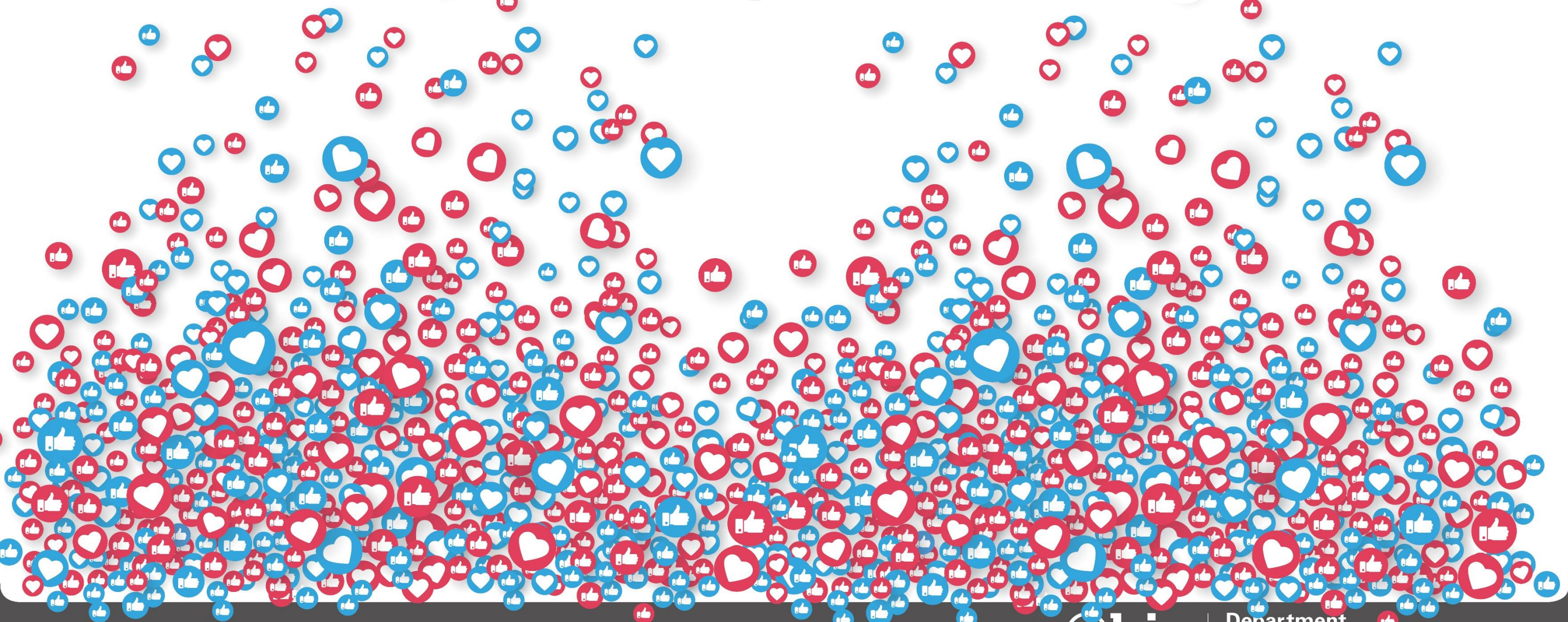






@EMISOhio

[education.ohio.gov/Topics/Data/EMIS](https://education.ohio.gov/Topics/Data/EMIS)



Ohio

Department of Education

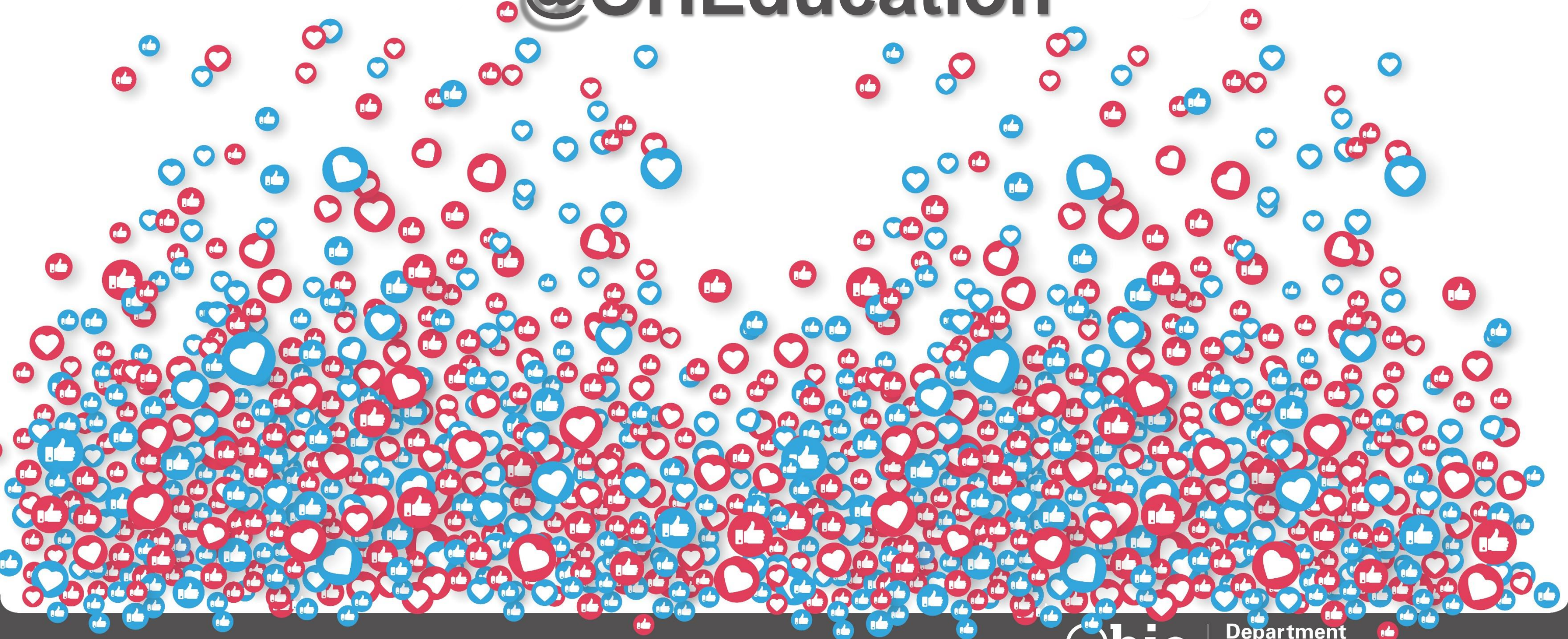




You Tube



@OHEducation



Ohio

Department of Education