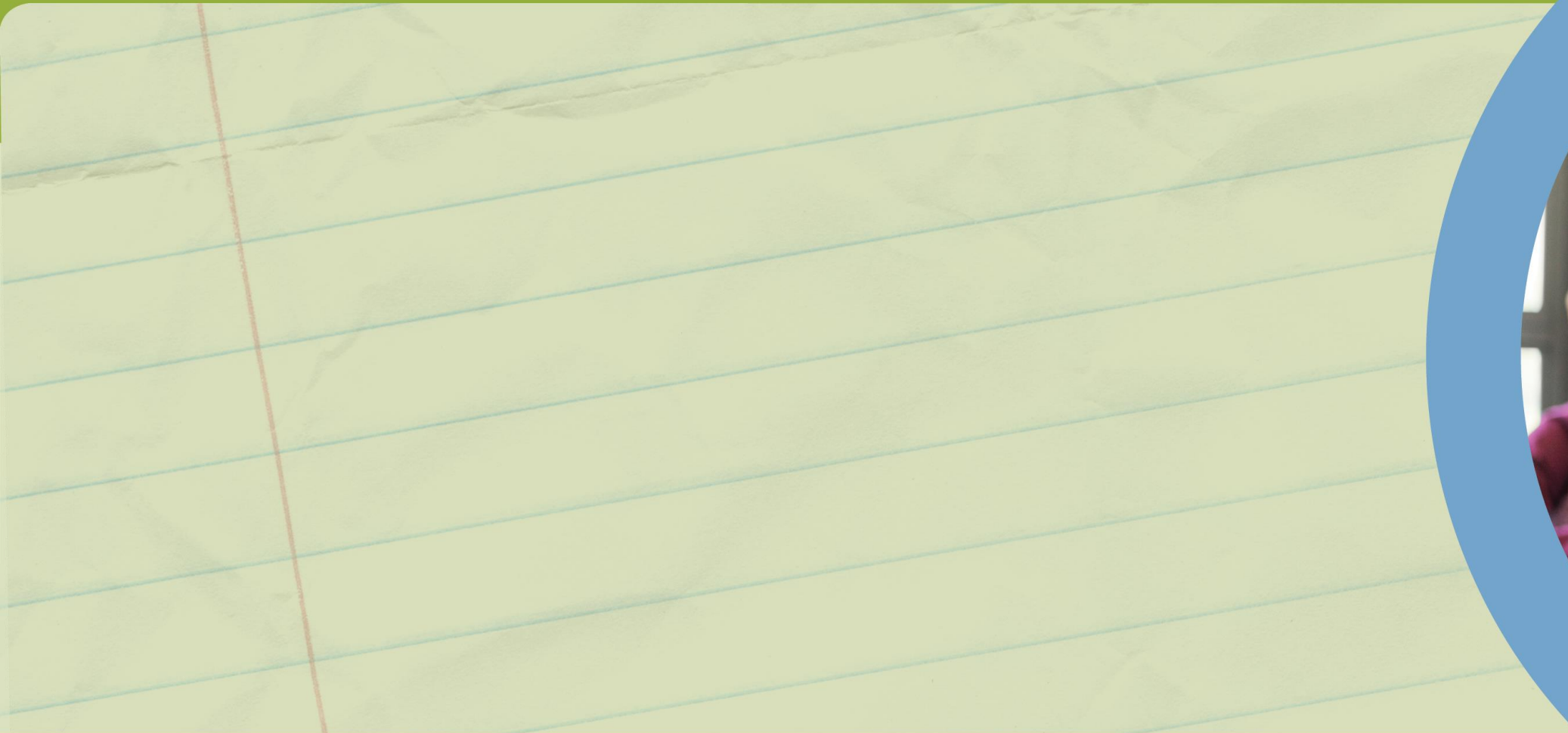


ODE ITC EMIS Training



November 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

- Staff and Course, 4
- ODDEX, 16
- EMIS Changes, 33
- Preschool, 36
- Resources, 58

Staff and Course

Student Course Grade (L) Collection

- Opened September 22
- 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

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, so submit and review regularly
 - May be impacted by other districts
 - Most recent licensure data
- EMIS Alliance training coming up

Data for TLC Status Report

- Data types used
 - Calendar
 - Course
 - Staff
 - Student
- Report all courses and student course enrollments for the ***entire school year***
- Do not report courses no longer offered

FY21 HB 164 Flexibility

- Allowed certain teachers to teach outside of grade band and subject area
- Not extended for FY22

CTE Overrides

- Process automated last year for CTE FTE report
 - Teachers with middle school validations teaching CTE courses with Curriculum Code VM
 - Teachers completing Project Lead the Way (PLTW) trainings
- Verify using (CTEA-006) CTE Approved Overrides
- Will not impact the TLC Status report
 - Teachers remain on report as not properly certified

Substitutes as Teachers of Record

- Report with Position Code 230
 - In charge of course
 - Provides instruction
 - Assigns grades
- Even if
 - Regular teacher returning
 - No or incorrect credential
 - From third-party non-EMIS reporting entity
- Substitute license still not considered properly certified in traditional districts
 - But can be in community schools

Multiple Teachers, Who Displays on Report?

- 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
 - Can change with each report version
- Length of time as determined by
 - Staff Course Start Date (CU070) **and**
 - Staff Course End Date (CU080)

Helpful Tools for Review

- CORE Educator Profile
 - Accessible through OH|ID portal
 - Verify what credentials teacher has
 - Questions should be directed to Office of Educator Licensure
- Certification and Licensure Search
 - Accessible from EMIS webpage
 - Verify teacher properly credentialed to teach course
- Certification and Licensure Dictionary
 - Accessible from Office of Educator Licensure's website
 - Verify teacher properly credentialed to teach course

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
- Will be distributed in January and after initial collection closes
- Principals must review, sign, keep on file

Reporting Staff Salary and FTE, 1

- Salary should reflect when staff member works less than full time
- Report actual amount paid
 - Do not report full-time salary if not working full time
- Examples
 - Teaching position where staff works full time in district with \$60,000 annual salary
 - Position Code (CK060) = 230 with 1 FTE and \$60,000 annual salary
 - Same teaching position in same district but staff is only half time
 - Position Code (CK060) = 230 with 0.5 FTE and \$30,000 annual salary

Reporting Staff Salary and FTE, 2

- When reporting positions with Pay Type (CK180) = H, hourly
 - Verify Length of Work Day (CK160) and Scheduled Work Days (CK170) reflect actual hours and days worked
- If teacher changes buildings mid-year
 - Update record with new building *or*
 - Report additional record
- When additional record reported
 - Split FTE and salary between two records
 - Report separation date and reason for first building

ODDEX

Determining CCP Payment Responsibility

- All student enrollments with District Relationship = 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 are met

ENRL_SPLIT_BUT_MY_LEA_TO_PAY_ALL Flag

- 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 Flag

- Only stops payment for district placing flag, District A
- District B flags with “PAY_ALL” = full payment moved
- District B flags with “Other pays all” = payment stopped
 - College must escalate
- District B does nothing, record ages out = they pay their portion
 - Could escalate

Split Payment – Aged Out Records

- No action by either district
- Ages out with payment still split
- Either district can escalate

Other Split Payment Resolution

Can also be resolved if one district stops reporting

- District Relationship = 1
- Enrolled on course census date
- Sent To Reason = PS
- Enrolled in a course with Curriculum Code of “PS”

CCP Reports

- Level 2
 - (CCPL-001) Projected Non-Payment
 - (CCPL-002) Not Funded at Responsible LEA
 - (CCPL-003) CCP Split Payment
 - (CCPL-004) CCP Escalated Courses
 - (CCPL-101) Projected Payment
 - Report explanation available
- Received File
 - CCP_LEA_Deduct
 - Tool for reconciling CCP Deduction web reports

Tuition Timelines

	Period 1	Period 2
Enrollment dates	July 1 – December 31	January 1 – June 30
Deadline to create new tuition applications and 30-day timer begins	January 15	July 15
Deadline to update existing tuition application	July 13	July 13
Deadline to update parental and court order information on tuition applications	August 14	August 14
Deadline to place flag or escalate on tuition application	September 2	September 2

<https://education.ohio.gov/Topics/Ohio-Education-Options/Public-Schools/Forms-and-Program-Information-for-Traditional-Publ>

Tuition Review

- How Received reasons included
 - C, D, J, P, T, W
- Tuition not applicable when student placed within resident district
- Does not apply to Preschool

ODDEX Flags

- Educating Receiving district
 - Not claiming tuition
- Resident Paying district
 - Data quality issue
 - Age invalid
 - Court order requested
 - Not resident district
 - SSID mismatch
 - Tuition Waiver

Level 2 Tuition Reports

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

- (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

Result Code	ODDEX Flag	Entity Able to Set Flag	Impact
TU0001	Not claiming tuition	Educating-Receiving	Funding
TU0006	Age Invalid	Resident-Paying	Funding
TU0007	Not resident district	Resident-Paying	Funding
TU0008	Court order requested	Resident-Paying	Funding
TU0009	Data Quality Issue	Resident-Paying	Data Quality
TU0010	Tuition waiver	Resident-Paying	Funding
TU0011	SSID mismatch	Resident-Paying	Funding

Additional Result Codes

Result Code	Description	Impact
TU0002	ODE Override – tuition payment approved	Funding
TU0003	ODE Override – tuition payment denied	Funding
TU0005	Record aged out – tuition is approved	Funding
TU0012	Multiple fatal reviews exist for student	Funding
TU0013	Parent/address data is missing	Funding
TU0014	Unresolved conflict	Funding
TU0015	Payment incorrect	Funding
TU0016	Pending review	Funding

Student Cross Reference (SCR) and Student Summer Withdrawal (FL) Record

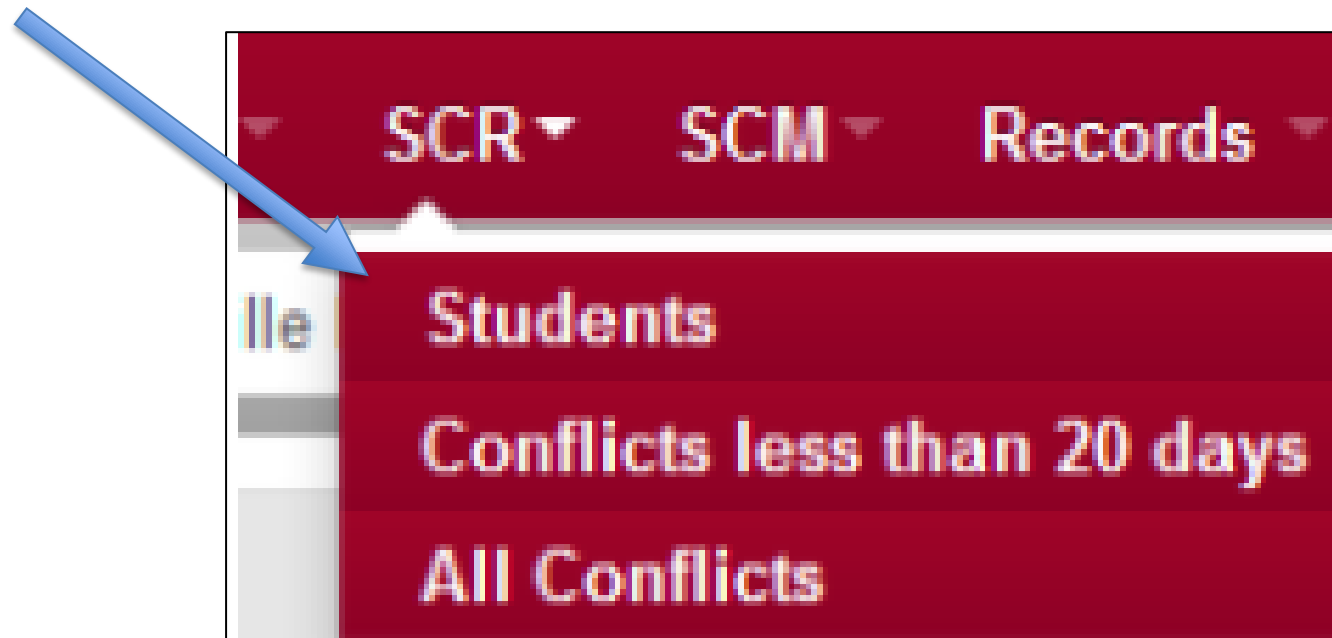
- FL Record updates *prior year* enrollment records to include withdrawal data
- If submitted in current school year
 - SCR looks for prior year enrollment record within same district **and**
 - Applies withdrawal date and reason to prior year record
- SCR processing will not include FL Record in **current year** data

Withdrawal Examples

- Student ***not*** included in current year data, withdrew over the summer, withdrawal never reported
 - Use FL Record to report summer withdrawal date and reason
- Student ***is*** included in current year data, withdrew over the summer, withdrawal never reported
 - Use Student Demographic (GI) and Student Standing (FS) Records to report summer withdrawal date and reason

Updates

- SCR – new drop-down selection menu



- SCM (Student Claiming Module) – corrected an issue that allowed leading spaces on SSID or student name

EMIS Changes

FY22 Changes

- 22-63: Added Advanced Placement and International Baccalaureate assessment area codes related to graduation seals
- 22-74: Gifted Education (GG) Record reporting added to Beginning of Year Student (S) Collections
 - Make data available for funding, per the new funding formula
- 22-88: New fund pattern CTCS added to FTE Detail Report per HB 110
 - Community school students at a JVS

FY23 Changes Posted for Public Comment

- 23-19: CTE program matrix changes
 - Subject codes deleted, added
 - New Assessment Area Codes for CTE technical assessments
 - New POCs being added
- 23-21: Align CORE subject areas in Student Graduation–
Core Summary (GC) Record and Course Master (CN)
Record manual sections
 - May be some additional codes added

Preschool

Who Should Be Reported

- All students being educated regardless of funding
 - Align reporting as close as possible to K-12 reporting
- Preschoolers attending a licensed JVS program
- Special education preschoolers must be reported by the educating and resident district
- Typical preschoolers are only required to be reported by the educating district

Minimum Hours Requirements

- **Preschool Special Education (PSE)**
 - 360 hours per year/ten hours per week
- **Early Childhood Education (ECE) Grant**
 - 455 hours per year/12.5 hours per week
 - Hours below 455 must be made up
- **Itinerant**
 - 144 hours per year/one hour per week
- **No minimum required hours for program not funded by PSE or the ECE grant**

Calendar

- Calendars must reflect hours for full school day
 - Create separate calendars for different attendance patterns (e.g., AM and PM)
- Parent teacher conference and professional development
- Breakfast, lunch, and recess

Percent of Time

- Funding based on headcount regardless of percent of time
- Reduce percent of time for any student not attending full day
- Students attending both an ESC and resident district
 - Percent of Time represents only time spent at each entity

Attendance

- Districts should report attendance to the best of their ability
- Preschoolers are not of compulsory school age
- No truancy requirements

How Received Options

- E: Preschool Early Childhood Education (ECE) Grant
 - Should match count approved for funding
 - Takes precedence over any other option
- H: ESC Providing Instruction and Related Services
 - Not in an ECE program
 - ESC only
- I: Student receiving non-instructional, supplementary, or related services
- Other options as applicable
 - *, 9, C, D, J

Special Education

- Student Special Education (GE) Record
 - Resident/sending district reports events for students educated by an ESC
 - ESC does not report
- Least Restrictive Environment (LRE)
 - Outcome ID (GE120) options for preschool: IE51-IE72
- Disability Condition (FD130)
 - 16 Developmental Delay, preschool only
 - Others as applicable

Special Education – Preschool Transition Conference (PSTC)

- Only for students transitioning from Part C to Part B
- Must be completed by student's 3rd birthday
 - If not, report appropriate Non-Compliance ID
- If disability suspected, ETR and IEP must be reported
- No disability suspected and no additional evaluation, report as a count with DN attributes
 - STUPSTCBTR: held by 3rd birthday
 - STUPSTCATR: held after 3rd birthday

Special Education – Found to be Ineligible

- Admission and withdrawal date
 - Date of ETR meeting when the student is found to be ineligible
 - If before 3rd birthday, use date of birth
- How Received V – Preschool, Evaluated Only, Not Receiving Special Education Services, Transition from IDEA Part C to Part B
- Report all events – PSTC, RFRL, CNST, and IETR

Discipline

- ESCs are also required to report discipline data for preschool students they are educating
- Additional PS-3 Discipline Reason Detail (GD140)
 - * = students in all other grades except PS-3; discipline type other than expulsion or OSS
 - A = Behavior exemption
 - B = Health and safety exemption
 - N = No exemption

Courses

- Preschool students reported with percent of time greater than 0 must have courses reported
- Course Master (CN) Record
 - Subject Code (CN050) = 180108
 - Location IRN (CN110) = where the course is being taught; should match IRN on preschool license
 - Student Population (CN340) = identifies course as special or general education
- Student Course (GN) Record

Itinerant

- Considered instruction for purposes of EMIS reporting
- District Relationship = 1
- Percent of time = calculate based on full-time calendar hours
 - Example: student receives 1 hour of instruction/day; 6.5 hours per calendar = 15%
- Student Program (GQ) option 220100

Early Learning Assessment (ELA)

- Only required for ECE or Preschool Special Education student
 - ECE-funded entity required to report
 - Resident district reports for non-ECE funded students receiving Preschool Special Education services
- Two collections
 - Fall and spring
- Sub-test score must match vendor file
- Missing report

Child Outcome Summary (COS)

- Only for Preschool Special Education students
 - Upon entry
 - No later than 30 days from eligibility determination
 - Within 30 days of exit from special education
- Resident district is responsible for reporting for students in PSE programs
 - Regardless where educated
- One collection, all year
- Missing report

Preschool Reporting Scenarios, 1

- SWD at BDD

Who Reports?	How Received	How Received IRN	District Relationship	Sent Reason	Sent To IRN
District of Res	*	*****	3	MR	BDD

- SWD or typical, attending an ODE-licensed program at JVS

Who Reports?	How Received	How Received IRN	District Relationship	Sent Reason	Sent To IRN
JVS	*, E	*****	1	NA	*****

PS Scenarios, 2

- SWD foster, court, or non-court placed in District B, at ESC

Who Reports?	How Received	How Received IRN	District Relationship	Sent Reason	Sent To IRN
District of Res	*	*****	3	FC	District B
District B	C, D, or J	DOR	3	ES	ESC
ESC	E or H	District B	1	NA	*****

- SWD open enrolled to District B, at ESC

Who Reports?	How Received	How Received IRN	District Relationship	Sent Reason	Sent To IRN
District of Res	*	*****	3	OE	District B
District B	9	DOR	3	ES	ESC
ESC	E or H	District B	1	NA	*****

PS Scenarios, 3

- Typical, 4-yr old, ECE Grant funded, at ESC

Who Reports?	How Received	How Received IRN	District Relationship	Sent Reason	Sent To IRN
ESC	E	DOR	1	NA	*****

- SWD, 4-yr old, ECE Grant funded, at ESC

Who Reports?	How Received	How Received IRN	District Relationship	Sent Reason	Sent To IRN
District of Res	*	*****	3	ES	ESC
ESC	E	DOR	1	NA	*****

PS Scenarios, 4

- Typical, direct pay, at ESC

Who Reports?	How Received	How Received IRN	District Relationship	Sent Reason	Sent To IRN
ESC	H	DOR	1	NA	*****

- SWD, receiving itinerant intervention specialist services at home from ESC

Who Reports?	How Received	How Received IRN	District Relationship	Sent Reason	Sent To IRN
District of Res	*	*****	3	ES	ESC
ESC	H	DOR	1	NA	*****

Transfer of Funding

- Districts can authorize the transfer of funds to ESCs providing preschool special education to their resident students
- Each entity reports authorization or non-authorization with Organization – General Information (DN) Record attributes
 - TFRPSESCYS: Valid IRN of a traditional district or ESC with a transfer agreement
 - TFRPSESCNO: Valid IRN of a traditional district or ESC if no transfer agreement

Where to Find Preschool Info in ODDEX

- Included in
 - SCR
 - Records Single Student
 - Assessments
 - Special Education
- Not included in
 - SCR conflicts
 - Tuition

Questions?



Resources

Training Evaluation

Available through Dec. 3

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
- 2022 training schedule is posted
 - The next ODE ITC EMIS Training is January 24-28, 2022
 - 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
- 2.2 Student Demographic (GI) Record
- 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
 - 2.8.1 Assessment Area Codes
- 2.9 Student Program (GQ) Record

EMIS Manual, 2

- 2.10 Student Gifted Education (GG) Record
- 2.11 Student Discipline (GD) Record
- 2.13 Student Special Education (GE) Record
- 2.15 Student Graduation – Core Summary (GC) Record
- 2.18 Student Summer Withdrawal (FL) Record
- 3.4 Staff Employment (CK) Record
- 4.2 Course Master (CN) Record
- 4.3 Staff Course (CU) Record

EMIS Manual, 3

- 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

- CCP Reports
- CTE FTE Reports
- FTE
- (TLCS-001) Teacher Licensure Course Status Report

(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

Preschool

- Minimum Hours Requirements
 - <https://education.ohio.gov/Topics/Finance-and-Funding/Finance-Related-Data/Guidance-on-Schedule-Change-from-Days-to-Hours/Requirements-for-Pre-School-Under-the-Switch-from>
- Early Childhood Education Grant Manual
 - <https://education.ohio.gov/Topics/Early-Learning/Early-Childhood-Education-Grant/Early-Childhood-Education-Grants-for-Administrator>
- Preschool Licensing
 - <https://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing>

Certification and Licensure

- CORE Educator Profile

- <https://ohid.ohio.gov/wps/portal/gov/ohid/login>

- Certification and Licensure Dictionary

- <https://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Certification-and-Licensure-Dictionary>

- Certification and Licensure Search

- <https://education.ohio.gov/Topics/Data/EMIS/Certification-and-Licensure-Search>

Other

- 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>
- EMIS Changes
 - <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1>
- ODDEX Help
 - <https://wiki.ssdtohio.org/pages/viewpage.action?pageId=21135503>
- Tuition Manual
 - <https://education.ohio.gov/Topics/Ohio-Education-Options/Public-Schools/Forms-and-Program-Information-for-Traditional-Publ>

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

Office of Educator Licensure

- [Office of Educator Licensure web page](#)
- Contact information
 - educator.licensure@education.ohio.gov
 - 614-466-3593

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>

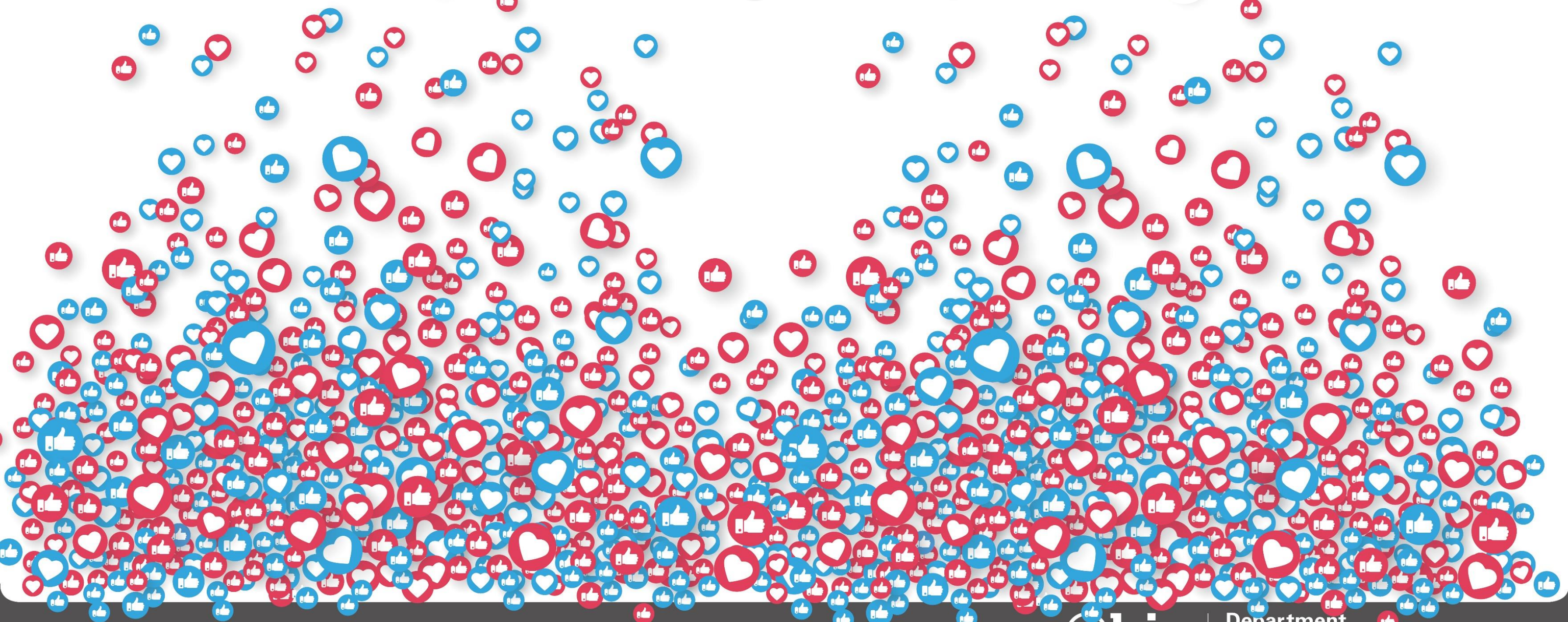
- Contact

- Profile.Help@education.ohio.gov



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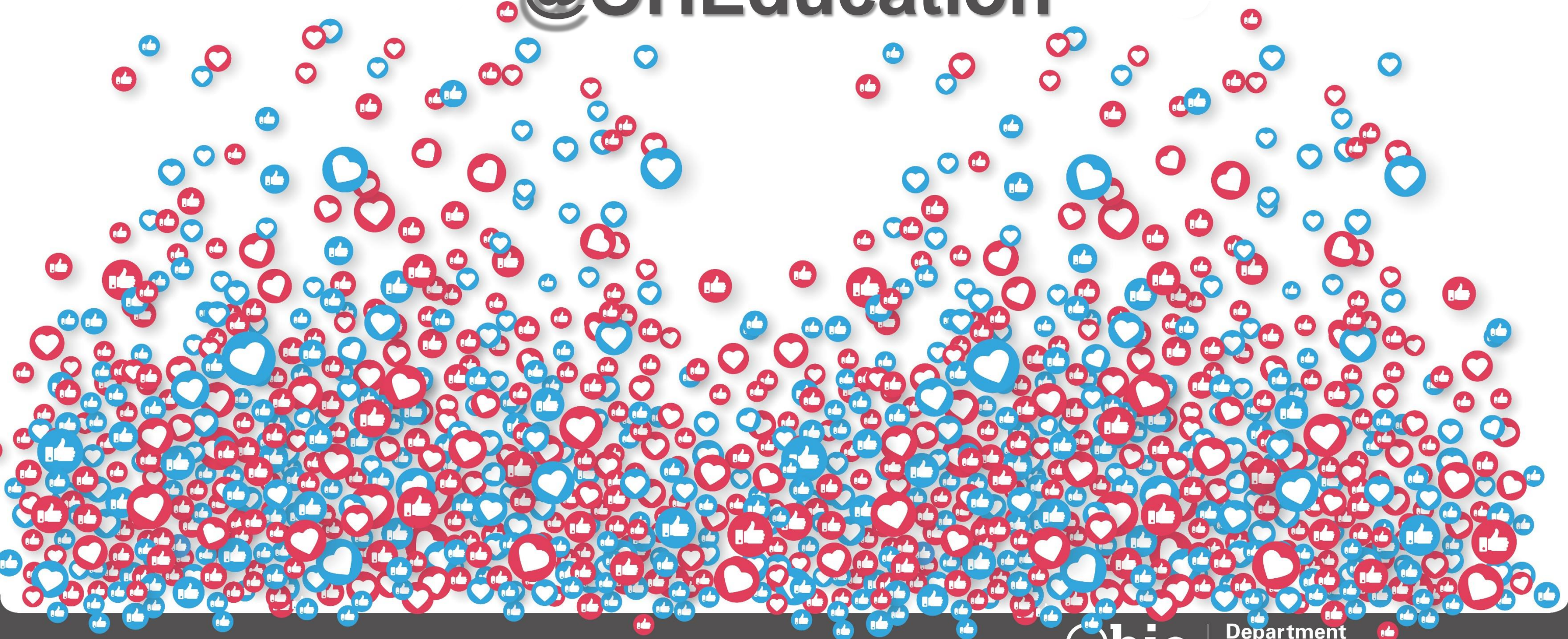
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