ODE EMIS MANUAL

Section 1.1:
EMIS Overview

Ohio | Department of Education

Version 2.0
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REVISION HISTORY

The revision history ~~sections of the EMIS Manual~~ provide~~s~~ a means for ~~the~~ readers to easily navigate to the places in the ~~manual~~ relevant section where updates have occurred. ~~Where there has been a significant change or update it will be highlighted~~Significant changes and updates are indicated through red text for additions and strike throughs for deletions. Minor changes, such as typos, formatting, and grammar corrections or updates, are not highlighted.

Version	Date	Effective Date (FY & ~~Reporting Period~~Data Set)	Change #	Description
2.0	6/10/14	FY15	NA	Included information about the EMIS collection requests, ODDEX modules, and information about finding help with EMIS reporting.

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1.1 EMIS OVERVIEW

FOREWORD

In 1989, the 118th Ohio General Assembly created Ohio Revised Code §~~-~~3301.0714, which required the State Board of Education to "adopt rules for a statewide Education Management Information System~~.~~" (EMIS). Part of these rules indicated that an EMIS "companion" ~~(ODE EMIS Manual)~~ was to be created. The primary purpose of such a document is to provide a uniform and consistent source of reporting instructions on the subject of EMIS data.

The~~refore the~~ Office of Data Quality and Governance, with the assistance of interested education consultants at the Ohio Department of Education (ODE) and external parties, then developed the ODE EMIS Manual. Its contents include data definitions, requirements, and procedures for reporting and transferring data to the Department.

The intended audience of the ODE EMIS Manual is primarily ~~the~~ EMIS coordinators and staff at Information Technology Centers (ITCs). However, the State Software Development Team (SSDT), along with education software vendors, may also find it helpful. In addition, the ODE EMIS Manual is available for consultation~~,~~ when ODE education consultants and ~~D~~data ~~M~~managers need to analyze and review data submitted through EMIS.

OVERVIEW OF EMIS

~~Established by law in 1989, the Education Management Information System (~~EMIS~~)~~ provides the architecture and standards for reporting data to ~~the Ohio Department of Education (~~ODE~~)~~. School districts, data processing centers operated by ~~Information Technology Centers (~~ITCs~~)~~, ~~formerly Data Acquisition Sites (DA Sites),~~ and other EMIS reporting entities are linked for the purposes of transferring data to ODE.

EMIS is the statewide data collection system for Ohio's primary and secondary education. Staff, student, district/building, and financial data are collected through this system. Staff data include demographic, attendance, and course information. Demographic, student attributes, attendance, program, course, and test data are submitted to ODE at the student level. General school district and school building data, including financial data, are also reported through EMIS.

The source data for Ohio's accountability and funding systems are the EMIS data files. In addition, these files are utilized for many other state and federal requirements. There are four major ~~functions~~ uses ~~of~~of EMIS data:

1. ***State and Federal Reporting.*** Originally designed almost exclusively as a data collection mechanism, many of the system's functions and most of the required data elements are statutorily defined. The EMIS provision in law (Ohio Revised Code ~~section~~ §3301.0714) requires that certain student, staff, and financial data elements be collected and maintained by school districts and subsequently submitted to ODE. One of the primary functions of EMIS is to streamline state and federal reporting requirements for school districts.

2. ***Funding and Distribution of Payments.*** EMIS provides a streamlined system for districts to report information required to receive state funding and to determine eligibility for federal funding. EMIS automates the complexity of the funding formula calculations specified in Ohio law so that districts do not have to interpret the legislation to calculate and report total counts of students. Districts report specific information on each student, such as various student demographic attributes ~~data~~, percent of time educated, attendance/absence days, and disability condition~~, etc~~. EMIS aggregates and compiles the data to determine funding.

3. ***Academic Accountability System.*** EMIS is at the heart of Ohio's academic accountability system for students, schools, and districts. It allows ODE to collect, analyze, and report data to a variety of audiences, such as policymakers, educators, administrators, and the general public, who need data to gauge the performance of their students. EMIS also serves as the mechanism for school districts to report test results—these academic assessments are at the core of the state's accountability system and are the basis of the local report card. EMIS enables both ODE and school districts to comply with state law and federal No Child Left Behind (NCLB) requirements.

4. ***Generates Statewide and District Reports.*** ODE collects, analyzes, and reports data to a variety of audiences, such as policymakers, educators, administrators, and the general public, via EMIS. EMIS ~~does~~ provides data for the generation of state reports. Examples of statewide reports include~~:~~ accountability reports, the local report card, and the district data profiles (Cupp Report). Other statewide reports are produced from EMIS data for a variety of stakeholders, including the following: ~~the following:~~ legislators, education organizations, and ~~policy and~~ researchers ~~needs~~. School districts also receive data verification reports in order to validate data submitted to ODE.

EMIS PROCESS

School district personnel, student software vendors, ITC staff, the~~SSID (~~ Statewide Student Identifier (SSID) third party vendor~~,~~ staff, and representatives from ~~the Ohio Department of Education~~ODE each participate in a significant part of the EMIS process. ~~The roles of the above units will be further discussed in later portions of the EMIS Overview. Below is an overview of how each of these units functions together, in each aspect of the EMIS Process.~~

Data Collection and Extraction

Data originate at the school district or EMIS reporting entity. Each entity may choose to report data, for operational purposes, using any student information software of their preference. However, EMIS data is to be reported and submitted according to the data definitions, requirements, and rules as instructed in the ~~Student, Staff, District, Building, and Financial Record sections of the~~ EMIS Manual. Once the data have been ~~reported~~ entered into the local software system, the local software extracts EMIS files and transfers the records to the ITC.

EMIS Maintenance Screens have been developed by the SSDT ~~(State Software Development Team)~~. These screens allow school districts that have not yet adopted a local student software system to view and edit/update their EMIS data files at the ITCs.

Data Validation

Prior to submitting ~~the~~ EMIS data to ODE, reporting entities have the opportunity to review their data, which is checked for accuracy and completeness. Derived from the business rules at ~~the Department of Education~~ODE, a series of Level 1 checks will either allow data to be submitted ~~to ODE,~~ or disallow data from being submitted in the form of a <u>Level 1</u> fatal error. Data that receive an error other than a fatal <u>error</u> are still accepted at ODE. However, the warning message may indicate a problem with how the data was reported. EMIS reporting entities have the opportunity to review validation and error reports.

Data Submission

Once software at the ITC has compiled and formatted the data, data files/records are submitted to ODE. Each file is submitted according to its file layout as described in each section of the EMIS Manual. Calculations for state and federal requirements are applied at ODE. The data are then used for funding, accountability, and reporting.

Data Verification

After each EMIS processing, ODE releases data verification reports that are accessible to the school districts. The data verification reports are tools ~~which~~ <u>that</u> ~~the~~ school districts~~,~~ and ITCs~~,~~ can use to ensure that data have been reported accurately and completely to ~~the Department of Education~~ODE. These reports may include one or more of the following in any particular ~~reporting period~~<u>collection request</u>:

- <u>Level 1 data checks viewed in the Data Collector at the ITC;</u>
- Level 2 data checks (between districts and across ~~reporting periods~~<u>collections</u>) viewed in the Data Collector at the ITC<u>;</u>
- CSV and TXT files created by ODE on a periodic basis and made available through the ITC<u>; and</u>
- Customizable reports that EMIS reporting entities run <u>on an</u> as-needed <u>basis</u> in ODE's Secure Data Center (SDC)<u>.</u>

Operational Data Store and Data Warehouse

After each EMIS processing, the EMIS files are moved into an operational data store~~,~~ within the department. At the end of each ~~reporting period~~<u>collection</u>, accountability data such as local report card data are cleansed and then moved into the ODE data warehouse. Local report card and accountability data are both defined and retrieved from the data warehouse within the ~~d~~<u>D</u>epartment.

<u>EMIS DATA SETS AND COLLECTION REQUESTS</u>

<u>Within a school year, there are a number of collection requests. Each collection is open for a different length of time, during a different part of the year. Certain data sets are reported during each collection, as each has a unique purpose. Below is a brief, high-level description of each data set and related collections.</u>

<u>For specific opening and closing dates for each collection request, see the EMIS Processing Schedule. To determine which records or elements to report during each collection, refer to Required Collection Requests at the beginning of each section of the EMIS Manual.</u>

Calendar (C)

There are two collection requests for the Calendar (C) Data Set. The Initial Calendar (C) Collection Request is open during the spring/summer prior to the beginning of the school year. The Final Calendar (C) Collection Request opens shortly after the initial collection closes and runs through the remainder of the school year. The main purpose of the Calendar (C) Collections is to collect the records that comprise a calendar for each student in order to validate building hours in session and student attendance.

Student (S)

Throughout the year there are a number of different collection requests for the Student (S) Data Set. There are collection requests for the Student Cross Reference, for community/STEM schools, for student retention, and for traditional districts. All student data will be reported through the Student (S) Collection Requests. A few of the main purposes of this data are for accountability, Federal Child Count, and funding.

Assessment (A)

There are a number of collection requests for the Assessment (A) Data Set, beginning in late summer and running through the end of the school year. Generally, there is a different Assessment (A) Collection Request for each administration of each state test. The non-state assessments are reported during an Assessment (A) Collection Request in the spring.

Staff/Course (L)

There are two different collection requests for the Staff/Course (L) Data Set, one that opens in the fall and one that opens in the winter. All staff records and the Student Course (GN) Record are reported during these two Staff/Course (L) Collection Requests. Data from the first collection will be used for the HQT and licensure measures on the Local Report Cards.

Graduate (G)

There is one collection request to capture the Graduate (G) Data Set. This data includes diploma information and all data necessary to verify that the student has met credit and testing graduation requirements. In addition, the Graduation-Only Test (GP) Record is reported during this collection.

March (D)

The March (D) Data set includes the Career-Technical Education (CTE) Workforce Development Follow-Up data. CTE Assessments—as well as other assessments that impact the Prepared for Success measure on the CT report cards, such as AP and IB exams and college admission tests—may be reported for the same set of students. There is one March (D) Collection Request.

Graduation Requirements Progress (R)

There is one collection request for the Graduation Requirements Progress (R) Data Set. This collection is for reporting information for non-graduates regarding their CORE progress.

Financial (H)

There is one collection request for the Financial (H) Data Set. Financial data elements are reported during the Financial (H) Collection Request.

Five-Year Forecast (P)
There is one collection request for the Five-Year Forecast (P) Data Set.

Electronic Transcript (E)
The Electronic Transcript (E) Collection Request is an optional collection for EMIS reporting entities. It allows districts to report the Electronic Transcript (E) Data Set and to send student high school transcripts to U.S. colleges and universities that are participating in the E-Transcript Initiative. The relevant data is collected using the existing EMIS infrastructure, but is sent on to a non-ODE data repository.

Student Records Exchange (X)
The Student Records Exchange (X) Collection Request is optional for EMIS reporting entities. It allows districts to transfer the Student Records Exchange (X) Data Set electronically between districts participating in the Student Record Exchange Initiative. The relevant data is collected using the existing EMIS infrastructure, but is sent on to a non-ODE data repository.

DATA REVIEW
It is important that districts review and correct – when necessary – the data submitted to ODE. As EMIS data continues to be an integral piece of accountability measures and funding calculations, it is vital that districts review their data. The following are all tools districts should utilize in verifying and correcting their data.

EMIS Reports
The Office of Data Quality and Governance provides a number of reports to districts on a regular basis throughout each collection request. These reports are intended to be used by districts to verify the data that has been submitted via EMIS. Many of the reports contain flags, warnings, and error messages that are intended to alert districts to potential errors in their data.

Ohio District Data Exchange (ODDEX)
The Ohio District Data Exchange (ODDEX) is an application that gives districts additional tools to review their data. Through ODDEX, districts can access three different modules: Student Cross Reference (SCR), School Options Enrollment System (SOES), and Student Enrollment History.

Student Cross Reference (SCR). Student Cross Reference (SCR) allows districts to track student enrollment across districts. SCR is populated with data collected through the Student Cross Reference Collection Request. This collection request is part of the Student (S) Data Set and runs from July through June. The SCR includes basic demographic data and can be used by EMIS reporting entities to verify enrollment for funding.

School Options Enrollment System (SOES). School Options Enrollment System (SOES) is populated with data collected through the Community/STEM Schools Initial and Final Student Collection Requests. This data drives funding to community schools and STEM schools. The student enrollment and demographic data entered in SOES form the basis for the flow of funds to these schools.

On a monthly basis, each city, exempted village, and local school district shall review and verify data reported in accordance with ORC §3314.08 for students entitled to attend school in the district who are enrolled in a community school. The district shall verify the following information:

- The community school in which the student is enrolled.
- That the student is entitled to attend school in the district pursuant to ORC §3313.64 or §3313.65.
- That students receiving transportation services from the community school pursuant to ORC §3314.091 would be entitled to receive transportation services from the district.

SOES allows districts to perform this review and verification of data. Districts are also able to challenge the data within SOES if issues are found during their review.

Student Enrollment History. Student Enrollment History is accessed through SCR. An individual district is able to view the enrollments for all students who have at some point been reported by that district. Student Enrollment History contains data from the 2010-2011 school year to the present.

Ohio Educational Directory System (OEDS)
The Ohio Education Directory System (OEDS) is a decentralized data system in which organizations that do business with ODE (such as public districts, JVSDs, community schools, nonpublic schools, etc.) must maintain their own data. There is a great deal of information about each particular entity available in OEDS, which is searchable by the general public. For instance, community school entries include the city, exempted village, or local school district in which the community school is located. OEDS includes entity type, location, contact information, and hierarchy information.

SECURITY
ITC sites must have a security policy that specifies procedures for access to their computers and to their databases. Copies of this policy shall be provided to all EMIS reporting entities whose data are being processed by the ITC. Procedures for assigning new user accounts, rotating and security of user passwords, and maintaining accounts for employee turnover must be included in the security policy.

All personnel at the ITC are to be bonded against the unauthorized use or release of EMIS data. Pursuant to state legislation, the following is in effect: "Any person who removes data from the information system established under this section for the purpose of releasing it to any person not entitled under law to have access to such information is subject to section 2913.42 of the [Ohio] Revised Code prohibiting tampering with data." (ORC § 3301.0714(K)). The ITC site may not provide any EMIS data to any individual, company or agency without the expressed written consent of the EMIS reporting entity, other than data that the ITC submitted to the Department.

All policies specified within the Ohio Revised Code (ORC) pertaining to the protection of student privacy and the maintenance and retention of confidential records shall be followed by all district and ITC personnel.

GETTING HELP

There is a hierarchy of support for districts when it comes to EMIS reporting questions and problems. EMIS coordinators and the EMIS Manual should always be consulted first. When additional information and help is needed, the appropriate ITC should be contacted. When the appropriate ITC cannot answer the question or resolve the issue, the EMIS help desk is the next level in the hierarchy. Questions in the EMIS help desk are handled by the EMIS staff at ODE.

EMIS Coordinators

EMIS coordinators are responsible for the accuracy, completeness, and transfer of EMIS data. EMIS coordinators should be the first to be consulted with any EMIS questions. EMIS coordinators should first consult the EMIS Manual whenever questions arise. The EMIS Manual provides a great deal of the information necessary to properly report data to EMIS.

Information Technology Centers

ITCs are responsible for receiving data from the districts and then transferring it on to ODE. They also receive data and reports from ODE and transfer them back to the districts. ITCs provide training opportunities to their districts throughout the year. If an EMIS coordinator needs assistance, the ITC should be contacted as the second level of support. Most issues can be resolved and most questions can be answered by ITC staff.

EMIS Help Desk

The third level of support is the EMIS help desk. ITCs can direct EMIS reporting questions or technical issues to ODE EMIS and the SSDT through the EMIS help desk. EMIS reporting questions will be answered by ODE EMIS. Technical questions may be answered by ODE EMIS or SSDT. Questions that do not fall under either of these categories and should instead be addressed by a particular ODE business office will be closed with the direction to contact that office.

Contacting ODE EMIS

EMIS coordinators/district personnel should go to their ITC or through their ITC to the EMIS help desk in the majority of instances. If EMIS coordinators/district personnel feel that a question is not appropriate for this pathway or if this pathway has been followed and there is still no answer, then contacting ODE EMIS directly is an option.

Please note that districts that want to be able to refer back to a particular answer from ODE EMIS should get that answer in writing. Questions that are received by ODE EMIS via phone or email are referred to the ITCs and the EMIS help desk whenever appropriate.

ODE EMIS is available at emis@education.ohio.gov and 614-387-0395.