# ODE EMIS MANUAL

## Section 2.12:
## CTE Workforce Development Follow-Up (GV) Record

Ohio | Department of Education

EMiS
Education Management Information System

**Version 8.1**
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# REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

| Version | Date | Effective | Change # | Description |
|---------|------|-----------|----------|-------------|
| 8.1 | 9/13/21 | FY22 | 22-19 | Removed elements no longer needed and clarified some reporting guidance. |
| 8.0 | 7/1/21 | FY22 | NA | Posted for FY22. |
| 7.4 | 1/15/21 | FY21 | 21-124 | Deleted Diploma Element. |
| 7.3 | 12/8/20 | FY21 | 21-110 | Added reporting instructions for Service Program Placement. |
| 7.2 | 11/16/20 | FY21 | 21-91(a) | Deleted CTSO Participation Level Element. |
| 7.2 | 11/16/20 | FY21 | 21-69(a) | Deleted Option X from Other Follow-Up Status. |
| 7.1 | 8/17/20 | FY21 | 21-48(a) | Added Cumulative Work-Based Learning Hours Element |
| 7.0 | 7/1/20 | FY21 | 21-10(a) | Added Service Program Placement Element. |
| 6.0 | 6/30/20 | FY20 | NA | Posted for FY20. |
| 5.1 | 6/10/19 | FY19 | 74818 | Removed references to Course Master Keys. |
| 5.1 | 6/10/19 | FY19 | 74818 | Removed references to Yearend (N) reporting periods. |
| 5.0 | 7/6/18 | FY19 | NA | Posted for FY19. |
| 4.2 | 6/28/18 | FY18 | 59654 | Updated GED to high school equivalency. |
| 4.1 | 12/28/17 | FY18 | NA | No FY18 changes. |
| 4.0 | 6/29/17 | FY17 | NA | No FY17 changes. |
| 3.0 | 7/29/16 | FY16 | 39816 | Removed Student Earned Certificate/License Element. |
| 3.0 | 7/29/16 | FY16 | | Added Coming Changes section. |
| 2.0 | 9/3/15 | FY15 | | Updated language to reflect shift from reporting periods to FY15 reporting. |
| 2.0 | 9/3/015 | FY15D | | Added Career-Technical Student Organization Participation Level. |
| 1.1 | 6/5/13 | FY13D | 971 | Deleted language from the reporting instructions for GV680. |

# COMING CHANGES

The EMIS Manual is a living document, and each fiscal year's version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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# 2.12 CTE WORKFORCE DEVELOPMENT FOLLOW-UP (GV) RECORD

## Required Collections

The CTE Workforce Development Follow-Up (GV) Record is to be reported for the March (D) Collection.

## General Guidelines

CTE Concentrator follow-up data are collected for the second (2nd) quarter (October 1 – December 31 timeframe) after graduation or after the student is no longer enrolled in school. This data collection should be conducted January through March of the current school year. Districts may use the Career-Technical Student Follow-Up Form, available on CTE's website, to help collect data for reporting the CTE Workforce Development Follow-Up information. The follow-up information collected is reported on this record during the current year's March (D) Collection.

The district ~~employing the teacher of the workforce development program~~in which the student was most recently a CTE concentrator shall report CTE concentrator follow-up data in the current school year's March (D) Collection for all concentrators within six months of leaving school. This is typically concentrators from one or more prior school year's ~~End of Year~~Student (S) Collection, where the student was ~~identified as~~ a concentrator. This record is compiled in the following manner~~.~~:

Data from prior years are extracted for CTE concentrators ~~who have graduated or~~ who are no longer enrolled in school. During the ~~next~~Beginning of Year Student (S) Collection, the Department ~~that follows the End of Year Student (S) Collection, ODE~~ will ~~check to ensure that Concentrators~~select any concentrators ~~reported~~who were enrolled in the prior year but are not enrolled in an Ohio School District in the current year. Concentrators who are reported as no longer enrolled the prior year but found to be enrolled in the current year will ~~be ineligible for~~not be included in the current year follow-up reporting.

This record is based on multiple ~~End of Year~~ Student (S) EMIS databases, and includes graduates, for the duration of the student's schooling anytime he/she was ~~reported as a Concentrator~~a concentrator. ~~in an End of Year Student (S) Collection.~~

The elements that appear on the March (D) follow-up record will be exactly as the district reported them in the last Student (S) Collection submitted. ~~each of the End of Year Student (S) and Graduate (G) Collections. Therefore, it is important for districts to be sure the data elements are reported accurately during the End of Year Student (S) and Graduate (G) Collections.~~ The following table lists elements that are derived from each prior ~~End of Year~~Student (S) Collection.~~in which the *CTE Concentrator Element* (GN130) was reported with a "Y".~~

**Table 1. Source elements from the Student Demographic (GI), Student Standing (FS), and Student Attribute – No Date (FN) Effective Date (FD) End of Year Records where *CTE Concentrator Element* was reported with a "Y" and student is no longer enrolled**

| CTE Data Element | Prior End of Year Data Element |
|---|---|
| *CTE Program of Concentration Code (-1, -2, -3, -4, -5) (GV320, GV350, GV380, GV410, GV540)* | *CTE Program of Concentration Element (FN290) or the program of concentration derived by the Department if the student met concentrator criteria and FN290 was not reported* |
| *Date of Birth Element (GV075)* | *Date of Birth Element (GI070)* |
| *Disadvantagement Element (GV170)* | *Disadvantagement Element (FD110)* |
| *Disability Condition Element (GV200)* | *Disability Condition Element (FD130)* |
| *Gender Element (GV080)* | *Gender Element (GI080)* |
| *Grade Level Element (GV420)* | *Grade Level Element (FD080)* |
| *Grade Level Next Year Element (GV430)* | *Grade Level Next Year Element (FN080)* |
| *Homeless Status Element(GV450)* | *Homeless Status Element (FD150)* |
| *How Received (GV690)* | *How Received Element (FS180)* |
| *How Received IRN (GV700)* | *How Received IRN Element (FS190)* |
| *Legal District of Residence (GV105)* | *Legal District of Residence (FS150)* |
| *Limited English Proficiency Element (GV210)* | *Limited English Proficiency Element (FD170)* |
| *Migrant Status Element (GV460)* | *Migrant Status Element (FD180)* |
| *Racial/Ethnic Category Element (GV090)* | *Racial/Ethnic Category Element (GI090)* |
| *Student Percent of Time Element (GV440)* | *Student Percent of Time Element (FS120)* |
| *Withdrawal Date Element (GV230)* | *Effective End Date Element (FS090)* |
| *Withdrawal Reason Element (GV240)* | *Withdrawal/ Reason Element (FS100)* |

**Table 2. Source elements from Student Attributes – No Date (FN) Record reported in G following End of Year where CTE Concentrator Element was reported with a "Y" and student is no longer enrolled**

| CTE Data Element | Prior End of Year Data Element |
|---|---|
| *Diploma Date Element (GV120)* | *Diploma Date Element (FN090)* |
| *Diploma Type Element (GV130)* | *Diploma Type Element (FN100)* |

**Table 3. Source elements from the End of Year Course Master Record where *CTE Concentrator Element* was reported with a "Y"**

| CTE Data Element | Prior End of Year Course Master Data Element |
|---|---|
| *CTE Program of Concentration Code (-1, 2, 3, 4, 5) (GV320, GV350, GV380, GV410, GV540)* | *Subject Code Element (CN050) for Oct CTE funded course with same Local Classroom Code* |

The following elements are reserved for use by ODE. Districts should not modify these elements in any way. The elements are used to connect data for a student between multiple End of Year Student (S) and Graduate (G) Collections where the CTE Concentrator Element was reported with a "Y" in each End of Year Collection.

- Student Standing Key (GV710)

A student can be a concentrator in multiple workforce development programs. However, during the March (D) Collection, a student can be reported as a CTE concentrator in only one workforce development program. For March (D), the district must choose which program the student will be reported as a

CTE concentrator. The file layout will include five ~~subjects~~ CTE Programs of Concentration and the district must identify which *one* of five possible ~~subjects most closely~~CTE programs that identifies the CTE program ~~that~~ in which the student is to be considered a CTE concentrator ~~of~~for the purposes of March (D) reporting. There will be a CTE Program of Concentration Flag and year next to each of the five ~~Subjects/~~CTE Programs of Concentration extracted from the ~~End of Year Student (S)~~EMIS databases. The district must select *only one* of the five ~~Subject Code~~programs to be the ~~subject~~CTE Program of Concentration in which a student is considered a CTE concentrator by designating "Yes" in one CTE Program of Concentration Flag. Only *one* CTE Program of Concentration Flag can be set to "Y."

Through the selection of the flag, the district defines the program referenced in the *Apprenticeship, Cumulative Worked Based Learning Hours,* *Employed Placement, Postsecondary Certificated/Licensed,* ~~and~~ *Military Placement* and *Service Program Placement* *Elements*.

In the March (D) Collection, the following elements must be reported by a district for each CTE concentrator who was no longer enrolled. The elements are organized alphabetically.

## ☼ *Apprenticeship Element*

| Record Field Number | GV620 |
|---|---|
| Definition | The apprenticeship status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education. |

### *Valid Options*

| | |
|---|---|
| ** | Not reported (Default) |
| Y1 | Yes, in an apprenticeship program related to CTE Program |
| Y2 | Yes, in an apprenticeship program not related to CTE Program |
| NO | No, not in an apprenticeship program |

## ☼ *Cumulative Work-Based Learning Hours*

| Record Field Number | GV740 |
|---|---|
| Definition | The number of work-based learning hours related to the CTE Program of Concentration that the student accumulated during secondary education. |

### *Valid Options*
0000 – 9999

***Reporting Instructions.*** Only hours accumulated during a qualifying work-based learning experience related to the CTE Program of Concentration reported using the "CTE Program of Concentration Flag" should be included in the calculation of cumulative hours. For additional details regarding the requirements for work-based learning experiences, please see the Ohio Work-Based Learning Pathway Options overview available on the Work-Based Learning section of the Career-Technical Education website.

☼ *Employed Placement Element*

| Record Field Number | GV640 |
| --- | --- |
| Definition | The employment status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education. |

*Valid Options*

| | |
| --- | --- |
| ** | Not reported (Default) |
| Y1 | Yes, employed in an occupation related to CTE program |
| Y2 | Yes, employed, in an occupation not related to CTE program |
| NO | No, not employed |

☼ *Fiscal Year of CTE Program of Concentration*

**Program of Concentration – 1**

| Record Field Number | GV570 |
| --- | --- |
| Definition | The fiscal year of the corresponding CTE Program of Concentration. ~~was reported.~~ |

**Program of Concentration – 2**

| Record Field Number | GV580 |
| --- | --- |
| Definition | The fiscal year of the corresponding CTE Program of Concentration. ~~was reported.~~ |

**Program of Concentration – 3**

| Record Field Number | GV590 |
| --- | --- |
| Definition | The fiscal year of the corresponding CTE Program of Concentration. ~~was reported.~~ |

**Program of Concentration – 4**

| Record Field Number | GV600 |
| --- | --- |
| Definition | The fiscal year of the corresponding CTE Program of Concentration. ~~was reported.~~ |

**Program of Concentration – 5**

| Record Field Number | GV610 |
| --- | --- |
| Definition | The fiscal year of the corresponding CTE Program of Concentration. ~~was reported.~~ |

*Valid Options*

| | |
| --- | --- |
| YYYY | Year |

☼ *CTE Program of Concentration Flag*

**Flag - 1**

| Record Field Number | GV340 |
| --- | --- |
| Definition | Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code. |

**Flag - 2**

| Record Field Number | GV370 |
|---|---|
| Definition | Indicates if a student is considered concentrator in the corresponding CTE Program of Concentration Code. |

**Flag - 3**

| Record Field Number | GV400 |
|---|---|
| Definition | Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code. |

**Flag - 4**

| Record Field Number | GV530 |
|---|---|
| Definition | Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code. |

**Flag - 5**

| Record Field Number | GV560 |
|---|---|
| Definition | Indicates if a student is considered a concentrator in the corresponding CTE Program of Concentration Code. |

*Valid Options*

- N    No
- Y    Yes

*Reporting Instructions.* A student can be reported as a CTE concentrator in only one ~~subject~~ program during the March (D) Collection. If a student is a concentrator in more than one CTE program, the district must choose in which ~~subject~~ program the student will be reported as a CTE concentrator for the March (D) Collection. Indicate which ~~subject code/~~CTE Program of Concentration~~, extracted from a prior school year's End of Year Student (S) Collection database,~~ is to be the ~~subject~~ program in which a student is considered a CTE concentrator.

There can be up to five ~~Subject Codes/~~CTE Programs of Concentration for each student. Each ~~Subject Code/~~CTE Program of Concentration will have a CTE Program of Concentration Flag.

The district must designate "Yes" in the CTE Program of Concentration Flag corresponding to the ~~subject code~~program in which the student is considered a concentrator for the March (D) Collection. Only *one* CTE Program of Concentration Flag can be set to "Y."

## ☼ *Military Placement Element*

| Record Field Number | GV650 |
|---|---|
| Definition | The military status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education. |

*Valid Options*

- **    Not reported (Default)
- Y1    Yes, in the military in an area related to CTE program
- Y2    Yes, in the military in an area not related to CTE program

NO      No, not in military

☼ *Other Follow-up Status Element*

| Record Field Number | GV660 |
|---|---|
| Definition | Status not reported in any of the other CTE Concentrator follow-up status elements. |

*Valid Options*

*      Not Applicable (Default)
U     Status Unknown
D     Deceased

*Reporting Instructions.* Report an "*" if *any* of these elements—Apprenticeship, ~~Diploma,~~ Employed Placement, Military Placement, ~~or~~ Postsecondary Education or Advanced Training, or Service Program Placement—are reported with a value other than their default (** - Not Reported ~~or Diploma = * or D~~).

☼ *Postsecondary Education or Advanced Training Element*

| Record Field Number | GV670 |
|---|---|
| Definition | The postsecondary or advanced training status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education. |

*Valid Options*

* *    Not reported (Default)
Y1    Yes, enrolled in postsecondary education or advanced training related to CTE program~~.~~
Y2    Yes, enrolled in postsecondary education or advanced training not related to CTE program~~.~~
NO    No, not enrolled in postsecondary education or advanced training~~.~~

☼ *Service Program Placement Element*

| Record Field Number | GV730 |
|---|---|
| Definition | The service program status of a CTE Concentrator in the second (2nd) quarter following the program year in which the student left secondary education. |

*Valid Options*

**    Not reported (Default)
Y1    Yes, in a service program in an area related to CTE program
Y2    Yes, in a service program in an area not related to CTE program
NO    No, not in a service program

*Reporting Instructions.* Qualifying Service Programs are defined in The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) as "a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.)" (i.e., Ameri-

Corps) or "volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a))". Only students participating in service programs meeting the definition outlined above should be reported in this element.

### *Defining a Unique Record*

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the CTE Workforce Development Follow-Up (GV) Record, the following field must be unique.

| Required Fields | Number |
|-----------------|--------|
| EMIS Student ID | GV050  |

# 2.12 CTE WORKFORCE DEVELOPMENT FOLLOW-UP (GV) RECORD FILE LAYOUT

| Number | Position | Name | PIC/Size |
|---|---|---|---|
| | 1-8 | Filler | PIC 9(8) |
| GV010 | 9-10 | Sort Type | PIC X(2) |
| | | Always "GV" | |
| | 11 | Filler | PIC X |
| GV020 | 12-15 | Fiscal Year, e.g., 2020 (CCYY) | PIC 9(4) |
| GV030 | 16 | Data Set | PIC X |
| | | D – March | |
| GV040 | 17-22 | Attending Building IRN | PIC X(6) |
| GV050 | 23-31 | EMIS Student ID Number | PIC X(9) |
| GV105 | 32-37 | Legal District of Residence IRN | PIC X(6) |
| | 38-45 | Filler | PIC X(8) |
| GV055 | 46-87 | STUDENT NAME (OPTIONAL) | PIC X(42) |
| GV075 | 88-95 | Date of Birth CCYYMMDD | PIC 9(8) |
| GV080 | 96 | Gender | PIC X |
| ~~GV090~~ | ~~97~~ | ~~Racial/Ethnic Category~~ | ~~PIC X~~ |
| | 97 | Filler | PIC X |
| | 98 | Filler | PIC X |
| ~~GV120~~ | ~~99-106~~ | ~~Diploma Date~~ | ~~PIC 9(8)~~ |
| ~~GV130~~ | ~~107~~ | ~~Diploma Type~~ | ~~PIC X~~ |
| ~~GV170~~ | ~~108~~ | ~~DISADVANTAGEMENT~~ | ~~PIC X~~ |
| ~~GV200~~ | ~~109-110~~ | ~~Disability Condition~~ | ~~PIC X(2)~~ |
| ~~GV210~~ | ~~111~~ | ~~Limited English Proficiency~~ | ~~PIC X~~ |
| | 99-111 | Filler | PIC (13) |
| GV230 | 112-119 | WITHDRAWAL DATE | PIC 9(8) |
| GV240 | 120-121 | WITHDRAWAL REASON | PIC XX |
| ~~GV420~~ | ~~122-123~~ | ~~Grade Level~~ | ~~PIC XX~~ |
| ~~GV430~~ | ~~124-125~~ | ~~Grade Level, Next Year~~ | ~~PIC XX~~ |
| ~~GV440~~ | ~~126-128~~ | ~~Student Percent of Time~~ | ~~PIC 9(3)~~ |
| ~~GV450~~ | ~~129~~ | ~~Homeless Status~~ | ~~PIC X~~ |
| ~~GV460~~ | ~~130~~ | ~~Migrant Status~~ | ~~PIC X~~ |
| | 122-130 | Filler | PIC (9) |
| GV320 | 131-132 | CTE Program of Concentration Code – 1 | PIC X(2) |
| | 133-156 | Filler | PIC X(24) |
| GV340 | 157 | CTE Program of Concentration Flag – 1 | PIC X |
| GV350 | 158-159 | CTE Program of Concentration Code – 2 | PIC X(2) |
| | 160-163 | Filler | PIC X(4) |
| | 164-183 | Filler | PIC X(20) |
| GV370 | 184 | CTE Program of Concentration Flag – 2 | PIC X |
| GV380 | 185-186 | CTE Program of Concentration Code – 3 | PIC X(2) |
| | 187-190 | Filler | PIC X(4) |
| | 191-210 | Filler | PIC X(20) |
| GV400 | 211 | CTE Program of Concentration Flag – 3 | PIC X |
| GV410 | 212-213 | CTE Program of Concentration Code – 4 | PIC X(2) |

| Number | Position | Name | PIC/Size |
|--------|----------|------|----------|
| | 214-217 | Filler | PIC X(4) |
| | 218-237 | Filler | PIC X(20) |
| GV530 | 238 | CTE Program of Concentration Flag – 4 | PIC X |
| GV540 | 239-240 | CTE Program of Concentration Code – 5 | PIC X(2) |
| | 241-244 | Filler | PIC X(4) |
| | 245-264 | Filler | PIC X(20) |
| GV560 | 265 | CTE Program of Concentration Flag – 5 | PIC X |
| | 266–267 | Filler | PIC X(2) |
| | 268 | Filler | PIC X |
| GV570 | 269-272 | Fiscal Year of CTE Program of Concentration -1 | PIC 9(4) |
| GV580 | 273-276 | Fiscal Year of CTE Program of Concentration -2 | PIC 9(4) |
| GV590 | 277-280 | Fiscal Year of CTE Program of Concentration -3 | PIC 9(4) |
| GV600 | 281-284 | Fiscal Year of CTE Program of Concentration -4 | PIC 9(4) |
| GV610 | 285-288 | Fiscal Year of CTE Program of Concentration -5 | PIC 9(4) |
| GV620 | 289-290 | Apprenticeship Element | PIC X(2) |
| | 291 | Filler | PIC X |
| GV640 | 292-293 | Employed Placement Element | PIC X(2) |
| GV650 | 294-295 | Military Placement Element | PIC X(2) |
| GV660 | 296 | Other Follow-up Status Element | PIC X |
| GV670 | 297-298 | Postsecondary Education or Advanced Training | PIC X(2) |
| | 299 | Filler | PIC X |
| ~~GV690~~ | ~~300~~ | ~~How Received~~ | ~~PIC X~~ |
| ~~GV700~~ | ~~301-306~~ | ~~How Received IRN~~ | ~~PIC X(6)~~ |
| ~~GV710~~ | ~~307-316~~ | ~~Student Standing Key~~ | ~~PIC 9(10)~~ |
| | 300-316 | Filler | PIC (17) |
| | 317-318 | Filler | PIC X(2) |
| GV730 | 319-320 | Service Program Placement Element | PIC X(2) |
| GV740 | 321-324 | Cumulative Work-Based Learning Hours | PIC 9(4) |