

# **ODE EMIS MANUAL**

## **Section 3.1: Staff Records Overview**



**Version 5.1**  
April 26, 2018

## 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 red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<u>5.1</u>	<u>8/26/18</u>	<u>FY18</u>	<u>NA</u>	<u>Posted for FY18.</u>
5.0	7/13/17	FY17	NA	No FY17 changes.
4.0	6/13/16	FY16		Added Coming Changes section.
3.0	11/3/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	10/8/13	FY14K	1010	Removed references to unit funding.

## COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

The EMIS Manual is a living document, and this fiscal year’s version will be updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the most recently posted [Agenda for the Ohio EMIS Software Vendor Conference Calls at http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/Vendor-Conference-Calls](http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/Vendor-Conference-Calls).

~~At this time, there are no additional FY17 EMIS changes known to impact the Staff Records Overview.~~

Change #	Change Description

# TABLE OF CONTENTS

REVISION HISTORY .....	II
COMING CHANGES .....	II
<b>TABLE OF CONTENTS.....</b>	<b>III</b>
<b>3.1 STAFF RECORDS OVERVIEW .....</b>	<b>3</b>
<i>General Guidelines</i> .....	3
OVERVIEW OF DATA.....	3
REPORTING RESPONSIBILITY .....	3
<i>Reporting Staff Members</i> .....	3
<i>Reporting Substitute Teachers</i> .....	4
<i>Reporting Contracted Staff</i> .....	5
STAFF-LEVEL RECORDS .....	8
<i>District IRN Element</i> .....	8
☼ <i>District IRN Element</i> .....	8

## 3.1 STAFF RECORDS OVERVIEW

### *General Guidelines*

The Staff Records sections in the ODE EMIS Manual provide instructions about reporting staff data records and elements to the Ohio Department of Education (ODE). These sections also contain guidance regarding the reporting of staff in a contracted situation, such as when the school district contracts with an Educational Service Center (ESC) or another EMIS reporting entity. For specific contracted staff reporting instructions, see Section 3.2 Reporting Contracted Staff. Most staff records are submitted to the Ohio Department of Education (ODE) with a staff employee ID.

### **OVERVIEW OF DATA**

The following are general categories of staff data covered in Staff Records of the ODE EMIS Manual.

- Staff demographic data (race, gender, age, name, education level, attendance, etc.)
- Staff employment data (salary, assignment area, fund source, etc.)
- Career-technical education class data

### **REPORTING RESPONSIBILITY**

One Staff Demographic (CI) Record and at least one Staff Employment (CK) Record are required for each individual employed (certificated/licensed and classified) by the following EMIS reporting entities.

- City, local, or exempted village school districts
- Community schools
- Educational service centers (ESCs)
- Joint vocational school districts (JVSD)
- Ohio Schools for the Deaf and Blind
- Ohio Department of Youth Services (ODYS)
- STEM districts

### *Reporting Staff Members*

Please keep these key points in mind when reporting a staff member:

- Staff members must be assigned a unique Employee ID.
- The ID assigned to a staff member must be the same used for reporting related records in Staff Records (Section 4.3 Staff Course (CU) Record, Section 3.4 Staff Employment (CK) Record, Section 3.3 Staff Demographic (CI) Record, and Section 3.5 Contractor Staff Employment (CJ) Record) and Student Records (Section 2.9 Student Program (GQ) Record).
- When reporting a Staff Demographic (CI) Record for a staff member who has a credential issued by ODE, the staff member must be reported with his/her Ohio Credential ID in the State Staff ID Element.

Use the following guidelines to determine which staff members must be reported and which individuals need not be reported to EMIS. The term “individuals” refers to both certificated/licensed and classified staff members.

***Initial and Final Staff/Course (L) Collections.*** The following employees are to be reported by EMIS-reporting entities.

- Individuals employed by the reporting entity for any portion of the school year.
- Individuals or companies contracted by the school district for duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
- Individuals who were employed during the current school year but who left prior to the end of the school year.
- Individuals who are on leaves of absence.
- Substitutes who become the “teacher of record.”
- Individuals employed during the previous year, who are no longer employed, including individuals who resigned over the summer.
- Individuals employed through supplemental contracts, including individuals whose only position is a supplemental contract.

Do not report the following individuals to EMIS.

- Daily (as needed) substitutes
- Student employees
- Board of education members
- Adult education teachers
- Game officials, ticket takers
- Part-time help
- Volunteers serving in the district

### ***Reporting Substitute Teachers***

#### ***Types of Substitutes***

1. ***Daily (As-Needed) Substitutes.*** These are individuals whom the district contacts on an as needed basis who are not on the district’s salary schedule but are paid the daily substitute rate. These individuals are not reported through EMIS.
2. ***Full-time Substitute Teachers (Permanent).*** Individuals hired as full-time (permanent) substitute teachers should be reported with position code “225”.

Staff assigned this position code meet the following criteria.

- Have a contract with the district; AND
- Are placed on the district salary schedule; AND
- Report to the district for work daily

Teaching assignments for individuals assigned to this position code are subject to change daily. An individual in this position is never the teacher of record, but has a variety of assignments based upon the needs of the district. No Staff Course (CU) Record should be reported for full-time (permanent) substitute teachers, because they cannot be the teachers of record. If a substitute becomes the teacher of record, then his/her position code should reflect the new assignment and he/she should have the proper certi-

fication/licensure for the position he/she is hired to fill. A position code of “225” cannot be used as a teacher of record.

Individuals assigned a position code of “225” are not counted in the teacher FTE, but may be included in data analysis and in calculating total costs.

***Substitute Becoming Teacher of Record.*** Districts should use their discretion in determining when a substitute teacher becomes a teacher of record. As a general guideline, the teacher of record is the individual, with a regular teaching assignment, who is responsible for assigning the grade to the student. The teacher of record is to have a Staff Course (CU) Record reported by the district.

Once a substitute is determined to be the teacher of record, he/she should be coded with a regular teaching assignment. He/she is required to have the proper credentials to teach the particular subject for which he/she has been designated teacher of record.

**Note.** A Staff Course (CU) Record reported for a teacher of record without the proper credentials is subject to the usual consequences for funding and certification.

### ***Reporting Contracted Staff***

The term “contract” refers to an agreement with another entity or individual to provide services. The nature of the contract may range from a formal written document to a general agreement between district leaders. The term “contractor” refers to the entity with which the resident/educating district is contracting. A contractor may be an ESC, another school district, or a non-EMIS reporting entity. The term “contracting district” refers to the resident/educating district contracting for the service.

The EMIS reporting entity where the staff member is employed is responsible for reporting staff data. A Staff Demographic (CI) Record, Staff Employment (CK) Record, and in some cases a Contractor Staff Employment (CJ) Record, are required to be reported by the employing entity. In most contracting situations, the Staff Course (CU) and Course Master (CN) Record is only reported by the resident/educating district contracting for staff to teach a course. In cases where the ESC provides preschool special education instruction or receives state funds for an Early Childhood Education Program, the ESC is still required to report a Staff Course (CU) and Course Master (CN) Record for these preschool teachers.

The following are general reporting guidelines for contracting situations. For reporting instructions regarding specific situations, please see Section 3.2 Reporting Contracted Staff.

***Resident/Educating District Contracts with a Non-EMIS Reporting Entity.*** If the resident/educating district contracts with an individual or entity that does not report through EMIS, then the resident/educating district is responsible for reporting all staff information for the contracted staff member. This will include a Contract Only Staff (CC) Record or a Staff Demographic (CI) Record, Staff Employment (CK) Record, and if applicable, a Staff Course (CU) and Course Master (CN) Record. No Contractor Staff Employment (CJ) Record is reported by the resident/educating district. See Section 3.2 Reporting Contracted Staff for additional information. In this situation, the resident/contracting entity is responsible for reporting all student information.

Common contracting situations that follow this guideline include, but are not limited to, the following.

- Resident/educating district or ESC is allocated state funds for an Early Childhood Education program and is contracting with an agency such as a Head Start Agency or a Community Action Organization for a staff member to provide instruction to preschool students. The instruction may take place either at the resident/educating district or at another entity.
- Resident/educating district is contracting with a national agency/organization/association or hospital for a staff member to provide special education services to students with disabilities.

***Resident/Educating District Contracts to Teach Courses or Provide Services to Students.*** The resident/educating district contracting with an ESC (or another EMIS reporting entity) for a staff member to teach a course or provide services does not report a Staff Demographic (CI), Staff Employment (CK), or Contactor Staff Employment (CJ) Record. However, the resident/educating district is required to report the applicable Staff Course (CU) and Course Master (CN) Record(s) and/or Student Program (GQ) Record with the Employee ID Element and the Provider IRN Element completed. If the staff member is teaching a course, the staff member is reported with his/her Ohio Credential ID in the Employee ID Element. The resident/educating district is responsible for reporting all student data (i.e., Student Course (GN) Record, Student Program (GQ) Record, etc.).

In this situation, it is the responsibility of the contractor (the entity where the staff member is employed such as an ESC) to report a Staff Demographic (CI) Record, Staff Employment (CK) Record, and a Contractor Staff Employment (CJ) Record for each staff member contracted out (teaching a course) to the resident/educating district. With the exception of preschool courses, in this situation the contracting entity does not report any student data.

This includes teaching position code 230 with assignment areas 999270, 999365, 999370, 999380, 999412, 999414, and 999800 and instructional paraprofessionals with a position code of 415 which are contracted. In addition, this also applies to gifted coordinators.

Common contracting situations that follow this general guideline include, but are not limited to, the following. For reporting instructions regarding specific situations, please see Section 3.2 Reporting Contracted Staff.

- Virtual School (or resident/educating district) contracts with a Virtual School to teach online courses.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for a staff member to provide the special education service. Eligible position codes for preschool contracted related service staff are listed below. No course master is required to be reported for staff members with these position codes.
  - 304 Audiologist
  - 318 Psychologist
  - 325 Physical Therapist
  - 326 Speech and Language Therapist
  - 327 Occupational Therapist
  - 328 Orientation and Mobility Therapist

- 333 Adapted Physical Education Therapist
- Resident/educating district receives funding for an Early Childhood Education program (formerly state-funded Public Preschool program) and contracts (or subcontracts) with an ESC or another EMIS reporting entity for a staff member to teach preschool.
- Resident/educating district contracts with an ESC or EMIS reporting entity for staff to provide instruction to students in an alternative school setting.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for a staff member to teach an art, music, or PE course to students in grades K-8. In this case, the resident/educating district counts this staff member towards Educational Service Personnel Requirements (ESP). It is the responsibility of the resident/educating district to report a Staff Course (CU) and Course Master (CN) Record for these ESP teachers.
  - *ESP Teaching Position Code.* Use position code 230 with one of the following assignment areas: 999050 Art Education K-8, 999570 Music Education K-8, and 999418 Physical Education K-8.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for educational service personnel (other than the teaching positions of music, art, and PE) to meet their ESP ratio requirement. In this case, it is the responsibility of the contractor to report a Staff Demographic (CI) Record, a Staff Employment (CK) Record, and a Staff Contractor Employment (CJ) Record.
  - ESP Position Codes (other than music, art, and PE teachers)**
    - 202 Counselor
    - 203 Library/Media Specialist
    - 320 Registered Nurse
    - 323 Social Worker
    - 330 Visiting Teacher

***Resident/Educating District Contracts for Classified Staff.*** A contracted classified staff member (i.e., bus drivers, food service personnel, etc.) is required to be reported to EMIS. For reporting instructions regarding specific situations, see Section 3.2 Reporting Contracted Staff.

***Contract Career-Tech Staff.*** The district employing the contract career-tech staff member is responsible for reporting the Staff Demographic (CI), Staff Employment (CK), Staff Course (CU), Course Master (CN), and CTE Correlated Class (CV) Records. For reporting instructions regarding specific situations, see Section 3.2 Reporting Contracted Staff.

***Other “Contracting” Situations.*** In situations where an ESC is providing preschool special education instruction or the ESC is allocated state funds for an Early Childhood Education program (formerly Public Preschool), the ESC is responsible for reporting a Staff Demographic (CI), a Staff Employment (CK), a Staff Course (CU), and a Course Master (CN) Record. In addition, Student Demographic (GI), Student Standing (FS), Student Attributes–Effective Date (FD), Student Attributes–No Date (FN), the applicable Student Program (GQ), and Student Course (GN) Records are also required to be submitted by the ESC.

In these situations there may or may not be a contract between the ESC and the resident/educating district to provide these services or teach a course because the payment for these services comes through



ODE. Because the ESC is in direct receipt of funds from ODE specifically for these preschool services, the ESC is required to report both staff and student data. This situation does not fall under the general reporting guidelines mentioned in the Category #2 Situation in EMIS Manual Section 3.2. The resident/educating district is still required to report students with disabilities in this situation with the applicable program codes. For reporting instructions regarding specific situations, see Section 3.2 Reporting Contracted Staff.

## STAFF-LEVEL RECORDS

There are seven different records containing staff data that may need to be submitted to ODE. Below is a list of each record, its name and record number. Data elements for each of these records are found in the following sections of Staff Records.

Record Number	Record Name
CI	Staff Demographic Record
CK	Staff Employment Record
CJ	Contractor Staff Employment Record
CC	Contract Only Staff Record
CL	Staff Summer Employment Separation Record
CP	Staff Missing Override Record
CU	Staff Course Record

### *District IRN Element*

Each staff record is submitted with a District IRN Element. Basically, this is the IRN of the reporting district/entity. Below is the definition and field number of the District IRN Element.

### *District IRN Element*

Record Field Number	XX040
Definition	The state assigned six-digit information retrieval number (IRN) for the district.

### *Valid Options*

Six-digit code                      Valid school district IRN

The District IRN Element is found on each of the seven staff records submitted to ODE. Although this element is not defined on each staff section of the Staff Record, the file layout does list this element on each staff record.

Generally, software packages will automatically populate this field based on the IRN of the reporting entity. If a different district IRN is required to be reported (in addition to the District IRN Element), there will be another field on the record named something other than District IRN Element. The additional field will be found with the rest of the record's elements. For example, the CJ Record contains an element called Contracting District IRN Element. This element is to be populated with a district IRN, but the definition of the Contracting District IRN Element is different from that of the District IRN Element. See the Contractor Staff Employment (CJ) Record for more information regarding the Contracting District IRN Element.