ODE EMIS MANUAL

Section 6.5:
Operational Unit Description (QC) Record

Ohio | Department of Education

EMiS
Education Management Information System

Version 4.1
June 14, 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
4.1	6/14/18	FY18	NA	No FY18 changes.
4.0	9/13/17	FY17	NA	No FY17 changes.
3.1	4/4/16	FY16		Added Coming Changes section.
3.0	12/13/15	FY15H		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	5/14/14	FY14H	1029	Clarified OPU reporting.
2.0	5/15/14	FY14H	1014	Updated per earlier H reporting.
1.1	8/20/2013	FY13H	1027	Added file layout content missed during conversion to new manual format.

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.

At this time, there are no additional FY18 EMIS changes known to impact the Operational Unit Description (QC) Record.

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6.5 OPERATIONAL UNIT DESCRIPTION (QC) RECORD

Required Collection Request

The Operational Unit Description Record is to be reported for the Financial (H) Collection Request.

General Guidelines

Each Operational Unit (OPU) is represented by a three-digit numeric code that identifies the physical location where educational activities take place. Districts are responsible for the assignment of codes to Operational Units. However, an OPU that encompasses the entire district must be assigned code "000". Any other OPU that is not district-wide in nature, such as a school building or warehouse, must be assigned a three-digit code between "001" and "999".

If the OPU is a school building, then use the building IRN for the entity IRN. If the OPU is not a school building and refers to district-wide expenditures, then the entity IRN must be the same as the district IRN and the entity type should be blank. If the OPU is the central office, the entity IRN must be the same as the district IRN, and the entity type must be reported as "C".

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Operational Unit Description Record, the following field must be unique.

Record Name	Record	Required Fields	Number
Operational Unit Description		Operational Unit	QC160

6.5 OPERATIONAL UNIT DESCRIPTION (QC) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always "QC"	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
QC030	16	Data Set	PIC X
		H - Financial	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence	PIC X(3)
QC060	26-28	Schedule Frequency	PIC 9(3)
QC070	29-32	Line Number	PIC 9(4)
QC080	33-35	Schedule Number	PIC X(3)
QC160	36-38	OPU	PIC X(3)
QC350	39-44	Entity IRN	PIC X(6)
QC360	45-89	Entity Name	PIC X(45)
QC365	90	Entity Type (optional)	PIC X
	91-300	Filler	PIC X(210)