



# ODE EMIS MANUAL

## General Information

The General Information EMIS Manual Sections contained in this document.<sup>1</sup>

§		Version, Posted Date
1.1	EMIS Overview	4.0, 12/8/17
1.1.1	EMIS Data Review & Verification and EMIS Data Appeals	1.0, 2/2/18
1.2	General Data Characteristics	4.0, 5/3/18
1.3	Community School Funding	2.0, 2/2/18

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<sup>1</sup> It is important to note that—in rare instances—the sections contained within this document may not be those most recently published for the given fiscal year. Be sure to make note of the posted date of this document compared to the posted dates in the content area tables on the EMIS Manual webpage.

# **ODE EMIS MANUAL**

## **Section 1.1: EMIS Overview**



**Version 4.0**  
December 8, 2017

## 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>4.0</u>	<u>12/8/17</u>	<u>FY18</u>	<u>NA</u>	<u>Included information regarding new applications within ODDEX.</u>
<u>4.0</u>	<u>12/8/17</u>	<u>FY18</u>	<u>NA</u>	<u>Included guidance on where to find change information.</u>
3.0	6/16/17	FY17	NA	Deleted reference to GP Record, changed name of EMIS Processing Schedule, made other minor updates.
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” 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 Office of Data Quality and Governance, with the assistance of interested education consultants at the Ohio Department of Education (Department) 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 EMIS Manual is on an ongoing update schedule to account for changes in law and policy. For information on known changes that have not yet been incorporated into the proper section of the EMIS Manual, see the conference call agendas posted on the EMIS website \(ODE Home > Topics > Data > EMIS > EMIS Technical Documentation > Ohio EMIS Software Vendor Conference Calls\). These agendas are often the first place that EMIS publishes information regarding coming changes.](#)

The intended audience of the ODE EMIS Manual is primarily 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 Department education consultants and data managers need to analyze and review data submitted through EMIS.

## OVERVIEW OF EMIS

EMIS provides the architecture and standards for reporting data to the Department. School districts, data processing centers operated by ITCs, and other EMIS reporting entities are linked for the purposes of transferring data to the Department.

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 the Department 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 uses 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 §3301.0714) requires that certain student, staff, and financial data elements be collected and maintained by school districts

and subsequently submitted to the Department. 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, percent of time educated, attendance/absence, and disability condition. 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 the Department 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 the Department and school districts to comply with state law and federal No Child Left Behind (NCLB) requirements.
4. ***Generates Statewide and District Reports.*** The Department collects, analyzes, and reports data to a variety of audiences, such as policymakers, educators, administrators, and the general public, via EMIS. EMIS 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 legislators, education organizations, and researchers. School districts also receive data verification reports in order to validate data submitted to the Department.

## **EMIS PROCESS**

School district personnel, student software vendors, ITC staff, the Statewide Student Identifier (SSID) third party vendor staff, and representatives from the Department each participate in a significant part 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 EMIS Manual. Once the data have been 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 SSDDT. 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 EMIS data to the Department, reporting entities have the opportunity to review their data, which is checked for accuracy and completeness. Derived from the business rules at the Department, a series of Level 1 checks will either allow data to be submitted or disallow data from being submitted in the form of a Level 1 fatal error. Data that receive an error other than a fatal error are still accepted at the Department. 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 the Department. 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 the Department. The data are then used for funding, accountability, and reporting.

### ***Data Verification***

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

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

### ***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 collection, accountability data such as local report card data are cleansed and then moved into the Department's data warehouse. Local report card and accountability data are both defined and retrieved from the data warehouse within the Department.

## **EMIS DATA SETS AND COLLECTION REQUESTS**

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.

For specific opening and closing dates for each collection request, see the EMIS Data Collection Calendar. 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.

### ***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.

### ***March (D)***

The March (D) Data set includes the Career-Technical Education (CTE) Workforce Development Follow-Up data. CTE Assessments 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-Department 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-Department data repository.

## **DATA REVIEW**

It is important that districts review and correct—when necessary—the data submitted to the Department. 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~~ the following applications: Student Cross Reference (SCR), School Options Enrollment System (SOES), ~~and Student Enrollment History~~, College Credit Plus (CCP), Tuition, and Calendar.

***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. Within the History application, there is a tab for Special Education and a tab for Assessments. These tabs are not available to everyone; availability depends on a staff member's role(s) in the district.

**College Credit Plus (CCP).** The College Credit Plus (CCP) application allows EMIS reporting entities and Institutions of Higher Education to verify CCP enrollment. This application also allows these entities to verify the credit hour rate charged for courses.

**Tuition.** The Tuition application allows districts to verify tuition information and payments. This includes both payments by the district and to the district.

**Calendar.** The Calendar application is for community school sponsors to review and approve calendars for their schools. This application is visible to all districts, though calendar approval is restricted to sponsors.

### ***Ohio Educational Directory System (OEDS)***

The Ohio Education Directory System (OEDS) is a decentralized data system in which organizations that do business with the Department (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 the Department.

### ***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 the Department. They also receive data and reports from the Department 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 business office within the Department 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](mailto:emis@education.ohio.gov) and 614-387-0395.

# **ODE EMIS MANUAL**

## **Section 1.1.1: EMIS Data Review & Verification and EMIS Data Appeals**



**Version 1.0**  
February 2, 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 strike throughs 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

*Note.* This section makes several references to Ohio Revised Code and Ohio Administrative Code. To find the actual language referenced, follow this link: <http://codes.ohio.gov/>.

## 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 EMIS Data Review, Verification, and Appeals section of the EMIS Manual.*

Change #	Change Description

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## 1.1.2 EMIS DATA REVIEW & VERIFICATION AND EMIS DATA APPEALS

### EMIS DATA REVIEW & VERIFICATION

#### *Overview*

EMIS Data Review and Verification is the process by which all districts and community schools certify they have reviewed the data reported in EMIS and verify that their data is accurate and complete to the best of their knowledge.

The data that districts and community schools report in EMIS significantly impacts the services and opportunities provided to students, by driving district funding, district and schools Report Cards, and other programs and services determined by district data. As such, it is critical for superintendents and treasurers to review their EMIS data and verify the data is accurate and complete.

Superintendents are legally required to review and certify the quality of data, as noted in the following:

- Ohio Revised Code 3301.0714 requires districts to report data in the statewide education management information system (EMIS).
- Ohio Administrative Code 3301-14-01 (G) requires district superintendents and treasurers to verify and approve all EMIS data for reporting purposes.
- Ohio Revised Code 3317.03 (B) requires district superintendents to certify average daily membership (ADM) figures in the Funding Certification Report used to calculate funding

Ohio Revised Code §5705.391 in accordance with §3319.31 and §3319.311 of the Revised Code, may limit, suspend, or revoke a license as defined under §3319.31 of the Revised Code that has been issued to any school employee found to have willfully contributed erroneous, inaccurate, or incomplete data required for the submission of the five-year projection required by this section.

Note that a person assigned to the Superintendent's Designee role in OEDS can also complete the EMIS Data Review and Verification form on behalf of the superintendent.

The EMIS Data Review and Verification process will be completed multiple times during the year. Each Review and Verification form covers a different type of data. See the chart on the EMIS Data Review webpage for more information regarding the dates and the data involved with each Review and Verification process (ODE Home > Topics > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Review & Verification). Each review is required to be completed after the associated EMIS collection request closes.

If you are unable to access the "Forms" or "Secure Data Center (SDC)" menus after logging into SAFE, consult with the district's OEDS Org Administrator to ensure you have the appropriate role of either Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee. If you cannot see the "EMIS Data Review and Verification" box after clicking on the "Forms" menu, you will also need to contact the district's OEDS Org Administrator.

### ***Ensuring Data Accuracy***

Superintendents and treasurers should work with EMIS Coordinators on a regular basis throughout the year to review data using the Secure Data Center (SDC) and EMIS reports during every open EMIS reporting collection request. Districts and community schools should not wait until the EMIS Data Review and Verification form is due to begin looking at data.

### ***Inaccurate Data***

***Discovered prior to the close of the EMIS collection.*** If a superintendent discovers that the district has reported inaccurate data before the EMIS collection request closes, then that superintendent should work with the EMIS coordinator to correct the issue before the EMIS collection request closes.

***Discovered after the EMIS collection has closed.*** If the EMIS collection request closes before the discovery that inaccurate data has been reported, the district should complete the EMIS Data Review and Verification form. On that form, the superintendent should check the box indicating that the district is appealing data. Next, complete the associated appeal form. See the Data Appeals section for additional information and the Data Appeals page of the website for detailed instructions.

***Discovered after approval of EMIS Data Review and Verification form.*** If the inaccurate data is discovered after the EMIS collection has closed and after the EMIS Data Review and Verification form has been completed and approved, then the district will need to notify the Office of Data Quality at the Ohio Department of Education at [DataQuality@education.ohio.gov](mailto:DataQuality@education.ohio.gov).

### ***Consequences***

The EMIS Data Review and Verification form is considered part of EMIS reporting as described in ORC §3301.0714. A list of districts that fail to complete the Review and Verification process will be posted on the ODE website. Failing to complete the process and report inaccurate data may also trigger progressive sanctions as outlined in ORC §3301.0714 and OAC §3301-17.

### ***Funding Data Review***

The Funding Data Review form requires multiple people to approve it. The form can be initially filled out by either the Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee roles in OEDS, however, *the appeal must reflect a “Treasurer Approved” status before the superintendent can approve the form.* The superintendent must wait until the treasurer approves the form before seeing the option to approve themselves. This ensures no changes are made by others after the superintendent certifies.

### ***New or Missing Superintendents or Treasurers***

In instances where the superintendent or treasurer is completing the EMIS Data Review and Verification form for data submitted before they started in their current role in the district, they should consult with the district’s EMIS Coordinator and other district personnel and complete the review process to the best of their knowledge. If a data reporting issue is discovered later, notify the Department as provided above.

If there is no treasurer or superintendent employed at the district when a Review and Notification is due, contact the Office of Data Quality at the Department at [DataQuality@education.ohio.gov](mailto:DataQuality@education.ohio.gov) for instruction.



## EMIS DATA APPEALS

### *Overview*

The Department recognizes that data reporting errors can and do occur and has designed a formal process to ensure that all districts can appeal and correct substantive reporting errors after the initial data collection window closes. The data appeal process is completed online through the SAFE account.

The appeals form can initially be filled out by anyone with one of the following OEDS roles: Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee. In many cases, only the superintendent is required to approve the appeal. The only exceptions are the finance appeal (only the treasurer approves) and the funding appeal (both the treasurer and superintendent are required to approve). Check the Data Appeals webpage (ODE Home > Topics > Data > EMIS > EMIS Reporting Responsibilities > EMIS Data Appeals) for more information about each appeal type.

Additional data appeal opportunities may be scheduled at the discretion of the Department. Superintendents will receive an email notification in the EdConnection newsletter. The information will also be shared with EMIS coordinators in an EMIS Newsflash. The appeal information does also appear on the Data Appeals webpage.

If you are unable to access the “Forms” menu after logging into SAFE, consult with the district’s OEDS Org Administrator to ensure you have the appropriate role of either Superintendent, Treasurer, EMIS Coordinator, or Superintendent Designee. If you cannot see the “Data Appeals” box after clicking on the “Forms” menu, you will also need to contact the district’s OEDS Org Administrator.

For more information about EMIS Data Appeals, please see the related information on the EMIS webpage. Contact the Office of Data Quality at the Ohio Department of Education at [DataQuality@education.ohio.gov](mailto:DataQuality@education.ohio.gov).

### *Appeal Approval*

You will be notified by the Department as to whether your application is approved. If approved, your district must work with the Ohio Department of Education to develop an appropriate plan to submit corrected data.

### *Data Reported by Another District*

If data is misreported by another district on behalf of your student, the reporting district *must* submit the data appeal. Examples of data reported by districts other than a student’s attending home district could include industry credentials, some assessments, and diploma data. The only exception is for instances where another district’s reporting is impacting funding. Examples of this type of situation could include community school flags or withdrawal or enrollment data. This type of data can be appealed by the impacted district during the funding appeal window.

# **ODE EMIS MANUAL**

## **Section 1.2: General Data Characteristics**



**Version 4.0**  
May 3, 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.

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<u>4.0</u>	<u>5/3/18</u>	<u>FY18</u>	<u>NA</u>	<u>Posted for FY18.</u>
3.0	6/16/17	FY17	NA	Deleted references to GP Record, updated names of records and elements where appropriate.
2.0	12/29/15	FY15		Deleted records no longer reported; added missing records; added manual section numbers for all records; moved records to different tables based on manual sections.

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>.

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## 1.2 GENERAL DATA CHARACTERISTICS

### FILE DESCRIPTIONS

This section presents the file descriptions for each of the EMIS records to be transferred to the designated Information Technology Center sites. Each file description includes:

- the data elements,
- their characteristics,
- field number,
- position in the file, and
- field size.

These file descriptions will be used by individuals responsible for formatting the school district data. Persons responsible for this task may be a vendor, district personnel, designated data acquisition site staff, or the Ohio Department of Education staff involved in the creation or use of the EMIS data.

#### Picture Clause Symbols

Symbol	Meaning
X	Alphanumeric field
A	Alphabetic field
9	Numeric field
V	Indicates position of assumed decimal point; used only in numeric fields, does not count toward data item size.
S	Operational sign. Used only in numeric fields. All signed number fields must use a trailing separate character.

### FORMATTING RULES AND NOTES

Unless otherwise stated, **alphanumeric fields** must be left justified and filled with trailing spaces.

**Numeric fields** must be right justified and filled with leading zeroes.

All signed numeric fields must contain a trailing separate sign character. The sign character immediately follows the numeric digits. The sign character must be either a “+” or “-” (ASCII values 44 and 46 respectively). For example, the picture S9(9)V99(s) represents 11 numeric digits followed by a sign field. This field would have a total size of 12 bytes.

For **date fields**, CCYYMMDD represents the required format for the date. For example, the value for May 2, 2006, is 20060502.

A field format of Y/N indicates that the field is entered as either “Y” or “N.”

Areas defined as “**Filler**” are blank areas to maintain the position of remaining elements when an element in the middle of a record is deleted. Filler areas are ignored by ODE when files are loaded.

## EMIS IDENTIFYING FIELDS

The following tables contain fields for each record type that are considered “key” fields. Key fields are those that can be used to uniquely identify each record.

The State Student ID (SSID) is required in the Student Standing (FS) Record for all students, in the Student Attribute–No Date (FN) Record for all students reported in the Graduate (G) Collection Request, and in the CTE Workforce Development Follow-up (GV) Record for any student reported on that record type. All other student IDs are those supplied by the local student management software and will be replaced with the State Student ID (SSID) during the submission process at the Information Technology Center Site. In the file layouts, these other student IDs are called EMIS Student IDs. This element is the district-determined number used by districts for student tracking.

For student, staff, and financial records, the first 31, 31, and 35 positions, respectively, of each record are always required. The elements listed in the tables below are in addition to the preliminary parts of each record.

### Terms Used

**Record** identifies the record type, i.e., CI (Staff Demo), CK (Staff Job), GQ (Student Program), GG (Gifted), etc. It is two characters in length. The record is critical and determines which type of data is on the record. The Data Collector will use this to determine into which file the records are to be loaded. For example, a GI record will be loaded into the Student Demographic Record and the GI record layout is assumed for all of the fields being loaded.

### EMIS Identifying Fields by Record

**Table 1. Student Records**

Manual	Record Name	Record	Required Fields	Number
2.2	Student Demographic Record	GI	EMIS Student ID	GI050
2.3	Student Demographic – Race Detail Record	GJ	EMIS Student ID Racial Group	GJ050 GJ060
2.4	Student Standing Record	FS	EMIS Student ID Effective Start Date	FS050 FS060
2.5	Student Attributes-Effective Date Record	FD	EMIS Student ID Effective Start Date	FD050 FD060
2.6	Student Attributes-No Date Record	FN	EMIS Student ID	FN050
2.7	Student Acceleration Record	FB	EMIS Student ID Subject Area Code	FB050 FB060
2.8	Student Assessment Record	FA	EMIS Student ID Assessment Type Code Test Grade Level Assessment Area Code Test Date Test Day of the Month	FA050 FA060 FA200 FA205 FA210 FA212
2.9	Student Program Record	GQ	EMIS Student ID Program Code	GQ050 GQ060
2.10	Student Gifted Education Record	GG	EMIS Student ID	GG050

Manual	Record Name	Record	Required Fields	Number
2.11	Student Discipline Record	GD	Date of Discipline Type of Discipline Sequence Number	GD060 GD070 GD085
2.12	CTE Workforce Development Follow-Up Record	GV	EMIS Student ID	GV050
2.13	Student Special Education Record	GE	EMIS Student ID Date Type Date	GE055 GE100 GE110
2.14	Student Special Education Graduation Requirement Record	FE	EMIS Student ID IEP Date Type IEP Date Assessment Type Code Assessment Area Code	FE050 FE060 FE070 FE080 FE090
2.15	Student Graduation - Core Summary Record	GC	EMIS Student ID Core Area Code	GC050 GC060
2.17	Student Withdrawal Override Record	FC	State Student ID (SSID) Previous Reporting Year	FC050
2.18	Student Summer Withdrawal Record	FL	State Student ID (SSID)	FL050
2.19	Student Contact Record	FF	EMIS Student ID Contact Sequence Order Number	FF050 FF060
2.20	Student Contact Address Record	FG	EMIS Student ID Contact Sequence Order Number Address Type Effective Start Date	FG050 FG060 FG070 FG150
2.21	Student Transportation Record	FP	EMIS Student ID	FP060

**Table 2. Staff Records**

Manual	Record Name	Record	Required Fields	Number
3.3	Staff Demographic Record	CI	Employee ID	CI050
3.4	Staff Employment Record	CK	Employee ID Position Code Local Contract Code	CK050 CK060 CK250
3.5	Contractor Staff Employment Record	CJ	Employee ID Position Code Contracting District IRN Local Contract Code	CJ050 CJ060 CJ070 CJ090
3.6	Contractor Only Staff Record	CC	Federal Tax ID Position Code Local Contract Code Position Fund Source Element	CC050 CC070 CC080 CC130
3.7	Staff Summer Employment Separation Record	CL	State Staff ID Position Code Local Contract Code	CL050 CL060 CL070
3.8	Staff Missing Override Record	CP	State Staff ID Previous Collection Request	CP050

**Table 3. Course Records**

Manual	Record Name	Record	Required Fields	Number
4.2	Course Master Record	CN	Local Classroom Code	CN060
4.3	Staff Course Record	CU	Employee ID Local Classroom Code Staff Course Start Date	CU050 CU060 CU070
4.4	Student Course Record	GN	EMIS Student ID Local Classroom Code Course Enrollment Start Date	GN050 GN080 GN160
4.5	Career-Technical Education Correlated Class Record	CV	Local Classroom Code First Correlated Classroom Second Correlated Classroom	CV060 CV070 CV080
4.6	Mapped Local Classroom Code Record	CM	Mapped From Local Classroom Code Mapped To Local Classroom Code	CM050 CM060

**Table 4. District/Building Records**

Manual	Record Name	Record	Required Fields	Number
5.2	Grade Schedule Record	DL	Building IRN Grade Code Attendance Pattern Code	DL050 DL060 DL070
5.3	Organization General Information Record	DN	Organization IRN Attribute Name Attribute Text Attribute Date	DN050 DN060 DN070 DN080
5.4	District Testing - Yearend Record	DT	Grade Level Administered Local Assessment Number	DT050 DT060

**Table 5. Financial Records**

Manual	Record Name	Record	Required Fields	Number
6.2	Cash Record	QC	Cash Receipts Fund Special Cost Center	QC110 QC120
6.3	Expenditure Record	QC	Fund Special Cost Center Function Object Subject Operational Unit Instructional Level Job	QC110 QC120 QC130 QC140 QC150 QC160 QC170 QC180
6.4	Receipt Record	QC	Fund Special Cost Center Receipt Subject Operational Unit	QC110 QC120 QC310 QC150 QC160
6.5	Operational Unit Description Record	QC	Operational Unit	QC160
6.6	Schedule of Capital Assets Record	QC	Capital Assets Code	QC971
6.7	Exhibit 1		(None beyond position 35)	
6.7	Schedule of Federal Assistance Summary		(None beyond position 35)	
6.7	Schedule of Federal Assistance Detail		CFDA Number	QC780



Manual	Record Name	Record	Required Fields	Number
6.7	Statement R (header)		(None beyond position 35)	
6.7	Statement R (description)		(None beyond position 35)	

**Table 6. Five-Year Forecast Records**

Manual	Record Name	Record	Required Fields	Number
7.2	Five-Year Forecast Record	QF	Category/Line Number	QF050
7.3	Five-Year Forecast Notes Record	QN	Line Number	QN050

**Table 7. Special Collections Records**

Manual	Record Name	Record	Required Fields	Number
8.4	Staff Relationship Record	CH	Employee ID EMIS Student ID Number Employee Position Code	CH050 CH060 CH070
8.5	Staff Contact Record	CD	Employee ID	CD050
8.6	Student Course Academic Performance History Record	FH	EMIS Student ID School Year Course Taken Semester Code Local Course Code	FH050 FH060 FH070 FH080
8.7	Student Academic Performance Summary Record	FJ	EMIS Student ID School Year Cumulative GPA Flag	FJ050 FJ060 FJ070
8.8	Student Attendance Summary Record	FK	EMIS Student ID School Year	FK050 FK060
8.9	Student Contact Supplemental Record	FM	EMIS Student ID Contact Sequence Order Number Supplemental Type Detail Type	FM050 FM060 FM070 FM080

**Note.** While these are key fields, they may contain blanks. This is to identify the record layout.

# **ODE EMIS MANUAL**

## **Section 1.3: Community School Funding**



**Version 2.0**  
February 1, 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 strike throughs 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>2.0</u>	<u>2/1/18</u>	<u>FY18</u>	<u>NA</u>	<u>No FY18 changes.</u>
1.1	9/13/17	FY17	NA	Added section on Reconciliation Payments.

*Note.* This section makes several references to Ohio Revised Code and Ohio Administrative Code. To find the actual language referenced, follow this link: <http://codes.ohio.gov/>.

## 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 Community School Funding section of the EMIS Manual.*

Change #	Change Description

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## 1.3 COMMUNITY SCHOOL FUNDING

### COMMUNITY SCHOOL DATA PULL PROCESS

#### *Resolving Fatal Flags/Errors*

Community schools should continuously review fatal flags and errors that impact their monthly payments. Community schools can review and resolve flags placed by resident districts in the SOES application. In addition, all community schools have access to FTE Detail (FTED-001) and FTE Adjustments (FTED-003) reports in the Data Collector. These reports allow a community school to see the impact of all flags and errors on FTEs. These reports will be updated on a regular basis and provide the most up-to-date snapshot of what FTEs are being impacted.

The availability of these reports in FY17 eliminate the need for the initial and final Fatal Error Reports that were sent to community schools via their ITCs. Starting with the FY17 October payment, Fatal Error reports will no longer be generated and sent to community schools via their ITCs.

#### *Data Pull Process*

Starting with the FY17 October community school payment, there will only be one data pull date for each payment. ODE will pull community school payment data on the 23rd<sup>1</sup> of each month. This data will include any enrollment information submitted to ODE by 5 pm on the 22nd of each month, and flags and/or errors in place when ODE processes FTEs the evening of the 22nd. Here's how it will work for the FY17 October community school payment:

- ODE will pull community school payment data on September 23rd from EMIS
- ODE will not pull payment data from EMIS on September 16th
- ODE will not pull flag and error data on September 16th and distribute to Fatal Error reports to community schools via their ITCs

The last point above is very important for community schools. Previously, initial Fatal Error reports were generated based on the flags/errors in place as of the 16th of the month and were distributed to community schools. This served as an update to schools of what flags/errors would impact their upcoming payment if they were not resolved by the 23rd of the month. Many schools may have relied on this as a notification of what issues to focus on for the upcoming payment. Community schools should prioritize resolving flags on a continuous basis and should not wait until the week prior to the data pull to resolve flags.

#### *Payment FTE Detail and Adjustments Reports*

FTE Detail and Adjustment reports will be generated for each payment. Community schools will have access to those in the Data Collector. These reports will show community schools what flags/errors were in place at the time of the data pull and that impacted the upcoming payment.

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<sup>1</sup> This schedule is the planned schedule. If system maintenance or other issues with the run starting on the 22nd do not result in a data set that can be reliably used for a payment, then the run will be completed as soon as possible after the 22nd. As EMIS submissions and flagging are based on the latest data available, any delayed run may include data and flag information from after the timelines provided. The FTE reports for each payment will clearly indicate the data submission by the community school actually used for that month's payment.

## **ADJUSTING OR HOLDING COMMUNITY SCHOOL PAYMENTS**

ODE has the authority to pay community schools pursuant to Ohio Revised Code (ORC) 3314.08(H). Pursuant to ORC 3301.0714 and Ohio Administrative Code 3301-102-06, ODE has the authority to adjust or hold payments to community schools for the reasons outlined below:

The Office of Budget and School Funding may be required to hold or adjust community school payments for a variety of reasons in order to protect public funds. These payment adjustments are outside of normal payment “Transfers and Adjustments” that take place for community schools and are reflected on the Statement of Settlement. Held payments are processed through the normal payment process, but held before disbursement. Held payments may be released at a future date or cancelled. Adjustments to payments will be reflected with Journal Voucher (JV) codes on the Statement of Settlement. Adjustments may be positive or negative, and may be reversed. The following provides information regarding when ODE may hold or adjust payments due to certain circumstances and requirements.

### ***Potential for Closure/Suspension***

ODE may be notified by the school’s sponsor, the Office of Community Schools, and/or another ODE office regarding the potential for closure/suspension.

1. Schools that are closed or suspended prior to being open and educating students are not legally able to receive current year Foundation funding.
2. Holding funds prevents ODE from potentially funding community schools not legally entitled to receive funding.
3. If the sponsor and/or another ODE office notifies the Office of Budget and School Funding that a school is likely to close or be suspended, the Office of Budget and School Funding may hold payments until the school has opened and educated students in the current fiscal year and is therefore entitled to current fiscal year Foundation funding.
  - a. If the school does close, the payment may be cancelled entirely.
  - b. If the school does legally open, the payment may be released.

### ***Less than 25 Students Enrolled at the beginning of the School year***

Community schools are not allowed to open until at least 25 students are enrolled at the same time during the school calendar year. If ODE doesn’t receive assurances from the sponsor of at least 25 students being enrolled and reported in EMIS and/or if ODE has reason to believe that the assurances are not correct, payments may be held until enrollment requirements are verified.

### ***Non-Compliance with ODE Regulations or Requirements***

The Office of Budget and School Funding may hold or adjust funds if a community school is in non-compliance with ODE regulations or requirements. Examples of non-compliance include but are not limited to:

- Failure to comply with the FTE Review process
- Failure to comply with EMIS reporting requirements and standards
- Failure to comply with ODDEX (SOES and SCR) records review requirements and standards

### ***Illegal or Fraudulent Activity***

The Office of Budget and School Funding may also hold payments if it has reason to believe that a community school is illegally operating in anyway in order to protect public funds.

### ***Course of Practice***

This reflects the long-standing standard operating practice of the Office of Budget and School Funding.

## **RECONCILIATION PAYMENTS**

Following the close of the EMIS reporting window, the Department of Education will run at least one reconciliation payment, commonly referred to as Final Payments (Final #1, Final #2, etc.). These adjustments will account for changes made by reporting entities between the last scheduled payment in June and the close of the EMIS reporting window. Adjustments may also reflect any EMIS appeals and final determinations made under Revised Code §3314.08(K).

If the Department identifies the school is owed money – it will be paid in a single payment.

If the Department identifies a reduction in the calculated payment, the following logic will be used:

- If the repayment is less than \$2,000 – it is deducted in a single payment;
- If the repayment is between \$2,000 and \$10,000 – it is deducted in a single payment – provided that deduction is less than 0.5% of the monthly payment;
- If the repayment is \$2,000 or more – the payment is deducted over the remaining payments in the year, unless the monthly deduction is more than 4% of the monthly payment, in which case the deduction will be recovered over the remaining fiscal year and following fiscal year.

The Superintendent may, at the request of the school, consider and approve a longer repayment term. Such an extension will come with additional requirements.