EDUCATIONAL SERVICE PERSONNEL FTE'S REPORT EXPLANATION (.TXT_CCYYK_STF_ESP_STAFF)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 11, 2006		Derived from report, COBOL program; valid for FY07 October (K) reporting period
October 2, 2007		Updated for October (K) FY08 reporting period

Report Overview

General Description and Significance

This report gives both detail and summary information about Educational Service Personnel FTEs. It is produced for any City, Local, Exempted Village, JVSD, and Community School District that submits data during the October (K) reporting period.
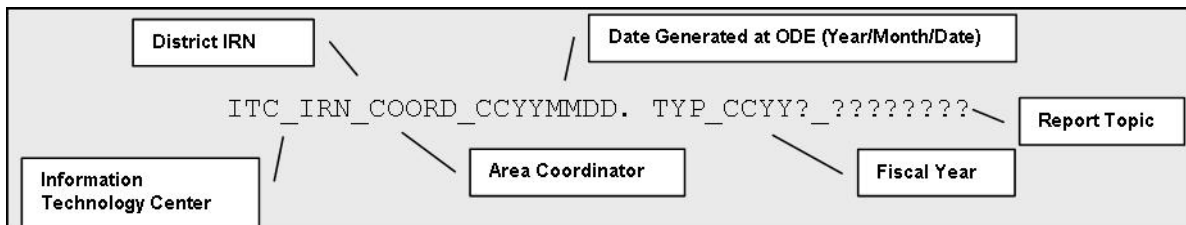
Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STF_ESP_STAFF; its components are described below. This report is produced during the October (K) reporting period.

ODE Processing

Process Description

The report is generated during the weekly EMIS processing cycle using predominately ***Staff Employment*** data. It must run in the cycle after the update of the PROPER CERTIFICATION FLAGS to ensure that the APPROVED UNITS are properly calculated for the report.

Data Source

The primary data source is the **STAFF EMPLOYMENT** file, using data as it is submitted by the district. During the processing cycle, the *Staff Employment* records have fields/flags added when the data are compared to the *Teacher Certification* records; the critical one for this report is the PROPER CERT FLAG, set to "*Y*" when the OHIO CREDENTIAL ID is found on this file.

Staff Demographic and *OEDS* records are used for informational elements on the report.

Submitted Data Used in Report

The following elements are reported as they are submitted by the district.

Element Name	Record Field #	File Name	Special Notes
POSITION CODE	CK060	*Staff Employment*	
POSITION FTE	CK100	*Staff Employment*	
POSITION FUND SOURCE	CK130	*Staff Employment*	
ASSIGNMENT AREA	CK220	*Staff Employment*	
POSITION STATUS	CK070	*Staff Employment*	
POSITION TYPE	CK140	*Staff Employment*	
TYPE OF APPOINTMENT	CK150	*Staff Employment*	
OHIO CREDENTIAL ID	CI270	*Staff Demographic*	
EMPLOYEE NAME	CK060	*Staff Demographic*	
DISTRICT IRN		*OEDS*	
DISTRICT NAME		*OEDS*	
ITC		*OEDS*	
AREA COORDINATOR		*OEDS*	
COUNTY		*OEDS*	

Derived Data Used in Report

The following are created during the EMIS process.

Element Name	Record Field #	File Name	Field Value	Conversion factors
PROPER CERT FLAG		*Staff Job*	"*Y*" when properly certified	From teacher certification file validated during EMIS process
APPROVED UNITS				Calculated program as POSITION FTE times POSITION FUND SOURCE PERCENT
ERROR CODE				Created in program to provide test for units not approved
POSITION NAME				Hard-coded in program

Revision Date October 2, 2007

Report Selection Criteria

The following are used as filters in determining which records appear on the report.

- ESP POSITION CODES =
    - *"202"* Counselor
    - *"203"* Library/Media Specialist
    - *"320"* Registered Nurse
    - *"323"* Social Worker
    - *"330"* Visiting Teacher
    - *"211"* Art, Music, Physical Ed

- If POSITION CODE = *"211"* then
    - ASSIGNMENT AREA =
        - *"999418"* (Physical Education),
        - *"999570"* (Music Education), or
        - *"999050"* (Art Education)

- TYPE OF APPOINTMENT = *"1"*, *"2"*, or *"3"*

- POSITION STATUS <u>not</u> = *"P"* or *"U"*

- POSITION TYPE = *"R"* or *"T"*

The following generate error messages although they do not exclude the data from appearing on the report. They will result in units "not approved".
- POSITION FUND SOURCE = *"A"*, *"F"*, *"P"*, *"O"*, or *"G"*

Report Sample

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated and the data source. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated, the page number, and the reporting period to which the report belongs.

The second area of the header pertains to the recipient of the report. It identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

Revision Date October 2, 2007

There are two sections to the report:

> A list of ESP staff within the district
> A list of ESP positions within the district

Each of these sections has its own column headers indicating the data described on each detail line.

Detail Information

The first section lists the ESP Staff. Each detail line contains:

> **STATE ID #**   reported as OHIO CREDENTIAL ID
> **NAME**   reported as EMPLOYEE NAME
> **POSITION**   hard-coded in program based on POSITION CODE
> **FTE APPROVED**   if no errors, POSITION FTE times POSITION FUND SOURCE PERCENT
> **FTE NOT APPROVED** if errors, POSITION FTE times POSITION FUND SOURCE PERCENT
> Not Approved reason can be one of four, based on situation found when report is created:
> 1. *"Invalid Certification"*
> 2. *"Invalid Fund Source"*
> 3. *"Total FTE's Greater than 1.0"*
> 4. *"No Assignment Area for Position Code 211"*

As the detail lines are printed, the approved and not approved FTE are accumulated. These total amounts are printed at the end of the staff list.

The second section of the report lists the ESP positions. Each detail line contains

> POSITION CODE as reported
> Position Description   hard-coded in program
> > Under "Educational Services Teacher", the three valid assignment codes are listed
> > If there are any FTE for these positions, they will have a subtotal FTE printed
> **FTE APPROVED** if no errors, POSITION FTE times POSITION FUND SOURCE PERCENT
> **FTE NOT APPROVED** if errors, POSITION FTE times POSITION FUND SOURCE PERCENT

The FTE for the approved and not approved columns are accumulated as each staff member is processed, adding the totals to a position FTE array. There are no error reasons listed on this page. Therefore, causes of **FTE NOT APPROVED** numbers should be researched based on the first section of the report.

As the detail lines are printed, the numbers are accumulated and the total **FTE APPROVED** and **FTE NOT APPROVED** are printed at the bottom of the page.

```
Program: EMIS_STAFF_ESP_UNITS_2008            Ohio Department of Education                          Date: 03/05/2007
 Source: EMIS                                     Office of Data Services                             Page:        1
                                          Educastion Management Information System              Rpt Period:        K
                                          Staff Data submitted to ODE as of 03/02/2007
                                          FY 2006 Educational Service Personnel FTE's


 District: This Region JVSD                                              Information Technology Center:     WOCO
    IRN: 125125     County: INOHIO                                       Area Coordinator:        02


                                                                    FTE       FTE Not
                State ID#    Name                    Position       Approved   Approved


                MM1_01_0101  STOWE, HARRIET B.       Counselor        1.00
                MM1_01_0707  ALCOTT, LOUISA M.       Counselor        1.00
                OH1_03_0909  COOPER, JAMES F.        Counselor        1.00
                OH1_19_0808  HAWTHORNE, NATHANIEL    Counselor        1.00
                WR1_00_0404  IRVING, WASHINTON       Counselor         .62          .38  Invalid Fund Source
                WR1_00_0202  EDDY, MARY B.           Counselor                     1.00  Invalid Certification
                UC1_00_1010  EMERSON, RALPH W.       Librarian                     1.00  Invalid Certification
                MI1_00_3030  THOREAU, HENRY D        Registered Nurse 1.00

                                                     TOTAL           5.62         2.38
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Program: EMIS_STAFF_ESP_UNITS_2008          Ohio Department of Education                    Date: 03/05/2007
Source: EMIS                                  Office of Data Services                         Page:        2
                                        Education Management Information System          Rpt Period:       K
                                        Staff Data submitted to ODE as of 03/02/2007
                                        FY 2006 Educational Service Personnel FTE's
                                                    SUMMARY REPORT

District: This Region JVSD                                                   Information Technology Center:      WOCO
    IRN: 125125      County: INOHIO                                                     Area Coordinator:        02


                                                                            FTE      FTE Not
                                                                          Approved  Approved

                        202 - Counseling Assignment                         4.62      1.38
                        203 - Librarian/Media Assignment                              1.00
                        320 - Registered Nursing Assignment                 1.00
                        323 - Social Work Assignment
                        330 - Visiting Teacher Assignment
                        211 - Educational Services Teacher
                              999050 Art Education
                              999418 Physical Education
                              999570 Music Education
                                    Subtotal ESP Teacher

                           TOTAL                                            5.62      2.38
```

Error Detection and Correction

If there are discrepancies between the report output and the district's expectations, the data input of the following fields needs to be verified:

- POSITION CODE
- POSITION FTE
- POSITION FUND SOURCE
- ASSIGNMENT AREA
- POSITION STATUS
- POSITION TYPE
- TYPE OF APPOINTMENT

Refer to the selection criteria and verify that these elements have values that will pass the filters.

Particular attention should be paid to the possible causes of the error messages:

- *"Invalid Certification"*
  Is the OHIO CREDENTIAL ID/EMPLOYEE ID the valid Certification ID under which the staff member is certified?
- *"Invalid Fund Source"*
  Is the fund source entered for this staff member one of the filter values? Is it in the same record as the ESP POSITION CODE and/or ASSIGNMENT AREA?
- *"Total FTE's Greater than 1.0"*
  Is this number entered correctly? If the staff member has more than one ESP position, verify that the POSITION FTE and POSITION FUND SOURCE PERCENT are correct?
- *"No Assignment Area for Position Code 211"*
  If this is an ESP teacher, verify that the ASSIGNMENT AREA is one of "*999050*", "*999418*", or "*999570*".

Department of **Education**

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