HOMELESS DATA
REPORT EXPLANATION
(.TXT_CCYYN_STU_HOMELESS)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

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April 29, 2008

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
March 29, 2007	ODE, IPM	Created from existing reports, programs
June 14, 2007	ODE, IPM	Removed white space, updated dates, index and table of contents.
March 6, 2008	ODE, IPM	Revised for FY08 (N)

Report Overview

General Description and Significance

This report informs districts about the numbers of students in their district who are reported as homeless. The counts are shown in rows of grade level and columns of homeless status.

These reports are distributed to each district that reports data during a processing week of the year-end cycle.
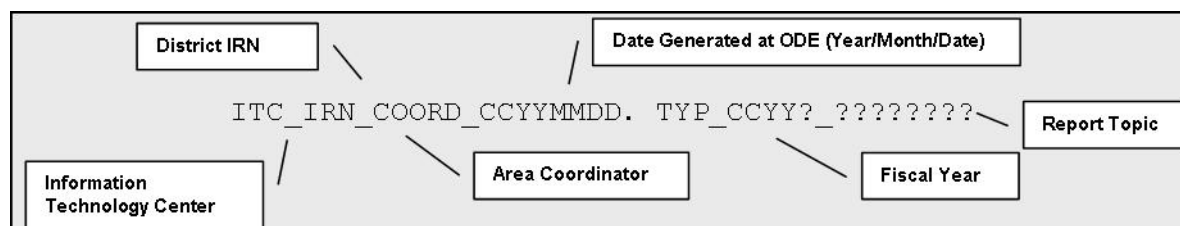
Tips for Reading This Document

- 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:
DAS_IRN_COORD_CCYYMMDD.TXT_CCYYN_STU_HOMELESS; its components are described below. This report is produced during the Yearend (N) reporting period.

ODE Processing

Process Description

These data come to ODE in the **YAAT (Year End Attendance)** file based on original data from the district's **GI (Student Demographic)** and **GK (Student Attendance)** files. The aggregation process accumulates counts from data submitted during each week of the year-end reporting cycle. After the data are accepted and incorporated into its **Year End Attend RMS** files, the report is generated.

Data Source

The primary source of these data is the **Year End Attend RMS** file which is derived from **GI (Student Demographic)** and **GK (Student Attendance)** records.

OEDS is used to provide header information for the report pages and to determine the output file name.

Submitted Data Used in Report

These are data used without change from the districts' submissions.

Element Name	Record Field #	File Name	Special Notes
ATTENDING/HOME IRN INDICATOR	GK305	***Student Demographic***	
BUILDING IRN	GI040	***Student Attendance***	
DISABILITY CONDITION	GI160	***Student Attendance***	
GRADE LEVEL	GI130	***Student Attendance***	
HOMELESS	GI230	***Student Attendance***	
HOMELESS UNACCOMPANIED YOUTH	GI480	***Student Attendance***	
SSID	GI310	***Student Attendance***	
STUDENT STATUS	GI120	***Student Attendance***	
BUILDING NAME		***OEDS***	
DISTRICT NAME		***OEDS***	
DISTRICT IRN		***OEDS***	
COUNTY		***OEDS***	
ITC		***OEDS***	
AREA COORDINATOR		***OEDS***	

Derived Data Used in Report

These fields are created in the aggregation process from data submitted by the districts.

Element Name	Record Field #	File Name	Field Value	Conversion factors
ATTENDING HOME STATUS	A1050	***YAAT***	1ST character = "1", 2nd character = STUDENT STATUS	ENROLLED STUDENT and GK305 = "0"
ATTENDING HOME STATUS	A1050	***YAAT***	1st character = "2", 2nd character = STUDENT	ENROLLED STUDENT, GK305 not = "0", GI150 =

Element Name	Record Field #	File Name	Field Value	Conversion factors
			STATUS, FTE calculated	"0"
ATTENDING HOME STATUS	A1050	*YAAT*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Not Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 not = "9", "2", "3", or "B"
ATTENDING HOME STATUS	A1050	*YAAT*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 = "9", "2", "3", or "B"
VALID_SSID[1]			"V", "D", "O"	Determine between comparison of submitted IDs and IBM-supplied file
YEAR END REC TYPE[2]			"A", "C", "W"	Intermediate process step
STATE EQUIVALENT GRADE LEVEL	A0003	*YAAT*		GRADE LEVEL (GI1330) = "PS" with a numeric DISABILITY CONDITION
STATE EQUIVALENT GRADE LEVEL	A0003	*YAAT*		GRADE LEVEL(GI1330) = "KG" with a DISABILITY CONDITION (GI160) = "11"
STATE EQUIVALENT GRADE LEVEL	A0003	*YAAT*		"GRADE LEVEL (GI1330) is "KG" with a numeric DISABILITY CONDITION (GI160)
STUDENT COUNT	A1300	*YAAT*		Attendance Routine in the aggregations

[1]These values are:
"V" – Valid SSID - SSID is located on the IBM file
"D" – Duplicate SSID (see SSID report documentation for further details)
"O" - Valid SSID but found in district other than the one your district reported
[2]Potential values for this field are
    "A" - Attending Students
    "C" - Completers
    "W" - Withdrawn Students

Report Selection Criteria

Records are selected from the ***Year End Attendance*** file if they have:

- YEAR END REC TYPE = "*A*"
- HOMELESS = "*A", "B", "C", "F", "I", "J". "U*"
- STATE EQUIVALENT GRADE LEVEL = "*PS", "PH", "PK", "KG", "KH", "01"- "13", "23*"
- *VALID SSID = "V", "D", "O"*
- ATTENDING/HOME STATUS starts with "*1*", excluding "*16", "1F", "1I*" <u>or</u> Attending/Home Status = *"23", "24", "25"*

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.

That is followed by column headers indicating the type of counts reported on each detail line. These are the descriptions of the EMIS HOMELESS codes.

- A → Homeless shelter
- B → Unsheltered
- C → Doubled-Up
- F → Abandoned
- I → Hotel/Motel
- J → Other
- U → Unknown

The last column header is the one for the total count by grade.

Detail Information

Each of the HOMELESS condition descriptions is listed horizontally, one column for each HOMELESS condition. Each of the GRADE LEVELS is listed vertically, one row for each grade. The counts are shown under their appropriate grade rows and homeless condition columns.

The right-most column is the Total by Grade, the sum of all of the columns for that row. The totals at the bottom of the page sum each column of the report. The last number on the report is the total count of students reported at all grade levels for all homeless conditions.

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 Program: HOMELESS_BY_DIST_2008N.COB          Ohio Department of Education                Date: 06/28/2008
  Source: YEAR_END_ATTEND_2008N                  Office of Data Services                     Page:       1
                                        Education Management Information System          Rpt Period:        N
                                        Student Data submitted to ODE as of 06/27/2008
                                                   FY2008 HOMELESS DATA


 District: Abigcity  SD                                           Data Acquisition Site:  MyITC
     IRN: 040404      County: AnOhio                              Area Coordinator:      00
          <----------------------------------- H O M E L E S S      S T A T U S ----------------------------------------->
 GRADE       HOMELESS        UNSHELTERED       DOUBLED       ABANDONED       HOTEL /        OTHER       UNKNOWN       TOTAL BY
 LEVEL       SHELTER                           UP                            MOTEL                                    GRADE
          <----------------------------------------------------------------------------------------------------------->


 *PS           0.00            0.00            0.00            0.00            0.00          0.00          0.00          0.00
 #KG          19.00            0.00            0.00            0.00            0.00          0.00          0.00         19.00
  01          15.00            0.00            0.00            0.00            0.00          0.00          0.00         15.00
  02          16.00            0.00            0.00            0.00            0.00          0.00          0.00         16.00
  03          13.00            0.00            0.00            0.00            0.00          0.00          0.00         13.00
  04          21.00            0.00            0.00            0.00            0.00          0.00          0.00         21.00
  05          16.00            0.00            0.00            0.00            0.00          0.00          0.00         16.00
  06          17.00            0.00            0.00            0.00            0.00          0.00          0.00         17.00
  07          17.00            0.00            0.00            0.00            0.00          0.00          0.00         17.00
  08          25.00            0.00            0.00            0.00            0.00          0.00          0.00         25.00
  09          32.00            0.00            0.00            0.00            0.00          0.00          0.00         32.00
  10          19.00            0.00            0.00            0.00            0.00          0.00          0.00         19.00
  11          14.00            0.00            0.00            0.00            0.00          0.00          0.00         14.00
  12           4.00            0.00            0.00            0.00            0.00          0.00          0.00          4.00
  13           0.00            0.00            0.00            0.00            0.00          0.00          0.00          0.00
  23           0.00            0.00            0.00            0.00            0.00          0.00          0.00          0.00


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 TOTAL BY HOMELESS STATUS:
             228.00            0.00            0.00            0.00            0.00          0.00          0.00        228.00
 NOTE:
       * - Grade Level PS includes PS and PH.

       # - Grade Level KG includes KG, KH and PK.
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Error Detection and Correction

If the data on the report do not match the data anticipated by the district, district personnel should check any aggregation or EMIS error reports to determine whether or not all of the submitted data was accepted by ODE0.

The SSID .CSV file should be checked for VALID SSID fields that do not have a value of "*V*" or "*O*" or "*D*".

If these checks indicate no error conditions, districts should then check the HOMELESS field on their records. Other fields that might cause problems are those used in the selecting records for the report: STUDENT STATUS, ATTENDING/HOME IRN INDICATOR, and student GRADE LEVEL

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