

**SPECIAL EDUCATION STUDENTS  
MISSING IEP FOR FUNDING  
(.CSV\_2008N\_STU\_IEP\_NO\_FUND)  
REPORT EXPLANATION**

**Education Management Information System (EMIS)**



Revision Date May 23, 2008

**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   |
|---------------|--------------|---|
| 06/26/07      | IPM          | Extended the General Description and Significance of the report |
| 06/28/07      | IPM          | Changed wording to reflect "Will expire before 12/1/07"         |
| 3/6/08        | IPM          | Revised for FY08(N)   |
| 5/1/08        | IPM          | Made corrections to explanation.                                |
| 5/23/08       | IPM          | Added an error category in the detail section.                  |
|               |              |   |
|               |              |   |
|               |              |   |

## Report Overview

### *General Description and Significance*

This exception report provides a listing of students reported with a disability during Yearend (N) that meet at least one of the following conditions as of December 1, 2007

1. have a valid IEP with no service(s) being provided
2. students are being reported as having a disability condition and no valid IEP has been reported
3. have a valid IEP close to expiration

These data comprise a portion of the data that will be used by the Ohio Department of Education, Division of School Finance, when calculating each district's Formula ADM.

The objective of this report is to inform a district of expectations for funding special education students during the next October (K) reporting period. State law requires that a student have an effective IEP as of Dec 1, 2008 and be served in order to receive special education weighted funding for the upcoming school year. The "Expired" message is a "head's up" to the district to inform them of students who will not meet the funding requirements for the upcoming school year unless additional special education events are submitted.

EMIS reporting requirements allow districts to report as follows:

Date ranges are inclusive.

| Reporting Period | From                        | To  |
|------------------|-----------------------------|---|
| October (K)      | 6/1 of previous school year | December 1 <sup>st</sup> of the current school year |

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|              |                             |  |
|--------------|-----------------------------|--|
| February (C) | 6/1 of previous school year | Friday of the state’s official February count week |
| Yearend (N)  | 6/1 of previous school year | 5/31 of current school year                        |

To use this report effectively, a district might sort the output file by the message, "No Record", "No Service", "Expired" and work from there. If the district's usual pattern is to determine the IEP and outcome in the fall, the "Expired" messages will provide a list of students who will need an IEP. If the district’ usual pattern is to determine the IEP and outcome in the spring, these messages need immediate attention so that all of the necessary events are submitted during the year-end reporting cycle.

There is no need to attempt to remove these students from the report; awareness of the status of the student in regarding the upcoming school year special education weighted funding is the reason for supplying the information to the district.

Community schools are receiving this report as a means of feedback, since special education funding will continue to be based on the CSADM.

**Report Distribution**

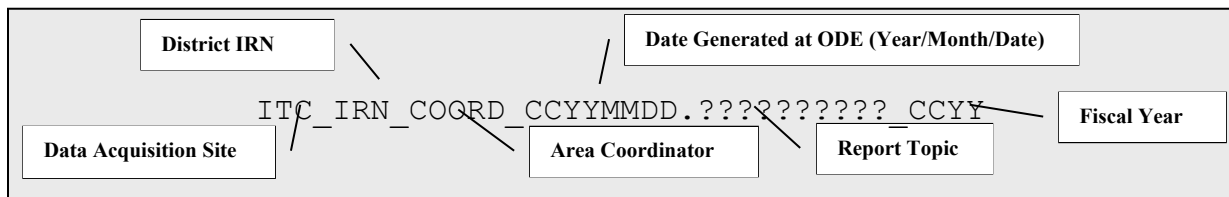
A report is to be distributed each week to each district including community schools that submits data during the Yearend (N) processing cycle. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output is to include district-level information in a single report file.

**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.CSV\_CCYYN\_STU\_IEP\_NO\_FUND**; its components are described below. This report is produced during the Yearend (N) reporting period.



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## ODE Processing

### Submitted Data Used in Report

| Element Name                             | Record Field # | File Name                        | Special Notes |
|--|----------------|----------------------------------|---------------|
| REPORTING DISTRICT IRN                   |                |                                  |               |
| BUILDING IRN                             | GI040          | <i>Student Demographics</i>      |               |
| SSID                                     | GI310          | <i>Student Demographics</i>      |               |
| DATE OF BIRTH                            | GI070          | <i>Student Demographics</i>      |               |
| GENDER                                   | GI080          | <i>Student Demographics</i>      |               |
| RACIAL/ETHNIC GROUP                      | GI090          | <i>Student Demographics</i>      |               |
| STATE EQUIVALENT GRADE LEVEL             | GI370          | <i>Student Demographics</i>      |               |
| DISABILITY CONDITION                     | GI160          | <i>Student Demographics</i>      |               |
| ATTENDING/HOME DISTRICT IRN              | GK300          | <i>Student Attendance</i>        |               |
| ATTENDING/HOME STATUS                    |                | <i>Student Attendance</i>        |               |
| ADMISSION DATE                           | GK080          | <i>Student Attendance</i>        |               |
| WITHDRAWAL DATE                          | GK230          | <i>Student Attendance</i>        |               |
| DATE ELEMENT                             | GE110          | <i>Student Special Education</i> |               |
| DATE TYPE ELEMENT                        | GE100          | <i>Student Special Education</i> |               |
| OUTCOME ID ELEMENT                       | GE120          | <i>Student Special Education</i> |               |
| Student-Data-submitted-to-ODE-as-of-date |                |                                  |               |

### Detail Information

|            | Possible Error Code         | Error Code description  |
|------------|-----------------------------|---|
| ERROR CODE | No GE Record                | No Special Ed record has been reported (see below)  |
|            | No IEP Record found in FY08 | Student does not have any IEP record  |
|            | Will expire before 12/1/08  | IEP record reported but event date prior to 12/2 of the prior calendar year                                       |
|            | No service                  | The latest IEP that will be in effect as of 12/1 indicates that no service is being provided via its outcome code |

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**Report Selection Criteria: Potential Students**

The grade levels used must be the STATE EQUIVALENT GRADE LEVELS which includes “PH (Grade Level PS and Disability Condition equal to 11)”, “PK (Grade Level KG and Disability Condition equal to 11)” and “KH” categories (grade level KG and Disability Condition other than 11).

The EQUIVALENT GRADE LEVEL must be

“PH” or “PK” or “KH” or “01” or “02” or “03” or “04” or “05” or “06” or “07” or “08” or “09” or “10” or “11” or “12” or “13” or “23”

The DISABILITY CONDITION is not “\*\*”

The STUDENT ATTENDING / HOME STATUS must be:

(between '10' and '1Z' or '22' or '23' or '25' or '2V' or '49' or between '30' and '3Z') and not ('16','1F','1I', '14', '15', '1U')

The first character of the ATTENDING HOME STATUS element describes where a student is being educated. The value of the second character varies depending upon the value of the first.

|  |  |  |  |
|--|--|--|--|
| Students being instructed at your district | Students receiving instruction elsewhere | Student is open enrolled into a district, is partially educated there and is sent to a third district for further education. | Student attends a JVS not in the jointure of the sending district. |
| 1X, where X = Student Status               | 2X, where X = Att/Home IRN Indicator     | 3X, where X = Att/Home IRN Indicator   | 4X, where X = Att/Home IRN Indicator                               |

**Student Status**

1. Indicates the relationship between the reporting district and the student.
2. From the reporting district’s perspective, this indicates whether the student is
  - a) Resident/non-resident
  - b) Tuition/non-tuition
  - c) In-state/out-of-state

**Attending/Home IRN Indicator**

1. This element more precisely defines the type of entity identified by the Attending/Home District IRN.
2. The Attending/Home District IRN indicates
  - a) The district to which a student is sent or
  - b) A district from which a student is received

The ADMISSION DATE must be greater than the WITHDRAWAL DATE.

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## Report Selection Criteria: Potential Special Education Records to Consider

The DATE TYPE ELEMENT must be one of the following:

*“IIEP”-IEP Completion Date-Initial*

*“RIEP”- IEP Completion Date-Periodic review*

*“TIEP”- Transfer Student IEP Adoption Date*

The reporting period must be "N" and the year must be the current school year.

Records that meet these criteria are collectively referred to as the "IEP records."

Only the Special Education Record with the latest (most recent) DATE ELEMENT value will be considered. If multiple included DATE TYPE ELEMENT values are reported for the same date, we will use the record with the highest OUTCOME ID ("IESR") for the following logic. If there are multiple rows with a valid DATE TYPE ELEMENT and the same DATE ELEMENT and OUTCOME ID, the first of the matching records will be used.

## Report Selection Criteria: Joining Potential Student to Potential Special Education Record

For most students, the match between the student data and special education record will take place using the reporting district IRN. However, in cases related to CTE, the ATTENDING/HOME DISTRICT IRN on the student data will be matched to the REPORTING DISTRICT IRN on the special education record.

Specifically, if the district type of the REPORTING DISTRICT IRN for the student data is a JVSD, or if the ATTENDING/HOME STATUS for the student data is '12', then the join will be between the ATTENDING/HOME DISTRICT IRN on the student data and the REPORTING DISTRICT IRN on the special education record.

## Report Sample, CSV file

### *CSV File Format, General Information*

This Comma Separated Value (CSV) format file contains records for each district that reported records.

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

**012345, My District, Franklin**

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When imported into Excel, this string of comma separated values would be split into corresponding columns:

| District IRN | District Name | County Name |
|--------------|---------------|-------------|
| 012345       | My District   | Franklin    |

*TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, any leading zeroes will be removed.*

### **Header Information**

The following is the header as it should appear in the CSV file. Note: A comma is placed between each element name to allow the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part

| Header & Detail Row Field Titles |
|----------------------------------|
| res dis irn                      |
| bldg irn                         |
| Ssid                             |
| attending irn indictaor          |
| dob (mmddy)                      |
| gender                           |
| race                             |
| grade                            |
| dis_cond                         |
| date element                     |
| date type                        |
| outcome id                       |
| error code                       |
| stdnt-submit-date                |

### **Possible Error Cases**

#### **Situation 1: Student does not appear on the report**

**Description:** Most recent IEP record has a DATE ELEMENT greater than or equal to December 2 for the prior calendar year and an OUTCOME ID equal to 'IESR'.

#### **Situation 2: Student appears on the report with an error code of "No Record"**

**Description:** No matching IEP record found. The values in the CSV file that would normally come from the special education record are left blank.

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**Situation 3:** Student appears on the report with an error code of " Will expire before 12/1/08

**Description:** Most recent IEP record has a DATE ELEMENT less than December 2 of the prior calendar year

**Situation 4:** Student appears on the report with an error code of "No service"

**Description:** Most recent IEP record has a DATE ELEMENT greater than or equal to December 2 of the prior calendar year and an OUTCOME ID that is not equal to 'IESR'.

**Situation 5:** Student appears on the report with an error code of "Not Being Served "

Most recent IEP record has a DATE ELEMENT greater than or equal to 12/2 of the prior calendar year for October, 2/9 of the current year for February, 12/2 of the prior calendar year for Yearend and has an OUTCOME ID that is not equal to 'IESR'.

## Report Layout/Sample

res\_dis\_irn, bldg\_irn, ssid, attending\_irn, indictaor, dob (mmddy), gender, race, grade, dis\_cond, date\_element, date\_type, outcome\_id, error\_code, stdnt-submit-date

"048384", "199359", "LM123456", "048384", "10", "19990326", "M", "B", "02", "05", "20071105", "TIEP", "IENS", "No Record", "20080615"

## Error Detection and Correction

If the district's internal data do not agree with the report results, district personnel should pay particular attention to the coding of the fields from the *Student Attendance* and *Special Education* records paying close attention to the DISABILITY CONDITION, DATE ELEMENT, DATE TYPE, and OUTCOME ID fields.

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