

**SPECIAL EDUCATION STAFF
REPORT EXPLANATION
(.TXT_CCYYK_STF_SPEC_ED_STAFF)**

Education Management Information System (EMIS)



Revision Date October 2, 2007

**Prepared by
Office of Information Policy and Management**

Table of Contents

REVISION HISTORY3

REPORT OVERVIEW4

 GENERAL DESCRIPTION AND SIGNIFICANCE4

 TIPS FOR READING THIS DOCUMENT4

 REPORT NAME AND TIMING4

ODE PROCESSING.....5

 PROCESS DESCRIPTION5

 DATA SOURCE5

Submitted Data Used in Report.....5

Derived Data Used in Report.....5

Report Selection Criteria5

REPORT SAMPLE7

 HEADER INFORMATION7

 DETAIL INFORMATION7

FTE.....10

ERROR DETECTION AND CORRECTION.....11

INDEX12

Revision Date October 2, 2007

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
July 27, 2007		Created from report, the program specifications, and EMIS_STAFF_SE_FTE_2007K.COB program, valid for FY07 October(K) reporting period
November 20, 2007	IPM, ODE	Adjusted for 2007 changes.
October 2, 2007	IPM, ODE	Adjusted for 2008 changes.

Revision Date October 2, 2007

Report Overview

General Description and Significance

This program generates a report for FTE and Funding Source information of Special Education Staff within a district. Each non-JVS school district, except DYS, will receive a report. It is distributed to each district that submits data in the October (K) week-end process.

This report allows the district to see what data about special education staff are currently recorded in the EMIS system.

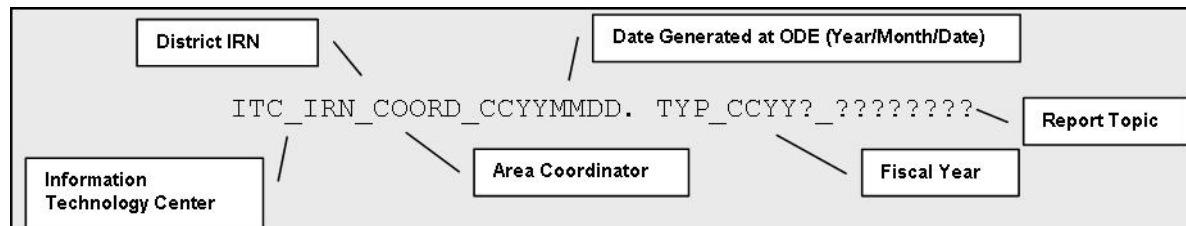
Tips for Reading This Document

- 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_SPEC_ED_STAF; its components are described below. This report is produced during the October (K) reporting period.



Revision Date October 2, 2007

ODE Processing

Process Description

The program that produces this report is run during the weekly EMIS process. It is not dependent on aggregations. However, the certification process should be run before this program to ensure that the certification flags are properly set.

Data Source

The STAFF EMPLOYMENT file is the main driver of the report program and OEDS and the STAFF DEMOGRAPHIC data are used in the report output. This report no longer uses extraneous files of allowed and approved units; all of the outputs are a result of data submitted by the district or calculations within the report-generation program.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
EMPLOYEE ID	CK050	<i>Staff Employment</i>	
DISTRICT IRN	CK040	<i>Staff Employment</i>	
POSITION TYPE	CK140	<i>Staff Employment</i>	
TYPE OF APPOINTMENT	CK150	<i>Staff Employment</i>	
POSITION CODE	CK060	<i>Staff Employment</i>	
POSITION STATUS	CK070	<i>Staff Employment</i>	
ASSIGNMENT AREA	CK220	<i>Staff Employment</i>	
OEDS STATUS		<i>OEDS</i>	
DISTRICT NAME		<i>OEDS</i>	
AREA COORDINATOR		<i>OEDS</i>	
ITC		<i>OEDS</i>	
EDUCATION LEVEL	CI100	<i>Staff Demographic</i>	
EMPLOYEE NAME	CI060	<i>Staff Demographic</i>	

Derived Data Used in Report

There are no derived data used in this report.

Report Selection Criteria

The first filter will include Staff Employment records if

- POSITION TYPE (CK140) = “R” and
- TYPE OF APPOINTMENT (CK150) = “I” or “3” or “4” or “5” and
- POSITION FTE (CK100) > “0”

Once records have passed through that filter, they will be included if

POSITION CODE = “318”, “325”, “326”, or “327” and

POSITION STATUS = “A”, “C”, “D”, “I”, “N”, “O,” or “R”

or

POSITION CODE = “318”, “110”, “113”, “206”, “212”, “304”,

Revision Date October 2, 2007

“328”, “333”, “399” and
POSITION STATUS = “C”, “D”, “N”, “O”, or “R”

The third tier of filters ensures that the POSITION CODE and ASSIGNMENT AREA are logically connected and that the POSITION STATUS is an allowed one:

POSITION FUND SOURCE not = spaces or “Z”

And one of the following

POSITION CODE = “110” or “113” and ASSIGNMENT AREA = “999400”, “999401”, “999406”, “999583”, “999584”, “999630”, or “999725”

or

POSITION CODE = “206” and ASSIGNMENT AREA = “999402”, “999404”, “999405”, “999407”, “999409”, “999410”, “999411”, “999412”, or “999413”

or

POSITION CODE = “318” and ASSIGNMENT AREA = “999455” and
POSITION STATUS = “C”, “D”, “N”, “O”, or “R”

or

POSITION CODE = “318” and ASSIGNMENT AREA not = “999455” and
POSITION STATUS = “A”, “C”, “D”, “I”, “N”, “O,” or “R”

or

POSITION CODE = “212”, “304”, “325”, “327”, or “328”, or “333”

or

POSITION CODE = “326” and ASSIGNMENT AREA = “999741” or “999742”

The criteria for adding FTE to position description subtotals are:

EDUCATION LEVEL = “1”, “2”, “3”, “4”, “5”, or “6”

And one of the following

POSITION CODE = “212” and POSITION FUND SOURCE not = “Z”

or

POSITION CODE = “206” and POSITION FUND SOURCE not = “Z”
ASSIGNMENT AREA = “999402”, “999404”, “999405”, “999407”, “999409”, “999410”, “999411”, or “999412”

or

POSITION CODE = “318”
ASSIGNMENT AREA = “999455”

or

POSITION CODE = “110” or “113” and POSITION FUND SOURCE not = “Z”
ASSIGNMENT AREA = “999630”, “999406”, “999401”, “999400”, “999725”, “999584”, or “999583”

or

POSITION CODE = “326” and POSITION FUND SOURCE not = “Z”
ASSIGNMENT AREA = “999741”, “999742”

or

POSITION CODE = “304”, “327”, “328”, or “325” and POSITION FUND SOURCE not = “Z”

Revision Date October 2, 2007

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 data described on each detail line.

Detail Information

There are two distinct sections to this report: the first lists each special education staff member and the second totals the FTE by the position description. Each section has a different output line.

In the staff listing section, the fields in each row are:

STATE ID#	from the <i>Staff Employment</i> EMPLOYEE ID or OHIO CREDENTIAL ID
NAME	from the <i>Staff Demographic</i> EMPLOYEE NAME
POSITION DESCRIPTION	Hard coded in program, abbreviated ASSIGNMENT AREA description, see Appendix B, <u>EMIS Manual</u>
TOTAL FTE	calculated as described below
FUNDING SOURCE	from <i>Staff Employment</i> POSITION FUND SOURCE

The **TOTAL FTE** is computed as follows:

POSITION FTE is multiplied by the decimal representation of each FUND SOURCE PERCENT. If there is more than one FUND SOURCE, there will be a product for each; these are added together to get the final FTE for a single staff member.

If the calculated FTE is greater than “1”, the excess is added to a running total of excess FTE and the **TOTAL FTE** value is changed to “1”, i.e. the **TOTAL FTE** can never be greater than one.

There may be more than one Position Fund Source for a staff member. If that is the case, they are reported in the following order: “U”, “L”, “Z”, “A”, any other code.

There may be more than one detail line listed for a staff member. Staff may have multiple employment records with positions that have different Local Contract codes, possibly in different buildings, with each record accurately reflecting the FTE and the work hours that apply to each job record.

In the listing by position, the fields in each row are:

Revision Date October 2, 2007

POSITION DESCRIPTION Hard coded in program, abbreviated ASSIGNMENT AREA description, see Appendix B, EMIS Manual

TOTAL FTE computed as a running total of each staff POSITION CODE.

Revision Date October 2, 2007

PROGRAM: EMIS_STAFF_SE_FTE_2008K
SOURCE: EMIS 2007

OHIO DEPARTMENT OF EDUCATION
EDUCATION MANAGEMENT INFORMATION SYSTEM

DATE: 03/04/2007
PAGE: 1

SPECIAL EDUCATION STAFF REPORT
SCHOOL YEAR 2007-2008

RPT PERIOD: K

SPECIAL EDUCATION STAFF DATA SUBMITTED TO ODE AS OF 03/01/2007

DISTRICT: One of the Educ Srv Ctr vvvvvv
IRN: 111111 COUNTY: InOhio

DATA ACQUISITION SITE: Ohio Mid-Eastern Regional Education
AREA COORDINATOR: 06

State ID#	Name	Position Description	TOTAL FTE	FUNDING SOURCE	(EMIS)
OU1015786	MOUSE, MICKEY .	Tch-Multi	1.00	U	
DF1000690	MOUSE, MINNIE	Tch-Multi	1.00	U	
OU1028767	DUCK, DONALD	Tch-Multi	1.00	U	
DF1001557	DUCK, DAISY .	Tch-Multi	1.00	U	
OH1417472	DUCK, HUEY	Tch-Multi	1.00	U	
OH1371325	DUCK, LOUIE	Tch-Multi	1.00	U	
OH1030188	DUCK, DEWEY	Tch-Multi	1.00	L	
OH1310182	MCDUCK, SCROOGE	Preschool Teacher	.61	P	
BG1004829	GOOFY	Psychology Services	1.00	U	
CI1010834	PLUTO	Psychology Services	1.00	U	
MM1004840	CHIPMUNK, CHIP	Psychology Services	1.00	U	
OS1009497	CHIPMUNK, DALE	Psychology Services	1.00	U	
OU1001383	CRICKET, JIMINY	Psychology Services	1.00	U	
OS1013454	PINNOCHIO .	Psychology Services	1.00	U	
OH1202749	MOUSE, MORTY .	Psychology Services	1.00	U	
OH1232824	MOUSE, FERDY	Psychology Services	1.00	U	
OU1008830	GEPETTO .	Psychology Services	1.00	L	
OS1003531	GIDEON	Psychology Services	1.00	L	
OH1466351	STRMBOLI	Ther(Sp/Lang) - General ADM	.50	U	
OU1008972	FOULFELLOW	Ther(Sp/Lang) - General ADM	1.00	U	
OU1018268	CLEO	High Incidence Supervisor	1.00	U	
XU1003053	FIGARO	High Incidence Supervisor	1.00	U	
TOTAL			21.11		

PROGRAM: EMIS_STAFF_SE_FTE_2008K
SOURCE: EMIS 2007

OHIO DEPARTMENT OF EDUCATION
EDUCATION MANAGEMENT INFORMATION SYSTEM

DATE: 03/04/2007
PAGE: 2

SPECIAL EDUCATION STAFF REPORT
SCHOOL YEAR 2007-2008

RPT PERIOD: K

SPECIAL EDUCATION STAFF DATA SUBMITTED TO ODE AS OF 03/01/2007

DISTRICT: One of the Educ Srv Ctr
IRN: 111111 COUNTY: InOhio

DATA ACQUISITION SITE: Ohio Mid-Eastern Regional Education
AREA COORDINATOR: 06

	TOTAL FTE IN OPERATION (EMIS)
Tch-Multi	7.00
Tch-Spec. LD	0.61
Psychology Services	10.00
Ther(Sp/Lang) - General ADM	1.50
High Incidence Supervisor	2.00
TOTALS	21.11

Error Detection and Correction

If the district finds any discrepancies between the reported data and their expected results, the following data fields should be verified:

POSITION TYPE	CK140
TYPE OF APPOINTMENT	CK150
POSITION CODE	CK060
POSITION STATUS	CK070
ASSIGNMENT AREA	CK220
EDUCATION LEVEL	CI100

An incorrect entry in any one of these fields may cause a staff member to be excluded or misrepresented on the report.

If there is more than one detail line for a specific staff member, verify that the FTE is correct for each position listed. The FTE on the staff member detail line of the report is NOT a total of all staff employment records for that individual. It reflects the data that are applied to a specific job record, each with its own Local Contract code, accurate building IRN, FTE, and work hours.

Revised on October 2, 2007

INDEX

A

Assignment Area5, 6, 7, 8, 11

B

Building IRN11

C

Calculation.....7

Correction.....11

D

Data Source5, 7

District IRN5

E

Education Level.....5, 6, 11

Employee Name5, 7

Employee State ID.....5, 7

Error Detection11

F

FTE.....3, 4, 5, 6, 7, 8, 9, 10, 11

Fund Source.....4, 6, 7

P

Position Code5, 6, 8, 11

Position FTE.....5, 7

Position Status5, 6, 11

Position Type.....5, 11

R

Report Sample 7

Revision Date1, 3

S

Selection Criteria 5

Significance 4

Special Education1, 4, 7

T

Type of Appointment.....5, 11

Revised on October 2, 2007