GEN AUDIT
REPORT EXPLANATION
(.TXT_CCYYX_GEN_AUDIT)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 4, 2006	ODE,IPM	Created from report, COBOL program; valid for FY07 October(K) reporting period
January 22, 2007	ODE,IPM	Revised to include the February (C) reporting period
October 1, 2008	ODE, IPM	Revised for new file types

Report Overview

General Description and Significance

This program creates a listing of files that each districts submit through an ITC during the course of a fiscal year, allowing the ITC to view a history of file submissions. It reports which detail or aggregate files have been processed on a specific date and tells which version of the detail or aggregation programs were used in the process. This report is generated during all reporting periods. A report is sent to the ITC each week that there are files submitted to ODE.

Together with the General Submission Status Report and the Data Status report, this report gives a distinct picture of the data that have been successfully submitted to the EMIS data system at the Ohio Department of Education.

Although it does not reflect the quality of the data and the appropriate correlation between files, it does inform the ITC that data have been processed and reports should be reviewed.

Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
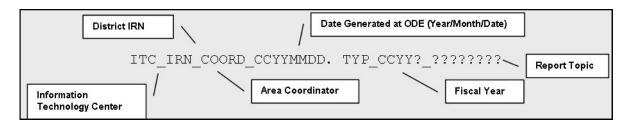- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.
- File names are displayed in **CAPITALIZED BOLD 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_CCYYX_GEN_AUDIT; its components are
described below. This report is produced during every reporting period.

ODE Processing

Process Description

The file that is the basis for this report is created as the ITC data is moved to ODE during the
weekly processing cycle. Files that pass the critical tests in the conversion program, e.g. correct
version number, valid sort/sub type, contain the elements that are written to an **EMIS_AUDIT**
file. This **EMIS_AUDIT** file contains the history of data submissions for this and prior fiscal
years.

Once the audit file is created, the report program reads its data and moves the appropriate
elements to the report output.

Data Source

The report elements are pulled from the **EMIS_AUDIT** file; its data comes primarily from the
header record of successfully submitted aggregated, financial, or detail files that have been
submitted by the district.

OEDS is the source of the district identifiers used on the report.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN	Varies depending on file being processed	Varies, depending on file being processed	Taken from the header record of the submitted file
DISTRICT NAME		OEDS	
COUNTY OF DISTRICT		OEDS	
ITC NUMBER		OEDS	
AREA COORDINATOR		OEDS	

Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
SORT TYPE	010 element of file	*Varies*	See Appendix A	Becomes *EMIS_AUDIT* Detail SORT TYPE or Aggregate SUB TYPE
FISCAL YEAR	020 element of file	*Varies*	CCYY	Becomes *EMIS_AUDIT* FY
REPORTING PERIOD	030 element of file	*Varies*	e.g. "*K", "N*"	Becomes *EMIS_AUDIT* REPORT PERIOD
PROCESS DATE			CCYYMMDD	Date of processing cycle
FILE DATE				File creation date
VERSION NUMBER			DET #.#-### YY.MM.DD or AGGR #.#.###:CCYY.MM.DD	From Aggregation process

Report Selection Criteria

These files are generated for all reporting periods and all ITCs for the current fiscal year.

Report Sample

Header Information

The header describes information about the report generation. The middle information identifies the report title and the parameters chosen to run the program. The upper right section states the date on which the report was generated and the page number.

Detail Information

The detail lines describe the data submitted by each district within the ITC, in a grouping of four lines. Each contains:

Row 1, district information

DISTRICT IRN	valid district IRN
PERIOD	Reporting period for files listed in this group, e.g., "*K," "D*"
FY	CCYY of fiscal year being reported
DIST NAMe	As recorded in OEDS
COUNTY	County in which reporting district lies
ITC	Number of the ITC serving the district
COORDINATOR	Area Coordinator as recorded in OEDS

Row 2, detail files successfully submitted. See [Appendix A](#) for file acronyms and reporting periods in which they are required.

FIN/DISt	List of the financial and district/building general information
STAFF	List of the staff file acronyms

Row 3, Aggregated files successfully submitted.

AGGR	List of file acronyms

Row 4, Version Numbers

AGGR	Version and file date/process dates for aggregated files
DET:	Version and file date/process dates for detail files

```
DIST IRN: 444444 PERIOD: D FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF:
AGGR: GV
DET:2.4-005  05.11.30 03302006/04012006                                                       /


DIST IRN: 444444 PERIOD: D FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF:
AGGR: GV
DET:2.4-005  05.11.30 04122006/04152006                                                       /


DIST IRN: 444444 PERIOD: D FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF:
AGGR: GV
DET:2.4-005  05.11.30 04212006/04222006                                                       /


DIST IRN: 444444 PERIOD: D FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF:
AGGR: GV
DET:2.4-005  05.11.30 04282006/04292006                                                       /


DIST IRN: 444444 PERIOD: D FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF:
AGGR: GV
DET:2.4-005  05.11.30 05022006/05062006                                                       /


DIST IRN: 444444 PERIOD: H FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST: QC              DET:2.4-008  06.07.18 07272006/07292006    STAFF:
AGGR:
                           /                                                                  /


DIST IRN: 444444 PERIOD: K FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF:
AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE
AGG:2.4.002:2005.10.1 10212005/10222005                                                       /


DIST IRN: 444444 PERIOD: K FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF: CI CK CV DQ DF
AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC   UP
AGG:2.4.002:2005.10.1 10282005/10292005                          DET:2.4-003  05.10.25 10282005/10292005


DIST IRN: 444444 PERIOD: K FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF: CI CK CV DQ DF
AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC   UP
AGG:2.4.003:2005.10.2 11042005/11052005                          DET:2.4-003  05.10.25 11042005/11052005


DIST IRN: 444444 PERIOD: K FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF: CI CK CV DQ DF
AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC   UP
AGG:2.4.003:2005.10.2 11112005/11122005                          DET:2.4-004  05.11.04 11112005/11122005


DIST IRN: 444444 PERIOD: K FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio      ITC:96 COORDINATOR:03
FIN/DIST:                                         /              STAFF: CI CK CV DQ DF
AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC   SMWD GO   UP
AGG:2.4.003:2005.10.2 11182005/11192005                          DET:2.4-004  05.11.04 11182005/11192005
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                              EMIS REPORTING STATUS                          DATE: 07/29/2006
                       REPORTING PERIOD - ALL      - FY:2006                          PAGE:  5


DIST IRN: 444444 PERIOD: T FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio     ITC:96 COORDINATOR:03
FIN/DIST:                                             /                STAFF: GZ
AGGR:
                                       /                                RFO:2.2.028            06162006/06162006

DIST IRN: 444444 PERIOD: W FY:2006  DIST NAME: Really Good SD              COUNTY: InOhio     ITC:96 COORDINATOR:03
FIN/DIST:                                             /                STAFF: GR
AGGR:
                                       /                                AGG:2.4.008:2006.01.1 03072006/03242006
```

Error Detection and Correction

This report can be used to support questions on whether or not a district's data were processed in a given EMIS weekly processing cycle. It can be used with the district's **.TXT_CCYY?_GEN_SUBMISSION_STAT** and **TXT_CCYYX_GEN_DATA_STAT** to help a district determine which files might not have been processed and why.

If a district claims to have submitted a specific file, but this report does not have it listed, the district's GEN_SUBMISSION_STAT and GEN_DATA_STAT reports should be examined to determine the reason.

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Appendix A

EXPLANATION OF SORT/SUB TYPES REPORTED THROUGH EMIS

OCTOBER: (Period K)

    AGGREGATE:

AE/CT	Aggregate Student - Non-Attendance Count
TPPD	Graduation Only Diploma October
GO	Kindergarten Readiness
CM	Mapped Local Classroom Code
TA/DE	Ohio Graduation – Detail
GS	Preschool ASQ-SE Assessment
GB	Preschool Assessment
GM	Preschool ECO Assessment
PC	Program Count - Student County by grade/race/sex
GE	Special Education
AM/CC	Staff Course Master
AC/GR	Staff Course - Student Count by grade/race/sex
AC/VE	Staff Course - Student Count - disadv and handicap counts
FN	Student Attributes – Effective Date
FD	Student Attributes – No Date
AS/LP	Student Counts by Native Language
AS/SG	Student FTE by grade/race/sex
SC	Student SSIDChange
FS	Student Standing
AF/FU	Student Unauthorized Funded FTE
SM/RW	Summer Return Withdrawal
SS	Summer School Graduate Info
SM/WD	Summer Withdrawal

    DETAIL:

DQ	District General Information – Fall/October
DF	Building General Information – Fall/October
CJ	Contractor Staff Employment
CI	Staff Demographics
CK	Staff Employment
CV	Staff Vocational Correlated

DECEMBER: (Period M)

    AGGREGATE:

AH	Aggregate Student - December Child Count
PC	Program Count – Student Count by grade/race/sex
FD	Student Attributes – No Date
FN	Student Attributes – Effective Date
FS	Student Standing

OCTOBER 31: (Period P)

    DETAIL:

QF	Five Year Forecast
QN	Five Year Forecast Notes

FEBRUARY: (Period C)

    AGGREGATE:

AE/CT	Aggregate Student - Non-Attendance Count
CM	Mapped Local Classroom Code
PC	Program Count - Student County by grade/race/sex
GE	Special Education
AM/CC	Staff Course Master
AC/GR	Staff Course - Student Count by grade/race/sex
AC/VE	Staff Course - Student Count - disadv and handicap counts
FN	Student Attributes – Effective Date
FD	Student Attributes – No Date
AS/LP	Student Counts by Native Language
AS/SG	Student FTE by grade/race/sex
SC	Student SSID Change
FS	Student Standing
AF/FU	Student Unauthorized Funded FTE

    DETAIL:

DH	Building General Information – February
CJ	Contractor Staff Employment
CI	Staff Demographics
CK	Staff Employment
CV	Staff Vocational Correlated

MARCH 15 (Period D)

GV	CTA Follow-up

YEAREND: (Period N)

    AGGREGATE:

TC/DE	Achievement – Detail
CM	Mapped Local Classroom Code
AC/VE	Disadvantage and handicap count by grade/race/sex/course status
TA/DE	Ohio Graduation – Detail
GM	Preschool ECO Assessment
TP/DE	Proficiency Counts - Detail
TP/PO	Proficiency Only
TP/PD	Proficiency Only Diploma Counts
YA/RW	Returning Withdrawal
YA/SE	Special Ed Exiting
AC/GR	Staff Course - Student Count by grade/race/sex
AM/CC	Staff Course Master
YA/AT	Student Attendance
YA/LP	Student Counts by Native Language
YC/CR	Student Curriculum Award Record
YA/SG	Student FTEby grade/race/sex
GG	Student Gifted
YA/WD	Student Withdrawal
CT	CTA Student Data
GF	Ohio Test of English Language Acquisition
GS	Preschool ASQ-SE Assessment
GB	Preschool Assessment
GE	Special Education
FN	Student Attributes – Effective Date
FD	Student Attributes – No Date
SD	Student Discipline
PC	Student ProgramCount by grade/race/sex
SC	Student SSID Change
FS	Student Standing

    DETAIL:

DB	Building Profile
CC	Contract Only
CJ	Contractor Staff Employment
DR	District General Information for Year End
DT	District Test
CI	Staff Demographics
CK	Staff Employment
CV	Staff Vocational Correlated
CK	Staff Employment

Financial (Period H)

DM Building
DD District
QC - Financial Record - JULY 30 (Period H)

READING FIRST:

Periods – **R** First Reporting
W Second Reporting
S Third Reporting

GR - Reading First

Period - T Terra Nova

GZ - Reading First – Terra Nova