

**SPECIAL EDUCATION STUDENTS
(.CSV_CCYY?_STU_DISAB_NOT_FUNDED)
REPORT EXPLANATION**

Education Management Information System (EMIS)



Updated March 3, 2009

**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
11/27/07	IPM	Added LRE provision
1/16/2009	IPM, KE	Revised for FY09 for changes in date fields, eliminated program codes
2/9/09	IPM, LSM	Updated to include SSID change

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Report Overview

General Description and Significance

This exception report provides a listing of students reported by the district that have a disability during the reporting periods:

- October (K) that meet at least one of the following conditions as of December 1 of the current school year
- February (C) that meet at least one of the following conditions as of the last day of the state's official February count week.

The IEP conditions for these students are

1. have a valid IEP with no service(s) being provided
2. have a disability condition and no valid IEP reported
3. have a valid IEP that has expired

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 districts' Formula ADM.

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**.
- CCYY? denotes the century and year and processing period.

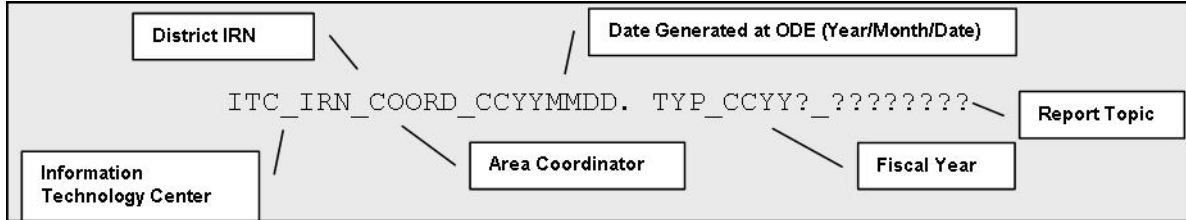
Report Distribution

A report will be distributed weekly to each traditional public school district (city, exempted village, local, and JVSJ) that submits data during the October (K) or the February (C) reporting period. It is to be generated during the weekly cycle and transferred to its contracted ITC for distribution. The output includes district-level information in a single report file.

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Report Name and Timing

The file name for the report is: **ITC_IRN_COORD_CCYYMMDD.CSV_CCYY?_STU_DISAB_NOT_FUNDED**; its components are described below. This report is produced during the October (K) or the February (C) reporting period reporting periods.



ODE Processing

Process Description

Logic

In October, if a student with a disability does not have a valid IEP Special Education record as of December 1 of the current school year, then the student will appear on this report.

In February, if a student with a disability does not have a valid IEP Special Education record as of the last day of the state’s official February count week of the current school year, then the student should appear on this report.

Based on the following logic, each student will fit into only one of the five cases. These cases correspond to students who do not appear on the report or who receive one of the possible error codes.

Case 1: Student does not appear on the report

- If an IEP record was submitted in current reporting period:
 - Most recent IEP record has an Outcome ID between “IE13” and “IE72” and an Outcome End Date \geq
 - For the October reporting period, December 2 of the current fiscal year
 - For February, the last day of the state’s mandated February Count Week

- If an IEP record was submitted in FY08N,
 - Most recent IEP record has an OUTCOME ID equal to 'IESR' for FY08N and an DATE a greater than or equal to:

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For the October reporting period: December 2 of the prior fiscal year
For the February reporting period: one year ago from the last day of the state-mandated February count week for the current fiscal year.

Case 2: Student appears on the report with an error code of "No GE Record"

Student SSID was not found in a record submitted by that district on the *Spec Ed Event* file in either the current year's reporting period or the prior year's yearend data. The values in the CSV file that would normally come from the special education record are left blank.

Case 3. Student appears on the report with an error code of "No IEP Record"

No matching IEP record found. As with the above error, the IEP record must match not only on student SSID but also on district IRN. Only records submitted during the current reporting period or in the prior yearend reporting period. The values in the CSV file that would normally come from the special education record are left blank.

Case 4: Student appears on the report with an error code of "IEP Expired on or before mm/dd/yy"

In October, mm/dd/yy is 12/1 of the current year

In February, mm/dd/yy is the last day of the state-mandated count week for the current fiscal year

Student has a xIEP record that will be outdated by 12/1 of the current year in the October reporting period or by 2/6 of the current fiscal year in the February reporting period. This record would be the latest-dated GE record.

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

Most recent IEP record has an effective date greater than or equal to 12/2 of the prior calendar year for October and 2/7 of the current year for February and has an OUTCOME ID that is not equal to "IE13" through "IE72" (or "IESR" if the data are coming from FY08N records).

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Data Source

Since a special education event can occur anytime within a given calendar year, data in the prior year end reporting period will also be reviewed.

“Current year” in the table below refers to this fiscal year’s October or February data.

“Prior Year” in the table below refers to the last fiscal year’s Yearend data.

Submitted Data Used in Report

Element Name	Field Value	Notes
DATE OF BIRTH	<i>Student Demographic Record</i>	
GENDER	<i>Student Demographic Record</i>	
RACIAL/ETHNIC GROUP	<i>Student Demographic Record</i>	
GRADE LEVEL	<i>Student Demographic Record</i>	<i>From the Student Attributes—Effective Date record</i>
DISABILITY CONDITION	<i>Student Attendance Record</i>	<i>From the Student Attributes—Effective Date record</i>
ATTENDING/HOME DISTRICT IRN	<i>Student Attendance Record</i>	
STUDENT STATUS	<i>Student Attendance Record</i>	<i>Derived from the Student Standing “How Received” code</i>
ADMISSION DATE	<i>Student Attendance Record</i>	<i>From the Student Standing Admission Date</i>
DATE OF DISTRICT WITHDRAWAL	<i>Student Attendance Record</i>	<i>Derived from the Student Standing Effective End Date if there is a Withdraw Reason on the same record</i>
DATE	<i>Student Special Education Record , Current year, current reporting period or Student Special Education Record , prior year N</i>	<i>For FY08N only, this is the Date element (GE100). For all other reporting periods this is the Outcome End Date (GE150)</i>
DATE TYPE	<i>Student Special Education Record,</i>	
OUTCOME ID	<i>Student Special Education Record</i>	
Student-Data-submitted-to-ODE-as-of-date	<i>Audit File</i>	
District’s Count Week	<i>Count Week File</i>	

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Derived Data Used in Report

Element Name	Field Value	Conversion factors
ERROR CODE	No GE Record	Student has no GE (Special Education Event) record in the current reporting period or in the prior yearend reporting period.
	No IEP Record	Student does not have any xIEP record in the records submitted in the current reporting period or the prior yearend reporting period
	IEP expired on or before 12/1/08 (for February use 2/6/09)	Student has an xIEP record that will be outdated by 12/1 of the current year in the October reporting period or by the last day of the state-mandated count week of the current fiscal year in the February reporting period.
	Not Being Served	Check the latest IEP that will be in effect as of 12/1 of the current year in the October reporting period or as of 2/6 of the current year in the February reporting period. Does this IEP record indicate that no service is being provided via its outcome code, i.e. OUTCOME ID <> IE13 through IE72 (or IESR in FY08N)?

Report Selection Criteria

To be included on this report, students meet the following conditions:

1. Student's EQUIVALENT GRADE LEVEL is equal to "KG" 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" or ("PS" with SENT REASON = "AU")
2. The student has a disability condition.
3. The STDNT_ATNDNG_HOME_STATUS_CODE is:
(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')

See chart for STDNT_ATNDNG_HOME_STATUS_CODE DESCRIPTIONS.

ATNDNG_HOME_STATUS_CODE	ATNDNG_HOME_STATUS_DESCR
10	Instructing/Resident
11	Instructing/Tuition
12	Instructing/Voc. Contract
13	Instructing/Unauthorized
17	Instructing/With Grandparent

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ATNDNG_HOME_STATUS_CODE	ATNDNG_HOME_STATUS_DESCR
18	Instructing/Senior
19	Instructing/Open Enrollment
1A	Instructing/Parent Employee
1B	Instructing/Non-County Co-op
1C	Foster Case Placement
1D	Instructing/Direct Pay Tuition
1H	ESC providing instr & srvc in name of legal residing dist
1M	Community School
1P	Non-Foster Care Court Ordered Institutional Placements
1S	Non resdnt atndng district based on Superintendent Agreeemnt
1T	Non-Foster Care Non-Court Ordered Institutional Placements
1W	Non resident attending under Title I Public School Choice
1Z	Autism Scholarship program
22	Non-instructing/Voc Contract
23	Non-instructing/JVS
25	Non-instructing/Post Secondary
2V	Vochers - Cleveland Only
2W	District Stdnt attending under Title I Public School Choice
2Z	Autism Scholarship Program
32	Sent via contract vocational
33	Sent to JVS
34	Sent to ESC
35	Sent to post secondary
36	Sent to MRDD
37	Sent via Special Ed
39	Open Enrollment - Non Residents attending another entity
3C	Sent via court placement
3E	Sent via open enrollment
3P	Sent via court placement
3S	Sent via superintendent's agreement
3Z	Sent to another district-ASP Student
NS	Not Specified

4. The student is enrolled in the district one or more days during the district's count week

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Report Selection Criteria: Potential Special Education Records to Consider

The DATE TYPE ELEMENT on the Special Education Record (GE) must be one of the following:

- “IIEP” - IEP Completion Date-Initial
- “RIEP”- IEP Completion Date-Periodic review
- “TIEP”- Transfer Student IEP Adoption Date

For October, the reporting period of the SPECED EVENT table must be "K" and the year must be the current fiscal year.

For February, the reporting period of the SPECED EVENT table must be "C" and the year must be the current fiscal year.

For both October and February, the reporting period of the SPECED EVENT table must be “N” and the year must be the prior fiscal year.

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

Only the Special Education Record with most recent DATE ELEMENT value is considered. If multiple DATE TYPE ELEMENT values are reported for the same date, the record with the highest OUTCOME ID ("IESR") is used.

Report Sample

Detail Information

Note: A comma is placed between each element name allowing the data to be opened in Excel as a comma-delimited file without any additional formatting on the user’s part

Header Row Field Titles
DIST-IRN
BLDG-IRN
SSID
AH-IRN
AH-STATUS
DOB
GENDER
RACE
EQUIV-GRADE
DISAB-COND
DATE-ELEMENT
DATE-TYPE
OUTCOME-ID

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ERROR-MSG
STDNT-SUBMIT-DATE

Report Grouping/Ordering/Control Breaks

The data are ordered in the file by Building IRN and Student ID. Each district will have its own report.

Report Layout/Sample

DIST-IRN,BLDG-IRN,SSID,AH-IRN,AH-STATUS,DOB,GENDER,RACE,EQUIV-GRADE,DISAB-COND,DATE-ELEMENT,DATE-TYPE,OUTCOME-ID,ERROR-MSG,STDNT-SUBMIT-DATE

043844,133959,LM123456,043844,10,03/26/99,M,B,02,05,11/05/07,TIEP,IENS,Not Being Served,20070615

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Error Detection and Correction

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. The district should also pay close attention to the elements listed under the Submitted Data Used in Report.

You should also review the error descriptions located in the Logic section of this document, as they tend to point out what exactly is causing the error.

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error.

The district should verify for all students that are reported during the October reporting period, a special education record is reported for all events that occur from June 1st of the prior school year through December 1st of the current school year.

The district should be mindful that the reported dates for events are dates on which the event occurred, and not necessarily when the event (s) will be effective. A district may report an event date in the current reporting period but not report some consequences of that event until future reporting periods.

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