GENERAL MISSING DATA
REPORT EXPLANATION
(TXT_CCYY?_GEN_MISSING_DATA)
(ITC_CCYYMMDD.CSV_CCYY?_GEN_MISSING_DATA)

Education Management Information System (EMIS)

Ohio | Department of Education

Revised January, 2010

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
12/6/2007	ODE/EMIS/IPM	Created from program, documentation
10/15/2008	ODE/EMIS/IPM/KE	Modified for changes in FY09
2/10/2010	ODE/EMIS/IPM/KE	Modified for changes in FY10

Report Overview

General Description and Significance

This report advises EMIS reporting entities that they are missing data required to be reported in the current reporting period. The fields displayed on this report are based on percentages of expected records to be reported. These percentages will change from week to week according to the schedule provided later in this document.

Non-compliance with the Warning Letter (W) percents will indicate that the district can expect a letter warning them they have not met the reporting requirements. Non-compliance with the Out Of Compliance (OOC) percents indicates that the district will suffer loss of funding for being out of compliance with the reporting requirements.

Report Distribution

Every district required to report during the current reporting period will receive a GEN_MISSING_DATA report.
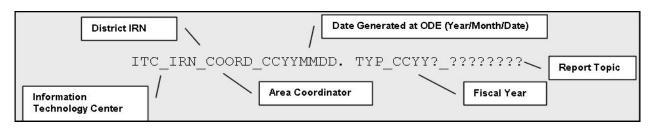
Tips for Reading This Document

- 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 Name and Timing

The file names for this report are:
- **ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_GEN_MISSING_DATA**
- **ITC_CCYYMMDD. CSV_CCYY?_GEN_MISSING_DATA**

their components are described below. These reports are produced during the October (K) reporting period.

ODE Processing

Process Description

Unlike the missing reports prior to FY08, the submission of a single record of a given type is not sufficient to comply with EMIS reporting requirements. This report is based on percentages of records actually reported compared to records that are expected.

Each percentage on this report is the measure of the submitted number of records for a particular data type divided by the expected number of records for that data type.

The determination of the expected number of records is explained in the **Rules Table** described later in this document.

The percentages required to be in compliance will increase as the reporting period progresses.

Data Source

OEDS is used to determine whether districts and buildings are currently open and to capture the necessary report name components.

Submitted Data Used in Report

These files all refer to the current reporting period. The number of records meeting the rule criteria in each of these files will determine the numerator in each percentage calculation and the denominator in some calculations. For all the measures below, only current reporting period data are used.

Reporting Period	Record Type	Record Name	Record Code
K	Building	DF	General Information
K	District	DQ	General Information
K	Student	GI/FS/FD	Standing/Attributes/Demographic
K	Student	GN	Course
K	Student	GO	Kindergarten Readiness Assessment-Literacy
K	Student	GS	Preschool ASQ/SE Assessment
K	Student	GB	Preschool Assessment
K	Student	GM	Preschool ECO Assessment
K	Submission Date		Audit file
K	District		OEDS

Reporting Period	Record Type	Record Name	Record Code
	identifiers		

For some calculations, these records from prior yearend data are used for the denominator and from the current reporting period for the numerator.

Reporting Period	Record Type	Record Name	Record Code
N	Staff	CI	Demographic
N	Staff	CK	Employment
N	Student	GI/FS/FD	Demographic/Student Standing/Student Attributes-Effective Date
K	Student	GQ	Program

Missing Rules Table

The table on the following page contains the rule codes, record types, basic rule calculation, and related ODE reports that will assist EMIS reporting entities with identifying any records that are missing so the percentage reported can be increased.

Rules Table Headings

RULE CODE   two-character, letter-number, abbreviation for the rule

REPORT TEXT   a brief description of the rule code, including the file type submitted by the district

LEVEL   S = Staff data, C = Student (children) data, F = Financial/District/Building

In each case below, the numerator and the denominator metrics all refer to numbers within the same district.

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MISSING RULES TABLE

Rule Code	Report Text: File Type(s)-% of	Basic Description of Rule Calculation	Level	Related Report
A0	DF-Open buildings	DF records for open buildings in current reporting period ÷ OEDS buildings identified as open and required to report data	F	None
A1	DQ-Open districts	DQ records for current reporting period ÷ OEDS districts identified as open and required to report data	F	None
A2	CI/CK-Current staff demos/job when active in yrend	Staff on Staff Demo/Job for current reporting period ÷ Staff reported as active during prior yearend; Staff IDs in prior yearend must match Staff IDs in current K reporting period; will mirror the staff missing report	S	STF_STAFF_MISSING
A5	GN- students with current course	Students reported with at least one Student Course for current reporting period ÷ Students reported as enrolled with any percent of time; there must be at least one course per student	C	STU_MISS_COURSE
B2	GQ-Program Counts this yr vs. last yr, same period	The ratio of program codes reported per student in current reporting period to the number of program codes reported pet student in the prior year's reporting period.	C	None
B3	FS-Student Standing	Student SSIDs reported this year ÷ Student SSIDs reported in the prior yearend	C	STU_MISSING
B4	GB/GM/GO/GS-w req. ASQSE/GGG/KRAL /ECO	Student IDs for who have a required preschool or kindergarten assessment record for the current reporting period ÷ Student IDs for students required to test	C	All preschool and kindergarten missing test reports

Required Reported Percent by Data Submission Date

This table provides the percentage of records required at various times during the reporting period.

Data Submission Requirements for FY10 October (K) Reporting Period

This table shows which record types will be used to create the General Missing Data Report and the percentage of records required at various weeks during the reporting period. Notifications will begin on February 5th and continue through the April 23rd data submission for any district which has not met the weekly data submission requriements. Out of Compliance notifications will only be sent, as per the schedule, to those districts which have not met the same data submission requirement(s) two or more times as of that week. In addition, any district identified as not having met the April 23 data submission goals will be subject to the progressive corrective action process. Also included below is the financial penalty that will be assessed if the data submission does not meet the established goals. The ↓ noted between the tables denotes the **planned** data submission which a payment will be based upon.

Measure #	Record Type	Record Name	Record Code	5-Feb - Initial Warning	12-Feb	19-Feb	26-Feb- Out of Compliance	5-Mar	12-Mar	19-Mar	26 March - Out of Compliance	2-Apr	9-Apr	16-Apr	23-Apr- Out of Compliance
								Point In Time							
A0	Building	General Information	DF	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
A1	District	General Information	DQ	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
A2	Staff	Demographic/ Employment	CI / CK	75%	75%	75%	75%	90%	90%	90%	90%	100%	100%	100%	100%
A5	Student	Course	GN	75%	75%	75%	75%	85%	85%	85%	85%	95%	95%	95%	95%
B2	Student	Program	GQ	70%	70%	70%	70%	80%	80%	80%	80%	90%	90%	90%	90%
B3	Student	Student Standing	FS	75%	75%	75%	75%	90%	90%	90%	90%	100%	100%	100%	100%
B4	Student	Early Learning Assessments	GB/GM/GO/GS	75%	75%	75%	75%	90%	90%	90%	90%	100%	100%	100%	100%
							↓			☐	↓			☐	↓

% of Measures Missed	Scheduled Payment Date - Percentage of Payment to be Withheld *(Traditional Public Schools and ESCs)*											
				Mar #2				**April #1**				**May #1**
1% - 30%				1%				3%				4%
31% - 60%				3%				5%				7%
≥ 61%				5%				7%				10%

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A district will only have funds withheld if they appear on the General Missing Data Report at least two times for the same measure beginning with the February 5, 2010 data submission. As soon as the district meets the data submission requirements the process to release the withheld funds will occur. The released withholding may occur on or after the date of the scheduled payment depending on when the district has met the data submission requirements.

% of Measures Missed	Scheduled Payment Date - Percentage of Payment to be Withheld *(Community Schools and JVSDs)*											
				March				April				May
1% - 30%				1%				3%				4%
31% - 60%				3%				5%				7%
≥ 61%				5%				7%				10%

A school will only have funds withheld if they appear on the General Missing Data Report at least two times for the same measure beginning with the February 5, 2010 data submission. As soon as the school meets the data submission requirements the process to release the withheld funds will occur. The released withholding may occur on or after the date of the scheduled payment depending on when the school has met the data submission requirements.

Rule Code Details

For each Rule Code, three pieces of information are provided:
- The business rules for determining the numerator in the percent calculation
- The business rules for determining the denominator in the percent calculation, and
- Guidance on which EMIS reporting entities are responsible for meeting the rule.

Unless otherwise noted, all data references are to data reported in the current reporting period.

Rule Code A0 and A1

Logic for the numerator- For A1 the numerator will equal 1 if the EMIS reporting entity reports a District (DQ) record.

For A0 the numerator equals the number of Building (DF) records reported for building types where students are typically educated in a district based on data in ODE's OEDS-R system.

Logic for the denominator- For A1 the denominator will equal 1.

For A0 the denominator equals the number of buildings listed in OEDS-R as open during October count week for building types where students are typically educated in a district.

The AO and A1 Rules Apply To:
All EMIS reporting entities except ESC's.

Rule Code A2

The criteria for this rule parallel the criteria used in the STF_STAFF_MISSING report.

Logic for the numerator- For each staff member (by Staff ID) who is counted in the denominator and who has a staff demo and job record reported in the current October reporting period, 1 is added to the numerator for the district.

Note that if a staff member's staff ID changes for some reason, there is no way for ODE to match the records between reporting periods. This can happen due to a change from classified to certified status (or vice versa), a change in the local staff ID used for classified staff (such as going from Social Security Number to a district-generated number for the local ID), or other rare but possible data

reporting issues. If this is true for one or more staff members in your district, please provide your ITC with the non-matching staff IDs from the prior yearend (from the STF_STAFF_MISSING report) and current October (from the STF_DEMO_JOB) reporting periods. Your ITC will communicate this ID crosswalk to ODE via the EMIS Help Desk, and once ODE verifies that the same staff are being reported under different IDs, the IDs will be excluded from both the numerator and the denominator.

Logic for the denominator- For each staff member in the prior yearend reporting where the position status does not equal "U" or "I" or "A" and the position code is not between 800 and 899, 1 is added to the denominator for the district.

The A2 Rule Applies To:
Any EMIS reporting entity that reported staff as still employed as of the end of the prior year's period "N".

Rule Code A5

Logic for the numerator- If the student is included in the denominator, the process looks for a match on the *STUDENT_COURSE* records using the DIST_IRN and SSID. If one or more *STUDENT_COURSE* records exist, "1" is added to the numerator.

Logic for the denominator- The denominator is a count of the students with a STUDENT PERCENT OF TIME > 0 and/or a Sent To Percent of Time > 0.

The A5 Rule Applies To:
Any EMIS reporting entity that reported 1 or more students who meet the criteria to be included in the denominator.

Rule Code B2

Logic for the numerator- The numerator for this rule is the number of program records (GQ) reported by the district in the current reporting period (FYYY-K) divided by the total number of students included on the enrollment report for the district. In other words, it is the average number of program codes reported per student for the current reporting period.
Logic for the denominator- The denominator for this rule is the number of program records (GQ) reported by the district in the same reporting period in the prior fiscal year K divided by the total number of students included on the enrollment report for the same period for the district. In other words, it is the average number of program codes reported per student for the prior fiscal year K reporting period.

The B2 Rule Applies To:

Any EMIS reporting entity that reported program records in the prior fiscal year period "K". Program codes that are no longer used in the current reporting period are excluded from the numerator and the denominator calculation. Program codes that are new in the current reporting period are excluded from the numerator and the denominator calculation. All extra-curricular activity program codes are excluded from the numerator and the denominator calculation. In FY10K, this is the criteria used for selection of program codes in both the numerator and the denominator: Not Like "4*" And Not Like "2111*" And Not In ("305003" ,"305005","205045" ,"205060", "305125", "600001", "600002" ,"215005", "215014" ,"215016", "215019", "215024", "215025", "215026"," 215027") And Not Like "218*" And Not Like "210*" And Not Like "217*"

Rule Code B3

The criteria for this rule parallel the criteria used in the STU_STUDENT_MISSING report.

Logic for the numerator- Based on the set of SSIDs included in the denominator, the count of SSIDs reported in the current reporting period as still enrolled even one day during the current school year, as summer graduates, or as summer withdrawl. Note that summer graduates and withdrawals are determined based on the reported last day of school last year and the first day of school this year on the Building (DF) record.

SSID changes for students in the submitted data for FYYYK will be handled in the report generation process.

Students who attended at least one day of school this year but withdrew before October count week will be included in the numerator as they are included from the October data set reported to ODE. Therefore, the final goal for this rule is 100%. If a student is listing on the Student Missing report and the student should not continue to be reported in FY09K, please contact your ITC to ask ODE to provide an override of the base calculation for this rule. As part of this request, you must provide ODE (via a ticket from your ITC in the EMIS Help Desk/CA-USD) with a list of the SSIDs for students whose withdrawal information was not correctly reported or who otherwise should not be in the current submissions. This list will be recorded by ODE and validated against your yearend EMIS reporting.

Logic for the denominator- The number of students who are reported as enrolled as of the prior yearend. Prior year-end enrolled students are students who at the prior year end have a withdraw reason that is not the default, "**".

The B3 Rule Applies To:
Any EMIS reporting entity that reported student data in the prior fiscal year period "N".

Rule Code B4

The criteria for this rules parallels the criteria used in the matching missing report for the ***STU_MISSING_KRAL, STU_MISSING_PS_ASQSE, STU_MISSIN_PS_GGG***, or ***STU_PS_ECO_MISSING*** reports.

Logic for the numerator- One will be added to the numerator for each test record that is submitted, the KRAL, ASQSE, GGG, and ECO. The numerator will be the total of all of the tests submitted.

Logic for the denominator- One will be added to the denominator for each student who is required to take the KRAL, ASQSE, GGG, and ECO. The denominator may count students more than once if they are required to take more that one test; it is possible that the same student will have an ASQSE, GGG, and ECO test and would count three times in the denominator.

These Rules Apply To:
Any entity reporting a student who meets the denominator criteria.

Report Sample

Header Information

There are two types of files related to missing data:
- a CSV file for each ITC, and
- a printed report for each district required to report during the current reporting period

The specific layouts for each are described below.

CSV File (*for ITCs only*)

Header Information
The following is the header for the CSV file.

Header Row Field Titles
ITC-IRN

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District-IRN
Rule-Description
ITC-Acronym
District-Name
File-is-Required
Current-Percent
Current-Goal
As-of-date
Current-Goal-Met
Final-Percent
Final-Goal
Final-Goal-Met

Detail Information

On this report, there will be one row for each rule code for every district required to report during the current reporting period.

Detail Row Data Elements
ITC IRN from OEDS
DISTRICT IRN
RULE DESCRIPTION from the ***RULES*** table RULE TEXT
ITC ACRONYM from OEDS
DISTRICT NAME from OEDS
FILE IS REQUIRED value (Y = yes, N= no)- indicates if rule applies to this entity
CURRENT PERCENT is the value calculated as described in the Rule Code Details section above, to the nearest tenth of a percent (xx.x%) with an implied decimal
CURRENT GOAL is the current percent required from the Required Reported Percent by Data Submission Date table
AS OF DATE is the date the percent is as of
CURRENT GOAL MET will be determined by whether or not the CURRENT PERCENT is greater than or equal to the CURRENT GOAL.
FINAL GOAL is the final percent required from the Required Reported Percent by Data Submission Date table
FINAL GOAL MET will be determined by whether or not the CURRENT PERCENT is greater than or equal to the FINAL GOAL

CSV Report Sample

ITC-IRN,DISTRICT-IRN,RULE-DESCRIPTION,ITC-ACRONYM,DISTRICT-NAME,FILE-IS-REQUIRED,CURRENT-PERCENT,CURRENT-GOAL,AS-OF-DATE,CURRENT-GOAL-MET,FINAL-PERCENT,FINAL-GOAL,FINAL-GOAL-MET

111111,222222,CK-staff employ when active prior yearend,ITCITC,Best Ever,Y,040.2,75,20071116,N,100,N

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Text report

Header Information

The first area of the report header includes the standard EMIS report header information: the program name and data source on the left, the date the report was generated, the page number, and the current reporting period on the right, and the ODE identifier in the middle.

The second area of the header identifies to the recipient of the report: District name and IRN, ITC acronym, Area Coordinator number, and county name.

Report Detail

Fields to Display

The text report includes the same fields as the CSV file, with the addition of a "Next Goal" column which shows the percent a district must meet as of the next processing date in the Required Reported Percent by Data Submission Date table.

One row is included in the text report for each rule, including rules that are not required for the entity.

Printed Report Layout/Sample

```
Program:  F2008K-MISSING-DATA-REPORT          Ohio Department of Education              Date:  11/27/2007
Source:   EMIS 2007-2008K                   Informational Technology Office             Page:         1
                                      Education Management Information System      Report Period:       K
                                          FY2008 General Missing Data Report
District: YOURTOWN                                                          Information Technology Center:
MYEMIS
IRN: 019751                                    County: ANYUSA          Area Coordinator:            31
```

```
Rule                                 File  Current Percent  Current  Current   Next Goal  Final Goal  Final
Description                          Req    as of 11/23/07    Goal   Goal Met  11/30/07   02/01/08   Goal Met
_____  ____  _____  _____  _____  _____  _____  _____
DF-Open buildings                     Y         100.0          100        Y         100        100        Y
DQ-Open districts                     Y         100.0          100        Y         100        100        Y
CI/CK-Current staff demos/job when act Y         85.1           75        Y          75        100        N
FS-Student Standing                   Y          98.5           75        Y          75         95        Y
GN-Students with current course       Y          99.4           75        Y          75         95        Y
GB/GM/GO/GS-w req. ASQSE/GGG/KRAL/ECO  Y          96.9           50        Y          50        100        N
GQ-Program Counts this yr vs last yr  Y        > 100.0          75        Y          75         90        Y
```

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Error Detection and Correction

As this file is providing the district with a report that reflects non-compliant EMIS reporting, if there are any discrepancies between the file and the district's information, the district should check the specific records for accuracy and completeness.

Districts should refer to the appropriate chapter in the ODE EMIS manual for instructions on proper reporting procedures.

Districts should review the other EMIS missing reports referenced in this documentation for assistance in determining which records are missing. If a related report is not listed, districts should apply the report's rule criteria to the data they are reporting in EMIS.

If a district checks the referenced reports, has corrected all data and submitted all the records pertinent to the measure, but still is falling short of its goal, the district can request that its ITC submit a Help Desk question for assistance from ODE.

If the failure to reach a goal is because of prior reporting that cannot be corrected and the measure is one that allows an override, the district can contact its ITC to determine the criteria for requesting an override. The student, staff, and program count overrides require specific information in order to have the override request honored.

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