HQPD YEAREND
(.TXT_CCYYN_STF_HQPD)
(.CSV_CCYYN_STF_HQPD)
REPORT EXPLANATION

Education Management Information System (EMIS)

Ohio | Department of Education

Revision Date June 17, 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
6/1/2010	IPM/McKeand	Initial Report Explanation

Report Overview

General Description and Significance

The No Child Left Behind Act of 2001 (NCLB) requires the ODE to annually report the percentage of teachers in Ohio who have participated in HQPD as defined in Title IX, Section 9101 (34). NCLB requires that the annual report cover elementary and secondary teachers in public school districts (city, local, and exempted village school districts, JVSDs, ESCs, community schools, STEM districts and Ohio Department of Youth Services). The entity that employs the staff member is responsible for reporting the *High-Quality Professional Development Element* for the eligible teaching positions.

This report reflects the staff High Quality Professional Development (HQPD) data that have been received by the Ohio Department of Education (ODE) from each district. It can be used to verify the correct submission of data to ensure that the district meets HQPD requirements and to ensure that data ODE provides to the federal government accurately reflects the situation within the district.

There are two report types. The .TXT report is a standard, printable version that lists staff members by building. It summarizes the counts by position type and by HQPD flag for each building and the district as a whole. There is also a .CSV file that lists all staff members whose data were used in generating the report.
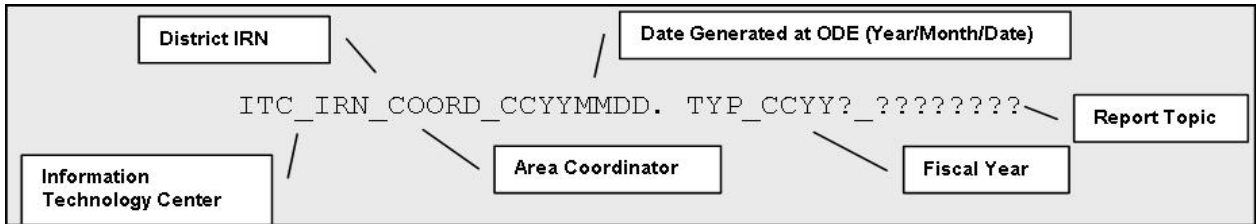
This report is produced for the Yearend (N) reporting period. It is generated weekly and distributed to each LEA through its ITC.

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 name for the report is: **ITC_IRN_COORD_CCYYMMDD.TXT_CCYYN_ STF_ HQPD;** its components are described below. This report is produced during the Yearend (N) reporting period.

The file name for the report is: ITC_IRN_COORD_CCYYMMDD.CSV_CCYYN_ STF_ HQPD; its components are described below. This report is produced during the Yearend (N) reporting period.
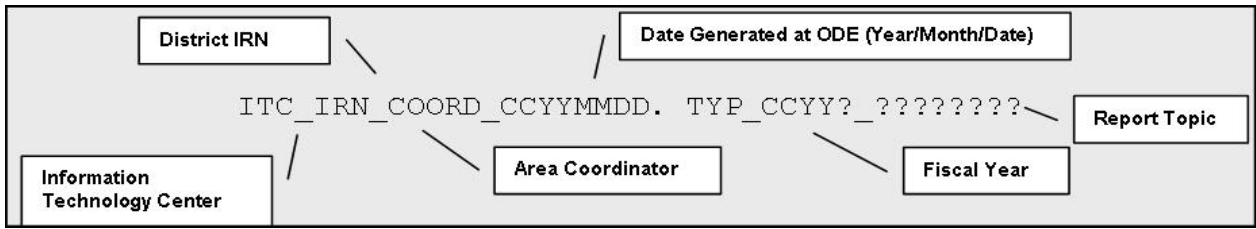
ODE Processing

Process Description

Data Source

The district provides the information about the staff in the **STAFF EMPLOYMENT** and **STAFF DEMOGRAPHIC** files. The district also maintains the **OEDS** data.

Submitted Data Used in Report

Ch 5 Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN	CK040	**Staff Employment**	
DISTRICT NAME			
BUILDING IRN	CK090	**Staff Employment**	
BUILDING NAME			
EMPLOYEE ID	CK050	**Staff Employment**	
POSITION CODE	CK060	**Staff Employment**	
LOCAL CONTRACT CODE	CK250	**Staff Employment**	
POSITION STATUS	CK070	**Staff Employment**	
POSITION START DATE	CK080	**Staff Employment**	
POSITION FTE	CK100	**Staff Employment**	

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Ch 5 Element Name	Record Field #	File Name	Special Notes
ASSIGNMENT AREA	CK220	**Staff Employment**	
HQPD	CK280	**Staff Employment**	
EMPLOYEE NAME	CI060	Staff Demographic	
ITC		OEDS	
AREA COORDINATOR		OEDS	
DATE SUBMITTED TO ODE		OEDS	

Derived Data Used in Report

There are no derived data.

Report Selection Criteria

The HQPD Report is a data verification report indicating whether or not a teacher participated in a High Quality Professional Development activity between June 1 and May 31 of the current school year as defined by the No Child Left Behind Act of 2001 in Title IX Section 9101, and as certified by the teacher on the Teacher Participation Questionnaire.

Therefore, staff members will appear on the report as reported by the district. The selection criterion for those staff members is as follows:

- Position Code = "230"
- Corresponding Assignment Area = "999365, "999370", "999380", "999412", "999414", "999800", "999050", "999570", and/or "999418".
- Position Status = "C"
- If a staff member has been employed in the district less than 120 days the only *HQPD Element* valid option is "*"
- If the staff member has been employed in the district for over 120 days the *HQPD Element* valid options is "Y" and "N"
- For staff members who have been employed at least 120 days, the position start date for the staff member is on or before November 12th of the current school year.
- If a staff member has more than one job record reported with Position Code "230", the *HQPD Element* value must be the same.

Report Sample

Header Information

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

The header record for the CSV file contains the following:

Field Name
District-IRN
District-Name
Building-IRN
Building-Name
County
Employee-ID
Employee-Name
Position-Code
Position-Status
Position-Start-Date
Local-Contract-Code
Position-FTE
Assignment-Area
HQPD
Staff-Data-submitted-to-ODE-as-of

Report Summary

N/A.

.CSV Report Layout/Sample

District-IRN, District-Name, Building-IRN, Building-Name, County, Employee-ID,Employee-Name,Position-Code,Position-Status,Position-Start-Date, Local-Contract-Code, Position-FTE, Assignment-Area, HQPD, Staff-Data-submitted-to-ODE-as-of

111111, Starbuck Central, 222222, High Hopes High School, Franklinton, OHXXXXXXX, Mee, Minnie, 230, C, 20080801, 1, 1.00, 999370, Y, 20100528

Error Detection and Correction

If there are values on the report that are different than the results the district is expecting, the district should check the information that was reported for the staff. Verify that the following Staff Employment elements have been accurately reported:

- Position Code - is it "230"
- Position-Status – is it "C"
- Position-Start-Date (verify the start date)
- Assignment-Area - is it a proper position code "230" assignment area
- HQPD – was the HQPD reported the same as indicated on the Teacher Participation Questionnaire?

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