

**QUALIFIED PARAPROFESSIONAL  
REPORT EXPLANATION  
(.TXT\_CCYYK\_STF\_QUAL\_PARA\_PROF)  
(.CSV\_CCYYK\_STF\_QUAL\_PARA\_PROF)**

**Education Management Information System (EMIS)**



Revision Date December 2, 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
August 8, 2006		Derived from Web document, program, program documentation, report; valid for FY07 October (K) reporting period
October 1, 2007	IPM/ODE	Revised for FY08
October 21, 2008	BKM	Revised for FY09 – Deleted logic around date as it is no longer applicable and deleted assignment areas 2 & 3 as they too are no longer applicable.
December 2, 2009	BKM	Revised for FY10 - Removed invalid assignment areas from report examples. Added logic for CL records.

## Report Overview

### *General Description and Significance*

These reports are Qualified Paraprofessional data verification reports for the districts. They are generated only for the districts that submitted at least one staff member who fulfills the Qualified Paraprofessional criteria during an October (K) reporting period week. This report was created to assist districts and ODE in obtaining the number of instructional paraprofessionals that meet the definition of a qualified paraprofessional.

A separate Text and CSV file is created for each of districts that meet this profile. The Text file for the district is broken down by building and there is a building-wide total and a district total on the report. The CSV file contains a data line for each staff member, but contains no total records.

The Qualified Paraprofessional Reports include a list of instructional paraprofessional staff ( most of the staff members reported with a 415 in the *Position Code Element*) sorted by building within the reporting district. This report indicates, as reported by the district, the instructional paraprofessionals that meet the definition of a highly qualified paraprofessional (as per the requirements of the 2001 No Child Left Behind Act) and those who do not meet the definition.

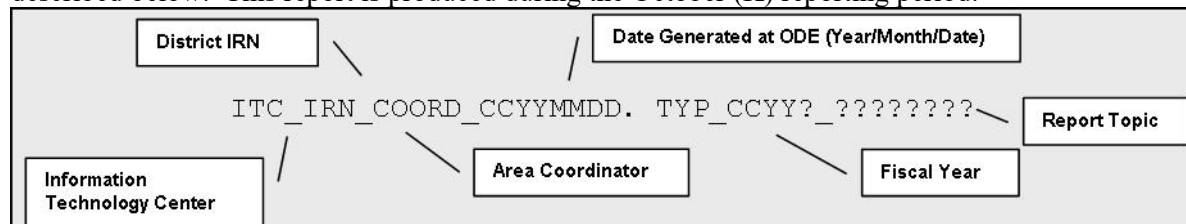
### *Tips for Reading This Document*

- 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*

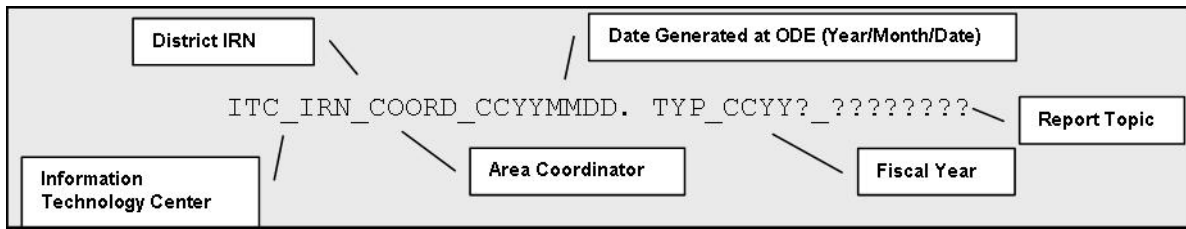
The file name for the report is:

**ITC\_IRN\_COORD\_CCYMMDD.TXT\_CCYYK\_STF\_QUAL\_PARA\_PROF**; its components are described below. This report is produced during the October (K) reporting period.



The file name for the comma-delimited file is:

**ITC\_IRN\_COORD\_CCYMMDD.CSV\_CCYYK\_STF\_QUAL\_PARA\_PROF**; its components are described below. This report is produced during the October (K) reporting period.



## ODE Processing

### Process Description

The districts submit *Staff Employment* and *Staff Demographic* data that are the basis of these reports. After the aggregation process and receipt of the data by ODE, a program creates a data file that is a subset of the submitted data; it contains just those records that are pertinent to these outputs. This data file, `QUAL_PARA_PROF_CCYYK.DAT`, is an input file to the report generation program.

A CCIP text file, extracted from the database, is also used in the program. It is created every Friday morning, putting CCIP data based on the fiscal year.

### Data Source

The **STAFF EMPLOYMENT** file drives this data verification report and is a major input into the program. **STAFF DEMOGRAPHIC**, **OEDS**, and **CCIP** elements are also used.

### Submitted Data Used in Report

The following fields either appear on the output or are used in intermediate steps in the process.

Element Name	Record Field #	File Name	Special Notes
ASSIGNMENT AREA	CK220	<i>Staff Employment</i>	
BUILDING IRN	CK090	<i>Staff Employment</i>	
DISTRICT IRN	CK040	<i>Staff Employment</i>	
EMPLOYEE ID	CK050	<i>Staff Employment</i>	
LOCAL CONTRACT CODE	CK250	<i>Staff Employment</i>	
POSITION CODE	CK060	<i>Staff Employment</i>	
POSITION FTE	CK100	<i>Staff Employment</i>	
POSITION FUND SOURCE	CK130	<i>Staff Employment</i>	
POSITION START DATE	CK080	<i>Staff Employment</i>	If multiple records for same ID, use earliest start date
POSITION STATUS	CK070	<i>Staff Employment</i>	
QUALIFIED PARAPROFESSIONAL	CK290	<i>Staff Employment</i>	
TYPE OF APPOINTMENT	CK150	<i>Staff Employment</i>	
EMPLOYEE NAME	CI060	<i>Staff Demographic</i>	
AREA COORDINATOR		<i>OEDS</i>	
BUILDING NAME		<i>OEDS</i>	
COUNTY		<i>OEDS</i>	
DISTRICT NAME		<i>OEDS</i>	
ITC		<i>OEDS</i>	

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## Derived Data Used in Report

The BUILDING TYPE OF SERVICE element is extracted from the CCIP database and merged with the appropriate data record in **QUAL\_PARA\_PROF\_CCYYK.DAT**

## Report Selection Criteria

Instructional Paraprofessionals are defined as staff members in an assignment to provide instructional assistance in one or more of the following ways:

- (1) one-on-one tutoring
- (2) classroom management
- (3) instructional assistance in a computer laboratory
- (4) instructional support in a library or media center
- (5) instructional support services under the direct supervision of a teacher

This does not include paraprofessionals hired to assist with parent involvement activities or who act as translators.

### Title I School-wide

Staff members in a Title I School-wide building who are reported with the following are included in this report:

- POSITION CODE is reported with a “415”  
and
- POSITION STATUS is not reported with a “P” or “U”
- STAFF\_JOB POS\_START\_DATE > 20091009 are excluded from the report
- STAFF\_JOB JOB\_POS\_SEPARATION\_DATE < 20091005 are excluded from the report

### Title I Targeted Assistance

Staff members in a Title I Targeted Assistance building who are reported with the following are included in this report:

- POSITION CODE is reported with a “415”  
and
- POSITION STATUS is not reported with a “P” or “U”  
and
- Either ASSIGNMENT AREA is “999140” or FUND SOURCE is “G”
- STAFF\_JOB POS\_START\_DATE > 20091009 are excluded from the report
- STAFF\_JOB JOB\_POS\_SEPARATION\_DATE < 20091005 are excluded from the report

Other filters used to extract the data from the Staff Job file are as follows:

- The POSITION FTE (CK100) should be greater than 0.
- If the same staff member is reported with multiple records for the same building, determine the earliest POSITION START DATE (CK 080) by comparing all the records and take that as the staff’s POSITION START DATE.
- The BUILDING TYPE OF SERVICE is obtained from the CCIP extract provided by Database Services.

NOTE:

If no **Staff Employment** Records are submitted that meet the criteria above, no report will be generated.

If a district tries to submit a **Staff Employment** Record for an individual that meets the above criteria, and the QUALIFIED PARAPROFESSIONAL element is not completed (i.e. an “\*” is reported), then a fatal error will result.

## Report Sample, .TXT

### *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. It then gives BUILDING NAME whose data is contained on the page, the BUILDING IRN, and the CCIP TYPE OF SERVICE.

That is followed by column headers indicating the data described on each detail line.

### *Detail Information*

The building lines of the report contain

<b>STAFF ID</b>	Ohio Credential ID
<b>STAFF NAME</b>	Last, First, Middle Initial
<b>PAID BY TITLE I</b>	Y(es) or N(o)
<b>ASSIGNMENT AREA</b>	
<b>POS START DATE</b>	If more than one assignment area, earliest is used
<b>MET DEFINITIONS</b>	Y(es) or N(o)
<b>Of QUALIFIED PARAPROFESSIONAL</b>	

The **BUILDING TOTALS** have the following counts:

- Unduplicated count of Title I Paraprofessionals meeting the definition of Qualified Paraprofessional within the Building.
  - The Staff will be counted in this section if the district reported the PARAPROFESSIONAL QUESTION (CK 290) data element with a Yes.
- Unduplicated count of Title I Paraprofessionals NOT meeting the definition of Qualified Paraprofessional within the Building.
  - The Staff will be counted in this section if the district reported the Paraprofessional Question (CK 290) data element with a \* - “NA” (Not applicable) or “N” (No).

The **DISTRICT TOTALS** has the following counts:

- Unduplicated count of Title I Paraprofessionals meeting the definition of Qualified Paraprofessional within the District.
  - The Staff will be counted in this section if the district reported the PARAPROFESSIONAL QUESTION (CK 290) data element with a “Y” - Yes.

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- Unduplicated count of Title I Paraprofessionals NOT meeting the definition of Qualified Paraprofessional within the District.
  - The Staff will be counted in this section if the district reported the Paraprofessional Question (CK 290) data element with a \* - NA (Not Applicable) or N – No.

The NOTES on the reports are determined as follows:

- If any of the 3 occurrences of the POSITION FUND SOURCE (CK130) is reported as “G” - Federal Title I Funds, then the **PAID BY TITLE I (Y/N)** # is set to ‘Y’. Otherwise ‘N’ will be printed on the report.
- If the Buildings CCIP Type of Service is Schoolwide Title 1 Service Provided - Existing Program (CCIP Service Type of SE) or Schoolwide Title 1 Service Provided - New Program (CCIP Service Type of SN) the **QUALIFIED PARAPROFESSIONAL REQUIRED TO MEET QP IN FY CCYY** is printed as ‘Y’ on the report. Otherwise ‘N’ is printed on the report.
- If the Buildings CCIP type of service is Targeted Assistance Title 1 Service Provided (CCIP BUILDING TYPE OF SERVICE = ‘T’) and if any of the POSITION FUND SOURCE (CK130) is ”G”- Federal Title I Funds or the ASSIGNMENT AREA (C 220) is “999140” – Title I Programs, the **QUALIFIED PARAPROFESSIONAL REQUIRED TO MEET QP IN FY CCYY** is printed as ‘Y’ on the report. Otherwise ‘N’ is printed on the report.
- If the data reported for the staff on the JOB\_PARAPROF\_QUESTION data element is “Y” Yes, **PARAPROFESSIONAL MET DEFINITIONS (Y/N)** is printed as “Y”. If the data reported on the JOB\_PARAPROF\_QUESTION is “\*” – “NA” (Not Applicable) or “N”- No, the **QUALIFIED PARAPROFESSIONAL MET DEFINITIONS (Y/N)** is printed as “N”.



## Report Layout/Sample

Program: EMIS\_QUAL\_PARA\_PROF\_2\_2010K.COB  
 Source: STAFF\_JOB\_2010K/CCIP EXTRACT

Ohio Department of Education  
 Office of Data Services  
 Education Management Information System  
 Staff Data submitted to ODE as of 03/03/2010  
 FY2010 EMIS OCTOBER QUALIFIED PARAPROFESSIONAL (QP)

Date: 03/05/2010  
 Page: 1  
 Rpt Period: K

District: Superb City SD  
 IRN: 444444 County: InOhio

Information Technology Center: ACCESS  
 Area Coordinator: 07

Building: Superb Middle  
 IRN: 011601 CCIP Type of Service: Schoolwide Title 1 Service Provided - Existing Program

<--QUALIFIED PARAPROFESSIONAL-->

STAFF ID	STAFF NAME	PAID BY TITLE I (Y/N) #	<-ASSIGNMENT AREA-> 1	POS START DATE	MET DEFINITIONS * (Y/N)
OH1111111	CURIE, MARIE	N	999560	09/10/2000	N

TOTAL Paraprofessionals for 011601 - Superb Middle

Total number of Title I Paraprofessionals meeting the definition of Qualified Paraprofessional: 0  
 Total number of Title I Paraprofessionals NOT meeting the definition of Qualified Paraprofessionion 1

Notes:

All staff reported with a position code of 415 are required to either report a Y or an N in the Qualified Paraprofessional Element. Option \*(N/A) is not a valid option for staff reported with a position code 415.

# Regardless of CCIP Type of Service:

If the Position Fund Source on the Staff Employment record is 'G' (Federal Title I Funds), then value will be 'Y'.  
 If the Position Fund Source on the Staff Employment record is NOT 'G' (Federal Title I Funds), then value will be 'N'.

\* Met Definitions:

- I - Invalid options reported for position code 415. Please report either a Y or N in the Qualified Paraprofessional Element
- Y - Yes, meets definition of Qualified Paraprofessional
- N - No, does not meet the definition of a Qualified Paraprofessional

Program: EMIS\_QUAL\_PARA\_PROF\_2\_2010K.COB  
 Source: STAFF\_JOB\_2010K/CCIP EXTRACT

Ohio Department of Education  
 Office of Data Services  
 Education Management Information System  
 Staff Data submitted to ODE as of 03/03/2010  
 FY2010 EMIS OCTOBER QUALIFIED PARAPROFESSIONAL (QP)

Date: 03/05/2010  
 Page: 2  
 Rpt Period: K

District: Superb City SD  
 IRN: 444444 County: InOhio

Information Technology Center: ACCESS  
 Area Coordinator: 07

Building: Superb Elem  
 IRN: 145870 CCIP Type of Service: Schoolwide Title 1 Service Provided - Existing Program

<--QUALIFIED PARAPROFESSIONAL-->

STAFF ID	STAFF NAME	PAID BY TITLE I (Y/N) #	<ASSIGNMENT AREA>	POS START DATE	MET DEFINITIONS * (Y/N)
OH2222222	EDISON, THOMAS A.	N	999140	09/03/1991	Y
OH6666666	BLANCHARD, HELEN A	N	999140	10/08/2000	Y
OH7777777	BEASLEY, MARIA E	N	999140	11/18/2001	Y
YU6666666	WATT, JAMES	N	999140	11/18/2001	Y
OH9999999	FULTON, ROBERT	N	999140	11/10/1993	N
OH3333333	TRACY, HARRIET R	N	999140	08/24/2003	Y
OH4444444	MARCONI, GUGLIELMO	N	999140	08/26/2003	Y

TOTAL Paraprofessionals for 145870 - Superb Elem

Total number of Title I Paraprofessionals meeting the definition of Qualified Paraprofessional: 6  
 Total number of Title I Paraprofessionals NOT meeting the definition of Qualified Paraprofessionion 1

Notes:

All staff reported with a position code of 415 are required to either report a Y or an N in the Qualified Paraprofessional Element. Option \*(N/A) is not a valid option for staff reported with a position code 415.

# Regardless of CCIP Type of Service:

If the Position Fund Source on the Staff Employment record is 'G' (Federal Title I Funds), then value will be 'Y'.  
 If the Position Fund Source on the Staff Employment record is NOT 'G' (Federal Title I Funds), then value will be 'N'.

\* Met Definitions:

I - Invalid options reported for position code 415. Please report either a Y or N in the Qualified Paraprofessional Element  
 Y - Yes, meets definition of Qualified Paraprofessional

Program: EMIS\_QUAL\_PARA\_PROF\_2\_2010K.COB  
Source: STAFF\_JOB\_2010K/CCIP EXTRACT

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 03/03/2010  
FY2010 EMIS OCTOBER QUALIFIED PARAPROFESSIONAL (QP)

Date: 03/05/2010  
Page: 3  
Rpt Period: K

District: Superb City SD  
IRN: 444444 County: InOhio

Information Technology Center: NOECA  
Area Coordinator: 07

DISTRICT TOTALS for Paraprofessionals

Total number of Title I Paraprofessionals meeting the definition of Qualified Paraprofessional:	6
Total number of Title I Paraprofessionals NOT meeting the definition of Qualified Paraprofession	2

## Report Sample, CSV

### *CSV File Format, General Information*

This Comma Separated Value (CSV) format file contains a record for each student whose data is submitted by you and a district other than yours. In this, as in any comma-delimited file, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

**012345, My District, Franklin**

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

*TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.*

The following table provides a description of the data element columns that will be used by Excel to organize the comma separated values contained in the CSV file.

### *Header Information*

The following are the CSV File HEADER Row's Field Descriptions

Header Row Field Titles
District-IRN
District-Name
Building-IRN
Building-Name
County
Employee ID
Employee Name
Assignment Area
Position Status
Position Start Date
Position FTE
Position Fund Source 1
Position Fund Source 2
Position Fund Source 3
Position Type
Type Of Appointment,
Paraprofessional Question
Staff Data Submitted to ODE as of

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## Detail Information

Qualified Paraprofessional CSV File DATA Row's Field Descriptions. Those elements marked with "Enclosed in quotes" are formatted to prevent commas within the element name forcing an additional data field on the output file.

Data Element Name
DISTRICT-IRN
DISTRICT-NAME
BUILDING-IRN
BUILDING-NAME
COUNTY
EMPLOYEE ID
EMPLOYEE NAME
ASSIGNMENT AREA
POSITION STATUS
POSITION START DATE
POSITION FTE
POSITION FUND SOURCE 1
POSITION FUND SOURCE 2
POSITION FUND SOURCE 3
POSITION TYPE
TYPE OF APPOINTMENT,
PARAPROFESSIONAL QUESTION
STAFF DATA SUBMITTED TO ODE AS OF

District-IRN, District-Name, Building-IRN, Building-Name, County, Employee-ID, Employee-Name, Assignment-Area, Position-Status, Position-Start-Date, Position-FTE, Position-Fund-Source-1, Position-Fund-Source-2, Position-Fund-Source-3, Position-Type, Type-of-Appointment, Paraprofessional-Question, Staff-Data-Submitted-to-ODE-as-of

030303,"Thebest Local SD ",999140,	",010101,"Great Elem C,08291994,1.00,F,F,F,R,2,Y,20060302	",InOhio ,OH1111111,"Curie, Marie
030303,"Thebest Local SD ",999140,	",010101,"Great Elem C,01051998,1.00,G,G, ,R,2,Y,20060302	",InOhio ,OH7777777,"Edison, Thomas A
030303,"Thebest Local SD ",999140,	",010101,"Great Elem C,08232002,1.00,L,L,L,R,2,Y,20060302	",InOhio ,OH3333333,"Blanchard, Helen A
030303,"Thebest Local SD ",999149,	",010101,"Great Elem C,01041999,1.00,L,L,L,R,2,Y,20060302	",InOhio ,OH2222222,"Fulton, Robert
030303,"Thebest Local SD ",999140,	",020202,"Darn Good Elem C,10152002,1.00,G,G, ,R,2,Y,20060302	",InOhio ,OH4444444,"Marconi, Guglielmo
030303,"Thebest Local SD ",999140,	",040404,"Best Elem N,09262005,1.00,L,L,L,R,2,Y,20060302	",InOhio ,OH5555555,"Beasley, Maria E

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## Error Detection and Correction

If the output of the report does not agree with the expected outcomes, district personnel should verify the data entry, paying particular attention to the elements listed below. Verify that the information on the CSV file matches the district input file; if not, determine the cause of the difference.

- ASSIGNMENT AREA
- BUILDING IRN
- DISTRICT IRN
- EMPLOYEE ID
- LOCAL CONTRACT CODE
- POSITION CODE
- POSITION FTE
- POSITION FUND SOURCE
- POSITION START DATE
- POSITION STATUS
- QUALIFIED PARAPROFESSIONAL
- TYPE OF APPOINTMENT
- EMPLOYEE NAME

MORE SPECIFICALLY,

- Check to see if the QUALIFIED PARAPROFESSIONAL Element is completed with either a “Y” or “N” on the Staff Employment Record for all instructional paraprofessional staff.
- The ASSIGNMENT AREA Element should be reported with a “999140 Title I Programs” for those who instructional paraprofessionals who meet the following:
  - Works in a Title I School-wide building
  - Works in a Title I Targeted Assistance (TAS) building and is funded with federal Title I funds
- If an individual is actively employed as an instructional paraprofessional, check that the POSITION STATUS Element does not = “P” (Leave of absence) or “U” (No longer employed by the district in this position)
- Make sure that the POSITION START DATE Element for all instructional paraprofessional is reported accurately.
- Check the POSITION CODE Element (Instructional Paraprofessionals = 415)

If there is an error in the CCIP Type of Service, contact the Office of Federal Programs to determine what action needs to be taken to correct values in the Comprehensive Continuous Improvement Plan database.

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