

**GEN AUDIT
REPORT EXPLANATION
(.TXT_CCYYX_GEN_AUDIT)**

Education Management Information System (EMIS)



Revision Date August 20, 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
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
April 10, 2009	ODE, IPM, KKE	Revised for G reporting period, additions/deletions in others
November 2, 2009	ODE, IPM, KM	Revised deleting February (C) reporting period
August 20, 2010	ODE, IPM, KKE	Revised for new file types, elimination of M reporting period

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**.

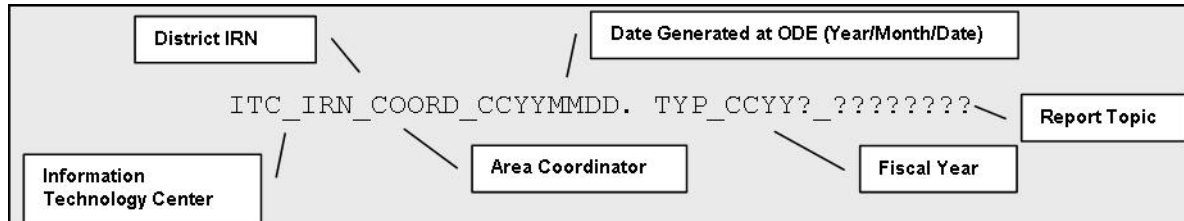
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- CCYYP denotes the century and year and processing period.

Report Name and Timing

The file name for the report is:

ITC_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	<i>Varies</i>	See Appendix A	Becomes <i>EMIS_AUDIT</i> Detail SORT TYPE or Aggregate SUB TYPE
FISCAL YEAR	020 element of file	<i>Varies</i>	CCYY	Becomes <i>EMIS_AUDIT</i> FY
REPORTING PERIOD	030 element of file	<i>Varies</i>	e.g. "K", "N"	Becomes <i>EMIS_AUDIT</i> 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.

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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 FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 03302006/04012006	COUNTY: InOhio STAFF: ITC:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: D FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 04122006/04152006	COUNTY: InOhio STAFF: ITC:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: D FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 04212006/04222006	COUNTY: InOhio STAFF: ITC:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: D FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 04282006/04292006	COUNTY: InOhio STAFF: ITC:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: D FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: GV DET:2.4-005 05.11.30 05022006/05062006	COUNTY: InOhio STAFF: ITC:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: H FY:2006 DIST NAME: Really Good SD FIN/DIST: QC AGGR: / DET:2.4-008 06.07.18 07272006/07292006	COUNTY: InOhio STAFF: ITC:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: K FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE AGG:2.4.002:2005.10.1 10212005/10222005	COUNTY: InOhio STAFF: ITC:96 COORDINATOR:03 /
DIST IRN: 444444 PERIOD: K FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC UP AGG:2.4.002:2005.10.1 10282005/10292005	COUNTY: InOhio STAFF: CI CK CV DQ DF ITC:96 COORDINATOR:03 DET:2.4-003 05.10.25 10282005/10292005
DIST IRN: 444444 PERIOD: K FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC UP AGG:2.4.003:2005.10.2 11042005/11052005	COUNTY: InOhio STAFF: CI CK CV DQ DF ITC:96 COORDINATOR:03 DET:2.4-003 05.10.25 11042005/11052005
DIST IRN: 444444 PERIOD: K FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC UP AGG:2.4.003:2005.10.2 11112005/11122005	COUNTY: InOhio STAFF: CI CK CV DQ DF ITC:96 COORDINATOR:03 DET:2.4-004 05.11.04 11112005/11122005
DIST IRN: 444444 PERIOD: K FY:2006 DIST NAME: Really Good SD FIN/DIST: / AGGR: ASSG ASLP AFFU AECT AMCC ACGR ACVE PC SMWD GO UP AGG:2.4.003:2005.10.2 11182005/11192005	COUNTY: InOhio STAFF: CI CK CV DQ DF ITC:96 COORDINATOR:03 DET:2.4-004 05.11.04 11182005/11192005

EMIS REPORTING STATUS
REPORTING PERIOD - ALL - FY:2006

DATE: 07/29/2006
PAGE: 5

DIST IRN: 444444 PERIOD: T FY:2006 DIST NAME: Really Good SD
FIN/DIST: /
AGGR: /

COUNTY: InOhio ITC:96 COORDINATOR:03
STAFF: GZ
RFO:2.2.028 06162006/06162006

DIST IRN: 444444 PERIOD: W FY:2006 DIST NAME: Really Good SD
FIN/DIST: /
AGGR: /

COUNTY: InOhio ITC:96 COORDINATOR:03
STAFF: GR
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:

AS/SG	Student FTE by grade/race/sex
AS/LP	Student Counts by Native Language
AF/FU	Student Unauthorized Funded FTE
AE/CT	Aggregate Student - Non-Attendance Count
FD	Student Attributes – No Date
FN	Student Attributes – Effective Date
FS	Student Standing
GI	Student Demographic
GJ	Student Demographic – Race Detail Record
SM/WD	Summer Withdrawal
PC	Program Count - Student County by grade/race/sex
AM/CC	Staff Course Master
AC/GR	Student Course - Student Count by grade/race/sex
AC/VE	Staff Course – Vocational Education

DETAIL:

GO	Kindergarten Readiness
GB	Preschool Assessment
GC	Core Summary
GM	Preschool ECO Assessment
GS	Preschool ASQ-SE Assessment
GE	Special Education
CC	Contract Only
CI	Staff Demographics
CJ	Contractor Staff Employment
CK	Staff Employment
CL	Staff Summer Separation
CM	Mapped Local Classroom Code
CV	Staff Vocational Correlated
DQ	District General Information – Fall/October
DF	Building General Information – Fall/October

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OCTOBER 31: (Period P)**DETAIL:**

QF Five Year Forecast
QN Five Year Forecast Notes

MARCH 15: (Period D)

GV CTA Follow-up

YEAREND: (Period N)**AGGREGATE:**

YA/SG Student FTEby grade/race/sex
YA/AT Student Attendance
YA/LP Student Counts by Native Language
YA/WD Student Withdrawal
YA/SE Special Ed Exiting
AM/CC Staff Course Master
AC/GR Staff Course - Student Count by grade/race/sex
AC/VE Disadvantage and handicap count by grade/race/sex/course status
PC Student ProgramCount by grade/race/sex
SD Student Discipline
TP/DE Proficiency Counts - Detail
TP/PO Proficiency Only
TP/PD Proficiency Only Diploma Counts
TA/DE Ohio Graduation – Detail
TC/DE Achievement – Detail
GG Student Gifted
CT CTA Student Data
FN Student Attributes – No Date
FD Student Attributes – Effective Date
FS Student Standing
GI Student Demograhpic
GJ Student Demographic – Race Detail Record

DETAIL:

GB Preschool Assessment
GF Ohio Test of English Language Acquisition
GM Preschool ECO Assessment
GS Preschool ASQ-SE Assessment
GE Special Education
CI - Staff Demographics
CK - Staff Employment

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CV - Staff Vocational Correlated
CJ - Contractor Staff Employment
CC - Contract Only
CM - Mapped Local Classroom Code
GU - Industry Assessment Record
DR - District General Information for Year End
DB - Building Profile
DC - District CTE Tech Prep Consortium Mapping
DT - District Test

Financial (Period - H)

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

GRAD: (Period G)

FN Student Attributes – No Date
TP/PO Proficiency Only Record
TP/PD Proficiency Only Diploma Record
GC Student Graduation—Core Summary
GX Student Ohio Graduation Test (OGT)