GENERAL MISSING DATA
REPORT EXPLANATION
(TXT_CCYYH_GEN_MISSING_DATA)
(ITC_CCYYMMDD.CSV_CCYYH_GEN_MISSING_DATA)

Education Management Information System (EMIS)

Ohio | Department of Education

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
5/27/2011	ODE/EMIS/IPM	Created from program, documentation

Report Overview

General Description and Significance

General Missing Data advises EMIS reporting entities that they are missing data required to be submitted in the current reporting period. The fields displayed show whether or not the district is required to meet the percentage for a specific measure, the current percents calculated and current percents expected, and flags that tell whether or not the district is meeting the measure. These percentages will change over the course of the reporting period according to the schedule provided later in this document.

If there is a reason why an EMIS reporting entity cannot meet a required percentage on a measure, an override may be possible. Overrides are requested through the district's ITC and the Help Desk.

Districts who do not meet the required percents at the time of a Warning Letter (W) can expect a letter notifying them they have not met those requirements. Districts that fail to meet the required percents for an Out Of Compliance (OOC) week will receive notification that they will suffer a hold on of funding for the payment date indicated on the schedule until the percent is met.

Data Submission Requirements for the Financial reporting period (H) began in FY11 because of problems in the application of the financial data after the close of FY10 reporting. Such processes as Maintenance of Effort (MOE) require data to be complete and accurate. The Financial Data Submission Requirements are an attempt to focus on that need and ensure reasonable results when data are used after they can no longer be submitted or corrected.

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:
- o **ITC_IRN_COORD_CCYYMMDD.TXT_CCYY?_GEN_MISSING_DATA**

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o **ITC_CCYYMMDD. CSV_CCYY?_GEN_MISSING_DATA**

Their components are described below. These reports are produced during the Financial (H) reporting period.
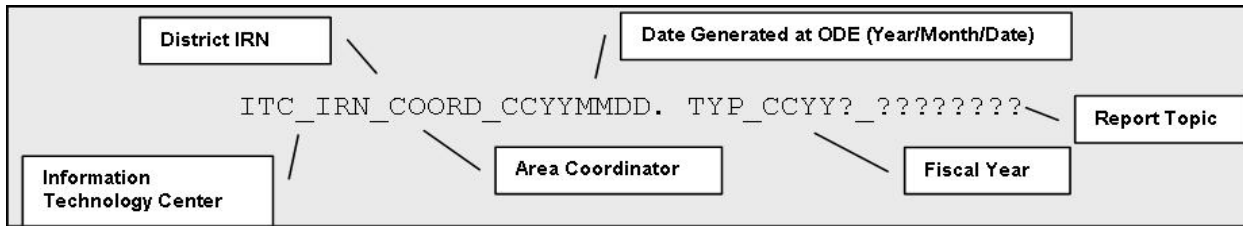
ODE Processing

Process Description

The numbers on the General Missing Report are based on percentages of records actually reported compared to records that are expected.

The percentages required to be in compliance will increase as the reporting period progresses; they are included in the Data Submission Requirements table in this document or found on the ODE Web site.

Districts are encouraged to submit early, not waiting until all data are finalized, recognizing that subsequent weeks of reporting enable corrections and additions. Since the General Issues reports will provide information about building, OPU, and Cash records, early submissions will enable districts to get helpful feedback at early stages in the reporting process.

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 use data from the current reporting period. In addition, the H6 measure uses cash data from the prior fiscal year's Financial reporting period.

Reporting Period	Record Type	Record Code	Record Name
H0	Building	DM	General Information—Financial
H1	District	DD	General Information—Financial
H2	District	QC	Capital Assets
H3	District	QC	Receipts
H4	District	QC	Expenditures
H5	District	QC	OPU

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Reporting Period	Record Type	Record Code	Record Name
H6	District	QC	Cash

Required Reported Percent by Data Submission Date (H)

This table provides the percentage of records required at various times during the reporting period, the dates of the percentage analysis, and the payments and percents that apply for a specific withholding.

Data Submission Requirements for FY11 Financial (H) Reporting Period--DRAFT								

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. Warning notifications will begin on August 26 and continue through the September 30 data submission for any district which has not met the weekly data submission requirements. 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 September 30 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	Description	Record Code	Point In Time					
				Aug 26 - Initial Warning	2-Sep	9-Sep - Out Of Compliance Notification	16-Sep	23-Sep	30-Sep - Out of Compliance Notification
H0	Building	General Information--Financial	DM	100%	100%	100%	100%	100%	100%
H1	District	General Information--Financial	DD	100%	100%	100%	100%	100%	100%
H2	District	Capital Assets	QC	100%	100%	100%	100%	100%	100%
H3	District	Receipts	QC	75%	75%	75%	100%	100%	100%
H4	District	Expenditures	QC	75%	75%	75%	100%	100%	100%
H5	District	OPU	QC	95%	95%	95%	100%	100%	100%
H6	District	Cash	QC	75%	75%	75%	100%	100%	100%
						↓			↓

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

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 August 26, 2011 data submission. In addition, one of those weeks must be an Out of Compliance week. 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)				
			Sept		Oct
1% - 30%			1%		4%
31% - 60%			3%		7%
≥ 61%			5%		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 August 26, 2011 data submission. In addition, one of those weeks must be an Out of Compliance week. 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.

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Rule Code Details (Financial-H)

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

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

Building General Information-Financial, DM record: Rule H0

Records required are based on the building records reported at yearend. Those that serve only infants, adults, or populations other than PS, KG, and grades 01-23 or that might be used for other purposes other than educating and serving these students are excluded in this computation.

This measure, "H0," checks to insure that every building reported in the year-end reporting period in **BLDG_PROFIL** (DB) has a building record submitted for the financial reporting period. There may be additional financial building records submitted but they are not considered in this measure.

Who must report data for H0
Traditional districts, STEM districts, and Community Schools are expected to meet this requirement.

If this measure had been applied in FY10H, about 15% of the districts would not have met this measure. However, since the General Issues report will list all buildings not being reported in H that were reported in N, it should not be difficult for districts to meet this measure.

Logic for the numerator
Select financial building records where
> **BLDG_PROFIL (DB)** Dist-IRN = **Fin_bldg_gen_inf (DM)** DIST_IRN
> And **BLDG_PROFIL (DB)**.rpting_bldg_irn = **Fin_bldg_gen_inf** (DM)bldg_irn
> And **BLDG_PROFIL (DB)**.School_year = current fiscal year,
> If the record exists, add 1 to numerator

Logic for the denominator
The process should find all buildings reported by this district in the year-end reporting period of the current fiscal year. These data were submitted by the district in the BLDG_PROFIL (DB) records. For each such record found, add 1 to denominator

District General Information—Financial, DD record

Rule Code H1

This measure checks to make sure that the Dist IRN of an EMIS reporting entity open in the current fiscal year has a matching record in the district's data submission. This determination is based on the information in OEDS-R, the "open" and "closed" status and the status dates when those occurred. The current percent can only be "100" or "0".

Who must report data for H1
All EMIS reporting districts except state schools (OSB, OSD, DYS) must report this record because the ITC IRN is an element that is now required by all districts.

Criteria for determining whether or not a district record is expected
- District is Traditional, JVSD, ESC, STEM district or Community School
- Status = open and status date on or before last day of the fiscal year for the reporting period
- Or status = closed and status date on or after the first day of the fiscal year for the reporting period

If this requirement had been in place in FY10H, all districts would have been at 100%. It is expected that there will be no problem in meeting this measure in FY11H.

Logic for the numerator
If a District General Information (DD) record has been submitted by the district, the numerator = 1. If it has not been submitted by the district, the numerator = 0.

Logic for the denominator
If the district meets the criteria for determining whether or not a district record is expected, the denominator = 1. If the district does not meet the criteria, it will not be included in the measure.

Capital Assets

Rule Code H2

To meet this measure, a district is expected to report at least one Capital Asset record. More than one record, if appropriate, should be reported but additional records are not part of the requirement.

Who must report data for H2
All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

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If this requirement had been in place in FY10H, 77% of reporting entities would have been at 100%.

Criteria for determining whether or not a capital asset record is expected
- District is Traditional, JVSD, ESC, STEM district or Community School
- Status = open and status date on or before last day of the fiscal year for the reporting period
- Or status = closed and status date on or after the first day of the fiscal year for the reporting period

Logic for the numerator
If a Financial (QC) record is submitted with a QC971 value, the numerator = 1

Logic for the denominator
If the district meets the criteria for determining whether or not a district record is expected, the denominator = 1. If the district does not meet the criteria, it will not be included in the measure.

Receipts

Rule Code H3
This measure looks at the receipt records being submitted where receipt codes start with "3", Receipts for State Sources. The sum of these records is compared to the net distribution (total) amount on the district's settlement report.

Who must report data for H3
All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

If this requirement had been in place in FY10N, 1.3% of traditional districts would have missed this measure.

Logic for the numerator
Sum of the Fiscal Year Actual Receipts (QC330) where Receipt (QC310) starts with "3".

Logic for the denominator
Total Amount from the district's most current Settlement Report for the fiscal year being reported.

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Expenditures

Rule Code H4

Expenditure, Cash, and Receipt amounts are all used in this measure. The sum of the expenditure records is compared to the sum of cash beginning balance plus sum of receipts minus cash ending balance.

Who must report data for H4
All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

If this requirement had been in place for FY10H, about 5% of districts would not have met this measure. However, at least half of those districts were over 99%.

Logic for the numerator
Sum of Fiscal Year Actual Expenditures (QC290) for all records submitted by the district.

Logic for the denominator
Sum of cash record July 1 Cash Balance (QC210)
plus sum of receipt record Fiscal Year Actual Receipts (QC330)
minus sum of cash record Current Fund Balance (QC250).

OPU in Receipts and Expenditures

Rule CodeH5

Although Expenditure records and Receipt records can be submitted with a null OPU value, any other OPU submitted on these records must be included in the OPU table. The denominator counts the distinct OPU codes that are used in both of these files. The numerator counts the distinct OPU codes that are used in both of these files only if they have a matching Operation Unit Description record.

Who must report data for H5
All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

If this requirement had been in place in FY10H, all districts would have been at 100%. It is expected that there will be no problem in meeting this measure in FY11H.

Logic for the numerator
Count of the number of distinct OPU codes in the expenditure file where the OPU code (QC160) is not null and that OPU code matches an Operational Unit Description Record

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plus the count of the number of distinct OPU codes in the receipt file where the OPU code (QC160) is not null and that OPU code matches an Operational Unit Description Record.

Logic for the denominator
Count of the number of distinct OPU codes in the expenditure file where the OPU code is not null plus the count of the number of distinct OPU codes in the receipt file where the OPU code is not null.

Cash

Rule Code H6

This measure looks at fund codes in the cash record. Since it is expected that fund code for any cash record with a non-zero balance in the prior fiscal year would be reported in the current fiscal year, this measure looks for the presence of the fund codes in each year. It does not calculate the number of records or the dollar amounts, but looks to see if a distinct fund code is reported in both years.

Who must report data for H6
All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

If this requirement had been in place for FY10H, about 4% of districts would not have met this measure.

Logic for the numerator
Count of the distinct fund codes submitted on the cash records in the current fiscal year that match one of the fund codes in the denominator.

Logic for the denominator
Count of the distinct fund codes submitted on the cash records in the prior fiscal year if the Current Fund Balance (QC250) is not equal to zero.

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
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

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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

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:  F2011N-MISSING-DATA-REPORT              Ohio Department of Education                    Date:  05/27/2011
Source:   EMIS 2010-2011H                       Informational Technology Office                  Page:         1
                                            Education Management Information System      Report Period:        H
                                                FY2011 General Missing Data Report
District: YOURTOWN                                                               Information Technology Center:
MYEMIS
IRN: 019751                                        County: ANYUSA           Area Coordinator:            31
```

Rule Description	File Req	Current Percent as of 09/09/11	Current Goal	Current Goal Met	Next Goal 09/16/11	Final Goal 09/30/11	Final Goal Met
DM-Open buildings	Y	100.0	100	Y	100	100	Y
DD-Open districts	Y	100.0	100	Y	100	100	Y
QC-Capital Assets	Y	> 100.0	100	Y	75	100	Y
QC-Receipts	Y	75.9	75	Y	75	100	N
QC-Expenditures	Y	82.7	75	Y	75	100	N
QC-OPU	Y	100.0	95	Y	75	100	Y
QC-Cash	Y	96.9	75	Y	50	100	N

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.