

**SPECIAL EDUCATION UNITS (PRESCHOOL)  
REPORT EXPLANATION  
(.TXT\_CCYYK\_STF\_ECE\_STAFF\_UNITS)**

**Education Management Information System (EMIS)**



Revision Date September 25, 2012

**Prepared by  
Office of Data Quality and Governance**

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## Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 23, 2006		Reformatted from original documentation, report, program, valid for FY07 October(K) reporting period
December 20, 2007		Reformatted from original documentation, report, program, valid for FY08 October(K) reporting period
December 30, 2008	BKM	Deleted old teacher position codes and replaced with "230", deleted 180xxx program codes and replaced with 215xxx.
April 26, 2010	Bkm	Deleted assignment area 999413 – no longer valid. Deleted language pertaining to 217xxx codes.
August 20, 2010	BKM	Revised for FY11 K, no substantive changes.
March, 2012	KKE	Updated for FY12 K
September 25, 2012	BKM	Updated for FY13 K, no substantive changes.

## Report Overview

### *General Description and Significance*

The purpose of Preschool Units EMIS Staff Report is twofold. First, it helps School Districts and Educational Service Centers (ESC) ensure the accuracy and validity of preschool staff, student, and program data submitted to the Ohio Department of Education (ODE) through the Education Management Information System (EMIS). From this report, school districts, ESCs, and ITCs (formerly known as DA-Sites) have the opportunity to review preschool special education teacher, adaptive physical education and related service, and summary data.

A second major purpose of this report is to provide source data used to determine foundation funding. Approved preschool unit data from this report is used by Office of School Finance as the source data for which school districts and ESCs receive foundation money.

### *Tips for Reading This Document*

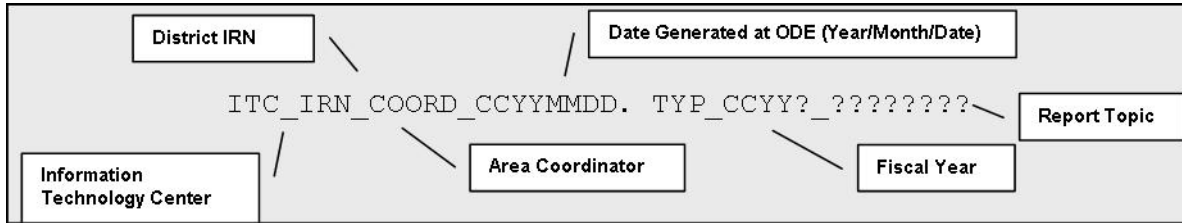
- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

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## Report Name and Timing

The file name for the report is:

**ITC\_IRN\_COORD\_CCYYMMDD.TXT\_CCYYK\_STF\_ECE\_STAFF\_UNITS**; its components are described below. This report is produced during the October (K) reporting period.



## ODE Processing

### Process Description

The student and staff data are submitted by the districts during the processing week and aggregated. The aggregated files are then processed by ODE and incorporated into their files. These data are processed with the allocation data established by the Office of Early Learning and School Readiness to produce this report.

The preschool units staff report is one of the October (K) reporting period EMIS.

### Data Source

Two sources of data comprise the preschool units staff report: EMIS October data and allocation data collected through the web-based Preschool Units Application during fall.

#### 1. EMIS Data

School districts may include preschool students who are at least 3 years old and are enrolled in the district prior to December 1 and their disability is identified. Data elements from the following EMIS records are the source data for the preschool units report: *Staff Employment, Staff Demographic, Course Master, Student Demographic, Student Standing, Student Attributes – Effective Date, Student Course, Special Ed Event and Student Program* records.

#### 2. Allocation Data

In addition to EMIS data, unit allocation data is also a major part of the report. Unit allocation data is the number of preschool special education units which are annually allocated to the school district, by type, from the Office of Early Learning and School Readiness. Allocation data is used in the calculation of the maximum number of units for which a specific unit type can be approved to be funded.

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### Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
AREA COORDINATOR		<i>OEDS</i>	
ASSIGNMENT AREA	CK220	<i>Staff Employment</i>	
ATTENDING/HOME DISTRICT INDICATOR		<i>Student Standing</i>	
BUILDING IRN	CK090	<i>Staff Employment</i>	
COUNTY		<i>OEDS</i>	
COURSE TYPE		<i>Course Master</i>	
DATE OF BIRTH	GI070	<i>Student Demographic</i>	
DISABILITY CONDITION	FD130	<i>Student Attributes – Effective Date Record</i>	
DISADVANTAGEMENT	FD110	<i>Student Attributes – Effective Date Record</i>	
DISTRICT IRN			
DISTRICT NAME		<i>OEDS</i>	
EMPLOYEE ID	CI050	<i>Staff Demographic</i>	
EMPLOYEE ID	CK050	<i>Staff Employment</i>	
EMPLOYEE NAME	CI060	<i>Staff Demographic</i>	
GRADE LEVEL	FD090	<i>Student Attributes – Effective Date Record</i>	
HOMELESS STATUS	FD150	<i>Student Attributes – Effective Date Record</i>	
LIMITED ENGLISH PROFICIENCY	FD170	<i>Student Attributes – Effective Date Record</i>	
MIGRANT STATUS	FD180	<i>Student Attributes – Effective Date Record</i>	
PAY/AMOUNT	CK190	<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 FUND SOURCE PERCENT	CK120	<i>Staff Employment</i>	
PROGRAM PROVIDER IRN	GQ090	<i>Student Program</i>	
RACIAL/ETHNIC GROUP	GI090	<i>Student Demographic</i>	
SSID	FS110	<i>Student Standing</i>	
STUDENT STATUS		<i>Student Standing</i>	

### Derived Data Used in Report

Element Name	Record Field #	File Name	Field Value	Conversion factors
AGE	A4058	<i>ACGR</i>	2-digit number	Calculated from Date of Birth
ENROLLED STUDENT	C001	<i>ASSG</i>	YES	Determined in aggregation
CERT FLAG				Determined during ODE process using data from Office of Certification/Licensure

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Element Name	Record Field #	File Name	Field Value	Conversion factors
PS_AGE3TO5_.0.5_COUNT	A4222	<b>ACGR</b>	Four-digit number	Calculated in aggregations form COURSE TYPE, AGE, PERCENT OF TIME, LENGTH OF SCHEDULED INSTRUCTION
PS_AGE3TO5_.1.0_COUNT	A4224	<b>ACGR</b>	Four-digit number	Calculated in aggregations form COURSE TYPE, AGE, PERCENT OF TIME, LENGTH OF SCHEDULED INSTRUCTION
PS_AGE6_.0.5_COUNT	A4226	<b>ACGR</b>	Four-digit number	Calculated in aggregations form COURSE TYPE, AGE, PERCENT OF TIME, LENGTH OF SCHEDULED INSTRUCTION
PS_AGE6_.1.0_COUNT	A4228	<b>ACGR</b>	Four-digit number	Calculated in aggregations form COURSE TYPE, AGE, PERCENT OF TIME, LENGTH OF SCHEDULED INSTRUCTION

### Report Selection Criteria

Explanation of all codes can be found in the EMIS Manual under the appropriate file description.

For staff to be included:

POSITION TYPE = "R" (Regular) and

TYPE OF APPOINTMENT = "1", "3", "4", or "5"

POSITION FTE > zero

And Either

POSITION CODE = "230", "318", "325", "326", or "327" and POSITION STATUS = "C", "A" or "I"

Or

POSITION CODE = "318", "110", "212", "304", "328", "333" and POSITION STATUS = "C"

Once these filters have been passed:

POSITION FUND SOURCE = "Z" and ASSIGNMENT AREA = "999412"

For courses to be included:

COURSE TYPE = "P08" or "D08"

COURSE CODE = "196095"

For students to be included:

STATE EQUIVALENT GRADE LEVEL = "PS"

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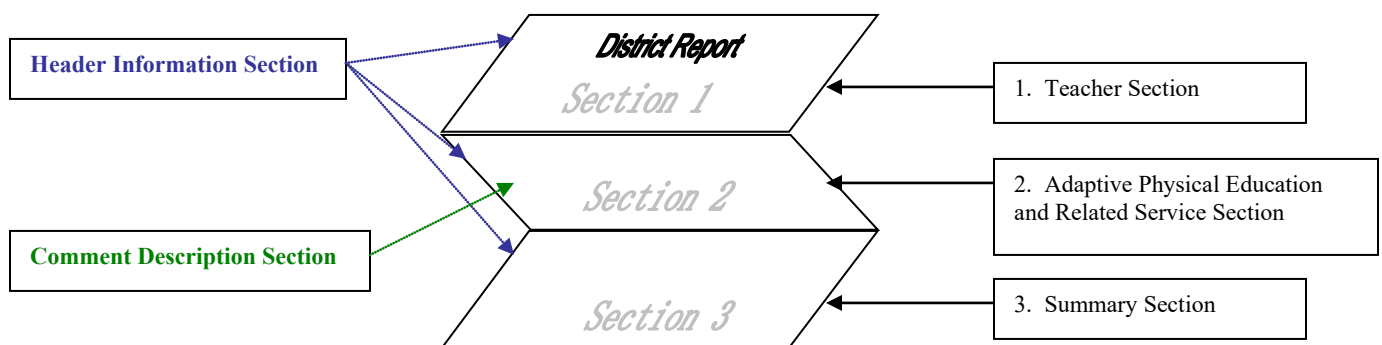
## Report Sample

The report is organized into three sections:

1. Teacher Section
2. Adaptive Physical Education and Related Services Section
3. Summary Section

Additionally, the report header and comment description sections provide valuable information.

**Figure 1** Report Layout and Organization



### ***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 reports the dates on which the Staff data and the Student data were submitted to ODE; note that they do not have to be the same. It then identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district.

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

### ***Detail Information***

#### ***Teacher Section***

The first section of the report, after the header, will consist of the teacher and student data submitted through EMIS. This section utilizes the Staff Employment, Staff Demographic, Course Master, Student Demographic, Student Standing, Student Attributes – Effective Date, Student Course, and Student Program records.

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## Data Elements/Calculations

Data elements used on this section of the report are described in the following pages. Please refer to Figure 2, a sample report diagram, as seen below.

Figure 2: Sample Preschool Units Report (teacher section)

Sample District	< -Student Head Counts - >													Funded Units (Per EMIS)	Comments
	< 50% Time >						< -100% Time >								
State ID#	Name	Type of Unit	PSSE Unit FTE	FUND Src	3	4	5	3	4	5	Stud 3-5 FTE	Stud FTE Age 6	Non Disab		
AA#####	BIRD, BIG	D08	1.00	Z	0	5	2	0	0	0	3.50	0.00	0		
		ITR	1.00	Z	0	4	2	0	0	0	3.00	0.00	0	1.00	
AA#####	MAN, BAT	D08		Z	2	3	1	0	0	0	3.00	0.00	2		
		D08	1.00	Z	1	3	3	0	0	0	3.50	0.00	0	1.00	
AA#####	MONSTER, COOKIE	D08		Z	2	4	1	0	0	0	3.50	0.00	3		
		D08	1.00	Z	3	1	3	0	0	0	3.50	0.00	1	1.00	
AA#####	POPPINS, MARY	ITR		Z	2	4	4	0	0	0	5.00	0.00	0	1.00	
AA#####	LAST, FIRST	D08		Z	1	4	3	0	0	0	4.00	0.00	0		
		D08	1.00	Z	2	4	1	0	0	0	3.50	0.00	0	0.50	Max alloc
FUNDED	STUDENT HEADCOUNT / FTE				13	32	20	0	0	0	32.50	0.00		4.50	

**STATE ID #:** The 9 digit alphanumeric code assigned to a teacher when he/she is certified or licensed through the state of Ohio, Department of Education. The *Staff Demographic* record in EMIS is the source for this data element.

The State ID is pulled from the *Staff Demographic* record reported to EMIS. Only those teachers with a POSITION CODE of “230” will show on this report in the teacher section.

**NAME:** The name of the teacher comes from the *Staff Demographic* record. It will be in the format of Last Name, First Name, and Middle Initial.

**TYPE OF UNIT:** If a teacher is a “combination teacher”, meaning that the teacher provides preschool itinerant services and also teaches a center-based special education preschool class, the report will show a line with both ITR and D08 counts.

**FUND SRC:** Staff FUND SOURCE as reported on the *Staff Employment* record. A FUND SOURCE must be coded as a “Z” (preschool state unit funding) in order to receive preschool state unit funding approval; thus generating preschool unit funding to the district.

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If the district is expecting to receive a fully funded unit for a teacher, then please report 100% in the “Z” fund source percent and 1.0 in the FTE. In this particular case, no percentage should be reported for any other fund source if the teacher is paid out of multiple fund sources. If the district is expecting to receive .50 (half) of a fully funded unit, then please report 50% in the “Z” fund source percent and 1.0 in the FTE. In this case, fund source percentage(s) could be reported up to another 50% if multiple fund sources are reported.

\*\*\* **Note:** ODE understands for preschool special education unit funding purposes, the fund source percent is not used as indicated in other parts of the EMIS manual. ODE is working to resolve this issue in the future.

### PSSE UNIT FTE:

Preschool Special Education (PSSE)

This is the full-time equivalence of the preschool special education teacher as reported in EMIS, on the *Staff Employment* record. This is a calculated field. The FUND SOURCE, FUND SOURCE PERCENT and the STAFF FTE are the three elements of this calculation.

Where the FUND SOURCE = “Z” (preschool unit funding) the FUND SOURCE PERCENT for the “Z” FUND SOURCE is multiplied by the FTE reported on the staff record.

#### Example 1

If the FTE is = 1.0, and the fund source is = to “Z”, and the corresponding fund source % is = to 100%, then the PSSE Unit FTE value is = to 1.0

#### Example 2

If a special education teacher is teaching one class of preschool special ed students and one class of school age special education students, then

For the preschool special ed class, the district must report an employment record that includes:

POSITION CODE = 230  
 ASSIGNMENT AREA = 999412  
 FUND SOURCE = Z  
 FTE = .5  
 FTE PERCENTAGE = 100%  
 AND

For class of school age special education students, the district reports an employment record that includes  
 POSITION CODE = 230

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ASSIGNMENT AREA = 999414  
Report the appropriate FUND SOURCE  
FTE = .5  
FTE PERCENTAGE = 100%

**STUDENT HEAD COUNTS: (3 – 4 – 5)**

Head count of students, specifically by age (3, 4 and 5 year-olds), and % of time, who are receiving services from the specified teacher. *Student Demographic, Student Standing, Student Attribute – Effective Date, Course, and Program* records are the source of these data elements.

**50% TIME:** Head counts of students who are counted at 50% percent of time, by age. This means that one child (one head count) will count at .50 towards the student 3-5 FTE.

**100 % TIME:** Head counts of student who are counted at 100% percent of time, by age

\*\*\* Note: Students who are receiving itinerant services will be counted as 50% of time.

Students who are scheduled into a “D08” COURSE TYPE and one of the following COURSE TYPES, “P08” or a second “D08”, will be counted in the “D08” at 50% of time.

Students scheduled in a “D08” and who also have a PROGRAM CODE of “220100” (itinerant services), will be counted at 50% of time in the “D08” course.

Students scheduled in a “D08”, not receiving itinerant services, and also not scheduled in one of the above mentioned courses, will be counted in the appropriate % of time – as determined by the STUDENT % OF TIME on the student record. If the STUDENT PERCENT OF TIME = 50%, then the student will count towards 50% of time on the preschool units report. Likewise, if the STUDENT PERCENT OF TIME is 100%, the student will be counted at 100% of time.

**STUD 3-5 FTE:**

Full-time equivalence of student’s ages 3-5, for a specific Teacher, State ID Calculation is determined by the following:

Total head count of students at 50% of time - ages 3-5 added to the total head count of students at 100% FTE.

**STUD FTE AGE 6:**

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Full-time equivalence of students age 6.

**NON DISAB:**

Head count of typically developing students enrolled in the preschool special education course, (“D08” COURSE TYPE). These students will not have a DISABILITY CONDITION. *Student Demographic, Student Standing, Student Attribute – Effective Date* and *Course* records are the source for this data element. Students with a disability condition will also be included in this count if they do not have a special education IEP event that shows the student being served on 12/1 of the current school year.

**FUNDED UNITS PER EMIS:**

Per teacher state ID, this is the amount of an allocated/awarded unit, for which the teacher has been approved and the district can receive preschool special education unit foundation funding. This calculation is derived from these data elements: PSSE Unit FTE (of the teacher), the student 3-5 FTE, the FTE Age 6, and the allocated/awarded teacher units.

\*\*\*NOTE: this number will never exceed 1.0, nor will it exceed the PSSE Unit FTE.

**COMMENTS:**

Comments are brief messages indicating why the staff/teacher unit was not approved to be funded. Further information about the comment may be disclosed in the Comment Section of the report.

**Adaptive Physical Education and Related Services Data Section**

The next section of the report displays information about Adaptive Physical Education Services. This section shows the staff members who are providing Adaptive Physical Education and Related Service services to preschool handicapped students. The staff employment and student program records are the sources for the data elements in this section.

Please refer to diagram 2A, a sample of this section of the preschool units report.

**Diagram 2A: Sample of Adaptive Physical Education and Related Services Section**

State ID#	Name	Type of Unit	Pos Code/ Assign Area	PSSE Unit FTE	Fund Src	Student Count Used	Funded Units (EMIS)	Comments
AA#####	Coffee, Starbucks, A	Psychology Services	318/999412	1.00	Z	75.00	1.00	
AA#####	Coffee, Caribou, B	Speech & Language	326/999412	1.00	Z	50.00	1.00	
AA#####	Muffin, Blueberry, B	Speech & Language	326/999412	1.00	Z	50.00	1.00	
AA#####	Chocolate, Chip C	Speech & Language	326/999412	0.50	Z	25.00	0.50	
AA#####	Roll, Cinnamon	PS Special Ed Supervisor	110/999412	1.00	Z	0.00	1.00	

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## Data Elements/Calculations

**STATE ID#:** The 9 digit alphanumeric code assigned to a teacher when he/she is certified or licensed through the state of Ohio, Department of Education. The *Staff Demographic* record in EMIS is the source for this data element.

**NAME:** The name of the staff member. It will be in the format of Last Name, First Name, Middle Initial. The *Staff Demographic* record is the source for this data element.

**TYPE OF UNIT:** A representation, in words, of the position code for related service staff. In this section of the preschool units report, the “Type of Unit” data element is determined by the POSITION CODE found on the *Staff Employment* record. Valid POSITION CODES for Adaptive Physical Education and Related Services can be found in the *Staff Employment* Record section.

**POS CODE/ASSIGN AREA:**

The numeric representation of the POSITION CODE and ASSIGNMENT AREA as reported in the *Staff Employment* record. For preschool special education, all ASSIGNMENT AREAS for related service personnel must be “999412”.

**FUND SRC:** Staff FUND SOURCE as reported on the *Staff Employment* record. A FUND SOURCE must be coded as a “Z” (preschool state unit funding) in order to receive preschool state unit funding approval; thus generating preschool unit funding to the district.

If the district is expecting to receive a fully funded preschool unit for a **RELATED STAFF, THEN PLEASE REPORT 100% IN THE “Z” FUND SOURCE PERCENT AND 1.0 in the FTE.** In this particular case, no percentage should be reported for any other fund source if the teacher is paid out of multiple fund sources. If the district is expecting to receive .50 (half) of a fully funded unit, then please report 50% in the “Z” fund source percent and 1.0 in the FTE. In this case, fund source percentage(s) could be reported up to another 50% if multiple fund sources are reported.

**\*\*\* Note:** ODE understands for preschool special education unit funding purposes, the fund source percent is not used as indicated in other parts of the EMIS manual. ODE is working to resolve this issue in the future.

**PSSE UNIT FTE:**

Preschool Special Education (PSSE).

Full-time equivalence of the staff as reported in EMIS, on the *Staff Employment* record. This is a calculated field. The FUND SOURCE, FUND SOURCE PERCENT and the FTE are the three elements of this calculation.

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Where the FUND SOURCE = “Z” (preschool unit funding) the FUND SOURCE PERCENT for the “Z” FUND SOURCE is multiplied by the FTE reported.

For example; if the FTE is = 1.0, and the fund source is = to “Z”, and the corresponding fund source % is = to 100%, then the PSSE Unit FTE value is 1.0.

#### **FUNDED UNITS EMIS:**

Calculation derived from these data elements; **PSSE UNIT FTE**, **STUDENT COUNT USED**, and **ALLOCATED UNITS**. The amount of one unit, for which the district was approved to receive funding, based on EMIS program and staff data. This number may never exceed 1, will never exceed the “PSSE Unit FTE” for the staff member, nor will it exceed the maximum units allocated. There must be enough students reported with the appropriate program codes, and enough PSSE Unit FTE reported, in order to receive the maximum unit allocation.

#### **COMMENTS:**

A brief message indicating the staff/teacher unit was not approved to be funded. Further information about the disapproval may be disclosed in the Comments Section of the report.

#### **STUDENT COUNT USED:**

This is a calculated field on the preschool units report. The calculation is derived by summing the number of students with appropriate 215xxx program codes (Adaptive and Related Services), needed to generate unit funding for particular related service unit. See diagram 2B for preschool 215xxx program codes used in **the STUDENT COUNT USED** field for each preschool related service unit.

#### **How “STUDENT COUNT USED” functions:**

A total student count is derived for each of the below program codes. The total number of students, who have the specific program code reported, can be seen in the summary section of the report, not necessarily this section. (See the “summary” section of this documentation for more information.)

However, in this section of the report, only the required student count for each individual staff related service “PSSE Unit FTE”, is used in this section data element.

#### **Example 3**

In order for a district to receive 1 unit of speech and language related service unit of funding, report the following:

- a. Position Code                      326

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- b. FTE 1.0 (or multiple staff members whose FTE sums up to 1.0)
- c. Fund Source Z
- d. Assignment Area 999412
- e. 50 preschool special education children with a Speech and Language related service (program code of 215013)
- f. And must have an allocation/award, from the Office of Early Childhood, of 1.00 Speech and Language related service units.

See the figure 3 below for a reference of the total number of students, with appropriate preschool program codes assigned, needed to generate 1.0 unit of funding, per related service.

Fractional units may be awarded, based on both the student count used for each related service, and the FTE of the related service staff.

**Figure 3**

Program Code	Related Service	Staff position Code	# of Students with assigned program code needed for 1.0 related service Unit
215001	Adapted Physical Education	333	100
215008	Occupational Therapist	327	40
215010	Physical Therapist	325	40
215013	Speech and Language	326	50
215004	Audiologist	304	75
215009	Orientation and Mobility	328	40
none required	Psychological Services	318	75
none required	PS Special Ed Supervisor	110	

### Summary Section

The third/final section of the report is a section which summarized the above data. Although this section is found on the last page of the report, it is generally beneficial if the district reviews this section first. See diagram 3A: Sample of Summary

### Diagram 3A: Sample of Summary Section

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Type of Unit	PSSE Unit FTE	ALLOCATED UNITS	FUNDED UNITS (PER EMIS)	ALLOC Units Not FUNDED	RELATED SERVICE STUDENT COUNT
Preschool Teacher	10.00	11.00	10.00	1.00	
<b>APE &amp; Related Services</b>					
Adapted PE	0.00	0.00	0.00	0.00	25.00
Audiologist	1.00	0.25	0.25	0.00	50.00
Occupational Therapist	0.00	0.00	0.00	0.00	25.00
Orientation Mobility	0.00	0.00	0.00	0.00	0.00
Physical Therapist	0.00	0.00	0.00	0.00	25.00
Psychology Services	1.00	1.00	1.00	0.00	158.00
Speech & Language	2.50	2.50	2.50	0.00	147.00
PS Special Ed Supervisor	1.00	1.00	1.00	0.00	
<b>TOTALS</b>	<b>15.50</b>	<b>15.75</b>	<b>14.75</b>	<b>1.00</b>	

## Data Elements/Calculations

**TYPE OF UNIT:** Identifies the kind of preschool special education unit. Nine (9) Types will always be displayed on the left margin of the summary report, as seen above.

### PSSE UNIT FTE

Preschool Special Education(PSSE)

Calculation derived by summing the total preschool staff FTE reported through EMIS for a particular unit type.

### ALLOCATED UNITS:

The amount of preschool units, by type, for which the district is eligible to receive preschool foundation funding. A district may never be funded for an amount greater than this number.

### FUNDED UNITS PER EMIS:

Calculation derived by summing the “Funded Units” for each type of unit. This amount should never exceed the amount of units in operation or amount of allocated units.

### ALLOC UNITS NOT FUNDED:

Calculation derived by taking the Allocated Units and subtracting the Funded Units.

### RELATED SERVICE STUDENT COUNT:

**Related Services (other than preschool psychological services)**

For allocated related services units, other than preschool psychological services, this calculation is derived by summing the

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appropriate student program codes for that particular related service. The preschool program codes that are used in this section of the report are the same “215xxx” referred to in the Diagram 2B.

For example: the speech and language related service student count is calculated by summing all the children reported by the school district or ESC, with a PROGRAM CODE of “215013”.

### Preschool Psychological Services Student Count

If a School District is allocated a preschool psychological service unit by ODE, the calculation is derived by summing the preschool children with a DISABILITY CONDITION, in the reporting districts’ *student Attributes – Effective Date* records.

If an ESC is allocated a preschool psychological service unit by ODE, the calculation is derived by summing the preschool children with a DISABILITY CONDITION in the reporting ESCs’ *Student Attributes – Effective Date* records. In addition to these students, the ESC student count for psychological services also includes all preschool students with a disability, as reported by the Local (not City or Exempted Village) school districts in which it serves. Students with a DISABILITY CONDITION from City and Exempted Village districts, that the ESC has provided psychological services (including evaluation services) additionally, should be reported by the ESC.

### Comments Description Section

This section of the report is found after the related service section. Contained in this section, are common reasons why a preschool unit might not be funded through EMIS. Both the Teacher and Adaptive Physical Education and Related Services sections of the preschool report contain a data element called “comments”. An explanation as to why the preschool special education unit is not being funded may be found in this section. Only the 10 most common reasons are found in this section. Therefore, if you come across a comment that is not listed in this section of the report, please refer to the EMIS guide, or your ITC, for assistance.

The first column of this section contains the wording used in the “Comments” for the unfunded unit. The second column gives additional information about the particular comment.

no cm recs	There are no course master records on file for this teacher.
course type err	The course type on file does not match the valid preschool course type D08 .
course code err	The course code on file for this teacher does not match the valid preschool course code “196095”
Course/Program	Maximum number for ITR and/or D08 type Course Masters is two (2) for a teacher.
no grs recs	There are no preschool student course records on file for this teacher OR

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	all of its students have no disability.
no prog recs	There are no program records on file for students.
Waiver on File	Based upon info provided to ECE, and/or the waiver process, teacher has Waiver on file.
Max Alloc	Maximum units allocated.
Course Mapped	The Local Classroom Code should not be Mapped. Please remove mapping, adjust students.
*	Informational Only Not used in Preschool Units funding calculation at this time

Revision Date September 25, 2012

PROGRAM: EMIS\_STAFF\_ECE\_UNITS\_2011  
 SOURCE: STAFF, DEMO, OEDS, GRS, CM  
 ORACLE DB, PGM CNT

OHIO DEPARTMENT OF EDUCATION  
 OFFICE OF DATA SERVICES  
 EDUCATION MANAGEMENT INFORMATION SYSTEM

DATE: 12/13/2010  
 PAGE: 1  
 RPT PERIOD: K

APPROVED FY2011 SPECIAL EDUCATION UNITS REPORT (PRESCHOOL)

STAFF DATA SUBMITTED TO ODE AS OF 00/00/0000  
 STUDENT DATA SUBMITTED TO ODE AS OF 00/00/0000

DISTRICT: Top Notch District INFO TECHNOLOGY CENTER: 0000000000000000  
 IRN: 111111 COUNTY: Anohio AREA COORDINATOR: 04

State ID# Name	Type of Unit	PSSE Unit FTE	Srcce	<-- Student Head Counts -->			<-50% Time->			<-100% Time->			Stud FTE	Stud FTE	Age 6	Non Disab	Funded Units Per EMIS	Comments
BG99999999 Franklin, Benjamin	D08	1.00	Z	0	0	0	1	3	2	6.00	0.00	0	1.00					
KU00000000 Adams, Samuel	D08		Z	3	2	0	0	0	0	2.50	0.00	4						
OU11111111 Revere, Paul	D08	1.00	Z	2	5	0	0	0	0	3.50	0.00	3	1.00					
UA22222222 Hale, Nathaniel	D08		Z	3	3	0	0	0	0	3.00	0.00	3						
OH33333333 Otis, James	D08	1.00	Z	0	4	2	0	0	0	3.00	0.00	4	1.00					
	D08		Z	4	4	0	0	0	0	4.00	0.00	4						
	D08	1.00	Z	0	1	3	0	0	0	2.00	0.00	2	1.00					
	D08		L	2	2	0	0	0	0	2.00	0.00	5						Funding Source
	D08	.38	F	0	4	0	0	0	0	2.00	0.00	4	.00					Funding Source
	D08	.04	L	0	4	0	0	0	0	2.00	0.00	4	.00					Funding Source
FUNDED STUDENT HEADCOUNT / FTE				12	19	5	1	3	2	24.00	0.00		4.00					too many studnt

State ID# Name	Type of Unit	Pos Code Area	PSSE Unit FTE	Fund Srcce	Student Count Used	Funded Units (EMIS)	Comments			
OH44444444 Henry, Patrick	Occupational Therapist	327/999412	.45	Z	18.00	.45	Max Alloc			
KU55555555 Hamilton, Alexander.	Speech & Language	326/999412	.54	Z	27.00	.54	Max Alloc			
FUNDED STUDENT HEADCOUNT / FTE				0	0	0	0.00	0.00	0.00	

\*\*MESSAGE \*\*\*\*\*GENERAL DESCRIPTION \*\*\*\*\*

no cm recs - there are no course master records on file for this teacher

course type err - the course type on file do not match the valid preschool course type D08

course code err - the course code on file for this teacher does not match the valid preschool course code "196095"

Course/Program - Maximum number for ITR and/or D08 type Course Masters is two (2) for a teacher

no grs recs - there are no preschool student course records on file for this teacher

no prog recs - there are no program records on file for students

Waiver on File - based upon info provided to ECE, and/or the waiver process, teacher has Waiver on file

not all 0.5 fte - For ITR type course record students can not be coded at 100% FTE. Adjust students class

Max Alloc - Maximum units allocated

Course Mapped - The Local Classroom Code should not be Mapped. Please remove mapping, adjust students

\* - Informational Only - Not used in Preschool Units funding calculation at this time

Revision Date September 25, 2012

PROGRAM: EMIS\_STAFF\_ECE\_UNITS\_2011  
 SOURCE: STAFF, DEMO, OEDS, GRS, CM  
 ORACLE DB, PGM CNT

OHIO DEPARTMENT OF EDUCATION  
 OFFICE OF DATA SERVICES  
 EDUCATION MANAGEMENT INFORMATION SYSTEM

DATE: 12/13/2010  
 PAGE: 2  
 RPT PERIOD: K

APPROVED FY2011 SPECIAL EDUCATION UNITS REPORT (PRESCHOOL)

STAFF DATA SUBMITTED TO ODE AS OF 00/00/0000  
 STUDENT DATA SUBMITTED TO ODE AS OF 00/00/0000

DISTRICT: Top Notch District  
 IRN: 111111 COUNTY: Anohio

INFO TECHNOLOGY CENTER: 0000000000000000  
 AREA COORDINATOR: 04

SUMMARY

	PSSE UNIT FTE	ALLOCATED UNITS	FUNDED UNITS PER EMIS	ALLOC UNITS NOT FUNDED	RELATED SERVICE STUDENT COUNT
Preschool Teacher	0.00	3.00	0.00	3.00	
APE & RELATED SERVICES:					
Adapted PE	0.00	0.20	0.00	0.20	0.00
Audiologist	0.00	0.00	0.00	0.00	0.00
Occupational Therapist	0.00	0.00	0.00	0.00	0.00
Orientation and Mobility	0.00	0.00	0.00	0.00	0.00
Physical Therapist	0.00	0.00	0.00	0.00	0.00
Psychology Services	0.00	0.00	0.00	0.00	0.00
Speech & Language	0.00	0.29	0.00	0.29	0.00
PS Special Ed Supervisor	0.00	0.00	0.00	0.00	
TOTALS	0.00	3.49	0.00	3.49	

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## Error Detection and Correction

### **Preschool Special Education Teachers:**

Preschool Special Education teachers must be properly certified. A certification check is completed as scheduled in EMIS processing schedule. If the teacher is not properly certified, then the funded amount for that teacher is reduced to “0”.

Preschool Special Education Teachers, **both center-based and itinerant**, who are contracted staff are not eligible to receive state unit funding

### **Staff Employment Record**

In order for a preschool special education teacher to be funded the following data elements must be reported for each preschool special education teacher:

STATE ID	
POSITION CODE	230
ASSIGNMENT AREA	999412 - for center-based teachers 999412 - for itinerant teachers
FUND SOURCE	Z
FUND SOURCE PERCENT	100% to receive a fully funded unit
POSITION TYPE	R
POSITION STATUS	C
TYPE OF APPOINTMENT	1, 3, 4 or 5
FTE	appropriate FTE

### **Course Master Record** (applicable only if teaching a center-based class)

COURSE CODE	“196095”
COURSE TYPE	D08

### **Preschool Special Education Adaptive PE and Related Service Staff:**

Preschool special education related service staff, employed by the district, must be properly certified with a teacher certification/licensure issued by the Ohio Department of Education. A certification check is completed according the EMIS schedule for certification processing. If a staff member employed by the school district is not properly certified, the “Funded Unit” amount for that staff member will be reduced to “0”.

Preschool special education related service staff, contracted out by the district, must be properly licensed by the State Board. In the case where the special education related service staff is contracted, certification will be checked by EMIS processing. It is the district’s responsibility to ensure the contracted staff is properly licensed.

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The following related service positions may be contracted services: 304, 318, 325, 326, 327, 328 and 333.

No course master record is required to be reported for preschool special education adaptive physical education and related service staff. A staff demographic record and employment record are required.

**Staff Employment Record:**

In order for a preschool special education related service staff to be funded the following data elements must be reported for each preschool special education related staff:

STATE ID	
ASSIGNMENT AREA	999412
FUND SOURCE	Z
POSITION STATUS	C for district employees A or I for contracted staff (see appendix A for additional instructions regarding contracted staff)
POSITION TYPE	R
TYPE OF APPOINTMENT	1, 3, 4, or 5
POSITION CODE	333 Preschool Adaptive Physical Ed 327 Preschool Occupational Therapist 325 Preschool Physical Therapist 326 Preschool Speech and Language 304 Preschool Audiologist 328 Preschool Orientation and Mobility 318 Preschool Psychologist 110 Preschool Special Ed Supervisor

In addition to the staff employment record, a staff demographic record must also be completed for each staff member providing related services.

***Preschool Special Education Student***

Preschool student counts are reflected in the preschool unit report. The following elements include data that are critical when reporting preschool special education students.

**Student Attribute – Effective Date Record:**

- Valid SSID
- Grade Level = PS
- Student has disability condition (any valid option other than “\*\*\*)

**Student Course Record**

- Valid SSID

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Student enrolled in local classroom code, where course type is D08 and course subject code = 196095, if the student is receiving center-based special education services

### **Student Standing Record**

Valid SSID

Student enrolled, and not withdrawn, on or before December 1

Student % of time is greater than 0

### **Student Program Record**

Valid SSID

Student must have the appropriate program codes (215xxx)

If student is receiving itinerant services, student must have 220100 program code with appropriate itinerant staff ID reported on the program record.

### ***Submission of EMIS Data***

It is very important when submitting EMIS data, that ALL records are submitted to EMIS for processing. Because the teacher ID is also reported on the program record for itinerant teachers, it is extremely important that the program record, along with staff records are submitted to EMIS processing at the same time.

A complete EMIS Processing schedule is available on the EMIS website.

If you need additional assistance with this report, please contact your ITC. If they cannot assist then they will submit an EMIS Help Desk Ticket.

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