EARLY CHILDHOOD STATE FUNDED REPORT EXPLANATION
(.TXT_CCYYP_STU_SF_PUBLIC_PS)
(.CSV_CCYYP_STU_ECE_SF_PPS)
(.CSV_CCYYP_STU_ECE_ALL_PPS)

Education Management Information System (EMIS)

Prepared by
Office of IPM

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
December 14, 2006		Created from existing documents, Report Specification
January 19, 2007		Changed reporting period to October from December; Updated Office of Early Childhood to Early Learning and School Readiness; file layouts-removed Weekly Length of Scheduled Instruction, changed student attendance pattern to field length of 2; removed references to Early Childhood Record; changed Public Preschool Grant to Early Childhood Education Grant

Report Overview

General Description and Significance

The State Funded Public Preschool Child Count Report serves as a data verification report for the reporting EMIS entity.

In addition, these data are used to determine the state-funded Early Childhood Education Grant (formerly State Funded Public Preschool Grant) head count as of December 1. This is the baseline for the Early Childhood Education Grant allocation the following school year. The Early Childhood Education head count is different from the federal Child Count for students with disabilities.

The purpose of the CSV files is data verification. They allow the districts to be able to verify/validate the Early Childhood data submitted for their district/buildings. One CSV file contains all of the Early Childhood data submitted by the district; it includes records for all students who pass the report selection criteria. The other CSV file contains all of the Early Childhood data for all students who have an "180250" COURSE CODE. If a district has traditionally use the Early Childhood Education Grant to support the enrollment of typically developing peers in the Preschool Special Education units, those students will be included in the counts for FY2007.

The printed report and the CSV_CCYYP_STUD_ECE_SF_PPS include only those students in the preschool program serving children from income-eligible families. (See EMIS Manual, Appendix C, Subject Codes and Definitions for additional information on these definitions). The other CSV file includes all preschool students, i.e. students who pass the selection criteria.

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**.
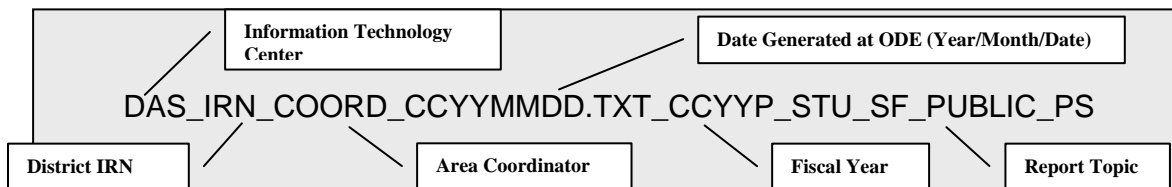- CCYYP denotes the century and year and processing period.

Report Name and Timing
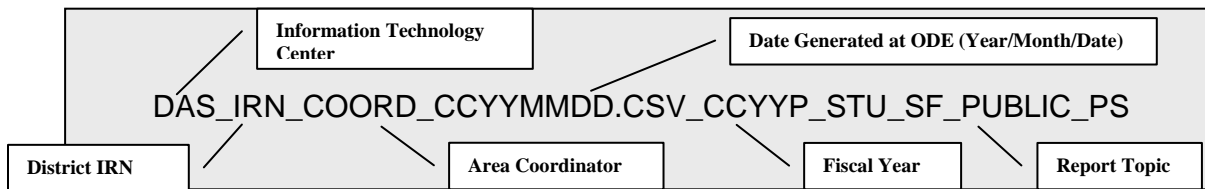
The reports are to be distributed as follows:

- o The printed report, .TXT_CCYYP_STU_SF_PUBLIC_PS:
  - One copy for each grantee district for distribution through its ITC
  - One copy for the Office of Early Learning and School Readiness consultants
- o .CSV_CCYYP_STUD_ECE_SF_PPS file for each grantee district for distribution through its ITC.
- o .CSV_CCYYP_STU_ECE_ALL_PPS file for each grantee district for distribution through its ITC.

The file names are:

DAS_IRN_COORD_CCYYMMDD.TXT_CCYYP_STU_SF_PUBLIC_PS; its components are described below. This report is produced during the October (K) reporting period.

	Information Technology Center		Date Generated at ODE (Year/Month/Date)	

DAS_IRN_COORD_CCYYMMDD.TXT_CCYYP_STU_SF_PUBLIC_PS

District IRN		Area Coordinator	Fiscal Year	Report Topic

DAS_IRN_COORD_CCYYMMDD. .CSV_CCYYP_STUD_ECE_SF_PPS; its components are described below. This report is produced during the October (K) reporting period.

	Information Technology Center		Date Generated at ODE (Year/Month/Date)	

DAS_IRN_COORD_CCYYMMDD.CSV_CCYYP_STU_SF_PUBLIC_PS

District IRN		Area Coordinator	Fiscal Year	Report Topic

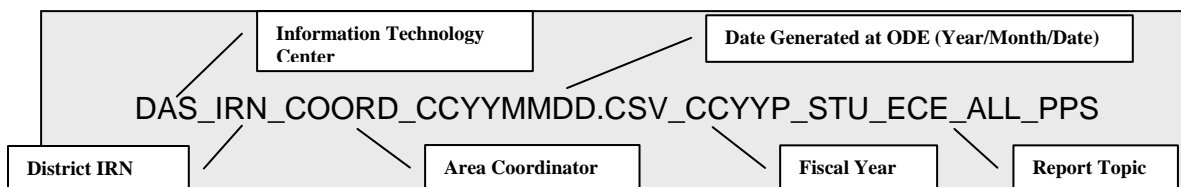**DAS_IRN_COORD_CCYYMMDD.CSV_CCYYP_STU_ECE_ALL_PPS**; its components are described below. This report is produced during the October (K) reporting period.

	Information Technology Center		Date Generated at ODE (Year/Month/Date)	

DAS_IRN_COORD_CCYYMMDD.CSV_CCYYP_STU_ECE_ALL_PPS

District IRN		Area Coordinator	Fiscal Year	Report Topic

ODE Processing

Process Description

These reports are generated during the weekly EMIS processing cycle. Much of the data on the reports comes from the district's data files submitted during the week. Other data, as noted below, comes from the Office of Early Learning and School Readiness or the system process.

The data fields on the **Student Demographic** and **GRS (student) Course** records are used in the generation of this report. Note that there may be more than one GRS_COURSE record for a student that needs to be evaluated for this report.

Data Source

The Office of Early Learning and School Readiness creates a file of the districts that receive these grant funds. It drives the program that pulls appropriate student data, basing the process on the IRN in the Early Childhood grant file.

Student demographic and student attendance data are aggregated into the **ASSG** file and stored in the **ADM_INFO.RMS** file at ODE. Student course information is aggregated into the **ACGR** file which then becomes the **GRS_COURSE.RMS** file at ODE.

OEDS is used for descriptive information about the district.

The **AUDIT** file is used to determine the date on which the data were submitted to ODE.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
BUILDING IRN	GI040	***Student Demographic***	Now in ADM_INFO
SSID	GI050	***Student Demographic***	Now in ADM_INFO
RACIAL/ETHNIC GROUP	GI090	***Student Demographic***	Now in ADM_INFO
DATE OF BIRTH	GI070	***Student Demographic***	Now in ADM_INFO
STATE EQUIV GRADE LEVEL	GI370	***Student Demographic***	Now in ADM_INFO
STUDENT PERCENT OF TIME	GI150	***Student Demographic***	Now in ADM_INFO
DISABILITY CONDITION	GI160	***Student Demographic***	Now in ADM_INFO
GENDER	GI080	***Student Demographic***	Now in ADM_INFO
RESIDENT DISTRICT	GI100	***Student Demographic***	Now in ADM_INFO
STUDENT STATUS	GI120	***Student Demographic***	Now in ADM_INFO
PRESCHOOL POVERTY LEVEL	GI510	***Student Demographic***	Now in ADM_INFO
DATE OF WD/DROP/TRU	GK230	***Student Attendance***	Now in ADM_INFO
ATTENDANCE PATTERN	GK410	***Student Attendance***	Now in ADM_INFO
ADMISSION DATE	GK080	***Student Attendance***	Now in ADM_INFO
COURSE CODE		***GRS Course***	

Derived Data Used in Report

There are no derived data used in this report but the file created by the Office of Early Learning and School Readiness is a necessary element in the report production.

Report Selection Criteria

If the STUDENT STATUS = "I" or "6", do NOT use the record.

If the STUDENT PERCENT OF TIME = zero, do NOT use the record.

If the STATE EQUIVALENT GRADE LEVEL = "PH" or "PS" or "PK", use the record, otherwise, do not.

If the DISABILITY CODE is "**" or "11", use the record. There should be no other codes valid disability codes for this age group.

If the ADMISSION date is greater than December 1, 2006, do NOT use record.

If the ADMISSION date is less than December 1, 2006, AND
- If the WITHDRAWAL date equal to "00000000", use record   OR
- If the WITHDRAWAL date is greater than or equal to the December 1, 2006, use record   OR
- If the WITHDRAWAL date is less than the ADMISSION date, use record.

If a district has traditionally use the Public Preschool Grant to support the enrollment of typically developing peers in the Preschool Special Education units, those students will be included in the counts for FY2007.

Report Sample

Header Information

The report/page header information contains helpful identifying information about the report and district itself. Data such as Program Name, Source Name, District IRN and name can be found in the upper left of the header, on each page of the report. The date, page, report period, Data Acquisition Site and Area Coordinator are in the upper right.

Detail Information

The report is to be organized into the following sections/rows:

- STATE FUNDED PUBLIC PRESCHOOL GRANT "FUNDED NUMBER"
- INCOME ELIGIBLE STUDENTS
- CHILDREN IN A STATE FUNDED PUBLIC PRESCHOOL PROGRAM WITH AN IEP
- OVER INCOME ELIGIBLE STUDENTS
- TOTAL

Row (I) State Funded Early Childhood Education Grant 'Funded Number'

The funded number is the number of preschool children for which the entity is allocated funds through the state-funded Early Childhood Education grant. The Office of Early Learning and School Readiness use this number to determine the allocation of state grant dollars to the 112 entities in receipt of a state-funded Early Childhood Education Grant. This is line (I) on the report, and the source of this data is the business office.

Rows (II – VII) Income Eligible Children

Income eligible children are those children who fall below 200% of the Federal Poverty Level (FPL). Preschool children with no disability, (a DISABILITY CODE= "**") AND with a COURSE CODE of "180250" are counted in a line of the report, according to POVERTY LEVEL reported. This includes lines (II) through (VII) on the report and lines (XI) and (XII) as well as any lines that summarize these counts. If a district has traditionally use the Public Preschool Grant to support the enrollment of typically developing peers in the Preschool Special Education units, those students will be included in the counts for FY2007.

(II)   Children at or below 100% of the Federal Poverty Level
        Preschool Poverty level reported = A
(III)   Children between 101% - 125% of the Federal Poverty Level
        Preschool Poverty level reported = B
(IV)   Children between 126% -150% of the Federal Poverty Level
        Preschool Poverty level reported = C
(V)   Children between 151%-175% of the Federal Poverty Level
        Preschool Poverty level reported = D
(VI)   Children between 176%-185% of the Federal Poverty Level
        Preschool Poverty level reported = E
(VII)   Children between 186%-200& of the Federal Poverty Level
        Preschool Poverty level reported = F

Row (VIII) Total Income Eligible Children

- This count is the sum of children reported without a disability condition and with a PRESCHOOL POVERTY LEVEL = A, B, C, D, E, or F

Note: This should be a sum of the numbers reported in rows (II) through (VII)

Row (IX) Children in State Funded Early Childhood Education Program

This row (IX) of the report shows the number of children with a preschool disability condition who are enrolled in the state-funded Early Childhood Education program. Students are reported with the following:
- COURSE CODE = "180250"
- DISABILITY CONDITION = "11"

Row (X) Total of Row (VIII) + Row (IX)

This is the total number of students, both disabled and those who are income eligible, enrolled in the state-funded Early Childhood Education Program. In order to receive the maximum amount of Early Childhood Education Funding, this number must meet or exceed the Early Childhood Education 'Funded Number' found in row (I) at the top of the report.

Rows (XI) – (XII) Over Income Children

This section shows the number of children, without disabilities, reported with preschool poverty options that are above 200% of FPL (Option G in the PRESCHOOL POVERTY LEVEL ELEMENT). It also shows if those number of children where no poverty information was provided.

(XI)   Children above 200% of the Federal Poverty Level
        Student records reported with a "G" in the POVERTY LEVEL option.

(XII) Information Not Provided
> Student records reported with a "P" in the POVERTY LEVEL option. This option is only applicable for students who are <u>not</u> supported by State Funded Public Preschool Grant dollars, i.e. students are counted on this line if they have a disability code of "**" and a course code of "180250".

Row (XIII) Total Over Income Children

This section shows the number of children who are over income and is the sum of lines (XI) and (XII).

Row (XIV) Total of Row (X) + Row (XIII)

This is the total number of students counted in all of the rows of the report.

Sample Report, Printed

PROGRAM: EMIS_SF_PUBLIC_PS_2005   OHIO DEPARTMENT OF EDUCATION   DATE: 12/21/2004
EMIS REPORT: TXT.2007K_STU_SF_PUBLIC_PS   EDUCATION MANAGEMENT INFORMATION SYSTEM   PAGE: 1
                                        OFFICE OF EARLY LEARNING AND SCHOOL READINESS   RPT PERIOD: K (OCTOBER)

EARLY CHILDHOOD EDUCATION CHILD COUNT AS OF DECEMBER 1, 2004

DISTRICT: ABC District   DATA ACQUISITION SITE: Western Ohio Computer Organization
IRN: 000000   COUNTY: Hardin   AREA COORDINATOR: 00

      34 (I) State Funded Public Preschool Grant 'Funded Number'

INCOME ELIGIBLE CHILDREN:

      0 (II)   Children at or below 100% of Federal Poverty Level

      0 (III) Children between 101% - 125% of the Federal Poverty Level

      0 (IV)   Children between 126% - 150% of the Federal Poverty Level

      0 (V)   Children between 151% - 175% of the Federal Poverty Level

      0 (VI)   Children between 176% - 185% of the Federal Poverty Level

      0 (VII)   Children between 186% - 200% of the Federal Poverty Level

TOTAL   0 (VIII) Income Eligible Children

      0 (IX) Children in State Funded Public Preschool with a disability

TOTAL   0 (X)   Total of Row (VIII) + Row (IX)

OVER INCOME CHILDREN:

      0 (XI)   Children above 200% of the Federal Poverty Level

      0 (XII) Information Not Provided

TOTAL   0 (XIII) Over Income Children

TOTAL   0 (XIV) Total of Row (X) + Row (XIII)

Report, CSV files

There are 2 CSV files; they both have the same format. The difference in the file content is based on the filtering criteria.

.CSV_CCYYP_STU_ECE_SF_PPS is a district-specific file of students with an "180250" COURSE CODE. No other students should be included on this file.

.CSVCCYYP_STU_ECE_ALL_PPS is a district-specific file of all students who pass the selection criteria, i.e. are preschool students.

Following is the file layout including field length for both the header and data rows. The data elements on each row are separated by a comma [','].

Note that the FY2007 record layout replaces the FY2006 fund source with up to three options on the student's course number.

Early Childhood CSV October (K) File HEADER Row's Field Descriptions:

Header Row Field Titles	Starting Column	Ending Column	Field Length
DIST-IRN	1	8	8
,	9	9	1
BLDG-IRN	10	17	8
,	18	18	1
SID	19	21	3
,	22	22	1
COURSE-1	23	30	8
,	31	31	1
COURSE-2	32	39	8
,	40	40	1
COURSE-3	41	48	8
,	49	49	1
POV-LEVEL	50	58	9
,	59	59	1
ATT-PTRN	60	67	8
,	68	68	1
BIRTHDT	69	75	7
,	76	76	1
GENDER	77	82	6
,	83	83	1
RACE	84	87	4
,	88	88	1
RES-DST	89	95	7
,	96	96	1
GR-LEVL	97	103	7
,	104	104	1

STU-PCT	105	111	7
,	112	112	1
DISABIL	113	119	7
,	120	120	1
ADM-DT	121	126	6
,	127	127	1
WDWL-DT	128	134	7
,	135	135	1
SUBMIT-DT	136	144	9

Early Childhood CSV October (K) File DATA Row's Field Descriptions:

Data Element Name	Starting Column	Ending Column	Picture Class	Data Format
DISTRICT IRN	1	6	X(6)	
COMMA	7	7	X	
BUILDING IRN	8	13	X(6)	
COMMA	14	14	X	
STUDENT ID NUMBER	15	23	X(9)	
COMMA	24	24	X	
COURSE CODE 1	25	30	X(6)	
COMMA	31	31	X	
COURSE CODE 2	32	37	X(6)	
COMMA	38	38	X	
COURSE CODE 3	39	44	X(6)	
COMMA	45	45	X	
PRESCHOOL POVERTY LEVEL	46	46	X(1)	A,B,C,D,E,F,G,P
COMMA	47	47	X	
ATTENDANCE PATTERN	48	49	X(2)	FE,FO,HE,HO,AS,NA
COMMA	50	50	X	
BIRTH DATE	51	58	9(8)	CCYYMMDD
COMMA	59	59	X	
GENDER	60	60	X(1)	F,M
COMMA	61	61	X	
RACIAL/ETHNIC GROUP	62	62	X(1)	A,B,C,H,I,M,W
COMMA	63	63	X	
RESIDENT DISTRICT	64	69	X(6)	
COMMA	70	70	X	
GRADE LEVEL	71	72	X(2)	01,02,03,04,05,06,07,08,09,10,11,12,13,23,IN,KG,PS,UG
COMMA	73	73	X	
STUDENT PERCENT OF TIME	74	76	9(3)	
COMMA	77	77	X	
DISABILITY CONDITION	78	79	X(2)	**,11
COMMA	80	80	X	

ADMISSION DATE	81	88	9(8)	CCYYMMDD
COMMA	89	89	X	
WITHDRAWAL DATE	90	97	9(8)	CCYYMMDD
COMMA	98	98	X	
STUDENT DATA SUBMITTED TO ODE AS OF DATE	99	106	9(8)	CCYYMMDD

Error Detection and Correction

EMIS Reporting Reminders and Tips

Recipients of this Report

Only those entities who are receiving state-funded Early Childhood Education Grant funds (as per the CCIP) receive this report. If am entity does not receive these grant funds, this report will not be generated. However, there is another data verification report available to any entity that submits preschool student data. It is in the form of a CSV file; called CSV_CCYYP_STU_ECE_ALL_PPS.

Changes Starting in FY2007

The POVERTY LEVEL CODES have the same meaning under the current usage as they did in 2006 and the program continues to equate a specific line with the same POVERTY LEVEL CODE.

The following is a crosswalk between the old fund source codes and the current subject codes used for the Early Childhood data:

Disability Code	196095 Course = Y		196095 Course = N	
	180250=Y	180250=N	180250=Y	180250=N
11	P	B	A	L
**	A	?	A	L

If the student has a Course Code of "180250", this student will be included on .TXT_CCYYP_STU_SF_PUBLIC_PS, .CSV_CCYYP_STU_ECE_SF_PPS, .CSV_CCYYPP_STU_EXE_ALL_PPS. A student who had a fund source = "P" or "A" last year, should now have a course code of "180250" and should be included in all files regardless of whether or not that student was also enrolled in a "196095" course.

Once a student is determined to have this course code, any non-disabled student (disability code "**") will be included in lines II-VII, VIII, X, and XIV if the Poverty Level is "A"-"F". If the disability code is "**" and the Poverty Level is "N", the student is included in line XI and XIII. If the disability code is "**" and the Poverty Level is "P", the student is included in line XII and XIII. These are the students who had "A" as their fund source in FY2006.

Any student with a disability code of "11" will be included in lines IX, X, and XIV. These are the students who had "A" or a "P" as their fund source in FY2006.

NOTE: the old "L" fund sources are <u>not</u> included on the printed report;. This is a change from the FY2006 filters.

Students with a COURSE CODE of "180250", regardless of other conditions, are the ECE Grant students who should be included on .CSV_CCYYP_STU_ECE_SF_PPS.

Students who meet the selection criteria (i.e., all preschool students), should be included on the .CSV_CCYYPP_STU_EXE_ALL_PPS, and .CSV_CCYYP_STU_ECE_STATE_PPS files. These students may or may not have an "180250" COURSE CODE.

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