

**EMIS REPORTING STATUS
REPORT EXPLANATION
(.TXT_CCYYX_GEN_AUDIT)**

Education Management Information System (EMIS)



Revision Date May 23, 2007

**Prepared by
Office of Information Policy and Management**

Table of Contents

REVISION HISTORY	3
REPORT OVERVIEW	4
GENERAL DESCRIPTION AND SIGNIFICANCE	4
TIPS FOR READING THIS DOCUMENT	4
REPORT NAME AND TIMING	4
<i>ODE Processing</i>	5
PROCESS DESCRIPTION	5
DATA SOURCE	5
<i>Submitted Data Used in Report</i>	5
<i>Derived Data Used in Report</i>	5
<i>Report Selection Criteria</i>	6
REPORT SAMPLE	6
HEADER INFORMATION	6
DETAIL INFORMATION	6
ERROR DETECTION AND CORRECTION	10
INDEX	11
APPENDIX A	12
EXPLANATION OF SORT/SUB TYPES REPORTED THROUGH EMIS	12
<i>OCTOBER: (Period K)</i>	12
<i>DECEMBER: (Period M)</i>	12
<i>OCTOBER 31: (Period P)</i>	13
<i>FEBRUARY: (Period C)</i>	13
<i>MARCH 15 (Period D)</i>	13
<i>YEAREND: (Period N)</i>	13
QC - FINANCIAL RECORD - JULY 30 (PERIOD H).....	14
<i>READING FIRST:</i>	14

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

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Revision Date May 23, 2007

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.

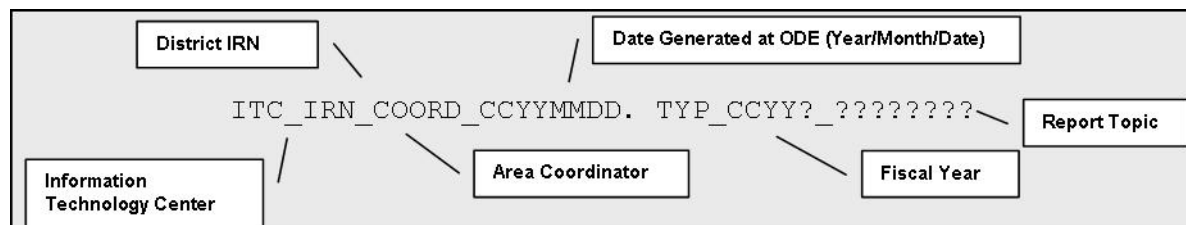
Tips for Reading This Document

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

Report Name and Timing

The file name for the report is:

DAS_IRN_COORD_CCYYMMDD.TXT_CCYYX_GEN_AUDIT; its components are described below. This report is produced during every reporting period.



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Revision Date May 23, 2007

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 EMIS_AUDIT Detail SORT TYPE or Aggregate SUB TYPE
FISCAL YEAR	020 element of file	<i>Varies</i>	CCYY	Becomes EMIS_AUDIT FY
REPORTING PERIOD	030 element of file	<i>Varies</i>	e.g. "K", "N"	Becomes EMIS_AUDIT REPORT PERIOD
PROCESS DATE			CCYYMMDD	Date of processing cycle

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Revision Date May 23, 2007

Element Name	Record Field #	File Name	Field Value	Conversion factors
FILE DATE				File creation date
VERSION NUMBER			DET #.#-### YY.MM.DD or AGGR #.#.###:CCYY.MM.DD	From Aggregation process

Report Selection Criteria

Although this program can be run for a specific reporting period, a specific ITC , or any fiscal year beginning with 1998, the weekly processing command file sets these parameters as:

Reporting period ="A", All

Fiscal Year = current year

All Sites = "Y", Yes

Once these parameters are chosen, the program selects *Emis_Audit* records if they match these criteria.

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
DDAS 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.

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

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Revision Date May 23, 2007

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: DDAS: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: DDAS: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: DDAS: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: DDAS: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: DDAS: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: DDAS: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: DDAS: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 DDAS: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 DDAS: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 DDAS: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 DDAS: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 DDAS: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 DDAS:96 COORDINATOR:03
STAFF: GR
AGG:2.4.008:2006.01.1 03072006/03242006

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Revision Date May 23, 2007



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_2007C_GEN_SUBMISSION_STAT** and **.TXT_2007X_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_SUB and DATA_STAT reports should be examined to determine the reason.

INDEX

B	FTE.....12, 13
Building General Information – Fall/October .12, 13	N
C	Native Language.....12, 13
Correction.....10	P
Course Status.....12, 13, 14	Preschool Assessment.....12, 14
D	R
Data Source5	<i>Report Sample</i> 6
District General Information – Fall/October12	Revision Date 1, 3
District IRN5, 6	S
E	Selection Criteria 6
Error Detection10	Significance 4
F	State Student ID (SSID)12, 13, 14
Five Year Forecast.....13	Student Discipline..... 14
Five Year Forecast Notes13	Student Gifted..... 14
	Student Program 14

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
SM/WD	Summer Withdrawal
SM/RW	Return Withdrawal
SS	Summer School Graduate Info
PC	Program Count - Student County by grade/race/sex
UP	Unduplicated Program Count - Student Count by grade/race/sex
AM/CC	Staff Course Master
AC/GR	Staff Course - Student Count by grade/race/sex
AC/VE	Staff Course - Student Count - disadv and handicap counts by grade/race/sex/course status
GO	Kindergarten Readiness
GB	Preschool Assessment
GS	Preschool ASQ-SE Assessment
GE	Special Education
SC	Student SSID Change
TPPD	Prof Only Diploma October

DETAIL:

CI	Staff Demographics
CK	Staff Employment
CV	Staff Vocational Correlated
DQ	District General Information – Fall/October
DF	Building General Information – Fall/October
CJ	Contractor Staff Employment

DECEMBER: (Period M)

AGGREGATE:

AH	Aggregate Student - December Child Count
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Revision Date May 23, 2007

PC Program Count – Student Count by grade/race/sex
UP Unduplicated Program Count – Student Count by grade/race/sex

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

QF Five Year Forecast
QN Five Year Forecast Notes

FEBRUARY: (Period C)**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
PC Program Count - Student County by grade/race/sex
AM/CC Staff Course Master
AC/GR Staff Course - Student Count by grade/race/sex
AC/VE Staff Course - Student Count - disadv and handicap counts
by grade/race/sex/course status
SC Student SSID Change

DETAIL:

CI Staff Demographics
CK Staff Employment
CV Staff Vocational Correlated
DH Building General Information – February
CJ Contractor Staff Employment

MARCH 15 (Period D)

GV CTA Follow-up

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

YA/SG Student FTE by grade/race/sex
YA/AT Student Attendance
YA/LP Student Counts by Native Language
YA/WD Student Withdrawal
YA/RW Returning Withdrawal
YA/SE Special Ed Exiting

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\reports to post\GEN AUDIT EXP.doc
Revision Date May 23, 2007

YC/CR	Student Curriculum Award Record
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 Program Count 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
SC	Student SSID Change
GB	Preschool Assessment
GF	Ohio Test of English Language Acquisition
GS	Preschool ASQ-SE Assessment
GE	Special Education

DETAIL:

CI	- Staff Demographics
CK	- Staff Employment
CV	- Staff Vocational Correlated
CJ	- Contractor Staff Employment
CC	- Contract Only
DR	- District General Information for Year End
DB	- Building Profile
DT	- District Test

QC - Financial Record - JULY 30 (Period H)

READING FIRST:

Periods –	R First Reporting (October 3 – February 16)
	W Second Reporting (March 3 – April 28)
	S Third Reporting (May 5 thru June 30)

GR - Reading First

Period - T Terra Nova (July 3 thru August 4)

GZ - Reading First – Terra Nova