

**EMIS YEAREND HQPD  
REPORT EXPLANATION  
(.TXT\_CCYYN\_STF\_HQPD)  
(.CSV\_CCYYN\_STF\_HQPD)**

**Education Management Information System (EMIS)**



Revision Date April 19, 2007

**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
April 19, 2007	ODE, IPM	Created from report, program

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## Report Overview

### *General Description and Significance*

This report reflects the staff High Quality Professional Development (HQPD) data that have been received by the Ohio Department of Education (ODE) from each district. It can be used to verify the correct submission of data to ensure that the district meets HQPD requirements and to ensure that data ODE provides to the federal government accurately reflects the situation within the district.

There are two report types.

- The .TXT report is a standard, printable version that lists staff members by building. It summarizes the counts by position type and by HQPD flag for each building and the district as a whole.
- There is also a comma-delimited file that lists all staff members whose data were used in generating the report.

The report is generated each week of the yearend processing cycle and distributed to the districts.

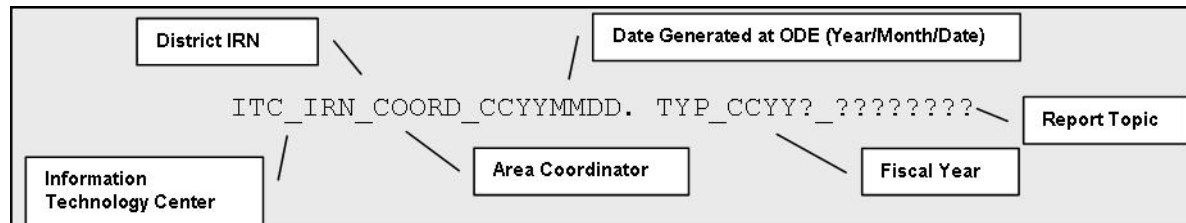
### *Tips for Reading This Document*

- 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*

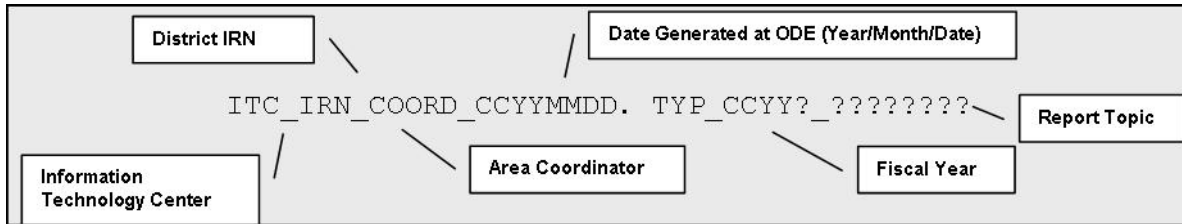
The file name for the report is:

**DAS\_IRN\_COORD\_CCYYMMDD.TXT\_CCYYN\_STF\_HQPD**; its components are described below. This report is produced during the Yearend (N) reporting period.



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The file name for the report is: **DAS\_IRN\_COORD\_CCYYMMDD.CSV\_CCYYN\_STF\_HQPD**; its components are described below. This report is produced during the Yearend (N) reporting period.



## ODE Processing

### Process Description

The weekly processing cycle at Yearend intakes *Staff Employment (CK)* and *Staff Demographic (CI)* data. A temporary file is derived from these, choosing only the fields that are needed for the report. As this file is created, *OEDS* data are included so that they are available for report headings or report names.

### Data Source

Most of the data comes from the *Staff Employment* record. The *Staff Demographic* record provides the staff name. *OEDS* provides data fields for the report name and report text. The *EMIS AUDIT* file provides the date the records were received at ODE; this information appears on the report header and on each data line of the CSV file.

### Submitted Data Used in Report

These data are used as they are submitted by the district.

Element Name	Record Field #	File Name	Special Notes
DISTRICT IRN	CK040	<i>Staff Job</i>	
DISTRICT NAME		<i>OEDS</i>	
BUILDING IRN	CK090	<i>Staff Job</i>	
BUILDING NAME		<i>OEDS</i>	
EMPLOYEE ID	CK050	<i>Staff Job</i>	
POSITION COE	CK060	<i>Staff Job</i>	
LOCAL CONTRACT CODE	CK250	<i>Staff Job</i>	
POSITION STATUS	CK070	<i>Staff Job</i>	
POSITION START DATE	CK080	<i>Staff Job</i>	

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Element Name	Record Field #	File Name	Special Notes
POSITION FTE	CK100	<i>Staff Job</i>	
ASSIGNMENT AREA	CK220	<i>Staff Job</i>	Three allowed
HQPD	CK280	<i>Staff Job</i>	
EMPLOYEE NAME	CI060	<i>Staff Demographic</i>	
ITC		<i>OEDS</i>	
AREA COORDINATOR		<i>OEDS</i>	
DATE SUBMITTED TO ODE		<i>EMIS AUDIT</i>	Picks up system date when data were processed by ODE

### Derived Data Used in Report

There are no derived data used in this report

### Report Selection Criteria

The following are used in the selection of staff to be printed on the report:

- POSITION CODE = "205", "206", "207", "211"
- POSITION STATUS not = "P", "U", "A", "I"
- POSITION START DATE before November 12, CCYY, i.e., longer than 120 days with the district

## Report Sample, TXT format

### *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 identifies the district for which the report was produced, its IRN and COUNTY, the ITC and AREA COORDINATOR of the district. This section names the building for which the staff are listed.

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

### *Detail Information*

Staff members are listed alphabetically by building within the district.

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The following data is displayed for each staff member who meets the report selection criteria:

- STAFF NAME
- STAFF ID
- POSITION CODE
- ASSIGNMENT AREAS
- LOCAL CONTRACT CODE
- POSITION START DATE
- POSITION STATUS
- POSITION FTE
- HQPD

After the listing of all appropriate staff members, there is an unduplicated count of teachers by each of the four position codes chosen in the selection criteria, summarizing the number who are and who are not meeting the HQPD requirements. There is a summary for each building.

At the end of the report, there is a summary for the district as a whole, totaling the numbers for all of the buildings reported.

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District: The Very Best Educ Srv Ctr  
 IRN: 131313 County: Champaign

Data Acquisition Site: YOUR ITC  
 Area Coordinator: 02

Building: The Very Best Educ Srv Ctr  
 IRN: 131313

STAFF NAME	STAFF ID	POS CODE	<---ASSIGNMENT AREA--->			LOC CON CODE	POSITION START DATE	POS STATUS	POS FTE	HQPD (Y/N/*)
			1	2	3					
ADAMS, JOHN .	XZ0267202	206	999402			03	08/01/2005	C	1.00	Y
ADAMS, SAMUEL .	XZ0291407	206	999380			01	08/28/2002	C	1.00	Y
BARTLETT, JOSIAH	XZ0260898	206	999402			01	08/01/2005	C	1.00	Y
CARROLL, CHARLES	XZ0220595	206	999402			01	08/28/2000	C	1.00	Y
CHASE, SAMUEL	XZ0274102	206	999380			01	08/28/2000	C	1.00	Y
CLARK, ABRAHAM	XZ0508169	206	999402			01	09/26/2005	C	1.00	N
CLYMER, GEORGE	XZ0403588	206	999402			02	08/23/2004	C	1.00	Y
ELLERY, WILLIAM	XZ0382336	205	999270			02	08/16/2004	C	1.00	Y
FLOYD, WILLIAM	XZ0193945	206	999412			01	08/24/2001	C	1.00	Y
FRANKLIN, BENJAMIN .	XZ0340532	206	999409			01	08/22/2003	C	1.00	Y
GERRY, ELBRIDGE	XZ0221753	206	999404			01	08/22/1998	C	1.00	Y
GWINNETT, BUTTON	XZ0013312	206	999412			01	08/19/1999	C	1.00	N
HALL, LYMAN	ZX0000771	206	999409			01	10/06/1997	C	1.00	Y
HANCOCK, JOHN .	XZ0255941	206	999402			01	08/22/2000	C	1.00	Y
HARRISON, BENJAMIN	YY0011010	206	999409			01	08/23/1993	C	1.00	Y
HEYWARD, THOMAS J.	XZ0236369	206	999409			01	08/24/1998	C	1.00	Y
HOOPER, WILLIAM	YY0000286	206	999412			01	08/20/1998	C	1.00	Y
HOPKINS, STEPHEN	XZ0035167	205	999270			01	08/26/2002	C	1.00	N
HOPKINSON, FRANCIS	XZ0417593	206	999412			01	08/01/2005	C	1.00	Y
JEFFERSON, THOMAS	ZX0000165	206	999402			01	08/23/2001	C	1.00	Y
LEE, FRANCIS L.	XZ0470963	206	999402			01	08/01/2005	C	1.00	Y
LEE, RICHARD H. .	XZ0319697	206	999402			01	08/19/2004	C	1.00	Y
LEWIS, FRANCIS	YY0013065	206	999409			01	08/20/2004	C	1.00	Y
LIVINGSTON, PHILIP	XZ0252496	206	999409			01	08/23/1999	C	1.00	Y
LYNCH, THOMAS J.	XZ0350795	205	999270			01	08/26/2002	C	1.00	N
MCKEAN, THOMAS	XX0002354	205	999040			01	08/10/2003	C	1.00	Y
MORRIS, LEWIS	YX0016158	206	999412			01	08/26/2002	C	1.00	Y
MORTON, JOHN	XZ0261616	206	999380			01	08/26/2002	C	0.67	Y
PAINE, ROBERT T.	XZ0259544	205	999409			01	11/18/2002	C	1.00	Y
PENN, JOHN	ZX0000491	206	999409			01	08/26/1996	C	1.00	Y
RANDOLPH, PEYTON	XZ0175721	206	999412			01	08/23/1999	C	1.00	Y
READ, GEORGE	XY0022660	206	999409			01	08/22/1987	C	1.00	Y
RODNEY, CEASAR	XX0000577	206	999412			01	08/25/2003	C	1.00	Y
ROSS, GEORGE	XY0031961	206	999412			01	08/26/1997	C	1.00	N
RUTLEDGE, EDWARD	XZ0249898	206	999412			01	08/01/2005	C	1.00	N
STOCKTON, RICHARD	YY0108204	206	999412			01	08/26/2002	C	1.00	Y
TAYLOR, GEORGE	YX0012098	206	999412			01	08/23/1999	C	1.00	Y
THORNTON, MATTHEW	ZX0000053	206	999413			01	08/23/1999	C	1.00	Y
WALTON, GEORGE	XZ0174657	206	999402			01	08/23/1999	C	1.00	Y
WHIPPLE, WILLIAM	XZ0132977	206	999402			01	08/19/2004	C	1.00	Y
WITHERSPOON, JOHN	YY0100202	206	999409			01	08/28/1989	C	1.00	Y
WOLCOTT, OLIVER	YX0010268	205	999040			01	08/16/2004	C	1.00	Y
WYTHE, GEORGE	XZ0363217	206	999402			01	08/06/2004	C	1.00	Y

Note: HQPD = \*, is an invalid response. Should be 'Y' or 'N'



Program: EMIS\_HQPD\_2\_2006N.COB  
 Source: STAFF\_JOB\_2006N

Ohio Department of Education  
 Office of Data Services  
 Education Management Information System  
 Staff Data submitted to ODE as of 07/27/2006  
 FY2006 EMIS YEAREND HQPD

Date: 07/29/2006  
 Page: 2  
 Rpt Period: N

District: The Very Best Educ Srv Ctr  
 IRN: 131313 County: Champaign

Data Acquisition Site: YOUR ITC  
 Area Coordinator: 02

Building: The Very Best Educ Srv Ctr  
 IRN: 131313

STAFF NAME	STAFF ID	POS CODE	<---ASSIGNMENT AREA-->			LOC	POSITION	POS STATUS	POS FTE	HQPD (Y/N/*)
			1	2	3	CON CODE	START DATE			
WALTON, GEORGE	AA0001897	206	999409			01	08/24/1982	C	1.00	Y
BRAXTON, CARTER	BB0002891	206	999409			01	08/20/1998	C	1.00	Y

TOTAL Staff Employment Records for 131313 - The Very Best Educ Srv Ctr	HQPD=Y	HQPD=N/*
TOTAL Teachers with Regular Assignments (205)	4	2
TOTAL Teachers with Special Education/Gifted Assignments (206)	35	4
TOTAL Teachers with Career-Technical Teaching Assignments (207)	0	0
TOTAL Educational Service Personnel Teachers (211)	0	0
TOTAL Unduplicated Count of Teachers	39	6

Note: HQPD = \*, is an invalid response. Should be 'Y' or 'N'

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Yearend HQPD

Program: EMIS\_HQPD\_2\_2006N.COB  
Source: STAFF\_JOB\_2006N

Ohio Department of Education  
Office of Data Services  
Education Management Information System  
Staff Data submitted to ODE as of 07/27/2006  
FY2006 EMIS YEAREND HQPD

Date: 07/29/2006  
Page: 3  
Rpt Period: N

District: The Very Best Educ Srv Ctr  
IRN: 131313 County: Champaign

Data Acquisition Site: YOUR ITC  
Area Coordinator: 02

DISTRICT TOTALS for the Staff Employment Records	HQPD=Y	HQPD=N/*
TOTAL Teachers with Regular Assignments (205)	4	2
TOTAL Teachers with Special Education/Gifted Assignments (206)	35	4
TOTAL Teachers with Career-Technical Teaching Assignments (207)	0	0
TOTAL Educational Service Personnel Teachers (211)	0	0
TOTAL Unduplicated Count of Teachers	39	6

Note: HQPD = \*, is an invalid response. Should be 'Y' or 'N'

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## Report Sample, CSV format

### *CSV File Format, General Information*

In basic terms, the CSV file will contain the data element values separated by a comma to denote the end of one data element value and the start of a new one. For example, if you were to take the district IRN, its name, and county and convert it into a CSV file it would look like this:

**012345, My District, Franklin**

When imported into Excel, this string of comma separated values would be split into corresponding columns:

District IRN	District Name	County Name
012345	My District	Franklin

Any fields that have spaces or special characters contained within them, such as district, building, or employee names, are enclosed in quotation marks.

*TIP: When importing data from a CSV file containing a numerical value that starts with a zero, like an IRN, it is important to import that type of data element as text and not a number in Excel. If imported as a numerical value, the first zero will be removed.*

### *Header Information*

The following is the header as it appears in the original CSV file. Note: the comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

The header record for the CSV file contains, from left to right:

<i>FIELD NAME</i>	<i>STARTING POSITION</i>	<i>ENDING POSITION</i>	<i>FIELD LENGTH</i>
DISTRICT-IRN	1	12	12
COMMA	13	13	1
DISTRICT-NAME	14	26	13
COMMA	27	27	1
BUILDING-IRN	28	39	12
COMMA	40	40	1
BUILDING-NAME	41	53	13
COMMA	54	54	1
COUNTY	55	60	6
COMMA	61	61	1
EMPLOYEE-ID	62	72	11
COMMA	73	73	1

<b>FIELD NAME</b>	<b>STARTING POSITION</b>	<b>ENDING POSITION</b>	<b>FIELD LENGTH</b>
EMPLOYEE-NAME	74	86	13
COMMA	87	87	1
POSITION-CODE	88	99	12
COMMA	100	100	1
POSITION-STATUS	101	115	15
COMMA	116	116	1
POSITION-START-DATE	117	135	19
COMMA	136	136	1
LOCAL-CONTRACT-CODE	137	155	19
COMMA	156	156	1
POSITION-FTE	157	168	12
COMMA	169	169	1
ASSIGNMENT-AREA-1	170	186	17
COMMA	187	187	1
ASSIGNMENT-AREA-2	188	204	17
COMMA	205	205	1
ASSIGNMENT-AREA-3	206	222	17
COMMA	223	223	1
HQPD	224	227	4
COMMA	228	228	1
STAFF-DATA-SUBMITTED-TO-ODE-AS-OF	229	260	32

### ***Detail Information***

Staff members are listed alphabetically by building within the district.

This Comma Separated Value (CSV) format file contains a record for each student whose information was used to generate the standard reports. Some of the data fields are added when the CSV file is created and do not appear on the standard reports.

<b>FIELD NAME</b>	<b>STARTING POSITION</b>	<b>ENDING POSITION</b>	<b>FIELD LENGTH</b>
-------------------	--------------------------	------------------------	---------------------

C:\Documents and Settings\lanicka.shepherd-mas\Desktop\HQPD YE EXP.doc  
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<b>DISTRICT-IRN</b>	1	6	6
<b>COMMA and QUOTE</b>	7	8	2
<b>DISTRICT-NAME</b>	9	38	30
<b>QUOTE and COMMA</b>	39	40	2
<b>BUILDING-IRN</b>	41	46	6
<b>COMMA and QUOTE</b>	47	48	2
<b>BUILDING-NAME</b>	49	78	30
<b>QUOTE and COMMA</b>	79	80	2
<b>COUNTY</b>	81	90	10
<b>COMMA</b>	91	91	1
<b>EMPLOYEE-ID</b>	92	100	9
<b>COMMA and QUOTE</b>	101	102	2
<b>EMPLOYEE-NAME</b>	103	144	42
<b>QUOTE adnCOMMA</b>	145	146	2
<b>POSITION-CODE</b>	147	149	3
<b>COMMA</b>	150	150	1
<b>POSITION-STATUS</b>	151	151	1
<b>COMMA</b>	152	152	1
<b>POSITION-START-DATE</b>	153	160	8
<b>COMMA</b>	161	161	1
<b>LOCAL-CONTRACT-CODE</b>	162	164	3
<b>COMMA</b>	165	165	1
<b>POSITION-FTE</b>	166	169	4
<b>COMMA</b>	170	170	1
<b>ASSIGNMENT-AREA-1</b>	171	176	6
<b>COMMA</b>	177	177	1
<b>ASSIGNMENT-AREA-2</b>	178	183	6
<b>COMMA</b>	184	184	1
<b>ASSIGNMENT-AREA-3</b>	185	190	6
<b>COMMA</b>	191	191	1
<b>HQPD</b>	192	192	1
<b>COMMA</b>	193	193	1
<b>STAFF-DATA-SUBMITTED-TO-ODE-AS-OF</b>	194	225	8

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District-IRN, District-Name, Building-IRN, Building-Name, County, Employee-ID, Employee-Name, Position-Code, Position-Status, Position-Start-Date, Local-Contract-Code, Position-FTE, Assignment-Area-1, Assignment-Area-2, Assignment-Area-3, HQPD, Staff-Data-submitted-to-ODE-as-of

999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",206,C,08252000,01 ,1.00, ,999411, ,Y,20060727	",AnOhio ,ZY0237238,"ADAMS, JOHN.
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",211,C,08251997,01 ,1.00,999570, , ,Y,20060727	",AnOhio ,YZ0002400,"ADAMS, SAMUEL.
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",205,C,08271984,01 ,1.00, , , ,Y,20060727	",AnOhio ,XY0025619,"BARTLETT, JOSHIAM
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",205,C,08252004,01 ,1.00, , , ,Y,20060727	",AnOhio ,YX0246496,"CARROLL, CHARLES
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",205,C,10172005,01 ,1.00, , , ,Y,20060727	",AnOhio ,YY0048751,"CHASE, SAMUEL
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",205,C,08252004,01 ,1.00, , , ,Y,20060727	",AnOhio ,XX0465043,"FRANKLIN, BENJAMIN.
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",205,C,08252000,01 ,1.00, , , ,Y,20060727	",AnOhio ,WW0249576,"GERRY, ELBRIDGE
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",205,C,08232001,01 ,1.00, , , ,Y,20060727	",AnOhio ,WX0309036,"GWINNETT, BUTTON.
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",205,C,12132001,01 ,1.00, , , ,Y,20060727	",AnOhio ,WY0123459,"HANCOCK, JOHN.
999999,"Ohios Best Local Local S",030303,"Ohio Best Elem ",205,C,08232001,01 ,1.00, , , ,Y,20060727	",AnOhio ,ZZ0101010,"ELLERY, WILLIAM

NOTE: these are double spaced for readability in this document but appear in the file as single-spaced records, one set of staff data for each line in the file.

## **Error Detection and Correction**

If the district has fewer staff members listed on the report than it thinks it should have, personnel should check the aggregation messages and the district's status reports. They will tell the district whether or not records were rejected during the processing cycle.

If the data for an individual staff member is not correct, district personnel should verify the data at the point of extraction and at the point it is submitted to ODE to ensure that the reports accurately reflect the situation that exists.

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