FTE ADJUSTMENT REPORT EXPLANATION (.TXT_CCYYK_STU_FTE_ADJ .CSV_CCYYK_STU_FTE_ADJ)

Education Management Information System (EMIS)



Revision Date August 21, 2013

Prepared by ITO-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 11, 2006		Derived from Web document, reports, COBOL
		programs
August 15, 2007	IPM/McKeand/Esson	Reflects deletion of "2M" criteria from Attending Home
		Status
Dec 7, 2009	IPM/Esson	Change in kindergarten, payment on prior year
August 20, 2010	IPM/Esson	Changed references to SF3 to PASS
February 9,	DQG/Esson	Changed reference from PASS to BRIDGE, eliminated
2012		outdated statements.
September 24,	Mckeand	Revised for FY13 - not substantive changes
2012		
August, 2013	DQG/Esson	Changed reference from BRIDGE to FTE

Report Overview

General Description and Significance

The Ohio Revised Code (Section 3317.03 (C) (3)) prohibits the counting of any student for more than 1.0 FTE. The Headcounts/FTE Adjustment Report lists the SSID's for which the funded FTE exceeds 1.0. There are several causes:

- A district has entered incorrect admission or withdrawal dates for the student
- The same SSID is being submitted for two different students
- Two districts, which both provide instructional services to the student, have not appropriately proportioned the student's time between them

Since Ohio law does not permit the counting of one person to exceed 1.0, ODE has developed a process to automatically reduce the total funded FTE to 1.0. This document will explain the reduction process, the data on the report itself, and provide suggestions for districts to correct the data. This report advises districts about situations in the current year's data which will impact their payments in the current year. It is beneficial for districts to resolve data issues as quickly as possible since they will not be able to be corrected when the reporting period closes.

One of these outputs from this process is a standard paper report. The other is a commadelimited file. Both are described in this document.



Tips for Reading This Document

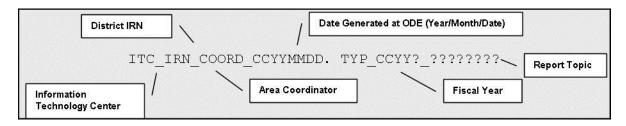
- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.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

Report Name and Timing

Reports are produced for all City, Exempted Village, Local School Districts, and JVSD's based on data submitted through EMIS during the October (K) reporting period and are released to the ITC's after each EMIS processing.

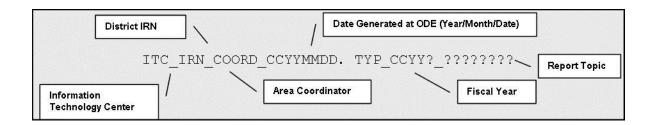
The file name for the standard report is

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



The file name for the comma-delimited file is:

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





ODE Processing

Process Description

This report is produced from a series of programs run during the EMIS process. The process pulls data from the *Student Demographic*, *Student Attributes—Effective Date* and *Student Standing* records into *ASSG* records. These records become part of the **ADM_INFO** file at ODE.

In the process, a series of programs filters records with specific status values, determines duplicate ID entries, calculates the total head count and FTE for these duplications, and determines amounts that exceed 1.0 FTE or 1 Head Count.

Data Source

The data come primarily from the *Student Standing, Student Attributes—Effective Date* and *Student Demographic* records submitted by the district. These elements are used to construct the ADM_INFO file. Additional elements come from *OEDS*. Some filter or reported fields are added during the process and written to the **ASSG** file.

Submitted Data Used in Report

The following elements are displayed on the report or are used during the intermediate steps of the report generation.

Element Name	Record Field #	File Name	Special Notes
BUILDING IRN	FS160	Student Standing	
ADMISSION DATE	FS070	Student Standing	
DATE OF DISTRICT WITHDRAWAL	FS090	Student Standing	The Effective End Date on the Student Standing record is the date of withdrawal when there is a withdraw code entered.
STATE EQUIVALENT GRADE LEVEL	FD090	Student Attributes— Effective Date	
STUDENT PERCENT OF TIME	FS120	Student Standing	
STUDENT STATUS	GI120	ADM_INFO	Derived from Student Standing How Received
DISABILITY CONDITION	FD130	Student Attributes— Effective Date	
SSID	FS050	Student Standing	
BUILDING NAME		OEDS	
DISTRICT NAME		OEDS	
DISTRICT IRN		OEDS	
COUNTY		OEDS	



Derived Data Used in Report

The following elements are created during the ODE internal routine or within the ODE programs.

Element Name	Record Field #	File Name	Field Value	Conversion factors
STUDENT FUNDED FTE	A1210	ASSG	Student Percent of Time/100 in October	From ODE internal routine
STUDENT HEAD COUNT	A1205	ASSG		From ODE internal routine
KDG FUNDED FTE	A1220	ASSG		From ODE internal routine
ENROLLED STUDENT	C001	ASSG	YES	Many factors including valid building IRN, first and last day, admit date, student status
ATTENDING HOME STATUS	A1050	ASSG	1 ST character = "1", 2 nd character = STUDENT STATUS	ENROLLED STUDENT and GK305 = "0"
ATTENDING HOME STATUS	A1050	ASSG	1 st character = "2", 2 nd character = STUDENT STATUS, FTE calculated	ENROLLED STUDENT, GK305 not = "0", GI150 = "0"
ATTENDING HOME STATUS	A1050	ASSG	1 ST character = "1" and 2 nd character = STUDENT STATUS, FTE calculated, flagged as Not Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 not = "9", "2", "3", or "B"
ATTENDING HOME STATUS	A1050	ASSG	1 ST character = "1" and 2 nd character = STUDENT STATUS, FTE calculated, flagged as Open Enrollment	ENROLLED STUDENT, GK305 not = "0", GI150 > "0", GI120 = "9", "2", "3", or "B"
DATE SUBMITTED				From processing date

Report Selection Criteria

Student records are <u>not</u> included if the ATTENDING HOME STATUS = "14", "15", "16", "26", "29", "11", or "1F".

Student records are included for consideration of an adjustment if and only if the student ID has been reported in the records of more than one district, i.e. the SSID is a duplicate in another district's submission.

The student record elements are printed if and only if the sum of the FTEs or Headcounts from the multiple district submissions is greater than "1".

If the second record for the same student is from an ESC or JVSD and there is no Resident IRN, the record is rejected from the report.



Reduction Process

1. Students attending JVSD

If the sum of the funded FTE reported by a JVSD and the sending district is greater than 1.0, then the funded FTE for both districts will be reduced. Example; If a JVSD reported .6 funded FTE and the sending district reported .5, the sending district funded FTE = .5/(.5 + .6) = .45. The JVSD funding FTE = .6/(.5 + .6) = .55. **Exception:** If the student participated in the Post-Secondary Option Program in addition to attending a JVSD, the FTE in excess of 1.0 will be deducted from the regular district only.

2. Student ID's were reported by two regular districts and neither indicated that the student was attending another district.

If the total funded FTE that two regular (city, exempted village or local) school districts reported is greater than 1.0, ONLY the funded FTE of the district with the most recent admission date will be used. If a student was enrolled in two different districts with two different October Count Weeks, the district whose October Count week was the stateestablished week will receive funding.

Note: Kindergarten students who transferred during the October Count Week will be counted in both districts.

Report Sample, .TXT report

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. 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, and the page number.

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, and the date on which the data were submitted to ODE.

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

Detail Information

The left section lists the data submitted by your district for a specific student. The right section lists the data submitted by another district.

The elements of the left section are:

SSID as reported on your *Student Standing* record
 GRADE the STATE EQUIVALENT GRADE LEVEL you reported as reported on your *Student Attributes—Effective Date* record



HEADCOUNT OR <u>FTE</u> as calculated in the From ODE internal routine
 ODE ADJUSTED calculated by

- 1. Adding your district FTE and other district's FTE
- 2. Subtracting "1" (one) from that sum to find the excess FTE reported

Name of other district submitting this student's records.

3. Subtracting that excess from your district's FTE.

The elements of the right section are:

DISTRICT

t's
ed

As the FTE adjustments are calculated, they are added to a running total for either kindergarten or 1-12. The following totals appear at the bottom of the page:

- **DISTRICT TOTAL KDG** sum of the **HEADCOUNT OR FTE** column on the left side only when the grade is kindergarten
- **DISTRICT TOTAL 1-12** sum of the **HEADCOUNT OR FTE** column on the left side only when the grade is 1-12
- REDUCTION IN KDG HEADCOUNT when the grade is kindergarten, calculated as the difference between the HEADCOUNT OR FTE and the ODE ADJUSTED HEADCOUNT/FTE
- REDUCTION IN 1-12 FUNDABLE FTE when the grade is 1-12, calculated as the difference between the HEADCOUNT OR FTE and the ODE ADJUSTED HEADCOUNT/FTE



PAGE: 1

PROGRAM: ADJUSTMENT_2006K_REPORT OHIO DEPARTMENT OF EDUCATION EDUCATION MANAGEMENT INFORMATION SYSTEM

DATE: 03/05/2006

2005-06 HEADCOUNT/FTE ADJUSTMENT REPORT

DISTRICT: TheBest Local SD

COUNTY: InOhio
IRN: 040404

District total 1-12:

DATE SUBMITTED: 03/02/2006

		Disability	Headcount	ODE Adjusted			Disability	Headcount	ODE Adjusted
SSID	GRADE	Condition	or FTE	Headcount/FTE	District	GRADE	Condition	or FTE	Headcount/FTE
AA111111	09	* *	1.00	0.00	District A City SD	09	09	0.60	0.60
BB222222	12	* *	1.00	1.00*	District B City SD	12	08	1.00	0.00
CC3333333	10	09	1.00	0.00	District C City SD	10	* *	1.00	1.00
DD4444444	10	* *	1.00	1.00	District E Local SD	11	* *	1.00	0.00
EE5555555	11	* *	1.00	1.00	District F Local SD	11	01	1.00	0.00
FF6666666	08	**	1.00	0.00	District F Local SD	08	**	1.00	1.00
GG7777777	01	**	1.00	0.00	District F Local SD	01	**	0.20	0.20
HH8888888	05	**	1.00	0.00	District G Local SD	05	**	1.00	1.00
II9999999	06	* *	1.00	0.00	District G Local SD	06	* *	1.00	1.00
JJ0000000	05	* *	1.00	1.00	District G Local SD	05	**	1.00	0.00
District t	otal kd	g:	0.00	0.00					

Reduction in kdg headcount: 0.00* Reduction in 1-12 fundable FTE: 6.00*

http://sharepoint/OPS/ito/ipm/Reporting Documentation/Report Explanations/Working/Post/Bridge ADJUSTMENT.doc Revision Date August 23, 2012



10.00

4.00

^{*} Note: Asterisk denotes different count weeks.

Report Sample, CSV file

CSV File Format, General Information

This Comma Separated Value (CSV) format file contains a record for each student whose data is submitted by you and a district other than yours and whose combined FTE is greater than "1".

In this, as in any comma-delimited file, 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

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 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:

FIELD NAME	STARTING POSITION	ENDING POSITION	FIELD LENGTH
SSID	1	4	4
YOUR-GRADE	5	14	10
YOUR-DISABILITY- CONDITION	15	39	25
YOUR-HEADCOUNT-FTE	40	57	18
YOUR-ADJ-HEADCOUNT- FTE	58	79	22
OTHER-DISTRICT	80	93	14
OTHER-GRADE	94	104	11
OTHER-DISABILITY- CONDITION	105	130	26
OTHER-HEADCOUNT- FTE	131	149	19
OTHER-ADJ- HEADCOUNT-FTE	150	172	23



Detail Information

Each detail line in the CSV file contains data pertaining to a student whose records were submitted by your district. All of the selection criteria and calculations are the same as they are in the printed report.

	STARTING	ENDING	FIELD	
FIELD NAME	POSITION	POSITION	LENGTH	DATA
SSID				As submitted by your district and
	1	9	9	the other district
YOUR GRADE				STATE EQUIVALENT GRADE LEVEL
	10	11	2	from your submitted GRADE LEVEL
YOUR-DISABILITY-				As submitted by your district
CONDITION	12	13	2	
YOUR-HEADCOUNT-FTE				As calculated from your STUDENT
				PERCENT OF TIME in the ODE
	14	17	4	internal routine
YOUR-ADJ-HEADCOUNT-				As described in calculations of the
<u>FTE</u>	18	21	4	.TXT file
OTHER-DISTRICT				Name of other district that
	22	51	30	submitted this student SSID
OTHER-GRADE				STATE EQUIVALENT GRADE LEVEL
	52	53	2	from other submitted GRADE LEVEL
OTHER-DISABILITY-				As submitted by other district
CONDITION	54	55	2	
OTHER-HEADCOUNT-FTE				As calculated from other districts
				STUDENT PERCENT OF TIME in the
	56	59	4	ODE internal routine s
OTHER-ADJ-HEADCOUNT-				As described in calculations of the
<u>FTE</u>	60	63	4	.TXT file



SSID, YOUR-GRADE, YOUR-DISABILITY-CONDITION, YOUR-HEADCOUNT-FTE, YOUR-ADJ-HEADCOUNT-FTE, OTHER-DISTRICT, OTHER-GRADE, OTHER-DISABILITY-COND ITION, OTHER-HEADCOUNT-FTE, OTHER-ADJ-HEADCOUNT-FTE, DZ33333333,11,10,1.00,0.95, This Region JVSD, 11,**,0.05,0.05,

DY44444444,10,**,0.76,0.75, This Region JVSD, 10,**,0.25,0.25,

DZ7777777,12,**,1.00,0.95, This Region JVSD, 12,**,0.05,0.05,

DZ5555555,11,**,1.00,0.95, This Region JVSD, 11,**,0.05,0.05,

HW1111111,12,**,0.75,0.70, This Region JVSD, 12,**,0.32,0.30,

Note: the blank rows between each record are here for readability only. They do not appear in the actual CSV file.



Error Detection and Correction

If there are any adjustments reported, the district needs to verify that it has correctly entered its own data, paying particular attention to the following fields:

- ADMISSION DATE
- EFFECTIVE END DATE /WITHDRAW CODE...
- GRADE LEVEL
- STUDENT PERCENT OF TIME/SENT TO PERCENT OF TIME
- How received
- SENT REASON
- DISABILITY CONDITION
- SSID

If there are any Level 2, Category 3.3 messages, they will also help determine situations in which students are reported by two or more districts with overlapping dates during count week. Not all students listed on the 3.3 errors will be on the adjustment report; for example, if the student is reported by a community school and a traditional district and the combined FTE is greater than 1, the student will be on the Level 2 error report but not on the adjustment report because community schools are not involved in the FTE FLOW process.

Corrective Action:

- 1. Verify that the student was enrolled in your district during October Count Week. If the student was not actually enrolled, modify the admission or effective end date and withdraw reason on the Student Standing record accordingly. An enhanced comma delimited file of this report that includes the student name is available from your ITC. Remember that the Admission Date and/or Effective End Date on a record with a Withdraw Reason other than "**" indicates that the student was in attendance at the district on that day; that day will be included in calculating the student's ADM.
- 2. Verify with the other district that the SSID belongs to the same student. Different grade levels or disability conditions may help to indicate that the SSID is being submitted for more than one student.
- 3. If the SSID's are for different students, the student for which the most of the eight required data elements are correct should retain that number. If the number of correct elements is the same, the district that originally obtained the number should retain that SSID for its student. A new number must be obtained through the normal process for the other student.
- 4. If the SSID's are for the same student, determine the amount of time that the student is attending each district and receiving instruction. Include study halls



and lunch but do not include the time the student spends traveling between buildings. Each district's student percent of time is calculated by dividing the amount of time spent in its district by the total amount of time the student spends in both buildings.

5. The district for which data was modified must re-aggregate and re-submit data to ODE.



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