JVS FTE FLOW
REPORT EXPLANATION
(.TXT_CCYYK_STU_JVSFTE_FLOW)
(.CSV_CCYYK_STU_JVSFTE_FLOW)

Education Management Information System (EMIS)

Ohio | Department of Education

Revision Date September 24, 2013

Prepared by
Office of Data Quality and Governance

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 31, 2006		Derived from reports, programs
October 9, 2007	IPM/ODE	Revised for 2008. No changes.
February 9, 2012	ITO/DQG	Updated for 2012 name change
Revised for FY13	McKeand	Updated for FY13 no substantive changes.
Revised for FY14	DQG	Updated for name change and 5 Funding Categories per HB 59.

Report Overview

General Description and Significance

The Ohio Department of Education (ODE) has developed a report and a comma-delimited file for the JVS PAY numbers for the JVS district. Districts can use them to reconcile EMIS data with the numbers used by the Office of School Finance to generate the Current Year Formula ADM for determining state foundation monies.

When comparing this JVS FTE FLOW Report to the actual JVS PAYMENT, please review the submission dates of the reports.

- The latest submission date on which the JVS PAY is based is located on the second line of the JVS PAYMENT.
- The latest submission date on which the JVS FTE FLOW Report is based is located in the upper right corner of each attending/home indicator/district combination.
- If any submission date of the JVS FTE FLOW Report occurred after the generation date of the JVS PAYMENT, there may be ADM differences on lines 1 and 2 of the JVS PAYMENT. Please remember that data from other districts can affect the data that appears on the JVS PAYMENT. Numbers may change as other districts submit data during each EMIS processing.

SIGNIFICANCE:
- Accuracy of these data is absolutely critical.
- Districts should report data that accurately reflect what is occurring in a building/district.
- Data are used to determine state foundation monies.

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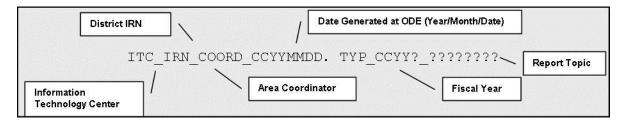
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- Options (values) for each data element are indicated in ITALICIZED CAPITAL LETTERS and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP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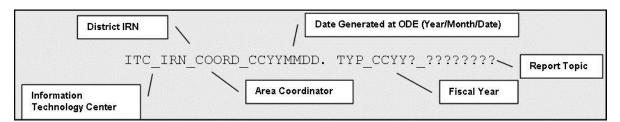
Report Name and Timing

The file name for the standard report is **ITC_IRN_COORD_CCYYMMDD.TXT_CCYYK_STU_JVSFTE_FLOW**; its components are described below. This report is produced during the October (K) reporting period.

The file name for the CSV file is:
ITC_IRN_COORD_CCYYMMDD.CSV_CCYYK_STU_JVSFTE_FLOW; its components are described below. This report is produced during the October (K) reporting period.

ODE Processing

Process Description

Reports are produced for all JVS districts that submit data during an October processing week. They are distributed to the districts through their contracted ITC.

The reports are generated in a sequence of steps. Submitted Student Demographic (GI), Student Standing (FS), and Student Attribute—Effective Date (FD) records are translated into records on an ODE-created ASSG file which then builds an intermediate file from which the reports are produced.

Data Source

The *Student Standing, Student Attribute—Effective Date,* and *Student Demographic* files provide the basis of the report data.

During the scheduled process, data from these files are translated into the *ASSG* file and incorporated into the files at ODE.

OEDS data are used for report headers and the creation of the report names.

Submitted Data Used in Report

These data are used directly on the report or as filters in the aggregations.

Element Name	Record Field	File Name	Special Notes
ATTENDING/HOME DISTRICT IRN		*Created ASSG record*	Derived from Sent To IRN, Received From IRN as appropriate
ATTENDING/HOME DISTRICT IRN INDICATOR		*Created ASSG record*	Derived from Sent Reason, How Received as appropriate
BUILDING IRN	ATNDNG_ORG_IRN	*Student Standing*	
BUILDING NAME		OEDS	
COUNTY		OEDS	
DISABILITY CONDITION	FD130	*Student Attribute— Effective Date*	
DISTRICT NAME		OEDS	
GRADE LEVEL	STATE EQUIVALENT GRADE LEVEL	*Student Attribute— Effective Date*	
SSID	STATE STUDENT ID	*Student Standing*	
STUDENT PERCENT OF TIME	STUDENT PERCENT OF TIME	*Student Standing*	
STUDENT STATUS		*Created ASSG record*	Derived from How Received

Derived Data Used in Report

In the ASSG file, the following elements are created from the submitted data.

Element Name	Record Field #	File Name	Field Value	Conversion factors
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1", 2nd character = STUDENT STATUS	Student entirely educated in the reporting district , both SENT REASON codes = "NA"
ATTENDING HOME STATUS	A1050	*ASSG*	1st character = "2", 2nd character = STUDENT STATUS, FTE calculated	Student is entirely educated in the SENT TO district, the district other than the reporting LEA
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Not Open Enrollment	Student partially educated by the reporting district and partially educated elsewhere, but whose How Received is not "9", "2", "3", or "B"

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Element Name	Record Field #	File Name	Field Value	Conversion factors
ATTENDING HOME STATUS	A1050	*ASSG*	1ST character = "1" and 2nd character = STUDENT STATUS, FTE calculated, flagged as Open Enrollment	Student partially educated by the reporting district and partially educated elsewhere, but whose How Received is "9", "2", "3", or "B, This is needed so that the resident district initially receives the correct funding."
SUBMISSION DATE		*System Date*	CCYYMMDD	From processing date
CTA FTE CAT1		*RESIDENT*	Number up to 99999.99	Calculated from FTE for WFD programs, weight factor of .57
CTA FTE CAT 2		*RESIDENT*	Number up to 99999.99	Calculated from FTE for CBI and WFS programs, weight factor of .28
CTA FTE CAT 3		*RESIDENT*	Number up to 99999.99	Calculated from FTE for CBI and WFS programs, weight factor of .28
CTA FTE CAT 4		*RESIDENT*	Number up to 99999.99	Calculated from FTE for CBI and WFS programs, weight factor of .28
CTA FTE CAT 5		*RESIDENT*	Number up to 99999.99	Calculated from FTE for CBI and WFS programs, weight factor of .28

The first character of the ATTENDING HOME STATUS element describes where a student is being educated. The value of the second character varies depending upon the value of the first.

Students being instructed at your district	Students receiving instruction elsewhere	Student is open enrolled into a district, is partially educated there and is sent to a third district for further education.	Student attends a JVS not in the jointure of the sending district.
1X, where X = *Student Status*	2X, where X = *Att/Home IRN Indicator*	3X, where X = *Att/Home IRN Indicator*	4X, where X = *Att/Home IRN Indicator*

Student Status, from How Received on FS
1. Indicates the relationship between the reporting district and the student.
2. From the reporting district's perspective, this indicates whether the student is
   a) Resident/non-resident
   b) Tuition/non-tuition
   c) In-state/out-of-state

Attending/Home IRN Indicator
1. This element more precisely defines the type of entity identified by the Attending/Home District IRN.
2. The Attending/Home District IRN indicates
   a) The district to which a student is sent or
   b) A district from which a student is received

Report Selection Criteria

The records in this report are restricted to those applicable for a JVSD.

Records are <u>included</u> if

- ATT-HOME-STATUS = *"10", "11", "12", "13", "17", "18", "19", "1A", "1B", "1C" , "1D", "1M", "1P", "1S", "1T", "1W", "49"*
- GRADE LEVEL is <u>not</u> = *"PS" or "IN"*
- The IRN is a valid JVSD IRN
- Neither the Resident District IRN not the Attending District IRN are *"999999"*

The attending/home statuses included on the report can be separated in general categories reflecting who is educating the student.

- Codes that show that your district is educating the student:

STATUS	Definition	JVS PAYLine 1A-1D	JVS PAYAdjustments
10	Resident Student	Reporting District	None
11	In-state, non-resident tuition student	Reporting District	None
17	Non-resident residing with grandparent (3313.64 ORC)	Reporting District	None
18	Non-resident senior attending (3313.64 ORC)	Reporting District	None
1A	Non-resident student – parent district employee (3313.64 ORC)	Reporting District	None
1C	Foster Care Placement (3313.64 ORC)	Reporting District	None
1D	Direct Pay Tuition (Parent pays)	Reporting District	None
1P	All placement in a licensed home, institution, group home or other licensed residential facility other than foster care (3313.64 ORC)	Reporting District	None
1S	Non-resident – Superintendent agreement (3313.64 ORC)	Reporting District	None
1T	All institutional placements that are **not** court ordered or foster care	Reporting District	None
1W	Non – resident – Attending under Title 1 public school choice	Reporting District	None

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- EMIS data that OTHER districts have reported about students that they are educating who are considered *legal residents of your district* AND for which by law your district is considered to be responsible to educate:

STATUS	Definition	JVS PAY	JVS PAY Adjustments
12	In-state, non-resident, vocational contract	Resident District	Based on EMIS data received from the educating district
13	In-state, non-resident, non-tuition, non-contract	Resident District	None
19	Non-resident, Open Enrollment (Regular district and JVSD)	Resident District	Based on EMIS data received from the educating district
1B	Non-resident, Special Education program	Resident District	Based on EMIS data received from the educating district
49	JVS Open enrollment students	Resident District	Based on EMIS data received from the educating district

- OTHER districts have reported about students that they are educating BUT the JVS PAY monies are initially sent to the sending district, as follows:

STATUS	Definition	JVS PAY	JVS PAY djustments
10,11,17,18,1A,1C,1D,1P,1S,1T,1W	JVSD Students Only	Sending District	None

Report Sample, .TXT

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 data source, and the name of the report. 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, and the school year to which the report belongs.

The second area of the header pertains to the district whose data is reflected on the report. It identifies the **DISTRICT** for which the report was produced, its **IRN** and **COUNTY**.

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

Detail Information, JVS FTE FLOW

This reporting district header is followed by a data line consisting of:

GROUP

NOT COUNTED:	students who have been incorrectly reported in EMIS
TOTAL 1-12	from the JVS PAY lines 1A -2
OPEN ENROLLMENT	from the JVS PAY, line 23C, these are students not in the jointure of the JVSD
DISTRICT TOTAL	Sum of the **TOTAL 1-12** and **OPEN ENROLLMENT** only

CATegories:

CAT 1

Speech and Language Impairment	DISABILITY CONDITION = *"05"*

CAT 2

Developmentally Disabled	DISABILITY CONDITION = *"09"*
Specific Learning Disabilities	DISABILITY CONDITION = *"10"*
Other Handicapped – Minor	DISABILITY CONDITION = *"15"*

CAT 3

Hearing Impairments	DISABILITY CONDITION= *"03"*
Severe Behavior Disabled	DISABILITY CONDITION= *"08"*

CAT 4

Other Health Handicapped – Major	DISABILITY CONDITION= *"14"*
Visually Impaired	DISABILITY CONDITION= *"04"*

CAT 5

Multiple Disabilities (not deaf-blind)	DISABILITY CONDITION = *"01"*
Orthopedically Disabled	DISABILITY CONDITION= *"06"*

CAT 6

Deaf-blindness	DISABILITY CONDITION = *"02"*
Autism	DISABILITY CONDITION = *"12"*
Traumatic Brain Injury	DISABILITY CONDITION = *"13"*

OTHER

Students without disabilities

TOTAL

Sum of columns to the left.

CTE FTE CATegories:

CTA FTE CAT 1	WFD - Agriculture and Environmental Systems, Construction Technology, Engineering and Science Technologies, Finance, Health Science, Information Technology and Manufacturing Technologies programs

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CAT FTE CAT 2	WFD - Business Administration, Hospitality and Tourism, Human Services, Law and Public Safety, Transportation Systems and Arts and Communications programs
CAT FTE CAT 3	Career-Technical Career Based Intervention (CBI) programs
CAT FTE CAT 4	WFD - Education and Training, Marketing, Academics as part of the WFD programs, Government & Public Administration and Career Development
CAT FTE CAT 5	Career-Technical Family and Consumer Science programs

Under the detail lines are the explanations of the categories and other detail features.

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      PROGRAM: EMIS2008-OCT-JVS FTE-FLOW          OHIO DEPARTMENT OF EDUCATION                    DATE: 03/30/2008
       SOURCE: RESIDENT_FY2008K               EDUCATION MANGAGEMENT INFORMATION SYSTEM            PAGE:     1
  EMIS REPORT: TXT_2008K_STU_JVS FTE FLOW                                                         REPORTING PERIOD: K (OCTOBER)


                                        STUDENT DATA SUBMITTED TO ODE AS OF 01/27/2008
                                                FY2008 JVS FTE FLOW REPORT


     DISTRICT: 050505  My County Jt Voc SD
       COUNTY: AnyOhioCty


  -------------------------------------------------------------------------------------------------------------------
                        *------------------------------ A D M ------------------------------*
                        *-------- S P E C I A L  E D U C A T I O N ---------*              *-------------- C T E  F T E --------------*
  GROUP          CAT 1     CAT 2     CAT 3     CAT 4     CAT 5     CAT 6    OTHER     TOTAL     CAT 1     CAT 2     CAT 3     CAT 4   CAT 5

  *Not Counted**  0.00      0.00      0.00      0.00      0.00      0.00     0.00      0.00      0.00      0.00      0.00      0.00    0.00
  Total 1-12      0.00      0.00      0.00      0.00      0.00      0.00     0.00      0.00      0.00      0.00      0.00      0.00    0.00
  Open Enrollmnt                      0.00      8.00      0.00      0.00     0.00      0.00     73.21     81.21     50.26     10.82    2.12
  Other Adjust.                       0.00      0.00      0.00      0.00     0.00      0.00      6.06      6.06      3.24      1.56    2.12
  District Total                      0.00    142.48      6.93      2.00     7.00      5.00    596.99    760.40    469.59    119.37    3.12
```

 NOTE: Under the GROUP heading, if Not counted on JVS PAY appears these students are not included in the District Total.
       There will be no ADM or weighted funding for these students. ALL students on this line have been incorrectly reported
       in EMIS. Please verify the Student Status, Resident District IRN, and the Attending/Home IRN for these students.

Special Education
CAT 1 - Speech and Language Impairments (05)
CAT 2 - Cognitive Disabilities (09) (Formerly Mental Retardation or Developmentally Handicapped), Specific Learning Disabilities
        (10), Other Health Impaired - Minor (15)
CAT 3 - Deafness (Hearing Impairment) (03), Emotional Disturbance (SBH) (08)
CAT 4 - Visual Impairments (04), Other Health Impaired - Major (14)
CAT 5 - Multiple Disabilities (other than Deaf-Blind) (01), Orthopedic Impairments (06)
CAT 6 - Deaf-Blindness (02), Autism (12), Traumatic Brain Injury (13)

CTE FTE

Career-Technical Workforce Development (WFD) Programs
CAT 1 - WFD - Agriculture and Environmental Systems, Construction Technology, Engineering and Science Technologies, Finance, Health
        Science, Information Technology and Manufacturing Technologies programs
CAT 2 - WFD - Business Administration, Hospitality and Tourism, Human Services, Law and Public Safety, Transportation Systems and
        Arts and Communications programs
CAT 4 - WFD - Education and Training, Marketing, Academics as part of the WFD programs, Government & Public Administration and
        Career Development

Other Career-Technical Programs
CAT 3 - Career-Technical Career Based Intervention (CBI) programs
CAT 5 - Career-Technical Family and Consumer Science programs

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Report Sample, CSV

This Comma Separated Value (CSV) format file contains a record for each student whose information was used to generate the standard reports.

These fields are included on the file.

ELEMENT	SOURCE	VALUE
SID	*Student Standing,* FS110	2 alphabetic, 7 numeric assigned
REPORT-DISTRICT-IRN	*Student Standing*, FS040	6-digit assigned, reporting IRN
RESIDENT-DISTRICT-IRN	*Student Standing*, FS150	6-digit assigned, resident IRN
A/HIRN	Derived as appropriate from *Student Standing,* Sent To IRN or How Received IRN	6-digit assigned, attending or home IRN
STUDENT-STATUS	Derived from *Student Standing,* How Received code	1 alphanumeric, see EMIS Manual, Appendix Y, FY10, for possible codes
A/H-IND	*Student Attendance*, GK305	1 alphanumeric, see EMIS Manual, Appendix Y, FY10, for possible codes 1 alphanumeric
A/H-CODE	Attending Home Status	2 alphanumeric
GRADE-LEVEL	State Equivalent Grade Level	2 alphanumeric, see EMIS Manual for possible codes
CAT1-ADM	Calculated, based on DISABILITY CONDITION (FD130), STUDENT PERCENT OF TIME (FS120)	One whole number, decimal, two decimal places
CAT2-ADM	Calculated, based on DISABILITY CONDITION (FD130), STUDENT PERCENT OF TIME (FS120)	One whole number, decimal, two decimal places
CAT3-ADM	Calculated, based on DISABILITY CONDITION (FD130), STUDENT PERCENT OF TIME (FS120)	One whole number, decimal, two decimal places
CAT4-ADM	Calculated, based on DISABILITY CONDITION (FD130), STUDENT PERCENT OF TIME (FS120)	One whole number, decimal, two decimal places
CAT5-ADM	Calculated, based on DISABILITY CONDITION (FD130), STUDENT PERCENT OF TIME (FS120)	One whole number, decimal, two decimal places
CAT6-ADM	Calculated, based on DISABILITY CONDITION (FD130), STUDENT PERCENT OF TIME (FS120)	One whole number, decimal, two decimal places

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JVS-ADM	Calculated, based on DISABILITY CONDITION (FD130), STUDENT PERCENT OF TIME (FS120)	One whole number, decimal, two decimal places
ADM-OTHER	Calculated, based on DISABILITY CONDITION (FD130), STUDENT PERCENT OF TIME (FS120)	One whole number, decimal, two decimal places
GROUP	Based on Attending/Home Status, Grade Level	Description of group to which number is added
CTAE-FTE-CAT1	If WFD program, based on attending home status, grade level	One whole number, decimal, two decimal places
CTAE-FTE-CAT2	If CIB or WFS program, based on attending home status, grade level	One whole number, decimal, two decimal places
A/H-DISTRICT-NAME	*OEDS*	Name for Attending IRN
RESIDENT-DISTRICT-NAME	*OEDS*	Name for Resident IRN
REPORT-DISTRICT-NAME	*OEDS*	Name for Reporting IRN
BLDG-IRN	*Student Standing*, FS160	IRN of building
BLDG-NAME	*OEDS*	Name for building IRN
STU-SUBMIT-ODE-DATE	*System date*	Date on which student data was submitted to ODE
CTAE-FTE-CAT3	Category 3	One whole number, decimal, two decimal places
CTAE-FTE-CAT4	Category 4	One whole number, decimal, two decimal places
CTAE-FTE-CAT5	Category 5	One whole number, decimal, two decimal places

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

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:

FIELD NAME	START	END	LENGTH
SID	1	3	3
REPORT-DISTRICT-IRN	4	22	19
RESIDENT-DISTRICT-IRN	23	43	21
A/HIRN	44	49	6
STUDENT-STATUS	50	63	14
A/H-IND	64	70	7
A/H-CODE	71	78	8
GRADE-LEVEL	79	89	11
CAT1-ADM	90	97	8
CAT2-ADM	98	105	8
CAT3-ADM	106	113	8
CAT4-ADM	114	121	8
CAT5-ADM	122	129	8
CAT6-ADM	130	137	8
JVS-ADM	138	144	7
ADM-OTHER	145	153	9
GROUP	154	158	5
CTAE-FTE-CAT1	159	171	13
CTAE-FTE-CAT2	172	184	13
A/H-DISTRICT-NAME	185	201	17
RESIDENT-DISTRICT-NAME	202	223	22
REPORT-DISTRICT-NAME	224	243	20
BLDG-IRN	244	251	8
BLDG-NAME	252	260	9
STU-SUBMIT-ODE-DATE	261	279	19
CTAE-FTE-CAT3	280	292	13
CTAE-FTE-CAT4	293	305	13
CTAE-FTE-CAT5	306	318	13

SID,REPORT-DISTRICT-IRN,RESIDENT-DISTRICT-IRN,A/HIRN,STUDENT-STATUS,A/H-IND,A/H-CODE,GRADE-LEVEL,CAT1-ADM,CAT2-ADM,CAT3-ADM,CAT4-ADM,CAT5-ADM,CAT6-ADM,JVS-ADM,ADM-OTHER,GROUP,CTAE-FTE-CAT1,CTAE-FTE-CAT2,A/H-DISTRICT-NAME,RESIDENT-DISTRICT-NAME,REPORT-DISTRICT-NAME,BLDG-IRN,BLDG-NAME,STU-SUBMIT-ODE-DATE, CTAE-FTE-CAT3,CTAE-FTE-CAT4, CTAE-FTE-CAT5

BK7777777,050505,040404,040404,0,0,10,12,0.00,0.00,0.00,0.00,0.00,0.00,0.00,1.00, Total 1-12   ,0.88,0.00,TopNotch City SD   ,TopNotch City SD   ,AOne Jt Voc SD   ,010101,AOne Jt Voc Sch   , 20131010,0.88,0.00,0.00
DY4444444,050505,040404,040404,0,0,10,23,0.00,0.50,0.00,0.00,0.00,0.00,0.00,0.00, Total 1-12   ,0.43,0.00,TopNotch City SD   ,TopNotch City SD   ,AOne Jt Voc SD   ,010101,AOne Jt Voc Sch   , 20131010,0.88,0.00,0.00
DZ5555555,050505,040404,040404,0,0,10,12,0.00,1.00,0.00,0.00,0.00,0.00,0.00,0.00, Total 1-12   ,0.87,0.00,TopNotch City SD   ,TopNotch City SD   ,AOne Jt Voc SD   ,010101,AOne Jt Voc Sch   , 20131010,0.88,0.00,0.00
DZ6666666,050505,040404,040404,0,0,10,12,0.00,0.00,0.00,0.00,0.00,0.00,0.00,1.00, Total 1-12   ,0.88,0.00,TopNotch City SD   ,TopNotch City SD   ,AOne Jt Voc SD   ,010101,AOne Jt Voc Sch   , 20131010,0.88,0.00,0.00
EA1111111,050505,040404,040404,0,0,10,12,0.00,0.00,0.00,0.00,0.00,0.00,0.00,1.00, Total 1-12   ,0.89,0.00,TopNotch City SD   ,TopNotch City SD   ,AOne Jt Voc SD   ,010101,AOne Jt Voc Sch   , 20131010,0.88,0.00,0.00
EX0000000,050505,040404,040404,0,0,10,12,0.00,0.00,0.00,0.00,0.00,0.00,0.00,1.00, Total 1-12   ,0.88,0.00,TopNotch City SD   ,TopNotch City SD   ,AOne Jt Voc SD   ,010101,AOne Jt Voc Sch   , 20131010,0.88,0.00,0.00

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Error Detection and Correction

1. First review the JVS FTE FLOW Report, comparing it to the prior fiscal year's data.
2. If there are significant discrepancies in any district or attending/home status combinations, then use the report by student to look further. Remember that the community school students do not appear on the report.
3. The emphasis for resolving potential discrepancies should be placed on any student whose ADM fields are less than 1.0.
   - A. This can be accomplished by sorting the spreadsheet by:
     1. Various ADM fields
     2. Grade Level
     3. Student Identification (SSID number)

Some Cautions:

All students whose data were not accepted during the submission process are not included in these reports. These are listed on excluded and Level 1 reports provided by Data Collector, including students with invalid SID's.

When the reporting district is not your own, the data from these districts were used in the calculation of that student's ADM.

Count Week Start Date may help resolve situations where students moved from one district to another during October.

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