

**GENERAL MISSING DATA  
REPORT EXPLANATION  
(TXT\_CCYYH\_GEN\_MISSING\_DATA)  
(ITC\_CCYYMMDD.CSV\_CCYYH\_GEN\_MISSING\_DATA)**

**Education Management Information System (EMIS)**



Revised July 10, 2014

**Prepared by  
Office of 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
5/27/2011	ODE/EMIS/IPM	Created from program, documentation
10/24/2012	ODE/EMIS/DQG	Modified for change of file names
8/20/2013	ODE/EMIS/DQG	Modified for change of district/building data
6/17/2014	ODE/EMIS/DQG	Eliminated OPU (H5) metric

## Report Overview

### *General Description and Significance*

General Missing Data advises EMIS reporting entities that they are missing data required to be submitted in the current reporting period. The fields displayed show whether or not the district is required to meet the percentage for a specific measure, the current percents calculated and current percents expected, and flags that tell whether or not the district is meeting the measure. These percentages will change over the course of the reporting period according to the schedule provided later in this document.

If there is a reason why an EMIS reporting entity cannot meet a required percentage on a measure, an override may be possible. Overrides are requested through the district's ITC and the Help Desk.

Districts who do not meet the required percents at the time of a Warning Letter (W) can expect a letter notifying them they have not met those requirements. Districts that fail to meet the required percents for an Out Of Compliance (OOC) week will receive notification that they will suffer a hold on of funding for the payment date indicated on the schedule until the percent is met. There are two ways in which the Gen Missing report will indicate that ODE is not receiving the required records but expects to do so before the end of the reporting period.

- The FILE REQ flag is Y and the Met Current Goal is N; the district will see a number that is a calculation of the rules listed below.
- The FILE REQ flag is N, indicating that ODE did not have records to use in the denominator of a measure, the district has submitted no applicable records. For expenditure and cash-records this is more likely to be an outcome than the situation listed above.

Data Submission Requirements for the Financial reporting period (H) began in FY11 because of problems in the application of the financial data after the close of FY10 reporting. Such processes as Maintenance of Effort (MOE) require data to be complete and accurate. The Financial Data Submission Requirements are an attempt to focus on that need and ensure reasonable results when data are used after they can no longer be submitted or corrected.

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### Report Distribution

Every district required to report during the current reporting period will receive a GEN\_MISSING\_DATA report.

### Tips for Reading This Document

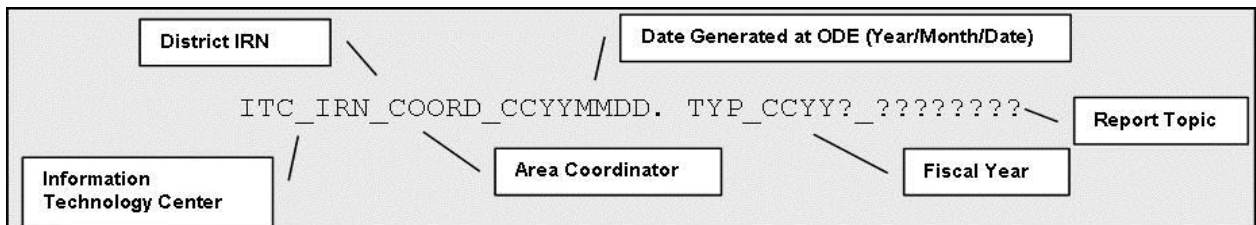
- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.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

### Report Name and Timing

The file names for this report are:

- **ITC\_IRN\_COORD\_CCYYMMDD.TXT\_CCYY?\_GEN\_MISSING\_DATA**
- **ITC\_CCYYMMDD.CSV\_CCYY?\_GEN\_MISSING\_DATA**

Their components are described below. These reports are produced during the Financial (H) reporting period.



## ODE Processing

### Process Description

The numbers on the General Missing Report are based on percentages of records actually reported compared to records that are expected.

The percentages required to be in compliance will increase as the reporting period progresses; they are included in the Data Submission Requirements table in this document or found on the ODE Web site.

Districts are encouraged to submit early, not waiting until all data are finalized, recognizing that subsequent weeks of reporting enable corrections and additions. Since the General Issues reports will provide information about building, OPU, and Cash records, early submissions will enable districts to get helpful feedback at early stages in the reporting process.

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**Data Source**

OEDS is used to determine whether districts and buildings are currently open and to capture the necessary report name components.

**Submitted Data Used in Report**

These files all use data from the current reporting period. In addition, the H6 measure uses cash data from the prior fiscal year's Financial reporting period.

Reporting Period	Record Type	Record Code	Record Name
H2	District	QC	Capital Assets
H3	District	QC	Receipts
H4	District	QC	Expenditures
H6	District	QC	Cash
H7	Building/District	DN	Organization General Information

**Required Reported Percent by Data Submission Date (H)**

This table, available on the ODE Web site under Data → EMIS → Data Submission Requirements, provides the percentage of records required at various times during the reporting period, the dates of the percentage analysis, and the payments and percents that apply for a specific withholding.

**Rule Code Details (Financial-H)**

For each Rule Code, three pieces of information are provided:

- Description of which EMIS reporting entities are responsible for meeting the rule.
- The business rules for determining the numerator in the percent calculation
- The business rules for determining the denominator in the percent calculation

Unless otherwise noted, all data references are to data reported in the current reporting period.

**Capital Assets**

**Rule Code H2**

To meet this measure, a district is expected to report at least one Capital Asset record. More than one record, if appropriate, should be reported but additional records are not part of the requirement.

**Who must report data for H2**

All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

Criteria for determining whether or not a capital asset record is expected

- Status = open and status date on or before last day of the fiscal year for the reporting period

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- Or status = closed and status date on or after the first day of the fiscal year for the reporting period

**Logic for the numerator**

If a Financial (QC) record is submitted with a QC971 value, the numerator = 1

**Logic for the denominator**

If the district meets the criteria for determining whether or not a district record is expected, the denominator = 1. If the district does not meet the criteria, it will not be included in the measure.

**Receipts**

**Rule Code H3**

This measure looks at the receipt records being submitted where receipt codes start with "3", Receipts for State Sources. The sum of these records is compared to the net distribution (total) amount on the district's settlement report.

**Who must report data for H3**

All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

**Logic for the numerator**

Sum of the Fiscal Year Actual Receipts (QC330) where Receipt (QC310) starts with "3".

**Logic for the denominator**

Total Amount from the district's most current Settlement Report for the fiscal year being reported.

**Expenditures**

**Rule Code H4**

Expenditure, Cash, and Receipt amounts are all used in this measure. The sum of the expenditure records is compared to the sum of cash beginning balance plus sum of receipts minus cash ending balance.

**Who must report data for H4**

All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

**Logic for the numerator**

Sum of Fiscal Year Actual Expenditures (QC290) for all records submitted by the district.

**Logic for the denominator**

Sum of cash record July 1 Cash Balance (QC210)  
plus sum of receipt record Fiscal Year Actual Receipts (QC330)  
minus sum of cash record Current Fund Balance (QC250).

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## **Cash**

### **Rule Code H6**

This measure looks at fund codes in the cash record. Since it is expected that fund code for any cash record with a non-zero balance in the prior fiscal year would be reported in the current fiscal year, this measure looks for the presence of the fund codes in each year. It does not calculate the number of records or the dollar amounts, but looks to see if a distinct fund code is reported in both years.

#### **Who must report data for H6**

All EMIS reporting entities except state schools (OSB, OSD, DYS) must report this record

#### **Logic for the numerator**

Count of the distinct fund codes submitted on the cash records in the current fiscal year that match one of the fund codes in the denominator.

#### **Logic for the denominator**

Count of the distinct fund codes submitted on the cash records in the prior fiscal year if the Current Fund Balance (QC250) is not equal to zero.

## ***Building General Information-Financial, DN record:***

### **Rule Code H7**

If this measure had been applied in FY10H, about 15% of the districts would not have met this measure. However, since the General Issues report will list all buildings not being reported in H that were reported in N, it should not be difficult for districts to meet this measure. This data is now collected in the Organization General Information file, the DN record.

#### **Who must report data for H7**

Please refer to the current EMIS Manual to determine which district types must report the various Attribute Names. The ITC IRN and the central office square feet apply at the district level, the lunchroom and transportation percentages and the building square feet apply at the building level.

#### **Logic for the numerator**

Count of the required records submitted at the district level during the financial reporting period plus

Count of required records submitted at the building level during the financial reporting period.

#### **Logic for the denominator**

Count of the required records at the district level during the financial reporting period plus  
Count of required records at the building level during the financial reporting period times the number of buildings open in the current fiscal year.

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## Report Sample

### Header Information

There are two types of files related to missing data:

- a CSV file for each ITC, and
- a printed report for each district required to report during the current reporting period

The specific layouts for each are described below.

### CSV File (for ITCs only)

#### Header Information

The following is the header for the CSV file.

Header Row Field Titles
ITC-IRN
District-IRN
Rule-Description
ITC-Acronym
District-Name
File-is-Required
Current-Percent
Current-Goal
As-of-date
Current-Goal-Met
Final-Percent
Final-Goal
Final-Goal-Met

#### Detail Information

On this report, there will be one row for each rule code for every district required to report during the current reporting period.

Detail Row Data Elements
ITC IRN from OEDS
DISTRICT IRN
RULE DESCRIPTION from the <b>RULES</b> table RULE TEXT
ITC ACRONYM from OEDS
DISTRICT NAME from OEDS
FILE IS REQUIRED value (Y = yes, N= no)- indicates if rule applies to this entity
CURRENT PERCENT is the value calculated as described in the Rule Code Details section above, to the nearest tenth of a percent (xx.x%) with an implied decimal
CURRENT GOAL is the current percent required from the Required Reported Percent by Data Submission Date table
AS OF DATE is the date the percent is as of

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CURRENT GOAL MET will be determined by whether or not the CURRENT PERCENT is greater than or equal to the CURRENT GOAL.
FINAL GOAL is the final percent required from the Required Reported Percent by Data Submission Date table
FINAL GOAL MET will be determined by whether or not the CURRENT PERCENT is greater than or equal to the FINAL GOAL

***CSV Report Sample***

ITC-IRN,DISTRICT-IRN,RULE-DESCRIPTION,ITC-ACRONYM,DISTRICT-NAME,FILE-IS-REQUIRED,CURRENT-PERCENT,CURRENT-GOAL,AS-OF-DATE,CURRENT-GOAL-MET,FINAL-GOAL,FINAL-GOAL-MET

111111,222222,QC-Expenditures,ITCITC,BestEver, Y,0500,0750,20071116,N,1000,N

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## Text report

### *Header Information*

The first area of the report header includes the standard EMIS report header information: the program name and data source on the left, the date the report was generated, the page number, and the current reporting period on the right, and the ODE identifier in the middle.

The second area of the header identifies to the recipient of the report: District name and IRN, ITC acronym, Area Coordinator number, and county name.

### *Report Detail*

#### **Fields to Display**

The text report includes the same fields as the CSV file, with the addition of a “Next Goal” column which shows the percent a district must meet as of the next processing date in the Required Reported Percent by Data Submission Date table.

One row is included in the text report for each rule, including rules that are not required for the entity.

If the File Req flag is "N" for expenditures or cash, it is an indication that there is no data to use for the calculation. Please note that in almost all instances ODE expects that the data will be submitted so that an actual percentage can be determined.

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## Printed Report Layout/Sample

Program: F2011N-MISSING-DATA-REPORT  
 Source: EMIS 2010-2011H

Ohio Department of Education  
 Informational Technology Office  
 Education Management Information System  
 FY2011 General Missing Data Report

Date: 05/27/2011  
 Page: 1  
 Report Period: H

District: YOURTOWN  
 MYEMIS  
 IRN: 019751

Information Technology Center:

County: ANYUSA      Area Coordinator: 31

Rule Description	File Req	Current Percent as of 09/09/11	Current Goal	Current Goal Met	Next Goal 09/16/11	Final Goal 09/30/11	Final Goal Met
QC-Capital Assets	Y	> 100.0	100	Y	100	100	Y
QC-Receipts	Y	75.9	100	Y	100	100	N
QC-Expenditures	Y	82.7	100	Y	100	100	N
QC-Cash	Y	96.9	100	Y	100	100	N
DN-District-Bldg	Y	100.0	100	Y	100	100	Y

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## **Error Detection and Correction**

As this file is providing the district with a report that reflects non-compliant EMIS reporting, if there are any discrepancies between the file and the district's information, the district should check the specific records for accuracy and completeness.

Districts should refer to the appropriate chapter in the ODE EMIS manual for instructions on proper reporting procedures.

Districts should apply the criteria described in this document, using data from the records submitted, to determine how/why the data does not meet the goal. If there are data that cannot be reconciled, districts should ask their ITC to submit a Help Desk ticket so that ODE can research the issue.

If the failure to reach a goal is because of prior reporting that cannot be corrected and the measure is one that allows an override, the district can contact its ITC to determine the criteria for requesting an override.

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