

Level 2 Report Explanation: Career Technical Education (CTE) Concentrator Course Report

The purpose of this report explanation is to assist districts in reviewing the CTE Concentrator Course Reports.



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REVISION HISTORY

The revisions to this document are listed in the table below.

Date	Description
7/28/2023	Report explanation first posted.

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CTE CONCENTRATOR COURSE REPORT

FUNCTION AND PURPOSE

The CTE Concentrator Course Reports are designed to help districts track students who have taken a CTE Workforce Development (WFD) course or had a CTE Program of Concentration reported. At this time, all traditional districts, joint vocational school districts (JVSDs), community schools, and STEM schools receive CTE Concentrator Course Reports, which are Level 2 reports and can be found in the Data Collector.

Within the reports, various result codes identify the WFD courses that CTE Concentrator status in each aligned CTE Program of Concentration for each student, based on reported CTE WFD courses and reported CTE Programs of Concentration. This data will be useful to districts in reconciling students' CTE Concentrator status and course data with the reporting of the CTE Programs of Concentration.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with the CTE Concentrator Course Reports, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center (ITC), then the EMIS Helpdesk, and finally Ohio Department of Education (ODE) EMIS directly.

PROCESS DESCRIPTION

Each row on the CTE Concentrator Course Report represents a student's potential CTE Program of Concentration based on elements such as the CTE Program Matrix, reported course enrollment, earned credit in CTE WFD courses, and enrolled percent in a course.

Each row has twenty-four (24) columns that represent each CTE Program of Concentration aligned to reported completed WFD courses or CTE Programs of Concentration for a student. This allows districts to see all potential CTE Programs of Concentration for a student and the aligned courses reported that align to the CTE Program of Concentration for the student.

Each row is also assigned an Error Severity code, which is determined based on the course inclusion or exclusion from a student's CTE Program of Concentration determination.

REPORTS

Layout and Fields

The CTE Concentrator Course Reports are Level 2 Reports in the Data Collector. As with other Level 2 reports, it is possible to view the entire report or portions of the report by Severity Code.

Given the number of fields appearing on these reports, a complete picture is not provided in this report explanation. Only the first columns appear in the table below; however, all fields are listed out below the table, with explanations or definitions provided as warranted.

RPT DEST IRN	SEVERITY CODE	SSID	EMIS ID	LAST NAME	FIRST NAME	MIDDLE NAME	LEVEL 2 REC TYPE CODE
041234	C	AA1111111	012345678	Not Available	Not Available	Not Available	CTAC-200
041234	C	BB2222222	123456789	Not Available	Not Available	Not Available	CTAC-200
041234	C	BB2222222	123456789	Not Available	Not Available	Not Available	CTAC-200

ALIGNED_COURSE_FLAG (Aligned Course Flag). Y/N flag. Indicates if student has an aligned completed course in the current fiscal year (FY) to the CTE Program of Concentration listed in the row.

ASESMNT_RESULT_SRC_CODE (Assessment Result Source Code). This code indicates which assessment type code has been reported for this subject code (GY, GW, or CCP). If more than one type of assessment type code has been reported for the same subject code, the assessment type code of the assessment that is used towards the student's CTE Technical Assessment is listed.

COUNTS_TOWARD_CONCNTRT_FLAG (Counts Toward Concentration Flag). Y/N Flag. Indicates if the subject code counts towards the student meeting CTE Concentrator Status in the CTE Program of Concentration.

COURSE_FY. Provides the FY of the year in which the course was reported.

COURSE_RPTING_LEA_IRN (Course Reporting LEA IRN). This is the district IRN of the district reporting the course.

CREDIT_EARNED_FLAG. Flag indicates if the student had credit reported in the course. Student is found to have credit in the course if one of the following is reported on the Student Course (GN) Record.

1. High School Credit Earned Element (GN150) = 'Y', or
2. High School Credit Earned Element (GN150) = 'P' and Partial/Override Credit Element (GN152) > 0.

CTE_COURSE_ASESMNT_EXMPT_FLAG (CTE Course Reporting Assessment Exempt Flag). Y/N Flag. Indicates if the assessment was reported with a Score Not Reported other than 'X' or '*' in the Student Assessment (FA) Record.

CTE_PROG_OF_CONCNTRT_CODE (CTE Program of Concentration Code). Indicates the CTE Programs of Concentration that align to the student's completed courses or the CTE Program of Concentration reported by the district. This is not an indicator of whether the student meets the definition of a CTE Concentrator in that CTE Program of Concentration.

EMIS_ID. The student's local ID.

ENRL_PCT (Enrollment Percent). The student's percentage of enrollment in the course.

ERR_SEV_NUM (Error Severity Number). This value is for technical purposes only and does not have an impact on any report values. It is used for separating data into different severity counts.

FIRST_NAME.

LAST_NAME.

LEVEL_2_REC_TYPE_CODE. The name of the report, for example, CTAC-200.

MIDDLE_NAME.

REC_TYPE_DESCR. Report type description.

RELATE_LOCAL_CLASSRM_CODE (Related Local Classroom Code). This is the Local Classroom Code of the course for the row.

RESULT_CODE (Result Code). Code indicating the inclusion of the course of the row in the CTE Program of Concentration.

RESULT_CODE_DESC (Result Code Description). Result code description.

Report Name	Result Code	Description
CTAC-200	CN2000	Course counts towards CTE Concentrator status
	CN2001	Course does not count towards CTE Concentrator status
	CN2002	Student has reported CTE technical assessment but no reported aligned course

REPT_DEST_IRN (Report Destination IRN). District IRN that is receiving the Level 2 Report.

SCHD_INSTR_HOUR_COUNT (Scheduled Instruction Hour Count). The hours per year that a teacher spends in instruction for the course/subject reported on the Course Master (CN) Record.

SEVERITY CODE. Every row on the CTE Concentrator Course Report will be assigned a Severity Code.

Severity	Description
C	Critical
I	Informational
W	Warning

SSID (Statewide Student Identifier).

SUBJECT_CODE (Subject Code). The subject code reported on the Course Master (CN) Record.

SUBJECT_DESCR (Subject Code Description). Description of the subject code reported on the Course Master (CN) Record.

Which Students are Included in this Report?

Students who meet the definition of a CTE Concentrator in the current fiscal year are included in this report. This means the student has at least 2 completed courses in a single CTE Program of Concentration and at least one of the completed courses is in the current FY, or the student has a value other than ‘*’ reported in the CTE Program of Concentration Element (EMIS Manual Section 2.6 Student Attribute–No Date (FN) Record, FN290) and they have an aligned completed course to the reported CTE Program of Concentration in the current FY.

Which CTE Programs of Concentration for the Student are Included in this Report?

All CTE Programs of Concentration in which a student has a completed aligned course in the current FY are included in this report.

The inclusion of a CTE Program of Concentration does not mean that the student meets the criteria to be a CTE Concentrator in that CTE Program of Concentration, it only indicates that the student had a completed aligned course to that CTE Program of Concentration in the current FY.

Which Courses May Count Towards a Student’s CTE Concentrator Status?

Only courses that meet all the following may be included towards a student’s status of CTE Concentrator.

1. A Workforce Development (WFD) course;
2. Reported with one of the following curriculum codes: VC, VN (for JTC only), VP, VT, PS; and

3. Delivered to students in grades 7 – 12.

How is a Completed Course Calculated?

Only courses reported, as defined above, and meet the additional business rules on reported student course data will count towards a student's count of completed courses and their status as a CTE Concentrator. The student must:

1. Receive CTE FTE for the course, after any adjustments, and
2. Be enrolled for at least 90% of the scheduled hours, and/or
3. Earn full or partial credit in the course.

Calculating Scheduled Hours

A student is considered to be enrolled for at least 90% of the scheduled hours when the following calculation is greater than or equal to .90.

$$\text{Numerator} = (\text{Student Course Days/Course Days Count}) * (\text{Scheduled Instructional Hour Count})$$

$$\text{Denominator} = \text{Scheduled Instructional Hour Count}$$

Student Course Days. The number of calendar days between the Course Enrollment Start Date and the Course Enrollment End Date as reported on the Student Course (GN) Record. Calendar days are based on the particular calendar that is assigned to the student. If a student has multiple FS/FD combinations, then the Student Course Days will be further subdivided.

Course Days. The number of calendar days between the Course Start Date and the Course End Date as reported on the Course Master (CN) Record. Calendar days are based on the particular calendar that is assigned to the student.

Scheduled Instructional Hour Count. The hours per year that a teacher spends in instruction for the course/subject reported on the Course Master (CN) Record.

Calculating Full or Partial Credit

A student is considered to have earned full or partial credit in a course when at least one of the following is met for the course. As reported on the Student Course (GN) Record

1. High School Credit Earned Element (GN150) = 'Y', or
2. High School Credit Earned Element (GN150) = 'P' and Partial/Override Credit Element (GN152) > 0.

Calculating the Count of Completed Courses

The Office of Career Technical Education has defined one completed course to be calculated as follows.

1. Scheduled Instructional Hour Count must be a minimum of 120.
2. Courses that have Scheduled Instructional Hour Count less than 120 of the same subject code, and meet the definition of a completed course, are added together to reach the 120 minimum and count as one (1) completed course.
3. Courses count for student across districts.