# Please Note

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by ODE.

ODE ITC EMIS Training

May/June 2022

Ohio | Department of Education
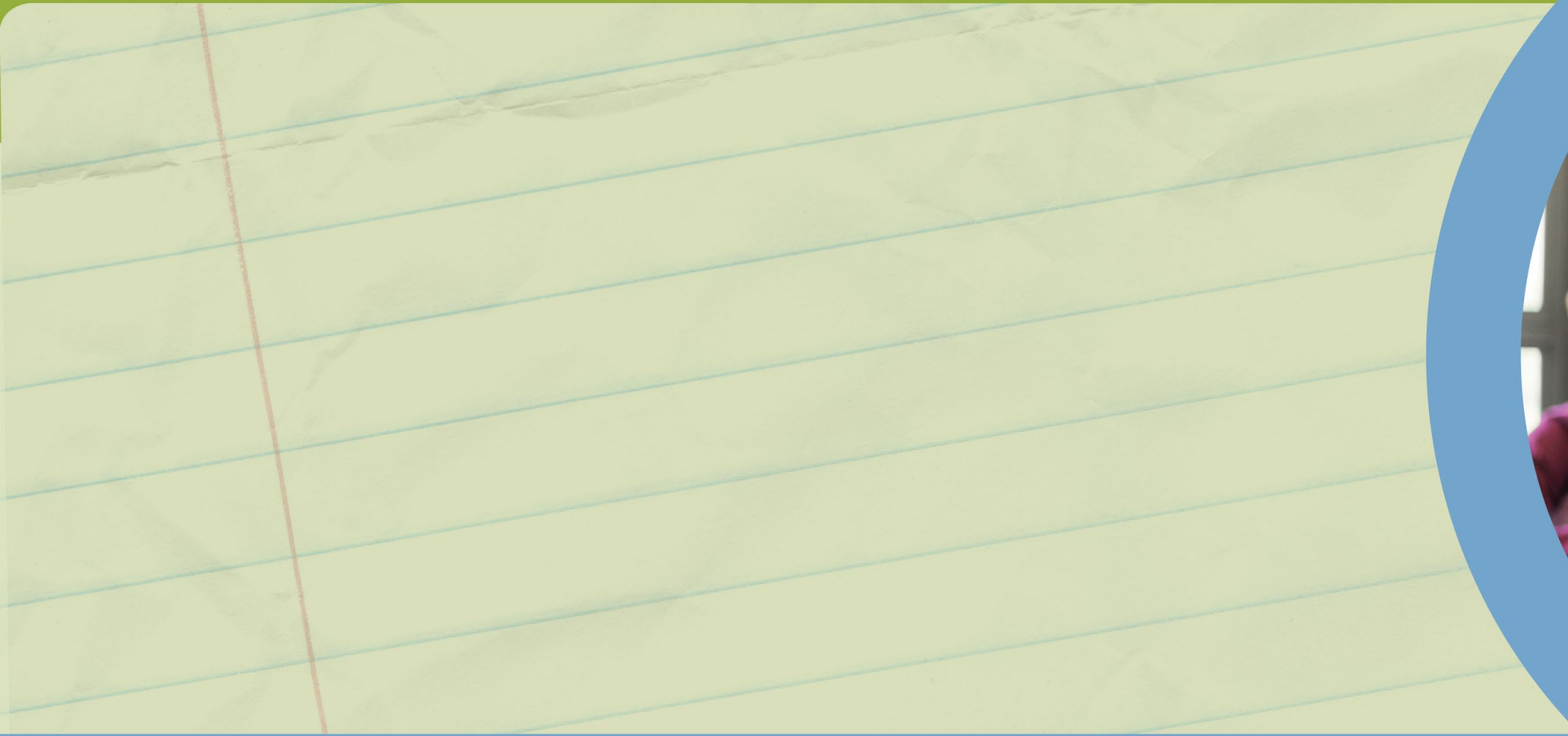
The Usual Reminders

- Manual sections posted after this training prevail in a conflict between this presentation and the manual

- Some questions may be deferred to helpdesk

- Hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

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Topics

- Remaining FY22 Reporting
  - Student, 4
  - Staff and Course, 16
  - Calendar, Assessments, and Financial, 21
- Summer FY22 Data Appeals, Review and Verification, 27

- FY23 Retention – Grade 3 Only, 31
- FY23 EMIS Changes, 35
- ODDEX, 43
- Resources, 54

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Remaining FY22 Reporting – Student

Withdrawing Seniors

- Effective End Date (FS090)
  - Regular grad = last day of school per calendar
  - Summer grad = after last day of current year, before first day of next year
- Withdrawal Reason (FS100)
  - District issuing diploma = 99
  - Shared students, sending district = 41
  - JVS = 99 or 41
  - Non-grad not returning = 7x

Program Codes

Report the Student Program (GQ) Record to reflect what took place at any point during the 2021-2022 school year

- Alternative Competency Pathways
- Graduation seals
  - Plans to earn
  - Earned
- Interventions
- Organizations
- Sports

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Student Special Education (GE) Record

- Verify that all FY22 events are reported
  - Date (GE110) = July 1, 2021 – June 30, 2022
- Resident districts can use ODDEX Special Education tab to match educating district events for reporting
- Make sure reported IEP Test Type (GE160) matches most recent IEP
  - Required Test Type (FA215) should also match

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Student Special Education Graduation Requirement (FE) Record

- Assessment Type (FE080)
  - GE – End of Course
  - GX – High School Alternate Assessment
- Assessment Area (FE090) = Subject area of exemption
- IEP Date (FE070) = same as Date (GE110) of current IEP
- Exemptions must be reported every year exemption is continued!

First Year Grad Cohort Assignment

- Can be corrected before close of student collections
- State Equivalent Grade Level (FD090)
  - Grade 9 as of October 1 when in Ohio district in prior year
- Fiscal Year that Student Began Ninth Grade (FN110)
  - For students entering Ohio district for the first time
- Use (Grad-002) Newly Assigned to Grad Cohort Report for verification

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New Level 1 Report

Missing report only for Physical Education Evaluation DN attribute at appropriate grade band for each building (22-41)

Organization IRN	Attribute Group Name	Grade Band	Attribute Number Required Flag	Issue Description	Run Date
123456	PhysEd Evaluation Group	03-05	Y	Please review data submitted, as not all four ability levels or ** have been reported for this grade band.	May 17 2022 9:48AM
234567	PhysEd Evaluation Group	03-05	Y	Please review data submitted, as not all four ability levels or ** have been reported for this grade band.	May 17 2022 9:48AM
345678	PhysEd Evaluation Group	09-12	Y	Please review data submitted, as not all four ability levels or ** have been reported for this grade band.	May 17 2022 9:48AM
456789	PhysEd Evaluation Group	06-08	Y	Please review data submitted, as not all four ability levels or ** have been reported for this grade band.	May 17 2022 9:48AM

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New (ENRL-002) Student 81 Withdrawal Error Report

- Generated for all students reported with Withdrawal Reason (FS100) of 81 in current school year not withdrawn on last day of previous school year (22-67)

- Critical check added when multiple Student Standing (FS) Records reported

SEVERITY CODE	LEVEL 2 REC TYPE CODE	REC TYPE DESCR	RESULT CODE	RESULT CODE DESCR	EFCTV END DATE
C	ENRL-002	Student 81 Withdrawal Report	EN0010	Student enrolled at the end of the previous year	2021-08-01 00:00:00.0
C	ENRL-002	Student 81 Withdrawal Report	EN0010	Student enrolled at the end of the previous year	2021-07-01 00:00:00.0

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Withdrawal Not Reported in Prior Year

- Student Withdrawal Override (FC) Record *or*

- Student Summer Withdrawal (FL) Record *or*

- Student Attributes – Effective Date (FD) Record, Student Standing (FS) Record, and Student Demographic (GI) Record

New (ENRL-001) Resident Students Educated Elsewhere Report (22-97)

- Categories included at this time
  - Community schools and STEM districts
  - Open enrolled out into
    - Another traditional district
    - Another traditional district and attending JVS, or
    - Non-jointure JVSD

RESULT CODE	RESULT CODE DESCR	FTE START DATE	FTE END DATE	ADJSTD FTE
EN0001	Resident student open enrolled in another traditional	2021-08-19 00:00:00.0	2500-12-31 00:00:00.0	1
EN0002	Resident student open enrolled in another traditional	2021-11-01 00:00:00.0	2500-12-31 00:00:00.0	0.697674
EN0003	Resident student open enrolled into a non-jointure JV	2021-09-13 00:00:00.0	2500-12-31 00:00:00.0	0.903409
EN0001	Resident student open enrolled in another traditional	2021-08-19 00:00:00.0	2022-02-25 00:00:00.0	0.678392

New (ICAC-002) Industry Credential Career Field Points Report

- Summative point total by career field for currently enrolled students (22-109)

- Each row represents career field student
  - Earned more than one Industry Credential *or*
  - Earned three or more in same career field

- Result codes represent earned point ranges in each career field

RESULT CODE	RESULT CODE DESCR	CAREER FIELD CODE	CAREER FIELD DESCR	INDUSTRY CREDENTIALS	CAREER FIELDS TOTAL PTS NUMBER
IC0004	Earned 7 or Fewer Industry Credential Points in Career Field	01	Agricultural and Environmental Sy	CP32PTS DETERMINED IN 11TH GR	0
IC0004	Earned 7 or Fewer Industry Credential Points in Career Field	02	Arts and Communications	CP32PTS DETERMINED IN 11TH GR	0
IC0004	Earned 7 or Fewer Industry Credential Points in Career Field	03	Business and Administrative Servi	CP32PTS DETERMINED IN 11TH GR	0

FY22 Current Graduation Credit Progress (S) Collection

- Open through Sept. 14, 2022
- Includes only Student Graduation – Core Summary (GC) Record
- Will be part of Progress Toward Graduation Module in ODDEX

Remaining FY22 Reporting – Staff and Course

Final Staff and Course (L) Collection Overview

- Report all staff employed for FY22
  - Current
  - Separated
    - Date
    - Reason
  - Supplementals
- Correct errors carried over from Initial Staff and Course (L) Collection

Staff Demographic (CI) Record

- Absence Days (CI150)

  - Total number of days absent

    - All position codes except 800 – 899

- Absence Days/Long-term Illness (CI155)

  - At least 15 consecutive days absent

    - Staff member, spouse, child or parent

- Attendance Days (CI140)

  - Total days in attendance

    - July 1, 2021 – June 30, 2022

Student Course (GN) Record

Verify accuracy of earned credit reporting

- High School Credit Earned (GN150)
- Partial/Override Credit (GN152)

Credit Earned	High School Credit (CN200)	High School Credit Earned (GN150)	Partial/Override Credit (GN152)
Full	1.00	Y	0.00
Partial	1.00	P	credit amount earned
None	1.00	N	0.00
None offered	0.00	Y	0.00

Student Course Grade (L) Collection

- Sept. 22, 2021 – Sept. 14, 2022
- Student Course Grade (FR) Record
  - Grade (FR080): A-F, I-incomplete, P-pass, U-unknown, W-withdrew before earning credit
  - Term (FR070): YE-year end, S1-first semester, Q1-first quarter/9 weeks, X1-first 6 weeks, and others
  - Grade Status (FR090): F-final, I-interim, P-in progress
- Required by all EMIS reporting entities reporting Course Master (CN) and Student Course (GN) records

Remaining FY22 Reporting – Calendar, Assessments, and Financial

Grade Schedule (DL) Record

- Verify all students are assigned to a valid calendar
  - District IRN (DL040)
  - Building IRN (DL050)
  - Grade (DL060)
  - Attendance Pattern (DL070)
- Confirm Hours Per Day (DL100) reporting

Organization–General Information (DN) Record

- Verify reporting of all exceptions
  - Calamity days = C_DCMTYTKN
  - Blizzard Bag days = C_DBLIZZARD
  - Shortened days = C_HSHRTWEA
  - Full unplanned days = C_DNOTPLAN
  - Shortened days = C_HSHRTNOP
- Verify supplemental hours reporting
  - Staff professional development = C_PRFLMEET
  - Parent-Teacher Conference meetings that occurred between first and last days of school = C_PTCONFRC

New Summer Grade 3 ELA Report

- Level 2 report added to enable districts to review ELA data (22-122)
- Summer administration of state assessment will be included in accountability calculations
- Scores still come back in late summer
- Will still use the vendor file
  - Not reported by district
- Will still have appeals

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Financial (H) Overview

- June 2 – Aug. 31, 2022
- Submit early
  - Review Level 1 reports
- Review Level 2 reports
  - (EXPD-001) Expenditure Detail Report
  - (EXPD-002) Expenditure Summary Report by Category
  - (EXPD-003) Expenditure Summary Report by Sub-Category

Five-Year Forecast (P) Collections

- June 2 – Aug. 31, 2022
- Five-Year Forecast – Final Optional (P) Collection
- Opportunity to make updates to data submitted in Required Spring Update (P) Collection

Summer FY22 Data Appeals and Data Review and Verification

July Appeals

July 14

- Dropout Prevention & Recovery Assessment

- Fall 3rd Grade ELA & Reading

- Spring End of Course Assessment

- Spring State Assessment Grades 3-8

- Student

  - Only opportunity to correct district data impacting funding and accountability

August Appeals

- Aug. 8
  - Alternate Assessment
  - Ohio English Language Proficiency Assessment (OELPA)
  - Final Staff and Course
  - Final Calendar
  - CTE Assessment
- Aug. 11
  - Other Accountability Assessment
- Aug. 29
  - Early Learning Assessment
  - Child Outcome Summary Assessment

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Data Review for Report Card Data

- Aug. 22 – Sept. 12
- Accessible through OH|ID portal
- One review for all report card-related data
  - Student
  - Calendar
  - Staff and Course
  - Assessment

https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification

FY23 Retention – Grade 3 Only

Retention Related FY23 EMIS Changes

- 23-4: Updates element name to "Retained/Promoted Status Element" (FN070)

- 23-66: Updates option text in special COVID section of EMIS Manual to provide additional clarity

- 23-67: Updates option text in regular Manual Section 2.6 to provide additional clarity

Retained/Promoted Status Options, 1

- * = only for students who met required promotion score on 3rd Grade English Language Arts assessment or were promoted using the flexibility under SB229

- 1 – 4 = Retained for reasons other than Third Grade Reading Guarantee

- 5 = Demonstrated adequate performance on a TGRG Alternative Assessment, retained for other reasons

Retained/Promoted Status Options, 2

- A = Retained at end of previous school year due to TGRG, still retained or retained despite SB229 flexibility
- D–G = Not retained, met one of the exemptions
- H = Retained end of previous year, not currently enrolled
- J –N = Not retained, met promotion score on a TGRG Alternative Assessment
- Grade 3 students enrolled through the end of the 2021-2022 school year will appear on Missing list until reported

FY23 EMIS Changes

Medical Group DN Attributes

- 23-9: Inhalers

  – Each procurement and each use from procured supply

- 23-10: Diabetes

  – Number of students with diabetes enrolled and number of medication administration errors

- 23-11: Epinephrine

  – Each procurement and each use from procured supply

- 23-96: Requires all Medical Group reporting for community schools

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Career-Tech

- 23-13: Score Not Reported option updates for CTE Technical Assessments
  - F = no longer specific to Assessment Area 14TP
  - 5 = no longer a valid option
  - T = deleted
- 23-17: Delete incorrectly assigned CTE Technical Assessment Area codes
- 23-41: Industry Credential Assessment Area updates
- 23-45: New Apprenticeship program codes
- 23-87: Delete 305003 Career Assessment program code

Assessment

- 23-27: New generic AP/IB Assessment Area codes
- 23-49: Test Day of the Month (FA212) value other than "00" for Childhood Outcome Summary (COS)

Preschool

- 23-51: Delete itinerant program code 220100, add
  - 220205 PS Special Education (PSSE) Itinerant Services
  - 220210 PSSE itinerant services at nonpublic
  - 220215 PSSE itinerant services in another setting
- 23-61: Clarify reporting instructions for ESCs
  - Reporting requirements have not changed

Exiting Student Follow-Up

- 23-94: open for public comment through June 13
- Post-graduate outcomes for students who left secondary education before the current school year:
  - Career-technical concentrators who left school
  - Students with a disability condition
  - Graduates
- New Exiting Student Follow-Up (FW) Record
- Two new collections
  - Initial Exiting Student (S) Collection will open in the fall
  - Final Exiting Student (S) Collection

Other New Reporting

- 23-24: Financial literacy requirement elements
  - CORE Area Code of Financial Literacy on Student Graduation-Core Summary (GC) Record
  - Subject Area for Credit on Course Master (CN) Record
- 23-31: Prior-year enrollment program code for some seniors
- 23-58: Extended school year (ESY) reporting
  - Special Ed (GE) Record and program codes
- 23-81: Position Separation Reason 4
- 23-91: Updates to Student Acceleration (FB) Record

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Manual Updates

- 23-59: Total Discipline Days (GD090) = days *served*

- 23-74: Reading Diagnostic Result (FN370) updates
  - **: only if enrolled fewer than 30 days, not assessed
  - EX: home-schooled, attending part-time, no ELA or Reading
  - RN: in district 30 or more days, not assessed
  - Transfers: no prior KG diagnostic, administer within 30 days

- 23-77: Withdrawal Reason (FS100) option 81 clarification
  - When to use
  - When not to use

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ODDEX

New Work-Based Learning (WBL) Module

- SB166 became effective in March

  - created a new income tax provision based on the salary paid to CTE students who are doing WBL

  - The department must verify the tax credit for the business each spring

- Districts will use new module to print WBL-related documentation to provide to businesses for submission to Department

OEDS Roles for New WBL Module

- Update access
  - Coordinator-EMIS
  - Director-EMIS
  - Supervisor-EMIS
  - Superintendent
  - *New:* **Verifier-ODDEX WBL**

- Read-only access
  - SDC-Student Level Access (ITC Only)
  - ODE users with assigned role
  - Site Manager
  - *New:* **Data View-ODDEX WBL**

Navigation Bar options based on assigned roles

Records ▼	CCP ▼	Tuition ▼	SSID

Work Based Learning Tax Credit Documentation

Work Based Learning Documentation Review
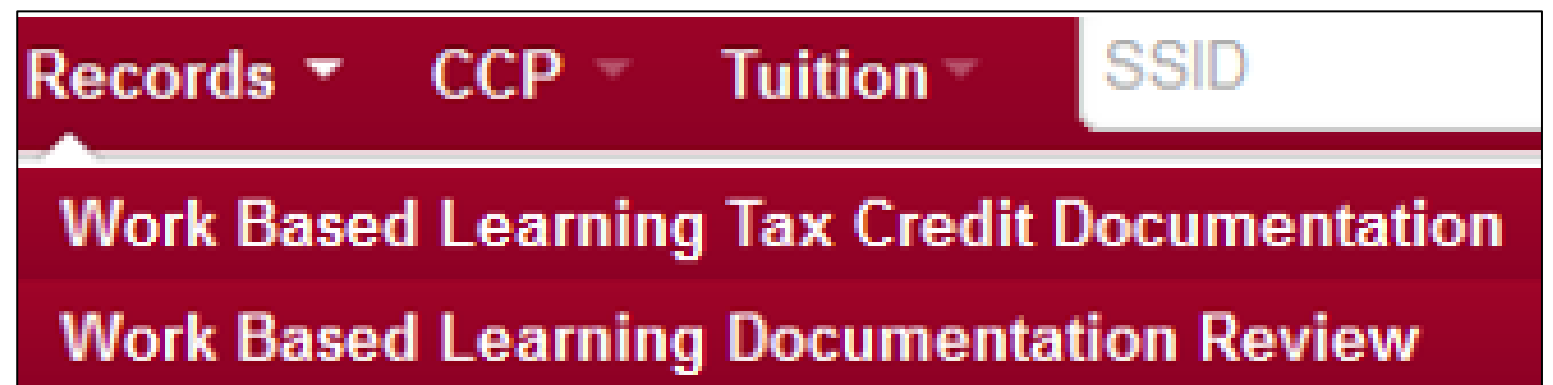
Special Education Tab

Student Special Education Graduation Requirement (FE) Record data now available

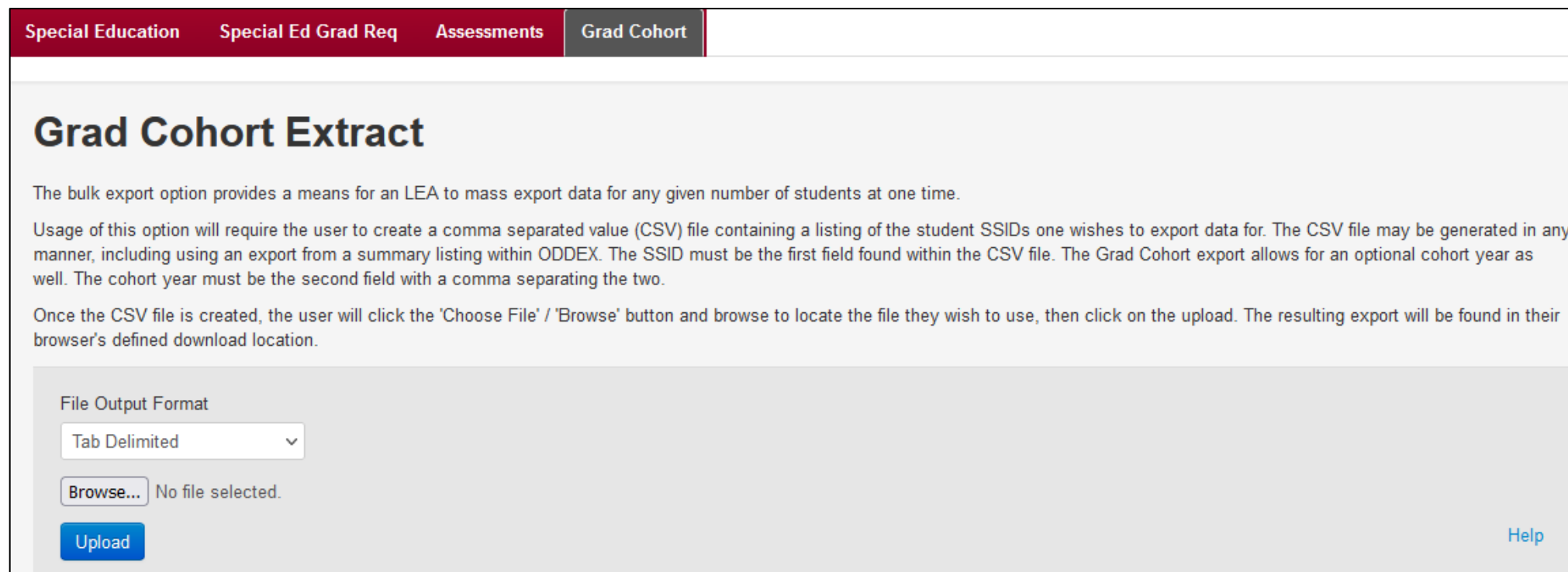# **Access to Special Education Tab**

OEDS Roles

Records: Single Student/Special Education Tab

Staff with access to this module can view data related to a student's special education events through the date their district withdrew the student .

These roles can only view and export within the module	Superintendent
	Coordinator-EMIS
	Director-EMIS
	Supervisor-EMIS
	Data View-ODDEX History GE
	Director-Special Education-General
	Coordinator-Career-technical Education-Special Needs
	Assistant Superintendent-Special Education-Career-technical Education
	Supervisor-Special Education-Career-technical Education
	Supervisor-Special Education-General
	Coordinator-Special Education-General
	Special Education Contact
	Site Manager (ITC only)
	SDC-Student Level Access (ITC only)

ODDEX Access index: ODDEX Help

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Extract Enhancement

Detailed explanation added directly to screen for

- Assessment Extract
- Special Education Extract
- *New* Grad Cohort Extract
- *New* Special Education Grad Required Extract

Student Claiming Module (SCM)

- Earlier access to student records

- Earlier notification to the district a student is leaving

- Fewer incorrect SSIDs

  –SSID is provided once enrollment claim is successful

- Improved grade placement of new students

- Better high school graduation planning

- More to come!

SCM: Are SCR Conflicts Really a Problem?

- Accurate date used for Projected Enrollment will reduce possibility of conflicts

- Claims made now for next school year will not generate conflicts until SCR opens for that year
  - Allows for finalizing info before conflicts begin running in the fall

- Conflicts may close once Actual Enrollment date submitted
  - Will appear with a ~~strikethrough~~ once closed

SCM Options

Available options depend on assigned OEDS roles

- Claim a new student
- Claimed by your district
- Claimed by other districts
- Cancel claims

Access to SCM

OEDS Roles

SCM: Student Claiming Module

Student claiming will be used by districts to allow early access of student records.

These roles have access to all functions within the module	Superintendent Enrollment Staff-SCM
These roles are granted special access to allow cancel of a claim initiated by others. No other update functions	Coordinator-EMIS Director-EMIS Supervisor-EMIS
These roles can only view within the module	Coordinator-EMIS Director-EMIS Supervisor-EMIS Data View-SCM Site Manager (ITC only) SDC-Student Level Access (ITC only)

ODDEX Access index: ODDEX Help

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Questions?

Resources

Training Evaluation

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/Training-Evaluation

EMIS Training Webpage

- A recorded version of this presentation will be posted
- The Q and A, questions asked during the sessions, will be posted
- 2022 training schedule is posted
  - The next ODE ITC EMIS Training is Oct. 11 – 14, 2022
  - Prior registration is not required
  - A link to join the training—along with the presentation handout—will be available on the EMIS Training webpage

http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training

OAEP Presentations

- PDF versions of all presentations available at https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Presentations

EMIS Manual, 1

- 2.2 Student Demographic (GI) Record
- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.6 Student Attributes – No Date (FN) Record
- 2.8 Student Assessment (FA) Record
- 2.9 Student Program (GQ) Record
- 2.10 Student Gifted Education (GG) Record
- 2.13 Student Special Education (GE) Record
- 2.14 Student Special Education Graduation Requirement (FE) Record

EMIS Manual, 2

- 2.15 Student Graduation – Core Summary (GC) Record
- 2.17 Student Withdrawal Override (FC) Record
- 2.18 Student Summer Withdrawal (FL) Record
- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 4.2 Course Master (CN) Record
- 4.4 Student Course (GN) Record
- 4.8 Student Course Grade (FR) Record

EMIS Manual, 3

- 5.2 Grade Schedule (DL) Record
- 5.3 Organization – General Information (DN) Record
- 6.2 – 6.7 Financial (QC) Records
- 7.2 Five-Year Forecast (QF) Record

Report Explanations

- (ENRL-001) Resident Students Educated Elsewhere
- (ENRL-002) Student 81 Withdrawal Error Report
- Expenditure
- Grad Cohort Reports
- (Grad-002) Newly Assigned to Grad Cohort
- (ICAC-002) Industry Credential Career Field Points Report

(GNIS-xxx) General Issues

- Level 2 reports generated by business offices on student, staff/course, assessment, and financial data

- Announced via Release Notes

  - http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes

- For assistance, contact data manager on report and in report explanation

- Do *not* include student identifiable information in communications

Other

- EMIS Changes
  - http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1

- ODDEX Help
  - https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=21135503

Office of Data Quality

- EMIS Data Appeals
  - http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals

- EMIS Data Review & Verification
  - http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification

- Contact information
  - dataquality@education.ohio.gov
  - (614) 466-7144

OH|ID Portal

- Help
  - http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help

- FAQ
  - http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help/Department-of-Education-OH-ID-Portal-Help-Frequent
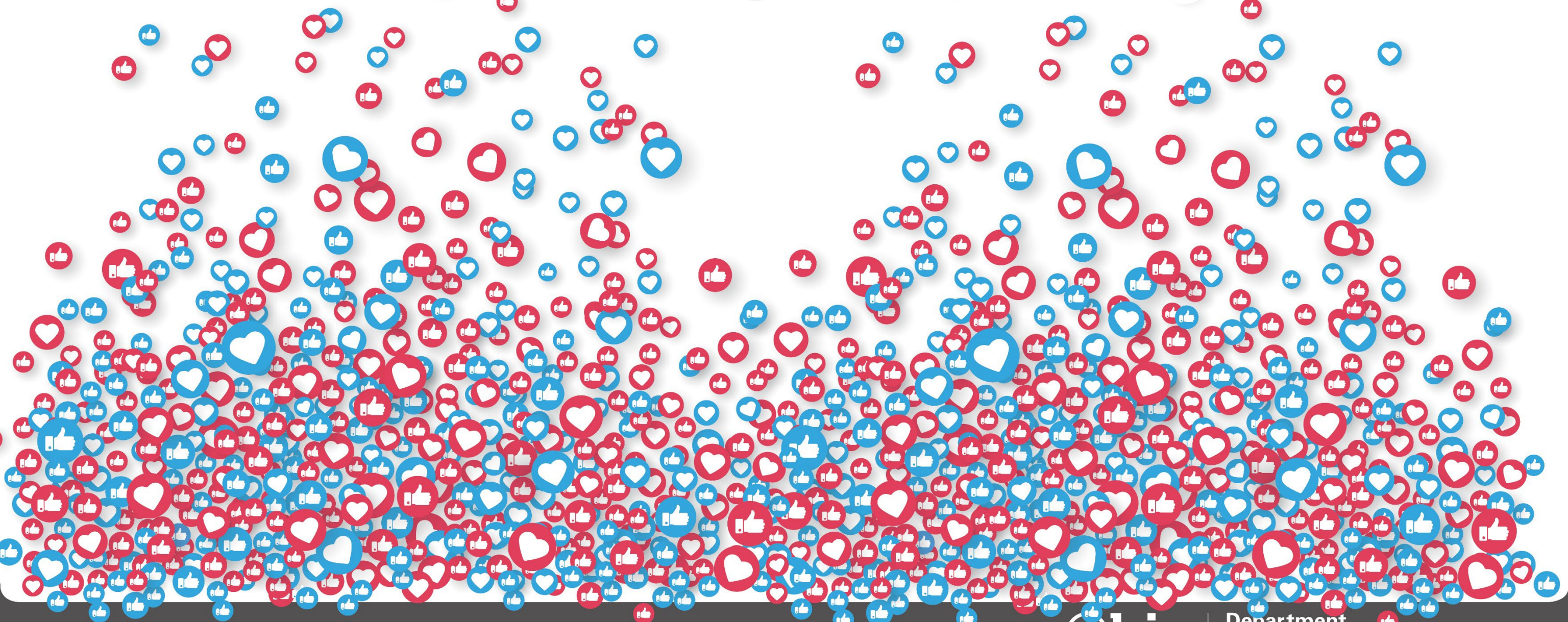
- Contact
  - Profile.Help@education.ohio.gov
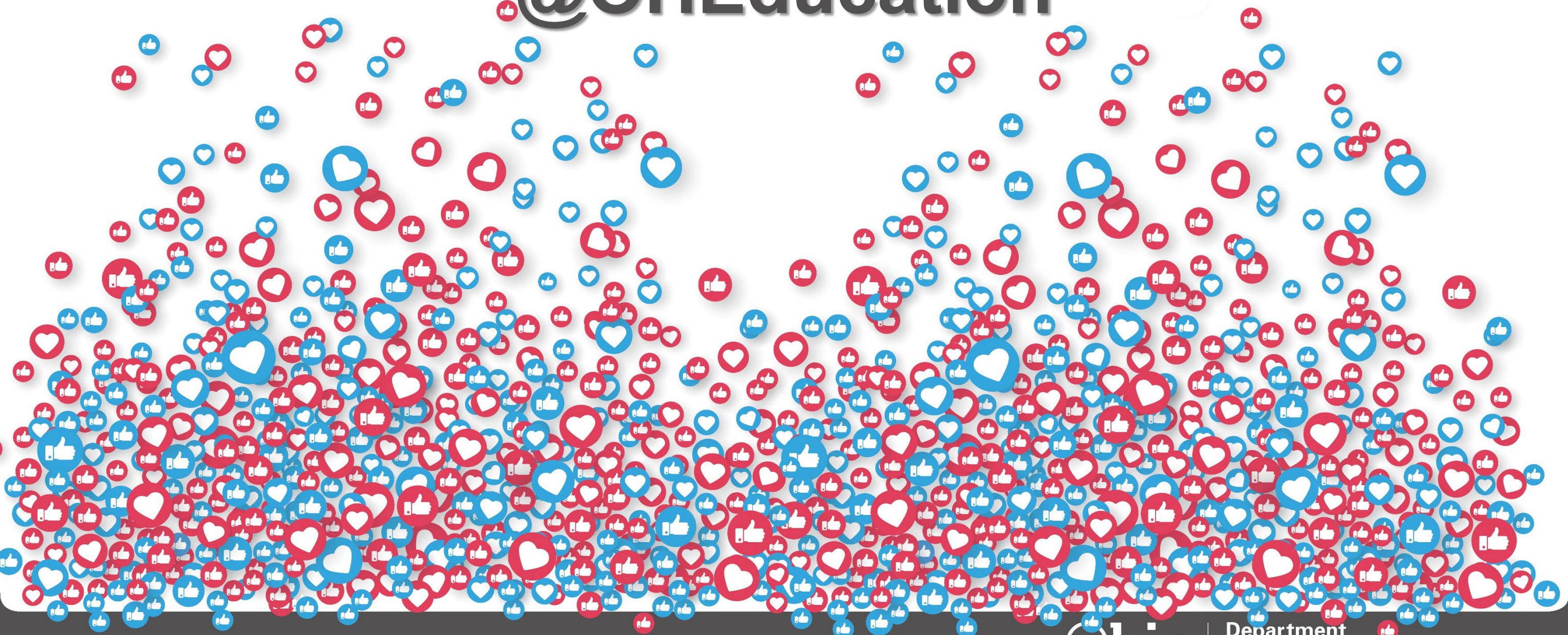
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