Ohio

THE HEART OF IT ALL ™

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NEW EMIS COORDINATOR TRAINING – WORKING WITH THE DATA COLLECTOR

April 2024

KELLI RINEHART

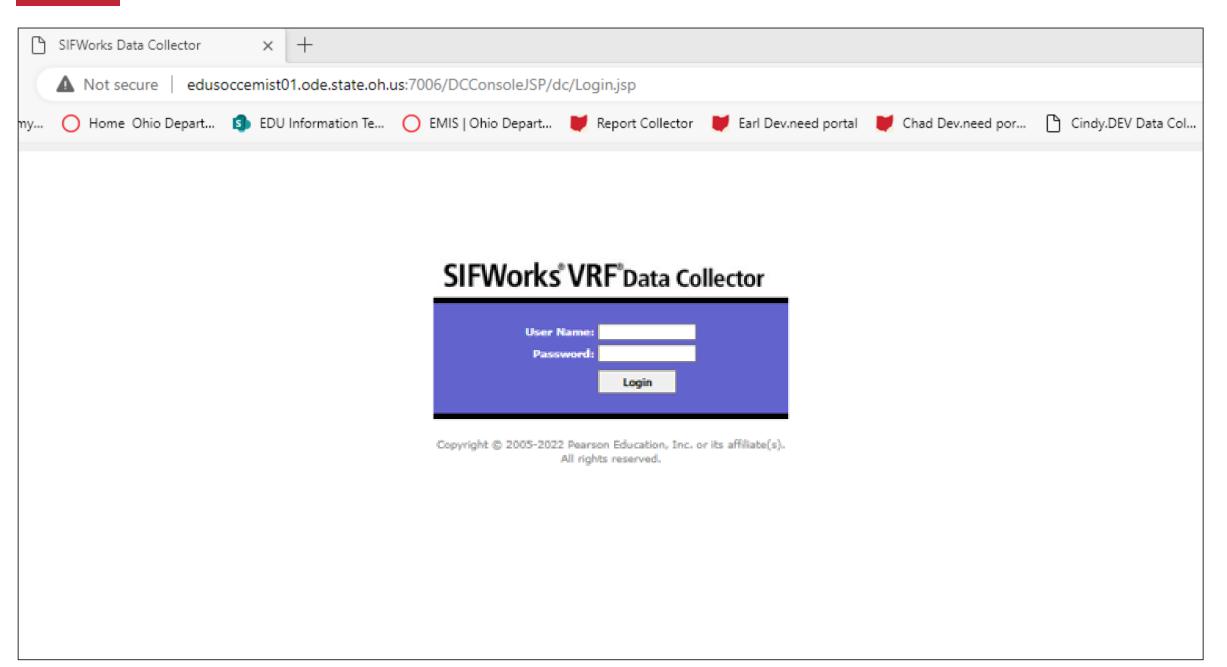Data Administration Manager

Office of Data Quality and Governance

Topics

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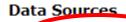- Progress, 37
- Reports, 42
- Archives, 56

LOG IN

DATA SOURCES

Collection Requests | Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages | Resources | Preferences | **Data Sources**

Data Sources - SIF Zones

Data Sources

SIF Zones | Other Data Sources

SIF Zones

Data Collector gathers data from SIF Zone(s) (and other data sources). The following SIF Zone(s) are defined for data collection.

Select All | Select None

Bloomfield-Mespo

Zone	URL	Status

Add Zone | Remove Selected

7

DATA SOURCES

- Verify upload success or upload flat files manually as needed
  - Files come from
    - SIS
    - Financial
    - Payroll
    - EMIS Flat File Editor (EMISFFE)

- Manage, upload, and delete links *or files*?

- If duplicates occur, the most recent is used and the older is ignored

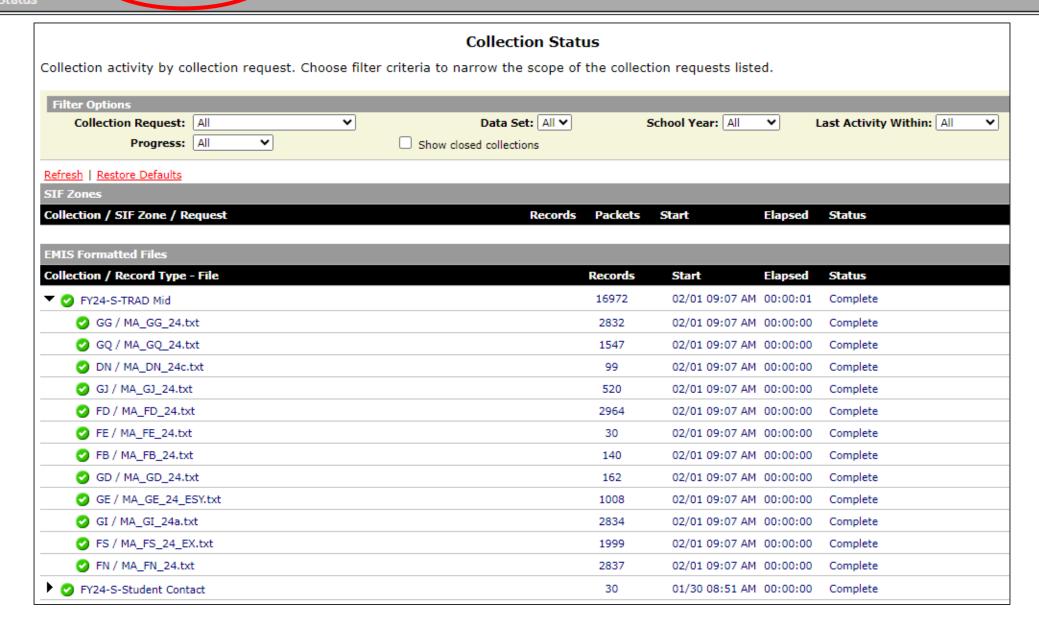https://wiki.ssdt-ohio.org/display/emisffe/

A COLLECTION REQUEST

Collection Requests | Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages | Resources | Preferences

Collection Requests Summary

Collection Requests Summary

Department of Education

Refresh | Restore Defaults | Hide Message Center

Use the choices below to filter the list of collection requests shown

Collection Request: [All ▾]   **Data Set:** [All ▾]   **School Year:** [All ▾]   **Last Activity Within:** [All ▾]

☐ Show closed collections

Sort Order

Order Collections By: ○ Submission Close Date ○ A-Z ○ Z-A ○ A-Z on Short Name ○ Z-A on Short Name ◉ Most recently active

Midyear Student Collection (FY24)

FY24-S-TRAD Mid: Collection required for all Traditional Districts, JVSDs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G... ⓘ

Submissions: August 02, 2023 - April 26, 2024 (70 days till close)	
Version: 7	**From ODE:** Level 2 Reports
Status: Data Collection has been prepared on February 01, 2024 at 09:07:37 AM and is available for preview. You need to re-prepare to make it available for certification.	
Submission Number: 5 (attempt 1)	**Prepare Errors:** None (has other errors or warnings)
Actions: Start/Stop Collection	**Prepare Outputs:** Level 1 Validations
Prepare	Preview Prepared Data
Cancel	
Add New Scheduled Collection	
Set Default Collection properties	

Ohio

COLLECTION REQUESTS

- Once data source selected, click "start/stop collection"

- Begins process

- Gathers data

- Excludes what cannot be processed

COLLECTION STATUS

- Can closely watch collection phase

- Click on ▶ to open detail

- Green ✔ represents success on each record type

- Red X indicates processing of that record did not complete normally

- Verify record count

PREPARE COLLECTED DATA

Collection Requests | Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages | Resources | Preferences

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Actions: Start/Stop Collection
Prepare
Cancel
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Errors: None (has other errors or warnings)

Prepare Outputs: Level 1 Validations
Preview Prepared Data

15

Preparation Status

Complete

Preparation Complete (Elapsed Total Time: 00:00:01)

Found some validation exceptions: View Level 1 Validations Report

OK

COLLECTION REQUEST – PREPARE

- Data validations performed on district's data

- Level 1 validation reports generated

- Assigns error number and severity level on data elements
  - Example: FS.0087
  - Fatal, critical, warning, informational
  - Can be on a single record or multiple records
    - When multiple records involved – MR.0064
  - Description and details assist with determining cause of error

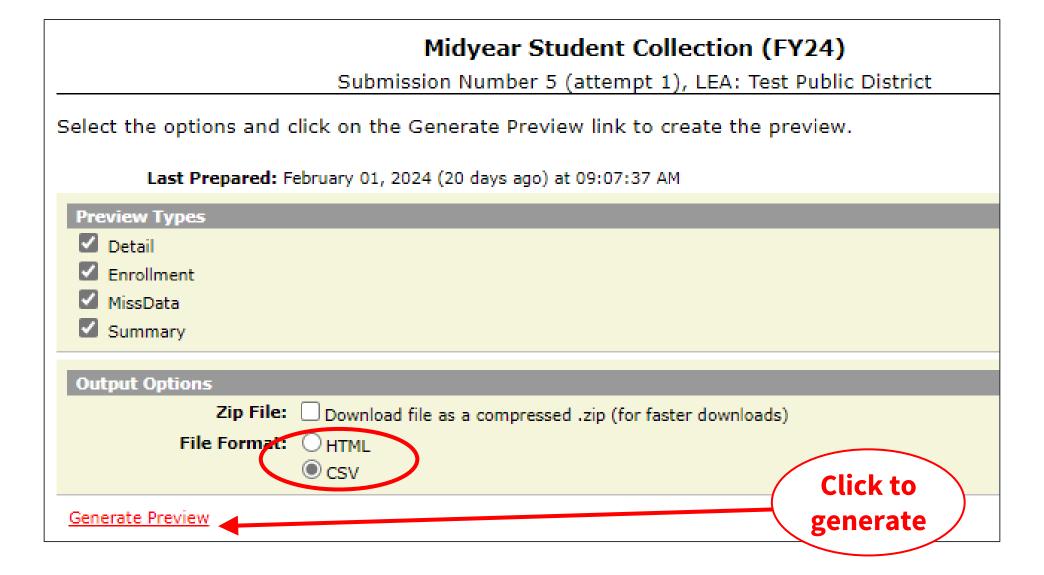- Some errors have a domino effect

- Data can be submitted with errors

REVIEW PREVIEW AND LEVEL 1 REPORTS

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Actions: Start/Stop Collection
Prepare
Cancel
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Errors: None (has other errors or warnings)

Prepare Outputs: Level 1 Validations
Preview Prepared Data

GENERATE PREVIEW DISPLAY

Midyear Student Collection (FY24)

Submission Number 5 (attempt 1), LEA: Test Public District

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: February 01, 2024 (20 days ago) at 09:07:37 AM

Preview Types
- ☑ Detail
- ☑ Enrollment
- ☑ MissData
- ☑ Summary

Output Options

Zip File: ☐ Download file as a compressed .zip (for faster downloads)

File Format: ○ HTML
⦿ CSV

Generate Preview

Click to generate

PREVIEW DISPLAY

- Counts help verify all required records uploaded
- Investigate invalid records and drastic changes in counts
- Verify excluded records or missing reports

File	Submission 5				Submission 4		
	Valid	Invalid	Total	|	Valid	Invalid	Total
Counts_of_DN_Records_Excluded.csv			5	|			5
Enrollment_Headcount_Detail_Report_(Current_Students).csv			1693	|			0
Enrollment_Headcount_Detail_Report_(Future_Students).csv			0	|			0
Enrollment_Headcount_Detail_Report_(Prior_Students).csv			50	|			0
Enrollment_Headcount_Summary_Report_(Current_Students).csv			138	|			0
Excluded_Records.csv			5021	|			5021
Missing_Report_-_Organization_Attribute_(DN).csv			13	|			0
Missing_Report_-_Student.csv			2174	|			0
Organization_General_Information_Record_(DN).csv	23	13	36	|	23	13	36
Student_Acceleration_Record_(FB).csv	106	28	134	|	106	28	134
Student_Attending_Building_Other_Than_Assigned.csv			16	|			0
Student_Attributes_Effective_Date_Record_(FD).csv	1790	258	2048	|	1774	274	2048
Student_Attributes_No_Date_Record_(FN).csv	1746	221	1967	|	1740	227	1967
Student_Demographic_Record_(GI).csv	1747	222	1969	|	1741	228	1969
Student_Discipline_Record_(GD).csv	99	63	162	|	98	64	162
Student_Gifted_Education_Record_(GG).csv	1742	225	1967	|	1736	231	1967
Student_Program_Record_(GQ).csv	898	43	941	|	900	41	941
Student_Race_Detail_Record_(GJ).csv	268	48	316	|	264	52	316
Student_Special_Education_Graduation_Requirement_Record_(FE).csv	14	3	17	|	14	3	17
Student_Special_Education_Record_(GE).csv	104	356	460	|	98	362	460
Student_Standing_Record_(FS).csv	1747	229	1976	|	1741	235	1976
Student_Summer_Withdrawal_Record_(FL).csv	0	0	0	|	0	0	0
Student_Truancy_and_Excessive_Absence_Record_(FT).csv	0	0	0	|	0	0	0
Student_Withdrawal_Override_Record_(FC).csv	0	0	0	|	0	0	0
Total counts:	10284	1709	21103	|	10235	1758	17019

STUDENT STANDING RECORD (FS).CSV

Effective Start Date	Admission Date	Admission Reason	Effective End Date	Withdrawal Reason	Student Percent of Time		Tuition Type	District Relationship	Legal District of Residence	Attending Building IRN	Assigned Building Area IRN	How Received	How Received IRN	Sent Reason 1	Record Is Valid
20230701	20230825	4	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20230825	4	00000000	**	100	A	1		112233		******	*	******	NA	Yes
20230701	19980420	7	00000000	**	100	N	1		112233		******	*	******	NA	Dep
20230701	20090313	7	20220718	41	100	N	1		112233		******	*	******	NA	No
20230701	20000905	7	00000000	**	0	N	3		112233		******	*	******	JV	Dep
20230701	20230821	3	00000000	**	0	N	3		112233		******	*	******	JV	Yes
20230701	20230831	7	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20121015	6	20240522	41	0	N	3		112233		******	*	******	NI	No
20230701	20230825	4	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20070911	7	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20060213	7	00000000	**	0	N	3		112233		******	*	******	JV	Dep
20230701	20230820	2	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20230825	2	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20230825	4	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20230825	4	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20230825	4	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20230825	4	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20131211	4	00000000	**	0	N	3		112233		******	*	******	ES	Yes
20230701	20230825	4	00000000	**	100	N	1		112233		******	*	******	NA	Yes
20230701	20141006	4	00000000	**	100	A	1		112233		******	*	******	NA	No
20181025	20181024	4	00000000	**	100	A	1		112233		******	*	******	NA	Dep

EXCLUDED RECORDS

Record Type	ID	Building IRN	Description
GE	000010028		Record does not fall in the range of current year 0701 and current date
GE	000010028		Record does not fall in the range of current year 0701 and current date
GE	000010029		Record does not fall in the range of current year 0701 and current date
GE	000010089		Record does not fall in the range of current year 0701 and current date
GE	000010089		Record does not fall in the range of current year 0701 and current date
GE	000010090		Record does not fall in the range of current year 0701 and current date
GQ	000010094		GQ - Program Code Not Valid for this Collection
GE	000010111		Record does not fall in the range of current year 0701 and current date
GE	000010111		Record does not fall in the range of current year 0701 and current date
GE	000010116		Record does not fall in the range of current year 0701 and current date
GE	000010116		Record does not fall in the range of current year 0701 and current date
GE	000010116		Record does not fall in the range of current year 0701 and current date
GE	000010117		Record does not fall in the range of current year 0701 and current date
GE	000010117		Record does not fall in the range of current year 0701 and current date
GE	000010117		Record does not fall in the range of current year 0701 and current date
FS	000010118		Invalid SSID Reported For This Student
GI	000010120		GLastName***,LFirstNam No FS and/or FD Record For This Student
FS	000010121		No GI Record For This Student
FD	000010121		No GI Record For This Student

| Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages | Resources | Preferences

Collection Requests Summary

Collection Requests Summary

Department of Education

Refresh | Restore Defaults | Hide Message Center

Use the choices below to filter the list of collection requests shown

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Actions: Start/Stop Collection	**Prepare Outputs:** Level 1 Validations
Prepare	Preview Prepared Data
Cancel	
Add New Scheduled Collection	
Set Default Collection properties	

LEVEL 1 DISPLAY

- Counts help verify all required records uploaded

- Records with fatal errors will not get submitted to Department

Midyear Student Collection (FY24)

Submission Number 5 (attempt 1), LEA: Test Public District

Validation exceptions are listed by record type and exception severity.
To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Prepared: Today at 08:29:08 AM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er		Depnd Invalid	Valid Recs
Organization General Information Record (DN)	14	1	1	0	16		0	23
Student Acceleration Record (FB)	27	0	0	0	27		1	106
Student Attributes Effective Date Record (FD)	69	0	0	0	69		191	1806
Student Attributes No Date Record (FN)	9	0	3	0	12		204	1754
Student Demographic Record (GI)	35	0	0	0	35		192	1755
Student Discipline Record (GD)	44	6	0	0	50		15	104
Student Gifted Education Record (GG)	17	0	0	0	17		202	1750
Student Program Record (GQ)	3	0	0	0	3		39	899
Student Race Detail Record (GJ)	2	0	0	0	2		47	268
Student Special Education Graduation Requirement Record (FE)	3	0	0	0	3		0	14
Student Special Education Record (GE)	437	0	190	0	627		38	110
Student Standing Record (FS)	396	4	19	0	419		43	1755
Student Summer Withdrawal Record (FL)	0	0	0	0	0		0	0
Student Truancy and Excessive Absence Record (FT)	0	0	0	0	0		0	0
Student Withdrawal Override Record (FC)	0	0	0	0	0		0	0
Total Counts:	1056	11	213	0	1280		972	15370

Generate Full Validation Report

Click on the link below to download the zip file.

Report(s)

ValidationsByRT0   2024S2TRDv9-sub5-1AllRTs2024-02-23_10-36-40.zip

Output Type

The validation exception report can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.
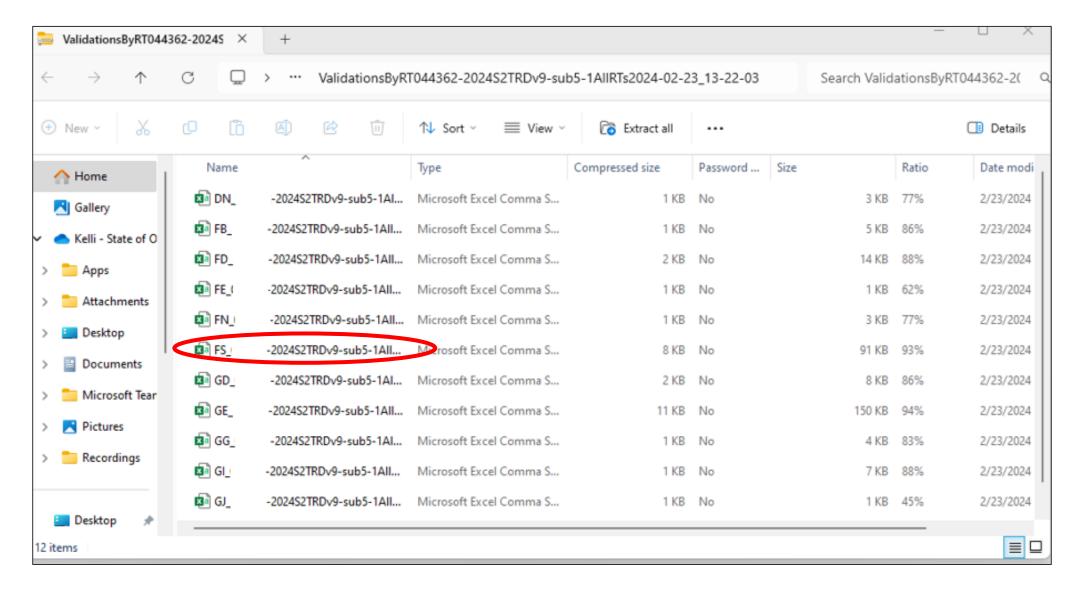
○ HTML ● CSV

CSV Output Options

You can create a separate CSV file for each Record Type by checking the box below:

☑ Record Type

LEVEL 1 ZIP FILE

LEVEL 1 – FS FILE

Error Number	Error Level	Message	Description	Last Name	First Name	State Student ID	Effective Start Date
FS.0001	Fatal	Invalid option	(FS100) Invalid value '48' in the field 'Withdrawal Reason'	SLastName***	CFirstNam		20230701
FS.0001	Fatal	Invalid option	(FS100) Invalid value '48' in the field 'Withdrawal Reason'	CLastName***	CFirstNam		20230701
FS.0001	Fatal	Invalid option	(FS140) Invalid value '5' in the field 'District Relationship'	LLastName***	CFirstNam		20230701
FS.0004 (A)	Fatal	Date out of range	(FS060) Invalid value '20230701' in the field 'Effective Start Date'	GLastName***	RFirstNam		20230701
FS.0004 (A)	Fatal	Date out of range	(FS060) Invalid value '30830701' in the field 'Effective Start Date'	BLastName***	NFirstNam		30830701
FS.0004 (A)	Fatal	Date out of range	(FS060) Invalid value '30830701' in the field 'Effective Start Date'	BLastName***	CFirstNam		30830701
FS.0005	Fatal	Value out of range	(FS220) Invalid value '500' in the field 'Sent to Percent of Time 1'	LLastName***	LFirstNam		20230701
FS.0006 (E)	Fatal	Invalid value	(FS170) Invalid value '044362' in the field 'Assigned Building Area IRN'	GLastName***	SFirstNam		20230701
FS.0006 (E)	Fatal	Invalid value	(FS170) Invalid value '999999' in the field 'Assigned Building Area IRN'	LLastName***	CFirstNam		20230701
FS.0010	Fatal	Withdrawal reason requires non-default Effectiv	Check Effective End Date (FS090) and Withdrawal Reason (FS100)	ULastName***	SFirstNam		20230701
FS.0010	Fatal	Withdrawal reason requires non-default Effectiv	Check Effective End Date (FS090) and Withdrawal Reason (FS100)	ELastName***	EFirstNam		20230701
FS.0010	Fatal	Withdrawal reason requires non-default Effectiv	Check Effective End Date (FS090) and Withdrawal Reason (FS100)	HLastName***	CFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	LLastName***	JFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	CLastName***	AFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	TLastName***	CFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	RLastName***	DFirstNam		20230823
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	DLastName***	DFirstNam		20230701
FS.0011	Fatal	End Date before Start Date	Check Effective Start Date (FS060) and Effective End Date (FS090)	CLastName***	PFirstNam		20230701
MR.0064	Critical	Missing GD record for expelled student.	A Student Discipline record with discipline type 1 or 6 should be subm	LLastName***	LFirstNam		20230701
MR.0064	Critical	Missing GD record for expelled student.	A Student Discipline record with discipline type 1 or 6 should be subm	PLastName***	AFirstNam		20230701
FS.0015	Warning	Combination of Dist Rel, How Recvd and Sent1	Check the reporting Organization Type, District Relationship (FS140),	SLastName***	CFirstNam		20230701
FS.0017	Warning	Combination of Dist Rel, How Recvd and Sent2	Possibly invalid combination of values for Reporting Organization Typ	LLastName***	KFirstNam		20230701
FS.0017	Warning	Combination of Dist Rel, How Recvd and Sent2	Possibly invalid combination of values for Reporting Organization Typ	PLastName***	CFirstNam		20230701

REVIEWING PREVIEW AND LEVEL 1 REPORTS

- Verifying data is very important step

- Verify
  - Record counts
    - "X" displays when more than 10 % reduction from prior submission
    - Additional certification required
  - Preview reports
    - Excluded
    - Missing
    - Supplementary

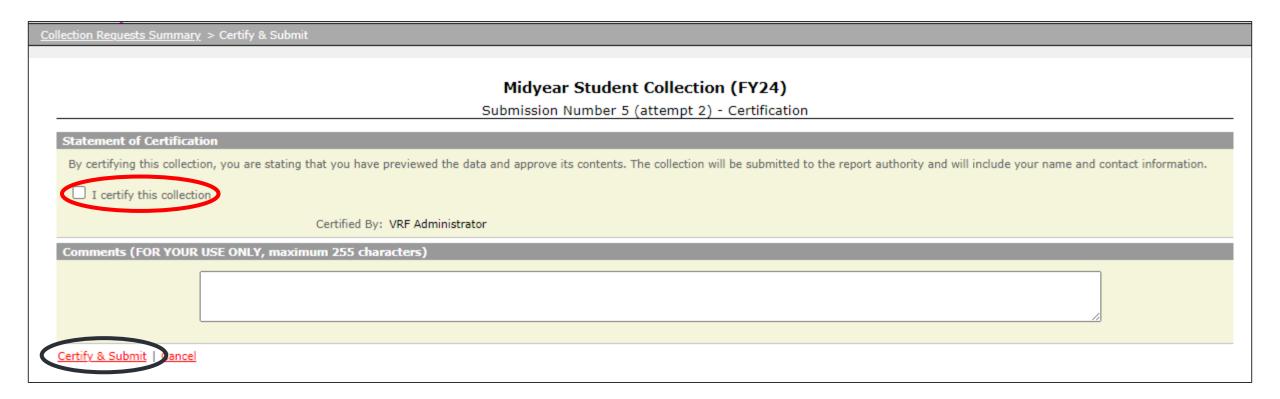- If you skip the preview step, extra certification is required

CERTIFY AND SUBMIT

Collection Requests | **Collection Status** | **Submissions** | **Progress** | **Reports** | **Local Reports** | **Archives** | **Messages** | **Resources** | **Preferences**

Collection Requests Summary

Collection Requests Summary

Department of Education

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FY24-S-TRAD Mid: Collection required for all Traditional Districts, JVSDs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FB, FN, G... ⓘ

Submissions: August 02, 2023 - April 26, 2024 (63 days till close)	
Version: 9	**From ODE:** Level 2 Reports
Status: Preparation today at 01:58:11 PM resulted in one or more errors. You may correct the errors and recollect the data, prepare the collection again from current data, or cancel the collection.	
Submission Number: 5 (attempt 2)	**Prepare Errors:** 2 errors, 0 warnings, 0 messages (and other errors)
Actions: Start/Stop Collection	**Prepare Outputs:** Level 1 Validations
Prepare	Preview Prepared Data
Certify & Submit	
Cancel	
Add New Scheduled Collection	
Set Default Collection properties	

CERTIFY AND SUBMIT SCREEN

Collection Requests Summary > Certify & Submit

Midyear Student Collection (FY24)
Submission Number 5 (attempt 2) - Certification

Statement of Certification

By certifying this collection, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority and will include your name and contact information.

☐ I certify this collection

Certified By: VRF Administrator

Comments (FOR YOUR USE ONLY, maximum 255 characters)

Certify & Submit | Cancel

SUBMISSIONS

Collection Requests | Collection Status | **Submissions** | Progress | Reports | Local Reports | Archives | Messages | Resources | Preferences

Submissions

Submissions Status and Recent Submissions and Previews

Submissions Status | Recent Submissions and Previews

Submissions Status

All submissions are listed below. Expand an item to view the individual submissions. Click a submission to view detailed status.

Filter Options

Collection Request: All   **Data Set:** All   **School Year:** All   **Last Activity Within:** All

☐ Show closed collections

Refresh | Restore Defaults

Submission	Submitted	Submission Status	Processed	Processed Status
▼ FY24-S-TRAD Mid (4 submissions)				
✓ Submission 4	01/16/2024	Transmission completed on January 16, 2024 (certified by VRF Administrator)	01/16/2024 11:21:06 AM	Pending Processing
✓ Submission 3	01/12/2024	Transmission completed on January 12, 2024 (certified by VRF Administrator)	01/12/2024 03:50:49 PM	✓ Processing Completed
✓ Submission 2	01/12/2024	Tra...	2/2024 03:24:49 PM	✓ Processing Completed
✓ Submission 1	12/01/2023	Tra...	1/2023 10:16:07 AM	✓ Processing Completed

Submission Info

Midyear Student Collection (FY24)

Certification and submission details.

Certification Summary

Prepare Timestamp:	January 12, 2024 03:48:39 PM
Certified Timestamp:	January 12, 2024 03:50:12 PM
Certified By:	VRF Administrator

Submission Summary

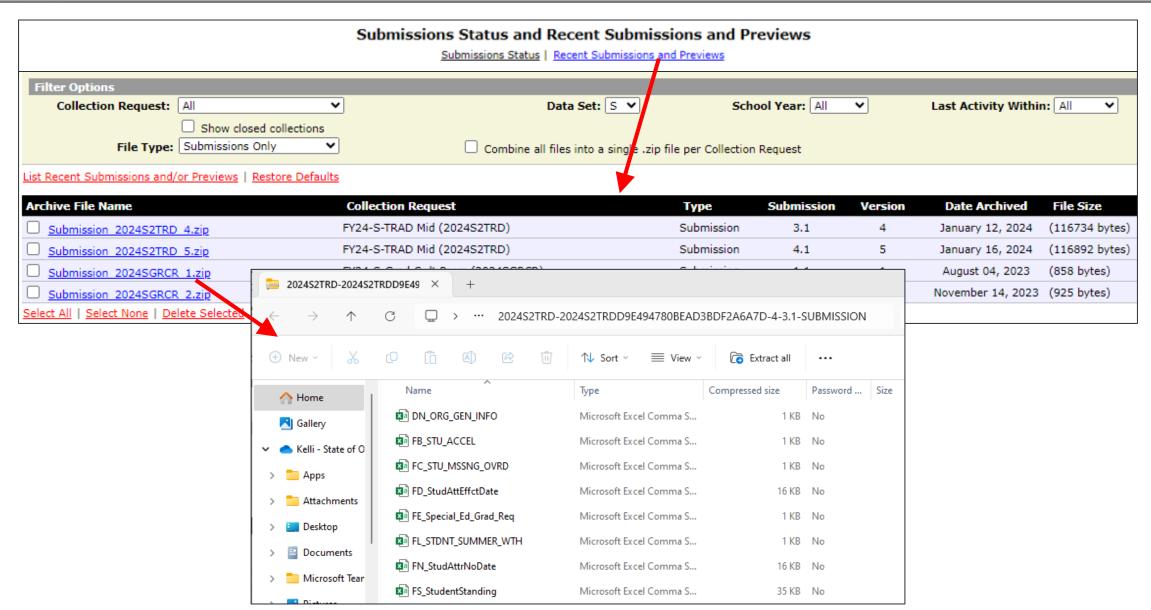|	
Submission:	3
Submission Started Timestamp:	January 12, 2024 03:50:12 PM
Submission Completed Timestamp:	January 12, 2024 03:50:18 PM
Collection Request Version:	4
Submission Reason:	Replaces Prior Submission

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SUBMISSIONS

- Submissions Status view
  - Click on ▶ to see summary detail
  - Click on <u>Submission</u> to see full details
  - If Processed Status is not "pending" or "process completed"
    - Contact your Information Technology Center (ITC)

- Recent Submissions and Previews view
  - Provides access to prior submission data for current collections
  - CSV format includes primary data elements

PROGRESS

Collection Requests	Collection Status	Submissions	**Progress**	Reports	Local Reports	Archives	Messages	Resources	Preferences

Progress

Choose the filter criteria from the options below then click on the Run Query link to text in the **LEA IRN** or **LEA Name** fields.

Filter Options

LEA Selection: ☑ All LEAs   LEA IRN: [   ]   LEA N

Collection Request: [All   ▾]   Data Set: [All ▾]

Processing Stage:
☐ Not Started   ☑ Collecting ☑ Collection Completed ☑ P
☑ Collection Previewed ☑ Certified ☑ Submitting Collection ☑ S

Display Options

Group By: ⦿ Collection Request ○ LEA ○ Stage ○ None

Restore Defaults | Select All Stages | Deselect All Stages | Select All Running Stages

Run Query | Show Never Submitted

Collection Request / Submitter	LEA IRN	Subm	Ver	Timestamp			
▼ **Current Graduation Credit Progress Collection (FY24) (2024SGRCR)**							
✅ Qa District	123456	1	5	10/11/2023 03:23:29 PM	Processing Complete	Collect	L1(None) / L2(None) / None
▼ **Midyear Student Collection (FY24) (2024S2TRD)**							(Count: 2)
❌ Qa District	123456	1	13	01/16/2024 11:21:05 AM	Collection Previewed	Preview	L1(25328 ftl) / L2(None) / Err: 1, W:1149
▼ **Exiting Student Follow up – Final (FY24) (2024S2EXT)**							(Count: 1)
🟡 Qa District	123456	1	12	01/02/2024 10:31:44 AM	Prepare Completed	Preview	L1(673 ftl) / L2(5 Rcts) / Warn: 721
▼ **Student Cross Reference (FY24) (2024SSCRS)**							(Count: 1)
❌ Qa District	123456	1	1	12/26/2023 09:05:23 AM	Prepare Completed	Preview	L1(6356 ftl) / L2(None) / Err: 1

Export to a file

Midyear Student Collection (FY24)

Submission Number 5 (attempt 1), LEA: Qa District

Validation exceptions are listed by record type and exception severity.
To generate the exception report for one record type and/or exception severity click the link in the corre
row and column.

Last Prepared: Today at 10:26:33 AM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er	
Organization General Information Record (DN)	14	1	1	0	16	
Student Acceleration Record (FB)	27	0	0	0	27	
Student Attributes Effective Date Record (FD)	38	0	1	0	39	
Student Attributes No Date Record (FN)	9	0	3	0	12	
Student Demographic Record (GI)	35	0	0	0	35	
Student Discipline Record (GD)	44	6	0	0	50	
Student Gifted Education Record (GG)	17	0	0	0	17	
Student Program Record (GQ)	3	0	0	0	3	
Student Race Detail Record (GJ)	2	0	0	0	2	
Student Special Education Graduation Requirement Record (FE)	3	0	0	0	3	
Student Special Education Record (GE)	437	0	190	0	627	
Student Standing Record (FS)	395	7	19	0	421	
Student Summer Withdrawal Record (FL)	0	0	0	0	0	

PROGRESS

District can check progress of all active collections at once

- Filter options ✓
- Red 'X', Green ' ', Yellow '!'
- Submission number
- Collection request version
- Stage
- Action links provide quick processing for all open collection requests
  - Set defaults for data
  - Start, collect, prepare, collect and prepare combined, preview
  - Does not allow to submit
- Level 1 validation reports, level 2 reports, and warning errors

REPORTS

Collection Requests | Collection Status | Submissions | Progress | **Reports** | Local Reports | Archives | Messages | Resources | Preferences

Level 2 Reports

Data Feedback Reports and Files

Pre-Submission to ODE | Post-Submission and Processing by ODE
Level 1 Details | Highlights and Recent | Level 2 Details | Received Files Details

Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all reports (.csv)*, you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

Filter Options

LEA: All authorized	**Collection Request:** All	**Data Set:** All	**School Year:** All	**Category:** All
LEA IRN:	**Report Name:** All	**Last Activity Within:** All	☐ Show closed collections	
Processed on or after: ____ (mm/dd/yyyy)		**Last Updated on or after:** ____ (mm/dd/yyyy)	
With Data Only: ☐ Exclude reports with 0 rows		**Report Name includes:** ____	

Display Options

Group By: ⦿ Collection Request ○ LEA ○ Level 2 Report ○ Category ○ Data Set ○ None

File Format: ⦿ HTML ○ CSV ○ CSV by Building IRN ○ CSV by Other Field (see Field Name in the table below)

Show Reports | Restore Defaults | Reset Date textboxes

LEVEL 2 REPORTS

- Generated by the Department

- Provide important information regarding
    - Funding
    - Data for shared students
    - Data for Report Card calculations
    - Data used for state and federal requirements

- Not every district will receive

- New reports replace old
    - Not static

LEVEL 2 FILTER OPTION – COLLECTION REQUEST

PROCESS DATE AND LAST UPDATE DATE COLUMNS

- Process Date = last date report ran statewide

- Last Update Date = last date report ran for your district

- If dates are the same = may/may not mean you have new reports

- If dates are different = compare when the report last ran statewide to your last submission date

LEVEL 2 FILTER OPTION – DATA SET

Filter Options

LEA IRN:	012345	Collection Request: All	Data Set: S	School Year: All	Category: All

LEA Name: _____ Report Name: All   Last Activity Within All   ☐ Show closed collections

Processed on or after: _____ (mm/dd/yyyy)   Last Updated on or after: _____ (mm/dd/yyyy)

ITC: All   Report Name includes: _____   With Data Only: ☐ Exclude reports with 0 rows

Display Options

Group By: ◉ Collection Request ○ LEA ○ Level 2 Report ○ Category ○ Data Set ○ None

File Format: ○ HTML ◉ CSV ○ CSV by Building IRN ○ CSV by Other Field (see Field Name in the table below)

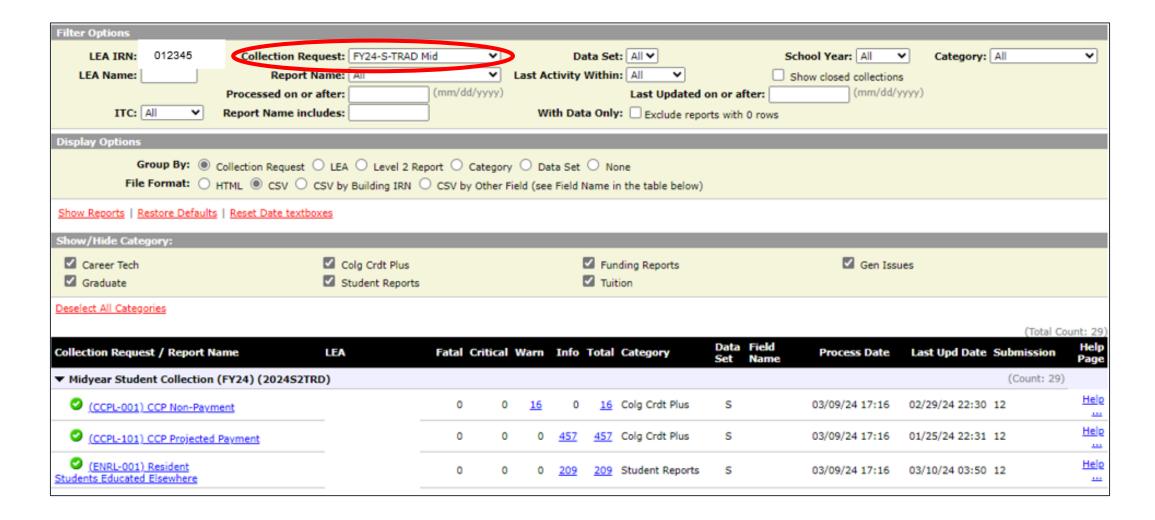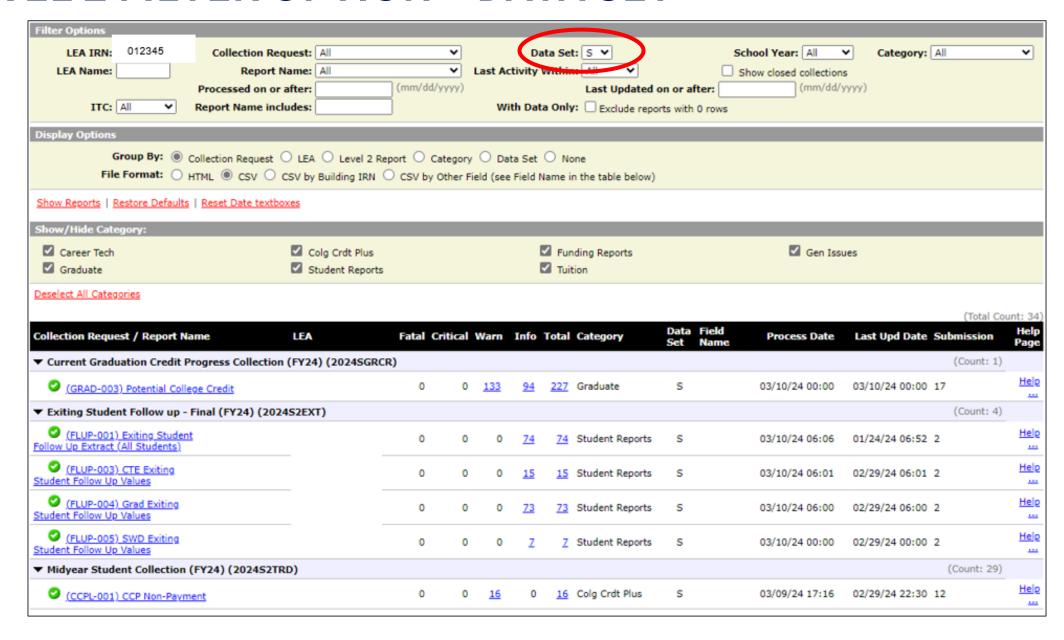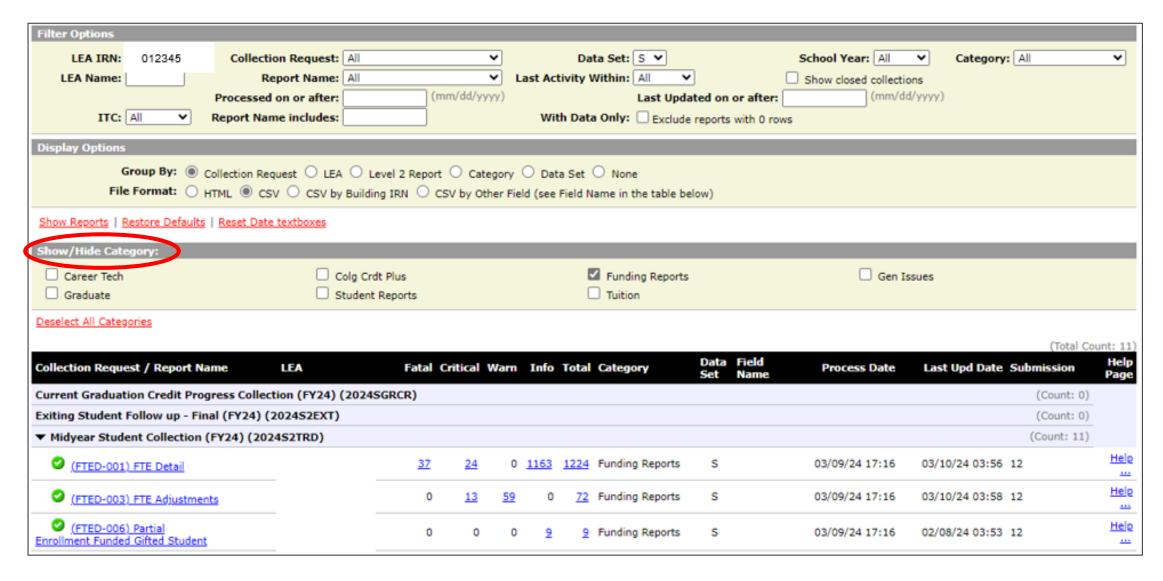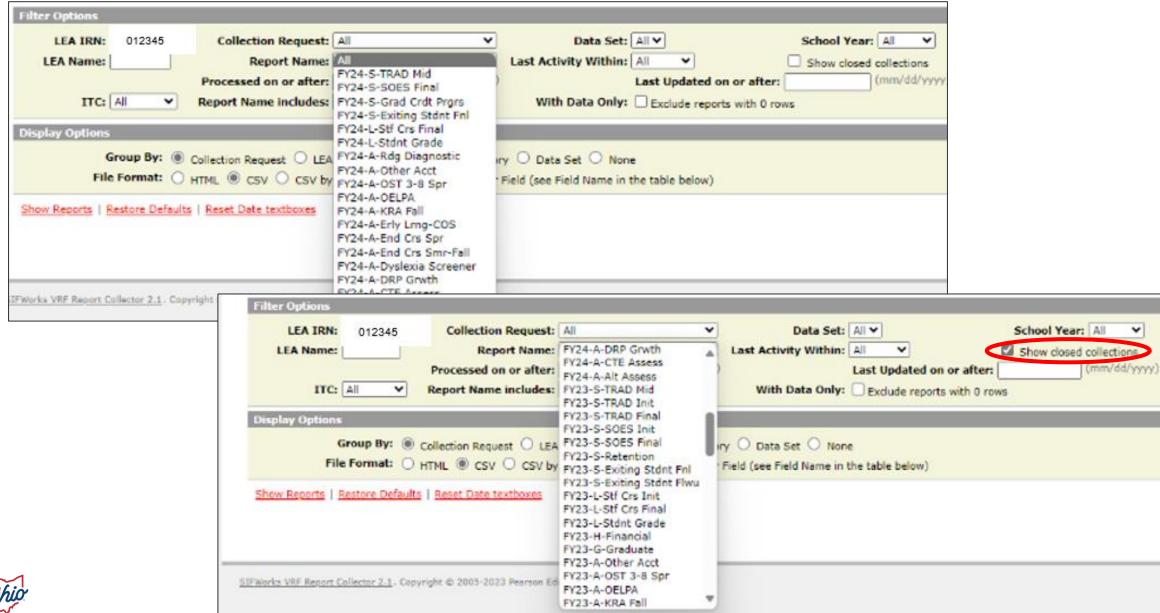Show Reports | Restore Defaults | Reset Date textboxes

Show/Hide Category:

☑ Career Tech   ☑ Colg Crdt Plus   ☑ Funding Reports   ☑ Gen Issues
☑ Graduate   ☑ Student Reports   ☑ Tuition

Deselect All Categories

(Total Count: 34)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Current Graduation Credit Progress Collection (FY24) (2024SGRCR)													(Count: 1)
✅ (GRAD-003) Potential College Credit		0	0	133	94	227	Graduate	S		03/10/24 00:00	03/10/24 00:00	17	Help ...
▼ Exiting Student Follow up - Final (FY24) (2024S2EXT)													(Count: 4)
✅ (FLUP-001) Exiting Student Follow Up Extract (All Students)		0	0	0	74	74	Student Reports	S		03/10/24 06:06	01/24/24 06:52	2	Help ...
✅ (FLUP-003) CTE Exiting Student Follow Up Values		0	0	0	15	15	Student Reports	S		03/10/24 06:01	02/29/24 06:01	2	Help ...
✅ (FLUP-004) Grad Exiting Student Follow Up Values		0	0	0	73	73	Student Reports	S		03/10/24 06:00	02/29/24 06:00	2	Help ...
✅ (FLUP-005) SWD Exiting Student Follow Up Values		0	0	0	7	7	Student Reports	S		03/10/24 00:00	02/29/24 00:00	2	Help ...
▼ Midyear Student Collection (FY24) (2024S2TRD)													(Count: 29)
✅ (CCPL-001) CCP Non-Payment		0	0	16	0	16	Colg Crdt Plus	S		03/09/24 17:16	02/29/24 22:30	12	Help ...

LEVEL 2 FILTER OPTION – SHOW/HIDE CATEGORY

LEVEL 2 FILTER OPTION – SHOW CLOSED COLLECTIONS

| Collection Requests | Collection Status | Submissions | Progress | **Reports** | Local Reports | Archives | Messages | Resources | Preferences |

Level 2 Reports

Data Feedback Reports and Files

Pre-Submission to ODE | *Post-Submission and Processing by ODE*

Level 1 Details | Highlights and Recent | Level 2 Details | Received Files Details

Received Files Details

Choose the filter criteria then click the List Files link to generate a list of received files matching these criteria.

Filter Options

Files for LEA: Test Public Distri ▾   Data Set: All ▾   Year: All ▾   Category: All ▾

LEA IRN: [   ]   File name includes: [   ] and [   ]   Per File: ☐ Only Show Most Recent

Received on or after: 02/25/2024   and on or before: [   ] (mm/dd/yyyy)   Created on or after: [   ]   and on or before: [   ] (mm/dd/yyyy)

Output Option

Group By: ● LEA   ○ Data Set   ○ Category   ○ Short File Name   ○ None   Zip File: ☐ Combine received files into a compressed .zip file

Restore Defaults | Reset Time Span textboxes | Reset File name includes textboxes | Reset LEA IRN textbox
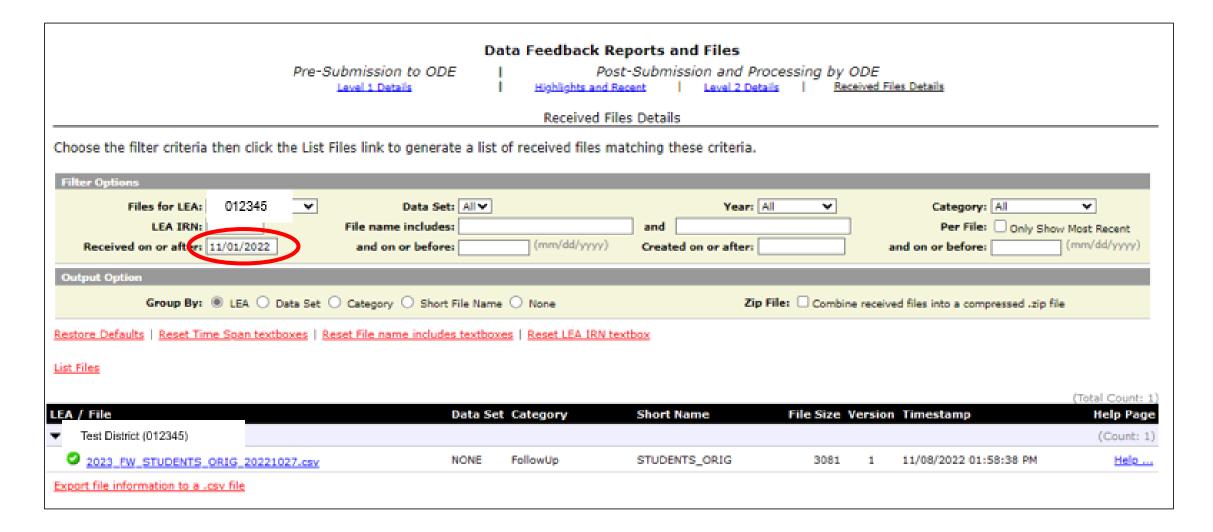
List Files

RECEIVED FILES

- Generated by non-EMIS staff at Department

- Do not update with nightly processing

- Not Collection Request specific

- Student names added to most

- May not reflect most current data

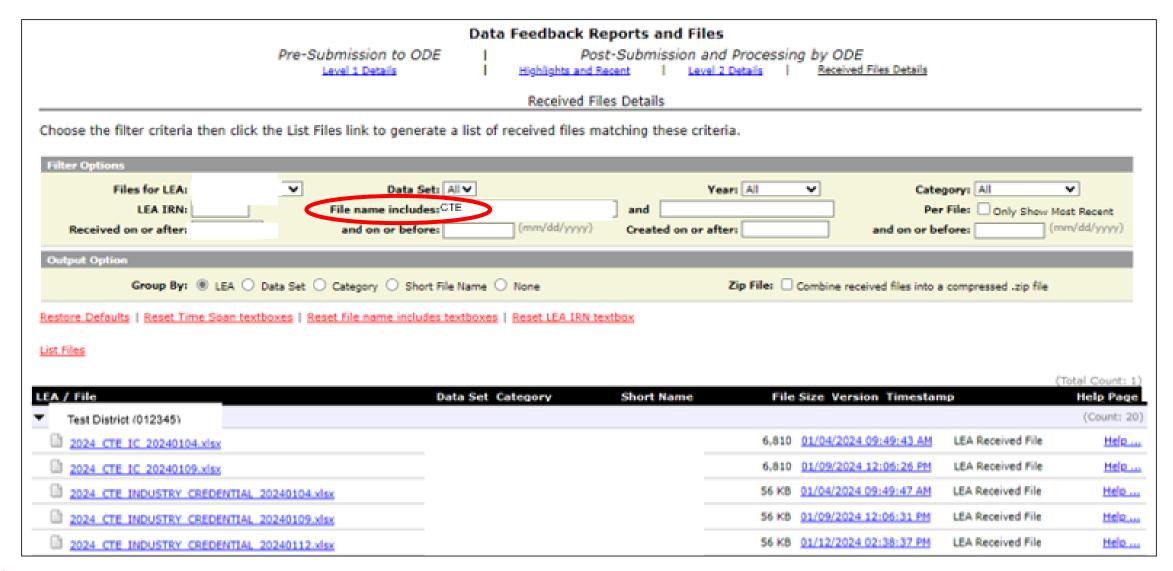- Often static or one-time reports

- Email notifications sent

RECEIVED FILES FILTER OPTION – ADDED ON OR AFTER

RECEIVED FILES FILTER OPTION – FILE NAME INCLUDES

Collection Requests | **Collection Status** | **Submissions** | **Progress** | **Reports** | **Local Reports** | **Archives** | **Messages** | **Resources** | **Preferences**

Level 2 Reports

Data Feedback Reports and Files

Pre-Submission to ODE | Post-Submission and Processing by ODE

Level 1 Details | Highlights and Recent | Level 2 Details | Received Files Details

Highlights

No Highlights Level 2 Reports or Files

Recent

Items below which are files indicate what kind of files they are.
For Level 2 reports, they will display in ◉ HTML format or ○ CSV ○ CSV by Building IRN ○ CSV by Other Field (see Field Name in the table below)
Include reports from ◉ open collections only ○ open and closed collections.

(Total Count: 0)

Items per Page: 20

Filter Options

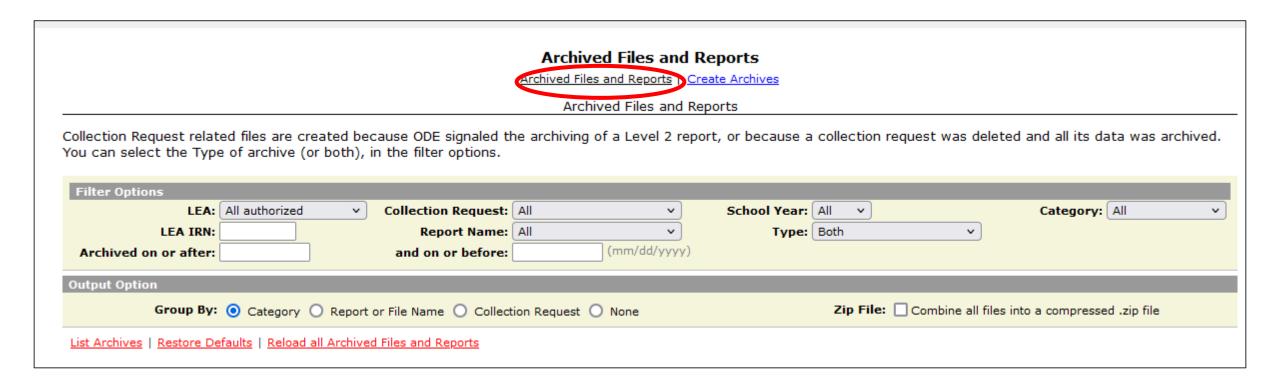| School Year: All | Category: All | Report or File Name includes: |

Show Reports and Files | Refresh (clears filter fileds)

HIGHLIGHTS AND RECENT REPORTS

- Combination of Level 2 reports and Received Files

- Highlights

  - Important reports or information the Department wants to draw attention to

- Recent

  - Most recent reports received

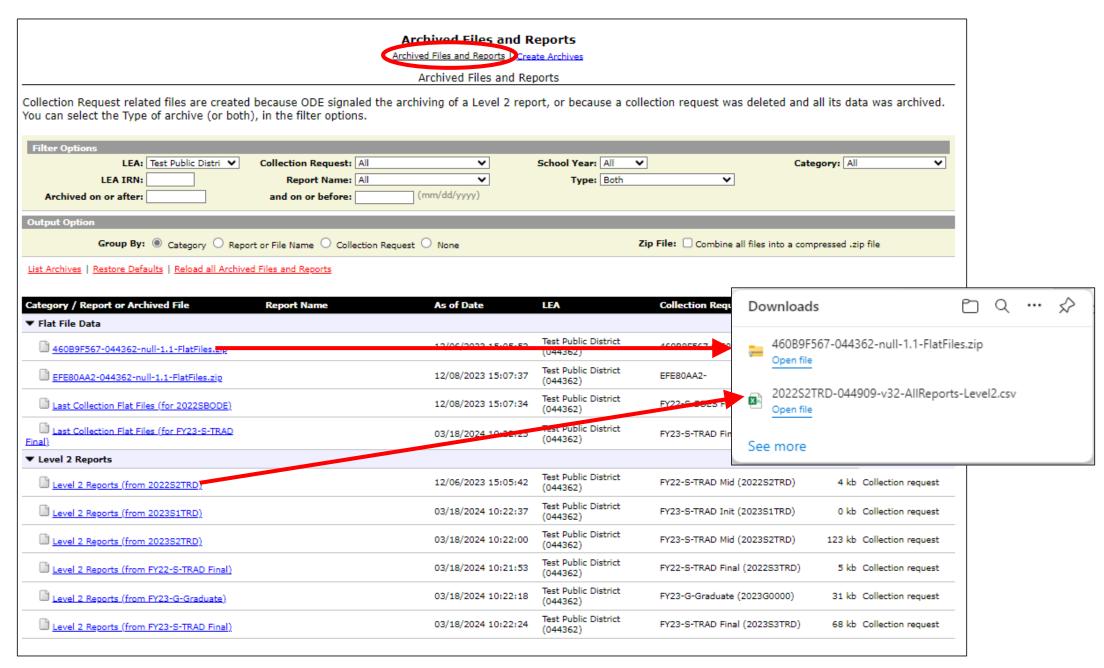- Ideal for occasional users and those interested in specific topics

ARCHIVES

Collection Requests | Collection Status | Submissions | Progress | Reports | Local Reports | **Archives** | Messages | Resources | Preferences

Archived Files

Archived Files and Reports

Archived Files and Reports | Create Archives

Archived Files and Reports

Collection Request related files are created because ODE signaled the archiving of a Level 2 report, or because a collection request was deleted and all its data was archived. You can select the Type of archive (or both), in the filter options.

Filter Options

LEA: All authorized	**Collection Request:** All	**School Year:** All	**Category:** All
LEA IRN:	**Report Name:** All	**Type:** Both	
Archived on or after:	**and on or before:** (mm/dd/yyyy)		

Output Option

Group By: ● Category ○ Report or File Name ○ Collection Request ○ None   **Zip File:** ☐ Combine all files into a compressed .zip file

List Archives | Restore Defaults | Reload all Archived Files and Reports

DEPARTMENT GENERATED ARCHIVE EXAMPLE

▼ **Funding**   (Count: 20)

📄 July_FY24_JVSD_Payment	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/29/2023 15:08:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
📄 July_FY24_JVSD_Payment	(FTES-008) Enrolled ADM FTE Summary	06/29/2023 15:07:00	FY23-S-TRAD Final (2023S3TRD)	2 kb Level 2 report
📄 July_FY24_JVSD_Payment	(FTES-001) FTE Total by Fund Pattern	06/29/2023 15:06:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
📄 July_FY24_JVSD_Payment	(FTED-003) FTE Adjustments	06/29/2023 15:05:00	FY23-S-TRAD Final (2023S3TRD)	5 kb Level 2 report
📄 July_FY24_JVSD_Payment	(FTED-001) FTE Detail	06/29/2023 15:03:00	FY23-S-TRAD Final (2023S3TRD)	411 kb Level 2 report
📄 July_No1_FY24_TRAD_Payment	(FTES-009) FTE Subgroup Summary - Non-Transfers	06/28/2023 13:01:00	FY23-S-TRAD Final (2023S3TRD)	1 kb Level 2 report
📄 July_No1_FY24_TRAD_				
📄 July_No1_FY24_TRAD_				
📄 July_No1_FY24_TRAD				
📄 July_No1_FY24_TRAD				

Archived Files and Reports

Archived Files and Reports | Create Archives

Archived Files and Reports

Collection Request related files are created because ODE signaled the archiving of a Level 2 report, or because a collection request was deleted and all its data was archived. You can select the Type of archive (or both), in the filter options.

Filter Options

LEA: All authorized ▾	**Collection Request:** All ▾	**School Year:** All ▾	**Category:** Level 2 Reports ▾
LEA IRN: [ ]	**Report Name:** All ▾	**Type:** Both ▾	
Archived on or after: [ ]	**and on or before:** [ ] (mm/dd/yyyy)		

Output Option

Group By: ● Category ○ Report or File Name ○ Collection Request ○ None   **Zip File:** ☐ Combine all files into a compressed .zip file

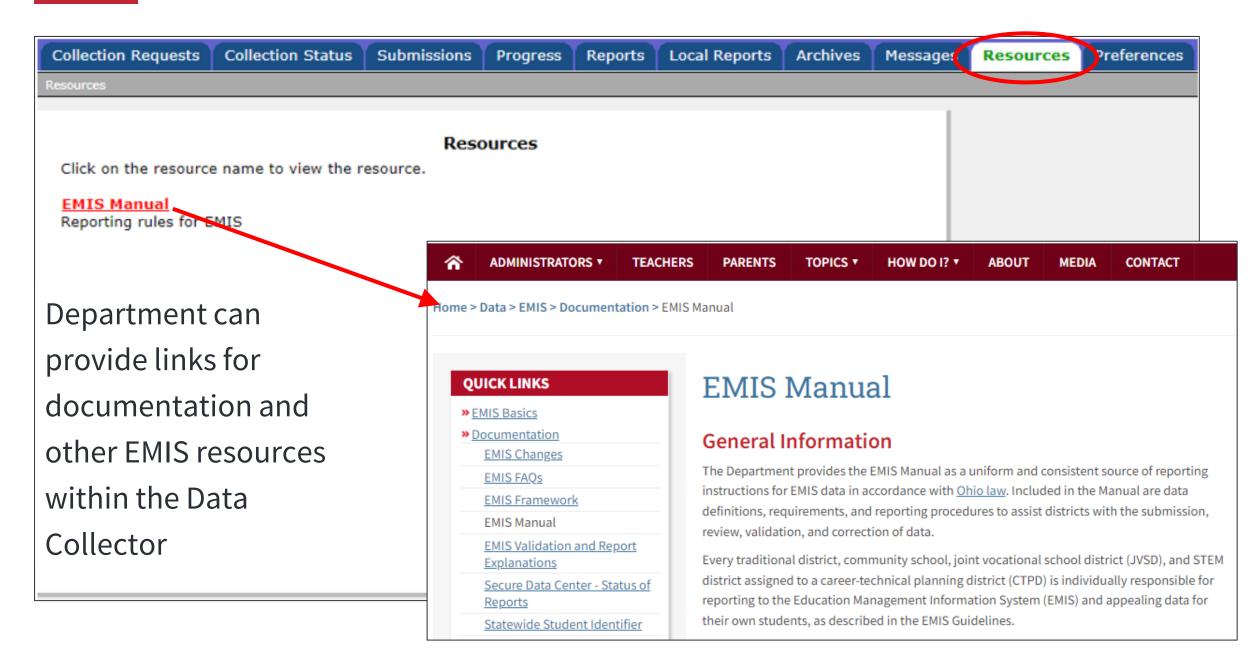List Archives | Restore Defaults | Reload all Archived Files and Reports

ARCHIVES

- Access collection requests or reports that are no longer active

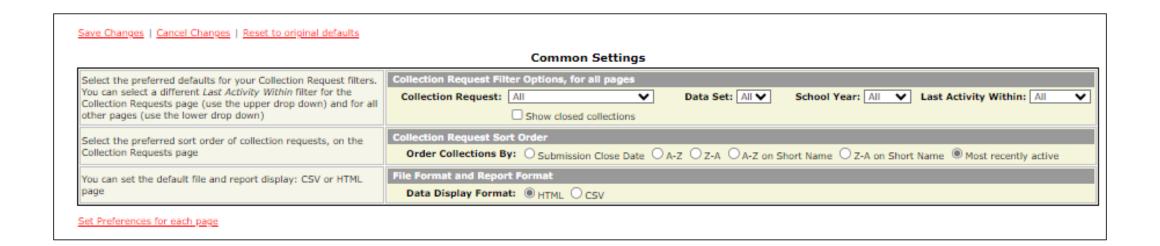- Department generates archives data on certain timelines

RESOURCES

Department can provide links for documentation and other EMIS resources within the Data Collector

PREFERENCES

Collection Requests | Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages | Resources | **Preferences**

Preferences

Start Collection and Start/Stop Collection pages

	Scope of execution (when starting or restarting a collection)
You can set your preferred default: to Collect and Prepare, or only Collect, when you start or restart a collection	**Perform:** ○ Collect Only ● Collect and Prepare

Collection Status page

	Filter collection requests by progress of the collection
In addition to the Collection Request filters you can filter collections by their progress (In Progress or Complete)	**Progress:** [All ▾]

Submissions / Recent Submissions and Previews page

	Recent Submissions and Previews
Select your preference for File Type, and whether to combine all files into a single .zip file, per Collection Request	**File Type:** [Submissions Only ▾] ☐ Combine all files into a single .zip file per Collection Request

Progress page

	Additional collection filters and how to group collections on the Progress page
You can configure the default settings for how to group the results of the query, which stages to select, and whether to show all collections, or just the ones with errors (or warnings) and the time line (e.g. only what changed today, or today and yesterday)	**Show:** [All collections ▾] **Timeline:** [All ▾] **Processing Stage:** ☐ Not Started ☑ Collecting ☑ Collection Completed ☑ Preparing ☑ Prepare Completed ☑ Collection Previewed ☑ Certified ☑ Submitting Collection ☑ Submitted ☑ Received Submission Results **Group By:** ● Collection Request ○ LEA ○ Stage ○ None

| Collection Requests | Collection Status | Submissions | Progress | Reports | Local Reports | Archives | Messages | Resources | **Preferences** |

Preferences

Reports pages

You can configure whether the first page within the Reports tab is the Level 1 Details, Highlights and Recent, Level 2 Details, or Received Files Details page.	**The default page in the Reports tab** **First page in the Reports tab:** ⦿ Level 1 Details ◯ Highlights and Recent ◯ Level 2 Details ◯ Received Files Details
Select the default Category and how to group the Level 1 reports	**Level 1 Reports Details Category and Group By** **Category:** [All ▼] **Group By:** ⦿ Collection Request ◯ LEA ◯ Level 1 Report ◯ Data Set ◯ Category ◯ None
Enter the number of Files and/or Reports to show per page in your browser	**Highlights and Recent, Items per Page** **Items per Page:** [20]
Select the default Category, whether to show reports with no data, and how to group the Level 2 reports	**Level 2 Reports Details Category, Exclude empty Reports and Group By** **Category:** [All ▼] **With Data Only:** ☐ Exclude reports with 0 rows **Group By:** ⦿ Collection Request ◯ LEA ◯ Level 2 Report ◯ Data Set ◯ Category ◯ None
Select the default Category, Year and Data Set, whether by default to select only files whose name contains some string, and how to group received files	**Received Files Details Category, Data Set and file name sub-strings** **Data Set:** [All ▼] **Year:** [All ▼] **Category:** [All ▼] **File name includes:** [ ] **and** [ ] **Group By:** ⦿ LEA ◯ Data Set ◯ Category ◯ Short File Name ◯ None

Set Preferences for each page

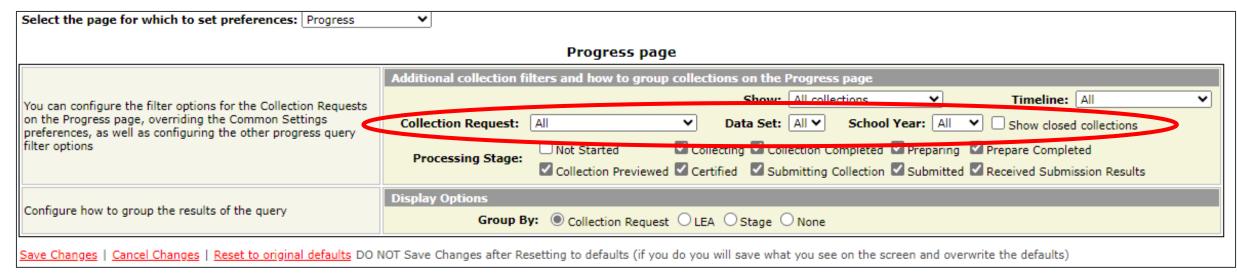| Collection Requests	Collection Status	Submissions	Progress	Reports	Local Reports	Archives	Messages	Resources	**Preferences**

Preferences

Select the page for which to set preferences: Collection Requests ▼

Select the page for which to set preferences: Collection Requests ▼

- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports
- Archives

Select the preferred defaults for your Collection Re...
filters for the collections submitted to Ohio Department of

Collection Requests Summary

Department of Education

Select the preferred defaults for your Collection Request filters ... Education

... quests

	Use the choices below to filter the list of collection requests shown			
Collection Request: All ▼	**Data Set:** All ▼	**School Year:** All ▼	**Last Activity Within:** All ▼
☐ Show closed collections			

Sort Order
Order Collections By: ○ Submission Close Date ● A-Z ○ Z-A ○ A-Z on Short Name ○ Z-A on Short Name ○ Most recently active

SSDT Receiving Agency

Select the preferred defaults for your Collection Request filters for the collections submitted to SSDT Receiving Agency	Use the choices below to filter the list of collection requests shown			
	Collection Request: All ▼	**Data Set:** All ▼	**School Year:** All ▼	**Last Activity Within:** All ▼
	☐ Show closed collections			

Select the preferred sort order of collection requests	**Sort Order**
	Order Collections By: ○ Submission Close Date ● A-Z ○ Z-A ○ A-Z on Short Name ○ Z-A on Short Name ○ Most recently active

Start Collection and Start/Stop Collection

You can set a different Scope of Execution for starting and restarting collections	**Scope of execution**
	Perform: ○ Collect Only ● Collect and Prepare

Level 1 Validation Exceptions

You can select the default output type for validation exceptions as HTML or CSV, and when producing CSV files whether to separate files by Record Type, or produce one CSV file (combining across Record Types)	**File Format and Content**
	Output Type: ● HTML ○ CSV
	Record Types: ☑ Create a separate CSV file for each Record Type (does not apply to HTML views)

Preview/Review Prepared Data

You can set CSV or HTML as your default preview and whether to combine Preview CSV files into a single .zip file	**Output Options**
	Zip File: ☐ Download file as a compressed .zip (for faster downloads)
	File Format: ○ HTML ● CSV (Data Only) ○ CSV (Data and Fatal exceptions) ○ CSV (Data and All exceptions)

Save Changes | Cancel Changes | Reset to original defaults DO NOT Save Changes after Resetting to defaults (if you do you will save what you see on the screen and overwrite the defaults)

PREFERENCES VS. INDIVIDUAL PAGE/TAB PREFERENCES

Collection Status page

In addition to the Collection Request filters you can filter collections by their progress (In Progress or Complete)	Filter collection requests by progress of the collection
	Progress: All

Submissions / Recent Submissions and Previews page

Select your preference for File Type, and whether to combine all files into a single .zip file, per Collection Request	Recent Submissions and Previews
	File Type: Submissions Only ☐ Combine all files into a single .zip file per Collection Request

Progress page

You can configure the default settings for how to group the results of the query, which stages to select, and whether to show all collections, or just the ones with errors (or warnings) and the time line (e.g. only what changed today, or today and yesterday)	Additional collection filters and how to group collections on the Progress page
	Show: All collections Timeline: All
	Processing Stage: ☐ Not Started ☑ Collecting ☑ Collection Completed ☑ Preparing ☑ Prepare Completed ☑ Collection Previewed ☑ Certified ☑ Submitting Collection ☑ Submitted ☑ Received Submission Results
	Group By: ⦿ Collection Request ○ LEA ○ Stage ○ None

Select the page for which to set preferences: Progress

Progress page

You can configure the filter options for the Collection Requests on the Progress page, overriding the Common Settings preferences, as well as configuring the other progress query filter options	Additional collection filters and how to group collections on the Progress page
	Show: All collections Timeline: All
	Collection Request: All Data Set: All School Year: All ☐ Show closed collections
	Processing Stage: ☐ Not Started ☑ Collecting ☑ Collection Completed ☑ Preparing ☑ Prepare Completed ☑ Collection Previewed ☑ Certified ☑ Submitting Collection ☑ Submitted ☑ Received Submission Results
Configure how to group the results of the query	**Display Options**
	Group By: ⦿ Collection Request ○ LEA ○ Stage ○ None

Save Changes | Cancel Changes | Reset to original defaults DO NOT Save Changes after Resetting to defaults (if you do you will save what you see on the screen and overwrite the defaults)

PREFERENCES

- Provides customization of the Data Collector for user needs

- Can set Preferences from general screen

- Can set Preferences for individual tabs/pages

  - Refines preferences set

  - Overwrites preferences set on general screen

- Can save, cancel, or reset

Save Changes | Cancel Changes | Reset to original defaults

QUESTIONS?

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Department of Education & Workforce

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