Guide to Submitting an EMIS Data Review & Verification Form

Must Read

- Data Review form can be started and filled out by any of the following roles in OEDS: EMIS Coordinator, Superintendent, Superintendent-Designee
- ONLY the superintendent will see the 'Superintendent Approved' button in OH ID
- ONLY the superintendent is required to approve the data review form
- See the Data Review webpage for more information

Step-by-Step Instructions

To complete the EMIS Data Review and Verification process, use the following steps:

### Verify Accuracy and Completeness of Data

1. Work with EMIS Coordinator and other appropriate district staff to review EMIS reports and other resources to evaluate the district's data.
2. Log into your OH ID account to access the Secure Data Center (SDC) to review district's reports for accuracy. If a superintendent does not have a link to the Secure Data Center in their OH ID account, they should consult with their district OEDS Org Administrator to ensure they have the appropriate roles.
3. See the EMIS Data Review and Verification webpage for frequently asked questions about the process.
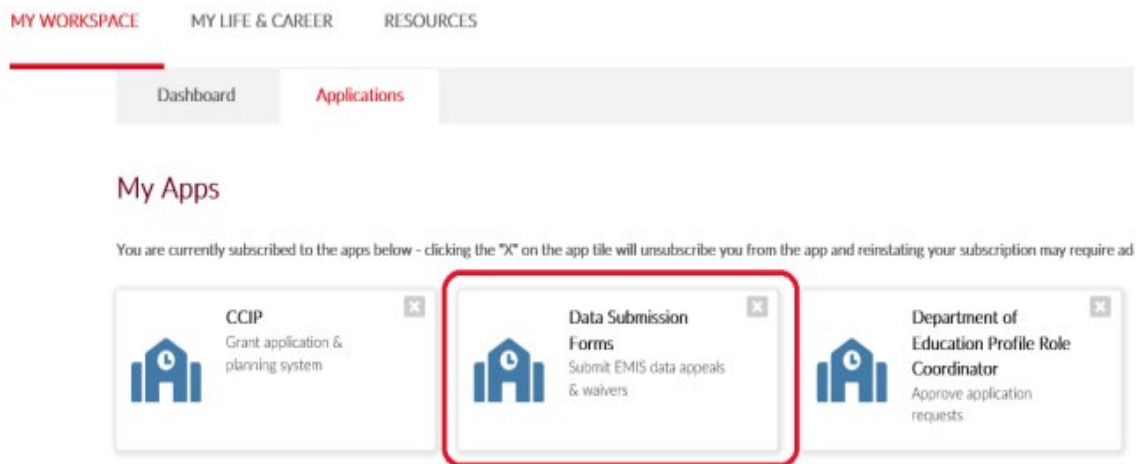
Step-by-Step Guide

1. Click the Login link from the Department homepage.
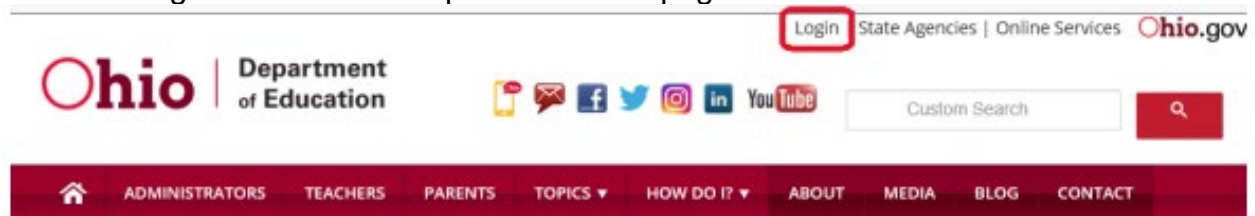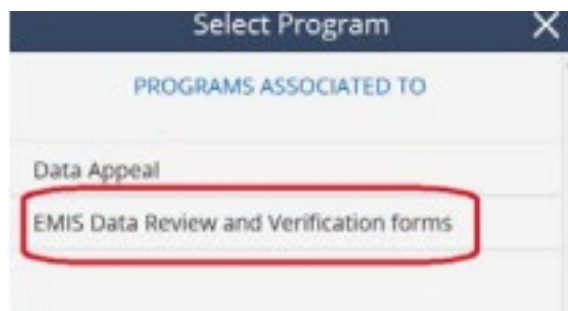

2. Log in to OH ID.
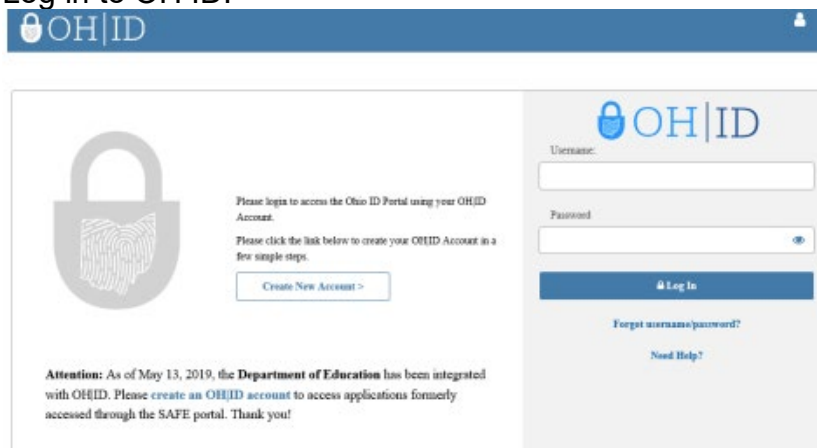
3. Click on the "Data Submissions Form" tile.

4. After the Forms Dashboard loads, click on the "Select Program" icon in the top far left-hand corner.

5. Click on "EMIS Data Review and Verification forms" menu option.

6. Use the dropdown menu for "Program Period" to select the appropriate review. For example, to find the FY23 Data Review for Finance form, choose "EMIS Data Review FY2023".

7. After selecting the desired program period, click "Search".

8. In the search results at the bottom of the page, find the year of data reviews you are looking for. Click the magnifying glass for "Details".


9. Click the "Questions" tab.
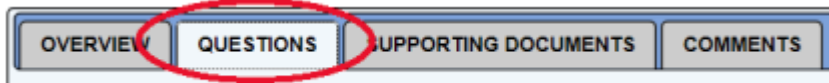
10. In the "Survey Plan" column, find the appropriate Data Review form.

11. To start a new survey, click the "Start" button in the "Details" column of the "Survey Plan" you have selected to complete.

12. Click "OK" when prompted to start survey.
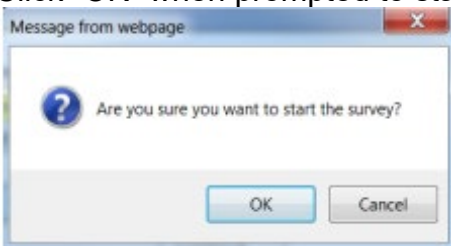
13. If you are returning to complete a survey that is already in progress at your district, click the magnifying glass in the details column next to the survey plan.

14. Scroll down the first page to read the Introduction section. When finished reading, click "Next" at the bottom to proceed.

15. Scroll down the second page to learn about what data superintendents and treasurers are being asked to verify. When finished reading, click "Next" at the bottom to proceed.

16. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.
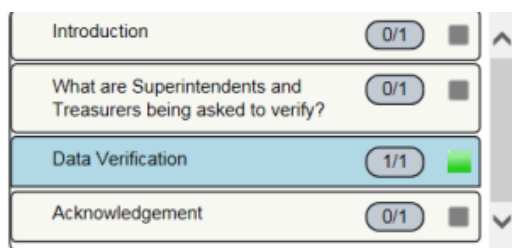
17. Verify your district's data in the "Data Verification" section. Choose among the following options as to whether the data is complete and accurate: "Yes", "Yes, with exception of appealed data", or "No, not at this time". Note that if the treasurer has already answered this question, their answer will be prepopulated. Superintends can change this answer, if needed.

18. If you check "Yes, with exception of appealed data" or "No, not at this time", you MUST describe why in detail in the box below. After completing the EMIS Review, your district will need to complete the associated data appeal form. See the instructions for submitting the data appeal form on the Department website.

19. When finished, click "Save". Then click "Next". If you do not click "Save" before clicking "Next", you will get the following message.
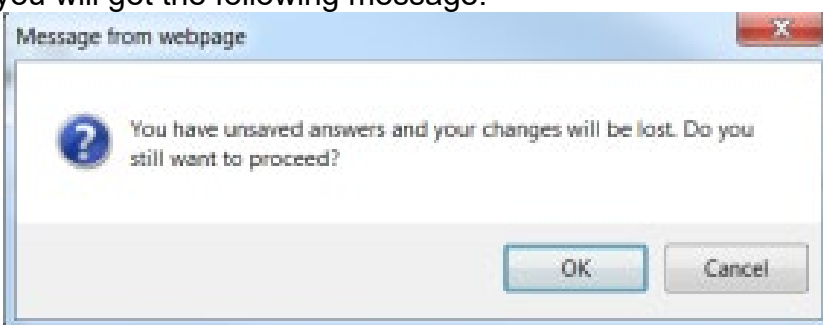
20. Use the checkboxes to certify each acknowledgement. You cannot complete the form until all boxes are checked.

21. When finished checking boxes, click "Save".

22. After clicking "Save", you will see a "Superintendent Approved" box appear on the left side of the screen. Note that if the superintendent does not see the "Superintendent Approved" box, check the web to make sure the deadline is not past. The form cannot be submitted after the deadline.

23. To certify, the Superintendent MUST click the "Superintendent Approved" box. After clicking this box, you will get the following pop up box.

24. Click "OK". You will receive a final message acknowledging your status.
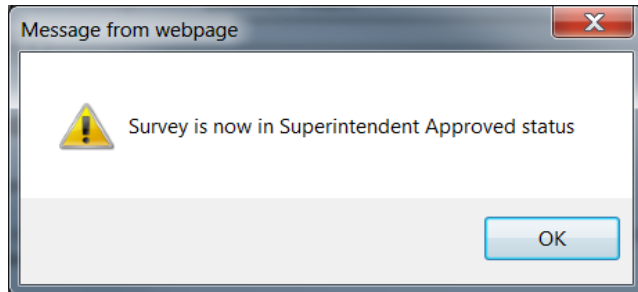
25. The survey will reflect "Superintendent Approved" after the superintendent approves the form.

26. Once the form is in completion status of "Superintendent Approved", your district is finished.

Questions?
Contact the Office of Data Quality at dataquality@education.ohio.gov or use the comment function in the application.

Ohio | **Department** of **Education**