
Ohio Department of Education

EMIS 101

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Overview

- Getting Started in EMIS
- EMIS Manual
- Reporting Periods
- Helpful Information
- Other Reporting Requirements
- Getting Help
- Questions



Getting Started in EMIS

- Who Reports in EMIS
 - Public School Districts
 - City, Local, and Exempted Village
 - Community Schools
 - Department of Youth Service (DYS)
 - Educational Service Centers (ESCs)
 - Joint Vocational Schools (JVSs)
 - State Schools
 - School for the Blind
 - School for the Deaf

Getting Started in EMIS

- The Role of the EMIS Coordinator
 - EMIS Communications
 - Disseminates information within the district
 - Ensures collection of required EMIS data elements
 - Ensures data are reported in accordance with the ODE EMIS Manual
 - Coordinates
 - Between district and ITC
 - Within district

Getting Started in EMIS

- Impact to Funding
 - Key to this question lies within your own district
 - Key determinants are
 - Make-up of student population (not all inclusive)
 - » Career-technical
 - » Community School
 - » Gifted
 - » LEP
 - » Open Enrollment/Tuition
 - » Preschool
 - » Special Ed
 - District program participation (not all inclusive)
 - » Autism Scholarship
 - » Ed Choice Scholarship
 - » Reading First
 - » Title One
 - Other (not all inclusive)
 - » Disadvantagment
 - » Impact Aid

The EMIS Manual

- EMIS Manual Breakdown
- Chapters
 - Chapter 1 – General Info
 - Chapter 2 – Student
 - Chapter 3 – Staff
 - Chapter 4 – Building/District/Financial
 - Chapter 5 – Record Layouts
 - Each chapter has a log of changes
- Appendices

The EMIS Manual

- Chapters 2-4 Information Layout
 - Record Name
 - General Guidelines
 - Elements Added / Removed

Student Standing Data Elements

The following portion of this section discusses each of the data elements within the Student Standing Record. The elements are organized logically, listing related elements together.

Elements Removed from Record

- *February Count Week Attendance Days Element*
- *February Count Week Excused Absence Days Element*
- *February Count Week Unexcused Absence Days Element*

The EMIS Manual

- Chapters 2-4 Information Layout cont'd
 - Elements listed
 - Record Field Number
 - Definition
 - Valid Options
 - Reporting Instructions

☀ *Date of Birth Element*

| | |
|---------------------|---|
| Record Field Number | GI070 |
| Definition | The date on which the individual being reported was born. |

Valid Options

YYYYMMDD Year, Month, Day

Reporting Instructions. A birth date of August 11, 2000, is to be reported as 20000811. Date of birth is used by ODE to calculate student age.

The EMIS Manual

- Chapter 5
 - General Data Characteristics
 - File Characteristics
 - Formatting Rules
 - Record Layouts
 - Specified by ODE to create uniformity in the files used for EMIS processing
 - Data is extracted from district systems in the formats prescribed by this chapter

The EMIS Manual

- Appendices
 - Codes
 - Subject
 - Position
 - Student Program
 - Other
 - Contracted Situational Reporting Instructions
 - Summer Reporting Instructions
 - Required Records/Elements by Reporting Period
 - Transition Information
 - Appendices Y and Z

The EMIS Manual

- Updating the ODE EMIS Manual
 - Annual Fiscal Year Update
 - Three Releases
 - February – Draft 1
 - May – Draft 2
 - August – Final
 - Within Fiscal Year Update
 - Notified only through EMIS Newsflash
 - Refinement and Rectifications Section
 - Posted with EMIS Manual
 - log
 - by chapter

The EMIS Manual

- Updating the ODE EMIS Manual cont'd
 - Within Fiscal Year Update cont'd
 - Refinement and Rectification Log

| EMIS Newsflash Date | Chapter/Appendix | Page(s) | Record | Item/Element | Description |
|---------------------|------------------|---------|------------------------------------|-----------------------|---|
| 9-5-2007 | 2 | 17 | (GI) Student Demographic Record | Student-Level Records | Revision to Record GP Student Proficiency Only Graduation-Only Test Record |

Data Concerns

- Data Security
 - Legislation
 - FERPA (Family Educational Rights and Privacy Act)
 - Privacy of student education records)
 - HIPPA (Health Insurance Portability and Accountability)
 - IDEA (Individuals with Disabilities Education Act)
 - Student
 - ODE cannot have student name or social security
 - Reason for SSID
 - Creates challenges for disseminating information back to districts
 - SSID crosswalk protected
 - SSID to be used for EMIS reporting only unless otherwise designated

Reporting Periods

- EMIS Reporting Periods
 - Seven (7)
 - Nonconsecutive
 - Snapshot – based on a period of time
 - Week
 - School year
 - As of date

Reporting Periods

- October (K)
 - Data Reported
 - Student
 - Preschool – Enrolled on or before December 1
 - School Age (K-12) – from beginning of school through end of count week
 - » Funding based on first full week in October (known as a Count Week)
 - » Special Ed changes through December 1
 - Summer Withdrawals

Reporting Periods

- October (K)
 - Data Reported
 - Staff –
 - Employed during the October Count Week
 - Employed the current school year, but left prior to October Count Week
 - Employed as of last year reporting, but left prior to start of current school year

Reporting Periods

- October (K)
 - Data Used For
 - Funding
 - Student ADM – based on the October Count Week of prior year
 - » Exception – community schools
 - Special Ed Weighted Funding
 - Preschool State Funding
 - CTE Funding
 - Accountability
 - Teacher
 - » Certification
 - » Highly Qualified

Reporting Periods

- December (M)
 - Main Data Focus
 - Student
 - Data Based On
 - Special Ed students with a valid IEP on December 1 of the current school year
 - Preschool students with or without disabilities enrolled on or prior to December 1
 - Data Used For
 - Federal reporting requirements
 - Known as December Child Count
 - Potential future impact on federal funding

Reporting Periods

- March (D) – CTE Workforce Development Follow-Up Record
 - Main Data Sources
 - Students (career technical only)
 - Data Based On
 - Career technical students who were identified as concentrators during prior school years
 - Graduates, or
 - Students no longer enrolled
 - Data Used For
 - Perkins - Federal reporting requirements

Reporting Periods

- March (D) – CTE Workforce Development Follow-Up Record cont'd
 - Data Collection
 - These are students no longer enrolled, therefore not in your systems
 - ODE generates a file based on previous yearend data for these students
 - Districts update the information for the identified students (employed, military, post secondary)
 - Data is submitted back to ODE

Reporting Periods

- Yearend (N)
 - Data Based On
 - Student
 - Students enrolled at any time during the school year
 - Students who were not enrolled during the current school year but have passed all graduation tests which result in them earning a diploma
 - » These students would have had already met curriculum requirements
 - Staff –
 - Any staff member who was employed during the current school year
 - Data Used For
 - Funding –
 - Open Enrollment – current
 - Economic Disadvantage – next year
 - Special Ed – next year
 - Accountability – State and Federal

Reporting Periods

- Yearend (N) cont'd
 - Challenges of this reporting period
 - Timeline
 - School is out
 - Limited staff
 - Results of assessments
 - What can you do?
 - Gather Lists
 - Graduates
 - Special Ed students
 - Students who were not tested
 - » Not required
 - » Required but did not
 - Ensure test results are loaded into your SIS as soon as possible after receipt

Reporting Periods

- July (H)
 - Main Data Focus
 - Financial
 - Data Based On
 - District/Building revenue, expenditures, and receipts
 - Data Used For
 - Federal and State reporting requirements

Reporting Periods

- Five-Year Forecast (P)
 - Main Data Focus
 - Financial
 - Historical - three (3) years
 - Projected – Current + four (4) ensuing years
 - Data Based On
 - District revenue, expenditures, and other funding items
 - Data Used For
 - State reporting requirements

Helpful Information

- References / Tools
 - EMIS Manual
 - Appendix I
 - EMIS Processing Schedule
 - Report Explanations

Helpful Information

- Appendix I

STUDENT RECORDS AND DATA ELEMENTS

Table 1. Student Demographic Record (GI) Data Elements

| Record Field Number | Data Element | October (K) | December (M) | March (D) | Yearend (N) | July (H) | 5-yr (P) | Grad (G) |
|---------------------|---------------------------------------|-------------|--------------|-----------|-------------|----------|----------|----------|
| GI070 | <i>Date of Birth Element</i> | √ | √ | | √ | | | |
| GI050 | <i>EMIS Student ID Number Element</i> | √ | √ | | √ | | | √ |
| GI330 | <i>First Name Element</i> | √ | √ | | √ | | | √ |
| GI080 | <i>Gender Element</i> | √ | √ | | √ | | | |
| GI350 | <i>Last Name Element</i> | √ | √ | | √ | | | √ |
| GI340 | <i>Middle Name Element</i> | √ | √ | | √ | | | √ |

Helpful Information

- Processing Schedule

| FY10 EMIS Processing Schedule | | | | | | | | |
|-------------------------------|------|---------|------------|-----------|-----------------------|--|------------------------------|--------------|
| REPORTING PERIOD | CODE | FY DATA | OPEN DATE | END DATE | SUBMISSION ACCEPTANCE | KEY DATES/COMMENTS | DATA SUBMISSION REQUIREMENTS | SIGN OFF DUE |
| Graduate | G | FY09 | 5/29/2009 | 1/15/2010 | Weekly-Friday | | N | 2/12/2010 |
| 5 Year Forecast | P | FY10 | 10/16/2009 | 8/13/2010 | Weekly-Friday | Data Required by 10/30/2009 & 5/28/2010 / Add'l submission opportunity - Tuesday, 12/22/2009 | N | 10/29/2010 |
| October | K | FY10 | 1/15/2010 | 4/23/2010 | Weekly-Friday | | Y - Begins 2/5/2010 | 5/28/2010 |
| | | | | | | Add'l submission opportunity - | | |

Helpful Information

- Processing Schedule

| KEY SSID ACTION DATES | |
|----------------------------|-----------|
| Last Day to Deactivate (M) | 1/4/2010 |
| Resume Deactivation (M) | 1/18/2010 |
| Last Day to Deactivate (K) | 4/12/2010 |
| Resume Deactivation (K) | 4/26/2010 |
| Last Day to Deactivate (N) | 7/1/2010 |
| Resume Deactivation (N) | 7/17/2010 |

| | |
|--|--|
| | Key Dates or Changes from last posting |
| | Potential change may occur |

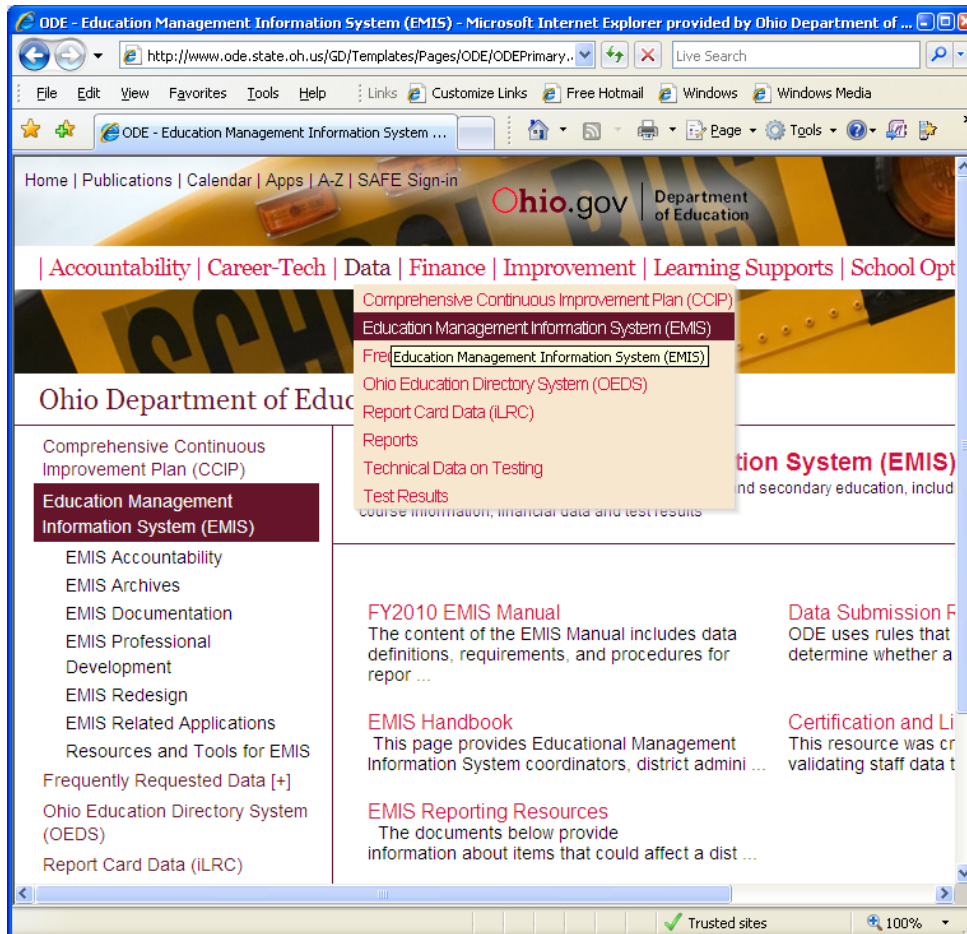
Note: ODE maintenance occurs on Saturdays from 7am to 1pm

Helpful Information

- ODE Reports
 - Produced each weekend
 - Most copied to ITC
 - May be augmented with additional information found only at ITC
 - Available on SDC (Secure Data Center)
 - October - Staff
 - Yearend - Reports relative to accountability/Local Report Card (LRC)
 - Make sure you have a SAFE account and are listed in OEDS-R
 - See ODE web for Report Explanations

Helpful Information

- How to get to EMIS Info



Other Reporting Requirements & Info

- EMIS is not the only data collection system
 - Other ODE collection systems
 - CCIP (Comprehensive Continuous Improvement Plan)
 - Unified grants application & verification system
 - EDChoice (Educational Choice Scholarship Program)
 - Scholarships for public school students to attend non-public schools
 - EMAD (Education Monetary Assistance Distribution)
 - Information used to determine Poverty Based Assistance funding for public schools
 - SOES (School Options Enrollment System – formerly CSADM)
 - Information used to fund community school

Other Reporting Requirements & Info

- Other data systems
 - OEDS (Ohio Educational Directory System)
 - Districts responsible to maintain information
 - Designations allow access to other applications
 - Secure Data System
 - SAFE
 - Works with OEDS
 - Allows access to secure applications
 - District determined
 - SSID (Statewide Student Identifier)
 - Used to obtain unique student IDs
 - Purpose
 - » Student privacy
 - » Longitudinal data analysis

Getting Help



- **HELP!!!**
 - Flow of Questions
 - EMIS coordinators usually are on the front line for EMIS data requirements
 - Depending on your district remember there are other folks who may be more knowledgeable about specific policies that may determine reporting
 - ITCs are the next in line for questions
 - And if they are unsure of the answer ->
 - ODE via the Helpdesk is the next in line
 - Other sources of help
 - ODE Business Centers
 - Policy issues, not EMIS reporting instructions
 - Area Coordinators
 - SSID Help Desk via the ITC

Q & A

