

CTE TREASURER UPDATES

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May 2, 2024



**Department of
Education &
Workforce**



AGENDA

- Review CTE Funding Reports
- Courses from Ohio Technical Centers
- Questions

CTE-RELATED FUNDING REPORTS

- Topics → EMIS → EMIS Validations and Report Explanations

CTE FTE Daily Summary Reports, includes information for the following reports 05-11-2018

- » (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating
- » (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District
- » (CTEA-009) CTE FTE Daily Summary Report - Transfers

CTE FTE Reports, includes information for the following reports 10-05-2022

- » (CTEA-000) CTE FTE Detail
- » (CTEA-001) CTE Student Error Detail
- » (CTEA-002) CTE Course Error Detail
- » (CTEA-003) CTE Staff Error Detail
- » (CTEA-004) CTE FTE Summary by Course
- » (CTEA-005) CTE FTE Summary by Category
- » (CTEA-006) CTE Approved Overrides

FTE, includes information for the following reports 03-15-2022

- » (FTED-001) FTE Detail
- » (FTED-002) FTE Adjustments
- » (FTES-001, -002, -003, -004) FTE Summary Reports

FTE Daily Summary, includes information for the following reports 11-22-2022

- » (FTES-005) FTE Daily Summary Report–Students District is Educating
- » (FTES-006) FTE Daily Summary Report–Students Initially Funded at District
- » (FTES-007) FTE Daily Summary Report–Transfers

FTE Subgroup Summary Reports, includes information for the following reports 12-22-2021

- » (FTES-009) FTE Subgroup Summary–Non-Transfers
- » (FTES-010) FTE Subgroup Summary–Transfers

(FTES-008) FTE Summary Total 01-14-2022



CTE FTE REPORTS

- Funding for specific courses offered
- 000- lists all courses taken by all student that could be funded
- 001- lists students who have errors or issues that decrease possible funding on a student by student basis
- 002- issues that impact an entire course section of students
- 003- issues that impact a staff member assigned to a course
- 004 & 005- summary reports- how much does this course or category total?
- 006- overrides, typically teacher licensure, PLTW, middle school courses

CTE FTE Reports, includes information for the following reports

- » (CTEA-000) CTE FTE Detail
- » (CTEA-001) CTE Student Error Detail
- » (CTEA-002) CTE Course Error Detail
- » (CTEA-003) CTE Staff Error Detail
- » (CTEA-004) CTE FTE Summary by Course
- » (CTEA-005) CTE FTE Summary by Category
- » (CTEA-006) CTE Approved Overrides

BASE FTE REPORTS

- Main FTE reports
 - Used for base funding calculations
 - Adjustments indicate issues or changes to funding
- Transfer students
 - Any contract career tech students show as transfers
- All FTEs used in payment reports can be traced back to these reports

FTE, includes information for the following reports

- » (FTED-001) FTE Detail
- » (FTED-002) FTE Adjustments
- » (FTES-001, -002, -003, -004) FTE Summary Reports

FTE Daily Summary, includes information for the following reports

- » (FTES-005) FTE Daily Summary Report–Students District is Educating
- » (FTES-006) FTE Daily Summary Report–Students Initially Funded at District
- » (FTES-007) FTE Daily Summary Report–Transfers

FTE Subgroup Summary Reports, includes information for the following reports

- » (FTES-009) FTE Subgroup Summary–Non-Transfers
- » (FTES-010) FTE Subgroup Summary–Transfers

(FTES-008) FTE Summary Total

• COURSES FROM OHIO TECHNICAL CENTERS

- Allows for special funding provisions for OTC courses taken by secondary students
- Also includes special provisions related to the licensure required for the OTC instructor
- EMIS Change 24-101 is final on May 5th
- As soon as we are able to accept new codes, funding calculations will update
- Note that this is not just renting the space- must be an OTC course



• COURSES FROM OHIO TECHNICAL CENTERS

SECTION 2.4: STUDENT STANDING (FS) RECORD

☀ *Sent Reason 1 Element*

Record Field Number	FS200
Definition	Reason a student is sent to another district.

☀ *Sent Reason 2 Element*

Record Field Number	FS230
Definition	Reason a student is sent to another district if the student is sent to a second district

Valid Options

TC Student is attending a CTE course that is delivered at an Ohio Technical Center (OTC) via contract under ORC §3313.901 and the total enrollment between the OTC and all districts enrolling the student is greater than a full-time enrollment.

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☀ *Sent To Percent of Time 1 Element*

Record Field Number	FS220
Definition	The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

☀ *Sent To Percent of Time 2 Element*

Record Field Number	FS250
Definition	The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Reporting Instructions. The sum of the Student Percent of Time Element (FS120) and the Sent to Percent of Time Elements (both) for a student may not be greater than 100 unless the student is reported with a Sent Reason (FS200 or FS230) of “TC”.

Sent to Percent of Time 1 Element must be used when the Sent To IRN 1 Element is a non-EMIS reporting entity and the time at that entity is not included in the regular Student Percent of Time Element (FS120).

If Sent Reason = “PS” or “NP” or “MR” or “TC”, the record should include School Year Attendance, Excused, and Unexcused Absence Hours for the duration of time that the record was effective. If Sent Reason = “AU” or “JP”, the School Year Hours should be zero.

When a student attends a course at an Ohio Technical Center (OTC) via a contract under ORC §3313.901, Sent Reason “TC” and a Sent to Percent of Time are reported only if the student’s entire enrollment across all entities is greater than full time. If the student is greater than full time, the Sent to Percent of Time is calculated by taking the number of enrollment hours the student is beyond full time and dividing it by the number of hours in the standard calendar for a full-time student at the district. A special calendar with those additional hours is not reported by the district.



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Example 14.

Student attends JVSD or District and OTC

Student is full time or less

Scenario. Student is enrolled for 525 hours in JVSD programs at JVSD or other district (not both); JVSD/district assigned calendar has 1050 hours total. The student's OTC course hours total 420. Student is less than full time (945 of 1050 hours).

JVSD/district contribution to percent of time (FS120) = 50% (525 of 1050)

OTC contribution to percent of time (FS120) = 40%

Student's overall percent of time = 90%

JVSD/District Reporting

<u>Student Percent of Time (FS120)</u>	<u>Sent Reason 1 (FS200)</u>	<u>Sent to Percent of Time 1 (FS220)</u>
<u>090</u>	<u>NA</u>	<u>000</u>



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Example 15.

Student attends JVSD or District and OTC

OTC hours cause student to be more than full time

Scenario. Student is enrolled for 945 hours in JVSD programs at JVSD or other district (not both); JVSD/district assigned calendar has 1050 hours total. The student's OTC course hours total 420. Student is more than full time (1365 of 1050 hours) and eligible for up to 1.3 FTE.

JVSD/district contribution to percent of time (FS120) = 90% (945 of 1050 hours)

OTC contribution to percent of time (FS120) = 10% (105 of 1050 hours)

OTC additional contribution to percent of time (FS220) = 30% (additional 315 hours)

Student's overall percent of time = 130% (1365 of 1050 hours)

JVSD/District Reporting

<u>Student Percent of Time (FS120)</u>	<u>Sent Reason 1 (FS200)</u>	<u>Sent to Percent of Time 1 (FS220)</u>
<u>100</u>	<u>TC</u>	<u>030</u>



- COURSES FROM OHIO TECHNICAL CENTERS

Example 16.

Student attends JVSD, sending district, and OTC

OTC hours cause student to be more than full time

Scenario. Student is enrolled full time between JVSD and sending district. For time at the JVSD and sending district, both report as they would for any other shared student (for this example, both are reporting 50%). Student is taking an OTC course through a contract with the JVSD. OTC course is not reported by the sending district, though graduation related information may need to be reported by sending district based on OTC course completion. JVSD, as the entity contracting with the OTC, reports the student's time at the OTC.

JVSD assigned calendar has 1050 hours total. The student's OTC course hours total 420. The JVSD is eligible for up to 0.9 FTE, and the sending district funding would be unchanged at 0.5 FTE.

District contribution to full time percent of time = 50%

JVSD contribution to full time percent of time = 50%

OTC additional contribution to percent of time = 40% (additional 420 hours)

Student's overall percent of time = 140% (1470 of 1050 hours)

JVSD Reporting

<u>Student Percent of Time (FS120)</u>	<u>Sent Reason 1 (FS200)</u>	<u>Sent to Percent of Time 1 (FS220)</u>
<u>050</u>	<u>IC</u>	<u>040</u>



• COURSES FROM OHIO TECHNICAL CENTERS

SECTION 4.1: COURSE RECORDS OVERVIEW

SPECIAL REPORTING SITUATIONS

Courses Contracted From Ohio Technical Centers. Ohio Revised Code Section 3313.901 allows students to take courses at an Ohio Technical Center (OTC) through a contract. When a student enrolls in one of these OTC courses, the course is reported in the same manner as any other contracted course with one exception: the course is reported with the “TC” option in the Delivery Method Element on the Course Master (CN) Record. The student’s percent of time and enrollment in the course are both reported by the district who has the contract with the OTC.

Since the OTC is not an EMIS reporting entity, “*****” is reported in the Staff Provider IRN Element on the Staff Course (CU) Record. In addition, since OTCs do not report staff information to EMIS, the district who contracts with the OTC must report the OTC staff member who is teaching the course, typically with option “A” in the Position Status Element on the Staff Employment (CK) Record. Per ORC §3313.901, the OTC instructor can teach students in grades 7-12 using an adult education permit or may have appropriate K-12 licensure for the course being taught. Holding either type of credential means that the instructor has been assigned the ID needed for the State Staff ID Element on the Staff Demographic (CI) Record.



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SECTION 4.2: COURSE MASTER (CN) RECORD

☀ *Delivery Method Element*

Record Field Number	CN320
Definition	Identifies the means by which instruction is provided/communicated to the student(s) in the course.

Valid Options

TC Ohio Technical Center

CTE course or Senior Only Industry Credential course that is delivered at an Ohio Technical Center (OTC) via a contract under ORC §3313.901.

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☀ *Location IRN Element*

Record Field Number	CN110
Definition	The IRN of building where the course is held.

Valid Options

Six-digit IRN

999999

Reporting Instructions. In general, the IRN of the physical location where the course is being held is to be reported. The following examples illustrate cases that may deviate from the general case.

[Ohio Technical Centers Courses.](#) Ohio Revised Code Section §3313.901 allows students to take courses at an Ohio Technical Center (OTC) through a contract. As with other CTE and Senior Only Industry Credential courses, the Location IRN is used for funding purposes for OTC programs and must match the IRN where the program is approved.

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EMIS, Funding, and OTC Courses

EMIS REPORTS SHOWING STUDENTS TAKING CTE COURSES AT AN OTC

Enrollment FTE

The FTE beyond full time for students taking contracted career-tech courses at an Ohio Technical Center under Ohio Revised Code section 3313.901 is not included in the base FTE calculation. Instead, it is added to the base FTE as a positive FTE Adjustment.

Identifying beyond full time OTC students on the FTED-001 (FTE Detail) EMIS report

- Apply column filters
 - SENT REASON 1 = "TC"
 - or
 - SENT REASON 2 = "TC"
- ORIG FTE column displays base FTE before adjustments
 - Does not include OTC FTE unless part of it was used to make the student full time
- ADJSTD FTE column displays total FTE after adjustments
 - Includes OTC FTE beyond full time

Identifying beyond full time OTC students on the FTED-003 (FTE Adjustments) report

- Apply column filter
 - RESULT CODE = FT0034
- ADJSTD FTE column will display the amount of FTE that is being added to the student's base FTE for the OTC instruction

If the contracted OTC course does not result in greater than full time enrollment, the student will not appear differently on either the FTED-001 or FTED-003 reports- all FTE will appear under the ORIG FTE and no Sent Reason will be reported.



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CTE Course Weighted FTE

The CTE FTE for all OTC courses can be identified on EMIS reports, regardless of the student's overall FTE.

Identifying OTC students on the CTEA-000 (CTE FTE Detail) report

- Apply column filter
 - DLVR METHOD CODE = "TC"
- ADJSTD FTE column will display the CTE FTE generated for courses taken at the OTC after all CTE FTE adjustments have been applied
 - Specific adjustments that lower the total CTE FTE for a course can be found on the various CTE Adjustment reports [CTEA-001 (CTE Student Error Detail), CTEA-002 (CTE Course Error Detail), and CTEA-003 (CTE Staff Error Detail)]



- **COURSES FROM OHIO TECHNICAL CENTERS**

- Questions?





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