ODE ITC Training

September 2015

Ohio | Department of Education

The Usual Reminders

▸Cannot answer all questions today

▸May need to defer some questions to helpdesk

▸As always, manual sections posted after this training prevail in a conflict between this presentation and the manual

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Topics

‣Data Collector Updates

‣ODDEX Review

‣College Credit Plus (CCP)

‣Assessment Collections

‣FY15 Collection Updates

‣FY16 Updates

‣EMIS Resources

DATA COLLECTOR UPDATES

Files Tab

▸ODE will place additional reports in the Files tab

▸Snapshot reports
⇾ Based on data pulled for a specific date
⇾ Contains only SSID number, not student names
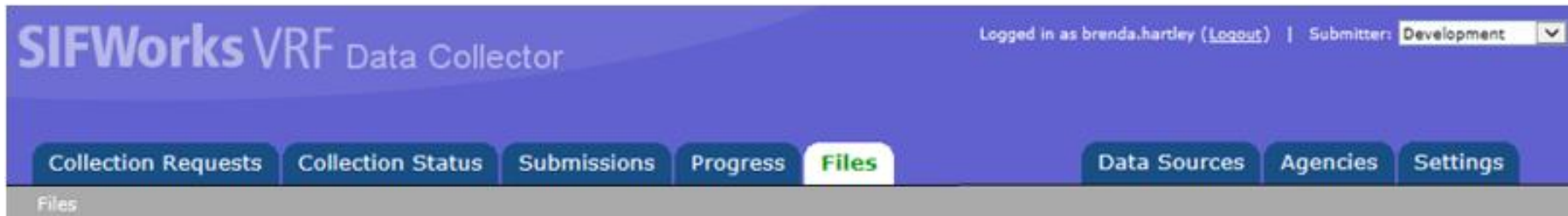
Files Tab, cont.

▸Can select files by name/keyword

▸Can select files received on/after a date

▸Files in zip format

File Distribution

View file distribution list and download LEA files which are distributed to the ITCs. File distribution list last updated: on 08/21/2015 at 14:03:09

Filter Options			
LEA IRN:	**LEA Name:**		**Containing Folder:** All Folders ✔
File name includes:	**Added on or after:** 08/06/2015	(mm/dd/yyyy)	☐ **Only newly added**
and:	**and on or before:**	(mm/dd/yyyy)	

Display Options	
Group By: ⦿ LEA ○ File ○ Folder ○ Status ○ None	☐ Combine files into a compressed .zip file

Restore Defaults | Reset LEA Fields textboxes | Reset File Name Includes textboxes | Reset Time Span textboxes

Run Query

(Total Count: 2)

LEA / File	Folder	Size	Last Modified	Status
▼ **NWOCA (086496)**				(Count: 2)
📄 (CTEA-atals2015-08-12_15-02-21.zip	NWOCA	1,397	08/12/2015 03:02:23 PM	New File
📄 Test file for data distribution.txt	manual upload	29	08/12/2015 01:57:13 PM	New File

Export file information to a .csv file

Collection Requests Summary

Collection Requests Summary, cont.

Collection Requests Summary, cont.

Collection Requests Summary, cont.

New Enrollment Report

Enrollment Headcount Detail Report (Prior Students)

⌁ Includes withdrawals

District IRN	Building IRN	EMIS Student ID Number	Last Name	First Name	State Student ID	District Relationship	State Equivalent Grade Level	Legal District of Residence	How Received	How Received IRN	Student Percent of Time	Sent to Reason 1	Sent to IRN 1	Sent to Percent of Time 1
000222	000222	000010292	Bigger	Desirae	IS9108501	1	KG	044909	M	******	100	NA	******	0
000222	000222	000010519	Orth	Liam	SF7585206	1	05	044909	M	******	100	NA	******	0
000222	000222	111111111	AAAAAAAA	AAAAAA	AA1111111	1	02	044909	M	******	100	NA	******	0

Sent to Reason 2	Sent to IRN 2	Sent to Percent of Time 2	Gender	Summative Racial/Ethnic Group	Disability Condition	Disadvantagement	Limited English Proficiency	Admission Date	Effective Start Date	Effective End Date	Withdrawal Reason	Student's Last Day of Enrollment
NA	******	0	F	W	**	1	N	20130821	20140701	20150626	45	2015-06-26
NA	******	0	M	A	**	1	N	20131104	20140701	20141216	75	2014-12-16
NA	******	0	M	W	**	1	N	20120904	20140701	20140707	46	2014-07-07

Level 2 CTE FTE Report

▶Found in Staff/Course (L) Collections
⊳Click on link to Level 2 Validations on Collection Requests tab

CTEA-000 Detail Report

Validation Exception Report - *for First Staff and Course Collection (FY15)*

Collection Request: *First Staff and Course Collection (FY15)* LEA Name: *Test* LEA IRN: *043679*

Record Type: *(CTEA-000) CTE FTE Detail* Exception Severity: *(All)*

(CTEA-000) CTE FTE Detail (202)

Result Code	Error Details	LOCAL CLASS	FTE Start End	Course Start	Potential FTE	Actual FTE	CTE Fund Cat	Subject	Curriculum C	FTE Fund Pat	Rpt Run Date
SC0000	*2*	004028N...	1/16/201...	1/16/201...	0.03	0.00	1	072150-M...	PI	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091300-M...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091300-M...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.04	0.04	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	4/8/2015-...	1/16/201...	0.03	0.03	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091400-C...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	1.83e-03	1.83e-03	5	091025-C...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.05	0.05	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091025-C...	VN	OPDD	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	1/16/201...	1/16/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091400-C...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091300-M...	VN	RGJV	6/17/201...
SC0000	***	00402831...	8/20/201...	8/20/201...	0.07	0.07	5	091077-H...	VN	RGJV	6/17/201...

CTEA-002 Course Error Detail

Validation Exception Report - *for First Staff and Course Collection (FY15)*

Collection Request: **First Staff and Course Collection (FY15)**   LEA Name: **Test**   LEA IRN: **043679**

Record Type: **(CTEA-002) CTE Course Error Detail**   Exception Severity: **(All)**

(CTEA-002) CTE Course Error Detail (1)

RPTING LEA IF	LOCAL CLASS	Result Code	Course Start E	SCHD INSTR H	Curriculum Coc	Subject	Location IRN	Error Note 1	Error Note 2	Rpt Run Date
043679	004028NW...	CS0001	1/16/2015-...	40	PI		072150	004028	null	null	8/4/2015

Result Code explanation can be found in the CTE Error Detail Report

CTEA-001	Student	SC0013	--	For all courses with CURRICULUM CODE = VM, only fund student's in GRADE LEVEL in (07, 08, 09). If outside these criteria, student's course is not CTE fundable.	Fatal
CTEA-002	Course	CS0001	C03	**CTE Matrix Check:** This SUBJECT CODE requires a specific CURRICULUM CODE. If it is not, do not fund the course.	Fatal
CTEA-002	Course	CS0003	C09	CTE related/correlated classes (curriculum code V3) must be correlated to a CTE ANCHOR class (curriculum code VN, VC, VT, VP). The local classroom code of the CTE related/correlated class must be correlated to the local classroom code of the associated CTE ANCHOR class through the CTE Correlated Class Record (CV). If outside these criteria, course is not CTE fundable.	Fatal

CTE Error Detail Reports

▸ Continue to clean up errors until Final Staff/Course (L) Collection closes

▸ Crosswalk of new codes and error messages found on ODE web site under Release Notes

Home > Data > EMIS > Technical Documentation > EMIS Release Notes

QUICK LINKS

» EMIS Basics
» Documentation
» Reporting Responsibilities
» Reference Lists
» Resources
» Technical Documentation
   EMIS Change Committee Conference Calls
   EMIS ITC Conference Calls
   EMIS Release Notes
   Ohio EMIS Software Vendor Conference Calls
» Certification and Licensure Search

EMIS Release Notes

This page includes links to pdf versions of the EMIS Release Notes. Whenever there is a Release Note associated with a collection—whether it is a newly opened collection or an updated version of an already open collection—it will be posted here. When there are additional documents included as part of the Release Note, they will appear as bullets underneath the main Release Note.

2015-08-20 FY16 SOES Initial Student (S) Collection, v2
2015-08-18 FY16 SOES Initial Student (S) Collection, v1
2015-08-13 FY15 Initial Staff/Course (L) Collection, v8

» CTE Error Detail Reports 20150813
Last Modified: 8/20/2015 4:29:37 PM

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CTE FTE Report Notes

▸ Ultimate goal is to match actual FTE to potential FTE

▸ FY15 funding originally based on potential FTE

▸ Final FY15 payment will be based on actual FTE

  ▹ Could cause a decrease in funding if errors aren't reconciled

▸ FY16 funding will be based on actual FTE

  ▹ As errors are cleaned up throughout the year, districts will see increases in their funding

ODDEX Review

SCR

▸ SCR is required to be used by all EMIS reporting entities as a means to verify enrollment for funding

▸ Data submitted to SCR collection is checked for enrollment conflicts between districts

▸ Conflict codes are displayed in SCR module

▸ Districts then use the conflict codes and information to assist in resolving conflicts

SCR, cont.

SCR conflict counts appear on ODDEX Landing Page

SCR Enrollment Comparisons

1 2 3

LEA ⬍	All	New No Issues	New With Issues	Open With Issues	Not Reported/ Mismatched	Issues With New Comments	Resolved Issues
Alapaha Homer Local (020792)	3	1	6	4	0	6	2
Cusseta West Point Local (545387)	1	1	0	0	0	0	0
Doraville Lafayette Ex Village (009807)	2	0	2	2	0	2	0
Douglas Axson Local (269457)	14	9	17	11	0	17	6
Ellabelle Sirmans City (846688)	7	6	4	2	0	4	2

SCR, cont.

▸ Conflicts must be corrected at the source
- ⋗ Update data in your student software
- ⋗ Transfer updated data to data collector
- ⋗ Collect, prepare, submit

▸ Data is updated nightly based on most recent submission

▸ Checks revalidated to see if any new conflicts exist or if any prior conflicts were resolved

▸ Districts will see updates the next day

WTIC: Withdrawn To IRN Conflict

▶ District A reports an SSID with Withdrawal Reason 41, 42, or 45 and a Withdrawn to IRN

▶ District B reports an SSID with an Admitted from IRN

▶ If SSIDs match, then

  ⇾ Is Withdrawn to IRN District B? If *yes*,

  ⇾ Is Admitted from IRN District A? If *yes*,

    ‣ Then there is not a conflict

  ⇾ If *no*, then District A receives WTIC error

WTIC, cont.

Records ignored if

- Withdrawal reason is 81
- Entity type is an ESC or JVSD
- Withdrawn to IRN is the reporting district or 999999
- District relationship is 3
- Sent to Reason is TS, PS, SE, FC, OE,CI, 64, NI, or TI

EPCT: Student total percent of time is greater than 100%

▶Any SSID with Percent of Time totaling more than 100% across all reporting districts for any given date

▶Percent of time calculation includes
- ⬧ Student percent of time
- ⬧ Sent to percent of time

EPCT, cont.

Record ignored if

- Inactive in SCR
- Withdrawal reason is 81
- How Received is E, F, G, I, N, V, or 6
- How Received IRN is 999999
- Sent To IRN is 999999
- District Relationship is 2 or 3

Resolved Conflicts

As conflicts for a student are resolved with a new data submission,

- The conflict icon will change to **green**
- ~~Strike through~~ will be added
- The student will move to the Resolved column on the landing page

SSID	Last Name	First Name	Birth Date	Conflict Code	Relationships
AF9786499	Wyatt	Chuck	2003-03-19	✓ ~~MISE~~	~~Queensland Metter Ex Village (701748)~~ ▲
					~~Queensland Metter Ex Village (701748)~~ ▲

SCR and Funding

▶ *Continuing students* must be submitted to the SCR within 30 days of the start of school

▶ *Student changes* – admissions and withdrawals – must be submitted to the SCR within 30 days (t/o school year)

▶ District is funded for every day enrolled, provided the student's enrollment is reported to SCR within 30 days

  ⇢ Funding begins on first day student is enrolled and school is in session (back 30 days)

SOES Rollover (FY15 to FY16)

‣ Resident districts will not be able to flag reviewed students rolled over from previous year with no changes

⤷ Can only place a flag once CS makes a change to the data

‣ Flags will not carry over from FY15 to FY16

‣ May be some changes to flag reasons and clarification regarding rules for flagging

COLLEGE CREDIT PLUS (CCP)

College Credit Plus (CCP) Overview

▸Replaces *all* previous dual enrollment programs beginning 2015-2016 school year

⊳Available to students in grades 7–12

▸Students earn high school and college credit upon successful completion of course

▸For more information, use keyword search "College Credit Plus" at ODE website or go to

https://www.ohiohighered.org/content/college_credit_plus_resources_administrators

Credit Conversion for Percent of Time Reporting

▸For grades 9 and above, convert college semester hours to high school course credit equivalency
  ⋗ 3 or more college semester hours = 1 HS credit
  ⋗ 2 college semester hours = .666 HS credit
  ⋗ 1 college semester hours = .333 HS credit

▸Does not apply for grades 7 and 8
  ⋗ Percent of time reporting still based on instructional time

Reporting – Percent of Time

▶ Student Percent of Time (FS120)
  ⇢ Instructional time spent to earn **high school** credits

▶ Sent To Percent of Time 1 or 2 (FS220 or FS250)
  ⇢ Instructional time spent to earn **college** credits

▶ Defined in Section 2.4 of the EMIS Manual

Reporting – Percent of Time, cont.

▶ Divide percent of time as accurately as possible
- ▷ District must make determination based on total credits student plans to attempt for the school year
- ▷ Combined total percent of time must not exceed 100

▶ Reported percent of time will have no impact on district funding for CCP students
- ▷ Districts receive initial funding for both parts of percent of time
- ▷ Funds are then transferred to college based on college data

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Reporting – Courses

Course Master (CN) Record
- Subject Code (CN050)
  - Follow old PSEO guidelines
- Curriculum Code (CN310)
  - Option PS
- Location IRN (CN110)
  - IRN of the college granting credit
- Delivery Method (CN320)
  - Most appropriate delivery method
- High School Credit (CN200)
  - Equivalent number of high school credits student *could* earn (will attempt)

Reporting – Courses, cont.

Staff Course (CU) Record
- Employee ID (CU050)
  - Employee ID if staff employed by district
  - All 9s if staff employed by college
- HQT (CU100)
  - Option I
- HQT IRN (CU110)
  - Option ******

Reporting – Credits Earned

▸Any college credit that a student earns as a CCP participant must be reported

▸High school credits *earned*
  ⊳CORE Area Count (GC070)
  ⊳Partial/Override Credit (GN152)

▸College credits *earned*
  ⊳Dual Enrollment Credit Earned (GC110)

Homeschooling and Non-Public

▸Resident districts have no CCP reporting responsibilities for homeschooled and non-public students

▸Being approved for CCP does not require an SSID

CCP ODDEX Module – New in FY16

▸ Data from college will be added to new ODDEX module
  ⇾ Course enrollment data
  ⇾ Negotiated funding amount, where applicable

▸ District flags enrollment in ODDEX if they believe student is not theirs or student is not taking that course

▸ District and college can comment

▸ Districts will have 45 days to review; after 45 days, unreviewed students will be auto-approved

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ASSESSMENT COLLECTIONS

Earliest Assessment Collection Close Dates

▶ 10/2/15 close date
- ▹ FY15 OAA Summer Reading (3rd grade)
- ▹ FY16 OAA Summer Reading (3rd grade)

▶ 10/9/15 close date
- ▹ FY15 Fall Early Learning

▶ 10/16/15
- ▹ FY15 OTELA

▶ See schedule sent in Newsflash and posted for all Assessment Collection open and close dates

FY15 COLLECTION UPDATES

FY15 Collections

▶ Opening in August
  ▹ March Follow Up (D) Collection
    ‣ New element for participation in intra-curricular programs related to career field
  ▹ Final Staff/Course (L) Collection

▶ Opening in early September
  ▹ Graduate (G) Collection

▶ Closing in September
  ▹ Financial (H) Collection

FY15 Fall Early Learning Assessment (ELA) Collection

▶ Report results for all four Early Learning assessments given in fall 2014

  ⬥ ELA (GB)
  ⬥ ECO (GM)
  ⬥ ASQ/SE (GS)
  ⬥ KRA (GO)

▶ Score Not Reported must be reported for each subject area for each assessment

  ⬥ Refer to Missing Report

Assessment Collection Preview Reports

Fall Early Learning Assessment Collection

Submission Number 1 (attempt 85)

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

Last Prepared: July 30, 2015 (5 days ago) at 03:21:30 PM

Preview Types
- ☑ Detail
- ☑ Missing Data Report
- ☑ Summary

Output Options

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

File Format: ◉ CSV
○ HTML

Generate Preview

File	Valid	Invalid	Total
Counts_of_Assessment_Records_Excluded.csv			6
Student_Assessment_Record(FA).csv	182	21	203
Total counts:	182	21	209

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Excluded Records

▶ Count of records not used in the collection

▶ Will be a row for each assessment type that was included in the file of FA records
  ▹ Can use to verify all test records were loaded into the data collector

▶ Total count of all records should be the same for each different assessment collection
  ▹ Which records get excluded will change based on the collection

Excluded Records, cont.

Assessment	Required T	Count	Exclusion Note
GB	STR	263	ELSR Non-Fall Administration Assessment
GM	STR	362	ELSR Non-Fall Administration Assessment
GO	STR	1	ELSR Non-Fall Administration Assessment
GS	STR	66	ELSR Non-Fall Administration Assessment
GA	STR	1	OAA Assessment type / Standard Assessment
GX	STR	1	Ohio Graduation Test / Standard Assessment

Level 1 Missing Students

▸ SSIDs from vendor files, where applicable, are matched to district data at ODE

▸ Student Enrollment information used to determine who should have test results reported

▸ Course enrollment information used to determine who should have taken EOC exams

FY16 UPDATES

FY16 Collections

▶ Open in August
- ▹ Initial Calendar Collection
- ▹ SOES Initial Student Collection
- ▹ Student Retention Collection

▶ Opening in early September
- ▹ Student Cross Reference Collection
- ▹ SOES Student Contact Collection

▶ Open late September/October
- ▹ Traditional Initial Student Collection
- ▹ Initial Staff/Course Collection
- ▹ Five-Year Forecast Collection

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Retained Status Element

▶ Retained Status Element (FN070) is the only element reported for Retention Collection

▶ Reported for *all* K-12 students

▶ Some valid options are specific only to 3rd grade students and Third Grade Reading Guarantee (TGRG)

  ⊳ If student is retained and multiple reasons apply, report TGRG-related option

  ⊳ If the student is not retained, but multiple retained status options apply, report TGRG-related option

  ⊳ Review EMIS Manual instructions for Retained Status Element options specific to TGRG

Retained Status Options Changes

▸ Removed B (summer promotion; TGRG)

▸ Updated * (not retained) definition

 ⬧ Now includes all 3rd graders who met state assessment promotion score prior to first day of school for current school year

▸ Updated J, K, and L (TGRG Alternative Assessments) definitions

 ⬧ Now includes summer administration

▸ Added 5

 ⬧ Only for students who met TGRG Alternative Assessment promotion score, but were retained for other reasons (i.e., parent request)

Clarification of TGRG Retained Status Options

▶ Option E (IEP exemption)
  ⋗ Students not exempt from TGRG requirements; students exempt from retention consequence
  ⋗ Not all students with IEPs are exempt
  ⋗ Must be documented in IEP that student is exempt from retention

▶ Option F (Prior retention and intensive reading remediation)
  ⋗ Requires **both** prior retention in any grade **and** 2 years of documented intensive reading remediation

EMIS Resources

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Posted Documentation

Technical Documentation

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☐ **Career Connections**

☐ **Third Grade Reading Guarantee**

☐ Third Grade Reading Guarantee updates ⓘ

☐ **Child Nutrition**

☐ Child Nutrition

☑ **Education Management Information System**

☑ Education Management Information System (EMIS) Manual updates

Submit   Cancel

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To sign up for updates or to access your subscriber preferences, please enter your contact information below.

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Your contact information is used to deliver requested updates or to access your subscriber preferences.

Profiles and Access

▶ Log in to your Safe Account

SAFE | State Agencies | Online Services Ohio.gov

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▶ Verify Name, Email, Address, and Phone Number are correct

▶ Verify your current roles set up in OEDS
  ⊳ Has district designated *EMIS Coordinator* role?

Change Name

Change Email

Change Address

Change Phone

Change Password

Request access to Adult learner/Scholarship/CCIP

Web system access information

Show my current roles/access

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Questions?

education.ohio.gov

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