

March Reporting – Period D

EMIS/FFE

The CTE Workforce Development Follow-Up Record is reported during the March (D) reporting period.

"CTE Concentrator follow-up data are collected for the second (2nd) quarter (October 1 – December 31 timeframe) after graduation or after the student is no longer enrolled in school. This data collection should be conducted January through March of the current school year. Districts may use the Career-Technical Student Follow-up Form available on CTE website, to help collect data for reporting the CTE Workforce Development Follow-up information. The follow-up information collected is reported on this record during the current year's March (D) Collection.

The district employing the teacher of the workforce development program shall report CTE concentrator follow-up data in the current school year's March (D) Collection for all concentrators within six months of leaving school. This is typically concentrators from one or more prior school years Yearend (N) reporting period, where the student was identified as a concentrator. This record is compiled in the following manner:

Data from prior years are extracted for CTE Concentrators, who have graduated or who are no longer enrolled in school. During the next reporting period that follows Yearend (N), ODE will check to ensure that Concentrators reported are not enrolled in an Ohio School District. Concentrators who are reported as no longer enrolled but found to be enrolled will be ineligible for follow-up reporting.

This record is based on multiple Yearend (N) EMIS databases, and includes Period G Graduates, for the duration of the student's schooling anytime he/she was reported as a Concentrator at yearend.

The elements that appear on the March (D) follow-up record will be exactly as the district reported them in each of the Yearend (N) and Graduate (G) reporting periods. Therefore, it is important for districts to be sure the data elements are reported accurately at Yearend (N) and during Graduate (G) reporting periods."

(Please reference the EMIS Manual – Section 2.12: CTE Workforce Development Follow-Up Record (GV) for reporting details.)

For districts with March reporting requirements, ODE creates a file of students that were reported as a CTE Concentrator, who have graduated or who are no longer enrolled in school. Beginning in FY16, ODE returned this information as Level 2 files located in the Data Collector. The [\(CTFL-001\) CTE March Follow Up Extract](#) is a csv report that can be used to verify your students. The [\(CTFL-002\) CTE March Follow Up Extract for FFE](#) is renamed to a .seq file and loaded to the EMISFFE – Flat File Editor.

The EMIS/FFE is available from the ACCESS website – <http://www.access-k12.org> and select EMIS/FFE Application from the home page (left hand side) or from <https://ssdt.esu.k12.oh.us/emisffe2/login/auth>.

EMIS/FFE Version: _____

EMIS Flat File Editor

This application allows importing of EMIS Detail Records ("Chapter 5 Layouts"), adding, updating or deleting of records and extraction to Detail format compatible with EMIS-R.

Please log in:

Member sign in

Username:

Password:

[Forgot password?](#)

If you need help with your Username, submit a ticket to emis@access-k12.org

If you've forgotten your password, select [Forgot Password?](#)

Once logged in all available options are listed. Select [CTE Workforce Development Follow-Up \(GV\)](#)

EMIS/FFE Version: _____

Hello _____

District:

- Export data
- Import data
- Five Year Forecast Spreadsheet Import
- Pre Id Export
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Student Assessment (FA)
- Student Acceleration (FB)
- Student Special Education Graduation Requirement (FE)
- Student Discipline (GD)
- Student Special Education (GE)
- Student Gifted Education (GG)
- Student Course (GN)
- Student Program (GQ)
- Student Graduation CORE Summary (GC)
- Student Summer Withdrawal (FL)
- Graduation Only (GP)
- CTE Workforce Development Follow-Up (GV)

■ CTE Assessment records may be reported during the March period for any student that took or retook an assessment that was not reported during the previous assessment reporting period. Test results are entered to the Student Assessment (FA) record.

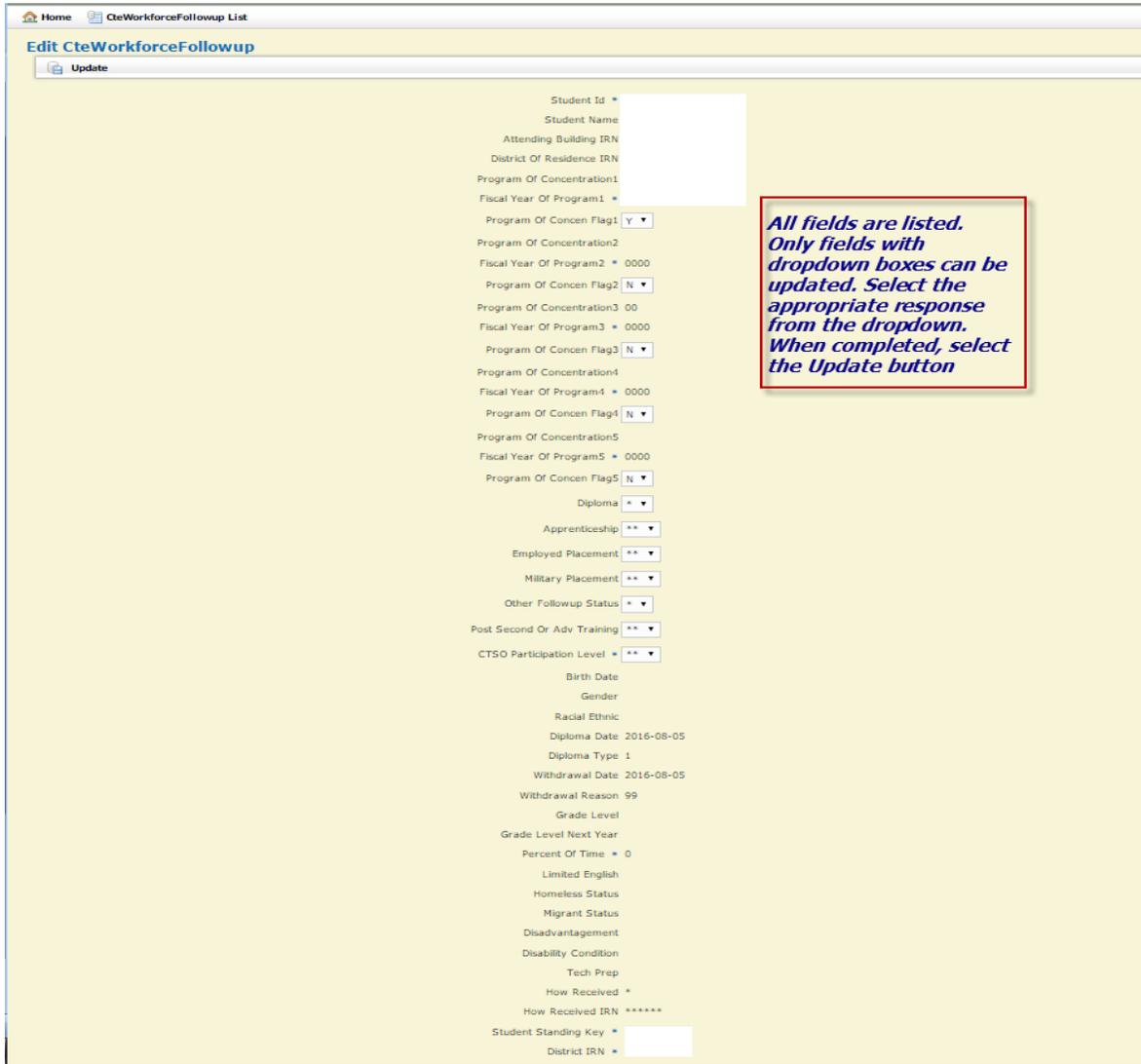
CTE Workforce Development Follow-Up (GV)

Id	Student Id	Student Name	Attending Building IRN	District Of Residence IRN	Program Of Concentration1	Fiscal Year Of Program1	Program Of Concen Flag
66.986			011791	048314	S4	2013	Y
66.987			011791	048298	S4	2013	Y
66.988			011791	048298	S4	2013	Y
66.989			011791	048298	S4	2013	Y
66.990			011791	048298	S4	2013	Y
66.991			011791	048298	S4	2013	Y
66.992			011791	048298	S4	2013	Y
66.993			011791	048298	S4	2013	Y
66.994			011791	048298	S4	2013	Y
66.995			011791	048298	S4	2013	Y
66.996			011791	048298	S4	2013	Y
66.997			011791	048298	S4	2013	Y
66.998			011791	048298	S4	2013	Y
66.999			011791	048298	S4	2013	Y
67.000			011791	048298	S4	2013	Y
67.001			011791	048298	S4	2013	Y
67.002			011791	048298	S4	2013	Y
67.003			011791	048298	S4	2013	Y
67.004			011791	048298	S4	2013	Y
67.005			011791	048298	S4	2013	Y

From the Id column, select the (Id) student record to edit. This will take you to the student's GV record. All fields are grayed out until you select  **Edit**. This will activate all fields that can be updated.

Show CteWorkforceFollowup	
	Edit
Student Id	<input type="text"/>
Student Name	<input type="text"/>
Attending Building IRN	<input type="text"/>
District Of Residence IRN	<input type="text"/>
Program Of Concentration1	S4

All fields are now listed. Only fields with drop-down boxes can be updated. Select the appropriate response from the drop-down. When completed, select  to save.



Home CteWorkforceFollowup List

Edit CteWorkforceFollowup

Update

Student Id *
Student Name
Attending Building IRN
District Of Residence IRN
Program Of Concentration1
Fiscal Year Of Program1 *
Program Of Concen Flag1 ▾
Program Of Concentration2
Fiscal Year Of Program2 * 0000
Program Of Concen Flag2 ▾
Program Of Concentration3 00
Fiscal Year Of Program3 * 0000
Program Of Concen Flag3 ▾
Program Of Concentration4
Fiscal Year Of Program4 * 0000
Program Of Concen Flag4 ▾
Program Of Concentration5
Fiscal Year Of Program5 * 0000
Program Of Concen Flag5 ▾
Diploma ▾
Apprenticeship ** ▾
Employed Placement ** ▾
Military Placement ** ▾
Other Followup Status * ▾
Post Second Or Adv Training ** ▾
CTSO Participation Level * ** ▾
Birth Date
Gender
Racial Ethnic
Diploma Date 2016-08-05
Diploma Type 1
Withdrawal Date 2016-08-05
Withdrawal Reason 99
Grade Level
Grade Level Next Year
Percent Of Time * 0
Limited English
Homeless Status
Migrant Status
Disadvantage
Disability Condition
Tech Prep
How Received *
How Received IRN *****
Student Standing Key *
District IRN *

All fields are listed. Only fields with dropdown boxes can be updated. Select the appropriate response from the dropdown. When completed, select the Update button

To get to your next student, select the CTEWorkforceFollowList icon.



Once you have completed updating all records, select the Home icon.

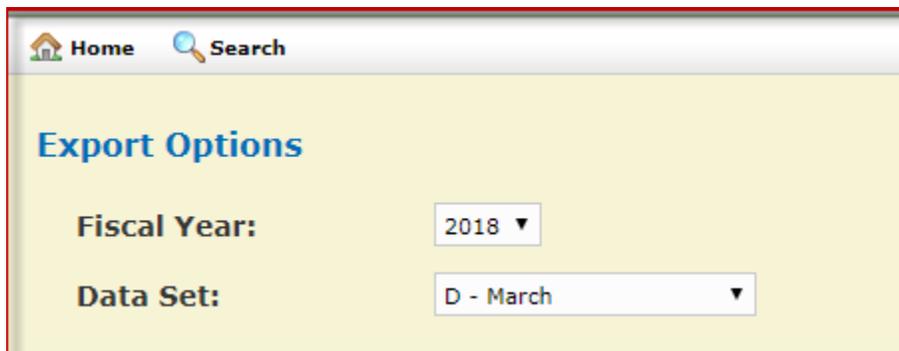


You are now ready to export you data and create your file for EMIS reporting.



The screenshot shows the EMIS/FFE user interface. At the top left, it says "EMIS/FFE Version:" followed by a blank white box. Below that, it says "Hello" followed by another blank white box. To the right of the "Hello" box are two links: "Log Out" with a red minus icon and "Change Password" with a padlock icon. Below these is a "District:" label followed by a dropdown menu and a "Search" button with a magnifying glass icon. At the bottom left, there are two menu items: "Export data" (highlighted with a red box) and "Import data".

Select the Fiscal Year. Select the D-March Reporting Period. The GV and FA records will be auto-populated. Scroll to the bottom of the page and select the [Export File](#) option.



The screenshot shows the "Export Options" page. At the top, there are "Home" and "Search" links. Below that, the title "Export Options" is displayed. There are two dropdown menus: "Fiscal Year:" set to "2018" and "Data Set:" set to "D - March".

Once you select the Export File option, your file is created. The file name will be DISTRICTIRN_FFE.SEQ. Save this exported file to your desktop or a folder you have access to.

You are now ready to submit your March 18D data to ODE.

Log in to the Data Collector

Select the Data Sources tab.

Select Other Data Sources and Manage

From here select Upload File.

Select the Browse option and select the file you exported from EMISFFE. Select Upload.

To submit, select the Collection Requests Tab and the March (D) FY18 Reporting Period collection and complete all processing steps.