Troubleshooting Career Technical Education (CTE) Reports

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Overview

CTE reports are generated using EMIS data reported by Local Education Agencies (LEAs) who report CTE data. Potential and actual CTE FTE values for students enrolled in CTE programs appear on the reports. Student, course, and staff errors for CTE programs are included on separate CTE reports. This presentation will provide data verification and error resolution guidance.

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Outline

- Accessing and Formatting Level 2 CTE Reports
- Understanding the CTE FTE Detail Report
- Connecting the CTE FTE Detail Report and the CTE Error Detail Reports
- Troubleshooting the CTE Error Detail Reports
- Understanding the CTE Summary Reports
- Requesting CTE Overrides
- Introducing New CTE Reports

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Accessing and Formatting CTE Reports

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CTE Reports

Data Collector Level 2 Reports
  - Initial and Final Staff and Course (L) Collections
  - Calendar (C) and Student (S) Collections
  - Updated nightly with data submitted as of 5pm

Final Staff and Course Collection (FY18)
FY18-L-Stf Crs Final: Collection required for all EMIS reporting entities. The final staff collection includes staff employed any time in FY18. It als... ⓘ

Submissions: February 06, 2018 - July 13, 2018
Version: 4
Status: The collection was submitted yesterday at 11:08:18 AM by Smith.
Submission Status: Processing Completed (yesterday at 11:08:01 AM)
Submission Number: 5 (attempt 1)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties
From ODE: Level 2 Reports
Prepare Outputs: View submission 4 Data

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CTE Level 2 Reports

- (CTEA-000) CTE FTE Detail
  - Full detail report by student and course
  - Indicates which students have errors on any of the error detail reports
- (CTEA-001) CTE Student Error Detail
  - Report of students with Error Result Codes
- (CTEA-002) CTE Course Error Detail
  - Report of courses with Error Result Codes
- (CTEA-003) CTE Staff Error Detail *New for FY18*
  - Report of staff with Error Result Codes

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CTE Summary and Override Reports

- (CTEA-004) CTE FTE Summary by Course
  - Summary report by course with Course Potential and Actual FTEs
- (CTEA-005) CTE FTE Summary by Category
  - Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential and Actual FTEs
- (CTEA-006) CTE Approved Overrides
  - Report of overrides approved by the Office of Career Tech and applied to the CTE funding process

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CTE FTE Daily Summary Reports

- (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - Contains CTE FTEs summed by CTE Fund Category Number
- (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
- (CTEA-009) CTE FTE Daily Summary Report – Transfers
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
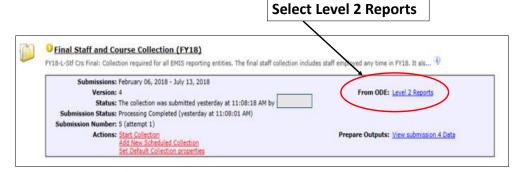
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NEW CTE Reports – Under Construction

- Concentrators
- Participants
- Assessments
- Enrollment – Now available as CTE FTE Daily Summary Reports
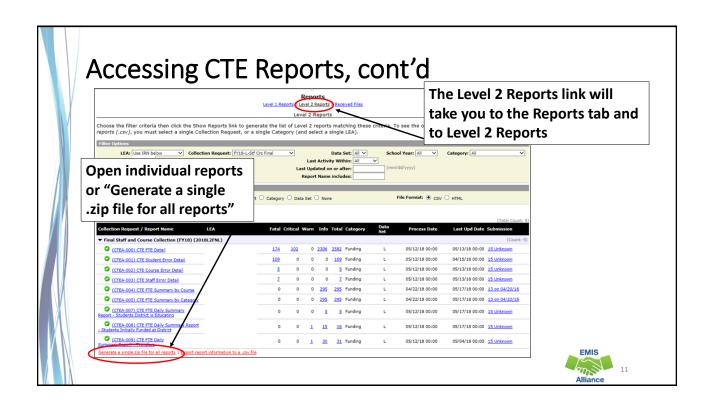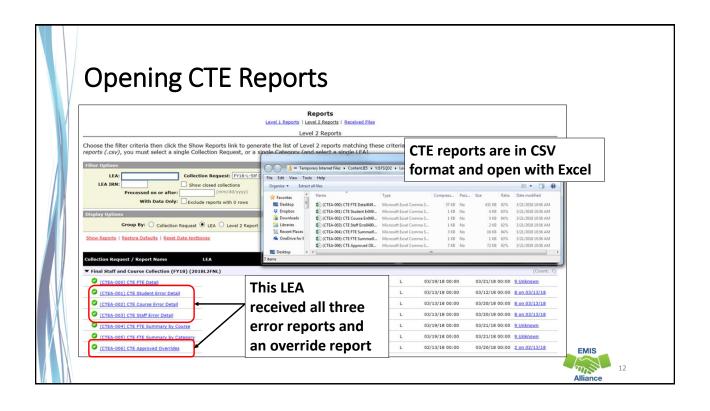- CTE Report Card Measures

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Accessing CTE Reports

CTE reports are available in Staff and Course (L) Collections

Select Level 2 Reports

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Accessing CTE Reports, cont'd

The Level 2 Reports link will take you to the Reports tab and to Level 2 Reports

Open individual reports or "Generate a single .zip file for all reports"

Opening CTE Reports

CTE reports are in CSV format and open with Excel
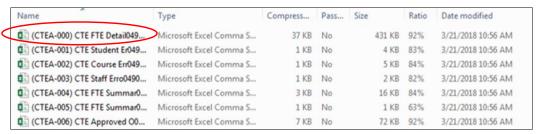
This LEA received all three error reports and an override report

Open CTE FTE Detail Report

From the Level 2 Reports screen or the ZIP file, open the CTE FTE Detail Report

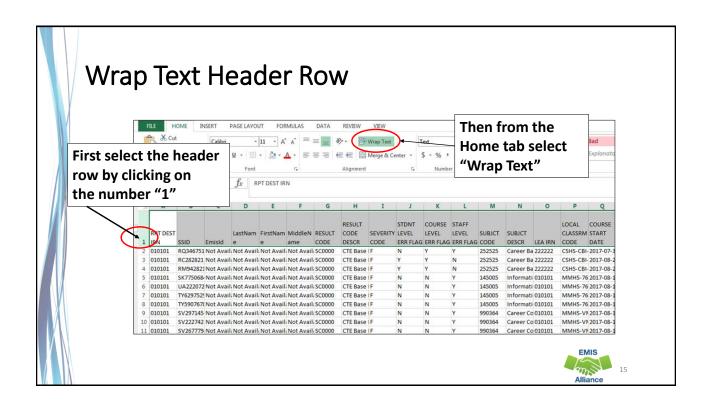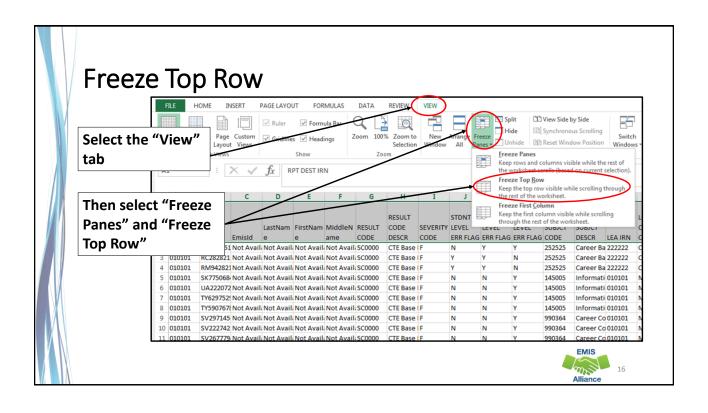| Name	Type	Compress...	Pass...	Size	Ratio	Date modified
(CTEA-000) CTE FTE Detail049...	Microsoft Excel Comma S...	37 KB	No	431 KB	92%	3/21/2018 10:56 AM
(CTEA-001) CTE Student Er049...	Microsoft Excel Comma S...	1 KB	No	4 KB	83%	3/21/2018 10:56 AM
(CTEA-002) CTE Course Err049...	Microsoft Excel Comma S...	1 KB	No	5 KB	84%	3/21/2018 10:56 AM
(CTEA-003) CTE Staff Erro0490...	Microsoft Excel Comma S...	1 KB	No	2 KB	82%	3/21/2018 10:56 AM
(CTEA-004) CTE FTE Summar0...	Microsoft Excel Comma S...	3 KB	No	16 KB	84%	3/21/2018 10:56 AM
(CTEA-005) CTE FTE Summar0...	Microsoft Excel Comma S...	1 KB	No	1 KB	63%	3/21/2018 10:56 AM
(CTEA-006) CTE Approved O0...	Microsoft Excel Comma S...	7 KB	No	72 KB	92%	3/21/2018 10:56 AM

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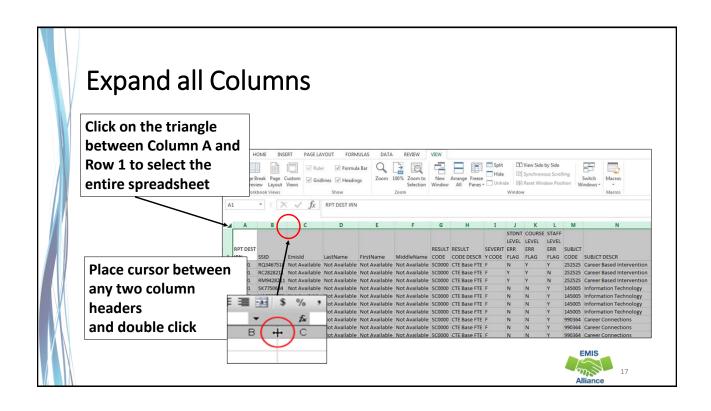13

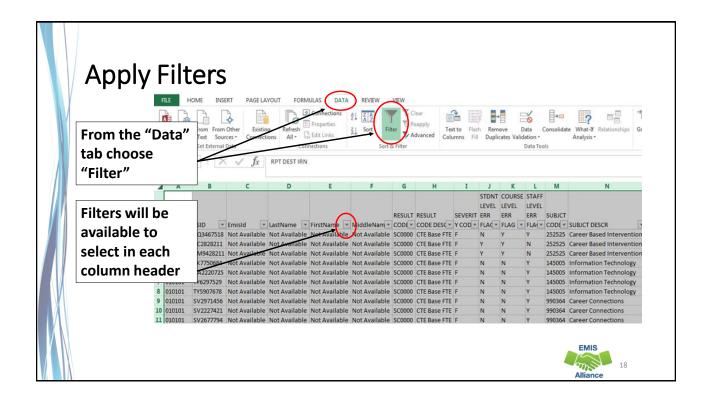# Formatting the CTE FTE Detail Report

The next series of slides will demonstrate these Excel basics
- Wrap text header row
- Freeze top row
- Expand all columns
- View formatted report with default sort
- Apply filters

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Wrap Text Header Row

Then from the Home tab select "Wrap Text"

First select the header row by clicking on the number "1"

Freeze Top Row

Select the "View" tab

Then select "Freeze Panes" and "Freeze Top Row"

Expand all Columns

Click on the triangle between Column A and Row 1 to select the entire spreadsheet

Place cursor between any two column headers and double click

Apply Filters

From the "Data" tab choose "Filter"

Filters will be available to select in each column header

Quick Check

CTE reports contain a large amount of data and should be reviewed often. Knowing how to prepare the reports using Excel can make the data review process much easier. Saving your work between reviews can be helpful in troubleshooting issues over time.

- Are you able to access your most recent CTE reports?
- Can you format the CTE reports to prepare them for review?
- Did you add filters to all columns as we work through the reports in upcoming slides?

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Understanding the
CTE FTE Detail Report

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CTE FTE Detail Report

Contains rows of CTE data by student and by each CTE course they are enrolled

- Students with changes to their Student Standing (FS) and/or Student Attributes Date Effective (FD) Records can have multiple rows of data on the CTE FTE Detail Report

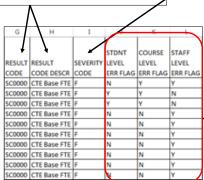**The first column contains the IRN of the LEA receiving the report**

	A	B	C	D	E	F
	RPT DEST IRN	SSID	EmisId	LastName	FirstName	MiddleName
2	010101	R 03467518	Not Available	Not Available	Not Available	Not Available
3	010101	R 2828211	Not Available	Not Available	Not Available	Not Available
4	010101	R M9428211	Not Available	Not Available	Not Available	Not Available
5	010101	S 7750684	Not Available	Not Available	Not Available	Not Available
6	010101	U A2220725	Not Available	Not Available	Not Available	Not Available
7	010101	T 6297529	Not Available	Not Available	Not Available	Not Available
8	010101	T 5907678	Not Available	Not Available	Not Available	Not Available
9	010101	S 2971456	Not Available	Not Available	Not Available	Not Available
10	010101	S 2227421	Not Available	Not Available	Not Available	Not Available
11	010101	S 2677794	Not Available	Not Available	Not Available	Not Available

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CTE FTE Detail Report Data, cont'd

Result Code "SC0000" and Result Code Description "CTE Base FTE" are not error codes
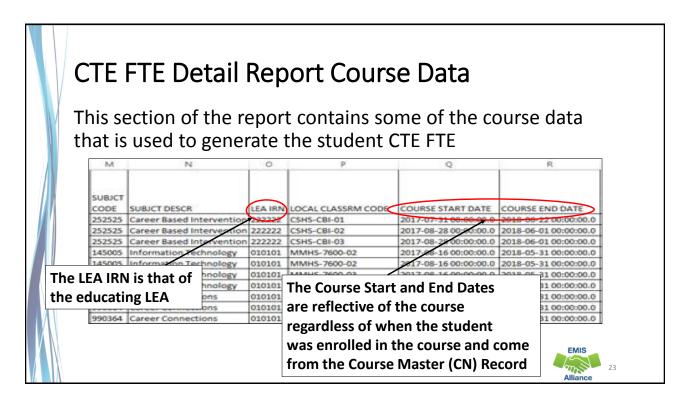
The Severity Code is set based on a comparison between the original FTE and the adjusted FTE
- **CTE FTEs with an "F" Fatal Severity Code are reduced to zero**
- **CTE FTEs with a "C" Critical Severity Code are reduced but not to zero**
- **CTE FTEs with an "I" Information Severity Code are not reduced**

G	H	I	J	K	L
RESULT CODE	RESULT CODE DESCR	SEVERITY CODE	STDNT LEVEL ERR FLAG	COURSE LEVEL ERR FLAG	STAFF LEVEL ERR FLAG
SC0000	CTE Base FTE	F	N	Y	Y
SC0000	CTE Base FTE	F	Y	Y	N
SC0000	CTE Base FTE	F	Y	Y	N
SC0000	CTE Base FTE	F	N	N	Y
SC0000	CTE Base FTE	F	N	N	Y
SC0000	CTE Base FTE	F	N	N	Y
SC0000	CTE Base FTE	F	N	N	Y
SC0000	CTE Base FTE	F	N	N	Y
SC0000	CTE Base FTE	F	N	N	Y
SC0000	CTE Base FTE	F		N	Y

In an upcoming slide we will talk about the relationship between the CTE FTE Detail Report and the Error Detail Reports

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CTE FTE Detail Report Course Data

This section of the report contains some of the course data that is used to generate the student CTE FTE

	M	N	O	P	Q	R
	SUBJCT CODE	SUBJCT DESCR	LEA IRN	LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE
	252525	Career Based Intervention	222222	CSHS-CBI-01	2017-07-31 00:00:00.0	2018-06-22 00:00:00.0
	252525	Career Based Intervention	222222	CSHS-CBI-02	2017-08-28 00:00:00.0	2018-06-01 00:00:00.0
	252525	Career Based Intervention	222222	CSHS-CBI-03	2017-08-28 00:00:00.0	2018-06-01 00:00:00.0
	145005	Information Technology	010101	MMHS-7600-02	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0
	145005	Information Technology	010101	MMHS-7600-02	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0
		Technology	010101	MMHS-7600-02	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0
		Technology	010101			31 00:00:00.0
		ons	010101			31 00:00:00.0
		Career Connections	010101			31 00:00:00.0
	990364	Career Connections	010101			31 00:00:00.0

The LEA IRN is that of the educating LEA

The Course Start and End Dates are reflective of the course regardless of when the student was enrolled in the course and come from the Course Master (CN) Record

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CTE FTE Detail Report Course Data, cont'd

Additional columns containing course data are further to the right side of the report

	AC	AD	AE	AF	AG	AH	AI
				DLVR		SCHD INSTR	
	COURSE ENRL START DATE	COURSE ENRL END DATE	CRCULM CODE	METHOD CODE	SCHD CODE	HOUR COUNT	LOC IRN
	2017-07-31 00:00:00.0	2017-09-28 00:00:00.0	VN	FF	3	540	222222
	2017-08-28 00:00:00.0	2017-12-21 00:00:00.0	VM	FF	3	60	222222
	2018-01-08 00:00:00.0	2018-06-01 00:00:00.0	VM	FF	3	120	222222
		0:00.0	VM	FF	3	60	010101
		0:00.0	VM	FF	3	60	010101
		0:00.0	VM	FF	3	60	010101
		0:00.0	VM	FF	3	60	010101
		0:00.0	VM	FF	3	40	010101
		0:00.0	VM	FF	3	40	010101
		0:00.0	VM	FF	3	40	010101

The Course Enrollment Start and End dates reflect a student's actual enrollment dates in the course and come from the Student Course (GN) Record

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CTE FTE Detail Report Funding Data

The funding section of the report contains information as to how the funding flows and the CTE FTE values

- The next series of slides will review these columns

S	T	U	V	W	X	Y	Z	AA	AB		AK
FTE FUND PTTRN CODE	CTE FUND CAT NUMBER	LEGAL DIST OF RES IRN	STATE EQUIV GRADE LEVEL CODE	FTE START DATE	FTE END DATE	ORIG FTE	ADJSTD FTE	TRNSFR TO IRN	INIT FUND IRN		FTE INCL CODE
COMM	3	010101	12	2017-07-31 00:00:00.0	2017-09-28 00:00:00.0	0.114219	0	222222	010101		FULL
COMM	3	010101	11	2017-08-28 00:00:00.0	2017-12-21 00:00:00.0	0.029891	0	222222	010101		FULL
COMM	3	010101	11	2018-01-08 00:00:00.0	2018-06-01 00:00:00.0	0.070652	0	222222	010101		FULL
RGJV	1	010101	07	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	0.055556	0		010101		FULL
RGJV	1	010101	07	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	0.055556	0		010101		FULL
RGJV	1	010101	07	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	0.055556	0		010101		FULL
RGJV	1	010101	07	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	0.055556	0		010101		FULL
RGJV	4	010101	08	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	0.037037	0		010101		FULL
RGJV	4	010101	08	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	0.037037	0		010101		FULL
RGJV	4	010101	08	2017-08-16 00:00:00.0	2017-11-09 00:00:00.0	0.012275	0		010101		FULL

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CTE FTEs

Career Tech is funded though student CTE FTEs

- Students associated with multiple LEAs can appear on more than one CTE FTE Detail Report
  - For example, students who attend community schools will also appear on the resident district's CTE FTE Detail Report since the funding passes through the resident district
- CTE FTEs are calculated for each row on the report
  - Students can have multiple CTE FTEs calculated for the same course due to changes to their Student Standing (FS) or Student Attribute Effective Date (FD) Record

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FTE Fund Patterns

- FTE Fund Pattern Codes
  - Indicate how the funds will flow for that specific CTE FTE row
  - Examples, RGJV, JVNR, OJVR, etc.
- Initially Funded IRN
  - CTE FTE funding initially goes to this IRN
- Transferred to IRN
  - CTE FTE funding will be transferred to this IRN
  - When blank, the funding goes to the Initially Funded IRN

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Inclusion Codes

- Inclusion Codes indicate where the CTE FTE will be counted
  - FULL – included in the ADM of the LEA receiving the report
  - NONE – not included in the ADM of the LEA receiving the report
- Inclusion codes can be confusing as to where the ADM is actually counting
  - Example, the Inclusion Code is set to FULL for COMM students for both the district of residence and the community school

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CTE Funding to Educating LEA

- FTE Fund Pattern Codes
  - RGJV - Regular/ Other District and Regular JVSD
  - JVNR - JVSD via Non-Resident Placement
  - OJVR - Open Enrolled JVSD Counted in Resident (all within Jointure)
  - CTCR - Contract Career Tech – Community School to Resident District
- Initially Funded IRN is the educating LEA (same as LEA IRN Column)
- Transfer to IRN is blank

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CTE Funding to DOR then Transferred

- FTE Fund Pattern Codes
  - OPID – Open enrolled JVSD via Intermediate District- Non-jointure
  - OJVD – Open enrolled direct to JVSD – Non-jointure
  - OPDD – Open enrolled district to district
  - COMM – Community School Student
  - STEM – STEM District Student
- Initially Funded IRN is the legal district of residence
- Transfer to IRN is the educating LEA

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CTE Funding to Sending LEA then Transferred

- FTE Fund Pattern Codes
  - CTID – Contract Career Tech – District via intermediate district (not open enrollment)
  - CTOP – Contract Career Tech – District via open enrollment
- Initially Funded IRN is the How Received IRN, from Student Standing (FS) Record, reported by the educating LEA
- Transferred to IRN is the educating LEA

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CTE Funding to Sending LEA then Transferred

- FTE Fund Pattern Codes
  - CTVC – Contract Career Tech – JVSD and District to District
  - SPCO – Special Education Co-op
- Initially Funded IRN
  - Is the How Received IRN reported by the educating LEA as long the How Received IRN is not a community school or STEM district
  - Is the District of Residence IRN if the How Received IRN reported by the educating LEA is a community school or STEM district
- Transferred to IRN is the educating LEA

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Calculating CTE FTEs

- Original FTE
  - Calculated using student, course, and calendar EMIS data
- Adjusted FTE
  - Original FTE minus any adjustments applied from errors

	X	Y	Z	AA	AB
DATE	FTE END DATE	ORIG FTE	ADJSTD FTE	TRNSFR TO IRN	INIT FUND IRN
00:00:00.0	2017-09-28 00:00:00.0	0.11422	0	222222	010101
00:00:00.0	2017-12-21 00:00:00.0	0.02989	0	222222	010101
00:00:00.0	2018-06-01 00:00:00.0	0.07065	0	222222	010101

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Original CTE FTE Calculation

Calculating the Original CTE FTE (aka Base or Potential CTE FTE)

- Numerator
  - (Student Course Days/Course Days) x Length of Scheduled Instruction
    - Student Course Days – days enrolled in course using the student's assigned calendar
    - Course Days – calendar days between course start and end from the Course Master (CN) Record
    - Length of Scheduled Instruction
- Denominator
  - Community Schools 920 hours
  - Other LEAs (including STEM districts) 1080 hours

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Course Days

- Use the Calendar Display Report to calculate
  - Course Days
  - Student Course Days
- Access the Calendar_Display.csv file from the submission files (aka preview or review files) in the Calendar Collection

Student Session Days	Student Session Hours	Student YTD Days	Student YTD Hours
1	6.17	4	24.68
5	30.85	9	55.53
5	30.85	14	86.38
5	28.68	19	115.06

Sum the Student Session Days for the length of the course and for time the student was enrolled in the course

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Non-Community School Student Example

- Student enrolled in course for 180 days
- Course days equal 180
- Length of Scheduled Instruction is 360 hours

(Student Course Days/Course Days) x Length of Scheduled Instruction

1080 hours

(180/180) x 360   **= 0.333333**

1080

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Community School Student Example

- Student enrolled in course for 172 days
- Course days equal 172
- Length of Scheduled Instruction is 360 hours

<u>(Student Course Days/Course Days) x Length of Scheduled Instruction</u>
920 hours

<u>(172/172) x 360</u>   **= 0.391304**
920

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Remaining Columns

The Error Override Flag column is being removed from this report

AJ		AL	AM	AN	AO	AP
ERR OVERID FLAG	FTE INCL CODE	ERR VALUE 1 TEXT	ERR VALUE 2 TEXT	ERR VALUE 3 TEXT	ERR VALUE 4 TEXT	ERR SEV NUM
N	FULL					79
N	FULL					79
N	FULL					79
N	FULL					79
N	FULL					79
N	FULL					79
N	FULL					79
N	FULL					79
N	FULL					79
N	FULL					79

The Error Severity Number aligns with the Severity Code, however when working on this report, refer directly to the Severity Code

Error Value Text Columns are populated on the CTE FTE Error Detail reports and not on the CTE FTE Detail Report

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Quick Check

The CTE FTE Detail Report contains data that should be verified. Errors should be corrected when possible. Review all of the data for accuracy and completeness.

- Are all of your approved CTE program students appearing on the report?
- Are the CTE FTEs being calculated correctly?
- Can you confirm that the CTE FTE funding IRNs and FTE Fund Source codes are correct?

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Connecting the CTE FTE Detail Report to the Error Detail Reports

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Open and Prepare the Error Reports

From the Staff and Course Collection Level 2 Reports open the error reports

Name	Type					
(CTEA-000) CTE FTE Detail049...	Microsoft Excel Comma S...	37 KB	No	431 KB	92%	3/21/2018 10:56 AM
(CTEA-001) CTE Student Er049...	Microsoft Excel Comma S...	1 KB	No	4 KB	83%	3/21/2018 10:56 AM
(CTEA-002) CTE Course Err049...	Microsoft Excel Comma S...	1 KB	No	5 KB	84%	3/21/2018 10:56 AM
(CTEA-003) CTE Staff Erro0490...	Microsoft Excel Comma S...	1 KB	No	2 KB	82%	3/21/2018 10:56 AM
(CTEA-004) CTE FTE Summar0...	Microsoft Excel Comma S...	3 KB	No	16 KB	84%	3/21/2018 10:56 AM
(CTEA-005) CTE FTE Summar0...	Microsoft Excel Comma S...	1 KB	No	1 KB	63%	3/21/2018 10:56 AM
(CTEA-006) CTE Approved O0...	Microsoft Excel Comma S...	7 KB	No	72 KB	92%	3/21/2018 10:56 AM

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Tying the CTE Reports Together

- This example is a segment of a CTE FTE Detail Report
- Student, Course, and Staff Level Error Flags indicate on which error report to find the error

I	J	K	L	M
SEVERITY CODE	STDNT LEVEL ERR FLAG	COURSE LEVEL ERR FLAG	STAFF LEVEL ERR FLAG	SUBJCT CODE
F	N	Y	Y	252525
F	Y	Y	N	252525
F	Y	Y	N	252525
F	N	N	Y	145005
F	N	N	Y	145005
F	N	N	Y	145005
F	N	N	Y	145005
F	N	N	Y	990364
F	N	N	Y	990364
F		N	Y	990364

- **Student Level Error Flag "Y"**
     (CTEA-001) CTE Student Error Detail
- **Course Level Error Flag "Y"**
     (CTEA-002) CTE Course Error Detail
- **Staff Level Error Flag "Y"**
     (CTEA-003) CTE Staff Error Detail

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CTE Student Error Detail Report

Student Level Error Flags of "Y" from the CTE FTE Detail Report will be listed on the CTE Student Error Detail Report with a Result Code that begins with "SC"

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SEVERITY CODE
010101	SC0001	CBI student not coded as disadvantaged	F
010101	SC0001	CBI student not coded as disadvantaged	F
010101	SC0001	CBI student not coded as disadvantaged	F
010101	SC0001	CBI student not coded as disadvantaged	F
010101	SC0014	Course CTE FTE is higher than student regular FTE	F
010101	SC0014	Course CTE FTE is higher than student regular FTE	F

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CTE Course Error Detail Report

Course Level Error Flags of "Y" from the CTE FTE Detail Report will be listed on the CTE Course Error Detail Report with a Result Code that begins with "CS"

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SUBJCT CODE
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300
010101	CS0018	Correlated class missing for CBI course	252525
010101	CS0018	Correlated class missing for CBI course	252525

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CTE Staff Error Detail Report

Staff Level Error Flags of "Y" from the CTE FTE Detail Report will be listed on the CTE Staff Error Detail Report with a Result Code that begins with "SF"

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR
010101	SF0002	Teacher does not have appropriate certificate/license to teach course
010101	SF0002	Teacher does not have appropriate certificate/license to teach course
010101	SF0004	Length of teacher scheduled instruction over 1080 hours
010101	SF0004	Length of teacher scheduled instruction over 1080 hours
010101	SF0002	Teacher does not have appropriate certificate/license to teach course
010101	SF0002	Teacher does not have appropriate certificate/license to teach course

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CTE Errors

- A student level error can reduce a single student's CTE FTE
- A course level error can reduce the CTE FTE for all of the students in the course
- A staff level error can reduce the CTE FTE for all students in courses that are effected by the staff error
- Currently all severity codes on the Error Detail Reports appear as fatal

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Quick Check

The CTE FTE Detail Report uses Error Flags to indicate which Error Detail Report contains an error for that row of data. Sometimes an error is for a single student and sometimes an error relates to a classroom or classrooms of students.

- Can you find the Error Flag columns on the CTE FTE Detail Report and find the error on the associated student, course, or staff error report?
- Do your errors apply to single students or to groups of students?
- Have you applied filters to your error reports so that we can review each error in the next set of slides?

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Troubleshooting the CTE Error Detail Reports

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Student Errors

(CTEA-001) CTE Student Error Detail
• Report of students with Error Result Codes

In the next series of slides we will filter on the Result Code and discuss troubleshooting the errors

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SEVERITY CODE	SSJD
010101	SC0001	CBI student not coded as disadvantaged	F	RO0666248
010101	SC0001	CBI student not coded as disadvantaged	F	RO0666248
010101	SC0001	CBI student not coded as disadvantaged	F	RO0666248
010101	SC0001	CBI student not coded as disadvantaged	F	RO0666248
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0001	CBI student not coded as disadvantaged	F	JB8220022
010101	SC0014	Course CTE FTE is higher than student regular FTE	F	PN6622862
010101	SC0014	Course CTE FTE is higher than student regular FTE	F	VW6604600

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Student Error Result Code SC0001

CBI student not coded as disadvantaged or having a disability
• CTE FTE is reduced to zero (Fatal)
• For the duration of the student's enrollment in a Career Based Intervention Program (subject code 252525), disadvantgement must be reported as
  • academically disadvantaged, or
  • both academically disadvantaged and economically disadvantaged, or
  • both economically disadvantaged and with a disability condition
  • note that students with a disability should not be reported as academically disadvantaged
• Refer to the FD section of the EMIS Manual for detailed reporting instructions for the disadvantaged and disability elements

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Student Error Result Code SC0003

Grade level not valid for curriculum code
- CTE FTE is reduced to zero (Fatal)
- If Curriculum Code is **NOT** VM - CTE Middle Grade Course, students must be in grade levels 7 and higher
- Verify student state equivalent grade level reported on the Student Attribute Date Effective (FD) Record
- Grade level appears on the Student Error Detail report for quick reference
- If the data is correct, the error remains

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Student Error Result Code SC0006

VP course does not have a valid subject code
- CTE FTE is reduced to zero (Fatal)
- Curriculum Code VP – CTE Tech Prep Cooperative Program Anchor, reported for cooperative tech prep programs only where all students are required to be involved in paid work-site based instruction
- Verify that the subject code is valid for this VP course
- Refer to the CTE26 for this program and to the FY18 CTE Program and Assessment Matrix FY18 CT Program Matrix tab

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Student Error Result Code SC0009

V3 pre-apprenticeship or entrepreneurship course not correlated
- CTE FTE is reduced to zero (Fatal)
- Course with curriculum code V3-CTE Related/Correlated and subject code of
  - 990361 Entrepreneurship Skills or
  - 990363 Essential Skills for Business or
  - 990365 Pre-Apprenticeship
- Must be correlated to an anchor course with a curriculum code of
  - VT-CTE Tech Prep Non-Cooperative Based Anchor or
  - VP-CTE Tech Prep Cooperative Program Anchor
    - see list of subject codes options in the CTE FTE Report Explanation

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Student Error Result Code SC0013

Grade level not valid for curriculum code VM
- CTE FTE is reduced to zero (Fatal)
- Verify that the students in this VM - CTE Middle Grade Course are in grades 07, 08 or 09
  - Verify student state equivalent grade level reported on the Student Attribute Date Effective (FD) Record
  - Grade level appears on the Student Error Detail report for quick reference
  - Verify that the curriculum code of VM is correct, see the CTE-26

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Student Error Result Code SC0014

Student's <u>course level CTE FTE</u> is greater than student's regular FTE

- CTE FTE is reduced (Critical)
- Occurs when the CTE FTE is greater than the regular base FTE
- CTE FTE is reduced to be no more than the base FTE
- Course-level FTE greater than student regular FTE due to
  - Incorrect student enrollment
  - Duplicate course reporting
  - Incorrect Length of Scheduled Instruction (CN100) for career tech course

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Student Error Result Code SC0015

Student's <u>total CTE FTE</u> is greater than student's regular FTE

- CTE FTE is reduced (Critical)
- If student's total adjusted CTE FTE is greater than their total regular base FTE multiplied by 1.1 then the student's total CTE FTE is reduced to be no more than the total regular base FTE multiplied by 1.1
- This occurs when the total length of instruction for the CTE courses taken by a student exceeds 1080 for traditional districts and JVSDs or 920 hours for community schools

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Student Error Result Code SC0016

Subject code not valid for curriculum code VA or VB

- CTE FTE is reduced to zero (Fatal)
- VA CTE Applied Academic and VB CTE Applied Academic Advanced Placement
    - Cannot be reported with subject codes
        - 050014 Intervention English
        - 050119 Intervention Reading
        - 111950 Intervention Mathematics
        - 110190 Transition to High School Mathematics
        - 150400 Intervention Social Studies
        - 132900 Intervention Science
- Verify the curriculum code and subject codes are reported correctly for this course as they appear on the CTE26

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Student Error Result Code SC0017

Student has a non-fundable fund pattern code

- CTE FTE is reduced to zero (Fatal)
- **NFRG** Non-fundable situation
- **NFER** Not fundable, based on errors in coding
- The student will appear with a non-fundable FTE Fund Pattern Code on the current Student Collection, Level 2 Reports, (FTED-001) FTE Detail Report
- Verify this student's EMIS coding on the Student Standing (FS) and Student Attribute Date Effective (FD) Records
- Verify EMIS student data in ODDEX History for shared students

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Course Errors

(CTEA-002) CTE Course Error Detail
  • Report of courses with Error Result Codes

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SUBJCT CODE	SUBJCT
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300	Manufa...
010101	CS0001	Curriculum code reported is not valid for the reported subject code	101300	Manufa...
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300	Manufa...
010101	CS0003	Course with curriculum code V3 not correlated to anchor course	101300	Manufacturing
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention
010101	CS0018	Correlated class missing for CBI course	252525	Career Based Intervention

In the next series of slides we will filter on the Result Code and discuss troubleshooting the errors

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Course Error Result Code CS0001

Curriculum code reported is not valid for the reported subject code
  • CTE FTE is reduced to zero (Fatal)
  • Curriculum code and subject code combination reported for the course does not exist in the FY18 CTE Matrix
  • Curriculum code 'PS' College Credit Plus (CCP) reported with a delivery method code other than 'CP' Career Tech College Credit Plus Course
  • Valid curriculum codes for each subject code can be found in the FY18 CTE Program and Assessment Matrix

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Course Error Result Code CS0003

V3 course not correlated to an anchor course

- CTE FTE is reduced to zero (Fatal)
- Course is reported as V3 CTE Related/Correlated and not correlated to
  - VN CTE Non-Cooperative Based Anchor or
  - VC CTE Cooperative Program Anchor or
    VT CTE Tech Prep Non-Cooperative Based Anchor or
  - VP CTE Tech Prep Cooperative Program Anchor
- Check the CTE26 and add the appropriate CTE Correlated (CV) Record

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Course Error Result Code CS0004

Instructional hours reported are less than the minimum hours required

- CTE FTE is reduced to zero (Fatal)
- FTE will be reduced if the hours reported are less than the minimum hours allowed per the CTE Program and Assessment Matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
- Check the 2018 CTE Program and Assessment Matrix

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Course Error Result Code CS0007

Instructional hours reported are greater than the maximum hours allowed
- CTE FTE is reduced (Critical)
- FTE will be reduced to the max hours allowed per the CTE matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
- Check the 2018 CTE Program Matrix for maximum hour values
- Do Mapped Local Classroom Code (CM) Records need to be reported?
  - Refer to EMIS Manual Section 4.6 Mapped Local Classroom Code (CM) Record for guidance

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Course Error Result Code CS0008

Non-Academic course with curriculum code VA or VB not valid for funding
- CTE FTE is reduced to zero (Fatal)
- VA-CTE Applied Academic or VB-CTE Applied Academic Advanced Placement
- Subject code must begin with
  - 05 – English Language Arts
  - 11 - Mathematics
  - 13 - Science
  - 15 – Social Studies
- Check the subject code being reported against what appears on the CTE26

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Course Error Result Code CS0018 *DISABLED FOR FY18*

Correlated class missing for CBI course

- CTE FTE is reduced to zero (Fatal)
- CBI anchor course reported with subject code 252525 and
    - VC CTE Cooperative Program Anchor or VN CTE Non-Cooperative Based Anchor
- must be correlated to a V3 CTE Related/Correlated that is reported with a subject code of
    - 252525 Career Based Intervention, 250510 CBI Language Arts, 250519 CBI Reading, 251110 CBI Mathematics, 251310 CBI Science, 251510 CBI Social Studies
- Check the CTE 26 and the CTE Program and Assessment Matrix
- Report a CTE Correlated Class (CV) Record

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Course Error Result Code CS0020

Workforce Development Course not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- Program of Concentration of a Workforce Development course not approved by the Office of CTE – No approved CTE26
    - Verify the building IRN being reported correctly
    - Verify the Program of Concentration is reported correctly
    - Verify the subject code is aligned with the Program of Concentration
    - Was the CTE26 approved prior to the CTE26 process being placed online?
- If all reported data is correct, Contact the Office of Career Tech to verify that this is an approved program

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Course Error Result Code CS0021

Anchor course VP and correlated course V3 are not correlated

- CTE FTE is reduced to zero (Fatal)
- Report a CTE Correlated Class (CV) Record for
  - VP CTE Tech Prep Cooperative Program Anchor
  - V3 CTE Related/Correlated
- Check the CTE 26
- Report a CTE Correlated Class (CV) Record

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Course Error Result Code CS0023

CBI or FCS/GRADS programs not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- CBI - Career Based Intervention
- FCS/GRADS - Family and Consumer Sciences/Graduation, Reality and Dual Role Skills
- Program reported with a location IRN that is not approved by the Office of CTE
- Verify the accuracy of the location IRN being reported for this course

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Course Error Result Code CS0024

Senior Only Credential not approved by the Office of CTE
- CTE FTE is reduced to zero (Fatal)
- Senior Only Credentialed course (38XXXX)
  - These subject codes start with "38" and end with the four character Assessment Area Code of the Industry Credential Code that is associated with the course
- Subject code and location IRN combination not approved by Office of CTE
- Check the CTE 26 for the correct subject code and location IRN

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Course Error Result Code CS0025

CTE academic course not approved by the Office of CTE
- CTE FTE is reduced to zero (Fatal)
- Program is Workforce Development, or CBI, or FCS/GRADS
- CTE Academic course in this program is reported with a location IRN that is not approved
- Check the CTE26 for the correct location IRN
- Make correction to the location IRN as appropriate

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Staff Errors

(CTEA-003) CTE Staff Error Detail
- Report of staff with Error Result Codes

In the next series of slides we will filter on the Result Code and discuss troubleshooting the errors

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SUBJCT CODE
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0002	Teacher does not have appropriate certificate/license to teach course	
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115
010101	SF0004	Length of teacher scheduled instruction over 1080 hours	10115

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Staff Errors, cont'd

- When multiple teachers are associated with a course, the teacher who appeared on the Teacher Licensure Course Status Report (TLC) may be listed on this report

- Errors on the CTE Staff Error Detail Report can effect an entire classroom of students, so a single line on this report could cause multiple students to be effected on the CTE FTE Detail Report

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Staff Error Result Code SF0002

Teacher does not have appropriate certificate/license to teach course

- CTE FTE is reduced to zero (Fatal)
- Verify the teacher's licensure using the Educator Search Tool
  - https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx
- Initial Staff and Course (L) data is used for this check
- If the teacher is certified to teach the course, and the course is coded correctly, contact the Office of CTE to request an override

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Staff Error Result Code SF0003

Teacher does not meet appointment or status requirements

- CTE FTE is reduced to zero (Fatal)
- If the Curriculum Code begins with a "V" at least one teacher must be reported with
  - Type of Appointment Element of 1-Certificated/licensed, or 2-Classified, or 3-Internship, or 4-Six-hour lay teacher
  - Position Type R-Regular
  - Position Status C-Current, or A-Contracted personnel/agency, or I-Contracted personnel – individual
  - Position Fund Source L – Local Funds and/or State Foundation Funds
- If incorrectly reported, correct the data in the Final L Collection and contact the Office of Career Tech for guidance

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Staff Error Result Code SF0004

The total CTE length of scheduled instruction for this teacher is greater than 1080 hours

- CTE FTE is reduced (Critical)
- Do Mapped Local Classroom Code (CM) Records need to be reported?
  - Refer to EMIS Manual Section 4.6 Mapped Local Classroom Code (CM) Record for guidance
- Is this teacher teaching at multiple LEAs?
  - When a teacher teaches at multiple LEAs all hours are used in this check
- When there are multiple teachers associated with the course who are all over 1080 hours, the one with the lowest hours is used. In the case of a tie, the lowest Staff ID is used

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Staff Error Result Code SF0005

Teacher of Teaching Profession course does not meet degree level requirement

- CTE FTE is reduced to zero (Fatal)
- If subject code is reported as Teaching Profession course
  - 350011 - Teaching Professions or
  - 350020 - Curriculum and Instruction for Teaching Professions
- Staff must have Master's Degree or higher
- Staff Demographic (CI) Record Education Level Element must be
  - 3-Masters or
  - 5-Doctorate

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Staff Error Result Code SF0006

Course does not have a teacher assigned

- CTE FTE is reduced to zero (Fatal)
- Adjustment generated when course does not have a teacher assigned
- Check that a valid staff member is assigned to this course during Initial Staff and Course (L)
  - If staff member was not reported, then no CTE FTE funding is generated

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Quick Check

Resolving CTE FTE errors can require data correction and can sometimes require contacting the Office of Career Tech or the ODE EMIS Office

- Are you using the CTE FTE Report Explanation to understand the errors?
- Does the EMIS data align with the CTE26 and the CTE Program and Assessment Matrix?
- Are you submitting updated EMIS data as changes are made?

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Understanding CTE Summary Reports
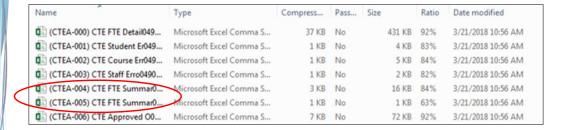
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CTE Summary Reports

- CTE FTE Summary by Course (CTEA-004)
  - Summary report by course with Course Potential FTE and Course Actual FTE
- CTE FTE Summary by Category (CTEA-005)
  - Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential FTE and Course Actual FTE

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Open CTE Summary Reports

Name	Type	Compress...	Pass...	Size	Ratio	Date modified
(CTEA-000) CTE FTE Detail049...	Microsoft Excel Comma S...	37 KB	No	431 KB	92%	3/21/2018 10:56 AM
(CTEA-001) CTE Student Er049...	Microsoft Excel Comma S...	1 KB	No	4 KB	83%	3/21/2018 10:56 AM
(CTEA-002) CTE Course Err049...	Microsoft Excel Comma S...	1 KB	No	5 KB	84%	3/21/2018 10:56 AM
(CTEA-003) CTE Staff Erro0490...	Microsoft Excel Comma S...	1 KB	No	2 KB	82%	3/21/2018 10:56 AM
(CTEA-004) CTE FTE Summar0...	Microsoft Excel Comma S...	3 KB	No	16 KB	84%	3/21/2018 10:56 AM
(CTEA-005) CTE FTE Summar0...	Microsoft Excel Comma S...	1 KB	No	1 KB	63%	3/21/2018 10:56 AM
(CTEA-006) CTE Approved O0...	Microsoft Excel Comma S...	7 KB	No	72 KB	92%	3/21/2018 10:56 AM

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CTE FTE Summary by Course (CTEA-004)

Summary report by course with Course Potential FTE and Course Actual FTE

- Verify that all courses are listed and that all data is correct
- If actual and potential FTE are different, refer to the error reports

	B	C	D	E	F	G	H	I	J	K	L
1	SUBJCT CODE	SUBJCT DESCR	LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE	CRCULM CODE	DLVR METHOD CODE	CTE FUND CAT NUMBER	Total Course Potential FTE	Total Course Actual FTE	ERR SEV NUM
2	010120	Mechanical Principles	01AG-MP-G-07	2017-08-16 00:00:00.0	2018-05-24 00:00:00.0	VT	FF	1	0.137037	0.137037	15
3	010710	Natural Resources	10-80651-1	2017-08-14 00:00:00.0	2018-05-31 00:00:00.0	VT	FF	1	2.405746	2.258191	15
4	010720	Environmental Science for Agriculture an	10-80681-1	2017-08-14 00:00:00.0	2018-05-31 00:00:00.0	VT	FF	1	3.03704	2.93867	15
5	010725	Environmental Systems Management	10-80701-1	2017-08-14 00:00:00.0	2018-05-31 00:00:00.0	VT	FF	1	3.03704	2.93867	15
6	010735	Park and Recreational Management	GRRC-01N2A-01	2017-08-16 00:00:00.0	2017-12-19 00:00:00.0	VT	FF	1	0.208333	0.208333	15
7	010740	Urban Forestry	GRRC-01N2B-02	2018-01-03 00:00:00.0	2018-05-24 00:00:00.0	VT	FF	1	0.208333	0.208333	15
8	010745	Wildlife and Fisheries	10-80671-1	2017-08-14 00:00:00.0	2018-05-31 00:00:00.0	VT	FF	1	2.405746	2.258191	15
9	050160	Integrated English Language Arts I	CSSS-300-01	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	VA	FF	4	0.148148	0.148148	15
10	050160	Integrated English Language Arts I	CSSS-300-01	2017-08-16 00:00:00.0	2018-05-31 00:00:00.0	VA	FF	4	0.099048	0.099048	15

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CTE FTE Summary by Category (CTEA-005)

Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential and Actual FTEs

- Overview of CTE data that could be useful when comparing data from week to week
- Not a funding flow report as does not contain FTE Inclusion Codes or Funding IRNs

	A	B	C	D	E	F
1	RPT DEST IRN	FTE FUND PTTRN CODE	CTE FUND CAT NUMBER	Total Course Potential FTE	Total Course Actual FTE	ERR SEV NUM
2	010101	COMM	1	0.81087	0.81087	15
3	010101	COMM	3	2.96831	1.979649	15
4	010101	COMM	5	0.650152	0.650152	15
5	010101	CTID	1	0.303704	0.205334	15
6	010101	CTID	4	0.151852	0.102667	15
7	010101	CTVC	0	0.048216	0.040382	15
8	010101	CTVC	1	12.312847	7.459073	15
9	010101	CTVC	2	6.579885	5.61211	15
10	010101	CTVC	4	1.46759	1.050776	15
11	010101	OJVD	0	0.251852	0.251852	15

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Requesting
CTE Overrides

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CTE Overrides

- When CTE EMIS data is correct and CTE errors are generated, sometimes it is appropriate to request an override
- Once an override is approved, a CTE Approved Override Report will be generated in the Staff and Course (L) Collection Level 2 Reports
- The approved override will restore the CTE FTE for students effected by the error and the error will no longer appear in a CTE error report

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CTE Approved Overrides

(CTEA-006) CTE Approved Overrides Report

- will contain students who had adjusted CTE FTEs due to any type of error (student, course, or staff errors) for which an override was approved

LEGAL DIST OF RES IRN	STATE EQUIV GRADE LEVEL CODE	FTE START DATE	FTE END DATE	ORIG FTE	ADJSTD FTE	TRNSFR TO IRN	INIT FUND IRN
010101	07	2018-01-03 00:00:00.0	2018-05-24 00:00:00.0	0	-0.055556		010101
010101	08	2017-08-16 00:00:00.0	2017-09-26 00:00:00.0	0	-0.018954		010102
010101	08	2017-10-17 00:00:00.0	2017-12-21 00:00:00.0	0	-0.027451		010103
010101	08	2017-09-27 00:00:00.0	2017-10-16 00:00:00.0	0	-0.00915		010104
010101	08	2018-01-03 00:00:00.0	2018-05-24 00:00:00.0	0	-0.055556		010105
010101	07	2017-08-16 00:00:00.0	2017-12-21 00:00:00.0	0	-0.055556		010106

The Adjusted FTE column will contain the CTE FTE amount that is being restored due to the approved override

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Office of Career Tech

- To contact the Office of Career Tech, districts should call the main number (877-644-6338) and ask for a Career Technical Education Data Manager
- Some instances where districts should contact the Office of Career Tech
  - Career Technical Overrides
  - CTE 26 approval process
  - CTE Accountability
  - CTE Report Card

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Introducing New CTE Reports

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NEW CTE Reports – Under Construction

- Concentrators
- Participants
- Assessments
- Enrollment – Now available as CTE FTE Daily Summary Reports
- CTE Report Card Measures

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CTE FTE Daily Summary Reports

- Contain student CTE FTE amounts as they relate to EMIS data submissions
- Should be reviewed to identify large changes in the amount of CTE FTEs being generated for specific time periods
- Have a report explanation available titled "Level 2 Report Explanation: CTE FTE Daily Summary Reports", which can be found at ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations

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CTE FTE Daily Summary Reports, cont'd

- (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - Contains CTE FTEs summed by CTE Fund Category Number
- (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
- (CTEA-009) CTE FTE Daily Summary Report – Transfers
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number

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Report Run Data

- Summary reports use CTE FTE data that was processed at specific times
- CTE FTEs are calculated when the data is processed
  - This is called a "Run"
- The columns contain data from the "prior run" which includes EMIS data from the last processing
- The columns then contain data from the second, third, and fourth prior run as well as weeks and months prior and include a thirty day average

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Report Run Data, cont'd

This is a segment of a CTE FTE Daily Summary Report
- Column headers represent dates on which the CTE FTE data was calculated
- The run data will not necessarily align with your data submissions

LATEST RUN	PRIOR RUN	SEC PRIOR RUN	THIRD PRIOR RUN	FOURTH PRIOR RUN	WEEK PRIOR RUN	TWO WEEK PRIOR RUN	MONTH PRIOR RUN	TWO MONTH PRIOR RUN	THIRTY DAY AVG
229.063646	229.063646	229.063646	229.063646	229.063646	229.06365	229.080318	229.164703	229.035622	228.320251
134.798718	134.798718	134.798718	134.798718	134.798718	134.798718	134.851459	127.623932	127.651716	134.986391
124.027574	124.027574	124.027574	124.027574	124.027574	124.027574	124.051879	123.961752	116.990446	124.031813
422.311821	422.311821	422.311821	422.311821	422.311821	422.311821	422.359702	422.572277	420.424685	408.665886

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Error Severity Codes

Error Severity looks at the Thirty Day Average value and compares it to the value from the Latest Run to draw attention to differences that may be of concern

The Fatal (F) in the first line indicates a drop from the Thirty Day Average value to zero

MNIFST CODE	RPT DEST IRN	ERR SEV CODE	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMBER	ITC SHORT NAME	ACTIVE FLAG	LATEST RUN	THIRTY DAY AVG
2018L2FNL	010101	F	SC0110	District is initially funded - no transfer	CTEA-008	1		Y	0	214.443993
2018L2FNL	010101	C	SC0110	District is initially funded - no transfer	CTEA-008	2		Y	100.061703	123.684276
2018L2FNL	010101	W	SC0110	District is initially funded - no transfer	CTEA-008	3		Y	112.475788	119.655085
2018L2FNL	010101	W	SC0110	District is initially funded - no transfer	CTEA-008	4		Y	502.269293	386.382531
2018L2FNL	010101	I	SC0110	District is initially funded - no transfer	CTEA-008	5		Y	386.382531	386.382531

Critical (C) indicates a decrease of 10% or more (but not to zero) in the Latest Run

Warning (W) indicates a decrease of 5% to 10% but not to zero or an increase of 20% or more

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(CTEA-007) CTE FTE Daily Summary Report – Students District is Educating

Fluctuation Example

6/9/2018

(CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District

Contains Result Codes indicating where student CTE FTE is initially funded to the entity receiving the report
- SC0110 – Student initially funded and there is no transfer of funds
- SC0120 – Student initially funded and funds are transferred to a JVSD
- SC0130 – Student initially funded and funds are transferred to a Community School/STEM
- SC0140 – Student initially funded and funds are transferred to another district

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CTEA-008 Example

Review the report to verify that all students who are initially funded at the entity receiving the report appear with correct and consistent CTE FTE values and look for fluctuations

MNIFST CODE	RPT DEST IRN	ERR SEV CODE	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMBER	ITC SHORT NAME	ACTIVE FLAG	LATEST RUN	PRIOR RUN	SEC PRIOR RUN	THIRD PRIOR RUN	FOURTH PRIOR RUN	WEEK PRIOR RUN	TWO WEEK PRIOR RUN	MONTH PRIOR RUN	TWO MONTH PRIOR RUN	THIRTY DAY AVG
2018L2FNL	010101		SC0110	District is initially funded - no transfer	CTEA-008	1		Y	124.320482	124.320482	124.320482	124.320482	124.320482	124.320482	124.320482	124.320482	124.32048	124.217065
2018L2FNL	010101		SC0110	District is initially funded - no transfer	CTEA-008	2		Y	44.198759	44.198759	44.198759	44.198759	44.198759	44.198759	44.198759	44.198759	44.198759	44.198759
2018L2FNL	010101		SC0110	District is initially funded - no transfer	CTEA-008	3		Y	11.782634	11.782634	11.782634	11.782634	11.782634	11.856309	11.892327	11.955831	12.223911	11.879417
2018L2FNL	010101		SC0110	District is initially funded - no transfer	CTEA-008	4		Y	15.460175	15.460175	15.460175	15.460175	15.460175	15.460175	15.460175	12.726839	15.460175	14.590477
2018L2FNL	010101		SC0110	District is initially funded - no transfer	CTEA-008	5		Y	34.16469	34.16469	34.16469	34.16469	34.16469	34.237074	34.281576	34.279451	34.274183	34.244221
2018L2FNL	010101		SC0120	District is initially funded - transfer to JVS	CTEA-008	1		Y	0.690242	0.690242	0.690242	0.690242	0.690242	0.690242	0.690242	0.690242	0.690242	0.827279
2018L2FNL	010101		SC0120	District is initially funded - transfer to JVS	CTEA-008	2		Y	2.54074	2.54074	2.54074	2.54074	2.54074	2.54074	2.54074	2.54074	2.54074	2.54074
2018L2FNL	010101		SC0120	District is initially funded - transfer to JVS	CTEA-008	4		Y	2.230881	2.230881	2.230881	2.230881	2.230881	2.230881	2.230881	2.230881	2.230881	2.176952
2018L2FNL	010101		SC0120	District is initially funded - transfer to JVS	CTEA-008	5		Y	0.124074	0.124074	0.124074	0.124074	0.124074	0.124074	0.124074	0.124074	0.124074	0.124074
2018L2FNL	010101		SC0130	District is initially funded - transfer to CS/STEM	CTEA-008	1		Y	2.537003	2.537003	2.537003	2.537003	2.537003	2.537003	2.537003	2.527949	2.083501	2.534945
2018L2FNL	010101		SC0130	District is initially funded - transfer to CS/STEM	CTEA-008	4			1.827725	1.827725	1.827725	1.827725	1.827725	1.827725				
2018L2FNL	010101		SC0130	District is initially funded - transfer to CS/STEM	CTEA-008	5		Y	0.650152	0.650152	0.650152	0.650152	0.650152	0.650152	0			
2018L2FNL	010101		SC0140	District is initially funded - transfer to another district	CTEA-008	1			2.751138	2.751138	2.751138	2.751138	2.751138	2.751138	2			
2018L2FNL	010101		SC0140	District is initially funded - transfer to another district	CTEA-008	2		Y	2.998402	2.998402	2.998402	2.998402	2.998402	2.998402	2.998402	2.998402	2.998402	2.998402
2018L2FNL	010101		SC0140	District is initially funded - transfer to another district	CTEA-008	4		Y	0.486108	0.486108	0.486108	0.486108	0.486108	0.486108	0.486108	0.486108	0.494637	0.464012
2018L2FNL	010101	W	SC0130	District is initially funded - transfer to CS/STEM	CTEA-008	3		Y	2.304469	2.304469	2.304469	2.304469	2.304469	2.304469	1.55596	1.55596	0.118449	1.896191
									249.067674	249.067674	249.067674	249.067674	249.067674	249.213733	248.545744	245.864733	245.27147	247.918281

2.304469   1.896191

Note the Warning (W) in the last row on the report due to the increase of more than 20% between the Thirty Day Average and the Latest Run

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(CTEA-009) CTE FTE Daily Summary Report - Transfers

Contains Result Codes indicating where student CTE FTE is transferred to or from the entity receiving the report

- SC0150 – Open enrolled student funded elsewhere, funding transferred in
- SC0160 – Open enrolled student funding initially received, funding transferred out
- SC0170 – Non open enrolled student funded elsewhere, funding transferred in
- SC0180 – Non open enrolled student initially funded, funding transferred out
- SC0190 – Student educated at community school or STEM, funding transferred in to the community school or STEM
- SC0200 – Student educated at a community school or STEM, funding transferred out from the resident district

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CTEA-009 Example

Review the report to verify that all students who have funds transferred appear with correct and consistent CTE FTE values and watch for fluctuations

MNIFST CODE	RPT DEST IRN	ERR SEV CODE	TRNSFR TO IRN	INIT FUND IRN	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMBER	ITC SHORT NAME	ACTIVE FLAG	LATEST RUN	PRIOR RUN	SEC PRIOR RUN	THIRD PRIOR RUN	FOURTH PRIOR RUN	WEEK PRIOR RUN	TWO WEEK PRIOR RUN	MONTH PRIOR RUN	TWO MONTH PRIOR RUN	THIRTY DAY AVG
2018L2FNL	######	I		######	SC0150	Transfers In - Open-enrollment	CTEA-009	1		Y	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889	0.138889
2018L2FNL	######	I		######	SC0150	Transfers In - Open-enrollment	CTEA-009	4		Y	0.624997	0.624997	0.624997	0.624997	0.624997	0.624997	0.624997	0.624997	0.624997	0.612371
2018L2FNL	######	I	######		SC0160	Transfers Out - Open -enrollment	CTEA-009	2		Y	-1.110185	-1.110185	-1.110185	-1.110185	-1.110185	-1.110185	-1.110185	-1.110185	-1.110185	-1.110185
2018L2FNL	######	I	######		SC0160	Transfers Out - Open -enrollment	CTEA-009	4		Y	-1.005186	-1.005186	-1.005186	-1.005186	-1.005186	-1.005186	-1.005186	-1.005186	-1.005186	-0.968082
2018L2FNL	######	I		######	SC0170	Transfers In - Other adjustments	CTEA-009	1		Y	1.64267	1.64267	1.64267	1.64267	1.64267	1.64267	1.64267	1.64267	1.64267	1.64267
2018L2FNL	######	I		######	SC0170	Transfers In - Other adjustments	CTEA-009	4		Y	0.462001	0.462001	0.462001	0.462001	0.462001	0.462001	0.462001	0.462001	0.462001	0.462001
2018L2FNL	######	I	######		SC0180	Transfers Out - Other adjustments	CTEA-009	1		Y	-2.617804	-2.617804	-2.617804	-2.617804	-2.617804	-2.617804	-2.617804	-2.617804	-0.988174	-2.617804
2018L2FNL	######	I	######		SC0180	Transfers Out - Other adjustments	CTEA-009	2		Y	-2.998402	-2.998402	-2.998402	-2.998402	-2.998402	-2.998402	-2.998402	-2.998402	-2.998402	-2.998402
2018L2FNL	######	I	######		SC0180	Transfers Out - Other adjustments	CTEA-009	4		Y	-0.486108	-0.486108	-0.486108	-0.486108	-0.486108	-0.486108	-0.486108	-0.486108	-0.494637	-0.464012
2018L2FNL	######	I		######	SC0190	Transfers In - Community/STEM	CTEA-009	1		Y	0.36413	0.36413	0.36413	0.36413	0.36413	0.36413	0.36413	0.36413	0.32826	0.359881
2018L2FNL	######	I		######	SC0190	Transfers In - Community/STEM	CTEA-009	2		Y	0.132609	0.132609	0.132609	0.132609	0.132609	0.132609	0.132609	0.19782		
2018L2FNL	######	I	######		SC0200	Transfers Out - Community/STEM	CTEA-009	2		Y	-1.726133	-1.726133	-1.726133	-1.726133	-1.726133	-1.726133	-1.71707			
2018L2FNL	######	I	######		SC0200	Transfers Out - Community/STEM	CTEA-009	4		Y	-1.827725	-1.827725	-1.827725	-1.827725	-1.827725	-1.827725	-1.82772			
2018L2FNL	######	I		######	SC0200	Transfers Out - Community/STEM	CTEA-009	1		Y	-0.130435	-0.130435	-0.130435	-0.130435	-0.130435	-0.130435	-0.130435	-0.130435	-0.130435	-0.130435
2018L2FNL	######	W	######		SC0200	Transfers Out - Community/STEM	CTEA-009	3		Y	-1.497018	-1.497018	-1.497018	-1.497018	-1.497018	-1.497018	-0.748509	-0.748509	0	-1.08874

1.497018   1.08874

Note the Warning (W) in the last row on the report due to the increase of more than 20% between the thirty day average and the latest run

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Summary

- The CTE reports contain data to verify and issues to correct
- The troubleshooting process requires interaction between the CTE FTE Detail Report and the error reports
- Use the CTE FTE Summary Reports to verify data and to compare data from previous versions of the reports
- Confirm that corrections have been made in the source system and that new EMIS data has been submitted in order for CTE reports to be updated

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Resources

- http://education.ohio.gov
  - Current EMIS Manual
    - ODE Home > Topics > Data > EMIS > Documentation > EMIS Manual
  - CTE FTE Reports
    - ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
  - ODE Career Tech main page
    - ODE Home > Topics > Career Tech > Resources > FY 2018 Program and Assessment Matrix
- Your ITC

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Questions?

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