



# ODE ITC EMIS Training

November 2017

# The Usual Reminders

- ▶ Manual sections posted after this training prevail in a conflict between this presentation and the manual
- ▶ Some questions may be deferred to helpdesk
- ▶ Hierarchy of support
  - ▶ EMIS Manual
  - ▶ EMIS Coordinator
  - ▶ ITC
  - ▶ Helpdesk

# Topics

## ▶ Student (S) Collections

- ▶ Updates
- ▶ New Data Collector report: Federal Child Count Report

## ▶ Initial Staff/Course (L) Collection

- ▶ Updates
- ▶ New Data Collector report: Teacher Licensure Course Status Report

## ▶ ODDEX Updates

# STUDENT (S) COLLECTIONS

# Students in Foster Care and ESSA

Many non-EMIS related provisions went into effect December 10, 2016

- ODE Home > District and School Continuous Improvement > Foster Care
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# Foster Care – Example 1

Resident of A, foster placed to B, attending A

‣ District A

- How Received (FS180) = Option “C”
- How Received IRN (FS190) = District A
- County of Residence (FS370) = District B
- Sent To (FS200) = NA

‣ District B

- No reporting requirements

# Foster Care – Example 2

Resident of A, foster placed to B, foster placed to C, attending B

- District A
  - Sent To (FS200) = Option “FC”
  - Sent To IRN (FS210) = District B
- District B
  - Resident District IRN (FS150) = District A
  - How Received (FS180) = Option “C”
  - How Received IRN (FS190) = District A
  - County of Residence (FS370) = District C
- District C
  - No reporting requirements

# Foster Care – Example 3

Resident of A, attending B/JVS, foster placed to C/out of jointure

- District A

- How Received (FS180) = Option “C”
- How Received IRN (FS190) = District A
- County of Residence (FS370) = District C
- Sent To (FS200) = Option “JV”
- Sent To IRN (FS210) = District B/JVS

- District B/JVS

- How Received IRN (FS190) = District A

- District C/out of jointure

- No reporting requirements



# Student Attributes – No Date (FN) Record Elements Removed

- ▶ Math Diagnostic Result (FN360)
- ▶ Writing Diagnostic Result (FN380)

# FEDERAL CHILD COUNT REPORT DATA REVIEW

# Federal Child Count (FCC) Report

- ▶ Indicates the number of students included in in the count
  - ▶ All students with a disability condition who have a valid IEP in place as of October 31
    - ▶ Identified and served
- ▶ Based on data submitted in Beginning of Year Student (S) Collections

# EMIS Data Sources

- ▶ Student Demographic (GI) Record
  - ▶ Date of Birth (GI070)
    - ▶ Only students ages 3 through 21 as of October 31
- ▶ Student Standing (FS) Record
  - ▶ Only records where October 31 is between Effective Start Date (FS060) and Effective End Date (FS090)

# EMIS Data Sources, cont.

- ▶ Student Attributes – Effective Date (FD) Record
  - Disability Condition (FD130)
    - Only FD Records where October 31 is between FS Effective Start Date (FS060) and FS Effective End Date (FS090)
- ▶ Student Attributes – No Date (FN) Record
  - Updated October 31 IEP Outcome (FN270)
    - Only used if non-\*\*\*\* value

# EMIS Data Sources, cont.

## Student Special Education (GE) Record

- ▶ Included in FCC if:
  - ▶ Reported in current or prior End of Year Student (S) Collection
  - ▶ Date Type (GE100) ends with “IEP”
  - ▶ October 31 is between Outcome Beginning Date (GE140) and Outcome End Date (GE150)
  - ▶ GI/FS/FD/FN records also reported by same district

# FEDERAL CHILD COUNT REPORT REVIEW

# Federal Child Count (FCC) Report

- ▶ Two reports
  - ▶ FCCD-001 Federal Child Count Detail
  - ▶ FCCS-001 Federal Child Count Statement of Assurances
- ▶ Available via Data Collector as Level 2
  - ▶ Beginning of Year Student (S) Collection
  - ▶ SOES Beginning of Year Student (S) Collection



# FCC Detail Report

## ▶ Building IRN

▶ Attending Building IRN (FS160) reported as of close of Beginning of Year Student (S) Collections

## ▶ EMIS ID, Name

LEA IRN	Bldg IRN	SSID	EMIS ID	LASTNAME	FIRSTNAME	MIDDLENAME
000222	Not Available	AA0001234	Not Available	Not Available	Not Available	Not Available
000222	Not Available	BB0012345	Not Available	Not Available	Not Available	Not Available
000222	Not Available	CC0123456	Not Available	Not Available	Not Available	Not Available
000222	Not Available	DD1234567	Not Available	Not Available	Not Available	Not Available

# FCC Detail Report, cont.

## ▶ Fed CCT Status Code

- ▶ Combined Source and Status codes

## ▶ Fed CCT LRE Code

- ▶ Blank counts back at resident district
- ▶ IE39 populated by ODE if Sent To is AU or JP

FED CCT STATUS CODE	FED CCT FLAG	FED CCT LRE CODE	LEGAL DIST OF RES IRN	DISAB CNDTN CODE	STDNT AGE NUMBER	DIST LRE SRC CODE
FC0002	N		000222	12	4	5
FC0004	Y	IENS	000222	15	12	7
FC0005	N		000222	09	11	8
FC0008	Y	IE13	000222	10	12	9

# FCC Detail Report, cont.

## ▶ New: Fed CCT Alt IRN

- ▶ IRN = ODE determined where student will count
- ▶ Blank = ODE could not determine

## ▶ Admsn Date

- ▶ Informational only

FED CCT ALT IRN	ADMSN DATE	SENT REASON 1 CODE	SENT TO 1 LEA IRN	SENT REASON 2 CODE	SENT TO 2 LEA IRN	LEVEL 2 REC TYPE CODE
001001	2017-01-26	AU	020202			FCCD-001
001001	2015-09-01	JV	020202			FCCD-001
001001	2016-10-04	MR	020202			FCCD-001
001001	2017-01-20	SE	020202			FCCD-001

# FCC Statement of Assurances Report

DISAB CNDTN CODE	DISABILITY DESCR	STUDENT COUNTS
--	3, 4, and 5 Year Olds With a disability (Any)	47
01	Multiple Disabilities (other than Deaf-Blind)	15
02	Deaf-Blindness	1
03	Deafness (Hearing Impairment)	3
04	Visual Impairments	1
05	Speech and Language Impairments	37
06	Orthopedic Impairments	2
08	Emotional Disturbance (SBH)	15
09	Intellectual Disabilities (Formerly Mental Retardation or -see Mar	47
10	Specific Learning Disabilities	129
12	Autism	29
13	Traumatic Brain Injury (TBI)	3
14	Other Health Impaired (Major)	0
15	Other Health Impaired (Minor)	68
16	Developmental Delay	0

# Troubleshooting - Where To Look

- ▶ Student software
  - Ensure data is accurate at the source
- ▶ EMIS Manual
  - 2.2 Student Demographic (GI) Record
  - 2.4 Student Standing (FS) Record
  - 2.5 Student Attributes – Effective Date (FD) Record
  - 2.6 Student Attributes – No Date (FN) Record
  - 2.13 Student Special Education (GE) Record
- ▶ Federal Child Count Report Explanation
- ▶ EMIS Alliance training and materials

# INITIAL STAFF/COURSE (L) COLLECTION

# Initial Staff/Course (L) Collection

- ▶ Three FY18 Changes cancelled
  - All Social Studies courses as core courses
  - Reverse check on HQT vs. Proper cert
  - Employee Licensure Status Report
- ▶ Reminder – Location IRN (CN110) reporting for preschool courses
  - Report the IRN where the course is being taught

# Principal Assurances Report

- ▶ Available towards close or after close of Initial Staff/Course (L) Collection
- ▶ Includes CORE courses only
- ▶ Sorted by building and teacher



# TEACHER LICENSURE COURSE STATUS REPORT DATA REVIEW

# Teacher Licensure Course Status Report

- ▶ Short name – TLC Status Report
- ▶ Combines Invalid Cert and HQT Reports
- ▶ Level 2 Validation Report
- ▶ Indicates proper cert status of each course
- ▶ Indicates HQT status of each course
- ▶ Initial Staff/Course (L) Collection

# EMIS Data Sources

- ▶ Data types used to generate report
  - ▶ Calendar
  - ▶ Course
  - ▶ Staff
  - ▶ Student
- ▶ Report uses data as of the processing date

# Course Data

- ▶ Report course data for the entire school year
- ▶ Course Master (CN) Record
  - ▶ Curriculum Code
  - ▶ Delivery Method
  - ▶ Educational Option Code
  - ▶ Student Population
  - ▶ Subject Code
  - ▶ *Local Classroom Code*
  - ▶ Course Start Date – not on report
  - ▶ Course End Date – not on report

# Course Data, cont.

## ▶ Staff Course (CU) Record

- ▶ *Employee ID*
- ▶ *Local Classroom Code*
- ▶ Staff Course Start Date – not on report
- ▶ Staff Course End Date – not on report

## ▶ Student Course (GN) Record

- ▶ Course Enrollment Start Date – not on report
- ▶ Course Enrollment End Date – not on report
- ▶ *Local Classroom Code*

# Staff Data

- ▶ Report all staff employed for FY18 in the Initial Staff and Course (L) Collection
- ▶ Include separated staff
- ▶ Report staff changes as they occur
- ▶ Data submitted in Initial Staff and Course (L) Collection is the Source for Local Report Card measures

# Staff Data, cont.

- ▶ Staff Employment (CK) Record
  - *Employee ID*
  - Building IRN
  - District IRN
- ▶ Staff Demographic (CI) Record
  - *Employee ID*
  - First Name
  - Last Name
  - Middle Name
  - Education Level – not on report

# Staff Data, cont.

## Staff Course (CU) Record

- ▶ Highly Qualified Teacher Element (CU100)
- ▶ Report for each teacher for each course they teach



# Teacher of Record

- ▶ The individual who is responsible for
  - ▶ The majority of instruction
  - ▶ Assigning student grades
- ▶ Must have proper credential(s) to teach the subject, student population, and grade level
- ▶ Must have a Staff Course (CU) Record reported by the district

# Multiple Teachers of Record

- ▶ More than one teacher over the duration of the course
  - The teacher with the most days appears on the report
- ▶ Co-teachers
  - Equal time? Then the teacher with proper certification appears on the report
  - Unequal time? Then the teacher with the most time will appear on the report

# Student Data

- ▶ Report all students in course
- ▶ Student Attributes (FD) Record
  - ▶ Disability Condition (FD130)
  - ▶ State Equivalent Grade Level (FD090)
  - ▶ Neither appear on the report, used to derive values on the report

# Other Data

## ▶ EMIS

### ▶ Calendar (DL) Record

- ▶ Used when determining a “course” calendar
- ▶ Used for choosing teacher
- ▶ Used when determining which students to count in the class

## ▶ Non-EMIS

### ▶ ODE CORE Educator Profile

- ▶ Used to verify teacher credentials
- ▶ Accessible from within SAFE account
- ▶ Publicly accessible

# TLC STATUS REPORT REVIEW

# Report Format

## “New” columns

- Report Destination IRN
- Accountability IRN
- Reported HQT IRN
- Provider IRN
- Result Code
- Severity Code
- HQT flag
- HQT value

# Report Format, cont.

## “Deleted” columns

- Position Code
- Position Code Description
- Assignment Area
- Assignment Area Description

# TLC Status Report

- ▶ Staff ID = Employee ID data element in EMIS
  - ▶ Employee ID is on multiple EMIS records
  - ▶ Source for report is Staff Demographic (CI) Record
    - ▶ Element CI050
- ▶ Local Classroom Code is on multiple records
  - ▶ Source for report is Course Master (CN) Record
    - ▶ Element CN060



# TLC Status Report, cont.

Columns that assist with identifying potential data and credential issues

- Disability Type Indicator
- Disability Type Indicator Description
- Proper Cert Flag
- Check Type Code
- Result Code
- Severity Code

# Proper Cert Flag

- ▶ Generated for each Course Master (CN) Record
- ▶ Proper Cert Flag = Y
  - Match between course, staff, and CORE data
  - Staff member *meets* licensure requirements for course
- ▶ Proper Cert Flag = N
  - No exact match on all data points
  - Staff member *does not meet* licensure requirements for course

# Result Code and Severity Code

<b>Result Code</b>	<b>Result Code Description—<i>DRAFT</i></b>	<b>Severity Code</b>
TL0001	Course is Properly Certified and Course is HQT or Not Included	I
TL0002	Course is Properly Certified and HQT Reported but Course Not Included	I
TL0003	Course is Properly Certified and HQT Reported as No	W
TL0004	Course is Properly Certified but Incorrectly reported as Not-Required-Defaults to No	C
TL0005	No students scheduled into the course	C
TL0006	No current credential, incorrect credential or incorrect student population and HQT Flag Set to N	F
TL0007	A substitute credential is not valid as the teacher of record in a traditional district and HQT Flag Set to N	F
TL0008	Org IRNs are not matching and HQT Flag Set to N	F

# Disability Type Indicator

- ▶ Derived from
  - ▶ Student Population as reported by district
  - ▶ Count of students in course by disability condition
- ▶ Most common
  - ▶ **C** – Student Population of D8 or SE; *more than 50% of the students* in the course have a disability condition
  - ▶ **D** – Student Population of DP, D8, SE, or SP; *50% or fewer students* in the course have a disability condition
  - ▶ **Z** – Student Population of PR or RG

# Check Type Code

- ▶ Course Master (CN) Record elements
  - ▶ Educational Option
  - ▶ Student Population
  - ▶ Delivery Method
  - ▶ Curriculum Code
- ▶ District Type (per OEDS)
  - ▶ Is entity a community school?
- ▶ Most commonly occurring Check Type Codes
  - ▶ R – Regular
  - ▶ S – Special Situation
  - ▶ C – Community School

# TLC STATUS REPORT

# TROUBLESHOOTING

# Where To Look

- ▶ Student software
  - Ensure data is accurate at the source
- ▶ EMIS Manual
  - 2.5 Student Attributes – Effective Date (FD) Record
  - 3.3 Staff Demographic (CI) Record
  - 3.4 Staff Employment (CK) Record
  - 4.2 Course Master (CN) Record
  - 4.3 Staff Course (CU) Record
  - 4.4 Student Course (GN) Record
- ▶ TLC Status Report Explanation

# Where To Look, cont.

- ▶ ODE CORE Educator Profile
  - ▶ Can be viewed through Safe Account
  - ▶ ODE Home > Topics > Teaching > Educator Licenses > Educator Profile Search
- ▶ EMIS Certification and Licensure Search
  - ▶ ODE Home > Topics > Data > EMIS > Certification and Licensure Search
- ▶ Certification and Licensure Dictionary
  - ▶ ODE Home > Topics > Teaching > Educator Licenses > Additional information > Certification and Licensure Dictionary



# ODE Certification and Licensure Search Tool – Main Page

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- » [Resources](#)
- » [EMIS Technical Documentation](#)
- » [Certification and Licensure Search](#)

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## Certification and Licensure Search

This resource was created to assist districts in validating data that appear on the Invalid\_Cert\_Course Report generated by EMIS. The search has been updated with **FY2017** data. For a list of the current subject codes, please see Section 4.7 of the EMIS Manual.

[Search for Regular Teaching Certificates and Licenses](#)

This search is for situations where a course master has been submitted and the student population is PR or RG (i.e., regular education courses). Every permissible combination is not found in this search. For instance, situations in which a teacher is required to have multiple teaching fields or multiple credentials do not appear.

Note that the general rule for elementary credentials (i.e., Kindergarten-Primary (KP), Kindergarten-Elementary (KE), Elementary (EL), Early Childhood (EC)) allows the teachers who hold these credentials to teach any course within the relevant grade range. These situations are not reflected within this search tool. An exception to this rule is for those initially hired on or after July 1, 2013, to teach physical education. These teachers must be licensed in PE and are included in this search tool.

For questions regarding Invalid\_Cert reports, please contact EMIS via the helpdesk. For questions regarding teacher assignments, please contact the Office of Educator Licensure.

OR

[Search for Special Education Teaching Certificates and Licenses](#)

This section is for courses reported with student populations of DP, D8, GA, GE, SE, and SP (i.e., special education courses).

# Example 1

- ▶ Number of students = 10
- ▶ Student Population = SE
  - ▶ 5 students *have* a disability condition
  - ▶ 5 students *do not have* a disability condition
- ▶ Disability Type Indicator = D
  - ▶ Student Population of DP, D8, SE, or SP: **50% or fewer** students in the course have a disability condition
- ▶ Check Type = R – Regular
- ▶ License type = IL – Intervention Specialist
- ▶ Proper Cert Flag = N

# Example 2

- ▶ Subject Code = 050106 Reading 7-8
- ▶ Students = Twelve 7<sup>th</sup> graders
- ▶ License type = AD – Adolescence to Young Adult (7-12)
- ▶ Teaching field = 050000 English
- ▶ Student Population = RG – Regular/General Students K-12
- ▶ Check type = R – Regular
- ▶ Proper Cert Flag = N

# Example 3

- ▶ Subject Code = 110301 Algebra 1
- ▶ License type = MC – Middle Childhood (4-9)
- ▶ Students = Twelve 9<sup>th</sup> graders, fifteen 10<sup>th</sup> graders
- ▶ Proper Cert Flag = N

# Example 4

- ▶ Subject Code = 110175 Mathematics 7-8
- ▶ License type = AD – Adolescence to Young Adult (7-12)
- ▶ Student = One 6<sup>th</sup> grader (subject accelerated)
- ▶ Proper Cert Flag = N

# Other Considerations

- ▶ Employee ID begin with a Z on the report?
  - ▶ No credential, so flag = N
- ▶ Teacher credential expired/not yet valid?
  - ▶ Look in CORE
- ▶ Is there a “valid in” IRN on the credential?
  - ▶ If there is, is there a match in the hierarchy?
  - ▶ Look in CORE
- ▶ Are students enrolled in the course?
  - ▶ Look at student counts on report
  - ▶ Student Course (GN) Records

# Elements to Consider

- ▶ Subject Code
- ▶ Student Population
- ▶ Disability Type
- ▶ Student Counts
- ▶ Credential
  - Type
  - Teaching Field
  - Dates
  - Valid in IRN

# ODDEX

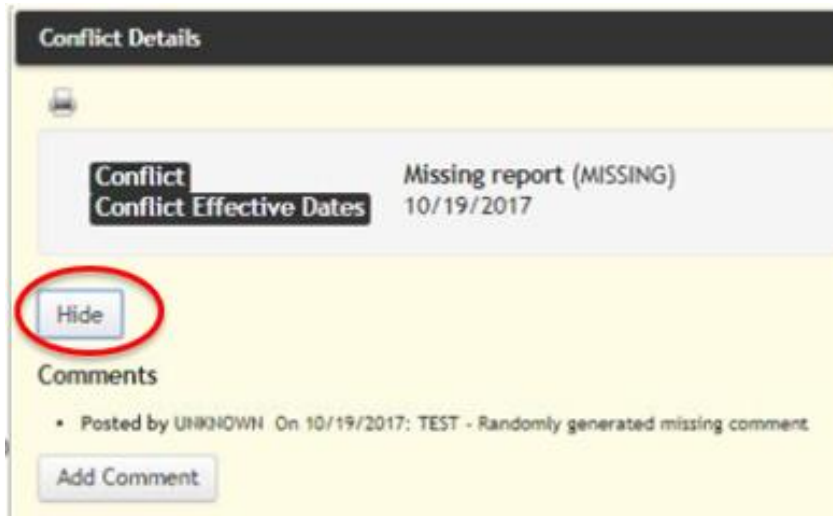


# ODDEX – Enhancements

- ▶ Calendars – community school sponsors able to approve calendar previously rejected and able to reject calendar previously approved
- ▶ SCR – rules for AFIC and AFPY modified to only generate conflicts when admitting students who withdrew from prior district with 41 or 45 withdrawal codes

# ODDEX – Enhancements, cont.

- ▶ SCR – rules for AFIC and AFPY modified to better check withdrawals and admissions occurring during summer months
- ▶ SCR – ability to hide/unhide conflicts



# ODDEX – Enhancements, cont.

- ▶ SCR – ability to run queries excluding hidden conflicts
- ▶ CCP – student/course and agreements now show as aged out if over 45 days with no activity

The screenshot displays a search interface with the following elements:

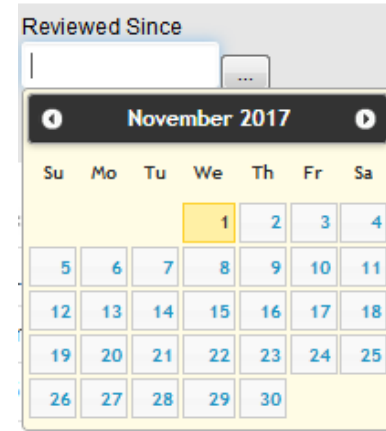
- Last Name:** Text input field.
- First Name:** Text input field.
- SSID:** Text input field.
- Gender:** Dropdown menu.
- Display Mode:** Dropdown menu with "Conflicts" selected.
- Conflict Status:** Dropdown menu.
- Exclude Inactive:** Unchecked checkbox.
- Exclude Hidden:** Checked checkbox, highlighted with a red circle.
- Find:** Blue button.
- Clear:** Light blue button.
- Export:** Light gray button.

# ODDEX – Enhancements, cont.

- ▶ SOES – ability to escalate student record to Area Coordinator
  - ▶ Flag must be 14 days old
  - ▶ Same functionality as Tuition
- ▶ Reports coming to ODDDEX
  - ▶ CCP – funding report for LEA and HE
  - ▶ Tuition – similar to Data Collector report
- ▶ Watch ODDDEX Release Notes for additional History Assessment tab OEDS roles

# ODDEX – Enhancements, cont.

- ▶ Tuition – new Find option
  - Reviewed Since



- ▶ Tuition – label consistency between summary screen header and filter dropdown header
  - Resident/Paying
  - Educating/Receiving

# Questions?



[education.ohio.gov](http://education.ohio.gov)

# Social Media

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ohio-department-of-education

**Storify**

storify.com/ohioEdDept

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