2022 Fall

OEDSA Conference

Frontline Education EMIS Updates

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Agenda

New FW Record Reporting Process

New FW Student Follow-Up Data Reporting

Student Follow-Up Process

- New FW Student Follow-Up Record Process
  - New functionality included in 22.1.0 in October
  - YOU DO NOT HAVE TO USE THE FLAT FILE EDITOR!!

Student Follow-Up Process

- ODE expects to release the file to districts starting in October

- Districts will download the CSV file option
  - You may edit the file prior to uploading or save all edits to do in the maintenance screen
  - No students should be added to the file by you!
  - No students should be removed from the file by you!
  - Do NOT modify any values in any of the following existing columns in the file:
    - Data Group Flags (Career-Tech WFD, Graduate, or Students with Disabilities Post-School Engagement)
    - Responsible LEA IRN
    - Career-Technical Education Program of Concentration
      - Career-Technical Follow-up LEA IRN
      - Graduate Follow-up LEA IRN
      - Students with Disabilities Follow-Up LEA IRN
    - Student Program of Concentration

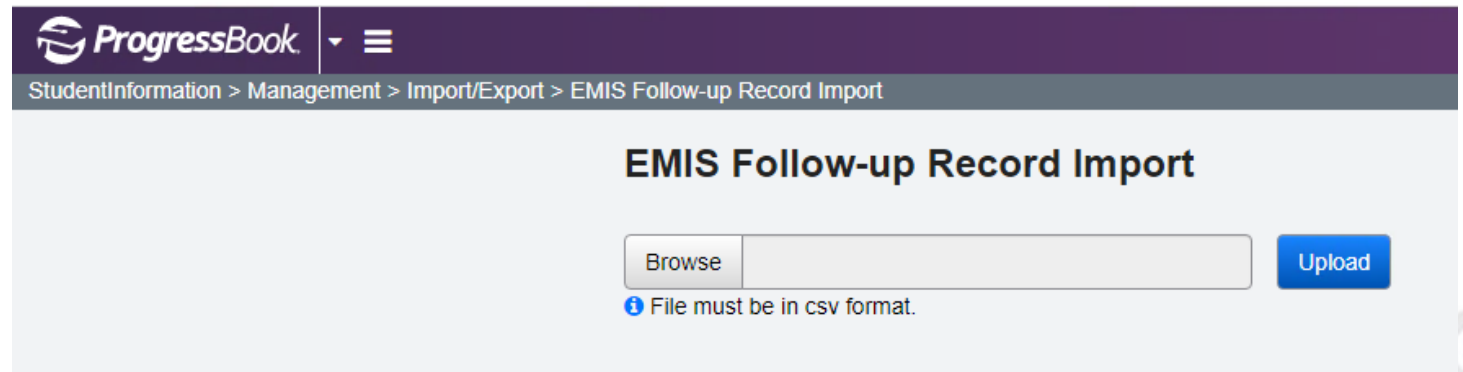# Student Follow-Up Process Overview

- Processes to complete reporting of the file will be performed at the district level

- All students will be maintained on one screen, students cannot be put into context and do not link to last year's records, however, last year's data is available to view if needed (change context back to last year)

- Districts will import their file

- Once the file is imported, use the maintenance screen to update students individually or use the mass update feature to update students

- Once updates have been made, use the EMIS FW File Transfer to transfer the file (in flat file format) back to ODE

- Rinse and Repeat!

Student Follow-Up Process – Import the File

- With the district level in context, navigate to StudentInformation > Management > Import/Export > EMIS Follow-up Record Import

- Browse for the file (must be in csv format). Click Upload to load your file.

- ODE will be sending the SSID as the main student Identifier for the students.

Student Follow-up Process – Import the File

EMIS Follow-up Record Import

Warning! Import completed with errors.

List Of Errors On Import

Line Number	Message
12	No name values associated with record
16	No name values associated with record
25	No name values associated with record
31	No EMISID value in record
33	No EMISID value in record
35	No EMISID value in record
36	No EMISID value in record
37	No EMISID value in record

Start Over

- Records are checked to make sure Identifying values exist on the records

- Records missing name values or SSID will not be imported

- Review your CSV file and use filters to locate potential records that will not be imported and make corrections

- (References to EMISID are actually SSID. The manual calls the field EMIS Student ID)

Student Follow-up Records Importing Tips

- When importing a file, headers are not read so you will never get an error about a header mismatch

- Data is read from the column order as defined in the FW Record layout in the EMIS Manual

- ODE will be adding some additional indicators to the record to indicate students that were originally in the file but have since been removed (Update Date, Create Date, Result Code, Result Code Description, Active Flag, EMIS ID, Building IRN, Severity, Level 2 Record Type)

- Additional students may also be added to your file by ODE. If ODE adds students, import the file containing the new students and they will be added to the group of existing student records

Student Follow-up Process – Maintenance Screen

- **With the district in context, navigate to StudentInformation > EMIS > Maintenance > Exiting Student Follow-up Records**

- **When the screen displays, you will have the option of filtering based on the Data Group flag values for students you wish to work with**

StudentInformation > EMIS > Maintenance > Exiting Student Follow-up Records   [Find Students]   [Go To]

Exiting Student Follow-up Records

Data Group to Display ℹ
- ☑ Prior Year Graduates
- ☐ Exiting CTE Concentrators
- ☐ Exiting Students With A Disability

Save Records

Aa-Ba Ba-Bi Bi-Br Br-Ca Ca-Ch Ch-Cr Cr-De De-Dv Ea-Fa Fa-Fu Fu-Gr Gr-Ha Ha-Hi Hi-Is Ja-Ko Ko-Le Le-Ma Ma-Mc Mc-Mo Mo-No No-Pa Pa-Po Po-Re Re-Ru Ry-Sh Sh-St St-Ta Ta-To To-Vo Vo-Wi Wi-Za

| | Student Name | EMIS ID | Employment | | | | | | | Apprenticeship | | Post-secondary Education | | | | Military | Other | |
			Employment Status	Career Field	Typical Hours Per Week	Employment Duration	Compensation Type	Employment Setting	Advancement Opportunity	Status	Type	Status	Type	Advanced Training	Enrollment Duration	Enlistment Status	Service Program Status	Other Follow-up Status
☐			Y - Ye			Y - Ye	Y - Ye											
☐	Aaron, Judith	A27271120	Y - Ye	** - Nc	** - Nc	* - No	* - No	* - No	* - No	* - Un	* - Stu	* - Un	** - St	* - No	* - No	* - Un	* - Un	* - No
☐	Abbott, Juan	269151485	* - Un	** - Nc	** - Nc	* - No	* - No	* - No	* - No	* - Un	* - Stu	* - Un	** - St	* - No	* - No	* - Un	* - Un	* - No

Exiting Student Follow-up Maintenance

- Students in the selected Data Group(s) will be displayed

- Letter selection to take you to students with last names in the selected range

- All elements that need updated are displayed with dropdown values for each element

Exiting Student Follow-up Maintenance

Notes about using the screen

- When selecting one or more Data Groups to display students, only students that have the value of 'Y' for the selected data group(s) will be displayed

- When you first display the screen, students in the Graduates data group are displayed by default

- When you select a new data group, the screen will refresh automatically

- Students listed on the page are automatically sorted based on the first alpha name range of Aa-Ba
  - If no students are displayed, it is because there are no students in the selected Data Group that have a last name that falls within the Aa-Ba name range. Simply select a different name range until students appear.

Exiting Student Follow-up Maintenance

Hover over a student to see additional information on the student's record

Student Follow-Up Process – Maintenance Screen

- **The 'Find' feature that can be accessed in the upper right corner of the browser can be used to find an individual student on the current screen so that you can go to the exact student you're looking for but you must also have the name range the name falls in selected**
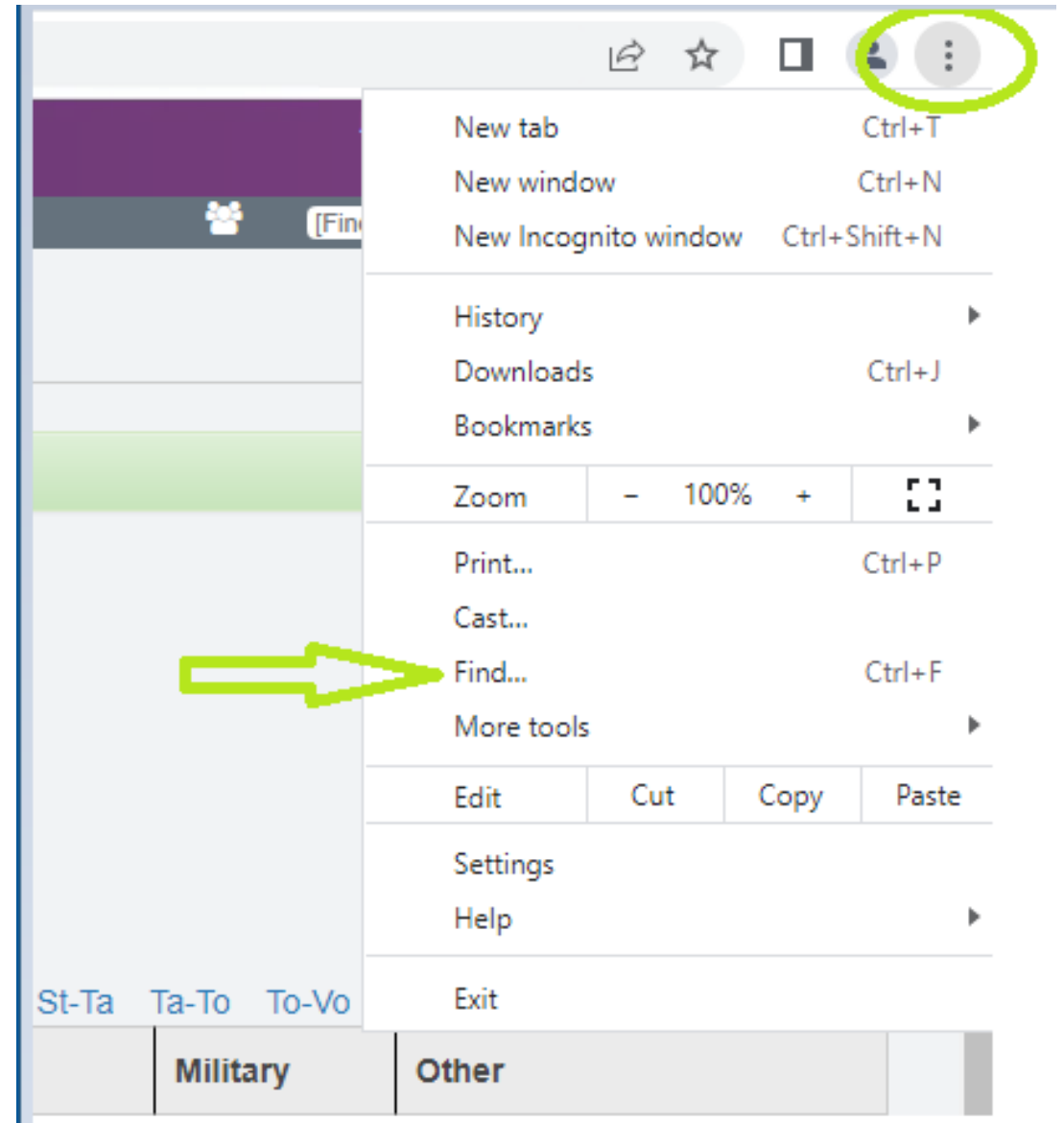
Exiting Student Follow-Up Maintenance – Using Mass Update Feature

- Check the box beside students you wish to mass update

- Select the dropdown value(s) to be updated to all selected students

- Click the Save Records button to save your changes. Look for the Success message at the top of the page

Exiting Student Follow-up Maintenance

- Student Checkboxes and Mass Update dropdowns are not cleared when records are saved. To clear student checkboxes, click the 'All Students' checkbox at the top of the column to check, and then uncheck all students

- For the dropdown value that was selected for the mass update, select the blank option if you're finished with that option

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Exiting Student Follow-up - Transfer

- Once updates have been completed, with the district in context, navigate to StudentInformation > EMIS > Student Reporting Collection (S) to transfer records to the data collector

- A record for every student that was in your original file needs to be returned to ODE regardless of whether it's been updated

- The FW Transfer file will be a <u>FLAT File</u>, not CSV. ODE will only accept flat files

- Choose the option to transfer to the data collector as you do for all other files

Exiting Student follow-up Reporting

- ODE's file may eventually contain some additional columns to indicate records that were added or records that should be removed

- The initial release of the process will not take those new columns into consideration

- Once we get through the first cycle, we can make adjustments to the screen and the process to make it as efficient and streamline as possible

22.1.0 EMIS Updates

DN Medical Attributes

- **Inhaler Collection –** used to report the dates and amounts of inhalers procured and inhalers used

Inhaler Collection ℹ️

	Date	Inhaler Attribute	Number of Inhalers
🗑️	9/19/2022	Number of inhalers used on date	200
🗑️	9/19/2022	Number of inhalers procured on date	353

Add New

Starting in 2022-2023, Community schools must report all medical group attributes (EMIS change #23-96)

DN Medical Attributes

- **Epinephrine Collection** – attributes in this group are used to report the dates and amounts of epinephrine autoinjectors procured and distributed

- Report a record for the date of each procurement or distribution over the school year

Epinephrine Collection ℹ

	Date	Epinephrine Attribute	Number of Doses
🗑	9/19/2022	Number of epinephrine autoinjectors used on date	55
🗑	9/19/2022	Number of epinephrine autoinjectors procured	105

Add New

DN Medical Attributes

- **Diabetes Care Collection** – attributes in this group are used to report the data associated with the student diabetes care

- Unlike other attributes, only two records are reported for this category

Diabetes Care Collection ⓘ

	Diabetes Care Attribute	Number of Students or Number of Errors
🗑	Number of errors administering diabetes medication	2
🗑	Number of enrolled students with diabetes	652

Add New

Special Education Events – New Extended Services Indicator

New Extended Services indicator – Report Y , N, or * - Not applicable to indicate whether student qualifies for extended school year services per the IEP

- Related program (Special Ed Imports, Ad Hoc Reports) updates to accommodate new field
- Defaults to * if no value is specified

CORE Subject Area & Subject Area for Credit Updates

- *New CORE subject area codes added for Non-CORE Summary records and Graduate CORE Summary records to align with the Subject Area for Credit codes on the Course Master Records*

- *CORE Overflow records – All new codes from last year and this year added & up-to-date starting in the 22/23 school year*
  - If you make any updates to courses, just make sure you rerun the Non-Graduate CORE summary in Update mode before submitting

- Use the reports in Ad Hoc reports to verify records under the EMIS folder
  - Period S Core Summary
  - Period G Core Summary

Student Acceleration (FB) Record Updates

- The Accelerated Status Flag field has been added. The default is set to 'N', change to 'Y' where appropriate

- The fields Accelerated Assessment Flag and Accessibility Accountability IRN have been removed

- FB Transfer updated to the new layout

- Corresponding Ad Hoc reports & views have been updated

StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)

Student Acceleration (FB)

From this page, you can display, add, change and delete student acceleration records.

Assessment Area:*   M - Mathematics

Accelerated Level Count:*   1

Accelerated Status Flag:*   Y

Save   Save and New   Cancel

New Program of Concentration Codes

- New Program of Concentration Codes added to Edit Student Profile and all pages that work with the codes

CTE PROGRAM AREA	NEW PROGRAM OF CONCENTRATION CODE ADDED
3 – Business and Administration Services	C5 – Logistics and Supply Change Management
6 – Engineering and Science Technologies	F7 – Robotics
9 – Health Science	JN – Therapeutic Services
14 – Manufacturing Technologies	R8 - Metallurgy

Reporting Preschool Courses

- For change 23-72, preschool courses are to be reported as self-contained courses. Subject codes previously used have been removed. The following codes were eliminated:
    - 280050 – Early Education (Ages 0-2)
    - 180280 – Title I Preschool
    - 196095 – Early Education of the Handicapped (for children below 6)

- Use Subject code '180108' to report preschool classes for PS students.

- Use 'INVSUBJ' on the Period L Verify menu to locate any courses that have invalid subject codes assigned

Remove References to OGT Assessments

- References to OGT have been updated to reflect that they are now used for Alternate Assessments

- OGT records still exist and will display on RXXX reports designed to include them

- OGT link on the assessment menu now reads 'HS Alternate Assessment'

- Verify – Student Ohio Graduation Test option no longer displays for the 'S' Collection and the 'A' Collection

- EMIS Transfer options have been renamed to HS Alternate Assessment

Preschool Reporting

- Change 23-52 to add the value of * for Preschool Students to the English Learner Status element has been withdrawn

- Students that had the code before it was removed can be identified by running Student Verification. the following error should display for them:

LCE: - FD - 8/1/2022 - English Learner has an invalid option specified: * (F)

- Also in this change, program code '235100 – Preschool Student Identified as an English Learner' was added but has since been removed. Any student program records for this code were also removed

22.1.0 Bug Fixes

- **#19607 – Edit Calendar Percentages –** corrected an issue where student calendar percentages were being reset when Sub-Calendar Maintenance screen was saved without making any changes.

- **#20156 - EZ Query – EZ Students -** if End of Course Assessment scores had been manually entered, then in EZ Students – Shared Student Data, when viewing assessment data, End of Course records did not include the Scaled Score for the manually entered records.

- **#19180 – EZ Query SIS Student Search -** If users selected to include the field 'Latest Third Grade Reading Promotion Status, the output incorrectly excluded the value for all students but the first one on the list

- **#16727 - Using Withdrawn to IRN on the Building Withdraw student screen** for an intra-district transfer caused the 'Pending Enrollment' to display after registration was completed. now, Pending Enrollment alerts no longer display once the student has been registered.

22.0.0 EMIS Updates
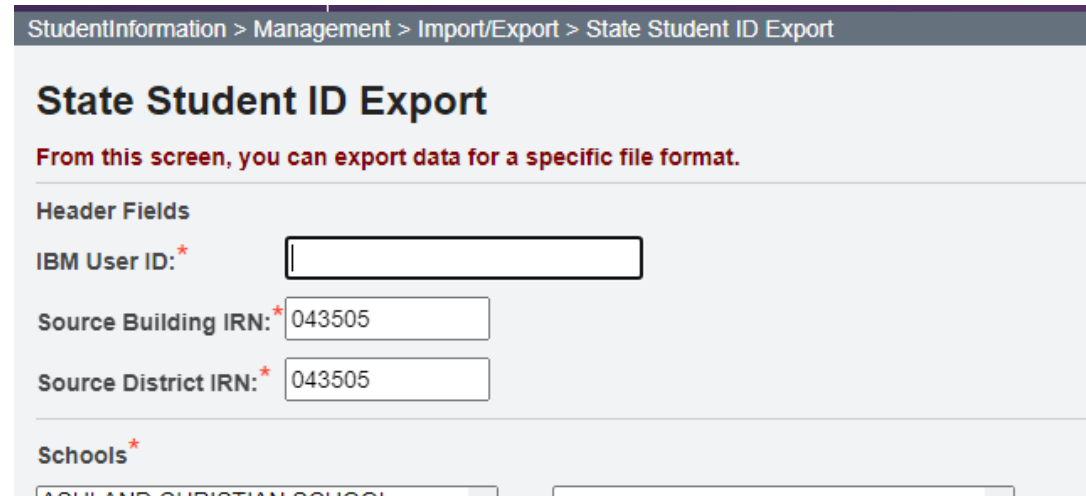
CTE Student OCTCA Assessment Codes

- For FY23, the new assessment codes have been added. These codes have also been linked to the appropriate Subject Code:

CODE	DESCRIPTION
LYT4	Unmanned Aircraft Systems
LYU0	Automotive Braking Systems
LYU1	Automotive Steering and Suspension Systems
LYU2	Truck Braking Systems
LYU3	Truck Steering and Suspension Systems

State Student ID Export

- #17438 – Corrected an issue where the report wasn't producing any error messages for students who were missing a required element to obtain an SSID

- Also corrected an issue where the export was producing a blank file unless students were scheduled into Kindergarten classes

StudentInformation > Management > Import/Export > State Student ID Export

State Student ID Export

From this screen, you can export data for a specific file format.

Header Fields

IBM User ID:*

Source Building IRN:* 043505

Source District IRN:* 043505

Schools*

ASHLAND CHRISTIAN SCHOOL

Graduation Exemptions Import

- New Import to enable you to import a CSV file of student exemptions and diploma seals values.

- Import template available on the documentation site

- When creating your import file, the only required column headers to include are StudentID, LastName and FirstName. Also include a column for any of the exemptions or seals listed in the documentation.

- When importing graduation seals, if the student has Earned the seal, it is not necessary to import both 'Plans to Earn' and 'Earned' for the same seal.

- If you've previously reported a program code for 'Plans to Earn' for a seal and the student has no earned the seal, it is not necessary to remove the check from the 'Plans to Earn' checkbox.

- Graduation Seals are not school year specific so any seals reported last year will be included in the GQ Program file again this year for any student enrolled in 22-23.

ALT OELPA Assessment Pre-ID

- New layout was published for the Ohio Statewide Assessments for 2022-2023

- If you are creating a file for the OELPA, there is a new column that needs to be added for Test Eligibility: Alternate OELPA. If you have students that will be taking this assessment, you will need to:
  - Add the column header 'Test Eligibility: Alternate OELPA to the end of your pre-ID file
  - For students taking the test, their row will need updated to have one of the following values in the record:
    - Y = Eligible
    - N = Not eligible
    - Blank = Not eligible

    This value doesn't exist in StudentInformation

    The OELPA Pre-ID output file will be updated in the 22.2.0 release

22.0.0 Bug Fixes

- #17128 – District-wide Membership Report (R500) - when filtering on specific program codes, the report also included students with no program code selected. The report was updated to correctly filter on program code when specified

- #18158 – Calendar Exception Management – when a Master Calendar had a date set as a holiday and a Sub-Calendar set the same date as an attending day, if a student had an absence on this date, it was not being recorded and the student showed as non-absent. This has been resolved

- #17345 – Family Groups – if a student withdrew from the district and then later re-enrolled at another building in the same district, same school year, the student was showing 'Inactive' on the Family Groups screen. The issue was corrected and students no longer show as Inactive.

EMIS Reminders

FR Student Mark Record Reporting

Beginning of the year reminders!

If you haven't already, you'll need to update the EMIS values for each record on the following screens.   EMIS values were NOT copied up from last year!

1. You must have a finalized schedule.   Everyone should have this now that school has started.
2. Update the EMIS Term Column for each reporting term where marks are expected to be reported with an EMIS Term value.
3. Marks Maintenance – Update the EMIS Grade value for any mark that will be reported.   This includes both alpha and numeric marks.
4. If the marking patterns in your building changed from what they were last year, your reporting term configuration may look different.

Reporting FR Records

- When students withdraw from a course section, the following rules apply:
  - If no final mark exists for the course section, an FR record is included indicating the student withdrew from the class and did not complete
  - If a mark exists, an FR record is included in the transfer file and it contains the mark the student received in the course section.
  - In either condition, the drop date must be _after_ the course term start date for the course section to be considered withdrawn
  - Course section assignments that were 'Removed' are not included in the file.

  Remember, starting this year, records are reported throughout the school year – not just for the end of term or end of school year!

Reporting Work-Based Learning Hours

- Work-Based Learning information has been added to the Graduation Exemptions screen for inclusion on the Graduation Plan report, however, there is additional data that must be reported for students participating in Work-Based Learning. The Hours recorded on Graduation exemptions do not currently initiate a program/membership record for the student/code.

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Code	EMIS Program Code	Name ▲
305016	305016	Apprenticeship Acceptance
305018	305018	Apprenticeship Completion
305014	305014	Apprenticeship/Pre-apprenticeship
305003	305003	Career Assessment - requires employee State ID
305010	305010	CTE Single Parent Subgroup
305012	305012	Internship Completion
305008	305008	Job for Ohio's Graduates (JOG)
305099	305099	Other Work-Based Learning
305007	305007	Work Experience and Career Exploration Program (WECEP)

Code	EMIS Program Code	Name ▲
310040	310040	Work Based Learning < 40 hours
310249	310249	Work Based Learning 100-249 hours
310499	310499	Work Based Learning 250-499 hours
310099	310099	Work Based Learning 40-99 hours
310500	310500	Work Based Learning 500+ hours

Any Questions?

Thank You