

FEBRUARY 2024 EMIS WEBINAR



DATE: February 7, 2024

PRESENTED BY: Janice Ditto, Management Council
Student Information State Support Team

Agenda

- KRA
 - OST (NGA & EOC) Assessments with Accommodations
 - Civil Rights
 - Expulsions and Attendance
 - New Count of Graduation Credits at Entry
 - ODE EMIS Change 24-40
 - Reading Diagnostics & Tier I Dyslexia Screener
 - Reporting Student Contact Records
 - ODE EMIS Change 24-101
 - Questions?
-
- Next EMIS Webinar [March 20, 2024 @ 10 a.m.](#)



KRA READY TO UPLOAD AND REPORT

KRA Results Ready to be Downloaded and Reported!!



Created by Janice Ditto

Just a moment ago • 2 min read • Analytics

Districts have begun receiving communication that the KRA results are ready. Thanks to one of the ITCs, results have been downloaded for a district and uploaded without error. It is believed that districts can begin downloading and uploading into StudentInformation as needed. This is an excerpt from the communication.

"Thank you for your continued efforts to support teaching and learning in kindergarten. Here are some important updates about the Kindergarten Readiness Assessment Revised:

KRA-R Reports

We sincerely apologize for the issues and delays with the Kindergarten Readiness Assessment Revised Scale Score Reports. The Kindergarten Readiness Assessment Revised (KRA-R) Scale Score Reports and Individual Student Reports (ISR) are available now to data managers and teachers in the [Ready for Kindergarten Online \(KReady\) system](#). If you generated a KRA Scale Score Report prior to January 20, 2024, please do not use those files. Generate a new file to download and share with local EMIS coordinators.

Reports for district and school administrators and data displays are also available within the KReady system. Please note that the reports are large files and may show in "queuing" status for up to 24 hours after they are requested. You can find more information on how to run a Scale Score Report in the KRA Data Manager User Manual.

The [Scale Score Report](#) includes all students in your district with each individual item score, KRA overall scores, and domain scores. The Scale Score Report can be downloaded from the KReady system and used for EMIS reporting. The [KRA Scale Score Report Definition of Fields](#) document outlines and describes each of the data fields in the report. The EMIS Reporting window will be extended."



KRA READY TO UPLOAD AND REPORT

- Two formats are available for download and import to StudentInformation
 - By Code
 - By Name
- For some districts either of these downloads work without issue, for some districts when selecting the 'by Code' option, two column headers needed to be updated as follows and then they will load
 - Column N: change school_ID to BuildingIn
 - Column P: change district_ID to DistrictIn
- Some districts need to make updates to the KRA file prior to importing – usually if the file has been opened. These are as follows:
 - DOB formatting updated to MM/DD/YYYY
 - School IRN & District IRN need reformatted to 6 digits to include the leading zeroes
- We have found that the import takes longer than normal, and some districts receive an error message, but then find that the results have loaded

OST (NGA&EOC) ASSESSMENT IMPORTS WITH ACCOMMODATIONS

- ODE Change 24-5 Adds options for Type of Accommodation; 4 new accommodation types to be added to StudentInformation
 - Y4 STR format taken with both 504 plan and EL accommodations other than the use of a dictionary and/or extended time
 - Y5 STR format taken with both 504 plan and IEP accommodations
 - Y6 STR format taken with both IEP and EL accommodations other than the use of a dictionary and/or extended time
 - Y7 STR format taken with both 504 plan, IEP and EL accommodations other than the use of a dictionary and/or extended time
- When the OST Assessment Layout for 23/24 changed, the accommodations logic was updated to continue to match for the Y1, Y2 and Y3 accommodations – the Y4, Y5, Y6 and Y7 were not added
- PBSIS-30848 has been added to update the logic and include these new accommodations



OST (NGA&EOC) ASSESSMENT IMPORTS WITH ACCOMMODATIONS

- This is the current logic applied when importing the OST (NGA & EOC) assessments

ACCOM Value to Load	Test Type (STR or ALT)	(138) LEP Value	(141) 504 Plan Value	(142) IEP	(146) Accom ELA or	(147) Accom MAT or	(148) Accom SS or	(149) Accom Sci
Y1	STR	N	Y	N	Y	Y	Y	Y
Y2	STR	N	N	Y	Y	Y	Y	Y
Y3	STR	Y	N	N	Y	Y	Y	Y
NO*	STR	Y	N	Y	Y	Y	Y	Y
NO*	STR	Y	Y	Y	Y	Y	Y	Y
NO*	STR	N	Y	Y	Y	Y	Y	Y
NO*	STR	Y	Y	N	Y	Y	Y	Y
NO	STR	N	N	N	N	N	N	N
NO	STR	Y	N	N	N	N	N	N
NO	STR	N	Y	N	N	N	N	N
NO	STR	N	N	Y	N	N	N	N
NO	ALT							

- The updates are made depending upon the values contained in each row in the results layout, and the accommodation value is updated to the value displayed in the column 'ACCOM Value to load' for that row
- Updates to any fall NGA need to be made by March 1 and updates to fall EOC need to be made by March 21



OST (NGA&EOC) ASSESSMENT IMPORTS WITH ACCOMMODATIONS

- Once the update is in place, the accommodation values will update according to this logic which includes the new accommodation values

ACCOM Value to Load	Test Type (STR or ALT)	(138) EL Value	(141) 504 Plan Value	(142) IEP	(146) Accom ELA or	(147) Accom MAT or	(148) Accom SS or	(149) Accom Sci
Y1	STR	N	Y	N	Y	Y	Y	Y
Y2	STR	N	N	Y	Y	Y	Y	Y
Y3	STR	Y	N	N	Y	Y	Y	Y
Y4	STR	Y	Y	N	Y	Y	Y	Y
Y5	STR	N	Y	Y	Y	Y	Y	Y
Y6	STR	Y	N	Y	Y	Y	Y	Y
Y7	STR	Y	Y	Y	Y	Y	Y	Y
NO	STR	Y	N	Y	N	N	N	N
NO	STR	Y	Y	Y	N	N	N	N
NO	STR	N	Y	Y	N	N	N	N
NO	STR	Y	Y	N	N	N	N	N
NO	STR	N	N	N	N	N	N	N
NO	STR	Y	N	N	N	N	N	N
NO	STR	N	Y	N	N	N	N	N
NO	STR	N	N	Y	N	N	N	N
NO	ALT							



OST (NGA&EOC) ASSESSMENT IMPORTS WITH ACCOMMODATIONS

- Once the update is in place, the accommodation values will update according to this logic – at the present time, the new accommodations can be selected from the dropdown

Edit 03 English Language Arts Result

Period of Test: Fall Block

Fiscal Year of Test: 2024

Building of Test: 040618 - BRIDGEPORT ELEMENTARY

Grade at Time of Test: 03 - Third Grade

Required Test Type: STR - Standard

Score Not Reported: * - Option Not Applicable, Student took Test

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score: Y1 - Student took STR format of assessment with 504 accommodations
Y2 - Student took STR format of assessment with IEP accommodations
Y3 - Student took STR format of assessment with LEP accommodations other
Y4 - Student took STR format of assessment with both 504 and EL accom.
Y5 - Student took STR format of assessment with both 504 and IEP accom.
Y6 - Student took STR format of assessment with both IEP and EL accom.
Y7 - Student took STR format of assessment with 504, IEP and EL accom.

Performance Level:

Update Cancel

- The EMIS Reporting window for the spring NGA and EOC assessments opens on 2/22/24 and closes 7/17/24
- Districts may want to hold off on importing any results files for these assessments until the PBSIS-30848 is released; or once the 23.3 release is applied with the fix, they can reload the assessment results and it will overwrite any previously loaded records



CIVIL RIGHTS

- Civil Rights reporting window closes February 26, 2024
- PBSIS-30776 The 21/22 Civil Rights .csv file is producing errors when uploaded to the CRDC due to incorrect values in two column headers; column headers CAE and CAF
 - ❖ Work Around - Update the following headers & resave the .csv file
 - ❖ Column CAE: from SCH_HBALLEGATIONS_REL_CHRN to SCH_HBALLEGATIONS_REL_OTHCHRN
 - ❖ Column CAF: from SCH_HBALLEGATIONS_REL_OTHR to SCH_HBALLEGATIONS_REL_OTHREL

CIVIL RIGHTS

- PBSIS-30784 Two column headers (SCH_ALGPASS_G07 and SCH_ALGENR_G07) are included in the 21/22 .csv Civil Rights Report output that should not be, and error when uploaded to the CRDC. This issue is resolved by removing the columns listed below, and resaving the file prior to uploading
 - KN: SCH_ALGENR_G07
 - LP: SCH_ALGPASS_G07
- SISPB-I-575 RDC Manual Civil Rights Data Entry Screen should have all zeroes or No values when created for a new year (prior year data should be removed)
- PBSIS-30112 Include Null responses in verification of Manual Civil Rights Data Page – will save blank responses for questions without red asterisk



CIVIL RIGHTS

- PBSIS-30156 Remove Asterisks from Manual Civil Rights Data Entry Page – numerous fields on the manual data entry screen do not need to have a value if the preceding questions would lead to no response in the subsequent areas. This will allow the values in those areas to be left blank which would let the when the .csv file be blank as well

WHEN to REPORT ZERO (0) and WHEN to USE BLANKS (i.e., NULL VALUES)

Zeros represent an actual count or number for fields that are applicable to a given school or LEA. Report a zero ("0") only if the LEA has collected the information and the amount to report for that field is zero. Do not report a "0" for data not collected. Leave a field blank if the LEA does not collect data for that field, if the amount asked is unknown, or if the question does not apply to the LEA.

NOT APPLICABLE (NA) and ZERO (0) AUTOFILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any female students who are English learners (EL), then other tables that ask for counts of female students who are EL will be automatically filled with a zero.



EXPULSIONS AND ATTENDANCE

- Attendance needs to be calculated for students who are expelled and receiving services/instruction – this should be updated in the next release
- Ex. a student is receiving half time (50%) services while serving an expulsion, and the standard day is 6 hours, then a total of 3 hours should count in attendance or absence depending on if the student attends
- We are working with ODE to determine whether these hours should be included in the HB410 attendance
- PBSIS-30598 Attendance to be included for EX-expelled, receiving education/services



NEW COUNT OF GRADUATION CREDITS AT ENTRY

- Districts are likely seeing warning errors on their FN records submitted to the Data Collector
- The fix for this issue is PBSIS-28343 FY24 Add New Count of Graduation Credits at Entry in the FN transfer record, and will resolve that issue once V.23.3 is available and applied
- One item your districts can be doing now to help be prepared for the updates required for reporting this value for students who are newly enrolled with an admission date of 7/1/23 or after for 23/24 is as follows:
 - For newly enrolled students as well as any students who may have received Manually Entered Course History, be sure to complete the Date Completed value on the Course Details screen (screenshot on future slide); this permits summer courses and courses transferred in for new students to be included in the count of graduation credits



NEW COUNT OF GRADUATION CREDITS AT ENTRY

- Districts will want to be sure to complete this value so that the credits are included in the calculation. This should also be filled in for any summer courses of students who are not newly enrolled so that the count is correct for them as well (and since these were entered in the prior year of 22/23, they will be picked up in the Non-Grad Core summary when it is run for 22/23)
- If there is no date completed, then the system will look at the school year of manually entered courses. For the current school year (23/24), if the school year of the course is 23/24 and there is no date completed value, the course credits will show in their Count of Graduation Credits.
- Districts may want to make a habit of completing this field for all Manually Entered Courses from this point forward



NEW COUNT OF GRADUATION CREDITS AT ENTRY

Manually Entered Course
From this screen, you can display, add, change and delete data pertaining to manually entered courses.

School Year of Manually Entered Course: 2022-2023 ←

Course Details **Student Marks**

Select a course from the school year selected to auto populate the fields:

Course: Auto Populate

Code: Subject Area:

Abbreviation: Area of Study:

Short Name: Level of Difficulty:

Name: Add On Category:

Section: Hours of Instruction:

Transfer Code: Attempted Credits:

Date Completed: Mark Bump:

Ratio Denominator: Rank Weight:

College Credits Earned: Only required if the course is for college credit

Grade Level: 09 - 09 This is the student's grade level from the student profile for the selected school year

- Once all of the above is completed, there will be a new selection on the Period S Verify/Update options called Update – Count of Graduation Credits at Entry (once v. 23.3 is available)
- This option will calculate and populate the value for returning students based on their Non-graduate Course History for the prior year; and for newly enrolled students from their manual course history for courses completed prior to their admission date



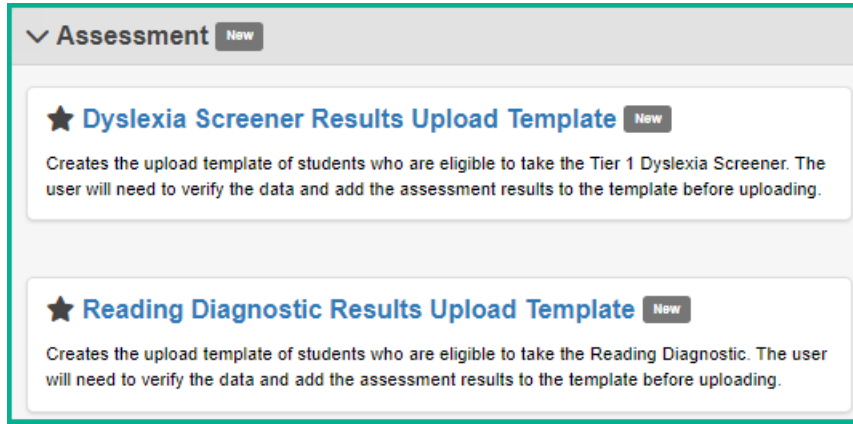
ODE EMIS CHANGE 24-40

- This change is to update the Student Course Grade Records to permit students in grades 6-8 to be included in the transfer files to ODE
- This is not required, but is optional and will be added to StudentInformation in FY25
- The story is PBSIS-29811 FY24 - Update FR Collection to include Grade 6-8 courses. Once completed, it will include courses with the following EMIS Subject Codes:
 - Subject codes for 6-8 Math:
 - 110150 - Mathematics 4-6
 - 110175 - Mathematics 7-8
 - 110060 - Advanced Mathematics 7
 - 110065 - Advanced Mathematics 8
 - Subject codes for 6-8 English
 - 050154 - Integrated English Language Arts 4-6
 - 050156 - Integrated English Language Arts 7-8



READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- Both reports are available in the Analytics Hub

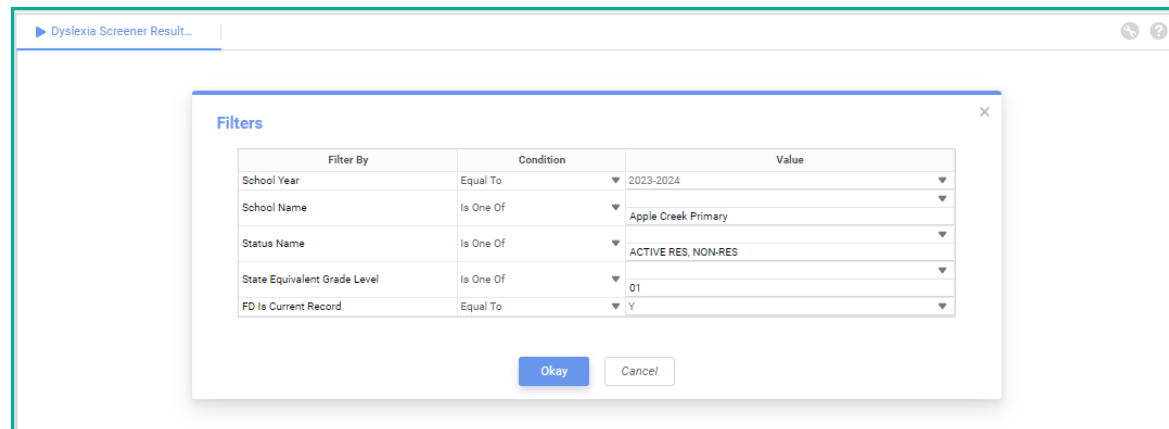


- When v.23.3 is released, each completed report/template will be uploaded under the StudentInformation > SIS > Assessment > Assessment Imports screen
- Once the assessment type is selected – either the Reading Diagnostics or the Tier 1 Dyslexia Screener – users will need to select the appropriate Assessment Vendor from the dropdown that appears



READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- The available codes listed will be those that are listed in the EMIS Manual for each of the assessment types
- The designation of either RD or DS assessment type is automatically populated in the transfer file for these assessments based on the selected import
- You will note that on the templates, when you select a specific set of students Column B contains a guid for the students pulled from the application; when manually adding students onto one of these templates, you will not have a guid and that is ok. It is not required to import.



The screenshot shows a software window titled "Dyslexia Screener Result...". Inside, a "Filters" dialog box is open, displaying a table with filter criteria. The table has three columns: "Filter By", "Condition", and "Value".

Filter By	Condition	Value
School Year	Equal To	2023-2024
School Name	Is One Of	Apple Creek Primary
Status Name	Is One Of	ACTIVE RES, NON-RES
State Equivalent Grade Level	Is One Of	01
FD Is Current Record	Equal To	Y

At the bottom of the "Filters" dialog are "Okay" and "Cancel" buttons.



READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- Once the file has been created, it can be downloaded into a .csv file

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	district_IRN	student_id (DO NOT MODIFY)	district_s	state_studer	school_IRN	student_first_name	student_n	student_last_nam	dob	Grade Level	disability_cr	ell_lep	Accommod	Assessmen	Test Date (MM/DD/YYYY)	Score
2	123456	5a8846e7-da9f-471c-b79b-af1f00b82168	102040	HC1111111	234567	SAMANTHA		SMITH	6/3/2017	1		N	**	DS		
3	123456	a127a907-1125-4175-8530-ac2900cba7ab	102041	RK2222222	234567	SARAH		SMITH	6/3/2016	1		N	**	DS		
4																
5																

- Student data can be added for any students that need to be added to the import
- Column O and Column P will need to be updated with the Test Date and Score values for each student; this can be done in whatever method works best for your district, ex. Excel V-Lookup, manually update, sort both files alphabetically and pull in the test data with copy and paste
- No guid required for manually entered students
- Once data is entered be sure to save the file in a .csv format to upload when ready



REPORTING FF & FG (STUDENT CONTACT) RECORDS FOR TRADITIONAL DISTRICTS

- A recent EMIS change provided traditional districts the opportunity to report the Student Contact Records (FF & FG)
- Traditional districts must set up NCES Contact codes at the district level to be able to utilize them
- ODE accepted NCES codes are located in the EMIS Manual, Section 2.19

StudentInformation > Management > School Administration > Student Codes Administration > Contact Type Codes

Contact Type Codes Maintenance

From this screen, you can display, add, change and delete contact type codes.

Add Contact Type CodeMap Professional Contact Codes

		Code	Name ▲	Description	Count	District Codes	Professional Contact	NCES Contact Type	Active
		A	Aunt	Aunt	1299	-- Select a Professional Code -- ▾		1720 - Aunt	
		BR	Brother	Brother	246	-- Select a Professional Code -- ▾		1722 - Brother, natural/adoptive	
		G	Court Appointed Guardian	Court Appointed Guardian	208	-- Select a Professional Code -- ▾		1753 - Court appointed guardian	
		DAYC	Day Care Center	Day Care Center	3	-- Select a Professional Code -- ▾			



REPORTING CN, CU AND FS RECORDS FOR STUDENTS ATTENDING OST FOR A TOTAL PERCENT OF TIME MORE THAN 100%

- ODE EMIS Change 24-101 – CTE at Ohio Technical Centers (OTCs)
- This change should be implemented in StudentInformation in the very near future – no release should be required
- Updates to include:
 - New EMIS Situations
 - New Delivery Method
 - New Sent to Reason
- Waiting to hear from ODE that the Data Collector is ready to accept the new options



Questions?

Remember, this year
we have an extra day
in February!!



Next Webinar:

March 20, 2024, 10:00 a.m.

Registration is open