

# MAY 2024 EMIS WEBINAR



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DATE:

May 1, 2024

PRESENTED BY:

Janice Ditto, Management Council

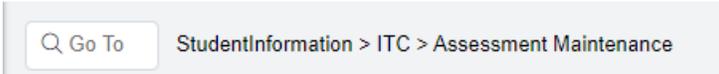
StudentInformation State Support Team

# Agenda

- Reading Diagnostics & Tier 1 Dyslexia Screener
  - Majority of Attendance/Expelled Students
  - Expelled Students/Assessments/Pre-ID
  - Count of Graduation Credits at Entry
  - Complete these Fall Initialization Tasks
  - Updating Totally Numeric EMIS IDs
  - Exiting Student Follow-up Records
  - Reminders
- 
- Next EMIS Webinar [June 26, 2024 @ 10 a.m.](#)



# READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- What to do if one of these assessments is imported with incorrect data?
- Assessments imported with wrong scores
  - Use the same import that was used when importing wrong scores
  - Update the wrong scores to the correct scores
  - Re-import the file being sure to select the **SAME** product name
  - The previously loaded records will be updated to reflect the correct score
- Assessments imported with wrong Product Code
  - These assessments must be removed
  - Must use 
  - Must run the process for every test date that was entered for said assessment
  - Prior to running the Assessment Maintenance, be sure to see if this was the only assessment imported for that district



# READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- Using the Assessment Maintenance to remove incorrectly loaded assessments (ITC Only)
  - Currently the Assessment Maintenance process removes assessments based on the assessment type and date
  - If a district gave more than one type of Reading Diagnostic, there could be two different Product Codes, but students who tested on the same date with different assessments, ex. LVRE and DERD
  - When running the Assessment Maintenance Product, you choose the assessment type, ex. Reading Diagnostic and the date of said assessment, there is no option for the Product Name
  - If Johnny took the LVRE on 11/1/23 and Jane took the DERD on 11/1/23, when using the Assessment Maintenance and choosing Reading Diagnostic with a date of 11/1/23, both assessments will be removed, even if you are only trying to remove the LVRE
  - As long as you have the import file for the second assessment type, you can reload it after all Assessment Maintenance is complete
  - PBSIS-32117 - Assessment Maintenance for Tier 1 Dyslexia Screener and Reading Diagnostics needs updated to include Product Name when deleting records



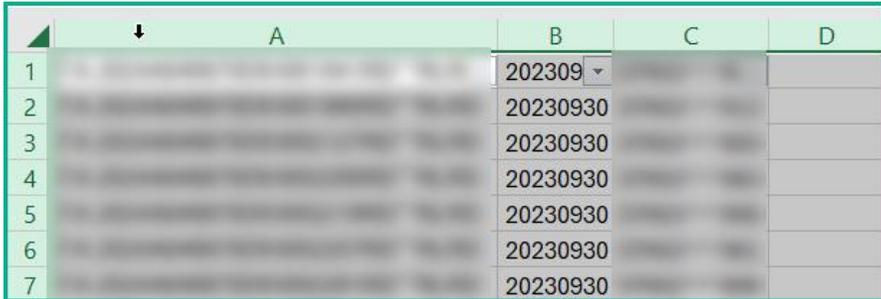
# READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- So I need to remove my assessment, how do I find all the dates?
  - Go to Period A and run the flat file assessment transfer (not to the Data Collector) for either the Reading Diagnostic or the Tier 1 Dyslexia Screener – this data will provide all dates for the assessment
  - Once the data is run, navigate to Settings/Management and open the link for the file
  - Use CTRL A to select all data and then CTRL C to copy it
  - Open an excel spreadsheet and using CTRL V paste the data into Column A1
  - Navigate to the Data tab, select Column A and choose Text to Columns, the Convert Text to Columns Wizard will pop up
  - Choose Fixed width, Click Next and set a column break at space 39 and again at space 47. This will separate the Test dates from the rest of the data, then click Finish
  - Your spreadsheet will now have 3 columns and Column B is all the dates the assessment was taken; Under the Home tab, navigate to Sort & Filter, Sort on Column B for A-Z and then add a filter
  - Now you can see all of the dates that the students were tested, and if there are too many to view at once, you can use the filter to go through them

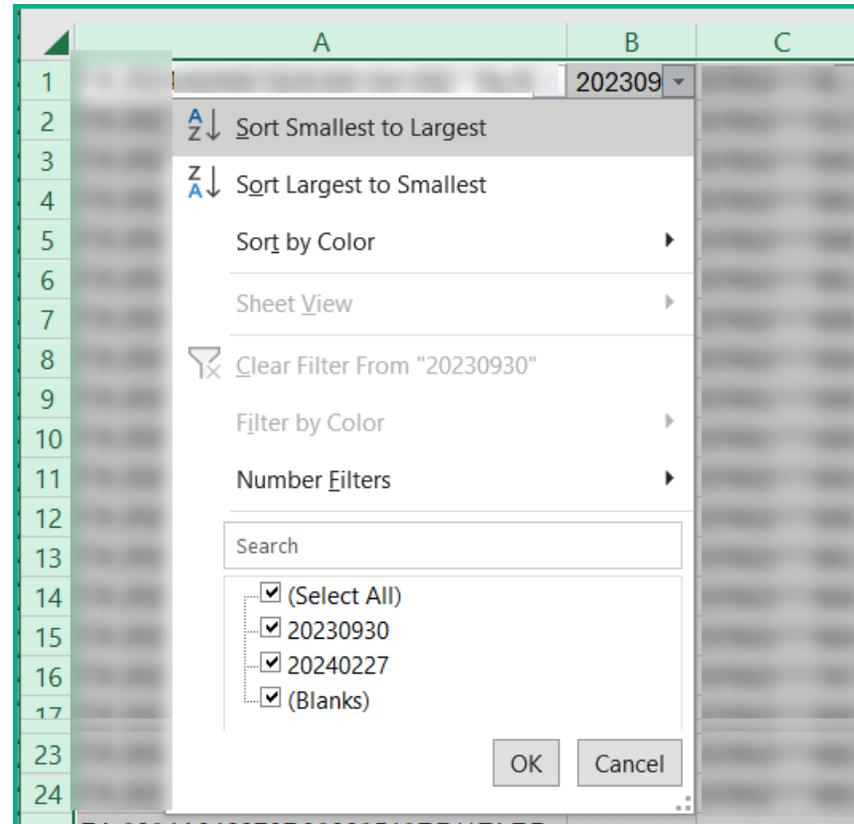


# READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- Spreadsheet examples



	A	B	C	D
1		202309		
2		20230930		
3		20230930		
4		20230930		
5		20230930		
6		20230930		
7		20230930		



The screenshot shows a spreadsheet with a filter menu open over column B. The menu options are:

- Sort Smallest to Largest
- Sort Largest to Smallest
- Sort by Color
- Sheet View
- Clear Filter From "20230930"
- Filter by Color
- Number Filters

Below the menu is a search box and a list of items to filter by:

- (Select All)
- 20230930
- 20240227
- (Blanks)

Buttons for OK and Cancel are at the bottom right of the menu.

# READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- Reading Diagnostic and Dyslexia Screener Reporting
- [FAQ \(posted April 23, 2024\)](#)
- Please also note that all scores are 3 digits – none of the reportable scores will be 4 digits

## Issues Reporting Certain Assessments

It has come to our attention that districts are facing issues reporting certain assessments per the guidance in the EMIS Manual. The following provides guidance that will allow districts to report.

Assessment	Assessment Type	Area Code	What to report in Score field
i-Ready for Tier 1 Dyslexia Screener	DS	CADF	"NBL" for No Observed Risk "BLW" for At Some Risk "BLW" for At Risk
Istation's Indicators of Progress Early Reading	DS	ISER	"MED" for Moderate
Amira Dyslexia Screener	DS	HMAD	Percentile
NWEA's MAP Reading Fluency	RD	NWMR	"0" for not on-track "1" for on-track
STAR CMB	RD	RLCB	Percentile

### ***i-Ready for Tier 1 Dyslexia Screener Reporting***

For districts using i-Ready's assessment as a Tier 1 Dyslexia Screener, they should report Assessment Area Code "CADF". The results received from the vendor should be reported as follows:

- No Observed Risk, report "NBL"
- At Some Risk, report "BLW"
- At Risk, report "BLW"

Districts are not required to report Assessment Area Code options CADI, CAIR, CAML, or CAPR for i-Ready's Tier 1 Dyslexia Screener results.

Districts that have already reported Tier 1 Dyslexia Screener results using CADI, CAML, or CAPR can leave the already reported data or can remove those records. The data will be ignored by the Department.

## READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- What do I do if I receive this error when importing? **Error! The INSERT statement conflicted with the FOREIGN KEY constraint "FK\_tblEMISAssessmentResult\_tblEMISAssessmentFormPart". The conflict occurred in database "DASL", table "dbo.tblEMISAssessmentFormPart", column 'EMISAssessmentFormPartId'. The statement has been terminated.**
- To resolve this error, open your import file and sort the date column. Typically the issue is an incorrect date that is not within the school year. Example 1/1/2023 instead of 1/1/2024.
- Fix the incorrect dates and resave the import file. Try the import again and it should import without issue.
- PBSIS-31753 23.3 Importing either the Tier 1 Dyslexia Screener or Reading Diagnostic results files throws irregular errors and also displays students as matched on the matched tab when no record is entered for them.

## READING DIAGNOSTICS & TIER 1 DYSLEXIA SCREENER

- My district isn't administering the Tier 1 Dyslexia Screener this school year to the Kindergarten students. Should I report all of the KG students with a Score Not Reported value?
  - Per DEW, if your district is waiting until the next school year to test these students, you do not need to report a record with a Score Not Reported value.



# MAJORITY OF ATTENDANCE/EXPELLED STUDENTS

- How to report MOA for Expelled Students
  - DEW has advised that Change 25-58 Updates MOA Reporting for Expelled Students should be applied to expelled students in FY24 as well
  - For FY24 expelled students may need manual manipulation for MOA; we do have a story into development to see if they can fix it for FY25
  - Students who are enrolled from Friday of the first full week of October through March 31, are expelled before March 31, and *are receiving education or services during the expulsion* have met FAY requirements. The district should report MOA IRNs for such students.
  - Students who are enrolled from Friday of the first full week of October through March 31, are expelled before March 31, and *are not receiving education or services during the expulsion* have not met FAY requirements. The district should report “\*\*\*\*\*” for such students.



# EXPELLED STUDENTS/ASSESSMENTS/PRE-ID

- Currently the Pre-ID for NGA, EOC and AASCD assessments is not including expelled students who are receiving education/services
- ODEW has advised that expelled students receiving instruction should be administered all expected assessments
- Districts will need to manually add any expelled students receiving education/services to their Pre-IDs
- This issue has been submitted as PBSIS-32115 to add expelled students receiving instruction to the Pre-ID exports and will be addressed in an upcoming release



# Count of Graduation Credits at Entry

- Best process for FY24 Updating Count of Graduation Credits at Entry
- Instruct districts to go back to the following years (19/20, 20/21, 21/22 and 22/23) and re-run the Update Non-graduate CORE Summary in each of those years – this will pick up any data that was not previously calculated
  - It has been noted that not all districts have been reporting Non-graduate CORE Summary records as expected in the past and/or districts aren't running the process after adding in any summer courses that were taken by students
  - This should only be necessary for FY24 school year unless a district goes back into prior school years and makes updates to the number of credits a student has received for a course, or adds courses that were missed



# Count of Graduation Credits at Entry

- Once those steps are taken, run the Update Count of Graduation Credits at Entry
  - This will pick up all credits present for existing students prior to the first day of school
  - Running the update also collects the credits received by students new to the district in the current school year that are received prior to the student's date of admission
- For future school years
  - As long as districts are running the Update Non-graduate Core Summary for the current school year as expected (including after summer courses are entered) it is unlikely that they need to go back to prior school years and run it
  - The exception for running it in the prior school years is if districts make a change to the credit amounts for a student; then it would need to be rerun in each applicable school year



# Count of Graduation Credits at Entry

- When does the Date Completed field need to be filled in on manual course history?
  - If you are bringing a student into the current school year, and they have received credits during the current school year, when you bring those manual course records in, they should have the Date Completed field filled in. This will allow them to be included in the Update Count of Graduation Credits at Entry
  - Note: When using the Home School Import Export to import JVS marks, that process automatically fills in the Date Completed field using the export file positions 94-99 which are formatted as yyyyMM, and it loads as the first day of the month.



# COMPLETE THESE FALL INITIALIZATION TASKS (EVEN IF YOUR ITC/DISTRICT ISN'T DOING FALL INITIALIZATION)

- Fall Initialization Training scheduled for May 14, 2024 at 1 p.m.
- The checklist for FY25 will be posted prior to that date
- Task 1 – Set the LIVE EMIS period in 24/25

1. Change your context to the ITC level and the 24/25 school year.
2. Navigate to **StudentInformation** > **ITC** > **EMIS** > **Set Live Period**.
3. Scroll to the bottom of the page
4. In the **Mass update all districts to:** field select .
5. Click .
6. The following message will display  

7.  will now appear in the **Reporting Period** column for each district.



# COMPLETE THESE FALL INITIALIZATION TASKS (EVEN IF YOUR ITC/DISTRICT ISN'T DOING FALL INITIALIZATION)

- Task 2 – Send a ticket to SSST to have the default school year set to 24/25, so when users log in they will automatically be in the 24/25 school year
- Also make sure each building in the district has a default calendar set in StudentInformation Options

StudentInformation > Management > School Administration > StudentInformation Options

### StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling | Marks | Fees | Attendance | Prog Track | INFOhio Export

Uses Enroll Weight:

Number of Digits for Student Numbers:

Automatic Homeroom Assignment Method:

Automatic Homeroom Assignment Group by Grade Level:

**Default Calendar:**

Default JVS IRN:

Final Schedule Result:

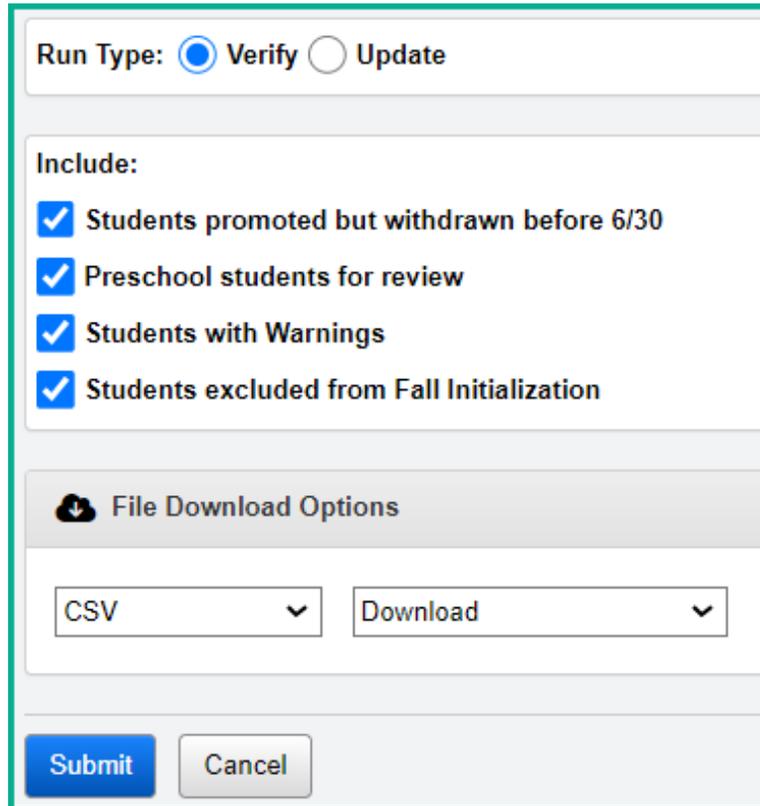
[Unfinalize](#) [Click here to unfinalize schedule.](#)

[Save](#)



# COMPLETE THESE FALL INITIALIZATION TASKS (EVEN IF YOUR ITC/DISTRICT ISN'T DOING FALL INITIALIZATION)

- Task 6 – Understanding the Fall Initialization Verification Report



The screenshot shows a web form for generating a Fall Initialization Verification Report. The form is titled "Run Type:" and has two radio buttons: "Verify" (selected) and "Update". Below this is a section titled "Include:" with four checked checkboxes: "Students promoted but withdrawn before 6/30", "Preschool students for review", "Students with Warnings", and "Students excluded from Fall Initialization". Underneath is a section titled "File Download Options" with a download icon. Below this are two dropdown menus: the first is set to "CSV" and the second is set to "Download". At the bottom of the form are two buttons: "Submit" (blue) and "Cancel" (grey).



## UPDATING TOTALLY NUMERIC EMIS IDs

- Last year we began updating totally numeric EMIS IDs to have an alpha character at the beginning of the EMIS ID
- In making this change, it makes certain that the EMIS ID (9 digits) is not confused as a SSN (9 digits)
- Several districts made this update
- We are still able to put this into place for any districts that did not make the update and now wish to do so
- Should you have districts that wish to make this update, please submit a ticket, and we will provide you with all the information that we need to make said change



## EXITING STUDENT FOLLOW UP RECORDS

- Make sure the Follow Up records are being completed and submitted to the Data Collector
- We have had a handful of districts that the FW transfer file is not including the leading zeroes in the transfer to the Data Collector, if this happens to one of your districts, send us a ticket, and our dba Lora can apply a fix
- Once you have defaulted your school year to 24/25, districts will need to choose 23/24 when submitting these records through August 7, 2024
- Any CTE Industry Credential Assessments that has not been entered into StudentInformation for students in the Exiting Student Follow up should be added to the Industry Credential maintenance screen in 22/23, and those are included in the Period S transfer file with the SSID when selecting the Transfer – Exiting Student Industry Credentials (GW)



# REMINDERS

- FY24S End of Year Student collection closes 7/17/24
  - Make sure any students who will not be returning next year, are withdrawn
  - If these students were promoted to FY25, be sure to go to FY25 and expunge them; If the district has already submitted to SCR prior to expungement, the students will need to be reported for the entire school year [or student can be expunged and a Summer Withdrawal (FL) record reported or the Student Withdrawal Override Record (FC), if applicable]
  - Make sure all discipline, absences, special education, data have all been entered and are being reported
- FY25S Retention/Promotion will be opening in the summer and is very short
  - Make certain that all students who need to be marked as retained or promoted is completed
  - The transfer will include all students, but only the 3<sup>rd</sup> grade students will be accepted by the Data Collector
  - The FY25S Retention/Promotion documentation has been posted; feel free to review
  - A new Retention value of P can be reported - Student was retained at the end of the previous school year due to the Third Grade Reading Guarantee, but was not retained because of parent/guardian request as outlined in Ohio law.



# Questions?

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**Next Webinar:**

**June 26, 2024, 10:00 a.m.**

**Registration is open**