

ODEW EMIS-ITC Call – 3/3/202

Notes provided by Gretchen Martin (ACCESS) and BreAnn Blubaugh (LACA)

Change Committee Meeting - The March change call is scheduled for Wednesday, March 12th, at 10:30 a.m., and the vendor change call is scheduled for Thursday, March 13th, at 1:00 p.m.

FTE Report Update—When data is submitted to ODEW, they look at the combination of Sent to Reason, How Received, Percent of Time, Organizational Type, etc. and often give Warning or Critical errors if they see unusual combinations. With the number of existing codes, it is not practical for ODEW to specifically check every possible combination. So, every year there have been a small number of students that end up not getting funded because they have unusual funding scenarios that are presented and don't really fit into any of the "buckets" that ODEW has considered valid funding.

To make these situations more transparent, ODEW will start including those students in the (FTED-001) FTE Detail report. Since those students are in a non-fundable situation, they will show with an Adjusted FTE of 0. It is not a change whether they are generating funding or not, it is just adding more transparency that those students will now show on the FTE report. These students will also show on the (FTED—003) FTE Adjustments Report with Result Code of FT0032 – Not Eligible for Funding. The Fund Pattern Code will be FPNA to show the student is not applicable for funding.

ODEW feels as though that the majority of these students have a coding mistake. They want to add these students to the FTE reports so districts are aware and can fix that coding if the students should be eligible for funding.

At this point in FY25, there are 19 students totaling 6.6 FTE statewide. Examples of these situations are out-of-state students, 2nd graders at a JVSD, etc.

This change is not in production yet, but districts should see these relatively soon.

Q: How is this new Fund Pattern Code different than NFER that we already have?

A: They both have the same outcome and result on the FTE Adjustments report – neither are funded, but the only difference is the NFER code is assigned based on the normal rules. We have a fund pattern rule table where we can actually look at all of the data elements and assign a fund pattern. This new FPNA fund pattern is one where the funding is so unusual that we can't go through the normal rule process to assign a fund pattern.

(MISS-001) Course Grade Missing Report – In speaking with districts that would have students in a course for a week or two, they were not sure what to do with the grade. Due to this, ODEW has decided to focus on grades getting reported for students who have been in a course for a significant amount of time, and have added two rules to the Course Grade Missing Report.

If a student is in a course and completes at least half of the course or earns credit in the course, they need to have a grade reported. So, if a student participated in less than half of the course, but still earns credit, they will still show on the missing report. If they drop the course in the first half of the course and they are not reported as earning credit, the student will no longer appear on the Course Grade Missing Report. ODEW will not go in-depth with determining the halfway point of the course. They will just be looking at the start and end date of the course and determining the halfway point.

These new rules should make it easier for EMIS Coordinators to troubleshoot students who were enrolled in a course but whose grades are not being reported.

Science of Reading Professional Development Data Collection— As part of the current budget, all teachers and administrators are required to take state approved training around reading and the science of reading. There are several different trainings teachers can take. In looking at the data generally, around 80% of teachers and administrators in the state have taken that training through the Department of Education and Workforce's Learning Management System. There are a number of Science of Reading courses and Dyslexia courses that the Department have provided that staff members have taken. There have been growing questions about what these other 20% of teachers and administrators have done.

(The term teacher is broad but similar to some of the definitions ODEW uses for the Report Card. It does not just include teachers of record. It also includes tutors, intervention specialists, etc. Administrators that are included are driven by administrative licenses.)

ODEW is in the process of compiling the information into an Excel spreadsheet that includes every district and every staff member in the state. They have taken the data from the Learning Management System on who has done all of the state courses and pulled all the teachers and administrators from the first staff reporting window in EMIS. ODEW will combine these two lists and distribute it to districts through the Received Files in the Data Collector.

One tab will have the list of staff that have not done one of the state trainings. For these staff, ODEW needs to know where they did the training. There is a list of about 60 approved substitutes for taking the state training. Someone in the district will need to track down what the staff on this tab have done. If they have not completed an approved substitute, they will need to enroll in the state training and get that completed because this is to be done this school year. Districts will update the Excel file with the relevant information.

The other tab will have the list of staff who have done the state training along with a code for the state training they have done, just as a confirmation that this is a staff member from your district, and ODEW knows they have done the state required training in the Learning Management System.

- First task - the EMIS Coordinator is to pull the Excel file out of the Data Collector and to get it to the appropriate staff member at the district.
- Second task - that staff member will open the Excel file, review the list of staff who have not completed one of the state trainings, and update it with the needed information.

This Excel file will be due back to ODEW in the Summer, most likely in late June or July, with the updated information on who has done what. This will get submitted to ODEW through an attachment only manifest collection. A Collection Request will be available where there is no data to upload and only requires the uploading of this Excel file. Once the file has been uploaded and submitted, ODEW will distribute it back to the reading office, who will follow up with districts as needed for any staff that have not completed the required training. This Collection Request will become available in the next few weeks. Questions about this will go to the reading office and not the EMIS Helpdesk. The EMIS department is only helping with the data collection.

The EMIS Coordinator and district staff are assisting with this task, but in many districts it is not the EMIS Coordinator who should be doing all of this task. The EMIS Coordinator's role is to grab the file and give it to the appropriate staff member within the district. Once the appropriate staff fills out the form, they return it to the EMIS Coordinator to submit in the attachment only collection request. Districts don't have to wait to submit this collection. Once the collection request is open and the district has the file filled out, they can submit it.

An EMIS Newsflash and other communication will be sent out for this once ODEW gets to this point.

Q: Will the process be explained in the Newsflash?

A: Yes, the Newsflash will explain the process and where to go if districts have questions.

Q: Can you tell us what the name of the new collection will be?

A: Science of Reading Professional Development Data Collection FY25

Q&A

Q: Any Update on the Grads being added to the Exiting Student Follow Up FLUP-001 file?

A: No, I do not have any updates on that. We will see if we can get that happening this week, but we have not been able to get to that yet.

Upcoming Call Schedule

Wednesday, March 12th – EMIS Change Committee Meeting

Thursday, March 13th – Vendor Change Call

Monday, March 17th – ODEW EMIS ITC Conference Call

Manual guidance prevails if there is a conflict between the information shared on this call and the EMIS Manual.