2016 Superintendent's Guide to Submitting an EMIS Data Review Form

Important Information

EMIS is the mechanism by which districts and community schools legally report data to the state. EMIS Data Review and Verification is the process by which all Superintendents and Treasurers certify that they have reviewed the data reported by the district in EMIS and verify that their data is accurate and complete to the best of their knowledge.

Superintendents are responsible for completing the following EMIS Data Review and Verification forms annually:

Data Review	Collection(s)	School Personnel Required to Approve Form
FY15 Grad/Prep for Success Data Review	Graduation (G) FY15 Reporting Period	Superintendent
FY16 Summer/Fall Assessment Data Review	Summer 3rd Gr Reading Collection FY16	Superintendent
	Fall 3rd Gr Reading Collection FY16	
	Fall End of Course State Assessment Collection FY16	
	Fall Early Learning Assessment Collection FY16	
	Summer and Fall OGT Assessment Collection FY16	
FY16 DORP Assessment Data Review	Fall DORP Assessment Collection FY16	Superintendent
	Spring DORP Assessment Collection FY16	
FY16 CTE March D Data Review	March Follow-up Collection FY16	Superintendent
FY16 Student Data Review	End of Year Student Collection FY16	Superintendent
	SOES End of Year Student Collection FY16	
FY16 Spring Assessment Data Review	Spring Alternate Assessment Collection FY16	Superintendent
	Spring OGT Assessment Collection FY16	
	~~Non-Statewide Accountability Assessments FY16~~	
	Spring End of Course State Assessment Collection FY16	
	Spring State Assessment Grades 3-8 Collection FY16	
FY16 Funding Data Review	Multiple	Superintendent & Treasurer
FY16 Finance Data Review	Financial (H) FY16 Reporting Period	Treasurer

The superintendent, treasurer, EMIS coordinator and superintendent designee roles in OEDS can access and fill out the data review form, however, the form is not officially considered to be submitted to the department until the superintendent completes the approval process. Most forms are only required to be approved by the superintendent. The only data review forms that require the treasurer to also approve are the funding and finance appeals.

For more information about data review windows, timelines and the completion process for superintendents, click here.

If you have any questions regarding the data review or data appeals processes, please contact the Office of Data Quality.

Instructions

To complete the EMIS Data Review and Verification process, use the following steps:

Verify Accuracy and Completeness of Data

1. Work with EMIS Coordinator and other appropriate district staff to review EMIS reports and other resources to evaluate the district's data.
2. Log into SAFE account to access the Secure Data Center (SDC) to review district's reports for accuracy. Note that for the CTE March (D) Data Review, there is no data in the SDC to review. If a superintendent does not have a link to the Secure Data Center in their SAFE account, they should consult with their district OEDS Org Administrator to ensure they have the appropriate roles.
3. See the EMIS Data Review and Verification webpage for frequently asked questions about the process.

Step-by-Step Guide

1. Log into SAFE account and click on "Forms".

Web Systems	Description
ARRA 1512	ARRA 1512 Reporting
AYP 2012	AYP 2012
Career Technical Education Plan	Career Technical Education Plan Template
CCIP	Comprehensive Continuous Improvement Planning Application
Cleveland Scholarship	Cleveland Scholarship Application
Collaboration Center	Collaboration Center
Comparability	Comparability Report
Compliance	Compliance Tracking System - Self Evaluation
CSADM_FLI	View Reports for Federal Allocation of Economically Disadvantaged
CTE 26	Career Technical Education 26
Decision Framework	Decision Framework Application Suite
EdChoice	Educational Choice Scholarship Application
ELI Teacher Credentials Application	ELI Teacher Credentials Application
ELISA	Early Learning Integrated Suite Application
Exceptional Children	Gifted, Monitoring, Autism, Procedural Safeguards
FLICS	Federal Low Income Count System
Forms	Electronic Forms and Waiver Submission
FSL	FSL - Forms and Surveys List
GED	GED
MOE	Maintenance of Effort
NPDS	NonPublic Data System
NS3	Nonpublic School Services System
ODE.CORE	Online Licensure System
OhioMeansJobs K-12 Reporting Tools	OhioMeansJobs K-12 Reporting Tools
Preschool Special Education State Unit Funding	Preschool Special Education State Unit Funding
SAFE District Reports	SAFE District Reports

2. Click on "EMIS Data Review and Verification forms" box.

EMIS Data Review and
Verification forms

3. Use the dropdown menu for "Program Period" to select the appropriate review. Here are a few examples:

4.

Data Review	Select the following "Program Period":
FY15 Graduate/Prep for Success	EMIS Data Review FY2016
CTE March (D)	EMIS Data Review FY2016
DORP Assessments	EMIS Data Review FY2016
Fall/Summer Assessments	EMIS Data Review FY2016
Spring Assessments	EMIS Data Review FY2016
Student Data	EMIS Data Review FY2016
Funding	EMIS Data Review FY2016

5. After selecting a program period, click "Search".

6. In the search results at the bottom of the page, find "EMIS Data Review 2016". Click the magnifying glass for "Details".

7. Select the "Questions" tab.
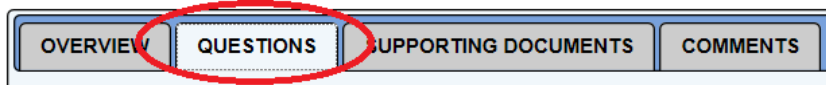
8. In the "Survey Plan" column, find the appropriate form. For example, to find the FY15 Graduate (G) form, choose "FY2016 EMIS Report Card Data Review for Graduate".

9. To start a new survey, click the "Start" button in the "Details" column of the "Survey Plan" you have selected to complete.

10. Click "OK" when prompted to start survey.
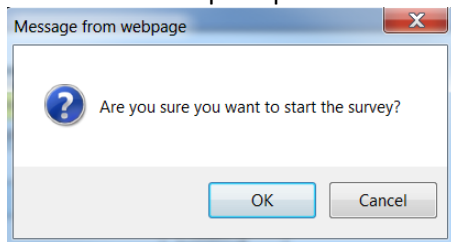
11. If you are returning to complete a survey that is already in progress at your district, click the magnifying glass in the details column next to the survey plan.

12. Scroll down the first page to read the Introduction section. When finished reading, click "Next" at the bottom to proceed.

13. Scroll down the second page to learn about what data superintendents and treasurers are being asked to verify. When finished reading, click "Next" at the bottom to proceed.

14. During any time, you may jump back to prior pages by clicking the gray box next to the desired section.
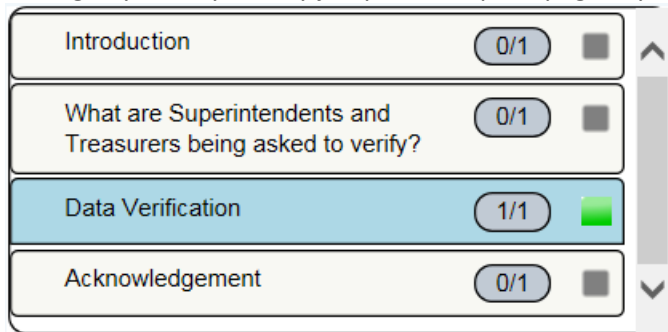
15. Verify your district's data in the "Data Verification" section. Choose among the following options as to whether the data is complete and accurate: "Yes", "Yes, with exception of appealed data", or "No, not at this time". Note that if the treasurer has already answered this question, their answer will be prepopulated. Superintends can change this answer, if needed.

16. **If you check "Yes, with exception of appealed data" or "No, not at this time", you MUST describe why in detail in the box below. After completing the EMIS Review, your district will need to complete the associated <u>data appeal</u> form. See the instructions for submitting the data appeal form on the ODE website.**

17. When finished, click "Save". Then click "Next". If you do not click "Save" before clicking "Next", you will get the following message.
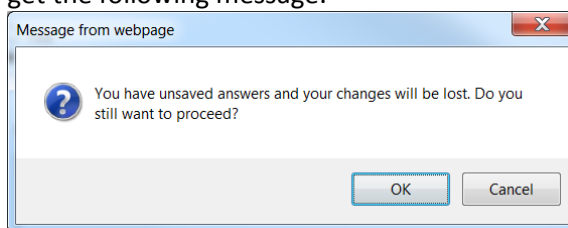
18. Use the checkboxes to certify each acknowledgement. You cannot complete the form until all boxes are checked.

Question 1

Acknowledgement

By answering the following questions, I certify:

☐ * The district has reviewed all relevant reports, including reports in the Secure Data Center (SDC), EMIS Validation Reports, and other reports provided by the department for the purpose of data review.

☐ * I have confirmed that my EMIS Coordinator has reviewed all appropriate EMIS reports.

☐ * I hereby certify that, with the exception of any inaccuracies specifically described above, to the best of my knowledge and belief, the EMIS data submitted by my district and processed by ODE constitute an accurate and complete report for our school district.

☐ * If at a later date my district determines that EMIS data is not complete or accurate, I will notify and work with the department to develop an appropriate plan to submit corrected data.

| Prev | Save | Reset | Next |

19. When finished checking boxes, click "Save".

20. After clicking "Save", you will see a "Superintendent Approved" box appear on the left side of the screen. Note that if the superintendent does not see the "Superintendent Approved" box, check the web to make sure the deadline is not past. The form cannot be submitted after the deadline.

21. In order to certify, the Superintendent MUST click the "Superintendent Approved" box. After clicking this box, you will get the following pop up box.
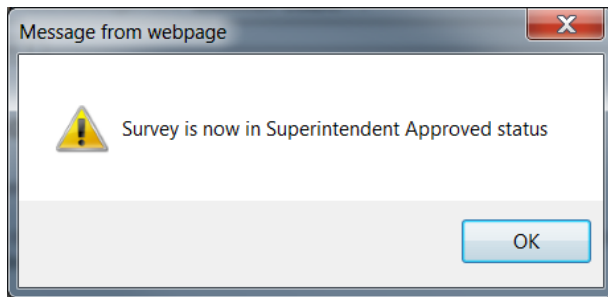
22. Click "OK". You will receive a final message acknowledging your status.

23. The survey will reflect "Superintendent Approved" after the superintendent approves.

24. Once the form is status "Superintendent Approved", your district is finished.

Questions?

Contact the Office of Data Quality at dataquality@education.ohio.gov or use the comment function in the application.