

## **Focus**

- EMIS Data
- Calculation of Original FTEs
- Weighted Factors
- FTE Adjustments
- Who is on my Report?
- FS Standing Coding
- Saving Reports

## **EMIS Data**

#### EMIS data is used for

- Generation of Student FTEs
- Population of Data in ODDEX
  - Student Cross Reference (SCR)
  - SOES
  - Tuition
  - Records-Special Education Events
  - · College Credit Plus

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## EMIS Data, cont'd

#### EMIS data is used for

- Accountability Local Report Card
- Accountability Measures Related to Funding
  - K-3 Literacy Funding
  - Graduation Bonus Funding
  - Third Grade Reading Bonus Funding
- Elements used for Funding and Accountability
  - Economic Disadvantgement
  - Limited English
  - Special Education
  - Gifted Education
  - Career Tech Education

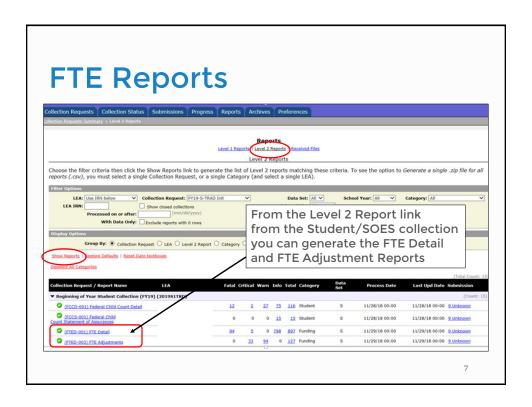
# Funding Not Subject to the CAP or Guarantee (not a complete list)

- Career Tech Funding
- Preschool Special Education Funding
- Educational Service Center Transfer
- Open Enrollment Adjustment
- Community School Transfer
- STEM School Transfer
- Scholarship Transfer
- Other Adjustments for Contract Career Tech and Special Education Cooperative Services

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# **Data Integrity**

- Verify accurate and complete data
  - FTE Reports use your EMIS data and data from other entities
  - FY19 Live EMIS data is being used for funding
- Don't just focus on adjustments
- FTE Data can be incorrect with no error generated
- Who is reviewing your district's FTE reports?



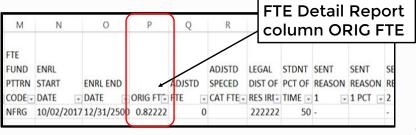
## What is an FTE?

#### **Full Time Equivalency**

- A student's enrolled hours multiplied by the percent of time, then divided by total calendar hours
- Students reported as disadvantaged, limited English, or identified with a disability and served, generate weighted funding based on categories and the student's FTE

# **Calculation of Original FTEs**

- Generated using EMIS data
- Could use a calendar other than one you are reporting
- · Could use another entity's data
- Could be incorrect



# **Calculation of Original FTE**

### **School Aged Student**

Enrolled Hours X Percent of Time

**Total Hours on Calendar** 

Preschool\*

**Enrolled Days** 

Total Days on Calendar

\*Only preschool students with disabilities generate FTEs

# **Multiple FTE Calculations**

- Throughout the school year students may have
  - multiple Student Standing (FS) records
  - multiple Student Attribute (FD) records
- These records can generate multiple FTE calculations and additional rows on the FTE Detail Report

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## **Enrolled Dates**

- Enrollment
- Withdrawal
- Uses student's EMIS Calendar to determine hours enrolled
- Separated into each FTE calculation
- FTE is projected while the record is open

ENRL START	ENRL END			ADJSTD SPECED	Total Enroll For	
DATE	DATE	ORIG FTE	ADJSTD FTE	CAT FTE	This Rec	Total For This Cal
07/01/2017	09/26/2017	0.162561	0.162561	0.162561	167.16	1028.29
09/27/2017	10/04/2017	0.03216	0.03216	0.03216	33.07	1028.29
10/05/2017	12/31/2500	0.805279	0.805279	0.805279	828.06	1028.29

## **Percent of Time**

#### **High School Students**

- Five Credit Rule (not to be used by community schools) OR
- Amount of time educated (hours per day)
- Use the method that generates the greater percent of time

Verify "Sent To" Percent of Time

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# Percent of Time, cont'd

- Grade KG through 8 students
  - Amount of time educated (hours per day)
- Preschool Students
  - FY19 EMIS Change 60837
  - Report actual percent of time value similar to school aged students
  - Does not effect preschool funding

## **Calendars and Students**

- Calendars are used as the denominator for the Student FTE calculation
- Calendar Data and Student Data meet on the FTE Report
  - Calendars are reported in Calendar Collections
  - Student Attendance Patterns are reported in Student Collections
- Calendar changes can create separate
   FTE calculations on the FTE Detail Report

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## **Calendar Maintenance**

- Total Hours on Calendar
  - First and Last Day of School
  - School days
  - Non School Days
  - Lengthened Days
  - Shortened Days
- Used to create the denominator of the FTE Calculation

## **EMIS Calendars**

#### **Calendar Determination Process**

- Calendar from your LEA
- · Calendar from educating district
- Calendar from JVSD
- State Calendar
  - 8/21/2018 5/31/2019 with 1086 total hours
  - 999999-99999-\*\*-\*\*

		CAL GRADE	CAL ATTENDANCE					
CAL DIST IRN	CAL BLDG IRN	LEVEL	PATTERN					
111111	111111	06	FE					
141414	141414	**	**					
606060	606060	12	SR					
999999	999999	**	**					

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# **School Aged Student FTE**

**Enrolled Hours X Percent of Time** 

**Total Hours on Calendar** 

1100 hours enrolled X 100% 1100 hours on calendar = 1.0 FTE

600 hours enrolled X 100% 1100 hours on calendar = 0.545454 FTE

## **Preschool Student FTE**

**Enrolled Days** 

**Total Days on Calendar** 

160 days enrolled 160 days on calendar

= 1.0 FTE

124 days enrolled

160 days on calendar

= 0.775 FTE

7.0

# **Senior Example**

Graduating seniors attend three days less than other students and left on a regular calendar

1082 hours enrolled x 100%

1100 hours on calendar = 0.983636 FTE

If placed on a Senior Calendar that includes the days they are required to attend

1082 hours enrolled x 100%

1082 hours on calendar

= 1.0 FTE

# **Weighted Factors**

- Disability Condition
- Economic Disadvantgement
- Limited English
  - Verify
    - Reported values
    - Start and End dates

GRADE LEVEL	DISAB CNDTN	SPECED CAT	ECON DISADV	LED CODE
CODE	CODE	CODE	FLAG	LEP CODE
10	**	*	N	Y
11	10	2	N	N
11	10	2	Y	Y
11	08	3	N	N

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# **FTE Adjustment Report**

## **Currently 29 different FTE adjustments**

- Some adjustments can be corrected some cannot
- Adjustments have to be considered on a case by case basis
- Use ODDEX SCR, SOES, and Records to troubleshoot adjustments
- Refer to the FTE Detail Report Explanation for adjustment information

# A Few FTE Adjustments

#### Over One FTE

- Verify enrollment/withdrawal dates
- Last enrolled entity only receives up to the remainder of FTE

#### **Date Overlaps**

- Verify enrollment/withdrawal dates
- Overlaps are not funded

#### Percent of Time over 100%

Reduced to bring student FTE down to 1

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## **ODDEX SCR EPCT Conflict Code**

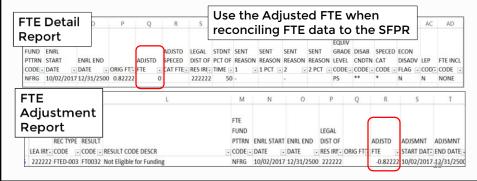
#### Check the SCR for students with EPCT

- EPCT Exceeded percent of time for student; students total percent of time exceeds 100%; critical, does impact funding for a student
- More than one entity reporting the student and the total percent of time > 100%
- · In best interest of both entities to correct

# FTE Adjustments, cont'd

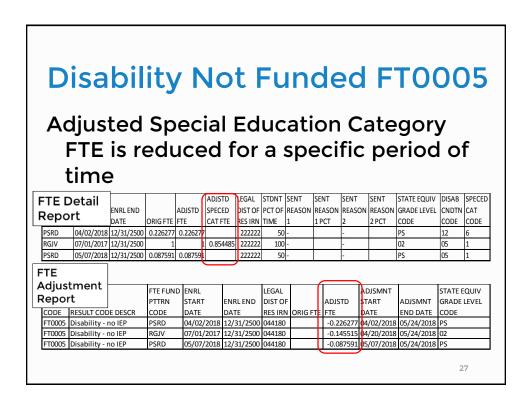
Review the FTE Detail and the FTE Adjustment Report together

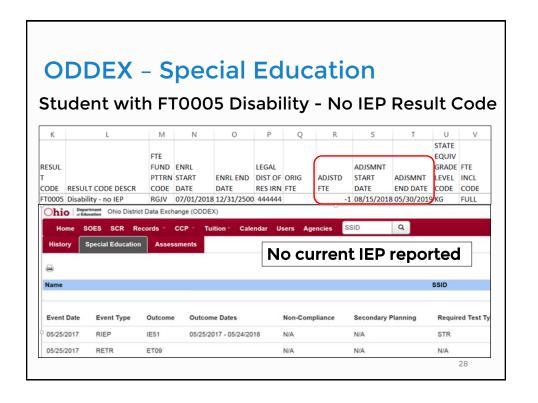
- FTE Detail Report contains the FTE that will be funded "ADJSTD FTE"
- The FTE Adjustment Report contains the amount being adjusted "ADJSTD FTE" (between specific dates)



# **Disability Not Funded Adjustment**

- Occurs when a student is reported with a disability and no active IEP for a period of time throughout the school year
- · Sometimes fixable sometimes not
- Possible use of an NIEP special education event to bridge funding
  - Refer to the Special Education Event (GE) section of the EMIS Manual





# Who is on my FTE Report?

Knowing your student population is critical to the FTE review and reconciliation processes

- Resident Students
  - Educating
  - · Going elsewhere
- Non-Resident Students
  - Educating
  - Going elsewhere

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## Who is on my FTE Report, cont'd

- In general, the LEA that is educating the student drives FTE funding
- Students can appear on your FTE report based on another LEAs EMIS reporting
- Students can appear on FTE Reports from multiple entities depending on the attending situation
- Not all students you are reporting will appear on your report
- Students you are not reporting at all could appear on your FTE Reports

## **Fund Pattern Codes**

#### 34 Possible Fund Pattern Codes

- specify how funding will flow for a line on the FTE Report
- determined by EMIS coding

Refer to the FTE Detail Report Explanation for descriptions

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## Fund Pattern Code Lookup Table

FTE Detail Report Explanation
Appendix 2 FTE Fund Pattern Code
Lookup Table

How	LDR	Jointure	Organization	Grade	PS Transfer	KG Tuition	FTE Fund
Received	Flag	Flag	Type	Span	Flag	Flag	Pattern Code
*	N	N	1	AN	N	N	NFER
*	N	N	1	AN	N	Υ	RGJV
*	N	N	32	AN	N	N	SBDD
*	Υ	N	1	AN	N	N	RGJV
*	Υ	N	1	AN	N	Υ	NFER

## **Inclusion Codes**

# Are an indication of the initial flow of funding

- FULL
  - The Adjusted FTE is included in the ADM of the entity receiving the FTE Report
- PART
  - Part of the Adjusted FTE is included in the ADM of the entity receiving the FTE Report
- NONE
  - None of the FTE is included in the ADM of the entity receiving the FTE Report

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## **Combinations**

# Look at the Fund Pattern Code and the Inclusion Code together

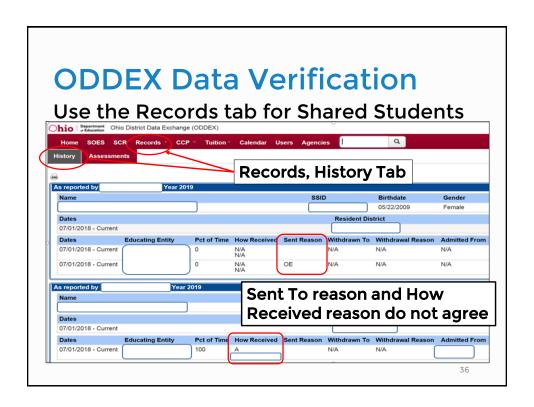
- One Example
  - OPDD Open Enrollment District to District
  - OPDD/FULL on district of residence FTE Report
  - OPDD/NONE on educating district's FTE Report

# **FS Standing Coding**

EMIS coding is critical to the flow of funding (not a complete list)

- District of Residence IRN
- How Received Element
- Percent of Time
- Sent to Element(s)
- Sent to IRN(s)
- Sent to Percent(s) of Time

Data should agree between districts for shared students



# **Student Attending Situations**

We will cover some common, basic one and two entity situations as examples to demonstrate how students appear on FTE Reports and some suggestions of where to look for the students on the SFPR

As you review your FTE reports, begin with the basic attending situations and move on to those which are more complex

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#### Residents Educated at DOR

#### Resident students reported as

- How Received = \*
- District Relationship = 1
- Percent of time greater than 0
- Typically no Sent To value
- Includes School-aged students educated by an ESC

Appear on the District of Residence FTE Report as RGJV/FULL

### Resident Students, cont'd

#### Includes "Sent to" percentages for

- PS College Credit Plus Program Participant
- NP Non-public school placement at district expense
- CE Court Ordered Institutional Placements into a Facility as defined by ORC §2151.65 or §2152.41
- CO Court Placed out of state, LEA is responsible for paying cost of education

Included in the resident district ADM on the SFPR

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#### **Resident Students Jointure JVS**

#### **District of Residence reports**

- How Received = \*
- Percent of time less then 100
- Sent to JV 0%

#### Jointure JVS reports

- How Received = \*
- Percent of Time >0

#### Resident Students Jointure JVS, cont'd

#### **FTE Reports**

- District of Residence
  - RGJV PART for the FTE generated for time educated by the JVS
  - RGJV FULL for the FTE generated for time educated by the District of Residence
- JVS
  - RGJV FULL for the FTE generated for time educated by the JVS

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# Community Schools/STEM

#### **District of Residence**

Withdraws the student

#### **Community School**

How Received = M

#### **STEM District**

How Received = K

#### **FTE Reports**

- District of Residence COMM/FULL or STEM/FULL
- Community School COMM/FULL
- STEM District STEM/FULL

## Community Schools/STEM, cont'd

# ODDEX SOES will be populated using EMIS data from the community school or STEM district

Watch for flags that can stop funding

#### **District of Residence**

 Appears in the ADM Detail Report section of the SFPR listed by community school or STEM district

#### Community school or STEM district

Listed in the Community School District Detail section of the SFPR by district

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# **Open Enrollment**

#### **Open Enrollment District to District**

- Educating District Reports
  - How Received = 9
- District of Residence Reports
  - Sent to = OE
- FTE Detail Report
  - Educating District OPDD/NONE
  - District of Residence OPDD/FULL
- SFPR Open Enrollment section
  - Positive amount for educating district
  - · Negative amount for DOR

## **Superintendent Agreements**

District of Residence reports Sent to = 64 Educating district reports How Received =

- 7 Non-resident Student Residing with a Grandparent
- 8 Non-resident Student Senior Year
- A Non-resident Student Parent is District Employee
- S Superintendent Agreement for Students
- RGJV/FULL on educating district's FTE Report
- Will not appear on DOR's FTE Report
- Included in the educating district ADM on the SFPR

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#### Students Placed Elsewhere

Foster Placed Student or Court Placed with a Relative

- Educating District reports How Received = C, D, or J
- District of Residence reports Sent to = FC

Court-Placed Students, Excluding Foster Care and facilities defined by ORC §2151.65 or §2152.41

- Educating District reports How Received = P
- District of Residence reports Sent to = CI

Students Placed in Institutions, Non-Court Ordered

- Educating District reports How Received = T
- District of Residence reports Sent to = NI

#### Students Placed Elsewhere, cont'd

- Students appear on educating district's FTE Report as RGJV/FULL
- Students will not appear on the DOR's FTE Report
- Included in the educating district's ADM on the SFPR
- Students reported with a How Received of C, P, or T will appear in the Tuition module of ODDEX based on educating district's EMIS data

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#### **Contract Career Tech Students**

#### **District of Residence**

Sent to = CT

Entity providing CTE could be another district or a CTC

How Received = 2

#### **FTE Report**

- DOR as CTVC/FULL
- Educating entity as CTVC/NONE

#### SFPR - Other Adjustments

- Positive amount for educating district
- Negative amount for DOR

## **Special Education Cooperative**

#### Student attends a Special Education Cooperative Program at another district

- Educating district reports How Received = B
- DOR reports Sent to = SE

#### **FTE Report**

- Educating district = SPCO/NONE
- District of Residence = SPCO/FULL

#### SFPR - Other Adjustments

- Positive amount for educating district
- · Negative amount for DOR

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### **Preschool Students**

# Typical preschool students will appear on the FTE Report as NFRG/NONE

- These students will also appear on the FTE Adjustment report with a warning error of "Not Eligible for Funding" FT0032
- Verify that these are not students with disabilities
- Note that only the educating entity is required to report typical preschoolers even when they are non-residents

## Preschool Students, cont'd

Preschool students with disabilities who are reported as attending their district of residence

- Will appear as PSRD/FULL on the FTE Detail Report
- Will appear in the Preschool Special Education section of the SFPR

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### Preschool Students, cont'd

Preschool students with disabilities who are reported as educated by an ESC

- When funding is NOT being transferred to the ESC (DN Record reported as TFRPSESCNO by both entities)
  - PSEN/NONE on the ESC's FTE Detail Report
  - PSEN/FULL on DOR
- When funding IS being transferred to the ESC (DN Record reported as TFRPSESCYS by both entities)
  - PSET/NONE on the ESC's FTE Detail Report
  - PSET/FULL on DOR

SFPR Preschool Special Education Funding section will include these students and will also be included in the Education Service Center Transfer if applicable

# **Scholarship Students**

- Scholarship Program Participants
  - ATSM/FULL Autism Scholarship
  - CLEV/FULL Cleveland Scholarship
  - EDCH/FULL Ed Choice Scholarship
  - JPSN/FULL Jon Peterson Scholarship
- Data comes from Scholarship provider reporting student to ODE (not via EMIS)
- Match to ADM Detail Report section of the SFPR

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## SFPR Crosswalk

## FTE Detail Report Explanation Appendix 3 SFPR Crosswalk

SFPR Line		KGTU	KGTO	PSRD	PSEN	PSET	PSOP	PSNR
a1 Adjusted Total ADM (a2 - (a3 * 0.5))	RPT IRN	RPT IRN	RES IRN	RPT IRN				
a2 Total ADM	RPT IRN	RPT IRN	RES IRN	RPT IRN				
a3 FY15 Tuition KDG FTE		RPT IRN	RES IRN					
a4 FY15 Jointure JVS ADM	RPT IRN							
a5 FY15 Contract Vocational ADM								

# **FTE Daily Summary Reports**

Summarized FTEs captured for nine periods of time and a thirty day average Watch for fluctuations that could affect a payment

				FOURTH		TWO WEEK
LATEST	PRIOR RUN	SEC PRIOR	THIRD PRIOR	PRIOR RUN	WEEK PRIOR	PRIOR RUN
RUN DATE-	DATE-	RUN DATE-	RUN DATE-	DATE-	RUN DATE-	DATE-
03/14/2019	03/12/2019	03/10/2019	03/08/2019	03/07/2019	03/07/2019	02/28/2019
150.68954	255.77002	255.77002	255.77002	255.77002	255.77002	256.122698
1	1	1	1	1	1	1
15.989057	16.535499	16.535499	16.535499	16.535499	16.535499	16.535499
0.046702	0.046702	0.046702	0.046702	0.046702	0.046702	0.046702
193.289112	98.752506	98.752506	98.752506	98.752506	98.752506	98.359165
2.606659	2.606659	2.606659	2.606659	2.606659	2.606659	3
19.359744	18.521254	18.521254	18.521254	18.521254	18.521254	18.521254

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## FTE Daily Summary Reports, cont'd

- FTE Daily Summary Report (FTES-005)
  - Students District is Educating
- FTE Daily Summary Report (FTES-006)
  - Students Initially Funded at District
- FTE Daily Summary Report (FTES-007)
  - Transfers
- Use the FTE Daily Summary Report explanation to understand result codes

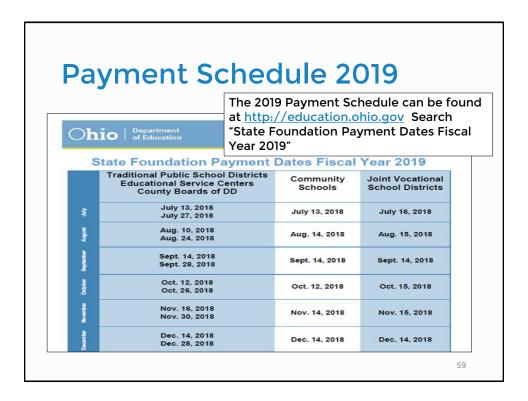
# **FTE Report Reviews**

- Reports are regenerated nightly
- Reports can be directly effected by
  - Your EMIS data
  - EMIS data reported by other LEAs
  - FTE Adjustments
- Review the reports regularly and often even if your data hasn't changed
- Share this data with others in your district

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# **Saving FTE Reports**

- Traditional districts should save FTE reports 2 Mondays prior to settlement
- CTCs and ESCs should save FTE reports 2
   Mondays prior to the traditional #1
   payment
- Community Schools should save FTE Reports from the EMIS submission prior to the 23<sup>rd</sup> of each month



## Resources

- http://education.ohio.gov
  - Home>Data>EMIS>Documentation
  - FTE Detail Report Explanation
  - FTE Daily Summary Report Explanation
  - EMIS Manual
- EMIS Alliance Training
- Your Area Coordinator
- Your ITC

