

October FY2009

EMIS Procedure Manual

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Overview of EMIS

Established by law in 1989, the Education Management Information System (EMIS) provides the architecture and standards for reporting data to the Ohio Department of Education (ODE). School districts, data processing centers operated by Information Technology Centers (ITCs), formerly Data Acquisition Sites (DA-Sites), and other EMIS reporting entities are linked for the purposes of transferring data to ODE.

EMIS is the statewide data collection system for Ohio's primary and secondary education. Staff, student, district/building, and financial data are collected through this system. Staff data include demographic, attendance, and course information. Demographic, attendance, program, course, and test data are submitted to ODE at the student level. General school district and school building data, including financial data, are also reported through EMIS.

The source data for Ohio's accountability and funding systems are the EMIS data files. In addition, these files are utilized for many other state and federal requirements. There are four major functions of EMIS:

1. **State and Federal Reporting**

Originally designed almost exclusively as a data collection mechanism, many of the system's functions and most of the required data elements are statutorily defined. The EMIS provision in law (Ohio Revised Code section 3301-0714) requires that certain student, staff, and financial data elements be collected and maintained by school districts and subsequently submitted to ODE. One of the primary functions of EMIS is to streamline state and federal reporting requirements for school districts.

2. **Funding and Distribution of Payments**

EMIS provides a streamlined system for districts to report information required to receive state funding and to determine eligibility for federal funding. EMIS automates the complexity of the funding formula calculations specified in Ohio law so that districts do not have to interpret the legislation to calculate and report total counts of students. Districts report specific information on each student, such as student status, percent of time educated, attendance/absence days, disability condition, etc. EMIS aggregates and compiles the data to determine funding.

3. **Academic Accountability System**

EMIS is at the heart of Ohio's academic accountability system for students, schools, and districts. It allows ODE to collect, analyze, and report data to a variety of audiences, such as policymakers, educators, administrators, and the general public, who need data to gauge the performance of their students. EMIS also serves as the mechanism for school districts to report test results these academic assessments are at the core of the state's accountability system and are the basis of the local report card. EMIS enables both ODE and school districts to comply with state law and federal *No Child Left Behind* (NCLB) requirements.

4. **Generates Statewide and District Reports**

ODE collects, analyzes, and reports data to a variety of audiences, such as policymakers, educators, administrators, and the general public via EMIS. EMIS does provide data for the generation of state reports. Examples of statewide reports include: accountability reports, the Local report card, and the Teacher Supply and Demand Report. Other statewide reports are produced from EMIS data for the following: legislators, education organizations, and policy and research needs. School districts also receive data verification reports, after every EMIS processing, in order to validate data submitted to ODE.

EMIS Process

School district personal, student software vendors, ITC staff, SSID (Statewide Student Identifier) third party vendor, staff, and representatives from the Ohio Department of Education each participate in a significant part of the EMIS process. The roles of the above units will further be discussed in later portions of this chapter. Below is an overview of how each of these units functions together, in each aspect of the EMIS Process.

Data Collection and Extraction

Data originate at the school district or EMIS reporting entity. Each entity may choose to report data, for operational purposes, using any student information software of their preference. However, EMIS data is to be reported and submitted according to the data definitions, requirements, and rules as instructed in Chapters 2, 3, 4 and 5 of the EMIS Manual. Once the data have been reported into the software system, local software extracts EMIS files and transfers the records to the ITC.

EMIS Maintenance Screens have been developed by the SSIT (State Software Development Team). These screens allow school districts to bypass their local student software systems and edit/update their EMIS data files at the ITCs.

Data Validation

Prior to submitting the EMIS data to ODE, reporting entities have the opportunity to review their data, which is checked for accuracy and completeness. After EMIS data have been extracted, they are validated through several routines called “aggregations”, which are found in the EMIS state software. Derived from the business rules at the Department of Education, the aggregations will either allow data to be submitted to ODE¹, or disallow data from being submitted in the form of a fatal error. EMIS reporting entities have the opportunity to produce validation and error reports.

Data Submission

Once the ITC has aggregated, compiled, and formatted the data, data files/records are submitted to ODE. Each file is submitted according to its file layout as described in Chapter 5 of the EMIS Manual. Calculations for state and federal requirements are applied at ODE. The data are then used for funding, accountability, and reporting.

¹ Data which receive a “warning” message are still accepted at ODE. However, the warning message may indicate a problem with how the data was reported.

Data Verification

After each EMIS processing, ODE releases data verification reports to the ITC's, which then make these verification reports accessible to the school districts. The data verification reports are tools which the school districts, and ITC's, can use to ensure that data have been reported accurately and completely to the Department of Education.

Operational Data Store and Data Warehouse

After each EMIS processing, the EMIS files are moved into an operational data store, within the department. At the end of each reporting period, accountability data such as local report card data are cleansed and then moved into the ODE data warehouse. Local report card and accountability data are both defined and retrieved from the data warehouse within the department.

Security

ITC sites must have a security policy that specifies procedures for access to their computers and to their databases. Copies of this policy shall be provided to all EMIS reporting entities whose data are being processed by the ITC. Procedures for assigning new user accounts, rotating and security of user passwords, and maintaining accounts for employee turnover must be included in the security policy.

All personnel at the ITC are to be bonded against the unauthorized use or release of EMIS data. Pursuant to state legislation², the following is in effect: "Any person who removes data from the information system established under this section for the purpose of releasing it to any person not entitled under law to have access to such information is subject to section 2913.42 of the Revised Code prohibiting tampering with data. The ITC site may not provide any EMIS data to any individual, company or agency without the expressed written consent of the EMIS reporting entity, other than **data** that the ITC submitted to the Department.

2 ORC 3301.0714 (K)

Reporting Responsibilities

EMIS Reporting Entities

All city, local, and exempted village school districts, as well as vocational, education service centers, community schools, and the Department of Youth Services, are required to report data through EMIS. In addition, the Ohio School for the Deaf and the Ohio School for the Blind also report data through EMIS. These entities are required to report data according to the file layouts described in Chapter 5.

It is the EMIS reporting entities' responsibility to provide data on a medium that can be processed by the ITC site. Time is needed in order to process data. Therefore, it is important that school districts follow schedules established by their respective ITC.

The accuracy and correctness of the data is the sole responsibility of the EMIS reporting entity. ITC's provide data validation and error reports; however, the reporting entities are responsible for correcting such errors in a timely manner and resubmitting their data.

EMIS Coordinators

Each EMIS reporting entity must designate an individual to serve as their EMIS Coordinator. This person receives all EMIS mailings, disseminates information to the appropriate persons, and ensures EMIS data is collected and reported in accordance with the EMIS manual on behalf of the reporting entity.

Information Technology Centers

The Ohio Education Computer Network (OECN), comprised of the Information Technology Centers (ITCs), serves as the primary data acquisition vehicle. These sites provide data validation and aggregation points for school district data to pass through, prior to transfer to the Department.

Processing data is an important function of the ITC. This includes extracting, aggregating/validating, formatting, compiling, and transferring data according to the requirements set forth by the Department of Education. EMIS data can be extracted from software packages supported by the Department of Education, such as the Uniform School Payroll System (USPS) and Uniform School Accounting System (USAS). Private software vendors will have to modify their existing software packages in order to allow for the collection and extraction of EMIS data.

Some large city school districts function independently of an ITC and process all of their data locally. They do not use the services of an acquisition site in the OECN. These entities are responsible for processing, compiling, aggregating, formatting, validating, and transferring EMIS data according to the business rules set forth in this manual. All data files/records must be submitted containing all data elements, as defined in the file layouts of Chapter 5.

Validation and error reports are created at the ITC after the data have been aggregated by the EMIS state software. Based on these reports, EMIS reporting entities can correct errors either by using the EMIS data entry programs, or by correcting the data locally, and then resubmitting the files to the acquisition site.

SSID Provider

Although the SSID provider does not report directly to EMIS, they are responsible for maintaining the unique State Student Identifier database. One unique SSID is required for each public school student in Ohio. EMIS reporting entities, when reporting student-level data, must report the SSID on all student-level records transferred to ODE. IBM is the third party vendor for assigning unique SSIDs. In addition, valid SSID files are provided for purposes of data verification.

Ohio Department of Education

The EMIS staff at the Ohio Department of Education (ODE) documents the EMIS data elements, definitions, and requirements in the form of the EMIS Manual. The appropriate file record layouts and data formats are also included in the manual. The manual provides EMIS data reporting instructions for EMIS reporting entities, EMIS Coordinators, ITC personnel, and educational software vendor staff.

ODE provides standard editing procedures to ITCs, educational software vendors, and EMIS reporting entities. These include specifications for the validations, errors, and options. In the process of loading EMIS files received, ODE will perform identical editing procedures. If severe errors are found; the file will be returned to the data acquisition site for correction. The Department is also responsible for notifying data acquisition sites when district data are received.

In addition, ODE is also responsible for the following:

- utilizing EMIS data to ensure appropriate funding for school districts
- compiling state and federal reports according to their respective requirements
- distributing Local Report Cards
- informing decisions regarding policy and/or legislation

EMIS Reporting Periods

Within a school year, there are several nonconsecutive reporting periods. Each period is open for a different length of time, during a different part of the year. Different data elements and records are reported during each reporting period, as each has a unique purpose. Below is a brief, high-level, description of each reporting period.

A “snapshot” of data is taken for each reporting period to show data reported as of a specific period. The “snapshots” reflect data “frozen” by those reporting periods. This process creates multiple databases.

October (K)

Reporting Period K is most often referred to as October (K) reporting period. Student, staff, program, and course data are the primary data elements collected during this reporting period. One of the main purposes of the October (K) reporting period is to capture school district enrollment during the first full week of October. Known as “October Count Week,” and based in law, Ohio school districts³ are funded based on the student ADM (Average Daily Membership) as reported to EMIS during the October **and February Count Week**⁴.

Generally, the October (K) reporting period is a data collection reflecting the district’s October Count Week. However, there are a few exceptions. The following are situations when the data collected in the October (K) reporting period does not necessarily reflect a student who was enrolled during the October Count Week.

- Summer graduates/withdrawals
- Preschool students who have an admission date after the district’s October Count Week and on or before December 1 of the current school year.

December (M)

Reporting period M, also known as December (M) reporting period, captures all students who have a current IEP by the Federal Child Count date [usually December 1] of the current year. Student Demographic, Attendance, and Program records are reported during this timeframe. Federal requirements require children with disabilities enrolled on or prior to the Federal Child Count date [usually December 1] of the current school year to be counted in the child count reported to them. In addition to children with disabilities, preschool students enrolled on or prior to December 1 are also captured within this reporting period. State requirements allow preschoolers, both with and without disabilities, to be included in counts for funding purposes.

³ Community schools are funded monthly through the CSADM

⁴ Exceptions do apply, and waivers are available to move to a count week prior to the first full week of **the Count Week**. This is addressed in the EMIS Manual.

February (C)

The purpose of February (C) reporting period is to capture data needed for funding. This includes students who were enrolled **during the first full week of February, hereafter known as** February Count Week, and students who were enrolled in October Count Week and graduated on or before the last day of February Count Week.

Data elements on the records submitted for February reporting should reflect the status as of the end of the February Count Week. Additional reporting instructions are found throughout various chapters of the EMIS manual.

March (D)

Also known as March reporting. CTAE (Career-Technical and Adult Education) Workforce Development Completer Follow-UP data are reported during this reporting period. This is the only record reported at this time.

Yearend (N)

Yearend (N) reporting is a data collection reflecting the district's entire school year, with the exception of the CTAE record reported in reporting period D. Yearend is designed to capture what has occurred in each district throughout the school year. This includes data elements describing student discipline, gifted, and attendance. Student testing records are also reported at yearend, which drive the Local Report Card and district accountability reports. In addition, the Graduation-Only Test Record is reported during the Yearend (N) reporting period if an individual is not enrolled in the district but subsequently completes testing requirements, and having met graduation requirements, has been issued a diploma.

******** NEW Reporting Period (to be added) (?)***

Graduation Data will be reported during the ? reporting period.

July (H)

Financial data elements are reported during the H reporting period.

Five Year Forecast (P)

Five Year Forecast data are reported during the P reporting period.

EMIS Submissions

ODE has a cut off, for ITC file transmissions, of 4:00 p.m. on the Thursday prior to a given processing weekend. OMERESA must cut off the submission time on that **Thursday at 3:00 p.m.** in order to verify that the proper aggregation of the staff and student software has occurred. We must also have time to load the data into the transmission file and get it copied to ODE **prior** to 4:00 so that it will be guaranteed inclusion in that weekends' processing.

Processing Schedule

The FY09 processing schedule may be updated throughout the year and can be found on ODE's website under EMIS PROCESSING SCHEDULE.

Required Records for Reporting Periods

Detailed information regarding each reporting element and for what reporting period it is required to be reported, can be found in the 2009 EMIS Manual – Appendix I. (At the time that this booklet was printed, it was not updated from ODE to be included)

Failure to submit complete and accurate data could result in loss of funding and/or out of compliance penalties.

Report files created may include:

COMMUNITY.TXT
DISADVANTAGED.TXT
FOSTER.TXT
INTERVENTION.TXT
NATIVE_LANGUAGE.TXT
OPEN_ENROLLMENT.TXT
PRIOR_DISAB.TXT
SPECIAL_ED.TXT
EXPELLED.TXT
HOMELESS.TXT

EMIS MAINTENANCE SCREENS

EMSTCN - EMIS Student Maintenance Menu DB: LIVE

1. EMSUDM	- Maintain Student Demographics/Attendance	GI
2. EMSSUB	- Maintain Student Subject Record	GN
3. EMSCLASS	- Maintain Student Subject Records by Class	GN
4. EMSPGM	- Maintain Student Program Record	GQ
5. EMSDIS	- Maintain Student Discipline Records	GD
6. EMSGIF	- Maintain Student Gifted Records	GG
7. EMSMSE	- Maintain Student Employment Records	GV
8. EMSMSM	- Maintain Student Employment Records by LCC	GV
9. EMSMGH	- Maintain Early Childhood Education Records	GH
10. EMSMRF	- Maintain Reading First Ohio (RFO) Records	GR
-- Student Testing Information --		
11. EMSSPT	- Maintain Student Proficiency Testing Record	GT
12. EMSSPO	- Maintain Student Proficiency Only Record	GP
13. EMSMGA	- Maintain Student Achievement Testing Record	GA
14. EMSMGX	- Maintain Student OGT Testing Record	GX
15. EMSMGB	- Maintain Student Preschool Test Record	GB

Menu: EMSTCN Option>

PF4 Accept F7 Help F8 Exit F10 Next
(Press 'Next' for more options)

EMSTCN - EMIS Student Maintenance Menu DB: LIVE

16. EMSMGS	- Maintain Student Preschool ASQ/SE Test Rec	GS
17. EMSMGF	- Maintain Student OTELA Test Record	GF
18. EMSMGO	- Maintain Student KG Readiness Records	GO
19. EMSMGY	- Maintain Student CTAE Records	GY
-- Course Information --		
20. EMSFCL	- Maintain Staff Classroom File	CN
21. EMSHQT	- Maintain Highly Qualified Teacher Data	CN
22. EMSVEP	- Maintain Vocational Ed Program File	CV
23. EMSVXR	- Maintain Local Class Code Cross Reference	

Extracting From Fiscal and Loading to EMIS Staff Demographic/Employment Records – 09 K, C and N

The staff demographic and employment records should be loaded, validated, and corrected **before** the aggregation procedure. Not doing so can cause errors on the aggregation reports such as **STAFF NOT ON DEMOGRAPHICS**.

You should make yourself aware of who is responsible for this data in your district. It is usually someone from the superintendent's office or the treasurer's office. A report can be run anytime in September that will show all the fields for EMIS. The program **USPEMS** contains the **PERDET** option, which will produce the report. The person responsible for the staff demographic and employment data can begin checking this report and making corrections on the appropriate screen of the USPSCN program.

The **Ohio Credential ID** element is mandatory for any position code that requires an Ohio credential (usually a license, certificate, or permit). This field is replacing the alternate ID field and can be found on the **BIOSCN** and **DEMSCN** in the USPS Payroll files.

The **PERDET** and **USPEMX** programs have an additional prompt to find out which ID from USPS is to be reported to EMIS. The ID reported to EMIS must match the ID that is being used on the Course Master records in the Student package. The prompt will ask "If the EMIS is blank; report the SSN, Employee ID, or Credential ID?". **You MUST report the Credential ID.**

The program **USPEMS** also contains the option **USPEMX** used to extract the data for loading and validation. Once this program has been run for reporting period **K, C or N** the responsible personnel should ask the EMIS coordinator to load and validate the staff data.

The extraction procedure may be run at any time prior to the snapshot if you wish to validate earlier, but you must extract, load and validate at least once after you have been notified that the October, February or June validation/aggregation software has been installed. Also, staff must be validated after the first pay in October, February or June to properly report these files.

If errors occur, the EMSVLD.TXT report should be printed by the EMIS coordinator from his own account. Corrections can be made in one of two ways.

- 1) The coordinator can give the error report to the appropriate person responsible for maintaining the data. That person will:
 - a) make the necessary correction(s) to the **DEMSCN, BIOSCN, POSSCN** or **JOBSCN** through the **USPSCN** program.
 - b) run the **USPEMS** program to extract the corrected data.
 - c) notify the coordinator that they are ready to have the **data loaded and validated again**.

OR

- 2) The coordinator can make the necessary corrections to the appropriate **EMSFDM** (staff demographic) and/or **EMSFEM** (staff employment) screen in the **EMIS LIVE** database.

- a) Go into **MENU** <cr>
- b) Type in **EMIS_SEL** at the MENU> prompt <cr>
- c) Select the **LIVE** database
- d) Type in **EMIS_MNT** at the MENU> prompt <cr>
- e) Select **EMSSCN** for staff maintenance <cr>
- f) Make necessary corrections on appropriate screen(s)
- g) Validate files again

If number 2 is chosen, those same corrections must still be made at some point in the **USPSCN** program prior to the next reporting period or those errors will follow you to the next reporting period. Ome-resa staff recommends that step one be used for making corrections if at all possible.

These steps should be repeated until the validation report is error free.

VALIDATION OF STAFF DATA

*Validation Procedure 1 **MUST** be done prior to the snapshot. However if you need to “revalidate” you may have to use procedure 2 or 3 depending on what has occurred in the district.

EVERYONE MUST DO VALIDATION PROCEDURE 1 FOR THE FIRST VALIDATION!!!

Must be done prior to the snapshot and prior to the 2nd pay in October, February or June being posted!

Validation procedure 1

Everyone must do this procedure once to get their staff data loaded into the appropriate DATABASE at least one time. You should select the LIVE database before loading and validating. You should then use this validation procedure when you are using method 1 of the correction procedures.

- 1) From the coordinator's account:
 - a) Go into **MENU** <cr>
 - b) Enter **EMIS_SEL** at the **MENU>** prompt <cr>
 - c) Select the **LIVE** database <cr>
 - d) **EXIT** the **MENU** system
 - e) At your ready prompt, type in:
@OECN\$EMIS:LOADVALK for October
@OECN\$EMIS:LOADVALC for February
@OECN\$EMIS:LOADVALN for June

This step is a command procedure that will automatically load the file that was extracted using the USPEMS/USPEMX option, validate the CI and CK file types and run the procedure that prepares the staff file for state. It will produce two reports that will be listed when the procedure is complete. You should print both reports and make any corrections necessary to rid the reports of errors.

Procedure #1 can be run as often as necessary to make corrections as long as:

- 1) You have **NOT** submitted your data to state
- 2) The **SNAPSHOT** for the current period **HAS NOT OCCURRED**
- 3) The second payroll of the reporting month has not been posted.

The reasoning of the payrolls not being run is that the data is not truly a snapshot of the intended reporting period if they have been posted to the files. Salaries may change, status' may have changed from what they truly were during the reporting time frame, etc. **WHEN IN DOUBT** as to what method of validation you should use, send email to **FSTAFF** and we will help you determine what procedure you should be using at that time.

Validation procedure 2

You should use this procedure if the second payroll of the reporting month has been posted AND you have NOT been submitted to state AND the SNAPSHOT for the period has not occurred.

- 2) From the coordinator's account:
 - a) Go into **MENU** <cr>
 - b) Type in **EMIS_SEL** at the MENU> prompt <cr>
 - c) Select the **LIVE** database
 - d) **EXIT** the MENU <cr>
 - e) At your ready prompt, type in:
@OECN\$EMIS:VALONLYK for October
@OECN\$EMIS:VALONLYC for February
@OECN\$EMIS:VALONLYN for June

This step is a command procedure that will automatically validate the CI and CK file types and run the procedure that prepares the staff file for state. It will produce two reports that will be listed when the procedure is complete. You should print both reports and make any corrections necessary to rid the reports of errors.

Validation procedure 3

IF THE SNAPSHOT HAS OCCURED FOR THE GIVEN REPORTING PERIOD, THEN THE FOLLOWING PROCEDURE IS YOUR ONLY CHOICE FOR STAFF DEMOGRAPHIC OR EMPLOYMENT VALIDATIONS.

- From the coordinator's account:
- a) Go into **MENU** <cr>
 - b) Type in **EMIS_SEL** at the MENU> prompt <cr>
 - c) Select the **09K, 09C or 09N** database <cr>
 - d) **EXIT** the MENU <cr>
 - e) At your ready prompt, type in:

@OECN\$EMIS:VALONLYK for October
@OECN\$EMIS:VALONLYC for February
@OECN\$EMIS:VALONLYN for June

This procedure works like validation procedure 2 except you will select the **09? database** instead of the **LIVE database**. *PLEASE NOTE: Once you go beyond validating staff and move on to the aggregation process, it is NOT necessary to come back to the staff validation process. Any errors on staff that would appear on the validation report will appear on the EMSVLD error report.*

Aggregating Data Prior to Submitting to ODE

* Be sure all information that needs to be moved from DASL to EMIS is done prior to your first submission. Any changes to your information need to be made through DASL and transferred to Alpha EMIS throughout the reporting period.

Once your staff and building data has been validated and corrected, and all necessary student information has been moved to EMIS, you are ready to begin the aggregation process.

- 1) From the EMIS coordinator account, type in **MENU <cr>**
- 2) At the menu prompt, type in **EMIS_SEL <cr>**
- 3) From the database selection screen, select **LIVE or Snapshot Database <cr>**
- 4) From the menu prompt, type in **EXIT <cr>** to get out of the menu system
- 5) From your prompt, type in the following without any spaces.

@oecn\$emis:aggrdetk <cr> For October

@oecn\$emis:aggrdetc <cr> For February

@oecn\$emis:aggrdetm <cr> For December

@oecn\$emis:aggrdetn <cr> For June

You will be prompted to answer 5 questions. The questions and typical responses are listed below:

Fiscal year <09> : The default should already be correct

Reporting period: K, C, M or N

Report option (Detail,Summary,Both) <S>: B

Aggregations: <cr> Just return past this question.

Database code for EMIS database to use (optional): <cr> Leave blank

At this point, the aggregation procedure will begin. At the end of the procedure, a list of aggregation reports you should print will be displayed. Print and check them CAREFULLY!

This routine produces the following reports: (Reports to print and file to verify your information and check for errors.)

EMSAGG4S.TXT	Summary report for the district
EMSAGG4D.TXT	Detail report for the district
EMSAGG5.TXT	Error report from the aggregation
EMSAGG6.TXT	Exclusion report
EMSAGG7.TXT	Inclusion report
EMSRD09?.TXT	EMIS EMSRDET Validation Report

These reports should be printed as soon as they are generated. All TXT FILES get deleted at the end of the day. If you don't print them now, you will have to re-aggregate in the morning.

Once you have aggregated your data you will need to request that your data is sent to ODE. In order to guarantee that your information is processed that weekend you MUST send your request to ESTAFF by 3:00 PM on Thursday prior to the processing weekend. Send your e-mail request to the following address:

ESTAFF@omeresanet

Overview of Aggregation Reports

EMSAGG4D.TXT - This detailed report will give you some of the following information depending upon the reporting period: FTE by Grade, Race and Sex, Enrollment Counts, Course Master Information, Course - Count by Grade, Race and Sex, Count by Handicap, Program Count, Summer Withdrawal Information, Student Attendance Count, Student Withdrawal Count, Course - Grade Distribution, Proficiency Testing (Detail), Proficiency Testing (Summary), Competency Testing, Unduplicated Program Count, Yearend Completer Information.

EMSAGG4S.TXT - This summary report will give you some of the following information depending upon the reporting period: FTE by Grade, Race and Sex, Enrollment Counts, Course Master Information, Course - Count by Grade, Race, and Sex, Count by Handicap, Program Count, Summer Withdrawal Information, Student Attendance Count, Student Withdrawal Count, Course - Grade Distribution, Proficiency Testing (Detail), Proficiency Testing (Summary), Competency Testing, Unduplicated Program Count, Yearend Completer Information.

EMSAGG5.TXT - This report will list any errors that you may have. The report layout is very similar to the validation error report. These errors should be cleaned up prior to submission to state. While you can submit your files with E and F type errors, those types MUST be corrected before the close out date for the current reporting period.

EMSAGG6.TXT - This report will give a listing of students being excluded from the aggregated data and the reason why. You should check this report carefully also. Some students appearing on this report are only there because the attendance information was not entered (ie days of attendance).

EMSAGG7.TXT - This report will give a listing of all students included in the aggregated data being sent to state. There are breakdowns by building IRN's and attendance reasons.

EMSRD09K.TXT - This report compares staff records to aggregation records and will list errors when the two reports do not match. If any errors are listed on this report they must be corrected before submitting to state.

EMSUBSUM – (This may not have been updated so that it works correctly)

You may want to run this after your aggregation process. This should be done **after** the aggregation and **before** you submit your files to state. The report will list the sort record types that will be submitted to state. A sample of the instructions for accessing the screen are listed below.

To access the report:

- 1) Type **MENU** at your ready prompt <cr>
- 2) Type **EMIS_SEL** at the **MENU>** prompt <cr>
- 3) Enter number **1** to select **LIVE** database <cr>
- 4) Type **EMIS_ELV** at the **MENU> PROMPT** <CR>
- 5) Select **EMSUBSUM** from the **EMIS_ELV** menu <cr>

The above keystrokes will take you directly to the EMSUBSUM report. You will be prompted for the reporting period to process and the Fiscal year to process. Once the correct information is entered it will create the EMSUBSUM.TXT report. Print this out.

EMIS DATABASE SELECTION

The EMIS software contains multiple EMIS databases. Each EMIS database contains a “snapshot” of the information for each reporting period.

When you log into EMIS, you will automatically be in the LIVE database by default. Following are the steps to access another database:

To access and make changes in the LIVE database:

1. Choose **EMIS** from your menu options.
2. Choose **EMIS SEL** from the EMIS Main Menu.
3. Choose **LIVE** from the available EMIS databases:

Available EMIS Databases

```
-----
1) LIVE Live Database           EMIS_ROOT:[LIVE]
2) 06K OCTOBER FY05 DATABASE    EMIS_ROOT:[06K]
3) 06P Financial Forecast - FY06 EMIS_ROOT:[06P]
4) 07M DECEMBER FY06 DATABASE  EMIS_ROOT:[07M]
5) 07N JUNE FY07 DATABASE      EMIS_ROOT:[07N]
6) 07H Financial Database 4th Quarter FY07 EMIS_ROOT:[07H]
8) 07P Financial Forecast - FY07 EMIS_ROOT:[07P]
9) 09K OCTOBER FY09 DATABASE    EMIS_ROOT:[08K]
```

Enter number of database to select:

To access and make changes in the October 08K database:

1. Choose **EMIS** from your menu options.
2. Choose **EMIS SEL** from the EMIS Main Menu.
3. Choose **09K** from the available EMIS databases:

Searching for a Student in EMIS

The EMIS screens allow you to search for students using the name, EMIS ID (SSN), and the SIS ID number. The EMIS ID is the number found in the Soc Ins Field on the STUD screen of the SIS system. The SIS ID number is the number assigned to a student at the top of the STUD screen.

To search by **name**, enter the students name (Last name, First name) in the search field and press the F11 (Find) key. You can enter a full name or a piece of it. Only the first 10 characters of the last name and the first 3 characters of the first name are taken into consideration during the search, all others are ignored.

Examples:

JONES, JIM
JONES
JO

To search by **EMIS ID (SSN)**, enter an equal sign "=" followed by the number in the search field and press the F11 (Find) key. You can enter the full number or the first few digits.

Examples:

=123456789
=123
=C12

To search by **SIS ID**, enter a slash "/" followed by the SIS ID number in the search field and press the F11 (Find) key. You can enter the full number or the first few digits.

Examples:

/000950001
/00095
/C12

For **SSID search** – enter exclamation point (!) followed by SSID #

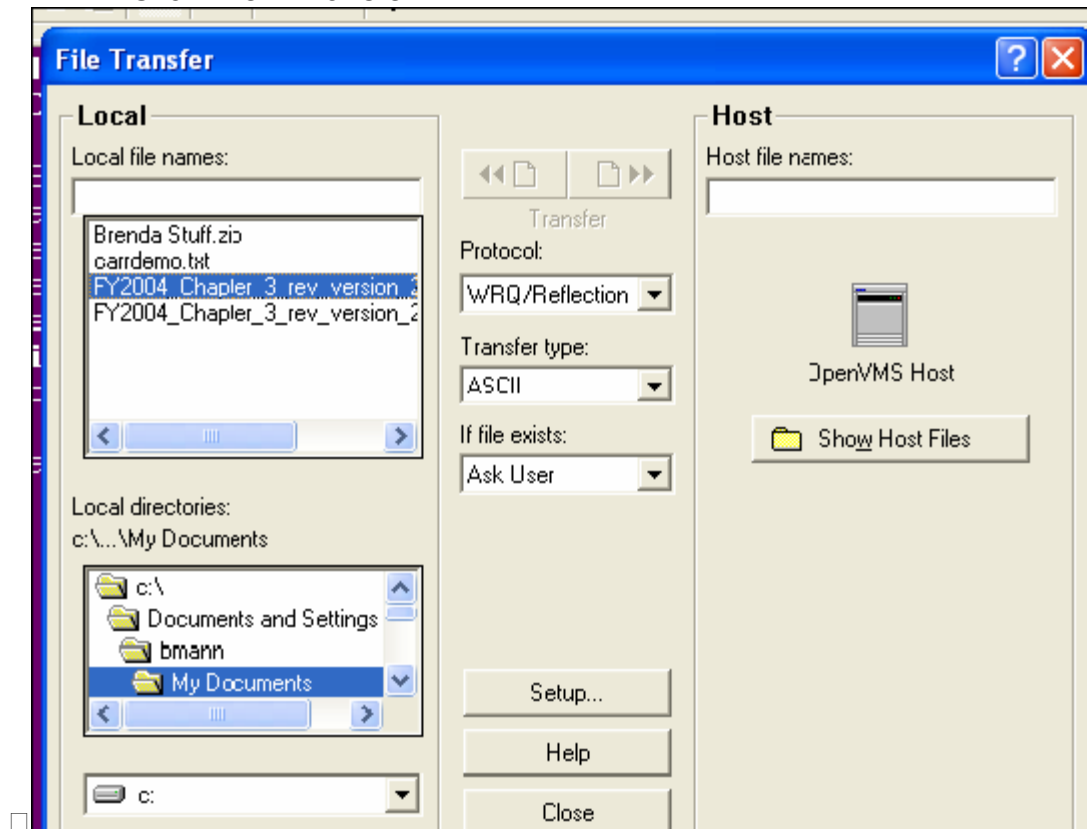
Anytime you move new records into the EMIS database you may need to run an alphabetical database rebuild program in order to be able to search those students out in EMIS. Select the EMS_MGR menu then select the EMSBST option. This will rebuild the Alphabetical search in the student database.

Transferring Reports

CSV files – Comma Separated Value

Reflections:

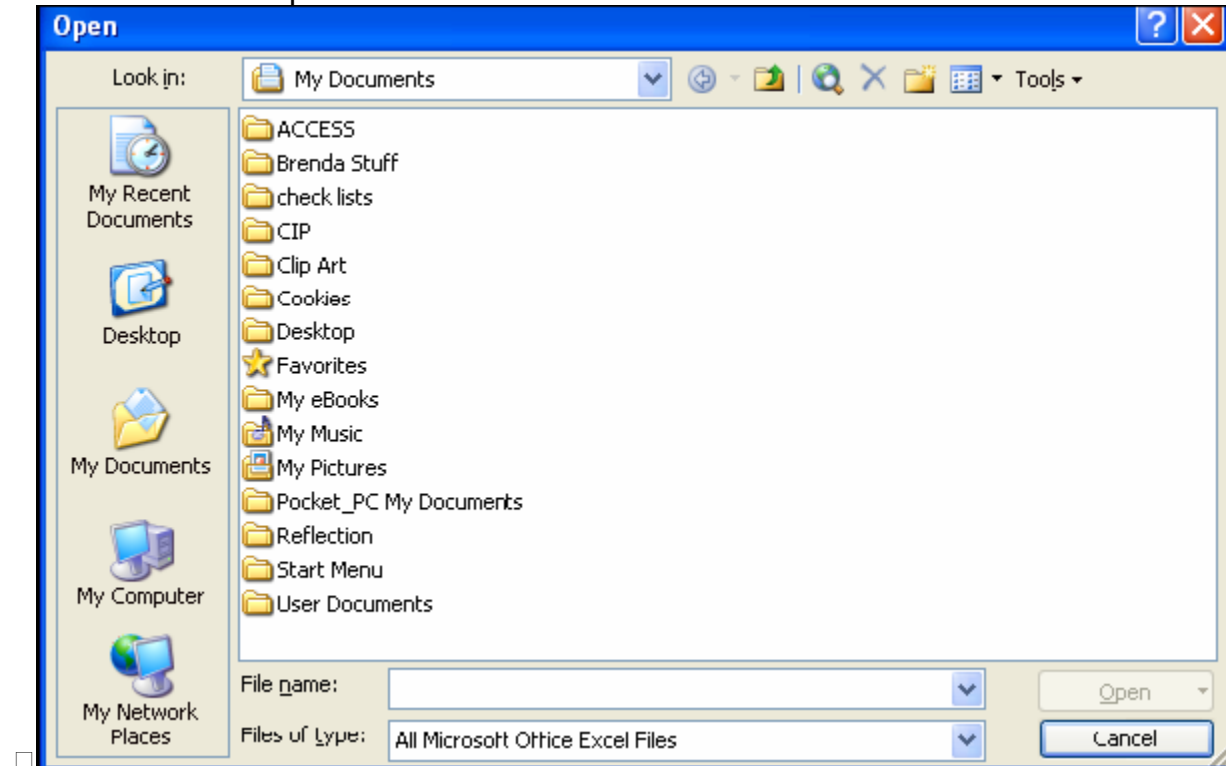
- Click File – Transfer



- Enter HOST file name or select from “Show Host Files” – Ex: 09K.CSV_STF_DEMO_JOB_CERT
- Check middle of Transfer Screen – Protocol, Transfer Type, and if file exists should look like example. Transfer Type has to be **ASCII**
- Enter a “Local File Name” on upper left – Ex: democert.txt - The file name should be no longer than 8 characters with a .txt extension
- In lower left choose C: drive and for local directories: choose “My Documents”
- Click left transfer button in middle of screen
- Click Close

Open Up Microsoft Excel: You should have the latest version of Excel. If you are using anything earlier than Office 2000 please have your Tech Coordinator update your program.

- Click File – Open

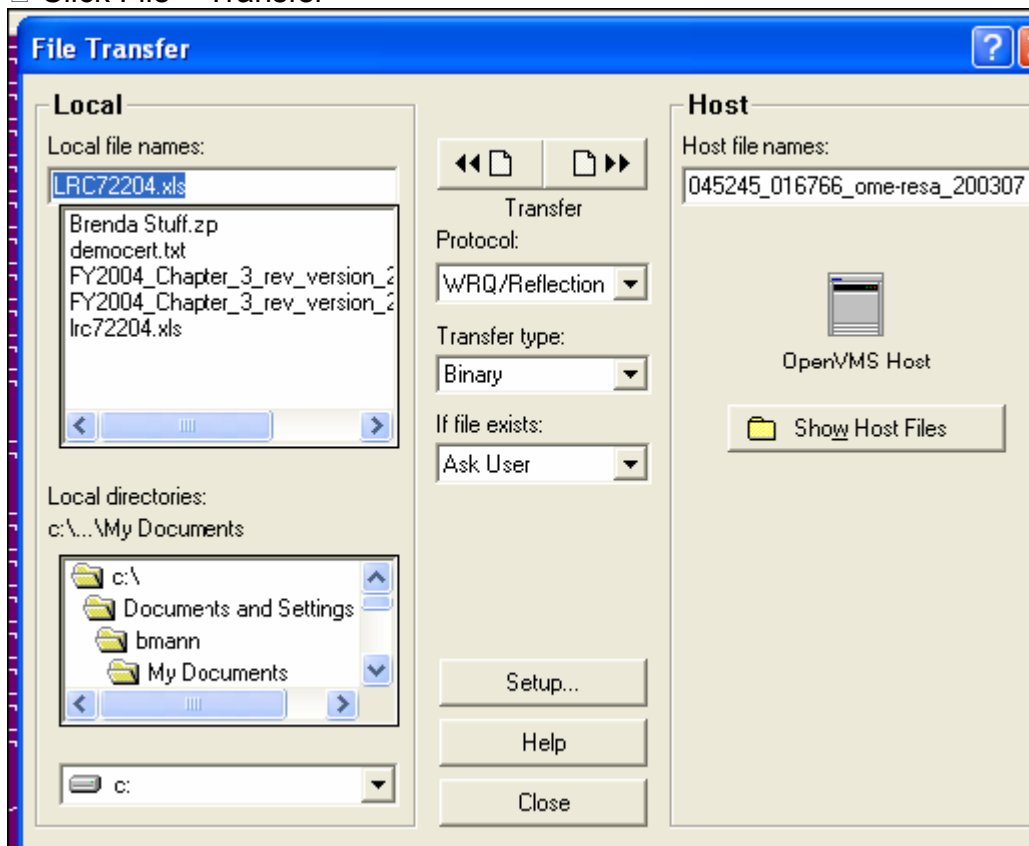


- Excel should open up into My Documents
- At the bottom of the screen “Files of type:” Click the down arrow to select “All files” (change from “All Microsoft Office Excel Files”)
- You will see in the list of files and folders the file that you transferred: *democert*. It should have a notepad icon beside it.
- Double click on the file (or single click and then click Open)
- You will see the 1st of 3 screens of the “Text Import Wizard”
- Click “delimited”. Click “Next” (leave everything else as is)
- Click “comma” (Unclick “tab” or anything else that is selected except comma). Click Next.
- On the 3rd screen make sure the “Column Data Format” is “General”. Click Finish.
- Once your data is imported into Excel you should Save As and save the data into an Excel Spreadsheet (Workbook).

XLS files – Microsoft Excel Files

Reflections:

- Click File – Transfer



- Enter HOST file name or select from “Show Host Files” – Ex: 123456_010101_Omeresa_20060722_lrc.xls;1
- Check middle of Transfer Screen – Protocol, Transfer Type, and If file exists should look like example. Transfer Type has to be **BINARY**
- Enter a Local File Name on upper left – Ex: LRC72204.xls - The file name should be no longer than 8 characters with a .xls extension
- In lower left choose C: drive and for local directories: choose “My Documents”
- Click Left Transfer button in middle of screen
- Click Close

Open up Microsoft Excel: You should have the latest version of Excel. If you are using anything earlier than Office 2000 please have your Tech Coordinator update your program.

- Excel should open up into My Documents
- Your file “LRC72204” should appear in the Window with an Excel Icon.
- Double click on the file name.

*If you have any problems following these procedures you will need to contact your Tech Coordinator for assistance.

.PDF files- Accountability and LRC Reports

- In Host file select box on right side of “file transfer window” select the .pdf file you are going to transfer. (Building files begin with the IRN of the building and the district files begin with the district IRN and end in .PDF)
- In the middle of the file transfer screen, make sure the following are set up as:
 Protocol=WRQ/Reflection
 Transfer Type =Binary
- In the left side selection box, for “Local” files select the place on your hard drive that you want to send the file. (Usually your desktop or My Documents)
- Name your file something that makes sense.: HSPI.pdf(high school performance index); eleacct.pdf (elementary accountability); distacct.pdf(district accountability)
- Click the LEFT transfer arrow
- Close the File Transfer window
- Open up your PDF file on your computer (you may want to create a folder to save these in)

You can view your .PDF files in your coordinator’s account by typing, at your name prompt> **dir *.pdf*.***

Appendix A

Forms:

- New EMIS Coordinator
- New FISCAL Authorization
- Data Submission Authorization
- Account Deletion

NEW EMIS COORDINATOR/EMIS COORDINATOR CHANGE FORM

REV. 8/08

DISTRICT NAME _____ **IRN** _____

EMIS COORDINATOR NAME _____

TITLE _____

PHONE #/EXTENSION WHERE COORD. CAN BE REACHED _____

EMAIL ADDRESS OF COORDINATOR _____

ADDRESS WHERE COORDINATOR CAN BE REACHED

IF THE ABOVE IS A CHANGE PLEASE CHECK HERE _____

**NAME OF PREVIOUS COORDINATOR TO REMOVE FROM EMIS EMAIL DISTRIBUTION LIST
AND/OR REPORT COPY PROCEDURES**

ASSISTANT EMIS COORDINATOR NAME (IF ANY) :

ASST. TITLE _____

PHONE # WHERE ASST. COORD. CAN BE REACHED _____

EMAIL ADDRESS OF ASST. COORDINATOR _____

Signature of Superintendent authorizing the change of EMIS coordinators:

_____ **Date** _____

****This change will not be made without the proper signature on the form****

Ohio Mid-Eastern Regional Education Service Agency

November 2008

Account Authorization Form for Fiscal and Administrative Personnel

Please print clearly:

Name: _____ Title _____

District: _____ IRN _____

Do you have an existing account on our system? Yes _____ No _____

If yes, enter Username: _____

If you have an Ome-resa email address, please provide it on the line below:

If you are an AUDITOR requesting any fiscal access, please provide your phone/email:

Phone: _____ Email: _____

Please grant access to the following areas. Check all that apply but DO NOT MARK both columns for the same privilege. **Mark Display OR Update, not both.**

Fiscal:	REQ ONLY	Display	Update
USAS	_____	_____	_____
USPS		_____	_____
USPS_EMIS		_____	_____
EIS		_____	_____
VIS		_____	_____
ARF		_____	_____
WEBGAAP		_____	_____ (Auditors and Treasurers Only)

MONTHLYCD – USAS _____ PAYROLLCD-USPS _____

Staff/Personnel:

PPS (Personnel Screen) _____

EMIS:

Please note: If you are the EMIS Coord or Treasurer, you need only mark DISTRICT/UPDATE

DISTRICT		_____ (EMIS Coord or Treasurer Only)
GENERAL	_____	_____
FINANCIAL	_____	_____
STAFF	_____	_____
STUDENT	_____	_____
STAFF-STUDENT	_____	_____

OTHER:

ODE/CERTIFACT _____
ODE/VITALS _____

Applicant's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

**** (Treasurer must sign -ONLY- if granting Fiscal Privileges) ****

Superintendent's Signature: _____ Date: _____

Fiscal Account authorization form explanation:

****DISPLAY – Gives access to view data or run reports**

****UPDATE – Gives access to view, modify, add, delete data and run reports**

REQ ONLY – Gives access to view, modify, add and delete the requisition screen only.

Fiscal:

USAS - Uniform School Accounting System

USPS - Uniform School Payroll System

EIS - Equipment Inventory System

VIS - Vehicle Inventory System

ARF - Accounts Receivable Facility

Staff:

PPS - Payroll Personnel System

LPDC - Local Professional Development Committee software.

EMIS:

EMIS/DISTRICT - assign only to EMIS Coordinators. This gives access to all EMIS screens/functions. No other EMIS privilege is needed if a user has EMIS/DISTRICT. **Gives access to ALL EMIS databases, including financial.**

EMIS/FINANCIAL - assign only to treasurer offices. The treasurer should have this privilege to enter Expenditure Flow Model information or to make changes.

EMIS/GENERAL - Gives access to LIVE database only.

EMIS/STAFF - assign only to employees working on payroll staff information for EMIS. Gives access to LIVE database only.

EMIS/STUDENT - assign only to school building personnel Gives access to LIVE database only.

EMIS/STAFF-STUDENT - assign only to school building personnel Gives access to LIVE database only.

Other:

ODE/CERTIFACT - access to ODE system for certificate information. Generally assigned to treasurers' and superintendents' offices, but can be helpful to the EMIS coordinator/assistant coordinator when working with the Unit reports that have errors due to certification.

ODE/VITALS access to ODE system for vital statistical information by district, country or statewide.

**OME-RESA/EMIS VERIFICATION AND NOTIFICATION
OF ELECTRONIC DATA SUBMISSION**

Rev. 6/06

I. General Information

This document is to be submitted by all school districts that are submitting data via Ome-resa to the Ohio Department of Education as part of the Education Management Information System (EMIS). A copy of this notification must be submitted for each data reporting period where staff and/or student records are involved.

II. Submitting Agency Information

A. District Name: _____

B. County: _____

C. IRN: _____ D. Date: _____

E. Fiscal Year: _____

_____ **10/15 Staff/Student Information (K)**

_____ **12/20 Student Information (M)**

_____ **3/15 Student (VE) Information (D)**

_____ **2/16 Student Information (C)**

_____ **6/30 Staff/Stud/Dist Information (N)**

III. Certification

The information contained on data files provided to Ome-resa has been verified by the school district, reflects accurate data for the appropriate period to the best of my knowledge and is in compliance with all appropriate sections of the Ohio Revised Code. All statements are unaudited.

Superintendent's Signature

IV. Filing Instructions – YOUR DATA WILL NOT BE SUBMITTED WITHOUT THIS FORM

Deadlines: As per the EMIS guidelines manual.

Return completed form to:

Ohio Mid-Eastern Regional Education Service Agency

Attention: Fiscal Service Personnel

2023 Sunset Boulevard

Steubenville, Ohio 43952

Telephone: (740) 283-2050 Facsimile: **(740) 283-1500**

OMERESA
ACCOUNT DELETION FORM

8/31/07

THE FOLLOWING ACCOUNTS SHOULD BE DELETED EFFECTIVE: _____
DUE TO THE REASON LISTED.

DISTRICT/BUILDING: _____

EMPLOYEE NAME: _____

USERNAME: _____

REASON FOR DELETION: _____

DISTRICT/BUILDING: _____

EMPLOYEE NAME: _____

USERNAME: _____

REASON FOR DELETION: _____

DISTRICT/BUILDING: _____

EMPLOYEE NAME: _____

USERNAME: _____

REASON FOR DELETION: _____

DISTRICT/BUILDING: _____

EMPLOYEE NAME: _____

USERNAME: _____

REASON FOR DELETION: _____

DISTRICT/BUILDING: _____

EMPLOYEE NAME: _____

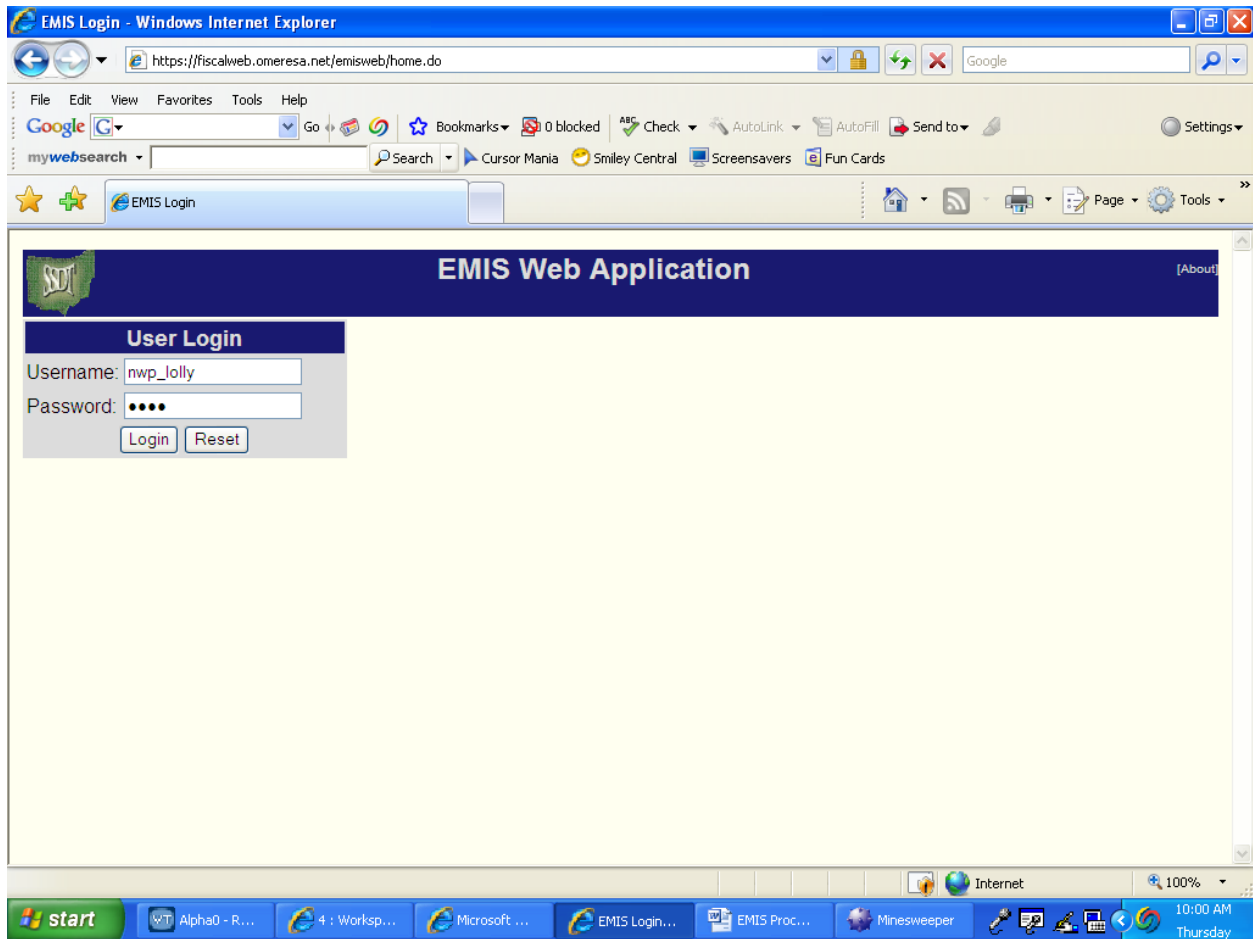
USERNAME: _____

REASON FOR DELETION: _____

AUTHORIZED BY: _____ DATE: ____/____/____
(REQUIRES SIGNATURE OF EITHER SUPERINTENDENT OR TREASURER)

EMISWeb

To log into the EMISWeb, you can go to our OMERESA website and click on the EMISWeb button. The following screen will display:



This is the main login screen for the EMISWeb. You must have an EMIS Coordinator or Asst. EMIS Coordinator account login in order to gain access to your files. DASL users cannot access this software through their building accounts.

Enter your reflections username, TAB to the password and enter your password, then either click on LOGIN or hit the RETURN key.

Once the new release for 09K is installed, you will be able to access the LIVE, FY06, FY07 and FY08 databases.

As new updates occur, you may see changes to what and how the information is displayed. Any new programs that are required to be reported will only be updated on the EMISWeb (ex: Preschool ECO).