

# ODE EMIS Conference Call Summary

3.18.19 Notes provided by Mary Myers (LACA), Naja Bailey (META) and Catherine Wright (NEONET)

**REMINDER** – Processing did not run over the weekend and there were no level 2 reports generated. All data submitted by 5pm today will be processed tonight and reports will be generated. Anything submitted last Friday will be processed tonight starting at 5:00, unless they submit again today in which case their latest submission will be processed instead of Friday's submission. ODE sent an EMIS Newsflash earlier today.

**CTE FTE** - Changes made to checks for CTE FTE were implemented a few weeks ago. For resolution prior to funding, the errors will need to be corrected and data re-submitted prior to Friday, March 22<sup>nd</sup>.

**March D Appeal** – All approved March D appeal data should now be in the Data Collector. There are two reports for each district with approved appeals. The report with the appeal data in it would be CTFL-003 CTE March Follow-up Extract for FFE – Approved Appeals. This is the file to load into the FFE to manage the submission. Do not reload the original file into FFE because that will eliminate the changes that were made. If a student was removed from the file, there is no action to be taken and the student will fatal. To see what districts had approved appeals, run a list of the March D Level 2 reports to see who had the CTFL-003 report. Office of Data Quality has reached out to districts to discuss whether their appeal was approved or the students could not be added because they were not enrolled in an approved/funded program.

**Q:** Who received the email that there was no processing over the weekend?

**A:** The standard mail\_staff\_emis@itc that ODE uses to send out information. This is the list that all ITC's are to maintain for ODE's communication.

**Q:** If a district missed the appeal window, is there another window to file an appeal?

**A:** This is the only appeal window to add students to the file. There will be the normal appeal window after the collection closes to appeal data, but there will not be any students added in that appeal.

**UPDATES - EMIS Changes and Funding** - By the end of this week, the reports will be updated with the new How Received and Sent To reasons that were added as of the last change call. The Tuition reports will also be updated with the new codes within the next couple of weeks. The discipline changes talked about on the change call are not quite ready for the new elements to be submitted. If districts have them added to the discipline record, they are just ignored when data is collected. When the code is updated to pick those up, there will be a *warning that the discipline record is too short* if the vendor hasn't added those fields to the extraction. Those can be ignored as long as the software vendor updates those records prior to the end of the school year.

**Q:** On the new situation where the middle district doesn't have to report, can they just withdraw the students using a withdrawal code of 81?

**A:** They can, but they can just leave them for the rest of the year.

**Q:** You don't happen to have those new codes handy, do you?

**A:** No, but if you go to the web page under the change call for vendors, there is an addendum that has those codes in it.

**Q:** I have districts that haven't reported anything about CPR because it was included in health class. Is there anything that we have to do for that?

**A:** There is a requirement that all graduates take CPR, but there is no reporting requirements for it. There is the Industry Credential for CPR, but that is associated with a WFD program. There is an updated FA chapter of the manual that will be released next week. Students learning CPR for the graduation requirement is not reported to EMIS. If students earn the Industry Credential, you report that regardless if they are in a Workforce Development Program or not.

**Q:** We were told the GU records are no longer reported, but see that they can be reported in period D. What is the status of that record?

**A:** That is only for students who left school several years ago. Current students should not have GU records reported. There is not a final stop on GU being reported because some of the students in the March collection could have previous GU records.

**Q:** We have a number of students that have a WorkKeys scores less than 3. I know you can enter the scaled score, but that affects the local SIS software. Can they enter a 1 or 2?

**A:** Yes, they can and it will get the students off the missing list.

### **Next call**

**Conference Call – Monday, April 8, 2019**

**Change Call: Wednesday, March 20, 2019**