

Staff and Financial Data Collector Reports

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OEDSA Fall 2023

Topics

- Level 1 Validation
- Level 1 Preview
- Level 2 Reports
- Received Files
- Questions

Level 1 Validation Reports

- Pre-submission
- Generated during the Prepare step of collection
- Data validations feedback
- Fatal
 - Can fatal a set of data or only a record type
 - Prevents data from being included in submission to Report Authority
 - Corrections of the data will be needed
- Types of checks included in fatal
 - Invalid or missing values and options
 - Range of values
 - Valid dates
 - Addition check on columns

Level 1 Validation Reports

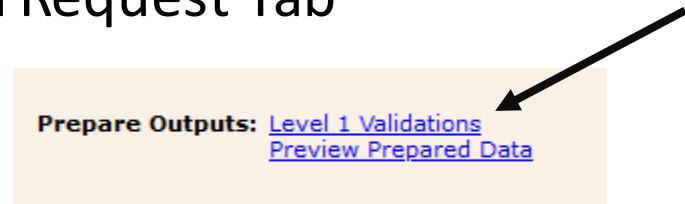
- Critical
 - Can be a set of data or a single record
 - Data is likely in error
 - Very unusual reporting
 - Review and correct as needed
- Types of Critical
 - Summation errors
 - Proration of amounts are going to occur
 - Invalid options

Level 1 Validation Reports

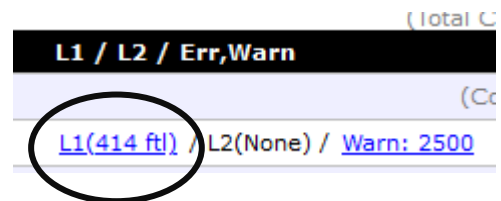
- Warning
 - Data should be reviewed and corrected as needed
- Types of Warnings
 - Age of staff members
 - Range checks
- Informational
 - Review as needed

Level 1 Validation Reports

- View Validation reports from
 - Collection Request Tab



- Progress Tab



L1 / L2 / Err,Warn			(Total C
L1(414 ft)	L2(None)	Warn: 2500	(C

A screenshot of a table with a black header row containing 'L1 / L2 / Err,Warn' and a greyed-out cell '(Total C'. The first row of data contains the text 'L1(414 ft) / L2(None) / Warn: 2500'. The 'L1(414 ft)' text is circled in black.

Level 1 Validation Reports

- Counts of records provided in a grid format
- All record types included in collection are listed

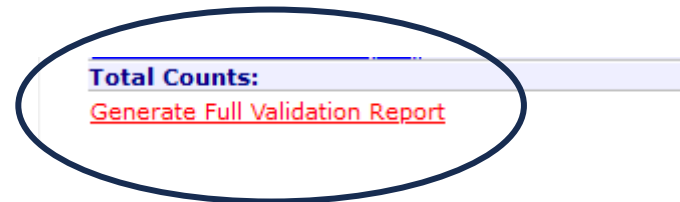
Last Prepared: Yesterday at 10:08:50 AM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er	Depnd Invalid	Valid Recs
Career-Technical Education Correlated Class Record (CV)	0	0	0	0	0	0	0
Contract Only Staff Record (CC)	0	0	0	0	0	0	0
Contractor Staff Employment Record (CJ)	0	0	0	0	0	0	0
Course Master Record (CN)	417	0	0	0	417	0	1271
Mapped Classroom Code Record (CM)	0	0	0	0	0	0	1
Staff Course Record (CU)	215	0	0	0	215	7	1271
Staff Demographic Record (CI)	0	0	16	0	16	14	366
Staff Employment Record (CK)	14	0	1	0	15	4	484
Staff Missing Override Record (CP)	0	0	0	0	0	0	0
Staff Summer Employment Separation Record (CL)	0	0	0	0	0	0	0
Student Course Record (GN)	2782	0	0	0	2782	1084	18074
Total Counts:	3428	0	17	0	3445	1109	23289

[Generate Full Validation Report](#)

Level 1 Validation Reports

- Review each record type individually
- Optionally create a single zip file that includes all validation reports
 - Click on Generate Full Validation Report at bottom of listing



- Output format options are CSV or HTML

Level 1 Validation Reports

- Anything flagged can be on a single record or multiple (MR.) messages
- Message and Description details provide clues on what caused the error no matter what level
- May need to share these reports with others at district
- Some data errors have a domino effect
- Check all and modify data as needed to eliminate the fatal, critical, warning or informational
 - Must have new data, then collect and prepare
- Data can be submitted with any level errors

Level 1 Validation Reports

- What am I looking at?

Error Number	Error Level	Message	Description
MR.2001	Fatal	Staff Employment(CK) record is Invalid	A non-contracted Position code 230 must have a valid Staff Course(CU) and Course Master(CN)
CK.0026	Warning	If in Title I Schoolwide Building, Paraprofessional Code is Invalid	Check Position Code (CK060), Assignment Area (CK220), Position Fund Source (CK130), and Qualified Paraprofessional (CK290) valu


Error Number	Error Level	Message	Description
CI.0016	Warning	Staff member over 70 years old	(CI070) Invalid value '19430315' in the field 'Date of Birth'
CI.0021	Warning	Teacher Reported with 0 Years of Authorized Experience	Check CI200 to ensure years reported properly(CI200) Invalid value '0' in the field 'Authorized Teaching Experience Years'

Error Number	Error Level	Message	Description
MR.0054	Fatal	No Course reported for Staff member	A CN record is missing for the local class room code reported(CU060) I

Level 1 Validation Reports

- Looking in more detail

Error Number	Error Level	Message	Description
MR.2001	Fatal	Staff Employment(CK) record is Invalid	A non-contracted Position Code 230 must have a valid Staff Course(CU) and Course Master(CN)
CK.0026	Warning	If in Title I Schoolwide Building, Paraprofessional Code is Invalid	Check Position Code (CK060), Assignment Area (CK220), Position Fund Source (CK130), and Qualified Paraprofessional (CK290) valu


 ***Position Code Element***

Record Field Number	CK060
Definition	The code associated with the position assignment of the employee.

Valid Options
Valid three-digit code As provided in Section 3.9 Position Codes

Level 1 Validation Reports

Error Number	Error Level	Message	Description
MR.2001	Fatal	Staff Employment(CK) record is Invalid	A non-contracted Position code 230 must have a valid Staff Course(CU) and Course Master(CN)
CK.0026	Warning	If in Title I Schoolwide Building, Paraprofessional Code is Invalid	Check Position Code (CK060), Assignment Area (CK220), Position Fund Source (CK130), and Qualified Paraprofessional (CK290) valu

 **Assignment Area Element**

Record Field Number	CK220
Definition	The six digit code that more completely defines the position.

Level 1 Validation Reports

Error Number	Error Level	Message	Description
MR.2001	Fatal	Staff Employment(CK) record is Invalid	A non-contracted Position code 230 must have a valid Staff Course(CU) and Course Master(CN)
CK.0026	Warning	If in Title I Schoolwide Building, Paraprofessional Code is Invalid	Check Position Code (CK060), Assignment Area (CK220), Position Fund Source (CK130), and Qualified Paraprofessional (CK290) values

Position Fund Source Elements

First Fund Source

Record Field Number	CK130
Definition	The first fund source from which the employee is paid.

Valid Options

- A State Auxiliary Funds
- B Other State Funds
- F Special Education Part-B IDEA Federal Grant Funds for school-age students with disabilities
- G Title I Funds

Financial Related Messages

- Financial (H)

Fatal	QC.0001	Invalid option	(QC180) Invalid value '[value]' in the field 'Job'
Fatal	QC.0005	Value out of range	(QC270) Invalid value '[value]' in the field 'Prior Fiscal Year Encumbered'
Critical	QC.0019	OPU required. Expenditure will be prorated if OPU is not rep	(QC160) Invalid value '[value]' in the field 'Operational Unit'

- Five-Year Forecast (P)

Fatal	QF.0005	Value out of range	(QF070) Invalid value '[value]' in the field 'Average Annual Change'	QF.0005
Fatal	QF.1001	Multiple Forecast Records with same Category Line Number	Invalid value '[value]' in the field	QF.1001
Fatal	QF.2010 (A)	category 1.070 is not total of 1.010 thru 1.060	Check values. Difference outside of acceptable tolerance. Check calculating total before any C	QF.2010
Fatal	QF.2013 (A)	category 5.040 is not total of 5.010 thru 5.030	Check values. Difference outside of acceptable tolerance. Check calculating total before any C	

Preview Reports

Level 1 Preview Reports

- Level 1 Preview Reports
 - Pre-submission
 - Data as it is being submitted to Report Authority/The Department
 - Details for every record type within collection request being processed
 - Plus
 - Missing reports
 - Excluded report

Level 1 Preview Reports

- View Preview reports from Collection Request
- View Preview reports from Reports Tab

These become Submission Reports

Prepare Outputs: [Level 1 Validations](#)
[Preview Prepared Data](#)



Data Feedback Reports and Files
Pre-Submission to ODE | *Post-Submission and Processing by ODE*
[Level 1 Details](#) | [Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)
Review and Level 1 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 1 reports matching these criteria.

Filter Options

LEA: Collection Request: Data Set: School Year: Category:
LEA IRN: Show closed collections Last Activity Within:

Display Options

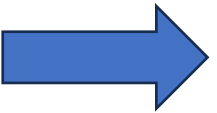
Group By: Collection Request LEA Level 1 Report Category Data Set None File Format: HTML CSV

[Show Reports](#) | [Restore Defaults](#)

Level 1 Preview Reports

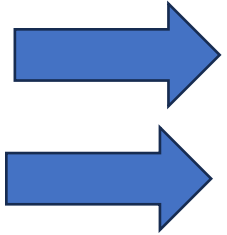
“X” is displayed when more than 10% reduction in numbers

File	Submission 1			Submission 0		
	Valid	Invalid	Total	Valid	Invalid	Total
Career-Technical_Education_Correlated_Class_Record_(CV).csv	0	0	0	0	0	0
Contract_Only_Staff_Record_(CC).csv	0	0	0	0	0	0
Contractor_Staff_Employment_Record_(CJ).csv	0	0	0	0	0	0
Course_Master_Record_(CN).csv	1271	77	1348	0	0	0
Excluded_Records.csv			1822			0
Mapped_Classroom_Code_Record_(CM).csv	1	0	1	0	0	0
Staff_Course_Record_(CU).csv	1271	222	1493	0	0	0
Staff_Demographic_Record_(CI).csv	366	14	380	0	0	0
Staff_Employment_Record_(CK).csv	484	18	502	0	0	0
Staff_Missing_Override_Record_(CP).csv	0	0	0	0	0	0
Staff_Missing_Report.csv			0			0
Staff_Summer_Employment_Separation_Record_(CL).csv	0	0	0	0	0	0
Student_Course_Record_(GN).csv	18074	2475	20549	0	0	0
Total counts:	21467	2806	26095	0	0	0



Level 1 Preview Reports

“X” is displayed when more than 10% reduction in numbers



File	Submission 2			Submission 1		
	Valid	Invalid	Total	Valid	Invalid	Total
Cash_Record_(CSH).csv	226	0	226	226	0	226
Cash_and_Fund_Balance_Reconciliation_(EX1).csv	0	0	0	0	0	0
Counts_of_DN_Records_Excluded.csv			0			0
Excluded_Records.csv			0			0
Expenditure_Record_(EXP).csv	4825	0	4825	4825	0	4825
Missing_Report_-_Organization_Attribute_(DN).csv			0			0
Operational_Unit_Description_(OPU).csv	511	0	511	511	0	511
Organization_General_Information_Record_(DN).csv	0	0	0	0	0	0
Receipt_Record_(RCT).csv	330	0	330	330	0	330
Schedule_of_Civil_Proceedings_Description_(STR).csv	0	0	0	0	0	0
Schedule_of_Civil_Proceedings_Summary_(STR).csv	0	0	0	0	0	0
Schedule_of_Federal_Assistance_Detail_(FAD).csv	0	0	0	0	0	0
Schedule_of_Federal_Assistance_Summary_(FAS).csv	0	0	0	0	0	0
Total counts:	5892	0	5892	5892	0	5892

Level 1 Preview Reports

- Verify accuracy of all data
 - May need to sort and divide various reports for review by others in district
 - Staff employment and demographic data should be reviewed by treasurer/payroll office personnel
 - Position codes, no longer employed, proper certification, salaries, etc.
 - Financial data should be review by treasurer office personnel
 - Accurate cash, expenditures, receipts, OPUs, schedules, etc.
 - All Missing should be reviewed and corrected, count should be -0-
 - Can point to data issues
- Data is used for purposes other than EMIS
 - May get to the public spotlight
 - For example, public pay records

Level 1 Preview Reports

- Will data be submitted
 - 'Record is Valid' column
 - Yes
 - No
 - Dep

Record Is Valid
No
No
Yes
Dep
Yes

- **Always remember ... “Yes” in this column does not mean your data is accurate**
- Dependencies (Dep) are a separate level of validation check
 - These need to be reviewed and treated the same as a fatal; data with a Dep is not included in submissions
- Format output options CSV or HTML

Level 2 Reports

Level 2 Reports

- Multiple types of data included
- All are post-submission and generated by Department
- Some are associated with a Collection Request from a submission
- Any received are important to districts
 - District personnel with interest in these will vary
 - May need to sort and divide various reports for review by others in district

Level 2 Reports

- Not all districts will have these reports
- New reports replace old; not static
- Report explanations are available
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume>
 - GNIS – Outside EMIS, contact on report explanation

Level 2 Reports

- View from Collection Request Tab
- View from Progress Tab link
- View from Reports Tab

From ODE: [Level 2 Reports](#)

[L1\(0 ftl\)](#) / [L2\(5 Rpts\)](#) / None

Data Feedback Reports and Files

Pre-Submission to ODE
[Level 1 Details](#)

Post-Submission and Processing by ODE
[Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all reports (.csv)*, you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

Filter Options

LEA: <input type="text" value="All authorized"/>	Collection Request: <input type="text" value="All"/>	Data Set: <input type="text" value="All"/>	School Year: <input type="text" value="All"/>	Category: <input type="text" value="All"/>
LEA IRN: <input type="text"/>	Report Name: <input type="text" value="All"/>	Last Activity Within: <input type="text" value="All"/>	<input type="checkbox"/> Show closed collections	
Processed on or after: <input type="text"/> (mm/dd/yyyy)	Last Updated on or after: <input type="text"/> (mm/dd/yyyy)		Report Name includes: <input type="text"/>	
With Data Only: <input type="checkbox"/> Exclude reports with 0 rows				

Display Options

Group By: Collection Request LEA Level 2 Report Category Data Set None

File Format: HTML CSV CSV by Building IRN CSV by Other Field (see Field Name in the table below)

Level 2 Reports

- Selection and Filtering

Data Feedback Reports and Files

Pre-Submission to ODE
[Level 1 Details](#)

| *Post-Submission and Processing by ODE*
| [Highlights and Recent](#) | [Level 2 Details](#) | [Received Files Details](#)

Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all reports (.csv)*, you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

Filter Options

LEA: <input type="text" value="All authorized"/>	Collection Request: <input type="text" value="All"/>	Data Set: <input type="text" value="All"/>	School Year: <input type="text" value="All"/>	Category: <input type="text" value="All"/>
LEA IRN: <input type="text"/>	Report Name: <input type="text" value="All"/>	Last Activity Within: <input type="text" value="All"/>	<input type="checkbox"/> Show closed collections	
Processed on or after: <input type="text"/> (mm/dd/yyyy)	Last Updated on or after: <input type="text"/> (mm/dd/yyyy)			
With Data Only: <input type="checkbox"/> Exclude reports with 0 rows	Report Name includes: <input type="text"/>			

Display Options

Group By: Collection Request LEA Level 2 Report Category Data Set None
File Format: HTML CSV CSV by Building IRN CSV by Other Field (see Field Name in the table below)

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

Level 2 Reports

- Selections and Filtering

A screenshot of a web interface showing a dropdown menu for 'Data Set'. The menu is open, displaying options: 'All', 'A', 'G', 'L', and 'S'. The 'All' option is currently selected. Below the dropdown, the text 'None' is visible.

A screenshot of a web interface showing a dropdown menu for 'Category'. The menu is open, displaying a list of categories: 'All', 'Accountability', 'Career Tech', 'Colg Crdt Plus', 'Funding Reports', 'Gen Issues', 'Graduate', 'Missing', 'Staff', 'Status', 'Student Reports', and 'Tuition'. The 'All' option is currently selected.

A screenshot of the 'Display Options' section of the interface. It contains two rows of radio button options:

Display Options

Group By: Collection Request LEA Level 2 Report Category Data Set None

File Format: HTML CSV CSV by Building IRN CSV by Other Field (see Field Name in the table below)

Level 2 Reports

- Staff Related Reports

- (CTEA-003) CTE Staff Error Detail
- (GNIS-049) Gen Issues - Staff - Average Teacher Experience
- (GNIS-431) Gen Issues - Staff - Percent of Inexperienced Principals
- (GNIS-451) Gen Issues - Staff - Percent of Inexperienced Teachers
- (GNIS-477) Gen Issues - Staff - Properly Certified Paraprofessionals Reporting
- (GNIS-478) Gen Issues - Staff - Current Position with Previous Year Separation
- (TLCS-001) Teacher Licensure Course Status
 - <http://webapp1.ode.state.oh.us/emis/certification/courseSearch.asp>

Level 2 Reports

- Financial Reports
 - (EXPD-001) Expenditure Detail Report
 - (EXPD-002) Expenditure Summary Report by Category
 - (EXPD-003) Expenditure Summary Report by Sub-Category
 - (GNIS-230) Gen Issues - Financial - Classroom Percentage Below 50%
 - (GNIS-231) Gen Issues - Financial - Classroom Percentage Greater Than 85%
 - (GNIS-233) Gen Issues - Financial - \$0 Reported in Operation and Plant Maintenance
 - (GNIS-234) Gen Issues - Financial - Expenditure Per Pupil Data is Greater Than \$15,000

Level 2 Reports

- Financial

- (GNIS-235) Gen Issues - Financial - Expenditure Per Pupil Data is Below \$4000
- (GNIS-360) Gen Issues - Financial - No Expenditure Data for Current Year Reported
- (GNIS-445) Gen Issues - Financial - Percentage of Expected Receipts Currently Reported
- (GNIS-446) Gen Issues - Financial - Percentage of Expected Expenditures Currently Reported
- (GNIS-447) Gen Issues - Financial - Percentage of Expected Fund Codes Currently Reported in Cash Record
- (GNIS-448) Gen Issues - Financial - Percentage of Expected Building Records Currently Reported

Received Files

Received Files

- Found under the Reports Tab
- Reports received from The Department
- Student names get added to many
- May not reflect the most recent submissions
- Any received are important to districts
 - District personnel with interest in these will vary
 - May need to sort and divide various reports for review by others in district

Received Files

- Not all districts will have these reports
 - Watch EMIS NewsFlash
 - Email notifications are possible
- Often these are static or one-time reports
- Report explanations are available
 - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume>

Received Files

Data Feedback Reports and Files

Pre-Submission to ODE
[Level 1 Details](#)

|

[Highlights and Recent](#)

|

[Level 2 Details](#)

[Received Files Details](#)

Received Files Details

Choose the filter criteria then click the List Files link to generate a list of received files matching these criteria.

Filter Options

Files for LEA: All authorized	Data Set: All	Year: All	Category: All
LEA IRN: <input type="text"/>	File name includes: <input type="text"/> and <input type="text"/>	Per File: <input checked="" type="checkbox"/> Only Show Most Recent	
Received on or after: 08/25/2023	and on or before: <input type="text"/> (mm/dd/yyyy)	Created on or after: <input type="text"/>	and on or before: <input type="text"/> (mm/dd/yyyy)

Output Option

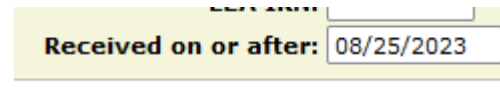
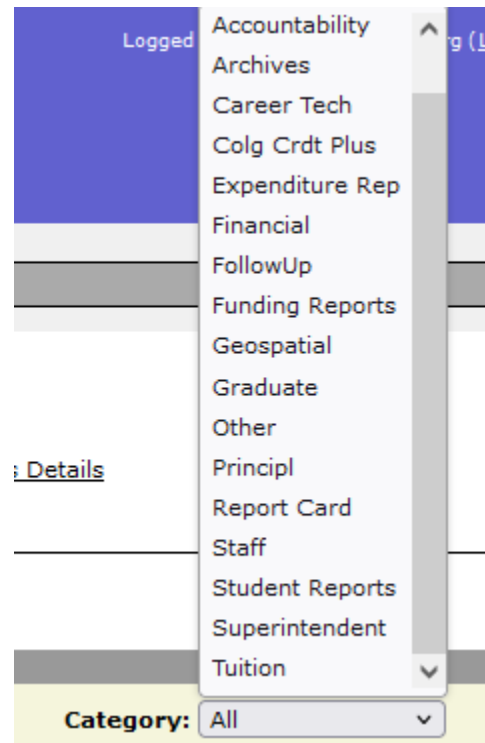
Group By: LEA Data Set Category Short File Name None

Zip File: Combine received files into a compressed .zip file

[Restore Defaults](#) | [Reset Time Span textboxes](#) | [Reset File name includes textboxes](#) | [Reset LEA IRN textbox](#)

Received Files

- Selections and Filtering



Questions

