

ODE ITC Call – 8/21/2023

Notes provided by Naja Bailey (META) and Gretchen Martin (ACCESS)

**FY23 Data Appeals** - A notice was sent this morning about some additional appeals opening.

- **FY23 Summer Third Grade Reading Data Appeal** (request window open now 8/21-25) - This week ONLY districts can file appeals for the Summer TGRG data. Remember for the summer Third Grade Reading Assessment, ODE uses the vendor file, so this is the opportunity to appeal if districts believe something is wrong on the vendor file. Don't believe there have ever been any appeals for this, so we don't expect any issues....but districts should still review and ensure students are showing ok. Deadline to submit corrected data in EMIS for approved appeals is 5pm Friday, September 1.
- **FY23 Funding Data Appeal** (request window open now 8/21-9/1) - The funding data appeal is the opportunity to appeal data that *other* districts are reporting that is impacting your district's funding. For example, if there is an overlap with another district and you know your data is correct but the other district refused to correct or never updated the information, this is the chance to file an appeal. The area finance coordinator will get in touch with both districts and make a final determination as to what's going on with that conflict and ensure appropriate funding tweaks happen before the final payment is made. This is NOT an opportunity to appeal a district's own data.
- **FY23 Child Outcome Summary Assessment and Early Learning Assessment Data Appeals** (request window open 8/28-9/8) - Data collections are open through 8/25 so districts still have time to get that data reported before the appeal window opens; appeal window opens next Monday, 8/28. Deadline to submit corrected data in EMIS for approved appeals is 11:59 pm Friday, 9/15.
- **FY23 Report Card Data Review and Verification** (open now, 8/21 through 9/8) - All district Superintendents are required to go in and verify their report card data. If there are any issues, this is the time they can start the request for a watermark.

**Data Collector issues** - Thanks to ITCs for getting Data Collectors restarted this morning. ODE is working on better ways to monitor the report collectors and ZIS over the weekend, so ITCs have a better idea *before* Monday morning if something goes down over the weekend. Level 2 reports are on their way, or may already be available.

**Grad CORE Credits** - ODE has been getting help desk tickets regarding graduation credits (GRAD Core record). ODE is finding districts are trying to do things they think will make things easier, but is actually making it worse. For example, a student takes 5 credits of Math though only 4 credits of Math are required; sometimes districts are making that 5th Math credit an Elective credit instead of just reporting 5 credits of Math. It's true the "extra" credit of Math does count towards Elective credits....but districts need to report "what is". The EMIS Manual reporting instructions for section GC indicate to *"report the most specific option that would apply. For example, if a student takes a business course as an elective report the "BUS" option instead of the "ELE" option since the "BUS" option is more specific."*

In the Progress Toward Grad module and in Grad reports where there is any flag around credits earned, ODE will see the extra credits in the CORE areas and count them towards Electives. In law, only very specific things can be counted as Electives, and everything the law says can be counted for an Elective is included in the CORE area codes. If a credit is reported as ELE, ODE is not counting it towards

graduation credit. An elective has to be Fine Arts, Financial Literacy, Foreign Language, Family Consumer Science, Health, JROTC, etc... We also think some districts just roll their data up from year to year, and some were marked before Elective requirements were made so specific and just never updated it. Remind districts of the importance of reporting the GC record and ensure they are careful in reporting the most specific area they can. There are things on the report card that use the GC record and some districts may look “funny” because this information has not been reported correctly, especially the last couple of years when all students earning credit should have been reported, not just seniors.

ODE is also going to try to do some analysis to see if they can find patterns or districts where this is occurring - if they can identify anything, they will share information with ITCs. As an example - a Math subject code reported with an ELE CORE area code. The reporting of CORE Area code ‘ELE’ should be minimal.

**CNDC Module in ODDEX** - This module is now out there. The goal and message all along has been that this is NOT an EMIS coordinator thing. However, we know EMIS coordinators and ITCs are getting pulled into this because it relies on SCR reporting, and many EMIS coordinators are also OEDS administrators.

In OEDS, there have been issues with some individuals not having access to the tile. This appears to be close to being resolved. For those who were newly assigned last week and forward, the tile should be appearing (maybe within an hour or two, but definitely overnight). There was a backlog of individuals who have still not gotten the tile - they were assigned the role prior to last week, and these are still being worked on. The following link is a way to bypass the issue for those who have the role but don’t have the tile. Go to My Apps, log in, and will take to your home page at the Dept of Education and will list all applications to which you have access.

<https://education.ohio.gov/Miscellaneous/Department-of-Education-OH-ID-Portal-Help>

If a user gets into CNDC and indicates they can’t see anything, the first step to seeing data is the EMIS coordinator submitting SCR. If a district submitted SCR prior to CNDC opening, they may not be seeing anything because the load of the data to CNDC happens when the SCR data is being processed. So if the students are not appearing for a district and the EMIS coordinator has submitted SCR, the action to take is resubmit SCR and the application should pick it up. There was an issue with CNDC last week (believe for only a day, at most) and the import wasn’t working correctly; if a district submitted SCR early last week, it’s possible it didn’t load to CNDC.

Data from SCR (including contact collection) moves to CNDC on a daily basis. However, the process of matching data from Medicaid, TANF, and SNAP (from ODJFS) only runs on Monday, Wednesday, and Saturday evenings.

Example:

- Tuesday – you submit SCR collection; it loads students into ODDEX SCR and CNDC that night
- Wednesday morning – you will see the students but not see any matches
- Wednesday night – automated matching process runs
- Thursday morning – you will see the matching data

## **Q&A**

**Q:** districts have to submit SCR, they can't just prepare? Many districts haven't yet started and don't want to submit SCR until they know which students actually show up.

**A:** Yes, districts must actually **submit** SCR data. ODE can't see the prepare data so we can't do anything until data is submitted. ODE knows districts like to wait to submit SCR, but the advice has always been to submit early because you see the conflicts appear. Districts find out which students have registered in another district - it's not a "no-show" on day one; the district already knows they've enrolled elsewhere. This may mean districts end up reporting extra 81 withdrawals, but these are only used for newly enrolled students who have never been there before. If it's a student who left over the summer, report the summer withdraw or close out the FS record as a summer withdraw. Just a reminder, however, if a district submits the 81 only to SCR but has not submitted their regular enrollment collection to ODE, the 81 record only needs to be submitted once to SCR and then can be deleted out. The Student Cross Reference will mark them as inactive and put the strikethrough and they won't come back in the Student Cross Reference. However, if the district has also submitted that 81 to ODE in the regular student collection they must continue to submit it all year. We are offering this as a compromise for districts - If they *only* submit the 81 to SCR and not to ODE, they can do that first SCR submission and then remove the 81 record for student submissions and they will never have to report those students to ODE.

**Q:** A district submitted SCR last Thursday. They can see students in CNDC this morning, but are not able to run matches in the dropdown. Is there an issue with the time - it was run on Thursday, 3:36pm? There isn't anything in the dropdown, and no explanation in the help documentation.

**A:** There shouldn't be a time issue - it should have run over the weekend. However, the manual match option is still disabled. Please send the district IRN to SSDT for review.

The other set of issues (why it was shut down last week) - the upload was not working correctly. In some cases, these uploads were creating duplicate records instead of merging to a single record with data from SCR. This is fixed now. There are 2 use-cases where a traditional district or community school would want to use a manual upload option.

1. If the district wants local IDs in the system. They would need to run the crosswalk - load a file that has the Local ID and SSID (don't need all the possible options in the file, just those 2 things), will match on just the SSID and will insert (add) the Local ID. They can then use the Local ID to export to their food service system. The file also needs to contain the year, district and building IRNs - this is all documented on the wiki page for the upload in the chart.
2. If they want to add addresses. Addresses can be added by submitting contact data, but districts can also manually upload addresses by preparing a data file. Same thing - just make sure SSID is there and will match on SSID to load addresses. The file also needs to contain the year, district and building IRNs - this is all documented on the wiki page for the upload in the chart.

The manual upload is primarily meant for non-pubs, but these are the two use-cases where traditional districts or community schools may choose to use it. See the Wiki page for complete information (this documentation is open to the public, it is not restricted based on OEDS roles): <https://wiki.ssdtohio.org/display/oddex/Upload>

**Q:** David, will ODE be sending the instructions that you are mentioning directly to the districts that use CNDC since ITC staff and EMIS are not involved with CNDC?

**A:** talking with ODE school nutrition staff this afternoon to get more data out to school nutrition staff. We did training, the training is posted and the wiki is there. But we know they still have questions and

EMIS staff are getting questions, even though it wasn't the intent for EMIS Coordinators or ITCs to be involved with this. Hoping the need for support will go down quite a bit once we get through this initial adoption phase and work out some of the early bugs. Please continue to let ODE know if there are things happening where EMIS continues to be pulled in.

**Q:** Does the WIKI also talk about the local IDs?

**A:** Yes. The Upload page includes the header needed to include the local Ids.

**Q:** You did say this was optional, however the documentation says the legacy system is going away in September and the law indicates they have to do it 3 times per year. So is it really optional?

**A:** The only part that's optional is submitting the contact collection for traditional districts. But all traditional districts are required to do SCR, and all food service are required to do CNDC. But that's correct, the legacy system is scheduled to go away at the end of September, so all districts need to make that transition, and all districts need to be doing their SCR submissions so that data is there.

**Q:** Should all districts be using the CNDC module? We heard some are doing it the old way.

**A:** Yes, some are doing it the old way because they needed to do it before school started (or even before the module was released), or prior to SCR submission. The legacy system remained available to ensure this could be managed. In time, the plan is for the legacy system to go away and everyone will use the ODDEX version.

Districts using the old legacy system are not getting the full benefit of the new application. There are a lot more students identified in CNDC. Additionally, what they are doing in the old legacy system will *not* transition over to the new system, so they are just delaying. Sometimes you don't want to be on the cutting edge, preferring to wait for bugs to be worked out, but things are pretty stable at this point. If you have districts still using the legacy system, encourage them to move over as soon as they can.

**Q:** Any students identified should be marked Free/Reduced lunch in EMIS, is this correct?

**A:** No, it is not. Basically, when students are identified as Free/Reduced, a letter is to be sent to the parent for them to sign and allow data to be used for other programs in the district. This is also part of the reason why EMIS coordinators are not granted default access to this module. It is in parents' best interest to do this and a lot of parents do, but the release is required in order to allow that sharing of data. This is a local process.

### **Upcoming Call Schedule**

Tuesday, September 5 – ODE ITC Call (moved from Monday due to Labor Day)

Wednesday, September 13 – ODE Change Call

Thursday, September 21 – ODE Vendor Call (moved from September 14 due to OEDSA Conference)