

March Follow-up Collection- D – FY22

Based on data submitted for 20/21 School Year

Open for submissions 2/3/22 – 4/15/22

Two data files will be loaded into EMISr as Level 2 reports.

1. A **.CSV** file that is for your use. **DO NOT** load this file into EMISFFE.
2. A fixed length file – format of **.TXT** or **.SEQ**. **LOAD** this file into EMISFFE.

Please select the appropriate file(s) and save to your desktop – (or where you save your data files for EMISr).

The screenshot displays the SIFWORKS VRF Data Collector interface. The top navigation bar includes tabs for Collection Requests, Collection Status, Submissions, Progress, Reports, Archives, Messages, Resources, Preferences, Data Sources, Agencies, and Settings. The main content area is titled "Collection Requests Summary" and features a "Message Center" section with options to show messages for My Messages, Organizations, and All Users. Below this is the "Collection Requests Summary" for the Ohio Department of Education, which includes a "Refresh" button and a "Hide Message Center" link. The interface allows filtering collection requests by "Collection Request" (set to FY22-D-March Flwup), "Data Set" (All), "School Year" (All), and "Last Activity Within" (All). There are also checkboxes for "Show closed collections" and "Sort Order" options (Submission Close Date, A-Z, Z-A, A-Z on Short Name, Z-A on Short Name, Most recently active). A specific collection request is highlighted: "March Follow-up Collection (FY22)", with details such as "Submissions: today - April 15, 2022 (71 days till close)", "Version: 1", "Status: This collection has never been submitted.", and "Submission Number: 1 (attempt 0)". A link for "From ODE: Level 2 Reports" is also visible.

Please click on the Level 2 Reports option, you should then see the following when you click on the Show Reports, with your number of students:

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](#)

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: Use IRN below Collection Request: FY22-D-March Flwup Data Set: All School Years: All Category: All

LEA IRN: 062042 Report Name: All Last Activity Within: All Show closed collections

Processed on or after: (mm/dd/yyyy) Last Updated on or after: (mm/dd/yyyy)

With Data Only: Exclude reports with 0 rows Report Name includes:

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](#)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
(Total Count: 2)													
▼ March Follow-up Collection (FY22) (2022D09000) (Count: 2)													
(CTFL-001) CTE_March Follow Up Extract (All Students)	AWHJ_062042	0	0	0	208	208	Career Tech	D		01/31/22 00:00	01/31/22 00:00	0 Unknown	Help
(CTFL-002) CTE_March Follow Up Extract for FFE	AWHJ_062042	0	0	0	208	208	Career Tech	D		01/31/22 00:00	01/31/22 00:00	0 Unknown	Help

Generate a single .zip file for all reports | Export report information to a .csv file

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The first one is the csv file that should show you the list of students, and the second one is the file that is needed for the EMISFFE screens.

Save the file, DO NOT OPEN it. Move to your desktop and right click on it to rename it. It must end with .seq – so you can rename it to something like AWHC-22D.SEQ (note: be sure it does not have the .csv also, only the .seq)

You will need to log into the Flat File Editor program to import/export and update all your follow-up information. You can get to this site, by going to our web site: www.tccsa.net under the LOGINS section, you should see the link titled: **EMISFFE**

For the login, you will use your full email address, and the password you requested for the EMISFFE.

1. Log in to EMISFEE.

- a. Select **Home** icon, and choose the **GV – CTE Workforce Development Follow-up**
 - i. Choose **Delete ALL CteWorkforceFollowup** – to clean up prior to loading new data

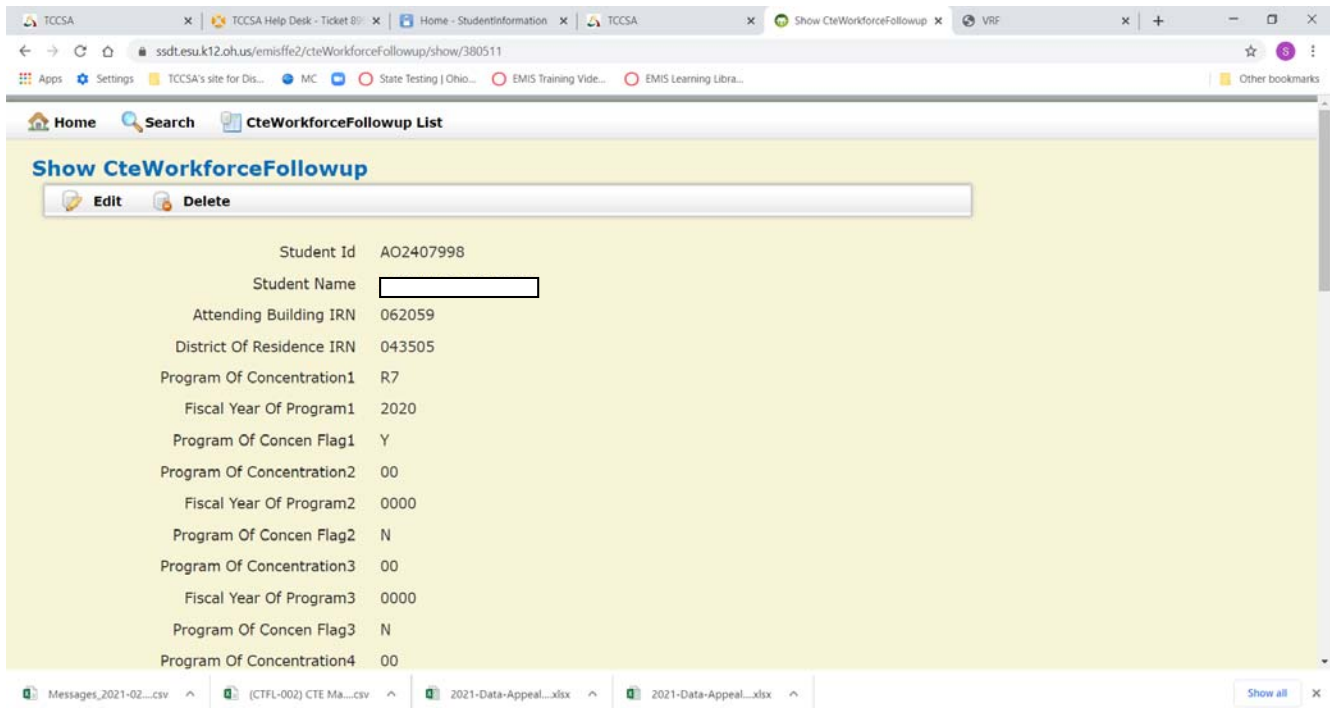
- b. Select **Home** icon, and choose the **FA – Student Assessment**
 - i. Choose **Delete ALL FA Student Assessments** - to clean up prior to loading new data (may be empty)

- c. Select **Home** icon, and select **Import data** – browse for your files from ODE that you have saved to desktop and renamed(?) from the Level 2 section in EMISr for Reporting Period FY22D manifest, and **upload** the files.

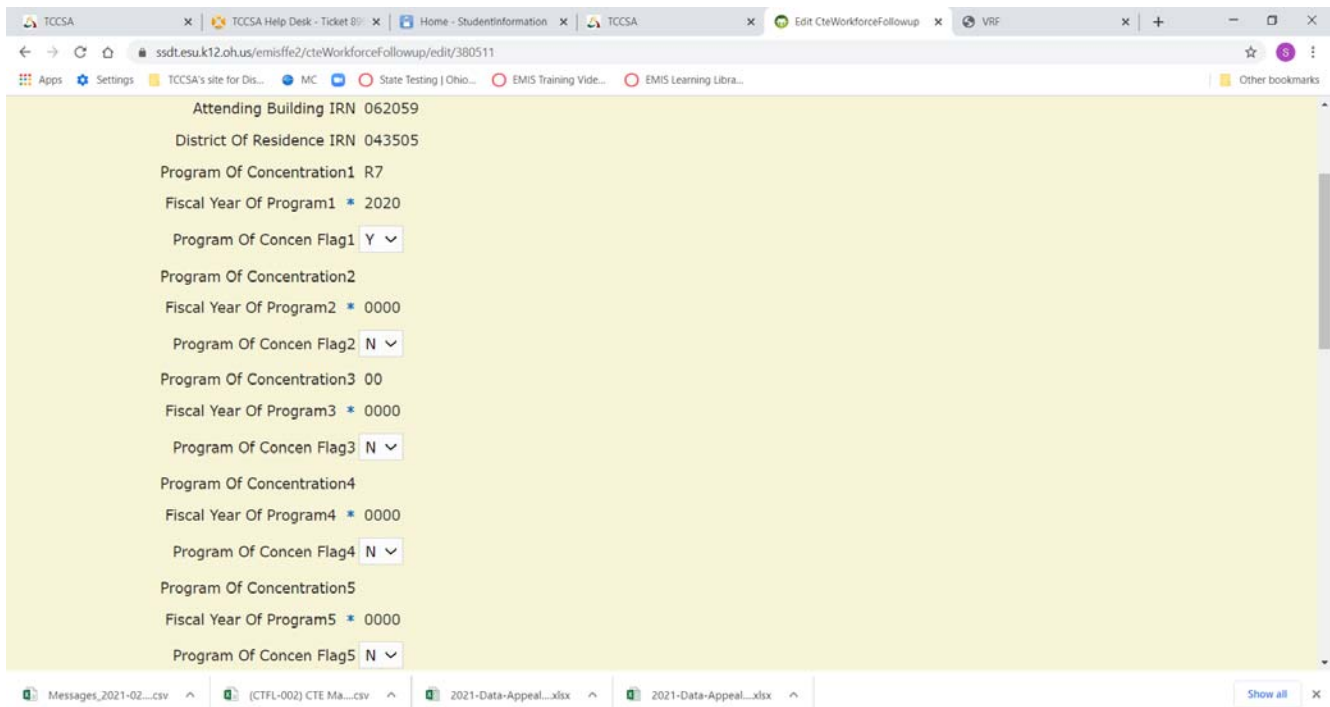
Select **Home** icon, and then select the: [CTE Workforce Development Follow-Up \(GV\)](#)

Id	Student Id	Student Name	Attending Building IRN	District Of Residence IRN	Program Of Concentration1	Fiscal Year Of Program1	Program Of Concen Flag1
380,511	A		062059	043505	R7	2020	Y
380,512	H		062059	043505	JM	2020	Y
380,513	J		062059	043505	T9	2020	Y
380,514	K		062059	043505	N2	2019	Y
380,515	K		062059	043505	A2	2020	Y
380,516	K		062059	043505	P1	2020	Y
380,517	K		062059	045823	R7	2020	Y
380,518	L		062059	045468	N2	2020	Y
380,519	L		062059	043505	DD	2020	Y
380,520	L		062059	043505	A2	2020	Y
380,521	L		062059	045823	N2	2020	Y
380,522	L		062059	045468	DD	2020	Y
380,523	L		062059	043505	A2	2020	Y

The ID column will also let you select the record to edit. You will see all the fields listed, grayed out, click on the Edit button. All fields with data entry have drop down boxes, make your selections and be sure to click on the Update button when completed with that record. All the field explanations can be found in the EMIS manual, Chapter 2.12.



After you click on the edit button



Once you have entered all the information on the record and hit Update, toggle on the CteWorkforceFollowup List icon, to get your next record to work with.

Once you have updated all records you will want to click on the **Home** icon and select **Export data:**

Be sure to select the Fiscal Year: **2022**

Select the **D- March reporting period**, and only the **FA** and **GV** are checked then, so you can then scroll down and choose the **Export File** option:

GV - CTE Workforce Development Follow-up

FA – Student Assessment

Choose **Save As** this exported file to your desktop or a folder you have easy access to. Again, DO NOT OPEN the file. Give it a name that will make sense to you, strongly suggest adding FY and reporting period code to it. Example: FY22D_051714.seq

You will then need to go into EMISr and upload the file.

Log in, and click on the Data Sources tab:

In the box below, click on the [Other Data Sources](#) link:

From this screen, click on the Actions – [Manage](#) link:

From this screen, click on the [Upload File](#) link:

Use the Browse option to find the file you just exported to your desktop and click on the [Upload](#) link.

Once you have loaded the file into the flat file area in EMISr, you can then choose to run the Manifest: **March Follow-up Collection (FY22)**

Note: This process would then be like any other collection – Collect, Prepare, Preview, and Submit

Several Helpful Hints and directions in this year's ODE ITC EMIS Training – if you did not attend one of their TEAMS sessions, the presentation handout would be on ODE's website called January 2022. The Career-Technical Education starts on pages 14-26. All of this section focuses on the Reporting Period D information