Troubleshooting Career Technical Education (CTE) FTE Reports

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The Ohio Department of Education funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: Materials developed as part of the EMIS Alliance program must be provided at no cost to your training participants. If you utilize the EMIS Alliance training materials – in whole or in part – you must not charge participants a fee to attend the class where the materials are used. Likewise, you may not use the materials or any portion thereof in any event where a fee is charged to attend. Exceptions must be approved in writing by the Department of Education in advance of scheduling/promoting any event which may violate these restrictions.

Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].

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Overview

CTE FTE reports are generated for Local Education Agencies (LEAs) who have students reported with CTE EMIS data. CTE program funding is generated through CTE FTEs which are part of the CTE FTE reports. This presentation will provide data verification and error resolution guidance.

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Outline

- CTE Level 2 Reports
- Accessing and Formatting Level 2 CTE Reports
- Understanding the CTE FTE Detail Report
- Troubleshooting the CTE FTE Error Detail Reports
- Understanding the CTE FTE Summary Reports
- CTE Overrides
- CTE FTE Daily Summary Reports

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CTE FTE Level 2 Reports

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CTE Level 2 Reports

- (CTEA-000) CTE FTE Detail
  - Full detail report by student and course
  - Report of students with errors on any of the error detail reports
- (CTEA-001) CTE Student Error Detail
  - Report of students with Error Result Codes
- (CTEA-002) CTE Course Error Detail
  - Report of courses with Error Result Codes
- (CTEA-003) CTE Staff Error Detail
  - Report of staff with Error Result Codes

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CTE Summary and Override Reports

- (CTEA-004) CTE FTE Summary by Course
  - Summary report by course with Course Potential and Actual FTEs
- (CTEA-005) CTE FTE Summary by Category
  - Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential and Actual FTEs
- (CTEA-006) CTE Approved Overrides
  - Report of overrides approved by the Office of Career Tech and applied to the CTE funding process

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CTE FTE Daily Summary Reports

- (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - Contains CTE FTEs summed by CTE Fund Category Number
- (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
- (CTEA-009) CTE FTE Daily Summary Report – Transfers
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number

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CTE Report Data

- CTE reports use EMIS data from
  - Initial and Final Staff and Course (L) Collections
  - Calendar (C) Collections
  - Student (S) Collections
- CTE reports are updated nightly using EMIS data submitted as of 5pm
- CTE reports can contain EMIS data from other LEAs

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Accessing and Formatting Level 2 CTE Reports

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Accessing CTE Reports

CTE reports are available in Staff and Course (L) Collections

Select Level 2 Reports

Staff and Course Collection - Final (FY23)

FY23-L-Stf Crs Final: Collection required for all EMIS reporting entities. The final staff collection includes staff employed any time in FY23. It als...

Submissions: February 09, 2023 - August 04, 2023 (135 days till close)
Version: 1
Status: The collection was submitted yesterday at 06:15:18 PM by
Submission Status: Pending Processing (yesterday at 06:15:23 PM)
Submission Number: 5 (attempt 1)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Outputs: Level 1 Validations
View submission 5 Data

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Accessing CTE Reports, cont'd

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources | Preferences | Data Sources | Agencies

The Level 2 Reports link from the Collection Requests tab will take you to the Reports tab and to Level 2 Reports

Data Feedback Reports and Files

Post-Submission and Processing by ODE

Highlights and Recent | Level 2 Details | Received Files Details

Level 2 Details

...nerate 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: All authorized
Collection Request: FY23-L-Stf Crs Final
Data Set: All
School Year: All
Category: All
LEA IRN:
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: CTEA

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

Use filters to limit results

Select "Show Reports"

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Availability and Opening of CTE Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
Staff and Course Collection - Final (FY23) (2023L2FNL)												(Count: 10)	
(CTEA-000) CTE FTE Detail										03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...
(CTEA-001) CTE Student Error Detail										03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...
(CTEA-002) CTE Course Error Detail										03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...
(CTEA-003) CTE Staff Error Detail										03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...
(CTEA-004) CTE FTE Summary by Course										02/25/23 17:16	03/22/23 05:11	2 on 02/24/23	Help ...
(CTEA-005) CTE FTE Summary by Category		0	0	0	188	188	Career Tech	L		02/25/23 17:16	03/22/23 05:13	2 on 02/24/23	Help ...
(CTEA-006) CTE Approved Overrides		0	0	0	27	27	Career Tech	L		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...
(CTEA-007) CTE FTE Daily Summary Report - Students District is Educating		0	0	0	3	3	Career Tech	L		03/09/23 17:16	03/22/23 04:06	4 on 03/09/23	Help ...
(CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District		0	0	0	6	6	Career Tech	L		03/09/23 17:16	03/22/23 04:07	4 on 03/09/23	Help ...
(CTEA-009) CTE FTE Daily Summary Report - Transfers		0	0	0	3	3	Career Tech	L		03/09/23 17:16	03/22/23 04:09	4 on 03/09/23	Help ...

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

Error Detail and Approved Override reports will be available as applicable to each LEA

Open individual reports or "Generate a single .zip file for all reports"

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Level 2 Report Dates

- Process date – when ODE successfully processed the data used in the report for the entire state
- Last Updated date – when report was updated with data that added, changed or removed rows. If no rows changed then the date remains unchanged
- Submission – when LEA submitted data

Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
				(Count: 10)	
		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...
		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...
		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...
	L	03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help ...

Dates do not always appear as updated even though data has processed correctly (ITCs can report instances to ODE)

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CTE Report Error Categories

Fatal	Critical	Warn	Info	Total
276	175	0	1085	1536
240	0	0	0	240
18	0	0	0	18
7	0	0	0	7

Fatal severity codes occur when the CTE FTE Adjusted FTE is zero

Critical severity codes occur when the CTE FTE Adjusted FTE is less than the Original FTE but is not reduced to zero

Informational severity codes will appear when the Adjusted FTE and Original FTE are the equal

It is recommended to review the entire report and not just focus on errors

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Formatting the (CTEA-000) CTE FTE Detail Report

- Open the (CTEA-000) CTE FTE Detail Report
- Select Header Row and Wrap Text
- Freeze Top Row
- Justify column width
- Apply Filters
- Better yet, use a macro!

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Quick Check

CTE reports contain a large amount of data and should be reviewed often. Knowing how to prepare the reports using Excel can make the data review process much easier. Saving your work between reviews can be helpful in troubleshooting issues over time.

- Are you able to access your most recent CTE reports?
- Have your reports been updated since your last review?
- Can you format the CTE reports to prepare them for review?

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Understanding the CTE FTE Detail Report

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(CTEA-000) CTE FTE Detail Report Data

Contains rows of CTE data by student and CTE course in which they are enrolled

- Students with changes to their Student Standing (FS), Student Attributes Date Effective (FD), or Student Course (GN) Records can have multiple rows of data on the CTE FTE Detail Report

	A	B	C	D	E	F	G	H
	RPT DEST							RESULT
1	IRN	SSID	EMIS	La	Fir	Midd	SC00	CODE DESC
	Trad IRN	XF6408800	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
	Trad IRN	XF6408800	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
	Trad IRN	TJ4202224	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
	Trad IRN	TJ4202224	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
	Trad IRN	VN6408284	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE

The first column contains the IRN of the LEA receiving the report

Result Code "SC0000" and Result Code Description "CTE Base FTE" are not error codes but are simply placeholders

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(CTEA-000) CTE FTE Detail Report Data, cont'd

The Severity Code is set based on a comparison between the original FTE and the adjusted FTE

- **CTE FTEs with an "F" Fatal Severity Code are reduced to zero**
- **CTE FTEs with a "C" Critical Severity Code are reduced but not to zero**
- **CTE FTEs with an "I" Information Severity Code are not reduced**

I	J	K	L
SEVERITY CODE	STDNT LEVEL ERR FLAG	COURSE LEVEL ERR FLAG	STAFF LEVEL ERR FLAG
F	N	Y	N
F	N	Y	N
F	N	N	Y
F	N	Y	N
F	N	Y	N
F	N	Y	N
F	N	Y	N
F	N	Y	N
F	N	Y	N

"Y" values in columns indicate Results Code on the Student, Course, and/or Staff Error Detail Reports. We will discuss the error reports in detail in an upcoming section

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(CTEA-000) CTE FTE Detail Report Course Data

This section of the report contains some of the course data that is used to generate the student CTE FTE

M	N	O	P	Q	R
SUBJCT CODE	SUBJCT DESCR	LEA IRI	LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE
091210	Global Foods	Trad IRN	000000020464-8462B-6	2022-08-24 00:00:00.0	2023-01-13 00:00:00.0
091210	Global Foods	Trad IRN	000000020464-8462B-6	2023-01-14 00:00:00.0	2023-05-25 00:00:00.0
091505	Textile Design, Construction and Maintenance	Trad IRN	000000020464-8482B-6	2022-08-24 00:00:00.0	2023-01-13 00:00:00.0
091505	Textile Design, Construction and Maintenance	Trad IRN	000000020464-8482B-6	2023-01-14 00:00:00.0	2023-05-25 00:00:00.0
[illegible]	[illegible]	Trad IRN	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	Trad	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	Trad	[illegible]	[illegible]	[illegible]

The LEA IRN is that of the educating LEA. Your IRN here is your data. Another LEA's IRN here is their data.

The Course Start and End Dates come from the Course Master (CN) Record and do not reflect when the student was enrolled in the course

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(CTEA-000) CTE FTE Detail Report Course Data, cont'd

This section of the report contains additional course data

AC	AD	AE	AF	AG	AH	AI
COURSE ENRL START DATE	COURSE ENRL END DATE	CRCULM COD	DLVR METHOD COD	SCHD COD	INSTR HOUR COUN	LOC IRN
2022-08-24 00:00:00.0	2023-01-13 00:00:00.0	VN	FF	1	62	Bldg IRN
2023-01-14 00:00:00.0	2023-05-25 00:00:00.0	VN	FF	2	62	Bldg IRN
2022-08-24 00:00:00.0	2023-01-13 00:00:00.0	OT	FF	3	62	Bldg IRN
2023-01-14 00:00:00.0	2023-05-25 00:00:00.0	VN	FF	1	62	Bldg IRN
2023-03-02 00:00:00.0	2023-05-25 00:00:00.0	OT	OL	3	75	Bldg IRN
[illegible]	[illegible]00.0	VN	FF	2	62	Bldg IRN
[illegible]	[illegible]00.0	OT	OL	1	75	Comm IRN

The Course Enrollment Start and End dates reflect a student's actual enrollment dates in the course and come from the Student Course (GN) Record

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(CTEA-000) CTE FTE Detail Report Funding Data

Columns S through AB and AJ contain data used to determine the flow of funding as well as the CTE FTE values

- The next series of slides will review selected columns

S	T	U	V	W	X	Y	Z	AA	AB	AJ
FTE FUND PTTRN CODE	CTE FUND CAT NUMBER	LEGAL DIST OF RES IRN	STATE EQUIV GRADE LEVEL CODE	FTE START DATE	FTE END DATE	ORIG FTE	ADJSTD FTE	TRNSFR TO IRN	INIT FUND IRN	FTE INCL COD
RGJV	5	Trad IRN	10	2022-08-24 00:00:00.0	2023-01-13 00:00:00.0	0.057407	0		Trad IRN	FULL
RGJV	5	Trad IRN	10	2023-01-14 00:00:00.0	2023-05-25 00:00:00.0	0.057407	0		Trad IRN	FULL
RGJV	5	Trad IRN	09	2022-08-24 00:00:00.0	2023-01-13 00:00:00.0	0.057407	0		Trad IRN	FULL
RGJV	5	Trad IRN	09	2023-01-14 00:00:00.0	2023-05-25 00:00:00.0	0.057407	0		Trad IRN	FULL
RGJV	4	Trad IRN	09	2023-03-02 00:00:00.0	2023-05-25 00:00:00.0	0.045065	0		Trad IRN	FULL
RGJV	5	Trad IRN	11	2023-01-14 00:00:00.0	2023-05-25 00:00:00.0	0.057407	0		Trad IRN	FULL
RGJV	5	Trad IRN	10	2022-09-19 00:00:00.0	2022-12-02 00:00:00.0	0.037082	0		Trad IRN	FULL

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CTE FTEs

Career Tech is funded though student CTE FTEs

- Students associated with multiple LEAs can appear on more than one (CTEA-000) CTE FTE Detail Report
  - For example, students who attend another LEA for Contract Career Tech or through a Special Education Cooperative will appear on the educating and resident district's (CTEA-000) CTE FTE Detail Report since the funding passes through the resident district
- CTE FTEs are calculated for each row on the report
  - Students can have multiple CTE FTEs calculated for the same course due to changes to their Student Standing (FS), Student Attribute Effective Date (FD), or Student Course (GN) Records

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FTE Fund Patterns

- FTE Fund Pattern Codes (Column S)
  - Indicate how the funds will flow for that specific CTE FTE row
  - Examples - RGJV, CTVC, SPCO, etc.
- Initially Funded IRN (Column AB)
  - CTE FTE funding initially goes to this IRN
- Transferred to IRN (Column AA)
  - CTE FTE funding will be transferred to this IRN
  - When blank, the funding goes to the Initially Funded IRN

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Inclusion Codes

- Inclusion Codes (Column AJ) indicate where the CTE FTE will be counted
  - FULL – included in the ADM of the LEA receiving the report
  - NONE – not included in the ADM of the LEA receiving the report
- Since most funding now flows directly to the educating entity, inclusion codes will most often appear as FULL
  - Situations where transfers will still occur are
    - Contract Career Tech students
    - Special Education Cooperative students

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CTE Categories, Subject Codes, and Programs

CTE FUND CAT Number Column T

- Category 1: WFD in Agriculture and Environmental Systems, Construction Technologies, Engineering and Science Technologies, Finance, Health Science, Information Technology and Manufacturing Technologies (highest CTE funding category)
- Category 2: WFD in Business Administration, Hospitality and Tourism, Human Services, Law and Public Safety, Transportation Systems and Arts and Communications
- Category 3: Career Based Intervention Programs
- Category 4: WFD in Education and Training, marketing, WFD in Academics, Public Administration and Career Development
- Category 5: Family and Consumer Science Programs (lowest CTE funding category

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CTE Category 0

- CTE FTE Category Number of 0
  - Occurs when a course with an academic subject code is reported with
    - a curriculum element of PS – College Credit Plus
    - and a Delivery Method Element of CP - Career Tech College Credit Plus Course
  - Occurs when a course is reported with a CTE curriculum element with a non-CTE subject code
  - These courses do not generate career tech funding
- Filter your CTE FTE Detail report on column
  - CTE FUND CAT NUMBER
  - Filter on “0”

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Calculating CTE FTEs

- Original FTE
  - Calculated using student, course, and calendar EMIS data
- Adjusted FTE
  - Original FTE minus any adjustments applied from errors

W	X	Y	Z	AA	AB
FTE START DATE	FTE END DATE	ORIG FTI	ADJSTD FTE	TRNSFR TO IRI	INIT FUND IRN
2022-08-24 00:00:00.0	2023-01-13 00:00:00.0	0.057407	0		Trad IRN
2023-01-14 00:00:00.0	2023-05-25 00:00:00.0	0.057407	0		Trad IRN
2022-08-24 00:00:00.0	2023-01-13 00:00:00.0	0.057407	0		Trad IRN
2023-01-14 00:00:00.0	2023-05-25 00:00:00.0	0.057407	0		Trad IRN
2023-03-02 00:00:00.0	2023-05-25 00:00:00.0	0.045065	0		Trad IRN
2023-01-14 00:00:00.0	2023-05-25 00:00:00.0	0.057407	0		Trad IRN

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Original CTE FTE Calculation

Calculating the Original CTE FTE (aka Base or Potential CTE FTE)

- Numerator
  - (Student Course Days/Course Days) x Length of Scheduled Instruction
    - Student Course Days – days enrolled in course using the student's assigned calendar
    - Course Days – calendar days between course start and end from the Course Master (CN) Record
    - Length of Scheduled Instruction
- Denominator
  - Community Schools 920 hours
  - Other LEAs (including STEM districts) 1080 hours

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Course Days

- Use the Calendar Display Report to calculate
  - Course Days
  - Student Course Days
- Access the Calendar_Display.csv file from the submission files (aka preview or review files) in the Calendar Collection

Student Session Days	Student Session Hours	Student YTD Days	Student YTD Hours
1	6.17	4	24.68
5	30.85	9	55.53
5	30.85	14	86.38
5	28.68	19	115.06

Sum the Student Session Days for the length of the course and for time the student was enrolled in the course

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Non-Community School CTE Student Example

- Student enrolled in course for 180 days
- Course days equal 180
- Length of Scheduled Instruction is 360 hours

(Student Course Days/Course Days) x Length of Scheduled Instruction

1080 hours

(180/180) x 360 **= 0.333333**

1080

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Community School CTE Student Example

- Student enrolled in course for 172 days
- Course days equal 172
- Length of Scheduled Instruction is 360 hours

(Student Course Days/Course Days) x Length of Scheduled Instruction

920 hours

$$\frac{(172/172) \times 360}{920} = \mathbf{0.391304}$$

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Quick Check

The (CTEA-000) CTE FTE Detail Report contains data that should be verified. Errors should be corrected when possible. Review all of the data for accuracy and completeness.

- Are all approved CTE program students appearing on the report?
- Are the CTE FTEs being calculated correctly?
- Can you confirm that the CTE FTE funding IRNs and FTE Fund Pattern codes are correct?

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Troubleshooting the CTE Error Detail Reports

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Open and Prepare the Error Reports

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
Staff and Course Collection - Final (FY23) (2023L2FNL)												(Count: 10)	
(CTEA-000) CTE FTE Detail											2/23 05:03	4 on 03/09/23	Help
(CTEA-001) CTE Student Error Detail											2/23 05:03	4 on 03/09/23	Help
(CTEA-002) CTE Course Error Detail		18	0	0	0	18	Career Tech	L		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help
(CTEA-003) CTE Staff Error Detail		7	0	0	0	7	Career Tech	L		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help
(CTEA-004) CTE FTE Summary by Course		0	0	0	120	120	Career Tech	L		02/25/23 17:16	03/22/23 05:11	2 on 02/24/23	Help
(CTEA-005) CTE FTE Summary by Category												on 02/24/23	Help
(CTEA-006) CTE Approved Overrides												on 03/09/23	Help
(CTEA-007) CTE FTE Daily Summary Report - Students District is Educating												on 03/09/23	Help
(CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District		0	0	0	6	6	Career Tech	L		03/09/23 17:16	03/22/23 04:07	4 on 03/09/23	Help
(CTEA-009) CTE FTE Daily Summary Report - Transfers		0	0	0	3	3	Career Tech	L		03/09/23 17:16	03/22/23 04:09	4 on 03/09/23	Help

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

From the Staff and Course Collection Level 2 Reports, open the error reports

Remember that error reports will appear as applicable to each LEA. LEAs could receive any number of the three error reports or none at all

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CTE Errors

- A staff level error can reduce the CTE FTE for all students in courses that are affected by the staff error
- A course level error can reduce the CTE FTE for all of the students in the course
- A student level error can reduce a single student's CTE FTE
- Severity codes appear on the CTE FTE Detail, and the CTE FTE Student Error Detail Report

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Staff Errors

(CTEA-003) CTE Staff Error Detail

- Report of staff with Error Result Codes that begin with "SF"

	A	B	C	D	E
1	RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SUBJCT CODE	SUBJCT DESCR
2	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course	072050	Patient Centered Care
3	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course		
4	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course		
5	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course		
6	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course		
7	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course		
8	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course	091402	Career and College Readiness
9	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course	091402	Career and College Readiness

In the next series of slides, we will filter on a Result Code and discuss troubleshooting

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Staff Errors, cont'd

- When multiple teachers are associated with a course, the teacher who appeared on the Teacher Licensure Course Status Report (TLC) will be listed on this report
- Errors on the (CTEA-003) CTE Staff Error Detail Report can affect an entire classroom of students, so a single line on this report could cause multiple students to be affected on the (CTEA-000) CTE FTE Detail Report

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Staff Error Result Code SF0002

Teacher does not have appropriate certificate/license to teach course

- CTE FTE is reduced to zero (Fatal)
- Verify the teacher's licensure using the Educator Search Tool
  - https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/
- Initial Staff and Course (L) data is used for this check
- If the teacher is certified to teach the course and you are seeing this error, verify the course is coded correctly
  - Contact the Office of Career Tech to request an override if applicable

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Staff Error Result Code SF0003

Teacher does not meet appointment or status requirements

- CTE FTE is reduced to zero (Fatal)
- If the Curriculum Code begins with a "V" at least one teacher must be reported with
  - Type of Appointment Element
    - 1-Certificated/licensed, or
    - 2-Classified, or
    - 3-Internship
  - Position Type R-Regular
- If incorrectly reported in Initial L, correct the data in Final L and if the change does not correct the problem create a helpdesk ticket to ODE and they will determine if it can be corrected

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Staff Error Result Code SF0004

The total CTE length of scheduled instruction for this teacher is greater than 1080 hours

- CTE FTE is reduced (Critical)
- Do Mapped Local Classroom Code (CM) Records need to be reported?
  - Refer to EMIS Manual Section 4.6 Mapped Local Classroom Code (CM) Record for guidance
- Is this teacher teaching at multiple LEAs?
  - When a teacher teaches at multiple LEAs all hours are used in this check
- When there are multiple teachers associated with the course who are all over 1080 hours, the one with the lowest hours is used. In the case of a tie, the lowest Staff ID is used

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Staff Error Result Code SF0005

Teacher of Teaching Profession course does not meet degree level requirement

- CTE FTE is reduced to zero (Fatal)
- If subject code is reported as Teaching Profession course
  - 350011 - Teaching Professions or
  - 350020 - Curriculum and Instruction for Teaching Professions
- Staff must have Master's Degree or higher
- Staff Demographic (CI) Record Education Level Element must be
  - 3-Masters or
  - 5-Doctorate
- If incorrectly reported in Initial L, correct the data in Final L and if the change does not correct the problem create a helpdesk ticket to ODE and they will determine if it can be corrected

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Staff Error Result Code SF0006

Course does not have a teacher assigned

- CTE FTE is reduced to zero (Fatal)
- Adjustment generated when course does not have a teacher assigned
- Check that a valid staff member is assigned to this course during Initial Staff and Course (L)
  - If staff member was not reported, then no CTE FTE funding is generated
  - Look for a fatal error or an excluded staff issue in the Staff and Course (L) Collection
- If incorrectly reported in Initial L, correct the data in Final L and if the change does not correct the problem create a helpdesk ticket to ODE and they will determine if it can be corrected

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Staff Error Result Code SF0007

The total length of scheduled CCP CTE instruction for this teacher is greater than 1080 hours

- CTE FTE for students taught by this teacher is reduced by a factor equal to 1080/ Total Length of Scheduled Instruction
- Only applicable to CCP CTE courses
- Do any of these classes need to be mapped together?
- Check teacher's courses and if under 1080 hours, ask your ITC to put a helpdesk ticket to ODE EMIS to see if this teacher is being reported by another LEA

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Course Errors

(CTEA-002) CTE Course Error Detail

- Report of courses with Error Result Codes that begin with "CS"

	A	B	C	D	E
1	RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SUBJCT CODE	SUBJCT DESCR
2	TRAD IRN	CS0001	Curriculum code reported is not valid for the reported subject code	072150	Medical Terminology
3	TRAD IRN	CS0001	Curriculum code reported is not valid for the reported subject cod		
4	TRAD IRN	CS0001	Curriculum code reported is not valid for the reported subject cod		diness
5	TRAD IRN	CS0003	Course with curriculum code V3 not correlated to anchor course		g
6	TRAD IRN	CS0004	Instructional hours reported are less then the minimum hours fo		g
7	TRAD IRN	CS0004	Instructional hours reported are less then the minimum hours fo		ion
8	TRAD IRN	CS0007	Instructional hours reported exceed maximum hours for course in CTE Matrix	990364	Career Connections
9	TRAD IRN	CS0007	Instructional hours reported exceed maximum hours for course in CTE Matrix	990364	Career Connections

In the next series of slides, we will filter on the Result Code and discuss troubleshooting

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Course Error Result Code CS0001

Curriculum code reported is not valid for the reported subject code

- CTE FTE is reduced to zero (Fatal)
- Curriculum code and subject code combination reported for the course does not exist in the FY23 CTE Matrix
- Curriculum code 'PS' College Credit Plus (CCP) reported with a delivery method code other than 'CP' Career Tech College Credit Plus Course
- Valid curriculum codes for each subject code can be found in the FY23 CTE Program and Assessment Matrix

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Course Error Result Code CS0003

V3 course not correlated to an anchor course

- CTE FTE is reduced to zero (Fatal)
- Course is reported as V3 CTE Related/Correlated and not correlated to
  - VN CTE Non-Cooperative Based Anchor or
  - VT CTE Tech Prep Non-Cooperative Based Anchor or
  - VP CTE Tech Prep Cooperative Program Anchor
- Check the CTE-26 and add the appropriate CTE Correlated Class (CV) Record

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Course Error Result Code CS0004

Instructional hours reported are less than the minimum hours required

- CTE FTE is reduced to zero (Fatal)
- CTE FTE will be reduced to zero if the hours reported are less than the minimum hours allowed per the CTE Program and Assessment Matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
- Check the FY23 CTE Program and Assessment Matrix
- Do Mapped Local Classroom Code (CM) Records need to be reported?
  - Refer to EMIS Manual Section 4.6 Mapped Local Classroom Code (CM) Record for guidance

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Course Error Result Code CS0007

Instructional hours reported are greater than the maximum hours allowed

- CTE FTE is reduced (Critical)
- CTE FTE will be reduced to the max hours allowed per the CTE Matrix
- Verify CTE Hours of Scheduled Instruction on the CTE-26
  - Are the hours too large?
- Check the FY23 CTE Program Matrix for maximum hour values

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Course Error Result Code CS0008

Course reported with non-academic subject code and curriculum code VA or VB, not valid for funding

- CTE FTE is reduced to zero (Fatal)
- VA-CTE Applied Academic or VB-CTE Applied Academic Advanced Placement
- Subject code must begin with
  - 05 – English Language Arts
  - 11 - Mathematics
  - 13 - Science
  - 15 – Social Studies
- Check the subject code being reported against what appears on the CTE-26

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Course Error Result Code CS0020

Workforce Development Course not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- Program of Concentration of a Workforce Development course not approved by the Office of CTE – No approved CTE-26
  - Verify the location IRN matches the CTE-26
  - Verify the district IRN matches the CTE-26
  - Verify the subject code is aligned with the Program of Concentration
- If all reported data is correct, Contact the Office of Career Tech to verify that this is an approved program

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Course Error Result Code CS0021

Anchor course VP and course V3 are not correlated

- CTE FTE is reduced to zero (Fatal)
- Report a CTE Correlated Class (CV) Record for
  - VP CTE Tech Prep Cooperative Program Anchor
  - V3 CTE Related/Correlated
- Check the CTE-26
- Report a CTE Correlated Class (CV) Record

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Course Error Result Code CS0023

CBI or FCS/GRADS programs not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- CBI - Career Based Intervention
- FCS/GRADS - Family and Consumer Sciences/Graduation, Reality and Dual Role Skills
- Program reported with a location IRN and district IRN that is not approved by the Office of CTE
- Verify the accuracy of the location IRN being reported for this course
- Subject codes will be added to the report at a future time

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Course Error Result Code CS0024

Senior Only Credential not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- Senior Only Credentialed course (38XXXX)
  - These subject codes start with “38” and end with the four-character Assessment Area Code of the Industry Credential Code that is associated with the course
- Subject code, location IRN, and district IRN combination is not approved by Office of CTE
- Check the CTE-26 for the correct subject code and location IRN
- Subject codes will be added to the report at a future time

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Course Error Result Code CS0025

CTE academic course not approved by the Office of CTE

- CTE FTE is reduced to zero (Fatal)
- Program is Workforce Development, or CBI, or FCS/GRADS
- CTE Academic course in this program is reported with a location IRN and district IRN that is not approved
- Check the CTE-26 for the correct location IRN
- Make correction to the location IRN as appropriate
- Subject codes will be added to the report at a future time

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Student Errors

(CTEA-001) CTE Student Error Detail

- Report of students with Error Result Codes that begin with “SC”

	A	B	C	D
1	RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	SEVERITY CODE
2	TRAD IRN	SC0001	CBI student not coded as disadvantaged	F
3	TRAD IRN	SC0003	Grade level not valid for curricu	
4	TRAD IRN	SC0003	Grade level not valid for curricu	
5	TRAD IRN	SC0003	Grade level not valid for curricu	
6	TRAD IRN	SC0003	Grade level not valid for curriculum code	F
7	TRAD IRN	SC0006	VP course does not have a valid curriculum code	F
8	TRAD IRN	SC0006	VP course does not have a valid curriculum code	F

In the next series of slides we will filter on each Result Code and discuss troubleshooting

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Student Error Result Code SC0001

CBI student not coded as disadvantaged or having a disability

- CTE FTE is reduced to zero (Fatal)
- For the duration of the student’s enrollment in a Career Based Intervention Program (subject code 252525), disadvantagement must be reported as
  - academically disadvantaged, or
  - both academically disadvantaged and economically disadvantaged, or
  - both economically disadvantaged and with a disability condition
  - note that students with a disability should not be reported as academically disadvantaged
- Refer to the FD section of the EMIS Manual for detailed reporting instructions for the disadvantaged and disability elements

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Student Error Result Code SC0003

Grade level not valid for curriculum code

- CTE FTE is reduced to zero (Fatal)
- If Curriculum Code is **NOT** VM - CTE Middle Grade Course, students must be in grade levels 7 and higher
- Verify student state equivalent grade level reported on the Student Attributes Effective Date (FD) Record
- Grade level appears on the Student Error Detail report for quick reference
- If the data is correct, the error remains

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Student Error Result Code SC0006

VP course does not have a valid subject code

- CTE FTE is reduced to zero (Fatal)
- Note that Result Code Description on the report states - VP course does not have a valid “curriculum code”, which should be “subject code”
- Curriculum Code VP – CTE Tech Prep Cooperative Program Anchor, reported for cooperative tech prep programs only where all students are required to be involved in paid work-site based instruction
- Verify that the subject code is valid for this VP course
- Refer to the CTE-26 for this program and to the FY23 CTE Program and Assessment Matrix FY23 CT Program Matrix tab

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Student Error Result Code SC0009

V3 pre-apprenticeship or entrepreneurship course not correlated

- CTE FTE is reduced to zero (Fatal)
- Course with curriculum code V3-CTE Related/Correlated and subject code of
  - 990361 Entrepreneurship Skills or
  - 990363 Essential Skills for Business or
  - 990365 Pre-Apprenticeship
- Must be correlated to an anchor course with a curriculum code of
  - VT-CTE Tech Prep Non-Cooperative Based Anchor or
  - VP-CTE Tech Prep Cooperative Program Anchor
    - see list of subject code options in the CTE FTE Report Explanation

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Student Error Result Code SC0013

Grade level not valid for curriculum code VM

- CTE FTE is reduced to zero (Fatal)
- Verify that the students in this VM - CTE Middle Grade Course are in grades 07, 08, 09, or 10
  - Exception – students enrolled in a course with a subject code of 990364 with curriculum code of VM must be in grades 07, 08, or 09
  - Verify student state equivalent grade level reported on the Student Attributes Effective Date (FD) Record
  - Grade level appears on the Student Error Detail report for quick reference
  - Verify that the curriculum code of VM is correct, see the CTE-26

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Student Error Result Code SC0014

Student's <u>single course level CTE FTE</u> is greater than student's regular FTE

- CTE FTE is reduced (Critical)
- Occurs when the CTE FTE is greater than the regular base FTE
- CTE FTE is reduced to be no more than the base FTE
- Course-level FTE greater than student regular FTE due to
  - Incorrect student enrollment
  - Duplicate course reporting
  - Incorrect Length of Scheduled Instruction (CN100) for career tech course
  - Student enrolled in a CTE Course that generates a CTE FTE that is greater than the student's base FTE and if correctly reported, should be ignored

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Student Error Result Code SC0015

Student's <u>total CTE FTE</u> is greater than student's regular FTE

- CTE FTE is reduced (Critical)
- If student's total adjusted CTE FTE is greater than their total regular base FTE multiplied by 1.1 then the student's total CTE FTE is reduced to be no more than the total regular base FTE multiplied by 1.1
- This occurs when the total length of instruction for the CTE courses taken by a student exceeds 1080 for traditional districts and JVSDs or 920 hours for community schools
- Can occur when courses are split (duplicated) due to changes on Student Standing (FS) or Student Attributes (FD)

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Student Error Result Code SC0016

Subject code not valid for curriculum code VA or VB

- CTE FTE is reduced to zero (Fatal)
- VA CTE Applied Academic and VB CTE Applied Academic Advanced Placement
  - Cannot be reported with subject codes
    - 050014 Intervention English
    - 050119 Intervention Reading
    - 111950 Intervention Mathematics
    - 110190 Transition to High School Mathematics
    - 150400 Intervention Social Studies
    - 132900 Intervention Science
- Verify the curriculum code and subject codes are reported correctly for this course as they appear on the CTE-26

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Student Error Result Code SC0017

Student has a non-fundable fund pattern code

- CTE FTE is reduced to zero (Fatal)
- **NFRG** Non-fundable situation
- **NFER** Not fundable, based on errors in coding
- The student will appear with a non-fundable FTE Fund Pattern Code on the current Student Collection, Level 2 Reports, (FTED-001) FTE Detail Report
- Verify this student's EMIS coding on the Student Standing (FS) and Student Attributes Effective Date (FD) Records
- Verify EMIS student data in ODDEX History for shared students

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Student Error Result Code SC0019

Negative CTE FTE

- CTE FTE is reduced to zero (Fatal)
- When a course taken by a student generates multiple CTE FTE adjustments that result in the total adjusted CTE FTE for the course being a negative number, then a positive adjustment is generated to bring the total adjusted CTE FTE for the course up to zero

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Student Error Result Code SC0020

Grade Level not valid for a Senior Only Industry Credential Subject Code

- CTE FTE is reduced to zero (Fatal)
- This is a new Result Code from EMIS Change 23-84
- Students enrolled in a Senior Only Industry Credential course must be in grade 11 or higher for a Dropout Prevention and Recovery School, or
- Grade 12 or higher for all other LEA types
- Verify the accuracy of the subject code and the student's grade level

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Quick Check

Resolving CTE FTE errors can require data correction and can sometimes require contacting the Office of Career Tech or the ODE EMIS Office

- Are you using the CTE FTE Report Explanation to understand the errors?
- Does the EMIS data align with the CTE-26 and the CTE Program and Assessment Matrix?
- Are you submitting updated EMIS data as changes are made?

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Understanding CTE Summary and CTE Override Reports

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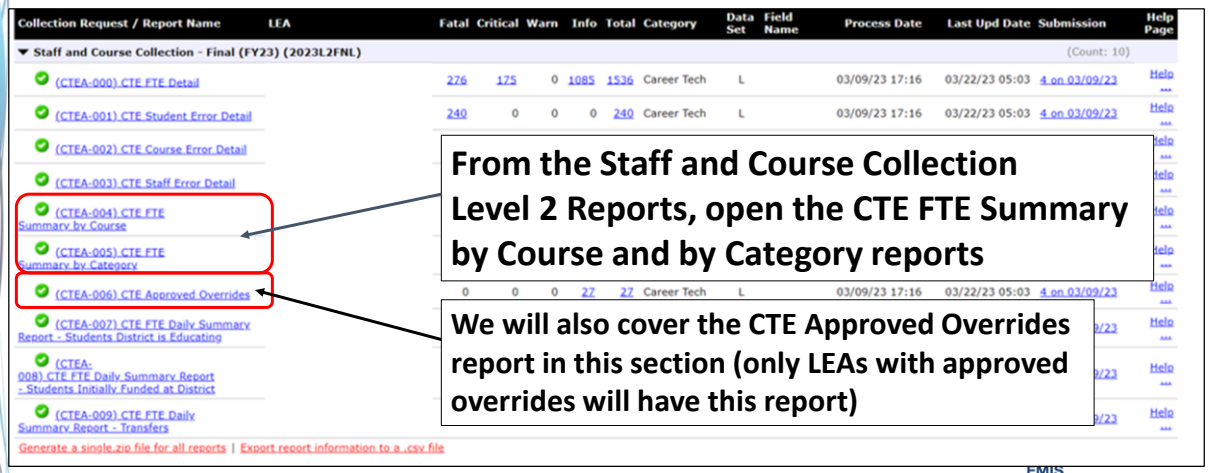
Open CTE Summary Reports



Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
Staff and Course Collection - Final (FY23) (2023L2FNL)												(Count: 10)	
(CTEA-000) CTE FTE Detail		276	175	0	1085	1536	Career Tech	L		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help
(CTEA-001) CTE Student Error Detail		240	0	0	0	240	Career Tech	L		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help
(CTEA-002) CTE Course Error Detail													Help
(CTEA-003) CTE Staff Error Detail													Help
(CTEA-004) CTE FTE Summary by Course													Help
(CTEA-005) CTE FTE Summary by Category													Help
(CTEA-006) CTE Approved Overrides		0	0	0	27	27	Career Tech	L		03/09/23 17:16	03/22/23 05:03	4 on 03/09/23	Help
(CTEA-007) CTE FTE Daily Summary Report - Students District is Educating												9/23	Help
(CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District												9/23	Help
(CTEA-009) CTE FTE Daily Summary Report - Transfers												9/23	Help

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

From the Staff and Course Collection Level 2 Reports, open the CTE FTE Summary by Course and by Category reports

We will also cover the CTE Approved Overrides report in this section (only LEAs with approved overrides will have this report)

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(CTEA-004) CTE FTE Summary by Course

Summary report by course with Course Potential FTE and Course Actual FTE

- Verify that all courses are listed, and that all data is correct
- If actual and potential FTEs are different, refer to the error reports

	A	B	C	D	E	F	G	H	I	J	K
1	RPT DEST IRN	SUBJCT CODE	SUBJCT DESCR	LOCAL CLASSRM CO	COURSE START DATE	COURSE END DATE	CRCULM CODE	DLVR METHOD CODE	CTE FUND CAT NUMBE	Total Course Potential F	Total Course Actual F
2	TRAD IRN	010105	Agriculture Food and Natural Resources	RBHS-6953-01	2022-08-30 00:00:00.0	2023-01-13 00:00:00.0	OT	OL	1	0.055556	0
3	TRAD IRN	010915	Animal Health	RBJR-9720-01	2022-08-30 00:00:00.0	2023-01-13 00:00:00.0	OT	ID	1	0.055556	0
4	TRAD IRN	010930	Veterinary Science	RBHS-6956-01	2022-08-30 00:00:00.0	2023-01-13 00:00:00.0	OT	OL	1	0.082353	0
5	TRAD IRN	072015	Nutrition and Wellness	RBHS-6944-01	2022-08-30 00:00:00.0	2023-01-13 00:00:00.0	OT	ID	1	0.166668	0
6	TRAD IRN	072150	Medical Terminology	RBHS-1101-01	2022-08-30 00:00:00.0	2023-01-13 00:00:00.0	PS	ID	1	0.083334	0
7	TRAD IRN	091025	Child Development	RBHS-1606-01	2022-08-30 00:00:00.0	2023-01-13 00:00:00.0	VN	FF	5	0.550331	0.550331
8	TRAD IRN	091201	Introduction to Family and Consumer Sciences	RBJR-0721C-01	2022-08-30 00:00:00.0	2023-01-13 00:00:00.0	VN	FF	5	1.277787	1.277787

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(CTEA-005) CTE FTE Summary by Category

Summary report by FTE Fund Pattern Code and CTE Fund Category with Course Potential and Actual FTEs

- Overview of CTE data that could be useful when comparing data from week to week
- Not a funding flow report as does not contain FTE Inclusion Codes or Funding IRNs

	A	B	C	D	E
1	RPT DEST IRN	FTE FUND PTTRN CODE	CTE FUND CAT NUMBER	Total Course Potential FTE	Total Course Actual FTE
2	TRAD IRN	CTVC	0	0.082831	0.068164
3	TRAD IRN	CTVC	1	8.826054	6.859245
4	TRAD IRN	CTVC	2	7.391244	6.641088
5	TRAD IRN	CTVC	4	1.901578	1.313875
6	TRAD IRN	RGJV	1	80.962858	77.59832
7	TRAD IRN	RGJV	2	66.113235	65.979415
8	TRAD IRN	RGJV	3	41.105127	30.313911
9	TRAD IRN	RGJV	4	33.712647	33.636721
10	TRAD IRN	RGJV	5	38.601451	36.860284

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CTE Overrides

- When CTE EMIS data is correct and CTE errors are generated, sometimes it is appropriate to request an override
- Note that some CTE overrides are now automated
- See April 11, 2023 EMIS Newsflash for more information regarding overrides

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CTE Overrides, cont'd

- Once an override is approved, a CTE Approved Override Report will be generated in the Staff and Course (L) Collection Level 2 Reports
- The approved override will restore the CTE FTE for students affected by the error and the error will no longer appear in a CTE error report

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CTE Approved Overrides

(CTEA-006) CTE Approved Overrides Report

- contains students who had adjusted CTE FTEs due to any type of error (student, course, or staff errors) for which an override was approved

S	T	U	V	W	X	Y
LEGAL DIST OF RES IRN	STATE EQUIV GRADE LEVEL CODE	FTE START DATE	FTE END DATE	ADJSTD F	TRNSFR TO IR	INIT FUND IRN
TRAD IRN	07	2022-08-30 00:00:00.0	2023-01-12 00:00:00.0	-0.055556		TRAD IRN
TRAD IRN	07	2023-01-17 00:00:00.0	2023-06-01 00:00:00.0	-0.055556		TRAD IRN
TRAD IRN	07	2022-08-30 00:00:00.0	2023-01-12 00:00:00.0	-0.055556		TRAD IRN
TRAD IRN	07	2023-01-17 00:00:00.0	2023-06-01 00:00:00.0	-0.055556		TRAD IRN
TRAD IRN	07	2022-08-30 00:00:00.0	2023-01-12 00:00:00.0	-0.055556		TRAD IRN
TRAD IRN	07	2023-01-17 00:00:00.0	2023-06-01 00:00:00.0	-0.055556		TRAD IRN
TRAD IRN	07	2022-08-30 00:00:00.0	2023-01-12 00:00:00.0	-0.055556		TRAD IRN

The Adjusted FTE column will contain the CTE FTE amount that is being restored due to the approved override – check against detail to see that this is happening

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Quick Check

CTE overrides are sometimes necessary to allow CTE programs to be funded correctly. An override request can sometimes take a considerable amount of time to process. Submitting override requests as early as possible is recommended.

- Have you identified an issue that may require a CTE override?
- Have you contacted the Office of Career Tech to request an override?
- Did you check to see that a (CTEA-006) CTE Approved Overrides Report was received?

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CTE FTE Daily Summary Reports

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CTE FTE Daily Summary Reports

- Contain student CTE FTEs calculated from EMIS data that was processed on ten specific dates
- Should be reviewed often to identify fluctuations in the amount of CTE FTEs being generated from specific submissions
- Contain result codes that are not an indication of an error but rather identify student education/funding situations
- Are separated by educating/funding situations which can be tied back to the CTE FTE Detail Report
  - Steps to match to CTE FTE Detail can be found in prior year versions of this training at https://community.mcoecn.org/display/EM/EMIS+Alliance+Public+Space

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CTE FTE Daily Summary Reports, cont'd

- (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating
  - Contains CTE FTEs summed by CTE Fund Category Number
- (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number
- (CTEA-009) CTE FTE Daily Summary Report – Transfers
  - Contains CTE FTEs summed by Result Code and CTE Fund Category Number

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CTE FTE Run Dates

- All three daily summary reports contain the same 10 Run Date Columns
- Most recent CTE FTEs are to the left and prior CTE FTEs are to the right

H	I	J	K	L	M	N	O	P	Q
LATEST RUN DATE-03/21/2023	PRIOR RUN DATE-03/19/2023	SEC PRIOR RUN DATE-03/17/2023	THIRD PRIOR RUN DATE-03/16/2023	FOURTH PRIOR RUN DATE-03/15/2023	WEEK PRIOR RUN DATE-03/14/2023	TWO WEEK PRIOR RUN DATE-03/07/2023	MONTH PRIOR RUN DATE-02/19/2023	TWO MONTH PRIOR RUN DATE-01/20/2023	THIRTY DAY AVG
7.635424	9.979114	9.979114	9.979114	9.923558	9.923558	9.923558	0	0	9.955366
1.899634	1.899634	1.899634	1.899634	1.899634	1.899634	1.899634	0	0	1.899634
0.333334	0.333334	0.333334	0.333334	0.333334	0.333334	0.333334	0	0	0.333334
0.333336	0.333336	0.333336	0.333336	0.333336	0.333336	0.333336	0	0	0.333336

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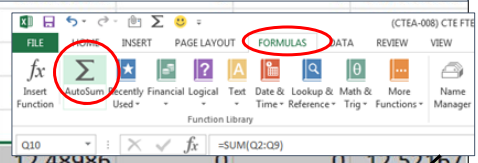
CTE FTE Fluctuations

H	I	J	K	L	M	N	O	P	Q
LATEST RUN DATE-03/21/2023	PRIOR RUN DATE-03/19/2023	SEC PRIOR RUN DATE-03/17/2023	THIRD PRIOR RUN DATE-03/16/2023	FOURTH PRIOR RUN DATE-03/15/2023	WEEK PRIOR RUN DAT 03/14/2 23	TWO WEEK	MONTH	TWO MONTH	
7.635424	9.979114	9.979114	9.979114	9.923558	9.92355				
1.899634	1.899634	1.899634	1.899634	1.899634	1.899634				
0.333334	0.333334	0.333334	0.333334	0.333334	0.333334				
0.333336	0.333336	0.333336	0.333336	0.333336	0.333336				
10.20173	12.54542	12.54542	12.54542	12.48986	12.48986	12.48986	0	0	12.52267

1. Select the blank cells below the CTE FTE values and select AutoSum from the Formulas tab to more easily find fluctuations



2. Notice the dip in CTE FTEs after this run. Issue was resolved and subsequent run is higher

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Error Severity Codes

Error Severity looks at the Thirty Day Average value and compares it to the value from the Latest Run to draw attention to differences that may be of concern. You can miss this if you don't look often.

	A	B	C	D	E	F	G	H	Q
1	MNIFST CODE	RPT DEST IRN	ERR SEV CODE	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMBE	LATEST RUN DATE-03/21/2023	THIRTY DAY AVG
2	2023L2FNL	TRAD IRN	C	SC0110	District is initially funded - no transfer	CTEA-008	5	7.635424	9.955366
3	2023L2FNL	TRAD IRN	I	SC0120	District is initially funded - transfer to JVS	CTEA-008	1	1.899634	1.899634
4	2023L2FNL	TRAD IRN	I	SC0120	District is initially funded - transfer to JVS	CTEA-008	4	0.333334	0.333334
5	2023L2FNL	TRAD IRN	I	SC0140	District is initially funded - transfer to another district	CTEA-008	1	0.333336	0.333336
6									
7								10.20173	12.52167

The Fatal (F) indicates a drop from the Thirty Day Average value to zero

Critical (C) indicates a decrease of 10% or more (but not to zero) in the Latest Run

Warning (W) indicates a decrease of 5% to 10% but not to zero or an increase of 20% or more

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CTEA-007 Students District is Educating

- Includes CTE FTEs for students the LEA is educating regardless if the district is initially funded or if the funding will transfer to another LEA
- Result Code is SC0100 – Students LEA is educating
  - This is the only result code on the CTEA-007 report
  - This result code could appear for any entity that receives CTE reports

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	MNIFST CODE	RPT DEST IRN	ERR SEV CODE	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMBE	LATEST RUN DATE-03/23/2023	PRIOR RUN DATE-03/22/20 23	SEC PRIOR RUN DATE-03/21/20 23	THIRD PRIOR RUN DATE-03/19/20 23	FOURTH PRIOR RUN DATE-03/17/20 23	WEEK PRIOR RUN DATE-03/16/20 23	TWO WEEK PRIOR RUN DATE-03/09/20 23	MONTH PRIOR RUN DATE-02/21/20 23	TWO MONTH PRIOR RUN DATE-01/22/20 23	THIRTY DAY AVG
2	2023L2FNL	TRAD IRN	I	SC0100	District is educating	CTEA-007	1	17.809502	0	0	0	0	0	0	0	0	18.066563
3	2023L2FNL	TRAD IRN	I	SC0100	District is educating	CTEA-007	5	9.853024	0	0	0	0	0	0	0	0	9.766708

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CTEA-008 Students Initially Funded at District

- Includes CTE FTEs of students for which the LEA is initially funded
- Displays CTE FTEs as initially funded, positive amounts
- Contains Result Codes indicating the LEA is initially funded and break down transfer information by student situation
  - Result Code SC0110 – no transfer of funds
  - Result Code SC0120 – funds transferred to a JVSD
  - For Result Code SC0140 – funds transferred to another district

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CTAE-008 Report Example

- Report is sent to traditional districts
- Number of result codes will vary by district

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	MNIFST CODE	RPT DEST IRN	ERR SEV CODE	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMBE	LATEST RUN DATE- 03/21/20 23	PRIOR RUN DATE- 03/19/20 23	SEC PRIOR RUN DATE- 03/17/20 23	THIRD PRIOR RUN DATE- 03/16/2023	FOURTH PRIOR RUN DATE- 03/15/2023	WEEK PRIOR RUN DATE- 03/14/202	TWO WEEK PRIOR RUN DATE- 03/07/202	MONTH PRIOR RUN DATE- 02/19/202	TWO MONTH PRIOR RUN DATE- 01/20/202	THIRTY DAY AVG
2	2023L2FNL	TRAD IRN	C	SC0110	District is initially funded - no transfer	CTEA-008	5	7.635424	9.979114	9.979114	9.979114	9.923558	9.923558	9.923558	0	0	9.955366
3	2023L2FNL	TRAD IRN	I	SC0120	District is initially funded - transfer to JVS	CTEA-008	1	1.899634	1.899634	1.899634	1.899634	1.899634	1.899634	1.899634	0	0	1.899634
4	2023L2FNL	TRAD IRN	I	SC0120	District is initially funded - transfer to JVS	CTEA-008	4	0.333334	0.333334	0.333334	0.333334	0.333334	0.333334	0.333334	0	0	0.333334
5	2023L2FNL	TRAD IRN	I	SC0140	District is initially funded - transfer to another district	CTEA-008	1	0.333336	0.333336	0.333336	0.333336	0.333336	0.333336	0.333336	0	0	0.333336

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CTEA-009 Transfers

- Includes CTE FTEs that will either transfer in or out from the LEA receiving the report
- Displays CTE FTEs that transfer in as positive amounts and CTE FTEs that transfer out as negative amounts
- Includes CTE FTEs for students who are
  - SC0170 – Non-open enrolled in, initially funded elsewhere then funding is transferred to educating LEA (positive amount)
  - SC0180 – Non-open enrolled out, initially funded then funding is transferred to the educating LEA (negative amount)

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CTEA-009 Report Example

- Any LEA type with fund transfers can receive this report
- Note the positive and negative amounts as well as the transfer IRNs

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	MNIFST CODE	RPT DEST IRN	ERR SEV CODE	TRNSFR TO IRN	INIT FUND IRN	RESULT CODE	RESULT CODE DESCR	LEVEL 2 REC TYPE CODE	CTE FUND CAT NUMBE	LATEST RUN DATE-03/23/202	PRIOR RUN DATE-03/22/202	SEC PRIOR RUN DATE-03/21/202	THIRD PRIOR RUN DATE-03/19/202	FOURTH PRIOR RUN DATE-03/17/202	WEEK PRIOR RUN DATE-03/16/202	TWO WEEK PRIOR RUN DATE-03/09/202	MONTH PRIOR RUN DATE-02/21/202	TWO MONTH PRIOR RUN DATE-01/22/20	THIRTY DAY AVG
2	2023L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	1	4.058871	4.058871	4.058871	4.058871	4.058871	4.058871	4.058871	4.247308	0	4.084567
3	2023L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	2	5.563414	5.563414	5.563414	5.563414	5.563414	5.563414	5.563414	5.563414	0	5.563414
4	2023L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	4	0.454806	0.454806	0.454806	0.454806	0.454806	0.454806	0.454806	0.454806	0	0.454806
5	2023L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	1	4.364095	4.364095	4.364095	4.364095	4.364095	4.364095	4.364095	4.364095	0	4.364095
6	2023L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	2	5.379337	5.379337	5.379337	5.379337	5.379337	5.379337	5.379337	5.379337	0	5.379337
7	2023L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	4	0.416667	0.416667	0.416667	0.416667	0.416667	0.416667	0.416667	0.416667	0	0.416667
8	2023L2FNL	TRAD IRN	I	TRAD IRN		SC0180	Transfers Out - Other adjustments	CTEA-009	1	-0.821336	-0.821336	-0.821336	-0.821336	-0.821336	-0.821336	-0.821336	-0.821336	0	-0.821336
9	2023L2FNL	TRAD IRN	I	TRAD IRN		SC0180	Transfers Out - Other adjustments	CTEA-009	2	-1.540004	-1.540004	-1.540004	-1.540004	-1.540004	-1.540004	-1.540004	-1.540004	0	-1.540004
10	2023L2FNL	TRAD IRN	I	TRAD IRN		SC0180	Transfers Out - Other adjustments	CTEA-009	4	-0.102667	-0.102667	-0.102667	-0.102667	-0.102667	-0.102667	-0.102667	-0.102667	0	-0.102667

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Quick Check

CTE FTE Daily Summary Reports are helpful to identify fluctuations in CTE FTEs that could affect funding. They can also be used to follow the flow of CTE funding based on student situations.

- Are you checking the Daily Summary reports often to avoid any negative impacts on CTE funding?
- Can you identify individual students in the Daily Summary reports by filtering the CTE FTE Detail Report?
- Are you sharing these reports with others in your district?

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Summary

- CTE reports contain data to verify and issues to correct
- The troubleshooting process requires interaction between the CTE FTE Detail Report and the error reports
- Use the CTE FTE Summary Reports to verify data and to compare data from previous versions of the reports
- Confirm that corrections have been made in the source system and that new EMIS data has been submitted for CTE reports to be updated

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Office of Career Tech

- Office of Career Tech Contact Information
  - 877-644-6338
  - cteohio@education.ohio.gov
  - CTETeacherOverride@education.ohio.gov
- Some instances where districts should contact the Office of Career Tech
  - Career Technical Override questions
  - CTE-26 approval process
- Other CTE questions should go the EMIS Helpdesk via your ITC
- Questions pertaining to CTE Accountability/CTE Report Card should be sent to accountability@education.ohio.gov

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Resources

- http://education.ohio.gov
  - Current EMIS Manual
    - ODE Home > Topics > Data > EMIS > Documentation > EMIS Manual
- Level 2 Report Explanations
  - ODE Home > Topics > Data > EMIS > Documentation > EMIS Validation and Report Explanations
    - CTE FTE Reports
    - CTE FTE Daily Summary Reports
  - ODE Career Tech main page
    - ODE Home > Topics > Career Tech > Resources > FY23 Program and Assessment Matrix
- Your ITC

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Questions?

If you would like a certificate of attendance for this training, you must complete the below feedback form within 5 business days of this training

https://tinyurl.com/EA-District-Feedback

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