

# Troubleshooting Career Technical Education (CTE) FTE Reports



1

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2

2

## 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.



3

3

## 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



4

4

# CTE FTE Level 2 Reports



5

5

## 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



6

6

## 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



7

## 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



8

## 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



9

9

## Accessing and Formatting Level 2 CTE Reports



10

10

# Accessing CTE Reports

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

Select Level 2 Reports

**Staff and Course Collection - Final (FY24)**  
 FY24-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 08, 2024 - August 07, 2024 (177 days till close)  
**Version:** 1  
**Status:** The collection was submitted February 08, 2024 at 10:41:27 AM by [redacted]  
**Submission Status:** Processing Completed (February 08, 2024 at 10:41:35 AM)  
**Submission Number:** 1 (attempt 2)  
**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

**Prepare Outputs:** [Level 1 Validations](#)  
[View submission 1 Data](#)

**From ODE:** [Level 2 Reports](#)



# Accessing CTE Reports, cont'd

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources | Preferences

**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

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: All authorized | Collection Request: FY24-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"**



# 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 (FY24) (2024L2FNL) (Count: 9)													
[CTEA-000] CTE FTE Detail		1810	0	0	1756	3566	Career Tech	L		02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-001] CTE Student Error Detail										02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-002] CTE Course Error Detail										02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-003] CTE Staff Error Detail										02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-004] CTE FTE Summary by Course		0	0	0	207	207	Career Tech	L		02/10/24 17:16	02/11/24 04:42	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-005] CTE FTE Summary by Category		0	0	0	205	205	Career Tech	L		02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-006] CTE Approved Overrides		0	0	0	4	4	Career Tech	L		02/10/24 17:16	02/11/24 03:43	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-007] CTE FTE Daily Summary Report - Students District is Educating		0	0	0	4	4	Career Tech	L		02/10/24 17:16	02/11/24 03:43	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-008] CTE FTE Daily Summary Report - Students Initially Funded at District		0	0	0	4	4	Career Tech	L		02/10/24 17:16	02/11/24 03:43	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
[CTEA-009] CTE FTE Daily Summary Report - Transfers		0	0	0	2	2	Career Tech	L		02/10/24 17:16	02/11/24 03:45	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>

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"



# Level 2 Report Dates

- Process date – when DEW 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: 9)					
		02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
		02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
		02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
		02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>

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



## 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*



15

15

## 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!



16

16

## 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?



17

## Understanding the CTE FTE Detail Report



18

## (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	IRN	SSID	EmisID	LastNan	FirstNan	me	RESULT	CODE
							RESULT	DESCR
1	TRAD IRN	RJ8265358	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
2	TRAD IRN	RJ8265358	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
3	TRAD IRN	UW6531749	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
4	TRAD IRN	UW6531749	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
5	TRAD IRN	UT9695627	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE
6	TRAD IRN	UT9695627	EMIS ID	Last	First	Middle	SC0000	CTE Base FTE

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

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



## (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	STDNT	COURSE	STAFF
CODE	LEVEL ERR	LEVEL ERR	LEVEL ERR
FLAG	FLAG	FLAG	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



## (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
SUBJECT CODE	SUBJECT DESCR	LEA IRN	LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE
290250	Computer Science	Trad IRN	140248644A11	2023-08-22 00:00:00.0	2024-01-07 00:00:00.0
290250	Computer Science	Trad IRN	140248644B11	2024-01-08 00:00:00.0	2024-05-30 00:00:00.0
141025	Management Principles	Trad IRN	140248624A11	2023-08-22 00:00:00.0	2024-01-07 00:00:00.0
142010	Legal Environment of Business	Trad IRN	140248641A11	2024-01-08 00:00:00.0	2024-05-30 00:00:00.0
141025	Management Principles	Trad IRN	140248624A11	2023-08-22 00:00:00.0	2024-01-07 00:00:00.0

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



## (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 CODE	DLVR METHOD CODE	SCHD COD	SCHD INSTR HOUR	LOC IRN
2023-08-22 00:00:00.0	2024-01-07 00:00:00.0	VT	FF	1	66	BLDG IRN
2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	VT	FF	2	66	BLDG IRN
2023-08-22 00:00:00.0	2024-01-07 00:00:00.0	VT	FF	1	60	BLDG IRN
2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	VT	FF	1	60	BLDG IRN
2023-08-22 00:00:00.0	2024-01-07 00:00:00.0	VT	FF	1	60	BLDG IRN
2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	VT	FF	1	60	BLDG 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



## (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	CTE FUND	LEGAL	STATE								
PTRN	CAT	DIST OF	EQUIV								
CODE	NUMBER	RES IRN	LEVEL	FTE START DATE	FTE END DATE	ORIG FTE	FTE	ADJSTD	TRNSFR TO	INIT FUND	FTE INCL
			GRADE						IRN	IRN	CODE
RGJV	0	TRAD IRN	09	2023-08-22 00:00:00.0	2024-01-07 00:00:00.0	0.061111	0	0	TRAD IRN	TRAD IRN	FULL
RGJV	0	TRAD IRN	09	2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	0.061111	0	0	TRAD IRN	TRAD IRN	FULL
RGJV	2	TRAD IRN	12	2023-08-22 00:00:00.0	2024-01-07 00:00:00.0	0.055556	0	0	TRAD IRN	TRAD IRN	FULL
RGJV	2	TRAD IRN	12	2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	0.055556	0	0	TRAD IRN	TRAD IRN	FULL
OPDD	2	TRAD IRN	12	2023-08-22 00:00:00.0	2023-08-25 00:00:00.0	0.002778	0	0	TRAD IRN	TRAD IRN	FULL
OPDD	2	TRAD IRN	12	2023-08-26 00:00:00.0	2024-01-07 00:00:00.0	0.052778	0	0	TRAD IRN	TRAD IRN	FULL
OPDD	2	TRAD IRN	12	2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	0.055556	0	0	TRAD IRN	TRAD IRN	FULL



23

23

## 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



24

24

## 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



25

25

## 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



26

26

## 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)



27

## 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”



28

## 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 FTE	ADJSTD FTE	TRNSFR TO IRN	INIT FUND IRN
2023-08-22 00:00:00.0	2024-01-07 00:00:00.0	0.061111	0		TRAD IRN
2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	0.061111	0		TRAD IRN
2023-08-22 00:00:00.0	2024-01-07 00:00:00.0	0.055556	0		TRAD IRN
2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	0.055556	0		TRAD IRN
2023-08-22 00:00:00.0	2023-08-25 00:00:00.0	0.002778	0		TRAD IRN
2023-08-26 00:00:00.0	2024-01-07 00:00:00.0	0.052778	0		TRAD IRN
2024-01-08 00:00:00.0	2024-05-30 00:00:00.0	0.055556	0		TRAD IRN



29

29

## 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



30

30

## 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**



31

31

## 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



32

32

## 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

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



33

33

## 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?



34

34

# Troubleshooting the CTE Error Detail Reports



## 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 (FY24) (2024L2FNL) (Count: 9)													
<a href="#">(CTEA-000)_CTE_FTE_Detail</a>											02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-001)_CTE_Student_Error_Detail</a>											02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-002)_CTE_Course_Error_Detail</a>											02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-003)_CTE_Staff_Error_Detail</a>						56	Career Tech	L		02/10/24 17:16	02/11/24 04:38	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-004)_CTE_FTE_Summary_by_Course</a>						0				02/10/24 17:16	02/11/24 04:42	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-005)_CTE_FTE_Summary_by_Category</a>						153	153	Career Tech	L			<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-006)_CTE_Approved_Overrides</a>												<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-007)_CTE_FTE_Daily_Summary_Report - Students.District is Educating</a>												<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-008)_CTE_FTE_Daily_Summary_Report - Students.Initially Funded at District</a>						4	4	Career Tech	L	02/10/24 17:16	02/11/24 03:43	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>
<a href="#">(CTEA-009)_CTE_FTE_Daily_Summary_Report - Transfers</a>						2	2	Career Tech	L	02/10/24 17:16	02/11/24 03:45	<a href="#">1 on 02/09/24</a>	<a href="#">Help</a>

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



## 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



37

37

## Staff Errors

### (CTEA-003) CTE Staff Error Detail

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

	A	B	C	D	E
	RPT DEST	RESULT		SUBJECT	
1	IRN	CODE	RESULT CODE DESCR	CODE	SUBJECT DESCR
2	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course	176010	Principles of Manufacturing
3	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course	176010	Principles of Manufacturing
4	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course	175001	Engineering Design
5	TRAD IRN	SF0002	Teacher does not have appropriate certificate/license to teach course	175001	Engineering Design
6	TRAD IRN	SF0003	Teacher of CTE Course does not meet appointment or status requi		
7	TRAD IRN	SF0003	Teacher of CTE Course does not meet appointment or status requi		
8	TRAD IRN	SF0004	Length of teacher scheduled instruction over 1080 hours		
9	TRAD IRN	SF0004	Length of teacher scheduled instruction over 1080 hours		

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



38

38

## 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



39

39

## 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



40

40

## 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 DEW and they will determine if it can be corrected



41

41

## 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



42

42

## 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 DEW and they will determine if it can be corrected



43

## 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 DEW and they will determine if it can be corrected



44

# 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 the teacher if they are teaching at another LEA
  - If they are not, ask your ITC to put a helpdesk ticket to DEW EMIS to see if this teacher is being reported by another LEA



# Course Errors

(CTEA-002) CTE Course Error Detail

- Report of courses with Error Result Codes that begin with “CS”

	A	B	C	D	E
	RPT DEST	RESULT		SUBJECT	
1	IRN	CODE	RESULT CODE DESCR	CODE	SUBJECT DESCR
2	TRAD IRN	CS0001	Curriculum code reported is not valid for the reported subject code	072030	Sports Exercise Psychology
3	TRAD IRN	CS0001	Curriculum code reported is not valid for the reported subject code	072050	Patient Centered Care
4	TRAD IRN	CS0001	Curriculum code reported is not valid for the reported subject code	072065	Mental Health
5	TRAD IRN	CS0001	Curriculum code reported is not valid for the reported subject code	091402	Career and College Readiness
6	TRAD IRN	CS0001	Curriculum code reported is not valid for the reported subject code		
7	TRAD IRN	CS0003	Course with curriculum code V3 not correlated to anchor course		
8	TRAD IRN	CS0004	Instructional hours reported are less than the minimum hours for course		
9	TRAD IRN	CS0007	Instructional hours reported exceed maximum hours for course in CTE M		

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



## 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 FY24 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 FY24 CTE Program and Assessment Matrix



47

## 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



48

## 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
- Check the FY24 CTE Program and Assessment Matrix for the allowable hours
- 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



## 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
- Check the FY24 CTE Program and Assessment Matrix for the allowable hours



## 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



51

## 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



52

## Course Error Result Code CS0021

### **Anchor course VP and course V3 are not correlated**

- Report says “Correlated class missing for VP course”
- 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



53

## 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



54

## 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



55

55

## 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



56

56

# Student Errors

## (CTEA-001) CTE Student Error Detail

- Report of students with Error Result Codes that begin with "SC"

	A	B	C	D	E
	RPT DEST	RESULT		SEVERITY	
1	IRN	CODE	RESULT CODE DESCR	CODE	SSID
2	TRAD IRN	SC0001	CBI student not coded as disadvantaged	F	TZ6389978
3	TRAD IRN	SC0003	Grade level not valid for curriculum code	F	PV2016082
4	TRAD IRN	SC0003	Grade level not valid for curriculum code		
5	TRAD IRN	SC0003	Grade level not valid for curriculum code		
6	TRAD IRN	SC0003	Grade level not valid for curriculum code		
7	TRAD IRN	SC0006	VP course does not have a valid curriculum		
8	TRAD IRN	SC0006	VP course does not have a valid curriculum code	F	HZ2002684
9	TRAD IRN	SC0006	VP course does not have a valid curriculum code	F	TJ6286488

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



57

57

## 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



58

58

## 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



59

## 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 FY24 CTE Program and Assessment Matrix FY24 CTE Program Matrix tab



60

## 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



61

## 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



62

## Student Error Result Code SC0014

### Student's single course level CTE FTE is greater than student's regular FTE

- CTE FTE is reduced (Fatal)
- 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



63

## Student Error Result Code SC0015

### Student's total CTE FTE is greater than student's regular FTE

- CTE FTE is reduced (Fatal)
- 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)



64

## 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



65

## 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



66

## 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



67

## 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



68

## Student Error Result Code SC0021

### Industry Credential Only at DORP Negative CTE FTE

- CTE FTE is reduced to zero (Fatal)
- For students taking Industry Credential Only (ICO) courses at a Dropout Prevention and Recovery (DOPR) community school, the CTE FTE generated for the ICO courses is reduced to zero
- If the student is taking any non-ICO courses, then the CTE FTE generated for those courses is also reduced to zero for the days that overlap with the ICO courses
- If the CTE funding category for any course that generates the SC0021 adjustment is category 2 or higher, then the ERR VALUE 1 TEXT column (on the CTE FTE Detail Report) will indicate that the course will be moved away from that funding category to category 1
- When there is an SC0021 adjustment, there will always be a corresponding SC0022 adjustment for each ICO course



69

## Student Error Result Code SC0022

### Industry Credential Only at DORP Positive CTE FTE

- This is a positive adjustment (Informational) Note - as of 3/6/2024 listed as fatal
- For students taking ICO courses at a DOPR community school, the CTE FTE for the days that the student is enrolled in an ICO course is calculated as a full-time FTE and added as a positive CTE FTE adjustment at the category 1 funding level
- The SC0022 calculation is (Number of Calendar Days Enrolled in an ICO Course / Total Calendar Days) / Number of ICO Courses Taken
  - For example, if a student is enrolled in two ICO courses for 90 days and the student is on a calendar with 180 days, then each ICO course will generate an SC0022 adjustment of 0.25 CTE FTE for a total of 0.50 CTE FTE
  - This represents the maximum CTE FTE the student could generate for 90 days of enrollment based on a 180-day calendar



70

## Quick Check

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



71

## Understanding CTE Summary and CTE Override Reports



72

# 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 (FY24) (2024L2FNL) (Count: 9)													
<a href="#">(CTEA-000) CTE FTE Detail</a>		1810	0	0	1756	3566	Career Tech	L		02/10/24 17:16	02/11/24 04:38	1 on 02/09/24	Help
<a href="#">(CTEA-001) CTE Student Error Detail</a>		2835	0	0	0	2835	Career Tech	L		02/10/24 17:16	02/11/24 04:38	1 on 02/09/24	Help
<a href="#">(CTEA-002) CTE Course Error Detail</a>													Help
<a href="#">(CTEA-003) CTE Staff Error Detail</a>													Help
<a href="#">(CTEA-004) CTE FTE Summary by Course</a>													Help
<a href="#">(CTEA-005) CTE FTE Summary by Category</a>													Help
<a href="#">(CTEA-006) CTE Approved Overrides</a>												02/09/24	Help
<a href="#">(CTEA-007) CTE FTE Daily Summary Report - Students District is Educating</a>												02/09/24	Help
<a href="#">(CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District</a>												02/09/24	Help

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)



## (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
RPT DEST	SUBJECT	SUBJECT DESCR	LOCAL CLASSRM CODE	COURSE START DATE	COURSE END DATE	DLVR	CRCULM METHOD	CTE FUND CAT	Total Course Potential FTE	Total Course Actual FTE
1	TRAD IRN	010105	QRM155HS6701001	2023-08-23 00:00:00.0	2024-05-23 00:00:00.0	VT	FF	1	1.005227	1.005227
2	TRAD IRN	010105	QRM155HS6701002	2023-08-23 00:00:00.0	2024-05-23 00:00:00.0	VT	FF	1	1.332024	1.332024
3	TRAD IRN	010115	QRM155HS6751001	2023-08-23 00:00:00.0	2024-05-23 00:00:00.0	VT	FF	1	0.111111	0.111111
4	TRAD IRN	010120	QRM155HS6041001	2023-08-23 00:00:00.0	2024-05-23 00:00:00.0	VT	FF	1	1.606534	1.606534
5	TRAD IRN	010125	QRM155HS6771001	2023-08-23 00:00:00.0	2024-05-23 00:00:00.0	VT	FF	1	1.331372	1.331372
6	TRAD IRN	010620	QRM155HS6781001	2023-08-23 00:00:00.0	2024-05-23 00:00:00.0	VT	FF	1	2.018298	2.018298
7	TRAD IRN	011010	QRM155JH83201	2023-08-23 00:00:00.0	2024-01-01 00:00:00.0	VM	FF	1	1.026361	1.026361



## (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
	RPT DEST IRN	FTE FUND PTRN 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



75

75

## 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
- Once an override is approved, a CTE Approved Override Report will be generated in the Staff and Course (L) Collection Level 2 Reports



76

76

## CTE Overrides, cont'd

- There is no notice given when a CTE Approved Override Report is generated in the Staff and Course (L) Collection Level 2 Reports, so districts will need to periodically check their reports to see if the override was approved
- 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
- Note that an approved CTE Override will not correct issues on the Teacher Licensure Course Status Report.



## 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 COD	FTE START DATE	FTE END DATE	ADJSTD F	TRNSFR TO IRN	INIT FUND IRN
TRAD IRN	12	2023-12-20 00:00:00.0	2024-01-08 00:00:00.0	-0.005682		TRAD IRN
TRAD IRN	12	2023-12-20 00:00:00.0	2024-01-08 00:00:00.0	-0.005682		TRAD IRN
TRAD IRN	12	2023-12-20 00:00:00.0	2024-01-08 00:00:00.0	-0.005682		TRAD IRN
TRAD IRN	12	2023-12-20 00:00:00.0	2024-01-08 00:00:00.0	-0.005682		TRAD IRN
TRAD IRN	12	2023-12-20 00:00:00.0	2024-01-08 00:00:00.0	-0.005682		TRAD IRN
TRAD IRN	12	2023-12-20 00:00:00.0	2024-01-08 00:00:00.0	-0.005682		TRAD IRN
TRAD IRN	12	2023-12-20 00:00:00.0	2024-01-08 00:00:00.0	-0.005682		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**



## 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?



## CTE FTE Daily Summary Reports



## 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>



81

## 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



82

## 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-	PRIOR RUN DATE-	SEC PRIOR RUN DATE-	THIRD PRIOR RUN DATE-	FOURTH PRIOR RUN DATE-	WEEK PRIOR RUN DATE-	TWO WEEK PRIOR RUN DATE-	MONTH PRIOR RUN DATE-	TWO MONTH PRIOR RUN DATE-	THIRTY DAY AVG
02/18/2024	02/16/2024	02/15/2024	02/14/2024	02/13/2024	02/11/2024	02/04/2024	01/19/2024	12/20/2023	AVG
0	5.923279	5.923279	5.923279	5.923279	0	0	0	0	5.923279
11.296857	18.344234	18.344234	18.344234	0	0	0	0	0	18.736985
3.442474	3.442474	3.442474	3.442474	3.442474	3.442474	0	0	0	3.736403
13.704747	13.704747	13.704747	13.704747	13.704747	0	0	0	0	13.716408



## CTE FTE Fluctuations

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

H	I	J	K	L	M	N	O	P	Q
LATEST RUN DATE-	PRIOR RUN DATE-	SEC PRIOR RUN DATE-	THIRD PRIOR RUN DATE-	FOURTH PRIOR RUN DATE-	WE PRIOR RUN DATE-	TWO WEEK PRIOR RUN DATE-	MONTH PRIOR RUN DATE-	TWO MONTH PRIOR RUN DATE-	THIRTY DAY AVG
02/18/2024	02/16/2024	02/15/2024	02/14/2024	02/13/2024	02/11/2024	02/04/2024	01/19/2024	12/20/2023	AVG
0	5.923279	5.923279	5.923279	5.923279	0	0	0	0	5.923279
11.296857	18.344234	18.344234	18.344234	0	0	0	0	0	18.736985
3.442474	3.442474	3.442474	3.442474	3.442474	3.442474	0	0	0	3.736403
13.704747	13.704747	13.704747	13.704747	13.704747	0	0	0	0	13.716408
28.444078	41.414734	41.414734	41.414734	23.0705	3.442474	0	0	0	42.113075

2. Notice the dip in CTE FTEs after this run



# 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
	MNIFST	RPT DEST	ERR SEV	RESULT	LEVEL 2	CTE FUND	LATEST RUN		
1	CODE	IRN	CODE	CODE	REC TYPE	CAT	DATE-		THIRTY DAY
2	2024L2FNL	TRAD IRN	F	SC0110	District is initially funded - no transfer	CTEA-008	5	0	5.923279
3	2024L2FNL	TRAD IRN	C	SC0110	District is initially funded - no transfer	CTEA-008	3	11.296857	18.736985
4	2024L2FNL	TRAD IRN	W	SC0110	District is initially funded - no transfer	CTEA-008	2	3.442474	3.736403
5	2024L2FNL	TRAD IRN	I	SC0110	District is initially funded - no transfer	CTEA-008	1	13.704747	13.716408
6								28.444078	42.113075

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



# 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	
	MNIFST	RPT DEST	ERR SEV	RESULT	RESULT CODE	LEVEL 2	CTE FUND	LATEST RUN	PRIOR RUN	SEC PRIOR	THIRD PRIOR	FOURTH	WEEK PRIOR	TWO WEEK	MONTH	TWO MONTH	THIRTY DAY	
1	CODE	IRN	CODE	CODE	DESCR	REC TYPE	CAT	DATE-	DATE-	RUN DATE-	RUN DATE-	RUN DATE-	RUN DATE-	RUN DATE-	RUN DATE-	RUN DATE-	AVG	
2	2024L2FNL	TRAD IRN	I	SC0100	District is educating	CTEA-007	1	125.658962	125.658962	125.658962	125.658962	125.658962	125.658962	125.658962	0	0	0	125.658682
3	2024L2FNL	TRAD IRN	I	SC0100	District is educating	CTEA-007	2	48.328506	48.328506	48.328506	48.328506	48.328506	48.328506	48.328506	0	0	0	48.442542
4	2024L2FNL	TRAD IRN	I	SC0100	District is educating	CTEA-007	3	39.307901	39.307901	39.59432	39.767114	39.767114	39.767114	39.767114	0	0	0	40.988589
5	2024L2FNL	TRAD IRN	I	SC0100	District is educating	CTEA-007	4	23.891783	23.891783	23.891783	23.891783	23.891783	23.891783	23.891783	0	0	0	24.096837
6	2024L2FNL	TRAD IRN	I	SC0100	District is educating	CTEA-007	5	36.639237	36.639237	36.696776	36.696776	36.696776	36.696776	36.696776	0	0	0	36.701914





# CTEA-009 Report Example

- Any LEA type with CTE FTE 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	
MNIFST	RPT DEST	ERR SEV	TRNSFR	INIT FUND	RESULT		LEVEL 2	CTE FUND	LATEST RUN	PRIOR RUN	SEC PRIOR	THIRD	FOURTH	WEEK	TWO WEEK	MONTH	TWO MONTH		
1	CODE	IRN	CODE	TO IRN	IRN	CODE	RESULT	CODE	NUMBER	DATE-	DATE-	DATE-	DATE-	DATE-	DATE-	DATE-	DATE-	THIRTY DAY	
2	2024L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	1	1.531409	1.531409	1.531409	1.531409	1.531409	1.531409	0	0	0	1.531409
3	2024L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	2	1.540003	1.540003	1.540003	1.540003	1.540003	1.540003	0	0	0	1.54
4	2024L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	1	3.207119	3.207119	3.207119	3.207119	3.207119	3.207119	0	0	0	3.207119
5	2024L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	2	0.308001	0.308001	0.308001	0.308001	0.308001	0.308001	0	0	0	0.308001
6	2024L2FNL	TRAD IRN	I		TRAD IRN	SC0170	Transfers In - Other adjustments	CTEA-009	4	0.308	0.308	0.308	0.308	0.308	0.308	0	0	0	0.308
7	2024L2FNL	TRAD IRN	I		TRAD IRN	SC0180	Transfers Out - Other adjustments	CTEA-009	1	-5.147308	-5.147308	-5.147308	-5.147308	-5.147308	-5.147308	0	0	0	-5.147308
8	2024L2FNL	TRAD IRN	I		TRAD IRN	SC0180	Transfers Out - Other adjustments	CTEA-009	2	-6.4322	-6.432042	-6.432042	-6.432042	-6.432042	-6.432042	0	0	0	-6.43205
9	2024L2FNL	TRAD IRN	I		TRAD IRN	SC0180	Transfers Out - Other adjustments	CTEA-009	4	-0.833334	-0.833334	-0.833334	-0.833334	-0.833334	-0.833334	0	0	0	-0.833334



## 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?



## 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



91

91

## 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](mailto:accountability@education.ohio.gov)



92

92

## Resources

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



93

93

## 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>



94

94