



Kathe Shelby, Director - Office for Exceptional Children (November 2010)

### **EMIS General Issues Reports for Data Verification**

Most of you remember last summer's verification of data used for calculating State Performance Plan (SPP) data. Your hard work resulted in a vast improvement in the quality of data being reported to the federal Office of Special Education Programs in this year's SPP!

This year, instead of a one-time, mid-summer data verification, we will be providing feedback on the same data elements as part of the weekly EMIS "general issues reports." Your local education agency (LEA) will be able to access the first of these reports during the first week in November. Please work with your EMIS coordinator to determine if any of these issues have been encountered within your LEA's data. If so, check the data that was submitted. If a data entry error has been made, you have the ability to correct it between now and the end of the reporting period (January 20, 2010).

General issues reports include a list of SSIDs, IRNs and codes that represent potential issues with individual records. It is important to verify that the information provided for the student is complete and correct. However, it is also important to remember that appearance of a student record on a general issues report does NOT necessarily mean that the record represents non-compliance.

The first report will include SSIDs of students for whom:

- a consent was reported, but no ETR;
- an initial ETR was reported, but no consent;
- the earliest date reported for an initial ETR was more than 60 days after the latest date reported for consent; or
- the initial ETR was late, but no "non-compliance reason" code was provided.

During subsequent weeks, we will be adding information showing records with issues related to preschool timelines. We will provide reminders each time we add issues.

### **New Role in OEDS - Special Education Contact**

Over the next few months, the Office for Exceptional Children will be changing the way it maintains its list of special education contacts for LEAs. Currently, the list for special education contacts is maintained in a stand-alone spreadsheet with contributions and changes being supplied directly from LEAs. By February, OEC will extract this list from the Ohio Educational Directory System (OEDS).

To assist us in providing timely and accurate information to each LEA, a new role, "special education contact," has been added to OEDS. Each LEA must identify the "special education contact" for the LEA in OEDS. Although this person is most likely to be considered to be a district's "special education director, his/her title may not be "special education director." Each LEA should identify the "point person" for the special education program in each district. **The OEDs Organization Administrator at the LEA must add information about its special education contact by January 31, 2011**, either adding a role to person who already is reported in OEDS or adding the person and the role to OEDS. Information regarding adding roles can be found on page 75 of the OEDS-R Desk Guide. <http://www.education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=376&ContentID=8244&Content=91990>