

## **Level 2 Report Explanation: CTE FTE Daily Summary Reports**

The purpose of this report explanation is to assist EMIS Coordinators in reviewing the CTE FTE Daily Summary Report – Students District is Educating, CTE FTE Daily Summary Report – Students Initially Funded at District, and CTE FTE Daily Summary Report – Transfers.



Revised: May 11, 2018

## REVISION HISTORY

The revisions to this document are listed in the table below.

Date	Description
5/11/18	Report Explanation first posted.

# TABLE OF CONTENTS

REVISION HISTORY .....	2
<b>TABLE OF CONTENTS .....</b>	<b>3</b>
FUNCTION AND PURPOSE .....	4
PROCESS DESCRIPTION .....	4
REPORTS .....	4
<i>Layout and Fields</i> .....	4
<i>Error Severity Code Determination</i> .....	7

## FUNCTION AND PURPOSE

The CTE FTE Daily Summary Reports are designed to help districts track CTE FTE summarized in various ways on a number of specified days. At this time, all traditional districts, JVSDs, community schools, and STEM schools receive CTE FTE Daily Summary Reports, which are Level 2 reports and can be found via the Data Collector.

The CTE FTE Level 2 reports provide daily summaries of CTE FTE for various types of students. Three separate reports are generated.

- *(CTEA-007) CTE FTE Daily Summary Report – Students District is Educating* includes CTE FTE summarized for students that are educated by the LEA receiving the report.
- *(CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District* includes CTE FTE summarized for students who are initially funded at the LEA receiving the report.
- *(CTEA-009) CTE FTE Daily Summary Report – Transfers* includes CTE FTE summarized for students for whom funding is transferred either into or from the LEA receiving the report.

Within the reports, various result codes identify the specific funding situation for which the CTE FTE is summarized. This data will be useful to districts in reconciling their CTE FTE data with the FTE displayed on their School Finance Payment Reports.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with the CTE FTE Summary Reports, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center, then the EMIS Helpdesk, and finally ODE EMIS directly.

## PROCESS DESCRIPTION

Each row on the CTE FTE Daily Summary Reports represents CTE FTE that has been summarized based on elements such as the CTE funding category, initially funded IRN, and transferred to IRN. Each row has nine columns that represent dates on which the CTE FTE was calculated. This allows districts to see how their CTE FTE is increasing or decreasing over time. An additional column provides an average of their CTE FTE over the past 30 calendar days.

Each row is also assigned an Error Severity code which is determined based on a comparison of the CTE FTE that was last processed to the thirty-day average CTE FTE.

## REPORTS

### *Layout and Fields*

As with other Level 2 reports, it is possible to view the entire report or portions of the report by Severity Code.

The CTE FTE Daily Summary Reports include too many fields to present a sample in a single picture. Only the first columns appear in the tables below; however, all fields are listed out below the tables, with explanations or definitions provided as warranted.

**Layout for Report CTEA-007**

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	CTE FUND CAT NUMBER	LATEST RUN	PRIOR RUN	SECOND PRIOR RUN	THIRD PRIOR RUN
041234	SC0100	Students the LEA is educating	3	21.70	20.93	20.93	20.62
041234	SC0100	Students the LEA is educating	4	35.80	34.53	33.53	34.02
041234	SC0100	Students the LEA is educating	5	13.15	12.68	12.68	12.50

**Layout for Report CTEA-009**

RPT DEST IRN	RESULT CODE	RESULT CODE DESCR	INIT FUND IRN	TRNSFR TO IRN	CTE FUND CAT NUMBER	LATEST RUN
041234	SC0150	Students open-enrolled at the LEA who are initially funded elsewhere; funding is transferred to the LEA (positive amount)	049876	041234	1	14.29
041234	SC0160	Students open-enrolled out who are initially funded at the LEA; funding is transferred to the educating LEA (negative amount)	041234	049876	2	-8.17
041234	SC0170	Students educated at the LEA (non-open enrollment) who are initially funded elsewhere; funding is transferred to the LEA (positive amount)	044567	041234	3	0

PRIOR RUN	SECOND PRIOR RUN	THIRD PRIOR RUN	FOURTH PRIOR RUN	WEEK PRIOR RUN	TWO WEEK PRIOR RUN	MONTH PRIOR RUN	TWO MONTH PRIOR RUN	THIRTY DAY AVERAGE	ERR SEV CODE
14.23	15.51	15.51	13.78	13.36	12.59	12.15	11.88	13.7	I
-8.13	-8.97	-8.86	-7.87	-7.63	-7.19	-6.94	-6.73	-7.83	I
20.35	22.18	21.18	19.71	19.10	18.00	17.37	16.99	19.48	F

The (CTEA-007) CTE FTE Daily Summary Report – Students District is Educating and the (CTEA-008) CTE FTE Daily Summary Report – Students Initially Funded at District include the following columns.

Column Name	Description
RPT DEST IRN	IRN of the LEA receiving the report
RESULT CODE	Code indicating type of students included in the FTE totals
RESULT CODE DESCR	Description of the type of students included in the FTE totals
CTE FUND CAT NUMBER	CTE funding category
LATEST RUN	FTE calculated as of the latest processing date
PRIOR RUN	FTE calculated as of the last prior processing date
SECOND PRIOR RUN	FTE calculated as of the second to last prior processing date
THIRD PRIOR RUN	FTE calculated as of the third to last prior processing date
FOURTH PRIOR RUN	FTE calculated as of the fourth to last prior processing date
WEEK PRIOR RUN	FTE calculated one week prior
TWO WEEK PRIOR RUN	FTE calculated two weeks prior

MONTH PRIOR RUN	FTE calculated one month prior
TWO MONTH PRIOR RUN	FTE calculated two months prior
THIRTY DAY AVERAGE	Average FTE calculated over the last 30 calendar days
ERR SEV CODE	Code indicating the severity based on a comparison of the latest run to the thirty-day average

The CTEA-009 report includes the following columns:

Column Name	Description
RPT DEST IRN	IRN of the LEA receiving the report
RESULT CODE	Code indicating type of students included in the FTE totals
RESULT CODE DESCR	Description of the type of students included in the FTE totals
INIT FUND IRN	The IRN of the LEA from which the funding is transferred to the LEA receiving the report (populated for result codes SC0150, SC0170, and SC0190)
TRNSFR TO IRN	The IRN of the LEA to which the funding is transferred from the LEA receiving the report (populated for result codes SC0160, SC0180, and SC0200)
CTE FUND CAT NUMBER	CTE funding category
LATEST RUN	FTE calculated as of the latest processing date
PRIOR RUN	FTE calculated as of the last prior processing date
SECOND PRIOR RUN	FTE calculated as of the second to last prior processing date
THIRD PRIOR RUN	FTE calculated as of the third to last prior processing date
FOURTH PRIOR RUN	FTE calculated as of the fourth to last prior processing date
WEEK PRIOR RUN	FTE calculated one week prior
TWO WEEK PRIOR RUN	FTE calculated two weeks prior
MONTH PRIOR RUN	FTE calculated one month prior
TWO MONTH PRIOR RUN	FTE calculated two months prior
THIRTY DAY AVERAGE	Average FTE calculated over the last 30 calendar days
ERR SEV CODE	Code indicating the severity based on a comparison of the latest run to the thirty-day average

The table below shows the result codes and descriptions that are included in each report.

Report Name	Result Code	Description
CTEA-007	SC0100	Students the LEA is educating
CTEA-008	SC0110	Students initially funded at the LEA and no transfer of funds
	SC0120	Students initially funded at the LEA and funds transferred to a JVSD
	SC0130	Students initially funded at the LEA and funds transferred to a Community School/STEM
	SC0140	Students initially funded at the LEA and funds transferred to another district
CTEA-009	SC0150	Students open-enrolled at the LEA who are initially funded elsewhere; funding is transferred to the LEA (positive amount)
	SC0160	Students open-enrolled out who are initially funded at the LEA; funding is transferred to the educating LEA (negative amount)
	SC0170	Students educated at the LEA (non-open enrollment) who are initially funded elsewhere; funding is transferred to the LEA (positive amount)
	SC0180	Students educated elsewhere (non-open enrollment) who are initially funded at the LEA; funding is transferred to the educating LEA (negative amount)
	SC0190	Students that the community school/STEM is educating; funding is transferred from the resident district to the community school/STEM (positive amount)
	SC0200	Resident students attending a community school/STEM; funding is transferred to the community/STEM (negative amount)

### ***Error Severity Code Determination***

The error severity is determined by comparing the thirty-day average FTE to the FTE from the latest run. If the thirty-day average FTE is greater than 1.00 and the FTE from the latest run drops to zero, then the severity is Fatal (F). If the thirty-day average FTE is greater than 1.00 and the FTE from the latest run drops by 10% or more but is greater than zero, then the severity is Critical (C). If the thirty-day average FTE is greater than 1.00 and the FTE from the latest run drops more than 5%, but less than 10% then the severity is Warning (W). If the thirty-day average FTE is greater than zero and the FTE from the latest run increases by 20% or more, then the severity is Warning (W). Otherwise, the severity is Informational (I).

The detailed calculations for the Error Severity Codes are described below:

For RESULT\_CODE SC0100, SC0110, SC0120, SC0130, SC0140, SC0150, SC0170, SC0190

- If THIRTY DAY AVERAGE  $\geq$  1.0 and LATEST RUN = 0 then ERR\_SEV\_CODE = 'F'
- If THIRTY DAY AVERAGE  $\geq$  1.0 and LATEST RUN / THIRTY DAY AVERAGE  $\leq$  0.9 then 'C'
- If THIRTY DAY AVERAGE  $\geq$  1.0 and LATEST RUN / THIRTY DAY AVERAGE  $\leq$  0.95 and LATEST RUN / THIRTY DAY AVERAGE  $>$  0.9 then 'W'
- If THIRTY DAY AVERAGE  $>$  0 and LATEST RUN / THIRTY DAY AVERAGE  $\geq$  1.2 then 'W'

For RESULT\_CODE SC0160, SC0180, or SC0200

- If THIRTY DAY AVERAGE  $\leq$  -1.0 and CURRENT\_CTE\_FTE = 0 then set ERR\_SEV\_CODE = 'F'
- If THIRTY DAY AVERAGE  $\leq$  -1.0 and CURRENT\_CTE\_FTE / THIRTY DAY AVERAGE  $\leq$  0.9 then 'C'
- If THIRTY DAY AVERAGE  $\leq$  -1.0 and LATEST RUN / THIRTY DAY AVERAGE  $\leq$  0.95 and LATEST RUN / THIRTY DAY AVERAGE  $>$  0.9 then 'W'
- If THIRTY DAY AVERAGE  $<$  0 and LATEST RUN / THIRTY DAY AVERAGE  $\geq$  1.2 then 'W'

Districts will likely want to focus initially on rows with fatal and critical errors. These errors identify a significant decrease in CTE FTE which could indicate that there may be an EMIS reporting issue.