

# **Computer Services and Statistical Reports System (CSSR)**

## **User Manual**

As Developed By: Ohio Department of Education, State Software  
Development Team

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# Preface

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## Document Structure

This manual is only intended for the explanation and use of the CSSR software as produced by the Ohio Department of Education.

This User Manual is intended for those who are unfamiliar with the system and need a place to start. This guide presents an overview of the programs.

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## Intended Audience

This manual is intended for anyone who wishes to utilize ODE resources to gain statistical information.



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# CSSR User Manual



# 1

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## OEDIR - Ohio Educational Directory

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### 1.1 Overview

**Note: The OEDIR programs have been made obsolete as of May 2003. The Ohio Educational Directory Information is to be submitted via a web-based system from the Ohio Department of Education.**

**This web site can be accessed at the following URL:**

**WEBAPP2.ODE.STATE.OH.US/OEDS-R/**

OEDIR is a program designed to create, modify and report data relevant to the Ohio Education Directory. Information relating to buildings and administrative staff will be processed and generated for submission via electronic transfer or magnetic tape. The Ohio Department of Education will initially provide data on magnetic tape to eliminate much of the data entry process. Unlike the paper forms, both open and closed buildings are to be reported so that the current status of all entities is verified annually. Districts are encouraged to run the report option initially to acquaint themselves with the information provided. This information would be similar to that found on the pre-printed forms.

---

### 1.2 Accessing the Program

To execute OEDIR type the following command:

```
$RUN OECN$:OEDIR
```

at the \$ prompt or in the menu system type:

```
Menu>OEDIR
```

The following main menu will appear:

---

#### 1.2.1 Main OEDIR Menu

```
                                OEDIR - Ohio Educational Directory

1. OEDEMP      - Maintain Employee Data
2. OEDBLD      - Maintain Building Data
3. OEDRPT      - Generate Report
4. OEDTAP      - Create Submission Tape File
5. EXIT        - Exit Program

Menu: OEDIR Option>
```



**Code definitions for OEDEMP****Table 1–1 OEDEMP Position codes**


---

02	=	Superintendent
10	=	Assistant Superintendent
14	=	Principal
20	=	Assistant Principal
33	=	Director
34	=	Supervisor
35	=	Coordinator
36	=	Business Manager
37	=	Treasurer

---

**Table 1–2 OEDEMP Title codes**


---

1	=	Sr (Sister)
2	=	Bro (Brother)
3	=	Rev (Reverend)
4	=	Msgr (Monsignor)
5	=	Fr (Father)
6	=	Rabbi
7	=	Dr (Doctor)
8	=	Ms
9	=	Miss
10	=	Mrs
11	=	Mr

---

**Table 1–3 OEDEMP - Position status**


---

1	=	New to administration or returning from leave
2	=	Remains in an administrative position within district
3	=	Position vacant

---

**Note: It is not a required option to run the social security number initial update on all employees, but it can be used to verify employee information.**

---

## 1.4 OEDBLD - Maintain Building Data

The purpose of the OEDBLD module is to record and maintain building and district information necessary to produce the Ohio Educational Directory.



**Code definitions for OEDBLD**

**Table 1–4 OEDBLD Abbreviations**

---

Avenue	Ave
Avenues	Aves
Boulevard	Blvd
Center	Ctr
Circle	Cir
County Road	Co Rd
Court	Ct
Drive	Dr
Highway	Hwy
Lane	La
Park	Pk
Parkway	Pkwy
Place	Pl
Road	Rd
Route	Rt
State Road	St Rd
State Route	St Rt
Street	St
Streets	Sts
Square	Sq

---

**Table 1–5 OEDBLD Building status**

---

0	=	Remaining closed
1	=	Newly opened
2	=	Continuing to be open
3	=	Under construction (new but not open)
4	=	Newly closed
6	=	Open but not in operation
7	=	No longer existing (torn down or no longer owned by district)

---

**Table 1–6 OEDBLD School types**

---

1	=	Sr. High School
2	=	Jr. High School
3	=	Middle School
4	=	Elementary School
5	=	Adult School
6	=	Vocational School
7	=	Special Needs School
8	=	Vocational Post Secondary
9	=	Technical Post Secondary
E	=	School Food Service Kitchens
F	=	Child Care Center
G	=	Comprehensive School
Q	=	Annex

---

---

## 1.5 OEDRPT - Generate Report

The purpose of this module is to supply you with a report showing information in Ohio Educational Directory format. You can also run this report for employee and building data that isn't in Directory format. The reporting options are fairly straight-forward, and it's recommended that you process both report options after you receive the files from the Department of Education.

---

## 1.6 OEDTAP - Create Submission Tape File

The purpose of this module is to produce a file to submit to the Department of Education, so that the Ohio Educational Directory can be updated. Instructions will be given by consortium.

# 2

---

## POSVAC - Position Vacancy System

---

---

### OVERVIEW

The Position Vacancy System developed by the Ohio Department of Education is designed to automate the submission of data as required by Rule 3301-23-26. It consists of data entry and report programs, PVSSCN and PVSAPT respectively. Computer Center personnel will transmit data weekly to the Ohio Department of Education which will consist of all vacancies entered by school districts in their consortium since the previous submission. Once the data has been sent to Columbus, there will be no way for it to be deleted from the system by the user. The vacancies will be sent to the teacher preparation institutions across the state for the posting period.

The following policy and procedures have been developed to respond to requirements of the rule:

- When a position becomes vacant and it appears that a fully qualified and suitable candidate is not available, a school district, the institution or agency which hires certificated personnel will post the vacancy as follows:
  - 1 All districts which are members of a consortium will put the data onto the Computer Center's computer. The data should be transmitted to the Division of Computer Services by Thursday noon of each week.
  - 2 All other school districts, institutions and agencies will send their forms to the School Finance Area Coordinator's office. Please refer to the enclosed Personnel Directory for Field Services for a list of area coordinators. The area coordinator will enter the data into the system for transmission to the Division of Computer Services. The area coordinators will also transmit to the Division of Computer Services by Thursday noon of each week.

Each entry into the Department's data system will be dated and removed four weeks after it first appears on the list. It may be re-posted by resubmitting the information in the same manner as the first posting.

If, after the posting is dropped from the list, a properly certificated and suitable candidate still has not been found, the district may consider a candidate who qualifies for a temporary certificate. At that point an application for a temporary certificate may be submitted to the Division of Teacher Education and Certification. Posting prior to requesting a temporary certificate is not necessary for a position that is less\_than\_half\_time.

## POSVAC - Position Vacancy System

Applicants will access information by contacting the college placement offices. The area coordinators, the Division of Teacher Education and Certification, and the Division of Computer Services will not provide job vacancy information by telephone to candidates. However, a weekly list will be posted on the 10th Floor of 65 South Front Street for persons who wish to visit the State Department's Building.

---

### ACCESSING THE PROGRAM

The program may be executed by typing:

```
$ RUN OECN$CSSR10: POSVAC
```

at the \$ prompt or in the menu system type:

```
Menu>POSVAC
```

---

### MAIN MENU

```
-----  
POSVAC - POSVAC Position Vacancy File Maintenance  
-----  
1. PVSSCN      - Position Vacancy Data Maintenance  
2. PVSRRPT    - Position Vacancy Report  
3. EXIT       - Exit program  
  
Menu: POSVAC Option>  
  
XX Accept      XX Help      XX Exit      XX Next
```

## PVSSCN OPTION

```

Show all records: Y

Vacancies for Sample Local SD, Sample County, IRN #999999

Position Codes/Description          Subject/Assignment(s)      Pos.   Date
                                Type Reported
205 ___ Regular Teaching Assignme 030300 990203 031000 000000 F
206 ___ Spec Ed Teacher - Speech 196510 000000 000000 000000 F
205 ___ Regular Teaching Assignme 030600 050014 050119 000000 F

      '**' Indicates that the vacancy has already been reported to the State.
End of file reached

PVSSCN - Position Vacancy Program
XX Top                XX Add
XX Help               XX Delete
XX Exit               XX Modify
XX Next               XX Lockmode
    
```

### Field Definitions

The **Show all records** field controls what information is displayed on the screen. When this field is marked as "Y" all of the district's position vacancies are listed whether they have been reported to ODE or not. Marking this field as "N" causes only those vacancies that have not been reported to ODE to be displayed.

**Position Codes** classify what type of position is vacant. The codes stand for general job classification, such as regular teaching assignment. These codes are clarified further by the Subject/Assignment fields. A listing of valid position codes can be found in the Appendix of the manual.

The **Description** of the position can be entered manually or will default if left blank to the description of the position code as defined by EMIS.

**Subject/Assignment** codes are entered to further describe the position code. For example, a regular teaching assignment can be defined as business math.

**Position Type** refers to whether the position is full time (F), part time (P), or tutor (T).

The **Date Reported** is the date that the vacancy was reported to ODE. If no date appears, then the vacancy has not been reported.

### Adding Position Vacancies

Press the **ADD** key. A blank line will appear. At this point the vacancy information can be entered. To complete the add press the **ADD** key.

## POSVAC - Position Vacancy System

### Deleting Position Vacancies

Place the cursor on the line (vacancy) to be deleted. Press the **DELETE** key. The line will be highlighted. To complete the delete press the **DELETE** key.

### Changing Position Vacancies

Place the cursor on the line (vacancy) to be changed. Press the **MODIFY** key. The line should appear highlighted. At this point the information can be changed. To complete the change press the **MODIFY** key.

**PVSRPT  
OPTION**

The PVSRPT program prints a list detailing EMIS position descriptions, EMIS subject descriptions, Certificate types and Certificate subject descriptions of each vacancy posted by:

- any district within the consortium
- all districts within the consortium
- own district

**Sample Run of PVSRPT**

This program is designed to generate a report listing vacant positions and required certificates.

You may receive a report from another district or, receive a report of only your district or, receive a report of all districts within the consortium.

```

Enter selection (I,D,*,?): <D> _
                               ?
Enter I to receive a report from another District.
Enter D to receive a report of only your District.
Enter * to receive a report of all Districts within your Consortium.
Enter selection (I,D,*,?): <D> _
                               <CR>
Continue, Re-enter or Exit (C,R,E,?): <C> _
                                       <CR>

Processing, please wait . . .

Output file is PVSRPT.TXT
    
```

**PSVRPT Report**

Date: 04/13/95  
Time: 11:16 am

State of Ohio  
Department of Education  
Division of Computer Services

Page 1  
(PVSRPT)

For Sample City SD, IRN #999999

Date			Vacant Position With Required Certificate Code		
Date Entered	Date Reported	Description	Position Code/Description		Subject/Assignment Area
12/28/94	-----	Regular Teaching Assignme	205 Regular Teaching Assignment		030300 BOOKKEEPING 990203 ENGINEERING, SCIENCES, & MATH 031000 BUSINESS MACHINES
12/28/94	-----	Spec Ed Teacher-Speech	206 Special Ed Teaching Assignment		196510 SPEECH HANDICAPPED
04/13/95	-----	Regular Teaching Assignme	205 Regular Teaching Assignment		030600 BUSINESS ENGLISH 050014 REFRESHER ENGLISH 050119 REMEDIAL READING



---

## 3 BACMEM (Business Advisory Council Members)

---

### 3.1 Overview

The program is used to enter data and report members of the district's Business Advisory Council. The program will collect the required data, generate a report, and create a data submission file for the ODE. This file will meet the requirements set forth by the ODE.

---

### 3.2 Processing

The user is provided a Main Menu with options for maintenance, generating a report, creating a data submission file or exiting.

**Note: Please note that these options are not available to the user until the system manager has created the BACMEM file for the district. Notify your system manager if the program will not respond to your attempts to create or update records.**

The following shows the Business Advisory Council main menu screen:

```
BACMEM - Business Advisory Council Main Menu
-----
1. BACSCN      - Council Member Maintenance
2. BACRPT      - Council Member Report
3. BACTAP      - Create Data Submission File
4. EXIT        - Exit program

Menu: BACMEM Option> _____

xx Accept      xx Help      xx Exit      xx Next
```

---

#### 3.2.1 Maintenance Options

Maintenance options allow the user to Add, Delete, Modify, Search for Records or Exit. There is also a Help option available for each field of the record. A screen format is used to permit easy data entry and updating individual fields.

## BACMEM (Business Advisory Council Members)

The following shows a typical screen for a council member record:

```
Find: _____

Last Name DOE_____ First Name JOHN_____ Initial Q
Title EXECUTIVE DIRECTOR_____
Company NWOCA_____ Phone (419)267-5565
Street 22-900 SR-34 Route 1_____
City Archbold_____ State Ohio_____ Zip 43502-_____
Chairman N

Last Name           First Name           Initial
Title
Company                Phone ( ) -
Street
City                   State           Zip           -
Chairman

End of file reached

BACMEM: File Maintenance Program
xx Top                xx Find                xx Lockmode
xx Help                xx Add                  xx Toggle Tab
xx Exit                xx Delete
xx Next                xx Modify
```

**Note:** If the council member represents a business, the information entered should be relevant to that business. However, if the member is retired or does not represent a business, then the word **RESIDENCE** should be entered for *Company* and the *Title* may be left blank. The data should be relevant to the member's home address.

**Note:** The council **CHAIRMAN** should be marked as such.

### 3.2.2 Report Creation Option

This option simply creates the report file, BACRPT.TXT, using all of the data file's current records.

The following shows a typical screen when using this option:

## BACMEM (Business Advisory Council Members)

```
BACMEM - Business Advisory Council Main Menu
-----
 1. BACSCN   - Council Member Maintenance
 2. BACRPT   - Council Member Report
 3. BACTAP   - Create Data Submission File
 4. EXIT     - Exit program

Report file: BACRPT.TXT

Menu: BACMEM Option> _____

xx Accept      xx Help      xx Exit      xx Next
```

### 3.2.3 Data Submission File Option

The program will bring up the district's IRN number. The user is to check the correctness of this number. If it is not correct, enter the correct number. The program will automatically display the district and county names. The user must enter the last two digits of the current year for this report.

The following shows a typical data submission file screen:

```
BACTAP - Data Submission Creation Program

District IRN   : 064432
Report Year    : 90

District Name  : Sample City SD
District County: Fulton

Tape submission file creation complete.    1 records written to file.

BACTAP - Business Advisory COUNCIL submission data creation
xx Accept
xx Help
xx Exit
xx Cancel
```



# 4

---

## DHSFRL - Free and Reduced Lunch Program Report

---

---

### DESCRIPTION

The DHSFRL is a program designed to compare the Free and Reduced Lunch data provided by the Department of Human Services and the EMIS data on file. This program eliminates the need for the parents of students appearing on the Department of Human Services file to complete the financial portion of the Free and Reduced lunch application.

The Direct Certification information for Free and Reduced lunches is voluntary. School districts choosing to participate will be required to sign an "Agreement of Understanding" that the data will be kept confidential and used only for the purposes indicated. Once a district has a signed and approved agreement with the Ohio Department of Education and Child Nutrition Services, the Direct Certification for Free and Reduced lunch files are sent to the appropriate DA-site.

DHSFRL requires standard access to OECN\_CSSR. DHSFRL.SEQ is the file needed to run the program. ODE will send a file to the DA-sites, who will then rename it to DHSFRL.SEQ and make it available to the appropriate districts.

Prior to running DHSFRL, the appropriate EMIS database must be selected.

---

### ACCESSING THE PROGRAM

The program may be executed by typing:

```
Menu>DHSFRL
```

# DHSFRL - Free and Reduced Lunch Program Report

---

## SAMPLE RUN

DHSFRL - This program will create a report comparing the Free and Reduced Lunch Program data from the Dept of Human Services to the EMIS student data.

Sort Options (N,S,E,B,?): <B,N> \_\_\_\_\_  
?

Enter options seperated by commas.  
N=Name S=SSN E=EMIS id B=Building

Sort options (N,S,E,B,?): <B,N> \_\_\_\_\_  
<cr>

Continue, Re-enter, or Exit (C,R,E,?): <C> \_  
<cr>

Selection & sorting in progress, please wait.

Report generation in progress, please wait!

Process complete.

Records read: 000006

Output file is DHSFRL.TXT.

# DHSFRL - Free and Reduced Lunch Program Report

## SAMPLE REPORT

Date: 01/03/00 District: 123456 Sample City Schools Page:1  
Time: 1:47 pm Free and Reduced Lunch Program Comparison Report (DHSFRL)  
Sorted by Building/Name

----Free and Reduced Lunch Program Exchange Data---- -----EMIS Data Database: -----

ID: 111111111	Name: ABBOT BILLY J	ID: 111111111	Name: ABBOT,BILLY/1234
Birth:02/22/1992	Parent's: ABBOT JOHN	Birth Date: 02/22/1992	
Dist IRN: 123456	Case Address: 123 Elm Street	Building IRN: 012345	
DDAS number: 07	Sample City OH 43215 0000	Disadvantage: *	
ID: 222222222	Name: CASADINE NICHOLAS S	ID: 222222222	Name: CASADINE,NICHOLAS/1043
Birth:01/09/1989	Parent's: CASADINE STEPHAN	Birth Date: 01/09/1989	
Dist IRN: 123456	Case Address: 666 Main Street	Building IRN: 012345	
DDAS number: 07	Sample City OH 43215 0000	Disadvantage: *	
ID: 333333333	Name: CHANCELLOR MACK K	ID: 333333333	Name: CHANCELLOR,MACK/1122
Birth:12/31/1992	Parent's: CHANCELLOR STEWART J	Birth Date: 12/31/1992	
Dist IRN: 123456	Case Address: 551 Oakwood	Building IRN: 012345	
DDAS number: 07	Sample City OH 43215 0000	Disadvantage: *	
ID: 444444444	Name: JONES LUCAS A	ID: 444444444	Name: JONES,LUCAS/1324
Birth:05/26/1987	Parent's: JONES BOBBIE	Birth Date: 05/26/1987	
Dist IRN: 123456	Case Address: 432 Main Street	Building IRN: 012345	
DDAS number: 07	Sample City OH 43215 0000	Disadvantage: *	
ID: 555555555	Name: SNYDER HOPE L	ID: 555555555	Name: SNYDER,LILY/7654
Birth:03/07/1988	Parent's: SNYDER HOLDEN	Birth Date: 03/07/1988	
Dist IRN: 123456	Case Address: 321 Elm Street	Building IRN: 012345	
DDAS number: 07	Sample City OH 43215 0000	Disadvantage: 1	
ID: 666666666	Name: SPENCER LUCKY L	ID: 666666666	Name: SPENCER,LUCKY/5432
Birth:10/25/1985	Parent's: SPENCER LUKE	Birth Date: 10/25/1985	
Dist IRN: 123456	Case Address: 888 High Street	Building IRN: 012345	
DDAS number: 07	Sample City OH 43215 0000	Disadvantage: *	

