

**Ohio Department of Education  
Office of School Finance  
Fiscal Year 2004 - 2005  
ESC EMIS Help Guide**

The Office School Finance provides reports for Education Service Centers (ESC's) which list details that comprise the state allowances that they receive from the Ohio Department of Education. These reports may be found at:

[https://webapp1.ode.state.oh.us/educational\\_service\\_centers/F2005/default.asp](https://webapp1.ode.state.oh.us/educational_service_centers/F2005/default.asp). The instructions provided below are to assist ESC's in coding their personnel in EMIS so that they may receive the appropriate amount of funding. These instructions are supplemental to the EMIS Guide that may be found at:

<http://www.ode.state.oh.us/EMIS/documentation/manual/2005/>.

**Approved Units**

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All positions with the exception of regular supervisors must have units approved to receive funding. The J40403 Report indicates when an individual is not funded by displaying the error code "No Units" in the far right column. If the maximum number of general supervisors has been reached then "Max Reache" will be displayed. If you are not receiving funding for an individual, please make sure that there are approved units for that person. Preschool Special Education and Gifted Unit Reports are available after each EMIS reporting period K(Oct)processing weekend from your Data Acquisition Site. These reports will list all staff members in these areas, the number of units approved and the reasons why units are not approved.

**Distribution**

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All allowances listed on the J40408 Report except extended service are automatically spread among the served school districts. ESC's have the option to separately bill the districts for the extended service allowance portion. Any individual whose extended service allowance should NOT be spread among all served school districts should enter an "ESC" in the local contract code in the staff employment record. If an individual's allowance is to be partially billed and partially spread out among all served districts, two employment records may be submitted for that individual, with the FTE proportioned. The portion to be billed should have the "ESC" entered in the local contract code.

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**Valid Codes**

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The table listed below provides the valid assignment areas, fund sources and course codes for each position code.

Position Code					
School Finance	EMIS	Position Description	Valid Assignment Areas	Valid Fund Sources	Valid Course Codes
340	110	General Supervisor	999005, 999020, 999030, 999040, 999050, 999060, 999090, 999120, 999140, 999145, 999220, 999240, 999260, 999270, 999280, 999300, 999330, 999340, 999360, 999370, 999430, 999450, 999500, 999535, 999550, 999560, 999570, 999575, 999583, 999584, 999600, 999610, 999630, 999690, 999700, 999710, 999730, 999741, 999742, 999750, 999770, 999780, 999785, 999880	All but 'Z' and 'U'	N/A
39E	110	Early Childhood Special Education Supervisor	999412	Z	N/A
38E	318	Early Childhood Psychologist	999412	Z	N/A
40E	326	Early Childhood Speech Therapist	999412	Z	N/A
41E	325	Early Childhood Physical Therapist	999412	Z	N/A
43E	333	Early Childhood Adapted Physical Education	999412	Z	N/A
49E	327	Early Childhood Occupational Therapist	999412	Z	N/A
630	110 113	Gifted Coordinator	999380	'U' and 'L'	N/A
640	206	Gifted Teacher	999380	'U' and 'L'	G00, G03 and G04
83E	304	Early Childhood Audiologist	999412	Z	N/A
84E	328	Early Childhood Mobility Therapist	999412	Z	N/A
980	206	Preschool Teacher	999412, 999413	Z	D08