

## USAS-R Five Year Forecast Submission

If district does not use a third party vendor to aide with five year forecast, follow the below directions: If district uses a five year forecast third party vendor, please skip to step 5.

1. Go to **Periodic/Five Year Forecast**
  - a. This screen allows you to run a report like classic's USASFF report.
2. Download the Excel format type.
3. Check the parameters tab to ensure that district name, county, and fiscal year are correct.
4. Next, enter forecast data into the forecast tab.
5. Save the forecast tab as a .csv file. Suggested naming convention should be DISTRICTNAME\_FF\_1021.csv.

*Note: Before saving the .csv file, on the data tab, there must be zeroes entered in all blank fields.*


**Make sure the previous Five Year Forecast has been deleted from the Flat File Editor.**  
**Also make sure there are no percentages which exceed 999%**


6. Scroll to the bottom of the selections on the Flat File Editor and select "Five Year Forecast".

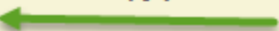
**EMIS/FFE Version: 2.3-22**

Your password was successfully updated

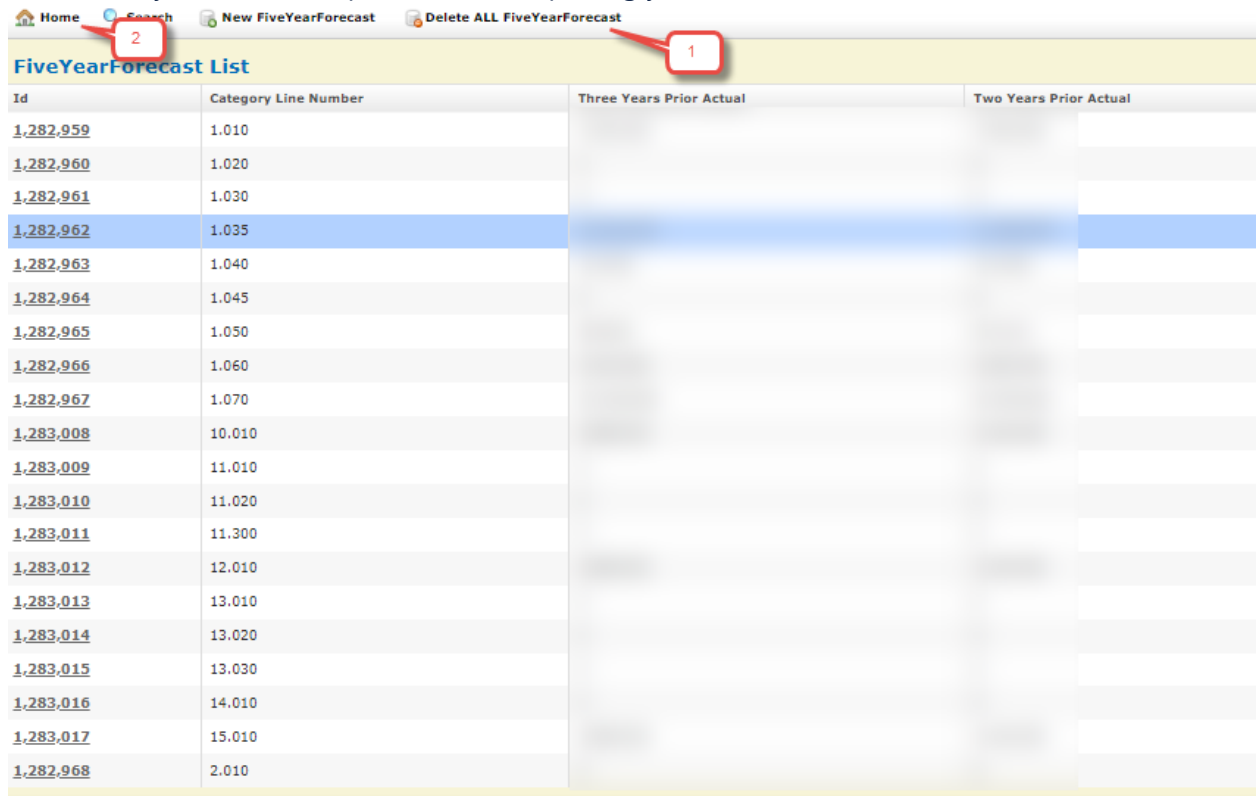
Hello [redacted]

 Log Out

District: [redacted] 

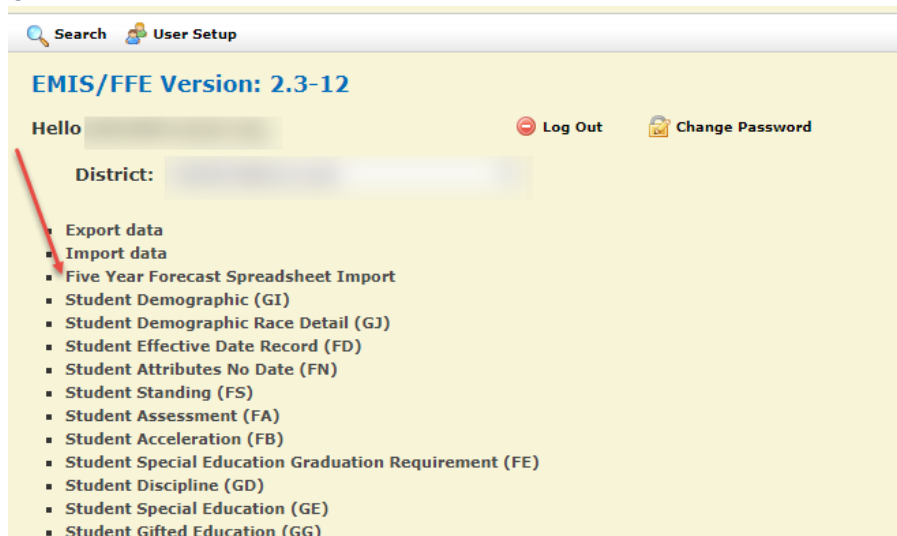
- Export data
- Import data
- Five Year Forecast Spreadsheet Import
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Student Course (GN)
- Student Course Grade (FR)
- Student Assessment (FA)
- Student Acceleration (FB)
- Student Special Education Graduation Requirement (FE)
- Student Discipline (GD)
- Student Special Education (GE)
- Student Gifted Education (GG)
- Student Program (GQ)
- Student Graduation CORE Summary (GC)
- Student Withdrawal Override (FC)
- Student Summer Withdrawal (FL)
- CTE Workforce Development Follow-Up (GV)
- Student Contact (FF)
- Student Contact Address (FG)
- Student Transportation (FP)
- Student Truancy and Excessive Absence (FT)
- Staff Demographic (CI)
- Staff Employment (CK)
- Mapped Local Classroom Code (CM)
- Staff Course Master (CN)
- Staff Course (CU)
- Contractor Staff Employment (CJ)
- Contract Only Staff (CC)
- Staff Summer Employment Separation (CL)
- Staff Missing Override (CP)
- Career Technical Education Correlated Class (CV)
- Grade Schedule (DL)
- Organization General Information (DN)
- Yearend District CTE Tech Prep Consortium Mapping (DC)
- Yearend District Testing (DT)
- Cash (QC)
- Expenditure (QC)
- Operational Unit (QC)
- Receipt (QC)
- Exhibit 1 - Cash Reconciliation (QC)
- Civil Proceedings (Stmt R) - Case (QC)
- Civil Proceedings (Stmt R) - Description (QC)
- Federal Assistance Programs - Summary (QC)
- Federal Assistance Programs - Detail (QC)
- Five-Year Forecast (QF) 

7. "Delete" your prior forecast out of the Flat File Editor (indicated by "1"). Select "Home" (indicated by "2"). You can proceed with Importing your Five Year Forecast.



Id	Category Line Number	Three Years Prior Actual	Two Years Prior Actual
<a href="#">1,282,959</a>	1.010		
<a href="#">1,282,960</a>	1.020		
<a href="#">1,282,961</a>	1.030		
<a href="#">1,282,962</a>	1.035		
<a href="#">1,282,963</a>	1.040		
<a href="#">1,282,964</a>	1.045		
<a href="#">1,282,965</a>	1.050		
<a href="#">1,282,966</a>	1.060		
<a href="#">1,282,967</a>	1.070		
<a href="#">1,283,008</a>	10.010		
<a href="#">1,283,009</a>	11.010		
<a href="#">1,283,010</a>	11.020		
<a href="#">1,283,011</a>	11.300		
<a href="#">1,283,012</a>	12.010		
<a href="#">1,283,013</a>	13.010		
<a href="#">1,283,014</a>	13.020		
<a href="#">1,283,015</a>	13.030		
<a href="#">1,283,016</a>	14.010		
<a href="#">1,283,017</a>	15.010		
<a href="#">1,282,968</a>	2.010		

8. Upload the .csv file to the EMIS Flat File Editor. Select '**Five Year Forecast Spreadsheet Import**'



Search User Setup

**EMIS/FFE Version: 2.3-12**

Hello [redacted] [Log Out](#) [Change Password](#)

District: [redacted]

- Export data
- **Import data**
  - Five Year Forecast Spreadsheet Import
  - Student Demographic (GI)
  - Student Demographic Race Detail (GJ)
  - Student Effective Date Record (FD)
  - Student Attributes No Date (FN)
  - Student Standing (FS)
  - Student Assessment (FA)
  - Student Acceleration (FB)
  - Student Special Education Graduation Requirement (FE)
  - Student Discipline (GD)
  - Student Special Education (GE)
  - Student Gifted Education (GG)

If you need log in credentials for the EMIS Flat File Editor, please click [HERE](#).

This linked form should be signed with the EMIS Flat File Editor role checked and emailed back to HCC at the email address on the form.

9. On the upload options page, please use 11 in the 'Number of Header rows at top.' All other fields will be correct. Choose your forecast.csv and select 'Import CSV File.'

**Import Five Year Forecast CSV File**

Number of Header rows at top:

Column Contents:

Line Number:

3 Years Prior Actual:

2 Years Prior Actual:

1 Year Prior Actual:

Average Change:

Forecast Year 1:

Forecast Year 2:

Forecast Year 3:

Forecast Year 4:

Forecast Year 5:

No file chosen

10. After the file is imported, select home to return to the main menu. Once there, select 'export data.'

Home Search

**Import Five Year Forecast CSV File**

Number of Header rows at top:

Column Contents:

Line Number:

3 Years Prior Actual:

Search User Setup

**EMIS/FFE Version: 2.3-12**

Hello

District:

- Export data**
- Import data
- Five Year Forecast Spreadsheet Import
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)

11. Be sure that you have selected the correct reporting year and the correct reporting period.

[Home](#)   [Search](#)

### Export Options

**Fiscal Year:**      2020 ▼

**Data Set:**            P - Five Year Forecast ▼

**Records to Export:**

- GI - Student Demographic
- GJ - Student Demographic Race Detail
- FD - Student Attributes - Effective Date
- FN - Student Attributes - No Date
- FS - Student Standing
- FA - Student Assessment
- FB - Student Acceleration
- GN - Student Course
- GQ - Student Program
- GE - Student Special Education
- FE - Student Special Education Graduation Requirement
- GG - Student Gifted Education
- GD - Student Discipline
- GC - Student Graduation CORE Summary
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- FL - Student Summer Withdrawal
- FF - Student Contact
- FG - Student Contact Address
- FP - Student Transportation
- FT - Student Truancy and Excessive Absence
- GV - CTE Workforce Development Follow-up
- CI - Staff Demographic
- CK - Staff Employment
- CJ - Contractor Staff Employment
- CN - Staff Course Master
- CU - Staff Course
- CM - Local Classroom Code Mapping
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- CV - Career Technical Education Correlated Class
- DN - Organization General Information
- DL - Grade Schedule
- DT - Yearend District Testing
- DC - Yearend District CTE Tech Prep Consortium Mapping
- QC - Financial Data
- QF - Five-Year Forecast

A file will then be downloaded in the following format: IRN\_FFE.SEQ.

12. Move downloaded file to the desktop.

13. In the data collector, select 'Data Sources' and then 'Other Date Sources'

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Preferences | **Data Sources**

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

Data Sources - SIF Zones

**Data Sources**  
[SIF Zones](#) | [Other Data Sources](#)

SIF Zones

Data Collector gathers data from SIF Zone(s) (and other data sources). The following SIF Zone(s) are defined for data collection.

Zone	URL	Status
Batavia		<span style="color: green;">✔</span> Connected

14. Select 'manage' under the Five Year Forecast data source.

**Data Sources**  
[SIF Zones](#) | [Other Data Sources](#)

Other Data Sources

Data Collector gathers data from data sources (including SIF Zones). The following non-SIF data source(s) are defined for data collection.

Batavia—Files

Data Source	UNC	Status	Actions
Uploaded Files		<span style="color: green;">✔</span> Ready	<a href="#">Manage</a>
DASL collection		<span style="color: green;">✔</span> Ready	<a href="#">Manage</a>
<b>Five Year Forecast</b>		<span style="color: green;">✔</span> Ready	<a href="#">Manage</a>
YearEnd		<span style="color: green;">✔</span> Ready	<a href="#">Manage</a>
Financial		<span style="color: green;">✔</span> Ready	<a href="#">Manage</a>
USPEMX Files		<span style="color: green;">✔</span> Ready	<a href="#">Manage</a>

15. Upload the file from the desktop to the data collector.

**Manage Files**  
 Other Data Sources — Five Year Forecast

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> EMISFF_043851_19P.SEQ	May 22, 2019 01:45:06 PM	(20234 bytes)

[Upload File\(s\)](#) | [Delete Selected](#) | [Cancel](#)

**File Upload**  
 Other Data Sources — Five Year Forecast

Use the form below to upload files to the data source.

**Upload**

Data Source Name: Five Year Forecast

Target UNC Location: \\vrfdc02\FlatFiles\...Fivef

File To Upload:  No file chosen

[Upload](#) | [Cancel](#)

16. Verify on the Other Data Sources screen that the **only** file is the current file which needs to be loaded. The box does not need to be checked next to the file name.

Data Sources - Other Data Sources > Manage Files

### Manage Files

Other Data Sources — Five Year Forecast

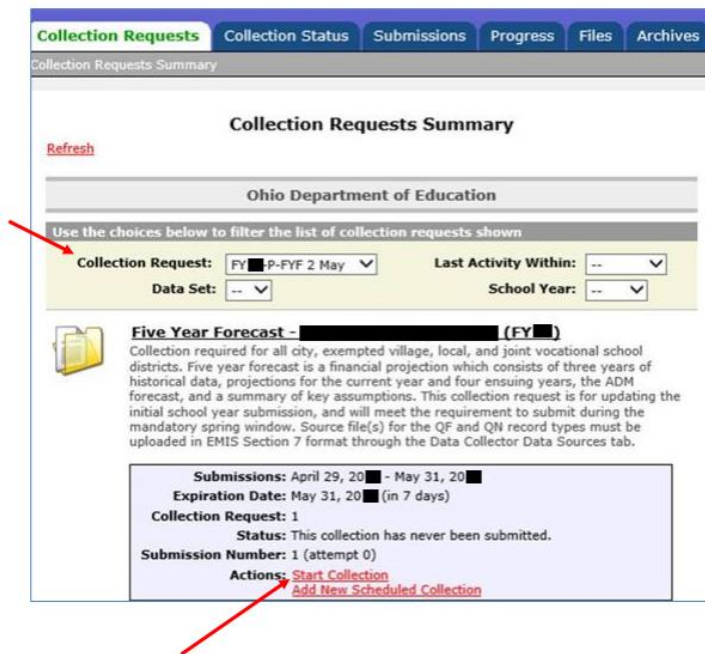
Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> _FFE.SEQ	October 24, 2019 03:44:38 PM	(26065 bytes)

[Upload File\(s\)](#) | [Delete Selected](#) | [Cancel](#)

17. Select the Collection Requests tab. Find the forecast reporting period. Then select 'Start/Stop Collection.'



**Collection Requests Summary**

Ohio Department of Education

Use the choices below to filter the list of collection requests shown

Collection Request: FY █-P-FY 2 May  
 Last Activity Within: --  
 Data Set: --  
 School Year: --

**Five Year Forecast - █ (FY █)**

Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial projection which consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast, and a summary of key assumptions. This collection request is for updating the initial school year submission, and will meet the requirement to submit during the mandatory spring window. Source file(s) for the QF and QN record types must be uploaded in EMIS Section 7 format through the Data Collector Data Sources tab.

Submissions: April 29, 20█ - May 31, 20█  
 Expiration Date: May 31, 20█ (in 7 days)  
 Collection Request: 1  
 Status: This collection has never been submitted.  
 Submission Number: 1 (attempt 0)  
 Actions: [Start Collection](#)  
[Add New Scheduled Collection](#)

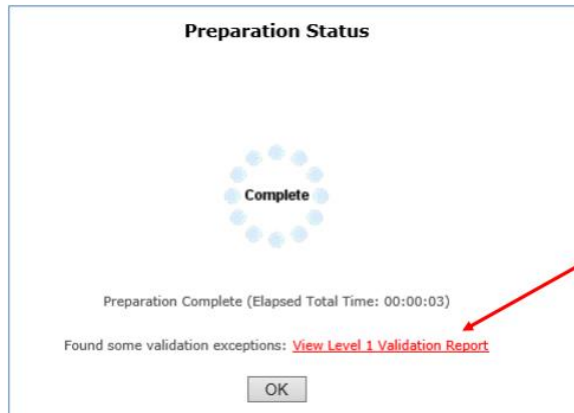
18. Select the Five Year Forecast under data sources and then select Start Data Collection.

**Start Data Collection for all items checked below**

All EMIS Formatted Files

Data Sources	Availability	Collection Status
<input type="checkbox"/> Uploaded Files	✓ Ready	Not Started
<input type="checkbox"/> DASL collection	✓ Ready	Not Started
<input type="checkbox"/> Five Year Forecast	✓ Ready	Not Started
<input type="checkbox"/> YearEnd	✓ Ready	Not Started
<input type="checkbox"/> Financial	✓ Ready	Not Started
<input type="checkbox"/> USPEMS Files	✓ Ready	Not Started

- Then the data needs to be prepared. Select "Prepare" under actions. After the data has been prepared, select "OK" then view the Level 1 Validation Report.



- After data has been prepared, select the Collection Tab and look for the status of the Five Year Forecast. It should state 'complete.' This process can take several minutes to complete, and may require you to refresh your browser.

▶	✔ Final Staff and Course Collection (FY ■)	17411	12/08 09:37 AM	00:00:01	Complete
▶	✔ Financial (H) FY ■ Reporting Period	61	09/29 09:16 AM	00:00:00	Complete
▶	✔ First Staff and Course Collection (FY ■)	15063	04/12 09:28 AM	00:00:03	Complete
▼	✔ Five Year Forecast - Initial Required (FY ■)	67	10/29 09:51 AM	00:00:00	Complete
	✔ QF / EMISFF_046318_■P.SEQ	65	10/29 09:51 AM	00:00:00	Complete
	✔ QN / EMISFF_046318_■P.SEQ	2	10/29 09:51 AM	00:00:00	Complete
▶	✔ Five Year Forecast - Required Spring Update (FY ■)	67	05/24 02:41 PM	00:00:00	Complete

- When the process shows complete for 'Five Year Forecast,' select the 'Collections Requests'. You can then view the Level 1 Validation Report here as well, by selecting the link and then generating the report.
- View the validation records on the table seen below. If desired, select 'Generate Full Validation Report.'
- Select the 'Collection Request' tab, and then choose preview. Once this has been selected, choose html, and select 'Generate Preview.' View either of the desired records.



**Preview Types**

Detail

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**Output Options**

**Zip File:**  Download file as a compressed .zip (for faster downloads)

**File Format:**  CSV  
 HTML

[Generate Preview](#)

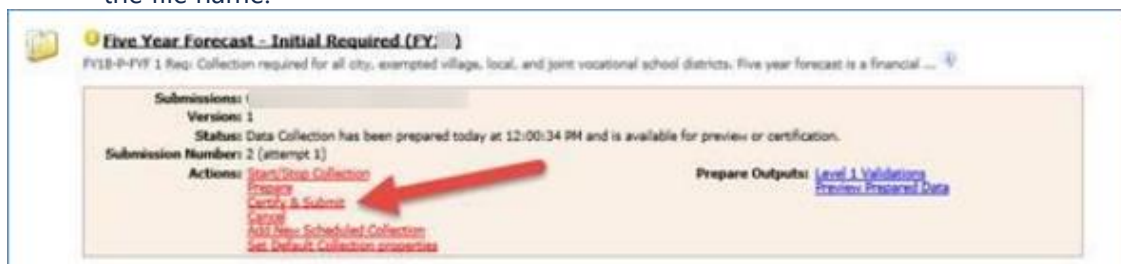
File	Submission 1			Sub 0
	Valid	Invalid	Total	Valid
<a href="#">Forecast_Notes.html</a>	2	0	2	0
<a href="#">Forecast_Record.html</a>	67	0	67	0
<b>Total counts:</b>	69	0	69	

24. Select the Submissions tab at the top of the screen. Select the arrow next to Five Year Forecast.

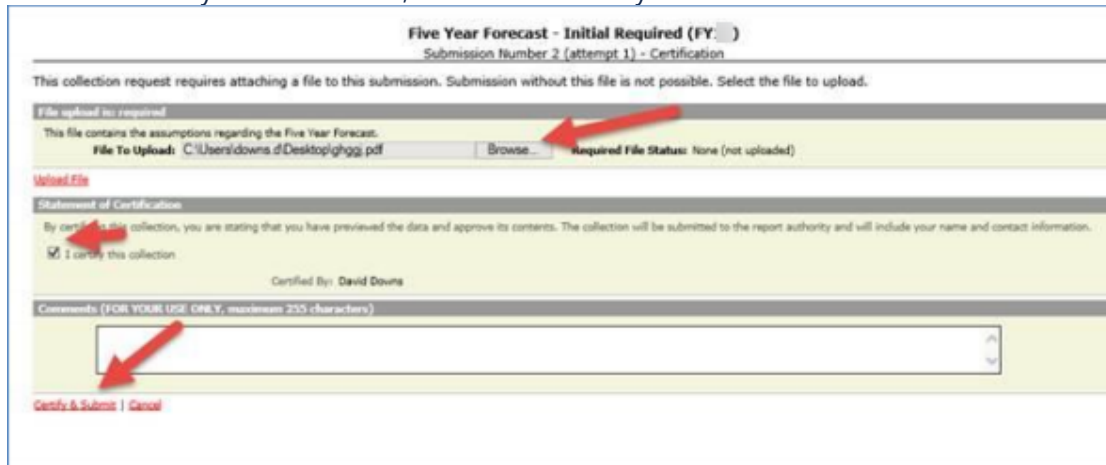
- ▶ **First Staff and Course Collection (FY██)** (8 submissions)
- ▶ **Five Year Forecast - Initial Required (FY██)** (1 submissions)
- ▼ **Five Year Forecast - Required Spring Update (FY██)** (1 submissions)
- ✔ [Submission 1](#)      05/24/20██      Transmission completed on May 24, 20██ (certified by ███)
- ▶ **Graduation Collection (FY██)** (2 submissions)
- ▶ **Midyear Student Collection (FY██)** (11 submissions)

25. On the **'Collection Request'** tab, select **'Certify and Submit.'** Browse for the assumption/forecast notes and then select 'upload file' below the browse window. Certify the collection by checking the box, and then choose **'Certify and Submit.'** Your district's Five Year Forecast is now submitted. *Note: assumption/forecast notes must have a .pdf file extension.*

- Assumption/Notes naming convention should use the following convention:  
District\_Name-IRN.
- No spaces should be utilized in the file name.
- Newton Falls Exempted Village would be named NEWTON\_FALLS-012345
- Newton Local would be named NEWTON-234567
- The school district type (city, local, m exempted village, JVS, etc.) should not be part of the file name.



26. Load your assumptions in .pdf format using the Browse button at the top of the screen. Then click on Upload File.
27. Click on "I certify this collection", then select "Certify & Submit".



28. Select the **Submission** tab to view the certification timestamps. Select **Download Record Count File** to confirm submission is complete.

Submissions > Submission Info

**Submission Info**  
Five Year Forecast - Initial Required (FY20)

Certification and submission details.

Certification Summary	
Prepare Timestamp:	October 24, 2019 03:46:56 PM
Certified Timestamp:	October 24, 2019 03:49:48 PM
Certified By:	No name id [redacted]

Submission Summary	
Submission:	1
Submission Started Timestamp:	October 24, 2019 03:49:48 PM
Submission Completed Timestamp:	October 24, 2019 03:49:57 PM
Collection Request Version:	1
Submission Reason:	Initial Submission
Submitter:	[redacted]
Report Authority Destination:	Ohio Department of Education
Comment:	

Submission Processing Summary	
Submission Received Timestamp:	October 24, 2019 03:49:54 PM
Submission Processed Timestamp:	October 24, 2019 03:49:54 PM
Processing Status:	Pending Processing

**Record Count**

Click on the link below to download a file of record counts for this submission.

[Download Record Count File](#)

29. On **fyf.oecn.k12.oh.us** website, then you can check your submission by district name. You can generate the forecast to confirm everything you submitted is correct.