

# Reporting Engine Reports

Directions on how to import, run and remove the reports are listed as well.

## Reporting Engine Report Downloads

- Ohio MSP Medicaid Eligibility Rates (MER) Data Export: [MSP\\_MER\\_v1.1.rpt](#)

This report will include all students with an entry date less than or equal to the October Count Week End Date entered at run time and an exit date that is blank OR greater than or equal to the October Count Week Start Date entered at run time.

Student Eligibility for Special Education is determined by looking at the student's Disability (OH\_Disability) field on the FD record. If the value is blank or "\*" then "N" is populated. All other values will populate the field with "Y".

### Notes:

v1.1 - Updated to look at the previous enrollment records when selecting students. The report previously would not include the correct students when running the report with start and end dates that are outside the current school year. Please remove previous versions installed before importing a newer version.

- Parent/Guardian Email Address Export: [Guardian Email Export.rpt](#)

This report will produce a file that includes columns with the student numbers, student first names, student last names, student grade levels, guardian first names, guardian last names, relationship to students, email addresses and notification email addresses. When parents and guardians create their accounts in the portal, they enter an email address, this will be reflected in the email address column. If the parent /guardian chooses to sign up for email notifications, they have an option to enter a different email address and if they do so, this data will be reflected in the notification email column.

- FA Testing Exports: [FA\\_SAT\\_EXPORT.rpt](#), [FA\\_ACT\\_EXPORT.rpt](#), [FA\\_EOC\\_EXPORT.rpt](#)

***2018 versions, export is based off of internal id not DCID as previous versions***

[FA\\_ACT\\_EXPORT.rpt](#)

[FA\\_SAT\\_EXPORT.rpt](#)

[FA\\_EOC\\_EXPORT\(2018\).rpt](#)

[FA\\_EOC\\_HIGH\\_SCORE\(2018\).rpt](#)

[FA\\_EOC\\_HIGH\\_SCORE\\_PMIGR.rpt](#)

- HPC Export: [HPC\\_Report.rpt](#), [HPC ALL.rpt](#)

This report will produce a file that includes HPC data updated for 2016. This includes the IEP start and end dates.

## How To:

### Import a Reporting Engine Report:

- First, save the report to your desktop or folder.
- From the start page click on **System Reports** under **Reports**.
- Select the **Engine** tab.
- Click **Load One Local Report**, browse to and select the downloaded report file and click **Import**.

### Run a Reporting Engine Report:

- From the start page click on **System Reports** under **Reports**.
- Select the **Engine** tab.
- Select the report name ((Ohio MSP Medicaid Eligibility Rates (MER) Report or Guardian Email Export)) under **Run Report**.
- Enter any required values (an asterisk (\*) indicates the parameter is required) and additional optional values and click **Submit**.

### Remove a Reporting Engine Report:

- From the start page click on **System Reports** under **Reports**.
- Select the **Engine** tab.
- Click **Setup** and click on the Report ID to remove.
- Scroll to the bottom of the Edit Report Setup Page and click **Delete**.