EMIS Advisory Council Agenda

DATE & LOCATION	March 24, 2022; 1:00pm-3:00pm via Microsoft Teams

COUNCIL MEMBERS			
Kristine Blind	**John Kellogg**	**Tim Miller**	**Elena Sanders**
Elizabeth Davis	**Robert Kornack**	**Marianne Mottley**	Diane Smith
David Ehle	**Michael Leutze**	**Amber Myers**	**Cathy Spellman**
Kirsten Hill	**Renae Lyons**	Kim Rhoads	**Sean Taylor**
Tammy Hrosch	**Lisa McCullough**	**Ben Richards**	**Jenny Wall**
Carla Isaac	**Tim Meister**	**Penny Rucker**	**Erica Weaston**

	Agenda Item	Presenters	Approx. Start Time
1	Welcome/New Members/Roll Call	Marianne Mottley	1:00
2	Approval of May 2021 Meeting Minutes	Marianne Mottley	1:05
3	Framework for EMIS Professionals Workgroup Update	Deidre Wunderlich	1:10
4	Data Elements Workgroup Update	Marianne Mottley	1:25
5	SLDS Workgroup Update	David Ehle	1:40
6	Report Portal Update	Marianne Mottley	1:55
7	Reports Catalog	Taylor Beougher	2:15
8	Enhancement Request Form	Deidre Wunderlich	2:30
9	Other workgroups needed?	Marianne Mottley	2:45
10	Adjournment	Marianne Mottley	3:00

Meeting Minutes

Welcome/New Members/Roll Call

- The meeting was called to order by Marianne Mottley at 1:01 p.m.
- The Council welcomed three new members: Cathy Spellman, EMIS Manager, Cincinnati Public Schools; Michael Leutze, Financial Program Manager in the Office of Community Schools at the Department; and Erica Weaston, Director in the Office of Data Quality and Governance at the Department.
- Changes to the Chair and Vice-Chair of Council were made with the previous Chair, Beth Fletcher, recently becoming the Department's Interim Chief Operations Officer. Due

to these Department interim leadership changes, the new Council Chair is Marianne Mottley and Vice-Chair is Erica Weaston.

- The first order of business was roll call. All members were present except Kristine Blind, Elizabeth Davis, Kim Rhoads, and Diane Smith.

Approval of May 2021 Minutes

- The next agenda item was to review and approve the meeting minutes from the May 18, 2021, meeting.
- Robert Kornack made a motion to approve the meeting minutes with Amber Myers providing the second. All present workgroup members voted in favor of the approval. These meeting minutes are to be posted on the EMIS Advisory Council webpage.

Framework for EMIS Professionals Workgroup Update

- This workgroup was created in October 2020 and first met in May 2021. They have been reviewing and providing feedback on several documents via email from September to December 2021.
- *New EMIS Manual Section*
  - o A new EMIS Manual section was developed that goes beyond EMIS reporting rules and includes best practices. The section includes information about EMIS staff, data, and reporting, including Ohio's Strategic Plan for Education, background information and the purpose of the EMIS Advisory Council, data cycle, impacts, and users, data teams, EMIS coordinator role, professional development and inventory of training opportunities. One pagers were created as stand-alone documents that can be printed individually and shared with others in districts in order to help them better understand EMIS data and reporting.
  - o The new section will be published in the next few days.
- *Reports Catalog*
  - o The Department has been working on the development of a catalog of reports available to help district staff when completing their EMIS reporting and data appeals.
  - o During the development stage, the Framework for EMIS Professionals workgroup members were asked what information would be most helpful to have in the catalog, how users planned to use the catalog, how they would sort it, and what types of roles/users might use it.
  - o This catalog will help users to more easily identify the records and collections used for each report, where to find the report, target audience(s), purpose of each report, the impact of the data/report, how to use the report, and how often it is generated.
  - o Work continues as the Department collaborates with Department data management team.
- This workgroup was created to advise the Council on a regular basis until December 31, 2021. The Council weighed in on the standing subgroup and if this group was still needed for continuous work. It was decided that they would like to wait until the next meeting to officially decide if this subgroup is still needed once the documents are posted on the Department website.

Data Elements Workgroup Update

- The Data Elements workgroup met recently on March 21. They recapped the work thus far based on items identified at our first meeting that the workgroup members find problematic, and we discussed additional items in a detailed review of the EMIS Manual. The Department continues internal meetings regarding need for different elements.

SLDS Workgroup Update

- The SLDS workgroup met December 1, 2021, to review progress on grant projects. Workgroup members gave great feedback on the use case and design of the Progress Towards Graduation module. Several focus groups met in mid-December and provided feedback on report needs and design.
- Student Claiming Module
  - There was a soft release late last fall. This will publicize Student Claiming when Progress Towards Grad released. The release was delayed in order to allow work on performance issues in ODDEX. To date, about 1,000 students have been claimed.
  - One workgroup member commented that they use the Student Claiming Module in their district, and it has been useful so far.
- Ohio's Long-Term Graduation Options
  - Grad requirements change with class of 2023 - must show course requirements, demonstration of competency, and demonstration of readiness.
  - These new requirements are complex. Hope to establish a shared format for understanding a student's progress (especially transfers!), and also create school and district level reports for administrators to allow for planning and monitoring.
  - Grad reports will be formatted at a high level (including for parents) as well as formats showing all the detailed data that went into showing requirements as met or not.
  - Reports created through the module will be viewable on-screen view and PDF reports to make it easy to share. They will be updated weekly, based on the latest data submitted in EMIS. Districts will be able to give any district staff member access through an OEDS role and will be able to download the data used to populate the reports.
  - Additional views/reports will be added as time goes on.

Report Portal Update

- The reports from the "old" Secure Data Center have been recreated in the new Report Portal.
- Additional reports have been added for the Career Technical Report Card.
- Work is beginning on new data elements and a long-awaited Similar District Report was recently released.
  - One workgroup member commented that the new Similar Districts Report has been very helpful and saved them a ton of time.
- The Department is beginning to brainstorm and build out other new reports (i.e., Special Education Profiles) to have everything in one location. This may get put on hold as local report card changes are made due to new calculations.

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- The Department hopes to have five rolling years of data in the portal eventually. Long-term goal is to possibly have archive reports that go further back than five years.
- One workgroup member explained that their district really appreciates the new Report Portal as data is requested by/for new district leadership. It has been impactful on grad audit meetings with high schools. The field appreciates being able to quickly compare years of data, especially pre-pandemic to post-pandemic. These reports are easily accessible and easy to read/understand.

Reports Catalog

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- This catalog will help users to more easily identify the records and collections used for each report, where to find the report, target audience(s), purpose of each report, the impact of the data/report, how to use the report, and how often it is generated.
- Work continues as the Department collaborates with their data management team.

Enhancement Request Form

- Change 22-76 was a new attachment only collection.
- This was implemented as an online form/survey and went live on November 18.
- [Enhancement requests](#) can be revisions or new requests for EMIS reports, data checks, systems, and documentation.
- To date, the Department has received 26 enhancement requests.

Next Steps/Adjournment

- The next workgroup meeting is not yet scheduled but meeting date and time options will be sent via email.
- Robert Kornack made a motion to adjourn the meeting with Tim Meister providing the second. The vote was unanimous in favor of adjournment.
- The meeting adjourned at 2:16 p.m.