

EMIS Advisory Council

DATE	WEDNESDAY, JUNE 5, 2019; 1:00-4:00PM
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COUNCIL MEMBERS	Beth Fletcher	David Ehle	Marianne Mottley	Aaron Rausch
	Emily Passias	Karl Koenig	Ryan Shively	Carrie Herringshaw
	Tammy Hrosch	Jenny Wall	Todd Yohey	Elizabeth Davis
	Renae Lyons	John Kellogg	Penny Rucker	Tim Meister
	Kim Rhoads	Julie Sellers	Carla Isaac	Lisa McCullough
	Diane Smith	Amber Myers	Kirsten Hill	

Bold names indicate who was present.

Agenda

	Topic	Presenters	Approx. Start Time
1	Welcome/ Roll Call	Taylor Rabold	1:00
2	Approval of April Meeting Minutes	Beth Fletcher	1:05
3	Recommendation Report Discussion and Approval	David Ehle/ Marianne Mottley	1:10
4	Other items (if time permits) <ul style="list-style-type: none"> • Recommendations in progress • New EMIS Professional Qualifications and Development Workgroup • OAC Items Related to EMIS • SB 89 • Budget update 	David Ehle/ Majorie Yano/ Aaron Rausch/ Marianne Mottley	3:00
5	Proposed Next Advisory Council Meeting Dates: <ul style="list-style-type: none"> • September 23, 2019; 1:00-4:00pm • September 25, 2019; 9:00am-12:00pm • October 1, 2019; 1:00-4:00pm E-mail Taylor.Rabold@education.ohio.gov by June 14 th with your availability.		3:55
6	Adjournment		4:00

MEETING MINUTES

Welcome/ Roll Call:

- The meeting was called to order by Beth Fletcher at 1:04pm.
- The first order of business was roll call. All council members were present except for Emily Passias, Karl Koenig, Jenny Wall, Julie Sellers, Carla Isaac, and Todd Yohey.

Approval of October Meeting Minutes:

- The next order of business was to review and vote on the approval of the April meeting minutes.

- Penny Rucker made a motion to approve the minutes with Aaron Rausch providing the second.
- All present board members voted in favor of the approval.

Recommendation Report Discussion and Approval:

- The next agenda item was to review the timeline of the EMIS Advisory Council since September 2018 to now.
 - September 2018:
 - Authorized under ORC 3301.0713, as enacted by HB 21, the EMIS Advisory Council was established to make recommendations to the State Superintendent to improve the operation of EMIS.
 - The Department received nominations for membership and established the Council.
 - October 2018 – May 2019
 - The 22-member Council convened three times from October 2018 to May 2019.
 - Four workgroups were established to identify strengths and opportunities for improvement for each of the four domains of EMIS.
 - EMIS Manual and Data Requirements
 - District Software & EMIS Data Collector
 - Department Data Processing & ODDEX
 - Reports and Impact
 - The four workgroups, consisting of Council members and additional EMIS stakeholders nominated by Council members, met twice between February 2019 to April 2019.
 - Preliminary summaries of the recommendations of the workgroups were shared during the Council meeting in April and the council members developed a process for prioritizing approximately 80 recommendations.
 - June 2019
 - At today's meeting, David Ehle presented the draft proposed report and recommendations.
 - Over 80 opportunities for improvement were identified by the workgroup, which then went through a structured prioritization process. The draft report highlights the top three or four recommendations from each of the workgroups. The remaining recommendations are included in the report appendix. The remaining recommendations will be considered for future reports and/or may be implemented dependent upon

feasibility/resource availability. Those that are already in progress with expected completion by June 30, 2019 are designated as such.

- Several themes, such as documentation, reports, and training, reoccurred across the workgroups.
- Penny Rucker made a motion to move to approve the report with Amber Myers providing the second.
- Two amendments were moved to approve.
 - The first amendment being to add an overarching recommendation to the final report that addresses the challenge for districts who are required to report a large volume of data. The recommendation for this challenge was to periodically review the data elements to identify items that could be deleted if they are no longer used or required.
 - Kirsten Hill made a motion to move to approve this amendment to the final report with Aaron Rausch providing the second.
 - The second amendment involved clarifying language from future opportunity #6 in the appendix of the report. The challenge is to read: “EMIS 101 document needs update *and added to the EMIS Manual.*”
 - Tammy Hrosch made a motion to approve this amendment to the final report with Kim Rhoads providing the second.
- All present board members voted in favor of the approval and will be submitted to the State Superintendent after the Department’s Office of Communications completes tech editing to the final report. It was noted though that none of the content in the approved report will change.
- Questions were asked regarding methods for individuals to submit request, feedback, and enhancements to EMIS. As always, the EMIS Helpdesk is a viable option to submit questions, requests, or ideas for enhancements, however, those from the field can also contact members of the EMIS Advisory Council so that Council members can gather these suggestions and bring them to meetings. Other workgroups can also always be formed from these suggestions if approved by the Council.
- Discussions also took place around career centers getting access to the Secure Data Center in the future.

Recommendations in progress:

- The following items list recommendations in progress from the appendix of the report which are planned to be completed by the end of this calendar year:
 - EMIS Helpdesk ticket searching is difficult when trying to find information, so the Department will continue to work with MCOECN to improve Helpdesk functionality taking all users into account.

- EMIS Newsflashes will come out on Monday mornings at 7 a.m., instead of late Fridays.
- Since some information from ITCs does not flow to the districts in a reliable/timely manner, the Department will now include a link to ITC Conference call minutes in a Newsflash once notes are published.
- EMIS change calls being re-scheduled causes issues, so the Department will not reschedule EMIS change calls (only cancel them). Either schedule two EMIS change calls per month to hold date and time, or just wait until the following month's call.
- The Data Collector includes a lot of information which can make it especially difficult to make sure EMIS coordinators are reviewing all important, updated items. New or novice coordinators can be completely over-whelmed. Thus, a messaging section will be added to the first tab of the Data Collector to allow ODE to point out important updates and issues that need to be addressed.
- Level 2 Reports from closed collection windows are difficult to find when needed for other purposes, such as audit requests or civil rights reporting, so the Data Collector needs updated to make it easier to find archived reports from prior closed collections.
- There is a lack of understanding about what files correlate with payments, so the Department will develop the ability to snapshot files that shows the data that was used to calculate each payment.
- The reports tab is not user friendly in the Data Collector, especially for new or novice users. A new view will be added in the Data Collector designed with the novice user in mind, without removing current functionality needed by EMIS coordinators.
- Last minute extensions to a collection window are helpful but would be more beneficial if more notice could be given.
- In order to make the Data Collector more navigation friendly, a tab needs to be added that links to other parts of EMIS.
- Adding more student demographic EMIS data to the History.
- The Department needs to evaluate opportunities for creating a report or other notification to the field regarding their status as it relates to data checks.
- Since districts cannot upload a document in the Tuition module, this function needs to be added.

Senate Bill 89:

- From the Office of Policy and Legislative Affairs, Majorie Yano presented current legislation being considered in the General Assembly.
- A new process would be created for data element development and revision.
 - Potentially based on the [Federal Register](#), which federal agencies use to solicit feedback on changes to regulatory policies and procedures, the concept, and legislative amendment, the propose register will require the Department to be transparent, allow schools and staff to engage in the decision making process regarding data elements, and provide EMIS users time to understand any new or revised data element.
 - During the new process, all EMIS users would have the opportunity to offer comments on data element changes before they take effect. ODE

would review and respond to the comments and incorporate practical and feasible recommendations into the final version of the change.

- Several questions were raised about this propose legislation regarding the following:
 - Access to this register (Who all would be able to make comments?)
 - Volume of comments (How will ODE manage reading the comments and responding with feedback?)
 - Evaluation method and capacity of ODE (How will ODE make sure the education community's feedback and suggestions are taken seriously? Does ODE have the capacity to filter through these comments?)

OAC Items Related to EMIS:

- David Ehle briefly mentioned two sections of OAC related to EMIS which will be updated in the near future.
 - 3301-35-07 data-driven improvements
 - 3301-14-01 operation of EMIS

Budget Update:

- Aaron Rausch explained that the HB 166 is expected to come out of the Senate next Tuesday, but as of now, there aren't many changes or updates from the last meeting.

New EMIS Professional Qualifications and Development Workgroup:

- Marianne Mottley gave an overview of the scope of the new workgroup, including the following topics:
 - Qualifications and core competencies of an EMIS Coordinator
 - Identify by various levels: Entry, Experienced, Expert
 - Identify how the size and type of EMIS reporting entity may impact and result in differences in competencies needed (e.g. Small Community School vs. Large Urban vs. Career Center).
 - Existing professional development and training opportunities available to EMIS Professionals
 - Develop an inventory of existing opportunities (e.g. ODE, OAEP, EMIS Alliance, ITCs, OEDSA)
 - Identify strengths and challenges of current opportunities
 - Identify gaps
 - Develop short- and long-term recommendations to improve, enhance and fill any gaps
 - Certification and Licensure
 - Discuss the existing OAEP certification process, identify strengths and challenges
 - Research/Discuss Practices of Other states
 - Gather data on the types of professional development and/or certification/ license system that other states require of their LEA level staff responsible for reporting data.
 - Gather data/Identify pros/cons related to the practices of other states

- Research/Discuss the possibility of a state administered formal licensing /certification process in Ohio.
 - Identify the specific issues/challenges that a licensing/certification process would address
 - Identify how the system would contribute to higher quality data reporting
 - Identify the advantages and disadvantages of a state administered system

Adjournment:

- The members were asked to review availability for next meeting date and send their preference to Taylor Rabold by June 14th.
 - Penny Rucker made a motion to adjourn the meeting with Aaron Rausch providing the second.
 - The vote was unanimous in favor of adjournment. The meeting adjourned at 3:05pm.
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