EMIS Advisory Council

DATE	**SEPTEMBER 23, 2019; 1:00PM-4:00PM**

COUNCIL MEMBERS	**Vicki Brunn**	**Tammy Hrosch**	**Lisa McCullough**	Julie Sellers
	Elizabeth Davis	**Carla Isaac**	**Marianne Mottley**	**Ryan Shively**
	David Ehle	**John Kellogg**	**Amber Myers**	**Diane Smith**
	Beth Fletcher	**Robert Kornack**	Aaron Rausch	**Jenny Wall**
	Carrie Herringshaw	**Renae Lyons**	**Kim Rhoads**	
	Kirsten Hill	**Tim Meister**	**Penny Rucker**	

Bold names indicate who was present at the meeting.

Agenda

	Topic	Presenters	Approx. Start Time
1	Welcome/ Roll Call • New members –Robert Kornack and Vicki Brunn	Beth Fletcher	1:00
2	Approval of June Meeting Minutes	Beth Fletcher	1:05
3	Overview of Report	David Ehle	1:10
4	Status of Recommendations • EMIS Manual and Data Requirements • Department Data Processing and ODDEX • Reports and Impact • District Software and EMIS Data Collector	Workgroup Facilitators	1:20
5	Break		2:00
6	EMIS Professional Qualifications and Development Workgroup Update	Deidre Wunderlich	2:15
7	Future Workgroup Options and Ideas • Resources for non-EMIS Coordinators workgroup • Career Tech workgroup • Secure Data Center workgroup • Graduation changes workgroup	David Ehle/Beth Fletcher	2:30
8	Adjournment	Beth Fletcher	3:00

* Proposed Next Advisory Council Meeting Dates:
- Wednesday, November 6th from 1-3:00pm
- Monday, November 18th from 1-3:00pm
- Wednesday, November 20th from 10am-12:00pm

E-mail Taylor.Rabold@education.ohio.gov **by October 1, 2019,** with your availability.

Meeting Minutes:

Welcome/ Roll Call:

- The meeting was called to order by Beth Fletcher at 1:02 PM.
- The first order of business was roll call and introductions. New members of the Council include Vicki Brunn and Robert Kornack. All members were present except for Aaron Rausch and Julie Sellers.

Vote on Approval of June Meeting Minutes:

- The next agenda item was to review and approve the meeting minutes from the June 5th meeting. Penny Rucker made a motion to approve the meeting minutes with Kirsten Hill 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.

Overview of Report

- 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
    - Over 80 opportunities for improvement were identified by the workgroups, which then went through a structured prioritization process. The report published in June 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.

Status of Recommendations

- **EMIS Manual and Data Requirements Workgroup**
  - Main takeaways: No centralized location for EMIS communications, difficulty explaining EMIS to non-EMIS staff, and lack of awareness of the many resources ODE already have available.
  - In progress/completed recommendations:
    - **Challenge**: Lack of a centralized location for EMIS communications.
      - **Action/Outcome**: the EMIS Roundup page was created in May and published to the EMIS webpage.
    - **Challenge**: It is difficult to explain EMIS reporting to administrators and other staff who have not had EMIS reporting training.
      - **Action/Outcome**: EMIS Training videos were created and published to the EMIS webpage in July.
        - Five training videos have been completed thus far:
          - Stay Connected with EMIS Communications
          - Getting Help with EMIS Reporting Questions
          - An Introduction to EMIS Reports
          - The Language of EMIS
          - EMIS Documentation
        - Upcoming training videos: Data Collector Basics, EMIS Manual, ODDEX, SDC, Data Appeals
      - **Action/Outcome**: EMIS Glossary was also published to provide definitions for many EMIS terms and phrases.
    - **Challenge**: Lack of awareness of the many resources ODE already have available.
      - **Action/Outcome**: EMIS Learning Library was published in July to help with resource awareness and a centralized location for information.
    - **Challenge**: EMIS Helpdesk searching is difficult when trying to find information.
      - **Action/Outcome**: After working with MCOECN to improve Helpdesk functionality, we anticipate the roll out of enhanced search options around October 7th.
- **Department Data Processing and ODDEX Workgroup**
  - In progress/completed recommendations:
    - **Challenge**: EMIS Coordinators find it challenging to give data checks to other district staff for assistance with collecting and correcting data. Other staff do not always understand the relevance of the information.
      - **Action/Outcome**: We created a series of basic instructional web videos targeting new EMIS Coordinators.

- Next steps: More content for both EMIS and non-EMIS users on many topics. Possibly create a new workgroup to provide feedback on resources for non-EMIS users.
    - **Challenge**: Districts need more frequent feedback about data reporting during the collection.
        - **Action/Outcome**: All general issues checks were started two weeks earlier in 2019 than in previous years. Most checks were run at least twice per week during the last two weeks of the data collection window. The process to distribute checks was also updated to allow each check to be sent out as soon as it is completed.
    - **Challenge**: The FTE Detail report does not display some information useful to correcting issues associated with data reporting.
        - **Action/Outcome**: Suggested additions will be evaluated along with other suggested additions to reports. The next version of the Data Collector will enable ODE to easily add additional data points to existing reports.
    - **Challenge**: The History is missing additional useful demographic data included from EMIS reporting, such as grade level, LEP status, disability, disadvantagement, gifted identification, etc.
        - **Action/Outcome**: We recently added more student demographic data the History tab.
    - **Challenge**: Districts find it difficult to locate their data checks in the Data Collector.
        - **Action/Outcome**: Started creating instructional videos series for EMIS Coordinators covering basic Data Collector usage. Introductory video is almost completed. More videos are planned. Messaging section in Data Collector is now available.
    - **Challenge**: Districts cannot upload a document (i.e., journal entry/invoice/court documents/proof of residency) in the Tuition module.
        - **Action/Outcome**: Functionality to upload a document was added in the Tuition module. In addition, uploads into the Community School SOES module will be added later this week.
    - **Challenge**: It is difficult to find various data files in the Data Collector.
        - **Action/Outcome**: Started creating instructional videos series for EMIS Coordinators covering basic Data Collector usage. Introductory video is almost completed. More videos are planned.
- **Reports and Impact Workgroup**
    - In progress/completed recommendations:
        - **Challenge**: Data are not stored in one single place and it's often hard to understand because of its complexity.
            - **Action/Outcome**: Reviewing impact of budget changes on use of data for payments; reports will be created to help clarify which current year data impacts current year payments (see also challenge 2)

- **Challenge**: Lack of understanding what files correlate with payments. Treasurers cannot reconcile payments to students funded.
  - **Action/Outcome**: Latest version of Data Collector includes ability for ODE to create snapshots; snapshots are now on the Archive tab with their own display/search options
- **Challenge**: SDC is difficult to navigate and not user friendly.
  - **Action/Outcome**: The current business intelligence tool does not appear to have this capability. We are exploring options to migrate to a new tool that is more user friendly.
- **Challenge**: The report card is not simple and easy to read like it is intended to be.
  - **Action/Outcome**: Staff reviewed the report cards and added tool tips and amended wording. Staff are asking stakeholders for additional recommendations on wording changes.
- **Challenge**: The letter grades are not a true picture of districts' and schools' performance.
  - **Action/Outcome**: The report card guide and report card press release included statements to drive readers to the districts to learn about the good things they are doing.
- **Challenge**: The letter grades are not a true picture of districts' and schools' performance.
  - **Action/Outcome**: ODE's new Director of Field Relations is listening to stakeholders at the BASA regional meetings to help make this a reality.
- **Challenge**: Lack of training for other staff and administrators makes the process more challenging because they don't understand reports.
  - **Action/Outcome**: Our regional data leads will be hosting meetings this fall and one series of meetings will focus on the report card for non-EMIS personnel.
- **District Software and EMIS Data Collector Workgroup**
  - In progress/completed recommendations:
    - **Challenge**: Need data from multiple reports combined; too much time on vlookups.
      - **Action/Outcome**: In recent software upgrade, added back-end code towards adding names to files; began discussions on adding report writer (also see challenge 3)
    - **Challenge**: The Assessment Missing Lists do not account for more scenarios in which a district may not have an assessment for a student.
      - **Action/Outcome**: Missing lists adjusted to handle acceleration and alternate assessments; EMIS change being considered to capture exact test windows
    - **Challenge**: Additional Level 1 check or additional information on a report do not exist which would simplify work locally to review and use the data.

- **Action/Outcome**: Exploring options for integrating report suggestion submissions with the web site; exploring options for presenting suggestions back to field for ranking/evaluation.
  - **Challenge**: The Data Collector includes a lot of information; this can make it especially difficult to make sure you are reviewing all important, updated items, even for experienced EMIS coordinators. New or novice coordinators can be completely overwhelmed.
    - **Action/Outcome**: Added a messaging section to the first tab of the Data Collector to allow ODE to point out important updates and issues that need to be addressed.
  - **Challenge**: Level 2 Reports from closed collection windows are difficult to find when needed for other purposes (such as audit requests or civil rights reporting).
    - **Action/Outcome**: Updated Data Collector to make it easier to find archived reports from prior closed collections.
  - **Challenge**: Lack of understanding what files correlate with payments.
    - **Action/Outcome**: Developed the ability to snapshot files that correlate with payments.
  - **Challenge**: Reports tab is not user friendly, especially for new or novice users. Currently, for these types of users to benefit from the Data Collector, the EMIS coordinator has to do a lot of handholding.
    - **Action/Outcome**: Added a new view in the Data Collector designed with the novice user in mind, without removing current functionality needed by EMIS coordinators.
  - **Challenge**: Last minute extensions to a collection window are helpful but would be more beneficial if more notice could be given.
    - **Action/Outcome**: Consider if extensions will be needed earlier in the window, and review how extensions are communicated to ensure users know about them ASAP.
  - **Challenge**: Data Collector is not navigation friendly to other related parts of EMIS.
    - **Action/Outcome**: Created a tab in the Data Collector that includes links that go to other parts of EMIS (to ODDEX, documentation, OEDS, etc).

EMIS Professional Qualifications and Development Workgroup Update

- The next item on the agenda was to provide the Council with an update from the newest workgroup:
- The EMIS Professional Qualifications and Development workgroup's scope/charge includes:
  - Identify qualifications and core competencies of an EMIS coordinator
  - Review existing professional development and training opportunities available to EMIS professionals
  - Discuss certification and licensure process, cost, advantages and disadvantages

- The scheduled meeting dates for the workgroup are as follows:
    o Monday, September 23, 2019 from 9:00am-12:00pm
    o Monday, October 28, 2019 from 1:00-4:00pm
    o Wednesday, December 4, 2019 from 9:00am-12:00pm

Future Workgroup Options and Ideas

- Last on the agenda was the opportunity to discuss and brainstorm new workgroups.
    o Resources for non-EMIS Coordinators workgroup
        ▪ Challenges/Topic Ideas:
            • Explanation of FTE and how funding works – principals and treasurers
            • Where students count on local report card
            • If coding decision is made without input from administrators, awareness around ramification; discussion on what impacts funding or measure on local report card
            • Special education not on same page as EMIS personnel
        ▪ Personnel that need included on this workgroup: Guidance counselors, principals, superintendents, special education coordinators
    o Career Tech workgroup
        ▪ Challenges/Topic Ideas:
            • Report card changes
            • Testing and credentials
            • Assessments tied to graduation
            • Perkins V
        ▪ Personnel that need included on this workgroup: Guidance counselors, EMIS Coordinators, treasurers, principals, and superintendents
    o Secure Data Center workgroup
        ▪ Challenges/Topic Ideas:
            • Not a lot of confidence and experience, lack of training with the SDC
            • Training on when to look at SDC with notification via EMIS Newsflash and where data comes from
    o Graduation changes workgroup
        ▪ Challenges/Topic Ideas:
            • Bridge between guidance counselor knowledge and EMIS Coordinator
            • Best practices for tracking students
    o **New ideas:** OEDS role changes and process

Wrap Up/ Next Steps:

- The Council is to provide their availability for the next meeting to Taylor Rabold by October 1st. The following dates/times are three options for the next meeting:

    o Wednesday, November 6th from 1-3:00pm
    o Monday, November 18th from 1-3:00pm
    o Wednesday, November 20th from 10am-12:00pm

- Penny Rucker made a motion to adjourn the meeting with Diane Smith providing the second.
- The vote was unanimous in favor of adjournment. The meeting adjourned at 2:47 PM