EMIS Advisory Council

February 4, 2020

Ohio | Department of Education

Status of June 2019 Report

Recommendation Overview

DEPARTMENT DATA PROCESSING AND ODDEX WORKGROUP

Data Files and Other 15%

General Issue Checks 26%

ODDEX 37%

Level 2 Reports 22%

Data Processing & ODDEX

Challenge	Opportunity for Improvement	Action
EMIS coordinators find it challenging to get help from district data owners because they do not always understand relevance of the information.	Create multi-audience training/ documentation for district staff to help them interpret EMIS data and understand the importance of their role related to EMIS data.	In Process. Creating a new section of the EMIS Manual with 1-pagers about importance of EMIS for various district staff data owners.

Quality EMIS Data:
The Role of the *Superintendent*

Why?

The data districts report to the Department through EMIS

- Help determine state and federal funding
- Drive the school and district performance results on the Ohio School Report Cards
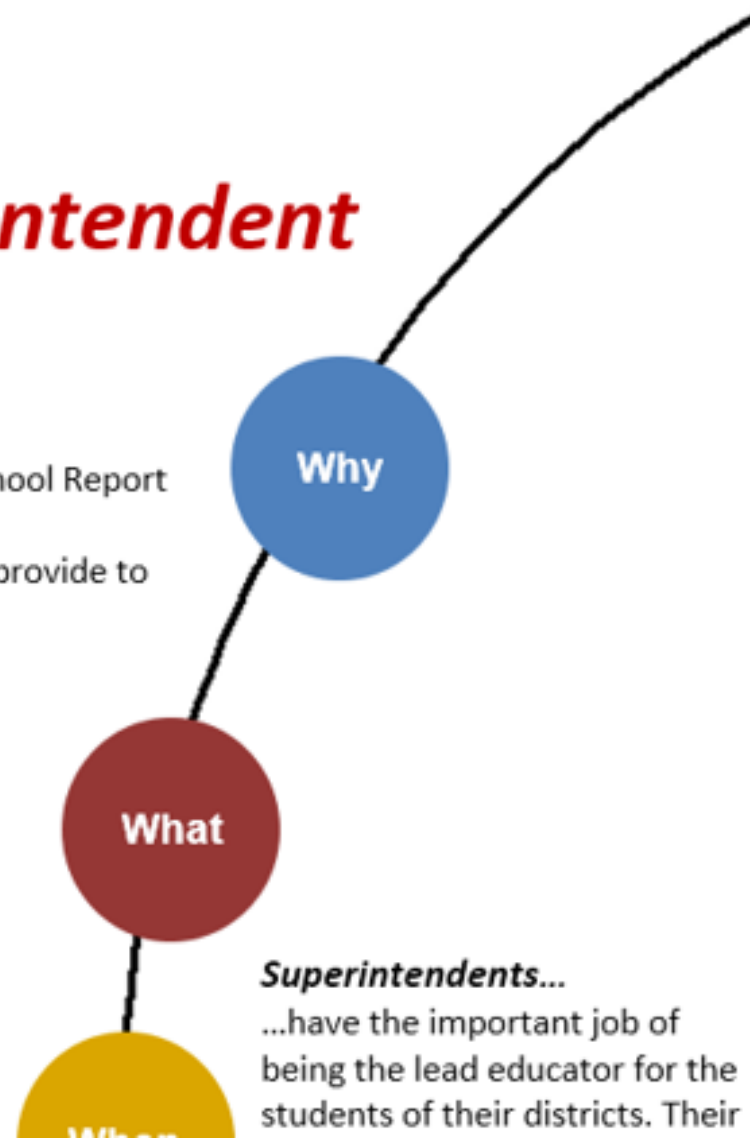- He⚡ determine the support and incentives the Department can provide to districts

What?

Districts report several different categories of data to EMIS.

- Assessment
- Financial
- Graduate
- Staff/Course
- Calendar
- Five-Year Forecast
- March
- Student

When?

EMIS reporting is year-round. There is no EMIS holiday or summer

Why

What

When

Superintendents...

...have the important job of being the lead educator for the students of their districts. Their

Data Processing & ODDEX

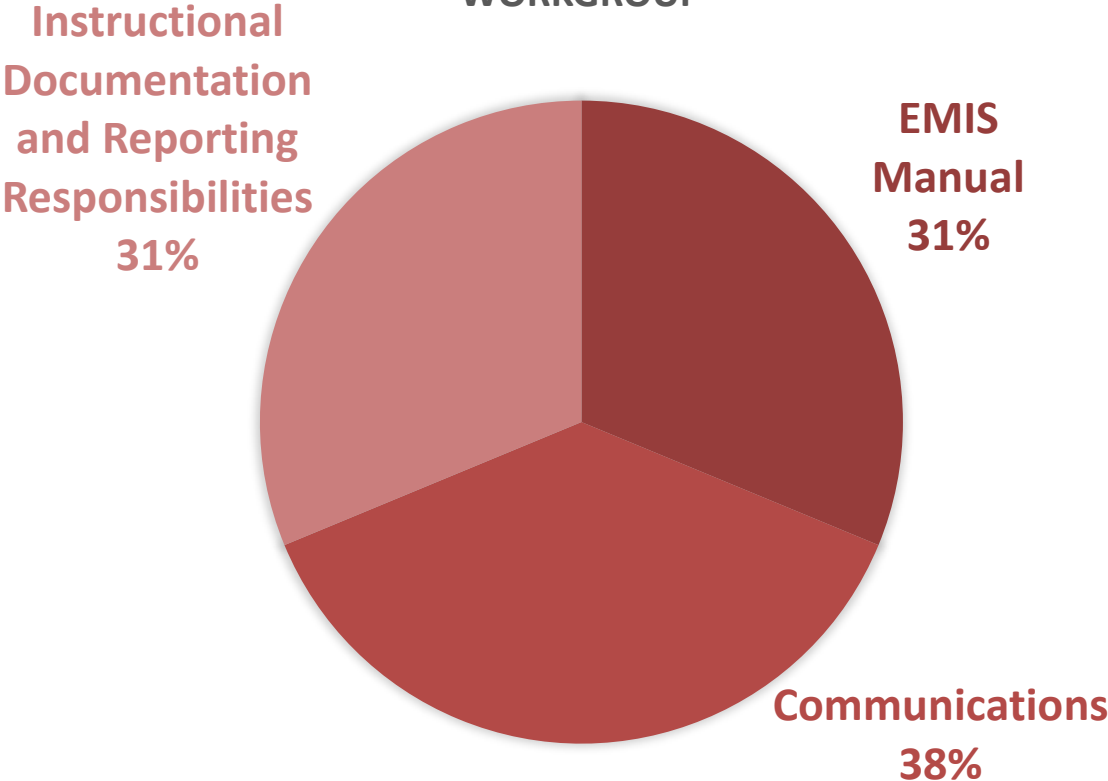| Challenge	Opportunity for Improvement	Action
Teacher Licensure Report is difficult to use efficiently and effectively.	Create training or documentation to help districts use the report more effectively.	In progress. Currently planning enhancements to report explanation and new training videos to address common questions and usage tips.
Districts find it difficult to locate data checks/ files/ archives in the Data Collector. *(originally listed as 3-4 separate challenges)*	Provide web-based training to help districts better navigate and use the Data Collector.	In process. Creating instructional videos series covering the Data Collector. More Data Collector videos are planned for 2020.

Data Processing & ODDEX

Challenge	Opportunity for Improvement	Action
District staff, other than EMIS coordinators, do not utilize ODDEX effectively because they do not always understand the relevance of the in-formation displayed.	Create training content for ODDEX navigation and relevance of information available for multiple audiences.	In Progress. Creating instructional videos series covering ODDEX.
Districts do not know which data were used to calculate each payment	Create a snapshot report that shows the data that was used to calculate each payment	Completed.

Data Processing & ODDEX

Challenge	Opportunity for Improvement	Action
EMIS coordinators do not have access to view the CTE26 application and therefore have difficulty reporting CTE program of concentration, course data, etc.	Consult with Office of CTE regarding granting EMIS coordinators read-only access to the CTE26 application	Completed.

Recommendation Overview

EMIS MANUAL AND DATA REQUIREMENTS WORKGROUP

Instructional Documentation and Reporting Responsibilities 31%

EMIS Manual 31%

Communications 38%

EMIS Manual & Data Requirements

Challenges	Opportunity for Improvement	Status Update
The EMIS Manual is not situational and has archaic qualities.	Research possibility of integrating newer technology to make the Manual "webpages" rather than .pdf documents.	Ongoing
The EMIS Manual should have links to other related items (related sections, report explanations, etc.).	Research possibility of using newer technology to make the Manual "webpages" rather than .pdf documents to accommodate more functionality.	Ongoing
Searching the EMIS Manual for specific data elements is difficult.	Create Element list by Record to assist with locating specific data elements. Research potential solutions to assist with EMIS Manual searching.	Ongoing

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EMIS Manual & Data Requirements

Challenges	Opportunity for Improvement	Status Update
Districts would prefer the EMIS Manual was updated at the same time the change was communicated with the ITC.	Internal review and redesign of ODE EMIS Manual change process.	Completed -Created specific email list for which you can subscribe alerting you to updates that have been made
More direct "How To" documents would be helpful to have as a reference when attempting to report specific situations.	Develop more situational "If this, then that" examples in the EMIS Manual. Internal review and revision of the EMIS Manual.	Ongoing

EMIS Manual & Data Requirements

Challenges	Opportunity for Improvement	Status Update
Because of the multiple avenues of communications, a centralized location would be helpful.	One stop shop for all recent ODE communications.	Completed -Creation of 'EMIS Roundup' in May 2019 -Creation of 'EMIS Learning Library' in July 2019 -Creation of 'New!' section on the EMIS homepage in November 2019
EMIS Newsflashes being sent out on Fridays is not preferred.	EMIS Newsflashes would come out on Monday mornings at 7 a.m., instead of late Fridays.	Completed

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EMIS Manual & Data Requirements

Challenges	Opportunity for Improvement	Status Update
Unable to search past Newsflashes for specific information.	Research solution to assist with Newsflash searching.	Ongoing
EMIS Helpdesk ticket searching is difficult when trying to find information.	Continue to work with MCOECN to improve Helpdesk functionality.	Completed -Upgrades to the system implemented in September 2019

EMIS Manual & Data Requirements

Challenges	Opportunity for Improvement	Status Update
Some information from ITCs does not flow to the districts in a reliable/timely manner.	Include link to ITC Conference call minutes in a Newsflash once notes are published.	Completed -Newsflash is now sent when ITC conference call notes are posted -Published ODE EMIS Training Calendar in advance
Lack of instructional documentation pertaining to the functionality and use of information provided in the SDC.	Create instructional documentation for SDC.	Ongoing -Marianne Mottley and Letitia Linville facilitating a new workgroup around the SDC -First meeting is 2/26

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EMIS Manual & Data Requirements

Challenges	Opportunity for Improvement	Status Update
Most up to date department documentation is not always retrieved via search.	Research current ODE website search engine optimization parameters; request changes if needed.	Ongoing
ODE ITC EMIS Training presentations are difficult to search.	Research solution to assist with these searches.	Completed -Added a "Topics" list
EMIS 101 document needs updated.	Update EMIS 101 document.	Ongoing

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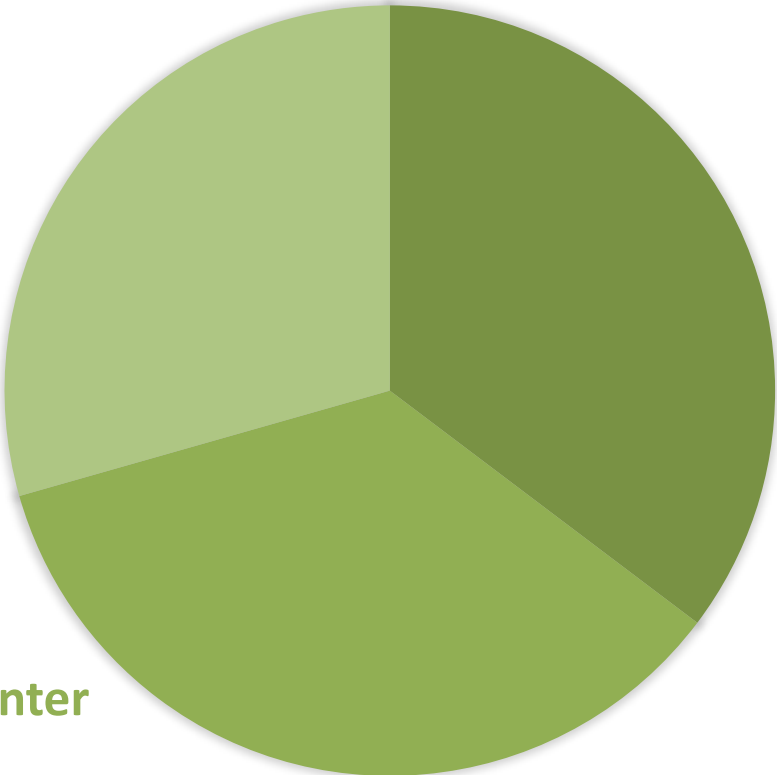
EMIS Manual & Data Requirements

Challenges	Opportunity for Improvement	Status Update
It is difficult to explain EMIS reporting to administrators and other staff who have not had EMIS reporting training.	Include SDC information in EdConnection that specifically targets Superintendents. Integrate communications for Superintendents and Treasurers into EMIS Newsflash subscriptions. Create an EMIS glossary of common EMIS terms. Develop webinars and/or training for other key players such as Superintendents, Principals, Treasurers, etc.	Ongoing -Created EMIS Training videos in July 2019 -Currently working on: Data Collector/ SDC/ODDEX/EMIS Manual/Data Appeals -Current workgroup working on the development of "one pagers"

Recommendation Overview

REPORTS AND IMPACT WORKGROUP

Accountability Resources and Report Card Webpage 30%

Financial Data and Funding Reports 35%

Secure Data Center 35%

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Reports and Impact Workgroup

Challenges	Opportunity for Improvement	Status Update
Data are not stored in one single place and it's often hard to understand because of its complexity.	Create an all-in-one funding report for reconciliation that provides more transparency regarding how numbers are calculated for SFPR.	ODE staff reviewed the impact of budget changes on use of data for payments; additional reports now exist to help clarify which current year data impacts current year payments
Lack of understanding what files correlate with payments. Treasurers cannot reconcile payments to students funded.	Create a snapshot report when data is pulled for payments. Create a tool to show all the data reported for each single payment.	The latest version of Data Collector includes the ability for ODE to create snapshots; snapshots are now on the Archive tab with their own display/search options

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Reports and Impact Workgroup

Challenges	Opportunity for Improvement	Status Update
SDC is difficult to navigate and not user friendly.	Develop the capability in the SDC to switch from one building to another on same report without having to start over in running the report.	ODE committed a significant amount of funding in FY20 to migrate the SDC to a new, more modern, business intelligence tool (Power BI) ODE currently is working with the Dept. of ADM Services to hire a resource to design the structure and migrate the data to the new tool A new SDC Work Group has been created to advise ODE staff as the project moves forward and reports are developed. CTE reports are included in the scope of the project

Reports and Impact Workgroup

Challenges	Opportunity for Improvement	Status Update
SDC reports need to be more student centered.	Recommend a law change to allow ODE to collect names in addition to SSIDs so they can be added to the reports	In the fall of 2019, the Ohio General Assembly created a work group to review the report card The group met several times and heard from stakeholders on desired changes Their report is located at: https://www.ohioschoolboards.org/sites/default/files/Report%20Card%20Study%20Committee%20Report_0.pdf

Reports and Impact Workgroup

Challenges	Opportunity for Improvement	Status Update
The report card is not simple and easy to read like it is intended to be.	Review each page of the report card website to simplify the language so that parents can better understand what is being measured or reported.	Staff reviewed the report cards and added tool tips and amended wording Staff are asking stakeholders for additional recommendations on wording changes.
The letter grades are not a true picture of districts' and schools' performance.	Work with stakeholders to help readers know about the good things schools are doing with their students.	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.

Reports and Impact Workgroup

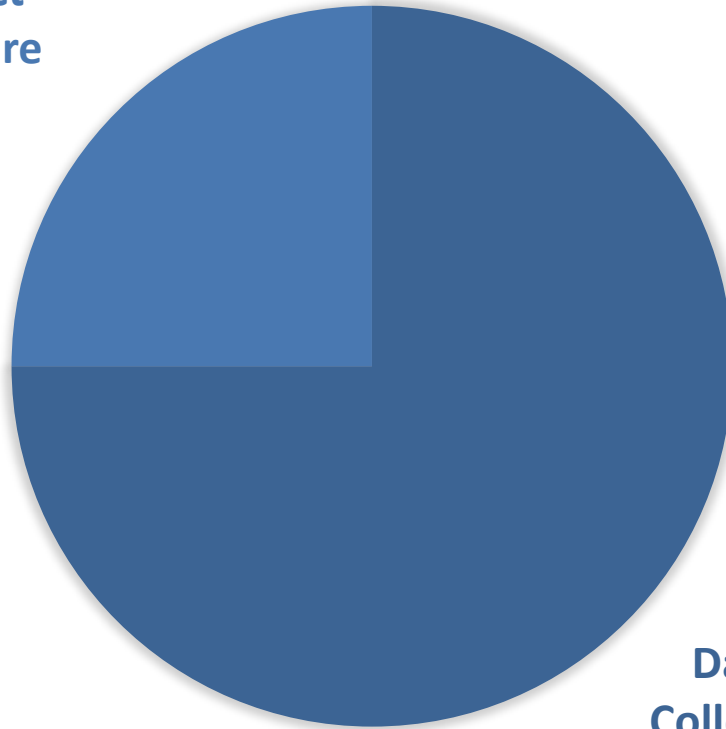| Challenges	Opportunity for Improvement	Status Update
Lack of training for other staff and administrators makes the process more challenging because they don't understand reports.	Reach out directly to districts and ESCs to offer training to people who are new to those key positions.	ODE contracted with three Educational Service Centers to host regional trainings across the state on the use of data One of the training sessions focuses on accountability data for non-EMIS personnel One goal is to raise awareness and understanding of the EMIS elements that are used in the report card calculations

Reports and Impact Workgroup

Challenges	Opportunity for Improvement	Status Update
Lack of training for other staff and administrators makes the process more challenging because they don't understand reports.	Reach out directly to districts and ESCs to offer training to people who are new to those key positions.	ODE already is populating some parts of the SDC with data from the 2019-2020 school year The entire SDC will be updated with 2019-2020 data in March The report card technical documents are updated to reflect business rules that will be used in the 2019-2020 calculations

Recommendation Overview

DISTRICT SOFTWARE AND DATA COLLECTOR WORKGROUP

District Software 25%

Data Collector 75%

District Software & Data Collector

Challenge	Opportunity for Improvement	Action
Need data from multiple reports combined; too much time on vlookups	Determine most helpful combinations to add in reports; join reports on demand; add names to received files; add a report writer	Internal Report Design and Coordination group; form to request feedback for improving or adding reports in final edit stage

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District Software & Data Collector

Challenge	Opportunity for Improvement	Action
The Assessment Missing Lists do not account for more scenarios in which a district may not have an assessment for a student.	Update missing lists for new scenarios; evaluate adding data that would enable missing list to be 100 percent inclusive	EMIS change 20-94 planned for later this month; ongoing evaluation of process to determine students on missing lists

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District Software & Data Collector

Challenge	Opportunity for Improvement	Action
Additional Level 1 check or additional information on a report does not exist which would simplify work locally to review and use the data.	Develop process for users to request changes to checks and reports for evaluation by ODE.	Internal Report Design and Coordination group; form to request feedback for improving or adding reports in final edit stage; updates through change process

District Software & Data Collector

Challenge	Opportunity for Improvement	Action
SIS vendors need more time to implement changes, including both updates to the software and time to train local staff.	Decrease, when possible, the amount of time between when a change is announced and final details are published. Provide information as it's available.	New EMIS Change process and webpage; more frequent updates to EMIS manual as information is known.

District Software & Data Collector

- Other recommendations addressed/reported to EAC
    - 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 over-whelmed. (messaging)
    - Level 2 Reports from closed collection windows are difficult to find when needed for other purposes (such as audit requests or civil rights reporting). (archives tab)
    - Lack of understanding what files correlate with payments. (labeled snapshots by payment)

District Software & Data Collector

- Other recommendations addressed/reported to EAC
  - 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 hand-holding. (new view)
  - Last minute extensions to a collection window are helpful but would be more beneficial if more notice could be given. (change process)
  - Data Collector is not navigation friendly to other related parts of EMIS. (resources tab)

Previous Meetings

- Credential options pros and cons
- Five main challenges as identified by group
- Framework of support for EMIS coordinators
- Implementation/solutions

Pros	Cons
Formalized pathway for the profession, best practices – III	Budgetary impacts, cost – IIII
Accomplishment – II	Any recommendation committee makes could be changed at any time in approval process – III
Recognition for self and others that you have EMIS knowledge – II	How would it affect EMIS coordinators who currently hold the position? – III
Standardization of basic knowledge, baseline competencies – II	Additional pressures on EMIS coordinators— additional liability, legal, financial – II
Acknowledges the commitment	CEUs do not = knowledge – II
Depth of understanding/increased knowledge	EMIS deferred to already licensed staff member/administrator – II
Employability	Requirements, processes for acquiring/renewing certification – II
Equity across state	Credentialing processes can be confusing
Improve data quality	Districts do not value the position
Require certain training	Do EMIS coordinators want to be part of rapback?
Sense of community	Fear of the unknown
Value as a professional	Hiring challenges
	Inflated sense of knowledge
	It doesn't solve problem
	Might limit data quality
	No/unknown compensation
	Not recognized by districts or in general

Color Key
Red = mentioned by all 4 groups
Purple = mentioned by 3 groups
Green = mentioned by 2 groups
Black = mentioned by 1 group

Main Challenges

Lack of Support

Coordinators are not valued; their importance is not recognized

- Lists of skills and competencies, i.e., job description
- Ensure EMIS data impacts are clearly communicated

Lack of Understanding

Administrators and other district staff don't understand their role in EMIS data, EMIS data reporting, and EMIS data quality

- Enrollment to graduation to show staff involvement with and ownership of EMIS data
- Impact and use of EMIS data by position

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Lack of Collaboration

Other staff in districts don't work with and support the work of EMIS coordinators

- Outline best practices
- Encourage data teams

Lack of Training

Some EMIS coordinators are not allowed to leave the district for necessary training; all EMIS training is left to the coordinators

- Recommend certain trainings
- Recommend certain amount of training
- Recommend including other staff with EMIS coordinator

Lack of Resources

- Being addressed in part by goals of other workgroups
- Developing additional training and resource formats

Solution Implementation

Two parts
- OAC §3301-14-01
  - Operation of the EMIS System
  - Currently up for 5-year review
- EMIS Manual
  - Leverage guide to operationalize updates to the rule
  - New section addressing the main challenges

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(C) The education management information system shall contain, but not be limited to, automated school district student, staff, and financial information. The information to be collected and reported shall be defined in the "EMIS guidelines". This publication shall be developed by the department and shall include, but not be limited to:

(1) Definitions of all data pursuant to divisions (A)(1), (B), and (C) of section 3301.0714 of the Revised Code.

(2) Procedures for collecting, transferring, and reporting data to the department pursuant to divisions (A)(2) and (D) of section 3301.0714 of the Revised Code.

(3) Procedures for the security, privacy, and retention of school district data records collected pursuant to section 3301.0714 of the Revised Code.

(4) Procedures for compiling the data pursuant to divisions (A)(3) and (E) of section 3301.0714 of the Revised Code.

(5) Procedures for annually reporting the data to the public pursuant to divisions (A)(4) and (F) of sections 3301.0714 of the Revised Code; sections 3319.32 and 3319.321 of the Revised Code; and 20 U.S.C. 1232(g). In accordance with these statutes, no data, such as a social security number, shall be used to release personally identifiable student information to the department.

(6) Procedures for user access to the education management information system data.

(D) School districts shall provide all data required by section 3301.0714 of the Revised Code as set forth in the "EMIS guidelines".

EMIS Manual!

OAC §3301-14-01

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Two Step Process

- Step 1: General rule
  - Generic language in the rule requiring training and structural requirements as stated in the Manual
- Step 2: Specifics
  - Specific language in the Manual requiring, e.g., a certain number of hours of training
  - Prior to any rule revision, can move forward with Manual; would be recommendations rather than requirements

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Recommended Addition

(D) School districts shall comply with any training or structural requirements as specified in the EMIS guidelines.
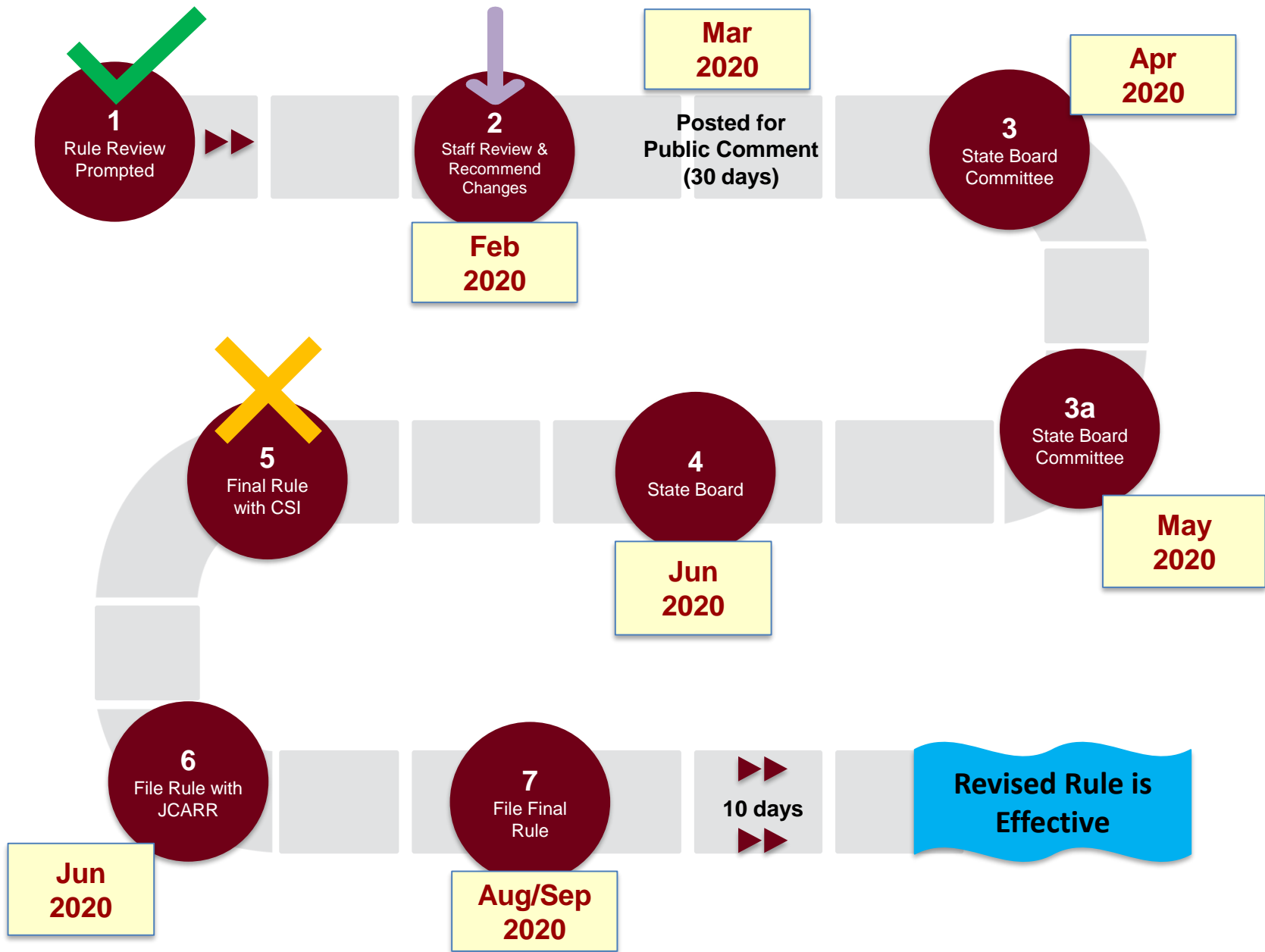
New Manual Section

- Strategic Plan and ORC/OAC
- EMIS Advisory Council
- Data Cycle
  - High level
  - Illustrate the scope and impact of EMIS data
  - A picture of how EMIS works
- Data Teams
- Recommendations regarding training
- Pull Outs

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Pull Out Documents

One-page documents designed such that they can be printed separately and used for education and training with districts

- –Training Inventory
- –Role of an EMIS Coordinator
- –Essential Skills of an EMIS Coordinator
- –Enrollment to Graduation
- –EMIS data by position

Enrollment to Graduation... *And Beyond*

From the time a student enrolls in a district until the time a student leaves school, multiple people within the district are involved with the creation and building of that student's record.

Enrollment

When students first **enroll** in school, the **building secretary** inputs the relevant student information and attributes.

Courses

From a student's enrollment and throughout her years in school, she will be enrolled in **courses**. *Curriculum directors* determine the courses that will be offered by the district. *Treasurers* ensure that teachers are properly licensed to teach those courses. *Counselors* assist students in determining which classes to take.

Screenings & Services

At different times in their academic careers, students may be **screened** for different things like disability conditions or giftedness. *Gifted directors*, *intervention specialists*, and *teachers* are all involved in these screenings. If identified and **served**, additional staff members may be involved in the services provided.

Attendance

Student **attendance** is generally entered daily by *attendance secretaries*. For students who have attendance issues, *truancy officers* work to locate students and encourage them to continue their educations.

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Quality EMIS Data:
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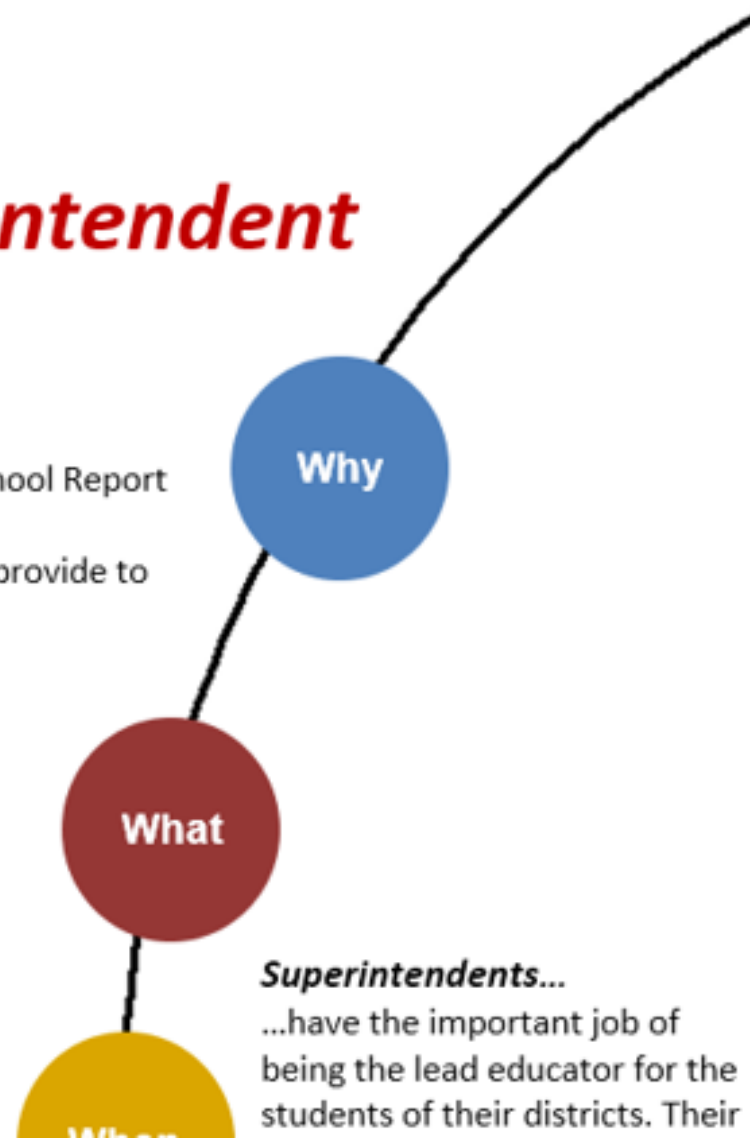- He⚡ determine the support and incentives the Department can provide to districts

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- Calendar
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When

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Discussion

New Workgroup: Secure Data Center

New Workgroup:
Secure Data Center

- Creation of the new workgroup came from the Reports and Impact Workgroup

- Workgroup members discussed the need for a deeper dive/discussion into the Secure Data Center

- Workgroup members said the current tool (powered by Microstrategy) is not user friendly

New Workgroup: Secure Data Center

- ODE is beginning discussions on replacing the current SDC with a new business intelligence platform

- Workgroup members can help guide the work by doing a deep dive into the current SDC to identify what works well and where are the challenges

Prior Discussion on Reports

Strengths:

- CSV/Excel format
- Reports are more timely than previous years
- Reports are easily accessible
- Located in one spot

Weaknesses:

- Reports are not user friendly
- More targeted reports for specific users (counselors, principals, etc.)
- CTE needs CTPD level reports
- Summary reports in PDF would be helpful
- Have SDC system where data is loaded year-round

Guiding Questions

- What elements of the current SDC should be kept?

- What reports are most useful?

- What is missing?

- Who is the audience for the reports?

- What is the purpose (or purposes) of the SDC?

- Other?

New Workgroup: SDC Meeting Dates

- February 26, 2020: 9:00am-12:00pm

- April 8, 2020: 9:00am-12:00pm

- May 13, 2020: 9:00am-12:00pm

New Workgroup: Career Tech

New Workgroup: CTE

- Much has changed about CTE data and processing over the last several years
- Many changes are in the pipeline
  - Level 2 accountability reports
  - Perkins V rule changes
- Time to review where we have been and give feedback to improve
- Time to provide input on the implementation of reports and other items related to new policy

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New Workgroup: CTE

- Current Status
  - FTE reports
    - Do we have the right reports?
    - How can we make the data and reports easier to use?
  - Accountability reports/files
    - Mostly through files- will be moving to Level 2
    - How can we best meet the needs of CTPDs?

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New Workgroup: CTE

- Coming soon- Perkins V
  - State plan public comment closing soon
  - Once the state plan exists, how does it translate into new reports?
  - Is there new data required?
- Comprehensive Local Needs Assessment
  - New data analysis task for local entities
  - How can EMIS data and reports be leveraged?

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New Workgroup: CTE

- New definitions- Concentrator
  - How is data used to support new definition?
  - What reports are needed?
  - How will the new definition be transitioned in for March (D) reporting?
- Report Card changes
  - Perkins V is not the same as the report card
  - Post-Perkins V, will there be changes in the CTE report card, and how will data processing change to match?

New Workgroup: CTE

- Membership
  - Represent JVSDs, Compact, Comprehensive
  - Represent non-lead LEAs
  - Both EMIS and policy staff

New Workgroup: CTE Meeting Dates

- February 26, 2020: 1:00pm-4:00pm
- April 8, 2020: 1:00pm-4:00pm
- May 13, 2020: 1:00pm-4:00pm

Council Next Steps

- **Proposed Next Advisory Council Meeting Dates:**
  - Tuesday, April 28, 2020 from 10:00am-12:00pm
  - Wednesday, April 29, 2020 from 1:00pm-3:00pm
  - Thursday, May 7, 2020 from 1:00pm-3:00pm

- E-mail Taylor.Rabold@education.ohio.gov **by February 11, 2020** with your availability, workgroup preference, and workgroup nominations.

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