EMIS Advisory Council

November 6, 2019

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EMIS Change Process Redesign

Background

- Long-term recommendation: Internal review and redesign of ODE EMIS change process.

- Goal to improve organization, planning, communication & transparency

- New internal process for requesting, reviewing and assigning work associated with changes

- New webpage

- Welcome feedback from all parties to improve the process and better serve the needs of all stakeholders

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Scope

- EMIS Manual
  - New or updated data element, reporting option or instructions
- New or updated EMIS reports
- New or updated EMIS manifest
- New or updated checks
  - Gen issue checks
  - Validation or funding checks

Process

- Data manager representing program office or EMIS submits a change request

- New internal EMIS Change Committee meets weekly

  - Reviews request (including the justification/ reason change was requested)

  - Determines prioritization based on resources, time and urgency of work

  - Assigns change to a regularly scheduled release

Scheduled Release

- Releases are scheduled every other Thursday
- Changes will be "live" on release day
- May not actually "see" the change for some time
  - For example, change to a manifest not yet open or report not yet running
    - Will "see" those updates when manifest opens or report starts running
- Documentation changes will be seen immediately

New EMIS Change Webpage

- Information about each change posted [here](#)
  - Including completed, upcoming and future changes
  - More detailed information as release date gets closer
  - Reason for the change
- Assigned release date
- Updated on a regular basis
- Feedback on the webpage?

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Monthly Calls

- Monthly Change Call (continued)
  - Opportunity for ITC staff to ask questions and provide feedback about upcoming changes
  - Open to suggestions on what formats, frequency, etc. are most useful to field
- Monthly Vendor Call (continued)
  - Opportunity for vendors to review changes and ask questions

Training & Presentations

- Presentations at conferences such as OEDSA & OAEP (continued)
- Bi-Monthly EMIS ITC Trainings
  - Share information posted on the webpage about current/upcoming EMIS changes
  - Answer questions
- Are we missing any other opportunity to communicate change information? Feedback?

Next Steps

- Wrap up known FY20 changes
- Continue to get feedback on process and communication plan from stakeholders
  - Any final input on either?
- Review and share as much information as possible about all known FY21 changes before school year starts

Challenges

- Culture shift for program offices
  - Need to think about updates well over a year in advance, in some cases
  - Need to be able to make associated policy decisions and provide business rules earlier
- Timeline
  - When is "too early" to make changes for upcoming school year?
  - Does the "type" of change matter?

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 perfect
- Time to provide input on the implementation of reports and other items related to new policy

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?

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?

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
  - Need your nominations!
- Begin to meet in January

New Workgroup: Secure Data Center

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Creation of the new work group came from the Reports and Impact Work Group

Work group members discussed the need for a deeper dive/discussion into the Secure Data Center

Work group 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

Work group 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

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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?

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EMIS Professional Qualifications and Development Workgroup Update

Where We Have Been

- Qualifications and competencies
- Professional development and training
- State licensure and process
- OAEP certification and process
- Advantages/disadvantages of options
- Impact on data quality
- Issues/challenges addressed

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Where We Are Going

- Review and discuss recommendations based on group feedback in previous meetings
- Prioritize and finalize a list of recommendations to bring to this council
- Next meeting
  - Wednesday, December 4, 2019, from 9:00am-12:00pm

Council Next Steps

- **Proposed Next Advisory Council Meeting Dates:**
  - Tuesday, January 7th from 1:00-4:00pm
  - Wednesday, January 15th from 10:00am-1:00pm
  - Thursday, January 16th from 10:00am-1:00pm

- E-mail Taylor.Rabold@education.ohio.gov **by November 15, 2019** with your availability, workgroup preference, and workgroup nominations.

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