EMIS ADVISORY COUNCIL

December 5, 2023

Ohio Department of Education & Workforce

AGENDA

- Call to order, roll call and new members

- Approval of June 2023 meeting minutes

- Workgroup updates
  - Special Education and SLDS Grant

- Data Quality improvements discussion

- Round robin – New and emerging issues

- New workgroup ideas for future

- Next steps/Adjournment

NEW MEMBERS

- Cathy Edwards, EMIS Specialist at META Solutions

- Vickie Hoffman, Superintendent at Triad Local Schools

- Sabrina Voll, Chief Executive Officer at Triple V Reporting

APPROVAL OF JUNE 2023 MEETING MINUTES

- Please review the draft June 2023 meeting minutes
- *Is there a motion to approve the meeting minutes and a second?*
    - *All those in favor, say "I"…*

WORKGROUP UPDATES

SPECIAL EDUCATION WORKGROUP

REVIEW OF EMIS MANUAL SECTION 2.13 (GE RECORD)

- In response to previous discussions, Department staff started a review of the GE record to determine whether:
  - Events are valid;
  - Definitions are clear;
  - Reporting instructions and guidance are understandable
- Workgroup members reviewed draft edits to EMIS Manual for several Date Type Element option descriptions and reporting instructions
- Recommended definition clarification for several Date Type Element options:
  - Amended IEP – update language to match everyday use and add clarity and specificity
  - No IEP – language clarification and correction
  - Transfer IEP – clarification of language
  - NIEP – needs more documentation of scenarios, best practices, etc.
- Action item: Update draft EMIS Manual with feedback and send to workgroup for review

TRANSFERS/NIEP SCENARIOS DISCUSSION

- Discussed what is most confusing and/or challenging about this reporting
- Identified the most common scenarios as a group and the need for guidance/ best practices surrounding transfers with:
  - Out of state ETR and in-state IEP (not expired)
  - Out of state ETR and in-state IEP (expired)
  - Transfer from another State with expired Ohio ETR, expired Ohio IEP
  - Transfer from another State with unexpired Ohio ETR, expired Ohio IEP
  - Transfer from another State with expired Ohio ETR, expired Ohio IEP
  - In state transfer with accepted Ohio effective IEP, not accepted Ohio ETR
  - In state transfer with not accepted IEP, accepted ETR
- Action item: Department will create documentation to provide guidance for requested scenarios and send to workgroup for feedback

TRANSITIONS DISCUSSION

- Identified the following transitions during our last meeting and discussed areas that are challenging:
  - Early intervention to preschool
  - Preschool to kindergarten
    - Discussed their processes and the challenges associated with them
    - Requires them to touch the same datasets more than once
  - Transition beginning at age 14
- Determined that there are a few confusing transition scenarios but they are complex and need to be addressed individually

OTHER SPECIAL SITUATIONS

- Identified other special situations that are challenging:
  - Juvenile detention facility
  - Court placed
  - Expulsion

- Determined that more guidance is needed for:
  - Students in residential facility (including public vs. private)
    - Public residential facility that is not residential and not a school
  - LRE reporting for autism scholarship providers
  - Students with an expiring IEP while expelled

- Would help to understand how this data is used as these take a lot of time to determine how to report
- Action item: Department will create documentation to provide guidance for requested scenarios and send to workgroup for feedback

TRAINING

- Want an EMIS focused training geared toward both EMIS coordinators and special ed directors/staff together (so they hear the same things)
  - Need to determine best way to market training opportunities to non-EMIS coordinators

- Want to better understand the impact of the data they report
- 'Back to basics' training for special ed newbies that includes terminology, etc.
- Future training should include more scenarios
- Special ed profiles training and how to dissect them
- Action items: Department will plan a Special Education EMIS Focused training for this spring (will be recorded/posted); continue to work toward other requested types of trainings

SLDS GRANT WORKGROUP

DATA QUALITY IMPROVEMENTS

GOAL

- We are engaged in a continuous improvement mindset.
- Want to discuss supports the Department provides to the field to help facilitate better EMIS data reporting and quality assurance.
- A few topic areas:
  - Communication and the importance of deadlines (to EMIS vs. Non-EMIS staff)
  - Engagement for non-EMIS school administrators
  - Gen issue checks
  - Increase usage of SDC
  - EMIS training

COMMUNICATION: IMPORTANCE OF DEADLINES & TIMELINES

Communication to EMIS Coordinators and ITCS:

- How can we better communicate EMIS reporting/appeal deadlines to EMIS Coordinators?

Communication to School Administrators (non-EMIS):

- How can we better communicate the importance of EMIS/appeal timelines and deadlines, and to whom?
  - Is there a better mode of communication to get the message across?
- What is the message that school administrators (non EMIS) need to hear to understand the urgency of data reporting and using the SDC to make sure the Report Card data is correct (before the deadlines)?
- Who else needs to get involved in communication for this message to be received?

ENGAGEMENT OF SCHOOL ADMINISTRATORS (NON-EMIS)

- School administrators are essential to EMIS reporting as EMIS has become more complex over the years. Many times, they aren't as engaged as they should be as data owners and/or content experts. Data reporting issues are overlooked until it's too late.
- Who needs to be involved in the data collection, reporting, and quality assurance process at the district?
- How can we better engage the people in these roles earlier on?
  - How can we better share the message that this is a team effort? The importance of data teams, for example.
- What resources can we provide for them?
- Deidre will walk through some ideas for webpage improvements for feedback.

GENERAL ISSUE CHECKS

- Are EMIS coordinators aware of the gen issue checks? Do they use them on a regular basis?
  - If not, how do we get more people to leverage them?
- How can we make gen issues more useful and/or user friendly?
- What are the gaps in the current checks?
- Are there aspects or check results that EMIS coordinators are not sure what to do with or how to resolve?
  - If so, suggestions for improvements?

INCREASE USAGE OF SECURE DATA CENTER (SDC)

- Who should use the SDC in a district?
  - Do administrators know what the SDC is and how to get to it? If not, why?
  - Why is important for them to be looking at the SDC?
  - What types of things are they reviewing?
- In what ways could the Department make the SDC more user friendly?
- How can the Department better communicate that folks of various roles need to review reports in the SDC and the appropriate timeline to do so (i.e., before EMIS reporting and appeal deadlines)?
- Is additional training is needed for administrators? If so, what type of training?
- How can we get more administrators involved in reviewing the SDC? If they aren't using the SDC now, why is that?
- Are there resources that would be helpful to keep districts on schedule for checking the SDC?

EMIS TRAINING

- Are we reaching all EMIS coordinators and ITC staff with existing EMIS training?
  - If not, who are we missing and how can we better serve?

- Are there gaps in the current EMIS trainings?
- Would (non-EMIS) school administrators benefit from participating in EMIS training?
  - If so, which roles and which trainings?
  - How do we reach those audiences?

ROUND ROBIN

- Any new and emerging issues that you would like to bring to our attention and/or have additional discussion?

FUTURE WORKGROUP IDEAS

- Ideas or suggestions for future workgroup ideas?

QUESTIONS?

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NEXT STEPS

- Next meeting will likely be in the spring
- Taylor or Erica will send out date/time options
- *Is there a motion to adjourn the meeting and a second?*

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