



EMIS Advisory Council

June 5, 2019

EMIS Advisory Council Timeline

- **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.

EMIS Advisory Council Timeline

- **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

EMIS Advisory Council Timeline

- 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.

EMIS Advisory Council Timeline

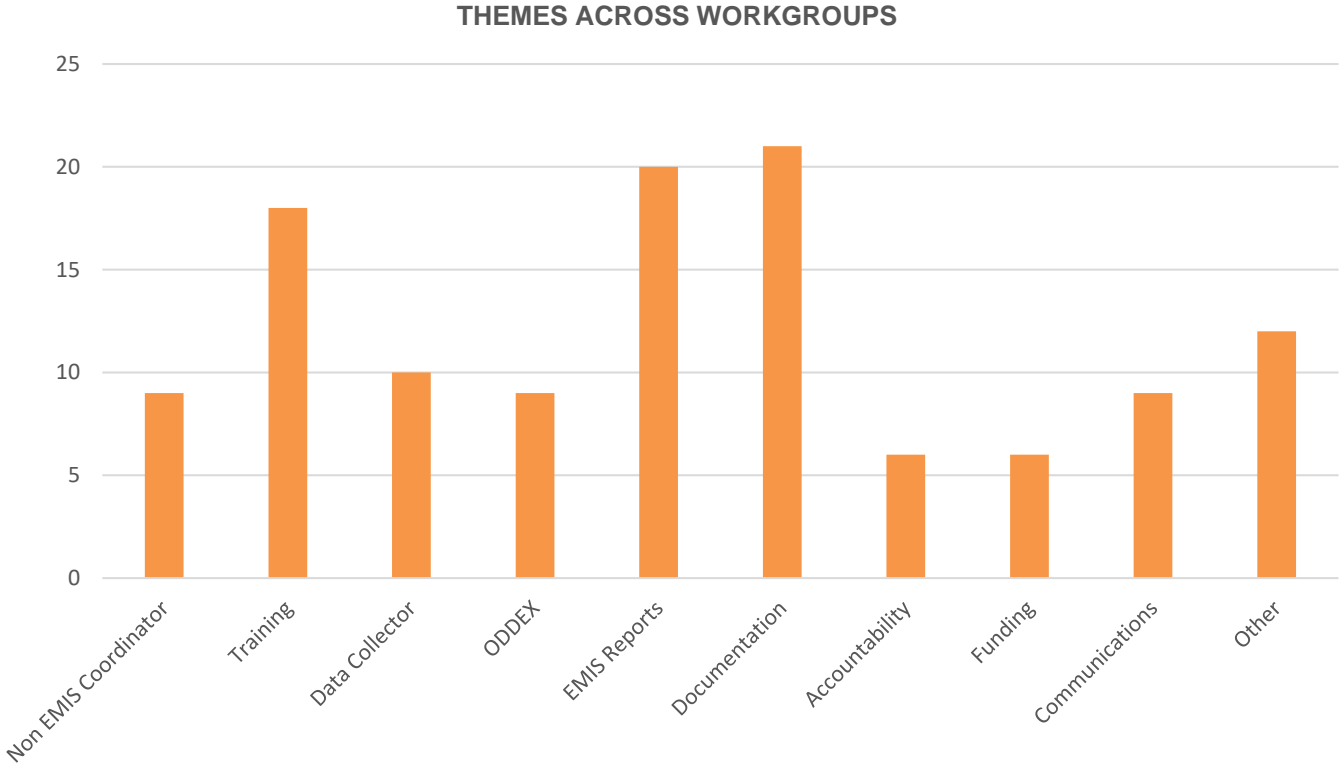
- **June 5, 2019**

- Presentation of the DRAFT proposed report and recommendations
- A motion is needed to approve the final report
- The motion must receive a second
- Open discussion and possible amendments
- A vote will be taken and if a majority votes to approve the report and recommendations, it will be submitted to the State Superintendent

Recommendation Overview

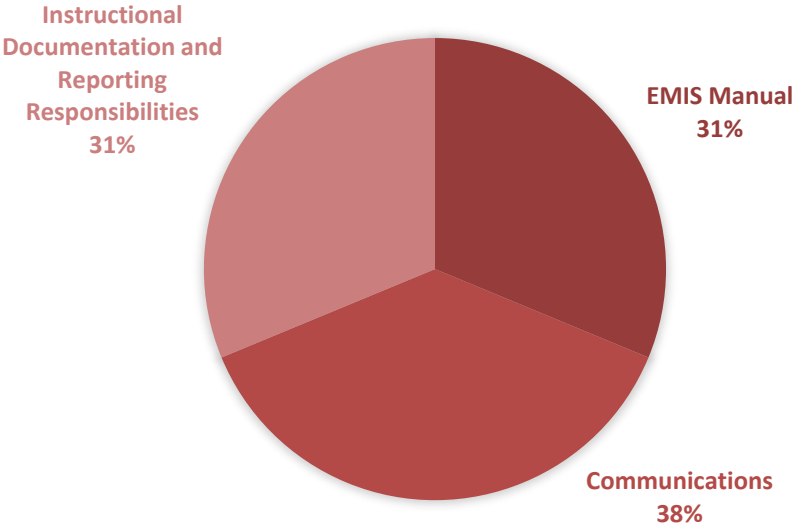
- Over 80 opportunities for improvement were identified.
- The workgroups went through a structured prioritization process.
- This report highlights the top three or four recommendations from each of the workgroups.
- The remaining recommendations are included in the report appendix.
- The remaining 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.

Recommendation Overview



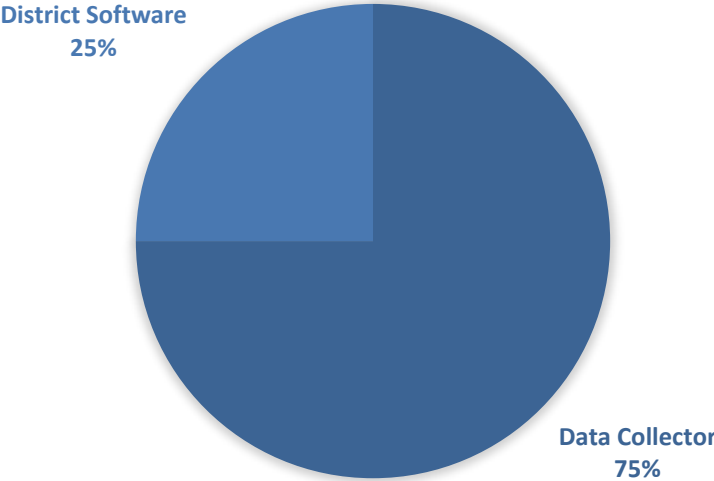
Recommendation Overview

EMIS MANUAL AND DATA REQUIREMENTS WORKGROUP



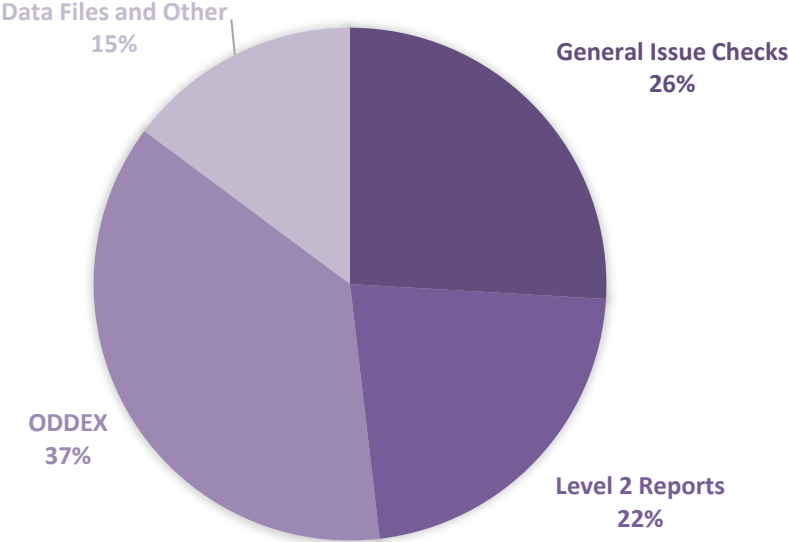
Recommendation Overview

DISTRICT SOFTWARE AND DATA COLLECTOR WORKGROUP



Recommendation Overview

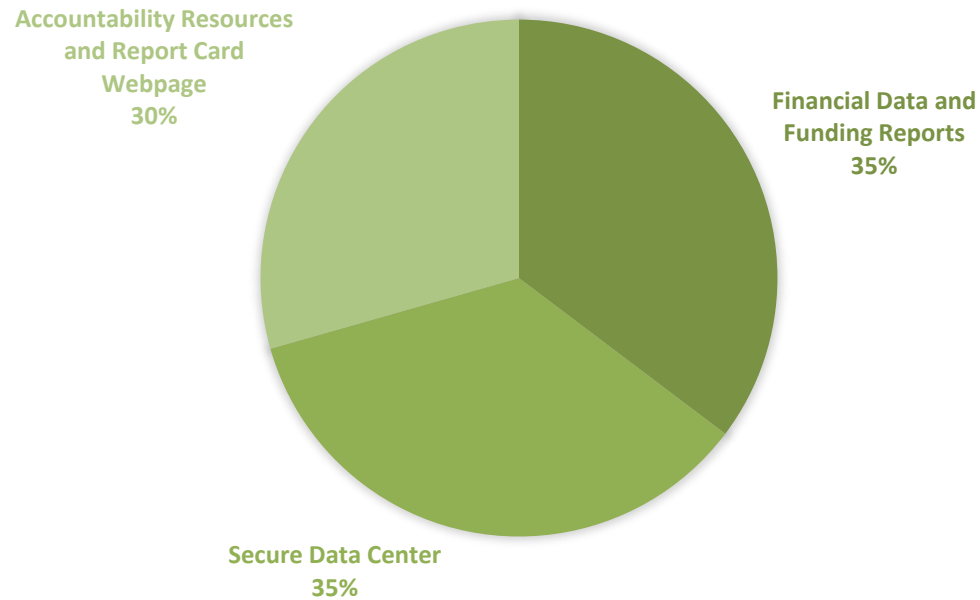
DEPARTMENT DATA PROCESSING AND ODDEX WORKGROUP





Recommendation Overview

REPORTS AND IMPACT WORKGROUP



Questions?



Other Items (if time permits)

- Recommendations in Progress
- SB 89
- OAC Items Related to EMIS
- Budget Update
- New EMIS Professional Qualifications and Development Workgroup

Recommendations in Progress

Recommendations in Progress

- EMIS Helpdesk ticket searching is difficult when trying to find information.
 - Continue to work with MCOECN to improve Helpdesk functionality taking all users into account.
- 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.
- 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.

Recommendations in Progress

- EMIS change calls being re-scheduled causes issues.
 - Do 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; 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.
 - Add 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.

Recommendations in Progress

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources | Preferences

Collection Requests Summary

Message Center Click on the triangle to show the list of topics for each message type. Click on the topic link to see the message text. [Export messages to a .csv file](#)

- ▶ **My LEA Messages** (1 Unread Messages, 1 total)
- ▶ **Messages for Organizations** (1 Unread Messages, 1 total)
- ▶ **Messages for EMIS reportes** (1 Unread Messages, 1 total)

Show messages which are: Expired Hidden

Collection Requests Summary

Ohio Department of Education

[Refresh](#) | [Restore Defaults](#) | [Hide Message Center](#)

Use the choices below to filter the list of collection requests shown

Collection Request: All **Data Set:** All **School Year:** All **Last Activity Within:** All

Show closed collections

Sort Order

Order Collections By: Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active

Recommendations in Progress

SIFWorks VRF Data Collector

[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#) [Reports](#) [Archives](#) [Messages](#) [Resources](#) [Preferences](#)

Collection Requests Summary

Message Center Click on the triangle to show the list of topics for each message type. Click on the topic link to see the message text. [Export messages to a .csv file](#)

▼ **My LEA Messages (0 Unread Messages, 1 total)**

[Large Drop in Course Data](#)
In submission 6 of your L2 data, there was a very large drop in your courses reported. This could have a large impact on your CTE funding if not corrected by 6/14/20

<input type="checkbox"/>	Hide	Maumee City (044362)	from 06/01/19	to 06/30/19
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[Show less...](#)

▶ **Messages for Organizations (1 Unread Messages, 1 total)**

▶ **Messages for EMIS reportes (1 Unread Messages, 1 total)**

Show messages which are: Expired Hidden

Recommendations in Progress

- Level 2 Reports from closed collection windows are difficult to find when needed for other purposes (such as audit requests or civil rights reporting).
 - Update Data Collector to make it easier to find archived reports from prior closed collections.
- Lack of understanding what files correlate with payments.
 - Develop the ability to snapshot files that correlate with payments.

Recommendations in Progress

- 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.
 - Add a new view 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.
 - Consider if extensions will be needed earlier in the window, and review how extensions are communicated to ensure users know about them ASAP.

Recommendations in Progress

- Data Collector is not navigation friendly to other related parts of EMIS.
 - Create a tab in the Data Collector that includes links that go to other parts of EMIS (to ODDEX, documentation, OEDS, etc).



The screenshot shows the SIFWorks VRF Data Collector interface. The top navigation bar includes tabs for Collection Requests, Collection Status, Submissions, Progress, Reports, Archives, Messages, and Resources. The Resources tab is currently selected. Below the navigation bar, the page title is 'Resources'. A message states: 'Click on the resource name to view the resource.' Two resource links are listed: 'EMIS Report Explanations' with the description 'Explanations for EMIS reports, including business rules, validations, etc.' and 'EMIS Manual' with the description 'The EMIS manual has information on data requirements, submissions, etc.'

Recommendations in Progress

- The History is missing additional useful demographic data included from EMIS reporting, such as grade level, LEP status, disability, disadvantage, gifted identification, etc.
 - Add more student de-mographic EMIS data to the History.
- Districts do not know which data were used to calculate each payment.
 - Create a snapshot re-port that shows the data that was used to calculate each payment.

Recommendations in Progress

- Districts do not have validation from the Department that they are not receiving any data checks. They are concerned they might be overlooking and missing them.
 - Evaluate opportunities for creating a report or other notification to the field regarding their status as it relates to data checks.
- Districts cannot upload a document (i.e., journal entry/invoice/court documents/proof of residency) in the Tuition module.
 - Add functionality to up-load a document in the Tuition module.

EMIS Professional Qualifications and Development Workgroup

EMIS Professional Qualifications and Development Workgroup

- **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).

EMIS Professional Qualifications and Development Workgroup

- **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

EMIS Professional Qualifications and Development Workgroup

- **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

EMIS Professional Qualifications and Development Workgroup

- **Certification and Licensure**

- 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

Questions?



Next Steps

- Proposed Next Advisory Council Meeting Dates:
 - September 23, 2019 from 1:00-4:00pm
 - September 25, 2019 from 9:00am-12:00pm
 - October 1, 2019 from 1:00-4:00pm
 - Email Taylor.Rabold@education.ohio.gov by June 14th with availability.
- Report will be submitted to the State Superintendent after tech editing has been completed by ODE's Communications office.
 - Content will not change in this process
- Plan to give periodic updates regarding the status of the recommendations.

education.ohio.gov

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OhioEdDept