



EMIS Advisory Council Agenda

Date	June 20, 2023 from 11:00am-1:00pm
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Council Members	Kristine Blind	Diane Fabian	Ben Richards	Sean Taylor
	Ashley Castle	Cathy Franks	Courtney Roberts	Sheila Vitale
	Christina Collins	Katie Hofmann	Elena Sanders	Karen Wachter
	Janice Ditto	Julie Kadri	Christine Shaw	Erica Weaston
	Greg Edinger	Robert Kornack	Cathy Spellman	Catherine Wright
	David Ehle	Stan Nicol	David Stewart	Amy Younglas

Agenda Items	Facilitator(s)	Start Time
New Members/Roll Call/Agenda Review	Erica Weaston	11:00
Approval of October 2022 Meeting Minutes	Erica Weaston	11:10
Data Elements Workgroup Update	Erica Weaston/Deidre Wunderlich	11:15
Special Education Workgroup Update	Erica Weaston	11:35
SLDS Grant Workgroup Update	David Ehle	11:45
Review/Approval of 2023 Annual Report	Erica Weaston	12:15
Round Robin – New and emerging issues	Erica Weaston	12:40
Next Steps/Adjournment	Erica Weaston	12:55

Meeting Minutes

New Members/Roll Call

- The meeting was called to order by Erica Weaston at 11:04am.
- The Council welcomed new members, Ashley Castle and Katie Hofmann.
- The first order of business was roll call. All members were present except for Greg Edinger, Cathy Franks, Julie Kadri, Robert Kornack, Stan Nicol, Ben Richards, Courtney Roberts, Sheila Vitale, Karen Wachter, and Amy Younglas.

Approval of October 2022 Minutes

- The next agenda item was to review and approve the meeting minutes from the October 20, 2022, meeting.
- Janice Ditto made a motion to approve the meeting minutes with Diane Fabian providing the second. All present workgroup members voted in favor of the approval. The meeting minutes will be posted on the EMIS Advisory Council webpage.

Data Elements Workgroup Update

- This workgroup was created to address the Council's overarching recommendation to *“periodically review the data elements to identify items that can be deleted if they are not used or required.”*
- This workgroup met three times: Nov. 2021, March 2022, and Nov. 2022 to gather feedback on EMIS data elements and reviewed the EMIS Manual.



- They determined elements that are not needed, what could be streamlined, elements that are problematic to report, elements that the Department could/should derive, and what elements should be added.
- Department staff met with program offices to determine why each identified element is collected
 - Is it required by law?
 - Did our State Board of Education add it through an administrative rule?
 - Is it used to inform a program?
 - Is it used to develop policies?
- Department staff created list of opportunities and possible improvements based on all feedback. Workgroup reviewed and approved [workgroup recommendation document](#) at the Nov. 2022 meeting. Recommendations were put into the following categories:
 - 21 completed recommendations
 - 7 in progress
 - 9 ongoing
 - 2 under long term/future consideration
- Resulting FY23 Changes
 - Updates to Student Acceleration Record (23-91)
 - Deletes Accelerated Assessment Flag and adds Accelerated Status Flag
 - Allows districts to report when a student is no longer accelerated
 - Updates to Retained Status Element (23-67)
 - Updates to Retained Status Element Name (23-4)
- Resulting FY24 Changes
 - Eliminates the District Testing (DT) record (24-29)
 - Further simplification of the Accelerated record (24-41)
 - Removes the Accelerated Level Count Element
 - Adds an option to the Subject Area Element and updates the reporting guidance to allow (not require) districts to report a single record for students who are whole grade accelerated
 - Added "missing list" for retention
 - Simplification of discipline expulsion reporting
 - Removes expulsion as a withdrawal reason
 - Adds 'sent to' option and updates guidance to report students with an appropriate 'percent of time'
 - 0% for a student receiving no services
 - More than 0% for students who are still receiving special ed services (24-33)
 - Also allows for special ed funding in these situations
 - Significant review and revision of EMIS Manual Chapter 3
 - Eliminated/clarified multiple staff related data elements in the EMIS Manual Chapter 3 redesign (24-17)
 - Grade Levels Assigned-High (and –Low)
 - Semester Hours clarification
 - Principal Experience Years, Total Experience Years and Authorized Teaching
 - Updated Contract staff sections for clarity
 - Update FAQs
- Moving forward, Department staff will continue to review and talk with program offices regarding the ongoing/long-term recommendations.

Special Education Workgroup Update

- Goal of the workgroup is to review special education data reported to the Department



- What challenges exist in data reporting, how to streamline data, and where there are gaps/unmet data needs
- Staff roles and collaboration within districts
- Intersection of special education policy and data
- Review resources and reports made available by the Department to aid districts in reporting and analyzing data, tracking accountability, and analyzing student services.
- Met for first time in April 2023.
- The workgroup consists of almost 30 participants representing EMIS Coordinators, ITC staff, special education coordinators, superintendents, other special education staff from many organization types.
- Workgroup discussion themes:
 - Issues exist because their internal systems do not “talk to each other.” This creates a variety of data reporting challenges
 - Transitions are challenging to know how to code in EMIS
 - Preschool to kindergarten transition
 - Juvenile detention facility reporting
 - Court placed students
 - Community/charter schools
 - Expulsions
 - Out of state
 - More robust training opportunities
 - Based on your role,
 - Answer the “why”, “what”, “when”, and “how” for each role as it related to special education reporting
 - Helpful to include both EMIS and special ed. staff
 - More documentation
 - FAQ with scenarios for special education.
 - Review of special ed. terminology in the EMIS Manual
 - Challenges associated with lack of data team and collaboration and communication within district
- The workgroup discussed a proposal to restart the collection of program codes that identify special education related services in FY24. Overall, the workgroup supported this proposal and identified revisions, additions, and deletions needs to the draft program codes. Change 24-34 was posted for public comment on May 10. No public comments were received that expressed concerns about the reporting and collection.
- This workgroup will meet again in the fall to continue discussion in more detail.

SLDS Grant Workgroup Update

- Met in Dec. 2022 and May 2023
- There are well over 200 data points that pull together to populate Progress Towards Graduation (PTG) Module and Early Warning System (EWS).
- Department has developed a Data Dictionary which will show the source of data for each field.
- Workgroup reviewed the Data Dictionary list and provided feedback on the data included and not included.
- Progress Towards Graduation (PTG) Module
 - PTG helps provide access to a student’s graduation progress based on competency, readiness, and courses. Will show data for students enrolled or students claimed. This will be a great tool for guidance and enrollment staff.
 - Rollout will begin this month and will start with credit reports.
 - By fall, all reports will be available and reflect all data for this school year.



- Workgroup discussed how the PTG is organized, the drill down/detail capabilities, and how to eventually create a PDF from the screen. Members were given the opportunity to provide feedback to make sure the right reports are in the menu, if there is anything missing, and asked to identify any reports they would never imagine using.
- Early Warning System (EWS)
 - EWS module will assist districts in identifying students that may be at risk of not graduating on time. This will also be a great tool for guidance staff.
 - Will be available in ODDEX during the 2023-24 school year.
 - Three high-level indicators of students who should be examined regarding graduation risk:
 - Absent for 10% of school
 - Have a suspension
 - Failing grades
 - In addition to statewide criteria on these items, each district will be able to configure their own threshold.
 - System will assign a graduation risk level (low, medium, high, ultra) based on points assigned in several areas.
 - Points in some areas are all-or-nothing, others vary by the amount.
 - In addition to areas with indicators, includes some demographic information, assessment performance, years retained in school, number of buildings attended, and extracurriculars (lack of).
 - Members reviewed and provided feedback on a variety of aspects of the user interface.
 - The system will be released this fall.
 - Workgroup members expressed the importance to promote these tools with a data team approach. They emphasized the need for training and communication about these tools, as well as promoting access.

2023 Annual Report

- This is the fifth annual report issued by the EMIS Advisory Council.
- Out of the 146 recommendations to date, 111 have been completed, 12 are in progress, 12 are ongoing, and 11 are in the long-term/under future consideration category.
- Since 2018 through 2022, nine workgroups have completed their work.
 - Career-Technical Education
 - Department Data Processing and Ohio District Data Exchange (ODDEX)
 - District Software and EMIS Data Collector
 - EMIS Data Elements
 - EMIS Manual and Data Requirements
 - EMIS Professional Qualifications and Development
 - Framework for EMIS Professionals
 - Reports and Impact
 - Secure Data Center
- Two workgroups are ongoing and will continue to meet.
 - Special Education
 - Statewide Longitudinal Data Systems (SLDS) Grant
- Council member Kristine Blind made a motion to approve the 2023 annual report with Elena Sanders providing the second. All present workgroup members voted in favor of the approval. The [annual report](#) will be posted on the EMIS Advisory Council [webpage](#), and these recommendations will be sent on to J. Christopher Woolard, Ph.D., Interim State Superintendent of Public Instruction for consideration.

Round Robin – New and emerging issues

- Kudos on comprehensive work on annual report.



- Workgroup members expressed positive feedback on the Early Warning System.
 - One workgroup member asked how we can make sure schools are actually going to use these tools? “District staff see the value, but some software vendors already have these reports and they don’t get looked at.” They emphasized the need for communication and training for these tools.
 - The Department hopes that eventually we move in the direction where district staff can’t do their jobs without looking at these tools/reports. They will be extremely beneficial.
- Multiple Council members mentioned the need for training on staff reporting especially with the updates to the EMIS Manual. This training should include HR/payroll staff, treasurers, and EMIS staff. Include timelines for other staff to help them see their involvement/overlap. Possibility of collaborating with OASBO or OEDSA.
- One member asked about the Data Collector migration to OH ID.
 - Department staff explained that we are on track to head there this fall. Department staff are in the process of testing code, etc.
 - There will be new roles, but most staff, like EMIS coordinators, won’t need new roles. Mostly Superintendents and treasurers to get new roles.
 - Council members expressed concern with this transition after the recent statewide OH ID issue. “What kind of preventative plan when OH ID is down and need to submit data?”
 - While this was a statewide issue and not an agency issue, the Department will need to be ready if and when something like this would happen again. Putting pressure at a state level while also planning for a backup with direct link for particular application will be important.
- Emerging issues:
 - Issues on when to report industry credentials to EMIS. They need clear guidance.
 - Frustration getting data for students from other districts, especially community schools, which hinders student planning and success.
 - Need for OEDS roles cross-walk to better understand roles and what each role does.
 - In general, it would be helpful if the Secure Data Center – Local Report Card reports could say “not final” because superintendents are getting in there and looking at those and getting antsy because they think they’re final.
 - Issues around the acceleration record/FY23 change. “Is it SIS or is it business rules applying wrong?”
 - The Secure Data Center reports have not yet accounted for the newly reported Accelerated Status Flag (EMIS Change 23-91). At this time, students reported with an Accelerated Status Flag of ‘N’ for an assessment subject code are currently receiving a proficiency bump for corresponding assessments where they score Proficient or Higher. This impacts PI, Achievement, Gap Closing, Overall Rating. As a result, metrics and ratings using the Performance Index may be inflated. The Department is working to resolve the issue and will confirm when updates have been made.

Adjournment

- The next meeting will likely be in the fall. Date and time options to come.
- David Ehle made a motion to adjourn the meeting with Sean Taylor providing the second. The vote was unanimous in favor of adjournment. The meeting adjourned at 12:47pm.