EMIS Advisory Council

September 23, 2019

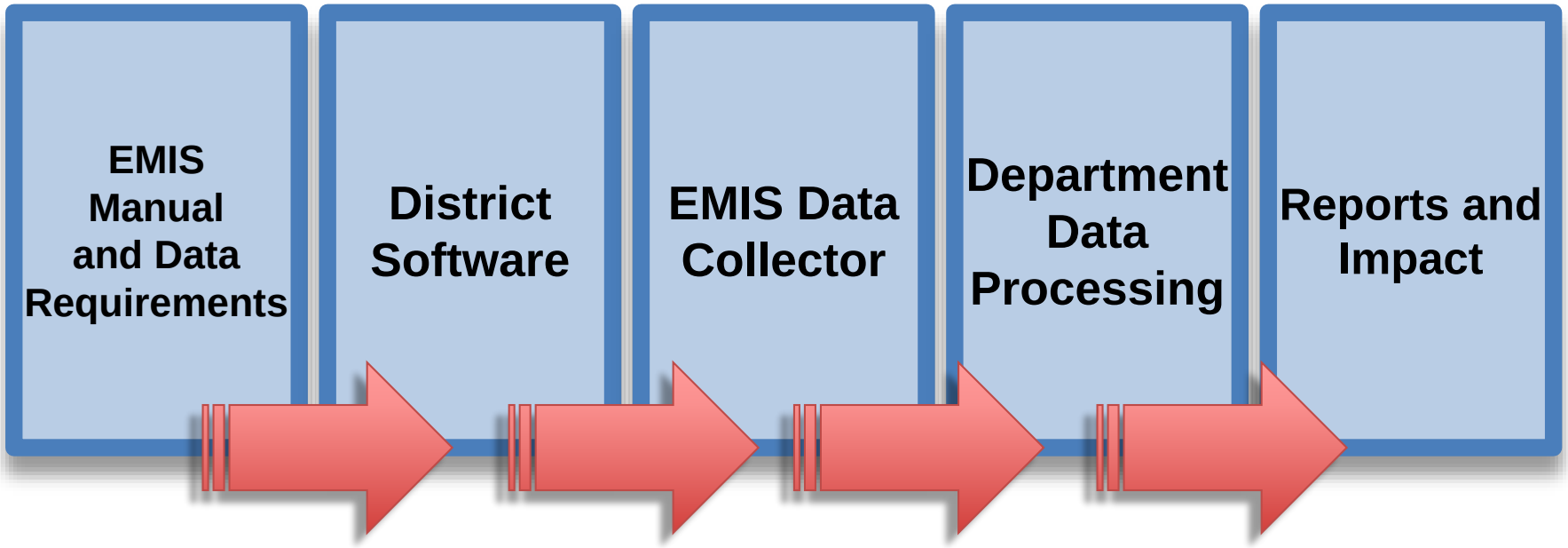
EMIS Advisory Council Timeline

- **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 & Data Requirements
    - District Software & EMIS Data Collector
    - Department Data Processing & ODDEX
    - Reports & Impact

Domains of EMIS



Workgroups

EMIS Manual & Data Requirements

- Reporting Responsibility Documentation
- Communication of Changes/Updates
- Valid Definitions & Formats
- Instructional Documentation

District Software & EMIS Data Collector

- Student Information System
- Payroll/HR System
- Level 1 Validations
- User Interface
- Extracts from SIS
- Report Access

Department Data Processing & ODDEX

- ODDEX
- Gen Issues
- Level 2 Reports
- Statewide Processing
- Certification

Reports & Impact

- Finance
- Secure Data Center
- Accountability
- Report Card
- Funding Reports

EMIS Advisory Council Timeline

- The four workgroups, consisting of Council members and additional EMIS stakeholders nominated by Council members, met twice between February 2019 and 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.

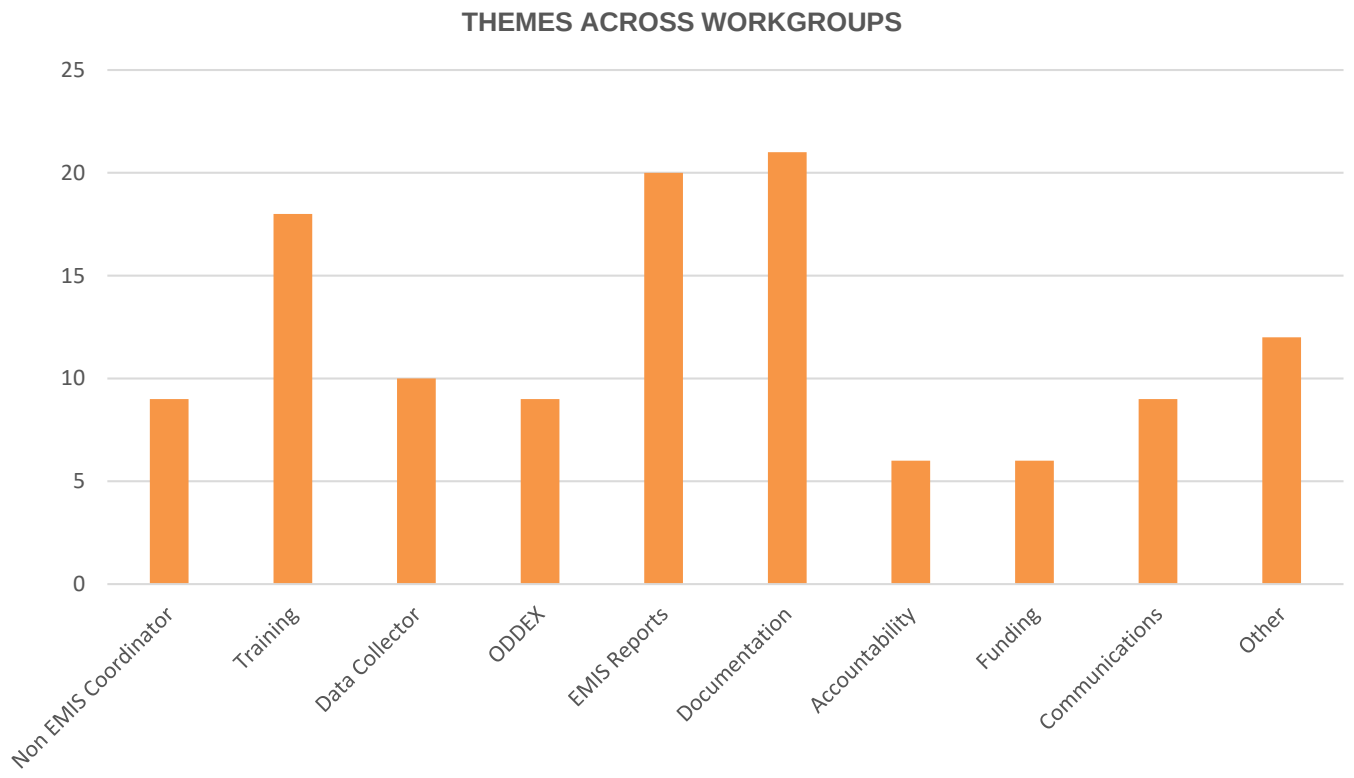
EMIS Advisory Council Timeline

- **June 2019**
  - After one amendment was made, the report was voted on and approved to be submitted to the State Superintendent.
    - As a result, the newest workgroup, EMIS Professional Qualifications and Development, was created.

Recommendation Overview

- Over 80 opportunities for improvement were identified.
- The workgroups went through a structured prioritization process.
- The report highlights the top three or four recommendations from each of the workgroups, and all 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.
- Full report here.

Recommendation Overview



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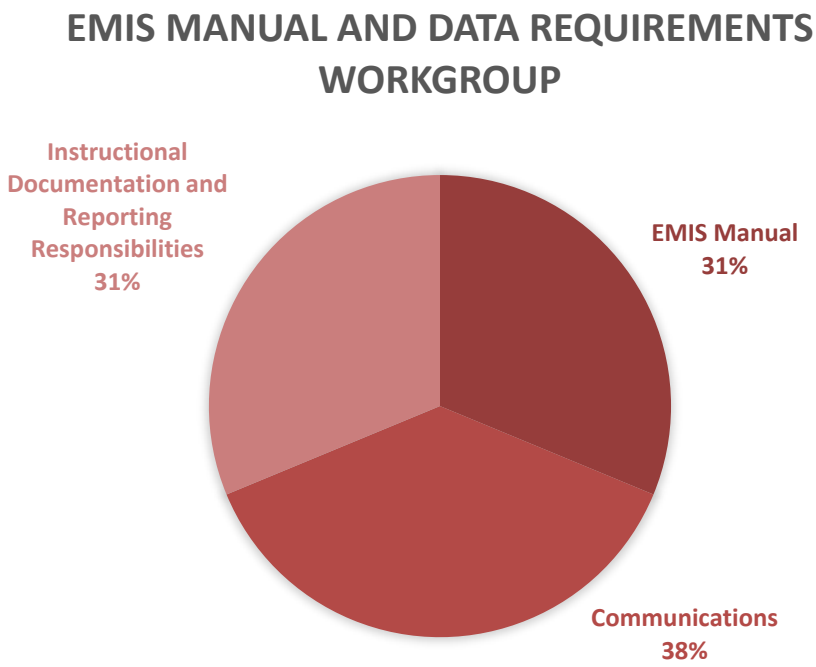

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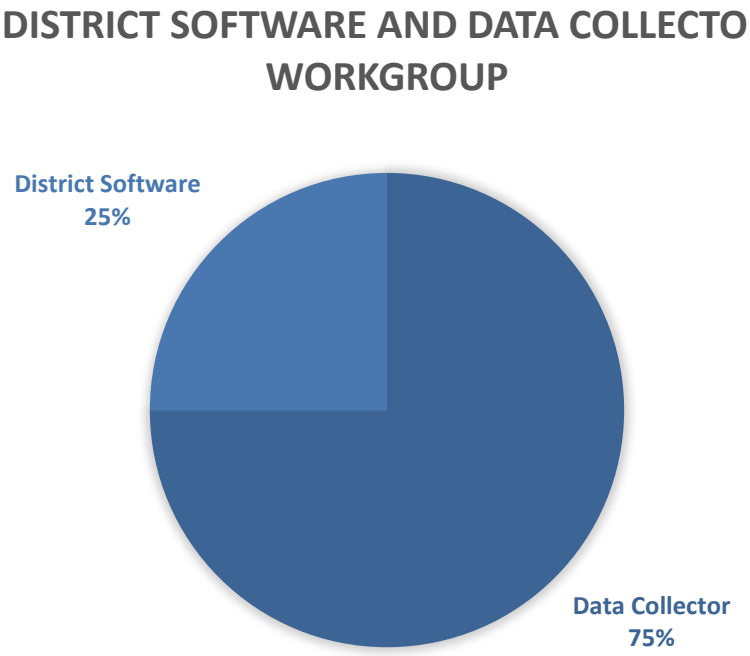

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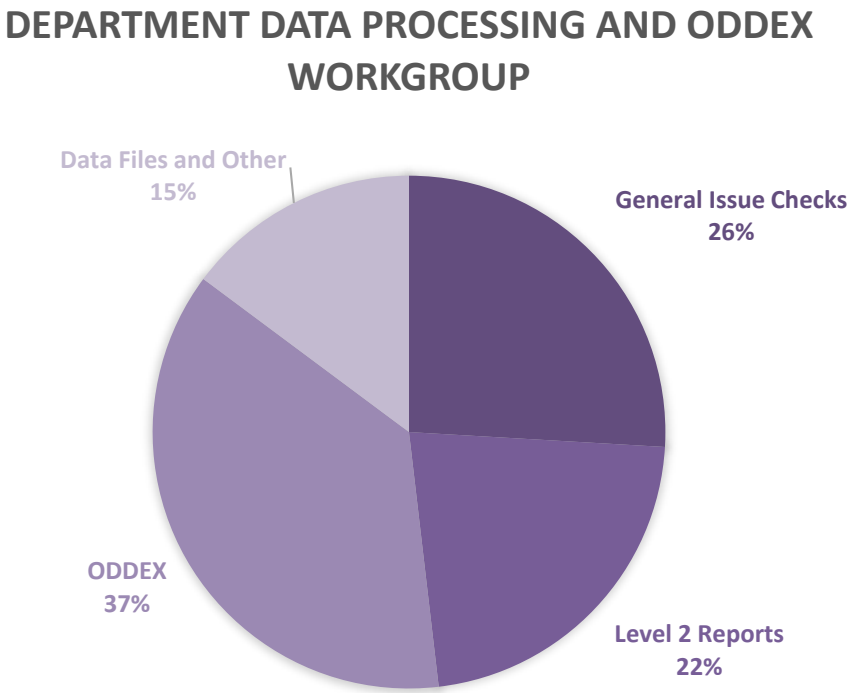

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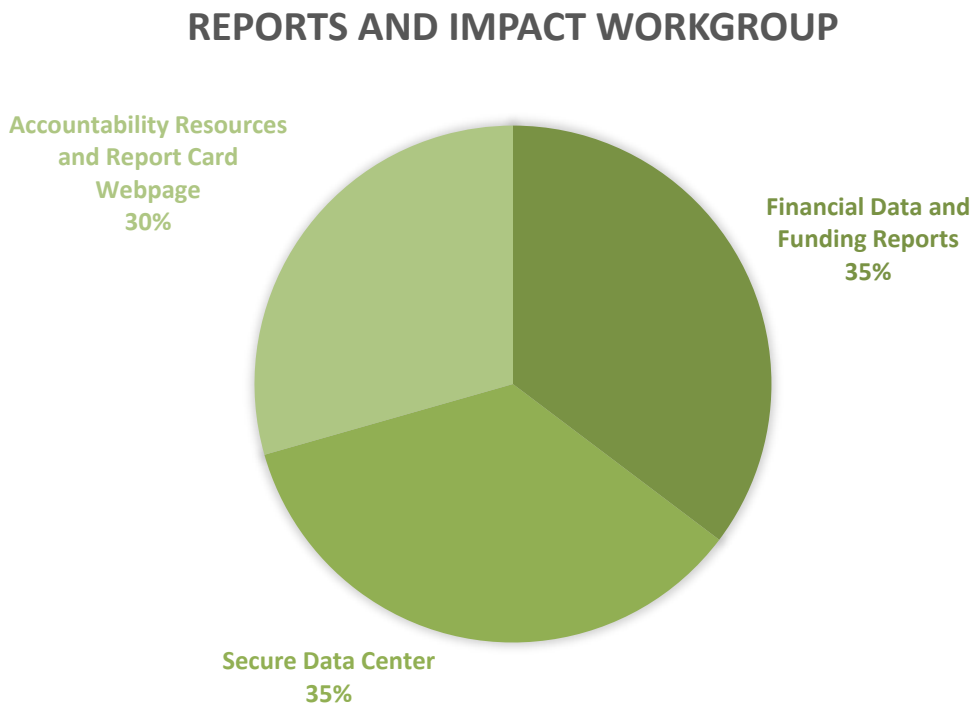

Status of Recommendations

EMIS Manual & Data Requirements Workgroup

Main Takeaways

- No centralized location for EMIS communications
- Difficulty explaining EMIS to non-EMIS staff
- Lack of awareness of the many resources ODE already have available

Lack of a centralized location for EMIS communications

- Short-term opportunity for improvement: Create a one stop shop for all recent EMIS communications.
  - EMIS Roundup was created in May and published to the EMIS webpage.

EMIS Roundup

This page will be updated regularly to include the major EMIS events of the previous month. This page is not meant to include detailed information, to be all inclusive, or to replace any other communications. This is a one stop summary to assist you in ensuring you have not missed any major EMIS happenings.

Updates included for August 9, 2019 – September 6, 2019

Newsflashes

9/6/19: SDC release notes
9/5/19: Data review reminder
9/3/19: Collection posted
8/30/19: Collection posted, conference call notes posted, files released
8/26/19: Collection posted, data appeal open, SDC release notes, Sept/Oct training, files released
8/19/19: Data appeal reminder
8/16/19: Collection posted, files released
8/15/19: Reports in SDC, conference call notes posted, collection posted
8/12/19: Data review open, data appeal open
8/9/19: Collection posted

EMIS Manual (EMIS Manual found here)

FY20 sections are being posted

EMIS Conference Calls (Link to notes found here)

8/30/19: EMIS ITC Conference Call
8/15/19: EMIS ITC Conference Call

Files (File Descriptions found here)

9/4/19: CTE enroll by LEA file; CTE enroll by SSID file
9/3/19: CTE achievement file; CTE CTPD PI file
9/3/19: Report Card EL progress measure file
8/26/19: DPR Assess pass rate file
8/16/19: CTE TA file
8/16/19: CTE CTPD TA file
8/15/19: CTE CTPD PI file
8/14/19: Several grad cohort file
8/12/19: EL progress file

Collections (Release Notes found here)

9/3/19: FY19 H Supp, v2
8/30/19: FY20 Initial S, v1
8/26/19: FY19 COS, v3
8/15/19: FY19 G, v2

EMIS Training (Training Schedules found here)

8/6-8/21: August ODE ITC EMIS Trainings
8/21: New EMIS Coordinator Training

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It is difficult to explain EMIS reporting to administrators and other staff who have not had EMIS reporting training.

- Long-term opportunity for improvement: Develop webinars and/or training for other key players, such as superintendents, principals, treasurers, etc.
  - EMIS Training videos were created and published to the EMIS webpage in July.

Completed Training Videos:

- Stay Connected with EMIS Communications
- Getting Help With EMIS Reporting Questions
- An Introduction to EMIS Reports
- The Language of EMIS
- EMIS Documentation

Upcoming Training Videos:

- Data Collector Basics
- EMIS Manual
- ODDEX, SDC, Data Appeals

EMIS Training Videos

- Located under the resources section.

http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training-Videos

EMIS Glossary

- The purpose of the *EMIS Glossary* is to provide definitions for many EMIS terms and phrases.

http://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Glossary

Lack of awareness of the many resources ODE already have available

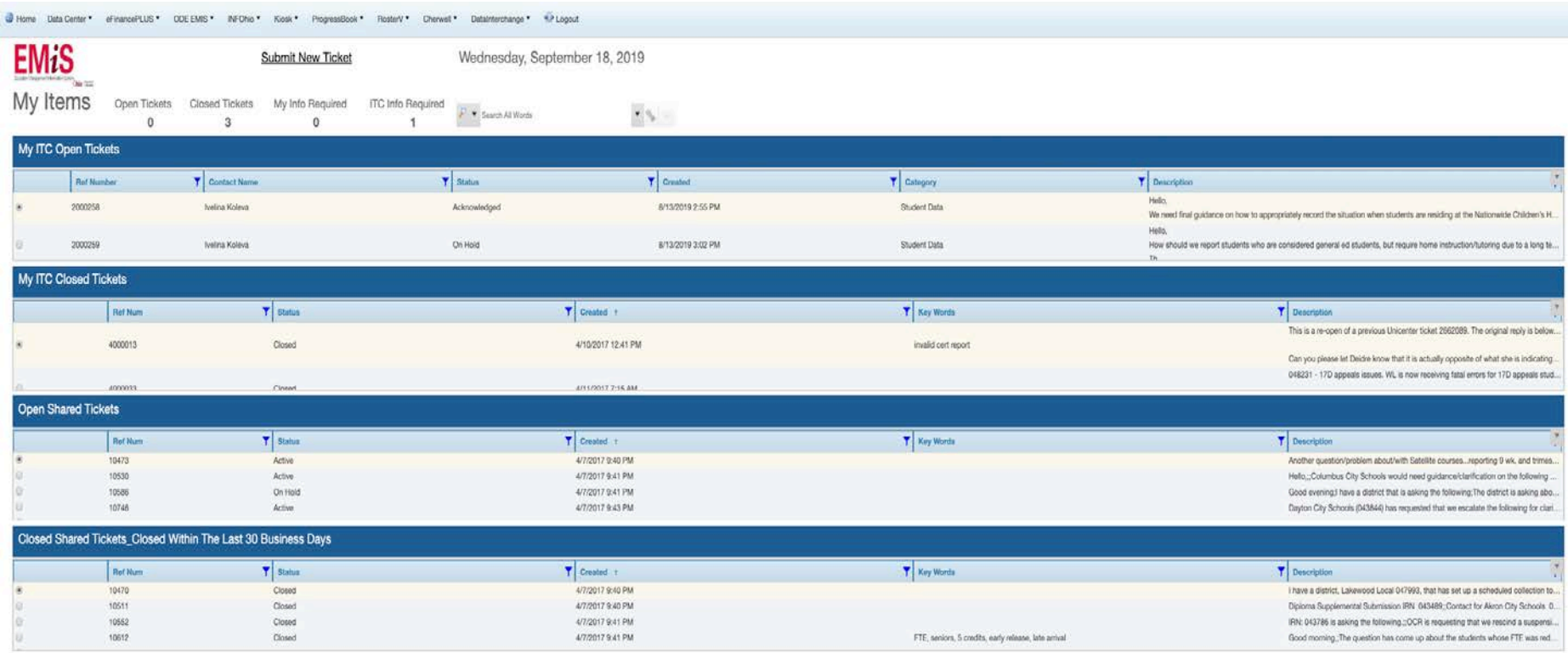
- Short-term opportunity for improvement:
  To help with resource awareness and centralized information, the most commonly used and helpful resources available to districts will be in one spot.
  - EMIS Learning Library was published in July.
    - http://education.ohio.gov/Topics/Data/EMIS/EMIS-Learning-Library

EMIS Helpdesk searching is difficult when trying to find information

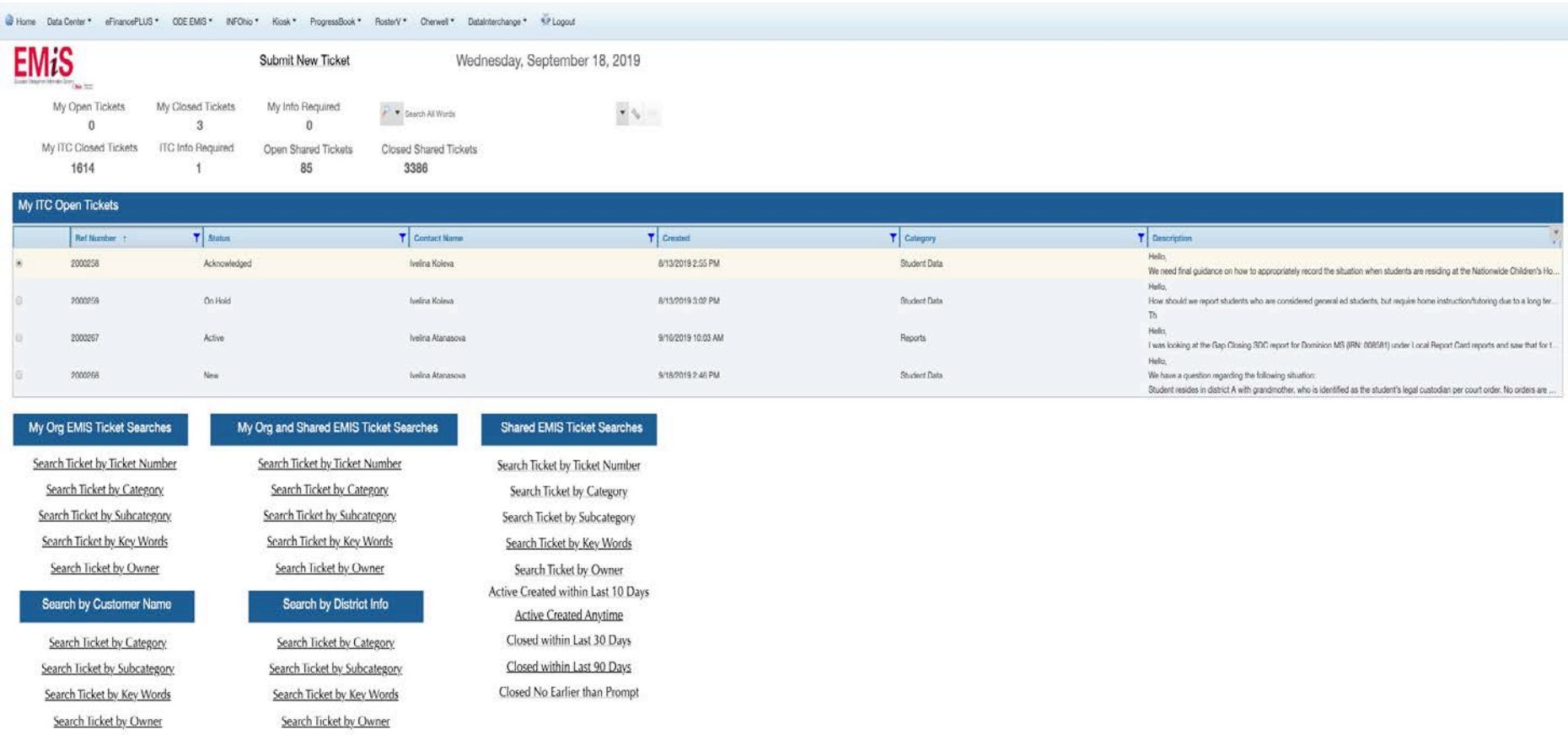
- Short-term opportunity for improvement: Continue to work with MCOECN to improve Helpdesk functionality taking all users into account.

–Anticipated roll out of enhanced search options October 7th

Current Portal Dashboard



New Portal Dashboard



Department Data Processing and ODDEX Workgroup

First Priority Challenge/ Opportunity for Improvement

Challenge	Opportunity for Improvement	Actions
EMIS Coordinators find it challenging to give data checks to other district staff for assistance with collecting and correcting data. Other staff do not always understand the relevance of the information.	Create multi-audience training/documentation for district staff to help them interpret EMIS data, as well as, understand the importance of their role related to EMIS data.	Created series of basic instructional web videos targeting new EMIS Coordinators. Next steps: More content for both EMIS and non-EMIS users on many topics. Possible new workgroup to provide feedback on resources for non-EMIS users

Second Priority Challenge/ Opportunity for Improvement

Challenge	Opportunity for Improvement	Actions
Districts need more frequent feedback about data reporting during the collection.	When possible, provide general issue checks earlier in the collection and more often toward the end.	All general issues checks were started two weeks earlier in 2019 than in previous years. Most checks were run at least twice/week during the last two weeks of the data collection window. Process to distribute checks was updated to allow each check to be sent out as soon as it is completed.

Third Priority Challenge/ Opportunity for Improvement

Challenge	Opportunity for Improvement	Actions
The FTE Detail report does not display some information useful to correcting issues associated with data reporting. For example, a student's total FTE and the % of time reported by other districts.	Review information displayed in FTE Detail report to determine what additional data could be provided. Consideration will be given to adding the LRE data, a student's total FTE, and percent of time reported by other districts.	Suggested additions will be evaluated along with other suggested additions to reports Next version of the Data Collector will enable ODE to easily add additional data points to existing reports (currently very difficult to add them)

Status of Other Recommendations

Challenges	Opportunity for Improvement	Action
The History is missing additional useful demographic data included from EMIS reporting, such as grade level, LEP status, disability, disadvantagement, gifted identification, etc.	Add more student demographic EMIS data to the History.	Completed.
Districts find it difficult to locate their data checks in the Data Collector.	Provide training to help districts better utilize the Data Collector to find and filter for checks. Add a messaging section to the first tab of the Data Collector to allow ODE to point out most important updates and issues that need to be addressed.	Started creating instructional videos series for EMIS Coordinators covering basic Data Collector usage. Introductory video is almost completed. More videos are planned. Messaging section in Data Collector is now available.
Districts cannot upload a document (i.e., journal entry/invoice/court documents/proof of residency) in the Tuition module.	Add functionality to upload a document in the Tuition module.	Completed. In addition, uploads into the Community School SOES module will be added later this week.

Status of Other Recommendations

Challenges	Opportunity for Improvement	Action
It is difficult to find various data files in the Data Collector.	Provide web-based training for multiple audiences at districts to help districts better utilize the Data Collector to find and filter for data files with a link to training.	Started creating instructional videos series for EMIS Coordinators covering basic Data Collector usage. Introductory video is almost completed. More videos are planned.

Reports and Impact Workgroup

Reports and Impact Workgroup

Challenge #1	Opportunity for Improvement	Action
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.	Reviewing impact of budget changes on use of data for payments; reports will be created to help clarify which current year data impacts current year payments (see also challenge 2)

Reports and Impact Workgroup

Challenge #2	Opportunity for Improvement	Action
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.	Latest version of Data Collector includes ability for ODE to create snapshots; snapshots are now on the Archive tab with their own display/search options

Reports and Impact Workgroup

Challenge #3	Opportunity for Improvement	Action
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.	The current business intelligence tool does not appear to have this capability. We are exploring options to migrate to a new tool that is more user friendly.

Reports and Impact Workgroup

Challenge #4	Opportunity for Improvement	Action
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.	The legislature has not acted on this, but ODE staff will continue to work with them as they return to session in the fall.

Reports and Impact Workgroup

Challenge	Opportunity for Improvement	Action
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.

Reports and Impact Workgroup

Challenge	Opportunity for Improvement	Action
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

Challenge	Opportunity for Improvement	Action
The letter grades are not a true picture of districts' and schools' performance.	ODE will facilitate a discussion with stakeholders to find ways to make the report card tell a story.	ODE's new Director of Field Relations is listening to stakeholders at the BASA regional meetings to help make this a reality.

Reports and Impact Workgroup

Challenge	Opportunity for Improvement	Action
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.	Our regional data leads will be hosting meetings this fall and one series of meetings will focus on the report card for non-EMIS personnel.

District Software & EMIS Data Collector

District Software & Data Collector

Challenge #1	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	In recent software upgrade, added back-end code towards adding names to files; began discussions on adding report writer (also see challenge 3)

District Software & Data Collector

Challenge #2	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	Missing lists adjusted to handle acceleration and alternate assessments; EMIS change being considered to capture exact test windows

District Software & Data Collector

Challenge #3	Opportunity for Improvement	Action
Additional Level 1 check or additional information on a report do 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.	Exploring options for integrating report suggestion submissions with the web site; exploring options for presenting suggestions back to field for ranking/evaluation

District Software & Data Collector

- 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.
  - Added 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.
- Level 2 Reports from closed collection windows are difficult to find when needed for other purposes (such as audit requests or civil rights reporting).
  - Updated Data Collector to make it easier to find archived reports from prior closed collections.

District Software & Data Collector

- Lack of understanding what files correlate with payments.
  - Developed the ability to snapshot files that correlate with payments.

- 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.
  - Added a new view in the Data Collector designed with the novice user in mind, without removing current functionality needed by EMIS coordinators.

District Software & Data Collector

- 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.

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

EMIS Professional Qualifications and Development Workgroup Update

EMIS Professional Qualifications and Development Workgroup Update

- Scope/charge:
  - Identify qualifications and core competencies of an EMIS coordinator
  - Review existing professional development and training opportunities available to EMIS professionals
  - Discuss certification and licensure process, cost, advantages and disadvantages

EMIS Professional Qualifications and Development Workgroup Update

- Meeting dates:
  - Monday, September 23, 2019 from 9:00am-12:00pm
  - Monday, October 28, 2019 from 1:00-4:00pm
  - Wednesday, December 4, 2019 from 9:00am-12:00pm

Future Workgroups

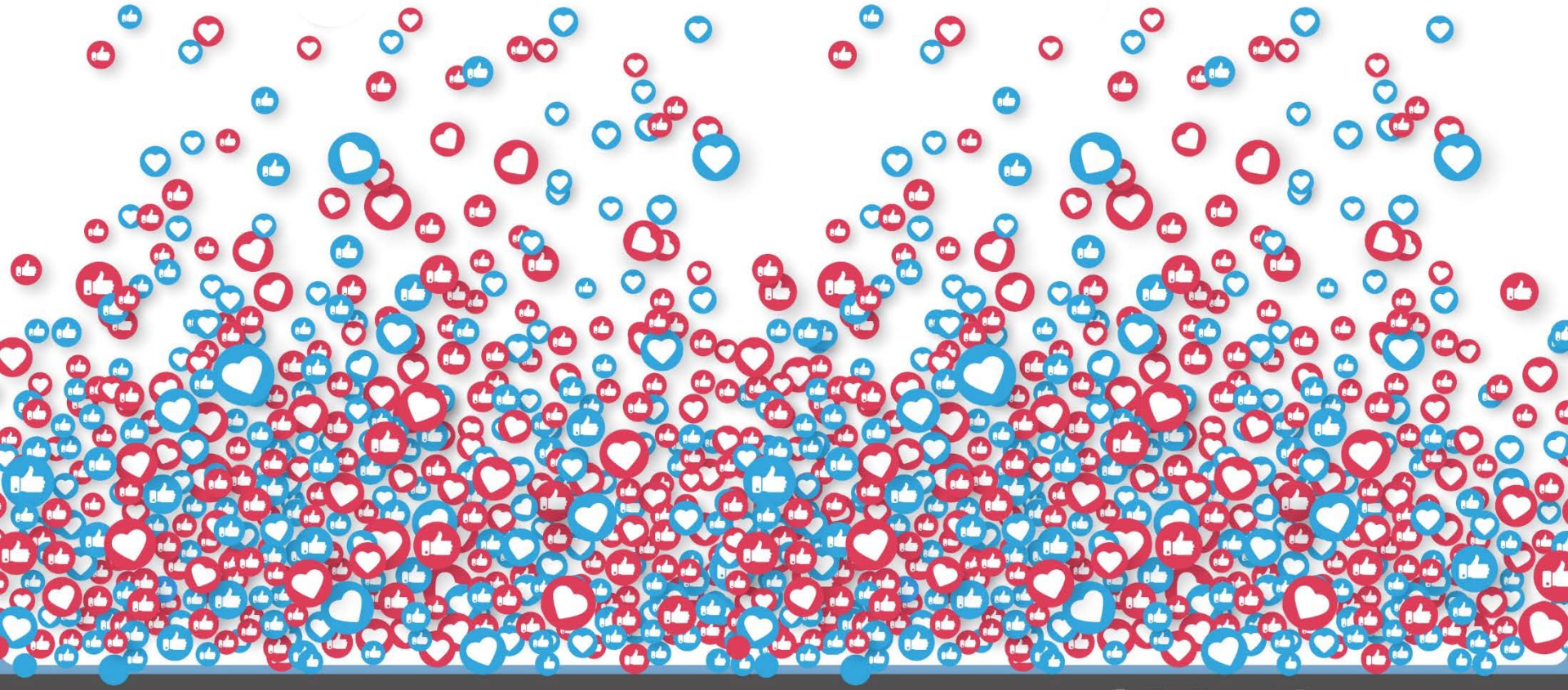
- Resources for non-EMIS Coordinators
- Career Tech
- Secure Data Center
- Graduation changes

Next Steps

- **Proposed Next Advisory Council Meeting Dates:**
  - Wednesday, November 6th from 1:00-3:00pm
  - Monday, November 18th from 1:00-3:00pm
  - Wednesday, November 20th from 10:00am-12:00pm

- E-mail Taylor.Rabold@education.ohio.gov **by October 1, 2019** with your availability.

@OHEducation



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