

EMIS ADVISORY COUNCIL

EMIS Data Elements Workgroup

Location	Ohio Department of Education, 25 S. Front St., Columbus
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Date	Tuesday, Nov. 9, 2021; 10:00 a.m.–12:00 p.m.
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Facilitators	Marianne Mottley**	Erica Weaston
	Chad Richardson	Deidre Wunderlich

Attendees	Tami Bevins	Elizabeth Davis**	Kylea Kimmerly	Stephanie Rouse
	Toni Brady	Annie Epperson	Helen Mills	Gail Sams
	Kim Burgert	Samantha Howard	Susan Payne	Diane Smith**
	Korinne Conder	Cindy Howard	Kim Rhoads Atwell**	Karen Wilson

** Indicates the workgroup member is also on the EMIS Advisory Council.

Agenda Items	Facilitator	Approx. Start Time
Welcome/Roll Call/Introductions	Marianne Mottley	10:00
Background of the Council and Workgroup	Marianne Mottley	10:10
Workgroup Goals	Marianne Mottley	10:15
Discussion/Brainstorming	Marianne Mottley	10:20
Next Steps/Adjournment	Marianne Mottley	12:00

Meeting Minutes

Welcome/Introduction to Microsoft Teams/Roll Call

- The meeting was called to order by Marianne Mottley at 10:07 a.m.
- The first order of business was roll call. All members were present except for Kim Burgert, Elizabeth Davis, Samantha Howard, Kim Rhoads Atwell, and Diane Smith.

Background of the EMIS Advisory Council

- The EMIS Advisory Council is authorized by Ohio Revised Code §[3301.0713](#) to make recommendations to improve EMIS and to provide a forum for communication and collaboration between the Department and parties in the field involved in collecting, reporting, and using EMIS data.

Background of Workgroup

- The current workgroup was created in response to an overarching recommendations made by the Council, which stated that a large volume of data is required to be reported by districts. The Council identified a long-term opportunity improvement for this challenge, such that there would be a periodic review of the data elements to identify items that could be deleted if they are not used or required.
- As of May 2021, these reviews continue. Department staff have been reviewing the EMIS Manual to determine why each item is collected and where it must be reported/used. The goal was to complete the review by the end of June 2021, however, the work still continues as program offices can be involved and help determine if items can be eliminated for the 2022-2023 school year. Additional input is still needed from this workgroup on where to focus on changes.

Workgroup Goals and Expectations

- The current workgroup is tasked with reviewing the current EMIS data elements and identifying which elements are not needed, need added, problematic to report, and could be derived by the Department, as well as missing resources, reports, or guidance.
- The expectation is that all workgroup members be present at each of the meetings in order to facilitate discussion and to provide updates and feedback to the Council.

Discussion/Brainstorming

- Next, the workgroup held a round robin style discussion to give their feedback. Their comments are documented below.
- **What's not needed? Is it required by law? Is it used for funding, report cards, or other policy decisions? Does another element exist with the same basic information?**
 - The following three recent examples were given and then the workgroup began identifying others in this category: Retention reporting: reduced to only third grade students, English learners: no longer report after exit date, and Capital assets record eliminated
 - DT record – not used by assessment
 - Department staff said they would check with the appropriate data manager to make sure this is still required for federal reporting for special education.
 - Percent of time for CCP and payment approval through ODDEX
 - Co-curricular/Student memberships (yearbook, math teams, science teams, etc)
 - One workgroup member asked if the new report card will look at these items?
 - Hardware connectivity
 - Time consuming and hard to collect
 - One workgroup member suggested that this could be narrowed down to yes/no – do they have device? Do they have internet? It could be more of a flag instead of program code.
 - 3rd grade retained status
 - One workgroup member felt the name can be misleading. Sometimes staff don't realize that it's not just retained, but also includes promotion.
 - Calendar/Calamity days
 - Staff accidentally report this incorrectly because they don't control it.

- **Preschool**
 - Very time consuming and issues often arise. Such as duplicate SSIDs from ESCs and DOR, punctuation in name, birth certificates created with insufficient information, etc.
 - Student Claiming Module might eventually help.
- **Gifted**
 - One workgroup member asked if assessed and screened data is needed for gifted if identified is the only thing used?
- **DN record**
 - Several workgroup members asked how necessary some of these items are in the DN record (i.e. homeschool count)? Could this be refreshed to how eye exams were done?
- **Foster court placed and DOR**
 - Direct funding
 - Index module to approve
- **Reporting same thing in two places?**
 - Accelerated – Workgroup members felt that this is hard to understand and could be consolidated.
 - Special education FTE, 212, assignment area
 - High and low grades
 - Transportation and food service
 - Assignment area for supervisors? Used for funding?
 - FN core fine arts – FAR – make it just for the exception
 - Grad progress module in ODDEX
 - Several workgroup members expressed that this is a huge thing for SIS to understand grad requirements. If it were streamlined then this would relieve a lot of stress. Counselors doing so much data entry and review that they don't have time to be counselors.
 - Looking for software to track seals
 - Seals – once they get two seals, can they stop tracking? Is there benefit to obtaining more than 2 seals?
- **What's problematic? Are there particular elements that are difficult to report? How could this reporting be made easier?**
 - Gender
 - Race
 - It was explained that there is a federal requirement that includes a two part question for race (Local ethnicity, racial group, Hispanic/latino, submissive, etc)
 - P-EBT
 - Workgroup members emphasized that this data is very time consuming and involves making phone calls to get information and calculations.
 - One workgroup member questioned whether economically disadvantaged is going to be accurate this year because forms aren't being filled out since families are already receiving free lunches.
- **What should ODE derive? Are districts currently reporting elements that the Department can/should derive?**

- With these questions, it is important to consider the local control of district's data and cases where one district's incorrect reporting effects another district's data.
- Majority of attendance/Accountability IRN
- Civil rights data (CRDC)
 - With the discipline categories, there ends up being a good amount of time spent reading through the discipline incident record of what actually happened in order to categorize it.
 - One workgroup member stated that they would trade reporting more every year if that meant they could be less hands on with CRDC.
- Retention codes (promoted vs not promoted), consider a name change for clarity
- Fiscal Year Began Ninth Grade (FYB9G)
 - Workgroup facilitators explained that this element could be derived for Ohio students, but the problem is with boarder town/states.
 - One workgroup member felt that the newly assigned cohort reports are super nice, however, it would be nice to have them earlier and more immediately.
- **Elements to Consider Adding**
 - There was little discussion on adding elements.
- **Missing Resources**
 - *Overall, is the Manual sufficient?*
 - When prompted with this question, several workgroup members expressed their gratitude to the improvement of the EMIS Manual over the years. They appreciate the searchability of it.
 - *Are there reports missing?*
 - Workgroup members did not identify any missing reports, however, they would like reports to come out sooner to ensure accurate and high-quality data reporting.
 - *Are there other resources missing?*
 - One workgroup member suggested that it would be helpful to have a resource that explains why certain elements are required or have to be reported a certain way to district staff who might not be familiar with all of the details of the reporting.
 - For example, go further than to just say this element impacts funding or the local report card. Explain how and the level of impact.
 - Continue with report explanations – excluded records
 - Educator search
 - Workgroup members would like to better see the exact update in an EMIS change. This suggestion comes from district staff trying to compare and figure out what the exact update is.
 - Could this be like collection updates?

Next Steps/Adjournment

- The next workgroup meeting is not yet scheduled but meeting date and time options will be sent via email for winter 2022.
- Cindy Howard made a motion to adjourn the meeting with Annie Epperson providing the second.
- The meeting adjourned at 11:54 a.m.