**Ohio** | **Department of Education**

*The EMIS Manual and Data Requirements workgroup's charge was to examine and review topics related to reporting responsibility documentation, communication of changes/updates, valid definitions and formats, and instructional documentation.*

## EMIS Manual

*Workgroup members expressed that the EMIS Manual has evolved and become much more user friendly and searchable in recent years. The group noted that changes are being communicated and updated in a timelier manner and links to prior versions of the EMIS Manual have been very helpful. Also, dividing the Manual by record type has proven to be helpful.*

*Seven non-ODE workgroup members prioritized the following list:*

| | Challenges | Short-Term Opportunity for Improvement | Long-Term Opportunity for Improvement | Total: |
|---|---|---|---|---|
| 1. | The EMIS Manual is not situational and has archaic qualities. | | Research possibility of integrating newer technology to make the Manual "webpages" rather than .pdf documents. | **3** |
| 2. | The EMIS Manual should have links to other related items (related sections, report explanations, etc.). | | Research possibility of using newer technology to make the Manual "webpages" rather than .pdf documents to accommodate more functionality. | **5** |
| 3. | Searching the EMIS Manual for specific data elements is difficult. | Create Element list by Record to assist with locating specific data elements. Also an additional list that details when that element is collected. | Research potential solutions to assist with EMIS Manual searching. | **7** |
| 4. | Districts would prefer the EMIS Manual was updated at the same time the change was communicated with the ITC. | | Internal review and redesign of ODE EMIS Manual change process. | **3** |
| 5. | More direct "How To" documents would be helpful to have as a reference when attempting to report specific situations. | Develop more situational "If this, then that" examples in the EMIS Manual. Similar to the examples in 2.1.1. | Internal review and revision of the EMIS Manual. | **14** |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |

* Blank boxes are for additional recommendations.
* Short-term is defined as being able to be completed in this calendar year, while long-term is defined by taking longer than this calendar year to implement.
* Top 2 and Top 3 items were scored with more weight (x3) as priority challenges/opportunities. The total in the right column reflects scores for all non-ODE workgroup members.

| | Challenges | | |
|---|---|---|---|---|
| 10. | | | |

## Communication

*Workgroup members agree that ODE provides a wealth of information to the field. Most rely on the EMIS Newsflash and EMIS Release Notes for the most up to date information.*

*Seven non-ODE workgroup members prioritized the following list:*

| Challenges | Short-Term Opportunity for Improvement | Long-Term Opportunity for Improvement | Total: |
|---|---|---|---|
| 11. Because of the multiple avenues of communications, a centralized location would be helpful. | One stop shop for all recent ODE communications. | Establish one place to communicate with districts that is searchable and has live issues that are affecting a large population, which will help with the overload of EMIS Helpdesk tickets. (This is being addressed by multiple workgroups.) | **14** |
| 12. 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. | | **3** |
| 13. Unable to search past Newsflashes for specific information. | Research solution to assist with Newsflash searching. | | **2** |
| 14. 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. | | **5** |
| 15. 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. | | **1** |
| 16. EMIS change calls being rescheduled causes issues. | Do not reschedule EMIS change calls (only cancel them). Either schedule two EMIS change calls per moth to hold date and time, or just wait until the following month's call. | | **1** |
| 17. | | | |
| 18. | | | |
| 19. | | | |
| 20. | | | |

*EMIS Manual and Data Requirements Workgroup*                    *April 2019*

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# Instructional Documentation and Reporting Responsibilities

Workgroup members noted that the Instructional Documentation is easily accessible, very helpful, and used frequently. The group also mentioned the Report Explanations, indicating they are comprehensive, are easy to understand, and have noticeably improved.

*Seven non-ODE workgroup members prioritized the following list:*

| Challenges | Short-Term Opportunity for Improvement | Long-Term Opportunity for Improvement | Total: |
|---|---|---|---|
| 21. Lack of instructional documentation pertaining to the functionality and use of information provided in the SDC. | Create instructional documentation for SDC. | | **8** |
| 22. Most up to date department documentation is not always retrieved via search. | Research current ODE website search engine optimization parameters; request changes if needed. | | **4** |
| 23. It is difficult to explain EMIS reporting to administrators and other staff who have not had EMIS reporting training. | Include SDC information in EdConnection that specifically targets Superintendents.<br><br>Integrate communications for Superintendents and Treasurers into EMIS Newsflash subscriptions.<br><br>Create an EMIS glossary of common EMIS terms. | Develop webinars and/or training for other key players such as Superintendents, Principals, Treasurers, etc. | **9** |
| 24. ODE ITC EMIS Training presentations are difficult to search. | Research solution to assist with these searches. | | **0** |
| 25. EMIS 101 document needs updated. | Update EMIS 101 document. | | **7** |
| 26. | | | |
| 27. | | | |
| 28. | | | |
| 29. | | | |
| 30. | | | |

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