EMIS ADVISORY COUNCIL

Framework for EMIS Professionals Workgroup Agenda

Location	Virtual meeting via Microsoft Teams

Date	Wednesday, May 12, 2021; 1:00-3:00pm

Facilitators	Ashley Castle	Erica Weaston	Deidre Wunderlich

	Chris Antonelli	Tammy Hrosch**	Kim Rhoads Atwell**
	Sheri Ballman	Jessica Lauric	Christine Shaw
Attendees	Korinne Conder	Lisa McCullough**	Ryan Shively
	Elizabeth Davis**	Jenalee Niese	Sean Taylor**
	Diane Fabian	Jan Orlando	Catherine Wright

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

Agenda Items	Facilitator	Approx. Start Time
Welcome/Roll Call/Introductions	Deidre Wunderlich	1:00
Background of the Council and Workgroup	Deidre Wunderlich	1:20
Workgroup Goals and Expectations	Deidre Wunderlich	2:00
Next Steps/Adjournment • Next meeting scheduled for Tuesday, September 21 from 10:00am-12:00pm	Deidre Wunderlich	3:00

Meeting Minutes

Welcome/Introduction to Microsoft Teams/Roll Call
- The meeting was called to order by Deidre Wunderlich at 1:04pm.
- The first order of business was roll call. All members were present except for Ryan Shively.
- All workgroup members introduced themselves, and Deidre Wunderlich offered guidance and best practices on how to use Microsoft Teams and its functionality.

Background of the EMIS Advisory Council and Previous Professional Qualifications and Development Workgroup
- 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.

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- The previous Professional Qualifications and Development workgroup was created in response to a request to the EMIS Advisory Council that an exploration of state-issued licensure for EMIS coordinators be undertaken. That workgroup was tasked with investigating the need/feasibility of a state-issued license for EMIS coordinators. In order to undertake this exploration, that workgroup first needed to understand the EMIS coordinator position as well the current training and professional development opportunities available. They began by creating a list of the responsibilities of EMIS coordinators, a list of the core competencies required of EMIS coordinators, and an inventory of training opportunities. The Office of Educator Licensure at the Department provided a general presentation on licensure in Ohio. This was followed by a presentation by the president of OAEP (Ohio Association of EMIS Professionals) that outlined that organization's current certificate system. Afterward there was discussion of advantages and disadvantages of both credentialing systems, potential impacts on data quality, and issues/challenges addressed by each option.
- Although their work did not indicate overwhelming support for credentialing for EMIS coordinators, there was widespread agreement on a few points. Five main challenges as identified by the group were:
  - Lack of Support
    - Although it's not the case in all districts, EMIS coordinators do not get the support they need from administrators in many districts.
    - The perception is that the EMIS coordinator position/work is not valued.
    - People are hired into the job who don't have the basic skills necessary.
    - People are expected to do other jobs as well.
  - Lack of Understanding
    - There is often a district-wide lack of understanding of EMIS and EMIS data.
  - Lack of Collaboration
    - Following from the lack of understanding, non-EMIS staff don't understand the need to communicate and collaborate with the EMIS coordinators and other district staff to ensure high data quality.
  - Lack of Training
    - In many districts, EMIS coordinators are not permitted to attend the trainings and professional development opportunities necessary.
    - In most districts, the EMIS coordinators are the only ones getting any training on EMIS.
    - Existing opportunities could be improved upon and added to in order to create a clearer pathway to competence.
  - Lack of Resources
    - Additional reports, documentation, system enhancements, etc. are needed.
- Common themes across these challenges were that EMIS data and data quality are important. There is a need for more widespread EMIS knowledge among the staff and administration within districts. Training is important and must be offered and coordinators/staff need to be able to access that training.
- Based on this work and these five challenges, the workgroup recommended a Framework of Support for EMIS Coordinators. These recommendations were presented to and adopted by the Council last fall. This framework includes four recommendations:

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- *The EMIS Advisory Council to create a subgroup meant to advise the Council on a regular basis until December 31, 2021, regarding Department initiatives needed to support EMIS coordinators.*
    - The Council created the Framework for EMIS Professionals Workgroup which will meet periodically to monitor the Department's progress on the other three recommendations.
- *The Department to develop and publish best practices for districts to follow regarding EMIS staff, data, and reporting.*
    - Types and amounts of training
    - Staff who should seek EMIS training
    - Information about data teams
- *The Department to develop and publish a new EMIS Manual section that goes beyond EMIS reporting rules to include information about EMIS staff, data, and reporting.*
    - EMIS data cycle
    - Impacts and consequences of EMIS data
    - Qualifications, skills, and competencies of EMIS coordinators
    - Resources, best practices, training recommendations
- *The Department to develop a more formalized, structured training for new EMIS coordinators.*
    - Structured training pathway for new EMIS coordinators
    - Data privacy, ethics, and the basics of EMIS
    - Parts of training to be repeated periodically

Workgroup Goals and Expectations

- The current workgroup is tasked with ensuring that the Department's work is ongoing, reviewing the Department's work/progress, providing feedback when requested, and ultimately reporting back to the Council on the Department's progress.
- 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.
- The workgoup was created with an end date of December 31, 2021. As that date gets closer, the Council will reevaluate whether this standing subgroup is still needed.

Reports Catalog

- The Department is starting to develop a list/catalog of reports (including received files) available to help district staff when completing their EMIS reporting and data appeals. This catalog would contain information such as title of the report (real title and file name), where to find the report (Data Collector, Level 1, Level 2, Received Files, etc.), for which collection(s) the report is available, etc. Workgroup members were asked what else would be particularly useful, understanding that this is not an exhaustive list in terms of every possible use, etc. The following suggestions were identified:
    - Data used/data type
    - Purpose/use of reports
    - Target audience for each particular report by district department/office
    - Impact of report/data
    - How to use report/what should the district be identifying with the report
    - Timeframe of when to look for generated report and how often the report is generated

- Whether there is a report explanation or file description, etc.
- Workgroup members were also asked how they would use such a list, how they would sort it, and who they would share it with. The following feedback was identified:
  - An excel spreadsheet would be the easiest and districts could sort how they need.
  - It would be best to sort by district department (special ed team, etc), collection or timeframe, alphabetically.

One Pagers – Next, Deidre Wunderlich presented several documents for review and feedback from the workgroup members. Once finalized, these documents will be posted on the EMIS webpage and eventually integrated into a new EMIS Manual section. Discussion on each of these documents is described below.

Data Cycle, Impacts, and Uses One Pager

- This one pager displays the EMIS data flow from the district to the ITC, and then to the Department and SSDT.
- It shows how the Department uses these data in a variety of ways, including state reporting, federal reporting, funding, local report cards, EMIS reports, research, policy, ORC, OAC, legal proceedings, routine audits.
- It also shows how SSDT uses EMIS data, which is mainly for the modules in ODDEX (SOES, SCR, Records: History, Assessments, Grad, SPED, CCP, Tuition).
- This document could be used to share with a new district staff member or ITC training.
- *Feedback from workgroup members*:
  - Workgroup members like the colors used in this document, the arrows showing the flow of data, and how easy it is to read and share with others.
  - "This type of one pager simply sums things up really well."
  - One suggestion was to order the uses for data in a better way (i.e., funding should be at the top of the list).
  - Another suggestion was to create an additional one pager that teases out the many different uses for data even more and helps district staff better identify and acknowledge local owners of different sets of data.
  - A recommendation to add "Secure Data Center" under the "many different uses" section was also made.

EMIS Coordinators: Roles & Essential Skills One Pager

- The two lists on this one pager come from the previous workgroup and describe the role of an EMIS coordinator and the essential skills of an EMIS coordinator.
- *Feedback from workgroup members*:
  - Consider adding "managing large amounts of data and excel skills" under essential skills.

Enrollment to Graduation… And Beyond One Pager

- This document emphasizes the idea of a data team and who all is involved in data reporting and who owns different aspects of a district's data. It includes building secretaries, curriculum directors, counselors, treasurers, gifted directors, truancy officers, intervention specialists, teachers, attendance secretaries, assessment coordinators, principals, etc.
- *Feedback from workgroup members*:

- o "This type of document is needed during trainings with other district staff."
- o Consider adding payroll clerk and their impact on staff FTE or make another one pager that touches on this topic.
- o Add clarifying comments on technology integrations (i.e., online enrollment).
- o Add human resource officers to courses section where it says "treasurers ensure that teachers are properly licensed to teach those courses".
- o Consider creating another one pager for funding – student percent of time, open enrolled students, teacher and staff, preschool.
- o Incorporate calendar at staff and student level.

Quality EMIS Data: The Role of the Superintendent One Pager

- This type of document would be created for other district staff including treasurers, curriculum directors, EMIS coordinators, counselors, gifted directors, etc. (not just superintendents). It describes why EMIS should matter to them and each district staff's role in quality data.
- *Feedback from workgroup members*:
  - o "This would be great and very helpful!"
  - o One workgroup member provided a reference link to a similar document: *The Forum Guide to Building a Culture of Quality Data* (https://nces.ed.gov/pubs2005/2005801.pdf).

Outline of new EMIS Manual section

- As the Department develops a new EMIS Manual section that goes beyond EMIS reporting rules to include information about EMIS staff, data, and reporting, the following items were reviewed to be included:
  - o Ohio's Strategic Plan for Education
  - o Background information and the purpose of the EMIS Advisory Council
  - o Data cycle
  - o Data teams
  - o EMIS coordinator role
  - o Professional development and inventory of training opportunities
  - o Previous one pagers discussed would be integrated into this Manual section

Addition Suggestions/Feedback

- One workgroup member suggested creating a template on how to formulate district data teams around quality data. This kind of document might list district titles/roles and leave blanks for districts to fill in with the district staff name and contact information. This would help districts with accountability for specific aspects of reporting.

Next Steps/Adjournment

- The next workgroup meeting is scheduled for Tuesday, September 21 from 10:00am-12:00pm.
- Jan Orlando made a motion to adjourn the meeting with Kim Rhoads Atwell providing the second.
- The meeting adjourned at 2:41pm.

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