EMIS ADVISORY COUNCIL

Secure Data Center Workgroup Agenda

Location	Ohio Department of Education 25 South Front Street, Columbus, Ohio 43215

Date	Wednesday, February 26, 2020; 9:00am-12:00pm

Facilitators	**Marianne Mottley****	**Letitia Linville**	

Attendees	**Crystal Aker**	**Helen Mills**	**Stephanie Rouse**	Judy Williams
	Stephanie Dodd**	**Patience Moody-Rush**	Jen Sanders	**Karen Wilson**
	Annie Epperson	**Amber Myers****	Ryan Shively**	Catherine Wright
	Carla Isaac**	Ruth Niese	**Diane Smith****	
	Renae Lyons**	**Janis Orlando**	**Connie Solano**	
	Lisa McCullough**	Emily Rogers	Missi Valenti	
	Brenda Miller	**Marcy Roll**	**Jennifer Wall****	

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

Bold names indicate who was present.

Agenda Items	Facilitator	Approx. Start Time
Welcome/Roll Call/Introductions	Marianne Mottley	9:00
Overview of Workgroup	Marianne Mottley	9:15
Review of Secure Data Center Reports	Letitia Linville	9:30
Break		10:30
Introductory Discussion to Identify Strengths and Opportunities for Improvement	Marianne Mottley/ Letitia Linville	10:45
Next steps/Adjournment	Marianne Mottley	12:00

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Meeting Minutes

Welcome/Roll Call

- The meeting was called to order by Marianne Mottley at 9:02am.
- The first order of business was roll call. All members were present except for Stephanie Dodd, Ruth Niese, Emily Rogers, Jen Sanders, Ryan Shively, Missi Valenti, Judy Williams, and Catherine Wright.

Overview of Workgroup

- The EMIS Advisory Council was created in the fall of 2018 by ORC 3301.0713. Its charge is to make recommendations to the superintendent of public instruction to improve the operation of EMIS.
- Each workgroup of the Council addresses a subset of issues and will report to the EMIS Advisory Council on ways to improve the operation of the EMIS. Members of the EMIS Advisory Council sit on each workgroup and additional members were added to each workgroup based on nominations from the council members.
- Prior workgroups include: EMIS Manual and Data Requirements, District Software and EMIS Data Collector, Department Data Processing/ODDEX, Reports and Impact; who all completed their work and issued recommendations in spring 2019.
- Current workgroups include EMIS Professional Qualifications and Development Workgroup (fall 2019 through now), Career-Technical Workgroup, and Secure Data Center (SDC) Workgroup.
- The SDC Workgroup was created from a recommendation from the Reports and Impact Workgroup that said that the SDC is difficult to navigate and not user friendly and the SDC reports need to be more student centered. The Council felt that a deeper dive was needed into the SDC to identify what works well and where there are opportunities for improvements.
- The timing of this new workgroup is perfect because the SDC runs on a software platform called Microstrategy. ODE recently hired a contractor to migrate the system to a new software tool called Power BI. If recommendations are made this spring, ODE staff can work with the developers as the tool is being built to ensure the design is user friendly and will meet the needs of all stakeholders.

Review of Secure Data Center Reports

- The EMIS Data Collector is the system that interfaces with ODE and is where districts submit all EMIS data. The Data Collector contains many reports for EMIS coordinators to use to ensure that each EMIS element is reported accurately. This should be the first place districts should check when they become aware of data quality issues. The SDC ensures high quality data, is a resource for data-driven educational planning, and is a place to preview report card results.
- The SDC provides schools and districts with access to Local Report Card data and other reports, has access to the full ODE data warehouse, enables research into ODE's data, including drilling to individual student-level data, and ITC's can work alongside districts to assist in data-driven decision making.
- Data in the SDC is submitted to EMIS by district/school and is populated by ODE on Monday, Wednesday, and Friday. The SDC may be closed while data is being populated or as needed to resolve issues that need resolution before next scheduled release.
- There are two main SDC folders: Local Report Card folder and Reports for Analysis folder.
  - Local Report Card folder includes "At-a-Glance" reports and some "drillable" reports. These are the "pretty" reports and should be used in combination with Reports for Analysis to gather more detailed data. These reports should be viewed in combination with technical documentation provided on the education.ohio.gov website.

- o Reports for Analysis folder includes more detailed than the "At-a-Glance" reports. They have the ability to "drill" to individual student- or staff-level information. Some folders/reports are updated with data from different/multiple reporting collections. Reports marked as "Current" are based on the current/last report card data and reports marked as "Custom" allow year selection.
- Letitia Linville went through several scenarios that involve the SDC and helpful hints for each scenario. She challenged the workgroup members to consider what is missing in the SDC in these scenarios and what capabilities already exist and is important to remain when developing the newest version of the SDC.

Introductory Discussion to Identify Strengths and Opportunities for Improvement

- Several discussion questions were presented to the workgroup and members got into smaller groups to discuss each of them. Their feedback is below:
- *What are the strengths of the current SDC system?*
  - o Several groups enjoy the variety of reports available, especially the "pretty" reports. They also appreciate the drill down capabilities.
  - o They also like that they can now access the SDC through OH ID.
- *What are the challenges or opportunities for improvement with the current system?*
  - o Using the system can be difficult unless they've been shown how to use it and given guidance. It was suggested that documentation is needed around training and professional development for the SDC.
  - o Timing of reports can be challenging (i.e. Prep for Success).
  - o Although they appreciate the drill down capabilities, drilling down is not intuitive and takes many attempts. Again, training is needed in this area.
- *What's missing from the current system?*
  - o A better understanding of what it means when it says "current year." The idea of a timestamp and/ school year was mentioned by three subgroups, especially when current and old data is used on reports.
  - o Usability of switching between building
  - o Shifting to having student names. The question was asked about it being possible to have a third party system be used for districts where ODE doesn't see student name.
  - o The audience for the system needs to be kept in mind – how can it be used and who needs to be using/viewing what.
  - o Understanding data responsibilities for each role in the district
  - o Archived "pretty" reports
  - o Proficiency level and accountable proficiency report
  - o "Pretty" reports to be downloaded into excel or better export/copy and pasta option.
  - o See everything on the details page (i.e. staff to see who's being included in certain position codes)
  - o EL status (federal vs state) needs labeled
  - o What/where data is derived from reports (Letitia's list)
  - o Data by JVSD and CTPD level
  - o Access to all data fields
  - o Merging mobility data and achievement/report card data
  - o Establish "favorite" reports that are pulled often
  - o Dashboard type view to invite users to look at certain data/reports based on roles
  - o Wish a user could copy and paste SSID lists more easily to allow for look ups in the SIS.
- *What is not needed and can be removed as the new system is designed?*
  - o None
- *What are the strengths of the current SDC reports?*

- o The SDC reports are a wealth of a lot of information.
  - o The discipline data is very helpful.
  - o As the years have gone by, it has been helpful to have more access to data and reports.
- *What are the challenges or opportunities for improvement with the current reports?*
  - o Drilling down and manipulation could be improved upon with the creation of regular filters like excel or "easy filter buttons."
  - o School administrators like "pretty" reports that are visually pleasing and easy to understand, but for those working with data on a daily basis, they like both excel/database interface as well as a pretty visualization
  - o Unfilter and undrill down is difficult
  - o Users can't see data in ODDEX until it's been reported and processed into the data warehouse. We should allow districts to report data earlier and longer (like reporting credential data in the early fall) so that if a student changes districts it will be in our system and districts can coordinate between the SDC and ODDEX to see a student's history.
- *What reports are missing?*
  - o Homeless reporting
  - o Expand disaggregation filters to look at data deeper by report
  - o Missing pretty reports
  - o Civil Rights data report – not all data is reported in EMIS so could be a two step process
  - o Grad pathways progress report
  - o CTPD information – disconnects withs JVSD and CTPD and lack of data sharing
  - o Also need satellite reports for CTPDs to show data by location
  - o Title I reports
  - o EdChoice report
  - o Scholarship data
  - o Perkins V and how to determine your concentrators
  - o Data by JVSD and CTPD level
  - o Hours and days for attendance
  - o WebXams and Industry Credentials
  - o Earlier reporting windows
  - o Why certain kids are not included in the calculation? – level two adjustment report
  - o College Credit Plus – courses
  - o Tested versus Accountable data
  - o Reports on students who have data, but are not used (not accountable) to help ensure coding is correct.
- *Are there reports that are not used and can be removed?*
  - o None
- *Who are the users of the SDC now?*
  - o Any district stakeholder who has a hand in accountability.
  - o The SDC is mostly used by EMIS coordinators, and perhaps they are relied on too much for their role with the SDC. Other individuals like testing directors, superintendents, principals, curriculum directors, gifted coordinators, etc. should be using the SDC (with appropriate training).
  - o Some school personnel have access to the SDC and don't use it and some don't have access and expect to receive or review reports.
- *Who should be a user of the SDC?*
  - o EMIS coordinators should definitely be users of the SDC, but other district leadership should also have access and training would be needed for those new to the SDC.
  - o School sponsors contact should also be tied to SDC.
  - o Access for counselors could eventually be useful once certain reports are created.

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- *Does the design meet everyone's needs today, and if not, what opportunities for improvement exist as we design a new tool?*
    - Role based views if reports were mapped out well
    - Repeat exposure and training needed for those not always in the SDC in order for them to get more comfortable
    - Larger district vs smaller district makes a difference
    - Webinar/training for all different types of district roles and how the SDC matters to them based on their role

Next steps/Adjournment

- Workgroup facilitators and ODE staff will review recommendations based on today's discussion. Eventually this workgroup will need to prioritize the list of recommendations and add details for the EMIS Advisory Council.
- The next workgroup meeting is scheduled for Wednesday, April 8, 2020 from 9:00am-12:00pm.
- The meeting adjourned at 12:00pm.

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