

The Education Management Information System (EMIS) Advisory Council Recommendation Report



JUNE 2020

The Education Management Information System (EMIS) Advisory Council Recommendation Report

June 2020

Table of Contents

I. INTRODUCTION.....	2
II. CURRENT STATUS OF JUNE 2019 REPORT RECOMMENDATIONS.....	3
EMIS Manual And Data Requirements Workgroup	3
District Software And EMIS Data Collector Workgroup	3
Department Data Processing And Ohio District Data Exchange (ODDEX) Workgroup	3
Reports And Impact Workgroup.....	3
III. NEW WORKGROUPS.....	5
EMIS Professional Qualifications and Development Workgroup.....	5
Secure Data Center (SDC) Workgroup.....	6
Career Technical Education (CTE) Workgroup	7
IV. APPENDIX A: MEMBERSHIP	8
Council Membership	8
Workgroup Membership.....	9
V. APPENDIX B: IN PROGRESS AND IMPLEMENTED RECOMMENDATIONS FROM JUNE 2019 REPORT	13

I. Introduction

During the 2019-2020 school year, all staff at the Ohio Department of Education continued to implement Ohio's Strategic Plan for Education, *Each Child, Our Future*. This plan sets a vision that each child is challenged to discover and learn, prepared to pursue a fulfilling post-high school path and empowered to become a resilient, lifelong learner who contributes to society. The plan is built upon three core principles, all supporting Ohio's One Goal: Equity, Partnerships and Quality Schools. The state and its education partners develop and operate several key operational systems to support that work.

The Education Management Information System (EMIS), required by Ohio Revised Code (ORC) 3301.0714 since 1989, is Ohio's administrative data system to support crucial functions, including school funding and performance reporting. This data system and its corresponding resources are foundational supports to Ohio's One Goal outlined in the strategic plan. It is the basis on which data informs continuous improvement and instructional programming for students and shines a light on equity issues. Partners, such as the EMIS Advisory Council, are important contributors to the successful operation of this system. EMIS collects demographic and employment data for approximately 108,000 teachers, including teaching assignments and course codes; demographic, assessment, attendance, program and course data for approximately 1.7 million students; and data on approximately 4,300 school buildings.

The EMIS Advisory Council is authorized under ORC 3301.0713, as enacted by House Bill 21 in September 2018, to make recommendations to the state superintendent 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.

All Council members are appointed consistent with ORC 3301.0713, which requires Council membership to include Department staff, representatives of school districts and other entities that regularly interact with data from the EMIS system. The Council currently consists of 22 members, six are Department staff (one serving as chair and another serving as vice chair). External members of the Council include a variety of roles, such as superintendents, treasurers, EMIS coordinators, Information Technology Center (ITC) staff and State Board members. A full list of all Council members can be found in Appendix A.

The goal of the Council is to carefully analyze all aspects of the EMIS system and gather both short- and long-term recommendations to present to the state superintendent for consideration. This report is the second set of recommendations being submitted to the state superintendent and represents the Council's work from July 2019 to June 2020.

II. Current Status of June 2019 Report Recommendations

The five main components of EMIS are the EMIS Manual and data requirements, district software, the EMIS Data Collector, Department data processing and reports and impact. The Council originally created four workgroups based on these domains and discussed both strengths and challenges associated with each category. The scope of each of these workgroups and topics included in their discussions are described below.

EMIS Manual and Data Requirements Workgroup

The Department provides the EMIS Manual as a uniform and consistent source of reporting instructions for EMIS data in accordance with ORC 3301.0714. Included in the Manual are data definitions, requirements and reporting procedures to assist districts with the submission, review, validation and correction of data. Topics included in this workgroup's discussions were reporting responsibilities, instructional documentation and communication of changes.

District Software and EMIS Data Collector Workgroup

Data originate at the school district or EMIS reporting entity. Each entity may choose to report data, for operational purposes, using the student information system (SIS) of their preference. However, EMIS data is to be reported and submitted according to the data definitions, requirements and rules as instructed in the EMIS Manual. Once the data have been reported into the software system, local software extracts EMIS files and transfers the records to the ITC. The Data Collector allows both districts and regional sites to manage the EMIS reporting process. From the Data Collector, users are able to collect and review data and validation reports and submit their data to ODE. Topics covered by this workgroup included SIS, payroll/HR systems, Level 1 validations, user interface, extracts from SIS and report access.

Department Data Processing and Ohio District Data Exchange (ODDEX) Workgroup

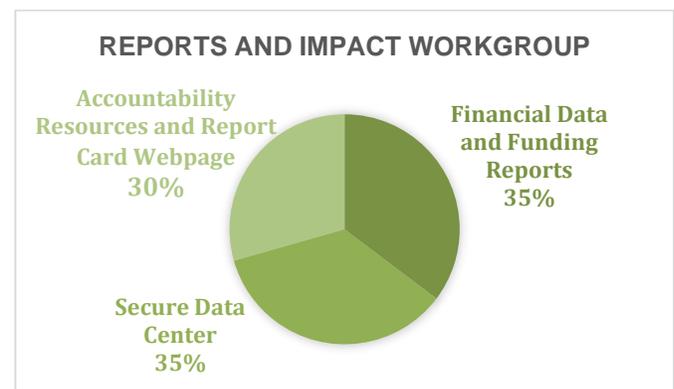
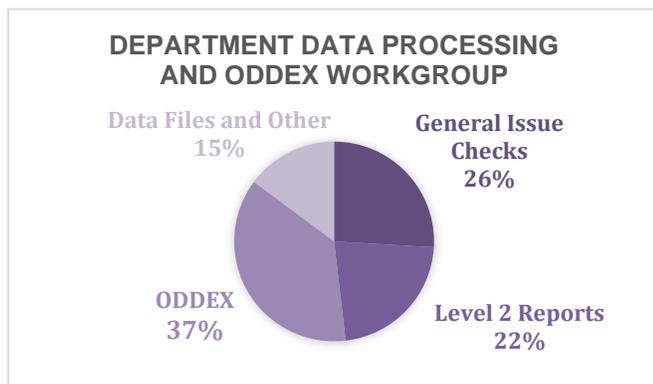
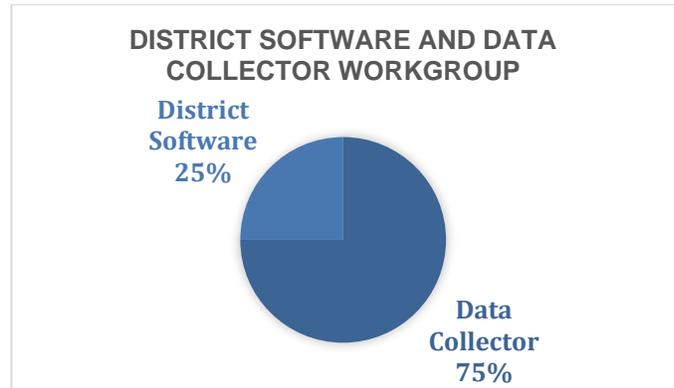
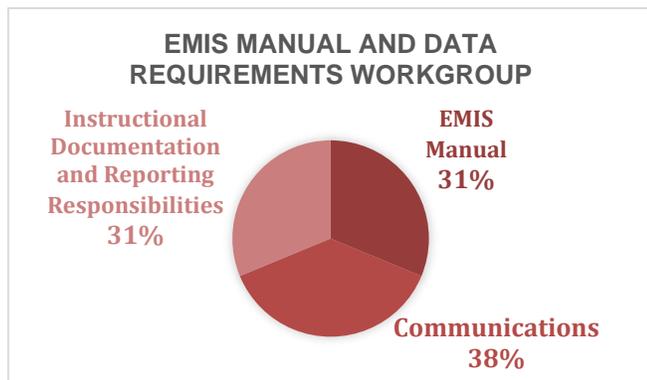
The Department processes the EMIS data submitted and releases data verification reports that are accessible to the school districts. The data verification reports are tools that the school districts, and ITCs, can use to ensure that data have been reported accurately and completely to the Department. The Ohio District Data Exchange (ODDEX) is an application districts use for data verifications and exchanges. Topics discussed by this workgroup included general issues data checks, Level 2 reports and other data files.

Reports and Impact Workgroup

The Department provides a multitude of reports that allow districts to review their EMIS data, including, but not limited to, reports that include accountability data and reports of data used for funding purposes. One tool that the Department uses for accountability data review is the Secure Data Center (SDC). Topics for discussion by this workgroup included finance and funding reports, the SDC, accountability resources and the Ohio School Report Card webpage.

The recommendations from these four workgroups were compiled and submitted to the state superintendent in June 2019 and work has been in progress to implement these solutions. Staff at the Department have been working on all of the top 14 opportunities for improvement from the June 2019 EMIS Advisory Council Recommendation Report, and four of the 14 have been completed. Of the 70 additional recommendations, staff have been working on 45 of them, and 16 of those have been completed.

The graphs below show the prevalence of topics within each workgroup. Each workgroup looked at two to four areas of the EMIS system. The percentages displayed reflect the percent of each category of each workgroup. For example, the District Software and Data Collector Workgroup had a combined total of 24 recommendations, with 18 of them about the Data Collector and six coming from the District Software category. Each workgroup went through a prioritization process to rank either the top two or three challenges and opportunities for improvement that were most important to them, as well as an additional seven or ten challenges and opportunities for improvement that were the next most important to them. The number of challenges and opportunities for improvement selected was based on the total count of recommendations developed by the group. Full lists of the implemented and in progress recommendations can be found in Appendix B.



III. New Workgroups

Developing from previous workgroups and the June 2019 Recommendation Report are three new workgroups that were created by the EMIS Advisory Council for the 2019-2020 school year. Each of these workgroups are currently meeting to identify strengths and opportunities for improvement on topics ranging from professional qualifications and development, the Secure Data Center and issues pertaining to Career Technical Education. The original goal was for these workgroups to complete their work and issue recommendations on their respective topics by this summer, however, the ordered school-building closure issued by Governor DeWine in March 2020 and the Work-from-Home order issued for state employees delayed these groups' ability to meet in person. The most recent "Stay Safe" order issued by the Ohio Department of Health on April 30, 2020, (located [here](#)) and the modification to that order issued on May 20, 2020, (located [here](#)) both continue to prohibit gatherings of more than 10 people. For these reasons, the Department is working on a plan for these groups to begin meeting virtually this summer and fall. The scope of each of these new workgroups and the topics included in their discussions are described below.

EMIS Professional Qualifications and Development Workgroup

Although the Ohio Association of EMIS Professionals (OAEP) offers a certificate process to data reporting professionals and EMIS coordinators, discussions about a state-administered system have taken place over the years; however, there has not been a formal review or concentrated effort to explore a state-administered option. In June 2019, a presentation was made to the EMIS Advisory Council requesting an exploration of state-issued licensure for EMIS coordinators and subsequently this workgroup was formed. Membership of this workgroup consisted of a diverse population of EMIS coordinators, superintendents, treasurers, ITC staff and HR directors.

In order to undertake this exploration, it was important to first understand the position of an EMIS coordinator/data reporting professional and the current opportunities available to them. At the first meeting, lists were created of the responsibilities of EMIS coordinators and the core competencies required of EMIS coordinators and an inventory of currently available professional development and training opportunities was developed. Along with this, the strengths and areas for improvement for each of these lists and inventories were discussed, as well as potential partners and audiences for future opportunities. The Office of Educator Licensure at the Department provided a general presentation on licensure in Ohio, which included information about current licenses, costs associated with licenses, the process to add a license and its related timeline and the licensure practices of other states concerning data reporting staff. After reaching out to the National Association of State Directors of Teacher Education and Certification, survey results from 21 states showed that none have a license for the person responsible for handling student data or reporting the data to the state.

At the next meeting, discussion continued with a presentation by the president of the Ohio Association of EMIS Professionals (OAEP) that outlined their current certificate system. Small groups discussed the advantages and disadvantages of both the existing OAEP certificate option and a potential state-administered option, as well as each option's impact on data quality and the challenges addressed by each option. It is important to note that subgroups were asked to identify how the size and type of EMIS reporting entity may have an impact and result in differences in the competencies needed (i.e., small community school versus large urban district versus Career Center). The main goal of these discus-

sions was to determine what the best overall option is for EMIS data quality. That could be what is currently in place, an enhanced OAEP system, a hybrid approach or perhaps a need for additional professional development or continuing education without a credentialing piece.

The initial review and analysis did not indicate overwhelming support of either credentialing option. It is, however, clear that there is widespread agreement on a few points. These key components include the need for a district-wide understanding of EMIS and that EMIS data is key. This includes everyone from the superintendent to the maintenance workers. Additionally, training is vital, and EMIS coordinators need to be able to access training. The Department continues to analyze the feedback in order to provide a list of potential recommendations for the workgroup to discuss when they are able to meet again, either virtually or in person. The work of this group is extremely important, and the plan is for them to meet one additional time to review and discuss items to bring before the EMIS Advisory Council.

Secure Data Center (SDC) Workgroup

The Secure Data Center (SDC) is an interactive, quality assurance tool for districts and community schools to check that the data they report in EMIS is accurate and complete. The SDC shows data associated with many measures on the Ohio School Report Cards, which enables districts and community schools to drill into and see the results of calculations in real time. During the final reporting collections, the SDC is updated at least twice a week to help districts see changes as new data are uploaded into the EMIS Data Collector. Historical reports also are available that allow users to view past data and trends across years. These “Reports for Analysis” are used to inform decisions about instructional programming and to assist school and district staff as they implement school improvement strategies.

The SDC was discussed frequently in all four of the initial workgroups, and they all identified opportunities for improvement with that tool. The workgroups made statements such as, “the tool is clunky” and “it’s difficult to drill between schools within a single district.” They asked for something more agile and modern, and Department staff agreed. In late 2019, two contractors were brought on board to begin designing a new data tool. The tool will use the business intelligence platform Power BI and will house both the SDC reports and the public-facing data reports called the “Advanced Reports”.

Department staff want to make sure that the new tool is designed with district staff in mind and that it will meet their needs to validate EMIS data and to inform decisions. At the request of the EMIS Advisory Council members, a new Secure Data Center workgroup was created in the fall of 2019. The charge of this workgroup is to offer discussion and guidance on the development of the next generation of Accountability reports for the SDC. This workgroup is working towards determining what elements of the SDC should be kept, which reports are most useful, what is missing and who is the audience for the reports.

The workgroup held its initial meeting on February 26, 2020, and Department staff reviewed the different reports, especially focusing on the reports germane to the report card. The workgroup performed an initial brainstorming session to identify strengths and opportunities for improvement. Additional meetings were planned for later in the winter and spring of 2020, but were postponed due to the ordered school building closure because of Covid 19.

Career Technical Education (CTE) Workgroup

Much has changed about CTE data and processing over the last several years. Many more changes are in the pipeline, such as Level 2 accountability reports and Perkins V rule changes. It is now the perfect time to review where we have been and give feedback to improve. It is important to provide input on the implementation of reports and other items related to new policy. Membership of this workgroup consists of diverse representation from JVSDs, Compact, Comprehensive, non-lead LEAs and both EMIS and policy staff.

The workgroup held its first meeting on February 26, 2020. Additional meetings had been planned through the spring, but were canceled due to the ordered school-building closure because of Covid 19. The initial meeting included an overview of the accountability requirements of Perkins V, the recent renewal of the Federal Career-Technical Education law. In addition, workgroup members reviewed existing reports related to CTE accountability and funding, with a focus on three questions:

- In the existing reports, what works well?
- What are the challenges related to the current reports?
- What questions and ideas for improvement do you have?

Finally, the workgroup discussed the unique report needs of Career Tech Planning District lead districts. While many reports are still relevant for CTPD lead staff, the workgroup discussed how the needs of CTPDs may be different, and the role of CTPDs in helping their member districts to complete their data reporting.

IV. Appendix A: Membership

Council Membership

The Council members are appointed by the state superintendent through a nomination process. In addition to Department staff, nominees are from the following:

- Ohio Association of EMIS Professionals
- Buckeye Association of School Administrators
- Ohio Association of School Business Officials
- Ohio Association of Career-Technical Superintendents
- Information Technology Centers
- Large Urban School Districts
- Community Schools
- State Board of Education
- Other organizations as determined by the state superintendent.

Council Members:

Vicki Brunn, Van Wert City Schools
 Elizabeth Davis, Southwest Ohio Computer Association (SWOCA)
 David Ehle, Ohio Department of Education
 Stephanie Dodd, State Board of Education
 Beth Fletcher, Ohio Department of Education
 Carrie Herringshaw, Penta Career Center
 Kirsten Hill, State Board of Education
 Tammy Hrosch, META
 Carla Isaac, Charter School Specialists
 John Kellogg, Westerville City School District
 Robert Kornack, Ohio Department of Education
 Renae Lyons, Mid-East Career and Technology Center and East Guernsey Local School District
 Lisa McCullough, Ohio Hi-Point Career Center
 Tim Meister, Four County Career Center
 Marianne Mottley, Ohio Department of Education
 Amber Myers, Springfield City School District
 Aaron Rausch, Ohio Department of Education
 Kim Rhoads, Lake Geauga Computer Association
 Erik Roush, Columbus City Schools
 Penny Rucker, Beavercreek City School District
 Ryan Shively, Northwest Ohio Computer Association (NWOCA)
 Diane Smith, Accel Schools Ohio
 Jenny Wall, Wall to Wall Reporting
 Tiffany White, Ohio Department of Education

Workgroup Membership

The workgroup members consist of Department staff, Council members and individuals nominated by Council members. External members of the Council include a variety of roles, such as superintendents, treasurers, EMIS coordinators and Information Technology Center (ITC) staff.

EMIS Manual and Data Requirements Workgroup Members:

Sue Amburgey, SouthWest Ohio Computer Association
 Ashley Castle, Ohio Department of Education
 Linda Cannon, Westerville City School District
 Kristie Chandler, Springfield Local School District
 Matthew Danzuso, Ohio Department of Education
 Richard Hall, Mid-East Career and Technology Center
 Melissa Hennon, Ohio Department of Education
 Tammy Hrosch, META Solutions**
 Cathy Leichliter, Ohio Connections Academy
 Renae Lyons, Mid-East Career and Technology Center and East Guernsey Local School District**
 Troy Merillat, Ayersville Local School District
 Kim Rhoads, Lake Geauga Computer Association**
 Annette Sennish, Sandusky Perkins Local School District
 Elaine Thirion, Euclid City School District
 Leanne Weeks, Tolles Career and Technical Center

District Software and Data Collector Workgroup Members:

Brooke Click, Penta Career Center
 Elizabeth Davis, SouthWest Ohio Computer Association**
 David Ehle, Ohio Department of Education**
 Beth Fletcher, Ohio Department of Education**
 Susan Ganim, Little Miami Local School District
 Sherry Halliburton, Lake Geauga Computer Association
 Novalee Hillard, Franklin City School District
 Roger Holbrook, Ohio Department of Education
 Sharon Meek, Monroe Local School District
 Helen Mills, META Solutions
 Patience Moody Rush, Connect ITC and ESC of Northeast Ohio
 Adam Pittis, East Guernsey Local School District
 Ryan Shively, Northwest Ohio Computer Association (NWOCA)**
 Diane Smith, Accel Schools**
 Jenny Wall, Wall to Wall Reporting**

Department Data Processing and ODDEX Workgroup Members:

Annie Epperson, Licking Area Computer Association (LACA)
Krista Foley, Lebanon City School District
John Kellogg, Westerville City School District**
Kylea Kimmerly, Beavercreek City School District
Tami Kunesh, Four County Career Center
Amber Myers, Springfield City School District**
Ruth Niese, Liberty Center School District
Janis Orlando, Mentor Public Schools
Julie Sellers, Cincinnati Federation of Teachers**
Missi Valenti, Midview Local School District
Erica Weaston, Ohio Department of Education
Cristia Weisbrod, Kings Local School District
Judy Williams, Washington Local School District
Teresa Williams, ODDEX

Reports and Impact Workgroup Members:

Sheri Ballman, Mason City School District
Teri Belt, Miami Valley Career Center
Cheryl Geisler, Fairfield City School District
Carrie Herringshaw, Penta Career Center**
Carla Isaac, Charter School Specialists**
Lisa McCullough, Ohio Hi-Point Career Center**
Tim Meister, Four County Career Center**
Yvonne Morton, Eaton Community Schools
Marianne Mottley, Ohio Department of Education**
Aaron Rausch, Ohio Department of Education**
Stephanie Rouse, Switzerland of Ohio Schools
Penny Rucker, Beavercreek Local School District**
Bill Wagner, Ohio Department of Education
Karen Wilson, Miami Valley Educational Computer Association
Todd Yohey, Lebanon City School District**

EMIS Professional Qualifications and Development Workgroup Members:

Sheri Ballman, Mason City School District
 Michele Baughman, East Muskingum Local School District
 Toni Brady, Wall to Wall Reporting
 Michelle Bell, Huber Heights City School District
 Christy Bosch, Logan-Hocking School District
 Ashley Castle, Ohio Department of Education
 Dan Coffman, Cambridge City School District
 Elizabeth Davis, Southwest Ohio Computer Association (SWOCA)**
 Diane Fabian, ACCESS
 Lydia Gaddis, Springfield City School District
 Carrie Herringshaw, Penta Career Center**
 Kirsten Hill, State Board of Education**
 Robin Hill, Canton City School District
 Paul Hopkins, Westerville City School District
 John Kellogg, Westerville City School District**
 Sophia Hubbell, Ohio Department of Education
 Tami Kunesh, Four County Career Center
 Renae Lyons, Mid-East Career and Technology Center and East Guernsey Local School District**
 Jamie McClary, Grandview Heights School District
 Lisa McCullough, Ohio Hi-Point Career Center**
 Marianne Moots, Mad River Local School District
 LuAnn Mulica, Mulica Enterprises Inc/ EHOVE Career Center
 Lynne Odorizzi, Ohio Department of Education
 Adam Pittis, East Guernsey Local School District
 Kim Rhoads, Lake Geauga Computer Association**
 Brad Ritchey, Milton Union Exempted Village School District
 Penny Rucker, Beaver Creek City School District**
 Deron Schwieterman, Beaver Creek City School District
 Ryan Shively, Northwest Ohio Computer Association (NWOCA)**
 Mary Smith, Gahanna Jefferson School District
 Erica Weaston, Ohio Department of Education
 Deidre Wunderlich, Ohio Department of Education
 Catherine Wright, Northeast Ohio Network for Educational Technology (NEOnet)

Secure Data Center Workgroup Members:

Crystal Aker, Springfield City School District
 Stephanie Dodd, State Board of Education**
 Annie Epperson, Licking Area Computer Association (LACA)
 Carla Isaac, Charter School Specialists**
 Letitia Linville, Ohio Department of Education
 Renae Lyons, Mid-East Career and Technology Center and East Guernsey Local School District**
 Lisa McCullough, Ohio Hi-Point Career Center**
 Helen Mills, META Solutions
 Brenda Miller, Northwest Local School District
 Marianne Mottley, Ohio Department of Education**
 Patience Moody Rush, ESC of Northeast Ohio and Connect ITC

Amber Myers, Springfield City School District**
 Ruth Niese, Liberty Center School District
 Janis Orlando, Mentor Public School District
 Emily Rogers, Ohio Virtual Academy
 Marcy Roll, Upper Valley Career Center
 Stephanie Rouse, Switzerland of Ohio Local School District
 Jen Sanders, META Solutions
 Ryan Shively, Northwest Ohio Computer Association (NWOCA)**
 Connie Solano, Cincinnati Public School District
 Diane Smith, Accel Schools Ohio**
 Jenny Wall, Wall to Wall Reporting**
 Judy Williams, Washington Local School District
 Karen Wilson, Miami Valley Educational Computer Association (MVECA)
 Catherine Wright, Northeast Ohio Network for Educational Technology (NEOnet)

Career Technical Education Workgroup Members:

Jeremy Beardmore, Mid-East Career and Technology Center
 Teri Belt, Miami Valley Educational Computer Association (MVECA)
 Shelly Blubaugh, Career and Technology Education Centers of Licking County
 Samar Bondok, Great Oaks Career Center
 Brooke Click, Penta Career Center
 David Ehle, Ohio Department of Education**
 Sam Freeborn, Northwest Ohio Computer Association (NWOCA)
 Vicki Fritz, Adams County Valley School District
 Cathy Glatz, META Solutions
 Kip Hamilton, Butler Tech Career Center
 Carrie Herringshaw, Penta Career Center**
 Kirsten Hill, State Board of Education**
 Jamie Gibson, Van Wert City School District
 Kathy Bohman, Celina City School District
 Robert Kornack, Ohio Department of Education**
 Tami Kunesh, Four County Career Center
 Laurel Lemmer, Springfield-Clark Career Technology Center
 Marie Ricker, Massillon City School District
 Lisa McCullough, Ohio Hi-Point Career Center**
 Laura Peters, Vantage Career Center
 Amy Pogacsnik, Medina County Career Center
 Jennifer Reedy, Global Impact STEM Academy
 Erik Roush, Columbus City School District**
 Julie Sanford, Sylvania School District
 Terry Braskett, Teays Valley Local School District
 Timothy Thoren, Southern Local School District

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

V. Appendix B: In Progress and Implemented Recommendations from June 2019 Report

Staff at the Department has started work on all the top 14 opportunities for improvement from the June 2019 EMIS Advisory Council Recommendation Report, with four of the 14 being completed. Of the 70 additional recommendations, work has started on 45 with 16 of those being completed. Each recommendation listed below contains its challenge and short- and/or long-term opportunities for improvement with related status (in progress/ongoing or completed). In addition, the June 2019 report included one overarching recommendation, which is in progress.

Overarching Recommendation

Challenge	Opportunity for Improvement	Action
A large volume of data is required to be reported by districts.	Periodic review of data elements to identify items that could be deleted if they are not used or required.	Department staff performed an initial review of data elements and eliminated the collection of retention data except for students in grade 3 and the reporting of Capital Assets. Additional reviews are ongoing.

Department Data Processing and ODDEX Workgroup

Challenge	Opportunity for Improvement	Action
EMIS coordinators find it challenging to get help from district data owners because they do not always understand relevance of the information.	Create multi-audience training/documentation for district staff to help them interpret EMIS data and understand the importance of their role related to EMIS data.	In progress. Creating a new section of the EMIS Manual with one pagers about importance of EMIS for various district staff data owners.
Teacher Licensure Report is difficult to use efficiently and effectively.	Create training or documentation to help districts use the report more effectively.	In progress. Currently planning enhancements to report explanation and new training videos to address common questions and usage tips.
Districts find it difficult to locate data checks/ files/ archives in the Data Collector. <i>(originally listed as 3-4 separate challenges)</i>	Provide web-based training to help districts better navigate and use the Data Collector.	In progress. Creating instructional video series covering the Data Collector. More Data Collector videos are planned for 2020.

District staff, other than EMIS coordinators, do not utilize ODDEX effectively because they do not always understand the relevance of the information displayed.	Create training content for ODDEX navigation and relevance of information available for multiple audiences.	In progress. Creating instructional video series covering ODDEX.
Districts do not know which data were used to calculate each payment.	Create a snapshot report that shows the data that was used to calculate each payment.	Completed.
EMIS coordinators do not have access to view the CTE26 application and therefore have difficulty reporting CTE program of concentration, course data, etc.	Consult with Office of CTE regarding granting EMIS coordinators read-only access to the CTE26 application.	Completed.

EMIS Manual and Data Requirements Workgroup

Challenge	Opportunity for Improvement	Action
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.	Ongoing.
The EMIS Manual should have links to other related items (related section, report explanations, etc).	Research possibility of using newer technology to make the Manual “webpages” rather than .pdf documents to accommodate more functionality.	Ongoing.
Searching the EMIS Manual for specific data elements is difficult.	Create Element list by Record to assist with locating specific data elements. Research potential solutions to assist with EMIS Manual searching.	Ongoing.
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.	Completed. -Created specific email list for which you can subscribe alerting you to updates that have been made.
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. Internal review and revision of the EMIS Manual.	Ongoing.

<p>Because of the multiple avenues of communications, a centralized location would be helpful.</p>	<p>One stop shop for all recent ODE communications.</p>	<p>Completed.</p> <ul style="list-style-type: none"> -Creation of 'EMIS Roundup' in May 2019 -Creation of 'EMIS Learning Library' in July 2019 -Creation of 'New!' section on the EMIS homepage in November 2019
<p>EMIS Newsflashes being sent out on Fridays is not preferred.</p>	<p>EMIS Newsflashes would come out on Monday mornings at 7 a.m., instead of late Fridays.</p>	<p>Completed.</p>
<p>Unable to search past Newsflashes for specific information.</p>	<p>Research solution to assist with Newsflash searching.</p>	<p>Ongoing.</p>
<p>EMIS Helpdesk ticket searching is difficult when trying to find information.</p>	<p>Continue to work with MCOECN to improve Helpdesk functionality.</p>	<p>Completed.</p> <ul style="list-style-type: none"> -Upgrades to the system implemented in September 2019.
<p>Some information from ITCs does not flow to the districts in a reliable/timely manner.</p>	<p>Include link to ITC Conference call minutes in a Newsflash once notes are published.</p>	<p>Completed.</p> <ul style="list-style-type: none"> -Newsflash is now sent when ITC conference call notes are posted. -Published ODE EMIS Training Calendar in advance.
<p>Lack of instructional documentation pertaining to the functionality and use of information provided in the SDC.</p>	<p>Create instructional documentation for SDC.</p>	<p>Ongoing.</p> <ul style="list-style-type: none"> -Marianne Mottley and Letitia Linville facilitating a new workgroup around the SDC-First meeting was 2/26.
<p>Most up to date department documentation is not always retrieved via search.</p>	<p>Research current ODE website search engine optimization parameters; request changes if needed.</p>	<p>Ongoing.</p>
<p>ODE ITC EMIS Training presentations are difficult to search.</p>	<p>Research solution to assist with these searches.</p>	<p>Completed.</p> <ul style="list-style-type: none"> -Added a "Topics" list.
<p>EMIS 101 document needs updated.</p>	<p>EMIS 101 document needs updated.</p>	<p>Ongoing.</p>

<p>It is difficult to explain EMIS reporting to administrators and other staff who have not had EMIS reporting training.</p>	<p>Include SDC information in EdConnection that specifically targets Superintendents.</p> <p>Integrate communications for Superintendents and Treasurers into EMIS Newsflash subscriptions.</p> <p>Create an EMIS glossary of common EMIS terms.</p> <p>Develop webinars and/or training for other key players such as Superintendents, Principals, Treasurers, etc.</p>	<p>Ongoing.</p> <p>-Created first EMIS Training videos in July 2019.</p> <p>-Currently working on videos for: Data Collector/SDC/ODDEX/EMIS Manual/Data Appeals and other topics.</p> <p>-Current workgroup working on the development of “one pagers”.</p>
---	--	---

Reports and Impact Workgroup

Challenge	Opportunity for Improvement	Action
<p>Data are not stored in one single place and it’s often hard to understand because of its complexity.</p>	<p>Create an all-in-one funding report for reconciliation that provides more transparency regarding how numbers are calculated for SFPR.</p>	<p>Ongoing.</p> <p>ODE staff reviewed the impact of budget changes on use of data for payments; additional reports now exist to help clarify which current year data impacts current year payments.</p>
<p>Lack of understanding what files correlate with payments. Treasurers cannot reconcile payments to students funded.</p>	<p>Create a snapshot report when data is pulled for payments.</p> <p>Create a tool to show all the data reported for each single payment.</p>	<p>Completed.</p> <p>The latest version of Data Collector includes the ability for ODE to create snapshots; snapshots are now on the Archive tab with their own display/search options.</p>
<p>SDC is difficult to navigate and not user friendly.</p>	<p>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.</p>	<p>Ongoing.</p> <p>ODE committed a significant amount of funding in FY20 to migrate the SDC to a new, more modern, business intelligence tool (Power BI).</p> <p>ODE contracted with two experts to help migrate the reports to the new</p>

		<p>system. They will work between March and June 2020 to create the basic structure of the new reports. They also will work to increase the level of knowledge across ODE's full time staff so the work can continue in the next school year.</p> <p>A new SDC Workgroup has been created to advise ODE staff as the project moves forward and reports are developed.</p> <p>CTE reports are included in the scope of the project.</p>
<p>SDC reports need to be more student centered.</p>	<p>Recommend a law change to allow ODE to collect names in addition to SSIDs so they can be added to the reports.</p>	<p>Ongoing.</p> <p>In the fall of 2019, the Ohio General Assembly created a workgroup to review the entire report card.</p> <p>The group met several times and heard from stakeholders on desired changes.</p> <p>Their report is located at: https://www.ohioschoolboards.org/sites/default/files/Report%20Card%20Study%20Committee%20Report_0.pdf</p>
<p>The report card is not simple and easy to read like it is intended to be.</p>	<p>Review each page of the report card website to simplify the language so that parents can better understand what is being measured or reported.</p>	<p>Ongoing.</p> <p>Staff reviewed the report cards and added tool tips and amended wording.</p> <p>Staff are asking stakeholders for additional recommendations on wording changes.</p> <p>In 2020 many pages of the web application will be hidden because of the ordered school building closure. Some work on this will be delayed because stakeholders will not see changes to the pages and thus will not be able to offer additional feedback.</p>

<p>The letter grades are not a true picture of districts' and schools' performance.</p>	<p>Work with stakeholders to help readers know about the good things schools are doing with their students.</p>	<p>Ongoing.</p> <p>The report card guide and report card press release from 2019's release included statements to drive readers to the districts to learn about the good things they are doing.</p> <p>ODE staff will work on additional communications specifically aimed at helping readers use other data in 2020 since many of the report card pages will be hidden due to a lack of data.</p>
<p>Lack of training for other staff and administrators makes the process more challenging because they don't understand reports.</p>	<p>Reach out directly to districts and ESCs to offer training to people who are new to those key positions.</p>	<p>Ongoing.</p> <p>ODE contracted with three Educational Service Centers to host regional trainings across the state on the use of data. Session 1 focused specifically on the report card. Sessions 2 and 3 focused on reports that are created using report card data (e.g. – teacher value-added and the Secure Data Center's Reports for Analysis).</p> <p>One goal is to raise awareness and understanding of the EMIS elements that are used in the report card calculations.</p>
<p>Lack of training for other staff and administrators makes the process more challenging because they don't understand reports.</p>	<p>Reach out directly to districts and ESCs to offer training to people who are new to those key positions.</p>	<p>Ongoing.</p> <p>ODE began populating some parts of the SDC with data from the 2019-2020 school year in early March.</p> <p>The report card technical documents were updated in January to reflect business rules that will be used in the 2019-2020 calculations.</p> <p>(It should be noted that many of the calculations will not occur for the 2019-20 school year due to the ordered school building closure. Members of the field were notified of what they will see on the 2020 report card in the spring).</p>

District Software and Data Collector Workgroup

Challenge	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.	Internal Report Design and Coordination group; form to request feedback for improving or adding reports in final edit stage.
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.	EMIS change 20-94 planned for later this month; ongoing evaluation of process to determine students on missing lists.
Additional Level 1 check or additional information on a report does 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.	Internal Report Design and Coordination group; form to request feedback for improving or adding reports in final edit stage; updates through change process.
Better organization of information within the Data Collector; need help knowing what is important and finding information	Add a messaging section to the Data Collector; make it easier to locate archived data	Completed. Now that the messaging center is available, ODE staff will begin using it on a regular basis to communicate important information to EMIS coordinators.
Needs to be easier for non-EMIS Coordinator to access to help improve buy-in from staff	Integrate access to the Data Collector with logins currently used by LEA staff for other ODE applications	In Progress- initial design and coding complete, expect release in the fall
Access to reports is not user-friendly, especially for new or novice users	Add a new view in the Data Collector that displays reports without having to know how everything works with data collections	Completed.
SIS vendors need more time to implement changes, including both updates to the software and time to train local staff.	Decrease, when possible, the amount of time between when a change is announced and final details are published. Provide information as it's available.	New EMIS Change process and webpage; more frequent updates to EMIS manual as information is known.

