

## EMIS Advisory Council: District Software & EMIS Data Collector Workgroup Meeting Agenda and Minutes

<b>Location</b>	Ohio Department of Education 25 South Front Street, Columbus, Ohio 43215 Conference Room B-004
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<b>Date</b>	Tuesday, March 5, 2019; 9:00am-12:00pm
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<b>Facilitator(s)</b>	Beth Fletcher** <b>David Ehle**</b>
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<b>Attendees</b>	Diane Smith**	<b>Jenny Wall**</b>	<b>Sharon Meek</b>	<b>Adam Pittis</b>
	<b>Elizabeth Davis**</b>	<b>Susan Ganim</b>	<b>Brooke Click</b>	<b>Patience Moody</b>
	<b>Ryan Shively**</b>	<b>Novalee Hillard</b>	<b>Sherry Halliburton</b>	<b>Roger Holbrook</b>
	<b>Helen Mills</b>			

Bold names indicate who was present.

\*\* Indicates the work group member is also on the EMIS Advisory Council

Agenda Items	Approx. Start Time
Welcome/Roll Call	9:00
Member Introductions	9:05
Overview	9:15
Discussion- District Software	9:20
Break	10:00
Discussion- Feedback on Data Collector	10:15
Presentation- Planned Data Collector enhancements	11:00
Discussion- Future Data Collector enhancements	11:20
Adjournment	12:00

### Welcome/ Roll Call

- The meeting was called to order by David Ehle at 9:01 AM.
- The first order of business was roll call and introductions. All members were present except for Diane Smith.

### Workgroup Overview – Purpose, Charge, Scope

- The next agenda item was to review the purpose and goals of the workgroups, such that each workgroup will address a subset of issues related to EMIS and will report their recommendations to the EMIS Advisory Council on ways to improve the operation of EMIS. It was explained that ORC 3301.0713 established the EMIS Advisory Council.

- The District Software and EMIS Data Collector workgroup specifically will discuss topics related to student information systems (SIS), payroll/HR systems, Level 1 validations, user interface, extracts from SIS, and report access.

## District Software

<b>Relevant EMIS Status</b>	<ul style="list-style-type: none"> <li>• With most workgroup members using Progress Book (formerly known as DASL), PowerSchool, and Infinite Campus, the group likes that the SIS software is imbedded, keeps up to date, transfers well, and the data checks.</li> <li>• When reporting their data, funding and the local report card are the most important aspects to districts.</li> </ul>
<b>Challenges with integration of local SIS software and EMIS system</b>	<ol style="list-style-type: none"> <li>1. Lack of training for other staff and administrators makes the process more challenging because they don't understand what/ how data can be used other than on the local report card.</li> <li>2. ODE does not always communicate when data is not updating overnight.</li> <li>3. Local SIS software and EMIS/ODDEX do not always integrate well. <ul style="list-style-type: none"> <li>○ Some SIS software thinks there is an EMIS issue when an issue doesn't exist.</li> <li>○ ODDEX files are too big to transfer to PowerSchool and causes timing out issues.</li> </ul> </li> <li>4. Level 2 Reports do not go back far enough in time.</li> <li>5. Terminology of "fatal" error is misleading.</li> <li>6. Inability to create self-designed reports.</li> <li>7. Timing of reporting updates is sometimes too slow.</li> </ol>
<b>Short-Term Opportunity for Improvement</b>	<ol style="list-style-type: none"> <li>1. Integrate training and communication for Superintendents, Treasurers, Principals, and other district stakeholders.</li> <li>2. Continue to provide timely communication to districts.</li> <li>3. Better integrate local SIS software and EMIS so that data can transfer more efficiently.</li> <li>4. Update Level 2 Reports to go back further in time to help with civil rights data and audits.</li> <li>5. Update/ clarify terminology of "fatal" to "critical" error.</li> </ol>
<b>Long-Term Opportunity for Improvement</b>	<ol style="list-style-type: none"> <li>6. Create a report writer so that self-designed reports can be generated, which would help when dealing with auditors and civil rights data that must be sent to the feds.</li> <li>7. Implement quicker updates, especially on the week of reporting, when districts need updates more than once a day.</li> </ol>

## Data Collector

<b>Relevant EMIS Status</b>	<ul style="list-style-type: none"> <li>• Workgroup members like the Data Collector for its transparency, tolerance checks to prevent data getting deleted, missing lists, overnight updates, archives, preview and previous submission counts, and separate data sets.</li> </ul>
<b>Challenges in using Data Collector</b>	<ol style="list-style-type: none"> <li>1. Reports tab is not user friendly and has layout/ display issues.</li> <li>2. Last minute extensions are nice but would be more beneficial if more notice could be given.</li> <li>3. Data Collector is not navigation friendly to other related parts of EMIS.</li> <li>4. Lack of understanding what files correlate with payments.</li> <li>5. The last updated date on Level 2 Reports sometimes stays the same which causes confusion on whether the data was updated.</li> <li>6. Difficult for other users to use without EMIS Coordinator assistance and explanation.</li> <li>7. CTE does not have access to grad data.</li> <li>8. Data is missing on Level 1 reports (see short term improvement #8 and long term improvement #14).</li> <li>9. EMIS Coordinators spend too much time on Vlookups.</li> <li>10. The EMIS Manual does not have links to other related items and is not comprehensive.</li> <li>11. Because of the multiple avenues of communications and reports; a centralized location would be helpful.</li> <li>12. Guidance counselors have to keep track of each year's different grad requirements and keep up with constant changes.</li> <li>13. Lack of joint records.</li> </ol>
<b>Short-Term Opportunity for Improvement</b>	<ol style="list-style-type: none"> <li>1. Reformat dropdown menu on reports tab to be more user friendly and include messages with updates and information.</li> <li>2. Designate a messages section to provide known issues such as last minute extensions and other important issues based on Helpdesk tickets.</li> <li>3. Create links that go to other parts of EMIS (to SAFE, ODDEX, etc).</li> <li>4. Develop the ability to snapshot files that correlate with payments.</li> <li>5. Create hover feature that shows what date means and explains when it was updated.</li> <li>6. Allow staff access to Data Collector via OEDS role and have districts control this access level to help with EMIS Coordinator workload.</li> <li>7. Allow access to grad data for CTE.</li> <li>8. Changes to existing Level 1 reports/ create new Level 1 reports:             <ul style="list-style-type: none"> <li>○ Staff enrollment headcount</li> <li>○ If % of time is less than sent to</li> <li>○ 100% of time and no courses</li> <li>○ Error 20 check</li> <li>○ SCR collection – grade level</li> <li>○ Staff and course – start and end dates and building cross reference</li> <li>○ Retention for repeat kindergarten and high school tests retake</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>○ March D Follow up</li> </ul>
<b>Long-Term Opportunity for Improvement</b>	<ol style="list-style-type: none"> <li>9. Names on received files would be helpful.</li> <li>10. Internal review and revision of the EMIS Manual (This is being addressed by multiple workgroups).</li> <li>11. Replace the SDC with an enhanced Data Collector.</li> <li>12. EMIS cross tracking graduation data and requirements would be helpful.</li> <li>13. Records joined automatically for some customers (ex: CI and CK joint record)</li> <li>14. Changes to existing Level 1 reports/ new Level 1 reports: <ul style="list-style-type: none"> <li>○ Staff and course – start and end dates and building cross reference</li> <li>○ FE exemption record this year versus last</li> <li>○ FB acceleration check this year versus last</li> </ul> </li> </ol>

### Wrap Up/ Next Steps:

- The workgroup would like to have at least one more meeting to hash out details and solidify recommendations to give to the State Superintendent.
- The meeting adjourned at 12:02 PM.