EMIS Advisory EMIS Manual & Data Requirements Workgroup

March 7, 2019

Ohio | Department of Education

Welcome!

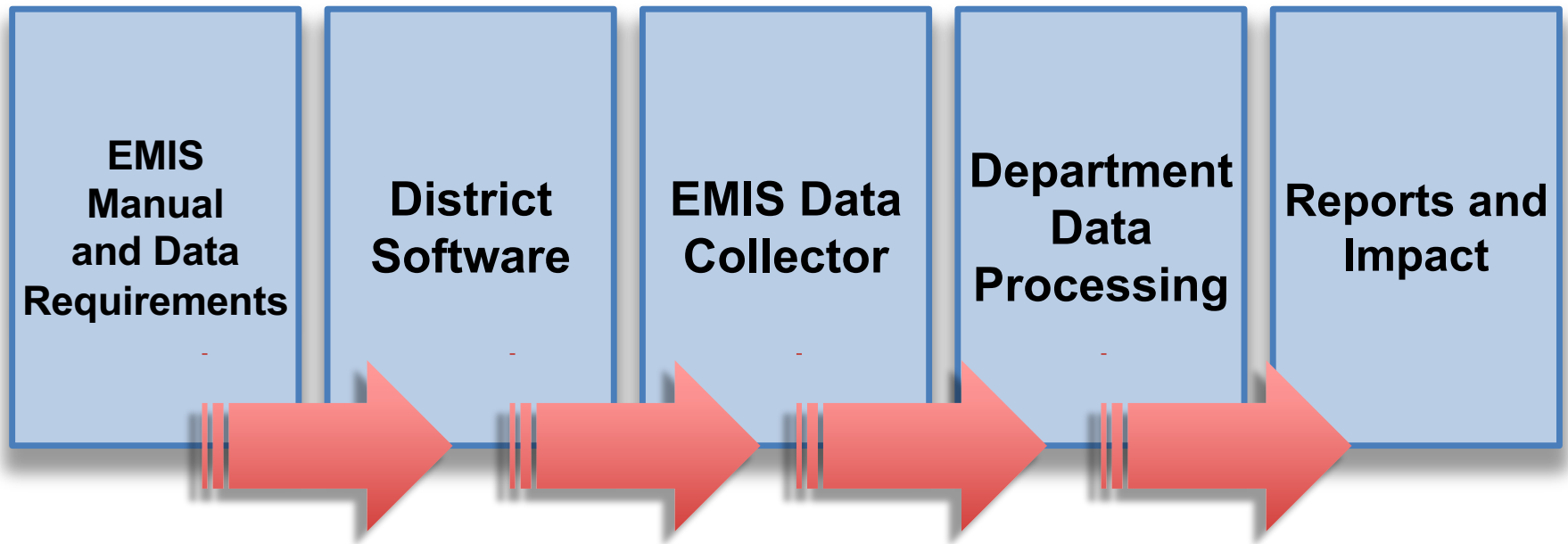| Agenda Items	Approx. Start Time
Welcome/Roll Call	1:00
Member Introductions	1:05
Overview	1:15
Discussion- EMIS Manual	1:20
Break	2:00
Discussion- Communication of Changes	2:15
Discussion- Instructional Documentation	2:45
Discussion- Reporting Responsibilities Documentation	3:15
Adjournment	4:00

Purpose of Workgroups

- 3301.0713 ORC Authorizes the EMIS Advisory Council to make recommendations to improve EMIS and provide a forum for communication and collaboration between the Department of Education and parties in the field involved in collecting, reporting and using EMIS data.

Recommendations for Improvement

- Looking for both short term and long term recommendations

- Recommendations will be shared with EMIS Advisory Council first, then taken to the State Superintendent

- These meetings will be ongoing as needed, and could continue through next year

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Domains of EMIS

Workgroups

EMIS Manual & Data Requirements

Reporting Responsibility Documentation   Communication of Changes/Updates

Valid Definitions & Formats   Instructional Documentation

District Software & EMIS Data Collector

Student Information System   Payroll/HR System   Level 1 Validations

User Interface   Extracts from SIS   Report Access

Department Data Processing/ODDEX

ODDEX   Gen Issues   Level 2 Reports

Statewide Processing   Certification

Reports & Impact

Finance   Secure Data Center   Accountability

Report Card   Funding Reports

EMIS Manual & Data Requirements Feedback

Strengths:

- Searching for information is easy
- The change history is great
- Everything being electronic is helpful

Weaknesses:

- Document is too technical, difficult to understand, wording is vague, and not enough explanations
- Manual is not in a user friendly
- Not updated in a timely manner

Discussion: EMIS Manual

- Being as specific as possible, what do you like about the EMIS Manual?

- What are the biggest challenges in using the EMIS Manual to submit your data and/or what's missing that needs to be there?

Discussion: EMIS Manual

- What about the EMIS Manual doesn't work effectively?

- Is ODE updating the manual with changes efficiently? Do you feel the Department is notifying districts of changes properly?

Discussion: EMIS Manual

- Are the existing tools and resources helpful to research and address issues? If not, what would be helpful to a user?

- Are there resources or design changes that could be added immediately that could make it easier for you to use the EMIS Manual?

Discussion: EMIS Manual

- Are there different ideas for how ODE could deliver all the content of the EMIS Manual?

- What does the EMIS Manual look like to you in two years?

Discussion: Communication of Changes

- What do you like about the way changes are communicated?

- What do you like least about the way changes are communicated?

- Are there any regular communications you receive that you feel is unnecessary or not useful/helpful?

Discussion: Communication of Changes

- Which form of communication do you rely on most? Specific thoughts on the following:

  - Ed Connection
  - EMIS Newsflash
  - Twitter
  - EMIS Release Notes
  - EMIS ITC Conference Calls
  - EMIS Software Vendor Conference Calls

Discussion: Communication of Changes

- How could ODE improve communicating changes and/or updates?

- Are there other ways ODE could communicate changes that would be more beneficial?

Discussion: Instructional Documentation

- What do you like about the Instructional Documentation, specifically?

    - EMIS Validation and Report Explanations
      http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume

    - Secure Data Center- Status of Reports
      http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Secure-Data-Center-Status-of-Reports

    - EMIS Release Notes

    http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes

Discussion: Instructional Documentation

- Is the Instructional Documentation provided useful?

- Is there Instructional Documentation missing that would be helpful?

Discussion: Instructional Documentation

- Does the design/format meet everyone's needs?

- Are there any short or long term changes the agency could implement that would help you utilize the Instructional Documentation more efficiently?

Discussion: EMIS Reporting Responsibilities Documentation

- What do you like about the documentation related to EMIS Reporting Responsibilities?

  - Data Appeals

    http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals

  - Data Review & Verification

    http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification

  - Collection Calendar

    http://education.ohio.gov/getattachment/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Collection-Calendars/Processing-Schedule-FY19-v0-2-1-15-19.pdf.aspx?lang=en-US

- What are the biggest challenges in using the EMIS Reporting Responsibilities documentation?

  - Is the information useful?

  - Is the information easy to locate?

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Discussion: EMIS Reporting Responsibilities Documentation

- Are there additional types of documentation that would be helpful to have?

Any other discussion topics?

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