

EMIS Advisory Council: EMIS Manual & Data Requirements Workgroup Meeting Agenda and Minutes

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| Location | Ohio Department of Education 25 South Front Street, Columbus, Ohio 43215 Conference Room B-004 |
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| Date | Thursday, March 7, 2019; 1:00-4:00pm |
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| Facilitator(s) | Ashley Castle |
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| Attendees | Tammy Hrosch** | Cathy Lechliter | Dr. Richard Hall | Troy Merillat |
| | Rena Lyons** | Sue Amburgey | Elaine Thirion | Kristie Chandler |
| | Kim Rhoads** | Linda Cannon | Leanne Weeks | Annette Sennish |
| | Matt Danzuso | Melissa Hennon | | |

Bold names indicate who was present.

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

| Agenda Items | Approx. Start Time |
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| Welcome/Roll Call | 1:00 |
| Member Introductions | 1:05 |
| Overview | 1:15 |
| Discussion | 1:20 |
| Adjournment | 4:00 |

Welcome/ Roll Call

- The meeting was called to order by Ashley Castle at 1:03 PM.
- The first order of business was roll call and introductions. All members were present except for Linda Cannon.

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 EMIS Manual and Data Requirements workgroup specifically will discuss topics related to reporting responsibility documentation, communication of changes/updates, valid definitions and formats, and instructional documentation.

EMIS Manual

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| Relevant EMIS Status | Workgroup members expressed that the EMIS Manual has evolved and become much more user friendly and searchable in recent years. The group noted that changes are being communicated and updated in a timelier manner and links to prior versions of the EMIS Manual have been very helpful. Also, dividing the Manual by record type has proven to be helpful. |
| Challenges | <ol style="list-style-type: none"> 1. The EMIS Manual is not situational and has archaic qualities. 2. The EMIS Manual should have links to other related items (related sections, report explanations, etc). 3. Searching the EMIS Manual for specific data elements is difficult. 4. Districts would prefer the EMIS Manual was updated at the same time the change was communicated with the ITC. 5. More direct “How To” documents would be helpful to have as a reference when attempting to report specific situations. |
| Short-Term Opportunity for Improvement | <ol style="list-style-type: none"> 1. Develop more situational “If this, then that” examples in the EMIS Manual. <ul style="list-style-type: none"> • Similar to the examples in 2.1.1. 2. Create Element list by Record to assist with locating specific data elements. 3. Implement solution to assist with EMIS Manual searching. |
| Long-Term Opportunity for Improvement | <ol style="list-style-type: none"> 1. Internal review and revision of the EMIS Manual. 2. Internal review and redesign of ODE EMIS Manual change process. 3. Internal review of ITC meeting minute publication process. |

Communication

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| Relevant EMIS Status | Workgroup members agree that ODE provides a wealth of information to the field. Most rely on the EMIS Newsflash and EMIS Release Notes for the most up to date information. |
| Challenges | <ol style="list-style-type: none"> 1. Because of the multiple avenues of communications; a centralized location would be helpful. 2. EMIS Newsflashes being sent out on Fridays is not preferred. 3. Unable to search past Newsflashes for specific information. 4. EMIS Helpdesk ticket searching is difficult when trying to find information. 5. Some information from ITCs does not flow to the districts in a reliable/timely manner. |
| Short-Term Opportunity for Improvement | <ol style="list-style-type: none"> 1. One stop shop for all recent ODE communications. 2. EMIS Newsflashes now come out on Monday mornings, instead of late Fridays. 3. Implement solution to assist with Newsflash searching. 4. Continue to work with MCOECN to improve Helpdesk functionality. 5. Integrate communications for Superintendents and Treasurers into EMIS Newsflash subscriptions. 6. Include link to ITC Conference call minutes in a Newsflash once notes are published. |

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| Long-Term Opportunity for Improvement | <ol style="list-style-type: none"> 1. Establish one place to communicate with districts that is searchable and has live issues that are affecting a large population, which will help with the overload of EMIS Helpdesk tickets. (This is being addressed by multiple workgroups). |
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Instructional Documentation and Reporting Responsibilities

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| Relevant EMIS Status | Workgroup members noted that the Instructional Documentation is easily accessible, very helpful, and used frequently. The group also mentioned the Report Explanations, indicating they are comprehensive, easy to understand, and have noticeably improved. |
| Challenges | <ol style="list-style-type: none"> 1. Lack of instructional documentation pertaining to the functionality and use of information provided in the SDC. 2. Instructional documentation is not always up to date. 3. It is difficult to explain EMIS reporting to administrators and other staff who have not had EMIS reporting training. 4. Trainings are difficult to search. 5. EMIS 101 document needs updated. |
| Short-Term Opportunity for Improvement | <ol style="list-style-type: none"> 1. Create instructional documentation for SDC. 2. Verbiage clarification for “fatal error” on the Data Review and Verification documentation. 3. Include SDC information in EdConnection that specifically targets Superintendents. 4. Make ODE ITC EMIS Trainings and new EMIS Coordinator Trainings more easily searchable. 5. Update EMIS 101 document. |
| Long-Term Opportunity for Improvement | <ol style="list-style-type: none"> 1. Develop webinars and/or training for other key players such as Superintendents, Principals, Treasurers, etc. |

Wrap Up/ Next Steps:

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| <ul style="list-style-type: none"> • 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 3:40 PM. |
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