

EMIS Manual

1. Being as specific as possible, what do you like about the EMIS Manual?
2. What are the biggest challenges in using the EMIS Manual to submit your data and/or what's missing that needs to be there?
 - a. What about the EMIS Manual doesn't work effectively?
 - b. Is ODE updating the manual with changes efficiently? Do you feel EMIS is notifying the districts of changes properly?
3. Are there resources or design changes that could be added immediately (think quick wins) that could make it easier for you to use the EMIS Manual?
 - a. Are the existing tools and resources helpful to research and address issues?
4. What longer term changes should the agency implement that would help you use the EMIS Manual more efficiently?
5. Are there different ideas for how ODE could deliver all the content of the EMIS Manual?
 - a. What does the EMIS Manual look like to you in two years?
6. Discuss specific feedback comments regarding the manual.

Communication of Changes

1. What do you like about the way changes are communicated?
2. What do you like least about the way changes are communicated?
 - a. Are there any regular communications you receive that you feel is unnecessary or not useful/helpful?
3. How could ODE improve communicating changes and/or updates?
 - a. Which form of communication do you rely on most?
 1. Ed Connection
 2. EMIS Newsflash
 3. Twitter
 4. EMIS Release Notes
 5. EMIS ITC Conference Calls
 6. Ohio EMIS Software Vendor Conference Calls
 - b. Is ODE providing feedback and information that is useful?
 - c. Are there other ways ODE could communicate changes that would be more beneficial?
4. What short term changes should the agency implement that would help you receive information regarding changes more efficiently?
5. What longer term changes should the agency implement that would help you receive information regarding changes more efficiently?

Instructional & EMIS Reporting Responsibilities Documentation

1. What do you like about the Instructional Documentation, specifically?
2. What are the biggest challenges in using and/or locating Instructional Documents?
 - a. What is missing that needs to be there?
 - b. What about the Instructional Documentation doesn't work effectively?
 - c. Is the Instructional Documentation provided useful?
 - d. Is there Instructional Documentation missing that would be helpful?
3. Does the design/format meet everyone's needs?
4. Are there any short or long term changes the agency could implement that would help you utilize the Instructional Documentation more efficiently?
5. What do you like about the documentation related to EMIS Reporting Responsibilities?
 - a. Data Appeals
 - b. Data Review & Verification
 - c. Collection Calendars
 - d. Corrective Action Plan Criteria
6. What are the biggest challenges in using the EMIS Reporting Responsibilities documentation?
 - a. Is the information useful?
 - b. Is the information easy to locate?
7. Are there additional types of documentation that would be helpful to have?
8. Are there any short or long term changes the agency could implement that would help you utilize the EMIS Reporting Responsibilities documentation more efficiently?