

# Ohio Association of EMIS Professionals



# Our beginnings...

- ▶ The Ohio Association of EMIS Professionals is a well established organization that came into being through the vision and dedication of Bruce Hawkins and David Rhodes at the Management Council of the Ohio Education Computer Network (MCOECN) in 2001. The Ohio Association of EMIS Professionals is a not-for-profit organization dedicated to learning, using, and sharing the best methods of the Professionals responsible for the reporting of school district data.
- ▶ The OAEP Board is made up of 20 elected regional members from across the state. Sub-committees consist of members who volunteer their time to continue the growth and development of the organization and its mission.

# Membership Service

- ▶ Annual Spring and Fall Conferences
  - ▶ Professional Development
  - ▶ Networking
- ▶ OAEP Newsletters/Updates
- ▶ EMIS Certification
- ▶ EMIS Professional of the Year Award
  - ▶ Nominated by fellow EMIS Coordinators, Treasurers and Superintendents
- ▶ OAEP Scholarships
- ▶ Mentor Program
  - ▶ Mentor is paired with a Mentee to help guide a new EMIS Coordinator thru their first year
- ▶ OAEP Partners with OASBO, MCOECN, ODE

# Membership Levels

- ▶ Professional - \$50 per year
  - ▶ Requirements: Responsible for EMIS reporting in your district, ITC, ODE
  - ▶ Able to vote & hold office
  - ▶ Can obtain OAEP Certification
  - ▶ Attend OAEP conferences at a free or reduced rate
- ▶ Associate - \$40 per year
  - ▶ Requirements: Responsible for EMIS reporting in your district, ITC, ODE
  - ▶ Cannot vote or hold office
  - ▶ Cannot obtain OAEP Certification
  - ▶ Attend fall OAEP conference at a reduced rate
- ▶ Non-members can attend conferences if space allows

# Membership by the number

- ▶ How many professional members are members of OAEP ? 413
  - ▶ How many current professional members have achieved Level 1 certification? 69
  - ▶ How many current professional members have achieved Level 2 certification? 14
  - ▶ How many current professional members have achieved Level 3 certification? 42

# Professional Development

## ▶ Fall Conference

- ▶ One day conference focused on target areas that assist attendees on best practices as well as other EMIS areas that might need more in depth discussion

## ▶ Spring Conference

- ▶ Three day conference that hosts a variety of EMIS learning opportunities
  - ▶ Software vendors discuss new EMIS changes as well as other tips and tricks
  - ▶ Ohio Department of Education supplies us with multiple internal ODE department presentations
  - ▶ EMIS Coordinators give best practice opportunities on EMIS reporting
  - ▶ Certified EMIS Professional Testing
  - ▶ New EMIS Coordinators presentation provided on Sunday in a smaller setting

# OAEP EMIS Certification

- ▶ Certification levels created by OAEP Board
  - ▶ CEP - Certified EMIS Professional
  - ▶ MCEP - Master Certified EMIS Professional
  - ▶ DM - Data Manager

# Certified EMIS Professional

- ▶ To obtain a Certified EMIS Professional (CEP), an EMIS Professional must:
  - ▶ Fulfill the Years of Service requirement
    - ▶ Minimum 3 years EMIS experience
  - ▶ Be a Professional Member of OAEP
  - ▶ Submit the CEP Workbook totaling 300 points along with supporting documentation
  - ▶ Successfully complete the CEP assessment at the Spring Conference with a passing score of 80%
    - ▶ Testing is developed by members the Executive Board for the Initial CEP
  - ▶ Maintenance of CEP to continue certification thru IPDP process
- ▶ 2017-2019
  - ▶ 32 Passed
  - ▶ 12 Did not pass, over half re-tested the following year



# Certified EMIS Professional (continued)

How are test questions are developed for CEP Testing?

- ▶ Test questions are generated strictly from the EMIS Guide (open book test)
- ▶ Questions for each year's tests are selected from the EMIS Guide in relation to relevant, pertinent data sought after by ODE close to the time of testing
- ▶ The test is comprised of 50 questions with 2 points for each correct answer
- ▶ The testing generally includes questions from each data set in the EMIS Guide
  - ▶ Additional components of testing include other documentation that are also provided to the applicant prior to testing
  - ▶ The SOES Manual and FTE Detail Report are examples of additional material that comprise the CEP test
  - ▶ The same CEP test is never given twice.

# Master Certified EMIS Professional Endorsement

- ▶ To obtain a Certified EMIS Professional (CEP), an EMIS Professional must:
  - ▶ Hold a Certified EMIS Professional certificate
  - ▶ Fulfill the Years of Service requirement
    - ▶ Minimum 6 years EMIS experience
  - ▶ Be an Active Professional Member of OAEP
  - ▶ Submit the MCEP Endorsement Application and CEP IPDP form
  - ▶ Successfully complete the MCEP project with a passing score of 80%
    - ▶ Project is developed by members the Executive Board
  - ▶ Maintenance of MCEP to continue certification thru IPDP process

# Master Certified EMIS Professional Endorsement (continued)

How are test questions are developed for CEP Testing?

- ▶ This project is very in depth and time consuming. The applicant is give three (3) months to complete the project. This project is designed to see if the mastery of EMIS in relation to student/staff/financial data is evident.
- ▶ The guidelines are specific in every area; even down to the type of spacing and format expected. The MCEP Project covers a multitude of items both in the EMIS Guide and in documentation that is used to disseminate EMIS data on a routine basis. It is not software specific and the documentation mimics that of the Data Collector. The applicant is provided with documents that have been created to see how far they can track a student from the enrollment process through the funding process for that student. Student and Staff scenarios are also created for the applicant and they must be able to duplicate each one in their student software and in the Data Collector. They must also be able to look at their district's SFPR and break it down for financial questions.

# Master Certified EMIS Professional Endorsement (continued)

- ▶ The Project is made up of 5 sections
  - ▶ Student, Staff, Building, Reports, Financial
- ▶ The end of the project contains 10 questions that can be found in the EMIS Guide.

## Grading Rubric

- ▶ Following the directions for the format of the test - 5 points
  - ▶ Student Section - 20 points
  - ▶ Staff Section - 20 points
  - ▶ Building Section - 5 points
  - ▶ Reports - 20 points
  - ▶ Financial - 20 points
  - ▶ Q & A - 10 points

# Data Manager Endorsement

- ▶ To obtain a Data Manager Endorsement to the Certified EMIS Professional certification, an EMIS Professional must:
  - ▶ Hold a Certified EMIS Professional certificate with an MCEP Endorsement
    - ▶ OR have a BA and no less than three (3) years experience with EMIS Reporting
  - ▶ Fulfill the Years of Service requirement
    - ▶ Minimum 6 years EMIS experience
  - ▶ Be an Active Professional Member of OAEP
  - ▶ Submit the Data Manager Endorsement Application and MCEP IPDP form
  - ▶ Successfully complete the MCEP project with a passing score of 80%
  - ▶ Additional 10 hours of PD per year required in data accountability
  - ▶ Maintenance of DM to continue certification thru IPDP process

# Why Certification/Licensure, why now?

- ▶ Currently there are NO educational, certification, or licensure requirements to become an EMIS Coordinator
- ▶ EMIS began in the late 1980's early 1990's
  - ▶ Minimal reporting to ODE for school districts
  - ▶ Building or board office secretaries could manage the data submission requirements along with other duties as assigned more easily
    - ▶ 2004 EMIS Manual...just over 400 pages
    - ▶ 2018 EMIS Manual with report explanations...over 1000 pages
- ▶ In the last 10 years, EMIS data reporting has become more complex
  - ▶ EMIS Coordinators expected knowledge range has expanded to Local Report Card areas, Funding, Federal and Ohio Laws, and Federal Reporting as well as becoming proficient in Special Education, CTE, PreSchool, College Credit Plus, Tuition, Assessments, Staff and Course coding, Excel expert etc...

# Why Certification/Licensure, why now? (continued)

- ▶ EMIS Collections - 27 total collections, 36 record types with hundreds of data elements, hundreds of files and reports to review and verify with others in the district
  - ▶ Calendar - 2 collections
  - ▶ Staff/Course - 2 collections
  - ▶ Graduation - 1 collections
  - ▶ Assessments - 14 collections
  - ▶ Student - 8 collections
    - ▶ Current Traditional Student Collection
      - ▶ Level 1 Error - 11 reports
      - ▶ Submission - 19 record types
      - ▶ Level 2 Error/Informational/Warning - 14 reports
        - ▶ FTE Detail (10,643 rows)

# Why Certification/Licensure, why now? (continued)

- ▶ Poor data quality verification can equal:
  - ▶ Dropping letter grades on Local Report Card
  - ▶ Loss of Funding
  - ▶ Audit flags
- ▶ <http://education.ohio.gov/getattachment/Administrators/Sections/Superintendent/Superintendents-Introduction-To-EMIS-Reporting.pdf.aspx>
- ▶ There is VALUE in having an EMIS Coordinator that is confident in your district's data reporting
  - ▶ Current CEPs, MCEPs and Data Managers have challenged themselves to be more knowledgeable about EMIS reporting and requirements



# Additional Information

- ▶ OAEP Website
  - ▶ [www.oeap.net](http://www.oeap.net)

Amber Myers, MCEP

OAEP President

Area 4 Representative

Initial CEP Committee Chair

Springfield City Schools, EMIS Coordinator