

# ODE EMIS Conference Call

## Summary

July 18, 2016

Notes provided by Mary Meyers (LACA), Elizabeth Davis (SWOCA), Janice Ditto (MCOECN/SSST), and Andrew Tompkins (MCOECN)

### Items from David Ehle

- 1) ODE released a new version of End of Course (EOC) collection -- Missing list now on.
- 2) Watch for additional manifests for FY17. This manifest release effort is a combination of getting FY17 open as well as missing lists for FY16. Other collection requests updated soon include:
  - a) Bug fixes and missing lists
  - b) FY17 Collection
    - i) SOES begin year
    - ii) SOES Contact
    - iii) Student Cross Reference (SCR)
- 3) The Secure Data Center (SDC) will be open this morning. Expect a Newsflash coming later today.
  - a) New areas showing
  - b) End of Course (EOC) retake rules are in place.
- 4) ODE executed scripts to correct the ID issue (ID's of all zeros).
  - a) Background: Some challenges with all zeroes being loaded for students.
  - b) Should have all been eliminated.
  - c) Need to run the "S" collection to populate the SSID into the table.
  - d) Then run "A" or "L" collections – will pick up the correct SSID's
  - e) Planning to run this one more time before closing out FY16 "S" – likely to be later this week or early next week.
- 5) Question regarding scripts (item #4 above) -- Is this ready for the districts to go ahead and do an "S" collection now – no need to wait on anything?
  - a) Correct.
  - b) This is a script that runs on your database in the background – it was run Friday morning – so they can proceed with running S followed by any other collection they need.
- 6) Regarding data appeals
  - a) The Drop Out Recovery Program (DORP) window and Career Tech (CT) windows both closed last week. The appeals windows are due to open this week or next. There is a consequence for schools if data was not reported. The appeals represent the last and final chance to correct data through the appeals process.
  - b) Appeals for CTE data expected to open Wednesday this week. This is the appeals window for the Period D data. Anticipate it to open Wednesday and be open for 10 days to 2 weeks. Opening will be communicated via newsflash.
  - c) Everyone needs to realize there will not be an appeal for the financial data before the report card happens. The financial data is open now, and is scheduled to close on August 31. The August 31<sup>st</sup> close will be a hard close – no extension. There will be no appeals window for financial data between the August 31<sup>st</sup> close and the release of the local report card on September 15<sup>th</sup>. Keep in mind this data is reflected on the report card in September, so it is

important to get it in correctly before the 8/31 close – only six weeks remaining.

- i) Gen missing will be released later this week, hopefully by Wednesday 7/20. Again, important to start looking at this -- they will essentially have 6 weeks until that financial data needs to be done.
  - ii) There might be an appeals window later in September, but not until after the report card is released.
- d) Questions regarding capital assets – do these need to be in before August 31?
- i) No. There will be a separate window in September for capital assets and other details that fall outside of the local report card.
  - ii) The DN is not part of the extended window, must be done by August 31 because it is part of the financial data on the report card.
- e) Question regarding DORP – will ODE be sending a DORP missing list for buildings that did not submit?
- i) That is actually being handled by the Office of Community Schools data manager, and it is being communicated directly with the community school leadership.
  - ii) If ODE EMIS is provided with a list they will send it out, but the standard procedure is for the Office of Community School to contact the sponsor of the community schools directly to let them know they need to appeal.
  - iii) DORP school that got one of those emails on Friday and the district had submitted both fall and spring DORP collections, they recollected and prepared the fall, but had no changes so they didn't submit. Is that why they received the letter saying they didn't submit?
    - (1) David would encourage them to email back to the email sender and advise of the situation. Verify they have data and that it is being seen.
- f) Period D appeal, will that include everything for that window? Districts with no follow-ups, will they be able to get any type of March data appealed?
- i) Yes, it includes anything that was part of March D.
- g) Any way to know who is missing CTE assessment records? This would be from FY15 assessments?
- i) David responded that file contains all students who are concentrators who left school and who would be expected, based on the Program of Concentration they are in, to have some type of assessment reported.
  - ii) Look for each student that appears on the file – probably not 100% of March kids, but the majority of them. Not every program area has an assessment, but most do. If the student doesn't show an assessment which aligns with their program, make sure that is accurate. If there is an assessment for that program, make sure it was reported for that student. This is important because it impacts the local report card for CTE. If participation rate is below a certain level, they are automatically demoted a grade level. Go through SSID by SSID to make sure everyone has some type of an assessment. Then do an appeal to add the assessment if necessary.
  - iii) As long as the student has one line, the student should be fine. They could have more than one line, but one of them needs to align to their concentration.
- h) On the CTE appeals, those are appeals based upon the students that are already in the March file. ODE did some additions to the March file at the last minute. If you have a district that believes there is still someone missing from the March file that should be part of their measures, then during this week they can request that an additional kid can be added, but they would need to do an appeal to get the kid reported and add their data.
- i) Do not wait until the last day of appeals to add students to the March file. If the district waits, ODE will not have time to investigate and process before time expires.

- ii) If they add kids, they won't be releasing a new manifest, they will add them to the 3rd set of students out there. There are only 10 districts with a 3rd override of kids. ODE will add those to the existing report.
- i) On the file for the CTE students, are there students that took GW?
  - i) There is only one program of concentration that uses the GW for this particular major. The vast majority of these are based on the GY. If your particular districts doesn't have anyone in that specific career field, the report may only have GYs and no GWs.
  - j) Follow-up question -- if they see a GU assessment, we should still report it?
    - i) No, you can no longer report a GU. If you disagree, then you need to contact the CTE office directly. Can be reported, but won't be used in any calculations. But it looks like the student had a GU assessment while they were going to school, but if GU earned after school, it will not. Must check with CTE on this, ODE EMIS doesn't have complete knowledge of CTE's business rules.
- 7) Files distributed last week - one on LEP students. Students in prior year were reported with L as their LEP status - in first year in FY15. Good chance these students should be reported with S for FY16. It does make a small difference in accountability. If reporting a kid with S instead of Y they are removed from standards calculation, performance index and AMO process. Also they will get included with Value Added. If they were exactly like L students they would not be included in value added, but since 2nd years student, they would get included. ODE expects to rerun this report in next couple of weeks. This way if a student is changed from Y to S then the kid should drop off from list when rerun done. There will be at least one refresh and possibly 2 between now and end of week.
- 8) Going back to the topic of invalid assessments that has been discussed on previous calls – districts invalidated one part of the assessment but should have invalidated the second part as well – some might show having invalid scores back from assessment vendor. This is a weird instance where one part of the assessment was invalidated but was retaken – vendor provided a valid score but also put them on the invalid list. If the student takes the first part but did not take the second part, the score should be reported. That does not make for an invalid assessment situation. The invalid situation is one where the second part was attempted but invalidated.
- 9) Comment noting that Districts don't really 'see' there are files in the file tab – any way to improve the notification for new files? The current email looks too similar to other advisories.
  - a) The notification system isn't very flexible or easy to change. To change the text in those emails would require a new release. This is why ODE is accompanying files with a newsflash.
  - b) The next round of Enhancement Requests ODE is working on involves enhanced notifications. Looking for that in 2017. ODE would like to put the name of the files into the email. That's just one of the enhancement requests they want to put in. They may or may not continue to send Newsflashes once that is accomplished.
  - c) Districts can change the default date or they can also search for a portion of the file name using filters. The file name is in the newsflash file.
- 10) David asked for other comments regarding the files tab itself? Anything you wish were different? Enhancement requests you would like to see?
  - a) Any documentation on these reports?
    - i) So far these are more in line with one-off reports, so essentially the documentation is what is in the newsflash describing what the files are. ODE is discussing the possibility of trying to preserve what was in the newsflash. This would enable districts to search through prior newsflashes. If we use the files process to send out a regular report, then those will have full blown report documentation.
  - b) David asked for any other enhancement requests be submitted via the help desk.

- 11) As part of next release, ODE is looking to include the ability for users to set individual preferences, so if there are things in the data collector you want to look at something in a different way, then you can set user preferences.
  - a) ITCs be able to tell when someone hasn't submitted a collection, it doesn't show if they ran a prepare and didn't submit a collection. David thinks this is in the next release.
  - b) When is the release expected and does it require major upgrade of system?
    - i) No, no new server or database server.
    - ii) They hope to have it out by the time they have the ITC meeting on August 9. Want to do training on the new version.
  - c) While no new system is required, this release will make it much easier for users to kick off multiple collections and prepares at one time. Right now it can only do 5 operations at one time, planning to change the default to 7 so people don't have to wait. This can be changed depending on server capacity. With ability to adjust the threads, you can have more concurrent operations taking place at the data collectors across your district. The point of making this configurable is to enable ITCs to test and tune an appropriate number of process threads.
  - d) Will this be coming to the ITCs in advance, and if sent out, who is it sent to?
    - i) It is not yet out – the contractor is still doing regression testing.
    - ii) ODE needs to go through ODE acceptance testing. Hope to have it ready prior to the August 9<sup>th</sup> meeting. It will be around the time of the August 9th meeting. Worse case is end of that week or start of next week.
  - e) Again, if anyone has an enhancement request, just submit a HD ticket.
  - f) The ability for the software to remember individual user settings will not be part of this release. This is a feature targeted for the next release (6 - 8 months out). The coming release will add some structure “under the covers” needed to eventually support the ability to remember individual user settings.
- 12) David mentioned the ITC EMIS Meeting planned for August 9th from 10 to 2. As in the past, it will include a “bring your own” brown-bag working lunch.

### Melissa Hennon discussed EMIS Coordinator Training

- 13) New EMIS Coordinator training sessions scheduled for Monday 8/8 and Friday 8/26. The target audience is new (to the job) EMIS coordinators, or people who have switched environments, such as an ESC coordinator who is now at a district, etc. The first session is nearly full – recommend registering for the 8/26 class.
- 14) Melissa noted there appears to be multiple people registering for these from same district. ODE is giving preference to EMIS coordinators first. Assessment and special education coordinators are not being approved at this time. Best recommendation for those individuals would be to attend Stacy's meetings.
- 15) A question was asked if that role was in OEDS?
  - a) Yes. Again, Melissa thought the class would not be of interest for people other than new EMIS coordinators.
- 16) Will there be an agenda for those meetings?
  - a) Yes, for those who are registered.
  - b) The class will cover an introduction to EMIS -- basic EMIS with significant time on ODDEX, SCR history and SOES. It will touch on CCP, data collector, FFE, and some special ed, gifted and possibly something on Secure Data Collector (SDC). Minimal with regard to what things they might expect to be asked at beginning of school year with regard to report card information.
- 17) For others who don't fall into the “new coordinator” category, David will review changes during the

ITC meeting on August 9, and Stacy will provide that for districts in August. Those sessions are listed in STARS now, but as to what else will be on that agenda, it is still being worked out.

### Resuming with David, Questions from participants

- 18) FY16 CTE FTE will be updated shortly. Expect 2 updates prior to 8/12 close date.
- 19) CCP/ODDEX
  - a) Over 50,000 enrollments have been approved in the system
  - b) The 45-day clock has not started – not cases where the 45 days has run out.
  - c) ODE is planning to do another payment for the colleges by end of month and first adjustments to districts in August 1 payment.
  - d) Again, the 45 days “clock” has not started yet. Expect the window to extend at least until 9/1.
  - e) Suggest keeping watch on CCP changes as things are happening quickly
- 20) Student Cross Reference. FY17 SCR will open soon.
  - a) The way it is set up, if District A reports a kid from District B, but District B is not reported yet, cross reference will not run the check. First it checks to see if other district has submitted in cross reference yet. If not, the check isn't run. But if it has, then the check runs.
  - b) Do not assume you have no issues if there are no students reported. Student issues will begin to show as other districts begin entering data. It might take time before issues begin to show in volume.
  - c) SCR is opening earlier than last year. Cross reference to open early for schools that are year round schools because they need to get data submitted to cross reference by end of the month. Otherwise, most will wait until the first of August before these are reported. Again, it may be a little while before issues are discovered.
- 21) Question: For CCP and ODDEX, what do I need to do for districts with no data? In other words, not listed on college side or district side?
  - a) Nothing to do at this point. Once a newsflash goes out indicating that all data has been updated, if the district still doesn't see data, then submit a helpdesk ticket. Included district and college information in the ticket.
- 22) Question: Since L and S are closing at end of month, if they find anything that is wrong, is there anything that can be done about it?
  - a) S closes at end of month, but L is open until August 12. In the end it is the college data that determines payment. So if the course is taken by August 12, you'll want to get it in.
  - b) Districts won't have to appeal, just make sure it is in GC data so the course is on the transcript. ODE will process funding if the funding should be done. If district contest the payment for the student, ODE will investigate.
  - c) In the end, the college and district data does not have to match for the payment to happen or not happen. College doesn't get paid until the flag is resolved.
- 23) Follow-up question: What about the 45 day clock?
  - a) College data in ODDEX that can't be reviewed – the clock will reset for those cases.
- 24) Question: Do JVS have to report PE performance measure?
  - a) No.
- 25) Question: Do JVSDs have to report the retention status?
  - a) No, they don't have to but they can, but no repercussions. Only kids that possibly would be included are the direct enroll kids to JVS. Not critical for JVS.

### Next Call

- 1) ITC ODE Conference Call, Monday 8/1.
- 2) The next ITC ODE Change Call would normally fall on 8/10, but this is the day following the face-to-face meeting on 8/9, so the change call will be cancelled and changes will be covered during the

meeting on the 9<sup>th</sup>.

3) The September Change call will be held 9/14.