ODEW EMIS-ITC Call – 04/16/24
Notes provided by Gretchen Martin (ACCESS) and BreAnn Blubaugh (LACA)

FY24 Tier 1 Dyslexia Screener Collection - We have identified an issue with the Tier 1 Dyslexia Level 1 Missing Report - no students are appearing. We are currently working on a fix and hope to have it out by Friday, 4/19/24. Districts may be surprised at seeing no students on the current list to many students on the list once the fix is released.

Q: Regarding the Alternate OELPA scores from FY23 - EL students without a passing score are still appearing on the Level 2 report for the OELPA, even though they are proficient for the Alternate OELPA. Should we just tell districts to ignore? Without ODEW getting the modalities this year, I wasn't sure if that would enter in as well.
A: For clarification, this is the report that talks about funding. ODEW have not had discussions about incorporating those since they are prior year scores. This may be a miss on the Department's part. If the district exited the student based on their ALT OELPA scores - this may be hard to deal with. The error they are receiving is not something they have to do anything about, but ideally it wouldn't show at all. It would need to be a manual process to incorporate those prior year scores, but that's hard to do while the data is still changing. It's a relatively small number of students across the state that took the ALT OEPA. That error will probably stay there through the end of the reporting window. The modalities in the FY25 change are about the report card, but we don't need the modalities to do the basic identification of whether or not the student is proficient. The modalities will be used for growth.

Data Collector Enhancements - we will review the remaining areas of significant enhancements that will be included in the next version of the data collector, expected to be released sometime this spring.

- **OH|ID Authentication** - Users will get to both the Report and Data Collector through a tile on the OH|ID application (similar to ODDEX). If users have access to multiple Data Collectors, they will have to select a specific Data Collector from the choices available to them. There will no longer be a direct login to the Data Collector, with the exception of the built in administrative SIFWORKS account (most likely what tech folks use). That SIFWORKS account will remain, but the URL will be different from the current URL used. This information will be shared with ITCs.

    Each ITC (and for each data collector) can change the authorization between local authorization and using OH|ID. As this is rolled out, districts will need to ensure the right people have the right roles. However, the current EMIS Coordinator role in OEDS will allow EMIS coordinators to do what they do now in the data collector. Districts should ensure anyone assigned the EMIS Coordinator role in OEDS is correct, and clean up users who have this role but should not.

    ITC staff will also need to be set up correctly - there is some setup that will need to be done.

    The expectation is this transition to OH|ID will be completed by fall. It is important for a variety of reasons to get switched over to OH|ID. As an example, part of getting the full value out of the Messages application is getting everyone over to the OH|ID as well.

OEDS Roles available for the Data Collector
- Data Collector (*OEDS name = Data Entry-EMIS DC*)
- Data Submitter (*OEDS name = Data Verifier-EMIS DC*)
- Data Reviewer (*OEDS name = Data View-EMIS DC*)
  - Adding these 3 Data Collector roles, which are basically identical to the roles we have right now.
- EMIS Coordinator - this is the current role in OEDS
- File Reports (*OEDS name = File View-EMIS DC*)
- Level 1 Reports (*OEDS name = Report View L1-EMIS DC*)
- Level 2 Reports (*OEDS name = Report View L2-EMIS DC*)
  - These 3 new Reports roles will allow people to see just certain kinds of reports. Individuals with these roles will go straight to the Files tab to access those specific categories or data sets of files that are distributed by the Department. For example, accountability staff that would need to pull information relevant to the report card, district would have the ability/option to grant the *File View - EMIS DC* role to go straight to the Files tab, and limited to see just the files distributed that have just the "report card" tag after the year of the file.
  - Can do similar things with the Level 1 and Level 2 reports as well. For example, assessment staff who tracks the missing reports, determines what SNR needs reported, etc. could be given access to just the Level 1 reports that deal with assessment collections, based on the latest collect/prepare the EMIS coordinator has done.
- Authorizer (*OEDS Name = Local Authorizer-EMIS DC)* is the role that will be used to modify the permissions. For example, Level 1 Report role allows someone to get into the data collector and see the Level 1 reports, but locally the Authorizer would be the one identifying *which* Level 1 reports a user can access.
- Principal - current role in OEDS - while they will be able to get to the data collector, they will not be able to do anything by default. Oftentimes, especially in smaller districts, principals also have other roles in the district (ex. assessment coordinator, special ed coordinator, etc.). The Department wanted principals to have the tile in OH|ID, but they will have to be granted local authorization in order to access anything.
- Superintendent - current role in OEDS - can review files and Level 2 reports by default, and can locally authorize to add permissions to self and others at the district
- Treasurer - current role in OEDS - will have review authority by default for items related to finance, funding and staffing.
  - These 3 roles (principal, superintendent, treasurer) will all have their access as soon as the OH|ID Authentication is live. These roles should be pretty accurate for districts, but it is still important for districts to review and ensure the correct users have these roles and have access to information they need.
- 4 roles for ITC Staff
  - ITC Director (*OEDS Role = Site manager*) - current role
  - ITC Administrator (*OEDS Role = Application Manager-EMIS ITC*) - administering the backend software with access to Settings, but don't really do anything data related
  - ITC Reviewer (*OEDS Role = Data View-EMIS ITC*) - can see what's happening in the data collector with districts, but cannot collect and prepare

- ○ ITC Data Manager (*OEDS Role = Data Manager-EMIS ITC*) - able to collect/prepare, etc. on behalf of their districts.

OH|ID AUTHENTICATION- OEDS ROLES

DC Name	OEDS Name
Data Collector	Data Entry-EMIS DC
Data Submitter	Verifier-EMIS DC
Data Reviewer	Data View-EMIS DC
EMIS Coordinator	Coordinator EMIS (current role)
File Reports	File View-EMIS DC
Level 1 Reports	Report View L1-EMIS DC
Level 2 Reports	Report View L2-EMIS DC
Authorizer	Local Authorizer-EMIS DC
Principal	Principal (current role)
Superintendent	Superintendent (current role)
Treasurer	Treasurer (current role)
ITC Data Manager	Data Manager-EMIS ITC
ITC Reviewer	Data View-EMIS ITC
ITC Administrator	Application Manager-EMIS ITC
ITC Director	Site Manager (current role)

OH|ID AUTHENTICATION – ROLE NOTES

- EMIS Coordinator- collect, review, submit all
- Principal- nothing by default, but can be locally authorized to view reports/files
- Superintendent- review files and level2s by default, and can locally authorize to add permissions to self and others at the district
- Treasurer- review files, level1, and level2 reports by default for finance/funding/staff
- ITC Data Manager vs. Reviewer- Manager can collect and submit all LEAs and manage data sources
- ITC Director- like ITC Reviewer, but can also Authorize at ITC

- **Local Authorization** - this is how privs will be modified, and a lot of customization will be available. Can customize by data type and by category, as well as by report type.
The Authorizer role for LEA/ITC has the ability to customize privs, however, some things can only be done through OEDS (like enabling someone to Submit data). DEW needs to be able to see who has the ability to Certify and Submit, so that will remain a priv that can only be granted via OEDS role and should only be specific people within a district (like the EMIS Coordinator).

Districts are not required to have local authorization - it is completely optional. The whole system will work using the DEW default for what each role has access to do.

> **Q:** Will there be documentation with a description of each of those roles and the access they allow provided?
> **A:** Yes. There will be documentation on the default roles, as well as the local authorization options.

The local authorization page allows you to select a role to modify globally (ex. modify all principals, treasurers, etc.). Can also be applied to an individual user. The dropdown will take a day to populate, but once an OEDS role is assigned to someone granting access to the data collector, the next day that user will appear in the dropdown to be able to select and customize permissions.
The permissions to configure will display with a Yes/No - indicating whether that person/group has rights to view data, Level 1, Level 2, files. The Yes/No may be available to change (blue in color), or may be greyed out if the access cannot be modified. Can also expand by clicking the "By Data Set" or "By Category" links for further customization.

The very bottom section of Permissions is for ITC staff and indicates whether this applies to all LEAs. For example, if an ITC person has a role that allows Collect, Submit, and Review, the bottom section will identify if this is for all LEAs or not. The Department heard the feedback from ITCs that some allow EMIS Support Staff the ability to Collect and Submit for all districts; other ITCs don't do things this way. The local authorization allows the customization of roles for how things are done at each ITC. This will make more sense when going through the role matrix, and we'll go into more detail upon release.
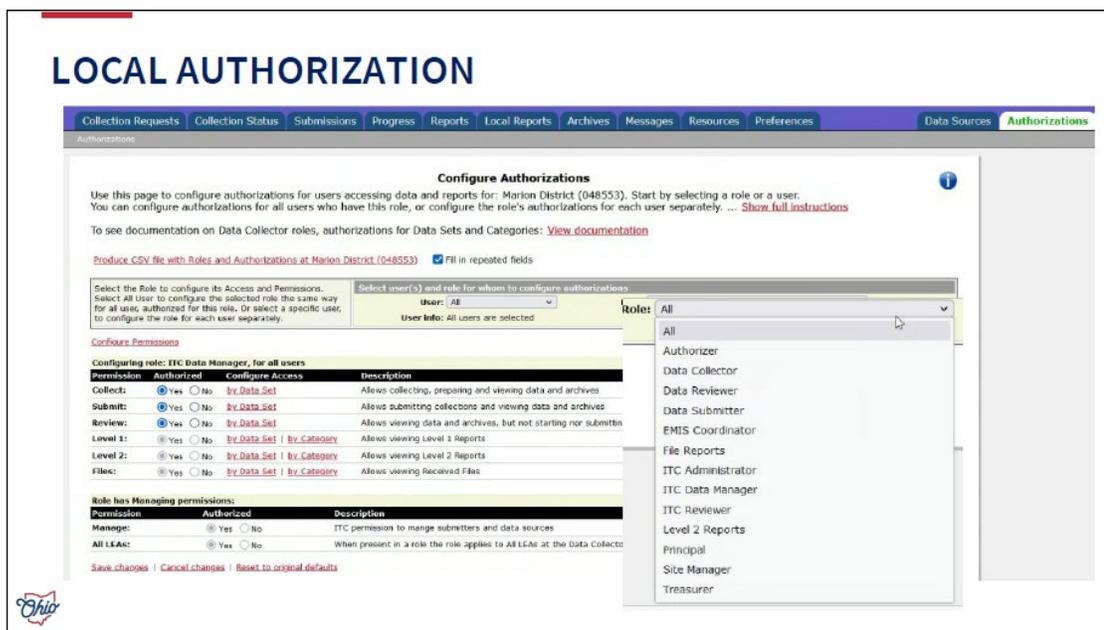
> **Q:** ITC support staff access the settings tab to see if tables are updated. Will we need the application manager role to retain access to view agencies and settings tabs?

A: It's a little more fine-grained than that. Permissions aren't just tab specific. I believe certain ITC staff will have access to certain things on the settings, but maybe not everything. I don't have that answer right now, but will make sure we look at that.

ITC Data Manager - generally has the Collect and Submit for all LEAs. However, the following is an example of one that's been edited at an ITC to only allow Review for all districts; not Collect and Submit. In this example, the local Authorizer has changed the Collect and Submit to "no". This is an example of how you can customize roles both at the ITC, as well as district specific role customization.

ITC Reviewer - By default the Reviewer cannot Collect/Submit, but these can be turned on; either for all ITC Reviewers (using the Role dropdown), or for an individual user (by selecting that user from the dropdown). The local Authorizer can customize the Yes/No for that Collect/Submit value.

Local Authorization and View - File Reports

Cannot see Level 1 or Level 2 by default, but does have access to Files. These users will only see the tabs to which they have access. The primary tab is the Reports tab, which is going straight to the Files part of reports. The reports links at the top are greyed out since the user doesn't have access to Level 1 and Level 2 reports. These users will also have Messages, Resources, Preferences tabs.
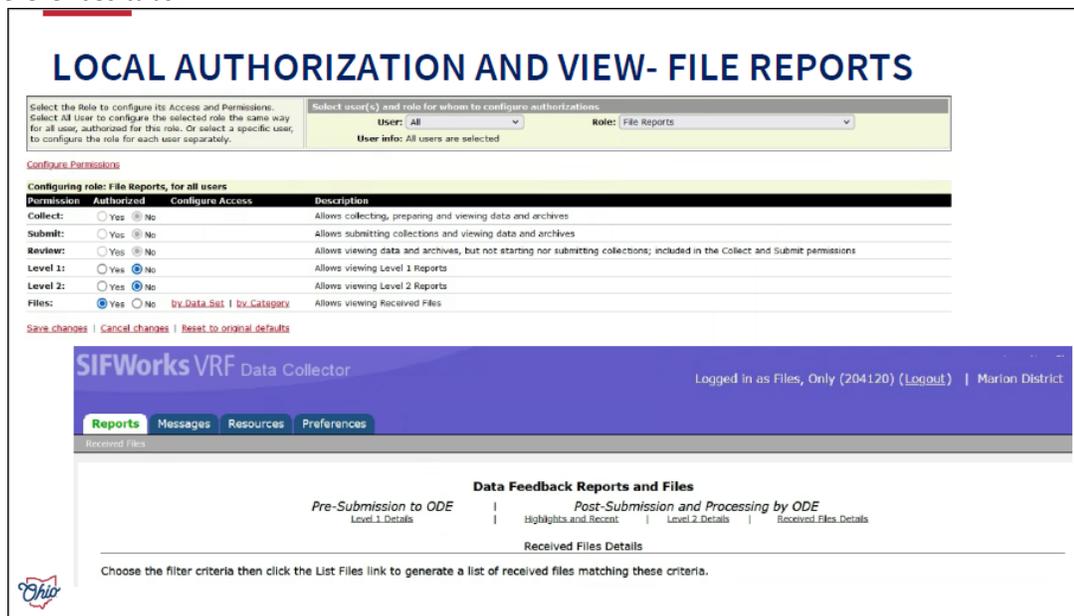
Local Authorization - Superintendent

Superintendent is an authorizer - indicates "yes" under permissions (bottom section of the screenshot below); meaning, this person is allowed to change things. By default, the superintendent can review everything. By default they cannot collect and submit, but can give themselves these permissions. This is the only role that can be changed to collect/submit in the data collector. All others are done through OEDS. By default, a Superintendent lands on the Reports tab, though all other tabs are available for them to select.

LOCAL AUTHORIZATION - SUPERINTENDENT

Select the Role to configure its Access and Permissions. Select All User to configure the selected role the same way for all user, authorized for this role. Or select a specific user, to configure the role for each user separately.

Select user(s) and role for whom to configure authorizations
User: Patel, Srinivas Rajeesh ▾   Role: Superintendent ▾
User info: Patel, Srinivas Rajeesh, email: SrinivasRP@ohio.org, has roles: Treasurer, Superintendent (safe_web_srvc_id: 202002)

Configure Permissions

Configuring role: Superintendent, for Patel, Srinivas Rajeesh

Permission	Authorized	Configure Access	Description
Collect:	○ Yes ● No		Allows collecting, preparing and viewing data and archives
Submit:	○ Yes ● No		Allows submitting collections and viewing data and archives
Review:	● Yes ○ No	by Data Set	Allows viewing data and archives, but not starting nor submitting collections; included in the Collect and Submit permissions
Level 1:	● Yes ○ No	by Data Set | by Category	Allows viewing Level 1 Reports
Level 2:	● Yes ○ No	by Data Set | by Category	Allows viewing Level 2 Reports
Files:	● Yes ○ No	by Data Set | by Category	Allows viewing Received Files

Role has Managing permissions:

Permission	Authorized	Description
Authorize:	● Yes ○ No	Allows access to the Authorization tab

Save changes | Cancel changes | Reset to original defaults

LOCAL AUTHORIZATION VIEW - SUPERINTENDENT

SIFWorks VRF Data Collector

Logged in as Patel, Srinivas Rajeesh (202002) (Logout) | Submitter: Arapo ▾

Collection Requests   Collection Status   Submissions   Progress   **Reports**   Local Reports   Archives   Messages   Resources   Preferences   Authorizations

Level 1 Reports

Data Feedback Reports and Files

Pre-Submission to ODE | Post-Submission and Processing by ODE
Level 1 Details | Highlights and Recent | Level 2 Details | Received Files Details

Review and Level 1 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 1 reports matching these criteria.

Filter Options
LEA: All authorized ▾   Collection Request: All ▾   Data Set: All ▾   School Year: All ▾   Category: All ▾
LEA IRN: Last Activity Within: All ▾

Display Options
Group By: ● Collection Request ○ LEA ○ Level 1 Report ○ Category ○ Data Set ○ None   File Format: ○ HTML ● CSV

Show Reports | Restore Defaults

Q: Do you plan to review some of this information at the OAEP conference next month?
A: I believe there is a session on the Data Collector Updates, but if not it will be covered during the general presentation.

Q: Should we have a conversation with our districts about this new process? I don't know how many of my district users have an OH|ID Account.
A: Anyone who accesses ODDEX would have one (which covers a lot of people that work with data). Anyone who has a license from the State Board of Education has an OH|ID. This has been in place long enough, so I would expect the vast majority of administrators, teachers, counselors would already have an account - it's pretty broad. It would likely be a small portion of staff who may need to access the DC for new functionality would need to get a new OH|ID.

While I am planning to talk with EMIS Coordinators about this, I am not planning to talk with district administrators in general about this because I don't want to push districts to do the local customization and bring people into the data collector unless it's something they want to take advantage of. This could be a discussion that starts with EMIS Coordinators or ITCs; the thought is to let this be used and grow organically.

During the next call we plan to start talking again about the 3-5 year EMIS roadmap. The presentation from the OECN conference will be updated with the ideas that have been shared so far. We are still in the brainstorming phase, and will share the presentation out in advance. Think about the major areas, and if there are things you'd like to see enhanced or changed in basically anything having to do with EMIS, we want to hear ideas and suggestions.

Upcoming Call Schedule
Monday, April 29th - ODEW ITC EMIS Call
Wednesday, May 8th - EMIS Change Call