

ODE EMIS Conference Call Summary

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Updates from ODE – David Ehle

- 1) Testing File Distribution and Notifications of Level 2's
 - a) For those who had notifications for Level 2's turned on, you should have received notification of new files. This was a test. You would have received an email notification of a test file – 'This is a test' – an Excel file with Prep for Success headers only. Every district set up in data collector should have received that file. ODE copies the files to a directory and runs a job to distribute. If a given IRN is set up for an ITC, the ITC's report collector will send to get the file. ODE verifies the correct ITC per OEDS, then the file is copied to the ITC's data collector.
 - b) There were approximately 40 cases where a requesting ITC didn't match the ITC entry in OEDS for the district. The majority of these were instances where the district had switched ITC and the first (in other words, previous) ITC was denied the file. It is possible to have the reverse situation where the new ITC is not yet updated in OEDS. In either case, the logic has tested correctly and the proper ITC received the file --if you are not serving that district per OEDS, you should not receive the file.
 - c) ODE is aware of some districts where the text in email didn't get updated appropriately and the email referenced the Level 2 using the old message format. If you have a similar case, please make ODE aware of the issue.
 - d) A couple of other tests they will try through Files Distribution coming in the not-too-distant future:
 - i) CS Fatal will be sent through the old VMS method, but will also be distributed in the Files tab. The name under the Files tab may change slightly to include a proper file extension (portion of name to the right of the period) will be "txt". This is needed in order to open the correct reader when clicking the link for the file.
 - ii) Other files such as Gen Issues, Long Grad Rate Report, and Gen Missing for Financial will be sent out in this same fashion.
 - iii) Over time and as issues are resolved, ODE will migrate completely over to the Files tab
 - e) A few possible surprises:
 - i) You should have seen at least one set of archives for Financial data from last year. This was the result of an enhancement request included in the last update of the data collector. Now, when a manifest completely deletes out of the data collector, all data for that manifest will zip into the archives file. The Files tab will show anything new in the last 15 days, but districts can change the filter to see other data.
 - ii) There was an accidental posting of the 2016 D archive of Level 2 reports of version 3 of the reports. ODE accidentally posted version 3 in production while conducting quality assurance testing. ODE exported Level 2 per Q/A file. The archive may not match file that was released

in production. ODE is exploring ways for ODE to delete those files out so it does not become confusing.

- 2) David invited participants to ask questions pertaining to the Files tab
 - a) Will we get notified when files are there?
 - i) If notifications are on for Level – yes – you will get an email when the file is published. ODE might send another email either in newsflash or some other separate way, but any secondary notification will come later than the initial notification. This is especially true for newsflash as those take additional time to distribute and ODE prefers to send only one per day.
 - b) Will the notification identify the files being provided? A participant commented that the current notification can be confusing to districts as it is unclear whether or not the district needs to do anything.
 - i) David acknowledged this concern and suggested it might be addressed over time.
 - ii) For now, the notification message will not identify the name of the file loaded, it will simply indicate new files are available. Districts can find new files using a filter. ODE is exploring enhancements with the vendor to make some changes to the notifications, and it might be possible at some future point to include the file name in the notification. But for now, the system will not support a means to include the file name in the notification.
 - iii) David added the goal is to completely migrate to the Files tab, and discontinue sending anything out via the VMS process. They also intend to pull forms into that area instead of the SAFE account area, with the idea of creating “one stop shopping”.
 - c) Will Level 2’s still come out as Level 2’s, or will they be in the Files tab?
 - i) Anything that is formatted as data rows or csv will be Level 2. Gen Issues will start as Files, then migrate to Level 2. Files will be snapshot files and archives. Other things not generated in the EMIS system such as .pdf files will be found in the Files tab. Text formatted files will remain in the Files tab
 - d) Regarding role permissions, can people with Read Only roles get to the files tab and read/download the files?
 - i) Yes, Read Only roles can read/download the files from the files tab
 - ii) David noted a future enhancement to data collector currently being discussed is a more-granular user preferences and user management tool set. ODE would like to refine the security model to give someone permission to see files but not raw data. They also need to be able to set securities based on data type so that someone could only see specific data areas and be denied access to other areas.
 - e) A participant asked David to explain the difference between Files tab and Archives tab.
 - i) Archives keep track of every submission. Most ITCs are likely to have this set to keep the two most recent submissions, but this can be set to a larger number (default is 2). The preview and submission files are in the Archive tab. Level 1 is part of preview. The Archive holds data while submission is happening.
 - ii) When a collection request is expired (when a manifest is deleted), users cannot get to files on Archive tab – they move to the Files tab. The Files tab has collected, preview, and

submission data. It also creates an archive of Level 2's so they can be retrieved for several years of history.

- f) A participant suggested the tab names seem counter intuitive -- with 'Archives' being currently available collections and the Files tab containing expired collections which would traditionally be considered as archived data (aka historical data).
 - i) David acknowledged this might be confusing, but it is a complicated issue to change. He noted the Files setup can be set to specify a different server to create more free disk space in the file collector. At some future point they might be able to rename the tabs. One of the issues in changing the naming and purpose of the tabs is that the Archives data is buried pretty deep – a potential change might require ITC staff to have a greater understanding of the underpinnings of the data collector.
 - ii) Several on the call agreed renaming the tabs would go a long way to avoid confusion.
- g) A participant noted issues with extremely long file names -- Is there a way to shorten the name of the file so it will open when the URL for that file is clicked?
 - i) David noted ODE has already implemented steps to shorten file names -- if there are files that are still causing issues, please post a ticket. He also suggested it might help to shorten the names in the file path as a way to shorten the file name. ODE has observed the total length of the file path and file name has been causing issues in some of the reported cases, and shortening the folder names in the file path has helped.

3) March file update

- a) David noted a "heads up" regarding updates to the March file. During the appeal period a few districts have noted issues with students included who were incorrectly identified as graduates, or students missing from the file. Districts may have an updated March file to load, which should be out by early next week. At this point David was uncertain how this would be handled. The preference will be to handle this as a separate Level 2 report – 'Additional reports' – but if ODE finds they need to send it in the same file (including both new and original students) they will sort it so new students are listed at the top and the file will have a new date.
 - i) A participant noted one of their districts has students not included and the response to the district was they wouldn't be included. The district failed to report a program of concentration
 - (1) Usually if that is the issue, CTE will override for those to be included, but sometimes there are situations where districts think students should be in the file and there are other filters why they weren't
 - ii) Can ITCs get notified if there is an update? Concerned that someone might accidentally wipe out an entire file.
 - (1) Again, ODE is trying to get them in a separate file so that scenario can be avoided. An alternative method would be to run a progress query, March file, Level 2, before the new report is released. Once the files are released there will be an actual collection manifest released – that is the indicator to re-run the process query. New data will be indicated if the count of Level 2 goes up, which will happen if there is a new file. David indicated ODE will try to send a list to ITCs of districts with new data.

4) College Credit Plus (CCP)

- a) ODE added quite a few CCP students in ODDEX this past week. The vast majority of districts now have data. If a college reported a valid IRN and SSID format, that data was loaded. In other words, it is likely the only way data was not loaded if the IRN was bad or the SSID was in an invalid format.
 - b) This week ODE will be working on loading district data. Once district data is loaded, it will trigger the 45-day clock for districts to verify data. At this point it looks as though the 45-day window will run through early August. Districts are encouraged to continue verifying data as it appears – many are already doing so.
 - c) David noted there have been a few colleges update students that were included in the first load – these updates have not been applied yet. ODE hopes to process those this week.
 - d) A participant asked David to clarify what districts should be able to see – fall and spring?
 - i) Yes, if the college gave provided fall or spring data to ODE it has been loaded. However, summer courses will not be loaded yet – those will not appear until August.
 - ii) If a district feels data is not showing, post a helpdesk ticket. David was aware of at least one case where a college chose the wrong IRN. In that instance, the district which should have been chosen will not be able to see that data yet. Again, if districts feel they should have data at this point but still have nothing, or part is missing, they should post a ticket.
 - iii) When district data is added, it will add data that shows the district is reporting students as CCP and the college is not reporting those students. Districts should double check their own data to make sure the course is CCP, the students are CCP, but as long as there is no corresponding college data, no payment will be made to the college. The mismatch will show up for the college when they go in to verify their data. Colleges now have access, but may not have looked at their data yet. ODE will initiate a reminder for colleges to be looking at their data.
 - e) Agreements will also be loaded before the 45-day window commences.
- 5) “Heads Up” regarding FY16 Payments
- a) Even though all FY16 data has been pulled, ODE will process one more pull this week. The intent is to catch any changes in the second staff collection. It will be pulled first thing Thursday morning. This pull will be used for initial FY17 payments:
 - i) July JVSD
 - ii) July Community School
 - iii) July #1 Traditional
 - b) New data won’t be pulled again until the data windows are closed in August. The First Final payment will be August #2 for traditional districts, and Sept. for JVSD and Community Schools.
- 6) Collection Requests
- a) Several opened last week and four more assessment collections to open this week.
 - b) FY16 Grad is opening this week. ODE is moving towards a regular schedule – in future years Grad will open sometime in May. No Grad reports and no SDC updates until FY15 appeals and FY15 report card data is wrapped up, but the collection will be available for anyone who wants to start working on reporting.

- c) New elements to FN tab are not available yet for 16G. If a vendor has added them, they will be ignored right now. Also, GP record is gone from the collection request, and GU assessment type not collected for FY16.
 - d) There are five GY assessments that were not mentioned in the vendor change call. ODE did get a file out to the vendors last week as soon as they were notified by CTE that they were valid codes. ODE will post this in a document on the website as a document rather than conduct another vendor change call. ODE is close to having FA section of the manual done for FY16 and the manual will include these five GY assessment elements.
- 7) Theresa noted a reminder regarding Staff Reporting “L”
- a) Staff reporting will go into August. SSDT will send out further instructions.

Questions from Participants

- 1) A participant asked for clarification regarding CTE assessments – in the documentation from change committee calls, the GU records will not be collected in FY16. But the DC collection indicates the GU is one of the accepted assessments.
 - i) These are not being collected in FY16. ODE will research the inconsistency in the documentation.
- 2) A participant asked about the new DN Attribute for Community Schools to report their management company – if they have no management company, what do they report?
 - a) David noted this should be reported on one record at the start of the year using the code that denotes no management company (MGMCOMPNO).
- 3) In Prep for Success, what is the difference between ‘appeal’ and ‘review’?
 - a) David notes it is typically one or the other. The review is where a district would sign-off on their data. If any data is questioned, the district can initiate the appeal for that data. So the review comes first and the appeal branches off as necessary.
- 4) If a district discovers issues in the class of 2014, can that data be included?
 - a) It depends on the nature of the issue. In general the FY14 data has already gone through the appeals process and not available to be appealed anymore. If a district has questions they should talk to office of data quality. The signoff is for FY15 data.

Schedule of Future Calls

- 1) Next ITC Call 7/5/2016
- 2) Next Vendor Change Call 7/13/2016