EMIS Change 25-97

This change updates the name of the Department from "Department of Education" to "Department of Education" and Workforce" throughout the EMIS Manual. "ODE" is also being updated to "DEW". Note that unlike for other changes, this change document does not include every instance throughout the 58 sections of the EMIS Manual that will be updated. Instead, this change document shows examples of the changes that will be made. Additionally, the changes will not be marked throughout. Though the changes are tracked below, this is only to illustrate the nature of the updates being made via this change.

UPDATES TO EMIS MANUAL COVER PAGES

On each section's cover page, "ODE" and the former Department logo will be deleted and the new Department logo will be added. See the example below.

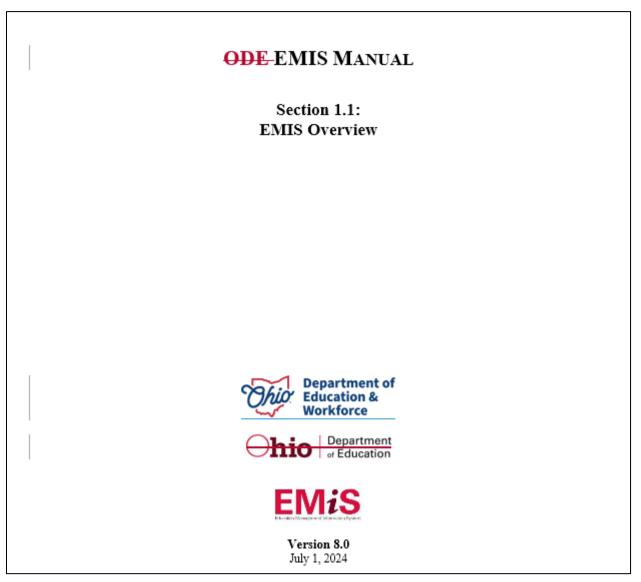


Figure 1. EMIS Manual Section 1.1 cover page

UPDATES TO EMIS MANUAL HEADERS AND FOOTERS

Each section's headers and footers will be updated to replace the Department's logo and to remove "ODE". See the examples below.



Figure 2. Example of updates to EMIS Manual headers

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Figure 3. Example of updates to EMIS Manual footers

UPDATES TO EMIS MANUAL TEXT

Throughout each section of the EMIS Manual, "Department of Education" will be updated to "Department of Education and Workforce". "ODE" will also be updated to "DEW" throughout. See below for an example of these types of changes.

The Office of Data Quality and Governance, with the assistance of interested education consultants at the Ohio Department of Education and Workforce (Department) and external parties, then developed the ODE-EMIS Manual. Its contents include data definitions, requirements, and procedures for reporting and transferring data to the Department. The EMIS Manual is on an ongoing update schedule to account for changes in law and policy. For information on known changes that have not yet been incorporated into the proper section of the EMIS Manual, see the conference call agendas posted on the EMIS website (ODE DEW Home > Topics > Data > EMIS > EMIS Technical Documentation > Ohio EMIS Software Vendor Conference Calls). These agendas are often the first place that EMIS publishes information regarding coming changes.

The intended audience of the ODE-EMIS Manual is primarily EMIS coordinators and staff at Information Technology Centers (ITCs). However, the State Software Development Team (SSDT), along with education software vendors, may also find it helpful. In addition, the ODE-EMIS Manual is available for consultation when Department education consultants and data managers need to analyze and review data submitted through EMIS.

Figure 4. Examples of updates to EMIS Manual text