



August 6, 2020

Proposal for EMIS training support services

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Our Organization

The Educational Service Center of Northeast Ohio is one of the largest educational service centers in the State of Ohio and we are dedicated to providing high quality leadership, products, programs and professional services to meet your needs.

Our goal is to ensure we can respond to any requests for assistance to improve outcomes for your district or organization. The key to our success lies in the trust and relationships we have established across schools, higher education, social agencies, government, businesses and other community organizations in developing education and youth development programs, efficient business services and regional delivery models.

We are committed to collectively impacting our youth and communities with our partners by anticipating client needs, sharing resources, and continuously striving to enhance and develop new innovative programs and services. As we continue to grow, we increase our capacity to meet client needs.

Education Management Information Systems Services (EMIS) is being offered to school districts throughout Ohio as a service spanning over 14,500 students. As the complexity of state reporting continues, we understand and have responded to the need for high quality data. We have the capacity to meet the needs of small and large organizations and can adapt to change when necessary.

Our Services:

Educational Service Center will provide full EMIS and data reporting services to the Richmond Heights Local Schools. These services will include the following:

- Process data extractions, collections and submissions to the Ohio Department of Education's Data Collector from the district's student software system (DASL) and district personnel files. The collection of data comes from numerous departments that have EMIS reportable data, which includes student, staff, courses, assessment, calendar and special education information (the Treasurer will assume sole responsibility for reporting financial information). This process will require the cooperation of all district data stakeholders with support from the Superintendent.
- School Year Initialization -Annual DASL initialization and configuration for the new school year
- Oversight and proper reporting of special enrollment circumstances (court placements, foster-placed, etc)
- Assessments - assist in reporting, reviewing and interpreting assessment results.
- Ensure that all required records types are submitted during required reporting periods. Depending upon which reporting period is open, the data will be transferred from student software system DASL and personnel system to the Data Collector for the collection and submission to ODE.
- Review and interpret, level I and level II validation reports from the collection. Upon review, guidance and direction will be given to the Superintendent and/or their designee to assist stakeholders in the necessary corrective actions to be taken.
- ODDEX - Review of Student Cross Reference (SCR) - New enrollment cross-check needing regular maintenance

- ELL-Verification of background (i.e. how long a student has been in the country/enrolled in a public school district)
- Attend all required training sponsored by the Ohio Department of Education and the district's Information Technology Center .
- Provide training and support to individuals and departments responsible for EMIS reportable data. This will entail understanding roles and responsibilities in owning data necessary in EMIS reporting.
- Provides special data sets as required.

Our Fees

The Educational Service Center of Cuyahoga County will provide the above services to be delivered by experienced and dedicated EMIS professionals. Our fees for these services are \$1,500 per month for 1 day per week on-site as well as ongoing remote monitoring for Richmond Heights Local Schools for the 2020-2021 School Year. The services referenced above as well as fees associated are subject to change as the district deems necessary via written communication to the ESC.

We look forward to having the opportunity to provide quality services to your school district. Please contact us with any questions about this agreement or any other needs with which we can assist.

Note: Purchase order must be received before first day of service.

ESC Representative

Date 8/6/2020

Ben T. Wilbur Date 8/11/20
Superintendent

