

Entering HQT Data



The Quick Entry Screen,
Principal's Recording Sheet,
and Teacher Status Sheet.



The Process

1. **OECS\$EMIS:HQTEXT**
2. If you chose to not generate status and recording sheet via command procedure, then...
 1. **OECS\$EMIS:HQTPRS**
 2. **OECS\$EMIS:HQT_STAT**
 3. Both are available via EMIS_RPT menu as well.
3. Use quick entry screen **EMSHQT** via EMSSCN menu to make any manual adjustments that are needed



HQTEXT

- Must be run via command procedure
- Requires both **OECS\$EMIS\$DTA** and **OECS\$EMIS\$DTA2** to be defined.
- Will update HQT status for teachers whom are teaching the same courses/subjects as last year, with a few exceptions (i.e. some course are no longer consider core course, thus the value will be defaulted, etc).
- Option to generate Recording & Status sheet. If you need to run them later for added teachers or courses, then go to the EMIS_RPT reports menu.



HQTEXT.COM - Converts HQT status from source to current database

.....

This program will determine the HQT status based on the source EMIS database (OECN\$EMIS\$DTA2).

OECN\$EMIS\$DTA and OECN\$EMIS\$DTA2 must be defined in order to run the program.

Based on the source database, it will bring over the HQT field for core courses

.....

Continue? (Y,N,?) <N>



HQTEXT

The HQTEXT program has been completed.

.....

Would you like to generate sub-sequent reports?

You have the following options:

- 1) HQT Status Sheet
- 2) HQT Recording Sheet
- 3) Both (Status and Recording Sheet) - RECOMMENDED
- 4) Exit (Do not generate any reports at this time)

If you chose to EXIT, and want to generate either the HQT status sheet or the HQT Recording sheet at a later time, please go to EMIS_RPT under the EMIS menu system.

Report Option? (1,2,3,4,?): █



Things to Note:

- Ideally should only be run –ONCE–
- **CAUTION:** Will overwrite manual entry after initial run. If already run for a district, a **warning message** will appear.



EMSSCN – Where is the HQT field?

- The HQT field is on the Staff Course Master file (**EMSCLS.IDX**), and appears in the EMSFCL maintenance Screen.
- Note: The HQT data can be maintained via **EMSHQT**, which is a “quick entry” screen for the HQT data.



EMSSCN - EMIS Staff Maintenance Menu DB: LIVE

-
- Staff Information --
- | | | |
|-----------|------------------------------------|----|
| 1. EMSFDM | - Maintain Staff Demographics File | CI |
| 2. EMSFEM | - Maintain Staff Employment File | CK |
| 3. EMSHQP | - Maintain Teacher HQPD Data | CK |
- Course Information --
- | | | |
|-----------|---------------------------------------|----|
| 4. EMSFCL | - Maintain Class Master File | CN |
| 5. EMSHQT | - Maintain Teacher HQT Data | CN |
| 6. EMSVEP | - Maintain Vocational Ed Program File | CV |
| 7. EXIT | - Exit program | |

Menu: EMSSCN Option>

PF4 Accept

F7 Help

F8 Exit

F10 Next



HQT QUICK ENTRY/UPDATE SCREEN

Find: _____ Filter by IRN: _____

SSN/NAME: 123456789 - ESTELLE, DARREN

Local Classroom Code	Course Code	Course Description	Course Type	IRN	Previous Year	HQT
BRIE-100AR-01	020012	Visual Art (K-12	R00	003582	9	9
BRIE-100HE-01	180122	Self-contained (Grades	R00	003582	X	*
BRIE-100LA-01	180122	Self-contained (Grades	R00	003582	X	*
BRIE-100MA-01	180122	Self-contained (Grades	R00	005397	X	*
BRIE-100SC-01	180122	Self-contained (Grades	R00	003582	X	*
BRIE-100SS-01	180122	Self-contained (Grades	R00	003582	X	*

EMSHQT - - Maintain Highly Qualified Teacher data

F6	Top	F11	Find
F7	Help	F14	Modify
F8	Exit	F17	Lockmode
F10	Next		



Notes about EMSHQT

- Only modifiable field is **HQT**
- Can search by SSN
- Filter by IRN field available
- Lockmode & Modify Mode will allow for quicker entry
- Previous yrs HQT field shown for reference



Notes about EMSHQT - cont

- Possible values in Previous yr HQT field
 - I – Not a core course, field defaulted
 - X – Core Course, HQT field not updated by Extraction
 - Z – Space in FY04
 - SPACE – Course or teacher not found in FY04 or extraction was not run.
 - Valid options from options file (1-9, *)



EMIS_RPT

Sep 09 04

EMIS Data Reporting System

EMIS Reports

1. EMSRIDS State Assigned Staff Ids to SSN Cross Reference Report
EMIS Information Reports
2. EMS_CODES EMIS Field Value Report (UDMS-4RW)
3. EMS_FIELDS EMIS Fields with Code Values (UDMS)
4. EMS_RANGES EMIS Fields with Range Validations (UDMS)
5. EMS_MSG_1 EMIS Standard Error Messages (UDMS)
6. EMS_MSG_2 EMIS Standard Error Messages with corrective Actions (UDMS)
7. EMSPRS Staff HQPD Principal's Recording Sheet
Staff and Student Counts
8. EMSRT1 Staff FTE Count Report by Sex
HQT Programs and Reports
9. HQTEXT HQT Extraction/Conversion (updates HQT field from prev. yr)
10. HQTPRS EMIS HQT Principal's Recording Sheet
11. HQT_STAT EMIS HQT Teacher's Status Sheet

Menu

(EMIS=LIVE) /Menu> 5

(EMIS=LIVE) /Menu> █



Principal's Recording Sheet (HQTPRS)

- Will produce a report which will sort by IRN then either SSN or Teacher Name.
- Will be in MENU system, under EMIS_RPT as HQTPRS
- Report will list those teachers whom are required to have the HQT data entered.
- Report/recording sheet will break on each school/building IRN. Can be divided up to give to each building principal.
- "Direction" section will be included on the first page of each building.



Recording Sheet for use with the HQT Data.

Produce the report...

Include SSN on Recording Sheet (Y,N,?): <Y> _

Sorted by IRN then Name or SSN (N,S,?): <N> _

Continue, Re-enter, or Exit (C,R,E,?) <C> _

Report generation in progress, please wait.

Output file is HQTPRS.TXT

HQTPRS

N4: [ESTELLE.EMIS23.HQT]>



Teacher Status Sheet (HQT_STAT)

- Will be in MENU system, under EMIS_RPT as HQT_STAT
- Report will list those teachers whom are required to have the HQT data entered.
- Each teacher will have their own sheet.
- Can be generated selecting by specific teacher SSNs (up to 10).
- “Direction” section will be included on the first page of each building.

**HQT_STAT**

HQT_STAT -- This program produces the HQT Status Sheet for use with the HQT Data.
Produce the report...

Selection option: (A,I,?) <A> _
?

A = All teachers

I = Select by specific teacher SSNs

Selection option: (A,I,?) <A> _

Include SSN on Status Sheet (Y,N,?): <Y> _

Sorted by IRN then Name or SSN (N,S,?): <S> _

Continue, Re-enter, or Exit (C,R,E,?) <C> _

Report generation in progress, please wait.

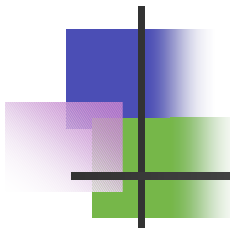
Output file is HQT_STAT.TXT



What will these look like?

How will these work together?

- Very much like shown in the packet from ODE
- Steps should be :
 - 1 – Extraction
 - 2 – Status and Recording Sheets generated
 - 3 – Once completed and returned to EMIS Cord., input needed info via EMSHQT quick entry screen
- [See attached examples](#)



When will the programs be available?

- Next Week
 - These will be available with the EMIS23 release schedule to be released mid-September
- Notes:
 - Extraction should not be run until all course information is brought over or up to date.
 - Extraction may not be useful for some (large cities for example, that update all course info on their own Student IS and then extract, load into EMIS)



Questions?

