

Entering HQPD Data

HQPD & The Principal's Recording Sheet

EMSSCN

- ◆ The new HQPD & Quality Paraprofessional fields will be on the employment file (**EMSEMP.IDX**), and will appear in the EMSFEM Staff Employment Screen
- ◆ Note: The HQPD data can be maintained via **EMSHQP**, which is a “quick entry” screen for the HQPD 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. EMSVEP | - Maintain Vocational Ed Program File | CV |
| 6. EXIT | - Exit program | |

Menu: EMSSCN Option> _____

PF4 Accept F7 Help F8 Exit F10 Next



Find:

SSN	Pos	Contr	Name
<u>XXXXXXXXXX</u>	<u>205</u>	<u>01</u>	FOSTER, LOUISE F.

Employment Date 08/22/1991

School IRN 003582 C D Brillhart Elementary Schoo

Appointment Type	Assignment	Funding
<u>1</u>		

Certificate Appl.	Area	Source Code	Percent
<u>*</u>	<u>000000</u>	<u>L</u>	<u>100</u>
Position Type	<u>000000</u>	<u>-</u>	<u>-</u>
Position Status	<u>000000</u>	<u>-</u>	<u>-</u>
Pay Type	<u>A</u>	<u>000000</u>	<u>-</u>

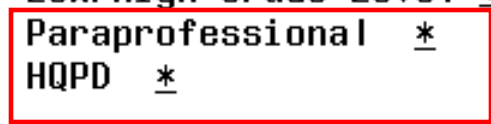
Pay Amount Extended Service -

Scheduled Work Days 186 Separation Reason *

Length of Work Day 3.50 Low/High Grade Level **/**

Position FTE .500 Paraprofessional *

HQPD *

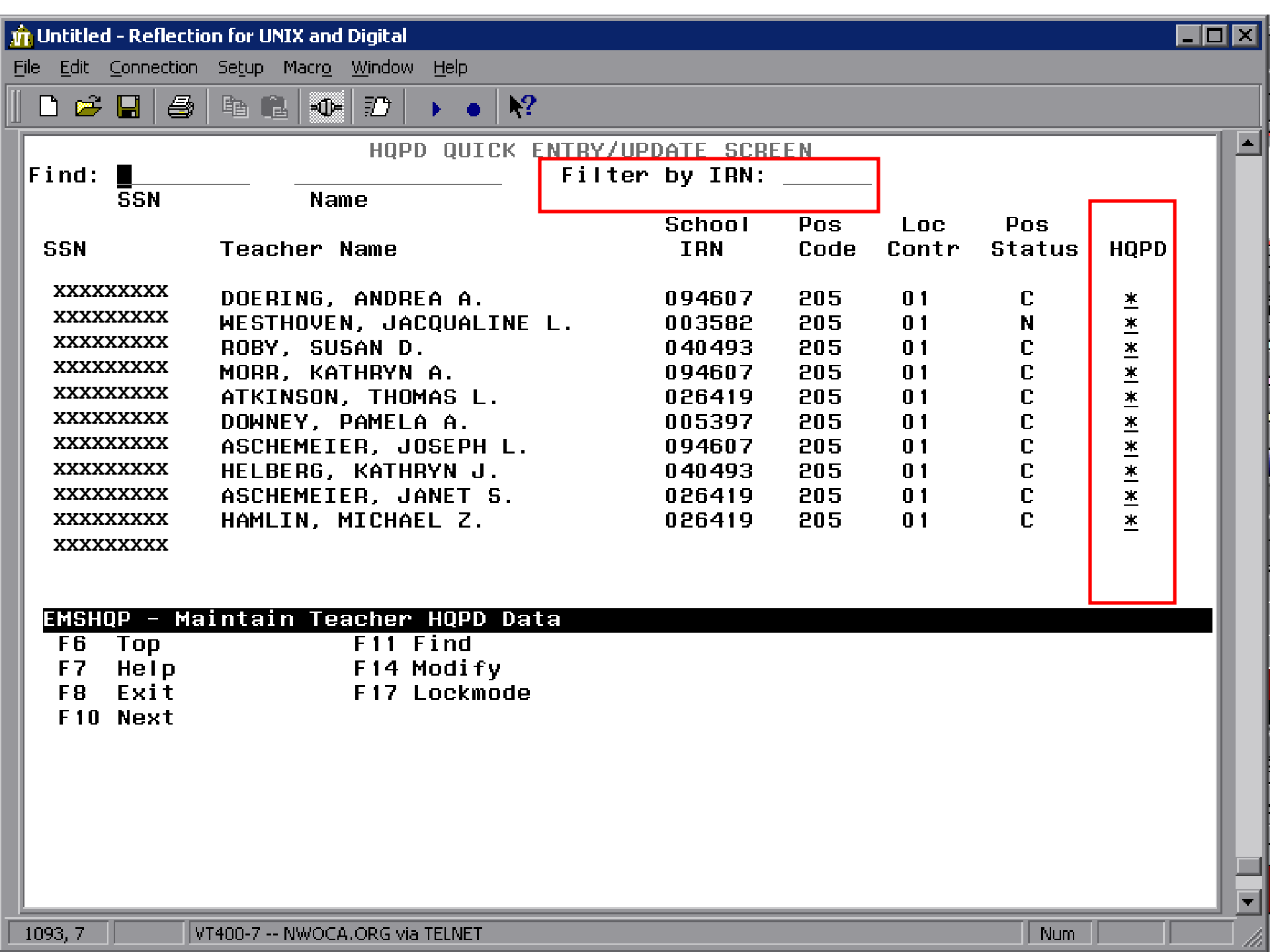


EMSFEM - Staff Employment File Maintenance Program

- | | | |
|----------|------------|------------------|
| F6 Top | F11 Find | F17 Lockmode |
| F7 Help | F12 Add | F18 Set defaults |
| F8 Exit | F13 Delete | |
| F10 Next | F14 Modify | |

EMSHQP

- ◆ Can search by **SSN** or Teacher **Name**
- ◆ Can **filter** by IRN – Use this field just as a search field, in conjunction with either the SSN or Name search.
- ◆ Only field that is modifiable is the HQPD field.
- ◆ Lockmode/Modify will enable fast entry.



HQPD QUICK ENTRY/UPDATE SCREEN

Find: **Filter by IRN:**

SSN	Name	School IRN	Pos Code	Loc Contr	Pos Status	HQPD
XXXXXXXXXX	DOERING, ANDREA A.	094607	205	01	C	*
XXXXXXXXXX	WESTHOVEN, JACQUALINE L.	003582	205	01	N	*
XXXXXXXXXX	ROBY, SUSAN D.	040493	205	01	C	*
XXXXXXXXXX	MORR, KATHRYN A.	094607	205	01	C	*
XXXXXXXXXX	ATKINSON, THOMAS L.	026419	205	01	C	*
XXXXXXXXXX	DOWNEY, PAMELA A.	005397	205	01	C	*
XXXXXXXXXX	ASCHEMEIER, JOSEPH L.	094607	205	01	C	*
XXXXXXXXXX	HELBERG, KATHRYN J.	040493	205	01	C	*
XXXXXXXXXX	ASCHEMEIER, JANET S.	026419	205	01	C	*
XXXXXXXXXX	HAMLIN, MICHAEL Z.	026419	205	01	C	*
XXXXXXXXXX						*

EMSHQP - Maintain Teacher HQPD Data

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

Principal's Recording Sheet

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



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EMSPRS -- This program produces the Principal's
Recording Sheet for use with the HQPD Data.
Produce the report...

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

Report generation in progress, please wait.

Output file is EMSPRS.TXT

How will these work together?

- ◆ EMSPRS – Principal's Recording Sheet will be ran, then given to each building's principal to be filled out.
- ◆ Once returned to the EMIS Coordinator or person(s) responsible for entering HQPD data, the EMSHQP Quick Entry Screen can be used to update data.
- ◆ See attached sample

Questions?

