
SSDT EMIS Update

Fall 2006 OEDSA Conference
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EMIS25 – Fy07 Setup

September Release



- Create directory for OECN\$EMIS_07
 - (e.g. SSS:[EMIS25EXE])
- COPY OECN\$EMIS_06:EMISDCT.DAT to OECN\$EMIS_07
 - This is optional to keep any local UDMS reports in new version.
- Install OECN Package
 - OECN_INSTALL and INSTALL_PACKAGE
- OECN_INSTALL for EMIS V2.5

EMIS25 – Fy07 Setup – cont'd



- Create/Modify Process logicals:
 - OECN\$EMIS_07, OECN\$CDD_EMIS_07,
OECN\$EMIS, OECN\$CDD_EMIS
- DTR – Define Dictionary for EMIS25
- INSTALL_PACKAGE EMIS V2.5
- @oecn\$utl:install_package full -
oecn\$root:[emis.v2p5.dist] LOG
- Change “OECN_LOGICALS.COM” and
create/modify system logicals and run the
procedure to put these into place.

EMSAGG.COM note



- Check the following logical needed for aggregations: “OECN\$EMIS\$DTA_PREV”
- Logical needed to check SSIDs
- Point to location of previous “student” reporting period database
 - For 07K needs to point to 06N
 - For 07N, will need to point to of 07K
 - **See important note on next slide!!**

EMSAGG.COM – cont'd



- EMSAGG.COM can define this logical itself, assuming...
 - EMIS_ROOT logical is defined
 - Standard “FyR” naming convention is used to define databases
 - Fy = Fiscal Year, R = Reporting period
 - e.g. 06N, 07K
 - If using this convention, **should not need to do anything - deassign the logical!!**

EMSAGG.COM – cont'd



- If not using standard conventions, then you will need to define this logical as needed. Needed for new districts for Fy07 where no previous database is available.
- Define `oecn$emis$dta_prev` for each district that might need this. This should be a district logical and **NOT** a system-wide logical.

EMSAGG.COM –

New info on “Previous” logical



- EMSAGG.COM will no longer use this logical and will assume the following...
 - EMIS_ROOT logical is defined and used
 - Standard “FyR” naming convention is used to define databases
 - Fy = Fiscal Year, R = Reporting period
 - e.g. 06N, 07K
- **So if Defined – Please Remove OECN\$EMIS\$DTA_PREV!!**

EMSAGG.COM –

New Info on “Previous” logical



- If not using EMIS_ROOT and Standard Reporting Period name
 - Need to supply a file with the following name
 - EMSSTU_FyR.IDX in OECN\$EMIS\$DTA
 - Where FY is the fiscal year of the previous student reporting and R is the previous student reporting period
 - Only K, N and C? reporting periods are used
 - For 07K previous would be EMSSTU_06N.IDX
 - For 07C previous would be EMSSTU_07K.IDX
 - For 07N previous would be EMSSTU_07C.IDX
- Brand new district with no previous data reported...
 - Create an empty file with same name as above

FY07 Notes



- Conversion procedure needed
 - To be done after Fy07 installation
 - Select or set logicals to database
 - EMIS_CONVERT_FY07.COM
 - District Fall – DQ
 - Building Fall – DF
 - District Yearend – DB
 - Building Yearend – DR
 - \$EMIS25.FORMAT file used to track conversion in OECN\$EMIS\$DTA

Fy07 Notes



- “Initial” aggregation version in release
- New Records for Fy07
 - ❑ Student Special Education – GE (K & N)
 - ❑ Student Preschool ASQ/SE Assessment – GS (K &N)
 - ❑ Contract Only – CC (K & N) not the CJ record
 - ❑ District Testing – DT (N only)
 - ❑ Building February – DH (C only)
- Deleted Record for Fy07
 - ❑ Removed EMSMGH - Maintain Early Childhood Education Records - GH

EMSTCN/EMSMGE - Maintain Special Education Records - GE



Student ID	Search key		ID	GRADE	HANDICAP
STUDENT NAME					
Last,First Middle			11111111	06	
STUDENT ID	----- DATE -----		OUTCOME ID	NON COMPLY	
<u>11111111</u>	INDICATOR	EVALUATION	<u>CNDP</u>	<u>01</u>	
	<u>CNST</u>	<u>09/01/2006</u>			
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EMSMCC - Maintain Contract Only Staff - CC



TAX ID	CONTRACTOR NAME
Federal Tax ID	: <u>Y34123412</u>
Contractor name	: <u>TESTING CONTRACTOR</u>
Position code	: <u>205</u>
Local contract code	: <u>01</u>
Contract amount	: <u>34525.40</u>
Contract start	: <u>01/01/2000</u>
Contract end	: <u>/ /</u>
Hours per week	: <u>30.00</u>
Position fund source:	<u>A</u>
Based On:	
Services Performed:	<u>N</u>
Work Hours	: <u>Y</u>
Number of People	: <u>Y</u>

EMSMDH - Building February Information - DH



Building

Building IRN: [000935](#) Archbold High School

Is the building open on the following days of count week (Y/N)?:

Monday : [Y](#)
Tuesday : [Y](#)
Wednesday: [Y](#)
Thursday : [Y](#)
Friday : [Y](#)

Other screens



- EMSMGS – Preschool ASQ/SE Assessment to be available on September release
- EMSMDT – District Testing – Yearend only, will not be included in the September release
- Other screens that have been modified for Fy07 to be included on release:
 - Staff Demographics
 - Student Demographics, Attendance, Course, Program
 - District Fall, District Yearend
 - Five Year Forecast – spreadsheet modified for ADM fields

EMSFD - Maintain Staff Demographics File - CI



SSN	Name
<u>11111111</u>	<u>Last, First Middle</u>

Staff Demographics Data

Birthdate	<u>01/01/1970</u>	Sex	<u>W</u>
Race/Ethnic Code	<u>W</u>	Education Level	<u>2</u>
Days Attended	<u> </u>	Semester Hours	<u>90</u>
Days Absent	<u> </u>	ECE Qualification	<u> </u>
Days Absent/Long Term	<u> </u>	OH Credential ID	<u> </u>

Experience

Total Years	<u> </u>
Authorized Years	<u> </u>

+ Help window. Move cursor to value and press select to replace screen field. +

Value	Description	Minim	Maxim
1	CI225 - Early Childhood Education Qualification		
1*	Not Applicable		
11	Associated in Early Childhood Education or Child Development		
12	Bachelor in Early Childhood Education or Childhood Development		

+--- PF4 Select F6 Top F8 Exit F20 Last S7 Prev S8 Next ---+

CI 225 Early Childhood Education Qualification



- Similar to CI 220 PS/ECE Major field. ODE defined in the same location on Chapter Five Layout – SSDT used same location in existing files
- Options:
 - * - Not Applicable (default)
 - Same as with previous field
 - 1 - Associate in Early Childhood Education or Child Development
 - Option 1 was “Child Development”
 - 2 – Bachelor in Early Childhood Education or Child Development
 - Option 2 was “Early Childhood Education”

CI 270 - Ohio Credential ID



- The ID number/PIN found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure
- XX9999999 is the format
- ***** - Not provided (FY2007 October only) or staff member does not hold an Ohio credential (all other reporting periods)
- Optional in October 07K reporting
- Mandatory beginning in February 07C reporting
- EMIS Employee ID still exists and should be used for course and program record references – can use State Teacher ID for EMIS Employee ID if desired.
- EMIS ALTID file will no longer be provided by ODE or updated.
- EMIS and USPS to provide a program to initially load this field
- EMSLID.IDX Local ID needs to be carried along!! Changes coming

February 07 C Reporting



- Second ADM reporting
- See ODE sessions
- Similar to October Count Week reporting
- Required to reporting those items associated with ADM funding/reporting
- Student data – about the same as October
- Staff data – only that associated with funding
 - Can include all data, Agg and Rdet programs will only look at the data that is needed.

EMIS Web Application



- To be release very shortly after the Alpha release
- To include all screens in release except for EMSFCN Financial screens.
 - New Screens for Fy07
 - Modified Screens for Fy07
 - Some new enhancement and adjustments

EMIS Wiki Documentation



- <http://emiswiki.oecn.k12.oh.us>
- User Manual
- System Manual
- EMIS Web Application Manual
- Fully Searchable
- Possible update from the field

EMIS Support review

- ITC EMIS Forum
 - For discussion purposes only
- CA – USD
 - Can be used for local EMIS issues at the
 - Must be used for all support issues with SSL
- ODE EMIS Helpdesk
 - Currently still in effect for ITC to ODE issues
 - Plans are for ODE to begin to use CA-USD



HQTEXT - Extraction



- Will update HQT status for teachers whom are teaching the same courses/subjects as last year, note – **we have not receive any changes in this area for Fy07.**
- 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.
- Uses Command Procedure and **OECS\$EMIS\$DTA2** logical to point to Fy06 data
- Extract should only be run once – wait until EMIS Course/Staff info is in place.
 - Option to rerun if necessary, will overwrite HQT fields

EMSHQT – Quick Entry



- Option in EMSTCN and EMSSCN
- One screen for each teacher – all courses that qualify
- 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

HQT Reports



- HQTPRS – Principal’s Recording Sheet
 - Give to EMIS Coordinator for distribution to Principal
 - Will produce a report which will sort by IRN then either SSN or Teacher Name.
 - 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.
 - “Directions” section will be included on the first page of each building.
- HQT_STAT – Teacher Status Sheet
 - 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).
 - “Directions” section will be included on the first page of each building.

HQT - How will these work together?



- Very much like shown in the packet from ODE
- Steps should be :
 1. Extraction – **once EMIS Courses are in place**
 2. Status and Recording Sheets generated, distributed to EMIS Coordinators and then Principals
 3. Teachers to Principals to EMIS Coordinator when completed - input needed info via EMSHQT quick entry screen or EMSFCL Course Master