

EMIS Implementation Plan (Process Flow)

Step 1: Pilot Selection/Role Identification

- ITC chooses a district to pilot the SSEM to EMIS Import
- ITC/District choose reporting period for initial LIVE import (February or YearEnd)
- District determines who will be point person for implementation as well as key roles below
 - *Implementation Team Leader* – communicates with ITC contact and coordinates efforts of Implementation Team
 - *Master Finalizer* - Verify finalization of completed IEPs
 - *Master Enterer* - Enter corrected EMIS Data Collection Form (DCF) data into SSEM
 - *Master Verifier* - Verify/process EMIS extract errors

IMPORTANT: Make sure the work is getting done.

Step 2: Pilot District Training

- ITC trains Implementation Team on SSEM to EMIS process (which includes finalization, data flow to EMIS form, error verification and correction, import into EMIS)
- ITC/District (re)trains special ed staff on finalization, generating EMIS DCF, and importance of accuracy

SUGGESTION: Implementation Team meets workshop style to begin processing through information in Steps below. This will help identify needed areas of training and/or specific individuals in need of additional training.

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Step 3: District Data Clean Up

- District identifies all special education students who should be part of SSEM to EMIS extract
- District verifies all identified student's current IEPs are finalized
- District runs EMIS Review Report, verifying all students on list match district sped list
- District proofs EMIS Review Report for inaccurate records (both students and effective dates)
 - This will require comparing finalized IEPs against Review Report for validity.
 - Improperly finalized IEPs may need refinalized and old IEP deleted from system.
 - May be beneficial to compare actual signed IEP with finalized set in system.

ISSUE: Student record does not display on the EMIS Review Report even though the IEP has been finalized.

- ❑ Check to make sure the IEP was finalized as an IEP/EMIS Set. It will not display if finalized as an Other set.
 - To fix this, IEP will need to be refinalized as an IEP/EMIS Set.
- ❑ Check to make sure the IEP effective dates are filled in properly, not blank or with invalid characters.
 - To fix this, IEP forms will need recreated (use Create From Existing), dates fixed, and IEP refinalized as an IEP/EMIS Set.
- ❑ If IEP dates are correct and within date range on the EMIS Review Report and student record still does not show, contact your ITC support staff for assistance.

ISSUE: Student record on EMIS Review Report missing some EMIS data fields.

- ❑ If missing data is in grey shaded regions on the EMIS Data Collection Form then a district user with SSEM Level 500 will need to add information directly to the form.
- ❑ If missing data is in other regions, user with SSEM Level 300 can recreate forms with missing data, fill in missing data, and refinalize the IEP as an IEP/EMIS Set. The bad IEP should be deleted.

ISSUE: Student record is showing twice on EMIS Review Report with different effective dates but same Finalized Group ID.

- ❑ Check IEP to see if IEP cover page and signature page have different effective dates, this will cause duplication.
 - To fix this, recreate forms with bad dates, correcting the dates to match, and refinalize IEP as an IEP/EMIS Set. The bad IEP should be deleted.

ISSUE: Student record is showing twice on EMIS Review Report with different effective dates and different Finalized Group IDs.

- ❑ Check IEP to see if one is the original IEP and the second record is a revision to the IEP. There is no issue to fix as this is a valid occurrence.
- ❑ If not a revision to the IEP, check with special ed staff to find out why IEP was finalized with different effective data. The bad IEP should be deleted.

ISSUE: IEP is complete and finalized but other forms were included in IEP set.

- ❑ Check to see if extra forms are blank or if they contain data. Blank forms will not affect EMIS, but will be confusing to users. Extra forms with data (from old IEPs, practice, etc) will not only confuse users but could skew EMIS data.
 - To fix this, refinalize IEP as an IEP/EMIS with just the appropriate forms. If extra forms are valid finalize them together as an Other set. The bad IEP should be deleted.

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Step 4: District Extract Processing

- District runs EMIS Extract for entire district
 - Process and correct errors identified on extract error log
 - Modifications to EMIS DCF for missing/invalid data
 - Rerunning EMIS extract either by district for updated master list or by student for individual verification
 - Repeat processing until district EMIS Extract runs without error log

Specify format and corresponding date range.

Select EMIS Extraction Criteria:

Select Extraction Format: Year End

Start Date: 2/18/2008 End Date: 2/18/2009

Select Building: MAYSVILLE HIGH SCHOOL

Search Student by Lastname: [] Go

Student: []

Create District EMIS File

Create Individual Student File

Run Extract for entire district or one specified student. (Student will need to be selected first.)

Create District EMIS File

Create Individual Student File

An Error occurred during the extract. Click to view the error log.

View Error Log

If EMIS Extract contains errors (which is normal at first), link to error log will be displayed.

```
Error determining Testing Date for Student:123456070 Subject Type: R
Error determining Testing Date for Student:123456070 Subject Type: M
```

Error log will display area of issue, student ID, and any further clarifying information on issue.

The actual current extract can also be viewed from the Process EMIS Extract screen by clicking on the View pin.

Select EMIS Files to send to ITC for Processing:

Files to Process	File Name	View File
<input type="checkbox"/>	D048850_FY2008_RPFebruary.txt	
<input type="checkbox"/>	ErrDist_D048850_FY2008_RPFebruary.txt	

Select All Deselect All

Process EMIS files

Errors on the current extract can also be viewed at anytime on the Process EMIS Extract screen by clicking on the error icon.


```
#####A HG2007A00000020070405085753#####File Created by SSEM-EMIS#####
#####AGIJ2007N04106112345606020030808M@044453@P5#####11#####*#####
#####AGQJ2007N041061123456060217110#####
#####AGQJ2007N041061123456060218026#####
#####AGQJ2007N041061123456060218029#####
#####AGQJ2007N041061123456060215005#####
#####AGQJ2007N041061123456060215008#####
#####AGQJ2007N041061123456060215013#####
#####AGQJ2007N041061123456060215002#####
#####AGBG2007N041061123456060PS@200710STR@NO#####
#####AGEG2007N041061123456060PSTC20070312*****#####
#####AGEG2007N041061123456060IETR20070314ETEL**#####
#####AGEG2007N041061123456060IIEP20070314IESR**#####
#####A TG2007A000000200704050857530000014#####File Created by SSEM-EMIS#####
```

Sample Extract record.


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Step 5: District Extract Transmission


- District processes EMIS Extract Files for entire district for selected report period
 - Contact your ITC support staff for specific steps on processing Extract



EMIS Review




Build EMIS Report




Process EMIS Extract


Select EMIS Files to send to ITC for Processing:

Files to Process	File Name	View File
<input checked="" type="checkbox"/>	D048850_FY2008_RPYear End.txt	


Once extract runs without errors, check beside desired extract and click Process EMIS files to send to EMIS import area. (Import area procedures will differ by ITC)




EMIS Review



Build EMIS Report



Process EMIS Extract



View EMIS Transaction Log

EMIS Transaction Activity:

District_ID	User_DBID	Transaction_DT	Filename	Descr
48850	169	1/24/2008 4:10:40 PM	D048850_FY2008_RPYear End.txt	Successful Transaction.
48850	169	1/24/2008 4:21:38 PM	D048850_FY2008_RPYear End.txt	Successful Transaction.
48850	169	1/24/2008 4:25:17 PM	D048850_FY2008_RPYear End.txt	Successful Transaction.
48850	3291	1/29/2008 3:19:42 PM	D048850_FY2008_RPYear End.txt	Successful Transaction.
48850	3305	1/29/2008 3:33:23 PM	D048850_FY2008_RPYear End.txt	Transaction Failed.
48850	3305	1/29/2008 3:37:07 PM	D048850_FY2008_RPFFebruary.txt	Successful Transaction.
48850	3297	1/29/2008 3:37:56 PM	ErrDist_D048850_FY2008_RPFFebruary.txt	Successful Transaction.
48850	3305	1/30/2008 2:44:38 PM	D048850_FY2008_RPYear End.txt	Successful Transaction.
48850	3305	1/31/2008 2:38:21 PM	D048850_FY2008_RPFFebruary.txt	Successful Transaction.
48850	169	2/18/2008 2:44:11 PM	ErrDist_D048850_FY2008_RPFFebruary.txt	Transaction Failed.
48850	169	2/18/2008 2:48:04 PM	ErrDist_D048850_FY2008_RPYear End.txt	Successful Transaction.

Extract Processing History, newest on bottom

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Step 6: District Import Transmission

- ITC creates backup of databases
 - McSIS district – SIS data directory and reporting period EMIS database
 - DASL district – DASL district database
- District processes import into appropriate EMIS database per student system instructions
 - McSIS district – run SSEMLOAD (REMIS program) which loads info into SIS and appropriate EMIS databases
 - DASL district – run SSEM Import for the correct district and report period (Home >> Management >> Import/Export >> SSEM Import)

Home >> Management >> Import/Export >> SSEM Import

DASL - Data Analysis for Student Learning

Please select the SSEM file to import.

District: LOCAL SCHOOLS
School Year: 2007-2008
Reporting Period: K (Live)

File name: \\pbwebtest\es\inet\

Run Options:

- Student Demographic
- Student Program
- Student Achivement Test
- Student Ohio Graduation Test
- Student Kindergarten Readiness Assessment
- Student Preschool Assessment
- Student Special Education

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Step 7: District Import Verification

- District verifies Import error log
- District verifies information from SSEM matches data imported
 - McSIS district – SIS and proper EMIS database
 - DASL district – DASL

DASL - Data Analysis for Student Learning
Please select the SSEM file to import.

The file has been loaded except for the following records

Record Number	Record Status	Sort Type	EMIS StudentID Number	Issue
@@@@@@@	A	GE	123456790	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456791	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456791	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456791	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456793	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456794	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456880	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456880	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456881	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'
@@@@@@@	A	GE	123456881	Could not add new student special education record. A database error has occurred: Cannot insert the value NULL into column 'Date', table 'dasl_test.dbo.tblStudent'

133 Records Displayed

File Download Options

Select A File Type Select A Download Method

Any records unable to be processed will be listed.

Error list can be downloaded to be reviewed later.

DATA FLOW – SSEM to EMIS (DASL)

****DRAFT – CURRENTLY IN DEVELOPMENT****

(SSEM Version 4.2+)

Field Name	Field	Origin	Location Entered	Transferred to EMIS?
IEP Created/Modified Effective Date	1	SSEM	Form: PR07 P1 Field: Effective IEP Dates from	No. Only used by SSEM to select IEP's for the EMIS Extraction
IEP End Date	2	SSEM	Form: PR07 P1 Field: Effective IEP Dates to	No. Only used by SSEM to select IEP's for the EMIS Extraction
School Year	3	SSEM	Pulled from School Year selected upon creation of the PR07 P1 but is not printed on the form	No. Only used by SSEM to select IEP's for the EMIS Extraction
Student Name	4	DASL	Home » SIS » Student » Edit Profile	No. Only used by SSEM to populate the Forms

Step 8: Run EMIS Aggregations

- District pushes student information into State EMIS
 - McSIS district –
 - Run UNCLEMIS for appropriate reporting period
 - Correct any errors found in UNCLEMIS
 - DASL district –
 - Run 'Verify/Update DASL EMIS' for appropriate reporting period
 - Correct any errors found in verification process
 - Run 'Transfer DASL EMIS to State EMIS' for appropriate report period
- District runs EMIS Aggregations against reporting period and corrects any errors found