

# 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

## 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

## 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.

## 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

## Step 5: District Extract Transmission

- District processes EMIS Extract Files for entire district for selected report period ([root directory for Special Services website]\Output\EMIS)

## 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
  - eSIS district – [need advisement from eSIS Import Team]
- 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)
  - eSIS district – [need advisement from eSIS Import Team]

# EMIS Implementation Plan (Process Flow)

## 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
  - eSIS district – [need advisement from eSIS Import Team]

## 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
  - eSIS district – [need advisement from eSIS Import Team]
- District runs EMIS Aggregations against reporting period and corrects any errors found