EEM D/CH Quick Entry Guide

For Districts Who "Satisfied" Minimum Days, Hours, & Attendance Requirements

(If your district "Fell Short" of Minimum Days, Hours, or Attendance requirements proceed to Page 3)

This guide will help you quickly enter your EEM D/CH data.

- Certification due 7/15, but please complete as soon as possible <u>after last day of school</u>.
- Full EEM D/CH User Guide at: https://www.michigan.gov/documents/cepi/DCH_User_Guide_393617_7.pdf

Home Page

After securely logging in to EEM, select "Days & Clock Hours" and then "Data Submission" from menu on the left.



Step 1: Start Page

Select your current collection school year and district name, then **click "Satisfied,"** to indicate <u>all schools</u> met at least 180 days, AND 1098 hours, AND your <u>district</u> met its 75% attendance requirement for 180 school days.



If the district <u>satisfied</u> the days, hours, and attendance requirements for the current school year, click "Satisfied" to be taken to the report certification module. Satisfied

NOTE: Complete annual acknowledgement. Click "I Agree," then "Ok." (only required 1st time you access each year)

End User Policy	
* I Agree LEGISLATION	
388.1701	
(3) Except as otherwise provided in subsections (11) and (12), all of the following apply to the provision of pupil instruction:	
(a) Except as otherwise provided in this section, each district shall provide at least 1,098 hours and, beginning in 2010-2011, the required minimum number of days of pupil instruction. Beginning in 2014-2015, the required minimum number of days of pupil instruction is 175. However, all of the following apply to these requirements:	
(i) If a collective bargaining agreement that provides a complete school calendar was in effect for employees of a district as of July 1, 2013, and if that school calendar is not in compliance with this subsection, then this subsection does not apply to that district until after the expiration of that collective bargaining agreement. If a district entered into a collective bargaining agreement on or after July 1, 2013 and if that collective bargaining agreement did not provide for at least 175 days of pupil instruction beginning in 2014-2015, then the department shall withhold from the district's total state school aid an amount equal to 5% of the funding the district	+

Step 6: Data Certification

Home Start Page Calendar	<u>Events</u> <u>Attendance</u> <u>Summaries</u> Ce	ertification
Step 6: Data Certification Ott The Certification page allows IS also allows access to detailed d Details for Ottawa Area IS	cawa Area ISD (70000) D and district users to certify/decerti ay and hour information for review be SD (70000)	fy day and hour submissions. This page fore certification.
Certifications		Select "Change Certifications"
No certifications	Change Certifications	even if this is the first time you are certifying.

This pop-up window will appear:

	Modify Certifications
F	Please select an action
_	
	Click "Certify"

Final Step: Email Auditor

At time of EEM DCH certification, send email to primary auditor with 2 attachments:

- 1) Completed **PA-46** <u>OR</u> **PA-EOY** *Days, Hours, & Attendance Tracking Document* (choose one or the other, not both)
- 2) **District 75% Attendance Report** for the current school year (System-generated report, please. *If your SIS will not run a 75% report*, use the optional PA-45B form on our website).

EEM D/CH Quick Entry Guide

For Districts Who "Fell Short" of Minimum Days, Hours, or Attendance Requirements

This guide will help you avoid common reporting errors.

- Certification due 7/15, but please complete as soon as possible after last day of school.
- Full EEM D/CH User Guide at: https://www.michigan.gov/documents/cepi/DCH User Guide 393617 7.pdf

Home Page

After securely logging in to EEM, select "Days & Clock Hours" and then "Data Submission" from menu on the left.



Step 1: Start Page

Select the correct collection year and district name, then **click either "Fell Short" or "Satisfied,"** depending on whether your district met, or did not meet, at least 180 days AND 1098 hours.



If the district <u>satisfied</u> the days, hours, and attendance requirements for the current school year, click "Satisfied" to be taken to the report certification module. <u>Satisfied</u>

NOTE: Complete annual acknowledgement. Click "I Agree," then "Ok." (only required 1st time you access each year)

End User Policy	DVERNING THIS APPLICATION D ACT wise provided in subsections (11) and (12), all of the following apply to the provision of pupil instruction: wise provided in this section, each district shall provide at least 1,098 hours and, beginning in 2010-2011, the number of days of pupil instruction. Beginning in 2014-2015, the required minimum number of days of pupil lowever, all of the following apply to these requirements: rgaining agreement that provides a complete school calendar was in effect for employees of a district as of July 1, tool calendar is not in compliance with this subsection, then this subsection does not apply to that district until of that collective bergeining arcsement I a district entered into a collective bergeining no caregement on or after	
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Step 2: Calendar – Building Entry





• ISD Programs: It is not necessary to enter and certify days/hours for tech center (or other ISD programs) in EEM DCH.

• ECSE Programs: If more than one ECSE program, first use "Spec Ed EC" line, then use "Other" line for a second ECSE program. If three or more ECSE programs, use the Spec Ed EC and Other lines for Rule 54 classroom programs first, and then use the Comments section to input data for any remaining ECSE programs. Rule 55/62 Programs do not have required days, so report 55/62 programs in the Comments section in the following order with a comma between values: • Original Scheduled Hours, Canceled Hours, Rescheduled Hours, Forgiven Hours, Final Total Hours

Home Start P Step 3: Even The Events Pa entire day.	eage <u>Calendar</u> Events ots Ottawa Area ISD (7000 age is used to document days nt Continue To Attendance E	0) s when scheduled instr Back Go To Audit	uction was canc	If a canceled cancellation cancelled for button to rep for the Cance	event was a f for some and others, use t port the event el Type (full-da	ull-day only hours ne Split : separately av vs hours)
Date Canceled	Buildings/District	Cancel Type & Cancel Reason	Hours F Grad - Cance (R scheduled	i)		
1/29/2015	Sheldon Pines School (07294)	a - Entire day was canceled Weather	All-6.24 ()		Details Delete	
1/29/2015	Ottawa Area Center (01054)	a - Entire day was canceled Weather	Spec Ed EC-2.0 Full Day K-6.38 () 1st-6.38 () 3rd-6.38 () 4th-6.38 () 5th-6.38 () 6th-6.38 () 6th-6.38 () 8th-6.38 () 9th-6.38 () 10th-6.38 () 11th-6.38 ()	This is h canceled will appo created	ow J events ear once in Step 3a.	

Step 3a: Create Canceled Event

Home Start Pace Step 3a: Creat Create an event	te Event (t by compl	dar <u>Events</u> Ci Ottawa Area ISE eting the appropi	Dreate Event SD (70000) priate fields below.
Category: All Sheldon Pines Scl Ottawa Area Cent Juvenile Services Careerline Tech C OAISD Communit	t <mark>ool (07294</mark> er (01054) Center (09 Center (0664 y Based Ea) 540) 14) 1y Childhood (0972	V Selected V Highlight the buildings affected by the canceled event and use > to select highlighted buildings, or use >> to select all buildings
Date Canceled Cancel Type Cancel Reason Hours	a - Entire Weather	day was canceled	Enter date of cancellation, then select type (full day, 2-hour delay), and reason
Grade	Canceled	Rescheduled	canceled hours for each affected grade. Please do not select the "All" option.
Full Day K			If <u>hours</u> were added to your original schedule to meet state minimum hours, enter the rescheduled/make-up hours here. NOTE: You cannot enter rescheduled <u>days</u> here – rescheduled days must be entered in Step 5.

Step 4: Attendance

Step 4: Attendance Ottawa Area ISD (7000 The Attendance Page is used to document days who were scheduled for instruction on that day	0) when enrolled attendance fell belo district-wide.	w 75% for those pup
Create New Continue Back Go To Audit	Report each day <u>district-wide</u> atte If no days fell below 75%, click "Co	endance was < 75%. ontinue."
Date Below 75% Number of Pupils Scheduled	Number of Pupils Present	Percent in Attendanc
No data present		

Step 5: Summary

Home Start Page Calendar Events Attendance Step 5: Summary Ottawa Area ISD (70000) The Summaries Page serves as a mechanism to warn a place to edit waiver statuses, and a detailed account Continue To Certification Back Go To Audit	Summaries users of potential da ting of day and hour	Indicate for <u>each</u> <u>building</u> if an MDE-approved waiver of min. days/hours exists.	as provides	Use "Edit" button to access <u>each</u>
Building		Waive		building for Step 5a
Careerline Tech Center (06644)	No Warnings	* No 🍳 Yes 🔘	Edit	data entry.
Juvenile Services Center (09640)	No Warnings	* No 🔍 Yes 🔘	Edit	
OAISD Community Based Early Childhood (09727)	No Warnings	* No 🖲 Yes 🔘	Edit	

Step 5a: Summary Detail Total PD Hours Hours Forgiv Total Hours Rescheduled Number Of Original Hours Total Hours Canceled Total Hours Hours section - For Spec Ed EC 0.00 0 0.00 0 0 each grade, enter: 📤 a.m. K 0.00 0.00 0 0 0 • Forgiven Hours 🏯 p.m. K 0.00 0.00 0 0 0 📤 Full Day K 1137.37 48.25 0.00 0 0 1089.12 • QPD Hours (if Alt Ed 0.00 0.00 0 0 0 applicable) 📤 1st 1085.37 1137.37 55.00 3.00 0 0 🃤 2nd 1137.37 55.00 3.00 0 0 1085.37

		Number Of Original	Total Days	Total Days	Days	Total	
	Grade	Days		Rescrieduled	Forgiven	Days	Days section - For each
	Spec Ed EC		0	0	0	0	grade, enter:
♣	a.m. K		0	0	0	0	• Canceled Days
♣	p.m. K		0	0	U	0	Rescheduled Days
A	Full Day K	176	7	0	0	160	 Forgiven Days
	Alt Ed		0	0	0	0	NOTE: OPD days were
A	1st	176	8	0	0	168	entered in Step 2g
£	2nd	176	8	0	0	168	entered in Step 20.

Don't forget to hit "Save" before exiting the Summary Detail screen!

Home <u>Start Page</u> <u>Calendar</u> <u>Events</u> <u>Attendance</u> Step 5: Summary Ottawa Area ISD (70000)	Summaries		
The Summaries Page serves as a mechanism to wa a place to edit waiver statuses, and a detailed accord Continue To Certification Back Go To Audit	arn users of potential day/ ounting of day and hour inf farnings Present Indicator	hour iss ormatio	If warnings still persist after "Summary Detail" and "Waivers" data entry, must review/resolve.
Building		Waiver	Common Error: It is possible to have certify with warning if district has verified all data entered is
Careerline Tech Center (06644)	No Warnings	* No 🤇	correct - this often occurs with forgiven hours calculation, if regular daily schedule x 6 formula
Juvenile Services Center (09640)	No Warnings	* No 🧐	is used instead of (total hours/total days) x 6. In this instance, it is okay to ignore warning.
OAISD Community Based Early Childhood (09727)	No Warnings	* No @	When done, click "Continue to Certification."
Ottawa Area Center (01054)	Warnings Present	* No (Yes
Sheldon Pines School (07294)	Warnings Present	* No 🧐	Yes O Edit

Step 6: Certification

Home Start Page Calendar	<u>Events</u> <u>Attendance</u> <u>Summaries</u> Ce	ertification
Step 6: Data Certification Ott The Certification page allows IS also allows access to detailed d	tawa Area ISD (70000) D and district users to certify/decerti ay and hour information for review be SD (70000)	fy day and hour submissions. This page fore certification.
Certifications		Select "Change Certifications"
No certifications	Change Certifications	even if this is the first time you are certifying.

This pop-up window will appear:

_	
Modif	y Certifications
Please	select an action
Click "C	Certify" Certify Cancel

Once certified, a "De-Certify" button will become available and can be used if an error is discovered after certification.

Audit Trail/Optional Comments Section

In Step 5, the following menu is available at both the top and bottom of the page:

Continue To Certification Back Go To Audit

If you click the "Go To Audit" button, an audit trail will appear showing all activity related to the D/CH submission (creation, certification, comments, etc.) and displays the date/time of the action and the user who performed the action.

To add a comment, click the "Add Item" button, then enter comment and click "Add" to save. <u>Comments are optional</u>, <u>unless needed to report additional ECSE programs</u> (see note at the bottom of page 4).

	Ottawa Area ISD (70000)		
	Add Item Back		
/		Add Item	
	Comment - 3/19/2015 8:43:43 AM - Char I	Comment:	
			*
	• SubmissionCreate - 11/20/2014 3:50:19 P		
			v
	Add Item Back		
			Add Cancel

Final Step: Email Auditor

At time of EEM DCH certification, email primary auditor a district 75% Attendance Report (systemgenerated report, or if SIS will not run a 75% report, use the optional PA-45B form), plus either PA-46 or PA-EOY Days, Hours, & Attendance Tracking Form (not both).