

EEM D/CH Quick Entry Guide

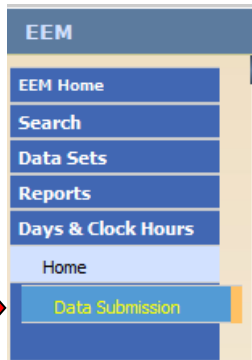
For Districts Who “Satisfied” Minimum Days, Hours, & Attendance Requirements
(If your district “Fell Short” of Minimum Days, Hours, or Attendance requirements proceed to Page 3)

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

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

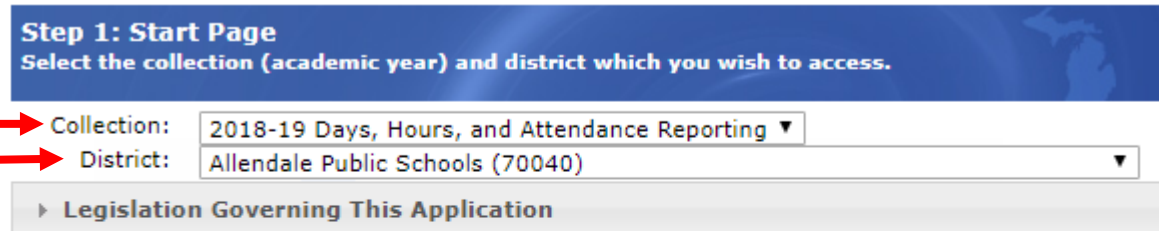
Home Page

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



Step 1: Start Page

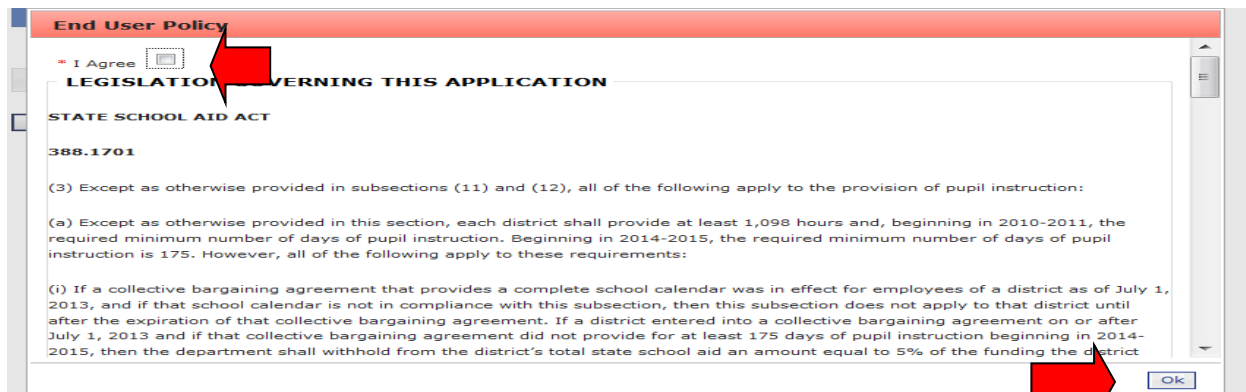
Select your current collection school year and district name, then **click “Satisfied,”** to indicate all schools met at least 180 days, AND 1098 hours, AND your district met its 75% attendance requirement for 180 school days.



If the district fell short of the days, hours, or attendance requirement for the current school year, click “Fell Short” to provide more detail and certify your report.

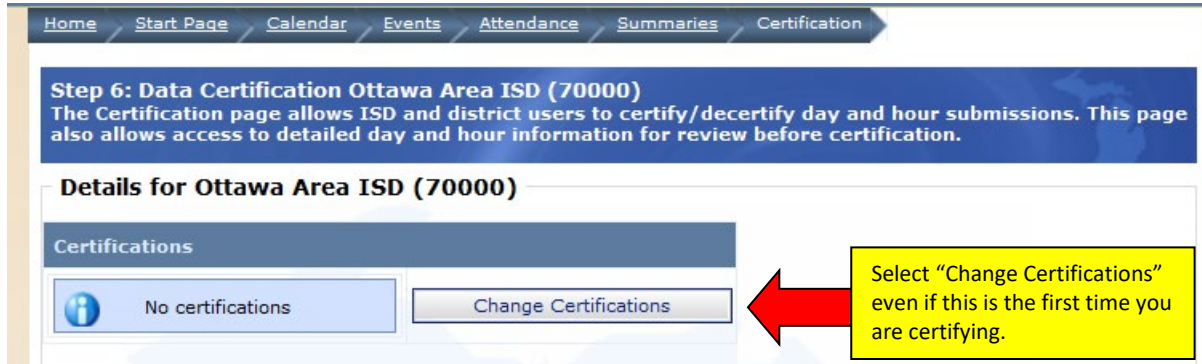
If the district satisfied the days, hours, and attendance requirements for the current school year, click “Satisfied” to be taken to the report certification module.

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



Selecting "Satisfied" in Step 1 Takes You Straight to Step 6: Data Certification

Step 6: Data Certification



This pop-up window will appear:



Final Step: Email Auditor

At time of EEM DCH certification, email to auditor:

- 1) Completed **PA-46 OR MDE 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. Only if your SIS will not run a 75% report, use the optional PA-45B form on our ISD website).

EEM D/CH Quick Entry Guide

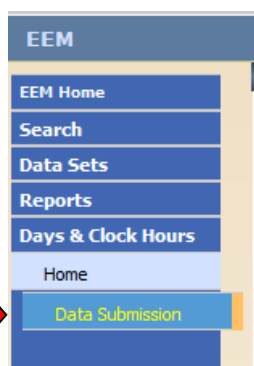
For Districts Who “Fell Short” of Minimum Days, Hours, or Attendance Requirements

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.

The screenshot shows the 'Step 1: Start Page' form. The title is 'Step 1: Start Page' with the instruction 'Select the collection (academic year) and district which you wish to access.' Below this are two dropdown menus: 'Collection' with the value '2018-19 Days, Hours, and Attendance Reporting' and 'District' with the value 'Allendale Public Schools (70040)'. Red arrows point to these two dropdown menus. Below the dropdowns is a section titled 'Legislation Governing This Application'.

If the district fell short of the days, hours, or attendance requirement for the current school year, click “Fell Short” to provide more detail and certify your report.

If the district satisfied the days, hours, and attendance requirements for the current school year, click “Satisfied” to be taken to the report certification module.

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

The screenshot shows the 'End User Policy' dialog box. At the top, there is a red bar with the title 'End User Policy'. Below this, there is a checkbox labeled '* I Agree' with a red arrow pointing to it. The main content area contains the text 'LEGISLATION GOVERNING THIS APPLICATION' followed by 'STATE SCHOOL AID ACT' and '388.1701'. The text describes requirements for pupil instruction, including a minimum of 1,098 hours and 175 days of instruction. At the bottom right of the dialog box is an 'Ok' button with a red arrow pointing to it.

Step 2: Calendar – Building Entry

Step 2: Calendar Kent ISD (41000)

The Calendar Page is used to document the number of days and hours originally scheduled for the district. Calendars can be established district-wide, by the building, or by building/grade level.

Please note this year's minimum requirements based on your district information:

Minimum Days: 180

Minimum Hours: 1098.00

* Total Days of Professional Development Provided to All Teachers

5 days (or equivalent hours) required (this question is about compliance with MCL380.1527 and is separate from whether your district claimed any QPD.)

* My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for the counting of up to 38 hours of qualifying professional development toward the instructional hour requirement. Yes No

Both default to "No." If "Yes," detailed entry on CBA required

* My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for fewer instructional days that is required for the current school year under Section 101. Yes No

* I use a district wide Calendar Yes No

Both default to "No." If "Yes," detailed entry on CBA is required

Building	Days	Hours
Kent		<input type="text"/>
Kent		<input type="text"/>
		<input type="text"/>
		<input type="text"/>

If all grades within the building operate on the same calendar and bell schedule, enter days and hours values here on this screen.

Use "X" icon to indicate buildings where no days and hours are being reported because no FTE is claimed (e.g., Adult Education, or non-instructional buildings)

If all grades in building do not operate on same calendar and bell schedule, click on magnifying glass icon to enter days and hours for each grade separately. Please do not click "Use Building Level" button.

Step 2a: Calendar – Grade Level Entry

Building	Days	Hours
Careerline Tech Center (06644)		177 486.75
Juvenile Services Center (0964...)		255 1359.15

Grade	Days	Hours
a.m. K	X	X
p.m. K	X	X
Full Day K	159	977.10

When magnifying glass selected for grade level entry, this screen appears:

Common Error: D/CH is expecting days/hours to be entered for all grades with the blue "schoolhouse" (indicator of active grades in building) If AM or PM Kindergarten (or other grade w/ blue schoolhouse) is not applicable to a building, click the black "X" next to the inapplicable grade level(s) or a warning will persist in Step 5.

Must include any "days" of QPD in the baseline days entered in Step 2a. QPD Hours are entered in Step 5a.

- **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 Page Calendar Events

Step 3: Events Ottawa Area ISD (70000)
The Events Page is used to document days when scheduled instruction was canceled entire day.

Create New Event Continue To Attendance Back Go To Audit

Date Canceled	Buildings/District	Cancel Type & Cancel Reason	Hours Cancelled (Rescheduled)
1/29/2015	Sheldon Pines School (07294)	a - Entire day was canceled Weather	All-6.24 ()
1/29/2015	Ottawa Area Center (01054)	a - Entire day was canceled Weather	Spec Ed EC-2.00 () Full Day K-6.38 () 1st-6.38 () 2nd-6.38 () 3rd-6.38 () 4th-6.38 () 5th-6.38 () 6th-6.38 () 7th-6.38 () 8th-6.38 () 9th-6.38 () 10th-6.38 () 11th-6.38 () 12th-6.38 ()

If a canceled event was a full-day cancellation for some and only hours cancelled for others, use the Split button to report the event separately for the Cancel Type (full-day vs hours).

This is how canceled events will appear once created in Step 3a.

Step 3a: Create Canceled Event

Home Start Page Calendar Events Create Event

Step 3a: Create Event Ottawa Area ISD (70000)
Create an event by completing the appropriate fields below.

Category: All

Sheldon Pines School (07294)
Ottawa Area Center (01054)
Juvenile Services Center (09640)
Careerline Tech Center (06644)
OAISD Community Based Early Childhood (09727)

* Date Canceled
Cancel Type: a - Entire day was canceled
Cancel Reason: Weather

Hours
 All Multi

Grade	Canceled	Rescheduled
a.m. K		
p.m. K		
Full Day K		

Highlight the buildings affected by the canceled event and use > to select highlighted buildings, or use >> to select all buildings

Enter date of cancellation, then select type (full day, 2-hour delay), and reason

For Hours Entry, leave "Multi" selected and enter the canceled hours for each affected grade. Please do not select the "All" option.

If hours were added to your original schedule to meet state minimum hours, enter the rescheduled/make-up hours here. NOTE: You cannot enter rescheduled days here – rescheduled days must be entered in Step 5.

Step 4: Attendance

Home Start Page Calendar Events Attendance

Step 4: Attendance Ottawa Area ISD (70000)
The Attendance Page is used to document days when enrolled attendance fell below 75% for those pupils who were scheduled for instruction on that day district-wide.

Create New Continue Back Go To Audit

Date Below 75%	Number of Pupils Scheduled	Number of Pupils Present	Percent in Attendance
No data present			

Create New Continue Back Go To Audit

Report each day district-wide attendance was < 75%.
If no days fell below 75%, click "Continue."

Step 5: Summary

Home Start Page Calendar Events Attendance **Summaries**

Step 5: Summary Ottawa Area ISD (70000)
The Summaries Page serves as a mechanism to warn users of potential day/hour issues, a place to edit waiver statuses, and a detailed accounting of day and hour information as provides

Continue To Certification Back Go To Audit

Building	Waiver	Edit
Careerline Tech Center (06644)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit
Juvenile Services Center (09640)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit
OAISD Community Based Early Childhood (09727)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit

Indicate for each building if an MDE-approved waiver of min. days/hours exists.

Use "Edit" button to access each building for Step 5a data entry.

Step 5a: Summary Detail

Grade	Number Of Original Hours	Total Hours Canceled	Total Hours Rescheduled	Hours Forgiven	Total PD Hours	Total Hours
Spec Ed EC		0.00	0.00	0	0	0
a.m. K		0.00	0.00	0	0	0
p.m. K		0.00	0.00	0	0	0
Full Day K	1137.37	48.25	0.00	0	0	1089.12
Alt Ed		0.00	0.00	0	0	0
1st	1137.37	55.00	3.00	0	0	1085.37
2nd	1137.37	55.00	3.00	0	0	1085.37

Hours section - For each grade, enter:

- Forgiven Hours
- QPD Hours (if applicable)

Grade	Number Of Original Days	Total Days Canceled	Total Days Rescheduled	Days Forgiven	Total Days
Spec Ed EC		0	0	0	0
a.m. K		0	0	0	0
p.m. K		0	0	0	0
Full Day K	176	7	0	0	169
Alt Ed		0	0	0	0
1st	176	8	0	0	168
2nd	176	8	0	0	168

Days section - For each grade, enter:

- Canceled Days
- Rescheduled Days
- Forgiven Days

NOTE: QPD days were entered in Step 2a.

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

Home Start Page Calendar Events Attendance **Summaries**

Step 5: Summary Ottawa Area ISD (70000)
The Summaries Page serves as a mechanism to warn users of potential day/hour issues, a place to edit waiver statuses, and a detailed accounting of day and hour information as provides

Continue To Certification Back Go To Audit

Building	Waiver	Edit
Careerline Tech Center (06644)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit
Juvenile Services Center (09640)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit
OAISD Community Based Early Childhood (09727)	No Warnings <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit
Ottawa Area Center (01054)	Warnings Present <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit
Sheldon Pines School (07294)	Warnings Present <input checked="" type="radio"/> No <input type="radio"/> Yes	Edit

Warnings Present Indicator

If warnings still persist after "Summary Detail" and "Waivers" data entry, must review/resolve.

Common Error: It is possible to have certify with warning if district has verified all data entered is correct - this often occurs with forgiven hours calculation, if regular daily schedule x 6 formula is used instead of (total hours/total days) x 6. In this instance, it is okay to ignore warning.

When done, click "Continue to Certification."

Step 6: Certification



Home Start Page Calendar Events Attendance Summaries Certification

Step 6: Data Certification Ottawa Area ISD (70000)
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Details for Ottawa Area ISD (70000)

Certifications

No certifications Change Certifications

Select "Change Certifications" even if this is the first time you are certifying.

This pop-up window will appear:



Modify Certifications

Please select an action

Click "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

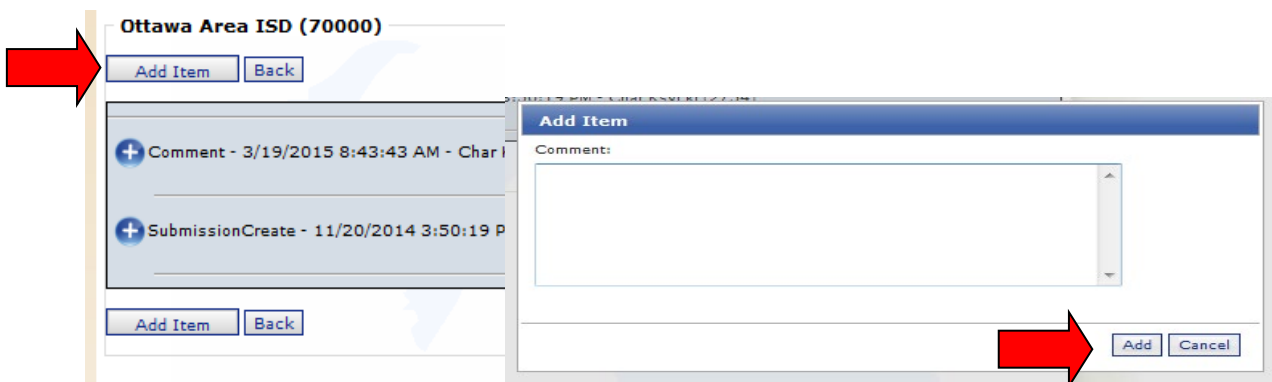
In Step 5, the following menu is available at both the top and bottom of the page:



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. Comments are optional, unless needed to report additional ECSE programs (see note at the bottom of page 4).



Ottawa Area ISD (70000)

Add Item Back

- Comment - 3/19/2015 8:43:43 AM - Char
- SubmissionCreate - 11/20/2014 3:50:19 P

Add Item Back

Add Item

Comment:

Add Cancel

Final Step: Email Auditor

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