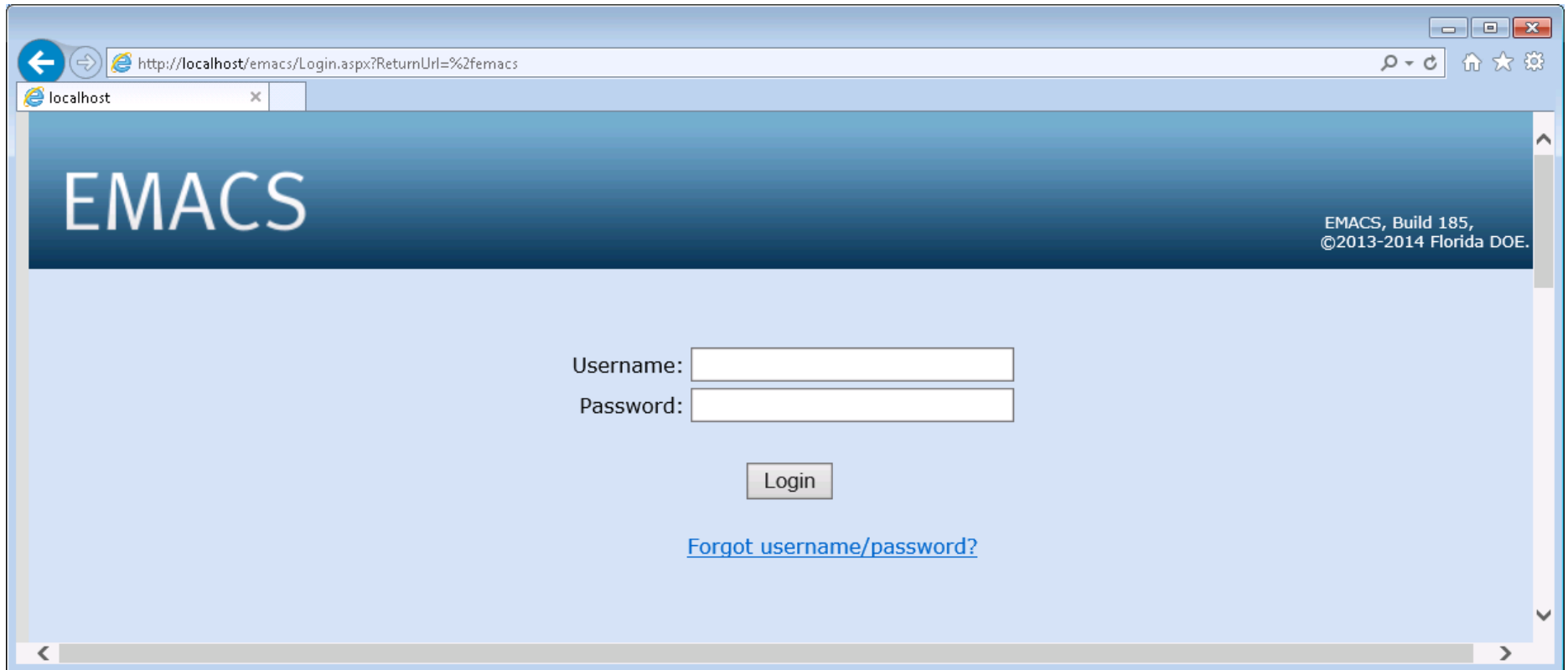


EMACS

EMACS Operation

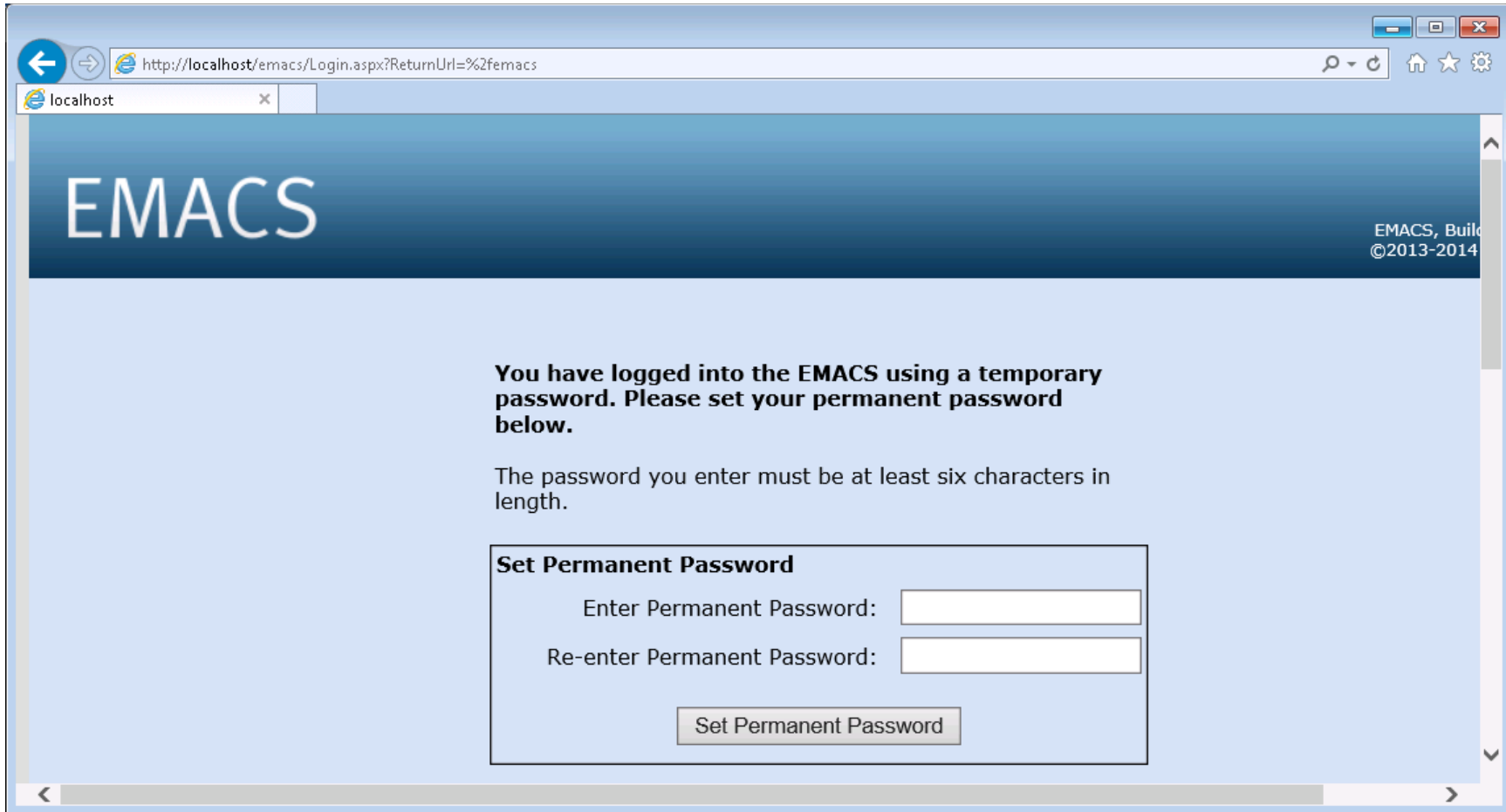
District Contact Role

Logging-in: Temporary Password



- Data Manager adds District Contact as a user in EMACS
- EMACS web server sends District Contact an EMACS username and temporary password via email
- District Contact navigates to <https://FloridaEmacs.org> and logs into EMACS with temporary password

Logging-in: Set Permanent Password



The screenshot shows a web browser window with the URL `http://localhost/emacs/Login.aspx?ReturnUrl=%2femacs`. The page features a dark blue header with the word "EMACS" in white. In the top right corner of the header, it says "EMACS, Build ©2013-2014". The main content area is light blue and contains the following text:

You have logged into the EMACS using a temporary password. Please set your permanent password below.

The password you enter must be at least six characters in length.

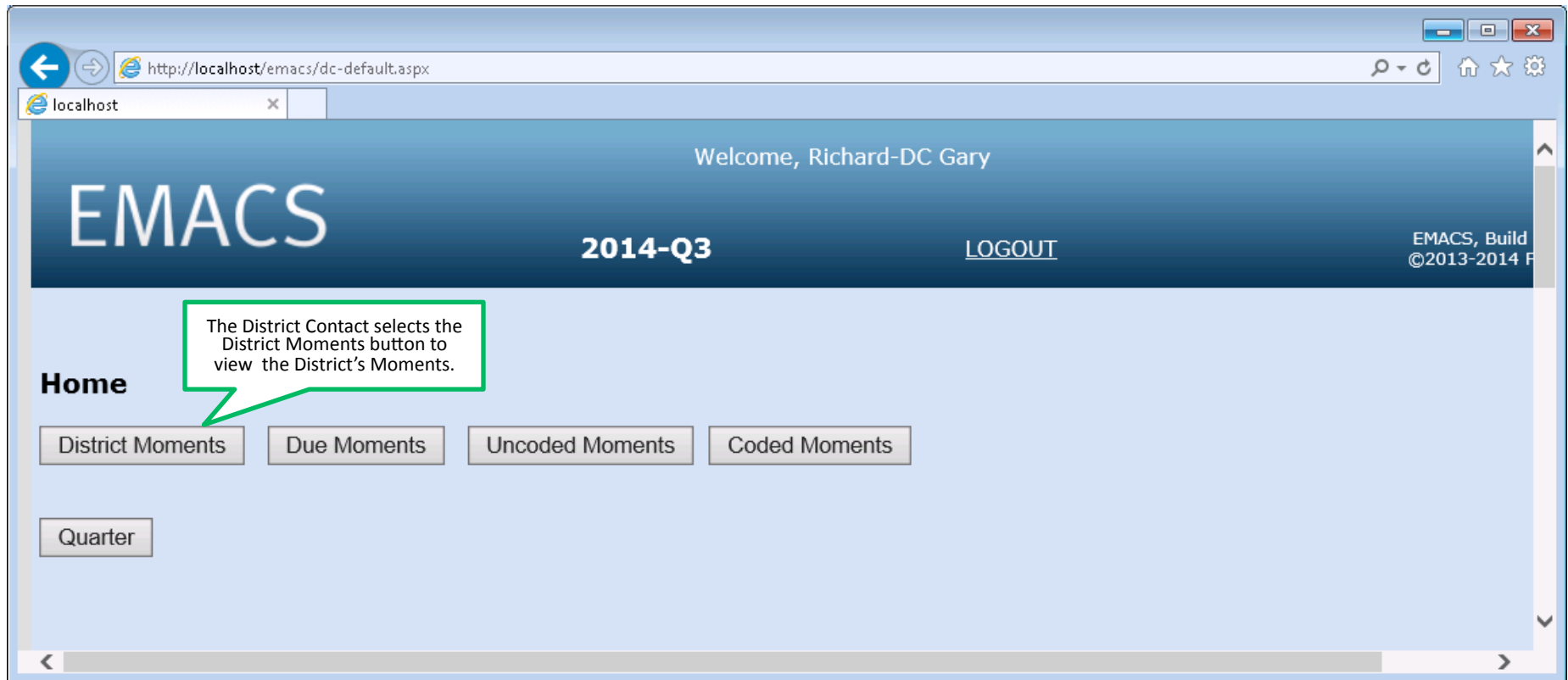
Set Permanent Password

Enter Permanent Password:

Re-enter Permanent Password:

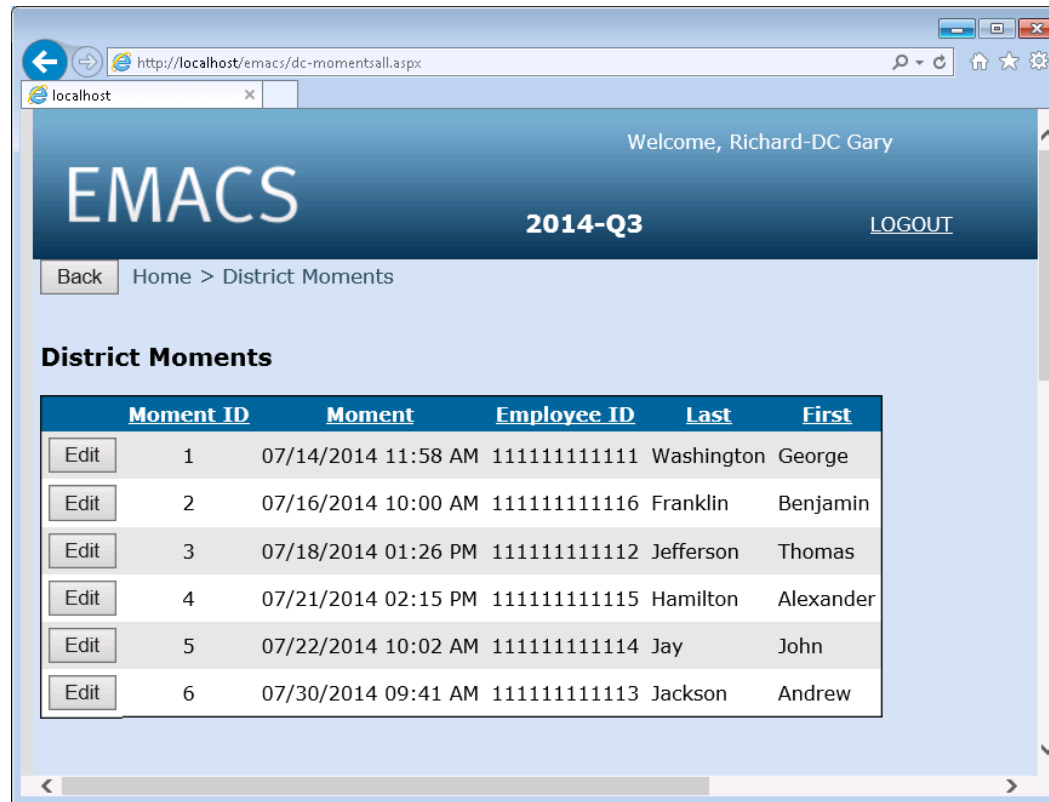
- After District Contact logs into EMACS with temporary password, EMACS will prompt the District Contact to create a permanent password
- District Contact will then be automatically logged-out of EMACS, to force District Contact to log back into EMACS using the newly-set permanent password
- Only District Contact knows the permanent password, so if forgotten, EMACS cannot email it to District Contact

Navigate to District Moments



- In EMACS home screen, District Contact selects “District Moments” button to view list of District’s Moments for the Quarter

District Moments



- The “District Moments” screen shows all the Moments the District received for the Quarter.

Special Situations Which Can Arise for a Moment Selected During the Random Moment Sample

- The District Contact may need to update a Sample Participant's information (e.g., last name changed due to marriage, email address changed, etc.).
- The District Contact may need to account for a Sample Participant who is on leave.
- The District Contact may need to handle the fact that a Sample Participant is no longer available to complete his/her Moment in the Random Moment Sample, but that Sample Participant has a replacement employee who can legally complete that Moment.
- The District Contact may need to account for a Sample Participant who is no longer available to complete his/her Moment in the Random Moment Sample, and that Sample Participant has no replacement employee who could complete that Moment.

Handling Special Situations Which Can Arise for a Moment Selected During the Random Moment Sample

The screenshot shows a web browser window with the URL `http://localhost/emacs/dc-momentsall.aspx`. The page header includes the text "Welcome, Richard-DC Gary", the logo "EMACS", the date "2014-Q3", and a "LOGOUT" link. Below the header is a breadcrumb trail: "Home > District Moments". The main content area is titled "District Moments" and contains a table with the following data:

	Moment ID	Moment	Employee ID	Last	First
Edit	1	07/14/2014 11:58 AM	111111111111	Washington	George
Edit	2	07/16/2014 10:00 AM	111111111116	Franklin	Benjamin
Edit	3	07/18/2014 01:26 PM	111111111112	Jefferson	Thomas
Edit	4	07/21/2014 02:15 PM	111111111115	Hamilton	Alexander
Edit	5	07/22/2014 10:02 AM	111111111114	Jay	John
Edit	6	07/30/2014 09:41 AM	111111111113	Jackson	Andrew

A green callout box on the left side of the image contains the text: "The District Contact selects the Edit button to view the Moment's details." A green arrow points from this box to the "Edit" button in the first row of the table.

- If one of the “special situations” mentioned in the previous slide arises for a particular Moment in the Random Moment Sample, to handle that situation the District Contact selects that Moment’s “Edit” button to view the Moment’s details.

Edit a Moment's Sample Participant

EMACS 2014-Q3 LOGOUT EMACS, Build 185, ©2013-2014 Florida DOE.

Back Home > District Moments > Edit Moment

Edit Moment

Unavailable for Sample

Moment ID: 4
Moment: 07/21/2014 02:15 PM

Employee ID: 111111111115

Last Name: Hamilton

First Name: Alexander

Cost Center ID: 000031

Job Code: 52018

Email: hamilton@scps.k12.fl.us

Edit Update

Before editing the Sample Participant above, you must add a District Contact comment below to explain why you are editing the Sample Participant for this Moment.

Add District Contact comment:

Electronic Signature: Add

To edit a Moment's Sample Participant, the District Contact selects the Edit button, edits the unlocked fields, then selects the Update button.

If Sample Participant is unavailable for the Sample, and if there is no replacement employee, the District Contact selects the "Unavailable for Sample" button to code the Moment.

Note that the District Contact is required to add a "District Contact Comment" to explain any updates to the Sample Participant fields associated with the Moment.

- If the District Contact needs to edit the Sample Participant associated with the Moment, first he/she adds a "District Contact Comment" to explain why the Sample Participant fields of the selected Moment are being updated. Then he/she selects the "Edit" button, then he/she makes any necessary changes to the unlocked Sample Participant fields, then he/she selects the "Update" button.
- If the Sample Participant is unavailable to complete his/her Moment in the Random Moment Sample, and if there is no replacement employee who could legally complete the Moment, the District Contact selects the "Unavailable for Sample" button to handle the Moment appropriately.

Sample Participant is Unavailable to Complete Moment

EMACS 2014-Q3 LOGOUT EMACS, Build 185, ©2013-2014 Florida DOE.

Back Home > District Moments > Edit Moment > Unavailable for Sample

Unavailable for Sample

Alexander Hamilton
District 59, Employee 111111111115
52018 Sp/Lang Path
Cost Center 000031
07/21/2014 02:15 PM = Moment to be Sampled

Who were you with at your Moment?
N/A

What activity were you doing at your Moment? (Please indicate issues, ideas, or services conveyed.)
N/A

Why were you doing this activity at your Moment?
N/A

In your answers above, please do not use the proper names of students, staff, parents or guardians.

Electronic Signature: N/A **Title:** N/A **Date:** N/A
By my signature I attest that I have read the materials included with this form and certify that I understand the purpose of the direct service claiming program, my role in the program, and how to accurately complete the RMS form.

Activity: --Select-- **Uncodable Because:** --Select If Applicable--

Below, you must add a District Contact comment to explain why the Sample Participant was unavailable for the Sample.

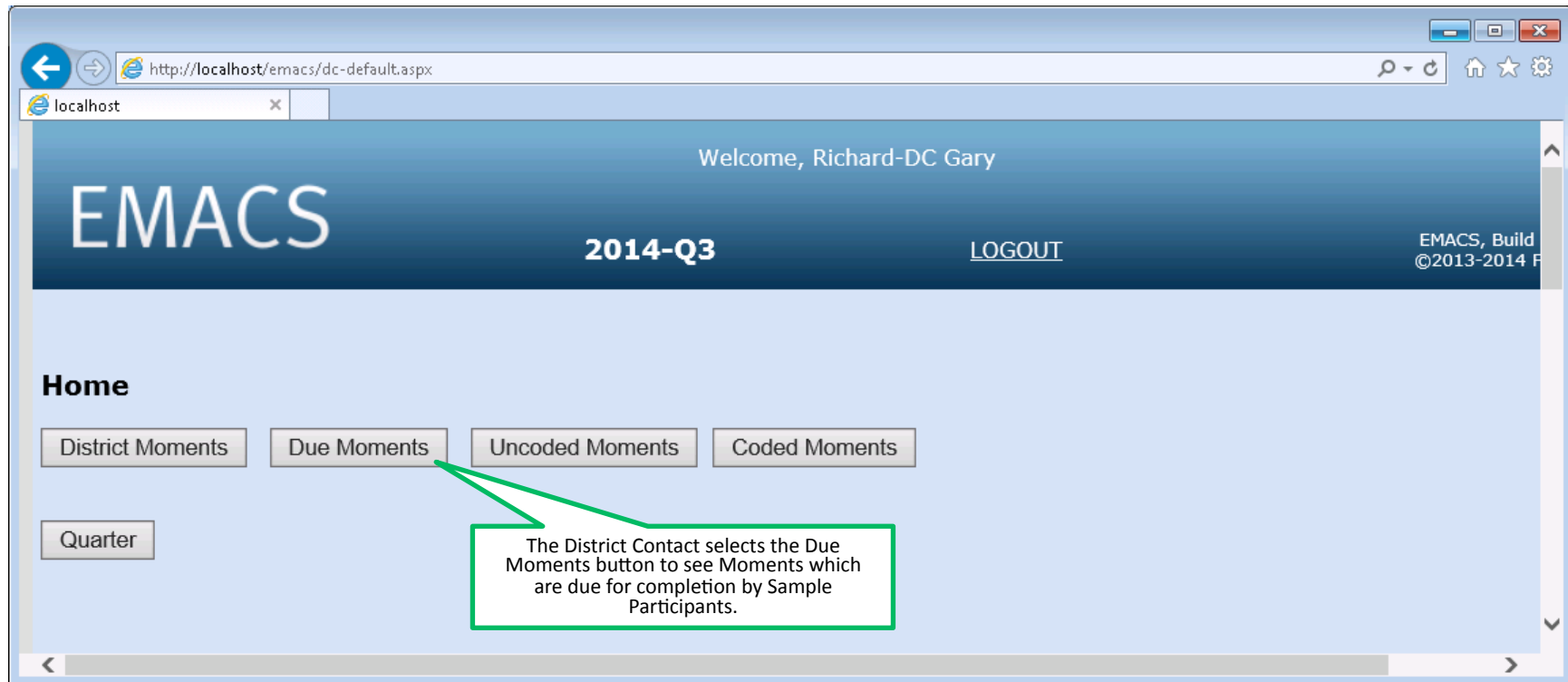
Add District Contact comment: **Electronic Signature:**

If the Sample Participant is unavailable for the Sample, and there is no replacement employee, the District Contact selects the Edit button, then either codes the Moment or marks it as uncodable, then selects the Update button.

Note that the District Contact is required to add a "District Contact Comment" to explain why the employee is unavailable for the Sample.

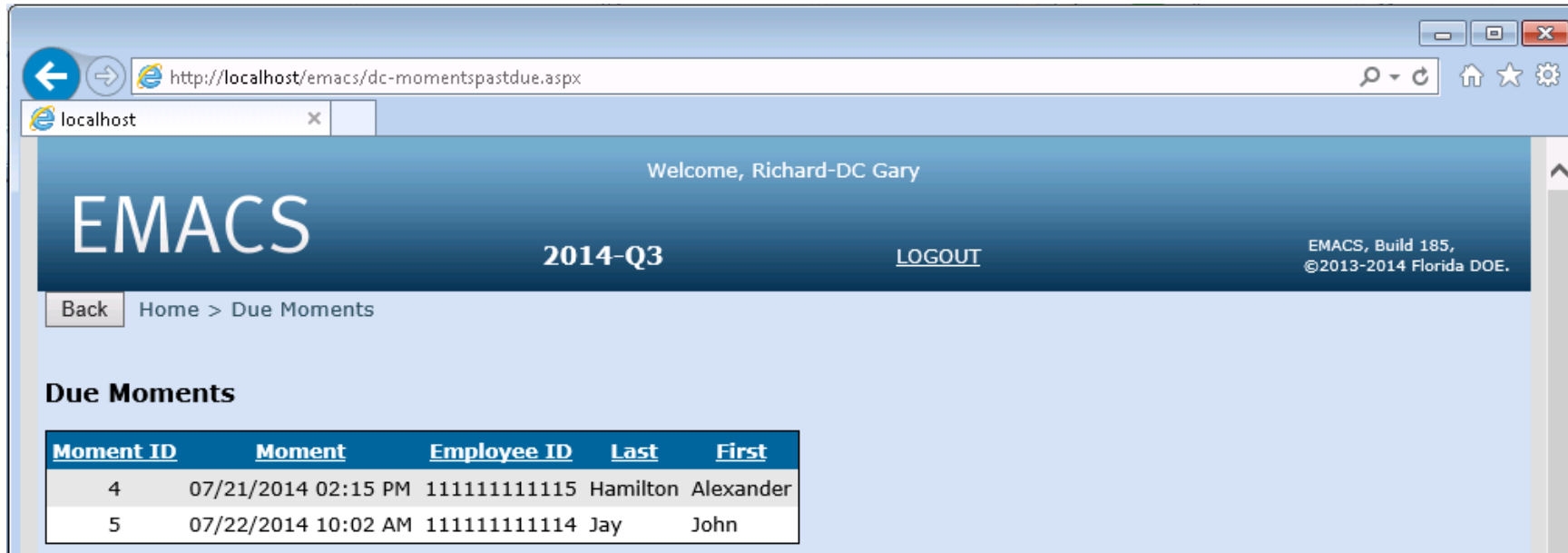
- If the Sample Participant is unavailable to complete his/her Moment in the Random Moment Sample, and if there is no replacement employee, the District Contact selects the "Edit" button, then either codes the Moment or marks it as uncodable, then selects the "Update" button.
- The District Contact is required to add a "District Contact Comment" to explain why the employee is unavailable for the Sample.

Navigating to Due Moments



- The District Contact selects the “Due Moments” button to view the list of Moments which are due for completion by Sample Participants.

List of Due Moments



The screenshot shows a web browser window with the URL `http://localhost/emacs/dc-momentspastdue.aspx`. The page header includes a welcome message for "Richard-DC Gary", the EMACS logo, the text "2014-Q3", a "LOGOUT" link, and version information: "EMACS, Build 185, ©2013-2014 Florida DOE." Below the header is a breadcrumb trail: "Home > Due Moments". The main content area is titled "Due Moments" and contains a table with the following data:

Moment ID	Moment	Employee ID	Last	First
4	07/21/2014 02:15 PM	111111111115	Hamilton	Alexander
5	07/22/2014 10:02 AM	111111111114	Jay	John

- The “Due Moments” screen lists Moments which have already occurred but which have not yet been completed by the Sample Participants.
- This screen is used by the District Contact to get a quick idea of the quantity of Moments which are currently due for completion by Sample Participants.
- A Sample Participant only has 7 working days to complete the Moment before it becomes an “Expired Moment.” If a “Due Moment” turns into an “Expired Moment,” the EMACS automatically moves such a Moment from this “Due Moments” screen to the EMACS “Code Moments” screen.
- An Expired Moment gets automatically locked to prevent the Sample Participant from being able to complete the Moment. Expired Moments cannot be counted toward the District’s needed 75% Moment-completion rate.
- For a Moment appearing on this “Due Moments” screen, the EMACS web server automatically sends “Reminder Emails” at 48 hours, 96 hours, and 120 hours (24 hours before the Moment expires) to encourage the Sample Participant to complete the Moment before it expires.

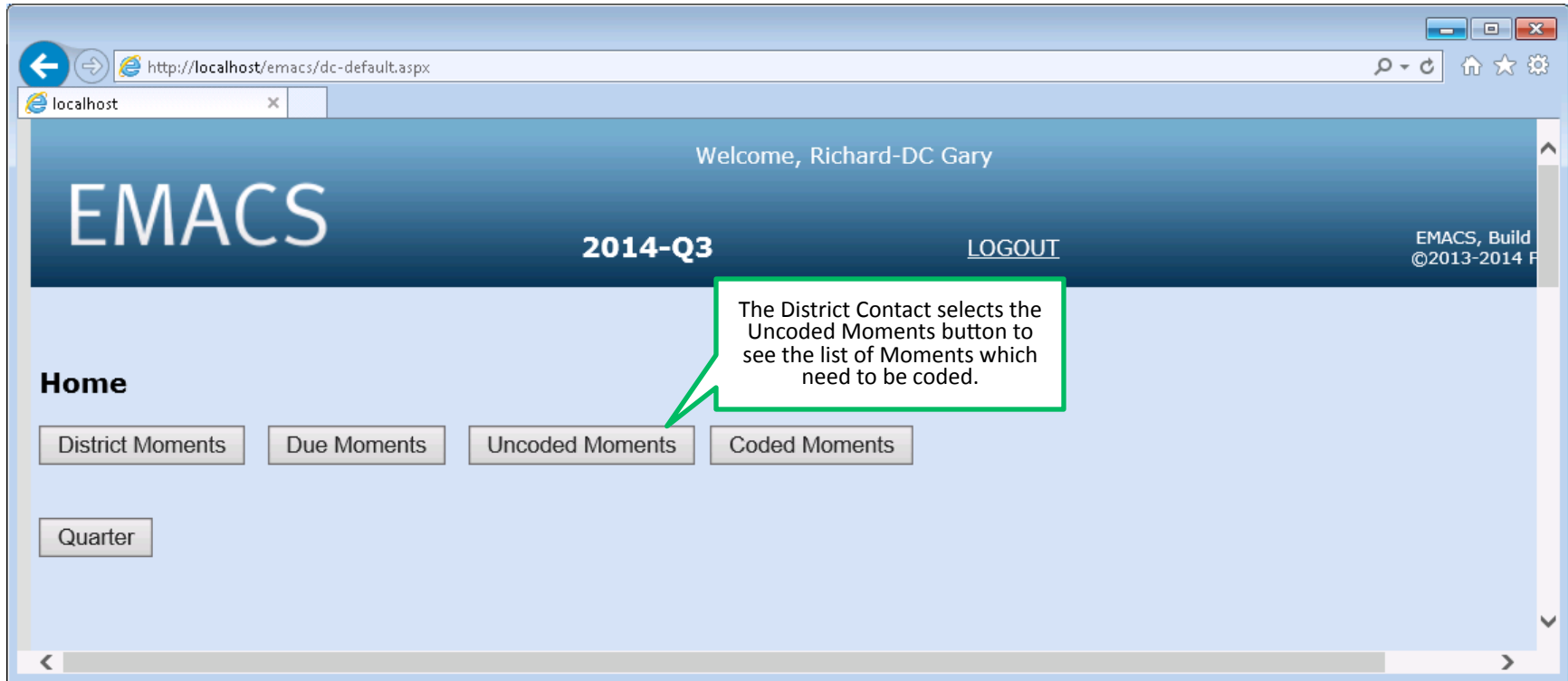
Action Items

The screenshot shows a web browser window with the URL `http://localhost/emacs/dc-default.aspx`. The page title is "EMACS" and the user is logged in as "Richard-DC Gary". The page displays "2014-Q3" and a "LOGOUT" link. Below the navigation buttons, there is a table of Action Items.

Action Item ID	Action Item	
4	Urgent: Uncompleted Moment ID# 2 (for Benjamin Franklin, Employee ID 11111111116) expires within 24 hours, at 2014-07-25 10:00 AM. You should telephone this Sample Participant immediately and convey the importance of completing the Moment before it expires.	Complete
2	Important: Four days have elapsed since uncompleted Moment ID# 3 (for Thomas Jefferson, Employee ID 11111111112) occurred. You should notify the Sample Participant of the importance of completing the Moment before it expires.	Complete
9	Two days have elapsed since uncompleted Moment ID# 5 (for John Jay, Employee ID 11111111114) occurred.	Complete

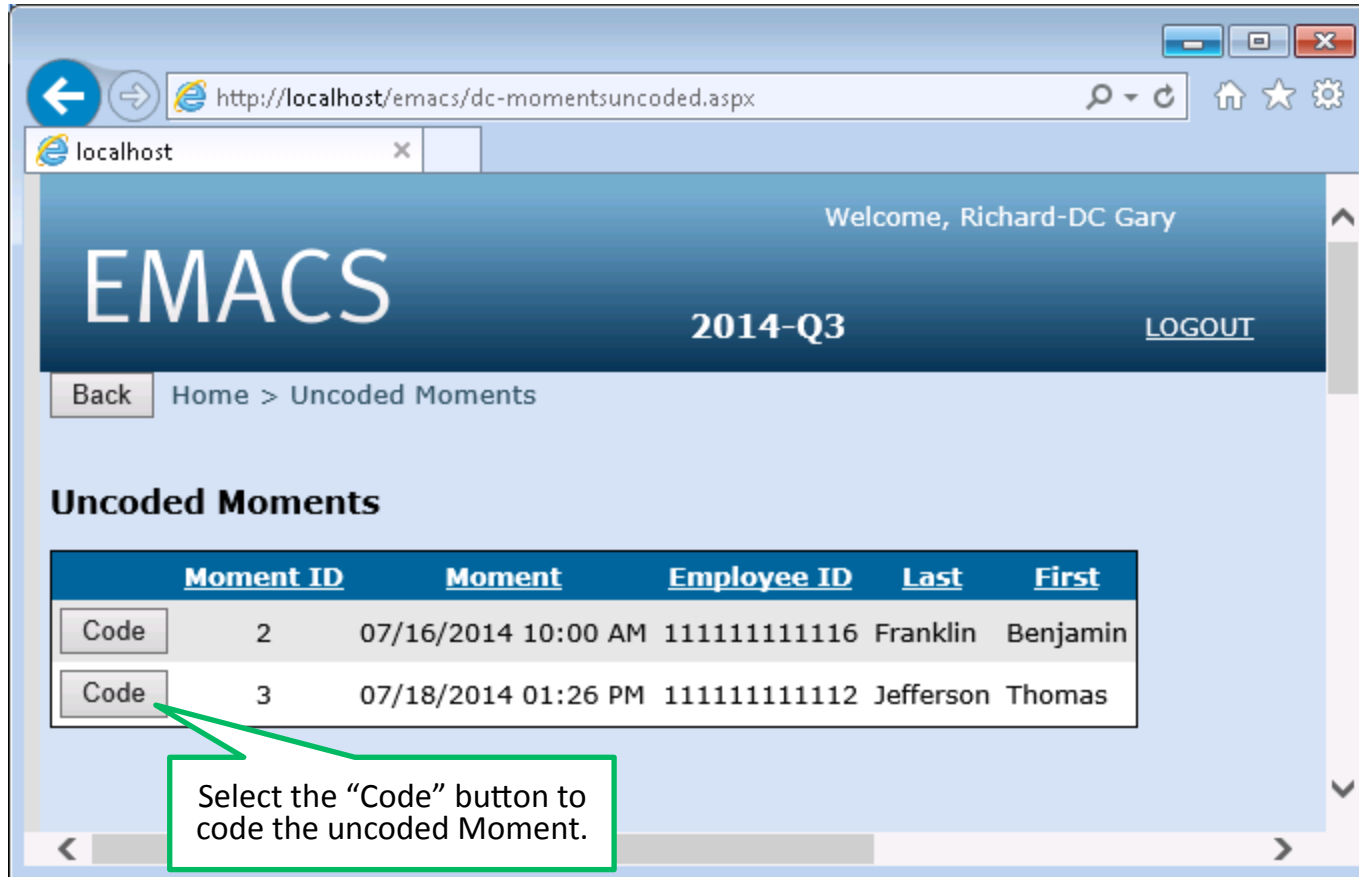
- On the EMACS “Home” screen for a District Contact, the EMACS automatically generates and displays “Action Items” to focus the District Contact on the issues in the EMACS which need prompt attention.
- “Urgent” action items are displayed with a red background.
- “Important” action items are displayed with a yellow background.
- “Normal” action items are displayed with a green background.

Navigating to Uncoded Moments



- The District Contact selects the “Uncoded Moments” button to view the current list of Moments which need to be coded.

List of Uncoded Moments



http://localhost/emacs/dc-momentsuncoded.aspx

Welcome, Richard-DC Gary

EMACS

2014-Q3 [LOGOUT](#)

[Back](#) Home > Uncoded Moments

Uncoded Moments

	Moment ID	Moment	Employee ID	Last	First
<input type="button" value="Code"/>	2	07/16/2014 10:00 AM	111111111116	Franklin	Benjamin
<input type="button" value="Code"/>	3	07/18/2014 01:26 PM	111111111112	Jefferson	Thomas

Select the "Code" button to code the uncoded Moment.

- The "Uncoded Moments" screen lists Moments which have been completed by the Sample Participant and which need coding by the District Contact.
- This screen also lists Expired Moments (Moments which were not completed by the Sample Participant within 7 work days after the Moment occurred).
- The District Contact selects the "Code" button to view the Moment and code it.

Uncoded Moment

Note that all the RMS-response fields are locked to prevent the District Contact from editing them. None of the EMACS screens for District Contacts allows for completing and/or editing a Moment in the Random Moment Sample.

Step 2: The District Contact selects the Edit button to enable the "Update" button, the "Activity" dropdown-list, the "Uncodable because" dropdown-list, and the "Locked for Sample Participant" checkbox.

Step 3: The District Contact selects the Activity Code from the "Activity" dropdown list, or selects from the "Uncodable because" dropdown list.

Note that, if the District Contact marks the Moment as "uncodable," the District Contact is required to add a "District Contact Comment" to explain why it was uncodable.

Step 4: If the Sample Participant's RMS response is not clear, the District Contact can uncheckmark this "Locked for Sample Participant" checkbox, which will allow the Sample Participant to log back into his/her Moment to add clarifying information to the RMS response.

Step 5: The District Contact selects the Update button to save the coding of the Moment.

Step 1: The District Contact adds a "District Contact Comment" when required to do so.

- The District-Contact uses this screen to code the Sample Participant's RMS response by selecting the "Edit" button, then by selecting the "Activity Code" from the dropdown list, and then by selecting the "Update" button.
- The District-Contact closes the "Code Moment" screen by selecting the EMACS "Back" button, then closes the EMACS "Uncoded Moments" screen by clicking the EMACS "Back" button.
- After the DC codes the Moment, the DC is locked-out from changing the coding of the Moment.
- After the Moment has been coded by the District Contact, it appears in the Data Manager's "Review Moments" screen.

Coding the Moment Locks It

EMACS 2014-Q3 LOGOUT EMACS, Build 185, ©2013-2014 Florida DOE.

Back Home > Uncoded Moments > Code Moment

Code Moment

Thomas Jefferson
District 59, Employee 11111111112
52018 Sp/Lang Path
Cost Center 000031
07/18/2014 01:26 PM = Moment to be Sampled

Who were you with at your Moment?

What activity were you doing at your Moment? (Please indicate issues, ideas, or services conveyed.)

Why were you doing this activity at your Moment?

In your answers above, please do not use the proper names of students, staff, parents or guardians.

Electronic Signature: _____ **Title:** _____ **Date:** _____

By my signature I attest that I have read the materials included with this form and certify that I understand the purpose of the administrative claiming program, my role in the program, and how to accurately complete the RMS form.

Below, if you are going to specify that the Moment is uncodable, you must first add a District Contact comment to explain your reasoning for doing so.

Activity: 13 **Uncodable Because:** --Select If Applicable-- **Locked for Sample Participant:**

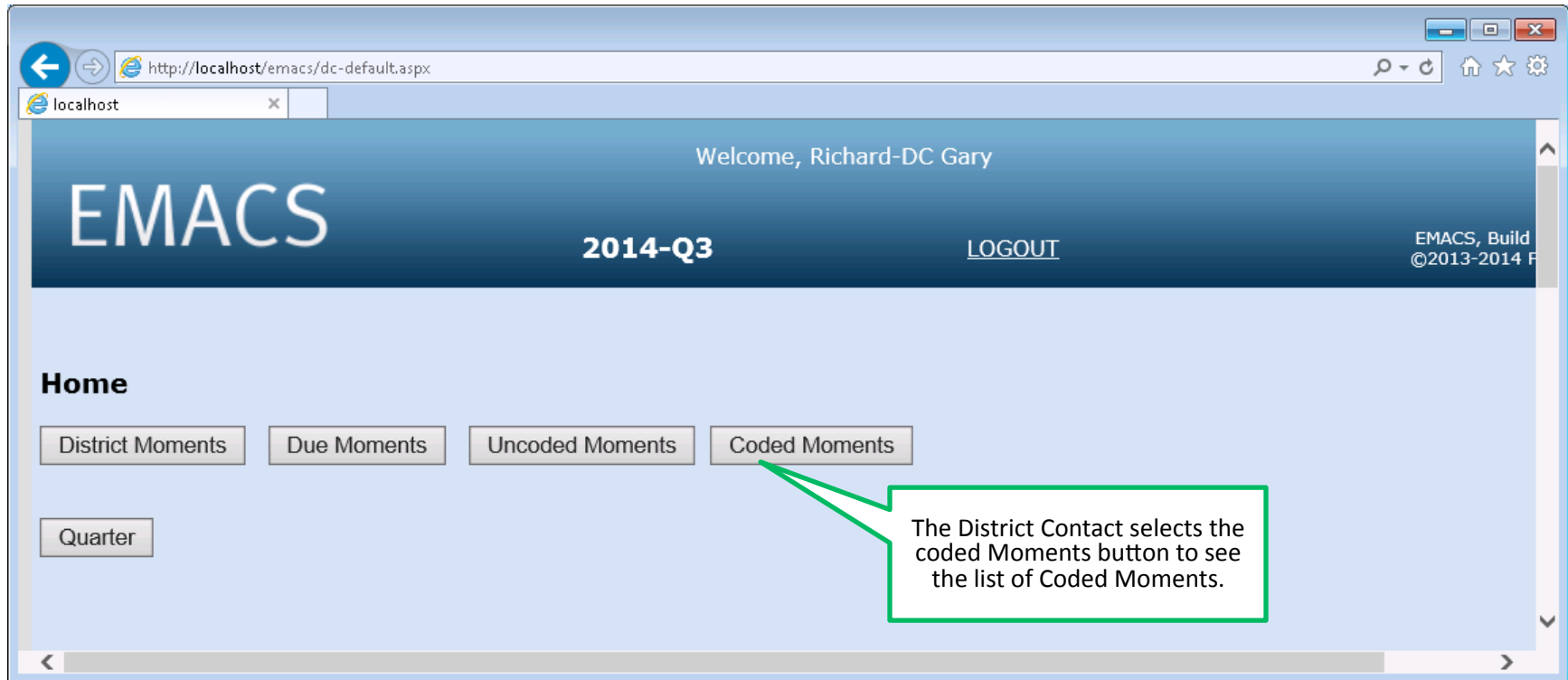
The Moment was successfully updated.

Add District Contact comment: _____ **Electronic Signature:** _____

After the District Contact codes Moment and selects the Update button, the Moment is locked from further coding changes by the District Contact.

- Note that, after the District Contact selects the “Update” button to save his/her coding of the Moment, the Moment is locked from further coding changes, to prevent the District Contact from changing the coding of the Moment while it is being reviewed by the Data Manager.
- If the District Contact decides he/she wants to edit the coding of the Moment, he/she can ask the Data Manager to unlock the Moment so its coding can be edited by the District Contact.

Navigating to Coded Moments



- The District Contact selects the “Coded Moments” button to view the list of coded Moments.

Coded Moments List

The screenshot shows a web browser window with the URL `http://localhost/emacs/dc-momentscoded.aspx`. The page header includes the text "Welcome, Richard-DC Gary", the "EMACS" logo, the date "2014-Q3", and a "LOGOUT" link. Below the header is a breadcrumb trail: "Home > Coded Moments". The main content area is titled "Coded Moments" and contains a table with the following data:

	<u>Moment ID</u>	<u>Moment</u>	<u>Employee ID</u>	<u>Last</u>	<u>First</u>	<u>Activity</u>	<u>Uncodable Because</u>
<input type="button" value="View"/>	1	07/14/2014 11:58 AM	111111111111	Washington	George	13	
<input type="button" value="View"/>	2	07/16/2014 10:00 AM	111111111116	Franklin	Benjamin	03	
<input type="button" value="View"/>	3	07/18/2014 01:26 PM	111111111112	Jefferson	Thomas		Valid Emp. -- No Response

A callout box with a green border and a pointer to the first "View" button contains the text: "The District Contact selects the View button to view the coded Moment."

- The “Coded Moments” screen lists Moments which have been coded by the District Contact.
- The District Contact selects the “View” button to view a coded Moment.
- The District Contact usually only needs to view a coded Moment in the situation where the EMACS Data Manager has reviewed the coded Moment and has some questions for the District Contact regarding the code the District Contact selected for the Moment.

View Coded Moment

EMACS 2014-Q3 LOGOUT EMACS, Build 185, ©2013-2014 Florida DOE.

Back Home > Coded Moments > View Coded Moment

View Coded Moment

Benjamin Franklin
 District 59, Employee 111111111116
 52018 Sp/Lang Path
 Cost Center 000041
 07/16/2014 10:00 AM = Moment to be Sampled

Who were you with at your Moment?
 I was with a student.

What activity were you doing at your Moment? (Please indicate issues, ideas, or services conveyed.)
 I was giving speech therapy to the student.

Why were you doing this activity at your Moment?
 This was the student's scheduled time to see me for speech therapy.

In your answers above, please do not use the proper names of students, staff, parents or guardians.

Electronic Signature: RB Gary **Title:** SLP **Date:** 7/17/2014
By my signature I attest that I have read the materials included with this form and certify that I understand the purpose of the administrative claim program, my role in the program, and how to accurately complete the RMS form.

Below, if you are going to specify that the Moment is uncodable, you must first add a District Contact comment to explain your reasoning for doing so.

Activity Code: 03 **Uncodable Because:** --Select If Applicable--

Add District Contact comment: **Electronic Signature:**

Note that the Edit button is locked in this screen, unless the Data Manager has unlocked the Moment for its coding to be edited by the District Contact.

Note that, if the District Contact edits the coding of the Moment to mark the Moment as “uncodable,” the District Contact is required to add a “District Contact Comment” to explain why it was uncodable.

- The “View Coded Moment” screen allows the District Contact to review his/her coding of the Moment.
- If the District Contact decides he/she would like to change the coding of the Moment , he/she can ask the Data Manager to unlock the Moment for its coding to be edited by the District Contact.
- Note that the RMS “response” fields completed by the Sample Participant are always locked from editing by the District Contact, to prevent accidental/intentional editing by the District Contact.
- If the District Contact decides to edit the coding of the Moment so as to mark the Moment as “uncodable,” the District Contact is required to add a “District Contact Comment” to explain why the Moment is uncodable.