

# EMACS Update September, 2014

# EMACS Improvements



# Old “District Moments” Screen

Welcome, Benjamin Franklin

# EMACS

2013-Q3 [LOGOUT](#)

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## District Moments

	<u>Moment ID</u>	<u>Moment</u>	<u>Employee ID</u>	<u>Last</u>	<u>First</u>	<u>Email Message</u>	<u>Emailed?</u>
<a href="#">Edit</a>	87	07/12/2013 10:28 AM	111111111114	Jefferson	Thomas	<a href="#">Notification Email</a> <a href="#">Moment Email</a>	<input type="checkbox"/> Notification Emailed <input type="checkbox"/> Moment Emailed
<a href="#">Edit</a>	36	07/12/2013 12:45 PM	111111111112	Washington	George	<a href="#">Notification Email</a> <a href="#">Moment Email</a>	<input type="checkbox"/> Notification Emailed <input type="checkbox"/> Moment Emailed

- You had to use hyperlinks to generate Notification/Moment emails from your own computer
- You had to use Notification/Moment checkboxes to track the emails you sent

# New “District Moments” Screen

**EMACS** 2014-Q3 [LOGOUT](#)

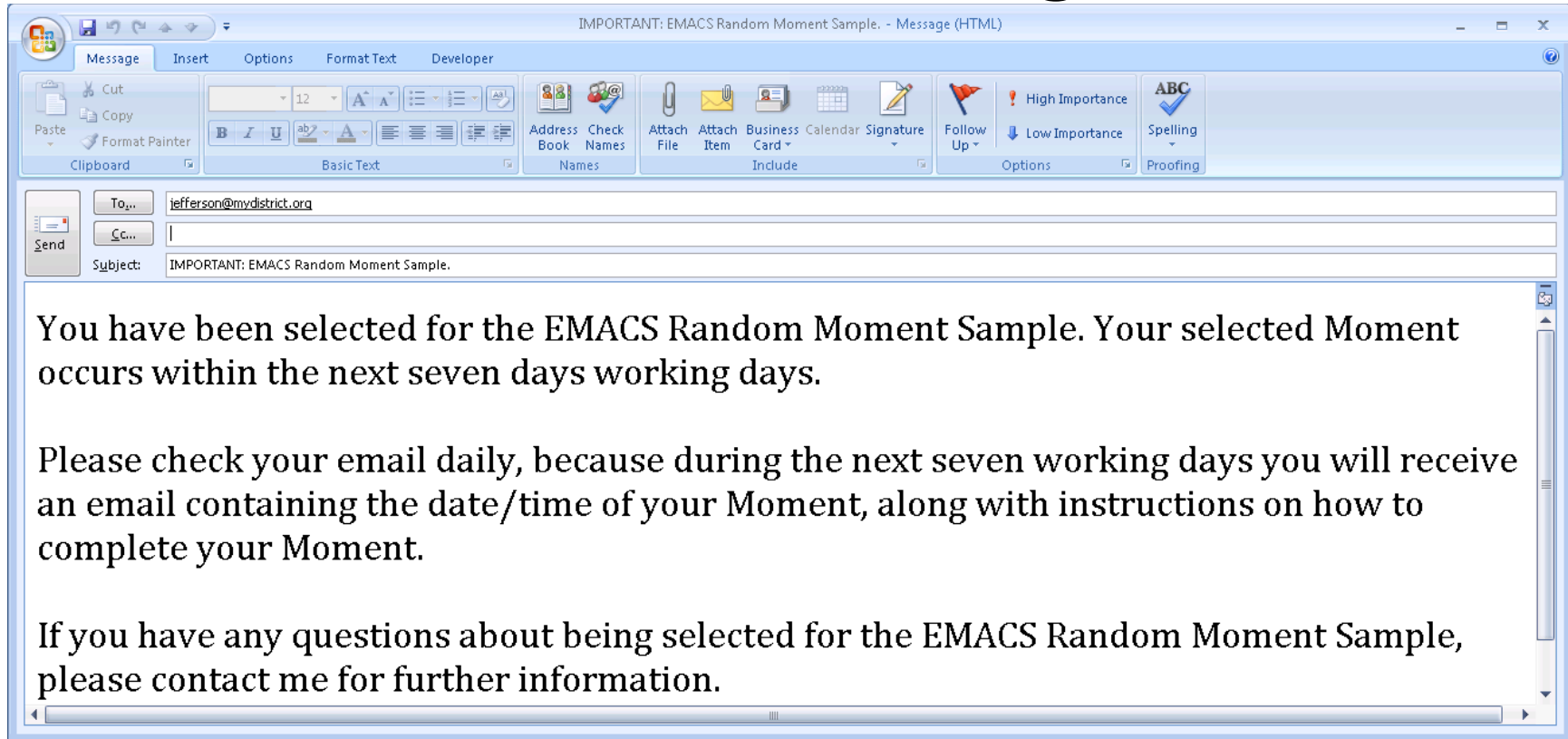
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### District Moments

	<u>Moment ID</u>	<u>Moment</u>	<u>Employee ID</u>	<u>Last</u>	<u>First</u>
<a href="#">Edit</a>	1	07/14/2014 11:58 AM	111111111111	Washington	George
<a href="#">Edit</a>	2	07/16/2014 10:00 AM	111111111116	Franklin	Benjamin
<a href="#">Edit</a>	3	07/18/2014 01:26 PM	111111111112	Jefferson	Thomas

- No more email hyperlinks
- No more checkboxes to track sent emails

# Old Method of Sending Emails



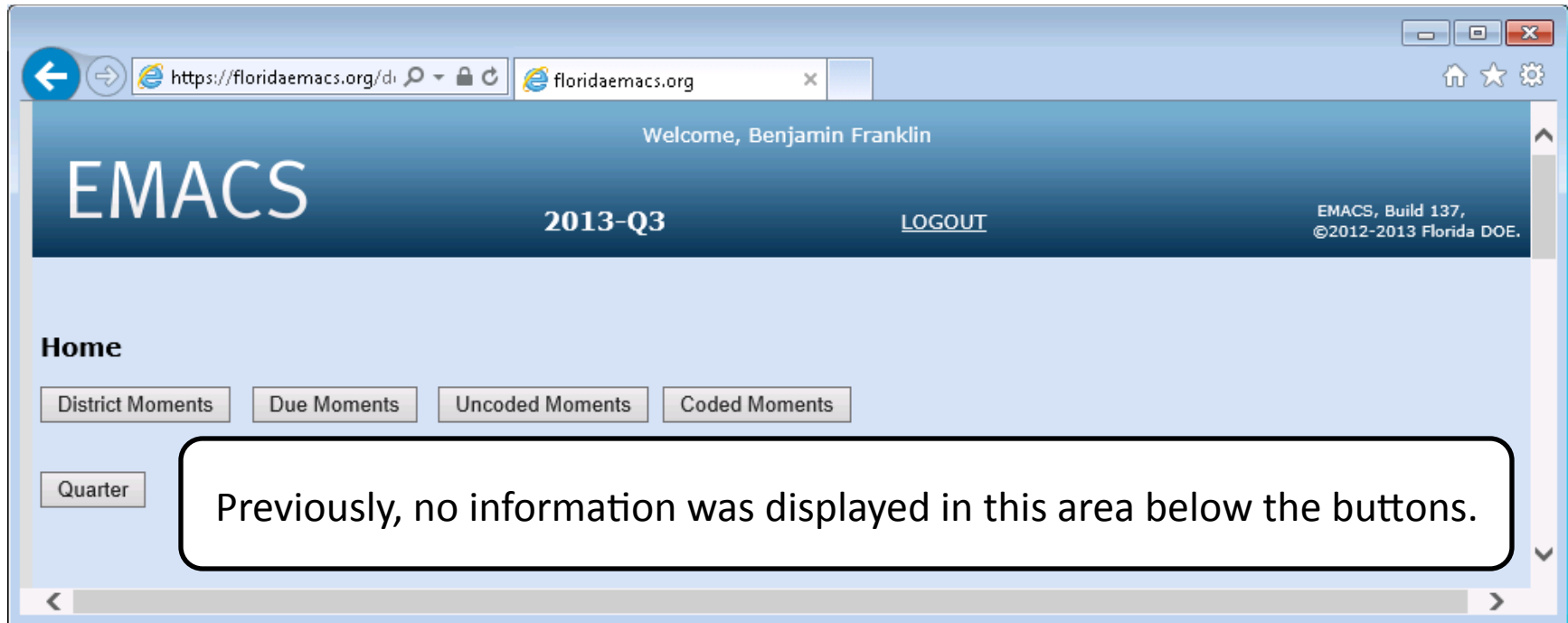
- District Contact generated / sent / manually-tracked Notification/Moment/Reminder emails from his/her own computer
- This process was glitchy for some, laborious for all

# New Method of Sending Emails



- EMACS sends Notification Email 7 days before Moment
- EMACS sends Moment Email at 1:00 AM on day of Moment
- After the Moment occurs: If necessary, EMACS will send Reminder Emails at 48 hours, 96 hours, and 144 hours after Moment date/time

# Old “District Contact” Home Screen



- Home screen only contained buttons to navigate to other screens
- The large blank area below the buttons was not used to display information

# New “District Contact” Home Screen

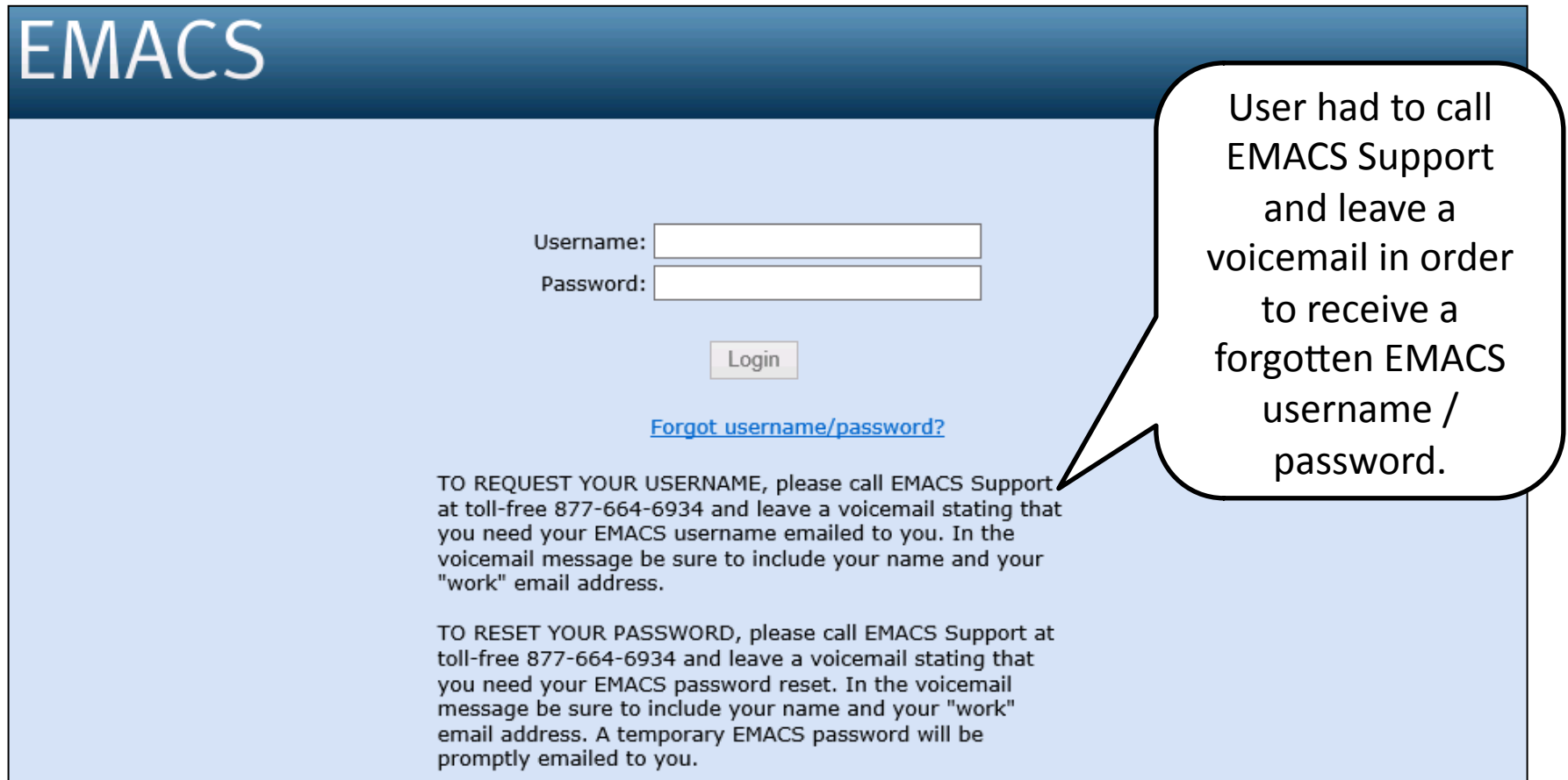
The screenshot displays the EMACS 2014-Q3 Home Screen. At the top, the header includes the EMACS logo, the quarter '2014-Q3', a 'LOGOUT' link, and version information: 'EMACS, Build 192, ©2013-2014 Florida DOE.' Below the header, the 'Home' section contains four buttons: 'District Moments', 'Due Moments', 'Uncoded Moments', and 'Coded Moments'. A 'Quarter' dropdown menu is also present. The main content area features a table with three columns: 'Action Item ID', 'Action Item', and a 'Complete' button. The table lists three action items with different priority levels indicated by background colors: red for urgent, yellow for important, and green for two days elapsed.

Action Item ID	Action Item	
4	Urgent: Uncompleted Moment ID# 2 (for Benjamin Franklin, Employee ID 111111111116) 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 111111111112) 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 111111111114) occurred.	Complete

- New “Action Item” list is displayed below buttons
- Priority of each Action Item is indicated by its color



# Old Way to Request Username/Password



The screenshot shows the EMACS login interface. At the top left, the word "EMACS" is displayed in white on a dark blue background. Below this, there are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. A blue link labeled "Forgot username/password?" is located below the login button. At the bottom of the page, there are two paragraphs of text providing instructions on how to request a username or reset a password by calling EMACS Support at 877-664-6934 and leaving a voicemail. A callout box on the right side of the page points to the "Forgot username/password?" link and contains the text: "User had to call EMACS Support and leave a voicemail in order to receive a forgotten EMACS username / password."

- Problem #1: EMACS users did not always have immediate access to a landline, or a cell phone with service, to make the call
- Problem #2: EMACS users did not always have immediate turn-around on the request for the username/password

# New Way to Request Username/Password

The screenshot shows a web interface for EMACS. At the top, the word "EMACS" is displayed in white on a dark blue background. Below this, there are two input fields: "Username:" and "Password:". A "Login" button is positioned below these fields. A blue hyperlink reads "Forgot username or password?". Below the link, a paragraph of text instructs users to enter their "work" email address and select the "Submit" button to receive an email with their username and a password-reset hyperlink. At the bottom, there is a "Work Email Address:" label, an input field, and a "Submit" button.

EMACS

Username:

Password:

Login

[Forgot username or password?](#)

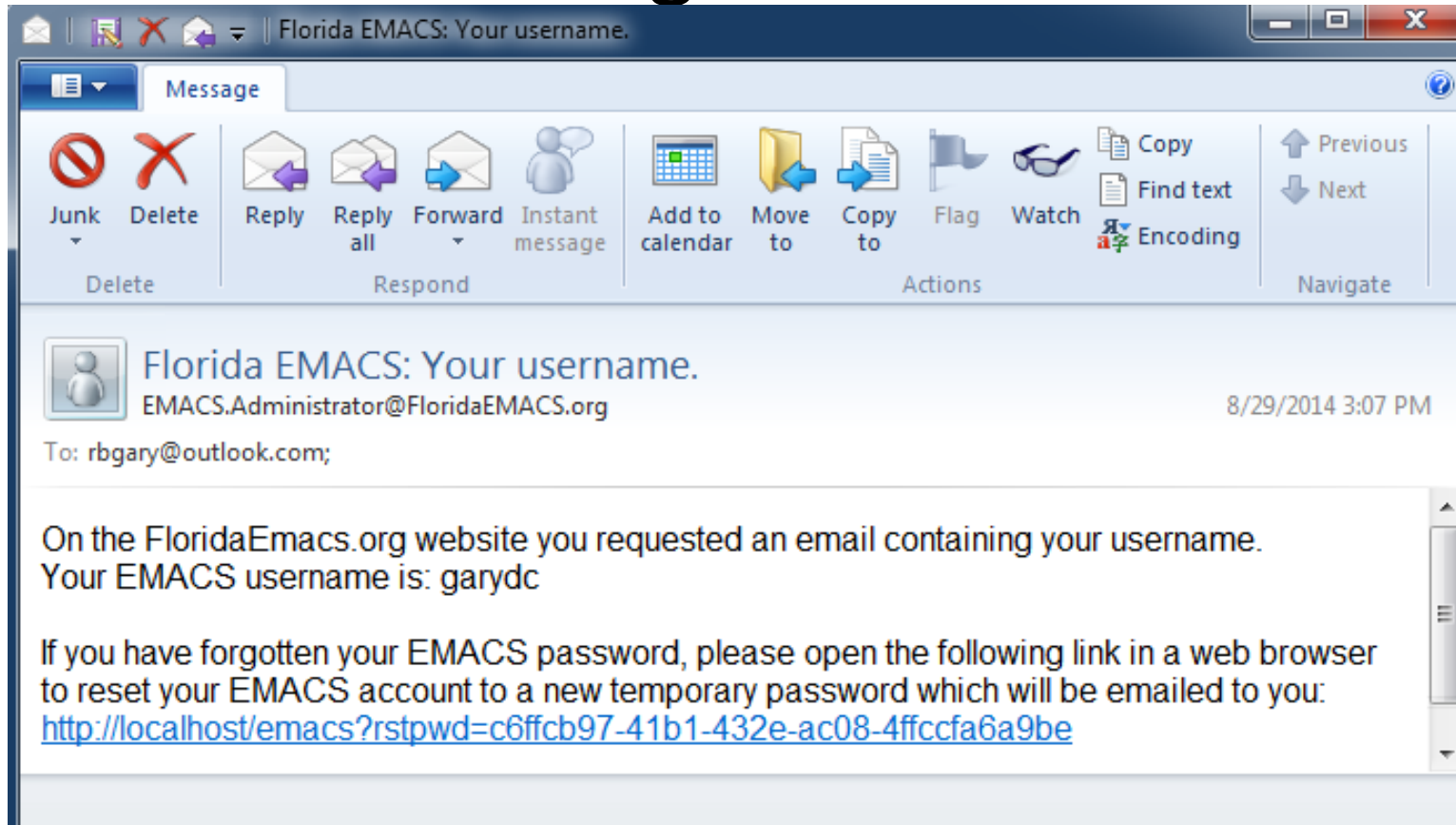
Enter your "work" email address below, then select the Submit button to receive an email containing your EMACS username. The email will also contain a password-reset hyperlink for you to use if you have forgotten your EMACS password.

Work Email Address:  Submit

EMACS User enters email address to immediately receive an email containing username and a password-reset hyperlink.

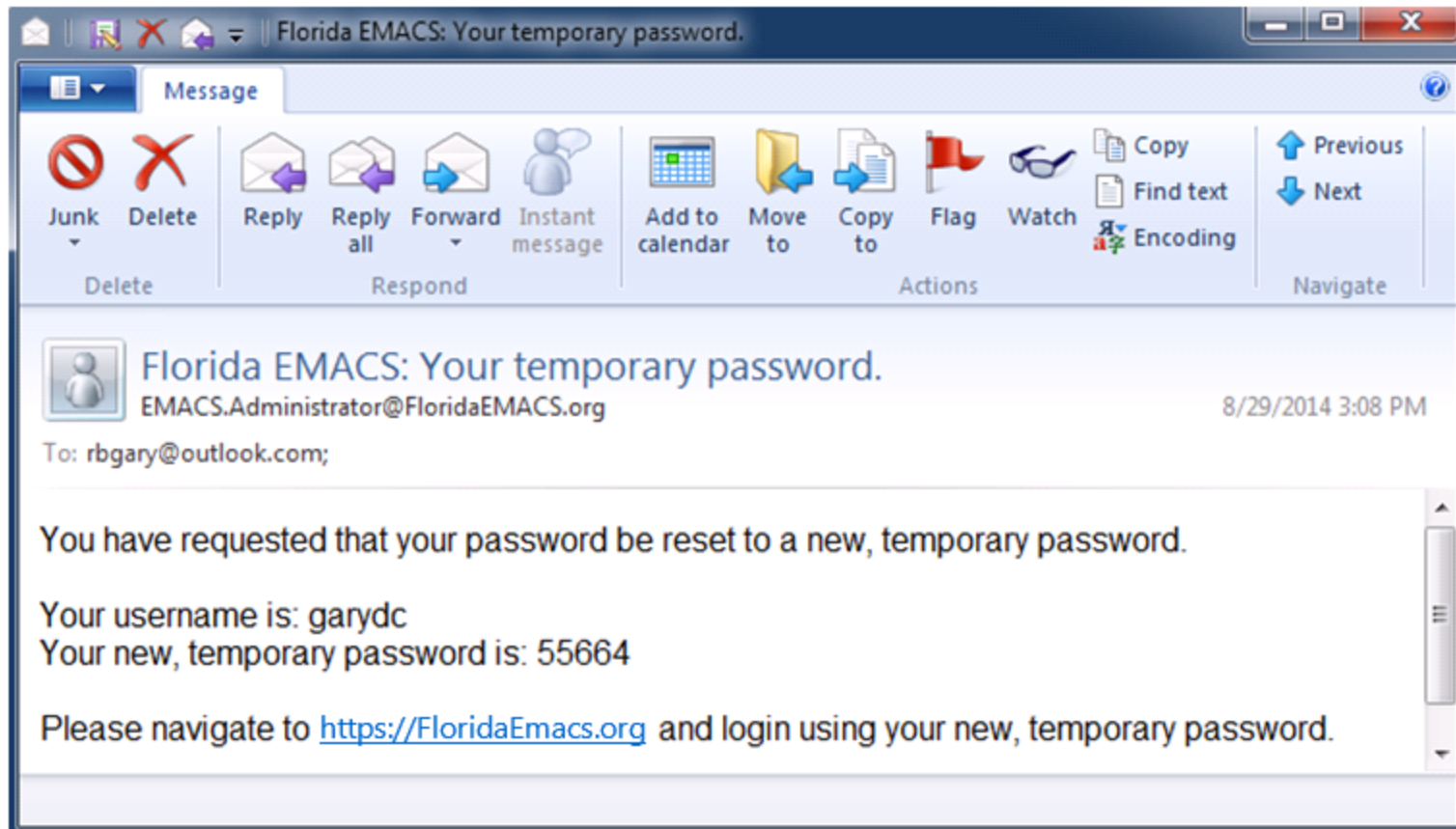
- Requesting a forgotten EMACS username or resetting a forgotten EMACS password is now “self-service”
- Enter work email address to receive username or reset password

# Forgot Username/Password: Email Containing EMACS Username



- EMACS sends “Your Username” email to EMACS User
- In the email, user can click “Reset Password” hyperlink, and EMACS will automatically generate/email temporary password

# Forgot Username/Password: Email Containing Temporary Password

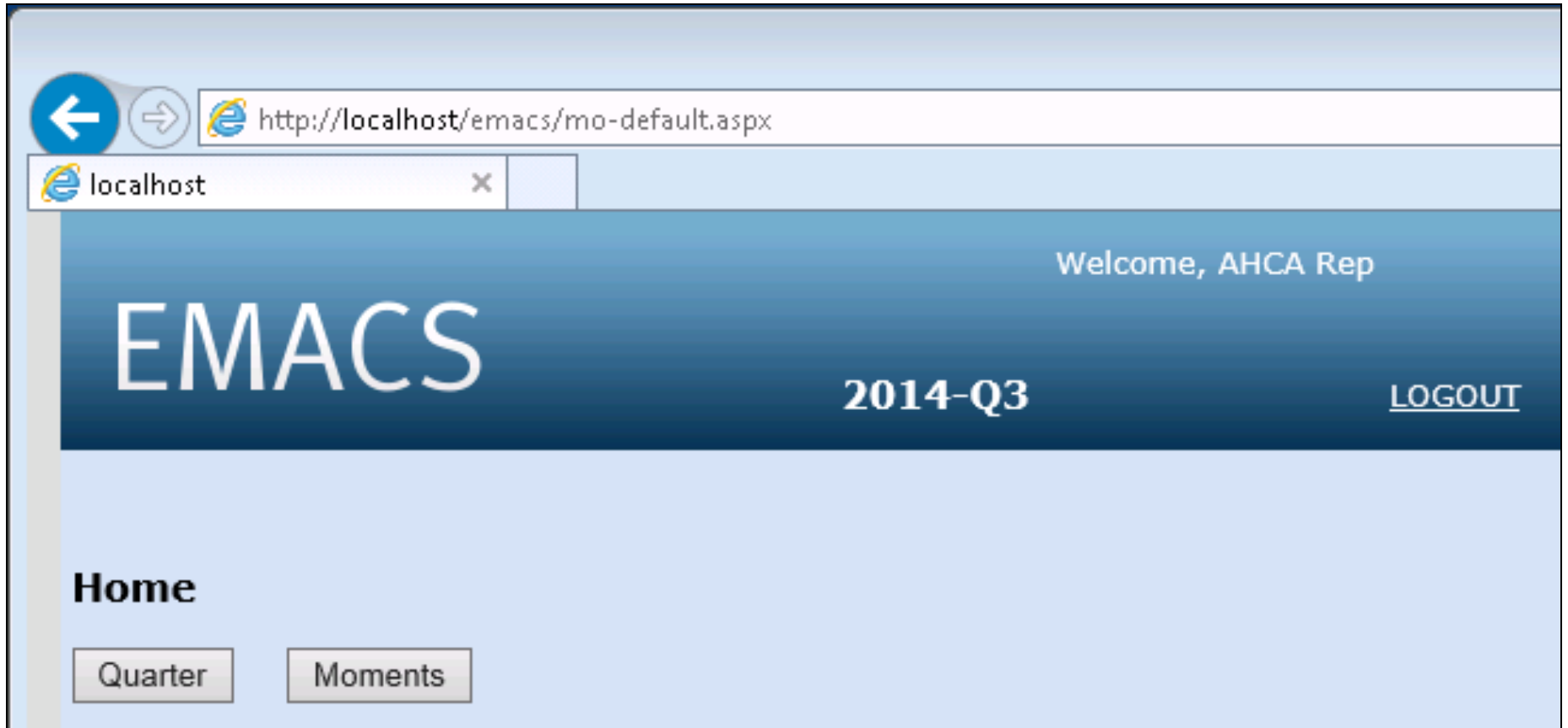


- EMACS user receives temporary password via email
- After logging into EMACS with temporary password, user will be prompted to create a new, secret password

# Monitor Role Added



# Monitor's Home Screen



- A Monitor can only view Moments in the EMACS which have been fully-reviewed by Data Manager
- “Moments” button navigates to screen where Monitor can view Moments for a particular school district

# Moments Screen – Select District

The screenshot shows the EMACS Moments screen. At the top, the word "EMACS" is displayed in large white letters on a dark blue background. To the right of "EMACS", the text "2014-Q3" is shown in white. Further right, the word "LOGOUT" is displayed in white with a blue underline. Below the header, there is a navigation bar with a "Back" button and the text "Home > Moments". The main content area is light blue and contains the word "Moments" in bold. To the right of "Moments", the label "District:" is followed by a dropdown menu. The dropdown menu is open, showing a list of options: "-- Select --", "Brevard", "Orange", "Osceola", and "Seminole".

- District dropdown listbox only shows Districts which apply to the particular Monitor who is logged-in
- From District dropdown listbox, Monitor selects a District in order to view that District's list of Moments which have been fully-reviewed by Data Manager

# Moments Screen – Moments of One District

**EMACS** 2014-Q3 [LOGOUT](#)

[Back](#) Home > Moments

**Moments** District:

	<u>Moment ID</u>	<u>Moment</u>	<u>Employee ID</u>	<u>Last</u>	<u>First</u>	<u>Activity Code</u>
<a href="#">View</a>	1	07/14/2014 11:58 AM	111111111111	Washington	George	12
<a href="#">View</a>	2	07/16/2014 10:00 AM	111111111116	Franklin	Benjamin	02

- This screen lists the fully-reviewed Moments of the selected District
- Monitor selects the “View” button, to the left of a particular listed Moment, to view Moment in detail



# Details of Selected Moment

Welcome, Richard-MO Gary

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

Back Home > Moments > View Moment

**View 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:** 7/31/2014 5:50:25  
 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 Code:** 02 **Uncodable Because:**

District-Contact Comment	Electronic Signature	Date	Comment ID
Sample response is adequate.	Richard-DC Gary	07/31/2014	1289

Data-Manager Comments	Electronic Signature	Date	Comment ID
I agree; the response by sample participant is adequate.	Richard-DM Gary	07/31/2014	74

- Monitor views details of selected Moment

# Enlarged Questions/Answers for Selected Moment

# EMACS

2014-Q3 [LOGOUT](#)

[Back](#) Home > Moments > View Moment

## View 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.

- Enlarged example: Monitor views the responses to the RMS questions

# Enlarged Signature, Activity Code, and Comments

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

**Electronic Signature:** RB Gary      **Title:** SLP      **Date:** 7/31/2014 5:50:25

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 Code:** 02      **Uncodable Because:**

District-Contact Comment	Electronic Signature	Date
Sample response is adequate.	Richard-DC Gary	07/31/2014

Data-Manager Comments	Electronic Signature	Date
I agree; the response by sample participant is adequate.	Richard-DM Gary	07/31/2014

- Enlarged example: Monitor views the District Contact's coding of the Moment, along with District Contact comments and Data Manager comments on the Moment