



Maine SLDS Data Quality Training

° Just-In-Time °

Reporting Elevated School Absenteeism

Help others hear the webinar...

- Please mute your phone by pressing * 6.
- To ask a question, simply push * 6 again, or use the chat box.



Thank you!



daniel.chuhta@maine.gov

Daniel Chuhta

- Statewide Longitudinal Data System Training Coordinator
- daniel.chuhta@maine.gov
- (207) 624-6810

<http://www.maine.gov/education/lds>



daniel.chuhta@maine.gov

Session Agenda

- Background on Reporting
- When to report
- How to report
 - Add
 - Update/Correction Only
 - Download Data
- What happens next?
- Additional Information
- Review and Wrap-up



daniel.chuhta@maine.gov

- Schools have long partnered with the Maine Center for Disease Control (Maine CDC) to report elevated absentee rates (15% or greater). The Maine Department of Education and Maine CDC have collaborated to design an application to collect this information electronically.
- The *School Absenteeism Reporting Form* (called *15% School Absenteeism*) is now available in MEDMS, and this electronic form will replace the “School Nurse Absentee Reporting Form” that is currently in use.
- Both methods will be acceptable through the end of the 2009-10 school year, but only the electronic form will be accepted for the upcoming 2010-11 school year.



daniel.chuhta@maine.gov

When to report...

1. Document daily absenteeism rate of staff and students.
2. Consider reason for high absenteeism – is it illness related? (Non-illness related reasons might include busy travel days).
3. If absenteeism is likely due to illness, submit the School Absenteeism Reporting Form in MEDMS.



daniel.chuhta@maine.gov

Submitting a report for the first time

- Login to MEDMS
 - <https://www.medms.maine.gov/MEDMS/>
- Your account must have the SAU Absentee Admin role.
 - If you don't see "15% School Absenteeism" in the Application menu, contact your local MEDMS administrator so that it can be added
 - The SAU Admin account for your unit already has access to the form



daniel.chuhta@maine.gov

Submitting a report for the first time

Maine Education Data Management System

Application: Action:

- From Application menu, select:
 - 15% School Absenteeism
 - Click "Go"
- From Action menu, select:
 - Add
 - Click "Go"



daniel.chuhta@maine.gov

Submitting a report for the first time

- Select the school you wish to report for.
- Enter required fields
 - A guide is available to help explain the fields
 - <http://www.maine.gov/education/medms/resources/absenteeism.htm>
 - A link to the guide is available on each screen
- When complete, click Submit at the bottom of the page



daniel.chuhta@maine.gov

Submitting a report for the first time

- Data validation will occur, and feedback will be provided on:
 - Missing fields
 - Invalid formats
- If your data was successfully submitted, a notice will alert you to this
- When you scroll to the bottom of the page, you will see calculated percentages of absenteeism



daniel.chuhta@maine.gov

Updating or Correcting an Entry

Maine Education Data Management System

Application: Action:

- If it has been discovered that an error was made in a previously submitted form:
 - From Application menu, select:
 - 15% School Absenteeism
 - Click “Go”
 - From Action menu, select:
 - Update/Correction Only
 - Click “Go”



daniel.chuhta@maine.gov

Updating or Correcting an Entry

- Select the school for which the previous form was submitted
- Optional Search by Reporting Date
 - To select a specific date, enter the date for which you submitted a form in “Reporting Date:”
 - To show a list of all previously submitted forms, leave “Reporting Date:” blank
- Click Search



daniel.chuhta@maine.gov

Updating or Correcting an Entry

- You can sort the results by clicking on the “Reporting Date” column heading
- Click on the Reporting Date for the form you wish to update/correct
- Make any necessary changes
- Click Submit



daniel.chuhta@maine.gov

Updating or Correcting an Entry

- Data validation will occur, and feedback will be provided on:
 - Missing fields
 - Invalid formats
- If your data was successfully submitted, a notice will alert you to this
- When you scroll to the bottom of the page, you will see calculated percentages of absenteeism



daniel.chuhta@maine.gov

Downloading your Submitted Forms

Maine Education Data Management System

Application: Action:

- If you wish to review all of the form data that you have submitted, you may select to download your data.
- From Application menu, select:
 - 15% School Absenteeism
 - Click “Go”
- From Action menu, select:
 - Download Data
 - Click “Go”



daniel.chuhta@maine.gov

Downloading your Submitted Forms

- If you wish to download data for a specific date, enter it into “Reporting Date:”
- Click Submit
- The file will download into an Excel spreadsheet called:
MEDMS_AbsenteeismDataDownload.xls



daniel.chuhta@maine.gov

What happens next?

- Maine CDC will pull a report from MEDMS at least once a day
- If the absentee rate is >15%, an epidemiologist will call the nurse back within 24 hours to review guidelines and answer any questions
- After this initial call, if it is determined to be a true outbreak, the epidemiologist will remain in contact until the outbreak is over



daniel.chuhta@maine.gov

Additional Information

- Administrative Letter #33
 - <http://tinyurl.com/ME0910AdminLtr33>
- Guidance on Using the “School Absenteeism Reporting Form”
 - <http://www.maine.gov/education/medms/resources/absenteeism.htm>



daniel.chuhta@maine.gov

Keep up to date

- Administrative/Informational Letters:
 - <http://www.maine.gov/education/edlets/index.shtml>
- MEDMS Blog:
 - <http://blog.slds.me>
- Maine SLDS on Twitter:
 - <http://twitter.com/maineslds>



daniel.chuhta@maine.gov

Session Review

- Background on Reporting
- When to report
- How to report
 - Add
 - Update/Correction Only
 - Download Data
- Additional Information



daniel.chuhta@maine.gov

Session Wrap-up

- Who's here?
- Please take a few minutes to complete the evaluation of this session.
 - “Questionnaires” in the DQ Training System (<http://moodle.slds.me>)
- “Certificates” Once you complete the Webinar Evaluation, you will be able to download a certificate of participation> Click on “Certificates”



daniel.chuhta@maine.gov