

ECYEH End-of-Year Helpful Hints, Tips, and Tricks for Regions

We have received some questions from ECYEH regions recently related to LEA data follow up. In an effort to save you time and increase data accuracy, we are sharing the following strategies for checking for common errors and following up with your LEAs.

Issue: The LEA Entry Counts on the home screen don't match the number of students when I run a report on LEA name. OR, an LEA says it entered students, but they don't show up in the LEA list on the Report screen.

Reports run on LEA name are based on the LEA of current enrollment field, while the LEA counts on the home screen are based on entries by that LEA's liaison. Differences between the two could mean any of the following (alone or in combination):

- There may be children or youth who do not have an LEA of Current Enrollment entered (field is blank).
- Children or youth are entered by one LEA but have a different LEA of Current Enrollment indicated. This may happen because of an entry error or because one LEA reports a student because they are transporting them to another LEA or the student is identified when leaving the LEA and the liaison lists the LEA they are going to as the LEA of Current Enrollment instead of the LEA where they were identified.
- Children or youth are entered by an LEA, but the student is actually enrolled in an IU/center/private/program school.

To check which of these conditions may exist:

1. On the home screen, locate the LEA in the LEA Entry Counts graph. Click on the green bar.
2. A list of students entered will appear at the bottom of the screen. Make note of the IDs, OR, click the Download Results for Student Count button that appears below the list to generate the list in Excel.
3. Go to the Entry tab. Click Search. Enter a student ID in the ID field and click the magnifying glass. A partial student record should appear. From these results, you should be able to tell the LEA of Current Enrollment in order to consider whether the difference makes sense or whether following up with the LEA is necessary. If necessary, click on the pencil icon to view the whole record.
4. Repeat for additional students in question.

Issue: I want to efficiently access a list of all children and youth in the region in order to follow up with LEAs.

To access a list of all children and youth in the region:

1. Go to the Report tab. Do not enter any criteria.
2. Click on the magnifying glass icon.

3. Click the Download Results button to export the results to Excel. Open the file if it does not automatically open. All records for the region (that you have access to) will be contained in that spreadsheet.

It is usually most helpful to review this list by turning on the Sort/Filter tool. To do this:

1. Highlight the header row (row 1).
2. On the MS Excel Home tab, click on the Sort/Filter button (usually on the right-hand side of the controls ribbon.)
3. Click the Filter option.
4. You may want to expand your column widths to make it easier to see the contents.

Common things to check:

- Blank cells for LEA of Current Enrollment
- Children or youth who have 1/1/1900 for Date of Birth or Date of Identification
- Blank cells for precipitating event and student status
- LEA of Current Enrollment does not match LEA that entered them and it does not appear to make sense or be a logical difference

Even though some of these fields are not required for state/federal reporting, it is very helpful information for matching students to other data sources and checking data validity.

Issue: [I want to see if particular LEAs have consistent errors or concerns.](#)

1. Using the full Excel export, scroll over to column CB to find the liaison's user ID.
2. Use the Sort/Filter function from the row 1 arrow button to sort (a-z or z-a) on the user ID. The user ID will help you to identify the liaison who is attached to that record.
3. You can look at all of a liaison's entries to see if any of the common errors are seen in the records or if any of the information does not make sense.
4. You can view only one liaison at a time by accessing the Sort/Filter list from the button in row 1, un-clicking the Select All option, and then selecting the liaison you want to view.
5. To un-do the filter, click the Sort/Filter button in row 1 and re-select the Select All box.

Issue: [Many students have 1/1/1900 for date of birth or identification OR LEAs report having difficulty selecting a date.](#)

This is most likely a browser issue. Confirm that the user has and is using Chrome to access the data system and update entries. There are known compatibility issues with Internet Explorer.

Issue: [Log in difficulties.](#)

- If a user is unable to access their account because they forgot their password, they can use the Forgot Password link on the login screen to get their password emailed to them. This is the fastest method of gaining access to the system if they can't remember their password.

- The liaison's last name entered must match the last name in the system. If their name is hyphenated, they need to enter the entire hyphenated name (both parts, separated by a hyphen) in order to be recognized by the system.
- Likewise, their email address (which is their username) has to match exactly. If they have changed the domain (the @ part) of their email, or changed their name, and the change was not made in the system, we don't know about it and they won't be able to log in. They can contact us (ECYEHSsupport@aiu3.net) to get their email address updated.
- If they have tried the Forgot Password process and are not getting the email with their password, they should confirm that the ECYEHSsupport@aiu3.net email address is a "safe" email on their email server OR they should check their SPAM/blocked messages. Because this is a system-generated email, sometimes they can get blocked by mistake.
- If they have tried both the Forgot Password process and have checked to make sure the notice is not being blocked, they should contact us for alternative options.

For any other challenges, or further support related to the above, you and/or your LEAs should contact ECYEHSsupport@aiu3.net and we will help to identify a solution.