



THE SCIENCE FOR A BETTER START

DRAFT

US-EDI

**Early Development Instrument
A Population Based Measure for Communities**

**School District Portal
User's Manual**



UCLA CENTER
FOR HEALTHIER CHILDREN,
FAMILIES AND COMMUNITIES

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1. US-EDI System Overview

This User's Guide describes the organization and the use of the web-based version of EDI system, called the US-EDI.

The Early Development Instrument (EDI) is an instrument developed by Drs. Dan Offord and Magdalena Janus of the School Readiness to Learn Project at the Offord Centre for Studies of Child Studies, McMaster University. It has been licensed by UCLA for use in the United States of America.

EDI measures children's readiness to learn at school in five general domains identified in the literature: physical health and well-being; social knowledge and competence; emotional health/maturity; language and cognitive development; and general knowledge and communication skills. The instrument is completed by kindergarten teachers in the second half of a school year.

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The EDI is part of a national initiative called Transforming Early Childhood Community Systems (TECCS) which represents a partnership between UCLA Center for Healthier Children, Families and Communities and the United Way Worldwide. TECCS is a *system* for identifying local needs and crafting solutions in collaboration with local leaders—all while promoting accountability and accelerating our national understanding of what's needed to bring children to school healthy and ready to learn. TECCS has three core components:

1. Mapping community school readiness needs using the Early Development Instrument (EDI)
2. Working with Local Leaders to Develop and Implement Solutions
3. Accelerating knowledge and sharing best practices

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The EDI has been in use in Canada since 1999 using a paper-based system and computerized spreadsheets to collect and manage EDI data. The US-EDI is the electronic version of EDI which uses web technology over the Internet. There are three types of users in the e-EDI: 1) District Administrators; 2) District IT Administrators; and 3) Teachers. Users are identified by the username (their unique e-mail address) and a confidential password.

In the US-EDI, the District Administrator arranges for and gathers data about the participating Schools, Teachers and Students and has three options for loading this information into the US-EDI District Portal (explained in detail later). The US-EDI performs certain consistency checks and once the checks have passed successfully, the system is available to the Teachers. A Teacher User Manual is available for all teacher related US-EDI data entry. The Teachers can update the student EDI Questionnaires for their classes on-line.

The US-EDI offers considerable flexibility for data entry and management. Data can be entered in various stages so that the teacher is not required to complete everything in one session. Data entry is intuitive requiring very little typing skills or knowledge of computers.

When the records for a specific student are completed, the teacher indicates this by clicking on Lock the Record, which prevents any further modifications to it. When all records have been locked, the EDI Statistician can export data for analysis.

If for some reason the teacher decides to go back and alter any data already locked, he/she must contact the EDI District Administrator, who has the option of Unlocking records for further changes. The District Administrator, however, cannot alter any records.

Several summary reports are available online to review the records for an individual student, a class, or a school. The class summary report and the school summary report provide a quick indication of what percentage of data has been completed. This allows the District Administrator and the EDI District Administrator to monitor progress easily.

Once data has been collected and exported, the EDI Statistician performs data analysis. The following fall, each District is provided with confidential individual school level reports (for schools with more than one classroom) and a copy of the community profile which is a publicly available report.

1.1) Users

There are three types of users in the e-EDI, **District Administrators, District IT Administrators and Teachers**. Each category can have multiple individuals with their own usernames. Users are identified by the username (their unique e-mail address) and a password. Passwords can only be changed by the users. If the user forgets his/her confidential password, the login will fail, but the system will offer to mail a temporary password by e-mail, which must be changed upon first login. The EDI District Administrator can also initiate e-mailing the password to a teacher.

The District Administrator has access to all administrative screens in the system, except EDI Questionnaire entry screens, while the Teacher has limited access only to his/her own classes of students. The Teacher can enter EDI Questionnaire data for his/her students. The Teacher can also add new students.

1.2) Roles

The District Administrator's and District IT Administrator's roles are to:

- 1.2.1) Accept (or Not Accept) the electronic consent/agreement/certification to adhere to conditions of the license. Only those who consent can proceed to use the e-EDI system. Users view and print the consent form with the name of district and name of district administrator uploaded into form.

- 1.2.2) Register their district level information: Full contact information for district level EDI Administrator (required), district IT contact, and research staff contact (optional); languages required for EDI parent consent forms; and other basic district level.
- 1.2.3) View and print various EDI resources.
- 1.2.4) Customize 5 blank questions at end of survey (with the understanding that the response options would need to be pre-set and remain the same).
- 1.2.5) Prepare the district and teacher class lists for teacher data entry using ONE of three options:
 - a. District performs an automated upload of district excel file directly into District Portal (school, teacher and child level data) ;
 - b. District sends excel file to UCLA via email (school, teacher and child level data);
 - c. District Administrator enters school and teacher information and then teachers enter child level information at a later date.
- 1.2.6) After the selection is made under 1.2.5, the system will lead the District Administrator through the requisite prompts, as applicable, to make the system ready for teachers. (e.g. Data upload prompts, auto-generated emails requesting data transfer to UCLA, or instructions emailed to all participating teachers on how to enter the student class list data.
- 1.2.7) View/Edit information about District, Schools, Teachers, Classes, and Students.
- 1.2.8) Status reports on EDI completion rates by school, class, and teacher.
- 1.2.9) Ability to query in reports for specific schools, classrooms and teachers.
- 1.2.10) EDI Certificate/Thank you memo auto generated when all data from project is complete and submitted.
- 1.2.11) Access links to web for national project information and resources.
- 1.2.12) View/print School Reports and Community Profile report generated and posted by UCLA Center for Healthier Children, Families and Communities.

The Teacher's roles are limited to:

- 1.2.13) Teachers enter the Teacher Portal using their username and passwords provided by the District Portal
- 1.2.14) Accept (or Not Accept) the electronic teacher consent form. Only those who consent can proceed to use the e-EDI system. Users view and print the consent form with the name of district and name of district administrator uploaded into form.
- 1.2.15) View and print various EDI resources.
- 1.2.16) Completion of EDI questionnaires. If the district chooses option (a) or (b) from 1.2.5 listed above to enter the class list, then teachers can proceed to view and use their class list preloaded by the district to complete and EDI on each child in their class. If the district chooses option (c) from 1.2.5, then the teacher will first need to build their own student class list from scratch and then complete an EDI on each child in their class. Building a class list requires that the teacher enter each child's Student ID, School name; Teacher name (or ID); and Class name (or ID).
- 1.2.17) Create additional student records
- 1.2.18) Review the EDI questionnaire data entered for a student in summary form.
- 1.2.19) Review class data to determine which student records have been completed and which are yet to be entered.

- 1.2.20) Lock student EDI questionnaires to indicate that no more changes will be made and the questionnaires are now available for export and analysis.
- 1.2.21) Change his/her own password.
- 1.2.22) Fill out Teacher profile and feedback form

1.3) Data Structure and Flow

The hierarchy of data in the e-EDI is illustrated in Figure 1. Each box represents a screen and how it relates to the next or previous screen. US-EDI allows easy navigation through this hierarchy as most screens have buttons to go to the lower level or the higher level screens. Lower level data can exist only if the parent is present, i.e. the District must exist before School data for that District can be entered.

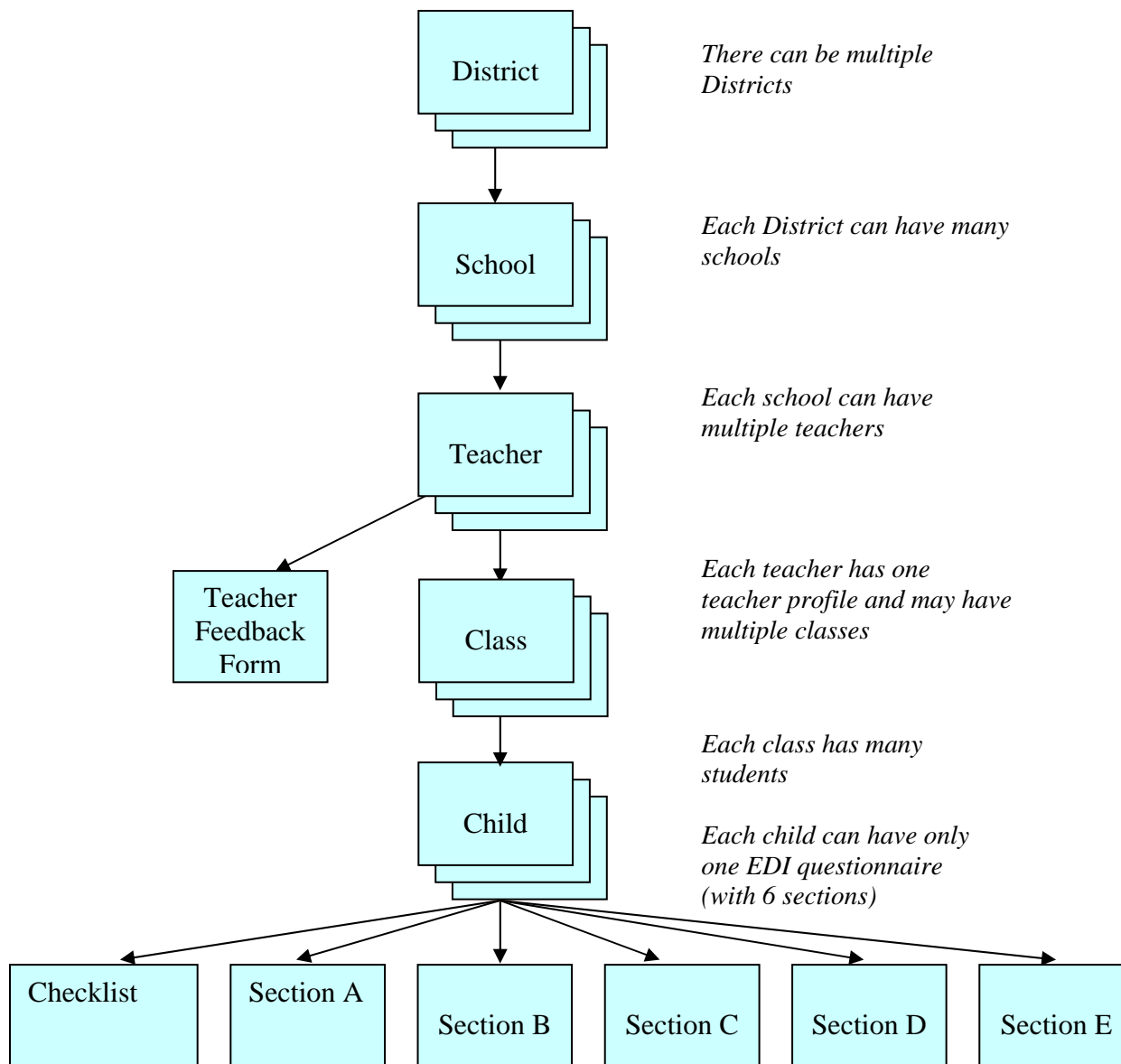


Fig. 1 - Hierarchy of data in e-EDI

Please Note: Deleting data at any level, automatically deletes all the lower level data. For example, if you delete a teacher, all the related classes, Children and their EDI data is deleted. Use Deletion with great care.

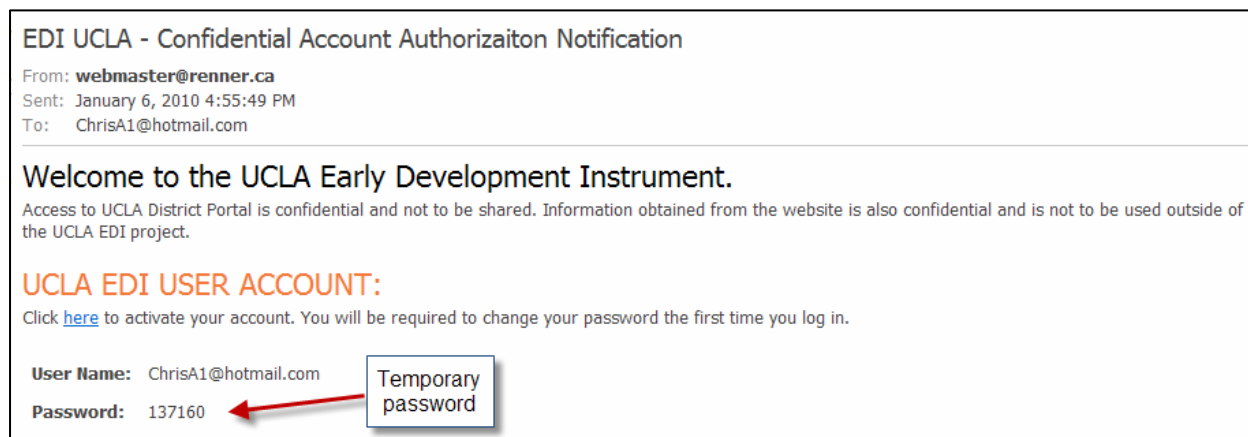
2. Accessing the EDI System

2.1) Sending UCLA District Contact Information

In order to generate a user account for the District Administrator and the District IT Administrator, it is first necessary for the District to send UCLA the relevant District Contact Information: full names, email addresses, and phone numbers from each school district administrator. Please send this information to USEDI@mednet.ucla.edu.

2.2) Registration E-Mail

After UCLA has created the District Administrators' user accounts, the District Administrators will receive an e-mail at the e-mail address provided to UCLA with a temporary password:



In the email, a link is provided to access the e-EDI along with the requisite username and password. The username is the individual's email address. The password is temporary and must be changed upon first login for security reasons.

2.3) First Login

The first time you log in, you can use the link provided in the registration email. For all subsequent logins, you can access the e-EDI system through the World Wide Web by typing in the URL:

<http://usedi.ucla.edu/admin>

This will open up the Administrative Section US-EDI.

Click on Login button on the far right (see next page).

US e-EDI | EARLY DEVELOPMENT INSTRUMENT
A Population Based Measure for Communities

[Click here to login](#)

Home About Support Log In

Early Development Instrument (EDI)

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The EDI has been in use since 1999 using a paper-based system and computerized spreadsheets to collect and manage EDI data. The e-EDI is the electronic version of EDI which uses this web technology over the internet. There are three types of users in the e-EDI: 1) District Administrators; 2) District IT Administrators; and 3) Teachers. Users are identified by the username (their unique e-mail address) and a confidential password. To guide use of the e-EDI, please refer to the District Portal User Manual and the Teacher User Manual.

- [District Portal User Guide ver 1.0](#)
- [Teacher Portal User Guide ver 1.0](#)

District Portal

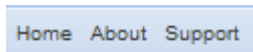
The District Portal contains information about the districts, schools, teachers, classes, and students participating in the US EDI. This portal is restricted to District Administrators and District IT Administrators who have been given specified administrative rights by UCLA. If you are a representative of a participating District, and do not have access to this portal, please contact UCLA at USEDI@mcgillst.ucla.edu. Teachers complete the EDI questionnaires using a different e-EDI Portal. The District Administrator has access to all administrative screens in the system, except the EDI Questionnaire screens completed by teachers. The District Portal is designed to:

- Manage district and teacher user accounts;
- Upload student demographic data to create class lists for teachers;
- Edit school, class, teacher and student information as needed;
- Monitor EDI completion rates; and
- Access resources and reports related to the EDI

Teacher Portal

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The buttons on the top left provide more detailed description of the US-EDI system and additional resources and assistance available to you:



Use your e-mail address and password from the e-mail you received to login,

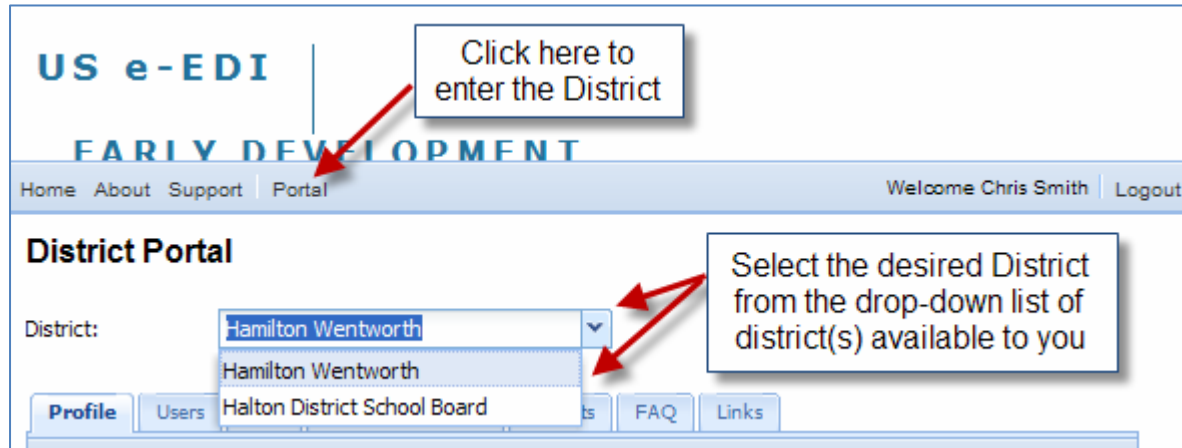
If you did not receive the e-mail or misplaced it, you can type your e-mail address in the box above and the system will re-assign you a temporary password, which will be e-mailed to you.

On your first login, you will be asked to change your password. Choose this password carefully (something easy to remember, but difficult for others to guess).

The next step for the first time user is to read and complete the Electronic Consent to use the system, which is automatically presented on the first login after you have selected the district.

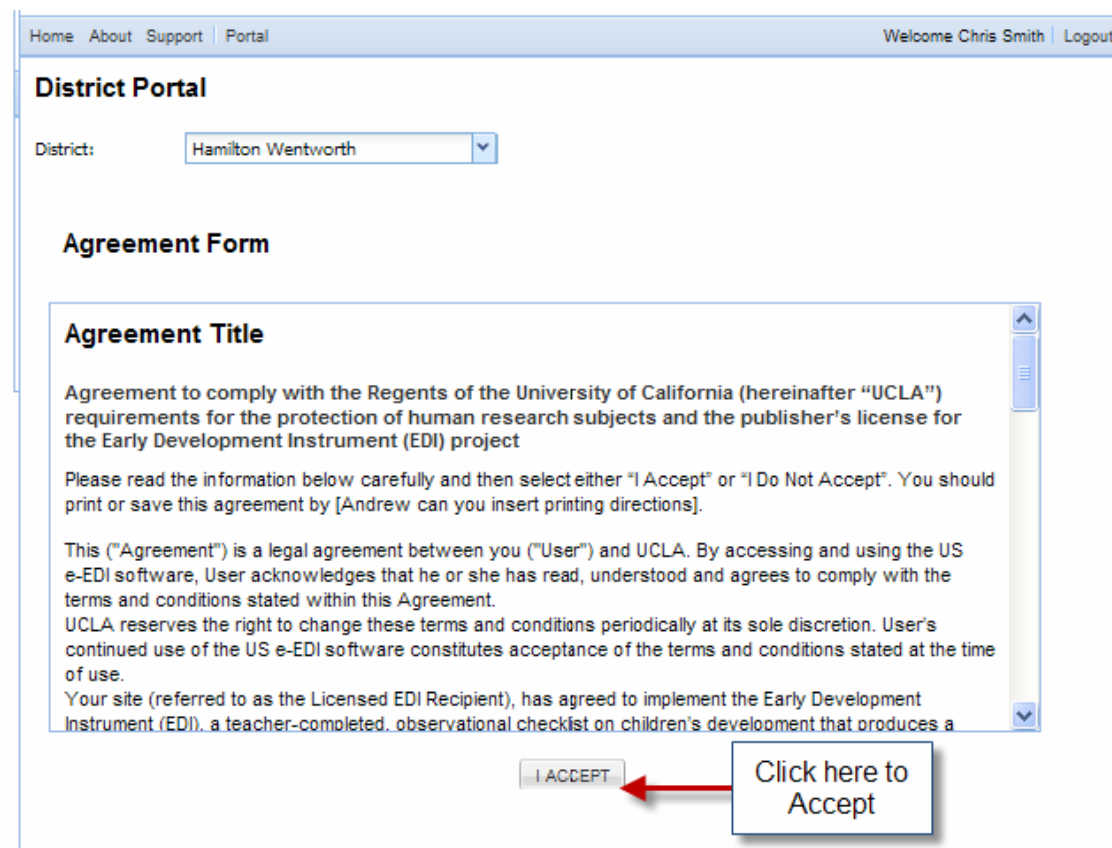
2.4) Entering District Portal

Select the desired district, from the drop-down list of district(s) available to you, as follows:



2.5) Accepting Electronic Consent to use the system

The first time only, when you select a District, you will be presented a Consent Form, which you need to read and accept before you can access the US-EDI system:



2.6) District Portal

You are now ready to work in the District Portal. This is also where you will find yourself on your subsequent logins as the Consent Form is presented only once for each District.

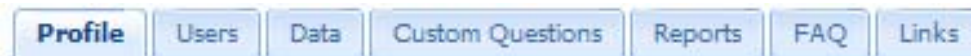
The screenshot shows the District Portal interface. At the top, there is a navigation bar with links for Home, About, Support, and Portal, and a user greeting: Welcome Chris Smith | Logout. Below this, the title "District Portal" is displayed. A dropdown menu for "District:" is set to "Hamilton Wentworth". A red arrow points to this dropdown with the label "Currently open District". Below the dropdown is a row of tabs: Profile, Users, Data, Custom Questions, Reports, FAQ, and Links. A red arrow points to the "Links" tab with the label "Control Tabs". Below the tabs is a "Save" section containing the following information:

EDI District ID:	2009010012
District ID:	12
EDI Year:	2009
Name:	<input type="text" value="Hamilton Wentworth"/>
State:	<input type="text" value="Alabama (1)"/>
Registration Date:	<input type="text" value="12/17/2009"/>
Consent Date:	01/06/2010

When finished, please click on **Logout** (top right). If there has been no activity for 15 minutes, the system automatically saves any changes made and closes the session for security reasons.

2.7) Control Tabs

Note the control Tabs available to the District Administrator to drill down into various options:



2.7.1) Profile Tab

Profile Tab simply shows basic information about the current District. The IDs in this tab are generated by UCLA.

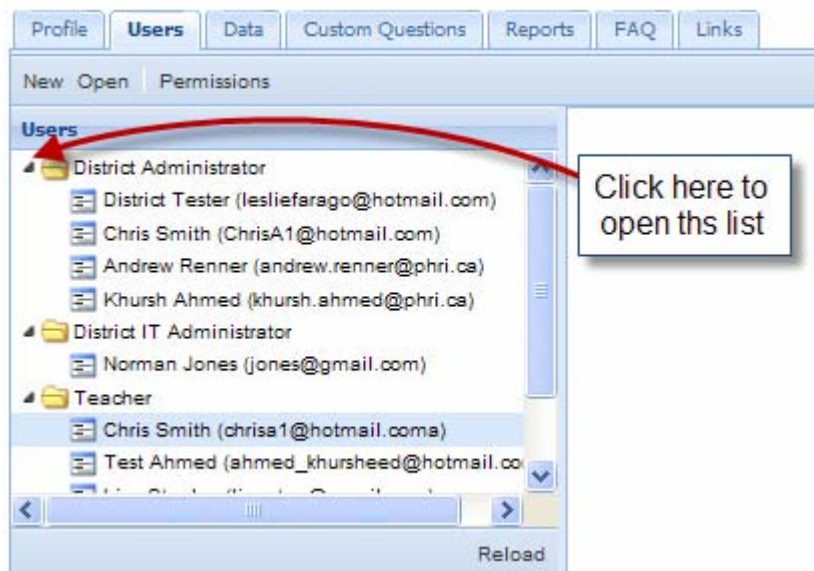
Please take a note the “District ID” as you will need to use this ID during the data upload process discussed later. Later in this manual we’ll show you how to edit the district name and state information.

The screenshot shows the Profile Tab content. At the top, there is a navigation bar with tabs for Profile, Users, Data, Custom Questions, Reports, FAQ, and Links. Below this is a "Save" section containing the following information:

EDI District ID:	2009010012
District ID:	12
EDI Year:	2009
Name:	<input type="text" value="Hamilton Wentworth"/>
State:	<input type="text" value="Alabama (1)"/>
Registration Date:	<input type="text" value="12/17/2009"/>
Consent Date:	01/06/2010

2.7.2) Users Tab

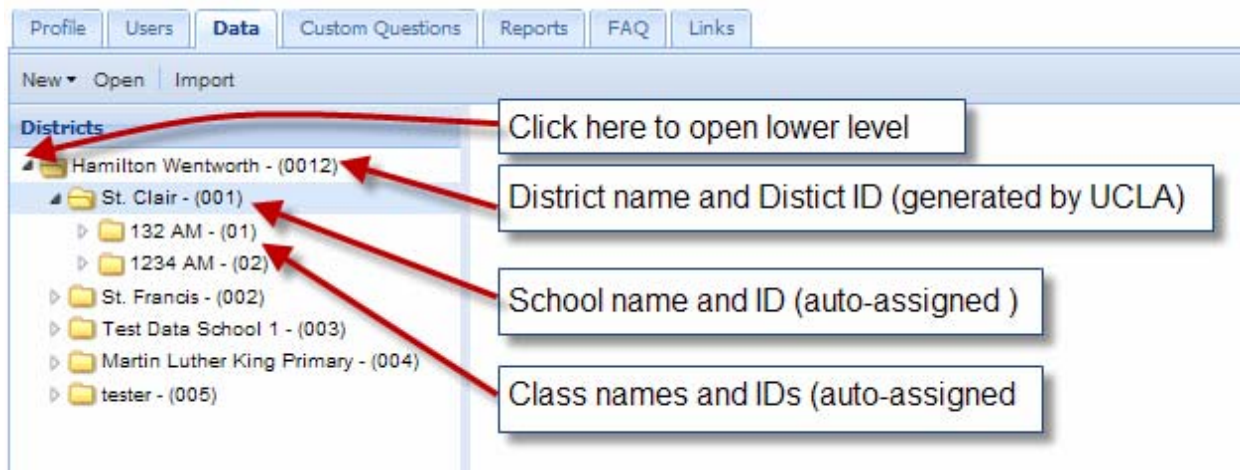
The Users Tab lists the user accounts that have been set up for the district. This is also where new user accounts are created and changed (added, edited, locked, etc). Though user accounts for teachers are listed and managed here, teachers do not have access to the District Portal. Only the District Administrator and the District IT Administrator have access to the District Portal.



(Later, this manual reviews how the District Administrator can create new or edit existing users at various levels, activate/inactivate them and reset their passwords, if necessary).

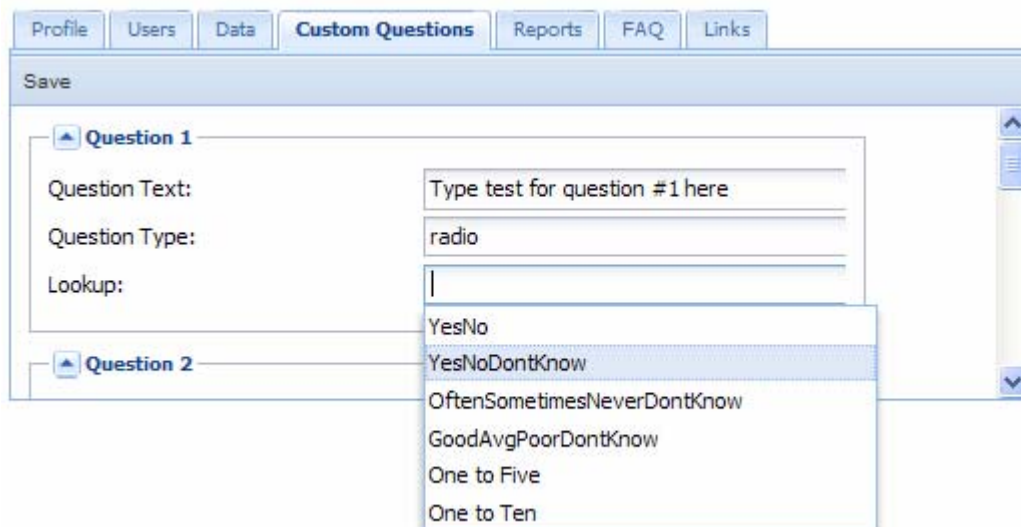
2.7.3) Data Tab

Data tab enables you to view and edit the schools and classes, e.g. This is also the tab that will be used to upload class lists (discussed later)



2.7.4) Custom Questions Tab

This tab enables the District Administrator to enter up to five questions specific to this district that will be presented to the teachers under Section E of US e-EDI questionnaires. For each question, it is possible to select the type of responses to be presented, ranging from a simple Yes/No response to selecting a number from 1 to 10, as illustrated below:



The screenshot shows a web interface with a navigation bar at the top containing tabs: Profile, Users, Data, Custom Questions (selected), Reports, FAQ, and Links. Below the navigation bar is a 'Save' button. The main content area is titled 'Question 1' and contains three input fields: 'Question Text' with the placeholder 'Type test for question #1 here', 'Question Type' with the value 'radio', and 'Lookup' which is currently empty. A dropdown menu is open below the 'Lookup' field, displaying a list of response options: 'YesNo', 'YesNoDontKnow', 'OftenSometimesNeverDontKnow', 'GoodAvgPoorDontKnow', 'One to Five', and 'One to Ten'. The 'YesNoDontKnow' option is currently selected and highlighted in blue. A second question, 'Question 2', is partially visible below the first one.

2.7.5) Reports Tab

Reports tab will provide access to future reports
(*under construction*).

2.7.6) FAQ Tab

Frequently Asked Questions (FAQ) with answers will be available under this tab.
(*under construction*).

2.7.7) Links Tab

This tab will provide useful links to EDI related websites and resources.
(*under construction*).

3. Entering Class Lists and Creating User Accounts

Districts prepare teacher class lists for teacher data entry using ONE of three options:

1. District performs an automated upload of district excel file directly into District Portal (school, teacher and child level data);
2. District sends excel file to UCLA via email (school, teacher and child level data);
3. District data enters school and teacher information in the District Portal and then teachers enter child level information at a later date in the Teacher Portal.

These three methods are described in detail below.

3.1) Option 1: Uploading District Excel File Directly into District Portal

Data on schools, teachers, classes and children can be prepared by the District using an Excel Spreadsheet provided in the District Portal. The excel spreadsheet is created by the district using a local computer and then visually verified and saved before it is uploaded into the US-EDI system. You must have Microsoft Excel (v. 2003 or higher) installed on your computer to work on the spreadsheet. By uploading the excel file, the US-EDI system will create user accounts and class lists for all the participating teachers.

This process involves downloading the template spreadsheet, filling it out, saving it locally and then uploading it into the US-EDI:

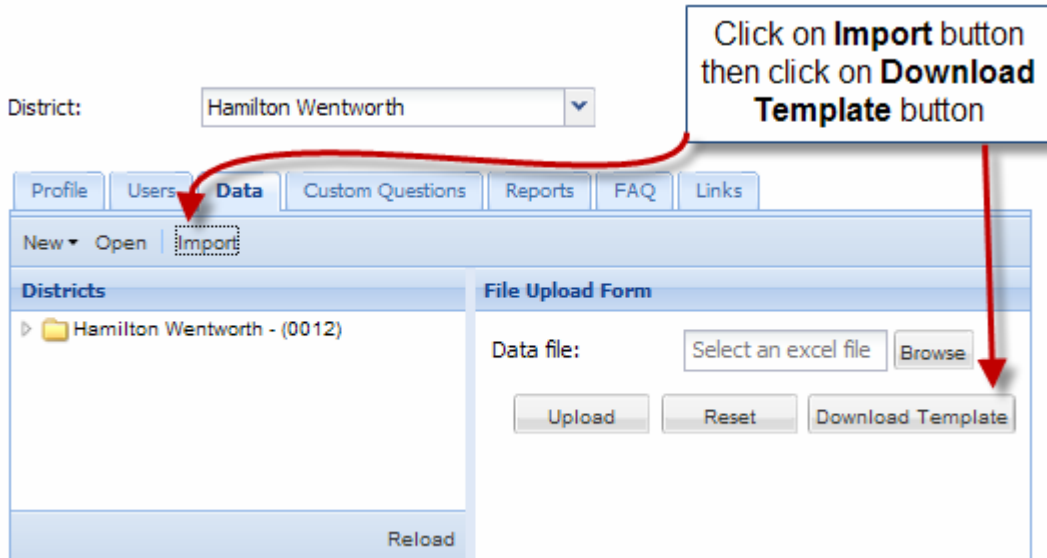
Step 1: Download the template of the blank spreadsheet that includes data headings from the US-EDI website. Login to the website as a District Administrator or District IT Administrator and click on Data tab:

The screenshot shows the District Portal interface. At the top, there is a 'District:' dropdown menu with 'Hamilton Wentworth' selected. A red arrow points from a callout box 'Select the district and click on Data tab' to this dropdown. Below the dropdown is a navigation bar with tabs: Profile, Users, Data (selected), Custom Questions, Reports, FAQ, and Links. Below the navigation bar is a 'Save' form with the following fields:

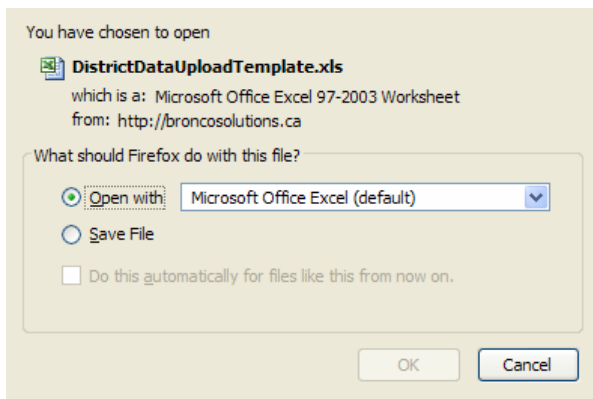
EDI District ID:	2009010012
District ID:	12
EDI Year:	2009
Name:	Hamilton Wentworth
State:	Alabama (1)
Registration Date:	12/17/2009
Consent Date:	01/06/2010

This will open the data management screen.

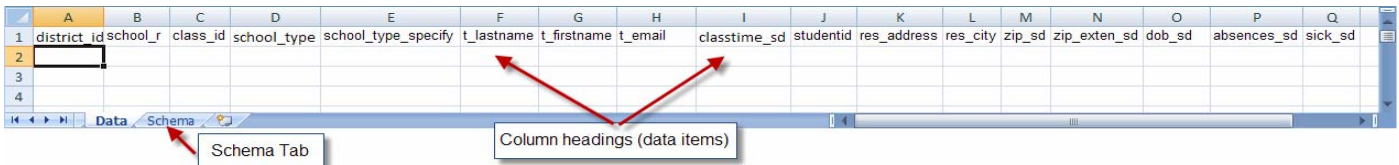
Click on **Import** button then the **Download Template** button to initiate download:



Depending upon the web-browser you are using, you will get an opportunity to open the template (provided you have Microsoft Excel installed), or to save it in a desired location.



When you open the spreadsheet, you will see a blank spreadsheet with the following column headings (see a larger picture in Appendix A):



If you click on the Schema tab, you will open another spreadsheet which is the data dictionary and provides details on each data item, coding scheme, etc. Please refer to **Appendix B** for the **District Upload Data Schema**.

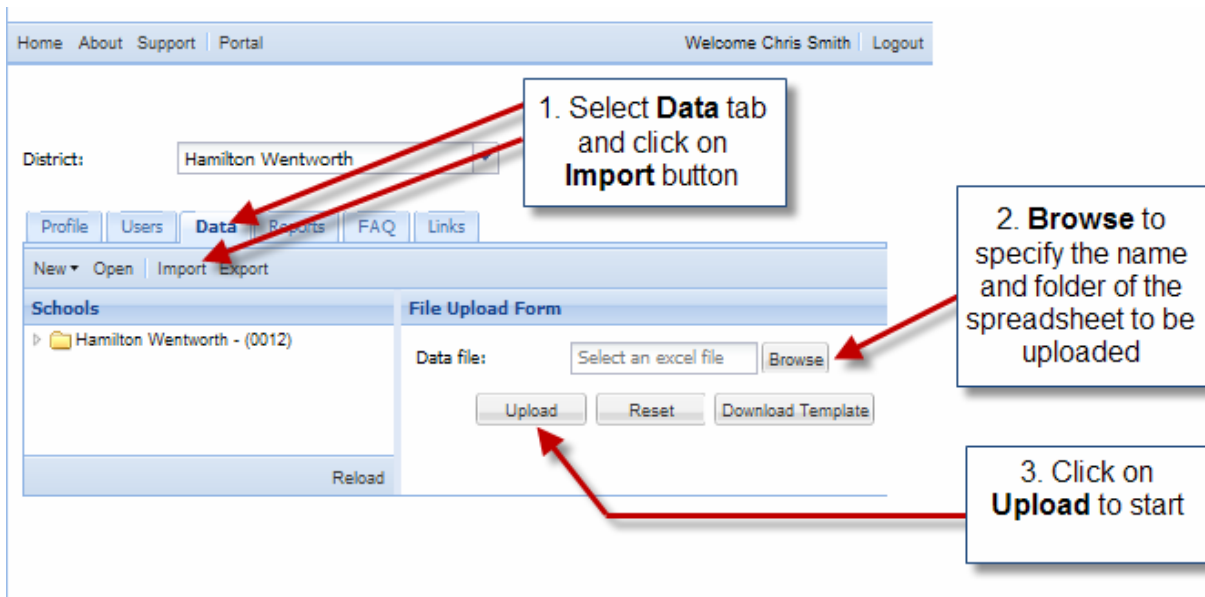
Step 2: Complete the excel spreadsheet filling out data under each column ensuring that correct codes are used. The data items are describe in detail in a Data Dictionary in Appendix B.

The Teacher E-Mail (t_email) is critical as it will be used as a login ID to create teacher user accounts. However, all other fields can be edited or corrected later.

An example of a small completed Spreadsheet appears in Appendix C.

Step 3: Upload the excel spreadsheet into US-EDI system.

Login as District Administrator (or District IT Administrator) and select the District for which you wish to upload the data.



Here are some important things to know about the upload process:

1. In order for uploaded data to be correctly linked to your district, please ensure that the **district_id** column in the spreadsheet corresponds to the code found in the District Profile screen (see Section 2.7.1).
2. The upload process checks to see if a Teacher has already been registered into e-EDI. If not, the system creates a new Teacher ID (the Teacher's E-Mail address) and password and automatically mails to invitation to the teacher to login to e-EDI.
3. If the upload process finds a school, teacher, class or student already in the system, it simply overwrites the data with the new information.
4. If there is other new information (school, class, students), then those records are simply inserted.

5. The upload process never deletes any data records.
6. After the upload is completed, US-EDI provides a summary indicating how many records were processed and if any errors were found.
7. In case of any errors, simply correct the erroneous records and repeat the upload process. Data records will not be duplicated as a result of multiple uploads; they would simply be replaced by new information.

3.2) Option 2: Sending Excel File to UCLA via Email

(School, teacher and child level data)

If you are unsure of loading the data yourself or have technical problems you are unable to resolve with the technical help available to you, simply email the excel spreadsheet as an attachment and any pertinent information to the US-EDI team at UCLA at the following e-mail address: USEDI@mednet.ucla.edu

The US-EDI team will review the spreadsheet for data consistency and upload it on to the system. You will receive an e-mail message confirming the status of your data.

3.3) Option 3: Manually Entering District, School and Class Data

This method is practical for small districts only as it requires considerable manual data entry; however, it is quite straightforward and intuitive.

Make sure you have collected and organized all the relevant data you would need to enter into the system. This will include all the same information Schools, Classes, Teachers and Students. It would be the same information that is loaded through the spreadsheet (see Appendix B for a list and description of data items).

It is, however, possible to leave the student level data entry to the teachers, though this does significantly increase teacher data entry time before they are able to begin completing an EDI on each student in their class.

Here the steps you need to follow to enter data online:

Step 1: Login to US-EDI using the following web address:

<http://usedi.ucla.edu/admin>

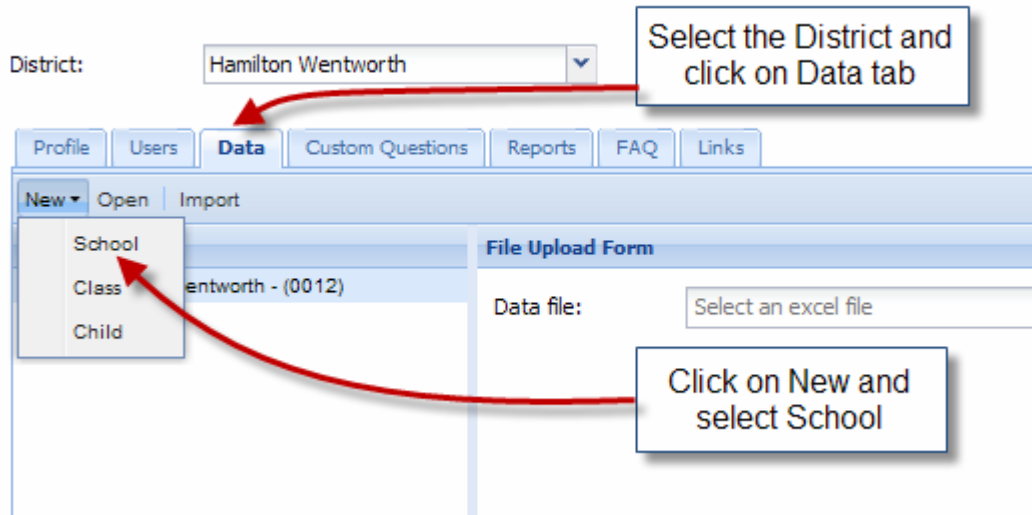
Step 2: Open the District Portal and select the School District you wish to enter data for:

Verify that you have the selected the correct District in the District Portal (in case you have access to multiple districts):

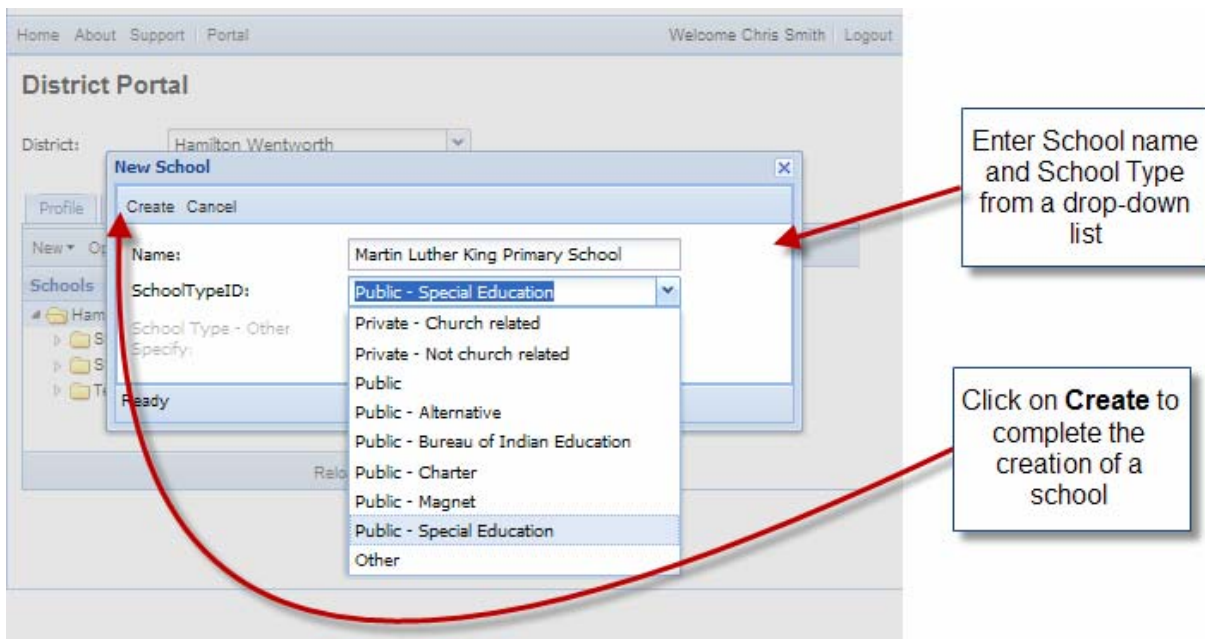
The screenshot displays the 'US e-EDI' logo and the title 'EARLY DEVELOPMENT INSTRUMENT: A Population Based Measure for Communities'. Below the navigation bar (Home, About, Support, Portal), the 'District Portal' section is active. A dropdown menu for 'District' is set to 'Hamilton Wentworth'. A secondary navigation bar includes 'Profile', 'Users', 'Data', 'Custom Questions', 'Reports', 'FAQ', and 'Links'. The 'Profile' tab is selected, showing a 'Save' button and a form with the following fields: EDI District ID (2009010012), District ID (12), EDI Year (2009), Name (Hamilton Wentworth), State (Alabama (1)), Registration Date (12/17/2009), and Consent Date (01/06/2010).

Step 3: Follow the steps illustrated below to create a **School**:

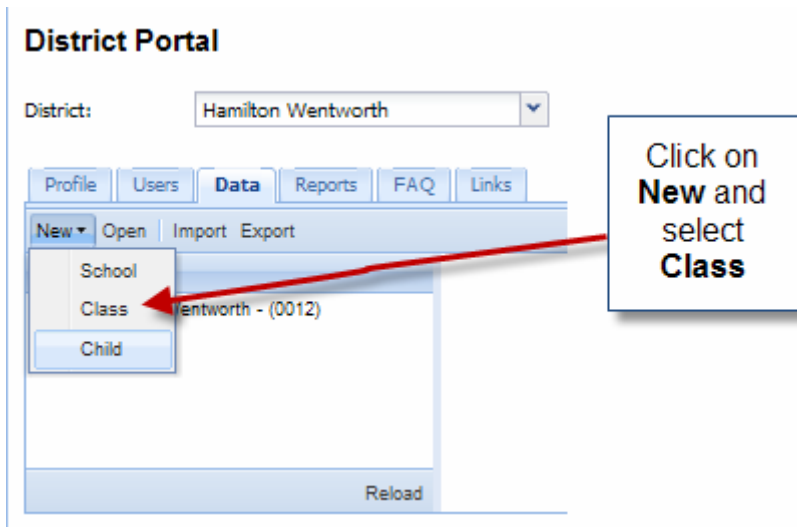
District Portal



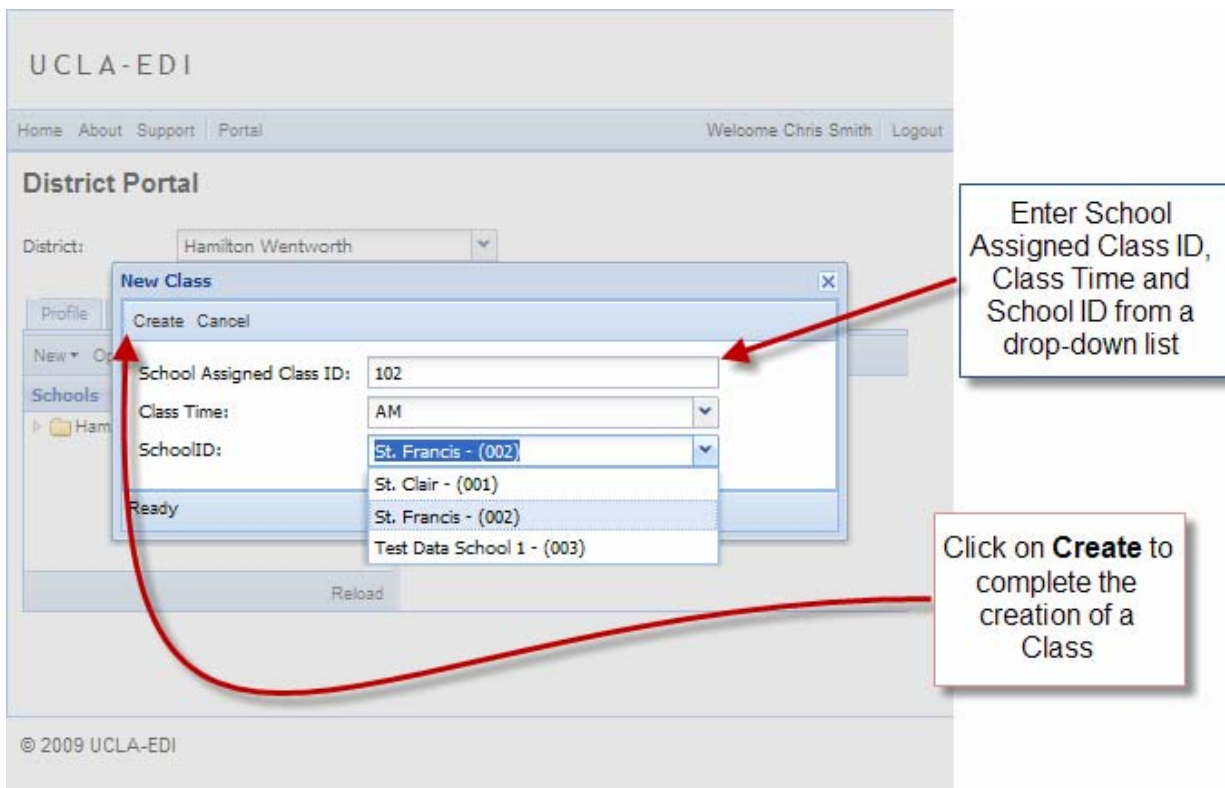
This opens a pop-up screen to enter details about the new school:



Step 4: Follow the steps illustrated below to create a **Class**:



Fill in the pop-up screen with the details of the class:



Step 5: Follow the steps illustrated below to create a **Teacher**:

The screenshot shows the 'District Portal' interface. At the top, the 'District' is set to 'Hamilton Wentworth'. Below this are navigation tabs: 'Profile', 'Users', 'Data', 'Reports', 'FAQ', and 'Links'. The 'Users' tab is selected, and a 'New' button is visible. A 'New User' dialog box is open, containing the following fields: 'First Name' (Peter), 'Last Name' (Rand), 'Email Address' (rand@someplace.org), 'Contact Number' (1-234-567-8901), 'Send Activation Email' (checked), 'Role' (Teacher), and 'SchoolID' (St. Francis - (002)). A dropdown menu for 'SchoolID' is open, showing options: 'St. Francis - (001)', 'St. Francis - (002)', and 'Test Data School 1 - (003)'. The 'Create' button is at the bottom left of the dialog. Red arrows point from text boxes to these elements: 'Users' tab, 'New' button, 'Send Activation Email' checkbox, 'SchoolID' dropdown, and 'Create' button.

Open the District Portal screen and click on **Users**

Click on **New** to create a new user

A **New User** window will open; enter all the pertinent information, selecting the School name from a drop-down list

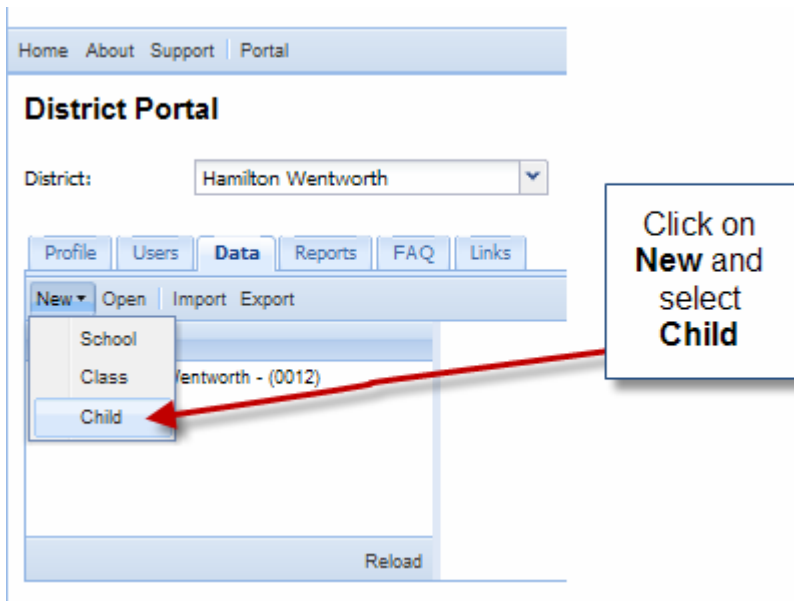
Click on **Create** button to

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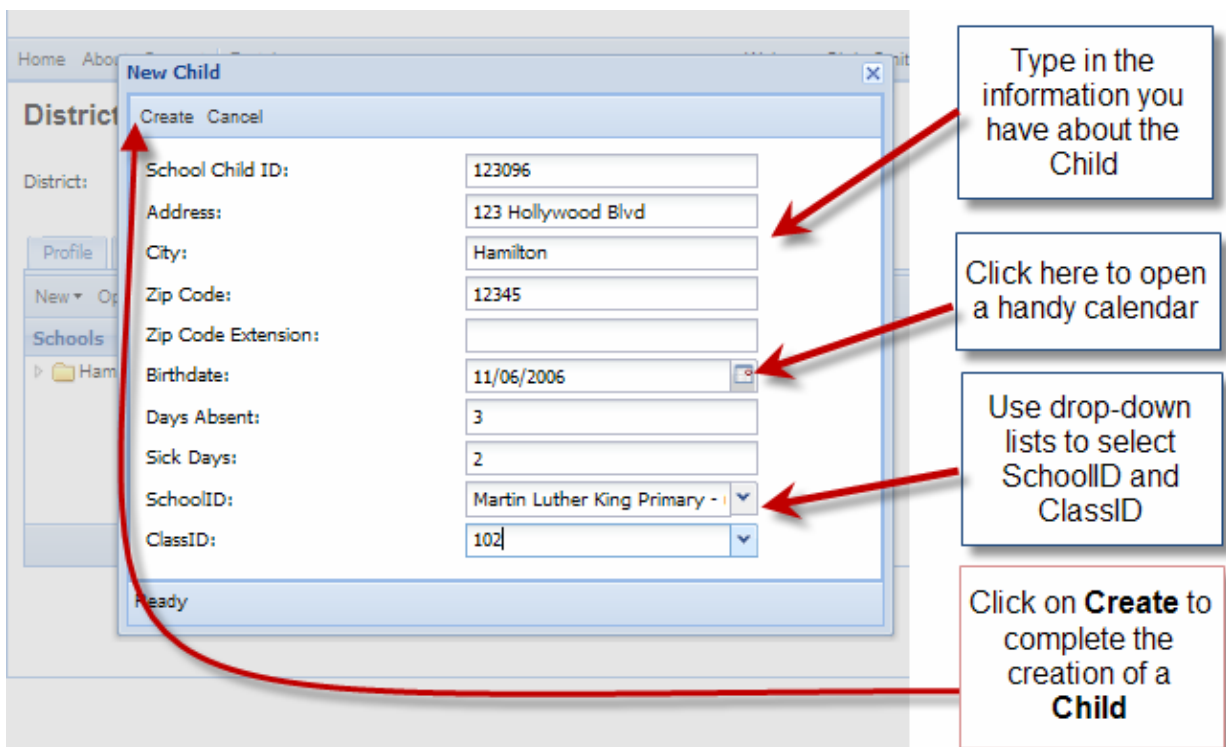
Note:

If you check on **Send Activation** Email, a message will be sent out to the Teacher inviting her/him to login and start entering EDI data. You may wish to wait until all data has been created and verified before you activate the teachers at a later time.

Step 6: Follow the steps illustrated below to create a **Student (Child)**. **Reminder;** It is, possible to skip this section and leave the student level data entry to the teachers, though this does significantly increase teacher data entry time before they are able to begin completing an EDI on each student in their class.



File out the pop-up screen for each child to be added:



4. Managing User Accounts

The District Administrator can create and manage teacher accounts, as described in Section 3.3 in Step 5.

Once a Teacher has been created, the District Administrator can make the following changes using the steps illustrated in the picture below:

1. Lock out a Teacher and Unlock as needed.
2. Activate a Teacher, which sends an automatic e-mail to the Teacher with instructions and password.
3. Change Teacher's name, contact number and school assigned to the teacher.
4. Re-assign permission from one school to another.

The Teacher's e-mail address cannot be changed as it acts a primary identifier for the Teacher.

Please note: Current design of US-EDI does not allow a Teacher to have access to multiple schools. If a teacher does teach at multiple schools, the only workaround would be to use a different e-mail address for the teacher in order for them to access the other school(s).

The screenshot shows the District Portal interface. At the top, there are navigation links: Home, About, Support, Portal. The user is logged in as Chris Smith. The main content area is titled "District Portal" and shows a dropdown menu for "District" set to "Hamilton Wentworth". Below this are tabs for Profile, Users, Data, Reports, FAQ, and Links. The "Users" tab is selected, and a tree view on the left shows a hierarchy: District Administrator, District IT Administrator, and Teacher. Under "Teacher", a list of users is shown, with "Peter Rand (rand@someplace.org)" selected. A "Details" panel on the right shows fields for First Name (Peter), Last Name (Rand), Email Address (rand@someplace.org), Contact Number, Active (checkbox), Locked (checkbox), Last Lockout Date, Last Login Date, Last Password Changed Date (1/1/1970 12:00:00 AM), Failed Login Attempts (0), Role (Teacher), and SchoolID (St. Francis - (002)). Three callout boxes with red arrows provide instructions: 1. Select the District and click on Users tab; 2. Select the teacher from the list and click on Open button; 3. Make the necessary changes and click on Save button.

5. Monitoring EDI Completion Rates

(To be added)

6. Accessing Resources and Reports

(To be added)

7. Conditions of Data Confidentiality and Sharing

Student IDs, child date of birth, and home address are collected, however they are only used for internal purposes and never reported out to any group. The student IDs and the DOB are used to facilitate teacher data entry since these variables are uploaded by the district in the US-EDI software for teachers to access as class lists when they log in to the teacher portal using their secure and confidential password. The child's home address is uploaded into the US-EDI software by the district and used by UCLA to generate aggregated GIS maps of the EDI data.

A few other notes on appropriate uses of the data:

- No child names are ever collected in the system.
- Teacher names and emails are collected but are never accessible to UCLA. They are only accessible in the system by the districts and teachers.
- UCLA only reports data in aggregate for groups of children - data is never report on individual children or classrooms.
- UCLA will upload the data to conduct the data analysis and provide aggregated information at the school, district, and community levels of aggregation. Data will not be reported at the individual child, class or teacher level. School data will only be reported in schools with more than one participating class.
- Data files will be kept in a secure, password-protected location at the UCLA Center for Healthier Children, Families and Communities.
- UCLA will provide the de-identified data file (stripped of any unique identifiers to the publishers of the EDI, at the Offord Centre for Child Studies at McMaster. The Offord Centre maintains the international repository for analysis and research involving only high levels of aggregation. The data is stripped of the student ID, date of birth (replaced with age) and address information (replaced with a geocoded variable).
- UCLA will upon request, provide the district (which has capacity to keep the data confidential and secured in accordance with applicable privacy laws and regulations), with the de-identified data file relating to individual EDI scores, free of charge.
- UCLA will not provide the de-identified data to any other party (except the District and the Offord Centre) without the prior consent of the district and the UCLA IRB.

Appendix A - EDI Data Template for District Upload into the US-EDI

An electronic version of an empty spreadsheet, the **EDI Data Template**, can be downloaded from the US-EDI by clicking on the **Download Template** button in the Data Import screen. See Section 3.1 for further details.

Please refer to **Appendix B** for the **District Upload Data Schema** for a data dictionary (or schema) which provides details on each data item, coding scheme, etc.

Once the template is downloaded, this spreadsheet can be filled out by the district and then uploaded directly into US-EDI system. Alternatively, it can be e-mailed to UCLA for uploading into e-EDI. Emails should go to USEDI@mednet.ucla.edu

An example of a filled out spreadsheet ready for import is shown in Appendix C.

Note: This Excel spreadsheet is slightly modified so that headings appear vertically to print it on a single page.

EDI Data Template

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
district_id	school_r	class_id	school_type	school_type_	t_lastname	t_firstname	t_email	classtime_sd	studentid	res_address	res_city	zip_sd	zip_exten_sd	dob_sd	absences_sd	sick_sd

Appendix B – District Upload Data Schema

	B	C	D	E	F	G	H	I	J	K
1	Full description	Variable Label	Type	Value and label	Notes	Restrictor Locked: not editable by UCLA				
2	District ID	District ID	Numeric	4 digits, include leading zeroes						
3	School Name	School name	String	100 characters						
4	School-assigned class ID	School-assigned class ID	Numeric	50 digits						
5	School Type	School type	Numeric	1=Private, church-related 2=Private, not church-related 3=Public 4=Public, Alternative 5=Public, Bureau of Indian Education 6=Public, Charter 7=Public, Magnet 8=Public, Special Education 9=Other	Drop-down menu					
6										
7										
8										
9										
10										
11										
12										
13										
14	School Type (specify)	School type (specify)	Text	50 characters						
15	Teacher last name	Teacher last name	String	50 characters	Not accessible to UCLA	Yes	Yes			
16	Teacher first name	Teacher first name	String	50 characters	Not accessible to UCLA	Yes	Yes			
17	Teacher email	Teacher email	String	50 characters	Not accessible to UCLA	Yes	Yes			
18	Class Time	Class time (school district)	Numeric	1= AM 2= PM 3= all day 4= other	Uploaded from district onto Checklist					
19										
20										
21										
22	School student ID	School student ID	Numeric	50 digits						
23	Student address	Student address	String	1000 characters	No unit/apartment numbers					
24	City student resides in	Student city of residence	String	1000 characters						
25	Student zip code	Student zip code	Numeric	5 digits						
26	Student zip code - 4 digit extension	Student zip code - 4 digit extension	Numeric	4 digits						
27	Child's date of birth (school district)	Date of birth (school district)	Numeric	mm-dd-yyyy	Uploaded from district onto Checklist					
28	Number of absences (school district)	Days absent since start of school year (district)	Numeric	3 digits	Uploaded from district onto Checklist (question qa1)					
29	Number of absences due to sick days (school district)	Days absent due to illness since start of school year (district)	Numeric	3 digits	Uploaded from district onto Checklist (question qa2)					
30										

Appendix C - EDI Sample Data Spreadsheet for Input Data

This is an example of a data spreadsheet filled out by the District Administrator, consisting of two schools, teachers, classes and students from a single District. All data must be carefully entered and must be complete and error-free before a successful import can be done.

The spreadsheet is split over two tables in order to print it on paper.

Sample Excel Spreadsheet for data import:

A	B	C	D	E	F	G	H
district_id	school_r	class_id	school_type	school_type_specify	t_lastname	t_firstname	t_email
12	Test Data School 1	1	2		Tenace	Sabrina	st@gmail.com
12	Test Data School 1	1	2		Tenace	Sabrina	st@gmail.com
12	Test Data School 1	1	2		Farago	Leslie	test1@ucla.edu
12	Test Data School 1	2	9	tester	Farago	Leslie	test1@ucla.edu
12	Test Data School 1	3	3		Renner	Andrew	ar@renner.ca
12	Test Data School 1	3	3		Renner	Andrew	ar@renner.ca
12	Test Data School 1	1	1		Farago	Leslie	test1@ucla.edu
13	Test Data School 2	1	1		Smith	John	smith@renner.ca

I	J	K	L	M	N	O	P	Q
classtime_sd	studentid	res_address	res_city	zip_sd	zip_exten_sd	dob_sd	absences_sd	sick_sd
1	1	12 Juniper	Stoney Creek	12345	123	13-11-2009	1	2
1	2	test	tester	12345	123	01-01-2000	1	1
2	3	tester	tester	12345	123	01-11-2000	1	0
3	1					13-12-2002		
4	1							
4	2							
1	1	tester	tester	12345	123	01-01-2000	1	1
1	1							

Appendix D - State Codes

01 = Alabama	21 = Kentucky	38 = North Dakota
02 = Alaska	22 = Louisiana	39 = Ohio
04 = Arizona	23 = Maine	40 = Oklahoma
05 = Arkansas	24 = Maryland	41 = Oregon
06 = California	25 = Massachusetts	42 = Pennsylvania
08 = Colorado	26 = Michigan	44 = Rhode Island
09 = Connecticut	27 = Minnesota	45 = South Carolina
10 = Delaware	28 = Mississippi	46 = South Dakota
11 = District of Columbia	29 = Missouri	47 = Tennessee
12 = Florida	30 = Montana	48 = Texas
13 = Georgia	31 = Nebraska	49 = Utah
15 = Hawaii	32 = Nevada	50 = Vermont
16 = Idaho	33 = New Hampshire	51 = Virginia
17 = Illinois	34 = New Jersey	53 = Washington
18 = Indiana	35 = New Mexico	54 = West Virginia
19 = Iowa	36 = New York	55 = Wisconsin
20 = Kansas	37 = North Carolina	56 = Wyoming