

## SASSAOA seminar day EMS presentation 8 November 2019 – Questions and Answers

Attendees at the SASSAOA seminar day were given the opportunity to submit questions during the EMS presentation. Answers are provided below. Questions have been grouped and categorised where they are similar, but have been copied verbatim.

If you have further questions, please contact the EMS team at [Education.EMSProject@sa.gov.au](mailto:Education.EMSProject@sa.gov.au)

### Data

**Will we be able to export all data fields from EDSAS in bulk to make it easier to cleanse? Will all EDSAS historical data be imported to EMS? With so many people entering data and accessing data, how do you ascertain data integrity?**

The EMS team will import the data from EDSAS to EMS. At this stage we will only migrate active data. It is likely that EDSAS/EYS will remain accessible to schools and preschools, but in a 'read only' format, in case you need to access older data.

Schools will be asked to validate their data before go live date to make sure we have migrated it correctly.

The EMS team will also help with the data clean-up, but we ask sites to start looking at their data to get it as clean as they can before rollout.

**When entering addresses can we use '&' or 'and'? Hyphenated surnames query name-name or name – name? With so many people entering data and accessing data, how do you ascertain data integrity?**

We would encourage the use of the word 'and' and no spaces in a hyphenated name. We would encourage sites to work together to ensure consistency in their site.

**Will enrolment forms be digitised to remove as much human error as possible in reading hand writing?**

As part of the business engagement element of the EMS project, we will be looking to move to an online enrolment process, where parents enter their own information and school and preschool staff validate this information before accepting the enrolment.

We are looking to have the online enrolment as part of the community portal but this won't be available in the first instance.

**If we send out data validation to parents this year, will we be doubling up on anything the department will do later? Will we have some way of knowing if parent details are current or if they have just ignored the notification to update? For example at the moment we ask all parents to send the verification report back and if there is no change they write that on the report.**

Continue to seek validation of student information from parents as this will ensure that your data is as accurate as possible.

**Will there be info about the legal requirements of enrolment forms in relation to cleansing our data? For example: making sure that the legal guardians are in the correct PG field and not just what the parents want?**

Guidance for completing the enrolment form can be found on the form itself and in the [policy document](#). Parents determine whether the information on the form is correct.

**Is student grades and reports the only academic student data EMS will support? What about running records, PASM, PAT, NAPLAN and other individual site testing?**

At this stage, no decision has been made about the recording of external assessment (NAPLAN, PAT) in EMS, however the business analytics tool, Yellowfin, will be able to import external data. The EMS will be the repository of A-E grades and formative assessment

**Is there scope to add data fields about families that EDSAS doesn't currently support? ie reports listing parents who require interpreters?**

EMS is able to record custom fields that are either set at the jurisdiction or site level. These fields can be searched and reports can be produced.

**How will EMS handle mixed families? (eg 2 students same mum different dads) Will EMS be able to handle split families for M&S invoicing?**

The EMS offers a student centred record where caregivers can be added/connected and emergency contacts are ranked as appropriate. You can add multiple caregivers and emergency contacts as needed. This offers a true reflection of the student's living arrangements and carer's responsibilities.

The EMS project are currently resolving invoicing matters for split families with the department's finance division (the policy owners).

**Will the finance chart of accounts and suppliers etc be cleaned up before transferring to EMS? Will there be financial data cleansing before transferring to EMS? (ie extremely dated suppliers, inventory, staff etc) Will we be able to request new CoA for school programs that are not in the system?**

There will be a centrally managed chart of accounts and master supplier list. Sites will be able to request additions that they may need. More information will be coming out to schools and preschools from 2020.

**What controls will be in place to ensure the content is in line with department and site policies and procedures? How do we ensure Audit compliance for GC processes? How are the policy writing gurus going? Will all legislative and process/policies be updated in time?**

We will be providing training, fact sheets and system support for guidance and data consistency. Mandated fields and business rules within EMS will follow policy requirements.

Policy owners will be responsible for updating their policies to incorporate EMS-specific references or requirements. Consultation is occurring with policy stakeholders to ensure that the EMS meets current policies, procedures and guidelines.

We will also be using a digital adoption tool to help staff use the correct business rules and this has the ability to link to relevant policy documents too.

**How will EMS handle students enrolled at multiple sites?**

This is another great example of the business transformation we need to consider. The EMS has the ability for staff and students to work/study across multiple sites – access is determined by permissions. Consideration is

currently being given to how this will align to departmental policies/procedures such as the [transfer](#) procedure or Open Access College enrolment policy.

## Functionality

**Will EMS be replacing timetabler as well as Daymap? Will EMS replace the need for daymap? Will EMS negate the need for third party software entirely eg. Daymap, Sentral, Academy, MYOB etc and if so what happens with existing contracts that expire before potential rollout?**

Yes, the EMS will have similar [functionality](#) to Daymap and a number of other third party systems. Sites will need to use EMS as the 'source of truth' as they would with EYS or EDSAS. EMS includes a learning management system (LMS) module which integrates with the administration module. Sites may choose to transition away from their existing LMS in a staged approach in order to minimise disruption. Costs saved from using third party products remain with the site. Any [extension of contracts](#) should not be longer than 1 year.

**Are student absences entered using EMS, similar to daymap? Do schools still require an SMS provider? Does EMS have student sign in /sign out function? How will the new systems deal with student absences? How will or does EMS or frog handle student absences? Will Schools be able to receive replies to SMS?**

Student absences are recorded by teachers through the teacher toolkit or by administration staff through the school administration module. The EMS does have the functionality of informing or communicating with parents and caregivers via SMS, email or the community portal. At this stage, the project team is working to get a single supplier to provide this service (which schools will all need to use). Schools will receive individual invoices based on their usage. Decisions at site level will need to be made about when to use SMS as opposed to a notification.

The ability to enable student sign in/sign was not part of the initial requirements so the EMS does not have that functionality, however this is being looked into by the project team.

**Will preschools eventually move to EMS finance? I am assuming Preschools will eventually get the finance module and what about preschools that use EDSAS. If you have a school based preschool will that be rolled out with the school? We are all under the same budget and finance in EDSAS.**

Yes, the EMS finance module will be rolled out to all schools and preschools. School based preschools that use EDSAS will get the EMS at the same time as the schools.

**Will FROG roll out at the same time as EMS? Will yellowfin roll out at the same time?**

Frog will be part of the initial rollout for preschools and schools, Yellowfin will not be part of the initial rollout for preschools, but is likely to be part of the initial rollout for schools.

**If you are one of the 'first' schools, will you still have to use the old systems at the same time? Double handling.**

No – parallel processing was only used in the pilot. Once EMS goes live in a site it will replace EDSAS/EYS functionality. EYS and EDSAS may still be available in read only format for historical reporting.

**Can you show us Frog live to show how easy it is to add/remove widgets?**

Training videos will be on Plink before the end of the term – these will show you how easy it is to use.

**How do we then navigate OSHC and canteen company finances? OSHC, will they be included?**

The management of entities and employees associated with governing councils is currently being scoped and configured for the EMS Finance module, more information will be provided once this process is completed.

**Is there an assessment and reporting section in EMS?**

The project team are currently developing assessment and reporting functionality, in-line with the requirements set out in the department's [Curriculum, pedagogy, assessment and reporting policy](#).

**Will there be a HR module in the EMS to replace the one pager for the staff PD plan? Will this system allow SSO staff sign in and out and use as a timesheet?**

The EMS will not replace existing human resource systems, such as HRS.

## **Additional products and external providers**

**Will the library system be included in EMS?**

A library system was included in the Civica contract, however it can be purchased at a later date. For more information regarding the EMS functionality have a look at the EMS [video](#).

**Will EMS include a class builder program? Any consideration for TRT bookings? Along the lines of class cover or relief ruler.**

The EMS does not include the functionality of these programs at this stage, however there may be ways of using the learning management module to do this.

**Does EMS have its own asset register or is there a third party product schools are going to be mandated to use? Will the asset register in EMS work like YouAudit as in scanning and recording remotely? Does this data cleansing apply to the asset register?**

The EMS does have its own asset register but decisions are currently occurring whether it will be mandatory to use it given YouAudit provides functionality that EMS does not have.

**Will schools have access to APIs from the EMS? Will schools be able to import attendance into the EMS or will roll marking in the EMS be mandated?**

The EMS provides functionality to record attendance. Integration with third party products will be considered by the EMS project once the core implementation has been completed for all schools and preschools.

**Will QKR link with EMS?**

The community portal will allow parents and caregivers to make payments against invoices. Current electronic payment options will also remain.

## **System access**

**Will there be financial support for poorer schools to update equipment?**

The EMS project will assess a school's ability to migrate across to EMS prior to roll-out. Schools and preschools should consider budgeting to update equipment and all money saved from third party systems will remain with the school and can be used to update equipment.

**In some of the information on the EMS site, it says you can use the new systems wherever you are, does this include using finance if you aren't at school?**

As the EMS is a web-based system holding its data in the cloud it can be accessed from anywhere you have access to the internet.

**What if parents don't have access to computers or the internet?? No email address or unreliable contact details. How will those parents who are not computer literate or have access to ICT complete their enrolment forms etc?**

We would encourage sites to support parents with site based technology and paper options for forms. Parents can register their preferred method of contact and still receive mail via Australia Post if required. Existing support options provided to parents by schools and preschools should continue.

**When parent portal for EMS is live for a site, will info/training be provided to parents?!**

Information will be provided on how parents and caregivers can access the community portal. If training is required this will be the responsibility of the site, the same as for other software used by schools now, however the EMS team will provide support resources to help with this.

**Will frog be shareable across sites and with non-departmental people? How will governing council be granted access? (Learnlink accounts, EMS accounts or their Parent accounts can be used?) With governing council using frog, will it be accessible to those without learnlink email addresses?**

Frog sites are sharable within sites and are viewable by staff, parents and students based on their security access levels. They can also be viewed by external people (Frog has been used to make external facing websites) depending on how the permissions have been set.

Parents (and parents that are Governing Council members) will be able to log into the EMS via the Community Portal. Staff and students will use their Learnlink credentials, parents will set up their own account.

The project team is considering how to enable access to the EMS by external providers (ie TAFE, FLO providers).

## **General**

**What large sites will be first to help the configuration team deal with complexity?? (eg adult re-entry sites) Is there a different complexity for Area Schools in using EMS?**

We have employed and engaged with staff from a range of sites. Meaningful engagement with site based staff is very important to the EMS team. All of this input helps us understand the complexities of individual sites.

**Who is going to create the online videos? Schools who use the product or EMS Team implementing?**

Training material is being developed by the EMS team with consultation and input from our subject matter experts (SSOs and teachers). We welcome feedback from users to ensure continuous improvement.

**With increased efficiency with the EMS, how will it impact admin hours, realistically will jobs /hours be lost?**

Increased efficiency from data entry is expected to allow schools and preschools to deploy their resources to other priority areas within the site. Roles will change – for example, data entry becomes data validation, but there are no plans to reduce administration hours as a result of the implementation of the EMS.