# Welcome to OD15 (Q2)!

PCG would like to remind all regions and consortias to save a copy of both the Master Sample File as well as the SPL History report as it existed at the time of sample generation (and was submitted to DHCS to satisfy the Universe reporting requirement) for the October through December 2015 quarter, or Quarter 2 (Q2) as supporting documentation within an audit binder.

System Updates

10% subsample export

The selected 10% subsample for review and approval is now able to be exported to Excel in order to accommodate the review and approval process at the end of each quarter. From the 'Approve Coding' option select the 'Export Subsample' option.
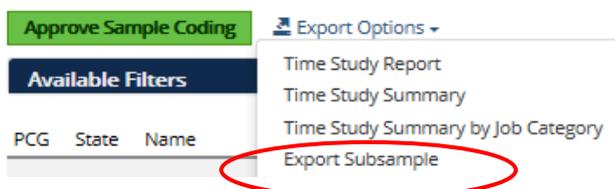
The Excel output contains all of the fields that are needed to review the assigned code including code change history that can easily be filtered and utilized internally as users see fit.

Training screen language included on paper moment

Training screen language specific to each site and to paper moments themselves now are included on the paper moment once the printer icon is selected. This eliminates the need to print individually both the instructions and the moment to distribute to Time Study Participants (TSPs) for completion since the moment itself now contains all required related instructions.

Vacancy Error

An error message will alert coordinators attempting to generate a sample that contains vacancies (similar to the existing prompt when attempting to certify a TSP list that contains vacancies). This will help eliminate the possibility of vacant positions from being included in the sample if positions are vacated after TSP list certification but prior to sample generation. A sample of the error message is below:

Tips

Please remember to manage all staff changes as they occur throughout the quarter to appropriately manage moments assigned to TSPs in the event of termination and/or replacement. If it id identified during the course of the quarter that a TSP terminates employment, please enter the actual end date of employment for that TSP within the claiming system Oct-Dec 2015 quarter. The moments while vacated will be assigned a code accordingly. Additionally, if a new employee directly replaces the previous TSP, enter the actual start date of employment for the new TSP within the claiming system Oct-Dec 2015 quarter. This will ensure

that any future assigned moments are appropriately rerouted.

Program Achievements

Notifications for the upcoming quarter are now being sent and moments are active and live. Here's to a successful Q2!

Coming Soon

The list below is a list of upcoming development that is anticipated to be released within the coming quarter.

Feature Requests and Changes Anticipated for FY16 Q2 (October-December)

1. *LEA Coding Review Report:* A coding review report based on approved DHCS fields will be available for LEA coordinators to help facilitate the LEA appeals process

2. *LEA Coordinator Compliance Report and 'Days Out' View:* The compliance report export and Moments>All view for LEA coordinators will appropriately display 5 student attendance days for California sites

3. *Annual School Year Calendar:* A full school year calendar will be available to be certified prior to future July-September quarters that will require only review and approval prior to each quarter start.

4. *Preserved Master Sample File and SPL History:* An SPL history report and master sample file will be preserved at time of sample generation that does not update throughout the quarter.