



Welcome to Wednesday's Wisdom

Your weekly dose of support!

January 3, 2018

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Happy New Year!

Welcome back.

We hope that you had an enjoyable break and are ready for 2018!

Support Announcements

Massachusetts SIF State Reporting

We are excited to report that **88%** of our SIF districts submitted their October 2017 EPIMS report via SIF transmission. This is a big accomplishment. Just one year ago the DESE piloted SIF EPIMS and only 4 iPass districts participated. Our goal is to reach 100% for the June 2018 EPIMS submission. Let us know how we can help your district prepare.

Get Ready for Scheduling – User Group Meeting

The next User Group Meeting is scheduled for next week, **January 10 at 1:00 p.m.** The topic will be 2018-2019 Scheduling. Laura Patton will provide an overview to help your district prepare for next year's scheduling and setting up for Online Course Recommendations. Please share the link below with all of your scheduling staff so they can participate in this important kick-off session.

Meeting Link: Click here for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-866-469-3239 Call-in toll-free number (US/Canada).

BIG Savings on Comprehensive Trainings!

For a **limited time**, you and your team can get a **full package of in-depth training sessions** at a heavily discounted rate!

There is still time to sign up for the 7-in-7 New User Training bundle.

Let us know if you're interested and can start in the new year. The start of the training sessions was delayed due to scheduling conflicts and will be starting this month, so you haven't missed a thing.

[Click here to view all offerings.](#)

FY2019 Budget Letters

The iPass budget letters for FY2019 are being prepared and will be sent out this month. In addition to providing you with an estimate regarding the cost of your annual support contract for the next fiscal year, we will also be including a list of workshops and additional training and service options. Our intent with these letters is to help you with your annual budget planning.

iPass Tips & Tricks

SIF – Preparing for March and EOY Reporting

Now that your Massachusetts October data has been certified you can prepare your site to transmit SIF data for March 1 SIMS and EOY SCS, EPIMS and SSSDR.

Step 1: Set your transmission "As of Date".

- Set the "Last Transmission Date" to 03/01/2018 for March 1 SIMS. This is set on the DOE ID Manager > DOE Maintenance > MA DOE Parameters screen. DOE Parameters are school specific so this must be done for EACH school. Setting it to March 1 is for the SIMS submission. It will also make sure that SCS and SSSDR data for

students enrolled after October 2 is transmitted when sending SIF Objects, helping you prepare for EOY SCS and SSSDR.

- Set the “EPIMS Export As-of Date” to the date for June/EOY reporting. This should be set to the proposed “day BEFORE the last day of school.” This is set on the iStaff Biographical > iStaff Procedures – iStaff Bio > iStaff Configuration screen.

NOTE: When you get closer to the end of the school year and are certain of your actual last day of school, you will want to confirm/update the EPIMS Export As-of Date to be the day BEFORE the actual last day of school. Also, after March SIMS is certified you can update your Last Transmission Date to the day before the last day of school for the June/EOY reporting period.

Step 2: Check the School Calendar and the Academic Year Settings screens at each school to confirm holidays/no school days are entered correctly and the Start Date/End Dates are accurate for your Terms. Adjustments may need to be made if you had any school days cancelled due to weather/snow.

Step 3: Make sure the SIF Events Processor and Response Processor are both sending data. We recommend that you recycle them by shutting each down and starting a new one.

Step 4: The Events and Response Processor Logs from the PREVIOUS reporting period (October) should be deleted. Keep all Logs for the current reporting period until your district is certified so that the transmission data is available for reference if needed.

- Go to SIF Agent > SIF Processors
- Check off the box to purge all previous log files
 Purge All Log Files Except Current Day
- Click Submit

Step 5: If you want to get started now you will need to ask the DESE to flip you to the March submission window and also have them confirm that you are set to SIF for SIMS, SCS, EPIMS and SSSDR.

Step 6: Clear the SIF Temp Table and send SIF Objects to update your transmission data at the DOE.

- Clear the SIF Temp Table
 - Go to SIF Agent > SIF Delete Tmp Table
 - Select all Objects
 - Click Submit
- Send SIF Objects
 - Send the SIMS, SCS, EPIMS and SSSDR SIF Objects to the DOE using SIF Agent > SIF – Send Objects. For more

information on which Objects to send, go to iPass Help > SIF > Help > [How do I send SIF data objects to the DOE and which objects to I send for each state report?](#)

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