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School Solutions

iPASS

Welcome to Wednesday's Wisdom
Your weekly dose of support!

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Locations have been announced! Please refer to the Upcoming Events & Workshops section below for details on location and registration.

Support Announcements

MA DESE Update on Suffix Field

The DESE recently shared the following update with Massachusetts school districts:

Prior to March 1st, we will be migrating suffixes out of the last name field and into an independent field in our student directory, where applicable. Please make sure that you do the same in your SIS if you have not done so already – for any students with a suffix, move the suffix out of the last name field and keep it in the separate suffix field.

**You may see some last name errors at first in your SIMS error report, until we do the migration on our side. If the error is because the suffix is still in the last name on the state

side, please ignore the error. No action required on the SIS side in that case.**

You should identify students and staff with a suffix currently included in the Last Name field and move these to the separate Suffix field. In iPass there is a separate Suffix field on the Student Profile and Staff Profile screens. Use the Student Biographical Advanced Export Report and the Staff Date Export report to help identify the records that need to be updated. This needs to be completed for March SIMS Report.

FY2019 Budget Letters

The iPass budget letters for FY2019 were sent out last week. The letter provided districts with a cost estimate of the annual support contract for the next fiscal year as well as additional training and service options. We included a Letter of Intent and have requested that each district provide us their intended plan for next year. These should be emailed back to lpatton@harriscomputer.com no later than March 1, 2018.

Update – Photo File Extensions

Following last week's announcement of the upcoming new Self-Service Photo Upload System, the Tech Ops Team is in the process of changing all image file names currently on hosted servers to the lower case .jpg file extension. All upper case .JPG, upper case .GIF, or lower case .gif are being changed to .jpg. A back up of your current photo files will be done and we will run *Assign ID's to Picture Fields* to update the images. We are notifying sites prior to doing this and again once completed. Once completed, users will notice the Student Profile and Staff Profile screens will show the image file with the .jpg extension.

Reminder to Notify Staff: Once completed, staff that uses *Photo Update* to update individual student or staff photos should make sure going forward that all images uploaded have the lower case .jpg file extension.

Google Group – iPass User Support Group

iPass users are connecting and sharing information! Kristi LaPerle, Data Specialist at Clinton Public Schools, has started a Google Group for iPass users. The Group is intended to connect users, providing a place to ask questions, seek advice, share tips &

tricks, and more. Kristi would like to extend an invitation to all iPass users from all states to join and to use it as an online forum to ask any iPass related topics, not just state reporting.

If you would like more information about how you can join this group, please email Kristi LaPerle at laperlek@clinton.k12.ma.us

iPass Tips & Tricks

March SIMS

The MA DESE has added some new SIF Transmission Reports. In particular, the *SIMS - Individual SIMS Record* report provides the the code values for each field element within each object received at the DESE. This information can then be used to track down the cause of a validation error.

The DESE has provided us with an advanced copy of the updated SIF Transmission Reports Guide, which we have posted in iPass Help > SIF > MA DESE Resources > [MA DESE Resource: Guide to SIF Transmission Reports (Nov 30 2017)](#)

SSDR

Mid-year is a good time to review the SSDR data reported to date. Checking errors will allow you to make corrections and provide valuable feedback to the school administrators and support staff responsible for coding the Discipline records.
The DOE has made several changes for 2017-2018:

- BI OFF – Bodily Injury Indicator: This element has been underlined discontinued. This information can be arrived at through the Program Type and the Physical Injury Indicator. This fields has been removed from the iPass Discipline Report to DOE screen.
- AE INC – Alternative Education Indicator: This element has been discontinued. This information can be arrived at through AE and NAE. This field has been removed from the iPass Discipline Report to DOE screen.
- RD – Return Date for Discipline: This element has been redefined to capture the END DATE of the discipline instead of the Return Date. The new name of this

element will be Discipline End Date. It will be used to collect the last date of the discipline instead of the date the student came back to school/class. This is to align the legacy and SIF date collected.

- **CHANGE REQUIRES ACTION:** OT1-OT5 – Offense Type: The DOE will be collecting the NCES codes for Offense Types instead of the MA Legacy codes 1 through 19. This will apply to both SIF and Legacy districts. <u>This change requires both SIF and Legacy districts to use the iPass SIF Mapping Tables to map iPass Incident Codes to the 4-digit NCES</u>. See Incident Code Mapping below.

Incident Code Mapping to NCES Codes

Both SIF and Legacy districts have to map the iPass Incident Codes for DOE-reportable offenses to the NCES codes for Incident Types. Districts will find this under SIF Agent > SIF Data Mapping > SIF Table = 1049 – Incident Code. The SIF Mapping is school-specific. Mapping must be done for each reportable school.

Legacy districts: Check to make sure the SIF Agent folder with the SIF Data Mapping option has been added to your site.

SIF Districts: A change was made last year to break the mapping down by School. Check to make sure that you have the iPass Incident codes mapped to the corresponding SIF Code at EACH of your reporting schools.

The iPass Support Team has posted a helpful recourse with recommendations for mapping Incident Codes and Discipline Action Codes. Go to iPass Help > SIF > Help > [SIF Mapping Recommendations – SSDR Offense and Discipline Action Codes](#)

SIF SSDR Error Codes

The Support Team has put together a list of typical SSDR validation errors and recommendations to clear them. This list can be found in iPass Help > SIF > Help > [SIF SSDR Error Codes – Recommendations to Clear Errors (January 2018)](#)
New validation error added to the list:

SSDR6015 Offense Code 1 repeated codes (SSDR6020, SSDR6025, SSDR6030): This error message means you have selected two or more Incident Codes in a student's Discipline record that are mapped to the same SIF Value Code.

Go to SIF Agent > SIF Data Mapping > SIF Table = 1049 - Incident Code. If multiple Incident Codes are selected for one SIF value, find another SIF Value to associate the iPass Value with.

In the event that Incident Codes cannot be reassigned to a different SIF Value, notify district staff not to select multiple Incident codes in the same Discipline record that report the same SIF value.

To update your SIF SSDR transmission you will need to clear the SIF Tmp Table and

send the DisciplineIncident Object to update the SSDR transmission. Note that mapping tables are now school-specific.

EOY EPIMS

SIF Transmission: Although you will not be uploading the Legacy Staff Roster and Work Assignment files, the EPIMS Export still has to be run to create the Work Assignments. Set the As of Date to the anticipated day <u>before</u> the last day of school and run the EPIMS Export with Reset Term Codes = Yes. This will create the Work Assignments for courses that are scheduled after the first term. *Reminder: SIF calculates the FTE from the Career record, not the Work Assignment records, so adjustments made in the Work Assignments will not update DOE values.*

EPIMS Validation Errors:

EPIMS6128	Not Applicable work assignment (WA08) not applied as required

With SIF, the DOE is getting course data sent over for courses meeting the second half of year. This data comes from CourseSectionInfo. It has this information from SCS records and it's looking for teacher information.

After the EPIMS Export has been run to create the EOY Work Assignments, make sure that all Work Assignments have the WA08 Other Teacher Assignment Code filled in.

EPIMS6254	Invalid Summative/Formative Evaluation Rating (SR29) - In District

SIF and Legacy Districts – Reminder that the EOY EPIMS submission is expecting to receive staff evaluation ratings. For the October EPIMS submission you changed all staff to the value of "99 – Not Applicable." Until you have the evaluation data ready to update iPass, you can ignore these validation errors.

iPass FAQs

Q.	**SIF Districts: The March 2018 SIMS Submission is now open on the DESE Security Portal, why do I have errors of "101510 - Days in**

Membership=0 is Invalid" and "101491 – SPED students must have other SPED data elements" for all of my students?

A. When the DESE re-opens the portal for a new submission you need to restart your SIF Processors. If the SIF processors are not running, no data is sent and the errors will occur. Click here for more detail.

Local User Group Meetings & Workshops

iPass Support will be holding events in Pennsylvania and Massachusetts starting in February. See the location announcements below. We hope you can join us for one or more of these events.

An email will be going out soon with details of the February User Group Meetings, the Scheduling Workshops, and how to register.

User Group Meetings (FREE)

PA School Districts	February 5, 2018	Harris Office Bethel Park, PA
PA Charter Schools	February 6, 2018	Harris Office Bethlehem, PA
MA All Schools	February 7, 2018	Assabet Valley Regional Vocational School, Marlboro, MA
MA Vocation Schools	April 5, 2018	Location TBA

High School Scheduling 2 Day Hands-On Workshop ($500 pp/2 days)

Westford Public Schools, Westford, MA
Day 1   February 8, 2018
Day 2   April 3, 2018

Webex option TBD

Middle School Scheduling Workshop ($500 pp/2 days)

Mendon-Upton Middle School, Mendon, MA
Day 1   April 4, 2018
Day 2   May 23, 2018

Webex option TBD

End of Year Workshop ($250 pp)

May 24, 208   *Location TBA*

Webex option TBD

State Reporting Workshop ($250 pp)

Massachusetts	June 5, 2018	Assabet Valley Regional Vocation School Marlboro, MA
Pennsylvania	June 6, 2018	Harris Office Bethel Park, PA
Pennsylvania	June 7, 2018	Harris Office Bethlehem, PA

Webex option TBD

Elementary Scheduling Workshop ($250 pp)

August 15, 2018	Westford Public Schools, Westford, MA

Webex option TBD

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