

# iPass User Group Agenda/Notes November 14, 2018

\*\* Reference the Webex recording of this User Group Meeting session available in iPass Help. \*\*

## News:

- December 6, 2018: EPIMS and SCS are due to be certified
- You can still purchase recordings of iPass User Training Sessions and State Reporting Workshops that have taken place.

## SSDR Update:

- Still time to register for the SSDR Start Now Workshop + Coaching – Workshop scheduled for November 28 9am to 11am
- The iPass Team is working on changes for FY19 SSDR.
  - The first one is to get rid of the errors you have for Alt Ed in the SIF portal
  - Later we will be changing the screen to get rid of dual entry and to make the discontinued fields not show
- The Doe is getting rid of **Alternate Education Code** and **Alternative Education Not Provided** and keeping **Alternate Education Code**. Codes for not provided are added to this field

Alternative Education Type:

Alternative Education Not Provided:

- New Alternative Education Type Codes:

0 Educational Services Plan not Offered

1 Home Tutoring

2 In-District alternative program

3 Out of District in another district

4 Discontinued

5 Discontinued

6 Distance learning

7 Saturday School

8 Discontinued

9 Student refused services

10 Student did not respond to offer

11 Student moved or transferred

- So if you selected the old code 8 Specify in **Alternate Education Code** you will now use 2 In-District alternative program
- If you selected 7 Specify in **Alternative Education Not Provided** you will now have to choice between  
0 Educational Services Plan not offered

9 Student refused services

10 Student did not respond to offer

11 Student moved or transferred

- We will let you know when the changes are ready and you can adjust the codes and resend the SSDR

## Topics for Today:

### EEO Survey

- Look at the form available on the website and the Instructions Booklet to know what needs to be reported and how. Link: <https://egov.eeoc.gov/eeo5/index.htm>
- The form has 3 parts
  - Full time
  - Part time
  - New Hires
- Each part is broken into
  - Hispanic Male/Female by Job Types
  - Race Male/Female by Job Types
  - With a total at the far right for each job type

NOTE: The Races has two or more as one category

- Look at the form for the Job Types they want and decide which job types you are going to filter on for each
- Queries posted in iPass Help > My Queries > Query Files for Download
  - EEO Survey Query
  - EEO Survey No Sort Count
- **Run the query EEO Survey**

The screenshot shows a search interface with a header that says "You may use Enter/Return or Click Search". Below this, there are two input fields: "Name:" with the value "EEO Survey" and "Description:" which is empty. Below the input fields is a green alphabet string "A B C D E F G H I J K L M N O P Q R S T U V W X Y Z". At the bottom of the search area are two buttons: "Search" and "Clear".

The screenshot shows a table titled "MY QUERIES". At the top of the table area is a "+ Add" button. Below it is a dropdown menu labeled "My Queries". The table has five columns: "Name", "Description", "Execute", "Update", and "Share". There are two rows of data. The first row has "EEO Survey" in the Name column, "EEO Survey" in the Description column, and "Execute", "Update", and "Share" in the respective action columns. The second row has "EEO Survey No Sort Count" in the Name column, "EEO Survey No Sort Count" in the Description column, and "Execute", "Update", and "Share" in the respective action columns. At the bottom of the table area is another "+ Add" button.

Name	Description	Execute	Update	Share
EEO Survey	EEO Survey	Execute	Update	Share
EEO Survey No Sort Count	EEO Survey No Sort Count	Execute	Update	Share

- Look at the query results in HTML
- Look for those with more than one record
  - Is it two or more schools?
  - Is it more than one race?

- Is it more than one job type?
- **Run the query EEO Survey No Sort count**
- **Look at the query results in Excel**
  - Look at start date to see if new hire – Mark NEW
  - Compare FTE to Full Time yes – Fix to Yes if needed
  - If more than one school same job Type – Remove extra records
  - Race
    - If it is Hispanic/White – Remove the white record
    - Is it more than one race – Remove the extra records and mark one of them as Two or More

## CRDC Set Up

- Opens February 2019 – Not sure of due date yet
- Data based on 2017-2018 year
- There are some changes we are looking into
- It is Ok to copy the set up and start looking over the set up and making changes now
- Use **CRDC v2 Tools**

