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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

January 23, 2019

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### Massachusetts State Reporting

Check out this week's helpful tips to prepare for your March SIMS and End of Year SSDR, SCS, and EPIMS reports.

## Support Announcements

### iPass Support Hub – Knowledge Base

The iPass Support Team is beginning to load items into the new ticket system Knowledge Base. We will be reviewing the items in iPass Help and bringing over the most up-to-date resources. We have started with the timely topic of Scheduling. Feel free to check it out and let us know what you'd like to see added.

### Preparing for Massachusetts March and EOY State Reporting

The Support team has created a Quick Guide that outlines the steps for your district to report March SIMS and to prepare for June/EOY SCS, EPIMS, and SDDR state reports. This guide includes steps for both SIF and Legacy districts. Please review the list as it provides some important added steps to what was shared in last week's Wednesday Wisdom email. In particular, SIF EPIMS sites need to run the EPIMS Export after changing their iStaff Configuration As-of Date to Reset the Term Codes and generate the Work Assignments for June/EOY. For more information go to iPass Help > DOE ID Manager > Help > [Quick Guide: Preparing for Massachusetts March and EOY State Reporting \(2019\)](#).

#### March SIMS

March 1 SIMS Certification Date is March 21 and the Recertification Date, after Resolution of Duplicates, is scheduled for March 28.

The *Helpful Hints Guide for March SIMS State Reporting* is available for reference. This guide provides helpful hints for SIF and Legacy data transmission, suggested items to review and check for March 1 data, and recommendations to review the data. Go to iPass Help > DOE ID Manager > Help > SIMS > [Helpful Hints Guide – March SIMS 2019](#).

DESE's SIF Transmission Report titled *SIMS - Individual SIMS Record* provides the code values for each field element within each object received at DESE. This information can then be used to track down the cause of a validation error. Refer to iPass Help > DOE ID Manager > Help > [MA DESE Resource: Guide to SIF Transmission Reports \(Nov 30 2017\)](#).

#### SDDR

Mid-year is a good time to review the SDDR 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.

DESE made changes in 2018-2019 to Alternative Education Type. The last iPass patch release (v. 7.0.20181127\_sync) included updates for this field. Users were instructed to make adjustments to their Discipline records and resend the DisciplineIncident SIF

Objects to clear errors. Please refer to [Patch Release Notes – 7.0.20181127\\_sync](#) for more information.

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 \(January 2018\)](#).

## 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 iStaff Configuration 'As of Date' to the anticipated day before 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.*

Refer to iPass Help > DOE ID Manager > Help > [SIMS](#), [SCS](#), [EPIMS](#) and [SSDR](#) subcategory folders for more helpful tips. New and updated resources will be added to the iPass Support Hub Knowledge Base as they become available.

## iPass FAQs

- Q. The March 2019 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 may 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](#)

## Upcoming Events & Workshops

### Scheduling Success Services Pack

## 2 Days Training *PLUS* Planning & Coaching

*Our annual Scheduling Workshops have a new name to better represent the services we now offer you and your team to schedule with success!*

The iPass Support Team is offering a *Scheduling Success Services Pack* for **High School, Middle School** and **Elementary School** level scheduling. Unlimited district staff can participate in the school-level **two 3-hour interactive remote classroom training** sessions to develop the scheduling skills they need. Also included is a personalized **1-hour small group planning session** and **2 hours of one-on-one small group coaching** to ensure success.

### 2019 Training Dates:

- **High School** – February 5 and April 2
- **Middle School** – April 9 and May 21
- **Elementary School** – June 11 and August 20

*\*\* Special district bundle pricing available for all 3 school levels or any 2 school levels.*

>> [Click here](#) for pricing and registration links for upcoming sessions.

Refer to the iPass Support Services section below for additional *Scheduling Success Services* options for experienced schedulers.

## iPass Support Services

### Scheduling Success Services

#### Training – Planning – Coaching

Successful student scheduling is based on strong scheduling skills, planning, and timely execution. The iPass Support Team is offering new options this year to assist all levels of users in the scheduling process. Our goal is to provide you with offerings that best fit the skill level of your scheduling staff, meet your scheduling needs, and insure a successful scheduling outcome.

***Scheduling Success Services Pack***  
**2 Day Training *PLUS* Planning & Coaching**



This option is tailored to meet the scheduling needs of all user levels within the district. Unlimited district staff can participate in the two 3-hour interactive remote classroom training sessions to develop the scheduling skills they need. Included is a personalized 1-hour small group planning session and 2 hours of one-on-one small group coaching to insure the scheduling team will schedule students successfully.

### ***Scheduling Success for Scheduling Change \****

This option is tailored for schools that are planning to change their schedule. Included is a personalized 2-hour small group planning session to allow for a more in depth review of the scheduling needs and plan development and 2 hours of one-on-one small group coaching.

### ***Scheduling Success for Master Schedule Builder \****

This option is tailored for experienced scheduling staff that would like set up and use the Master Schedule Builder to create their school schedule. Included is a 2-hour small group planning session to allow for more review, planning, and set up. Also included is 2 hours of one-on-one coaching.

### ***Scheduling Success for New Scheduling Year Set Up \****

This option is tailored for the user who is familiar with the scheduling system features and functionality and wants to be coached through the steps to set up iPass for the next year scheduling. During the personalized 2 hour “hands on” small group coaching session an iPass Support Team Coach will help the user to complete the required steps to set up the schools for scheduling the next school year.

### ***Additional Planning and Coaching Options \****

iPass Support Team Coaches are available to provide personalized planning and coaching sessions to experienced scheduling staff to assist in scheduling review, planning, and executing scheduling.

*\* Participants in planning and coaching sessions are expected to have attended an iPass Scheduling Workshop or received iPass Scheduling Training and have knowledge of the Scheduling System, Student Scheduler, and Master Schedule Builder features and functionality.*

>> [Click here](#) to learn more about all of our offerings and to register for upcoming sessions.

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