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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

April 3, 2019

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### Preparing for EOY State Reports

Check out important news and updates to prepare for End of Year SIMS, SCS, EPIMS and SDDR State Reports.

## Support Announcements

### Middle School Scheduling Success Services – Starts Next Week

***Don't miss out!*** April 9 is Day 1 of the interactive remote classroom portion of our *Middle School Scheduling Success Services* Pack. Register today for scheduling skills development and personalized coaching. Refer to the Upcoming Events and Workshops section below for more information.

## April User Group Meeting

**Date:** April 10, 2019

**Time:** 1:00 p.m. to 2:00 p.m.

- 1. News & Updates: Timely News & Updates – Review Patch Release**
- 2. Featured Topics: Preparing for End of Year State Reporting**

News and Updates will include a review of the latest patch release, planned for release the week of April 1. The featured topic will be **Preparing for June/EOY Massachusetts State Reporting**. Laura Patton will review the set up steps for EOY transmission of SIMS, SCS, EPIMS and SDR data. District users that are involved with the state reporting process in your school districts should plan to attend.

**Meeting Link:** Click here for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-855-699-3239 Call-in toll-free number (US/Canada).

The Support Team hosts monthly online user group meetings the second Wednesday of every month. Meetings start with important news and updates for all users and include an in-depth review of timely topics

## Massachusetts EOY State Reporting Deadlines

Report	As of Date	Due Date	Certification Deadline
SIMS	Last day of school	Certify Date: July 5	Recertify after resolution of duplicates: July 11
SSDR	School Year	July 18	July 18
SCS	Last day of school	Aug 1	Aug 1
EPIMS	Last day of school	Aug 1	Aug 1

The Support Team is working on updating our Help Guides for 2018-2019 Massachusetts End of Year State Reporting. Please refer to the iPass Tips & Tricks section below for recommendations to get you started.

### iPass Releases & Updates

## Upcoming Patch Release – CRDC 504 Enrollment Update

The iPass Team is preparing a patch release for later this week that will include several items including a correction to the CRDC v2 School file 504 Enrollment Count. More news will be shared in the Release Notes when the patch is pushed out. All updates in the patch release will be covered in next week's online User Group Meeting.

## iPass Tips & Tricks

### CRDC – FTE Teacher & Licensing Count

The CRDC v2 export School file **SCH\_FTETEACH\_TOT** element is calculated by iPass based on the staff member having "Full Time" selected on the iStaff Staff Profile screen.

iStaff Biographical > Add/Modify Staff > Profile > Career Information section

**Full/Part Time:**

The **SCH\_FTETEACH\_CERT** element is calculated by iPass based on the staff member having "Licensed for Job" checked off in the Career record.

iStaff Biographical > Add/Modify Staff > Career > Career Record

**Licensed for Job?**

"Licensed for Job" can be updated for multiple staff at one time from the Career Batch Data Entry screen.

iStaff Biographical > Procedures – iStaff Bio > Career Batch Entry

Check off "Licensed" and make sure to check off "Post" prior to clicking Submit to update the Career record.

EMPLOYEE CAREER DATA						
Check All Clear All		*** - Teaching Courses			Submit	
Post	Emp ID Alt Dept State ID	Name	Start Date FTE	Supervisor Licensed?		
<input checked="" type="checkbox"/> Post New <input type="checkbox"/>	0		06/14/17 1.00	<input type="checkbox"/>	Elementary School	
<input checked="" type="checkbox"/> Post New <input type="checkbox"/>	2107		09/01/08 1.00	<input checked="" type="checkbox"/>	1000 Instruction	
		Delete Career?	09/01/08-09/01/08 0.00	No	Middle School 1000 Instruction	

## Preparing for Massachusetts EOY State Reporting

The Support Team has a **Quick Guide** that outlines the steps for your district to prepare for June/EOY SIMS, SCS, EPIMS and SSDR state reports. This Guide includes steps for SIF transmission. This is posted in iPass Help > DOE ID Manager > Help > [Quick Guide: Preparing for Massachusetts March and EOY State Reporting](#) and in the iPass Support Hub Knowledge Base.

### Helpful Hints Guide for June/EOY SIMS 2019

The Support Team has posted an up-to-date [Helpful Hints Guide for June/EOY SIMS 2019](#) in iPass Help > DOE ID Manager > Help > SIMS and in the iPass Support Hub Knowledge Base.

### Creating the June/EOY EPIMS Work Assignments

Districts reporting EPIMS via SIF Transmission need to run an initial EPIMS Export with the June/EOY As-of Date to create the EOY EPIMS Work Assignments. Refer to the Quick Guide above for more information.

### Updating EPIMS and SSDR Transmission Files

SIF districts must [send the SIF Objects](#) for EPIMS and SSDR to create the initial June/EOY transmission file and again any time the data is modified to update the transmission file. If there are records in the transmission file that should be removed, submit an Support Ticket with your detailed request.

### Reminder: Protect Student and Staff Confidentiality

When submitting a Support Ticket do not share identifying information. For SIMS and SCS you only need to provide us with the student SASID# or Student ID# along with the SIF error message. For EPIMS you only need to provide us with the staff member MEPID# or Employee ID# along with the EPIMS# error message. For SDDR, provide the Incident ID# along with the SIF error message.

## Upcoming Events & Workshops

### Middle School Scheduling Success Services Pack

#### *Training + Planning + Coaching*

The iPass Support Team is offering a *Scheduling Success Services Pack* for **Middle School Scheduling**.

Let us help you plan and schedule with success using different Bell Schedules, Teaming, Linking, Mini-Terms for Specials, Study Halls and Special Periods for Reading Time & Advisory.

Unlimited district staff can participate in the **two 3-hour interactive remote classroom 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.

**Remote Classroom Dates: April 9 and May 21 (9:00am to 12:00pm Webex)**

**Planning & Coaching Hours: To be scheduled.**

<i>Scheduling Success Packs Train + Plan + Coach</i>	Dates	Value	Promotional District Price	Registration Link
Middle School	April 9 & May 21	\$1,665	\$1,250	<a href="#">Click to Register</a>

>> [Click here](#) to learn more about the *Scheduling Success Services Packs*.

## iPass Support Services

### **Additional Scheduling Planning & Coaching Options**

The iPass Support Team is available to help you and your team review your high school, middle school, and elementary school scheduling needs, develop a plan, and coach you through the process.

These options are tailored to districts making schedule changes, users that want to use the Master Schedule Builder and users that want to be coached through setting up scheduling for next year.

>> [Click here](#) to learn more about all of our *Scheduling Success Services options* and to register for upcoming sessions.

**Harris School Solutions**

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