

# iPass Quick Guide:

## State Reporting Do's and Don'ts

### October 2019 – SIMS, SCS & EPIMS



#### SIMS

**DO** set the Last Transmission Date on DOE ID Manager > Maintenance DOE > DOE Parameters at each school to the As of Date to 10/01/2019.

**DO** check to make sure ONLY Grade Levels that attend less than 5 days a week (ie. PK and KP, KF, KT) are selected for “Grade Levels to Validate Schedules for Days in Membership and Attendance” on the DOE ID Manager > Maintenance DOE > DOE Parameters at each applicable school. This setting is used to adjust Days in Membership when students attend Preschool or part-time Kindergarten programs that do not attend school every day.

**DON'T** Ever Send StudentAttendanceSummary Object or the StudentSpecialEducationSummary Object. The DOE pulls Attendance at 2am each night and Spedical Education data at 2am each night and 12pm each day.

#### SCS

**DO** use SIF Reporting > SCS for a Student, Course or School instead of Send SIF Objects when possible to send updated data. This will send just the data you need to update instead of the entire district.

**DO** Submit the DOE ID Manager > DOE School Parameters Screen each year for each school.

**DO** check the Grade and Grade Level set up on the DOE School Parameter screen at each school.

**DO** set up Grade Heading and Terms screens at each school. All Terms for the entire year must be checked of a “Include” even at the start of the year.

**DO** check Terms of different combinations and make sure they are set up on the Academic Year Settings screen.

**DO** check Course Catalogs to make sure all “reportable” courses have a Course Type and Subject Area Course Code. Courses without these selected will not be included in the transmission.

#### EPIMS

**DO** check Course Catalogs to make sure all “reportable” courses have a Course Type and Subject Area Course Code. Courses without these selected will not be included in the transmission.

**DO** set the iStaff Biographical > iStaff Procedures > iStaff Configuration > EPIMS Export As-of Date to 10/01/2019.



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**DO** run iStaff Biographical > iStaff Procedures > “Export EPIMS” one time (AFTER you change the EPIMS As-of Date) with Recalculate FTE and Reset Term Codes to YES to create the Work Assignment records. This will pull the courses being taught as of this date and will set the Term Status to Active/Inactive in the Work Assignments generated. Note: During the “Export EPIMS” process, iPass will go look to see if the teacher taught the same course previously and will pull the Work Assignment information over into this year. If there is no previous Work Assignment for that course, the Work Assignment will be blank and require selections be made.

**DO** check all the Teaching Staff to make sure they have a Subject Area Course Code and Grade Level on the Work Assignments as required.

**DO** set Summer Exited Staff to have a Career End Date of 07/01/2019 and select an End Reason.

**DO** use Send SIF Objects to send the StaffEvaluation Object. This is the only way it makes it over to the DOE. SIF Reportings > EPIMS does NOT send StaffEvaluation.

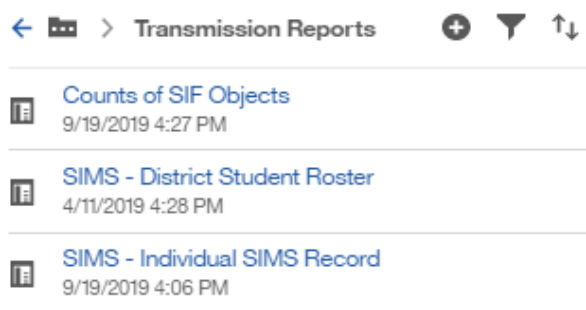
### Troubleshooting State Reporting

The DOE Security Portal State Reporting has many ways to check the data that is on the DOE side.

Look under **Transmission Reports** under each Report Type (SIMS, SCS, EPIMS)

These are the most valuable troubleshooting tools available to you for figuring out errors and what data the DOE has on their side.

### SIMS



- **Counts of SIF Objects** will show you all the Objects used for SIMS, the count of records for each object, and the timestamp of when it was last updated (Date/Time). The Object Counts should match what you send using Send Objects in iPass. iPass



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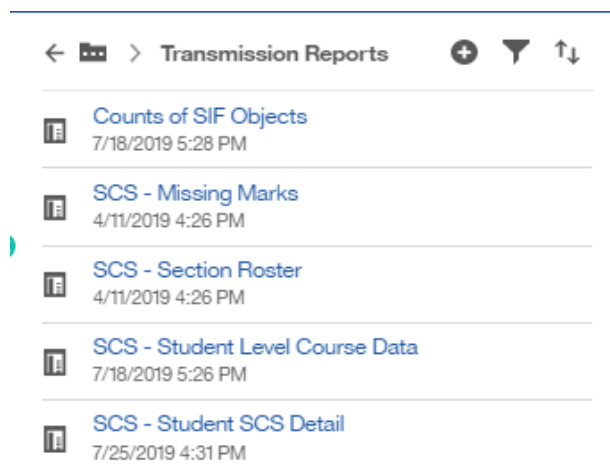
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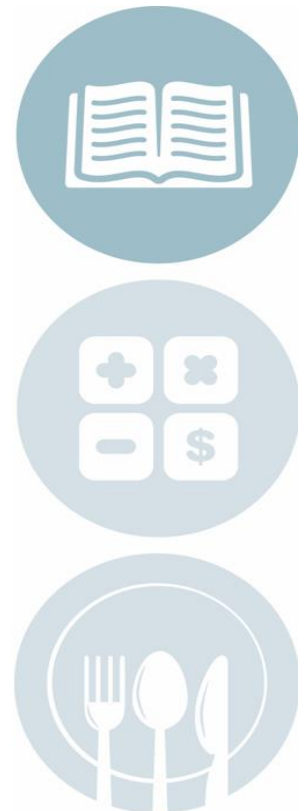
will record the number of objects sent in My Reports. The timestamp will indicate when the DOE received data that has changed from a previous transmission.

- **SIMS – District Student Roster** is a list of students in the report by Grade Level
- **SIMS – Individual SIMS Record** allows you to enter a SASID and see all the data reported for that student. This is the best way to compare what the DOE has on record compared to what is in iPass. Each Object and Element will show a Timestamp and will help determine when the data was last updated on the DOE side.

## SCS



- **Counts of SIF Objects** will show you all the Objects used for SCS, the count of records for each object, and the timestamp of when it was last updated (Date/Time). The Object Counts should match what you send using Send Objects in iPass. iPass will record the number of objects sent in My Reports. The timestamp will indicate when the DOE received data that has changed from a previous transmission.
- **SCS - Missing marks** will show if a student courses are reported as Completed but have no Marks (Grades where sent).
- **SCS - Section Roster** shows by course section the list of the reported students in the course section.
- **SCS - Student Level Course Data** shows the Courses the student is reported enrolled in.
- **SCS – Student SCS Detail** shows all the SIF element detail for all the SCS Objects sent for that student by course with RefIDs. Use the Page Down button at the bottom to move from one course to another



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## EPIMS

← [Messages] > Transmission Reports + 🔍 ↕

Counts of SIF Objects	10/1/2019 12:16 PM
EPIMS - District Course List	2/12/2019 1:52 PM
EPIMS - District Staff Roster	7/1/2019 10:09 AM
EPIMS - Individual Staff Record	10/3/2019 4:05 PM
EPIMS - Individual Work Assignment	7/25/2019 4:30 PM

- **Counts of SIF Objects** will show you all the Objects used for EPIMS, the count of records for each object, and the timestamp of when it was last updated (Date/Time). The Object Counts should match what you send using Send Objects in iPass. iPass will record the number of objects sent in My Reports. The timestamp will indicate when the DOE received data that has changed from a previous transmission.
- **EPIMS – District Course List** will list off all the courses sent for EPIMS.
- **EPIMS – District Staff Roster** will list all the staff and show their Roster data.
- **EPIMS – Individual Staff Record** will show all data elements of the EmploymentRecord, StaffPersonal, StaffEvaluation, StaffAssignment Objects by MEPID#.
- **EPIMS – Individual Work Assignments** will show all the Work Assignments for a staff person by MEPID#.

Check for “Is Main Job” is checked off for ONLY ONE Career Record.

Check FTE on Career Record is greater than 0.

Check for Report to DOE = Yes on MA DOE EPIMS screen.

Check for Subject Area Course Codes on the Work assignments.

