Welcome to Wednesday's Wisdom – A weekly dose of support!
March 4, 2015

Announcements

New Release Notes – 7.020150304 or 7.020150304r – This March 4th Release adds new fields to Discipline Incidents to accommodate the 2014-2015 SSDR changes. This release also adds missing fields to the CRDC v2 Report and fixes Overall School Enrollment totaling for LEP, 504, and IDEA categories. The *Release Notes* are available in iPASS Help > iPass Patch Release Notes folder. [NOTE: the version 7.020150302 was changed to 7.020150304 to add a fix for the fields needed on the discipline screen under Report to DOE.]

(A copy of the Release Notes is attached to this document for your reference.)

SIMS State Reporting Resources Available – Several helpful resources are now available in iPASS Help. The *Helpful Hints Guide – March SIMS 2015,* distributed last week, has been posted to the DOE ID Manager > Help section. If you missed last week's WebEx on SIMS Data Collection or would like to view it again, we have posted a version to the DOE ID Manager > WebEx section.

Frequently Asked Questions – SIF Data Transmission / SIMS

The Support Team has prepared a list of Frequently Asked Questions with helpful tips and recommendations to submit your SIMS data through SIF transmission. This **SIF SIMS FAQ March 2015** is available in iPASS Help > DOE ID Manager folder > FAQ folder.

(A copy of the SIF SIMS FAQ is attached to this document for your reference.)

Reminders

WebEx – March 11th – Civil Rights Data Collection Reporting Tool – We will be reviewing the CRDC v2 reporting tool at the next Monthly iPASS User's Group WebEx meeting on Wednesday, March 11th. Click here for User's Group WebEx details.

"Ask Support Questions" – We will begin having a Q & A Session during our monthly iPass User's Group WebEx meetings. Send questions to mleporati@harriscomputer.com with Subject: Ask Support Questions. The Subject of the email must be marked "Ask Support Questions" to be included.

One-on-One Support WebEx Session – Sign up for a One-on-One Support WebEx Session with Laura Patton, Support Manager. Contact Laura at: lpatton@harriscomputer.com

Register for 2-Day Scheduling Workshops – Just a few spaces left – Harris School Solutions will be hosting iPASS Workshops for Middle and High School scheduling for the 2015-2016 school year. **High School Workshop begins March 9th.** Click here for a workshop brochure and registration information.

Please forward this email to other iPASS users in your district that would benefit from the information shared. Let us know if there is someone who should be added to the weekly email list.

iPass

Release Notes

Version 7.020150304

March 04, 2015

APPLICATION ENHANCEMENTS

NOTE: the version 7.020150302 was changed to 7.020150304 to add a fix for the fields needed on the discipline screen under Report to DOE.

1. To accommodate the 2014-2015 SSDR changes new fields have been added to Discipline incidents. The new fields are as follows:

    a. Educational Services Comments > If applicable, the specification or explanation of education service codes.

    b. Offense Types 1 through 5 > a description of the Type of Offense.

    c. Incident Description > a general description of the incident.

    d. Appealed – If suspended or expelled by the pricipal for more than ten days, did the student appeal the decision to the superintendent.

iPass Main Menu >Discipline System>Add/Edit an incident>Select Required for DOE Reports.

Corrections and Minor Enhancements

The following reported issues are corrected in this release.

Ticket	Resolution Summary	Clientele Ticket Number
IP-1329	The SSDR Reports have been updated to include the 2014-2015 changes	
IP-1289	Fields 187 and 188 have been added to the Civil Rights Report. Field 187 SCHDISCWDIS_EXPZT_504_M # of Section 504 Only Males with Disabilities who received an expulsion under zero tolerance policies. Field 188 SCH_DISCWDIS_EXPZT_504_F # of Section 504 Only females with disabilities who were referred to a law enforcement agency or official.	1299081
IP-1332	Civil Rights Report > the Overall School Enrollment for LEP, 504, and IDEA are now totaling.	1309476
IP-1345	The Civil Rights Report > the report has been updated to only include selected schools.	1311795

Frequently Asked Questions – SIF Data Transmission / SIMS

The Support Team has prepared a list of Frequently Asked Questions with helpful tips and recommendations to submit your SIMS data through SIF transmission.

Q. When can I expect to see my errors clear after I have made updates in iPASS?

A. It depends upon the type of error that you are trying to clear.

- Attendance errors clear each night when the DESE runs the nightly request of attendance data around 2:00am.
- During reporting time the DESE does quick validations every 15 minutes and full validations every hour. The errors should clear when the reports are refreshed. The upper right corner of your error report displays the date and time the data was last validated.

Q. Is there a way for me to trigger an "event" to send a change to the state?

A. Yes. You can trigger DOE, Biographical, and Enrollment data changes.

- To Trigger DOE information: Submit the student's MA DOE screen (No changes needed).
- To Trigger Biographical information: Submit the Profile Screen (No changes needed).
- To Trigger Enrollment Records (which sends Grade Level): Change the FTE value and Submit, then change it back and Submit again.

Q. Is there a way for me to confirm an "event" has been sent to the state?

A. Yes. You can view the event in the Events Processor. Since not all events are sent right away to the Event Processor, we have found that if you stop the Events Processor and restart it, the events sometimes show up quicker.

Q. How do I look for a specific "event" in the Events Processor?

A. After you restart the Events Processor, scroll to the bottom of the SIF Processor Log File and work from the bottom up looking for Enrollment, DOE, or Profile information related to the student you have just triggered. Use the SIF Refid Locator (SIF Agent > SIF Refid Locator) to check the *StudentPersonalRefId* to confirm it is the student. Once identified, you can see what data was transmitted to the state for the student and the time it was sent.

Q. What is the Response Processor and what information does it show me?

A. The Response processor should only show information when a request from the DESE comes through. So these usually only happen overnight. An example would be the nightly request of attendance data. Note, the Response Processor can and may show 00/00/0000 for the data and no transactions when you first start it.

Q. Do I need to keep old Events and Response Processor Logs?

A. It is recommended that you delete the log files that pre-date the current reporting period. To delete all previous log files you can select *Purge All Log Files Except Current Day.* Note, if you do not want to lose your most recent log files, you will need to delete them individually by clicking on the X in front of each dated log file.

Q. What do I do once I have cleared all my errors?

A. After you have cleared all of your SIMS errors you should "freeze" the data in the DESE Security Portal to take a snapshot of your SIMS data. You can then request a final summary report for review. If you discover an inaccuracy you can "unfreeze" the data and make changes in iPASS. You will need to wait for the validation to confirm your data is still error free before freezing it again and proceeding to certify.

March 2015