

Welcome to Wednesday's Wisdom – A weekly dose of support! October 7, 2015

Announcements

October Monthly User's Group WebEx Meeting – October 14 at 1:00pm – Topic: October State Report. We will discuss SIMS, SCS, EPIMS and SIF 2.7 at the next Monthly iPASS User's Group WebEx meeting on Wednesday, October 14 at 1:00pm. [Click here for User's Group WebEx details](#)

October State Reporting – SIF Transmission Update

- Districts who have been reporting through SIF are required to update to the SIF 2.7 Agent. If you are getting 'No Data Available' message when you go to the Security Portal SIF Error Reports screen it is because your site needs to update to SIF 2.7. Once this is done, we will be able to push your data and then you will see your error reports. If you are a SIF site and have not already contacted us to be updated to SIF 2.7, please submit an eSupport ticket with your request as soon as possible.
- We are pleased to report that our initial SIF 2.7 sites are having great success transmitting their SIMS data and working to clear their student errors.
- Districts that already updated to SIF 2.7 will see new EPIMS fields and Discipline fields needed for state reporting through SIF. We are planning WebEx sessions in the near future to show you how to set up for SIF EPIMS and SSDR reporting.
- Legacy sites: If you have not been set up as a SIF site yet you will continue to generate the SIMS 52 export and upload your SIMS file to the DOE.

Patch Releases – The Harris Development Team is revamping the patch release process to provide iPASS sites with updates in an efficient and effective manner. For this process to work optimally we need every iPASS site to move to the "sync" release. The sync release has the most up to date schema (table structure) and source programs and includes the new graphical interface featuring the new Gradebook and the Publishing Application. Sites with the sync version will have a software version number ending with _sync (displayed in lower left of iPASS log in screen). If your site has not been updated yet, please contact Sharon O'Connor at sjoconnor@harriscomputer.com to schedule.

We would like to take this time to apologize for any inconvenience our most recent patch releases may have caused your district. We realize there were some inconsistent patches that went out over the past week or so. The new optimized patch process, based on a single sync version of iPASS, will greatly reduce issues with overwriting previous patches.

Full Release Notes can be found in iPASS Help > iPASS Patch Release Notes. The date of a release can be found in the version number. For example, 7.0.20151001_sync was released on 10/01/2015 and is the sync release.

Frequently Asked Questions

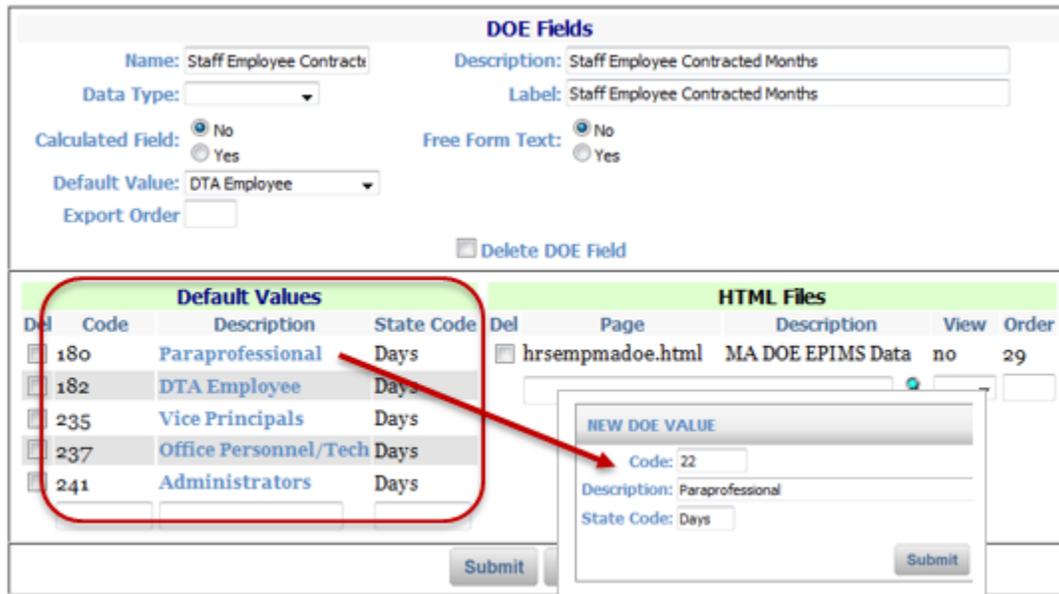
Q. How do I reset the staff attendance values in iPASS for the October 1 EPIMS Report?

A. If you use iStaff for Attendance: The values submitted for staff reported in the EOY EPIMS are there until you clear them out.

Step 1: For the October 1 report you need to adjust the number of Expected Days for your contract groups.

Go to DOE ID Manager > Maintenance – DOE > DOE Fields > Fields and scroll down to Staff Employee Contracted Months. Click on the field name to open up the DOE field. Under Default Values you will see Codes that relate to total number of days for each contact group. Click on the

Description to open up the DOE Value screen. Change the Code to equal the total Expected Days as of October 1. Click Submit to update. Repeat for each contact group.



Default Values				HTML Files				
Del	Code	Description	State Code	Del	Page	Description	View	Order
<input type="checkbox"/>	180	Paraprofessional	Days	<input type="checkbox"/>	hrsempmadoe.html	MA DOE EPIMS Data	no	29
<input type="checkbox"/>	182	DTA Employee	Days					
<input type="checkbox"/>	235	Vice Principals	Days					
<input type="checkbox"/>	237	Office Personnel/Tech	Days					
<input type="checkbox"/>	241	Administrators	Days					

Step 2: Refresh the attendance values based on the current year's iStaff Attendance.

Go to iStaff Procedures > Batch Data Entry > Select Field to Update = Days Worked (SR36) and Days Expected (SR37). Enter a 0 in the default value box at the top of the Days Worked and Days Expected column and click on the copy down icon (blue overlapping pages) to fill all the boxes with a 0. Submit the screen. Districts that use iStaff for attendance will have the new values auto-populate the boxes. Submit the screen to save the new values. Click Next at the bottom of the screen to load the next list of staff.

If you do NOT use iStaff Attendance you will need to import the October 1 values for the Staff Days in Attendance (SR36) and Days Expected (SR37). Import your Staff Attendance Data using iStaff Procedures > Import Staff Data. When you import you must select Staff Data Record format = MA EPIMS Staff Roster. You may also use Staff Data Batch Entry screen to review and update.

NOTE: All 6 Identifying fields must match 100% to the data in the iStaff Database. Meaning in order to import any data into iStaff the Employee ID, First Name, Middle Name, Last Name, DOB and Gender must be the same in both iStaff and the file you want to import. All 6 fields must match 100% to insure that the teacher, person and user records are linked together and updated properly. For more information please refer to the iStaff DOE EPIMS Help Document found in iPASS Help > DOE ID Manager > Help > EPIMS Sub Categories Folder.

Q. How do I code my summer withdrawals to be reported as “summer transfers” in the October SIMS report?

A. Summer Withdrawals should be set up as follows:

- Remove the student's schedule for the new school year, if needed.
- Create a Withdrawal record at the last school they attended using a withdrawal date *after* the last day of the previous school year and *before* the first day of the new school year. Make sure there is no enrollment record for the new school year.

- Remove the Primary School from the Student Biographical Profile screen (blank it out). This will remove the Primary School/Year record for the new school year. Leave the Grade Level on the Profile screen as it is. It is okay if it rolled up to the next grade level. The grade level for the summer transfer is pulled from the previous school year record.

Year Of Graduation:	2019	Grade Level:	09
Previous School:			
Home Room:			
Primary School:			
Next Year:		Next Home Room:	
			Next Grade Level:

