



iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

January 11, 2017

IN THIS ISSUE

[Support Announcements](#)
[iPass FAQs](#)
[Upcoming Events & Workshops](#)
[Professional Services](#)

TODAY – USER’S GROUP MEETING

TODAY – Online User's Group Meeting – Join the Harris Team today at 1:00 p.m. as we review iPass tools to gather data for your 2015-2016 Civil Rights Data Collection (CRDC). Refer to the Upcoming Events & Workshops section below for more information. If you can't make it, look for the recording to be posted in iPass Help > User Group Meetings.

SUPPORT ANNOUNCEMENTS

SIF State Reporting – 100% Success!

We are proud to report that ALL of our SIF sites were able to get their SIMS & SCS data submitted via SIF transmission. In addition, all four of our pilot sites for SIF EPIMS successfully submitted via SIF. As a result of this great success, our plan is to work with all of our SIF districts to submit SIMS, SCS, EPIMS and SSCR via SIF for End-of-Year (EOY) state reporting. We want to thank all of our districts for working so hard to get their data submitted.

Preparing for Massachusetts March and EOY State Reporting

SIF Districts:

Districts that have certified their October state reports can now work on their March SIMS submission and begin to review SCS, EPIMS and SSCR for June/EOY.

Step 1: Set your transmission "As of Date."

- Set the "Last Transmission Date" to 03/01/2017 for March 1 SIMS. This is set on the DOE ID Manager > DOE Maintenance > MA DOE Parameters screen. DOE Parameters are school-specific, so this must be done for EACH school. Setting it to March 1 is for the SIMS submission. It will also make sure that SCS and SSCR data for students enrolled after October 1 is transmitted when sending SIF Objects, helping you prepare for EOY SCS and SSCR.
- Set the "EPIMS Export As-of Date" to the date for June/EOY reporting. This should be set to the proposed "day **BEFORE** the last day of school." This is set on the iStaff Biographical > iStaff Procedures – iStaff Bio > iStaff Configuration screen.

NOTE: When you get closer to the end of the school year and are certain of your actual last day of school, you will want to confirm/update the EPIMS Export As-of Date to be the day BEFORE the actual last day of school. Also, after March SIMS is certified you can update your Last Transmission Date to the day before the last day of school for the June/EOY reporting period.

Step 2: If you want to get started now, you will need to ask the DESE to flip you to the March submission window and also have them set you to SIF for EPIMS and SSDR.

Step 3: Send the SIMS, SCS, EPIMS and SSSDR SIF Objects to the DOE using SIF Agent > SIF – Send Objects. For more information on which Objects to send, go to iPass Help > SIF > Help > [How do I send SIF data objects to the DOE and which objects do I send for each state report?](#)

Legacy Districts:

Step 1: Set your transmission “As of Date”.

- Set the “Last Transmission Date” to 03/01/2017 for March 1 SIMS. This is set on the DOE ID Manager > DOE Maintenance > MA DOE Parameters screen. DOE Parameters are school-specific, so this must be done for EACH school.
- To review your SIMS data before March 1, be sure to run the SIMS 52 Export report using the date of 03/01/2017 to preserve the Last Transmission Date set up on the DOE Parameters screen and to provide the data you need “as of” March 1.

Step 2: To prepare for June/EOY EPIMS, set the “EPIMS Export As-of Date” to the date for June/EOY reporting. This should be set to the proposed “day BEFORE the last day of school.” This is set on the iStaff Biographical > iStaff Procedures – iStaff Bio > iStaff Configuration screen.

Legacy districts can upload SSSDR files anytime between now and the end of the year to begin clearing errors.

Helpful Hint! SIF & Legacy Districts – *It is highly recommended that you review your discipline data on an ongoing basis so that you don't get caught at the end of the year, during the summer months, without access to the discipline administrators responsible for entering the data.*

SSDR 2016-2017 Changes

The DOE made two changes for 2016-2017:

- New Offense Type Code = 19 for “Felony complaint (charge) outside of school” has been added – You will need to add this code to iPass under Discipline System > Maintenance – Discipline > Incidents. Code must be set up with State Code = 19 and with a Type set to Report to DOE = Yes. [Click here for directions to add a code.](#)
- The ERDX (Extra Suspension Days) Field has been DISCONTINUED – This field should no longer be used to report additional days of suspension beyond Emergency Removals. **See note below.*

IMPORTANT NOTE: We are working with the DOE to determine the best way to report two Consequences for the SAME Incident (ie. Emergency Removal and Suspension). We will have more information to share with you on this soon. At this time we suggest that you hold off on making any changes to the way you currently have it coded in iPass. It is suggested that you identify the incidents involving Emergency Removals and additional Suspensions, as well as other incidents that may have resulted in two distinct “DOE Reportable” Disciplinary Actions (ie. Out of School Suspension followed by In School Suspension), so that you will be able to update them if needed.

iPASS FAQs

Q. Can you force a user to change their password?

A. Yes. There is a way to set user accounts to prompt the user upon the next login to change their password. This can be done for an individual user or for all users on the site. There is an option to set

up the system for scheduled, periodic updates as well (i.e. every 90 days). [Click here for more information.](#)

UPCOMING EVENTS & WORKSHOPS

TODAY at 1:00 p.m. – January Online User’s Group Meeting – *Important information for ALL STATES*

Today’s Online User’s Group Meeting will be on the topic of the “2015-2016 Federal Civil Rights Data Collection (CRDC).” Laura Patton will review the tools available to you in iPass to collect and report the required data for the 2015-2016 collection. The CRDC report is a federal report, so all of our sites, no matter which state, should plan to participate in the meeting.

NEW MEETING INFORMATION: [Click here for meeting link and information.](#)

Scheduling 2017-2018

Harris School Solutions will be offering the annual "Get Ready for Scheduling" session in a few weeks. This session is open and free to all iPass clients.

Harris School Solutions will also be offering the annual workshop series for High School and Middle School Scheduling this year, beginning in February. The cost for this two day workshop is \$500 per person.

Dates and location will be available soon!

PROFESSIONAL SERVICES

Does your school district have a need for professional development in iPass?

Do you have new initiatives that may require the purchase of a third-party software product? Meet with a Harris Professional Services expert and see how iPass can meet your needs. Harris offers several third-party products that are designed to integrate with iPass, including EZSchoolEnroll and School Rush!. Email Sharon O'Connor at sjoconnor@harriscomputer.com to schedule an appointment for a complimentary business review.



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.



[STUDENT INFORMATION](#) | [FINANCIAL MANAGEMENT](#) | [SCHOOL NUTRITION](#)

www.harrisschoolsolutions.com | CONNECT WITH US!   

1008 Progress Ct.
Bethel Park, PA 15102
1.866.450.6696

You received this email because we believe you have an interest in our products and services. If you would like, you can [manage your subscription preferences.](#)