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iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

February 27, 2019

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CRDC 2017-2018 Collection Update

Updates for the 2017-2018 CRDC Collection went out this week in a patch release. *There's still time to register for tomorrow's CRDC Collection Workshop!*

Support Announcements

March SIMS Report

Friday is March 1. If you have not already started, Massachusetts districts should be actively reviewing their validation errors and working to resolve them. The Certification deadline is March 21 and the Re-Certification deadline is March 28.

Make sure that you have updated the DOE Parameters > Last Transmission Date to 03/01/19 at all your schools. This will set the SIF "As of Date" for the SIMS transmission. If you have to modify the date from 10/01/2018 to 03/01/2019, make sure that you send the SIMS Objects to DESE. Use Delete SIF Temp Table to clear the StudentPersonal and StudentSchoolEnrollment objects and use Send SIF Objects to send up-to-date data. If you made adjustments to summer withdrawal records you will also need to send the summer withdrawal objects.

Along with clearing errors, districts should confirm they are reporting all of their enrolled students. To help identify all enrolled students that should be reported, be sure to check out these helpful resources:

- The Enrolled Student Report DOE NO query. This query will find all enrolled students set to Report to DOE = No. Go to iPass Help > My Queries > Query Files for Download > Enrolled Students Report to DOE. If the student will not stay set to Report to DOE = Yes, check to make sure the SASID format is correct. The Report to DOE field can now be mass-updated using Biographical System > Mass Update Students > SIF Report to DOE.

- The Enrollment Reconciliation Report. Upload to iPass your SIMS Transmission download file from the DESE Security Portal and run this report to compare the download file to the enrolled students in iPass. The report will provide a list of students that are missing from the SIMS Transmission file. Go to iPass Help > DOE ID Manager > Help > Enrollment Reconciliation Report.

- DESE Security Portal > SIF Reports > SIF Transmission Reports > District Reports. MA DESE Resource: Guide to SIF Transmission Reports (Nov 30 2017).
  - The Counts of SIF Objects report provides the number count for StudentPersonal and StudentSchoolEnrollment records sent in the transmission.
  - District Student Roster
  - SIMS – Individual SIMS Record (look up by SASID)

DESE Security Portal > SIMS Transmission Report. Download the SIMS Transmission report to see which students are included in the SIF transmission and the associated code values.

Once your errors are cleared and your enrollment count is confirmed, SIF districts should freeze their data and check all SIMS Reports for data accuracy.

New SIMS Validations

DESE has announced that they will be deploying several new SIMS validations this week. Please see summary below.

2910 – IRC previously reported in DOE047, must continue to be reported.

If in the prior collection, a significant value was reported in DOE047, then it must continue to be reported.

- Elements affected: DOE047 - Industry Recognized Credential
- This validation previously looked back to EOY DOE031 and now will look back to the previous collection's DOE047.

8395 - HQCP Program Type (DOE045) is not offered in student's school.

The enrolling school (DOE015) does not offer the HQCP program reported for the student.

- Elements affected: DOE045 - HQP Program Type, DOE015 - School.
- OCT, MAR, EOY

8396 - School offers Innovation Pathways HQCP program but no students are reported participating.

- The enrolling school (DOE015) offers an Innovation Pathways HQCP program, but no students have been reported as participating (DOE045=01).
- OCT, MAR, EOY

8397 - School offers Early College HQCP program but no students are reported participating.

- The enrolling school (DOE015) offers an Early College HQCP program, but no students have been reported as participating (DOE045=02).
- OCT, MAR, EOY

2970 Previously reported Early Childhood Experience (DOE050), if accurate, must continue to be reported.

If in the previous collection, an applicable value (not 99) was reported for this student, then an applicable value must continue to be reported, if accurate

Patch Release – 7.0.20190225_sync

A patch release went out on February 25, 2019 (v. 7.0.20190225_sync). The patch release included several updates and corrections. Please refer to the Release Notes for full details. The Release Notes have been posted in the iPass Support Hub Knowledge Base an in iPass Help > iPass Patch Release Notes.

Patch Release Highlights:

- **Updates for 2017-2018 CRDC Collection**
- **SIF SSDR**: The DisciplineIncident Object now includes the Description of Offense Type 1-5 for iPass Incident codes mapped to SIF Offense of 1897 (Other nonsexual harassment), 2797 (Other school threat), 3197 (Other theft), 3297 (Other threat), 3597 (Other vandalism) and 3600 (Violation of School Rules). **Action Required:** If you are receiving Error SSDR4570: If Optional Description Code selected for Offense 1, a description is required, use Delete SIF Temp Table to clear the DisciplineIncident Object and then use Send SIF Objects to send all of the DisciplineIncident Objects for your district or use SIF Reporting > SSDR to send for specific schools and/or student SASIDs to clear the errors

Upcoming Patch Release

The iPass Team is preparing another patch release that will include enhancements to Teacher Behavior Referrals to add a Teacher Action and Teacher Comments field and add a Discipline Parameter to select the Incident Codes available for teachers to select. A new Liaison field option has been added as well.

More information will be provided when the patch release goes out to sites. Watch for announcements in the iPass Support Hub Knowledge Base and iPass Help

Hiding 2019-2020 Schedules from Parents, Students & Teachers

Don't forget to make sure that next year schedules are not available in the iParent and iStudent View Schedule and View Grade screens.

The iParent and iStudent Configuration must be set to Show Schedule = Current & Prior and Show Grades = Current & Prior. If set to All, they can see the 2019-2020 courses when they select the next school year.

If you want to hide future schedules from teachers you need to make sure your District Configuration is set to Show Schedules = Current & Prior. Then use the Assign Teacher Access feature to give individual school administrators and guidance counselors access to future teacher schedules and future student schedules.

SSDR: Error List Appendix A – List of Offense Codes

On DESE's SSDR reference page the SSDR Error List includes a very helpful resource: the Appendix A – List of Offense Codes lists all the Offense codes and indicates for each code whether it is Always Reportable, Victim Count Required, Description Required, and Physical Injury Indicator Required. We have posted this in in the iPass Support Hub Knowledge Base and in iPass Help > DOE ID Manager > Help > SSDR subcategory folder > SSDR Error List Appendix A – List of Offense Codes.

Support Tickets – Check the Suggested Solutions

When you create a new support ticket in the iPass Support Hub the Submit a Ticket screen will provide users with Suggested Solutions. As you type in your support issue the Knowledge Base will make recommendations based on the key words you type in the Ticket Description box. Scroll down to the bottom of the Submit a Ticket screen to view the suggested Knowledge Base articles. Click on any of the listed suggestions to open the Knowledge Base item. This may provide you with the answer you're looking for without having to submit the ticket.

Example: The word CRDC in the Description box provides Suggested Solutions based on the key word CRDC

Upcoming Events & Workshops

Can't Make A Live Event? Don't Worry – We've Got It Covered

The following upcoming events have scheduled 'live' interactive group webinar sessions. These sessions are recorded. So don't worry if you can't attend on the date

listed, we will give you a link to the recorded session. Coaching sessions can be scheduled at a time convenient for you and your team.

TOMORROW: CRDC Collection Workshop + Coaching

The iPass Support Team is offering a new option to assist users in preparing their district's 2017-2018 CRDC Collection. This includes a **90-minute interactive group webinar** to learn how to use the iPass CRDC Tools followed by a **1-hour personalized small group coaching session** to help troubleshoot data mapping and generating files.

CRDC Collection Workshop Dates	Workshop Session *(Webex 9-10:30am)*	Coaching Session	Promotional District Price	Registration Link
February 28, 2019	1.5 Hours	1 Hour	$350	Click to Register

Scheduling Success Services Packs
Training + Planning + Coaching

- **2 Days Interactive Group Training – Remote Classroom** *(Webex 9am-12pm)*
- **1 Hour Personalized Small Group Schedule Planning Session**
- **2 Hours of One-on-One Small Group Coaching**

>> **Click here** to learn more about the *Scheduling Success Services Packs.*

Scheduling Success Packs Train + Plan + Coach	Dates	Value	Promotional District Price	Registration Link
High School	Feb 5 & April 2*	*$1,665*	**$1,250**	Click to Register
Middle School	April 9 & May 21	*$1,665*	**$1,250**	Click to Register
Elementary School	June 11 & Aug 20	*$1,665*	**$1,250**	Click to Register
Multi-School Bundles:			*Save More:*	
3 School Bundle	*(see above)*	*$4,995*	**$3,000**	Click to Register
2 School Bundle	*(see above)*	*$3,300*	**$2,000**	Click to Register

There is still time to register for the High School Scheduling Services Pack. We will send you a link to the Webex recording of the session held on February 5th.

iPass Support Services

Additional Scheduling Planning & Coaching Options

The iPass Support Team is available to help you and your team review your 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.

District iPass User Training Series

The District iPass User Training Series offers district-wide training targeted at specific job types and responsibilities for both new users and to provide current users with a refresher of iPass features and functionality.

>> [Click here](#) to learn more about the topics covered in each session.

MA State Reporting Workshop Series + Personalized Coaching

The Massachusetts State Reporting Workshops offered this fall for October SIMS, SCS, EPIMS and Cross Validations were recorded. These pre-recorded workshop sessions are available along with personalized one-on-one small group coaching.
For more information email lpatton@harriscomputer.com.

Personalized Mentoring & Coaching Sessions

The Support Team is available for personalized one-on-one Mentoring for new users and outcome-based Coaching beyond the scope of typical support ticket resolution.
For more information email [lpatton@harriscomputer.com.](mailto:lpatton@harriscomputer.com)