New 2011-2012 CHANGES to iPass

New Subject Area course codes have been loaded onto your site. These codes were added to the existing list. Please do not use codes that end in M (Middle School) and Code 99999 (All Subjects) any longer.

****** Go to the<Scheduling System> <Course Catalog>. Click on fields to update and select< DOE Subject Area/Course>. Then click search. The screen refreshes with each course and the Subject Area course code field. Click the magnifying glass and select the appropriate Subject Area Course Code from the list for each course. Click the submit button at the bottom before you move to the next screen. *******

SIMS 52

DOE031 Add 4 new Codes

****** Go to <DOE ID Manager><Maintenance DOE><Fields> click on the <Technical Competency Attainment> field. <u>DO NOT CHANGE THE NAME OF THIS FIELD</u> in the blank boxes at the bottom right add in these codes one at a time and click submit. ********

Code	Value
11	Completed Non-Chapter 74 Program
12	Completed Non-Chapter 74 Program and Private Org Issued Credential
13	Completed Non-Chapter 74 Program and State/Federal Issued Credential
14	Completed Non-Chapter 74 Program and Private Org Issued Credential and State/Federal Issued Credential

DOE032 Change Code descriptions

******** Go to <Biographical System>< Maintenance Biographical> and click on <**<u>SPED Placement All Ages 3-21 ></u>** Change the descriptions for only the codes below. If you do not have a code listed below add it on one of the empty boxes at the bottom and set the Special Needs Flag to YES *******

Code	Value
30	**30 - 3-5 year olds 10 or more hrs/wk in EC & receives 50% or less of IEP services in regular EC program**
31	**31 - 3-5 year olds 10 or more hrs/wk in EC & receives 51% or more of IEP services in regular EC program**
32	**32 - 3-5 year olds Less than 10 hrs/wk in EC & receives 50% or less of IEP services in regular EC program**

New 2011-2012 CHANGES to iPass

34   34 - 3-5 year olds Less than 10 hrs/wk in EC & receives 51% or more of IEP services in regular EC program

DOE039 New Field named 504 Plan Status

****** Go to <DOE ID Manager><Mass update> and Set the enrollment to All and scroll all the way to the bottom of screen to the field <**DOE039 DISCONTINUED**:>   (there are two fields for this make sure you are all the way at the bottom of the screen) Set it to Does Not Apply and click submit. After the report is done running go to <DOE ID Manager><Maintenance DOE><Fields> and click on **<DOE039: DISCONTINUED>** Delete all codes except the 500 Does not Apply. Change the 500 code to 00 and the description to what is below and the state code to 00. Then add the code 01 with its description and state code of 01. Then set the name, description and Label to be **DOE039 504 Status:** **********

00: If the student not in a 504 plan during the school year

01: If the student was in a 504 plan during the school year

******* Now go to <DOE ID Manager>< Mass Update> and set the enrollment to enrolled and the first field of <**SPED Placement Ages 6-21- DOE034:>** to the 504 code. Then scroll to the bottom and set the field <**DOE039 504 Status:>** to the code 01 Student was on 504 Plan during the school year and click the submit button. Now all 504 students will be set to 01 in this new field.********

EPIMS

New Job Classification Codes

Two new job classifications will be added for October 1, 2011:

- 2307 - A new job classification for teachers of virtual classes.
- 2308 - A new job classification for co-teachers of virtual classes.

****** Add these in <iStaff Biographical><Maintenance><HRS Job Types>. The 4 digit code goes in the State code field to the right. *******

New 2011-2012 CHANGES to iPass

Alternative Education Programs

Starting in October, alternative education programs can be reported in EPIMS and SCS as the location where a course is taught **if the course in not taught in a school**. If the course is taught in a school, the school code must be used for WA06 and SCS03.

In EPIMS, WA06 will be changed to identify the location where a course is taught, similar to SCS03.

Districts will be able to report school codes or valid 8-digit district alternative education program codes in both WA06 and SCS03.

District alternative education program codes **must be registered with ESE**.

**** Use the MA VHS Course ID: field in the course catalog sections schedule screen like you do for VHS courses. Enter the appropriate 8-digit code for the Alternative Education program the course is taught at. ******

SCS

Use of new subject area course codes.

To Make EPIMS Exports for 10/01/2011

You will not see EPIMS work assignments for staff until you follow these steps.

Go to < iStaff Biographical><iStaff Procedures><iStaff Configuration> set the EPIMS as of date to 10/01/2011.

Go to < iStaff Biographical><iStaff Procedures><Export EPIMS data> and run an export with recalculate FTE set to YES.

Go to < iStaff Biographical><iStaff Procedures><EDIT EPIMS Work Assignments> and go through the EPIMS work assignment records and post the records for each staff person.