HARRIS School Solutions

<u>**SIF Districts:**</u>

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

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

- **For March 1 SIMS: Set the "Last Transmission Date" to 03/01/2020.** 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 SSDR data for students enrolled after October 1 is transmitted when sending SIF Objects, helping you prepare for EOY SCS and SSDR.
- **For June/EOY SIMS: After the March SIMS is CERTIFIED,** set the "Last Transmission Date" to the "day <u>BEFORE</u> the last day of school." 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.
- **Set the "EPIMS Export As-of Date" to the date for June/EOY reporting.** This should be set to the proposed "day <u>BEFORE</u> the last day of school." If your district has multiple schools with different last days of school, use the day before the last day of school at the <u>first</u> school that finishes the school year. This is set on the iStaff Biographical > iStaff Procedures – iStaff Bio > iStaff Configuration screen.

NOTE: If the last day of school falls on a Monday then the As of Date needs to be set to the <u>SCHOOL DAY</u> BEFORE the last day of school, which would be the preceding Friday.

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 <u>actual</u> last day of school. **After March SIMS is CERTIFIED** you can update your "Last Transmission Date" to the day before the last day of school for June/EOY SIMS and SCS reporting.

Step 2: Check the School Calendar and the Academic Year Settings screens at each school to confirm holiday/no school days are entered correctly and the Start Dates/End Dates are accurate for your terms. Adjustments may need to be made if you had any school days cancelled due to weather/snow.

Step 3: Create EPIMS Work Assignments "as of" June/EOY.

- All SIF districts need to run the EPIMS Export with "Recalculate FTE" = Yes and "Reset Term Codes" = Yes to create the Work Assignment records, update the Active/Inactive Terms, and update the FTE values for June/EOY. (Note that SIF Work Assignment FTEs values are generated from the Career FTE divided by the number of Work Assignments and are not pulled from the Work Assignments.) This is found under

iStaff Biographical > iStaff Procedures > Export DOE EPIMS Data. If you run the EPIMS Export again, please note that if you have been editing Work Assignments, if you run the export again with Recalculate/Reset set to Yes it will overwrite any changes you have made to the records. Typically this reset is only done on your initial run or to start over.

Step 4: Recycle the SIF Processors

- Go to SIF Agent > SIF Processors
- [Shutdown and Restart the SIF Events and Response Processors](#)

Step 5: Prior to sending your SIF Objects for the <u>new</u> transmission period it is recommended that you check off "Purge All Log Files Except Current Day" to make it easier to reference your active transmission log files.

- Go to SIF Agent > SIF Processors
- Check off the box to purge all previous log file

  ☑ Purge All Log Files Except Current Day

- Click Submit

Step 6: If you want to get started early you may need to ask the DESE to flip you to the next submission window (ie. March or June/EOY). At the same time have them set you to SIF for EPIMS and SSDR.

Step 7: Clear the SIF Temp Table and send SIF Objects to update your transmission data at the DOE.

- Clear the SIF Temp Table:
  Go to SIF Agent > SIF Delete Tmp Table
  Select all Objects
  Click Submit

- Send SIF Objects
  Send the SIMS, SCS, EPIMS and SSDR 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 to I send for each state report?](#)