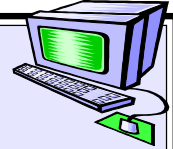




April 2006



Connected

The Newsletter of the Miami Valley Educational Computer Association



Human Resources Modules Development Underway

The State Software Development Team (SSDT) is embarking on a special software development effort to create software that provides functions and features relating to human resources tracking.

Modules planned for inclusion as part of this development effort include a web-based employee kiosk for personnel and employment information; an electronic workflow component; a job applicant tracking system; an employee performance review tracking system; a staff benefits tracking and reporting system; and an electronic timecard interface for USPS. Initial releases of these modules are expected by July 2006.

MVECA and ITCs to Save Money on Internet Access - Beginning April 15

The Management Council of the OECN has contracted with a new vendor to purchase Internet services and greater bandwidth to increase services to schools. The schools are by far the largest user of Internet bandwidth in the state and by collectively leveraging this volume of use and utilizing a competitive bidding process, we have been able to obtain substantial savings to our districts, as well as acquire more bandwidth for our money. This increased bandwidth will enable school districts to have greater access to the Internet, video connections, and other technologies used in today's classrooms.

MVECA is in the process of readdressing our ISPs in order to effect a smooth transition by mid-April.



NEXT ASSEMBLY MEETING:
Thurs, April 20, 2006 at 9:30 a.m.

DASL - Ready for Prime Time!

We have been talking about the conversion from POISE (aka. SIS) to DASL for a number of years. We are finally ready to begin converting our districts to this new and exciting software. DASL will replace POISE as the student administrative system. DASL tracks student grades, schedules, demographics, course history, and has many other highly requested features.

A "sneak preview" of the new DASL software is available on the MVECA website. Go to: www.MVECA.org

- Click on the Student Services picture*
- Click on "SIS Information"*
- Click on "DASL Information"*
- Click on the DASL "Sneak Peek" Video Clip*

See page 4 for more information on DASL!

What's New?

Also check out the videotraining for SSEM (Special Services Module). Click on the Progress Book icon on our www.MVECA.org homepage. Scroll to the bottom and you will find them under: **Video Clips for S.S.E.M.**

What's New?

ITCs Connect to Third Frontier Network

By Sept. 30, 2006, MVECA and all of Ohio's 23 ITCs as well as the 7 large city school districts will be connected to the Third Frontier Network.

The Third Frontier Network connects Ohio's colleges, universities, research institutions and schools, and will allow students from across the state to have access to the same information and opportunities to learn. This increased bandwidth will enable school districts to have greater access to the Internet, video connections, and other technologies used in today's classrooms.

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New Progress Book buildings for the 06-07 school year are in the process of viewing presentations on the software and setting up training sessions. If you would like to schedule a Progress Book presentation or training in your district or building, email us at progressbook@mveca.org and we will do our best to accommodate you.

Parent Access has undergone many upgrades coming in the fall release. The changes should promote more communication and customization, and improve progress reporting. Please check out the PowerPoint presentation in the Parent Access section of the Progress Book web site.

At the request of several of our districts, the Progress Book team will be participating in the EMIS Year End Reporting Requirements meeting held at MVECA on April 27th. The EMIS / SIS portion of the meeting will take place from 9:00 a.m. to 11:30 a.m. The Progress Book portion of the meeting will take place from 11:45 a.m. to 12:30 p.m. Please sign up for the Progress Book portion on the training calendar. Go to www.mveca.org and click on training, then click on the link for the April 27th date for Progress Book. We will conduct a twenty to thirty minute presentation covering information on closing out the year in your Progress Book buildings and take questions after the presentation.

SPECIAL SERVICES MODULE (SSEM)

The State Advisory Committee for the Special Services Module met in Newark on February 23rd. We discussed several items related to the Special Education Module, including the March release and the EMIS summer release.

On March 7th, MVECA conducted our second semi-annual Advisory Committee Meeting. Supervisors from several districts attended the meeting, providing very beneficial feedback and ideas, mostly pertaining to forms for the Special Services Education Module. The supervisors and attendees were able to exchange information with one another and the meeting was very beneficial, with new enhancement requests from the MVECA districts coming out of the meeting discussion. These requests are now in the hands of the consortium for review.

During the MVECA meeting, we were able to view information on the release coming in March, especially pertaining to the new banks being added to the forms. Other items in this release include:

- o Auto-population of naming convention
- o Return to Form button on Spell Check review screen
- o Delete Form button moved to PDF View of form, removed from homepage
- o Sorting of Form Types and forms within type, allowing IEP to be default selection
- o Revision to Accommodations Report

We were also able to get a peek at the EMIS component of the module that should be out sometime this summer. Both the EMIS presentation and the information in the March release pertaining to the banks of information are on the Progress Book web site in the Special Services Documentation PowerPoint section.

If you would like to schedule a Special Services training or presentation in your district or building, email us at progressbook@mveca.org and we will do our best to accommodate you.

We have been working on the Progress Book web site to make it more compact and user friendly. New items are now on the web site in the Progress Book, Parent Access and Special Services sections. We encourage you to look in the various sections of the Progress Book web site for quick tips, video clips, documentation and much more. We are also excited to inform you that we anticipate streaming video is coming to the Progress Book web site in the Special Services section later this month. www.mveca.org/progressbook

If you have any questions about any of the information listed in this update or would like more information pertaining to Progress Book or the Special Services Module, please let us know. If you have suggestions concerning trainings you would like to see offered or video clips you would like added to the web page, send us an email with the subject line "Suggestions".

Student Services



Angie Crandall * Lynda Davis * AnnEdwards * Stacy Hurtt * Sandra Ingledue * Annette Puckett

SIS UPDATE

With the month of March comes the time of the year for schools to begin their scheduling process for the 06/07 school year. Documentation for the scheduling process in SIS may be found on MVECA's web site at the following link: <http://www.mveca.org/SIS/Manual/default.htm>.

Chapter 26, Scheduling, may be printed out for reference.

The first step schools should be doing at this point is transferring students to their new buildings for next year. The transfer process may also be found on the above website in Chapter 4, Transferring Students. There are key elements in transferring students in this chapter and should always be referred to. Key elements when transferring are:

B106 (Sending Schools)

Each building transferring ANY students should always be running AT LEAST TWO B106's. The first one will be students with the Status of A and the P115 field filled in with S (A/S). This will transfer all your ACTIVE students in your building. The second one that is NECESSARY is processed with the Status of R and the P115 field filled in with E (R/E). This will transfer all your R status students that the school must track for EMIS reporting as well. If you have any other students in your building with Status of O or Q (which you may have this year with the ESC situations), you will need to transfer those students as well by running a B106 with the Status of Q and the P115 field filled in with E (Q/E) and then if you have O status students one last B106 with Status of O and P115 field filled in with E (O/E). With that said, you will have AT LEAST TWO B106's, and possibly up to FOUR. Once all the B106's are processed, PRINT THEM OUT FROM MGMT and KEEP THEM FOR REFERENCE. At the end of the B106 is a workfile name that you will need to convey to the receiving school. The file name will consist of 10 (TEN) LETTERS. Please be sure you are sending the complete file name.

B107 (Receiving Schools)

Each building receiving students will process one B107 for EACH B106 processed. The sending school should convey by phone or email the files names from each of the B106's processed. When running the B107 please be sure to fill in the fields correctly. If the B107 is processed incorrectly it may cause problems with FEES being assigned, Progress Book not displaying students correctly and other situations. KEY FIELDS TO HAVE CORRECT ARE: Status should ALWAYS be I (inactive), School Year MUST be 06/07, Admission Date should be 08/01/06 (be sure it's 06), Update Cent should always be NO, STUD ID Assignment should ALWAYS be U (unchanged).

After these transfers have been processed, should you have any new students enroll in the highest grade level at your building for the remainder of the year, PLEASE remember to send them to the new building they will be in for the 06/07 school year as well using OLTR, OLRE screens (Chapter 4 includes these screens and instructions for using them).

You may also enroll/enter new students for the 06/07 such as kindergarten students that will not be transferred from a previous building. When entering these records on STUD in SIS be sure to enter the student as I status, 06/07 school year, and an admission date of 08/01/06.



SIS UPDATE (cont.)

Schools may be adding end-of-year program codes to the MEMB or MEMS screens in SIS.

High Schools that do not schedule students into PSEO courses via SIS can be updating course history for the students taking PSEO courses as that information becomes available.

During March and on through the end of the school year, I will be sending out reminders by EMAIL to the SIS distribution list of things in SIS that can be started/worked on in preparation for yearend. Please be sure to read these emails and keep them for reference of items that can be done for preparation. Hopefully this will help in warding off having so much to do at the last minute towards the end of school.

SIS will have a year end meeting that will be combined with the EMIS year end meeting April 27th, 2006 at 9am -12:30 pm. There will be a "Year End Checklist" provided at this meeting and will also be available on our website for printing. There will be a SIS Graduation Verification Training scheduled for April 6, 2006 at 9am - 12pm.



The POISE software has been in use at MVECA since 1986. It has provided great flexibility and functionality. However, enhancements stopped several years ago. The time has come for new features, and one that will grow with our needs. The DASL project is funded by sixteen of the 23 ITCs (formerly DA Sites). It was developed in Ohio - for Ohio users - and contains the features we want and need in Ohio schools.

- Scheduling process can be run online in minutes
- Report cards, transcripts and schedule cards can be printed on laser printers
- custom report card formatter allows you to design report cards for your building (logs, text, etc.)
- Reports have multiple selection criteria and multiple sorting options
- Reports are in PDF format and can be printed, downloaded, and emailed
- Security can be as simple or complex as your district needs
- Full set of documentation - End user Documentation, Quick References, and Procedural Checklists
- User can easily navigate through the system using drop-down lists, report subjects, report numbers, etc.
- Data (including student achievement data) can be exported and downloaded from multiple screens and reports for further analysis
- All student results for Proficiency, Achievement, and OGT are available
- Attendance and Absence List is updated immediately
- All EMIS reporting and transfers have been greatly simplified

There is much work to be done - both for the ITC and the districts- in order to prepare for DASL implementation. Procedures will be different, there will be different user interfaces/screens, processes will need to be relearned, and EMIS will work differently. There will be a lot of training needed. We are planning to convert over 100 buildings to DASL by December 2007, and we expect to encounter some difficulties and challenges with a conversion of this magnitude. But with everyone's patience, understanding and cooperation, we will get through this conversion successfully.

We will be sharing our proposed timelines and rollout schedule with districts this spring.



EMIS UPDATE

Reporting Period Sign-Off Forms

The final submission of October (K) EMIS data took place on March 3, 2006. The deadline for accountability signoff forms for October (K) is April 28, 2006. Forms are available at www.ode.state.oh.us/EMIS/accountability/SignOff_Forms.asp.

Sign-off forms for the December (M) reporting period were due to ODE on February 24, 2006. If you have not yet sent the form, please do so. You may use the fax number provided on the December (M) reporting period signoff form, or if you would rather mail the form directly, please use the following address:

Ohio Department of Education
Anne Skaggs, Office of Exceptional Children
25 S. Front Street, MS 202
Columbus, Ohio 43215

ODE has stated that there have also been several inquiries about last year's (FY05) sign-off forms and the fact that the FY05 Sign-Off Status sheet does not contain forms that districts believe to have been sent. If the status sheet does not reflect sign-off form submission for your district, these forms can still be submitted and ODE will update the FY05 status sheet. FY05 forms can be found in the archived section of the EMIS website under accountability forms at <http://www.ode.state.oh.us/EMIS/Archives/>.

Districts may send the **FY05** forms directly to the EMIS Team at the following address:

Ohio Department of Education
Nancy Haefeli
25 S. Front Street, Ground Floor
Columbus, Ohio 43215

Please do not use this address for the FY06 December (M) reporting period sign off submissions.

EMIS 06D March reporting for CTAE Workforce Development Completer Follow-up Record is underway. Data submissions for EMIS 06D reporting will continue through May 5th, 2006. The 06D EMIS database is created based on completer information reported during the prior yearend (05N) EMIS reporting period. For full details on 06D reporting, please refer to Appendix H of the FY06 EMIS manual.

FY06 Testing Record Valid Combinations Table

The new FY06 Testing Record Valid Combinations table has been posted at the ODE/EMIS website. http://www.ode.state.oh.us/emis/pdf/FY06_FY06_VALID_TESTING_RECORD_COMBINATIONS.pdf.

This document will prove to be very helpful in assisting districts with the various issues related to yearend reporting of testing records. Please don't hesitate to contact us at HELPDESK@MVECA.ORG with any questions you may have about the table.

FY06 Yearend (N) Reporting

The spring cleanup process is in full swing. Continue to run UNCLEMIS on a regular basis to ensure that data is as up-to-date as possible to prepare for the first yearend (N) data submission, which will take place on May 19. Due to the amount of data to be verified and the brief timeline – final submission is July 28 – entering and updating now is critical in order to allow for as many opportunities as possible for verification once ODE reports begin to be made available.



EMIS UPDATE (cont.)

The EMIS Yearend (N) Reporting Requirements meeting will be held in the Commons on Thursday, April 27 from 9:00 am to 11:30 pm.

This meeting will combine yearend information for EMIS and SIS, with a Progressbook session to be held from 11:45 – 12:30. Register online at http://www.mveca.org/www/training/registration_form.htm.

FY2007 EMIS Reporting Changes

Two big changes for FY07 that will significantly affect the work of EMIS coordinators are: 1) the addition of a new reporting period for February count week, and 2) the May administration of achievement tests for gr. 3-8.

In order to prepare, ODE is currently in the process of identifying EMIS reporting changes for FY2007. At the same time, they are also publishing drafts of the FY2007 EMIS manual, in order to obtain feedback. These drafts can be found on the ODE/EMIS web site at <http://www.ode.state.oh.us/emis/>. ODE is asking for comments on the drafts to be sent to Roger Holbrook at roger.holbrook@ode.state.oh.us by April 15, 2006. This is an excellent opportunity for EMIS coordinators to look at the reporting instructions and think about how changes can affect your particular district. MVECA EMIS staff strongly suggest that districts ask questions early since there will likely be shorter timelines and fewer opportunities to review data in 2006-07, as a result of the additional February (C) reporting period. This also means there will be less time to reconcile data with other EMIS-reporting entities during reporting periods, so EMIS coordinators will be very busy in 2007. Please note that these documents are currently marked "draft". Remember to watch for the release of the official FY2007 manual, to ensure that you are using the most current, official guidelines for EMIS reporting in 2006-07.

The MVECA EMIS/student services team also recommends that districts watch for the release of the FY2007 EMIS processing schedule, to assist districts in planning for the 2006-07 school year. Awareness of these timelines can allow districts to identify whether the closing dates for EMIS reporting periods overlap with any other district deadlines/events, and can facilitate sharing deadlines with other district personnel.

EMIS Important Dates

- April 27 - EMIS/SIS/Progressbook Combined FY06 Yearend (N) Reporting Requirements Meeting in MVECA Commons 9:00-12:30
- April 28 - Data Accuracy/Completeness Signoff deadline for Period K FY06
- May 5 - Last processing of Period D FY06 data
- May 19 - First processing of Period N FY06 data
- June 2 - Data Accuracy/Completeness Signoff deadline for Period D FY06
- July 7 - First processing of Period H (Financial) FY06 data
- July 28 - Last processing of Period N FY06 data

EMIS Open Lab Dates June 7, 14, 21, 28 and

July 5, 12, 19

INTERESTING EMAIL STATS FOR FEB. 2006

Total inbound email - 2.8 million messages
Spam blocked (total) - 1.44 million messages
%SPAM - 51%



FISCAL UPDATE

Deb Dinnen, Tom Faulkner

We have had two very informative monthly fiscal meetings. The meetings are held the third Friday of each month to discuss topics of interest. They provide a way to network with peers, participate in discussions about Treasurer's Office procedures, and participate in the development of a Best Practices manual. Register today for the April 21, 2006 meeting.

USASWEB version 2.0 should be released soon. This update will include many of your requested enhancements.

1. Auto-assign transaction numbers
2. "NEW" button added to transaction detail screens for quick start of new requisitions, purchase orders, ect. Without returning to the menu
3. Buttons will be available on the bottom of the screen
4. Dates will default to the date last entered

5. Total columns for amount cancelled and filled were added to the INVOICE module

The following programs will be obsolete with the September release of the software: APE, RCPROC, VENSCN as a menu item, and RECEDT.

W2 and 1099 files have been submitted to SSA, State of Ohio and RITA. Thanks for your cooperation!!

Upcoming Fiscal Events

- March 30, 2006 – NEWCNT/Safari ODBC, 9:30-noon MVECA Training Lab
- April 11-13, 2006 - OEDSA
- April 21, 2006 – Monthly Fiscal Meeting, 9:30-noon Commons 3 & 4
- June 8, 2006 - Fiscal Year End for Beginners
- June 9, 2006 - Fiscal Year End Closing Mtg.

SIRSI



INFOhio

Jim Pesch

Conversions to Sirsi are moving right along. Miami Trace and Hillsboro are now live. Catholic Central and Washington Court House are in the middle of the process. This leaves Greeneview, Northeastern, Tecumseh and Xenia as the final four. We will be able to migrate these schools after the evaluation of the MAC client software is complete and acceptable. INFOhio feels that the current version has enough issues that we will be better served to wait until after we test the summer release of the software. Our best guess is that the earliest availability will be next fall.

Electronic Resources

The 2006 Electronic Resource Vendor Preview ended March 15th. The preview online evaluation will close on March 31. Please use the online evaluation form to help INFOhio judge the value of our Electronic Resources Vendor Preview Program. All those who used Preview 2006 — educators, students, parents — are welcome to complete the form at

<http://www.infohio.org/ER/Preview2006/Survey2006.asp>

An electronic resource pricelist is also available online. Prices are good for the 2006-2007 school year. Download the price list at:

<http://www.infohio.org/ER/Preview2006/PriceList2006Ver3.1.pdf>

Please contact Jim Pesch at MVECA for the password.

Speaking of passwords, the home-use password for the current electronic resources will be changing for next year. We do not have a new password or a change date yet but it will probably occur over the summer. You are reminded that the contract INFOhio has with each vendor prohibits the public posting of the username and password for these resources. This means that you may not post it on your web page, may not publish it in a newspaper and may not mail it home to every home in your district. You may post it at your school, provide it in the form of an INFOhio bookmark or send it to the address of every student in your school.

In other news, Ann Tepe of INFOhio has worked with Encyclopedia Britannica to produce video streaming training sessions on the four Britannica products that INFOhio subscribes to. At the core collection web page click on the big blue INFObutton to the right of [World Data Analyst](#), [Enciclopedia Universal en Español](#), [Britannica Online School Edition](#) and [Annals of American History](#) to take you to the videos.



Parent Toolkit

Parent Toolkits are here. "What is a Parent Toolkit," you ask? The Parent Toolkit is a collection of materials that librarians can use to tell parents about the positive impact school libraries and INFOhio resources have on school achievement. Toolkits will be distributed during the next few weeks as we make trips to your districts. Can't wait that long? Stop by and pick one up for your school or get an electronic version at: <http://www.infohio.org/Parent/Toolkit.html>

Important INFOhio Dates:

Multilis Inventory Training – April 24

Sirsi Inventory Training – May 9

TECHNOLOGY UPDATE

Thor Sage, Steve Phipps



MVECA Spring Tech Update

On Friday, April 7th, MVECA will be hosting the Spring Tech Update. All interested district personnel including technology staff, administrators, and curriculum specialists are invited to attend. The Tech Update will feature an introduction to the CA Unicenter Service Desk (helpdesk) user interface that will allow you to log and track all of your own trouble tickets.

OnBase Document Management System

MVECA's solution for paperless document management is now configured and ready for widespread use. The OnBase software provides users with opportunities to archive old files and documents in a digital format, and import new documents by way of data processes that can make printing unnecessary. The security features in the software can ensure that only authorized users can use or view various documents. A web based interface can be accessed from any desktop and provides search tools that makes finding the documents you need quick and easy. If you'd like more information about OnBase, please call Thor at MVECA.

Thurs., Mar. 30 NEWCNT/Safari ODBC 9:30-12
Thurs., April 6 SIS Grad Verification Training
Fri., April 7 Tech Coordinators Meeting
Thurs., April 20 Assembly Meeting 9:30 a.m.
Fri., April 21 Fiscal Monthly meeting 9:30-12
Mon., April 24 Multilis Inventory Training
Thurs., April 27 EMIS/SIS/PB YearEnd Reporting
Req. Mtg. 9-12:30
Tues., May 9 Sirsi Inventory Training
Wed., May 10 Fiscal Monthly Mtg. 9:30-12

You can register online for all MVECA events at:

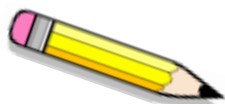
www.mveca.org/www/training/registration_form.htm

Streaming Video at MVECA

We have begun posting streaming video to the MVECA Web page. The two areas with streaming content are the Special Services Education Module under Progress Book at <http://www.mveca.org/ProgressBook/VIDEO%20CLIPS%20FOR%20SSEM.htm> and DASL under SIS Information at <http://www.mveca.org/SIS/DASL/default.htm>. You will find video presentations of answers to common questions here. In the following months you will see this part of MVECA's web presence grow as we become more familiar with the technology, and polish our delivery. Other areas to be developed are INFOhio and Fiscal Services. You may remember that this is all possible because of the SESSI grant that MVECA received for the rollout of the Special Services Education Module software.

Authorized Override Accounts

The use of authorized override accounts is sometimes a quick and easy way to screen websites that are blocked by the content filter. It is unlikely, however, that every member of your staff needs an override. If an educationally valuable site is blocked, you can send the address of that site to helpdesk@mveca.org (or create a new request in CA Unicenter). Sites that are blocked under broad categories, but contain valuable educational content can be "unblocked" quickly. By creating large numbers of override accounts, districts increase the chances that account information will be compromised. Instead, consider having a single override account holder for each building that can help teachers screen sites, and can work with MVECA to edit the content filter for the benefit of everyone.



MVECA CALENDAR OF EVENTS

Thurs., May 18 MVECA Board meeting
Mon., May 29 MVECA Offices Closed
Thurs., June 8 Fiscal Year End for Beginners
Fri., June 9 Fiscal Year End Closing
Thurs., June 15 MVECA Board meeting
June 7, 14, 21, 28 EMIS Open Lab
Fri., June 16 Fiscal Monthly Mtg. 9:30-12
Tues., July 4 MVECA Offices Closed
July 5, 12, 19 EMIS Open Lab
Thurs, July 6 ASSEMBLY MTG. 9:00