

## WISE Technical Advisory Group

Ramkota North Ballroom

Casper, WY

November 15, 2005

### A. Welcome and Introductions

1. Teri Wigert begins the meeting
  - a. Vince Meyer is now the Data Services Supervisor
  - b. Meredith Bickell is the Technical Services Supervisor
  - c. Five parts to the Career & Distance Education-Technology & Data Services Unit
  - d. WDE has the expertise to do the work
2. Vince Meyer addresses the group
  - a. Stresses WDE commitment to WISE and PAWS and their coordination

### B. Executive Summary

1. WISE consists of five subprojects
2. SIS agent installation is behind schedule
  - a. 29 are on track and ESP feels that they have a solution
  - b. Fully functional means that a district can use the Student Locator Framework (SLF) to get their WISER IDs
3. Goal is to have majority of districts fully SIF enabled by the end of 2005
  - a. Districts who do not currently have a SIF agent, the goal is to have agents built so they are SIF enabled by next fall (2006)
4. ESP contract states that six districts will have agents developed for them
5. Timelines were discussed
6. Special Education
  - a. How information will be pulled from the SIS or the SPED system in the district will depend on the district setup
  - b. Districts were under the impression that SIF does not have a SPED working group
    - i. Currently there are some SIF objects that pass SPED information
      - Student Participation
      - StudentPrograms
      - TestAccommodation (in draft)

### C. Issue #1 – WISER IDs

1. Currently 60/40 split on those districts that do have their WISER IDs and those that do not
2. District Issues:
  - a. Waiting on WDE to assign and return
  - b. Some students did not come back with WISER IDs
  - c. Installation problems
  - d. District has SLF installed but it is still not working correctly
  - e. Some just have a handful of students left to have assigned

### D. Issue #2 – Uniq-ID Application

1. WDE has noticed the slow down of the web interface
  - a. WDE in process of correcting

### E. Issue #3 – Agent Installation

1. Five weeks behind schedule
2. One of the reasons is ESP had to work with vendors more extensively than anticipated in terms of their support and integration. Additionally, unforeseen installation issues were encountered.
3. ESP and eduStructures is in process of assigning more staff to address issues

4. eduStructures feels that the PowerSchool and SASI issues can be resolved in the next 4 weeks
  5. PowerSchool is expecting to have their bi-annual release in December
  6. Some districts do not want to do any other upgrades during the school year, others are planning on mid-year upgrades
  7. eduStructures has setup a test environment to resolve as many issues before having the districts integrate
    - a. Testing with more records than any Wyoming district.
    - b. Realistically each individual district environment cannot be replicated
    - c. May ask districts to upgrade over the holiday break
    - d. ESP is expecting to have a copy of the PowerSchool upgrade approximately two weeks before its release to the public
  8. Districts present expressed concern that many districts were not in attendance and being left out of the loop.
    - a. Inform the Technology Directors in each district
    - b. May need a hard copy letter to be mailed
    - c. Districts would like a clear direction of who to contact for each issue
    - d. ESP is looking at setting up a more formalized system to track issues that arise
  9. Districts expressed frustration of being caught between the vendor and the implementation team
- F. Issue #4 – Outlier Districts
1. Outliers are those districts that do not have a SIF agent or the vendor has no plans of creating an agent
  2. ESP needs to fashion a plan for those districts to become SIF enabled
  3. Have developed a state reporting mechanism via non-SIF methods
    - a. State Report Manager (SRM) setup to handle both SIF and non-SIF enabled reporting
  4. ESP needs to create process flow documentation
- G. Issue #5 – Call Back from Implementation Contractors
1. The implementation contractors can be reached using either:
    - a. [support@edustructures.com](mailto:support@edustructures.com) (preferred)
    - b. 1-877-790-1261, then press 2 (voicemail)
  2. These contacts are for installation issues only
  3. Problems around WISER IDs / Uniq-ID go to John Woller
- H. Issue #6 – Uniq-ID System and Permissions
1. Districts need to assign users to work with Uniq-ID
    - a. Usernames and passwords assigned via the WDE-690 form
    - b. Rights:
      - i. Certify – district level rights
      - ii. Edit – school level rights
      - iii. View – helpdesk rights
  2. Uniq-ID website:
    - a. <https://wdesecure.k12.wy.us/uid/ssologin.jsp>
- I. Issue #7 – Home School / Institutions / Private
1. Just beginning to be addressed
  2. WISER IDs need to be assigned only to those students who will be taking the PAWS assessment for home school and private schools and unaccredited institutions
    - a. Demographic information will be needed for all students who take PAWS

3. Interest has been expressed by these entities to be fully enabled inside the WISE system
  4. Meetings with these entities have already been conducted and other meetings are planned
- J. Issue #8 – PAWS Pre-code
1. ESP is aware that some of the elements needed for the PAWS pre-code are not available in district SISs
  2. Districts are asked to review the WISE Data Elements (provided handout) and map them to where each element resides within their district
  3. Types of accommodations that are allowable on PAWS
    - a. Forms will be sent out to PAWS coordinators with the types of accommodations by student
    - b. Full details have not been finalized
  4. Timelines for PAWS
    - a. Districts expressed that they have not been informed and would like some feedback from WDE
- K. Issue #9 – Impacts of Automation
1. Districts conducting SIS training on their live SIS system
    - a. ESP is aware of the potential issue and is in process of determining a solution
  2. Also considering if a mistake was made and the cleanup process that will follow
  3. Differences between how schools are configured in SIS vs. funding purposes was discussed. For instance, in some case districts had to create “fake” teachers in their SIS to overcome the limitations of the SIS software in only having one teacher per section when in practice there is often more than one teacher in a class.
  4. Some of the labor intensive issues will be addressed in the agent configuration file
    - a. Data type conversions
  5. Issue around districts being informed that they will need to have another server available for their installation
    - a. ESP will investigate
  6. Some districts have never received an email back for their near match resolution
  7. Districts would like training on agent administration
    - a. Some process to identify when a service is not running
    - b. Some of the services are set to manual and not automatic. Therefore, if the server is bounced the processes are not necessarily restarted.
      - i. Need documentation of services that need to be monitored
- L. Uniq-ID Update
1. The listing on the documentation of which district is at which % is not accurate. Shannon gave the current accurate numbers and that will be represented in the edited document that goes up on the web site.
  2. Polling of those districts present was conducted
  3. Districts need to continue to work with Shannon Cranmore and John Woller for WISER ID assignments
  4. Some districts expressed concern that a Wyoming State Profile for the SIF Association would be ignored over time. Instead, the information that Wyoming requires needs to be inside the SIF specification.
    - a. Difficulty of getting all needs within the SIF specification because of the differing needs of all end users.

- b. A state profile will allow vendors to demonstrate how their products can be used in multiple locations (WY, CT, etc.)
- 5. Districts would like to have a person assigned to them to manage their particular issues
  - a. ESP plans to have staff members that are assigned and accountable to approximately 4 - 5 districts.

#### M. Vertical Reporting

- 1. Coverage of the different types of reporting.
- 2. The assessment collection (teacher/class/student collection) will be using the event based reporting model
  - a. StudentSectionEnrollment is one of the objects
  - b. It will be close to real time
    - i. Most likely run at night
  - c. District concern over which fields will be limited to the teacher / role
- 3. ESP will post vertical reporting documents on the WISE project website

#### N. State Report Manager (SRM)

- 1. SLF is used solely to manage and assign WISER IDs
- 2. Reporting is done through the SRM
- 3. Sits at the aggregation points
- 4. Each district will have the SRM configured differently for their needs
  - a. It is possible that it may be configured differently from school to school based on their setup
- 5. For 2005-06 SRM is planning to handle:
  - a. Teacher/School/Student reporting for TRIAND
  - b. PAWS Pre-code File
- 6. WDE-671 and the PAWS Pre-code file will use the request event model
- 7. SRM can handle both SIF and non-SIF enabled districts
  - a. Non-SIF districts will utilize CSV files
  - b. In those cases where a district reports via SIF and CSV files, the SIF file will be the authoritative source of the data
- 8. Accountability will become more of a factor because of the elements being collected
- 9. SRM will have a certification process before a report is released to the State
  - a. Certification process
    - i. Will not be enabled for the daily updates
      - Funding will not be tied to daily updates
      - Daily updates are for the school/teacher/student assessment reporting requirements
    - ii. Last certification of a report is the report that will be used at WDE
- 10. Temporality of the data also becomes more of an issue if data is not quite accurate after review of the district and before submission to the State
  - a. SIF constraints will be applied
- 11. Error Correction
  - a. Trial is defined as the run of a report that has not yet been certified by the district. After the trial is certified it becomes a report.
- 12. Business Rules
  - a. Reside within the SRM
  - b. Level 3 Checks
    - i. Format
  - c. Level 2 Checks
    - i. For example, checks that if a field has 'Y' that other values are present in other fields that are expected.

- ii. Correct application of code sets
- d. Will report on the business rule violated and the element involved
- e. ESP is still working on how to get the errors to the district person accountable
  - i. In the beginning (December 2005), a website will have to be reviewed. Later plan on email notification.
  - ii. Most likely will default to the WISE Coordinator for the district
- f. ESP continues working with vendors to support SIF objects as events where this functionality is lacking
  - i. Where these situations exist, work arounds are being reviewed
- g. CSV Files
  - i. One of three formats
    - Student
    - Course
    - Teacher
- h. Plan on listening to events in real time with one nightly uploaded to the SRM
  - i. Keeps data needed by assessment vendors for reporting purposes, up to date.
  - ii. Possible WDE-671 data elements collected every weekend as a service to the district to help them track changes over time with ease
    - ESP is still considering this functionality
    - Only one certification will be required
- i. SRM can communicate with any SIF enable application. However, SLF can only communicate with the SIS
- j. District concern about hosting of this information at the aggregation site. Districts stressed that they are fully liable for the data contained at the aggregation point but do not have control of the servers.
  - i. Legal issues surrounding this situation will be investigated by WDE.
- k. SRM is not a data warehouse but a layover destination between the district and the State
  - i. Once a report is certified, the data is deleted from the SRM
- l. Districts would appreciate if business managers were involved with the WISE project
- m. Concern about the PAWS Pre-code file
  - i. Shared Teacher Names within the SIS
    - One teacher may need three rows of data within the SIS to make their SIS function in the way they need
    - Teacher ID
      - (i.) PTSB is coming on-line with a new system
      - (ii.) WDE needs to determine which ID will be used for teachers
- n. Vendor conferences were discussed to help with work arounds for lack of functionality
- o. Districts expressed interest in viewing references for active directory implementations