

SMARTT Update, April 2011

1) GED Data Matching – Match Completed on 4/4/2011

The last GED data match with Oklahoma Scoring Service was completed on 04/4/2011. One hundred and forty two (142) records were matched for students who attended classes in FY11. Out of this one hundred and thirty four (134) students set the goal which is 94%. Eight (8) students or 6% did not set the goal and will not be included in the Federal Report.

The Oklahoma Scoring Service had problems in transferring some of the December GED attainment data to our Department. If you are aware of any student who received the GED in December, and the record was not matched in SMARTT during this time period, please e-mail Ruth Derfler, State GED Administrator, (rderfler@doe.mass.edu) and cc me (dcornellier@doe.mass.edu) so that we can ensure that all students are credited for the goal attainment. Please provide the following information: student name, social security number if provided, date of birth, and GED credential date.

The criteria for the data matching is:

Automatic GED Data Matching:

- If the SSN was provided in SMARTT and there is an exact match between what is entered in SMARTT and in the GED database, the record will be matched.
- If no SSN was provided in SMARTT or the SSN did not match with the GED database, then SMARTT Team developers verify the date of birth as well as first and last names for data matching.
- Note that the release of information form does not need to be signed for this data match since the GED data resides at the Department of Elementary and Secondary Education.

Manual GED Data Matching:

- If no SSN was provided or the SSN did not match and the first names do not match but the date of birth and last name matches, the data is manually reviewed to determine if the data is accurate for data matching.

If you find that a student received the GED from another state, and the record was not updated in SMARTT, please e-mail Donna Cornellier (dcornellier@doe.mass.edu) to determine what data element was incorrect so that the student's record can be corrected. It is important to capture all GEDs met and credit all students who meet the goal.

2) SMARTT Enhancements

A. Volunteer Match Enhancements

There is now the ability to exit a single member from a match. The match preference section has been removed from the match enrollment and add match screens because the information that it was intended to display is no longer entered into the system.

B. New Family Success Module Released

Programs funded for “Pathways to Family Success” have received the new “Pathways to Family Success User Guide” that assists them in creating families. The document will soon be posted on the SMARTT section of the ACLS website. A new “Add Family” screen has two panels so that a parent can be selected from the student list and then an initial child can be added. The adult student needs to be designated as either a “Pathways to Family Success Parent” or a “Pathways to Family Success Extended Family” in the student basic information screen in order to appear in the search list when the “Add Family” link is selected. After the family is created, an additional adult member can be added as well as three additional children. If you have any questions regarding data entry for “Family Success”, please contact Kathy Rodriguez at Krodriguez@doe.mass.edu.

C. Distance Learning Link Available for Option 1 Sites to Enter Orientation Hours

The Distance Learning Option 1 sites now have access to the "Distance Learning" link in the main menu. Once that is selected, users then need to click on the “Enrollment” link. All students need to be enrolled in a curriculum so that the orientation hours can be entered in the last column. If you need assistance, please contact Eunice Snay (esnay@qcc.mass.edu).

3) Cognos Updates

A. Enhancement to MAPT Report #2 “Student MAPT Scores by Test Number”

Previously the second report "MAPT Scores by Test Number" displayed the student names and the MAPT scores for the first, second, third, etc. tests. If the user wanted to view the individual student score reports, he/she needed to access separate reports and set the filters again.

We have provided an enhancement that provides the user with a drill thru hyperlink to easily access the **Math** student score reports by clicking on the test score. The individual score report pops up. This makes it more user-friendly and the user does not have to input all the details in the drop down since the parameters are passed through the hyperlink.

To access the score reports in this manner, follow these steps:

1. Click on the second report "Student MAPT Scores by Test Number" located in the "OWL" tab
2. Select the choices in the drop down which are:
 - Fiscal Year (2007 - 2011)
 - Test (MAPT Reading or MAPT Math)
 - Site (site names appear only if students took the tests in the fiscal year selected)
 - Class (class code appears only for students enrolled in the classes who took the tests in the fiscal year selected)
3. Select MAPT Math or MAPT Reading
4. When the Math report is displayed, click on the score hyperlink to view the score report.

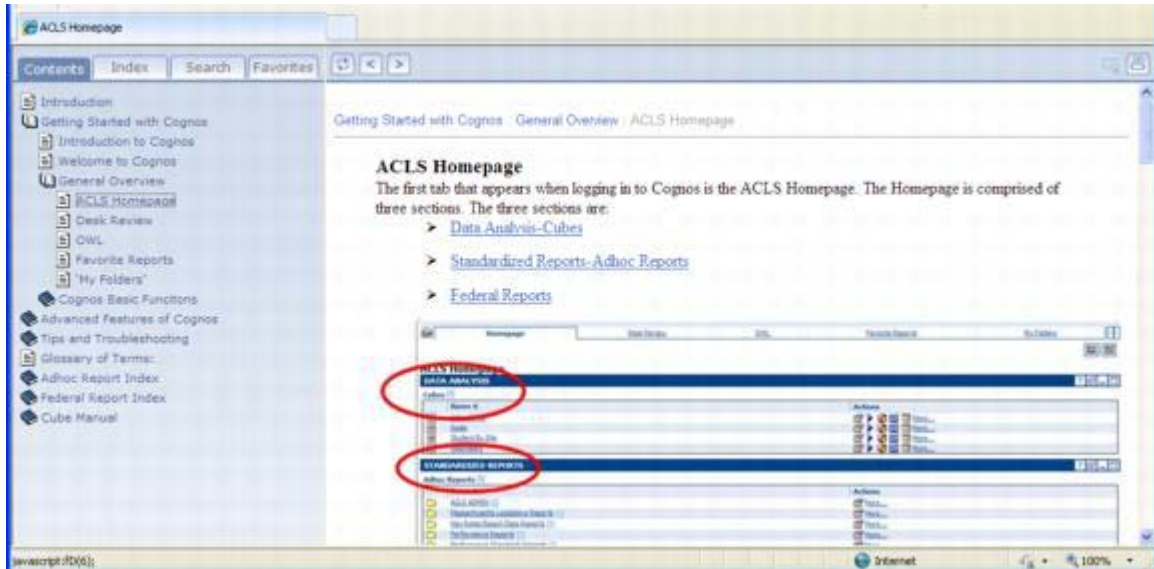
Important Note: The score reports in the "MAPT Scores by Test Number" report, with the hyperlink is only available for MAPT for Math. Beginning July 1, 2011, this report will also be available via the hyperlink for MAPT for Reading

This delay for MAPT for Reading score reports is because the MAPT for Reading Score reports were first released on August 9, 2010. There is a gap between July 1, 2010 and August 8, 2010 in which there are no MAPT for Reading Score Reports available for tests taken in that period of time. Users will still see test scores since tests were taken and exist between July 1 and August 8, but there are no score reports associated with those tests. This can be confusing, since a student's first test in FY11 may not show up in the MAPT Reading Score Reports if taken in the timeframe above.

B. New Cognos Manual – Now Available

The Cognos manual has been published in WebWorks which is a very user friendly web publishing tool. The intent is for users to view the sections of this manual online without having to flip through multiple pages to find a section. Users can use the index to navigate to sections and then view, print or save the section. The manual is always available online and saves from printing hundreds of unnecessary pages that will never be used.

To view the contents of this manual, click on any section and select a sub-section to view its contents. Click on the Search tab to search for a topic. Click on the Print Icon, located in the upper right hand corner of the screen, to print an area of the manual. (Note that the document contains over 300 pages.) If you are viewing a sub-section and click the Print Icon, all the pages within the sub-section will print. To eliminate this, click on the sub-section until you are viewing the topic or report you desire and then click the Print Icon. This will print only what is showing on the screen.



You can also mark certain sections of the manual as ‘Favorites’ by clicking on the Favorites tab while viewing the content area. Users can save any section or report to the Favorites tab allowing quick and easy access to the most commonly used areas of the manual. There are navigation arrows that allow you to go back to previous sections or you can select a topic from the index that appears to the left of the viewing area. Within the manual there are links that provide further information on how to complete a task. Some links help navigate you to a particular area of the manual to provide more detailed information.

This manual is designed to explain how and why to use the different parts of Cognos and it includes a [Tips and Troubleshooting](#) section that can help resolve some of the most commonly reports issues. Technical problems that are not covered or resolved by following the steps included in this section should be addressed with local SABES technology coordinators. Use this link <http://www.sabes.org/smarrt> to contact your local SABES office. The Tips and Troubleshooting section also provides a link to a SABES webpage that contains many valuable training tools including videos that can provide additional detailed information on using Cognos.

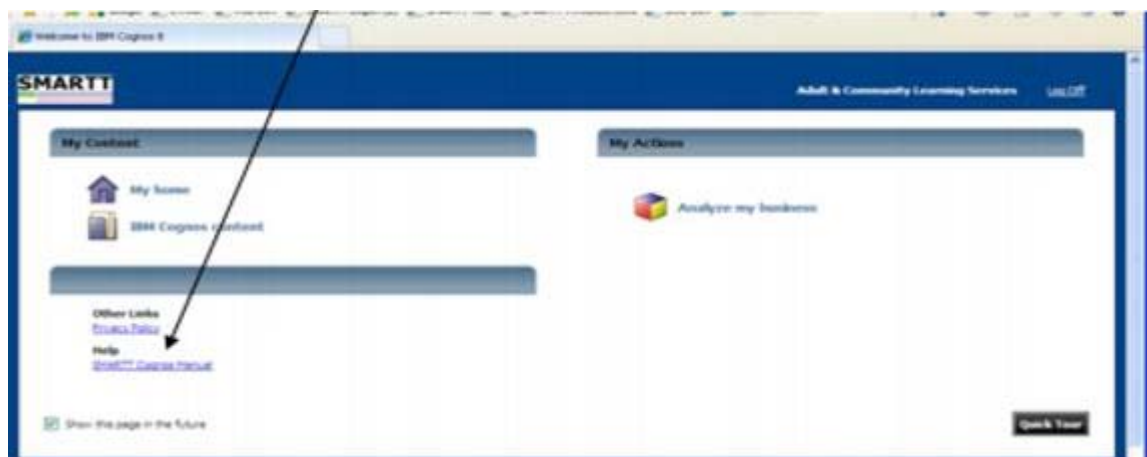
The SMARTT Cognos Manual separates Cognos into categories according to topic. Each section is designed to help you learn what Cognos is and how to use it. The [‘Introduction’](#) section is designed to explain how Cognos works and how it can help you run your program. [‘Getting Started with Cognos’](#) introduces you to all the parts of Cognos and provides you with basic information. The [‘Advanced Features’](#) section provides step by step instructions on how to use certain features of Cognos while the [‘Glossary’](#) provides definitions for the most commonly used terms. The [Adhoc Report Index](#) provides a list of every report available in this section. The reports included in this section where developed to help programs monitor their program performance measures. This section is organized in the same way to what is seen in Cognos. Each report folder contains a list of the reports included within it and includes a brief description of the report and how it can be used. Each time you select

a report, you find out how to access this report, what prompts are used, where the data used to generate the report is located in SMARTT and what data is illustrated in the report. In addition, the performance reports folder includes all the program performance benchmarks that are required for all programs.

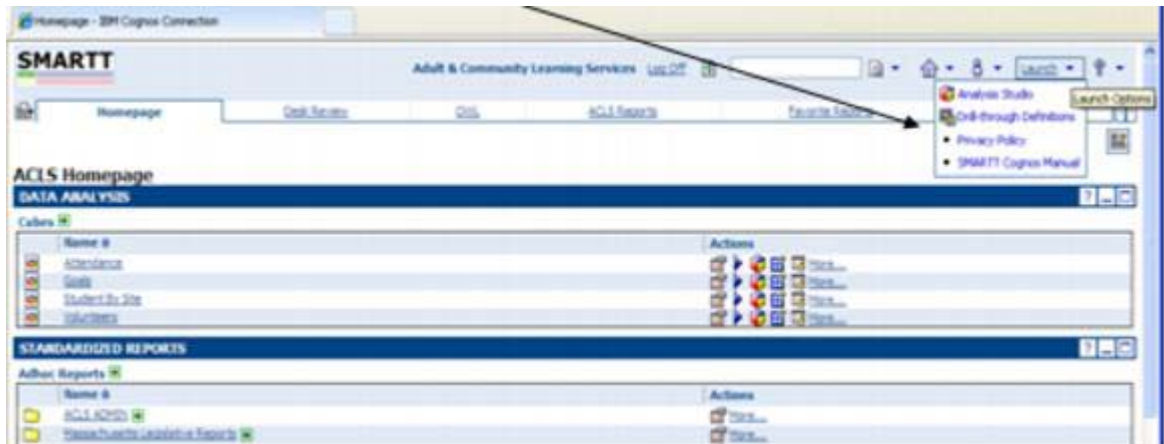
Similarly, the '[Federal Report Index](#)' gives detailed explanations of the reports available within this section and provides you with all the Federal tables that are used to determine these reports. The federal report section is extremely important where funding is determined. The reports contained in this section are determined by the federal government and all programs are included in these reports. The index sections of this manual were designed to help you understand the reports within Cognos and how they can help you monitor your programs performance measures.

The final section is the [Cube Manual](#). This section of the manual is designed to help you navigate the Cubes sections of Cognos and create and save your own customized reports. This section of Cognos is geared for the more advanced user but can be used in conjunction with SABES trainings. The Cube manual is its own separate manual complete with an Introduction, Overview and an Advanced User section. It includes step by step instructions on how to complete the most basic tasks and also provides detailed explanations of how, when and why you would use certain functions. This section includes explanations of the different Cube sections and what type data that can be found in each section and the measures available. For example, if you were trying to find out the total number of students within a Project or Site, you would access the Student by Site Cube. This section provides step by step instructions for creating and customizing both Class and Student level reports.

The Cognos Manual is available to users in two different locations within Cognos: The Help section in the Cognos 'Welcome Page' located at <https://smartt.doemass.org/sides>



The Cognos homepage under “Launch”.



4) ABE Program Design Refresher Trainings

Be sure to register with the SABES office for the regional ABE Program Design Refresher Trainings and open lab sessions listed below. Listed below is the agenda for the refresher trainings:

A. Program Plan Changes for FY12

- 1) Class Plan
- 2) Staff Plan
- 3) Staff Salary Analysis
- 4) Staff Salary Reports

B. Program Plan Reminders

- 1) Class Plan - use generic start and end dates (new dates copied over)
- 2) Program Plan Versioning
- 3) Review of Administrative Cost Worksheet
- 4) Review Part III: Required Program Information (narrative questions)

C. Refunding Documents

- 1) Review RFP continuation process
- 2) Review budget narratives
- 3) Review the checklist

D. Changes for FY12

- 1) Flexible Class Sizes
- 2) Assessments at the Student level (rather than site level)

