

SMARTT UPDATES
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1) SITE ROLLOVER REQUESTS --- DUE AUGUST 17th

The steps to end fiscal year 2007 will be posted shortly on the ACLS website under SMARTT System Information and are included at the end of this update. Please make sure that you use the Site Rollover Report to ensure that you have updated all pertinent information. This report will help you update your goal, assessment, and attendance data. The Federal Reports, Tables 1 – 6, for FY07 are available in the Cognos 8 test platform under the Federal Report section. Thanks to those programs who reviewed all their data and helped us test the business rules. Please review the information below about accessing the Cognos 8 test platform to access the Federal Reports.

Use the Site Rollover report to review your data entered and determine if goal, assessment, and attendance data still needs to be updated. Remember that the report always lists only current students at the site. When you exit a student from the site, you verify that all the information has been updated. You should review the data in this order:

- **Unenrolled Classes:** lists classes with no enrollments this fiscal year
- **Unenrolled Students:** lists students who have never been enrolled in any classes or volunteer matches this fiscal year
- **Inactive Student Attendance:** lists students who have been enrolled in classes or volunteer matches and no attendance has been entered
- **Inactive Student Assessments:** lists names for each assessment area where data has not been updated/reviewed since May 1st
- **Inactive Student Goals:** lists names for each goal area where data has not been updated/reviewed since May 1st
- **Inactive Follow-up Goals:** : lists names for each follow-up goal area where data has not been updated/reviewed since May 1st
- **Active Staff:** lists staff names who were active and had salary records
- **Professional Development Activities:** lists staff names who attended trainings/activities offered by other providers (not provided by SABES)

The report has functionality to track the student goal and assessment data that you have reviewed. When you review the list of student assessments and goals and check off the box next to the student name, you can save that list. Click on the button at the top of the report labeled **“Save Current Work”**. The report will then show the list of names that still need to be reviewed.

The next time you access the report, you will get the **“Working”** version which is the list of remaining students to review. You should keep reviewing all the student’s assessment and goal information until no names appear on this list. If you want to go back to see the original list at anytime, you can click on the **“Original”** button at the top of the report. You still have the option to click on the **“Working”** button to list the students that still need to be reviewed

to verify that the information is updated and accurate. This new functionality helps programs go through the list of names without having to record the information on paper.

When you are ready to submit the site rollover request, no names should appear in the assessment or goals section. If names appear, you will need to check off each box remaining indicating your review of the data before you can submit the request for site rollover. The request indicates that all the information contained within this report is true and accurate and does not need to be updated or corrected. This checkbox is equivalent to the Program Coordinator's Signature.

2) FEDERAL REPORTS ARE RELEASED

We just released the agency, project, and site level Federal Reports in Cognos so Tables 1 - 6 are now available for your review before you submit your site rollover request. These reports are available on our Cognos 8 test platform since we plan to migrate to Cognos 8 very soon. Thanks to those programs who reviewed all their data and helped us test the business rules.

The url for Cognos 8 is: <https://smartt-test.doemass.org/cognos8/>. The User ID for all programs remains the same, but the password has been reset. I will e-mail all project coordinators with the new default password which requires that the user reset it at the first logon. Once you logon to Cognos, click on "Cognos Connection" under "View Cognos content" to get the menu of Cognos options.

View Cognos content

Use [Cognos Connection](#) to access reports, analyses and other Cognos content. Information for broad distribution can be stored and accessed from shared folders and pages. Private information, personalized content, and favorite reports can be stored and accessed from personal folders and pages.

Then click on Federal Reports - FY2007 in the Federal Reports section. Click on the agency, project or site level and select any of the 6 reports. These reports are updated nightly so you will see updated information.

Table 1: Participants by Entering Educational Functioning Level, Ethnicity, and Gender

Table 2: Participants by Age, Ethnicity, and Gender

Table 3: Participants by Program Type and Age

Table 4: Educational Gains and Attendance by Educational Functioning Level

Table 5: Core Follow-up Outcome Achievement

Table 6: Participant Status and Program Enrollment

The federal level tables for FY07 that are used to place students in educational levels are posted on the ACLS website under SMARTT System Information. The ABE chart includes NRS levels for MAPT (reading and math) and TABE (reading, writing, and math), and TABE Literacy (for beginning literacy reading). The ESOL chart includes NRS levels for BEST Plus Speaking/Listening and REEP Reading/Writing. The Business Rules for Federal Reports for FY07 are also posted on the ACLS website under SMARTT System Information

We will be reporting on FY06 job related goals to comply with new regulations to be consistent with Title I. As you can see in the following table, it takes several quarters to get the information needed to report goal attainment. Since quarterly data is received from Department of Revenue, we use the mid date in the middle month of the quarter when setting the date met for job related goals. For example, if a student had set the goal to "Enter Employment" and had attendance in February, then we would check to see if there are salary records in the next quarter (April – June), and if there is salary information, we would set the date met as May 15th.

**Timelines for FY07 Reporting:
Quarterly Periods for Collecting Entered and Retained Employment**

Enter Employment	
Current Goal	Collect Follow-up Date Met (data matching uses midpoint of quarters)
October 1-December 31, 2005 (Second Quarter FY06)	January 1-March 31, 2006 (Feb.15 , 2006) (Third Quarter FY06)
January 1-March 31, 2006 (Third Quarter FY06)	April 1-June 30, 2006 (May 15, 2006) (Fourth Quarter FY06)
April 1-June 30, 2006 (Fourth Quarter FY06)	July 1 - September 30, 2006 (Aug.15, 2006) (First Quarter FY07)
July 1-September 30, 2006 (First Quarter FY07)	October 1 -December 31, 2006 (Nov. 15, 2006) (Second Quarter FY07)

Retain Employment	
Current Goal Date Set (Same as date met for Get a Job)	Collect Follow-up Date Met (data matching uses midpoint of quarters)
April 1-June 30, 2005 (Fourth Quarter FY05)	January 1-March 31, 2006 (Feb.15 , 2006) (Third Quarter FY06)
July 1-September 30, 2005 (First Quarter FY06)	April 1-June 30, 2006 (May 15, 2006) (Fourth Quarter FY06)
October 1-December 31, 2005 (Second Quarter FY06)	July 1 - September 30, 2006 (Aug.15, 2006) (First Quarter FY07)
January 1-March 31, 2006 (Third Quarter FY06)	October 1 -December 31, 2006 (Nov. 15, 2006) (Second Quarter FY07)

Please make sure that you survey students when a social security number is not provided and a release form is not signed. Sample Surveys are provided in the NRS Implementation Guidelines on pages A1 – A16 located at <http://www.nrsweb.org/docs/ImplementationGuidelines.doc>

3) COGNOS UPGRADE

Cognos is undergoing a big update. This isn't just some little behind-the-scenes transformation either, it's a significant change. We will be upgrading our software version of Cognos the first week of August. The new version has several enhancements. It is fully supported by Internet Explorer 7. Many of you that use IE 7 noticed that the formatting changed and had trouble reading the data. The new version provides a lot more capabilities especially in the area of analysis in cubes. Users will be able to create custom subsets and design specialized reports.

The down side is that users will need to re-create any saved reports that they have created. There are seven trainings scheduled in the SABES regions in June and July to help users navigate the

new version of Cognos and to re-create any current/existing saved reports into the test version of Cognos 8 for migration to the new Cognos 8. If you want your old reports and can't make a training, be sure to export them to Excel and contact a regional Tech for assistance. If you have saved reports in your folders, again they will NOT be migrated over to the new Cognos 8. If you attend the upcoming Cognos sessions in your region, then you can re-create your saved reports in the Cognos 8 test site. These reports you save in the Cognos 8 test site WILL migrate to Cognos 8 when it replaces the current version of Cognos. Right now you can have two Windows open and compare the old report to the new one that you've saved in the Cognos test system.

Each user will be assigned new passwords which will be given out at the Cognos trainings (or you can contact your regional techs for the new passwords.) Once you log on with the password assigned, you will be required to select your own password.

See the schedule for the list of upcoming Cognos trainings.

4) NEW MAPT REPORT

The "MAPT Report (All Tests)" is now available at the request of several users. This MAPT report is listed under the "Site" section and lists all MAPT test taken at the site this fiscal year. If a student took both a reading and math MAPT test, the name and test results will appear on a separate row. The attendance is listed on only one row so that it is not duplicated.

When exporting the information, be sure to select the Comma Separated Format (.csv file) option so that all the data is displayed in separate cells for analysis purposes. It is a good idea to save the opened file in "Excel" format for easier retrieval in Excel later.

5) NEW PROJECT LEVEL PROFESSIONAL DEVELOPMENT REPORT

Last month we released 2 staff development search screens that provided reports on staff development – one at the project level and the other at the individual staff level. This month we released another screen at the project level that shows all professional development trainings staff attended offered by other providers. Now programs can get lists of professional development activities that staff attended that were provided by SABES as well as by other providers. Those links 2 links for the search screens are found under "Project" on the left menu:

- Staff SABES PD
- Staff Non SABES PD

Project Level: Non Staff SABES PD (Professional Development)

Programs can now see SABES trainings that staff attended. Click on "Project" on the left menu and then click on "Staff Non SABES PD". This search screen is similar to all search screens in SMARTT. You can select the following filters and then click on "Search" at the bottom of the screen:

Fiscal Year: All, 2007, 2006
Hours Attended: Enter number of hours
Type of Course: Internet, Off Site, On Site
Topics: All, List of general topics
Title: Begins with, Ends with, Contains, Equal to
Last Name: Begins with, Ends with, Contains, Equal to

The default is "All" which is 2007 since this is the first year of data entry for non SABES trainings by programs so just click on "Search" at the bottom of the screen.

The following data is displayed and sorted by training date.

- Staff Name
- Topic
- Training Date
- Course Type
- Title
- Hours

You can export this data to Excel and save the report.

6) SMARTT TRAINING SCHEDULE

The updated training schedule is listed below. Please make sure that appropriate staff attend the scheduled upcoming trainings. Notify your SABES regional office as soon as possible with future SMARTT/Cognos training needs so SABES can schedule appropriate trainings. For contact information, see <http://www.sabes.org/staff.htm>. To register for these and other trainings, please go to <http://calendar.sabes.org/> and click on your region or contact the regional offices directly.

SMARTT TRAINING SCHEDULE

6/8/07

SMARTT UPDATES

(open lab, demo, and/or discussion for experienced users)

6/20/07	NECC	Patty Ball	10:00 - 12:00
		<i>Focus: Ending the Fiscal Year 07</i>	
6/20/07	Bristol CC	Dan Chisholm & Akira Kamiya	10:00 - 12:00
		<i>Focus: Ending the Fiscal Year 07</i>	
6/22/07	Boston ALRI	Akira Kamiya	10:00 - 12:00
		<i>Focus: Ending the Fiscal Year 07</i>	
7/19/07	Boston ALRI	Akira Kamiya	10:00 - 12:00
		<i>Focus: Ending the Fiscal Year 07</i>	
7/25/07	Holyoke CC	Charlie Herbert	10:00 - 12:00
		<i>Focus: Ending the Fiscal Year 07</i>	
8/2/07	Pittsfield ALC	Charlie Herbert	10:00 - 12:00
		<i>Focus: Ending the Fiscal Year 07</i>	
8/14/07	Quinsigamond CC	Eunice Snay	10:00 - 12:00
		<i>Focus: Ending the Fiscal Year 07</i>	

SMARTT REPORTING (COGNOS) TRAINING AND UPDATES

6/13/07	Quinsigamond CC	Eunice Snay	1:00 - 3:00
		<i>Focus: New Look and Feel of Cognos</i>	
6/20/07	NECC	Patty Ball	1:00 - 3:00
		<i>Focus: New Look and Feel of Cognos</i>	
6/20/07	Bristol CC	Dan Chisholm	1:00 - 3:00
		<i>Focus: New Look and Feel of Cognos</i>	
6/22/07	Boston ALRI	Akira Kamiya	12:30 - 2:30
		<i>Focus: New Look and Feel of Cognos</i>	
6/28/07	Holyoke CC	Charlie Herbert	9:30 - 12:30
		<i>Focus: New Look and Feel of Cognos</i>	
7/19/07	Boston ALRI	Akira Kamiya	12:30 - 2:30
		<i>Focus Performance Standards</i>	
7/25/07	Quinsigamond CC	Eunice Snay	1:00 - 3:00
		<i>Focus: Performance Standards</i>	
7/25/07	Holyoke CC	Charlie Herbert	1:00 - 3:00
		<i>Focus: Performance Standards</i>	
8/2/07	Pittsfield ALC	Charlie Herbert	1:00 - 3:00
		<i>Focus: Performance Standards</i>	

**Please call or e-mail the Regional Technology Coordinator holding the trainings to register.
If these sessions will not meet your needs, please call a Regional Technology Coordinator.**

BOSTON	Akira Kamiya	617 287-4075	akira.kamiya@umb.edu
CENTRAL	Eunice Snay	508 854-4514	esnay@qcc.mass.edu
NORTHEAST	Patty Ball	978 738-7303	pball@necc.mass.edu
WEST	Charlie Herbert	413 552-2019	cherbert@hcc.mass.edu
SOUTHEAST	Dan Chisholm	508 678-2811 x2731	dchishol@bristol.mass.edu

Steps to End Fiscal Year 2007

1. Enter all class attendance
2. Enter all volunteer/match attendance
3. Update student goal attainments
 - Enter "Date Met" for goals met for current students.
 - Enter "Contact Information" and "Date Met" in the follow-up section for the five follow-up goals. The follow-up goal status is set to "Due" to give you the list of all students (current or exited) who need to be contacted to see if they have met any of their goals.

Note: Some follow-up goals still require the survey method while others will be updated by data matching when a social security number is provided. We update all dates met for GED goals regardless if a SSN was given since we are able to match on SSN, last name, first name, gender, race, and date of birth. Programs will not be required to contact students and enter dates met for "Obtain GED".

4. Enter final assessments
 - Enter date, test name, test form and scale score for final assessment
 - Use the assessment reports under "sites" to make sure that the primary area is set for this fiscal year. Assessment report #2 lists students who have an assessment entered in the primary area, but the primary area still needs to be set for this fiscal year. Assessment report #3 lists students who have assessments entered in only the "other" area. Once all assessment data is entered and updated, no names should appear in report #2 or #3.
 - Review the percent of students who were pre and post tested to see if you met the 70% performance standard. If not, review your program policy for assessing students to ensure that 70% get pre and post tested next year.
 - Review Cognos Federal Report Table 4: **Educational Gains and Attendance by Educational Functioning Level** to ensure that all assessment data is reported.

4. Exit students from site who have left
5. Exit staff and volunteers from site who have left
6. Site Rollover Report and Submission Request

Site rollovers should be submitted by August 17th since we need time to review the data before rolling sites to FY08 to start data entry for the next fiscal year. Sites will not actually be rolled over until the end of August since we need at least 2 weeks to verify that all data is accurate.

Some enhancements were made to the Site Rollover Report last year to make it easier for programs to verify that their data entry is complete. Remember that the report always lists only current students at the site. When you exit a student from the site, you verify that all

the information has been updated. We reorganized the order of the sections so programs should review the data in this order:

- **Unenrolled Classes:** lists classes with no enrollments this fiscal year
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