

**SMARTT UPDATES**  
**By Donna Cornellier**  
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**July 13, 2007**

**1) SITE ROLLOVER REQUESTS --- DUE AUGUST 17th**

Please review your Federal Reports and the steps to end the year that are posted on the ACLS website under SMARTT System Information. 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 Site Rollover Report link is located under “**SITE**” which helps you review the 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.

Now is the time to clean up duplicate student and staff records. The Site Rollover Report lists staff who had salary records in FY07, and we will be adding the staff ID next to the staff name. If you look at the staff search screen, we added the staff id so you can determine which staff member to exit. We will add a new exit reason called “duplicate staff” and then staff with that exit reason will not appear in the look-up screen in the future.

Be sure to exit staff when they leave your program since our monthly mailing are e-mailed to all staff who have entered e-mails in the staff work e-mail field in SMARTT. We have recently had several e-mails returned to us as undelivered.

**2) PARTIAL INTAKES FOR MAPT TESTING**

The partial intake feature is again available for programs until the site has rolled over to FY08. The purpose of the partial-intake is to allow programs to enter a small amount of information for newly enrolled students during the summer so that a SMARTT ID is generated for MAPT testing. Last year we had many problems when a number of programs did not convert partial intakes to full intakes and then created another full intake, thus creating two records for the same student. UMass/OWL Technical Support staff then had to move test data from one record to another which created extra work for their staff and our staff. Please be careful when selecting the SMARTT ID for testing. We realize that this was the first year of computerized testing, and we expect the process to be smoother this year. Make sure that you review the assessment updates which cover any changes for MAPT testing students in FY08.

**3) FEDERAL REPORTS ARE RELEASED**

The Federal Reports, Tables 1 – 6, for FY07 are available in the Cognos 8 test platform under the Federal Report section. 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. All users were e-mailed the new default password which requires that the user reset it at the first logon. When it asks for the previous password, the previous password is the new default password I e-mailed everyone. Then you are required to set your own password. 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.

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

#### **4) COGNOS UPGRADE**

The Cognos upgrade will take place the week of August 6<sup>th</sup>. There will be no down time for users. 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. Please make sure that you attend current Cognos trainings to re-create any current saved reports so that you can access and use them in the new version of Cognos.

See the schedule for the list of upcoming Cognos trainings.

#### **5) DATA MATCHED FOLLOW-UP GOALS**

The following follow-up goals are data matched which means that the system will update the "Date Met" field in the goals screen. Programs will be able to view the "Date Met" regardless if the release form is signed. The release form is required for job related goals to be matched with Department of Revenue. Only those students who provide a social security number and signed the release form will be data matched with Department of Revenue. If this information is not provided, the programs must survey students and enter the information on the follow-up screen. Guidance was provided in the last mailing regarding timeframes for follow-up.

##### **Data Matched**

- (1) Enter Employment/Get a Job -- **those with SSN and signed release form**
- (2) Retained New Employment -- **those with SSN and signed release form**
- (3) Retain Current Employment -- **those with SSN and signed release form**
- (4) Obtain GED -- **all students** (regardless of SSN and signed release form since all GED data is stored in ACLS)

##### **Survey Method – Enter information in Follow Up Screen**

**\* Students with no social security number (SSN) & those with SSN but no signed release form will appear for the job related goals listed below**

- (1) Enter Employment/Get a Job
- (2) Retained New Employment
- (3) Retain Current Employment

**\* All students - even if the social security number has been indicated since data matching is not available**

- (4) Enter post - secondary education
- (5) Retain in Post-Secondary Education
- (6) Obtain EDP/ADP
- (7) Enter Occupational Training
- (8) Retain Occupational Training
- (9) Complete Occupational Training
- (10) Enter Transitional Education
- (11) Retain in Transitional Education
- (12) Complete Transitional Education

**6) NON SABES PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR FY08**

Please review the information from Anne Serino in the cover section of the mailing that explains why this information is required in FY08, why we are collecting this data, how it relates to our significant investment in professional development, and how all the data helps us make informed decisions about what is happening and what is effective.

We reviewed the data entered by programs and as of July 6th, 34 programs/projects entered 1,288 trainings for a total of 4,623 hours. We have noticed that some trainings look like SABES trainings so please refer to the April mailing that clarified the types of data that should be entered by the program. Please note that we are not asking programs to enter professional development activities for ACLS sponsored conferences that focus on policy such as the annual Director's Meeting. We have developed reports for programs in the "Staff" and "Project" section that list SABES and non-SABES trainings attended each year by project and by each individual staff member which we hope you have found.

We hope that all programs will enter all on-site MAPT administration trainings that were given in FY07 so that we will have a comprehensive list of all those trained to administer the MAPT.

Please remember when entering non SABES professional development, that there are only 5 required fields to enter in the staff section under "Staff PD":

- \* Date Attended/Completed:
- \* Hours Attended:
- \* Title of Workshop/Activity:
- \* Location Type: (Internet, On Site, Off Site)
- \* Topic: (select from generic list)

**7) 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

7/13/07

## SMARTT NEW USER

9/18/07	Bristol CC	Dan Chisholm	9:30 - 3:30
9/20/07	Holyoke CC	Charlie Herbert	9:30 - 3:30
10/4/07	Boston ALRI	Akira Kamiya	10:00 - 3:30
10/11/07	Northern Essex CC	Patty Ball	10:00 - 3:30
10/17/07	Quinsigamond CC	Eunice Snay	10:00 - 3:30

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## SMARTT UPDATES

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

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>		
8/20/07	Northern Essex CC	Patty Ball	10:00 - 12:00
	<i>Focus: Ending the Fiscal Year 07</i>		
9/20/07	Quinsigamond CC	Eunice Snay	10:00 - 12:00
	<i>Focus: Starting the New Year</i>		
9/20/07	Boston ALRI	Akira Kamiya	10:00 - 12:00
	<i>Focus: Starting the New Year</i>		
9/20/07	Northern Essex CC	Patty Ball	10:00 - 12:00
	<i>Focus: Starting the New Year</i>		

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## SMARTT REPORTING (COGNOS) TRAINING AND UPDATES

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>		
9/10/07	Northern Essex CC	Patty Ball	10:00 - 12:00
	<i>Focus: Performance Standards</i>		
9/20/07	Boston ALRI	Akira Kamiya	12:30 - 2:30
	<i>Focus: Intro to Cognos 8</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	<a href="mailto:akira.kamiya@umb.edu">akira.kamiya@umb.edu</a>
CENTRAL	Eunice Snay	508 854-4514	<a href="mailto:esnay@qcc.mass.edu">esnay@qcc.mass.edu</a>
NORTHEAST	Patty Ball	978 738-7303	<a href="mailto:pball@necc.mass.edu">pball@necc.mass.edu</a>
WEST	Charlie Herbert	413 552-2019	<a href="mailto:cherbert@hcc.mass.edu">cherbert@hcc.mass.edu</a>
SOUTHEAST	Dan Chisholm	508 678-2811 x2731	<a href="mailto:dchishol@bristol.mass.edu">dchishol@bristol.mass.edu</a>