

SMARTT UPDATES
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1) NEW WAITLIST VERIFICATION SCREEN

The new “Waitlist Verification “ screen can be accessed by clicking on “Waitlist” and then “Waitlist Verification “ on the left menu. The screen lists a checkbox for you to verify that you reviewed the wait list data by length of time:

- * less than 1 year
- * 1- 2 years
- * 2 - 3 years
- * more than 3 years

The signature verification box is similar to the site rollover request indicating the program coordinator states that the information is accurate.

Waitlist Verification		
Reviewed Waitlist Data?	Length of time on Waitlist	# of students on Waitlist
<input type="checkbox"/>	less than 1 year	210
<input type="checkbox"/>	1 - 2 years	21
<input type="checkbox"/>	2 - 3 years	31
<input type="checkbox"/>	more than 3 years	1
Total:		263
Signature Verification		
These totals reflect the current waitlist counts		
<p>•NOTE:</p> <p>1. Checking this box is equivalent to the Program Coordinator's Signature.</p> <p>2. To abort the Waitlist Verification request, click on any menu item.</p>		
<input type="checkbox"/> The wait list information contained within this report is true and accurate and does not need to be updated or corrected.		
<input type="button" value="Submit Waitlist Verification"/>		

The Waitlist search screen provides the capability to search by Site, Period on Waitlist (same time frame as above), Last Name, Status, (current, all, removed, intaken) and type (ABE or ESOL).

Site:	All <input type="button" value="v"/>
Period on Waitlist:	All <input type="button" value="v"/>
Last Name:	Begins with <input type="button" value="v"/> <input style="width: 150px;" type="text"/>
Status:	Current <input type="button" value="v"/>
Type:	All <input type="button" value="v"/>

Please review the wait list policy in the ACLS Guidelines listed below.

ACLS Guidelines --- Wait List Policy

Programs are expected to maintain an active wait list for applicants who are unable to enroll in any instructional classes due to capacity constraints. Programs must keep their wait list up to date. At a minimum, all students placed on the wait list must be contacted annually to confirm they are still interested in enrolling in the program. Programs must submit the "Wait List Update" in SMARTT by December 1st each year indicating that the wait list information is up to date and accurate. Programs must indicate in the wait list module if the student has been assessed or not. Optional assessment information can be entered to indicate date assessed, test name, and score. Only applicants for whom such confirmation is obtained shall remain on the wait list and all others removed. If the student contacts the program again in the future, the previous or new wait list date may be entered at the discretion of the program.

Programs must immediately enroll any student in good standing who seeks to transfer from another DOE funded ABE program or place this student at the top of the appropriate waiting list. This includes students from other DOE-funded ABE programs including workplace education and the ABE for Incarcerated Adults programs.

2) 49 OUTSTANDING PARTIAL INTAKES

There are still 49 outstanding partial intakes at 14 sites that have not been converted or deleted. If the student left prior to MAPT testing, please delete the partial intake. Partial intakes can be deleted if no tests were administered using that SMARTT ID. Please contact one of the regional field techs if you need assistance. We will contact the 14 sites to ensure that MAPT test scores are transferred to the Student Assessment screen. Once a primary area is selected in the Student Assessment screen, the assessment information will appear in the Site Primary Assessment Report and Site MAPT Report.

3) OWL RESULTS SCREEN

The OWL Results screen was designed to show "raw" results of tests taken. It was originally meant to be an interim screen which had the most usefulness if there was a delay in the time a test was sent to SMARTT and imported as an actual assessment. Since that process has been automated for many months, there is not an actual delay (the import happens within a few seconds). The screens devoted to MAPT assessments in SMARTT show you the same information. MAPT tests at an individual level can be seen on each student's assessment screen and MAPT tests across students can be seen in the MAPT reports that exist in the site section of SMARTT. These report screens essentially show you the same information in a different format as the OWL Results screen.

We know that users got used to the OWL Results screen as a "quick stop" to monitor student's owl tests, but there are some changes that we are in the process of implementing to make the screen more accurate and useful. Until the screen is accurate, we decided to take that screen down and put up an "under maintenance" message. We'll put the "OWL Results" screen back once it has been redesigned.

4) SMARTT ID's AND LOGGING IN TO THE MAPT

Please make sure that you check carefully the spelling of the student's last name. The names and SMARTT ID's are located on the student search screen as well as on the class enrollment screen. If the spelling is incorrect, ask the data entry person to make the change. You will need to wait until the information is transferred to OWL each day for the new spelling to be reflected in the OWL system for logging in to take the test. Student login information is transferred to OWL twice a day ---at 4 PM and 4AM. Therefore any name change reflecting the password change will be available for testing after 5PM and 5 AM.

5) GED GOALS NOT SET

We are finalizing our Table 5 Federal Report and noticed that there were 93 GED's awarded to students who attended at least 12 hours in FY07 where the goal had been met but not set. Remember that we cannot include in the federal report the achievement of any goal, if that goal was not set. Please meet with students on a regular basis to make sure goals are set and entered into the system as listed in our ACLS Guidelines listed below.

Countable Outcomes/Goals

Programs must have a student goal setting process.

- Goal setting should be done with a staff member who is likely to have an ongoing relationship with the student (e.g., counselors, teachers).
- Goals must be determined by the student and negotiated with a staff member.
- Student goals must be recorded as articulated by the student and communicated to the staff member.
- Student goals must inform instruction and be incorporated into a program's curriculum development process.
- Student goals must be revisited on a regular basis.
- The attainment of a student's goal(s) must be documented according to the DOE's Countable Outcomes policy.

6) SMARTT TRAINING SCHEDULE

The updated training schedule is listed under the SMARTT System Information section on our ACLS website. Click on this link to access the schedule. Please make sure that appropriate staff attend the scheduled upcoming trainings. SMARTT Updates and Cognos trainings will be held in the Southeast region, but rooms have not been scheduled so the dates will appear in the December mailing. 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.