

SMARTT Update, November 2011

1) ADA Checklist Verification - due November 30th

The “Signature Verification” section of the ADA Checklist must be submitted by November 30th. The panel is similar to the “Waitlist Verification” screen that states that the information is true and accurate.

Signature Verification

Checking this box is equivalent to the Program Coordinator's Signature.

The ADA information contained within this report is true and accurate and does not need to be updated or corrected.

- The ADA checklist information is required for the following fund codes: 340, 345, 359, 285, and 563.
- Users with agency or project level access to SMARTT can access, edit, and submit the ADA Checklist.

2) Wait List Verification - due December 1st

The Waitlist Verification must be submitted annually by December 1st. The screen can be accessed by clicking on “Waitlist” and then on Waitlist Verification on the left menu. The screen lists a checkbox to verify that you have 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 that the program coordinator assures that the information is accurate. When you check the box you are indicating that: **“The wait list information contained within this report is true and accurate and does not need to be updated or corrected”**.

The Waitlist search screen provides the capability to search students by Site, Period on Waitlist (less than 1 year, 1-2 years, 2-3 years, more than 3 years), Last Name, Status, (current, all, removed, intaken) and type (ABE or ESOL).

Please review the Wait List policy below. The policy can also be found in the FY12 ACLS Guidelines on page 18 at <http://www.doe.mass.edu/acls/abeguide.pdf>

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. Any waitlist records older than 18 months should be reviewed and deleted as appropriate so that SMARTT wait list numbers are accurate.

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 ESE-funded ABE program or place this student at the top of the appropriate waiting list. This includes students from other ESE-funded

3) GED Data Matching -- Completed on 11/3/11

The GED data match with Oklahoma Scoring Service was completed on 11/3/2011. Sixty-four (64) records were matched for students who attended classes in FY12. Out of this, fifty eight (58) students set the goal which is 91%. Six (6) students or 9% did not set the goal.

If you find that a student did receive the GED and the record was not updated in SMARTT, please e-mail Ruth Derfler (rderfler@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.

4) Revised Formula for Percent Attendance

Since the attendance criteria changed in FY12 due to fluid slots, the formula to calculate percent attendance has changed. The attendance formula is based on the date the student enrolls in the class as well as the scheduled class hours for the enrollment period. This only applies when a student enrolls or exits on a date other than the first or the last day of the month. The attendance is based on all students enrolled each month and is not based on planned slots as in the past. The percent attendance is based on all enrollments per month and classes that are under-enrolled are based on the planned slots. For example, if a 100 level class has only 6 students enrolled for that month, the percent attendance is based on 7 students for that month. The note on the slot screen indicates the minimum number of slots that are held for various classes:

NOTE: All “100” Level classes have 7 slots held for class enrollments and all other classes have 9 slots held for class enrollments.

Once a class meets the maximum available to enroll, no more enrollments can be entered. The site slot summary screen shows the total number available to enroll while the Site Slots Detail screen shows the number available to enroll for each class.

Site Slots Summary			
Slots	Total (Planned + 20% Overenrolled)	Enrolled	Available to enroll
ABE	58	53	5
ESOL	66	48	18
(ABE +ESOL)	124	101	23

Site Slots Details				
Class	Type	Planned	Planned + 20% Overenrolled	Enrolled
101	ABE	9	11	12
201	ABE	11	13	16
301	ABE	14	17	14
302	ABE	14	17	11
501	ESOL	12	14	18
502	ESOL	14	17	18
601	ESOL	14	17	7
602	ESOL	15	18	5
	TOTAL	103	124	101

This example show how the percent attendance is calculated. Note that some students enrolled in mid-month so the scheduled hours are prorated.

October Attendance for Class 501: class meets 3 hours/class on Tuesdays and Wednesdays

	ENROLL DATE	POSSIBLE DAYS ATTENDED	POSSIBLE ATTENDED HOURS	ACTUAL ATTENDED HOURS	PRORATED SCHEDULED HOURS
SS 1	9/1/2011 -	8	24	24	24
SS 2	9/1/2011 -	8	24	24	24
SS 3	9/1/2011 -	8	24	24	24
SS 4	9/1/2011 -	8	24	12	24
SS 5	9/1/2011 -	8	24	21	24
SS 6	9/1/2011 -	8	24	24	24
SS 7	10/12/2011-	5	15	12	15
SS 8	10/18/2011-	4	12	12	12
SS 9	10/19/2011-	3	9	6	9
				159	180
	Class 301	Total Attended Hours	159		
		Total Scheduled Hours	180		
		Attendance %	88.33%		

5) Cognos FY12 Data Available

The following cubes have been rolled over to FY2012:

- Attendance Cube - note that attendance is prorated for each student based on date enrolled and scheduled hours/month for the enrollment period. Under-enrolled classes will be based on the planned hours – 100 level classes at 7 students and all other classes at 9 students.
- Student By Site Cube
- Volunteer Cube
- Goals Cube

The following Ad Hoc Reports have been rolled over to FY2012:

Non Rates Based Class Reports

- Class Monthly Enrollment Report
- Class report by Focus
- Class Report by Site

Waitlist Reports – includes FY2012 data

Legislative Reports - includes FY2012 data

UDF Reports

- #Projects with UDFs
- Project Level Staff UDF
- Project Level Volunteer UDF
- Site Level Class UDF
- Site Level Student UDF
- State level Class UDF
- State level Staff UDF
- State level Student UDF
- State level volunteer UDF

Learn At work - ARRA enrollments - Goal compared to Actual report

Most of the Specialty Area reports have been moved to FY12:

- Learn At work - 8 reports
- Transitions - 10 reports
- Volunteers - 1 report
- Even Start - 6 reports
- Cube views in specialty areas
- Desk Review cube views – 6 reports

MAPT reports for FY12 will be finalized soon.

6) SMARTT/Cognos Trainings and Support

In the new statewide system for delivering SMARTT/Cognos services, programs are asked to submit requests for help to one location instead of their current regional field technologists. If you need SMARTT / Cognos help, please send an email to smartthelp@gmail.com. Please do not call, email or cc. your SABES regional field technologist for assistance. For the most part, there are no longer “SABE regional field technologists”.

For an email request, be sure to include a clear subject header. You do not need to include detailed information in the initial email to smartthelp. A short subject is adequate because once you send an email, you will receive an auto-response containing a link to a form. Please fill out this form completely and hit the “Submit” button at the end. You will be contacted either by phone or email shortly afterwards by a SABES field technologist if he/she needs further information.

Questions? Please contact Donna Cornellier at dcornellier@doe.mass.edu