Massachusetts SCS-EPIMS Training

15 November 2023
Map Terms to State Codes

• Must map terms at all schools, including OOD

• Map ANY term that has a class taught in that term

• School > School setup > Years and Terms > Edit Terms

• Edit each term and choose the State Course Term Code
Courses

• **ALL** Courses that need to be published **MUST** have an NCES ID.
SCS For October

- SIF Agent will default all SCS08 as 01 if their class enrollment exit date is after 10/1. Same with SCS12 being 88.
- If class was dropped before 10/1, SCS08 will be 02 and SCS12 will be 21.
- Can override these values if needed on the All Enrollments page, editing an enrollment record.
  - Not recommended to override to be enrolled.
# Missing Data Report – Staff Personal

- SIF Dashboard > Review next to Staff Personal > Missing Data

<table>
<thead>
<tr>
<th></th>
<th>School Name</th>
<th>Users Name</th>
<th>Teacher Number</th>
<th>MEPID</th>
<th>MEPID Valid</th>
<th>Gender</th>
<th>DOB</th>
<th>Race Checked</th>
<th>MA Race</th>
<th>Hire Date</th>
<th>Included in Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>bart</td>
<td></td>
<td>No</td>
<td>Yes</td>
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<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>7865</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</tbody>
</table>
### Staff’s Publishing Page

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Record (1)</td>
<td>Published</td>
<td>School WRHS (District) 0775 (HireDate) 20190820 (ExitDate)</td>
</tr>
<tr>
<td>Employment Record</td>
<td>Published</td>
<td>School WRHS (District) 0775 (JobCode) 2306 (FTE) 0.133</td>
</tr>
<tr>
<td>Staff Assignment (2)</td>
<td>Published</td>
<td>School WRHS (District) 0775 (JobCode) 2305 (FTE) 0.867</td>
</tr>
<tr>
<td>Staff Personal (1)</td>
<td>Published</td>
<td>School WRHS (StateId) (District)</td>
</tr>
<tr>
<td>Staff Section Assignment (16)</td>
<td>Published</td>
<td>School WRHS (District) 0775 (Section) 40333011-26 (JobCode) LeadTeacher</td>
</tr>
<tr>
<td>Staff Section Assignment</td>
<td>Published</td>
<td>School WRHS (District) 0775 (Section) 40333012-78 (JobCode) LeadTeacher</td>
</tr>
<tr>
<td>Staff Section Assignment</td>
<td>Published</td>
<td>School WRHS (District) 0775 (Section) 137010-15 (JobCode) TeamTeacher</td>
</tr>
<tr>
<td>Staff Section Assignment</td>
<td>Published</td>
<td>School WRHS (District) 0775 (Section) 40333011-25 (JobCode) LeadTeacher</td>
</tr>
</tbody>
</table>
Dynamic WAR Records

• Generated for each staff that has a mapped role and assigned to a class with that role

• Can override values, but it should be necessary.
  • Only values that can be overridden are WA07 and WA08
  • All other changes requiring making an update on the Course or Section
Static WAR Records

• Mainly for Administrative Staff
  • Fields that are required: Start Date, End Date (Can be years in the future), WA06, WA07, WA12.
  • Can be used for year long 2310 and 4100
    • MUST include WA08-WA10
  • NEVER include WA11
• MUST be assigned to school/District Office on Security Settings > Teachers and Affiliations
WA08 Calculation

• If the Course NCES ID = 00000 or 99999, then 000 is published.
• If the Core Academic Indicator is checked on the Course and the NCES ID is five or more digits, then 001 is published.
• If the Core Academic Indicator is checked on the Course and the NCES ID starts with C or is less than five digits, then 002 is published.
• If the Core Academic Indicator is NOT checked on the Course and the NCES ID is five or more digits, then 212 is published.
• If the Core Academic Indicator is NOT checked on the Course and the NCES ID starts with C or is less than five digits, then 213 is published.

• You will know if its a core course from your state appendices https://www.doe.mass.edu/infoservices/data/epims/appendices.xlsx
FTE Calculation

• FTE is role-based when publishing in SIF and is calculated for dynamic records based on the following:

  • The Max FTE from the Information page is gathered.
  • Any Static Record FTE's that apply are subtracted from the Max FTE.
  • The total number of classes are calculated per job role (2305, 2306), and the remaining FTE is divided per job role based on the number of classes.
Co Teachers

• When there is more than 1 teacher publishing, ALL teachers must be 2306.
  • Agent should handle this for you.
  • Can override dynamic records if needed, should only need to if excluding a teacher, or dates are off
  • Cannot have more than 4 teachers
Documentation

• ? In top right corner

• State Reporting Help

• PowerSchool SIF Agent > SCS Reporting in SIF
• PowerSchool SIF Agent > EPIMS Reporting in SIF
Thank You!