

# NC WISE SAS Ad Hoc Reporting Phase One Complete; User Testing Underway

The first phase of the NC WISE SAS Ad Hoc Reporting tool is complete and has been delivered to a small group of LEAs to test and provide feedback on design, content and performance.

The NC WISE SAS Ad Hoc Reporting tool allows users to create a variety of reports to meet the data needs of personnel at both school and district levels. Final delivery of the NC WISE SAS Ad Hoc Reporting tool will contain 1,100 NC WISE data fields. This means that the data is available so that users can design and produce reports to examine many different areas and scenarios. Providing personnel with the ability to dynamically create custom reports allows them to highlight a particular area of school business. Administrators, educators and staff can use this data to make decisions

that benefit the schools and communities they serve. If a report proves useful, it can be shared within a school or LEA.

**The NC WISE SAS Ad Hoc Reporting tool will allow users to dynamically create custom reports to highlight particular areas of school business. Administrators, educators and staff can use this data to make decisions that benefit the schools and communities they serve.**

The NC WISE team is working on the second and third phases of the project. Each phase will be carefully tested and critiqued by both NCDPI and the LEA test group to ensure that a quality product is delivered to the LEAs and charter schools. The NC WISE data fields are being added in increments –

one third in each phase of the project – until all 1,100 data fields are available at the end of phase 3. The NC WISE team anticipates the tool will be completed by spring 2007 and released to NC WISE LEAs and charter schools once designated users receive training.

The team also is developing training plans and documentation for the tool to ensure that users understand the tool and extract the most relevant data to assist them within their roles. A training delivery timeline will soon be announced. The reporting facilities within NC WISE and the Reporting Hub will continue to be available as long as they are needed.

Those with questions may contact Jim Sepe at [jsepe@dpi.state.nc.us](mailto:jsepe@dpi.state.nc.us) or (919) 807-3575.

**Visit us on the Web:**  
[www.ncwise.org](http://www.ncwise.org)

Do you need to learn how to use a particular function in NC WISE? Are you looking for the latest release for SIMS? The NC WISE Web site contains a wealth of information to assist users with training and support. As always, we welcome your feedback and suggestions. Please contact us through the NC WISE mailbox at [ncwise@dpi.state.nc.us](mailto:ncwise@dpi.state.nc.us).

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## System Functionality Updates

### New Reporting Hub reports now available

There are a number of new reports available for NC WISE users on the Reporting Hub.

#### ◆Withdrawn Students with Period Attendance

This is a school-level report that looks for withdrawn students with period attendance for the current year. The report includes the following fields: School Number, Student ID, Student Name, Course/Selection and Date of Attendance.

#### ◆Student Diploma Type and Career Development Program

This report shows just the students and their diploma type and their intended Career Development Program. The report includes the following fields: School Number, Student Number, Student Name, Grade Level, Diploma Type and Intended Career Development Program.

#### ◆Exceptional Child Count Roster

This report lists current exceptional students, their current exceptionalities and re-evaluation trigger dates at the school and LEA levels. The report includes the following fields: Home School, Pupil Number, Legal Last Name, Legal First Name, *(Please see Reporting Hub on Page 3)*

## Export/import for discipline data scheduled for Dec. 21

NCDPI has scheduled the first export/import process of disciplinary data from NC WISE into the Uniform System of Disciplinary Data Collection (USDDC) system for the 2006-07 school year for mid-December. The process will begin with an extract of discipline data from NC WISE on Thursday, December 21 at 3 p.m. On Friday, December 22, at 3 p.m., the USDDC system will be taken offline to begin the export/import process from NC WISE into USDDC. During the import process, USDDC will be offline and unavailable to users. The system should be returned to service by 10 a.m., Tuesday, January 2. We will notify users through the NC WISE mailbox once USDDC is available. At this time we have tentatively scheduled the next export/import process for March/April 2007, and the final export/import process for June 2007.

Users are reminded that two things must exist for discipline records to export properly: an incident number and at least one student attached to that incident. Incidents must be added through the school instead of the student for the export/import to work correctly. The path to enter incident information is: School > Incident Reporting > School Incident Details. In the past, incidents that did not get exported out of NC WISE were entered at the student level, which does not assign a number to the incident.

Several Documents are available on the NC WISE Web site to assist personnel in preparing incident data for the export/import process from NC WISE to USDDC. One document entitled, "Incident Reporting Guide," provides step-by-step instructions for entering incidents in NC WISE. The guide is available in the NC WISE Technical Library under the eSIS/WISE Training Guide section. Another document that is available to assist users is a crosswalk between USDDC and NC WISE systems that clarifies the codes in the USDDC system and how those translate for NC WISE. The crosswalk is available in the Technical Library under the US Disciplinary Data Collection section.

Finally, a report is available on the Reporting Hub entitled, "Required Fields for DDC." The report will show any of the required fields by the USDDC that are not populated in NC WISE. These fields must be entered or corrected before the first export of disciplinary data from NC WISE and its subsequent import into the USDDC. Keep in mind that the Reported by and Action Assigned by must be in the format of Lastname, Firstname. If it is not in this format, then it will show as an error on this report.

Those with questions should contact the NC WISE/SIMS Service Desk at [sis\\_support@dpi.state.nc.us](mailto:sis_support@dpi.state.nc.us) or (919) 807-4357.

*Reporting Hub  
(From Page 2)*

Grade, Birth Date and Ethnicity. The report also includes the following SED900 fields: Current Eligibilities (no End Date), Corresponding Except. Level, Most Current LRE, Most Current LRE Start Date, Most Current LRE End Date and Important Dates/ Miscellaneous IEP Team Dates.

➔**Test Scores**

This report shows summary information on tests taken by student for a given date range. The report includes the following fields: Student Number, School, Current Grade, Ethnicity, Test Grade, Test number, Test Name, Date of Assessment, School of Assessment, Score, Score Type and Exemption.

➔**Student Incident Report**

This incident report includes the following fields: Student Name,

Pupil number, Grade, EC Indicator, LEP, Action Type, Length of Suspension (actual number of days).

➔**Cumulative Student Daily Attendance With Ethnicity, Grade and Gender**

This report provides the following information: Period attendance that will need to be converted to daily attendance, Pupil Number, Last Name, First Name, Ethnicity, Grade, Gender, Registration Date, Excused Absences, Unexcused Absences and Total Absences.

➔**Student Information Verification**

Added grade level to this existing report.

➔**Cumulative Student Daily Attendance Report**

Added grade level to Cumulative Student Daily Attendance Report.

➔**4GL Report—Enrolled Students**

This report provides the following information for the 4GL System: District Code, Student Number, Category Code, Reason Code, Attending School ID and Effective Date.

➔**4GL Report—Withdrawn Students**

This report provides the following information for the 4GL System: District Code, Student Number, Category Code, Reason Code, Attending School ID and Effective Date.

➔**School Messenger Absence**

This report provides data to load into the School Messenger system. The report includes all absences for a given date. This report includes the following fields: Student Number, Absence Reason, Absence Date and Period.

# SIMS Update



## Windows XP creating problems for back-ups saved to diskettes

A problem exists with Windows XP when using 3.5-inch diskettes for a SIMS Utilities backup. In some cases the back up diskettes that are created will not restore data. The problem is a result of a "hotfix" that was applied to the XP system sometime after March 2004. The problem is not with the SIMS software.

Users can verify if they are experiencing a problem by examining a set of backup diskettes. If the users do not see all four files - **DPOOL01.ITB**, **IPOOL01.IND** files, **SPRMIND1.ind** and **UPDIND1.ind**, then the backups are worthless and will not restore. If a restore attempt is made from this type of backup, data may be lost. Only a restore from non-XP diskettes or non-SIMS backup will restore the four files. Users experiencing this problem, should backup to a zip, flash memory or some other storage device until the Help Desk can provide more details. Those who must rely on diskettes for backups should use WinZip or PKZIP.

For more information, or to report lost data as the result of a deficient back up, contact the NC WISE/SIMS Service Desk at [sis\\_support@dpi.state.nc.us](mailto:sis_support@dpi.state.nc.us) or (919) 807-4357.



Doris Kitts, a representative from the NC WISE/SIMS Service Desk introduces a group of new data managers to SIMS. Look for class dates for SIMS New Data Manager Training in future editions of Words to the Wise. (Photo by Elaine Darby)

## Bits and Bytes



### Updated guides on NC WISE Web site

A number of eSIS guides have been updated and posted to the NC WISE Web site. Users may find the documents in the Technical Library at [www.ncwise.org](http://www.ncwise.org).

**Updated Post Conversion Guide.** The Post Conversion Guide provides newly converted NC WISE LEAs and NC WISE schools with guidelines for completing the Student Information System set ups to manage school operations and generate accurate data for state reporting after conversion is complete. The guide is available to review or download in the Miscellaneous section in the eSIS/WISE Training Guides.

**NC WISE to DDC Mapping Definitions.** This document describes the proposed NC WISE to DDC extract and mapping. The document is available in the US Disciplinary Data Collection section.

**Post Conversion Worksheet.** This is a comprehensive list that outlines all data areas that LEA personnel must verify after conversion to NC WISE. The document is available in the eSIS/WISE Training Guide section.

**NC WISE Security Administration.** This guide provides NC WISE LEA and school security administrators with instructions on managing the security and access of users at the LEA and school levels. Please visit the Security subsection in the eSIS/WISE Training Guide section.

**Creating Label Records.** This document provides a general introduction to the process for Creating Label Records in eSIS. The guide is available in the Reporting/Letters/Labels section in the eSIS/WISE Training Guides.

**Introduction to the Attendance Process.** This manual provides instructions on how eSIS handles student attendance, terms used for recording

attendance and instruction on how to navigate through the eSIS attendance functions. To view or download the document, please scroll to the Attendance subsection of the eSIS/WISE Training Guides section. The document is entitled Attendance Process.

**Introduction to Student Demographics.** Users receive instructions on using and entering eSIS Student Demographic information and how to navigate through the Student Demographic functions. In addition, definitions for terms that are used in Student Demographics are provided. The guide is available in the Miscellaneous section.

**Academic Progress Parameter Form.** This manual provides instruction for using the Academic Progress Parameter Form as well as new features available on the form. The document is available in the Reporting/Letters/Labels section in eSIS/WISE Training Guides.

**5th Character Translation Table.** This document updates the Translation Table for 5th Character of State Approved Course Codes. The table is available in the Conversion Information section.

**Activating UERS Reports.** Users learn how to activate UERS reports. To view or download the document please visit the UERS portion in the Miscellaneous section.

**Updating Grade 9 Entry Date.** Different areas of NC WISE need to know the number of years a student has attended school since grade eight. The eSIS field, Grade 9 Entry Date, is used to calculate the number of years. This document instructs LEA personnel through the steps of identifying the date in eSIS and correcting it if necessary. The guide is available in the Miscellaneous section.

## Dates to Remember



# Instruction and networking plentiful at NC WISE/SIMS Symposium, February 19-21



Mark your calendar for our biggest event of the year - the NC WISE/SIMS Symposium. The Symposium is scheduled for February 19-21 at the Joseph S. Koury Convention Center in Greensboro. Registration rates for the conference are:

◆ **Now through January 5, 2007** – \$115 (Please note, registrations postmarked by midnight, January 6, will receive the \$115 rate.)

◆ **January 6, 2007 to February 2, 2007** – \$165

◆ **After February 2, 2007** – \$250  
The Sheraton Greensboro is

offering a special rate for the NC WISE/SIMS Symposium of \$120 a night, plus tax, single or double occupancy.

For more information, or to download registration materials for the 2007 NC WISE/SIMS Symposium, please visit the NC WISE Web site and click on the link for the NC WISE/SIMS Symposium. Personnel may register for the conference by downloading the registration forms from the Web site, then sending them along with the registration fee to:

NC Department of Public Instruction  
Cash Management

6336 Mail Service Center  
Raleigh, NC 27699-6336

**Please note that registration fees are non-refundable and checks must be made payable to NCDPI Cash Management.** Those who have registered for the 2007 NC WISE/SIMS Symposium may view the status of their registration online by visiting the Symposium link and clicking on the document entitled, "List of Registrants by LEA." The registrations are listed in chronological order by LEA/charter school number.

Those with questions should contact the NC WISE/SIMS Service Desk at [sis\\_support@dpi.state.nc.us](mailto:sis_support@dpi.state.nc.us) or (919) 807-4357.

## Coming soon: NC WISE maintenance weekend

NC WISE maintenance weekends for 2007 are currently scheduled through June. The dates are: **January 26-29, February 23-26, March 30-April 2, April 20-23, May 18-21 and June 22-25.** Please remember the system will go down beginning at 5 p.m. on Fridays and return to service no later than 6 a.m. on Mondays. In addition, maintenance periods through ITS are scheduled Thursdays from 4 to 7 a.m. and Sundays from 4 a.m. to 12 noon.

# A "Bit" of Change in NC WISE



## NCDPI welcomes new faces to NC WISE

A number of new people have joined the NC WISE team and several veteran staff members have taken on new roles. We would like to introduce new faces as well as some old faces in different places.

### Terra Dominguez



As the training coordinator for NC WISE, Terra Dominguez is responsible for user sustainment training. She will create training plans and develop documents for new functionality. Dominguez also will be responsible for revising training plans and documents when updates to the system are implemented. She will become a familiar face to users new and old, as she will spend some time in the LEAs delivering sustainment training and ensuring users receive the most from their instruction.

Dominguez brings extensive experience with the eSIS software. Previously she worked as a support analyst consultant for the NC WISE project and before that she worked with the Stars eSIS Project for the Seattle Public Schools.

Originally from Washington state, Dominguez now resides in Raleigh. She enjoys traveling and says the highlight of her cross-country trip from Washington to North Carolina was a stop at the snow-covered Grand Canyon. Trips to the beach, specifically Topsail Island, top her list of favorite places to visit in North Carolina. She reluctantly calls herself a pseudo pilot and is able to fly a Cessna 170.

### Jim Sepe



Jim Sepe serves in a newly created role as the project manager for IT projects for the NC WISE team. He reports to Dr. John Wetsch, NC WISE program manager. Currently he is overseeing the development and implementation of the Ad-Hoc Reporting tool and the Oracle RAC project. Sepe brings a wealth of experience in IT and project management, previously working on large scale projects for compa-

nies such as SAS, Northrop Grumman, PricewaterhouseCoopers and TRW.

Sepe has coached baseball for various ages up to high school, for 15 years. He is an avid sports enthusiast which, includes playing on local recreational baseball and basketball teams. Sepe enjoys using his skills as a former restaurant cook to create his favorite Italian meals for his family. He likes to travel anywhere that has a beach – especially the Caribbean.

### Ladansa Ussery



As the Functional Systems Analyst/Subject Matter Expert for NC WISE, Ladansa Ussery meets with internal and external data stewards for NCDPI to learn what they need from the system. She develops requirements based on their feedback so they can receive the required data from NC WISE.

Ussery brings extensive experience with NC WISE to her new role, previously working as the NC WISE project coordinator at NCDPI, and before that as a high school data manager for Wake County.

Ussery likes to travel and has lived in Germany twice. Her favorite country to visit is Luxembourg. She enjoys watching her two daughters play soccer and she actively participates on their teams. When she is not traveling around the world or up and down a soccer field, Ussery likes to go to bookstores and browse through the latest releases.

### Lisa Miller



Lisa Miller is a trainer on the Training and Requirements team. Her responsibilities include sustainment training and developing and maintaining documentation for NC WISE. She brings extensive experience in managing and authoring new and existing end-user documentation.

Before coming to NCDPI, Miller was a technical writer and proposal manager at SAS. *(Please see Profiles Page 7)*

*Profiles*  
(from Page 6)

Miller enjoys photography. Her favorite subjects to photograph include children, pets, landscapes and weddings. She and her husband enjoy the outdoors, relaxing at home with their two dogs and spending time on her husband's family farm. Another favorite family pastime is cheering for the Wolfpack at various athletic events, as Miller and her husband are NC State graduates.

**Jessica Exline**



Jessica Exline is the training and requirements manager for NC WISE. She is responsible for developing deployment training for new users and sustainment training for personnel already familiar with NC WISE.

Exline was a data manager for an elementary school in Chapel Hill for more than two years before coming to NCDPI. Since then, she has worked with Tier 2 support for the NC WISE/SIMS Service Desk and served as a professional development consultant. She was promoted into her current position in April 2006.

Exline enjoys amusement parks and working on her house that she recently purchased. Her favorite activity is mom and daughter dates on Friday evenings when she and her six-year old girl hit the mall for an evening of shopping and eating.

**Connie Joyner**



Connie Joyner is a veteran member of the professional development staff for NCDPI. She has trained many LEA personnel on numerous NCDPI systems since 1985. She now brings that wealth of experience to the NC WISE team where she serves as a trainer and coordinates facilities in the LEAs to host workshops for new and seasoned users.

Joyner started her career at NCDPI pioneering the Service Desk by helping users transition from manual methodology to a technological environment. She remained on the Service Desk for 13 years supporting an array of programs. Joyner also coordinated internal technical training and served as a business analyst for the Exceptional Children and Workforce Development Education Divisions.

Joyner is active in her church teaching Sunday School, choir, and assists as a financial and contributions recorder, among other involvement. Her personal challenges include keeping up with a medical and social calendar for her 82 year young live-in mother; and reaching the 25 -year mark with her husband, Greg. Connie's latest accomplishment is teaching herself to play harmonica.

**Yvonda Brewer**



Yvonda Brewer serves as a trainer on the Training and Requirements team. She will be responsible for providing sustainment training to LEA and charter school personnel.

Brewer brings a wealth of NC WISE experience to her new role. Previously she worked on the NC WISE/SIMS Service Desk for three years, and before, that was a data manager for 15 years for an elementary school in Wake County.

Brewer loves to travel and once a month goes to the beach. Before she became an NC WISE aficionado, Brewer spent 10 years in a band singing her way through parts of the South and Midwest. Her biggest weakness is chocolate - any chocolate.

**Joe LaRosa**



Joe LaRosa is the new Configuration Manager for NC WISE. He is responsible for project configuration management, change management, software quality assurance and testing.

LaRosa brings more than 25 years experience in IT operations and management. Prior to coming to NCDPI, he worked for IBM, Zenith Electronics and Loral Electronic Systems.

LaRosa likes to play golf and the acoustic guitar. He considers himself a frustrated chef who enjoys cooking Italian, Southwestern and Mexican dishes. He admits an addiction to the Food Network where he gets a number of his recipe ideas.

**Have you reserved your spot at our biggest event of the year? Join us at the 2007 NC WISE/SIMS Symposium in Greensboro, February 19-21. Need more information? Visit [www.ncwise.org](http://www.ncwise.org) and click on the Symposium link.**