



WeBSIS State of Missouri Processing

Overview

This document provides information about the **MOSIS File Reporting Process** and how the report/file is created, updated and generated for the state submission.

In general the process is;

1. The district should first prepare the information required for each student to generate all necessary fields required on the report. **Note:** WeBSIS does provide the **MO State Information Mass Update** application which will update as many of the Student Demographic – State tab(s) fields as possible.
2. District is able to create a **MOSIS File Reporting Process** reporting file. This file will be updated by many different applications preparing the data for the report as well as by the user directly.
3. District will be able to run WeBSIS edits of their data.
4. District will be able to generate the submission file required for submittal to the state.

Creating MOSIS Report Files for Processing

This provides WeBSIS users the ability to generate the necessary **File Submissions** to be transmitted to their state. The user will be able to create a specific **File Submission** file for the specific **WeBSIS MOSIS Reporting Master** file chosen by the user. **WeBSIS** then provides;

- The ability to mass update the selected reporting file with the required fields being accessed from their original data sources such as Student Demographics area, etc. The **WeBSIS MOSIS Reporting Master** record identifies what application is to be executed to update the required fields.
- Allows the district to update reporting fields by entering directly into a reports student record. Individual fields may also be locked if needed to prevent them from being updated by the associated mass update application.
- The system identifies errors in the state file data and provides the user with the ability to preview these errors.
- The system generates the submission file required for the state as well.

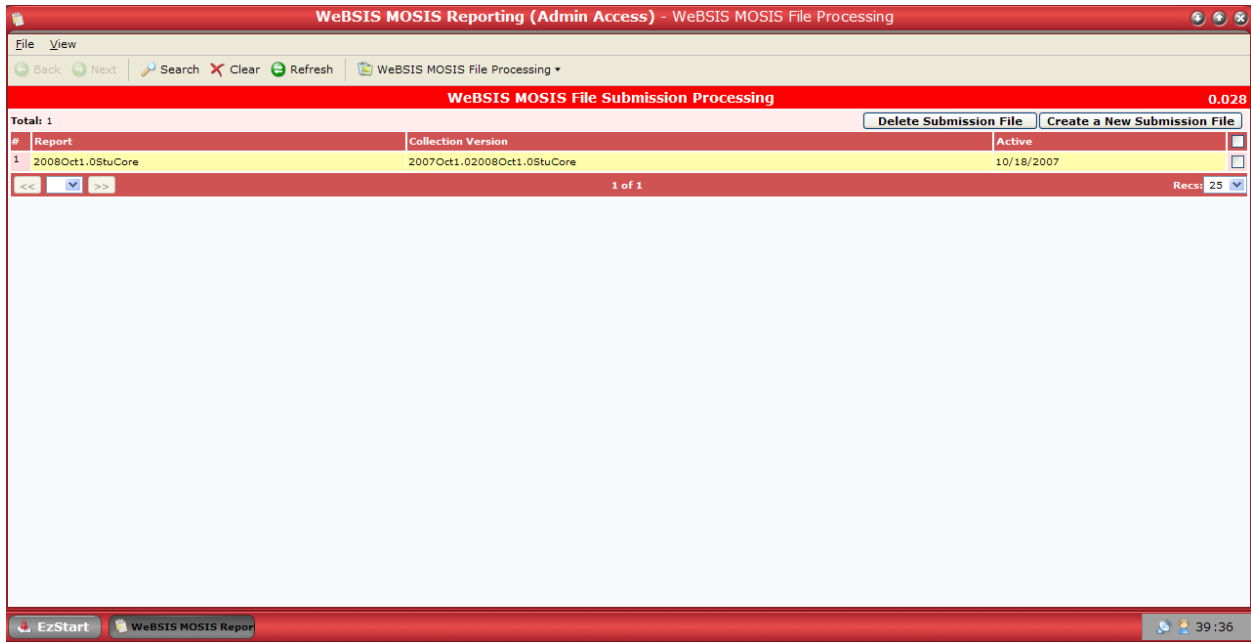
Below is a screen shot of the **WeBSIS State File Submission Processing** application. Lumen has created a standard engine used to;

- Create
- Update
- discover errors

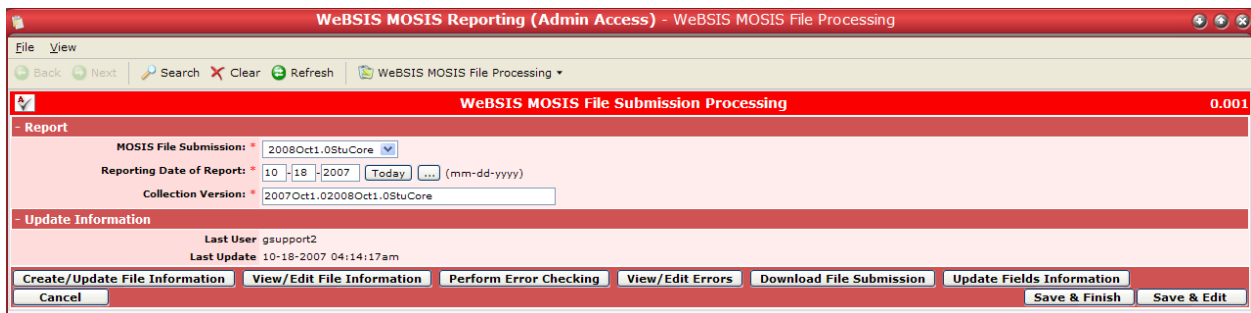
- generate almost all state reports

This was done to simplify a districts training time to learn how to process the states new reporting processes.

When you select the **Create a New Submission File** you can examine the reports this application will generate with all the functionality described above.



In the example above we have created the **StuCore** (Student Core) submission file. In the screen shot below you can see what information is required to create the **StuCore** or any state report. The **Reporting Date of Report** is very significant. This date for example in the **StuCore** system indicates what month the report is for and also controls any fields that need a date of reference for calculations such as the **One Prior 10 Day Attendance, Enrolled On Count Date, Membership FTE** (which the date indicates the week the calculation is to be represented by for the calculation), etc.



Create/Update File Information

After you have created the file you now need to select the **Create/Update File Information**. This will create or update the student information from the different areas within WeBSIS.

View/Edit File Information

After you have created the submission file you may view or edit these records directly. Below is a screen shot of the format of this application. The information displayed in this file is the information that will be created on the file required for submission to the state. The application gives district many unique direct functions to access and maintain the file to be submitted.

The screenshot displays the 'Edit File Information' form within the 'WeBSIS MOSIS Reporting (Admin Access) - WeBSIS MOSIS File Processing' application. The form is titled 'Edit File Information' and includes a version number '0.025' in the top right corner. The form contains the following fields and values:

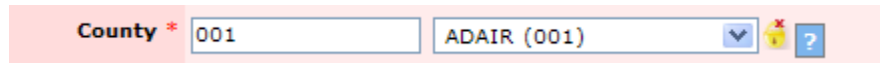
Field	Value
Collection Version *	2007Oct2.02008Oct1.1StuCore
Current School Year *	2007
Attending District Code *	ACADEMIE LAFAYETTE (048914)
Attending School Code *	21ST CENTURY ALTERNATIVE (1020)
Reporting District Code *	ACADEMIE LAFAYETTE (048914)
Reporting School Code *	21ST CENTURY ALTERNATIVE (1020)
Resident District Code *	ACADEMIE LAFAYETTE (048914)
Resident School Code *	21ST CENTURY ALTERNATIVE (1020)
Teacher Name (Pre-Code Sort)	HAWKINS, DIANA
MOSIS Student ID *	34343434
Local Student ID	19039
Legal Last Name	Brandt
Legal First Name	Timothy
Legal Middle Name	
Legal Name Suffix	
Date of Birth *	01 -25 -2000 Today (mm-dd-yyyy)
Social Security Number	45454545
County *	001 ADAIR (001)
Student Grade Level *	01 FIRST GRADE (01)

Overall Processing Intent

The intent of the system is to automatically populate the data stored within WeBSIS through normal daily operational activities. It is **NOT** the intent of the system to force the district enter needed data over and over again each reporting period. This is an important point as the **StuCore** reports are due six times a year with different information required for each of those reporting months. The WeBSIS system is setup to **KNOW** for a district what fields are required for each of these different reporting cycles. WeBSIS also collects fields to assist schools in calculating required state reporting fields. For example the **In building less than a year field** may be calculated from your enrollment information automatically. So if the information is entered correctly one time in WeBSIS the user will never need to enter a value for this field as the system will calculate it automatically. Even though the system does provide the ability to enter the data directly we do not recommend this as the way to enter your data. Only exceptions should be handled in this manner. The data required by fields should be updated in the WeBSIS system to make the required values correct when generated by WeBSIS.

Functionality


There are many different functions provided to the district at the field level. To provide a description of what these functions are let's examine the **County** field displayed below.




Fields

Notice that there is a field immediately after the **County** field description of 001. There is also a second field area which displays the **County** value displayed. However the second field is also a pull down which means we can search for another **County** to assign to the student if we wanted to correct the data for example. If we assigned the student to another **County** it would change the first and second column values.

Locking Fields

The  is the lock symbol. In our example it indicates that this field is not locked. If we clicked on this field it would change the symbol to indicate this field was locked. Locking this field tells the system to not update this field when any Mass Updates might be performed. You would only lock a field here if you had some exception which could only be handled by entering the data here directly into the state submission report you are working on.

State Field Help Description

In the Lumenation system you will see the  icon. It always signifies some type of help function. In this application this contains the actual field description information from the state for every field.

Navigation

To save any information you may have entered you need to click on the **Save and Finish** option. If you do not wish to save any information you may select the **Cancel** option and no update will be performed. These are standard processing options throughout all applications.

Perform Error Checking Option

This option allows you to process all records for possible errors.

View/Edit Errors Option

When the **Perform Error Checking** option is run it populates the specific state report you are working on with errors. The **View/Edit Errors** option allows you to view these errors. The screen shot below displays this option.

System Thursday 11/1/2007 11:11 am

WeBSIS MOSIS Reporting (Admin Access) - WeBSIS MOSIS File Processing

File View Search Clear Refresh Menu

View Errors Information 0.813

Show Search Fields

Type ALL

Category ALL

Error ALL

Search By:

Legal First Name

Legal Last Name

Local Student ID


MOSIS Student ID

Search

Total: 500+

#	Type	Category	Error State Code	Error Message	Legal First Name	Legal Last Name	Local Student ID	MOSIS Student ID
1	Error	MOSIS StuCore	1	Field "Membership FTE" is NULL But need ...	Student	Test	20566	12121212
2	Error	MOSIS StuCore	1	Field "Membership FTE" is NULL But need ...	Natalie	Atkins	20573	

Back

You will notice that a user may select the  icon (*Search Criteria*) to enter the search criteria they wish to use to view errors. By moving the cursor over the Error Message column you are also able to see the full error message.

Selecting the **Back** option will take the user back to the state report other options. This is true on all other areas as well.

Download File Submission

This option created the CSV file to your desktop and which you will submit to the state.

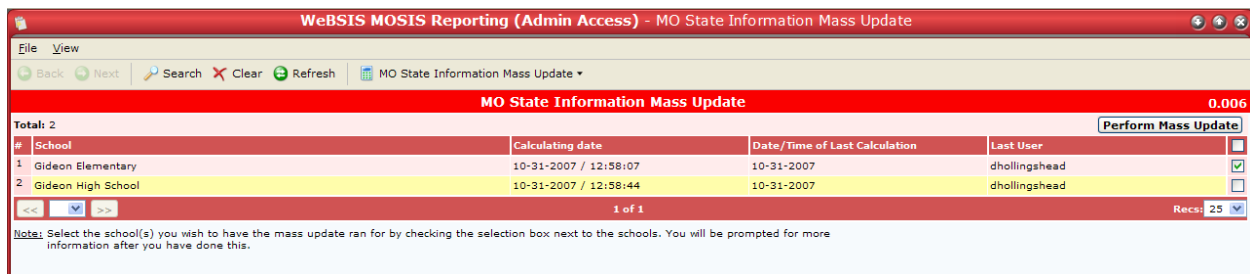
Update Fields Information

Often when working on correcting data a user will focus on one area. This option allows a user to indicate a specific field they wish to have mass updated rather than **ALL** fields mass updated.

MO State Information Mass Update

This application automatically updates the fields found within the **WeBSIS Student Demographic** application **State** tab. The screen shot below is of the **MO State Information Mass Update** application. This application would usually be accessible to the person(s) who is responsible for state reporting. This is not to say this is a dangerous application, but this information is typically managed by the person(s) responsible for state reporting.

The mass update may be controlled by selecting a school to update individually by placing a check mark next to the school listed and then selecting the **Perform Mass Update** option. You may also select multiple schools to be updated as well at the same time. As you can see below the system does keep a log of when and who ran the mass update processes.



The fields updated by the **MO State Information Mass Update** application are found in the **WeBSIS Student Demographic** application **State** tab. Below is a screen shot of the **State** tab. All fields are automatically updated in this tab except for the **MO Voluntary Transfer Student**, **MO Option Program** and **Homeless**.

Notice that the automatically updated fields such as the **MO In building less than a year**, **MO In District less than a year**, etc. have a lock symbol next them. If you lock a field it means that the value entered will remain the same and not be changed by the **MO State Information Mass Update** application or any other mass update application. It basically freezes the data value into the field.

