

OME-RESA INSIGHT

Issue 4

Spring 2009

Ohio Mid-Eastern Regional Education Service Agency
 An Information Technology Center (ITC) of the Ohio Education Computer Network (OECN)
 Serving an 11 county area and 45 school districts in Mid-Eastern Ohio

Why is Broadband a Hot Topic?

By Angela Underwood, ITC Director

Broadband is defined by many as communication lines or connections that can transmit at least 2MB or more to an Internet source. Everyday technology becomes more integrated with everyday life. It opens doors to experiences, that without technology, we may never have been able to have. This is especially true when it comes to educating children. As an Information Technology Center it is our goal to make sure that every school and every child we serve has a chance to experience all opportunities that are available through technology to enhance their education.

There are two state/regional projects that OME-RESA has been supporting and working with – Connect Ohio and Congressman Zack Space’s Connecting Appalachia Project. The goal of both projects is to make sure that broadband capacity is available to any school, hospital, business, organization or individual that requests it. Connect Ohio is a statewide project that is in the process of holding county-wide meetings to determine focal points for local broadband needs. The Connecting Appalachia Project is geared specifically to the 34 Ohio Appalachia counties (11 of which OME-RESA serves). Sixty-two to seventy-four percent of Ohio’s Appalachian region remains unserved. Providing broadband coverage for the rural expanse of Ohio Appalachia is one of the highest priorities for this project.

We anticipate that in time these projects will not only supply us the needed broadband access, but that the K-12 community can provide assistance in educational/community service opportunities to make the regional projects a success.

We will continue to update school district personnel on these ventures as more details become available this spring and summer. Please direct any questions regarding this topic to Angie Underwood – angie.underwood@omeresanet.net – 740-283-2050 ext. 116 or Sandy Petrozzi – sandy.petrozzi@omeresanet.net – 740-283-2050 ext. 109.



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STUDENT SERVICES UPDATE

SIS E-newsletter

OME-RESA's Student Services department publishes a monthly E-newsletter on our website. These E-newsletters contain information, updates, and tips and tricks in each edition. To view the most current release or archived releases please visit:

<http://www.omeresa.net/e-newsletter.htm>

DASL Trainings –

We have posted various DASL training sessions on the event scheduler. These trainings will be provided twice a month at Tuscarawas County ESC's computer lab, OME-RESA's training lab and Muskingum Valley ESC's training lab. The trainings are set at specific times throughout the year when the specific modules would be most relevant. We have also posted a DASL Open Lab day which will be conducted at OME-RESA's training lab. We will try to hold a DASL Open Lab day once a month. The DASL Open Lab day can also be found on the Event Scheduler. The DASL Open Lab sessions are available by appointment only and are for Student Data Coordinators only.

In addition to the Open Labs on the Event Scheduler, we are offering more Open Labs for one-on-one training purposes in the areas of DASL and Progress Book. These labs are open to Student Data Coordinators or Progress Book points of contact only. To schedule a time for these one-on-one Open Labs, please send an email to mike.falls@omeresa.net. Mike will work with you to set up a convenient time for you to come in to our office for the lab.



DASL Security Training –

Security trainings have been scheduled for April 21, 22, & 23rd and will be held at TCHESC, OME-RESA, & MVEESC. Please go to the Event Scheduler on our webpage to register for the location that is most convenient for you. The security trainings are for the DSL/DASL Account Administrators.

Special Services

The developers have changed the name of ProgressBook Special Services from SSEM to SpS. So all future references to SSEM will be SpS.

NEW FORMS

NOTE: ALL IEPs MUST BE FINALIZED PRIOR TO THE NEW FORMS BEING IMPLEMENTED. THE DATA WILL NOT ROLL INTO THE NEW FORMS. Missy Sutherland will send reminder emails about this prior to the installation of SpS 6.0. Remember there are reports that can be run to see if you have any unfinalized IEPs.

Progress Reports, however, won't need to be finalized until yearend as they are now--that is the ONLY form that doesn't have to be finalized.

INFORMATION BANKS - The information banks that have been created will still be there when the new forms are implemented. They will not be affected by this transition.



SYSTEM REQUIREMENTS – The SpS System Requirements document has been updated on our website and the Knowledge Books. It is imperative that the Operating System, Browser Version and Adobe Reader Version all coincide for the software to function properly. Please keep in mind, that when upgrading Adobe Reader, first uninstall all current versions of Reader and then install the new version. Simply updating using Adobe Updater will cause problems with the application.

REMINDER – Whether or not you are using the SpS to EMIS functionality, your teachers have the capability of viewing the EMIS Data Collection Form prior to finalizing their IEPs to verify the data is correct.



STUDENT SERVICES UPDATE—CONTINUED

SpS Trainings



OME-RESA will be training on the new forms and application in August. It will be very important for you to have representatives from your district attend as the new forms are required by ODE to be used as of September 1, 2009. Please watch the Event Scheduler for the official posting for these trainings. The **tentative** schedule is as follows:

Tuesday	Aug. 11 & 18	TCHESC
Wednesday	Aug 12	OME-RESA
Monday	Aug 17	OME-RESA
Thursday	Aug. 13 & 20	MVESC

Please keep in mind that we offer SpS trainings twice a year and one PB POC must attend and someone from your special education department may attend as well. There is a limit of two people per district. OME-RESA does offer district/teacher trainings for a fee. The use of Professional Development money is often used for this service. If this is something that your district is interested in, please contact Cindy Alban by email at spstaff@omeresanet.net or by phone at 740-283-2050 Ext 150.

Documentation for Progress Book and Special Services is available from our website at:

http://www.omeresanet.net/manuals.htm#Progress_Book_Documentation. The documents are continually being updated – so please keep checking. Please refer to the **Knowledge Books in the Helpdesk** to find individual docs that are more subject area specific.

SpS to EMIS

The SpS software now has the functionality of flowing into EMIS. We have presented this feature at recent trainings and have instructed the districts with the necessary steps that need to be taken prior to utilizing this feature. It is very important that districts start cleaning up their data. This feature only works off of FINALIZED IEPs. Please reference the EMIS IMPLEMENTATION PLAN (Process Flow) for guidelines to prepare your data for the SpS to EMIS export/import. Please be sure to notify OME-RESA if this is a feature that you plan to utilize. OME-RESA will assist you with guidelines and troubleshooting your data cleanup.

EMIS UPDATE

APPEALS PROCESS for February reporting of special education students – An email was sent out from Estaff on March 10th regarding the appeals process that has been implemented for students who are currently on your February “Disability Not Funded” report. Information should also have been sent from ODE to your Superintendent via email. All appeals are being handled through the Office of Exceptional Children and need to be emailed to donotfundappeals@ode.state.oh.us. The appeals process MUST be completed by the close of the February reporting period which is April 24th in order for your district to receive funding for these students for report period C.

EMIS ReWrite – Set up and training for the new EMIS Rewrite reporting requirements has taken place for the OME-RESA staff. We will be contacting our pilot districts in the near future to begin their piloting process of parallel reporting for report period C and N. Our goal is to have all our districts reporting their data through the new EMISr module and the current alpha aggregation process as soon as possible. Additional districts’ trainings will be conducted based on ODE’s schedule and ability to handle more districts. ODE is still on schedule to have all districts reporting the final weeks of the G reporting period and then all of the October processing under the new system only.



Changes/Corrections to your FS screens since October Reporting – If you find that you incorrectly reported a student as withdrawn at the beginning of the school year, but after your first day of school, and the student should actually be a summer withdrawal, you need to make the corrections on the student’s FS record so that the effective start date is after 7/1/08 and the withdrawal date is after that but before the first day of school. You will also need to edit the admission history record to reflect this change. These students will then appear on the Missing Student report for February and Yearend and you will need to submit an override request for them during the N reporting period. If you have any questions please contact estaff.

February FY09C – Reporting

4/24/09 is the final processing weekend for February FY09C data. ADM will be funded at 25%. (Oct. was 75%).

Be sure to check all of your reports weekly, make any corrections necessary, reaggregate and resubmit each week.

All City, Local, Exempted Village, and Joint Vocational school districts, are required to report data for the February (C) reporting period.

If a community school is receiving funding for Career-Technical courses, then the Community School must report the students and courses associated with the Career-Technical courses.

ESC’s DO NOT Report in February!

February Information – Chapter 2 page 16

The DASL Checklist for February EMIS Processing can be found in the DASL Help menu under Step by Step Procedural Checklist / EMIS. Please read through the documentation and use it for your February reporting.

District/Building Records – Do not forget to complete your EMSMDH - Building February Information record. If this data is not submitted to ODE they will not process your district’s data.

MARCH FY09D Reporting

4/24/09 – is the final processing weekend for reporting period D (March) – Please refer to Chapter 2 of the ODE FY09 EMIS Guide sections 2.04.11 GU record and 2.9 GV record. March reporting is for students reported as Voted Concentrators and no longer enrolled in your district.

5/8/2009 – First Processing weekend for Yearend N Reporting Period – Please make sure that you report as much data as you can on that first submission weekend. The out of compliance deadlines will be enforced so it is necessary that you stay ahead of the game.



FISCAL SERVICES UPDATE

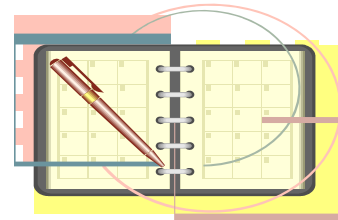
H.R. Kiosk Update

In the spring of 2008 OME-RESA Fiscal Staff began the implementation of the H.R. Kiosk software package with a few small districts. These districts chose to begin the process with only their administrative staff to become familiar with the functionality of the Kiosk and adjust certain setups to their district's policies. They then rolled out the full Kiosk package to their remaining staff when school began in the fall of 2008. These districts loved it! It was accepted well by their district staff and has reduced the amount of time spent by payroll staff in hand entering absence sheets. The district employees can now log into the Kiosk and view their personal information at their convenience, even from home. They really like that ability to view and verify absence information.

We currently have 2 districts on it fully for almost a year now; 1 district who is starting to roll it out building by building; 2 districts are just starting to register and train their district administrative staff; 2 districts scheduled for training between mid April and early May, with 3 more starting the set up process and waiting for their training date to be scheduled.

While we are starting the Kiosk at the districts for the intent of automating the leave approval process, there are other options available that may be rolled out as multi-district type trainings. Currently, trainings for the automated leave approval process are being done at the district in a one-on-one environment with administrative staff. After each district has the opportunity to implement the Kiosk for the automated leave approval, we will begin group trainings for the other Kiosk options. Those options include viewing previous years W2's, online Individual Professional Development Plans with committee approval, Performance Review document uploads, and Event Scheduling.

If any other districts are interested in implementing the H.R. Kiosk at their district, please email hrkiosk@omeresanet.net and a fiscal staff member will discuss your questions and set up requirements, as well as discuss a tentative implementation date.



Fiscal Year End Treasurers Meetings Set

The annual fiscal year end treasurers meetings have been set for June 10th and 11th, 2009. The June 10th date will be held at the Jefferson Community College. The June 11th date will be held at the Buckeye Career Center. Both meetings will have coffee and doughnuts served from 9 to 9:30 with the meeting starting promptly at 9:30. All of the usual fiscal year end topics will be reviewed and any new issues discussed at that time. The ITC Fiscal Year End overview is set for May 14th in Columbus. After that meeting, we will update our book to include any changes or new programs.



NEW THIS YEAR!! As soon as the book is updated, it will be placed on the OME-RESA website for districts to print and bring to the meeting. The cost and time involved in printing so many manuals is just overwhelming and since there are quite a few districts who bring more than 2 staff members, thus have requested more than the two allotted manuals, can now print as many as they like beforehand. Additionally, for those of you who email and ask "has anything changed, do I need to attend?", you can print the book, review the close out procedures and decide for yourself ahead of time if you feel the need to attend or skip the meeting. It will be a district decision. Hope to see you all there!

INFOHIO UPDATE

Preparing 21st Century Ohio Learners for Success: The Role of Information Literacy and Libraries

INFOhio has partnered with the OhioLINK (academic library network) Special Task force to develop initiatives that will encourage students in the Ohio school system to Go Further! with their education.

This initiative aims to spread the word that Ohio not only makes it a priority to offer top-level education to their students with the goal of a 100% graduate rate, but the state makes future success possible for every student by providing comprehensive tools and resources to all of Ohio's classrooms.

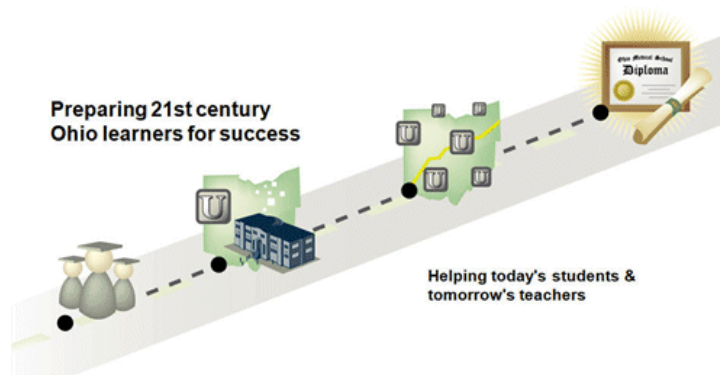
In collaboration with academic libraries and other state education-based organizations and library communities, INFOhio is dedicated to paving the way for Ohio's students as they journey down the road of education and beyond.

This initiative coincides with Governor Strickland's 21st Century Learning Environments plan to prepare Ohio's future leaders.

State decision makers need to ensure that all Ohio students, regardless of economic means or geographic location, have access to a robust, high quality information infrastructure that prepares students to be astute and productive consumers of information.

Ohio must mandate that information literacy is a critical lifelong skill that every Ohio student needs. As the first step toward that future, INFOhio and OhioLINK urge the Ohio Department of Education and Board of Regents to endorse the findings of this study.

The Task force report is available at <http://www.infohio.org/PreparingOhioLearners.html>. Stay tuned for further updates from the Task Force.



World Book Student Interface Joins World Book Web Resource



A new middle school interface, *World Book Student*, has been added to the *World Book Web* delivered to Ohio's PreK-12 community by INFOhio as part of the Core Collection of Electronic Resources. *World Book Student* is designed to replace *Work Book Online Reference Center*, the "classic interface" for grades 6-8.



INFOHIO UPDATE - CONTINUED

Use *World Book Student* for:

- **Just about any subject** – More than 40,000 encyclopedia and reference, thousands of selected Web sites, images and illustrations, interactive games and activities and more.
- **History/Social Studies** – With *Surf the Ages* and 13,000 historical articles written during the year in which the events took place.
- **Student Activities** – Educational games and activities that can help make learning fun.
- **Educator tools** – Offers correlations to the Ohio Academic Content Standards, links to lesson plans and other professional education sites.
- **State and Country information** – The *Atlas* provides up-to-date full-color maps of the world, continents, countries, states, provinces and many cities.

Improvements to Digital Video Collection

Nineteen new programs in Our Ohio: Profiles in Government series have been added to the DVC. The programs are produced by the Ohio Cable Telecommunications Association and join many others that help students learn about state government and officials. To view Ohio Academic Content Standards alignments and related Web resources for each video, use the Easy Search to INFOhio's Curriculum Resource Catalog.

To ensure the highest quality possible on a wide range of computer platforms, streaming videos from the Digital Video Collection now employ the [Adobe Flash Player](#) that is available as a free plug-in from our [Multimedia Tools](#) page. To stream DVC programs, simply use the [View Now](#) or [View](#) links. The [Flash Player](#) INFOhio is using provides links to download or e-mail the file.

- *Auditor of State*
- *Department of Commerce*
- *Department of Commerce Overview*
- *Department of Development*
- *Department of Development Overview*
- *Department of Taxation*
- *Department of Taxation Overview*
- *Legislative Service Commission*
- *Legislative Service Commission Overview*
- *Lobbyists*
- *Lobbyists Overview*
- *Local Government and Mayors*
- *Office of the Governor*
- *Ohio National Guard*
- *Ohio National Guard Overview*
- *Public Utilities Commission of Ohio*
- *Secretary of State*
- *Treasurer of State*
- *U.S. Senate*



INFOHIO UPDATE - CONTINUED

Learning Express Library



The Learning Express Library included in INFOhio's Core Collection of Electronic Resources has been enhanced with a set of computer skills tutorials from Learn2.com. These tutorials appear under the heading *Computer Skills* in the list of tests and use a combination of audio, video, graphic animation, screen captures and text to teach computer skills.

LearningExpress technical support explains that this *Learn2* package of computer skills tutorials requires the installation of a small multimedia player that extends the capabilities of the browser. Currently, this player will NOT run on computers using Windows *Vista* or Macintosh *OS X* operating software.

According to the Learn2.com Web site, the system requirements for the multimedia player are:

- **Operating System:** Windows 95 OSR2 or later, Windows 98, Windows NT 4.0 SP3 or later, Windows 2000, Windows ME, Windows XP, Macintosh OS8.1.
- **Browser:** Internet Explorer 4.0 or later (5.5 or higher recommended), Netscape 4.5 or later, AOL 4.0 + for Windows 95
- **Processor:** Pentium Class, Macintosh PowerPC
- **Memory:** 16MB or more of RAM (32MB RAM for Macintosh)
- **Sound:** Audio device, installed and configured

For those buildings/districts that want to make the new Learning Express Library computer skills tutorials available to their patrons, INFOhio recommends that library or technology staff pre-install the player on their public access computers. Users who try to access the tutorials from a computer that does not have the player installed will be taken to the Learn2.com site and asked to install it.

What Do I Do Now?

- ❓ **Browsing Tests and Courses:** Click on a category on the right to view a list of resources in that topic.
- ❓ **Searching for Tests and Courses:** Type the topic that interests you into the search box above.
- ❓ **Moving to Other Learning Centers:** To jump to another Learning Center, click on the desired Learning Center in the tabs above.
- ❓ **Need More Help?** Visit the Library Help Center.

Computer Skills

The interactive tutorial courses found here will take your PC skills to the next level, while allowing you to learn at your own pace.

Choose your tests and courses from the categories below:

▶ Microsoft Office Access Courses

▶ Adobe Acrobat Courses

▶ Microsoft Office Excel Courses

▶ Microsoft Internet Explorer Courses

▶ Microsoft Office Outlook Courses

▶ Microsoft Office PowerPoint Courses

▶ Microsoft Windows Vista Courses

▶ Microsoft Office Word Courses





NETWORK/SYSTEM UPDATE

OME-RESA Increases Internet Access Speed

OME-RESA increased the speed of the main Internet connection effective Wednesday, April 1st by 20Mbit from 120Mbit to 140Mbit. OMERESA continues to maintain the 20Mbit Comcast Internet connection.



OME-RESA Continues to Expand Broadband Network Capabilities for Member Schools

In the fall/winter of 2006 OME-RESA replaced 40 T1 connections at 18 OME-RESA schools with AT&T high speed Fiber Optic circuits. During late summer/fall of 2008 OME-RESA replaced 51 T1 circuits connecting 22 sites to OME-RESA. The additional 12 AT&T and 10 Time Warner Cable high speed Fiber circuits bring the total number of Broadband Fiber sites to 40. In 2009 an additional 11 T1 connections at 8 OME-RESA schools are planned for conversion to 10 Mbit Fiber service. This will bring OME-RESA's count for fiber connections to 36 public school districts, 48 public school buildings and one non-public school. This is a great start...but there are some school districts and buildings where broadband access is either not available or very expensive to acquire, but OME-RESA has made it a priority to offer a broadband connection to any site that requests it.

This spring, OME-RESA will be working with local and regional stimulus initiatives to expand the network and to ensure that every OME-RESA district has at least one broadband connection to the OME-RESA network. Angie Underwood and Sandy Petrozzi are meeting with regional partners to bring additional broadband capabilities to the Appalachian region of Ohio. We are pursuing both state and federal funds to assist us in obtaining connections to OME-RESA's difficult-to-reach sites.

Broadband connections offer cost-efficient, locally managed, Ethernet services and continue to support the high volume of voice, video, data and Internet services. The converged network enables application consolidation, allowing for quick and reliable voice, video and data transfer as well as improving capabilities for disaster-recovery services, security and redundancy.

Microsoft's Live @ Edu:

We are fielding requests to add DNS records to facilitate "Live @ Edu". Please provide the specific "cname" and or "mx" record information to internet@omeresanet.net.

We can update these records quickly and functionality should be available immediately.

NETWORK/SYSTEM UPDATE—CONTINUED

Orion Network Performance Monitoring Software:

The Orion software suite has been configured and customized for District access. This software package has been provided in support of OME-RESA's continuous improvement plan to better assist district technology personnel with monitoring and troubleshooting their district network.



The Orion software will allow you to do the following:

- **Monitors and analyzes real-time, in-depth network performance metrics for routers, switches, servers, and any other SNMP-enabled device**
- **Provides a highly intuitive, customizable web interface with point-and-click simplicity that supports multiple views by district, as well as map views and "Top 10" views of your network**
- **Extends management capabilities to NetFlow traffic analysis and monitoring of VoIP performance, wireless devices, applications and servers**

OME-RESA is negotiating pricing that would allow districts to add any/all network devices and servers to their monitoring portal.

If you would like access to your district's Orion portal, please e-mail lanstaff@omeresanet.net.

Spam Statistics:

The following stats illustrate what the Sophos filters have blocked over their lifetime:

Blocked Connections: 1,364,367,366

Spam: 251,656,194

Viruses: 2,451

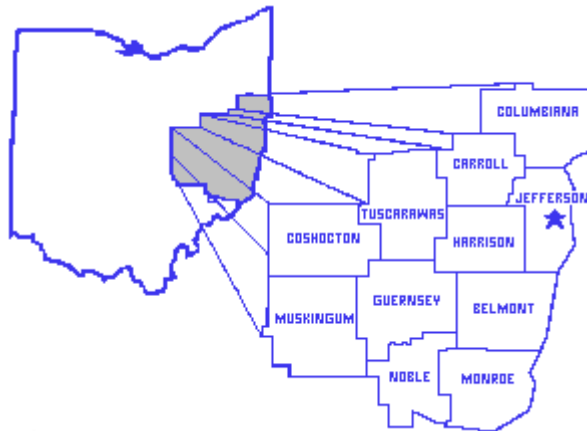
Storserver Service:

OME-RESA is providing offsite backup to 3 districts. If you don't currently have a backup strategy or disaster recovery plan, please contact us at lanstaff@omeresanet.net. We can work with you to plan and coordinate a reliable backup and disaster recovery plan. In addition, OME-RESA will be working to connect our Storserver to the state's disaster recovery site. This will allow us to provide multiple layers of redundancy for you critical data.

Network Audits:

It's that time of year again! Your district will be visited or contacted by OME-RESA network personnel to update your district's network audit metrics. These metrics have proven to be extremely helpful in identifying potential problem areas in various networks, and has allowed us to better provide critical information to the district in areas that may need upgraded. In addition, these surveys have helped OME-RESA understand applications running on the network. It has also enabled OME-RESA to better plan future upgrades to bandwidth.

Visit us at
www.omeresa.net



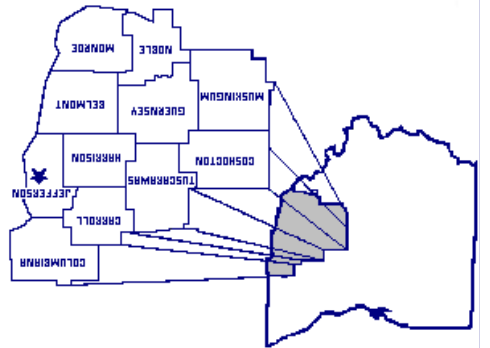
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