

OME-RESA INSIGHT

Issue 5

Fall 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

Smooth Start to School Year!

By Angela Underwood, ITC Director

First things first, all of the OME-RESA staff want to take a moment to thank all of the staff from our member school districts for their hard work, dedication, and support. Even with the condition of the economy, the beginning of the school year was one of the smoothest I have seen in my 12 years of service at OME-RESA. Without the hard working staff at the districts, OME-RESA would not be where we are today!

OME-RESA continues to follow the Connecting Appalachia project. The project submitted an application for ARRA grant monies to connect 34 Ohio Appalachia counties with broadband (11 of which OME-RESA serves). First round funding should be announced in November, so we will keep our fingers crossed.

With the expansion of Broadband to our area, it is time to start thinking about how to utilize it to provide efficient and cost-effective solutions for your district. Some of these services may include offsite backups, virtual servers and desktops, and Voice over IP. OME-RESA can work with your school district to find solutions that meet your district's needs.

As always, if you have any questions, feel free to contact me at angie.underwood@omeresa.net or 740-283-2050 ext. 116.

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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– You can register through the Event Scheduler.

- 10/13 DASL Report Cards - ECOESC
- 10/14 DASL Report Cards - OME-RESA
- 10/15 DASL Report Cards - MVESC

- 11/17 Gifted and Discipline - ECOESC
- 11/18 Gifted and Discipline - OME-RESA
- 11/19 Gifted and Discipline - MVESC

More trainings have been posted for the upcoming months, so please be sure to check the Event Scheduler periodically for updated information.

We will be 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 - DSL became defunct once we upgraded our servers to the latest database version called SQL 2008. Therefore, user account creation had to change . . .

*DASL account administrators no longer can use DSL to create the account along with the option to "DSL to DASL" the account into DASL.

*DASL account administrators must now use the "Add User" option directly from within DASL. If the user will be obtaining an OME-RESA email account, the account admin must then send a request to our network staff to set up the email account AFTER they have created the DASL account. You cannot request the email first as that will cause an error in DASL when trying to create the user account that the account already exists... The other loophole in this situation is that when the DASL account admin sets up the new user, they must enter a unique email address – this is required by DASL – so the DASL account admin cannot enter their own email address in order for the password that is auto-generated by DASL upon creation be sent to themselvestherefore, the email goes to the user's not-yet-created email box....in other words...outer space. So.....when the request is sent to our network staff to create the mailbox, they will create the mailbox and reset the password at that time. They will then relay that info back to the DASL account admin so that the user will now be able to log into both DASL and their new email account. If your district uses their own email system, this is not a problem because when you set up the user account, you are pointing their account to an email that is not tied to the account you are creating on our system and therefore, the user is able to retrieve the password notification via their email on your system.

*Same with passwords....if a user that has their email address with OME-RESA needs a password reset, it is not an option for the DASL account admin to simply press the "Reset Password" option as that will send the email to an account that they can't get into....because they've forgotten their password. So the DASL account admin must send daslstaff@omeresa.net a request to reset the password for them – please include the username when requesting this. We will then reset the password for you and notify you when it's completed. Again, if the user that has forgotten their password has an email address tied to the DASL account on a system other than OME-RESA such as your own district email server, then the DASL account admin can use the "Reset Password" option within DASL user maintenance.

All DASL district DASL account administrators have been trained to handle their district's security. The districts are responsible for creating/maintaining all DASL user accounts. Additionally, the district has the ability to create its own security model if desired or continue to use what's already in place.



STUDENT SERVICES UPDATE—CONTINUED

The only accounts requiring OME-RESA's attention during setup are trusted JVS, trusted ESC, and ESC user accounts. Please send a DASL user authorization form for ONLY these types of users.

Directions for setting up/deleting a DASL user account can be found on our helpdesk at:

<https://helpdesk.omeresa.net/index.php?pg=kb.page&id=149>



Special Services

The SpS Trainings have been conducted on the new application and the new forms. Please watch for SpS Updates as there will be many of them. During training we discovered some Bugs and other issues within the software that we have reported to the developers. Once we hear back from them we will send the information out via the SpS Updates.

Please keep in mind that if your district would like additional training, they can contact Cindy Alban at spstaff@omeresa.net or 740-283-2050 Ext 150 to schedule. There is a fee and the use of Professional Development money is often used for this service.

Please keep in mind that we will be posting SpS documents, etc in the Knowledge Books section of the Helpdesk. The Knowledge Books will be referenced in the SpS Updates quite often.

SpS to EMIS - If your district is interested in using this functionality please contact Cindy Alban at spstaff@omeresa.net to start the process of preparing your data.

Documentation for Progress Book and Special Services is available from our website at: http://www.omeresa.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.



EMIS UPDATE

FY10K - As you heard ODE announce at OEDSA, the beginning of October reporting has been delayed. October count week is still October 5th – 9th but the first submission of October data through the Report Collector will not begin until sometime in November. Watch for the October 10K Collection Request to be posted in the Data Collector. With the removal of the February reporting period the closing date of the October reporting period will most likely be extended.

Please check the OME-RESA Helpdesk Knowledge Books under EMIS for copies of all information that has been emailed to EMIS coordinators. The presentations from OEDSA and the FY10 EMIS changes documentation have been placed there also.



GRADUATE FY09G REPORTING PERIOD – Last submission date is November 13th, 2009. Please refer to *The Reporting Period G Step by Step Checklist in the DASL documentation* guidelines on reporting your Graduate information. The following 6 steps can be used in completing this process:

1. Verify and then Update your Graduate CORE Summary Record. (this can only be done after you have started updating your CORE Subject Areas on the course records and course history records.) You will need to rerun the updates whenever you fine tune your CORE Subject Areas.
2. Remember that any subject that fits a Core subject area should be coded as such. Courses that you label as "Electives" will not count in the student's core summary. Core electives are core subject credits above and beyond the number required to meet Core.
3. Verify the Graduate Demographic and Graduate OGT records
4. Transfer the Graduate CORE Summary Record, the Graduate Demographic records and the Graduate OGT records from the 08/09 school year.
5. Verify that your data is showing up in the MAY 09G Database in EMIS Web
6. Aggregate G – Run the aggregation routine @oecn\$emis:aggrdetg from your MAY FY09G Database in reflections and request to be submitted.

Once you begin submitting data for G reporting you will receive reports to help verify your FY09 Graduates. Do not forget to update the FN Graduate Tab for your summer graduates. This would be done in the 09/10 school year in DASL prior to withdrawing them with the 99 wd code. Also remember if their grade level for the 09/10 school year is 13 it will need to be changed to 12.

EMIS ReWrite – ODE has stated that all student data for the October reporting period will be entered into the data collector via flat files. That means that you will run the Transfer process in DASL which will create a file on your MGMT screen. You will then download this file to your desktop and upload the file into the data collector. Step by step instructions will be provided in the DASL October Checklist. The staff data will still come into the data collector through the SIF agent so you will have to collect both SIF files and flat files when you submit your collection request. Please continue to run your data collections for both the Yearend and Graduation collection requests and submit your data on a regular basis. Let us know if you have any problems with the collecting, preparing or submitting through the data collector.

OCTOBER 10K REPORTING – It's not too early to begin preparing for the next EMIS reporting period.

1. Read over the FY10 changes documentation and the FY10 EMIS Guide!
2. Work with your building secretaries to properly withdraw students not returning, properly code retained students, verify open enrollment students, identify any summer graduates and begin processing student verification and cleaning up Unclemis errors. (Refer to the Withdrawal Scenario documentation located in the DASL EMIS documentation)
3. Your 7/1/09 FS Standing record for each student in the 09/10 school year should reflect the student's standing in your district as of the first day of this school year. You do not have to add a new FS record to indicate any changes in the student's EMIS situation from the end of last school year until the beginning of this school year unless they were enrolled in a special situation that provided education year-round. (ex: MRDD)
4. Verify that your courses are set up correctly and that the EMIS tabs on the courses have been correctly entered.
5. Begin planning your procedures for the collection of your October count week data.



EMIS UPDATE-CONTINUED

TRAININGS – EMIS trainings for the October reporting period have been scheduled as follows:

October 6th @ TCHESC
October 7th @ OME-RESA
October 8th @ MVESC

These have been posted to the event scheduler.



DATA SUBMISSION GUIDELINES – The submission guidelines for the FY10K reporting period have not yet been set. ODE has said that the percentage numbers will most likely remain the same as last year but the dates for out of compliance will be adjusted based on ODE setting the start and end dates for the reporting period.

The ODE Processing Schedule can be downloaded and kept as a copy on your desktop. Accountability Timeline: (From the ODE processing schedule) located at: Home>EMIS>Resources and Tools

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/OEDetail.aspx?page=3&TopicRelationID=367&Content=15375>

Be sure to check the ODE web site for the status of your sign-off forms:

http://www.ode.state.oh.us/EMIS/accountability/SignOff_Forms.asp



FISCAL SERVICES UPDATE



Five Year Forecast Reporting for FY10

As you are all aware by now, the five year forecast has seen some changes for FY10.

There are additional lines of data needed to report revenue and expenditures for the SFSF – School Fiscal Stabilization Funds. The SSDT spreadsheet template was updated and an email sent to treasurers as to its location for downloading. If you missed the email, here is the URL for downloading:

<http://ssdt.oecn.k12.oh.us/content/five-year-forecast-spreadsheets>

Districts using a spreadsheet developed by another entity must get an updated version from that resource. ITCs only support the state version of the template.

There has been some back and forth as to how this data would be submitted to ODE this year. Up through the 10th of September both ITC staff and the SSDT were told that the financial information must be loaded via a flat file through the new VRF data collector. An email was sent out after our OEDSA conference with as much information as ODE/SSDT had provided so you had some idea of what you were going to do. Within days of that conference, it was decided by ODE to change the way the five year forecast was submitted for FY10. Because of some of the issues with the data collector not being resolved, and the fact that the five year forecast was required by legislative action and could not have its timeline adjusted, ODE had no choice but to go back to the old format of the ITC submitting the data to remain in compliance with that legislation.

With that in mind, treasurers were again emailed detailing these changes for submission. They are as follows:

1. The school district treasurer will complete the five year forecast using the updated template for FY10 as they have in the past.
2. The school district treasurer will complete the five year forecast notes as they have in the past
3. When the state software is received that will allow us to create the submission file in FY10 format, district treasurers will be instructed to save their forecast as a CSV file format and upload it to the Alpha to process via the FFIMPORT program.
4. The school district treasurer will also save their notes to the forecast as a TXT file format and upload to the Alpha for processing via the FFIMPORT program.
5. When running the FFIMPORT program, enter the CSV file name for the forecast and the TXT file name for the notes so that both files are processed into one file for submission to ODE by ITC staff .
6. OME-RESA staff will submit your data to state if the request is received by 3:00 p.m. on the Thursday before the processing weekend.

ODE will tentatively start processing submissions on Friday, October 16th. The data is required to be at ODE not later than Thursday, November 5th, so that means your request needs to arrive by Thursday, October 29th at 3:00 pm in order to make that submission deadline. ODE only processes on the weekend. Since the deadline for submission is November 5th, which is a Thursday, you must request we submit your data not later than the 29th of October at 3:00 p.m.



FISCAL SERVICES UPDATE - CONTINUED



HR Kiosk Update

As of September 2009 OME-RESA has 9 districts up and running the Kiosk live, with another three working on file updates to get ready to implement in their district. Another three districts have expressed interest and are awaiting their turn for implementation. The process has worked out very well for these districts. As with any new product there are adjustments that need to be made to procedures and a few small issues that needed addressed in the software, but overall it has been very successful and has been a great time saver for payroll processing since there is no longer a need to hand enter all the paper leave forms.

Other areas of the Kiosk will be rolled out in the future, so keep an eye on the newsletter. If your district is interested in implementing the Kiosk, please email hrkiosk@omeresanet.net and we will be glad to answer any questions you may have.

Staff Demographic and Employment Record Reporting FY10

With the development of the VRF Data collector software, aka EMISr or EMIS re-write, the need to extract data via the USPEMS program is no longer necessary. Starting with the October reporting period, the data will be pulled from your payroll files via a data collection from within the data collector. Your EMIS coordinator, and possibly other district staff, was trained last spring on the use of the collector. This new process means that there will no longer be a need to extract and load the staff data into an EMIS database. EMIS software, as it's been known in the past, is gone. The software is only available for viewing past databases. No snapshots will occur; no databases to select; just a collection from the data collector needs to be initiated and data, in turn, submitted by the district staff to ODE for processing. Requests to submit EMIS staff/student data no longer need to be sent to OME-RESA.

What this means to fiscal/personnel staff is that it is critical your data be accurate in your payroll/personnel records. In the past districts may have chosen to have the EMIS coordinator fix the errors in the database after the snapshot instead of fixing it in the data source where it was extracted from. This process can no longer occur. The data collector will be extracting employee information directly from your USPS files. It will be very important to work with your EMIS coordinator to ensure you have accurate data in your files as well as make sure you have your employees' job screen records broken out if they perform more than one position in your district or work the same job but in more than one building.

If you have any questions or need assistance, please email fstaff@omeresanet.net for help.



Calendar Year End Treasurer's Inservice

Tentative dates for the calendar year end meeting are December 9th and 10th. After the ITC software update meeting in November, the manual will be modified and placed on our website for districts to print prior to attending the inservice. Please watch your email later this fall for the announcement of the inservice dates and the availability of the manual for printing. See you all there!



INFOHIO UPDATE

Electronic Resources for 2009/2010

INFOhio Budget Update
Message from INFOhio
July 28, 2009

Dear Colleagues,

Now that Ohio's FY10-11 budget has been approved, INFOhio is carefully evaluating its impact on current programs and services. Here is what we know at this time to help you plan for the 2009-2010 school year.



Budget Review

Last year's budget appropriated just under \$2.5 million for INFOhio. A series of state-mandated cuts throughout the past year resulted in actual funding of just over \$2 million, almost 20% less funds. The just-passed budget appropriates about \$1.6 million for 2009-2010, a reduction of more than \$400,000. The same amount is appropriated for 2010-2011. While every effort will be made to avoid reducing our products and services to students, educators and libraries, you must understand that we have very limited choices.

SIRS Discoverer

As I announced earlier, SIRS Discoverer is not part of Library Connect Ohio (LCO) resources. INFOhio has been the only partner to provide the resource to our community. When INFOhio lost funding for SIRS Discoverer in October 2008, the eTech Ohio Commission provided a one-time grant to continue the resource last school year. INFOhio has attempted to secure a new sponsor to purchase SIRS Discoverer at the state level, but all agencies have seen budgets reduced, and I do not anticipate SIRS Discoverer will be included in the Core Collection for this coming school year.

Our SIRS Discoverer colleagues at ProQuest have graciously allowed us to use the product through September 30 and are collecting information for building/district prices. INFOhio will publish a revised Core Collection Plus Price List 2009, by August 3, that will include SIRS pricing. The password-protected document requires the same password as used for the Core Collection during 2009-2010.

INFOsearch

The federated search features for our Core Collection, INFOsearch, will **not** be available for this coming school year. INFOsearch will be removed from all Core Collection pages by August 3. We realize that this feature made Core Collection searches more effective and regret the loss of INFOsearch. INFOhio staff will continue to investigate federated search products, including those offered by our Libraries Connect partners, as time permits. (Note: Federated searching will remain a component of SchoolRooms and be available within SchoolRooms for SchoolRooms subscribers only.)



INFOHIO UPDATE - CONTINUED

Core Collection for 2009-2010

The State Library of Ohio recently approved the Libraries Connect Ohio (LCO) partners' request to renew purchases of the Ohio Web Library collection of databases. The request was modified to take into account state budget cuts and spending controls that are affecting all partners. Barring any additional budget problems we expect to retain the following resources:



The NewsBank Newspapers collection will be limited to four of the five largest Ohio dailies:

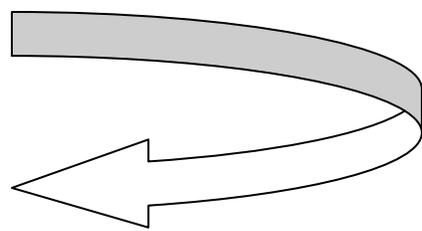
- Cleveland Plain Dealer
- Columbus Dispatch (for the first time!)
- Dayton Daily News
- Toledo Blade

NewsBank will also provide full coverage access to the Cincinnati Post from 1990 through the end of 2007. Although national newspaper access through NewsBank will be discontinued, main stories from national and Ohio newspapers will continue to be available through EBSCO Newspaper Source. See <http://www.ebscohost.com/titleLists/nf-coverage.htm> for a coverage list.

New Online Catalog Available – Fall 2009

As you know, INFOhio must move away from CAT and move to the new CAT2.0. CATjr will remain until later once INFOhio Central and Lima Tech staff decide upon a new format. Below, you will see the anticipated replacement to the initial Welcome Screen and search screen for the new online catalog.

Version 2.0 in Middle of Screen





INFOHIO UPDATE - CONTINUED

Check out the new and improved CAT 2.0

1. From the OME-RESA webpage (www.omeresa.net) – on the right-hand side of the page under APPLICATION QUICK LINKS, hover over the LIBRARY CATALOGS link and you will see the pop-up box that shows:

CAT 2.0
CAT JR.

2. You can also get to the list of schools for the OME-RESA region from the direct link at:

<http://unicorn.omeresa.net/opac/> or if you want the direct link to your building, use:

<http://unicorn.omeresa.net/opac/districtcode/buildingcode> where the district and building code is unique to your building.

Example: <http://unicorn.omeresa.net/opac/CA/CACE> - will direct you to Cambridge (CA) and Cambridge Central (CACE)

Please encourage all of your current CAT users to use the new CAT 2.0 OPAC and let us know what you think. (You can do this by setting your OPAC computers to this url.) Please submit comments and suggestions in the suggestion box found on the navigational bar in CAT 2.0.

CAT Jr. users will still need to use the old interface until INFOhio can create a CAT Jr. 2.0.

New Features of Cat 2.0

1. Recommended reading – shows all award winners and also shows if your library has a copy.
2. Best Sellers – shows all top sellers and if your library has a copy.
3. Exact search now works
4. My Account – Can use either 14 digit barcode or Alt ID
5. In the old CAT, you kept titles in your BOOKBAG – that is now replaced by the KEPT button.
6. Ability to allow your users to RENEW titles and place HOLDS



What's New on the INFOhio Web site

- INFOhio's Core Collection Flier has been revised to reflect that some resources are no longer available for 2009-2010. The two-page PDF is available with and without the current username and password. See the INFOhio Toolkit Supply List for the flier and other promotional materials for the current school year.
- More webinars! *What's New for Back to School* and other Professional Development Opportunities are posted on the INFOhio web site. Check them out!
- The in-service overview for 2009-2010. *Think INFOhio...21st Century Tools Supporting 21st Century Learning*, has been updated by INFOhio staff. The presentation focuses on changes to the Core Collection, explains changes to the *Research Project Calculator* and updates other INFOhio products and services. The presentation is linked from the Slide Library for 2009-2010.



INFOHIO UPDATE - CONTINUED

New Building Added

OME-RESA is proud to announce that Coshocton High School has joined the INFOhio Symphony family of libraries. I worked on converting and rebarcoding their collection this summer.

I wish to welcome Kim Beaumont as the new librarian at Coshocton High School.



New Staff

New staff joining the OME-RESA INFOhio Family:

Jill Warner - Cambridge North Elementary
Marguerite Younker - Cambridge South Elementary
Donna Hall - Caldwell Elementary
Sue Call - Cambridge Central Elementary



NETWORK/SYSTEM UPDATE

OME-RESA Increases Internet Access Speed

OME-RESA increased the speed of the main Internet connection effective Tuesday, September 1st by 20Mbit from 140Mbit to 160Mbit. OME-RESA continues to maintain the 20Mbit Comcast Internet connection.

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

Currently a total of 41 sites are connected directly to OME-RESA using Fiber Optic Circuits. One of our Fiber sites recently upgraded from 10Mbit to 100Mbit.

OME-RESA is working with vendors as well as federal and state governmental agencies to secure broadband connections for schools outside the territory covered by AT&T and Time Warner.

The Fiber connections offer cost-efficient, locally managed, fiber-based broadband 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.

Blue Coat Packeteer PacketShaper

OME-RESA utilizes a Blue Coat PacketShaper ISP class device to identify applications on the network and monitor response times and utilization at the application level. Network Staff optimizes application performance by controls to regulate traffic and increase WAN capacity through application-specific classifications. The PacketShaper is a scalable, flexible platform providing control and compression capabilities in a single appliance. The traffic shaping policies are reviewed by the OME-RESA Technology Advisory Committee.

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

If you need access to your district's Orion portal, please e-mail lanstaff@omeresa.net.

Spam Statistics

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

Blocked Connections: 1,773,090,625

Spam: 283,293,310

Viruses: 890,916

Releasing Suspected E-mails:

If you receive an automated e-mail message stating your e-mail was not deliverable, please forward that "blocked" message to emailstaff@omeresa.net. This helps us identify the system that blocked your e-mail and allows us to quickly release it.

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@omeresa.net. We can work with you to plan and coordinate a reliable backup and disaster recovery plan. In addition, OME-RESA is in the process of connecting our Storserver to the state's disaster recovery site. This project should be completed in October. This will allow us to provide multiple layers of redundancy for you critical data.

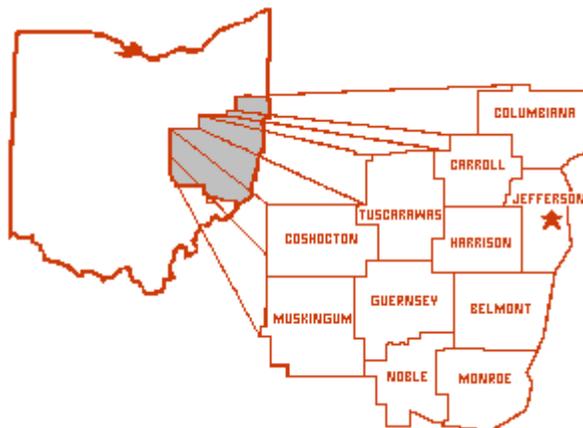
Mail Archival:

OME-RESA is researching multiple solutions for mail archival. Our intention is to provide a solution to as many mail platforms as possible. In order to complete any evaluations, we may contact you to arrange testing with your mail server. Your support is greatly appreciated.

Virus Activity:

Please ensure that your district's clients and/or servers are updated daily with the latest operating system and virus/malware software updates.

Visit us at
www.omeresa.net



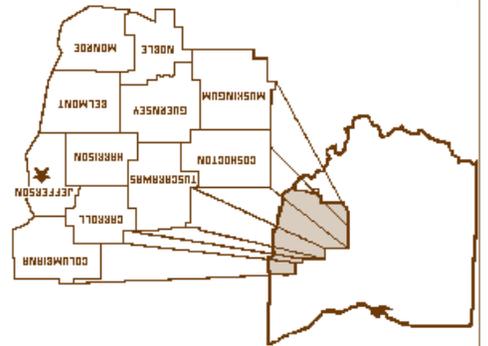
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