SEIS
Special Education
Information System

Integration Services Information Packet



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Integration Overview

Sending Data from SIS to SEIS (Upload):

- The Integration Upload includes 42 standard fields and up to 15 variable fields. Variable fields can include any editable field from the following Student Record tabs: Demographics, School, Dates, CASEMIS A, or Custom.

- **DOB and District Student ID are REQUIRED fields, as they are used to match records being uploaded.**

- Data can be uploaded using CSV, TAB, or SQL file formats

    - **If sending data via CSV**, data shall not contain any commas as this will skew the file format. If SIS does contain data with commas district would need to choose one of the following:
        - Remove commas from data prior to submitting CSV file to SEIS
        - Surround each field with quotations to preserve file layout
        - Use the TAB File format to submit data with commas

    - **If sending data via SQL**, SEIS will provide necessary SQL Scripts to create the required tables and stored procedures in the SIS SQL Server Database.
        - Scripts/Jobs to populate the new tables created must be configured by the District IT Staff/ SIS Database Staff.

- Data will be submitted to SEIS through an Upload Console Application provided by SEIS.
    - Console application must be installed on a Windows machine (VIsta or higher), with internet access, and access to either the saved CSV/TAB file or the SQL server.

- **Only** Special Education students shall be submitted to SEIS for updates from client's SIS system.

- The nightly job will generate a notification on the client's SEIS Home Page and 3 exception reports.
    - The Student not Found in District exception report will list any students in the client's Upload file where no match was found in the client's SEIS database.
        - This will allow the client to proceed with the Add Student process to keep student records consistent in both systems.
    - The Demographic exception report will list students that were matched, but individual demographic fields were not updated due to data anomalies.
    - The Discipline exception report will list students that were matched, but the discipline action was not uploaded due to blank / incorrect required fields.

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Integration Overview

Receiving Data from SEIS (Download):

- The Integration Download includes a Student file (required) and a Services file (optional).
    - **Student File**: Fields can include any editable field that resides on one of the following Student Record pages: Demographics, Schools, Dates, CASEMIS A, IEP Information, or Custom.
    - **Services File**: Fields can include any editable field that resides on the CASEMIS B pages.
- Files will include Active students and students Exited within the current fiscal year.
- SEIS will set up the Download File based on the client's specifications.
- Data will be received through a Download Console Application provided by SEIS.
    - Console application must be installed on a Windows machine (Vista or higher) with internet access which will download the client's data to a folder on the client's C: drive.
- Files are available in CSV, TAB, and XML formats.
- The district IT/SIS Database Staff will need to:
    - Create/Configure a job or task to import data from assigned folder into SIS on a nightly basis.
    - Generate applicable exception reports.

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Integration Phases

This document outlines each phase of the integration set up, each step within each phase, and who is responsible (SEIS staff or District staff).

Phase 1 - Review SEIS Integration Documentation

- SEIS Integration Fee Schedule
- SEIS Integration Overview
- Upload File Layout - Demographics
- Upload File Layout - Discipline
- Download File Layout

Phase 2 - Contract for Integration Services

1. **District**: Request contract for Integration Services from SEIS. E-mail request to seissupport@sjcoe.net
2. **SEIS**: Send district Contract Questionnaire.
3. **District**: Complete questionnaire and return to SEIS.
4. **SEIS**: Generate the contract and e-mail contract to the district.
5. **District**: Have contract signed and returned to SEIS

Please Note: Districts implementing SEIS cannot proceed past phase 2 until after their Admin training.

Phase 3 - Determine Upload File Layout

1. **District**: Define variable fields to include in the Upload File Layout - Demographic and return to SEIS.
2. **SEIS**: Provide acceptable codes/values for each variable field identified and return to District for finalization of file layout.
3. **District**: Review Upload File Layout - Demographic and return to SEIS with updates, or confirm as Final. (Repeat 1-3 until Final layout is received)

Phase 4 - Upload Test File

DO NOT *send your actual student and/or discipline files to SEIS. ONLY send the field layouts. "All exchanges of student data MUST be conducted through proper secure channels which include the use of HTTPS, FTPS and PGP. Plain-text exchanges of student data are forbidden in order to comply with California Ed-Code 49076.c as well as federal FERPA guidelines."*

1. **SEIS**: Provide district with log in credentials to the SEIS secure upload website.
2. **District**: Upload Demographic and Discipline* test files to the secure upload website. *Please Note: Files must include all active special ed students as per contract to get a full review of information submitted nightly.*
3. **SEIS**: Review test file and identify any anomalies to district for correction. *(Repeat steps 2 and 3 until a clean test file is received)*

*If Applicable

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Integration Phases

Phase 5 - Install Upload Console Application and Testing the Connection

1. **SEIS**: Provide district with information to install the upload console application.
2. **District**: Install the upload console application.
3. **District**: Manually run the upload console application to submit Demographic and Discipline* test files
4. **District**: E-mail SEIS of completed console application submission.
5. **SEIS**: Confirm receipt of test files.
6. **SEIS**: Provide district with information on how to verify the XML of the files submitted.
7. **District**: Review the XML data.

Phase 6 - Initial Update of Data

1. **District**: Notify SEIS to process the initial update of data.
2. **SEIS**: Process initial update.
3. **SEIS**: Review initial update after nightly job runs.
4. **SEIS**: Send district exception report information.
5. **District**: Review initial update of data and exception reports.

Phase 7 - Run Nightly job

1. **District**: Notify SEIS to begin nightly updates.
2. **SEIS**: Turns on nightly upload job.

Phase 8 - Determine Download File Layout

1. **SEIS**: Send District the Download File Template.
2. **District**: Define the Download File Layout and return to SEIS.
3. **SEIS**: Review and return to district with any anomalies*. (Repeat 2-3 until Final layout is received)
4. **SEIS**: Build the appropriate tables as defined in the Download file layout

Phase 9 - Install Download Console App and Test Connection

1. **SEIS**: Provide district with information to install the download console application.
2. **District**: Install the download console application.
3. **District**: Manually run the download console app and verify the receipt and formatting of the file(s) as per the Download File Layout.
4. **District**: Contact SEIS with any anomalies*. (Repeat 3-4 until correct download file is received)
5. **District**: Schedule task to run on a nightly basis.

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Fee Schedule

07/01/2014 – 06/30/2015

Services offered and costs are per district.

One-way automated data transmission with client SIS

- $3,000 Set-Up
- Annual cost $.75/student

Two-way automated data transmission with client SIS

- $4,000 Set-Up
- Annual cost $1.50/student

Please Note: SEIS currently provides three manual integration features free of charge.

1. Manual SEIS Data extract using Report Generator or CASEMIS Report utility
2. Manual Discipline records file upload into SEIS from file pulled from the SIS
3. Manual SSID file upload into SEIS from file pulled from the SIS