HearForm Meeting

February 17, 2014
Mandatory Fields

• **AEA Viewing**
  – Status: Active
  – AEA (Office): Must be within your AEA
  – First/Last Name
  – Student State ID
  – Date of birth

*The above will assist you if you are trying to ‘find’ a record. If the record is not active or does not have AEA listed it could display as ‘no access’ record and would need to ‘search state records’.*

• During training there seemed to be some confusion on ‘mandatory fields’ that tie a record to an AEA
• All the fields are designated in red on home screen if mandatory.
• Student State ID – can only be changed by AEA where the student is assigned. So, enter AEA (office) prior to entering the state ID number.
Mandatory Fields

• **DE Reporting**
  - First Name
  - Last Name
  - Type
  - Status
  - AEA (Office)
  - Student State ID
  - Date of Birth
  - Sex
  - District
  - School
  - Grade
  - Plan type (for IFSP/IEP)

• Please make sure to refer back to the ‘State of Iowa Educational HearForm Database Guide’ to review the ‘mandatory’ fields.
• Remember DE will pull data on PES and ES kids.
• All the fields are designated in red on home screen if mandatory.
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• Please make sure to refer back to the ‘State of Iowa Educational HearForm Database Guide’ to review the ‘mandatory’ fields.
Mandatory Fields

• **DE Reporting**
  – Amplification Overview
    • Type
    • Active/Inactive

• All the fields are designated in red on home screen if mandatory.
• Please make sure to refer back to the ‘State of Iowa Educational HearForm Database Guide’ to review the ‘mandatory’ fields.
Mandatory Fields

- **Tabs**
  - Services
    - Begin/end date
  - Audiogram (Air)
    - Loss Type (right and left)
    - PTA

- Please make sure to refer back to the ‘State of Iowa Educational HearForm Database Guide’ to review the ‘mandatory’ fields.
Troubleshooting Students Whose Records Don’t Display

• Three Scenarios of ‘vanishing students’
  – Grant Wood PowerSchool
  – Barcodes
  – Diocese

• There have been several reports of ‘vanishing students’. Before reporting this via the new Google ‘bug report’ please make sure that you have researched.
Troubleshooting Students Whose Records Don’t Display

• Grant Wood PowerSchool
  – If student (or students) is not showing when you ‘find’
  – Please search state records - before reporting bug
  – If student is showing under search state records verify the AEA listed and/or missing as well as district/building listed and/or missing
  – Report as bug if you are sure ‘no one’ has updated the record with different AEA or district/building

• Please make sure that in the bug report you give as much information as possible. Once bug report is sent in please send me the name/names of students in an email.
Troubleshooting Students Whose Records Don’t Display

• Barcodes
  – Only IEP students showing in HearForm
    • If IEP students are showing this means that the district barcode file has been uploaded (barcode files need uploaded first and then we append with IEP data)
    • There could be an issue with the data populating FileMaker (HearForm)
    • There could be an issue with district/school names
  – Report as a bug

• There is currently not a way to tell where the issues lies when only IEP students are showing.
• Please do not ask the district to re-upload the barcode file but instead complete a bug report with the information that IEP students are showing but not all students for the district.

• Please note: IFSP children are handled differently so they would show regardless of if the barcode file has been uploaded or not.
Troubleshooting Students Whose Records Don’t Display

• **Diocese (Grant Wood PowerSchool)**
  – Students do not show for Diocese or District
  – Search state records
  – If student is showing under search state records verify the AEA listed as well as the district/building listed
  – Report as bug

• Make sure when reporting as a bug to include that you found the student but the wrong AEA is listed etc.

• Do **not** transfer the student or students...report as a bug so we can get them corrected.

• **Please note:** NonPublic schools should be showing as the district (not diocese) in the district field. If they are not please report as a bug.
Must be a .txt file to upload

Do not change the order of the columns or delete any columns. Note: The upload to HearForm expects a standard format and that standard format is the Iowa Assessment bar code file.
Barcode Fields

• What populates HearForm?
  – Last Name (Last_Name)
  – First Name (First_Name)
  – Birth Date (Birth_Date)
  – Gender (Gender)
  – Grade (Grade)
  – Class Name (Class_Name) – teacher name
  – State ID (State_ID)
  – Attending School (Att School)

• Eight required fields
• Clear student data from all the columns EXCEPT for these required columns
• Must be a .txt file to upload
• Do not change the order of the columns or delete any columns. Note: The upload to HearForm expects a standard format and that standard format is the Iowa Assessment bar code file.
Parent information is being requested for to assist HearForm staff with demographic data for letters etc – however, this is not required (it would be up to each AEA how they handle requesting this information or not requesting this information)

• By default, the last entry (header) in the barcode file is ENR_TYPE – parent info would need to be after ENR_TYPE in the .txt file

• Parent info is not a part of the barcode file so if ‘required/needed’ by the AEA it will need to be appended to the barcode file
Master File

• **What is it?**
  – AKA – Aggregator
  – Data that is considered to be accurate
  – Data that is considered to be up to date
  – Version of the truth
    • Even though we know the data might not always be the ‘version of the truth’ we must assume that it is

• Aggregator runs nightly to update data
• Barcode files may need to be uploaded close to testing dates
• Audiologists/Audiometrists know their districts best and would know which are less transient than others
Master File

- **What fields are in it?**
  - Student name (first name & last name)
  - State ID
  - AEA (office)
  - Parent info (first name, last name, address, city, state, zip, all phone numbers, parent relationship, email)
  - District
  - School
  - Teacher
  - Grade
  - Plan info if on IEP/IFSP
  - Date of birth
  - Sex
  - Age (this is based on date of birth from file)

**Please note:** 2nd parent does not get overwritten
- Data that gets overwritten nightly based on what is in the Master File
Master File

- What is its relationship to the barcode?
  - It stores data from the ‘last’ barcode file that was uploaded
Master File

• Why do we have it?
  – It is vital in any system to have a ‘master file’ that contains current data
Master File

- Why does the master file overwrite data in HearForm?
  - It is considered to be the most current up to date data
  - It is considered to be ‘accurate’
  - It is the ‘Version of the Truth’

- Data gets overwritten nightly based on what is in the Master File (aggregator)
- ‘Version of the Truth’ - Student information systems (PowerSchool, JMC, Infinite Campus, Iowa IDEA 2013, etc) are considered to have the most accurate/up to date data
- If there is a new barcode file uploaded (since previous) then it would get updated by the latest barcode file in the Master File
- If there hasn’t been a newer barcode file uploaded it will continue to get overwritten by last barcode file in the Master File
- Grant Wood PowerSchool data gets overwritten nightly as well based on the most recent information coming in from PowerSchool that is imported into the Master File nightly
Master File

• **What about the students who come in to HearForm not via a barcode file?**
  – Student added via ‘add a new child’ (for students not in PowerSchool, Barcode files, or on IFSPs) – data will not be overwritten

• Because student isn’t in the Master File the data would not be overwritten nightly
• **Possible work around**
  – Placeholder Screen (Tab)
  – Does not update from Master File
  – Static
  – Info could be updated and copied/pasted over to Home (student demo tab)

• This would simply be a placeholder. One record...no history.
• Data would continue to pull from the Home (student demo) tab
• But this would allow you to keep data that could be used (by copying/pasting) on the Home (student demo) tab for letters etc.
• Home (student demo) tab will continue to update from Master File nightly
• What could be included in this placeholder?
  • Date added
  • Teacher
  • Parent information
  • Etc