samegoal

Skyward SMS State Reporting Integration

This integration transfers TSDS/PEIMS data from documents marked complete in SameGoal to Skyward SMS. Data includes:

- Special Education Program & Services
- Early Childhood (SPPI 7)
- Secondary Transition (SPPI 13)
- Restraint
- Child Find
- SELA

Setup

Steps *To setup state reporting integration with Skyward SMS*

1. **Configure a data export in SameGoal.** SMS data export
2. **Configure imports in Skyward**.
    - Special Education Program & Services
    - Early Childhood
    - Secondary Transition
    - Restraint
    - Child Find & SELA

Special Education Program & Services

Steps *To import TSDS/PEIMS 41163 special education program and services records in Skyward SMS, use Skyward's eSped Import Utility (recommended for all special education vendors).*

1. Select the district in the entity dropdown (entity 000) in Skyward SMS.
2. Visit **Administration (top menu) > Imports - IM** (under SkyBuild - SB).
3. Click on **eSped Import Utility - ES**. An interface need not be imported.
4. To perform a manual import, look under **Import Options**
    - Format: Select **B**
    - Choose file **sped.csv** exported from SameGoal, then click **Import**.
5. To verify records:
    - Visit **Students** > **Student Profile - PR**. Search for a student.
    - Visit **Special Ed** in the left menu. Verify record(s) appear as expected.
    - Visit **Prg/Rel Svc** in the left menu. Verify record(s) appear as expected.
6. Automate esped import if desired.

Report/Endpoint: Data exported for this import is located in SameGoal at **Reports** > **TSDS/PEIMS** > **Skyward SMS Extract - Special Education**, configured with **Start Date** (begin) populated.

API Endpoint Configuration: (tsds/skywardsmssped)

- Limit: unlimited
- Filename: sped.csv (recommended)
- Building: (review and uncheck any unnecessary buildings)
- Start Date (begin): district cutover date
- Report Field Names: true

Early Childhood

Steps *To import early childhood records into Skyward SMS, use SkyBuild's Import File Builder.*

1. Select the district in the entity dropdown (entity 000) in Skyward SMS.
2. Visit **Administration (top menu) > Imports - IM** (under SkyBuild)
3. Click on **Import File Builder - IF**.
4. Download samegoal-skywardsms-interface-early-childhood.txt
5. Click on **Load Interfaces from File**. Choose file, then click **Import**. The interface will now appear in the list.
6. Click the down arrow next to the **SameGoal Early Childhood** interface.
7. One import file will be listed (Early Childhood Outcomes). Click **Edit file**.

8. To perform a manual import, look under **Import File**
    - Import File Type: Select **Upload**
    - Choose file **earlychildhood.csv** exported from SameGoal, then click **Upload**. Click the **Save** button.
    - Click **Import** in the top right to import the queued file.
9. To verify records:
    - Visit **Students** > **Student Profile - PR**. Search for a student.
    - Visit **Early Childhood** in the left menu. Verify record(s) appear as expected.
10. Automate SkyBuild import if desired.

Integration Logic:

- The SkyBuild import process requires entry data be populated on a record.
- Records which do not contain entry data will fail during the import process.
- Because entry and exit data typically spans across multiple school years, best practices for record export include:
    - 1. Set **Entry Date** begin date as the district cutover date. This results in exporting all Early Childhood Outcomes records with an entry date on or after this date. When exit data is added to the record at a later date, the entry record will be updated.
    - 2. For **Early Childhood** records in Skyward with entry data, but no exit data, as of district cutover date, plan to manually enter exit data to close the record.
- To avoid manual entry for #2 above, districts might choose to "back date" the **Entry Date** begin date (eg to be a year earlier than the district cutover date). This would include more entry data records from SameGoal to be included in the integration. However, this strategy only works if entry COSFs have been completed in SameGoal for this time period.
- Tip Alternatively, an **Exit Date** begin date rather than **Entry Date** begin date can be set in the data export. However, if entry data is not included in a record because solely exit date criteria is set, it will fail the SkyBuild import process. Therefore, setting an **Entry Date** cutover begin date is recommended.
- The SkyBuild import does not support changing the entry date of an Early Childhood record that already exists in Skyward. Importing a new record with an updated entry date results in the error "An Early Childhood record already exists with overlapping dates." If the entry COSF was entered with an incorrect date in SameGoal and later corrected, manually delete the corresponding Early Childhood record in Skyward to allow the import to re-add the corrected record.

Report/Endpoint: Data exported for this import is located in SameGoal at **Reports** > **TSDS/PEIMS** > **Early Childhood Outcomes (SPPI-7)**, configured with **Entry Date** (begin)

populated.

API Endpoint Configuration: (tsds/earlyChildhoodOutcomes)

- Limit: unlimited
- Filename: earlychildhood.csv (recommended)
- Building: (review and uncheck any unnecessary buildings)
- Entry Date (begin): district cutover date
- Report Field Names: true

Secondary Transition

Steps *To import early childhood outcomes records into Skyward SMS, use SkyBuild's Import File Builder.*

1. Select the district in the entity dropdown (entity 000) in Skyward SMS.
2. Visit **Administration (top menu) > Imports - IM** (under SkyBuild)
3. Click on **Import File Builder - IF**.
4. Download samegoal-skywardsms-interface-secondary-transition.txt
5. Click on **Load Interfaces from File**. Choose file, then click **Import**. The interface will now appear in the list.
6. Click the down arrow next to the **SameGoal Secondary Transition** interface.
7. One import file will be listed (Secondary Transition). Click **Edit file**.
8. To perform a manual import, look under **Import File**
    - Import File Type: Select **Upload**
    - Choose file **secondarytransition.csv** exported from SameGoal, then click **Upload**. Click the **Save** button.
    - Click **Import** in the top right to import the queued file.
9. To verify records:
    - Visit **Students** > **Student Profile - PR**. Search for a student.
    - Visit **ARD/IEP** in the left menu. Verify record(s) appear as expected.
10. Automate SkyBuild import if desired.

Integration Logic:

- This import overwrites records keying on **Student ID** and **ARD Date**.

- The ARD/IEP screen includes a checkbox for "Parent Participation"; this is not populated by the import as it is not state reportable. Therefore, it will display as "N" for all imported records.
- The ARD/IEP screen includes an "IEP Date" field; this is not populated by the import as it is not state reportable. Instead, the import populates "ARD Meeting Date" and "IEP Review Date" fields, which are state reportable, in the "Secondary Transition" section of the screen.

Report/Endpoint: Data exported for this import is located in SameGoal at **Reports** > **TSDS/PEIMS** > **Secondary Transition (SPPI-13)**, configured with **SecondaryTransitionARDMeetingDate** (begin) populated.

API Endpoint Configuration: (tsds/secondaryTransition)

- Limit: unlimited
- Filename: secondarytransition.csv (recommended)
- Building: (review and uncheck any unnecessary buildings)
- SecondaryTransitionARDMeetingDate (begin): district cutover date
- Report Field Names: true

Restraint

Tip Verify with your district that it is entering restraints in SameGoal, and has been since the district cutover date

Steps *To import restraint records into Skyward SMS, use SkyBuild's Import File Builder.*

1. Select the district in the entity dropdown (entity 000) in Skyward SMS.
2. Visit **Administration (top menu) > Imports - IM** (under SkyBuild)
3. Click on **Import File Builder - IF**.
4. Download samegoal-skywardsms-interface-restraint.txt
5. Click on **Load Interfaces from File**. Choose file, then click **Import**. The interface will now appear in the list.
6. Click the down arrow next to the **SameGoal Child Restraint** interface.
7. One import file will be listed (Child Restraint). Click **Edit file**.
8. To perform a manual import, look under **Import File**
    - Import File Type: Select **Upload**
    - Choose file **restraint.csv** exported from SameGoal, then click **Upload**. Click the **Save** button.

    - Click **Import** in the top right to import the queued file.
9. To verify records:
    - Visit **Students** > **Student Profile - PR**. Search for a student.
    - Visit **Child Res** in the left menu. Verify record(s) appear as expected.
10. Automate SkyBuild import if desired.

Integration logic

This import overwrites existing restraint records that match based on **Student ID** and **Instance Number** (i.e. restraint records can be added/updated). If a restraint record previously imported should truly be fully deleted (rare), either:

- Delete this record manually in SMS
- In the interface's **Import File Options** section, check "Delete ALL Child Restraint records from the same school year(s) as the records being imported". However, this is only "safe" if all restraint records intended are entered in SameGoal and will be re-imported during the run.

Report/Endpoint: Data exported for this export is located in SameGoal at **Reports** > **TSDS/PEIMS** > **Restraint Event**, configured with **EventDate** (begin) populated.

API Endpoint Configuration: (tsds/45435restraintEvent)

- Limit: unlimited
- Filename: restraint.csv (recommended)
- Building: (review and uncheck any unnecessary buildings)
- Entry Date: district cutover date
- Report Field Names: true

Child Find & SELA

Steps *To import child find and SELA records into Skyward SMS, use SkyBuild's Import File Builder.*

These records are of file type "Student" in Skyward, and can only be loaded on a per-campus level. These steps will need to be repeated for each campus.

1. Select the first campus in the entity dropdown (top left).
2. Visit **Administration (top menu) > Imports - IM** (under SkyBuild)

3. Click on **Import File Builder - IF**
4. Download samegoal-skywardsms-interface-student.txt
5. Click on **Load Interfaces from File**. Choose file, then click **Import**. The interface will now appear in the list.
6. Click the down arrow next to the **SameGoal Child Find & SELA** interface. Two import files will be listed.
7. Next to **Child Find**, click **Edit file**
    - To perform a manual import, look under **Import File**
        - Import File Type: Select **Upload**
        - Choose file **childfind-XXX.csv** (XXX is 3-digit campus code) exported from SameGoal, then click **Upload**. Click the **Save** button.
        - Click **Import** in the top right to import the queued file.
    - To verify records:
        - Visit **Students** > **Student Profile - PR**. Search for a student.
        - Visit **Child Find** in the left menu. Verify record(s) appears as expected.
    - Automate SkyBuild import if desired.
8. Next to **Special Education Language Acq**, click **Edit file**
    - To perform a manual import, look under **Import File**
        - Import File Type: Select **Upload**
        - Choose file **sela-XXX.csv** (XXX is 3-digit campus code) exported from SameGoal, then click **Upload**. Click the **Save** button.
        - Click **Import** in the top right to import the queued file.
    - To verify records:
        - Visit **Students** > **Student Profile - PR**. Search for a student.
        - Visit **SELA** in the left menu. Verify record(s) appear as expected.
    - Automate SkyBuild import if desired.

Additional information regarding Child Find

Integration logic: A maximum of 1 child find record may exist for a given student. This import overwrites existing child find data for a given student based on **Student ID**.

Report/Endpoint: Data exported for this import is located in SameGoal at **Reports** > **TSDS/PEIMS** > **Child Find**, configured with **TX-SPEDEligibilityDeterminationDate** (begin) populated.

API Endpoint Configuration: (tsds/40110childFind)

- Limit: unlimited

- Filename: childfind-XXX.csv (recommended; XXX is the building code of the building below)
- Building: (check only one building)
- TX-SPEDEligibilityDeterminationDate: district cutover date
- Report Field Names: true

Additional information regarding SELA

Integration logic: A maximum of one SELA record may exist for a given student and start date. This import overwrites records keying on **Student ID** and **Start Date**.

Report/Endpoint: Data exported for this import is located in SameGoal at **Reports** > **TSDS/PEIMS** > **SELA Program**, configured with **TX-EffectiveDateSpEd** (begin) populated.

API Endpoint Configuration: (tsds/selaProgram)

- Limit: unlimited
- Filename: sela-XXX.csv (recommended; XXX is the building code of the building below)
- Building: (check only one building)
- Entry Date: district cutover date
- Report Field Names: true

SMS data export

Your SameGoal representative will setup a data export for your district based on your district cutover date, as well as its historical and current data entry policies. Districts that opt to export data to their SFTP account on SameGoal's servers will find data export files located at:

- /upload/skywardsms/sped.csv
- /upload/skywardsms/earlychildhood.csv
- /upload/skywardsms/secondarytransition.csv
- /upload/skywardsms/restraint.csv
- /upload/skywardsms/childfind-XXX.csv (XXX is 3-digit campus code)
- /upload/skywardsms/sela-XXX.csv (XXX is 3-digit campus code)

Tip If exporting to your SameGoal SFTP account, you'll need to setup an SFTP connection.

Automate an eSped import

The esped import utility can import files from a **local file location** only.

- Setup a task to move exported files from the SFTP location to a local network location.
- In Skyward SMS, **Import Options** should reflect:
    - Format: B
    - Automate eSped Import: Check
    - File to Import: Enter local file location
    - Click the **Save** button in the top right
    - Configure **Scheduled Task Maintenance**, then click the **Save** button

Automate a SkyBuild import

SkyBuild can import files from any SFTP location. To setup an automated import, **Import File** should reflect:

- Import File Type: FTP (select)
- Enter SFTP information. If retrieving files from your SameGoal SFTP account (optional), enter:
  - Host: sftp.samegoal.com
  - Port: 22
  - Path & File: /upload/skywardsms/sped.csv
  - Username: [domain]
  - Password: leave blank
  - Use Key Based Authentication: Check
  - SSH Private Key: Choose file
  - Key Type: PEM
  - Passphrase: leave blank
- Click the **Save** button in the top right
- Click the **Import** button in the top right (run once to verify success)
- Click the **Printer icon** in the top right, then **Schedule This**
- Configure **Scheduled Task Maintenance**, then click the **Save** button

District cutover date

This is the date after which all information for a given record type was entered in SameGoal. This is commonly 7/1/YYYY, or an implementation date determined by the district.