

## 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
- SELA
- Child Find
- Restraint

### 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.**
  - Restraint
  - Child Find & SELA
  - Special Education Program & Services

### 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 algorithm

This import overwrites existing restraint records that match based on **Student ID** and **Instance Number** (ie 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.

## 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.

## Integration algorithm

- **Child Find** - Up to one child find record may exist for a given student. This import overwrites existing child find data for a given student based on **Student ID**.
- **SELA** - Up to one SELA record may exist for a given student and start date. This import overwrites records keying on Student ID and Start Date.

**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.

## 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.

Most districts opt to export data to their SFTP account on SameGoal's servers. Under this approach, data export files will be located at:

- /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)
- /upload/skywardsms/sped.csv

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

## 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

## 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

## **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.