WISEstaff 2022-2023 System Improvements

9/27/2022
Changes completed since opening last year:

- Data Quality Dashboard
  - Help for Finding Missing Entity IDs - Added an info link to provide help finding missing Entity IDs for licensed staff. The link is near the Missing Entity ID widget on the DQ Dashboard.
  - New Dashboard Widget for Number of District-Wide Teacher Assignments - Created a new widget on the DQ Dashboard that shows the District-wide Teacher Assignments count. If the count is greater than 1 you can click on the count and see the district-wide assignments that have Position = 53 - Teachers and a school of 0000 - District-wide. For more information, refer to this [knowledge base article](#).
  - Made significant improvements to the DQ Dashboard so it works quickly for all districts. We still have performance delays for the Expiring Background Checks and the Expiring Staff License widgets we will address in the future.
- Staff Collection Checklist
  - Added a Data Quality Flag task: We converted step 3c from Review Data Quality Reports to Verify Data Quality, added a DQ Dashboard task, and added clickable links for items under 3c to their respective pages.
- License Download
  - Removed NULL (blank) license data from the download when the staff person has BOTH no last background check and no license.
- Edit Staff/Person and Change Requests
  - Added a filter for notification of New Change Request Comments - The New Change Request Comments notification now takes users to the Change Request page filtered by Change Requests where your agency is the Requesting Agency or Dependent Agency. Filters will show both fields set to the user's agency.
  - Removed Name Suffix Change Requests: We are no longer creating last name suffix change requests.
  - All Birth Date Change Requests now sent to DPI for review: Previously, only birth date changes with a 3-digit or more difference were routed to DPI CST to review. Now all changes to the birth date will be routed to DPI CST for review. Other agencies will no longer review any birth date change requests. We have done this because we found that changes to birth dates are the biggest indicator that an agency may have picked the wrong WISEid for a person.
  - Entity ID Matching Job Includes Staff Local Person ID: Previously, the job that looks for an exact match between WISEid person info and ELO person info was only run on staff with a current year Licensed Assignment. We have modified the job so it also looks for any person with a staff Local Person ID in your agency.

This should speed up how soon Entity IDs are auto-populated and help identify those who need manual review.

- ○ Change Request Comments Only Required for Certain Changes - On the Edit WISEid page, when editing a person record, the Change Requests comment field will only be required when changing a person's first name, middle name, or birth date, as these are the only fields that generate a Change Request.
- ○ Message Center - Change Request page: Added a tab on Change Requests called "Person Change History" which has a link to open a new tab with the person's Change History. This will make it easier to investigate the possibility that multiple people are sharing the same WISEid or the change is for the wrong person.
- ○ Change Requests - Added a warning on Change Requests if the requested birth date sets a person's age below 18 and the person has staff assignments. Rarely are staff under 18 years old so those changes usually indicate an incorrect update or the wrong WISEid match was chosen.
- ○ Change Requests - Added a warning if the person is a current or former student and the proposed birth date change is out of the range we would expect based on the person's last enrollment grade.
- ● Validate Staff Data
  - ○ Knowledge Base Article Links Added for Validation Codes - Added links from Edit Staff and Validate Staff Data pages' error/warning/info message codes to KBA articles, when available. Please note that some codes don't have KBAs, but they will be added in the future.
  - ○ Exclude Agencies from Statewide Validation Job if No Assignments or Contracts Exist for the Current School Year - We have modified our nightly validation job to skip districts if there are no contracts and assignments for the hiring agency. This will speed up performance and will eliminate validation messages before an agency starts loading contracts and assignments.
  - ○ We have limited file uploads to these maximum sizes to prevent upload faults:
    - ■ WISEid Person Uploads: 10MB, which is about 100k records
    - ■ Contract and Assignment Uploads: 2MB, which is about 35,000 records
  - ○ Improved Validate Staff Data Comment Box Functionality - Increased comment box on the Validate Staff Data page to 500 characters and added a validation to alert user if they try to exceed 500 characters. Previously, comments over 250 would not be saved and would not alert the user of the issue.
  - ○ Adjusted assignment 96-0870 so that it triggers validation error 4600 when grade levels are missing. This should have been in place from the launch of the system but was a gap that went undetected until now.
  - ○ Updated validation 4610 message to "53-0808 can be only used for grade levels PK or K4 so the assignment is not allowed for this school. Please either change the assignment or change school to one that has PK or K4." We removed allowing grade K3 for this assignment.
  - ○ Updated the Contract Salary maximum to $400,000 (validation 4211).

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    - Updated the Contact Fringe maximum to $200,000 (validation 4210).
  - Changes to Data Validations
    - Improved consistency of validations for assignment position and areas.
  - System wide changes
    - Adjusted system to handle Independent Charter School (ICS) coding changes
    - Created system notifications to send before preliminary and final certification when Staff Collection Checklist items aren't completed.

Work in progress for release after the opening of WISEstaff:
- Certify Data
  - Provide on screen confirmation when preliminary and final certification have been completed.
- Validate Staff Data navigator
  - Fixing the flow so when a user deletes an assignment from the staff navigator mode it keeps them in the navigator. This currently happens when initiating navigator mode from the Validate Staff Data page or Staff List Report page.