Preparing for 2017-2018 TDTIMS

Data Preparation for LEAs running TIMS-NT:

The processes below are to be done in advance of the TDTIMS submission. These are listed here to help you identify possible areas of concern within your data.

1. Run EMU batches:
   a. Rebuild all Keys
   b. Build Run/Route Directions *
   c. Dumpall

   *You may do this in Edulog by going to 'Routes/Group Processes' You may also do this in EMU by running BATCHRTEDIR . If you choose EMU, make sure the configuration treats existing directions in the appropriate manner for your district.

   During this review process, be sure to correct any negative slack reported in the diagnostic below. Also, for LEAs with Multiple AM/PM Runs on a Route, you will also want to verify the accuracy of any positive slack present on your bus routes. Negative slack should be corrected for all routes.

2. Run and review these Diagnostic reports to help you identify and repair possible data

   problems. a. Under Standard Reports:
   Stops>Active Stops without Students Assigned

   b. Under UserDefinedReports:
      i. Schools> Diagnostic: Sch/Gr with 12:00AM Time
      ii. Stops, Runs, and Routes> Diagnostic: Route Time and Miles Summary
      iii. Stops, Runs, and Routes> Diagnostic: Route Time and Miles Detail
      iv. Stops, Runs, and Routes> Diagnostic: Neg. Times Between Runs
      v. Stops, Runs, and Routes> Diagnostic: Runs Zero Loaded Mileage
      vi. Stops, Runs, and Routes> Diagnostic: Stops Times After 5:00 PM
         Note: your data is not 'wrong' if you have stops listed after 5:00 PM – your goal is to have Edulog accurately reflect what is happening with your bus fleet.
      vii. Stops, Runs, and Routes> Diagnostic: Stops Times Before 6:00 AM
         Note: your data is not 'wrong' if you have stops listed before 6:00 AM – your goal is to have Edulog accurately reflect what is happening with your bus fleet.
      viii. Bus Passes> Diagnostic: Route Riders Schdst <= 0
      ix. Bus Passes> Diagnostic: Students Stop Not on Rte
      x. All Student and Transportation> Workbook: Min/Max Stop/Bell Times
      *xi. All Student and Transportation>Diagnostic: Students Missing PowerSchool ID
      *xii. All Student and Transportation>Diagnostic: Riders Missing PowerSchool ID

   * These diagnostic reports introduced a few years ago will help you identify students and riders in TIMS who are missing a PowerSchool ID. This will occur when an LEA hand enters a student into TIMS and neglects to also enter the student PowerSchool ID. LEAs should not be hand entering students into TIMS. All student records should be brought into TIMS through the completion of an UPSTU using the TIMS Extract from PowerSchool. Please review the results of each diagnostic to determine if you have any students in TIMS who are missing a PowerSchool ID.

All riders need to have a PowerSchool ID in TIMS. If you have hand entered a student in TIMS and that student is assigned to a bus route, you will need to look up that student in PowerSchool and enter their missing PowerSchool ID into TIMS.

Students missing a PowerSchoolID inTIMS will not be applied toTIMS Data used to calculate your annual transportationfunding allotment.

3. Review your run directions for accuracy. There may be system generated turnarounds that cause the bus to travel further than it needs to creating inaccuracies with your route time and miles. Create the proper turnarounds where needed using Maris to generate accurate run directions.

4. Make sure any checkpoints on runs are inserted correctly. Generally you should have a checkpoint at the beginning of the first AM run and at the end of the last PM run. If a bus parks at an alternate location during the day a mid-day checkpoint may be used. Also, Checkpoints can be used mid-run to steer the bus in the preferred direction of travel. Some LEAs use a "dummy stop" mid-run instead of a checkpoint to steer the bus, so these dummy stops would show no students assigned, whereas a checkpoint would not show a zero load, or any load. DO NOT USE DUMMY STOPS!

   Call your project leader if you have any questions about how to handle checkpoints

5. Make sure all runs are on Routes. Delete all routes without runs. (This is done in EMU by running DELETEROUTES or in Edulog > Routes/Tabular)

6. For routes serving multiple runs, check your slack time between runs. *See report under
   Stops, Runs, and Routes>Diagnostic: Neg. Times Between Runs

   Note: If you make changes to your data in response to what you see after steps 2-6, be sure to rerun the maintenance from step 1 before reviewing the diagnostics again.