

FRAM UPDATE

Preparing for SY 13-14 with Food Service POS

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Updated 6/17/2013

It's all about the kids!



eRate

SEEK

KEES

**Textbook
Waivers**

FRYSC

FRAM Update

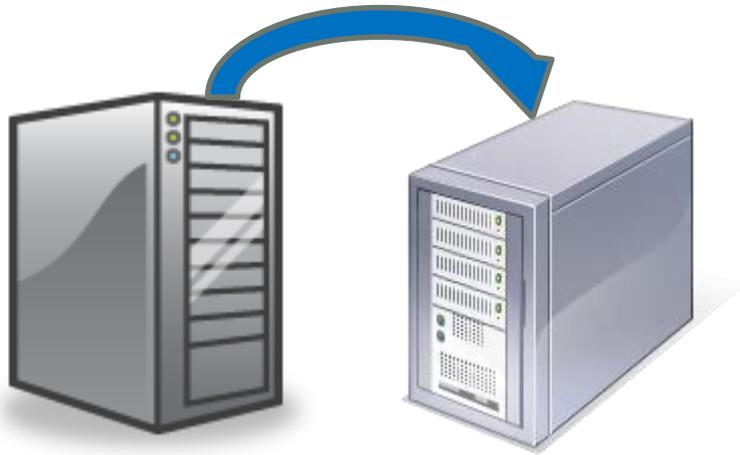
In February 2013 Infinite Campus updated FRAM to comply with new USDA regulations



Consequently, all POS data import mappings will need to be changed for the 13-14 school year¹

¹ Those not affected will be districts who are full CEO and any district who is using Infinite Campus as their POS

Data Synchronization: POS and IC



Meal status is shared from POS into IC on a regular basis.

Countdown: POS to IC



Stop the POS import in IC

Roll forward your POS for SY 13-14

Develop your new POS import mapping in IC

Turn the data synchronization back on between your POS and IC

Launch Date

July 1, 2013



By July 1, 2013 you must **stop** the SY 12-13 import mapping or your SY 13-14 data will be corrupted in IC.

Stop the POS Import



Stop the scheduled imports by placing “**” in front of Host IP address.

FRAM>Eligibility Import Wizard>Scheduled Imports

Data Import Detail

Active

*Import Name
12-13 POS Import

*Eligibility Import Mapping
POS Import

*User Name
jsmith

*Protocol
SMB

*Host
**10.1.123.456

*Password
.....

Domain
Kentucky

*Directory Path
//Imports/IC

The file name in this directory path must start with IC_Eligibility.

Frequency Type
 Daily
 Weekly
 Monthly

Frequency
▼

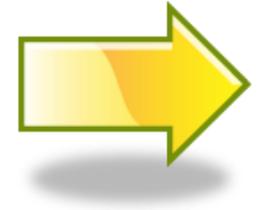
Scheduled Day
▼

*Scheduled Time
01:00 AM ▼

Test Connection Test Import Run Import

Place double asterisks here

Roll Forward - POS System



- ✓ The food service director should roll the POS system forward into the 13-14 school year
- ✓ Any meal status from the POS should then reflect the 13-14 school year
- ✓ Food Service Director should notify IT staff person responsible for Scheduled Imports when this is complete

Launch New Mapping



- ✓ Districts must update their POS import mapping based on the IC update
 - ✓ Please refer to the manual (see attached) of Data Synchronization of POS and IC for more details.
 - ✓ **NEW!** LunchBox is providing their customers with a test file to compile the data import mapping in IC for SY 13-14; it is highly recommended that you obtain this test file to develop your IC import mapping
 - ✓ *Non-LunchBox Customers:* Unless a test file is provided to you, then you will have to wait until July 2013 to develop your new data import mapping (i.e., after you import the July DC file).
- ✓ Re-start the scheduled imports for SY 13-14



Checklist



- ✓ Verify your data synchronization has been stopped **before** any rollover with the POS system
- ✓ Develop the new import mapping for the 13-14 school year; test it and resolve any errors
- ✓ After the POS rollover re-start the scheduled import process
- ✓ Check the scheduled import tool log file on a monthly basis
- ✓ Compare free, reduced and paid counts from the FRAM Eligibility report to the POS system; investigate any large differences

Help!

- ❖ Contact Brad Blunt (brad.blunt@education.ky.gov) or 502-564-5625
- ❖ Access Campus Community (<https://id.infinitecampus.com/>) for technical manuals
- ❖ Submit a support ticket to Campus

FRAM LunchBox and IC Data Synchronization SY 2013-2014

Purpose: Explains the basic process for setting up data synchronization, which is the sharing of meal status records between LunchBox and IC on a nightly basis. This setup is designed for LunchBox but the concepts are similar across POS systems.

Update 7/24/2013: In the certified type the value of 'DI' should be mapped to "Did Not Apply".

Important! Your POS import mapping must be updated on before you do any import of SY 13-14 meal status in Campus in order for your POS to synchronize with Campus. Failure to do so will corrupt the meal status data in the prior school year.

The screenshot displays the 'Eligibility Import Wizard' interface. At the top, there are dropdown menus for 'Year' (11-12), 'School' (All Schools), and 'Calendar' (All Calendars). Below these are tabs for 'Index', 'Search', and 'Help'. The 'Index' tab is active, showing a tree view of system components. Under 'FRAM', the 'Eligibility' folder is expanded, showing 'Eligibility End Date Wizard' and 'Eligibility Import Wizard'. The 'Eligibility Import Wizard' window is open, displaying the following text: 'This wizard will guide you through mapping and importing data into the database.' and 'Step 1. Select "New Import Mapping" to create a new import or select a saved mapping.' Below this is a list of 'Saved Import Mappings' with the following items: 'Direct Certification 2009-2010', 'Direct Certification Food Stamp 2011', 'Direct Certification FS 09-10', 'Direct Certification KTAP 2011', 'POS Import' (highlighted), 'SCN Direct Certification Import', 'SCN Direct Certification Import Template', 'Test', 'Test Foster Care Import', 'test import mapping', and 'Test?'. At the bottom of the wizard are four buttons: 'Edit', 'Delete', 'New Import Mapping', and 'New File Import'.

1. Select your POS import mapping in the list under FRAM>Eligibility Import Wizard and click **Edit** OR select **New Import Mapping**.

Import Mapping - Settings

Eligibility Import Wizard

Step 2. Name the file, enter a selection for each option and upload a file to continue.

*Name
POS Import

*School Year
13-14

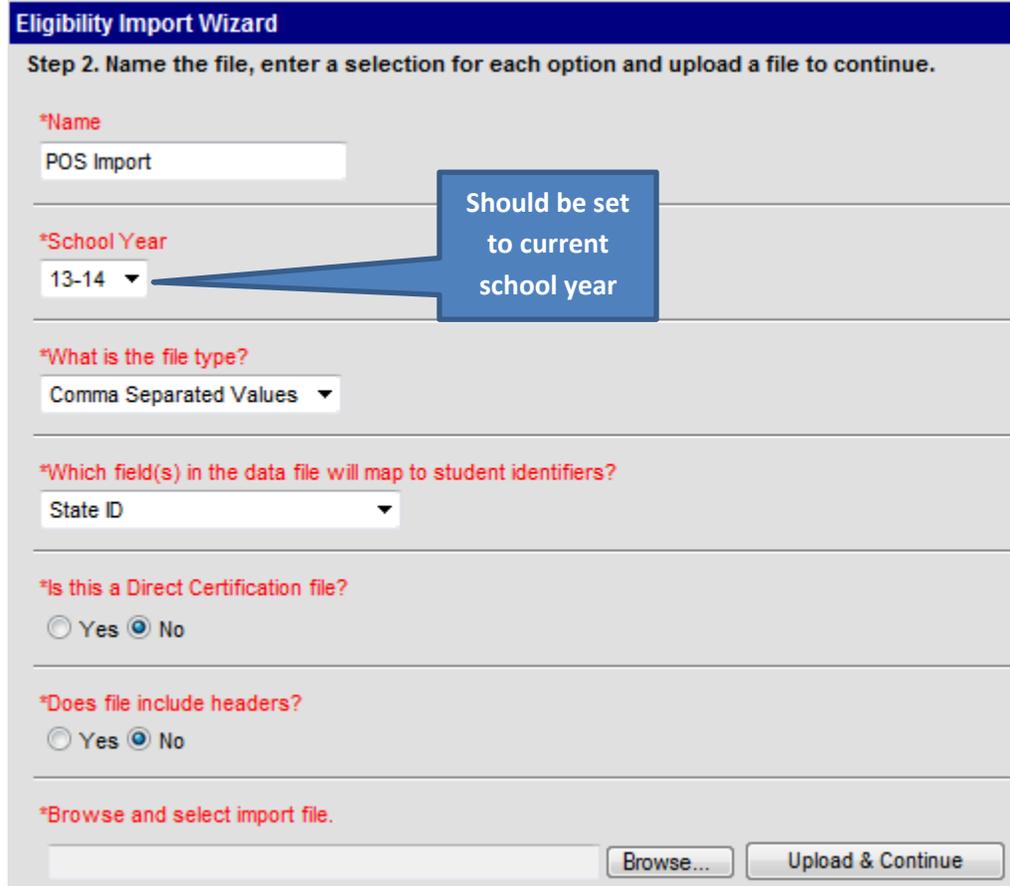
*What is the file type?
Comma Separated Values

*Which field(s) in the data file will map to student identifiers?
State ID

*Is this a Direct Certification file?
 Yes No

*Does file include headers?
 Yes No

*Browse and select import file.



2. Locate your POS data extract file by clicking **Browse...** This file is generally on the LunchBox server in a shared directory.
3. Hit **Upload & Continue** after selecting your data extract file.

4. Key in the field for matching the data: state ID is in column 3 in this example. Now select **Map Field(s)**.

Eligibility Import Wizard

Name File Location
 POS Import D:\CampusDocumentStore\batchReports\batchQueue\staging_scramble\32066\2013-04-1

Raw Data File

1	2	3	4	5	6	7	8
		5979	M	Free		8/15/2012	6/30/2013
		1807	DI	Paid		8/16/2012	6/30/2013
		29815	F	Free		8/17/2012	6/30/2013
		22816	I	Paid		8/18/2012	6/30/2013

Mapped Data Field(s)

StateID
5979
1807
29815
22816

Step 3. Select mapping. Indicate the position of the data field(s) from the imported Raw Data mapping will be used to match the data in the import file to student identifiers existing in the

Name	Seq in Data File	Map to Data Field	Strip Leading Zeros
StateID	3	student.stateID	<input type="checkbox"/>

Map Field(s)

Eligibility Import Wizard

Name File Location
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Raw Data File

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Step 4. Select "Yes" next to fields that will be mapped from the imported file. If "Certified Type" is selected for at least one of the following values: "Certified Type" will be set for all students on the file. Select "Next" to continue

Eligibility Type Yes No

Eligibility Yes No

Certified Type Yes No

Direct Type Yes No

Start Date Yes No

End Date Yes No

5. The next screen shows the options for importing the POS file.
 - a) Select **No** for Eligibility Type.
 - b) Select **Yes** for all other options.

An explanation of the field list is as follows:

- a) **Eligibility Type** – How the data will be used: Meal or SES
- b) **Eligibility** – determination of free, reduced or paid meal status
- c) **Certified Type** – how the student was deemed eligible
- d) **Direct Type** – source of direct certification
- e) **Start Date** –the student’s meal eligibility begin date
- f) **End Date** – the expiration date of the student’s meal status

6. Click **Next**.

7. Set the values in accordance with your POS system’s data extract file. In this step you are building a “crosswalk” between the POS data file and IC: how Campus should import the data in your POS data extract file.

Eligibility Import Wizard

Name **File Location**
 POS Import D:\CampusDocumentStore\batchReports\batchQueue\staging_scramble\320

Raw Data File

1	2	3	4	5	6	7	8
		5979	M	Free		8/15/2012	6/30/2013
		1807	DI	Paid		8/16/2012	6/30/2013
		29815	F	Free		8/17/2012	6/30/2013
		22816	I	Paid		8/18/2012	6/30/2013

Import Data Field(s)

Eligibility	CertifiedType	StartDate	EndDate	DirectType
Free	Migrant	08/15/2012	06/30/2013	
Paid	Did Not Apply	08/16/2012	06/30/2013	
Free	Foster	08/17/2012	06/30/2013	
Paid	Income	08/18/2012	06/30/2013	

Step 5. Select the values that will be the same for all students on the file. For unique values, indicate the location of the field that will be mapped on the file. Select "Set Value" to map each field from the imported Raw Data File to a field in the database. Review the mapped fields in the Import Data Field(s) section above. This mapping imports a unique value for each student in the file. Select "Next" to continue.

* **Eligibility Type**
 Meal ▾

* **Eligibility**
 Seq in Data File:

* **Certified Type**
 Seq in Data File:

* **Direct Type**
 Seq in Data File:

* **Start Date**
 Seq in Data File:

* **End Date**
 Seq in Data File:

Data values appear in this window after performing each step with data mapping

Eligibility Type – Always set to Meal

- a. The “Seq in Data File” is the position (or sequence) in which the data in the file is stored, counting from left to right. For example, the certified type is in the 5th position.
- b. Enter in the column number for each mapped field on where the data is stored.

c. Click **Set Value** to set the values within each field. Then select the applicable mapping:

i. **Eligibility**

Data File Eligibility	Campus Eligibility
Free	Free ▼
Paid	Paid ▼
Reduced	Reduced ▼

Click **Save** after each selection to store your work.

b. **Certified Type** – Your food service director and/or POS vendor will know each of these values. These are for LunchBox- and your POS system may have different abbreviations for the certified type.

Data File Certified Type	Campus Certified Type
M	Migrant ▼
DI	Did Not Apply ▼
F	Foster ▼
I	Income ▼
C	Categorical ▼
HS	Head Start ▼
D	Direct ▼
H	Homeless ▼
DC	Direct ▼
DN	Denied ▼
T	Temporary/No Income ▼
R	Runaway ▼
Free - Categorical Eligibility	Categorical ▼

- c. **Direct Type** – Map the POS direct certification type to the Campus direct type. You may also have homeless, migrant, runaway, etc. to be mapped in this list as well.

Data File Direct Type	Campus Direct Type
KTAP	TANF
Medicaid	Medicaid
SNAP	SNAP
Homeless	Homeless
Head Start	Head Start
Foster	Foster

KTAP is the same as TANF

In addition, Runaway and Migrant are also included as directly certified but the values from LunchBox are not currently available on the test file. These, however, are rare.

- d. **Start Date** –Select the date format from the dropdown menu.

Date Format
 MM/DD/YY or MM/DD/YYYY

- e. **End Date** Select the date format from the dropdown menu.

Date Format
 MM/DD/YY or MM/DD/YYYY

- 8. Click **Next**.

Name	Seq	Map to Data Field	Strip Leading Zeros
StateID	3	student.stateID	No

This mapping will import a unique value for each student in the file.

Import Data Field	Seq in Data File
CertifiedType	4
Eligibility	5
DirectType	6
StartDate	7
EndDate	8

Values entered for fields shown will be the same for all students when imported.

Data Field	Set Value
EligibilityType	Meal

You may Test or Import your file. Infinite Campus recommends testing the file before importing into the database.

Include Updated Records Detail on report

Report Format PDF Report Comma Separated Values (CSV)

Batch Import Options Test Import

Previous Test Import Batch Test

9. Select **Include Updated Records Detail on report** to see the student level detail.
10. Select the PDF or CSV (Excel) format for the report output.
11. Districts with <3,000 students can select **Test**. Districts with >3,000 students can select **Batch Test**. The report output will then appear as a hyperlink in the Process Inbox on the main screen in IC (see example below):

Process Inbox			
<input type="checkbox"/>	<input type="checkbox"/>	Process Name	Posted Date Due Date
No Process Inbox items at this time.			

Tip: Perform a test import on the final screen to ensure your mapping worked correctly.

NOTE: Stop the process here if you are developing a mapping for SY 13-14 and are currently working with a SY 12-13 data import file.

12. Click **Import** when you are satisfied the file is correct.
13. Click **OK** to run the import.

14. Re-start the scheduled imports in Infinite Campus. **Change the Eligibility Import Mapping selection** – if you developed a new mapping under the Eligibility Import Wizard. The mapping should be set to where you have the POS data extract mapping, which is generally the POS server.

FRAM>Eligibility Import Wizard>Scheduled Imports

Note: Per IC, the slashes used to note the file directory should be reverse that of Windows. For example, a data extract file under a file of Imports\IC should be keyed under the Directory Path as //Imports/IC

This is the username and password for access to the shared folder where the POS data extract file is located

1. **Directory Path** - Check to see that your Directory path is correct, you have a shared folder on the POS server...and that your file is named IC_Eligibility.
2. **Test Connection** – Use this to ensure you can connect to the POS server.
3. **Test Import** – Verify you can connect and pull in the data.
4. **Run Import** – Run the import process manually and review the Eligibility Import report to locate and correct any errors.