

## Preparing for TDTIMS

### Data Preparation for LEAs running TIMS-SQL:

**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. Build Run/Route Directions \*

\*You may do this in Edulog by going to ‘Routes/Group Processes/Directions’ 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 per 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.

Reviewing positive and negative slack is especially important for LEAs running TIMS-SQL as the Batch Run and/or Route Directions may adjust arrival and departure times to better fit the Bell Time Windows as defined in Schools Tabular. Most LEAs using TIMS\_SQL choose to process all directions at the Run Level, instead of the Route Level, so that any manually adjusted arrival/departure times will hold within the system.

You can process all Runs by going to ‘Runs/Group Processes/Directions’

2. Run and review the Diagnostic reports to help you identify and repair *possible* data problems.
  - a. Under **Standard Reports:**
    - Stops>Active Stops without Students Assigned
  - b. Under **User Defined Reports:**
    - 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**

### **NEW DIAGNOSTICS beginning 2015-2016**

- xi. All Student and Transportation>**Diagnostic: Students Missing PowerSchool ID**
- xii. All Student and Transportation>**Diagnostic: Riders Missing PowerSchool ID**

The New Diagnostics introduced in 2015-2016 will 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.

At the very least, 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 fill in their missing PowerSchool ID into TIMS.

Before these Diagnostics, TDTIMS Data submitted in 2014-2015 contained over 8,000 students without a PowerSchool ID from all across the state (7,000 were Riders). Last year, the 2015-2016 TDTIMS Data contained over 5,200 students without a PowerSchool ID (2,100 were Riders). So improvement is noted, but we would like to see this count be Zero for the entire state.

### **Students missing a PowerSchool ID in TIMS will not be applied to TIMS Data used in calculating your annual transportation funding allotment.**

3. Review your run directions for accuracy. We have found that sometimes system generated turnarounds will cause the bus to travel further than it needs to; thus causing inaccuracies with your route time and miles. Manually add the proper turnarounds where needed so your run directions will be accurate.
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.

\*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. (you can do this 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.**