

Exclusions

last updated for the Spring 2013 (3.50) release

Migration Notes



To contact the Service Desk:

Please log a case via [My Account](#)

Telephone: 0870 2411 323*

*Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company's access charge.

Please ensure that all the relevant sections are distributed to the appropriate section heads.

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Exclusions

Introduction

This document has been written for One Co-ordinators and Business System Administrators managing the migration of Exclusions from v3 to v4. It introduces the relevant Key Concepts in v4 at a high level as well as stepping you through the Migration process. In developing Exclusions in v4 we have looked to include many enhancements that have been requested by Local Authorities as well as incorporate and utilise many of the new features that were introduced with the migration of CSS and SEN to Version 4. v4 provides a significant step forward in ensuring that the One software is more aligned with Local Authorities' business processes.

Many Local Authorities that use One to record Exclusions will have already or will be in the process of migrating CSS and/or SEN to v4 and will be familiar with the concepts introduced at that time, many of which can be used in relation with managing Exclusions and Inclusions such as Provisions, Communications, Attendance Summary and also Involvements.

However for those Local Authorities that are not familiar with CSS and/or SEN the '**Advice to LAs migrating CSS/SEN to v4**' document is included on this CD and to avoid duplication, reference should be made to this where appropriate for further detail on these specific shared areas.

As well as augmenting the v4 interface, Exclusions recording capabilities are now also available in an exciting new Online interface that can be used by Schools or Local Authority Exclusion/Inclusion Officers working outside of the local authority network. This offers a much enhanced user experience when accessing and recording information Online.

Key Concepts in v4 for management of Exclusions and Inclusions

Child/Person Focussed Processing

The One v4 software works on the premise that the user can search for the Child/Person first and then access all appropriate related information and carry out all appropriate business processes in relation to that Child/Person, subject to locally-defined access control.

This includes the following areas that are now accessible in v4 for the child:

Exclusions

This area will allow the user to review a comprehensive summary of the Exclusions for the child and will provide the ability to record and review their individual Exclusion occurrences.

Pupil Funding Transfers

This area will allow the user to record movements of funding for the pupil when they change schools (e.g. as a result of an Exclusion or Managed Move). It can also be used to record ad-hoc funding or grants given to schools for the pupil.

Reintegration

This area will allow the user to record the details of the reintegration of the pupil back into school or the provision of alternative education for the pupil.

Relocations

This area will allow the user to record details of the schools approached by the Local Authority wishing to move a pupil and the school to which the pupil is allocated. It is now possible to record trial placements through use of new data items to store Outcome and Reason for Ending Relocation.

V3 Relocations is currently available to those Local Authorities that have licences for Exclusions, SEN or Admissions and Transfers. Whilst the migration of Exclusions to v4 includes Relocations, any data logged using v4 Relocations will still be available in v3 for those SEN Local Authorities who have not yet migrated and for A&T local authorities. Similarly any data recorded in v3 Relocations will be available in v4 Relocations.

Please note: any linked files created within Relocations v3 will not continue to be available in v3 once Exclusions has been migrated to v4. This means for example that a linked file created in Relocations under Exclusions will not be available in A&T once Exclusions has migrated.

Shared Components to Reduce Maintenance Overheads

In addition to the components listed above, Exclusions users will be able to make use of a number of shared components already developed in v4, subject to licences in some areas, as well as locally-defined access control. These components include:

- Student Attendance (if the Local Authority has a licence for Attendance v4)
- Communication Log
- Involvements (if the Local Authority has a licence for CSS or SEN v4)
- Social Network
- Provisions
- Activities
- Service Teams and Establishments

This common approach will help to streamline processes and reduce maintenance overheads. Menu links will allow the user to navigate easily between these areas in order to access all the relevant information pertaining to the child.

Exclusions and Service Teams

One v4 supports multi-agency team working as well as specialised teams. Records such as Involvements, Activities, Provisions, etc are owned by a specific Service Team and access is controlled accordingly.

Whilst some Exclusions related data, including the Exclusions records themselves as well as Reintegration and Relocation information, is not owned by a Service team, some data related to Exclusions such as Communications, Provisions and Activities is owned by a Service Team. It will be necessary to link the new Exclusions team to an establishment (the team of people who belong to that Service Team) after the migration.

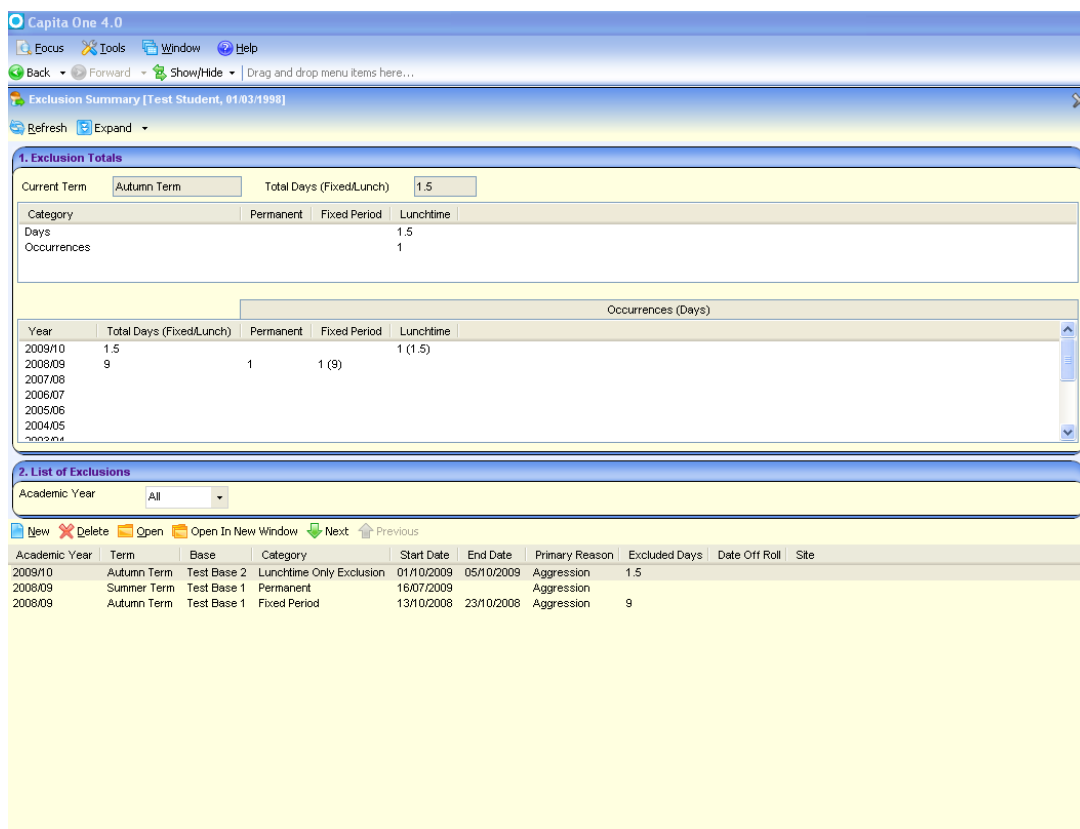
When your Local Authority runs the routine to migrate your Exclusions data, the linked Communications, Provisions and Activities will automatically be assigned to the 'Exclusions' Service Team. However, if your Local Authority subsequently wishes to record new Exclusions Communications, Provisions and Activities under other Service Teams then you will be able to do so.

Exclusions Management

This area describes some of the main enhancements to the management of Exclusions that are being introduced with the migration to One v4.

Student Exclusions Summary

When the Exclusions link is selected either from a highlighted Student in the Student Enquiry screen or from a selected Student, a new Exclusions Summary for that student is displayed.



The new summary provided will allow the user to easily see:

- The effective excluded days for the current term, allowing users to easily monitor whether the 15 day threshold is being reached
- The number of exclusion occurrences (and days where appropriate) for all exclusion types across all academic years
- A list of all current and previous exclusion occurrences for the student across all academic years with the option to list those for a specific academic year.

Exclusion Details

Capita One 4.0

Focus Tools Window Help

Back Forward Show/Hide Drag and drop menu items here...

Exclusion Detail

Save New Memo Set ACL Data Panels Alerts UDF Manager

1. Student Support... 2. Exclusion Details 3. Exclusion Reasons 4. Assigned Support Officers 5. Governing Body... 6. Independent Ap... 7. Record Update History 2. Exclusion Details

1. Student Supporting Information

Home LA

Student Ethnicity

Looked After Child at Start of Exclusion NCY at Creation of Exclusion

SEN Status at Start of Exclusion

2. Exclusion Details

Category

Academic Year Term

Start Date Start Time

End Date End Time

Base

Site

Head/Principal

Date Off Roll

End Monitoring Date

Sixth Day

Pastoral Support Plan Received

Length To Date

3. Exclusion Reasons

Rank	Exclusion Reason
1	Aggression

Add/Edit

4. Assigned Support Officers

Title	Name	Role	Remarks
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Add/Edit Details

The screenshot displays the 'Exclusion Detail' form in the Capita One 4.0 application. The form is organized into several sections, each with a table or set of fields for data entry:

- Section 2: Exclusion Details** contains a table with columns 'Rank' and 'Exclusion Reason'. One entry is visible: Rank 1, Exclusion Reason 'Aggression'.
- Section 4: Assigned Support Officers** contains a table with columns 'Title', 'Name', 'Role', and 'Remarks'.
- Section 5: Governing Body/Management Committee Meetings** contains a table with columns 'Date of Meeting', 'Time of Meeting', 'Status of Meeting', 'Decision', 'Officer Attending', and 'Parent/Carer(s) Attended'. A checkbox 'Referred to Committee Meeting(s)' is checked.
- Section 6: Independent Appeals Panel Meetings** contains a table with columns 'Date Meeting Requested', 'Date of Meeting', 'Status of Meeting', 'Result', 'Parent/Carer(s) Attended', and 'Pupil as Appellant'. A checkbox 'Referred to Appeals Panel' is checked.
- Section 7: Record Update History** contains a form with fields for 'Created Date' (27/11/2009 10:12:33), 'Created By' (User1), 'Last Updated' (27/11/2009 10:23:45), and 'Updated By' (User1).

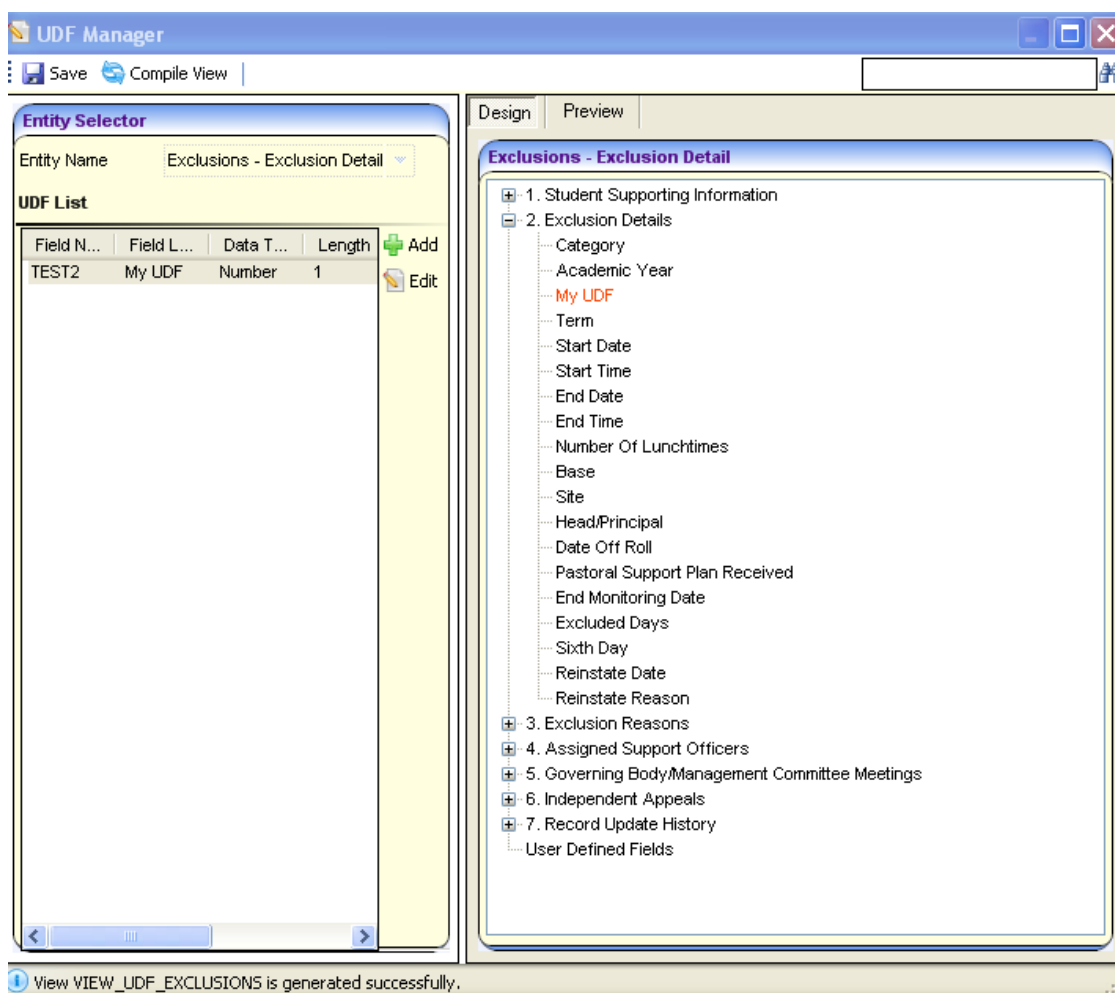
The following enhanced features have been introduced with v4, in addition to the existing v3 functionality.

- Displaying and saving of additional supporting information about the Student at the time of the Exclusion (e.g. NCY, SEN Status, Looked After Child). These are editable.
- Recording of additional details against the Exclusion
 - Site (for all types of exclusion) – this may be useful particularly for those LAs that have recorded individual PRUs as sites associated with a single PRU base
 - End Time (used in calculation of excluded days for fixed period exclusions)
 - No of Lunchtimes (used in calculation of excluded days for lunchtime exclusions)
 - Note: Lunchtime exclusions for Welsh LAs are calculated on the basis of each lunchtime representing 0.25 of a day in accordance with Welsh requirements, whereas for other Local Authorities each lunchtime represents 0.5 of a day.
 - Calculation of current length of exclusion for Permanent Exclusions
 - Calculation of sixth day of exclusion for Permanent Exclusions and Fixed Period Exclusions greater than 5 days
- A new Exclusion Reasons chooser, allowing Reasons to be promoted or demoted as appropriate, as well as the Reasons selected displayed on the Exclusions screen.

- Assigned Support Officer names displayed on the Exclusions screen
- Recording of multiple occurrences of Governing Body/Management Committee Meetings – eg allows recording of postponed meetings
- Recording of multiple occurrences of Independent Appeals Panels meetings
- Easy access to other supporting information (subject to the relevant licence keys and access control settings) about the student from the Exclusions area such as their Social Network, Involvements, Attendance information, Communications, Provisions and Activities
- Easy (read-only) access to the opening times for the base when recording an Exclusion

UDFs

This release will make use of the significant enhancement in v4 where LAs can determine exactly where individual UDFs should appear on a panel within the Exclusions Details screen (as well as for other areas such as Involvements); UDFs are no longer just restricted to their own panel as previously was the case in v3. The following screens show how this can be set up by System Administrators:



Entity Name: Exclusions - Exclusion Detail

UDF List

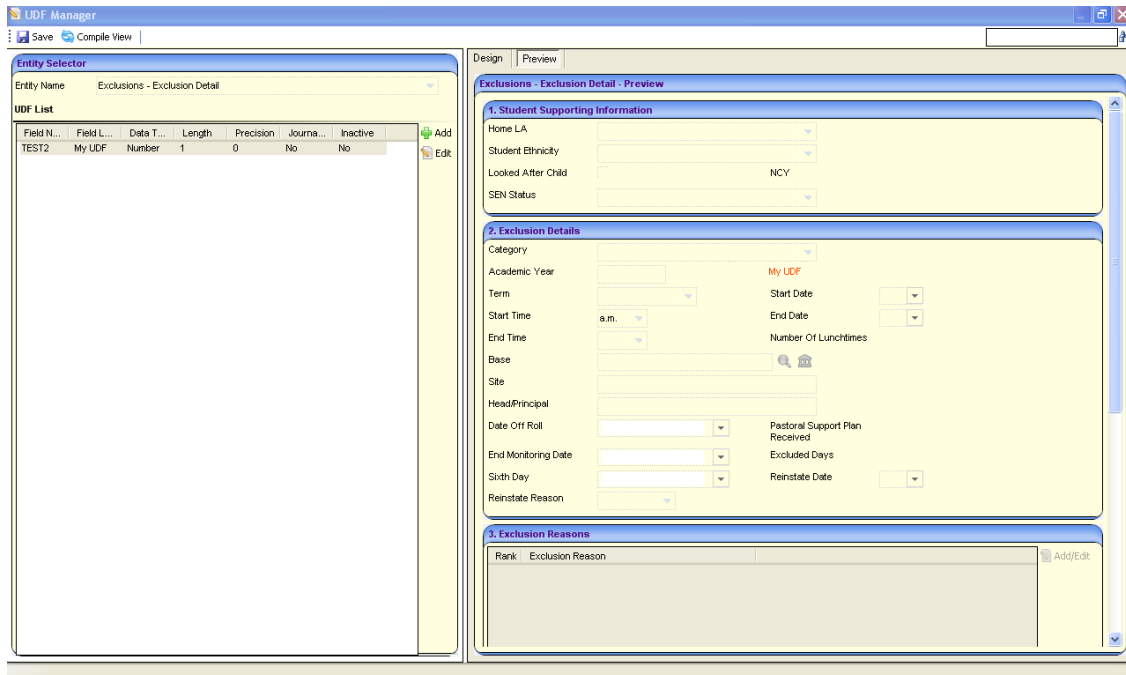
Field N...	Field L...	Data T...	Length	Add	Edit
TEST2	My UDF	Number	1		

Exclusions - Exclusion Detail

- 1. Student Supporting Information
- 2. Exclusion Details
 - Category
 - Academic Year
 - My UDF
 - Term
 - Start Date
 - Start Time
 - End Date
 - End Time
 - Number Of Lunchtimes
 - Base
 - Site
 - Head/Principal
 - Date Off Roll
 - Pastoral Support Plan Received
 - End Monitoring Date
 - Excluded Days
 - Sixth Day
 - Reinstate Date
 - Reinstate Reason
- 3. Exclusion Reasons
- 4. Assigned Support Officers
- 5. Governing Body/Management Committee Meetings
- 6. Independent Appeals
- 7. Record Update History
 - User Defined Fields

View VIEW_UDF_EXCLUSIONS is generated successfully.

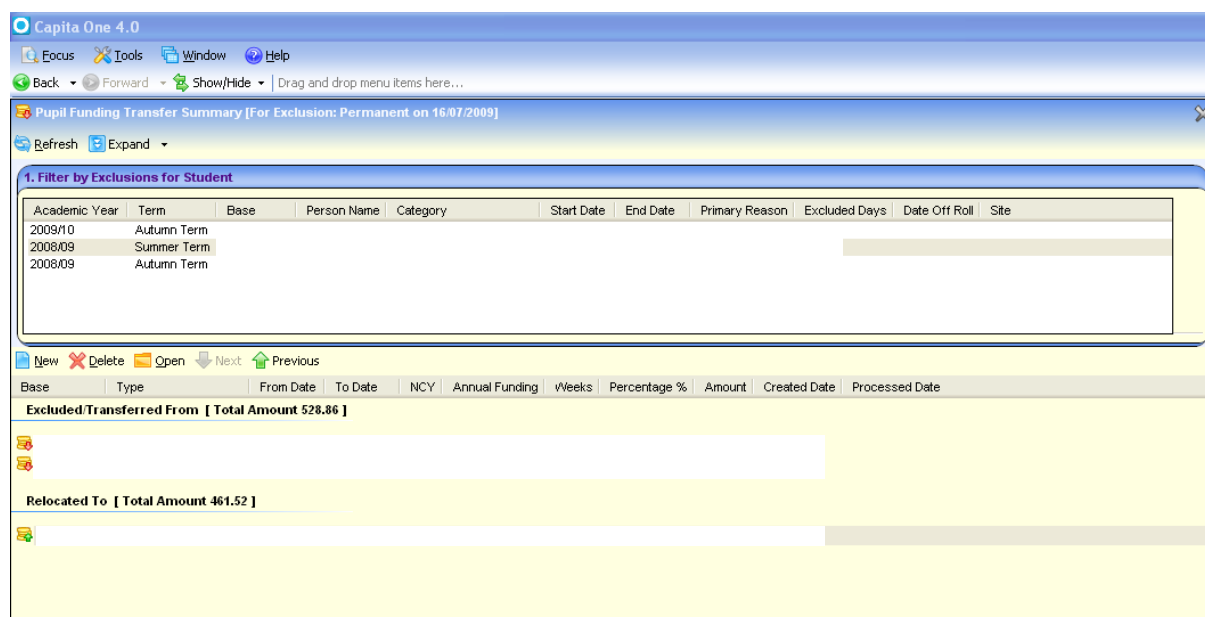
The effect can be previewed when setting up UDFs:



As well as setting up UDF's for use on the v4 screens, the System Administrator can create dynamic UDF views for querying and reporting.

For example, if a new UDF is added to the Exclusion Details screen, then selecting '**Compile View**' creates/updates the dynamic view VIEW_UDF_EXCLUSIONS containing the new UDF field.

Pupil Funding Transfers



The following enhanced features have been introduced with v4, in addition to the existing v3 functionality.

- The ability to record allocation/adjustments to Pupil Funding directly against the Student as well as the Annual Funding adjustments against Exclusions.
- More flexibility to allow users to create their own types of funding for a pupil, in addition to the existing functionality to make adjustments to the Age Weighted Pupil Unit (AWPU) funding.

Exclusions by Base

With v4 users can select a base and, via a link, display a list of exclusions recorded against the selected Base. From here they can add a new exclusion for a pupil or select an existing exclusion for review.

Exclusions B2B

There are a number of enhancements to the B2B process of transferring Exclusions data from Schools as follows:

- The length of the exclusion will now be directly imported from schools rather than being calculated by B2B. This has been requested by many customers and ensures that the length of the Exclusion as imported into One matches the value as recorded by the school.
- The start time of the exclusion (morning or afternoon) will additionally be imported from schools via B2B

Once a Local Authority has migrated to use Exclusions in v4, the new information from the schools will be stored against the exclusion record. Also, as the Exclusion is imported, additional information such as calculation of the sixth day where appropriate as well as NCY, SEN Stage and Looked after status will be stored against the exclusion record as is the case for exclusions manually entered in One v4.

Exclusions Online

The interface of Exclusions Online has been re-developed using the latest software technology to give an enhanced look and feel. This shares many of the Exclusions features of Exclusions v4 client.

Example screenshots are included in the v3.38 Product Notes. See information below in the Access Control section of this document for advice on accessing Exclusions Online.

Exclusions Reporting

With this release, there are changes to existing Exclusions Statutory reports as well as the introduction of new Management Reports.

There are a number of steps required in order to be run the reports:-

Report Permissions

The user must be given the appropriate permissions in order to run the reports .

Firstly, the System Administrator will assign the User to a User Group In v3 System Administration. The System Administrator will then grant access to the User Group in v4 to run the reports:

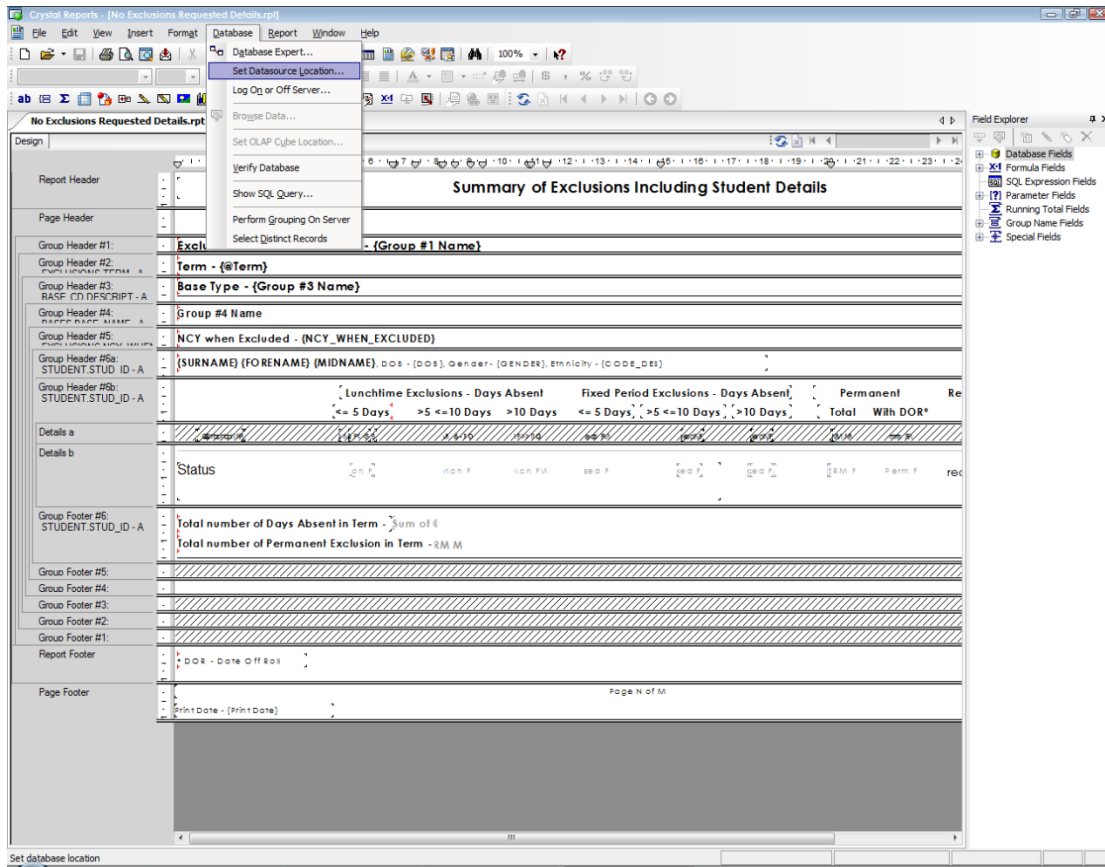
1. Access Tools | Permissions | Report Permissions
2. From the Report Definition Repository, select 'Exclusion Management Reports'.
3. Under the Group Name, highlight the appropriate User Group and click 'Grant'
4. For Locale 3 (Wales) users only, steps 1) to 3) should be repeated for the 'Exclusion Management Reports' directory under the Report Definition Repository.

Report Setup

All these reports are available in Crystal and have been created with parameter details that pull details from the Exclusions database.

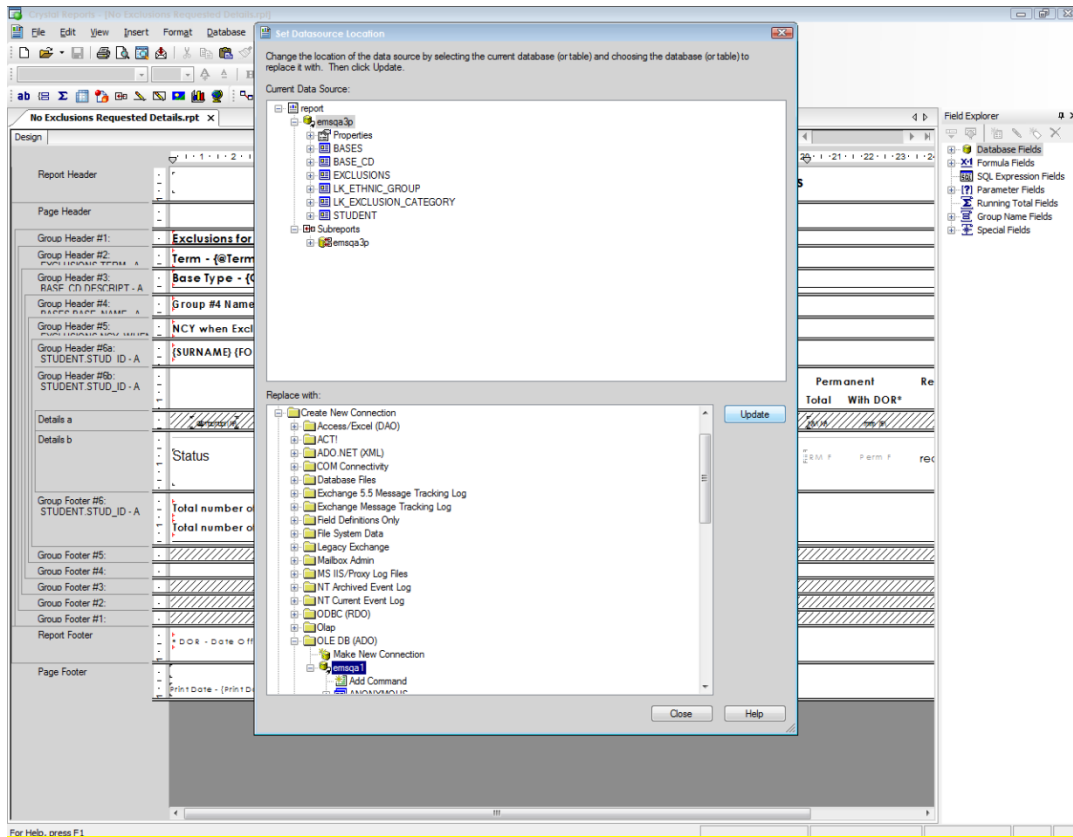
To ensure that the correct parameters are linked to the report and that the correct data is shown within the parameter fields for each report, the parameters will need to be updated for your specific dataset. This requires the Data-source for each report to be set as follows:-

Open the Crystal Report in \\wwwroot\CCSEnterprise.ReportServer\Report Definition Repository and go to the Database | **Set Datasource Location** menu.

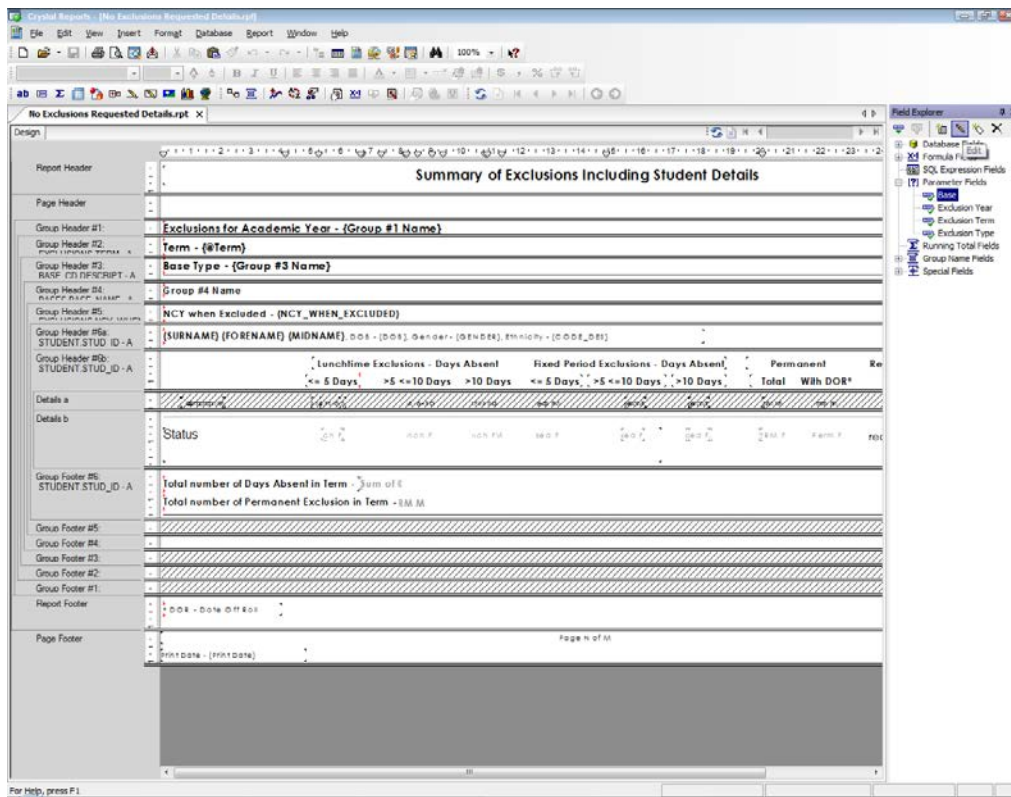


The following popup will be shown.

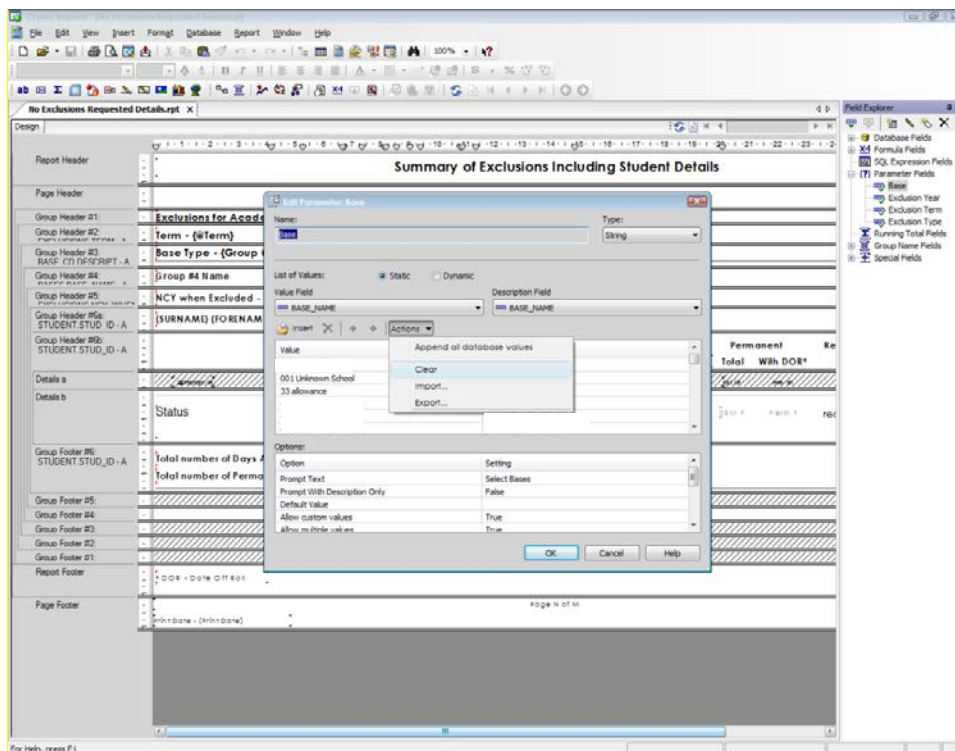
From this screen select the 'Create New Connection' option and from the tree select the OLE DB (ADO) option. Follow the screens through to log onto your specific dataset. Once the dataset has been selected highlight the dataset name and select the 'Update' button. When the report has been updated the dataset name will be shown within the 'Current Data Source' panel.



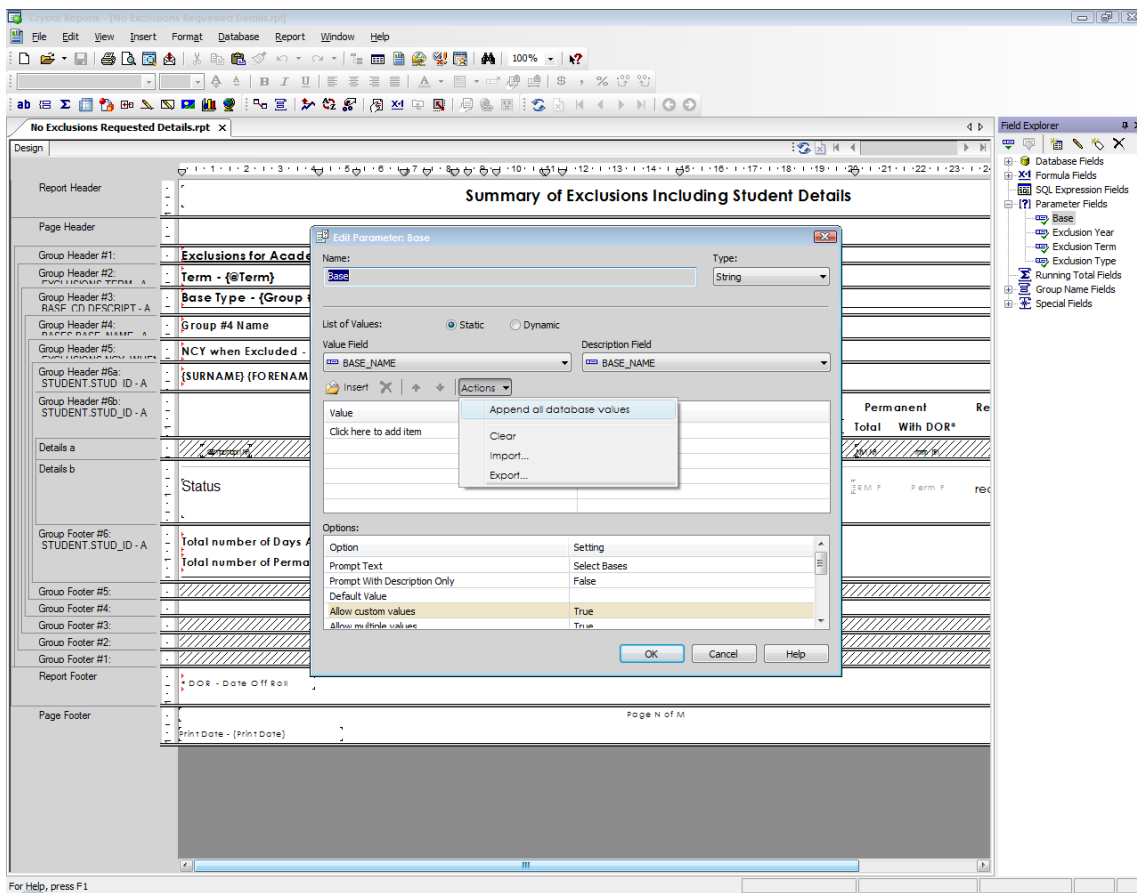
Within the Report Design view, expand the 'Parameter Fields' tree within the Field Explorer and highlight the first parameter within the list and select the Edit button.



The parameter window is then opened already populated with data which will not match the data which is held within your dataset. To clear the current parameters select the 'Actions' button and then select the 'Clear' option.



To populate the parameter with the details within your dataset, select the **'Actions'** button and the **'Append all database values'**. Once the browse has been completed select the **OK** button and the parameter will be updated once the report has been saved.



Repeat this for each parameter and then save the report.

Repeat for each of the Crystal reports listed in the Product Notes.

Running reports

Note: Before generating the reports, please ensure that your Exclusion Reason lookups are mapped to external codes (stored under Tools | Module Administration | User Codes – table ID 0309).

Once the user has been given the appropriate permissions and the setup has been completed, the user can run the report in v4 as follows:-

- Focus | Analysis Reporting | Reports

- Expand the Report Definition Repository to display the directories that the user has access to

- Click on a directory to display the reports contained within

- Highlight the report to be run and click 'Add to Queue'

- Enter the required report parameters (if required).

Once the parameters have been entered the report will be added to the '**Reports in Queue**' and will remain there until the running of the report has been completed

When completed, the report will disappear from the '**Reports in Queue**' and can be accessed using the 'My Completed Reports' link.

Other Reporting

On the installation CD there are documents entitled 'Technical Guide – Report Authoring in CCS Enterprise Architecture' and 'Technical Guide – CCS Report Server Installation' which give technical information on setting up reports in v4.

Exclusions management in v4 and Online enables enhanced statistical reporting. In addition to improvements to accessing relevant information via the interface, the following additional information is now directly stored against the Exclusion record, enabling easier summary reporting:

Displayed on interface and stored directly against the Exclusion

- Home LA
- Student Ethnicity
- Looked After Child Status at Start of Exclusion
- NCY at time Exclusion was recorded in One
- SEN Status at Start of Exclusion
- Sixth day of Exclusions (Permanent or Fixed Period Exclusions greater than 5 days only)

Not displayed on interface but stored directly against the Exclusion

- Free School Meals (FSM) Eligibility of the student at Start of Exclusion
- Pupil's correspondence address at the time that the exclusion was recorded in One.

An Exclusions cube is also included in PRIME Business Intelligence.

Reporting on lunchtime exclusions

In v4 we have introduced new flexibility in being able to overwrite system calculations of exclusion length/number of lunchtimes based on start date/end date/number of lunchtimes/length of exclusion. That flexibility is not all present in v3. Overwriting system calculations would normally be required where the student attends the school part-time. However, it would be expected that the relationship between the Number of lunchtimes (NL) and Exclusion Length (EL) would remain constant: for non Welsh LAs, $NL * 0.5 = EL$, for Welsh LAs $NL * 0.25 = EL$.

In order to minimise the impact of migration on v3 processes including the v3 Student Lite Exclusions Summary, existing field names have been retained for their original purpose. This has led to potentially confusing naming of fields in relation to Lunchtime Exclusions. For reporting purposes it's important to note that the field EXCLUSIONS.EXCL_DAYS stores the length of the exclusion, the 'Excluded Days' for all relevant types of Exclusions, except for Lunchtime exclusions. The following applies to **Lunchtime Exclusions only**:-

- The EXCL_DAYS field actually stores the Number of Lunchtimes. This is as per v3.
- A new field has been added for v4: EXCLUSIONS.EXCL_LUNCH_LENGTH. For Lunchtime exclusions recorded manually in v4 or in the new Online interface, this field is used to store the 'Excluded Days'. For example if a user enters a lunchtime exclusion of 5 lunchtimes in v4 or the new Online interface, then EXCL_DAYS will hold the value of 5 and the system will calculate EXCL_LUNCH_LENGTH as 2.5 for non-Welsh LAs or 1.25 for Welsh LAs. For v3 Exclusions, this field will be null (unless the Exclusion is subsequently accessed and saved in v4).

- For Lunchtime Exclusions added into v4 via B2B at any time, the B2B Import routine will take the length of the exclusion from SIMS and populate the EXCL_LUNCH_LENGTH field with this value, It will also calculate the Number of Lunchtimes based on the locale and place that value into the EXCL_DAYS. For example if the length of the lunchtime exclusion from SIMS is 3.5 days, then the B2B import routine will place the value of 3.5 days into EXCL_LUNCH_LENGTH and calculate EXCL_DAYS as 7 for non-Welsh LAs or 14 for Welsh LAs.
- Therefore when reporting on 'Excluded Days' of Lunchtime Exclusions, first check to see if EXCL_LUNCH_LENGTH is populated, if so, use that, if not, then calculate the length of the Exclusion based on EXCL_DAYS.

Once a Local Authority migrates the Exclusions module to v4, then those accessing the Student Lite Exclusions Summary via other student v3 modules could potentially see a different calculation because Effective length in v3 Summary would be driven from EXCL_DAYS rather than the EXCL_LUNCH_LENGTH. However, this is unlikely to be an issue in practical terms.

Information on Key Tables used in v4 for Exclusions related data

The following areas in Exclusions v4 will use the same tables as in v3, although new fields have been added for v4 only.

- Exclusion Detail – equivalent of v3 Exclusions tab (Table **EXCLUSIONS**) except for:
 - Governing Body/Management Committee Meetings which will be migrated to a new table **EXCL_COMMITTEE_MEETINGS**
 - Independent Appeals Panel Meetings which will be migrated to a new table **EXCL_APPEALS**
 - Pupil Funding Transfers equivalent of v3 Finance tab (table **EXCL_FINANCE**). Note the Student Id has been added to the Finance table in v4 to allow Funding Transfers to be recorded directly against the Student. For existing Finance records, the migration routine will use the Exclusion that is linked to the Finance record to identify the Student and load this into the Finance table.
- Relocation (Tables **RELOCATION** and **RELOC_APP**)
- Reintegration (Tables **EXCL_PRU_HOURS** and **EXCL_PRU_HOURS_TAKEN**)

However the migration routine will include validation of the v3 existing data in these areas.

See Exclusions Migration of Tables and Fields for further details of the migration of the v3 fields for Exclusions.

Existing UDF's created in v3 will be migrated to the new v4 Dynamic UDF Views. These views can also be updated with new UDF fields created in v4 and therefore any reports or query that currently reference v3 UDFs need to change to reference the new v4 UDF dynamic views.

What will not be Migrated to v4?

System Areas

- **Users/Groups Access Rights** for Navigation and Processes will not be migrated. Membership of User Groups will be retained for use in v4 (and for now can only be defined in v3) but all other access rights will need to be set up from scratch in v4 since this is significantly different software
- **Alerts.** Alerts that LAs have defined for use in v3 will not be migrated, since v4 is significantly different software. v4 client includes functionality to set up new Alerts. Alert messages can be set up against individual records such as an Exclusion or Student/Person. Other types of alerts can be set up via the Tools | Administration | Alert Definition area. Please note that currently it is not possible to display Alerts in Exclusions Online.
- **Reports.** Reports set up in v3 Module Report Tool will not be migrated to v4. Although some areas of Exclusions/Inclusions related information will continue to be stored in the same tables, some areas will not as is discussed below.

Please see Reporting section above for further details of the changes that have been made to this area of Exclusions for v4.

Migration Advice

General Points

The Migration routine for Exclusions requires exclusive use of v3 and v4 when run in 'Migrate Live Data' mode. Exclusive use is NOT required for running the Migration routines in 'Report only' mode. System Administrators are recommended to consider copying your live One dataset to a test instance and running the migration routines on a test instance first.

Guidelines for anticipated downtime: In tests on a large customer database, the migration of Exclusions v3 module data into v4 took less than 10 minutes to run in either 'report only' mode or 'migrate live data' mode. These times reflect only the actual migration times, and do not include the time taken to apply the 3.38 release.

Exclusions can be migrated at a time of your choosing; if you are still in the process of migrating CSS services or SEN, Exclusions can be migrated independently of your decision as to when to migrate each CSS Service or SEN. Welsh LAs are advised to complete their EOTAS return for January 2010 in version 3 BEFORE migrating Exclusions to v4

As a Service is migrated, the Service specific records (Contact Log and Provisions) will be deleted from the live v3 data tables.

Many key entities – Governing Body/Management Committee Meetings, Independent Appeals Panel Meetings, Provisions, Activities and Communications (v4 equivalents of the v3 Contact Log) that are currently linked to Exclusions in v3 will now be stored in different tables from those used in v3. Files linked to v3 Exclusion records using the 'Linked Files' area will be accessible in v4 following the migration process. When the migration is run in live mode, then as records are processed, any records that can't be migrated successfully will be left in the original v3 tables. Any records that are migrated successfully to their new location will also be copied to migration reference tables that start with the table name v3_to_v4 and end with the original v3 table name, for example successfully migrated Provisions that are related to Exclusions will be copied to v3_to_v4_SEN_PROV (ie similar to the CSS/SEN Migration of Provisions).

However, specifically for Exclusions and the Exclusions table, only the Governing Body/Management Committee Meetings and Independent Appeals Panel Meetings information on the Exclusions table are being migrated to new tables; other columns on the Exclusions table in v3 will remain place for v4.

Upon the successful live migration of Exclusions the Governing Body/Management Committee and Independent Appeals Panel meeting information created in v3 will be copied to a backup table v3_to_v4_EXCLUSIONS. The original data for these two areas on the Exclusions will be migrated to new tables EXCL_COMMITTEE_MEETING and EXCL_APPEALS.

Where information is shared between a number of modules, e.g. Student | Contacts and also Relocations then the information will still be available in v3 after Exclusions data has been migrated. For Student | Contacts who are People (rather than Base/Agency Contacts without having a named person contact), updates to v3 Contacts will immediately be available in v4 'Other Contacts' for the person who is accessible from the Social Network. Any updates to the v4 'Other Contacts' area concerning a specific Contact Person will immediately be available in v3 Student | Contacts. However, other Contacts where no specific Contact Person is identified (but instead the contact is for a Base or general Role) will not be available in v3. Contact Log records for Children in Employment/Entertainment will not be affected by the migration of Exclusions Contact Log records.

It is strongly recommended that System Administrators consider making a full backup of your system immediately prior to migration of the Exclusion service and making this available in a test area. This would allow users to continue to access the Exclusions data in v3 format for review purposes and checking only for a short period following migration to build confidence that all appropriate data has been migrated successfully.

Migration of Governing Body/Management Committee Meetings

V3 Discipline Committee meetings which are stored under the Additional Details sub-tab for Exclusions have now been renamed Governing Body/Management Committee Meetings in line with the latest DSCF guidance.

In order to allow the recording of multiple Governing Body/Management Committee meetings in v4, a new table has been created. Thus any existing v3 Discipline Committee meeting records will be migrated as Governing Body/Management Committee Meetings to the new table in v4.

Note that the migration routine will remove the existing v3 Discipline Committee Meeting data from the Exclusions table where it currently resides. Other details of the Exclusion will remain on the Exclusions table.

Migration of Independent Appeals Panel Meetings

In order to allow the recording of multiple Independent Appeals Panels in v4, a new table has been created. Thus any existing v3 Appeals Panel meetings will be migrated to a new table in v4.

Note that the migration routine will remove the existing v3 Appeals table where it currently resides. Other details of the Exclusion will remain on the Exclusions table.

Finance Records

Any existing Finance records that are linked to Exclusions in the Finance tab in v3 will remain in the same tables upon migration (though they will now be known as Pupil Funding Transfers in v4). However the Finance table has been extended in v4 to add the Student ID. As part of the migration routine, this will be populated using the Student ID of the linked Exclusion record.

Migration of UDFs

UDFs stored in v3 against Exclusions will be migrated into a new location in v4 and will continue to be accessible for the Exclusions to which they are currently linked.

Any existing reports or queries will need to reference the new UDF view created for Exclusions upon migration.

Migration of CSS Agencies to Bases

CSS Agencies, accessed in v3 via CSS | Tools | Module Administration | Manage Agencies, will be migrated to v4 as Bases. This is a small step in a long term One strategy to bring together Agencies, Organisations and Schools etc under one umbrella of 'Bases' as modules are migrated to v4.

Although it is not possible to define new Agencies in the v3 Exclusions module, the v3 Exclusions Contact Log does allow users to link Agencies defined in other v3 modules to Exclusions contact information. Therefore provision must be made in the migration of Exclusions information to migrate any Agencies into Bases.

It is possible that some LAs have already set up some Agencies (e.g. Hospitals, Doctor's surgeries, Police, Connexions services) as Bases in addition to setting them up separately as Agencies. The migration routine allows System Administrators to map v3 Agencies to existing Bases before the full migration routine is run so that where a mapping is established the System will use that Base rather than creating a new Base in the migration.

As each Service is migrated (including Exclusions) and Agencies are migrated to version 4 as Bases, the original Agency records will be left untouched in v3 so that they can continue to be used for recording Student Contacts or Contact Log entries for CSS Services continuing to use v3 for the time being.

Note: It is not possible to migrate the free text Agency Contact Name to v4. Multiple Base Contacts can be linked to Agency Bases for use in v4.

The migration routine will create Base Types for Agencies as follows:

v3 Agency Type	Description	New Base Type
AGENCY	Agency	AGY
DSS	DSS	DSS
HOSP	Hospital	HOS
INSURE	Insurer	INS
SHOP	Shop/Store	SHP
SSERV	Social Services	SS

These will be mapped to a Base Type with external code 'AGY – Agency'

Migrating Contact Log

Most v3 Contact Log records will be migrated as v4 Communication Log records linked to Exclusions. However, Contact Log 'Meeting' records will be migrated as v4 Activities linked to Exclusions. This is because the Activities area is designed to be used to record Meetings in v4 and provides facilities to record much more comprehensive information for this than the v3 Contact Log.

Migrating Student Contacts

Any Student Contacts in v3 where the Student has data related to Exclusions, Relocations or Re-integration will be migrated to v4. For Relocations, this will include the instances where the Student has any Relocation records, not just those that are related to Permanent Exclusions.

The migration routine will check to see if the Contacts already exist in v4 (e.g. from a previous migration) and only migrate those Contacts that don't already exist in v4 for the Student.

Note that, because v3 Contacts are directly linked to the Student, irrespective of the module, the v3 contacts will remain in the v3 tables.

Migrating Provision

Provision Year Type

The type of year of either Financial or Academic which is set in v3 within Tools | Module Administration | System Defaults will be migrated to Tools | Year Settings | Year Definitions which is the generic v4 area for setting up Years.

Provision Years

Year, Start Date, End Date and Provision Year will be migrated from v3 into v4 Tools | Year Settings | Year Definitions.

If any CSS Service or SEN has been migrated prior to Exclusions, then all existing Provision Years will have already been migrated to v4. However if Exclusions is the first Service to be migrated, all existing Provision Years in v3 will be migrated; for any future Provision Years created in v3, a check will be made to see if these Years have been created in v4 and if not migrate them.

Provision User Codes:

In v3 there are 3 areas of Provision User Codes: Provision, Funding Bodies and Provision Reason. These are migrated to v4 as follows:

Provision:

- The migration routine will create a 'Service Category' of 'Provisions Migrated From v3'
- User Codes linked to the Exclusions Service and used in existing v3 Provision will be created as 'Services' and assigned to 'Service Category' above

Funding Bodies:

- Treated as a Lookup Table of 'Funding Bodies' Table ID 0126

Provision Reason:

- Treated as a Lookup Table of 'Provision Reason' Table ID 0822

Exclusions

- Exclusions to be migrated as a 'Service Provider' with a Provider Type of 'Agency'
- The migration routine will create a 'Provider/Service Relationship (Service Provider Link)' from each 'Service' and the 'Service Provider' created by migration.

Cost Types

- Cost Types that are linked to Exclusions and used in existing v3 Provision will be created as Charge Types in v4.

Unit Costs associated to the 'Provider/Service Relationship (Service Provider Link)' created above by migration.

For further details of the migration of Provision from v3 into v4, please refer to '**Advice to LAs migrating CSS/SEN to v4**' document contained on this CD.

Steps to Migrate Exclusions

Before running the Migration routine the following must be done:

1. **Licence Keys.** LAs need to obtain Licence Keys for Exclusions v4 and/or SEN v4 and record them via v3 Launcher screen | Tools | Licensing. A separate licence key is required for Exclusions Online.
2. For SEN Local Authorities who use the Exclusions tab within the SEN module in v3 and are planning to migrate SEN at the same time as Exclusions, the SEN specific Instructions detailed in the '**Advice to LAs migrating CSS/SEN to v4**' document (section 'Steps to Migrate a CSS Service or SEN') will need to be followed.
3. **Identify LA Number for Mapping Agencies to Bases.** Via v3 System Administration | LA Defaults, select the row with Parameter Code 'AGENCYLANO' and the Description 'Migrated Agencies LA Number' and identify the LA number that will be used for new Bases created from Agencies. This is because LA number is currently a mandatory field for Bases, but this information is not stored against Agencies.

NOTE: This may have already been done as part of a previous migration of a CSS service or SEN. If the local LA number is used here then the new Agency Bases will automatically be displayed on any Base lists for the Base Selection 'LA Bases'. You may wish to consider using a dummy LA number here used specifically for Agencies. A new LA number lookup code can be added in v3 Exclusions | Tools | Module Admin | User Codes – LEA Name, Table ID 0106 or via v4 Tools | Administration | Lookups.

4. **Map Agencies to Bases.** Any v3 Agencies that already have an equivalent Base must be identified prior to migration so that the Agency's linked records can be migrated to this Base rather than a new Base being created by the system. Via v4 | Tools | Administration | Migration | v3 Agency Mapping to Bases access a list of Agencies. For any which already have an equivalent Base, select the Agency and select the Base.

NOTE: This may have already been done as part of a previous migration of a CSS service or SEN. After the first service has been migrated then the system will retain the mapping of any Bases created from Agencies during that migration process. When subsequent services are migrated the system will check this list and will only create a new Base if a new Agency has been added since the last time a service was migrated.

5. **User Mappings to People.** Ensure that Exclusions Team members are available as People in the One database. Ensure that the Exclusions Team members' User accounts are mapped to those People via v3 System Administration | Users – Mappings.

Before or after running the Migration routine, but before end users access Exclusions in v4, the following must be done:

1. **Set up the Team Structure.** A new Service Team of 'Exclusions' will be created by the migration process. The use of v4 Exclusions requires that Service Team members are identified by setting up an 'Establishment' (in other words a team) which comprises of Posts that are part of that Establishment. System Users (mapped to People) occupy those Posts over time. A hierarchy of Posts can be established. In future releases, this will be used to identify Managers. For this release the structure of the hierarchy itself is not important, what is important is identifying all the Posts.
2. **(a) This is set up in v4 via Tools | Team Structure.** First, use the Posts menu route to set up all Posts to be used within the Team. The flags for 'Contact Supervisor' and 'CP Designated Manager' can be ignored here as these are used only for the ICS module. For the purposes of managing Exclusions specific data the 'CSS Caseworker' and 'CSS Admin Officer' can be ignored. However, if you wish to record Involvements within your Exclusions service (e.g. to record support work in relation to managed moves) it is important to use the flags for 'CSS Caseworker' and/or 'CSS Admin Officer' to indicate whether the Post should be considered as a Caseworker and/or an Admin Officer. This will control who can be selected for these roles when setting up Involvements. Note that 'Caseworker' here is used as a generic term to cover any professional who owns an Involvement – e.g. this would include SEN Assessment Officers, Educational Psychologists and Education Welfare Officers.

Note: Post Descriptions must be unique. There is a current constraint in the system whereby a Post can only be associated with one Establishment (team), although the same system user can occupy more than one post at once. Therefore it is suggested that the Team Name is included in part of the Post Description, e.g. 'Educational Psychologist, Luton Locality'. This might need to include an abbreviation for the Service Team Name. In light of possible reporting requirements, for example, to report on tasks for all Educational Psychologists across all Locality Teams, it is recommended that the first part of the name is consistent across Establishments where a similar post will be set up for multiple establishments.

(b) Next, within the same menu route set up Users currently assigned to Posts. A Post may be occupied by several users concurrently. One User may occupy multiple posts concurrently.

(c) Next, use the Tools | Team Structure | Establishments menu route. Add a new Establishment with a description such as 'Educational Psychologists Team', 'SEN Team' or 'Multi-Agency Team – South'. Create a hierarchy of posts for this Establishment by dragging from the list of Posts. Only Posts that have not already been assigned to an Establishment will be available for selection here. It is not currently possible to re-use Posts across Establishments. To place a Post underneath another in the hierarchy, drag the post and drop it whilst the cursor is over the 'Manager' post's description.

When setting up Establishments, also note the advice in the '**Advice to LAs migrating CSS/SEN to v4**' document entitled '**Managing Service Teams Involvement Forms in a multi-agency environment**'.

Running the Migration routine:

3. Access v4 | Tools | Administration | Migration | Migrate v3 Service. Select 'Exclusions' (Note: Unlike the CSS Service migration, there is no need to select Exclusions UDFs to migrate - all v3 Exclusions UDFs will be migrated to the appropriate Exclusions Occurrence automatically).
4. The migration routine must be run in 'Report Only' mode first at least once before running in 'Migrate Live Data' mode. This is achieved by clicking the 'Report Only' button. This does NOT require exclusive use of v3 or v4.
5. A Service Migration Log is generated for each run of the Migration routine, whether that was in 'Report Only' mode or 'Live' mode. Review the Migration Log. This log contains details of how many records have been/will be successfully migrated for each of the key areas as well as listing any warning messages or errors. For Exclusions it will also contain validation of the existing v3 data that is not being moved to new tables (e.g. Exclusion Details, Relocations, Reintegration). A Links Report entitled v3 Migration Report is available listing all migration messages and this can be printed and/or exported to Excel.
6. Correct any errors as appropriate highlighted in the Migration Log.

Note: Details about migration error messages which are output by the system in the Service Migration Log and v3 Migration Report when running the migration routine can be found in separate documents on the 3.38 release CD.

For those errors relating to shared areas with CSS/SEN (eg Provisions, Communication Log, UDFs etc) please consult the CSS SEN v3 Migration Errors Reports.

For those errors specifically related to the migration of Exclusions, please consult the Exclusions v3 Migration Errors Report.

7. The migration routine can be run in 'Report Only' mode more than once, to give System Administrators to review the Migration Log and minimise errors listed here.
8. When ready, run the migration routine in live mode by clicking on 'Migrate Live Data'. **This requires exclusive use of v3 and v4. Once this is run in 'Migrate Live Data' mode there is no option provided to roll the data back to the pre-migration state.** This could only be achieved by System Administrators restoring the system from backup.
9. Review the Migration Log and take any action as necessary to amend individual records.

10. Log out of One v4 and then log back in before opening up any other v4 menu routes.

After running the Migration routine, but before end users access Exclusions in v4, the following must be done:

11. **Set up Exclusions Team Details.** Access v4 | Services | CSS Service Teams Administration and select the Exclusions Service Team that has just been migrated. Select the 'Establishment' you have already set up in Steps 6 and 7 – this selects the Exclusions Service Team's members based on information already recorded under Tools | Team Structure. It is essential to establish the members of the Service Team.

Most Lookup Codes stored at the Service Team Level will have been populated during the migration process (e.g. Communication Categories, Activity Types, Activity Focuses, Activity Target Groups, Provision Funding Bodies and Provision Reasons). For Exclusions Services where Activities will be recorded, choose the Time Categories that will be used for recording Activity Time details.

When setting up **Time Categories** please note that they will be displayed in alphabetical order on the Activities form. You may wish to use a number at the start of each description to control the order the Time Categories, to ensure, for example, that 'Follow up' is not at top.

12. **Exclusions UDFs.** Visit Tools | Administration | UDF Management. This will list the v3 Exclusions UDFs that have been selected to migrate with this service as well as any other v4 UDFs. The System Administrator can select the required UDFs and specify the panel and exact location where each Exclusions UDF should be displayed, choosing from any panel on the form. This can be previewed. By default, Exclusions UDFs will have been placed in a default standard panel for 'User Defined Fields'. However, these can be dragged to another panel location.

13. **Other User Defined Fields Location.** The System Administrator can specify the panel and location for each UDF that has been migrated for Provisions in a similar way to that described above.

14. **Access Control. Set the Access Control List (ACL) for the migrated Exclusions Service Team's records via v4 Services | CSS Service Teams Administration by selecting the Exclusions Service Team and using the 'Set ACL Defaults' button near the top of the form.** Read and Write access can be granted or denied to specific Users, Posts (from Team Structure), Groups (of Users, set up in v3 System Administration) or Service Teams. If no ACL is set then by default all users will have access to the team's records. All Communications, Provisions & Activities records belonging to that Exclusions Service Team will automatically inherit the same Access Control List. (See separate section outlining Access Control). **If no Access Control list is established here then all users with access to these areas, regardless of their Service Team, will be able to access data for the migrated Service Team. Please note that other relevant records such as Exclusion Details, Relocations, Reintegration Details and Pupil Funding Transfers are not directly linked to a Service Team so access to these records is not controlled via the ACL on the Exclusions Service Team.**

15. **Access Control.** For individual records requiring specific Access Control settings, e.g. for extra confidentiality, access the records and set their Access Control Lists manually. The Migration Log draws attention to any Communication records flagged as confidential in v3 that don't belong to a confidential service.

16. Agency to Bases migration. Consider manually setting up Base Contacts for each Agency Base since it is not possible to migrate the v3 Agency free text Contact Name. Until Base Contacts set up is migrated to v4 this will need to be done in v3 Bases | Base Contacts.

17. **Provision.** Existing Provision Years within v3 will be migrated over to v4 if the Exclusions Service is the first service is migrated Additional years can be added once migration has been completed.

As part of the migration, the Provision User Codes of Type 'Provision' will be migrated into the Services table in v4 under the default Service Category of 'Provisions migrated from v3' as there is no equivalent of this field in v3. It is recommended that once each migration is complete, these Services should be reallocated and /or grouped into one or more new Service Categories and then linked to the CSS or SEN Service Team that has been migrated.

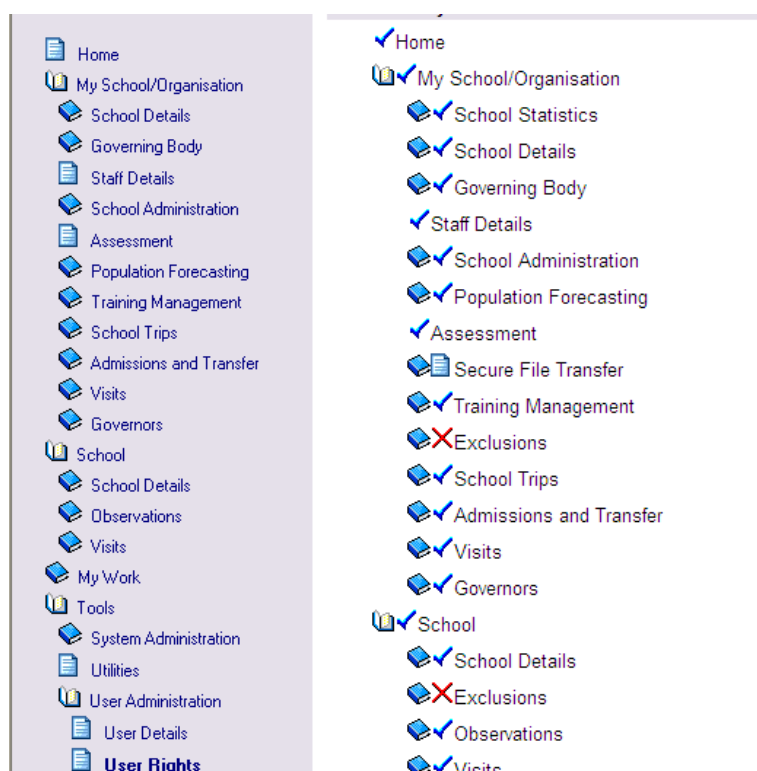
The following will also need to be linked to the Exclusions Service Team being migrated.

- Funding Body
- Provision Reason

18. **Close off Access to Exclusions in v3.** Once the live migration routine has been run and you are happy that data has been migrated to v4 successfully it is strongly recommended that the System Administrator removes the licence key for Exclusions (which controls access to Exclusions in One v3). This is achieved from the One v3 Module Launcher in the Tools | Licensing area.

Note that removing the licence key will affect any dataset in the instance. Accessing Exclusions in v3 post migration will cause confusion due to some data being moved to alternative tables.

Also, System Administrators are strongly advised to ensure that any current links to v3 Online for Exclusions are terminated. System Administrators should run v3 Online and access Tools | User Administration | User Rights/User Group Rights. Each user or group will need to be selected individually. In the Access Rights tree, select My School | Organisation and deny access to Exclusions (this controls access for School users). Then also select School from the tree and deny access to Exclusions under this branch also (this controls access for Local Authority users accessing details of Exclusions from multiple/all schools).



Access Control in v4

System Administrators will need to ensure that Access Rights have been set appropriately in v4 before new users to v4 start to use the system.

Note that System Administrators will automatically have access to all areas.

Report Permissions – Access to Reports within v4 is controlled via Tools | Permissions | Report Permissions.

Menu Routes, Menu Links and Processes

Access to **menu routes, menu links and processes** in v4 is controlled via v4 Tools | Permissions | User Group Permissions. Permissions here are assigned to Groups of Users, rather than individuals. Those Groups of Users are defined in v3 System Administration. Currently it is not possible to define Groups of Users in v4.

In a future release we are looking to improve the user interface for granting access rights to menu routes, menu links and in particular, processes. We appreciate that this area can be daunting and difficult to navigate currently. Therefore in these notes we have looked to provide suitably detailed guidance to help System Administrators assign access rights relevant to Exclusions.

Please note that this section also includes reference to Involvements which can be accessed only by those LAs with a CSS v4 or SEN v4 licence. These are included here because those LAs using CSS v4 may wish to consider setting up an Involvement Form based on the 'Generic CSS Involvement' type for Managed Moves or any other inclusion involvements for use by the Exclusions/Inclusions Service Team. If your Local Authority does not use CSS or SEN in v4 then there is no need to grant access to Involvements related menu links or processes.

These are the key menu routes useful for Exclusions that System Administrators may wish to consider for each Group of Users. They are listed here according to the order in which they are listed in the Focus Menu. Access to menu routes is granted via User Group Permissions under the node 'All Secured Menu Routes'.

v4 Focus / Menu Route	Description in Permissions area under All Secured Menu Routes	Note
Analysis Reporting Report	Report	Run standard reports as well as any other reports made available
Bases Bases	Bases	Access to Exclusions and Pupil Funding Transfers linked to the selected base, can be gained via the Bases area.
People Students	Students	Access to Exclusions, Involvements, Provision, Pupil Funding Transfers, Relocations and Reintegration can be gained via the Students area.
Services CSS Service Teams Administration	CSS Service Teams Administration	Set up Service Team related information including linking the Establishment (Team Structure) to the Service Team and managing Service Team lookups related to Communications, Provision & Activities.
Services CSS Service Teams Workload	CSS Service Teams Workload	Allows the user to view the Involvements and Activities associated with each Service Team Member.
Services CSS Involvement Forms	CSS Involvement Forms	For the set up and administration of Involvement Forms. Specific Involvements for individuals or groups are accessed via the People focus, the Home Page 'My Involvements' area or CSS Service Teams Workload area (for those with a CSS v4 or SEN v4 licence only).

Services Services	Services	For the set up of Services relating to Provision.
Services Service Categories	Service Categories	For the set up and administration of grouping of Services relating to Provision(see above) into Service Categories
Services Service Providers	Service Providers	For the set up and administration of Providers of Services to clients (see above)
Services Service Provider Links	Service Provider Links	For the set up and administration of the relationship between Providers and Services (see above) and the Charge/Unit Cost details for these Providers/Services for use when allocating Provision
Services Exclusions/Inclusions Set Up (Maintain AWPU, Maintain Defaults)	Maintain AWPU, Maintain Defaults	This area has two menu routes for Maintenance of Age Weighted Pupil Unit (AWPU) values as well as Maintain Defaults for Exclusions related settings.
Tools Administration	Alert Definition, Lookups, UDF Management, Migrate v3 Service, v3 Agency Mapping to Bases	Menu routes for Alert Definition, Lookups, UDF Management, as well as menu routes related to Migration.
Tools Audit Trail	Audit Trail	Please note that full auditing facilities, including facilities to control which information should be audited, are not yet available and will be delivered in a future release. However, an audit report is available here for Provisions, which will be automatically audited.
Tools Permissions	User Group Permissions, Report Permissions	User Group Permissions & Report Permissions
Tools Team Structure	Establishment, Posts	Managing Establishments & Posts – System Administrators must set up Establishments to be linked with CSS Service Teams
Tools Year Settings Year Definitions	Year Definitions	Setting up of Academic & Financial Years for Exclusions/Inclusions and Provisions as well as other business processes

These are the key **menu links** listed in Tools | Permissions | User Group Permissions useful for Exclusions. Access to menu links is granted via User Group Permissions under the node 'All Secured Menu Links':

v4 Menu Link	Note
Activities	Includes Home & School Visits & Meetings
Base	
Calendar	Calendar of Activities
Carers	Parents/Carers
Communication Log	
CSS Service Teams	
Exclusions	
Exclusion Detail	
Involvements	Access to CSS Generic Involvements, SEN Assessments, SEN Reviews & SEN Tribunals
Looked After Child	
My Completed Reports	
Person Details	
Provision	
Pupil Exclusion Summary	
Pupil Funding Transfers	Link from Student Details
Pupil Funding Transfers Summary for Base	Link from Base to Pupil Funding Transfers Summary for the Base
Reintegration	
Relocation	
Service Provider Definition	
Social Network	
Student Attendance	
Student Details	
Student Enquiry	

These are the key Secured Services (web services) group headers listed in Tools | Permissions | User Group Permissions useful for Exclusions. Individual secured services provide access control to individual processes. Access to these is granted via User Group Permissions under the node 'All Secured Services'. When granting permissions to the group header, then those permissions will be automatically granted to all the web services underneath this header within the node group. Access to individual web services underneath each header can be granted or denied as appropriate.

v4 Secured Services Grouping	Note
Activity	Retrieving, saving and deleting Activity information.
Alert	Processes surrounding generating Alerts
Association – specific web services required only – be careful	Under the Association node there are several, but not all, web services that are related to CSS/SEN use. It is recommended that permissions to these services are granted individually. The ones that relate to Social Network CSS/SEN use are as follows: Get Social Network Contacts excluding Associations Get all contacts for a person Get contact details for a person Save a person's contact Delete a person's contact Also see note below on Social Network
Audit Service	Retrieving Audit information
Base	Retrieving Base information
Base v1_0	Retrieving Base information
<i>BinaryDocumentHandlerService</i>	Please note – Users do not need permissions to these services in order to access Linked Files Instead the user will also need get/save access to the form on which the file is linked – e.g. to an Exclusion
Communication Log	Retrieving, saving and deleting Communication Log information
CSS Service Team	Retrieving and saving CSS Service Team details including associating lookups with Service Teams.
Establishment	Processes relating to setting up Team Structure Establishments
Exclusion	Retrieving, saving and deleting Exclusion and also Reintegration information. Also setting up Exclusion AWPU (Age Weighted Pupil Unit) information.
Exclusion PFT	Retrieving, saving and deleting Pupil Funding Transfer information
Exclusion Sys Def	Updating Exclusions/Inclusions set up defaults
Involvement	Processes surrounding retrieving, saving and deleting all types of involvement. System Administrators can grant permissions to specific types of Involvements – e.g. CSS Generic, SEN Assessments, SEN Reviews etc.
Lookup	Retrieves some lookup codes
Maintain Base	Retrieving, saving and deleting Base related information
Menu Item	Retrieves menu items
Migrate v3 Service	For System Administrators migrating CSS Services or SEN or Exclusions from v3
ON_Exclusion	Retrieves Online User Information
Person	Retrieving and saving Person information.

Post	Processes relating to setting up Team Structure Posts to be used for Establishments.
Provisions	Retrieving, saving and deleting Provisions information.
Relationships	Includes retrieving Service Provider information
Relocation	Retrieving, saving and deleting Relocation information
Report	Processes surrounding Reporting
Service	Processes relating to Services (required for Provisions).
Service Category	Processes relating to Service Categories (required for Provisions).
Service Provider Links Web Service	Processes relating to Service Provider Links (required for Provisions).
Service Providers	Processes relating to Service Providers (required for Provisions).
Student	Retrieving, saving and deleting various groups of data regarding Students
Timeline	Processes relating to Timelines associated with Involvements
Tools	Retrieving Names of Users and Groups and Posts and also Retrieving Roles
Utilities	These web services include control of logging in, accessing workflow items, address searching, accessing lookups, retrieving users and groups, licenced modules, UDFs, Memos etc.
Year Definition	Processes relating to the set up of Year definitions

Social Network – There is a Social Network facility available as a link off Student Details which presents a diagrammatic representation of professional and personal relationships for a selected person. This includes an 'Associations' area, where LAs using the ICS module can add in new relationships, including those of a very sensitive nature. CSS, SEN and Exclusions also provides access to the Social Network facility.

System Administrators must consider very carefully who should have access to read Associations information. It may be, for example, that only ICS users should be able to access Associations.

In Tools | Permissions | User Group Permissions under All Secured Services there is an Association node. In order to suppress access to Associations via the Social Network, then permission must be denied to the service 'Get Social Network Associations Contacts'.

Note that the service 'Get Social Network contacts excluding Associations' must be enabled to let any user see any other Social Network Contacts displayed.

Note that users logged on as System Administrators have access to the whole of the Social Network regardless of Permissions settings.

Data Panels – Hiding specific panels from some forms

v4 provides the ability to hide/show specific Panels on key forms for specific Groups of Users. This enables System Administrators to control access to some sensitive items of information grouped together in a panel as well as to 'remove clutter' from some screens in cases where not all panels are used to store data according to local procedures.

The following areas provide the ability for System Administrators to hide panels:

- Student Details
- Exclusions
- Involvements
- Activities
- Person Details
- Services | CSS Service Teams (this might be used to enable some users just to manage lookups in this area)
- Services | CSS Involvement Forms (this might be used to enable some users just to manage lookups in this area)

System Administrators can specify which panels should be hidden by accessing any example of the selected entity – e.g. to hide panels on the Person Details form, use the People | Person menu route, search for and open the details of any person and then click on the Data Panels button near the top of the screen. Select the Group of Users, and then specify which panels to hide. By default all panels will be accessible.

Please note that hidden Data Panel settings do not apply in Exclusions Online. Any Exclusions panels marked to be hidden, will be hidden in v4 but will be displayed in Exclusions Online.

Access Control Lists (ACLs)

In v4 access to specific records can be controlled via Access Control Lists (ACLs). These can be set by a System Administrator opening the record and clicking on the 'Set ACL' button near the top of the screen. For example, to control access to a specific Communication Log item for a Person, search for the person via the People | Person menu route and click on the Communication Log menu link displayed in the 'Links' panel. Search for and open up the specific Communication Log record and use the 'Set ACL button'. Access can be denied or allowed to specific individual Users, Posts, Groups of Users and Service Teams.

Default settings can be applied to all of a CSS Service Team's records (e.g. its Involvements, Activities, Provisions, Communications and Risks). These are set by the System Administrator accessing Services | CSS Service Teams Administration, selecting the Service Team and using the 'Set ACL Defaults' button. Any new records added belonging to the Service Team will automatically inherit the ACL settings set here. If required, these settings can be changed at individual record level, e.g. to make a specific record 'more confidential'.

By default no ACL setting will be applied to a Service Team, this means that by default any user with access to CSS areas will have read and write access to a Service Team's records. Business System Administrators must ensure that they have considered Service Team access control and have recorded appropriate settings via the 'Set ACL Defaults' button before opening up the system to end users.

Please note that Exclusion details, Relocations, Reintegration information and Pupil Funding Transfers are not directly linked to a Service Team so are not controlled by default settings against a CSS Service Team (e.g. the Exclusions Service Team). However, an Access Control List can be applied against an individual exclusion.

If the Default ACL settings are updated over time then any records belonging to the Service Team whose ACL settings match the old Service Team defaults will be updated automatically. Any individual records belonging to the Service Team where the ACL has been amended will not be updated automatically.

When setting up Access Control Lists it is possible to set the following levels of access:

- No Read Access
- Summary Read Access Only (to the summary information available in a list)
- Read Details Access
- Write Access

Access Control for Exclusions Online

Access rights for the new Exclusions Online are shared with those for managing exclusions in the v4 client. There is no longer a need for separate access rights for the online solution (unlike One Online for v3, where access rights are granted separately within the One Online application). Users belonging to Groups that have access to the Secured Services enabling them to retrieve student information and edit or view exclusion details will also be able to carry out these activities in the new Exclusions Online.

Please note that hidden Data Panel settings do not apply in Exclusions Online. Any Exclusions panels marked to be hidden in v4 will still be displayed in Exclusions Online.

There continues to be a distinction within Exclusions Online between Schools users, whose user profile is mapped to a base, 'my school', in v3 System Administration | Users | User Details - Mappings, and other Local Authority users, whose user profile is not mapped to a base. Schools users will only be able to record exclusions for 'their' school and will only be able to view exclusions for the students currently attending 'their' school or those who have previously been excluded from 'their' school. Other users will be able to access/record exclusions for any base.

Other Documents to Help You

Exclusions Migration Tables and Fields Excel spreadsheet

This document is included on the installation CD. For each area of the Exclusions software this lists the tables and fields used to store data in v4 and the corresponding tables and fields in v3. This will be useful for Report Writers as well as System Administrators.

Exclusions v3 Migration Error Report

Details about migration error messages which are reported by the system in the Service Migration Log and v3 Migration Report when running the migration routine can be found on the 3.38 release CD

CSS Changes to Terminology

This document is aimed at CSS/SEN users to provide an overview of the main changes in terminology in v4 compared to v3. This may well be useful for Exclusions users too.

Reporting Advice

On the installation CD there are documents entitled **Technical Guide – Report Authoring in CCS Enterprise Architecture** and **Technical Guide – CCS Report Server Installation'** which give technical information or setting up reports in v4.

Exclusions Online Technical Configuration document

This document provides technical advice to System Administrators to configure the new Exclusions Online software.

Where to go for more help

More detailed information on v4 Exclusions is included in the Help Files.

If you wish to discuss training and consultancy for migrating Exclusions from v3 to v4 the Capita Professional Services team can be contacted on

Tel: 01234 838080

Fax: 01234 832194

Email oneservices@capita-cs.co.uk

The Capita One Service Desk can be contacted on

Tel: 0870 2411 323 - Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company's access charge.

Fax: 01234 832082

Email: one.support@capita-cs.co.uk