Capita

B2B Student & Attendance

Professional Services

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Contact Capita

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Contents

Introduction

The B2B student module is a key tool to managing children's data. The module can do the following

- Manage changes in school registration

- Import attendance data, and the aggregated for reporting

- Schedule to import data from SIMS schools can be scheduled from the module

- Control rules for data items for different schools

- Key core student as schools change their data

- Import exclusions data from SIMS

It is vital that the implementation of B2B Student v4 is well planned and causes minimal disruption to normal working. We will get the first pilot school imported into One, taking care to take stock of the data before import, during, and the changes. Then support you to roll out the implementation to more schools

Benefits

As the local authority you are responsible for safeguarding all children living in your area. Day to day, most children offer no concern, however poor attendance, exclusions, and children leaving schools and not reappearing, should raise flags to monitor.

While students who have never been in a school is a part of the issue, those children in school, should also be in the One database, their data being in line with schools and accurate.

There are other benefits to having a core data that you can trust

- Time is saved contacting schools by different teams checking and updating data for children that fall into their remit.

- Tracking school capacity and knowing admission number can support school vacancies and advice to parents.

- Access to attendance data for vulnerable children who already known to the LA, and highlighting new potential cases when attendance dips, offers the potential for early intervention.

- User confidence that they can find children overall enforces that the One database is a system they can trust.

- Exclusions data can be imported into One if you have the module and helps you to monitor lost schools' days.

Getting B2B established can be a daunting process, it involves making sure the SIMS school has the correct setup, so we work with you to establish a pilot set of schools. In addition, there are impacts to

incoming student data conflicting with data in One. This work package will identify data quality and make recommendations about how to get your data in sync.

Once B2B for the SIMS schools is established it will be the foundation for importing data from non B2B schools which we can signpost you towards.

Pre-requisites

To enable us to provide a quality service, the following is required from the Local Authority:

- Bases module

- Optional modules – Pulse, Exclusions and Attendance

- Install the licence key into test and do an IIreset before Session 1

- Remote access for One Technical to install and configure web components

- Access to participate in Microsoft Teams and or Webex sessions for support and configuration by the knowledge specialist

- One database at the current version or previous version

- Appropriate access to all One Clients for the Knowledge Specialist

- Pilot schools (up to 5) have signed data sharing agreements

Service Overview

Capita assists in the successful implementation of the B2B by providing the following:
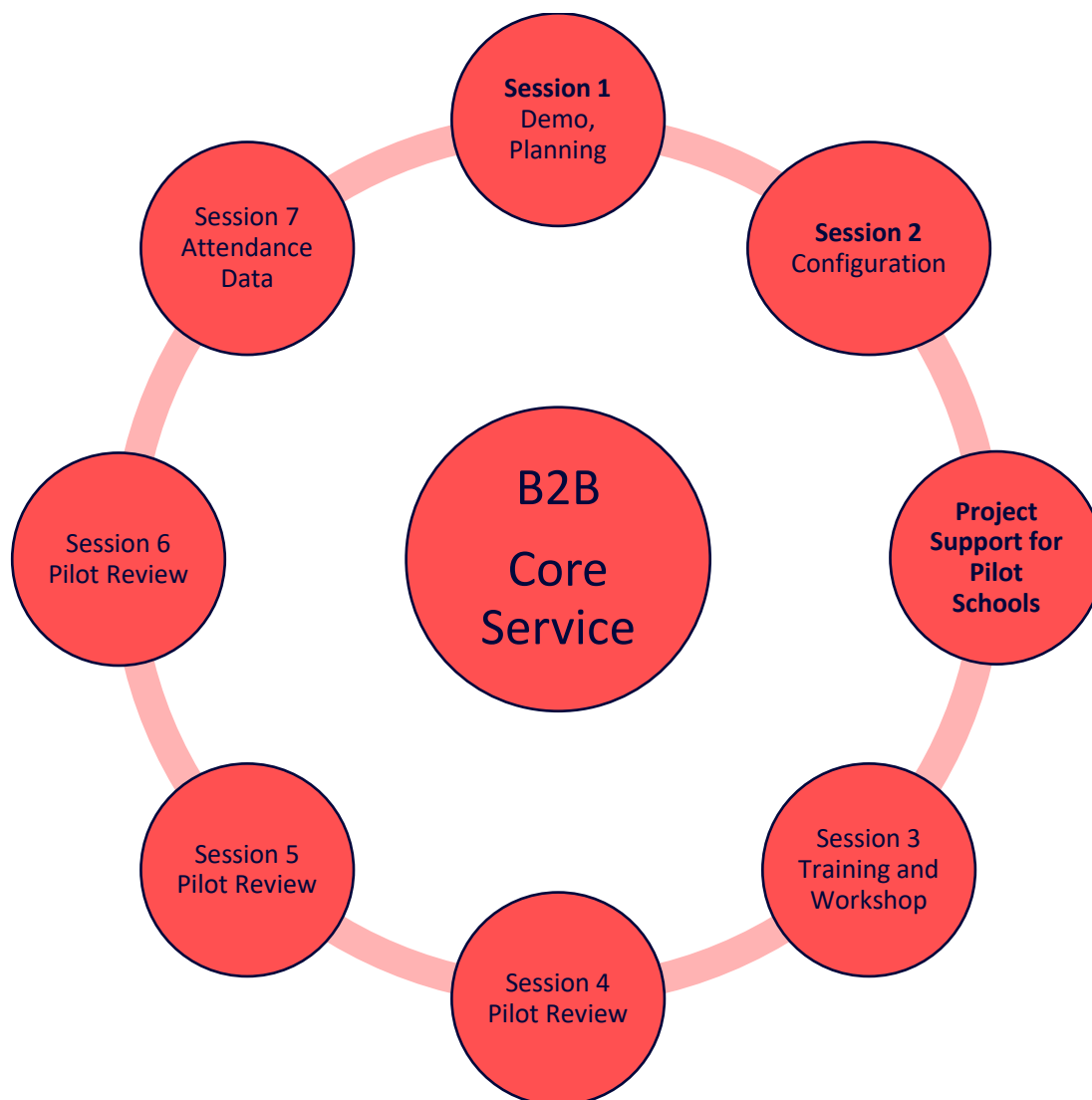
This implementation is a support pilot into your live environment. It is technically possible to work in test first, however if to wish to do this we will have to repeat Sessions. See Work Additions for more details

Capita believe in a strong emphasis on a proactive partnership with the customer. The Capita Project Coordinator will work closely with the customer's appointed Project Lead throughout the project to achieve this. The Capita Project Coordinator is the coordinating Capita staff member assigned to the project and is therefore able to respond authoritatively to the needs of the project and will actively and continually monitor progress on all risks, issues, actions, and decision in order to ensure successful delivery.

Service Details

Session 1: Project Kick off meeting

Key Prerequisites (full list provided in RAID log)	• Access to a workstation with full access to One, with system admin rights for V4 Client, A&T Backoffice and the Citizen Portal
Objectives	• Review the scope of the software and for all parties to understand how they will benefit, and what the challenges maybe • Identify time and resources needed to support the implementation
Audience	• SIMS support if available for the start of the session to review the impact on schools • IT Support – to check and review Technical environment • Admissions Managers to understand their service needs • One Support – impact on One and reporting and support
Standard Agenda	• Demonstrate of B2B from SIMS to One • Review the RAID log and Technical Pre-requisites, allowing for IT support to understand how B2B works • Define pilot schools • Review the requirements how the data will be manged – who owns it and rules to follow • Test access to the module to check the technical work has been completed for One.
Outcomes	• All parties have a mutual understanding of the scope of the software, the service requirements, and resources needed • One is ready to set the Pilot schools • Agree pilot schools

Session 2: Setup of One

Key Prerequisites (full list provided in RAID log)	• Access to a workstation with full access to One, with system admin rights for V4 Client, A&T Backoffice and Crystal reports
Objectives	• Setup module defaults for data • Create accounts for schools in the pilot • Setup schools in bases ready for B2B
Audience	• One Support • Module lead for B2B
Standard Agenda	• Add accounts and permissions in One • Setup Schools for B2B Student • Apply data processing rules • Schedule tasks for One • Setup account for knowledge specialist to access remotely. Or if remote access for the knowledge specialist is not technically possible, then training to the Module lead for B2B to monitor the pilots and migrate the school and set-up the first export.
Outcomes	• All parties have a mutual understanding of the scope of the software, the service requirements, and resources needed • One is ready to set the Pilot schools

Project Support: SIMS

The schools need to apply a patch, while we don't do this for schools the project allows for time for support the pilot SIMS schools to make the first contact with the One database

Allowance is in this part of the work package to support and engage with schools to advise how to apply the patch and setup the SSM. Then when the 1st ping is received from the school, processing the school in One in readiness to set the first full export from the school.

Key Prerequisites (full list provided in RAID log)	• Key contact has can participate in MS Teams, and Webex meetings • Remote access to B2B Student and Bases, either directly or via the key One user
Objectives	• Establish the link between the school and One
Audience	• Technical contact in a school for SIMS • One Support • Module lead for B2B
Standard Agenda	• Configuration of SIMS • Setting up the school for the 1st task • Adding the 1st schedule task from the school.
Outcomes	• First import of data from schools in to B2B

Session 3: Training and Data Workshop

Key Prerequisites (full list provided in RAID log)	• Key contact for the Knowledge Specialist to contact who has full systems access to the One V4 Client, Online Client, and access to Crystal or permissions to run reports
Objectives	• Understand how to manage the module and data suspense • Have a clear view of the impact and data from schools on ONE
Audience	• One coordinator or Key contact with full access to One • B2B Users
Standard Agenda	• Module defaults • Student Matching • Conflicts and discarding or rejecting • Schedule tasks • Reporting
Outcomes	• The B2B users are confident to continue processing the pilot schools

Session 4/5/6: Pilot Review

Key Prerequisites (full list provided in RAID log)	• Key contact for the Knowledge Specialist to contact who has full systems access to the One V4 Client, Online Client, and access to Crystal or permissions to run reports • Key contact has can participate in MS Teams, and Webex meetings
Objectives	• Review and support the roll out of B2B
Audience	• B2B Users
Standard Agenda	• Pilot schools progress • Queries arising from pilot • How to start more schools • Schedule tasks • Impact of One and other users
Outcomes	• The B2B users are gain confidence to continue processing the pilot schools and manage the impact on the wider system

Session 7: Attendance Data

Key Prerequisites (full list provided in RAID log)	• Key contact for the Knowledge Specialist to contact who has full systems access to the One V4 Client, Online Client, and access to Crystal or permissions to run reports • Key contact has can participate in MS Teams, and Webex meetings • Live to Test copy has been done
Objectives	• In test setup Attendance to aggregate attendance data to reportable values • Train key users where they can access attendance data
Audience	• B2B Users for the setup of test for Attendance aggregation • Module leads for a show an tell session to explore where attendance data is accessible for an individual school
Standard Agenda	• Attendance Period definition • Schedule task for attendance aggregation • Demonstration of where attendance data for a child can be viewed
Outcomes	• Setup Test to check the system impact on running the aggregation routines • User training for working with Attendance data

Additional Service Options

Additional Elements (as required)	Sessions required	Resource Required
Pilot in Test (On site / Off Site) **Benefits** Proof of concept for compliance with Corporate IT **Cost:**	1	
B2B Open (On site / Off Site) **Benefits** Importing Non SIMS schools **Cost:**	1	
B2B Attainment (On site / Off Site) **Benefits** Importing Attainment data to Pulse **Cost:**	1	
WAV and BAV for SIMS (On site / Off Site) **Benefits** SIMS user using the same addressed **Cost:**	1	
Pulse Importing / updating Core students' data (On site **Benefits** Closing student histories **Cost:**	1	
Schools Census -Importing and harvesting student changes via Pulse (On site) **Benefits** Closing student histories and add new children using Pulse **Cost:**	1	
Schools Census -Importing and harvesting student changes via Census Conversion Tool (Remote) **Benefits** Converting census files and importing manually via B2B **Cost:**	1	