



IMPACT Replacement Project (Aspen)

December 2018 Board
Meeting



Agenda

- IMPACT Replacement Project Background
- Stakeholder Benefits
- Why Switch Mid-Year?
- Change Management Approach
- Parent Portal



Project Background

CPS selected [Follett's Aspen](#) to replace the SIM, Gradebook and Verify applications through a highly inclusive selection process involving over 100+ school based resources that provided input on over 1200 documented functional requirements.

- The goal of this project is to not only revamp our current student information system (SIS) application portfolio, but to consolidate it into a single product and interface.
- The consolidated platform will greatly improve the usability of the student information system, reducing the amount of time required of teachers to navigate five systems to manage student information.
- The affected users include not only almost all school-based, network and administrative personnel working for Chicago Public Schools but also the students and parents that we serve.
- Allows CPS to reduce its data center footprint, reduce spend on custom data movement routines, and consolidates vendor partner accountability.



Benefits for Key Stakeholders

Teachers

- Device agnostic: system can be used on any device, tablet, laptop, desktop or smartphone.
- Configurable data views that provide flexibility beyond canned reports
- Consolidated view of critical student profile information and the ability to directly link to SSM.

Students and Parents

- Mobile friendly Parent and Student portals
- Robust student profile data beyond attendance and grades.

Administrators

- Eliminates data latency at the transactional tier.
- Simplifies onboarding/training for new principals.
- Improved handling of part-time and dual enrollment situations.



Aspen Refresher: Why Switch Mid-Year?

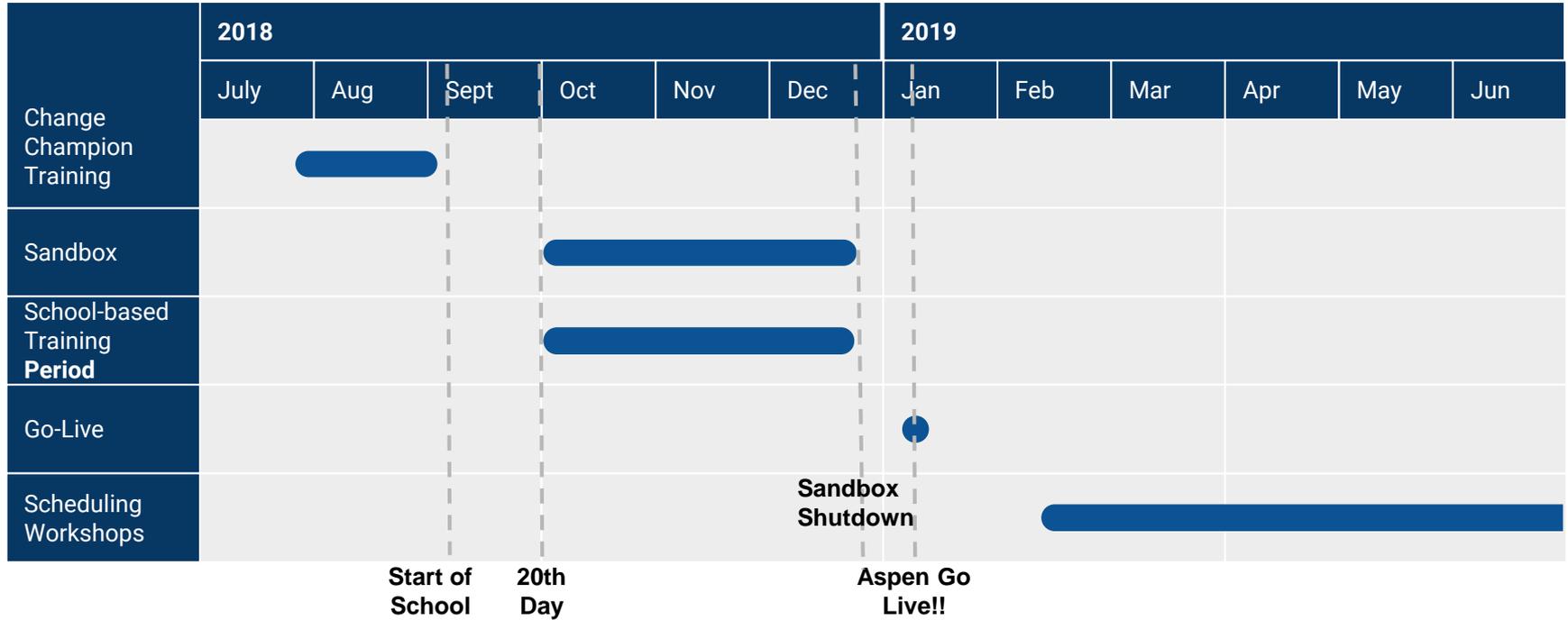
There is never a perfect time to swap Student Information Systems, but please consider

- Launching on the first day of school would be problematic
 - Busiest day of the year
 - Retainment of knowledge over the summer months for staff
- Loading all current and historical data from IMPACT takes nearly an entire week
- History shows difficult transitions for Districts who have launched on the first day of school



Change Management

Change Management Timeline

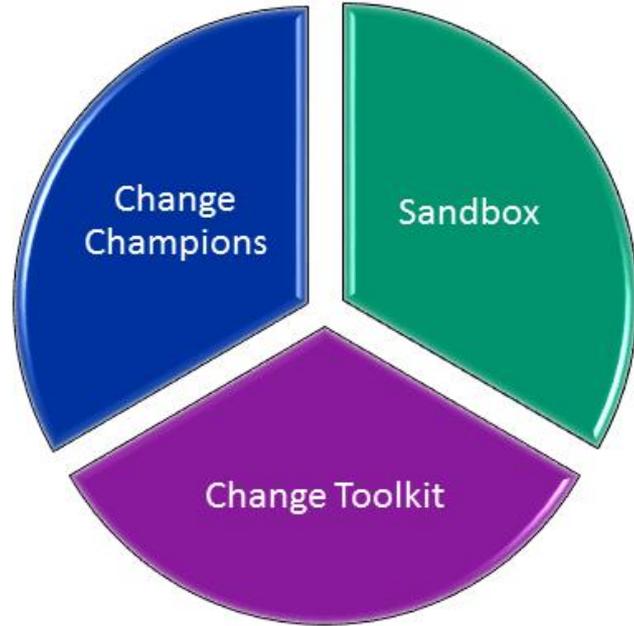


- Schools have been involved at each phase of the Change Management Process



Change Management Components

- 100% nominations
- 1300 CCs trained
- CC's receive a two-part stipend (\$250/\$1,250)



- Launched October 1st
- Real hardware, real data, real Aspen
- Two thirds of all school-based users have logged in; we are measuring school's progress
- Offline December 21st

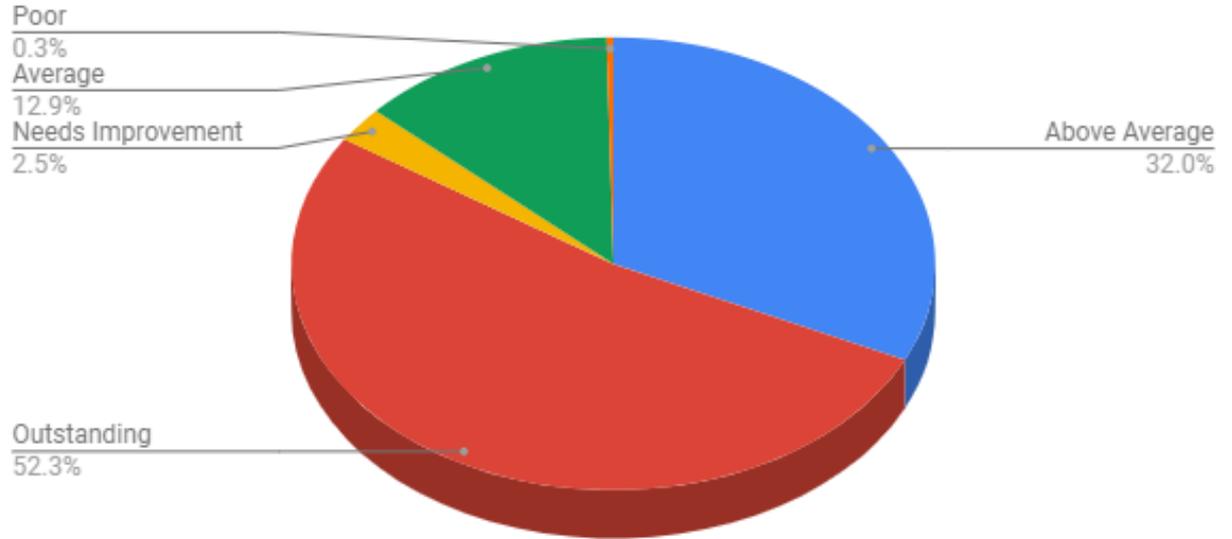
- Videos, concise exercises, guides
- Project team support for the Change Champions



Change Champion Metrics

- 74 Session
- *30 Trainers
- 7 Locations
- 1,252 Trained

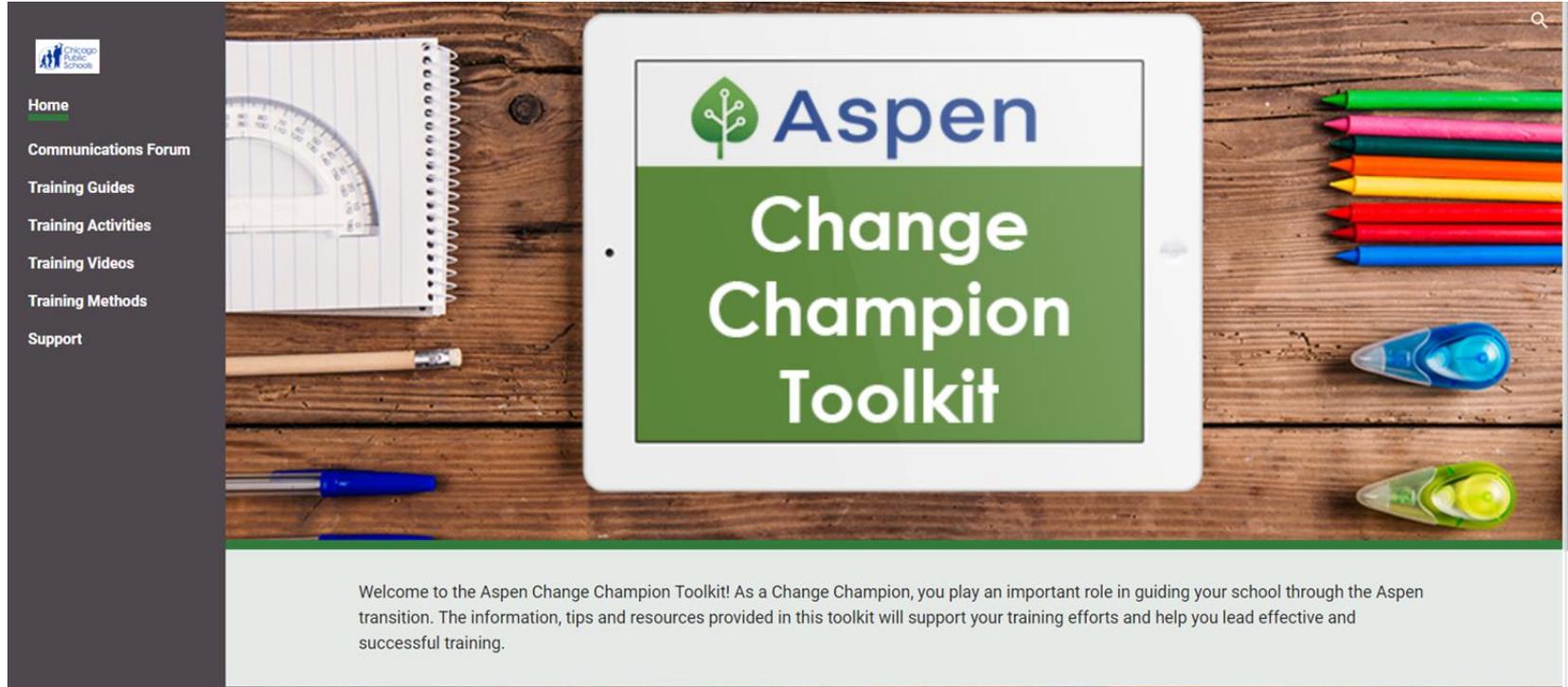
Overall Session Satisfaction



*We leveraged school based staff as trainers for the change champions. Training was conducted at schools throughout the city.



Change Champion Toolkit Website



Chicago Public Schools

- Home
- Communications Forum
- Training Guides
- Training Activities
- Training Videos
- Training Methods
- Support

Aspen Change Champion Toolkit

Welcome to the Aspen Change Champion Toolkit! As a Change Champion, you play an important role in guiding your school through the Aspen transition. The information, tips and resources provided in this toolkit will support your training efforts and help you lead effective and successful training.

[Link to CC Toolkit Website](#)



Incorporating Voice of the Customer

- Leveraged the Receptive platform to solicit school based Change Champions for feedback and guidance across a number of areas.
- Democratic process that allow users to vote on the features they want to see.
- So far, we have received 240 enhancement requests from our 1300 Change Champions
- Change Champions have voted 4,301 times for these system requests
- 53 requests have already been released with the initial version of the system with 14 planned to be released in the near future.



Aspen Readiness Metrics

- A list of success metrics tracking school use of the Sandbox relative to the basic ‘Day One’ Aspen tasks.
- A Dashboard tool to answer questions regarding the quality of school-based training.
- **IMPORTANT NOTE:** “On-Track” is a **minimum** requirement for Change Champions to receive their stipend. Push for 100% to ensure a smooth roll out, if possible.

Current Data Quality Index

A =0% | B >0% and <=10% | C >10% and <=20% | D >20% and <=30% | F >30%

Click on a row of the scorecard to display data and description of the specific Data Quality item.

	Measure	Weight	Errors	% Error	Grade
☏	ASPEN Readiness (16)				
	<u>Staff Who Have Not Added a Fee to a Student</u>	5%	1	25.00%	D
	<u>Staff Who Have Not Added an Existing Contact</u>	5%	6	60.00%	F
	<u>Staff Who Have Not Created a New Student Contact</u>	5%	2	20.00%	C
	<u>Staff Who Have Not Created a Student Assignment</u>	5%	0	0.00%	A
	<u>Staff Who Have Not Created an MTSS Intervention</u>	5%	0	0.00%	A
	<u>Staff Who Have Not Enrolled a Student</u>	5%	2	20.00%	C
	<u>Staff Who Have Not Entered a Legal Alert</u>	5%	1	10.00%	B
	<u>Staff Who Have Not Entered an Immunization</u>	5%	4	40.00%	F
	<u>Staff Who Have Not Granted Parent Portal Access</u>	5%	3	30.00%	D
	<u>Staff Who Have Not Logged In</u>	5%	1	1.22%	B
	<u>Staff Who Have Not Modified Attendance</u>	5%	1	1.27%	B
	<u>Staff Who Have Not Modified Categories and Weights</u>	5%	0	0.00%	A
	<u>Staff Who Have Not Posted a Grade</u>	5%	0	0.00%	A
	<u>Staff Who Have Not Posted Attendance</u>	5%	2	2.53%	B
	<u>Staff Who Have Not Processed a Payment</u>	5%	1	25.00%	D

Aspen “On-Track” Exercises

Aspen Exercise Name (<i>Audience</i>)	Step-by-Step Exercise Link	Maximum Time to Perform
Enroll a Student <i>(Main-Office)</i>	Step-by-step Exercise	15 mins.
Withdraw a Student <i>(Main-Office)</i>	Step-by-Step Exercise	5 mins.
Posting Attendance <i>(Teachers)</i>	Teacher Exercise Main Office Exercise	20 mins.
Create a gradebook Assignment <i>(Teachers)</i>	Step-by-step Exercise	20 mins.
Post Grades in gradebook <i>(Teachers)</i>	Teacher Exercise	15 mins.
Modifying Attendance <i>(Teachers & Main-Office)</i>	Teacher Exercise Main Office Exercise	5 mins.
Logged into Aspen <i>(All Staff)</i>	Link: aspen.cps.edu Use your CPS Username and Password	1 min.



Parent Portal

Parent Portal Outreach Channels

To Date

- FACE Managers sent email communication to Principals with instructions on how to use the Aspen intro letter to engage parents during Report Card P/U (11.14, 11.15)
- FACE assisted in sending schools an electronic copy of the parent-friendly Aspen intro letter (in both English & Spanish) also made available to Parent Universities

Going Forward

- Providing promotional fliers to principals for both school posting and student take home. (Week of 12/3)
- Feature article on CPS.EDU (Week of 12/3)
- Social Media Campaign - Facebook, Twitter, Instagram (December)
- Instructional Videos
- Direct email outreach to parents (Week of 12/10)

