#### THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK



Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234 Tel. (518) 474-3906 Website: http://www.p12.nysed.gov/facplan/

### VISUAL INSPECTION FREQUENTLY ASKED QUESTIONS

#### **GENERAL QUESTIONS**

- Q: Do I have to survey all buildings in the district?
   A: Only 'normally occupied' structures need to be surveyed (not Press Boxes, Storage, Concession Stands, Dugouts, etc).
- Q: Should maintenance/storage buildings that are part time usage be surveyed?
   A: If the building is occupied by staff as a place of work, then it should be surveyed
- 3. Q: If a school district is leasing a school that they are not currently using to BOCES, who is responsible for completing the Visual Inspection? BOCES occupies the entire building.
  - A: Since the school district owns the building, the school district is responsible for completing the Visual Inspection.

#### DATA ENTRY QUESTIONS

- 1. Q: I am a school superintendent and forgot my password to access the NYSED Application Business Portal, what should I do?
  - A: If you have forgotten your password, you will need to contact (518) 473-8832 -orseddas@nysed.gov
- 2. Q: I am an architect for several school districts. How do I obtain a login and password. Does each district provide me with a password?
  - A: Each school superintendent needs to add you as a user. You will need a unique username and password for each district (cannot use same one for several districts).
- 3. Q: When one of my school district clients logged into the portal, they were told my username 'john.smith' was already taken by another district. Do I need a separate username for each district?
  - A: Only one username per district is available due to security reasons. Each school district will need to create a unique username if you need to complete data entry for more than one school district (ex: john.smith1, john.smith2, etc)

# 4. Q: The superintendent said I had entitlements, but I cannot access the survey, what should I do now?

A: The superintendent most likely has not given you the correct entitlements, check with the superintendent. Correct entitlements should look like this:

lame		Position/Title	ARCHITECT	
Jser ID	(Enabled)	Institution	UFSD (Active)	
Institution CEO	SUPERINTENDENT			
Institution ID	80000	BEDS Code	2804	
RIC Inst ID	80000	RIC	RIC NASSAU	
Work Phone	(631) Ext:	Email	architect.com	
<< Back	Acco	unt History	List Administr	ators
<< Back Application Entit	Acco lements /endor Performance System	unt History	List Administr	rators
< Back Application Entit SED Monitoring & V Role	Acco lements 'endor Performance System Data Access	unt History	List Administr	rators
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< Back Application Entit SED Monitoring & V Role Data Entry Data View	Acco lements <u>/endor Performance System</u> Data Access Facilities Facilities Facilities	History	List Administr	rators

### **Delegated Account System**

- 5. Q: I have logged into the NYSED Application Business Portal but do not see the 2020 Visual Inspection?
  - A: The 2020 Visual Inspection is found under **SED Monitoring and Vendor Performance System.** Scroll down the page until you see this designation and click on this link which will take you to a list that contains the 2020 Visual Inspection Survey. See below screen shot:

usiness Portal	FAQ's	Reset Password	Log Off
	Welcome	Chan	ge your passwor
The Face	The NYSED Application I	Business Portal	
	My Applications		
	Notice:		
A AND C	If the Superintendent or Prin (DOES NOT APPLY to SUMMER SO	ncipal has Changed	
	Click Here		
	BEDS-IMF-School Safety (VADIR	(DASA) Application	
	Examination Request	System	
	State Aid Management Sys	tem (SAMS)	
	New York State Student Identification	on System (NYSSIS)	
	Title One		
	Information and Reporting Servi	ces Portal (IRSP)	
	American Recovery and Reinvestment Ac	(ARRA) Reportin (System	
	SED Monitoring and Vendor Per * Includes Smart Schools Boad Act Investment Plan Application	APPR Implementation Certification pl	us others
	Facilities Planning - Fir	e Satety	
	State Education Department Delegated A	ccount System (SEDDAS)	
	SEDDAS LISER CI	TOF	

6. Q: Is there a limit to the number of characters that can be used in the comments section of the Visual Inspection?

- A: There is not a limit on number of characters/words that can be used in the comment boxes
- 7. Q: We made a mistake and entered data twice for the same building. Can the duplicate record be deleted?
  - A: Duplicate data entry cannot be deleted from the system if the duplicate record has been certified/submitted by the superintendent. If the duplicate record has not been certified/submitted by the superintendent, the duplicate building name should be changed to 'delete' (ex: Smith Elem School change name to DELETE). We will be running a clean-up program to remove any records that have been named 'delete' from the portal. If the duplicate building has already been certified/submitted by the superintendent, there is no way to delete the record.
- 8. Q: I have clicked on the SED Monitoring and Vendor Performance System tab but still do not see the 2020 Visual Inspection?
  - A: Once you click on the SED Monitoring and Vendor Performance System tab, the next screen will include a list of surveys. Click on the 'FACILITIES' tab, and on the next screen you will see the '2020 Visual Inspection Survey Instrument'. Click on that tab and it will take you to the 2020 Visual Inspection. See below screen shots:

	SEDMonitoring					🙆 Dash	board	4	(SUBMIT CERTIFY) 🔻	
Dashboard for										
			THE SHEET			Sector and the		14.1.3.1		
Welcome M	lessage									
Welcome to t view Surveys	the NYSED Survey System (SE ; for that System.	DMonitoring). You	are seeing this page a	s you have been assigned	Surveys by M	lultiple Areas. Pl	ease sel	ect a System	from the list below to	
Systems yo	ou are associated with									
System										
APPR							View	Surveys		
Ed Tech							View	Surveys		
Facilities							View	Surveys		
10/00							-			
MVPS							View	Surveys		
Office of Early	Learning				View Surveys					
Race to the To	qq				View Surveys					
Smart Schools	s Bond Act					View Surveys				
NYSED	Facilities				Ma Das	hboard O He	eip 🔹	4	(SUBMIT CERTIFY) -	
	- Inbox									
Dashboard for		CONTRACTOR OF CONTRACTOR	and the second second second				2.24	NI CONTRACTO		
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Welcome M	lessage	🖸 Inbox (1)	✓ ■ Outbox ■	Create New Survey						
Welcome M Owners APPR (2) Ed Tech (1)	lessage	D Inbox (1) Survey Recipient	✓ YOUTBOX YOUTBOX Survey	Create New Survey		Status	Due Date			
Welcome M Owners APPR (2) Ed Tech (1) Facilities (1)	lessage	Dinbox (1) Survey Recipient	Outbox     Survey 2020 Visual Inspection	1 Create New Survey Cycle	ertion.	Status Not Submitted	Due Date	- Q. View	D. Print D. Print Blank	
Welcome M Welcome M Owners APPR (2) Ed Tech (1) Facilities (1) MVPs (2)	lessage	Contraction Index (1) Survey Recipient	Outbox     Survey 2020 Visual Inspectin Survey Instrument	1 Create New Survey Cycle on 2020 Visual Insp	ection	Status Not Submitted	Due Date	Q View	⊖ Print ⊖ Print Blank	
Welcome M Welcome M Owners APPR (2) Ed Tech (1) Facilities (1) MVPs (2) Office of Early	lessage	C Inbox (1) Survey Recipient	Outbox     Survey 2020 Visual Inspectin Survey Instrument	i Create New Survey Cycle on 2020 Visual Insp	ection	Status Not Submitted	Due Date	Q. View	Ə. Print Blank	
Welcome M Welcome M Owners APPR (2) Ed Tech (1) Facilities (1) MVPs (2) Office of Early Race to the To	lessage → Learning ρ	C Inbox (1) Survey Recipient	Outbox     Survey 2020 Visual Inspectin Survey Instrument	i Create New Survey Cycle on 2020 Visual Insp	ection	Status Not Submitted	Due Date	Q View	₽ Print Blank	

9. Q: I have completed the data entry for the 2020 Visual Inspection. Is it done?

A: Once the data entry is complete (if done by someone other than the superintendent), when the data entry user hits "Save & Continue" on the last page, they will be taken back to their dashboard where they will see a message "Your responses have been saved successfully. Note: Your organization's CEO must certify and submit the survey before it is complete. Please notify your CEO that the survey is ready for submission." The superintendent must complete this step for the 2020 Visual Inspection to be complete and submitted for each building. See screen shot below:

<b>NYSED</b> Facil	ities						🍰 Dashboard	0 Hei	•	4	(DATA_ENTRY) *
Dashboard for	CSD - Inbox										
Welcome Message											
				Sectore 1				Alieran			
Owners	,	<ul> <li>Your response</li> </ul>	ises have been s	aved succes	sfully, Note: Y	our organization's	CEO must certify a	nd submi	t the s	urvey befo	re it is complete.
Facilities (8)	+	Please notif	y your CEO that	the survey is	ready for sub	mission.					
		() Inhov (8)		E Create							
			Me Outbox	Greater	New Survey						
		Recipient	Survey			Cycle	Status	Due Date			
			2020 Visual I	nspection	2020 Visu	ual Inspection	Not Submitted		Q 1	/iew 🔒	Print 🔒 Print Blank
		CSD	Survey Instrum Storage Buildin	nent - ng 7010							
			2020 Visual Ir	nspection	2020 Visu	al Inspection	Not Submitted		Q	/iew Ə	Print 🔒 Print Blank
		CSD	Survey Instrum	nent -					0.000		

- 10. Q: How can I tell whether the Visual Inspection has been properly submitted?
  - A: Once the Visual Inspection has been certified and submitted by the Superintendent, the Visual Inspection will move from the 'inbox' to the 'outbox' on the Dashboard in the Portal. If the Visual Inspection is showing in the 'outbox' it has been properly submitted. See screen shot below:

		B Dashboard	🍰 Main Menu 👻	0 Help
K	Building Conditi Inbox to the Out	on Survey will move from the box when it has been properly		
r.	Submitted			

11. Q: I have unsubmitted records in my inbox in the portal. Is there a way to delete these records if not needed?

- A: Districts should check the records remaining in the portal, and if the records are not needed to be submitted (blank copy or record with errors), the record should be labeled 'DELETE' as the unique identifier (building name) and saved. We will be running a clean-up program to remove any records that have been named 'delete' from the portal.
- 12. Q: Could you send a link to instructions to grant entitlement to the District's architect to access NYSED Application Business Portal so the 2020 Visual Inspection can be completed?
  - A: The Superintendent will need to log into the NYSED Application Business Portal. Once in the portal click on SEDDAS USER GUIDE. The SEDDAS User Guide has instructions on how to create a UserID and grant entitlements. See screen shot below:

iness Portal	FAQ's	Reset P	assword Log Off				
2 50	Welcome Rosanne	Groff	Change your passw				
The Mark	The NYSED	Application Business Por	tal				
	My Applications						
	A.1	Notice:					
	If the Superintendent or Principal has Changed						
C. Salas	(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)						
	<u>Unck Here</u>						
20002	SED Monitoring and Vendor Performance System * Includes Smart Schools Bond Act Investment Plan Application, APPR Implementation Certification plus others						
-	Facilities Planning - Fire Safety						
	SEDDAS USER GUIDE						
CARL LA	Public Interest	Other Applications					
	For more information on our applications visit our <u>Online</u>	You may be required to sign in to an	ccess these applications				
	Approved Preschool Special Education	Child Nutrition Knowledge Center (	CN)				
	Programs Site Search	Impartial Hearing Reporting System	1 (IHRS)				
	<ul> <li>Inventory of Registered Programs</li> </ul>	System to Track and Account for Ch	vildron (STAC)				
	Look Up Postal Zip Codes	Teacher's Certification (TEACH)	Indien (STAG)				
	<u>NYSED Public web site</u>	PD System Login					
	Searches	Teacher Access and Authorization					
	SEDREF Query						
	and the second sec						
	<ul> <li>Teacher Certification Help</li> </ul>						

- 13. Q: The School District says I have been given entitlements, but all I see is "No Assignments" when I click "SED Monitoring and Vendor Performance System"?
  - A: The school district most likely has entered the wrong SED Code for their school district. They will need to log back into the portal and correct the SED Code. The SED Code must match the district's SED Code in SEDREF. The SED Code in SEDREF ends in '0000'. Many districts are using an incorrect SED Code ending in '0001', which will result in this error. See screen shot below.

E	District created User ID u a particular building not th district		garca recount o joccin	wrong SED Code - sho '0' - district needs to lo create a User ID under SED Code per SEDRE	puld end in g in and the correct
			View User		
Welcome	User Information				
	Name		Position/Title	ARCHITECT	
Search User	UserID	(Enabled)	Institution	CENTRAL SCHOOL (Active)	
Advanced Search	Institution CEO	FRINCIPAL			
Advanced Search	Institution ID	EOC 349	BEDS Code	471 0001	
Admin(s) for Building	Work Phone	(315) Ext:	Email	CSD	
Admin(s) for Building	HOIR FILDIRE	(JAJ)			
List All Users	<< Back	3	Account History		List Administrators
SEDDAS Support	Application Entitleme	nts			
	SED Monitoring & Vendor	Performance System			
Logged In As	Role	Data Access			
David Seidner	Data Entry	Facilities			
NYS DEPT OF EDUCATION	Data View	Facilities			
Administrator					

## 14. Q: When I start the 2020 Visual Inspection it asks for a 'unique identifier'. What should be used for this?

A: A unique identifier needs to be entered to differentiate each building's visual inspection survey. The name of the building should be entered (ex: elem school, high school, etc) so when the school district looks at their list of surveys, they can easily see which building a particular survey is for.

NYSED		֎ Dashboard
15 Building Condition Survey Instr	rument - 2015	Building Conditions Survey - Building Information
	190223	
Survey Navigation		Save Save & Continue +
Building Information	+	
Space Information	0	
Site Utilities	0	Identifying Label
Site Features	0	
Substructure	0	An unique identifier is required
Building Envelope	0	Enter here an identifying label so you will able to differentiate multiple submissions of this survey
Interior Spaces	0	
Plumbing	0	
HVAC Systems	0	Building Information
Fire Safety Systems	0	During monitoria
Accessibility	0	1. Name of School District
Environment/Comfort/Health	0	
Indoor Air Quality	0	THE REPORT OF THE ADDRESS
American Red Cross	0	
2015 Building Condition Su nstrument Instructions	rvey	2. SED District 8-Digit BEDS Code: 44
WELCOME TO THE NYSED 20 BUILDING CONDITION SURV	015 EY	3. Building Name: *
Survey Data Entry Due Date: Ju 30, 2016	une	
Questions regarding the survey should be directed to: emscfp@nysed.gov -or- (51 474.3006	.8)	4. SED 4-Digit Facility Code: *