Certified BCA Training Program

2 Information and Condition of Schools (ICOS)

OSPI School Facilities & Organization

Introduction to Information & Condition of Schools (ICOS)

***To simulate the ICOS website using this PowerPoint, click your curser on the little red circle to move to the next page. The prompt to click will begin with a click in red text

Click here

https://eds.ospi.k12.wa.us/Login.aspx
1) Get your Username and Password from your district's Data Security Manager to log on to EDS.
2) Enter your username and password and click on Login.

Access to ICOS

1) After login, click My Applications in the top menu, or "View My Applications" from the list. It will open the Applications List.
1) Click on ICOS from the My Applications List. It will take you to the ICOS homepage.

2) If you are assigned to multiple districts, you will need to select one “Active District” at a time.

1) Click on Maps & Boundaries to access the GIS Map.
1) Check the different layers for information you would like to see.
2) Click on Base Maps to change visual imagery.

1) You can use this view for the District Map for the Study & Survey. Use ‘print screen’.
2) Click on the imagery to get a satellite view, which can be used for a district map.
1) Any revisions or updates to how ICOS works will be displayed here.
2) Click here to download a draft copy of the ICOS Users Manual.
3) Click here to find phone numbers and emails for OSPI School Facilities staff.
4) Click on Inventory & Condition to access the tree view of the district you are working with.

Basic Navigation

1) Clicking on the arrow expands or contracts the tree.
2) Collapse or expand the screen view in ICOS by clicking on the bar or close the screen view by clicking on the ‘x’.
   You can have up to five screens open at one time. They stack to the right.
3) Click on district name to get a District Summary (shown).
The Tree View progresses from District to Facility to Building:

1) Click on the arrow in front of district name to get a list of the Facilities.
2) Click on Add Facility to add a new facility to the district tree.
3) Click on facility name to go to its Facility Summary.

Facility/Site Summary Screen:

1) Click on Add Building to add a new building to the facility.
2) Click the X to close the screen.
3) Clicking on the arrow in front of the facility name will open the prompts for building and site data.
1) Click Site Inventory.
2) Enter in the site acreage – the only required field here.
3) Optional: add parcel and census tract numbers.
4) Check if this site of this facility is shared with another facility.
5) Site quantity data is optional depending on what the district wants.
6) Click on Site Condition.
[not shown] Upload Site Map on Building Information screen.

1) This is the Site Condition screen. We will explain how to enter data when discussing the Building Condition screen, which is similar.
2) Click on Building Information to open the Building Information screen.
1) Ensure name of building is correct. Indicate if permanent, portable, or flag to be removed. Modular buildings shall be deemed as permanent or portable.
2) Enter other building characteristics information.
3) Optional notes can be added.
4) Ensure Building Profile is correct. It is critical that you pick the correct building profile BEFORE performing condition ratings.

1) Click the drop-down menu for a list of choices. Choose the profile closest to the type of building you are working with.
2) This is a list of components associated with the building profile you choose. Not seen are specific weights given to each component, which differ from profile to profile.
3) Click to return to the Details tab.
1) Click Inventory tab.

2) This is the building summary table. The square footage numbers from the tab below are added here.

3) Add at least one area to the building.

4) For new areas, required fields are highlighted in yellow.
Building Information Screen

INVENTORY tab

1) Enter year that area was built.
2) Enter name of area.
3) Enter Gross Square Feet (total actual area of all floors).
4) Enter Gross Instructional Square Feet (same as GSF, subtract any non-school related areas such as a district-level office or space leased long-term to others).
5) OSPI fills in this column for square footage recognized for SCAP.
6) Enter general uses for each area. You can check more than one.
7) Enter occupancy date and board acceptance date if known.
8) Click Condition tab.

Building Information Screen

CONDITION tab

1) Make sure that you have the correct building profile before begin your assessment.
2) If you're doing a certified assessment, click this box.
3) Before each component is rated, it is highlighted in yellow. Once it is rated the yellow goes away.
4) Hovering over the component brings up the component description.
5) Hovering over a rating box brings up the rating description.
6) Begin rating components.
The above information will be required on the Certified BCA login and will also show up on the Building Summary Report as BCA Certification details.

Your name and number must match to allow the BCA certify information to open.

The cert # will contain two alpha characters and four digits randomly assigned.

The ’evaluation date’ above will be the date you evaluated the building. It will show here and on the Building Summary Report.

1) For the CERTIFIED assessments that you are doing, rating a component fair, poor, or unsatisfactory will require you to identify one deficiency and one cause. (For ANNUAL assessments, only poor and unsatisfactory applies.)

2) The word Deficiencies turns yellow indicating need to enter more information.
1) If you rated a component fair, poor, or unsatisfactory then identify at least one deficiency and at least one cause. (For ANNUAL assessments, only poor and unsatisfactory applies.)

2) Entering text is optional.

3) Click the word Deficiencies again to collapse the box.

NOTE: A rating of excellent or good will still allow you to optionally add deficiencies and causes if you choose.

4) Site quantity data is optional depending on what the district wants.

1) The word Deficiencies stays green to indicate you have additional information which is hidden.

2) When all components have been rated, the building’s score will update in the building summary table.

3) Click the Classroom tab.
Building Information Screen

CLASSROOMS tab

1) This is the building summary table. The number of classrooms in the tab below are added here.
2) Ensure classroom count is current from the last save. You may edit the numbers shown.
3) Click to add more types of classrooms.

1) Click to choose types of classrooms you wish to add. The quantity will default to 0.
2) Hovering over each type provides a brief description.
3) You may edit the quantities after clicking Add.
4) Click the Files tab.
1) A current list of uploaded files are listed.
2) Upload more site maps and floor plans by clicking Add Files.

1) Click to browse for files on your computer, or drag-and-drop files into this space. There is currently a 2MB limit.
Building Information Screen
FILES tab

1) Rename the file if you choose.
2) Pick the type of file you are uploading.

Building Information Screen
FILES tab

1) Choose the facility or facilities associated with the file.
2) Choose the building(s) associated with the file.
3) If the file is for something at the district level (not facility or building-specific), you may check this box.
4) The status of the file must be “ready” in order for the upload button to be active.
5) Click Upload.
Building Information Screen

**FILES tab**

1. The file is now uploaded.
2. Click Properties if you need to edit the file’s name or type.
3. Click Link if you need to edit which facilities or buildings the file is associated with.
4. Click Delete if you need want the file removed.
5. Click the Map tab.

**MAP tab**

1. Left-click and hold to drag the green marker to the front door of the facility (the main door that visitors are expected to use). Do not move too fast!
2. --OR-- You may right-click on a specific location.
3. --OR-- You may type in a specific address by clicking the red target icon.
4. Click the Log tab.
Building Information Screen

LOG tab

1) This is a log of general activity showing who has accessed this facility's data.
2) Don't forget to save!

Reports Screen

1) Click on the drop down arrow to choose a report.
2) Click on the Building Summary to run a Building Summary Report.
Questions?

Contact the Regional Coordinator for your region

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Thank You!!!