Information Management System
Operations Governance Committee
April 3, 2008
At AEA 11/Ames Office

Roll Call
- Voting Members Present: Kirby Leland, Toni Van Cleve, Kathy Tinker, Roger Hess, Shelly Ackerman, Faye DeSmit (polycom)
- Center Staff Present: Michelle Tressel
- Ex-Officio Members Present: John Lee
- Excused: Mary Ellen Becker, Dixie Kimrey, Pam Childers, Melody Raub

Review Minutes from Previous Meeting
The minutes from the February 29, 2008 meeting was reviewed and approved.
Motion:  Toni Van Cleve
Seconded:  Shelly Ackerman
Approved

Additions to Agenda
- Request # 1538 from Heartland AEA

IMS Priorities
1. Operating the Central Processing Center (CPC) which includes maintaining the IMS application and addressing requests from clients.

Nightly Procedure
March = 100% download

Data Warehouse
The DE has been holding sessions in different locations in the state to provide general information about the data warehouse (Handout: Iowa Department of Education Data Warehouse Project).
Reviewed each of the 3 data sets being merged into the state’s data warehouse: Project EASIER, ITBS/ITED and IMS.
   1. Project EASIER/Electronic Access System for Iowa Educational Records (Handout: Data Elements---Fall 2007). The DE has determined the values for each of the data elements from Project EASIER (Handout)
   2. ITBS/ITED data is provided to the DE from the Iowa Testing Service.
3. IMS: not all of the data elements in the IMS will be provided to the data warehouse. DE staff has been assigned to identify those required data elements.

4. The DE and IMS representatives will be meeting with Claraview representatives on April 16, 2008 to discuss the required data, conflicts between sources (consistent data definitions) and bringing the data elements together.

New Website
- Roll out is planned for May 6, 2008 at the data entry personnel meeting. The site is not live at this time.
- The staff has been taking documents and links for the current IMS homepage and deciding if the data needs to be moved to the new site.
- Iowa IDEA homepage “screen shot” (Handout)

2. Developing additional web IMS reports, based on client input.
   - No information to report.

3. Continuing to monitor the usage of reports.
   - No information to report.

4. Continuing to facilitate identifying, documenting and training of uniform data procedures.
   - The Uniform Data Entry Procedures for Disabilities was presented to the data entry personnel at their April meeting. The training focused on entering what is written on the IEP.

5. Developing the new integrated IDEA web applications.

Web IEP Version 5
- Continuing the development and specifications are now complete.
- Core product will be ready for testing on June 1, 2008
- Low priorities not ready for testing on June 1:
  - Goal roster
  - Translation
  - E-Mails generated by the system
  - Page numbering for printing
  - Manifestation Determination Guide (remain in word template)
  - Logo change from web IDEA to Iowa IDEA
  - Reports other than printing of IEP pages
  - Buttons and how they look
  - Graphing
DE logo display (need to increase resolution)
- Final Proofing of forms by Mary

**Web IFSP**
- Requirements for inputs have been determined. Outputs will now be developed and should not take as much time.

**Child Find/IDM (now named Iowa Instructional Plan/IIS)**
- Michelle Tressel, Rich Toomsen, Dave Brousard, Faye De Smit, Jim Gorman and Randy Allison met to develop additional specifications based on the original GWAEA developed product.
- Trace Pickering developed the original product for GWAEA and also met with the group to provide input and provide suggestions.
- Rich Toomsen will be contracted to develop the IIS product.
- IIS will use the same graphing tool as the Web IEP.
- OGC discussed: 1) level of support needed once the product is in use and 2) moving the old product from GWAEA to the state.

**General**
Application development---CPC must be very clear about what the OGC wants at the front end. This will help the programmers develop efficiencies into all of the products they are being asked to develop by using some of the same “tools” in more than 1 product (graphing), CPC has to decide the format of each product and the applications need to be integrated.

6. Continuing to improve data verification report tools to monitor data in all of the web applications.
- No Information to report.

**Statewide Requests**
New: Request 1538 “Requesting Fields to be Sent”
- Motion: Kathy Tinker: Approve development but not delay the development of the Web IEP Version 5 (developed after Version 5 complete).
- Seconded: Kirby Leland
- Approved

Previous: None
Web IDEA – Next Development and Transition
The OGC discussed the following priorities when planning the next application to be rolled out:

1. Ensure that the outputs for the Count are accurate and complete.
2. Ensure that the outputs for the APR are accurate and complete.
3. Data input is as efficient as feasible.
4. Applications are developed in a timely manner.
5. Reduce or eliminate “down time” at Count.

Motion: Toni Van Cleve: Approve the 5 priorities for the CPC to keep in mind when developing the plan for the next roll-out.
Seconded: Kathy Tinker
Approved

Wish List for Future Development
The Iowa Instructional Plan is the next product to be developed.

2008-2009 Agreement
Reviewed changes since the February OGC meeting.
Motion: Toni Van Cleve: Recommend that the Bureau approve the agreement as written (Agreement for Iowa IDEA Applications and Central Processing Center, July 1, 2008 through June 30, 2009).
Seconded: Kirby Leland
Approved

2008-2009 Preliminary Budget
- Discussed the budget as presented. The budget contains the maximum amounts the CPC is authorized to spend.
- It was recommended that the OGC approve the budget at its May, 2008 meeting. Once the budget is approved, the chargeback for each AEA will be calculated and distributed to each AEA Director of Special Education.

Aligning IDEA Data System with Procedures
Discussed in previous sections

Meeting Adjourned
Agreement to adjourn