

IMS Data Entry Personnel Meeting Notes – June 7, 2011, 10:00 A.M. – 11:37 A.M.

Agenda

1. Site Equipment Check
2. Demo of New System
3. Upcoming IEP and IFSP Changes
4. District and building Codes and Names

Announcements

1. A Word from Steve Crew Regarding Data Needed for End of Year Reports
 2. CO Service
 3. Retire Two Recommended Program Codes: NT and NS
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Site Equipment Check

Roll call of the sites with equipment check was done.

Demo of New System

Michelle introduced the demo of the new Iowa IDEA system:

- The system will be released in phases.
 - The first phase will be released on July 1, 2013.
 - Abbie, Ben and Myka previewed components of the new system
 - Focused on IEP with Child Find
 - Showed some of the features, not all.
 - David and Brandon are also contributing to the development of this product. Kirby is also involved with this project.
 - IEP Student Lookup has been designed similar to the IFSP lookup.
 - This screen contains child demographic information
 - IEP Child Find is a new function to the Iowa IDEA system.
 - IFSP is not changed much
 - Overview of development style:
 - More tabs at the top of the screen with less functions at the bottom of the screen
 - Less text on the screen
 - IEP is not in a WYSIWYG format.
 - More help comments available
 - The text entry areas allow for more text to be entered
 - Feedback can be given during the testing cycle as we get closer to the release date.
 - CPC encourages data entry personnel to volunteer for the testing of the new system.
 - Allows volunteers to offer feedback at that time
 - Volunteers become familiar with the system before it is released
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Upcoming IEP and IFSP Changes

Kirby shared a few changes in regard to the IEP and IFSP systems:

- To access Kirby's document, see [link](#) on prior page.
 - Changes may be viewed on the test site. See link to the test site in Kirby's document on prior page.
 - These changes will be released on July 1, 2011.
 - Changes:
 - IEP
 1. Format for Page G 'Alternate Assessment' section
 - New additional specific detail: reading, math, science
 - Answer the questions and fill out boxes, then the code is automatically calculated for IMS.
 2. DWA Codes (District Wide Assessment)
 - IFSP
 1. Calculation of Delayed Services
 - Length of 30 days
 - If longer, enter a delay reason.
 - Consent signing date is the start date that is used and is not counted
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- as a day.
 - After the first service occurs, use First Delivery button to document first occurrence. This is the end date used when calculating the 30 days.
 - All prior plans with an existing service will automatically have the date filled in by July 1st, 2011, the software release date.
 - The log note screen was listing oldest to newest. It will now list newest to oldest. And the buttons have been moved to the top.
2. Change Provider button
 - This button has been added to the 'Services' tab.
 - This button is only available to service coordinators.
 - The procedure remains the same as it has been. If a new provider needs to be added to the system, the IMS staff will do that.
 - Purge the 'Prov Change' history record when IMS service has been updated to match the IFSP service provider.
 3. Outcomes editable when the IFSP is IMPLEMENTED
 - This eliminates having to add a new IFSP to change outcomes.

Question: Do they have to do a periodic?

Answer: No, it is wide open, they can change at any time.

Question: Is it still 45 days on IMS?

Answer: Yes, referral to IFSP in 45 days is not affected on IMS.

Question: Can 'Associated Files' be uploaded after the IFSP is implemented?

Answer: Kirby tested it on the live site, and was not able to do it now. This was changed for IEP, and must not have been done for IFSP.

Question: With the release on July 1, will EER requirements additional form automatically be checked for completion?

Answer: No, you will still have to manually check if it is filled out.

Question: What date begins the 30 days used for the delayed service calculation?

Answer: It is the 'Consent for Services' signature date that is used to start the 30 days for 'Delayed Service' delivery.

IEP – Exports

- Some of the web IEP Administrators use the export files and others do not.
- Would it be helpful to provide training on the exports?
 - Web IEP Administrators please respond via email directly to Kirby.
 - If we would provide training it would be via Polycom in the August – September timeframe.
- Kirby showed an example of the Page B export.
 - ESYS (extended year) and NIMAS fields have been added.
 - Now you can search your export for students that fall into those categories.
 - The current year range is 7/1/10 – 6/30/11.
 - This will change to the next year in August.
 - It is advised to pull off and save all info you may need for that range (now thru the end of July).
 - Information is updated nightly.

Post-Meeting Note:

Kirby made a change to his presentation document:

- Page G - picture now includes a third Non AYP choice, which is already programmed: "through an alternate assessment"

Building Codes and Names

a review of District and Building Codes and Names differences between IMS and the DE.

- The DE is attempting to sync all systems.
- Starting with a narrowed down group: Public K-12 buildings
- Approximately 100 buildings have differences
- Each AEA was sent a spreadsheet before the meeting.
- Jannell talked briefly with each AEA about questions/recommendations on specific examples in their spreadsheet.
- The AEAs will make the recommended changes after Janell sends out the final spreadsheets for the past year. Some examples of reasons for changes to the spreadsheets:
 - Miscellaneous programs are provided in off-site locations. Some of these may be excluded on the final spreadsheet.
 - Some students have different home buildings
 - Districts have catch-all buckets
 - Districts are merging. A new spreadsheet will be provided after 7/1/11 for upcoming year.
- The districts send in to the DE spring BEDS building numbers information in June. By July they know for the coming school year.
- The annual goal is that by July 15th the changes for the coming school year are completed. AEAs should check for the numbers for the upcoming school year.
- The DE is developing specs for the categorizing if a building is a school or a program.
- Consult with John and Janell before creating a new building number.
- IMS has the ability to change building numbers.
- Building numbering had been following the first two digit scheme and at times inconsistently in the past. The same will be true for the future:
 - 01 series – high school
 - 02 series – middle school
 - 04 series – elementary schools
 - 06 series – if special education
 - 07 series – if another type of special circumstance
- Some schools do not want general education teachers to be able to see IEP data.

Question: If a student lives in their home town and attends another location's alternate building, but is not wanted on the home town building's roster, we created a separate building number/name to use. What should be done in this situation.

Answer: It is preferred to show where they actually attend. In a case like this consult John and Janell before creating a building number.

Question: If a school is torn down, non-existent for a year and rebuilt, will the same building number be used?

Answer: No, when the new school opens a new number will be sent to the AEA.

Networking and Sharing

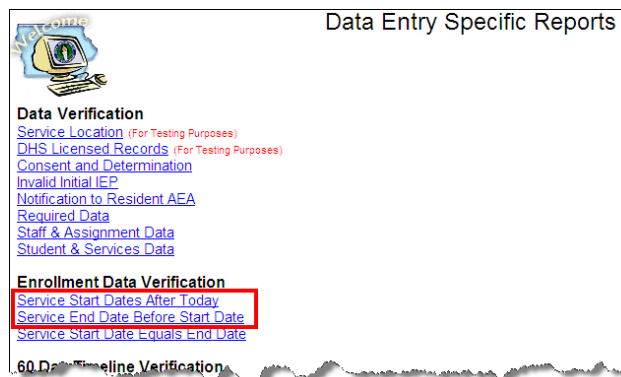
Suspended this month.

Announcements

1. A Word from Steve Crew Regarding Data Needed for End of Year Reports

Two items:

- The LEAs will be looking at enrollment data soon. Please correct data in the three data verification reports, especially Service Start Date After Today and Service End Date Before Start Date.
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Some of these reports are pulling data that may have been entered a few years ago. Please correct those data as well.

Note from CPC: A couple of fields have been added to each report: Last user updated, date and time updated.

- Again, since LEAs will be pulling year end data soon and preparing their reports to submit to the DE, it is imperative for data entry personnel to enter all IEP data for the 2010-2011 school year by the middle of June. This includes data for students who attend in their resident district and those who attend outside of their resident district.

If you have questions about the above, please contact Michelle.

2. CO Service

The Center discovered there is a difference in practice in regard to the entering of a CO service. After receiving input from the AEA and discussing with the DE, clarification will be provided to IEPs teams in July in regard to *consultative services*, *consultation* and *consultant services*. In conjunction with this clarification, data entry personnel are asked to:

- Enter CO as a service in IMS when it is delivered by a special education teacher or a special education consultant. For example, CO should not be used when an OT is consulting.
- Follow your AEA's procedures to check on data, if CO is on the IMS Data Summary. By checking on the data, you will know if the CO listed is really a support service delivered by a special education teacher or a special education consultant. (Refer to previous point.)
- Not enter a CO service in IMS if the words "consultation" or "consulting" is mentioned in the text (description) on Page F.

For further information on the discussion regarding this topic, refer to <http://www.iowaidea.org/>, Section: Governance, Subsection: Meeting Minutes or Notes, March 24, 2011 Operation Work Group Meeting Notes and April 28, 2011 Operation Work Group Meeting Notes.

3. Retire Two Recommended Program Codes: NT and NS

After receiving input from the AEA and discussing with the DE, it was decided that effective July 1, 2011, the recommended program codes NT (non-traditional instruction) and NS (not in school preschool) will be retired.

Preview of Future Business

Next meeting will be Tuesday, August 23rd, 10:00 – 12:00
Topics: TBD
