Information Management System  
Operations Governance Committee  
May 21, 2008  
Via the ICN

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

Review Minutes from Previous Meeting
The minutes from the April 3, 2008 meeting were reviewed and approved. (Motion: Pam Second: Kirby---motion carried).

Additions to Agenda
None

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

   • Nightly Procedure:
     The final figures for March and April appeared in the monthly report. From May 1 to May 14, the nightly ran 100% without human intervention. Then on the night of May 15, the FTP server failed and could not be repaired. Dave shared with us that a new served has been installed and is up and running.

   • Data Warehouse
     Michelle and staff have been answering questions from the Bureau staff, such as values in tables. The Bureau staff is passing that information along to the data warehouse staff.

   • OGC
     Kirby will be an employee of Grant Wood AEA (Computer Services Consultant), so will not longer be a voting member of the OGC. Kirby will continue to attend the meetings. Discussed how to replace Kirby (Person with Expertise in Electronic Versions of the IEP). The Directors of Special Education will make a replacement recommendation. At future meetings, the OGC will review and make changes to its by-laws.
• Regional Meetings
Regional meetings with the IMS data entry person began the week of May 19, 2008.
Approximately 160 have registered for the meetings.
Thus far, the participants appreciate having current information and a “heads-up” on Version 5 of the IEP. Comments have been positive and Kirby has done a fine job as a presenter.

2. Developing additional web IMS reports, based on client input.
The CPC has no information to report.

3. Continuing to monitor the usage of reports.
The CPC has no information to report.

4. Continuing to facilitate identifying, documenting and training of uniform data entry procedures.
The CPC has no information to report.

5. Developing the new integrated IDEA web applications.
• Web IEP Version 5
  1. Late changes have created challenges for the developers and programmers.
  2. Timelines for testing and release:
     • Alpha Testing: June and July
     • Beta Testing: Mid to late July
     • Release: August 4 or 5, 2008
  3. Michelle has divided the low priorities into 2 sections: 1) ready and tested before release and not included 2) items not included in Version 5.
  4. Such a low number of IEPs have needed translation into a language other than English, this has been moved to the low priority category.
  5. (Motion to accept Version 5 of the web IEP as developed and to implement within the described timelines: Motion: Roger; Second: Toni---motion carried.)

• Web IFSP
  1. Shelly, Kirby, Michelle and Kelly Schulte continue to work on the IFSP development.
  2. Sections or portions of the IFSP requirements may be released at different time rather than all at once.
  3. The DE will identify features that are not essential to Version 1 and create a list of items for future versions.
  4. DE staff continues to make sure that the IFSP Form will align with the procedures.

• Iowa Instructional Plan
  1. The programmer is at about the mid point of the development. He has integrated the web IEP graphing program into the plan.
2. Clean up the coding and do some de-bugging.

- Continue to improve data verification report tools to monitor data in all of the web applications.
  The CPC has no information to report.

**Statewide Requests**
- New---None
- Previous---None

**2008-09 Budget**
- Michelle shared the proposed budget for 2008-09.
- Mary Ellen will forward the proposed budget to the AEA Directors of Special Education.
- Computer Services Consultant (Kirby) will be funded at 100% by the DE.
- (Motion to recommend the proposed budget, with the funding splits for the DE and AEAs, go to the DE and Directors for approval: Motion: Roger Second: Toni---motion carried)

**Aligning IDEA Data System with Procedures**
- Toni Van Cleve updated the AEA Directors of Special Education on the web IEP.
- Jim Gorman updated the directors on the child find procedures and the use of the Iowa Instructional Plan.

**Future Meetings**
- June 20, 2008 Heartland AEA 6445 (Rooms G & H) 9:30 to 1:00
- August 28, 2008 Heartland AEA Woodside Office in Ankeny (Rooms A & B) 9:30 to 1:00
- August 2008 (face to face)
- September 2008 (face to face)
- October 2008 (face to face)
- At the October meeting, we will determine the remainder of the meeting dates and the platform used (ICN, PolyCom, face to face, etc.).

**Information**
- Reappointment to OGC. Melody Raub’s term will expire on June 30, 2008. The Directors of Special Education have approved her reappointment as a voting member of the OGC.
- Computer Services Consultant. Grant Wood AEA board approved the hiring of Kirby Leland, effective July 1, 2008. He will support web applications: IEP, IFSP, and Iowa Instructional Plan.

**Meeting Adjourned**
10:28 AM