

## IMS Data Entry Personnel Notes – 10/2/07 10:00 A.M. – 10:50 A.M.

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### Agenda

1. Introductions
2. General Overview of Special Education Count
3. Networking and Sharing

#### Preview of Future Business

1. Next meeting: November 6, 2007; 10:00 – 11:00  
The primary topic will be the Child Count.

#### Announcements

1. IFSP Meeting Type Codes
  2. Consent and Eligibility Screen
  3. Goal Codes
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### Introductions

The sites checked in.

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### General Overview of Special Education Count

Michelle reviewed the count documents at the IMS website: <http://www.aeaims.k12.ia.us/>. Choose: Activities and then Special Education Enrollment Count link.

- This page and the documents are a guide for everyone, even if you are not the designated person who certifies the count with the Special Education Director.
  - Friday, October 26 is the Special Enrollment Count Day for federal counts, Part B and C, and state weighted enrollment count.
  - Bulletins
    - I.D.E.A., Part B (Federal) – technical reference including definitions and references to federal code concerning count, for data entry personnel and directors.
    - Weighted Enrollment (State) – technical reference for state count
  - Certification forms
    - Printing, signing and notarization are required
      - Weighted Enrollment (State)
      - I.D.E.A., Part B (Federal)
      - I.D.E.A., Part C (Federal)
  - Explanation of Weighted Enrollment Count
    - A tool for the AEA's use
    - Explains the codes
    - Some attach to the weighted enrollment documents sent to the districts.
  - Letter to Directors and Data Entry Staff from John Lee
    - Summarizes Count date and activities leading up to it
    - Notes possible schedule adjustments due to issues with hardware or software.
  - Checklist for Child Count Certification and Final Adjustment
    - Dates in the past: certification, recertification and final recertification
    - Simplified this year: certification date, October 26 and final adjustments date, November 29. The number of times that AEAs must submit data to the Bureau has been reduced by one.
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- Finalize child count data file, November 14 with reports and certification affidavits processed and mailed to the Bureau on November 15.
- IDEA reports are to be generated with FoxPro. The summary and affidavit for each count are to be mailed to the Bureau.
- Final adjustment, only mail revised reports, not affidavits.
- Corrections will not be accepted via phone.
- Drop Dead date for changes to the file: November 29 at 7:00 PM.
- John urges AEAs to document, down to the student record, each change made following certification until the final adjustment is submitted.
- Pages 3-4 of the checklist summarize the activities on various dates.
- Pages 5 – 9 are the actual checklist.
- Questions, contact:
  - Bureau staff for TA on procedural questions
  - CPC staff on questions related to the IMS application

Question: Will there be a mid-day download and data verification report run at noon this year for count processing?

Answer: Yes, and this will start Monday October 15<sup>th</sup>.

Question: Certain exit codes require another record in IMS within 30 days. If the resolution has been to comment on this, what will make the item go off the verification report?

Answer: Michelle has had other questions regarding this same topic and she will work on and distribute an answer.

Post-meeting note: Service records with a CRD, MGS, PDS, CAD, CRI, MAK or CPI is used with the intent that a child/student is to continue with an IFSP or IEP in the state of Iowa. These codes are considered roster changes and not final exits. Therefore, it is expected that the child/student will have another service.

If the child is not re-activated in IMS within 30 days, the child's name will appear on the data verification report. Follow-up is needed, per your AEA's procedures. It is possible that someone will have further information that the roster change code is no longer true.

Question: We have had a child adopted in our district. The new parents are requesting that all records have the name changed. Who should we contact for legal input on this?

Answer:

- John said to contact Thomas Mayes at the Bureau.
- DE procedure is that no name changes will be made to past Count files.
- There is a location in IMS to reference a name change.

Question: When should transportation be listed as a support service on the IEP?

Answer: The IEP team will write this into the IEP when deemed necessary. As a point of description: If the transportation is different than general transportation i.e. a lift is required or an aid is needed to go along.

Question: Could the IFSP meeting type code of amendment be added back to the IFSP? This would be used for a change in program times etc.

Answer: Shelley Ackermann from the Bureau said Amendment is not part of the federal code for Part C. Amendment doesn't appear on an IFSP form. Instead use

the Periodic Review code.

Question: During the month of November there is no new data entry into IMS. Teachers may ask us to implement an IEP. Can we implement the IEP and wait to enter the summary sheet into IMS until we are cleared to enter new data?

Answer: Michelle believes that is true and will confirm with Kirby. She will notify data entry personnel with the final response.

Post Meeting Note: Kirby confirms that since there is no data interaction from the Web IEP to IMS, Implementation currently has no affect on IMS. So if an IEP has a meeting date after October 26, 2007, the IEP may be implemented. However, follow the previous instructions of NOT ENTERING ANY IEPs WITH A MEETING DATE AFTER OCTOBER 26, 2007 until John Lee gives the "all-clear".

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## Networking and Sharing / Announcements

### 1. IFSP Meeting Type Codes

- The two IFSP Meeting Type codes, retired in the summer, will be "un-retired" after the meeting. These codes are:
  - H – Change in service coordinator
  - E – Exit

The codes in the meeting type will again match the codes on the current IFSP document

### 2. Consent and Eligibility Screen

- Even though the Consent and Eligibility screen contains data for both Part B and Part C, only enter Part C data or Part B data on one screen. For example, if paperwork comes in for Part C, enter those data on the Consent and Eligibility screen. Later, if data for Part B comes in for the same student, pull up a new screen to enter the Part B data. No screen should contain BOTH Part C and Part B data.

### 3. Goal Codes

- Further investigation is being done by the Bureau on goal codes. Continue entering goal codes as they were trained at the August 28, 2007 data entry personnel meeting.

### 4. Other

- If there are any AEAs using a generic number for Head Start or preschools, please contact Michelle or John.
  - Toni VanCleve will now be managing the Ask the Bureau function.
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Follow-up to the August meeting:

1. Preschools in an LEA do not need a separate building number. In addition, the Department is not assigning new numbers to the 4 year old preschool programs at this time and is asking LEAs to use the existing building number or the elementary (or other) that houses the program.
2. The Early Childhood Type of Program needs to be assigned to each instructional and support service which serves a child ages 3-5.

3. If you need a building number, funnel those requests to John. John will forward them to Marlene Dorenkamp at the DE if it involves a new building built by a district or is the result of a merger or dissolution.
4. Other questions asked at the August meeting which are not included above have been posted to "Ask the Bureau".