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Introductions

The sites checked in.

Required Data Verification Report

Michelle conducted the following reviews:

- Review of the data this report “pulls”.
- Review of interpreting data, researching data, correcting data, and documenting records that are correct

There are over 700 records in the Required Data verification report. Some of the records have been included in the report for more than one year.

The procedures related to correction of the required data were provided in a [text](#) and [graphic](#).

The group was asked to work on a document showing some live examples of the Corrections and Count Comments columns of the Data Verification Report. The individual line item comments were evaluated and Most Valuable Points noted.

The MVP (Most Valuable Points) were:

- For a change code of MAK, CRD, CAD or CRI, a student doesn't “reappear” within a reasonable period of time, that change code needs to be changed to a Final Exit Code. Follow your AEA procedures to determine the appropriate code.
- Comments in the December Counts field should contain the date, data entry person's initials and a brief comment. For example, 08/30/08 mbc age/grade accelerated.
- It is OK to enter progress related to researching the record. However, the record isn't complete until either the correction is made or the notation indicates that the record is acceptable as it appears.
- Comments should be relevant to the Correction.

Question: When a child moves and we do not know where the child went, can we use the Unknown code?

Answer: Post – meeting: UNK should be used when attempts have been made to locate a child but those attempts have been unsuccessful. Be advised, however, that at the end of the school year, the DE will ask AEAs to check on UNKs one more time before the Exit Report is submitted to the feds.

Question: If we get an email indicating a request for records, but the paperwork does not follow, what do we need to do?

Answer: John stated the new AEA should check with the new school to verify if the student is enrolled. Michelle indicated the directors may need to get involved if communication between the

data entry personnel becomes problematic.

Question: If the new school requested the student's records and the student doesn't enroll, resulting in no paperwork, whose responsibility is it to update the IMS record?

Answer: The new district is responsible. However, it is important that communication between the two data entry personnel be on-going.

Question: If a child moved to Council Bluffs but didn't really attend, who records the drop?

Answer: Council Bluffs would record the drop versus the original AEA.

Note: If the situation is complicated, check with the DE.

Question: Won't the Communications Procedure to close out the old AEA tell us how to do this?

Answer: Yes, you are reminded to look at the Communication Procedures for reference.

Question: If I have items on the Verification Report that have a date prior August 1st, 2008. Do I need to do something on these?

Answer: Yes, actually verify that the data have not changed and then put in a date of this school year. Even though the record will continue to display on the report, the date greater than August 1 will signify that you will not have to review the data during the remainder of Count, unless the situation changes.

Networking and Sharing

IFSP Other Services form:

Dee and Julie from the DE discussed the Other Services IFSP template. These are services for which Early ACCESS does not pay.

There are five choices for Other Services. If a provider type of CHSC, Hospital-based, Clinic/Private, Public Health Agency is chosen, use the code OH (Other Health). If the Provider choice of Other is checked: then use OE (Other Early Intervention Services) code.

The IFSP Other Services form is posted at www.iowaidea.org. Go to the IFSP section, Templates subsection, Forms, IFSP Other Services August 2008.

Question: If a person is a nurse functioning as a family therapist, would we use OH as the service code?

Answer: It is possible that this same provider could be on the Early Intervention Services page as well as on the Other Services page. In that case, this person would be entered into IMS for (at least) two services for this child. And in the example given in the question, if the IFSP team checks Other on the Other Services page, then the code used in IMS is OE.

Question: When we end Other Services for infant/toddlers, do we need to enter the end date?

Answer: Yes, use the same end date as those for the Early ACCESS services.

Post-meeting note: Not all the forms were covered in the August training. However, data entry requirements for Part C Early ACCESS have not changed. Continue to enter the same data as before. Placement of data on the forms may be different. If you are unable to locate a data element on the new forms, please contact Julie Curry or Dee Gethmann.

Announcements

1. Ensuring that Students Who Are to be Weighted Appear in the Weighted Enrollment Count

The following appeared in the minutes for the February 2005 data entry personnel meeting (<http://www.aeaims.k12.ia.us/M050201.HTM>): "Specially Designed Instruction (SD). The SD code translates to the special education teacher. According to the DE, the definition is: Developmental activities or special education instruction provided to the student in appropriate settings. This code was created primarily so the special education teacher would be included in the LRE calculation within the web IEP. Even though SD appears in the table code, the IMS data entry personnel will continue to use the 5 digit number (e.g. 10301) rather than SD when assigning a weighted program to a student."

This still holds true. If a child or student is to be in a weighted program, the program ID of at least one service must have a 5 digit number. Program IDs that start with an alpha character (e.g. SI or DI) will not be recognized for weighted enrollment purposes. Contact John Lee if there are questions about this.

2. Part C Data Entry

Remember to enter Service Coordination on the Services screen. This is new.

Otherwise, all data for Part C is entered the same as it was last year. Two examples: 1) Continue to enter Other Services; 2) Continue to enter Service Coordinator's name on the Plan screen.

3. Excluding a Staff Person from Receiving a Claim Sheet

If a staff person, who might provide a Medicaid eligible service, is not to receive a claim form for billing Medicaid, remember to check the box "Exclude from Medicaid" on the Staff Demographic screen.

4. New Code in Primary Position

Request 1552, which asked for a new code to be added in the Primary Position field, has been completed. This table is used on the Staff Demographic screen. The code will be 398, not 391 as stated in the request.

398 |Service Coordinator |Part C

Please note that this code is for Part C staff who only serves as service coordinators.

5. Responsibilities of Programmers

There has been some realignment of responsibilities of the programmers. They are as follows:

- Abbie – Medicaid
- Abbie and Ben – New Development
- Brandon – Performance of the system, technical assistance to the data entry personnel, data for the DE, maintenance of the current applications (IMS, IEP, Iowa I-Plan), state ID, sending Des Moines Community data, IMS portion of the disaster recovery plan and servers.

Here is what this means for data entry personnel:

- Please notify Brandon when the system is running slowly. This will allow him to monitor the servers during problematic times.
- With the exception of Medicaid, any technical assistance e-mails or calls that were previously made to Abbie now go to Brandon.

And, as in the past, if you don't know who to contact, feel free to start with Michelle.

6. Nightly Procedure

In August, the nightly procedure ran 31 out of 31 nights or 100% of the nights without being restarted.

7. 2008 Regional Meetings Final Report

The final report for the 2008 Regional Meetings is posted at www.iowaidea.org. Go to the IMS section and then the Miscellaneous subsection.

This article is set to expire on October 29. If you wish to read the report after that, search for the article/report from within the Archives.

8. 2007-2008 End of Year Survey Results

The 2007-2008 End of Year Survey Results are available. Go to the IMS section and then the Miscellaneous subsection.

This article also is set to expire on October 29. If you wish to read the report after that, search for the article/report from within the Archives.
