



IT Codes Data Entry Procedures

When

An IT code is provided in the IFSP.

How

1. On the Services Screen, go to the Mode field.
2. If the Infant or toddler is 0 – and not yet 3, he/she needs an IT code for the setting.
3. Repeat steps 1-2, for each service.

Note: Only children and youth who are 6 or older as of count date need an LRE percentage.

Description of State and Federal Reports

IT mode codes as reported in the federal tables are translated into number and percent of children who are served in natural environments. These figures are important to Iowa because the Office of Special Education Programs (OSEP) uses these data as indicators to identify states for further action (monitoring). These actions can be positive (recognizing states as doing an excellent job or inviting states to present on successful procedures or investigating states to identify best practices). These actions can also be corrective (monitoring a low performing state to see if they are getting better or worse, conducting an in-depth verification/audit visits to suggest/require remedial actions, sanctioning a state for low performance which could harm the state's reputation and/or finances). In much the same way, the state uses the data to identify AEAs and districts for further action. If these data are not accurate, then the wrong states, AEAs, or districts may be identified for further action.

Criteria for State and Federal Reports

Report 1

- Infants and toddlers; ages 0-2; age calculated as of Part C count
- Serve status is B or F

If an AEA believes there is a reason to diverge from this Uniform Data Entry Practice, please contact the DE before instituting any changes.