

Overview of Activities and Timelines

Leading Up to the (July 1) 2013 Release of Phase I of Iowa IDEA

Alpha Testing

Overview The purpose of alpha testing is to refine the applications by finding bugs that were not discovered previously and to ensure that the applications are performing in a less controlled testing environment as indicated by the specifications.

- Implementation**
- Alpha testing is being done by the Center staff as well as by a group of individuals from the AEAs and the DE.
 - Members of the alpha testers include:
 - Tonia Hoch (AEA 8)
 - Mary Keul (AEA 11)
 - Sue Dunsmoor (AEA 11)
 - Faye DeSmit (AEA 12)
 - Louise Morgan (AEA 12)
 - Melody Raub (AEA 15)
 - David Happe (DE)
 - Cindy Weigel (DE)
 - Lisa Lohman (CPC)
 - The dates of alpha testing include:
 - CPC consultant
 - January 2012 through February 2012
 - Group testing
 - March 12-13, 2012
 - May 23, 2012
 - September 12, 2012
 - October 18, 2012
 - November 15, 2012
 - November 27, 2012
 - December 5, 2012
 - December 13-14, 2012
 - January 16, 2013
 - February 12, 2013
 - March 7-8, 2013
 - If needed, additional dates will be added for group testing.
 - Individual members of the alpha testers' group are asked to test between meetings and to submit bug reports, as applicable.
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Beta Testing (IMS and Web IEP, including Child Find)

Overview

The purpose of beta testing is to refine the applications by finding bugs that were not discovered previously and to develop expertise for the new applications with additional AEA and LEA staff.

Implementation

- Beta testing has three (3) distinct phases: Phase I, Phase II and Phase III.
- Phase I
 - Focus: to develop expertise and to prepare for Phase II.
 - On-site sessions were held:
 - April 10- 11, 2012 in Cedar Falls for AEAs 1, 267 and 8.
 - April 17 – 18, 2012 in Iowa City for AEAs 9, 10 and 15.
 - April 23 – 24, 2012 in Adel for AEAs 11, 12 and 13.
- Phase II
 - Focus: to “write” 25-30 IEPs with teachers and support service providers and to process the IEPs through validation in IMS.
 - Each form was printed and reviewed for accuracy.
 - This phase occurred from May – August, 2012. LEA staff was compensated for his/her time.
- Phase III
 - Focus: to test the web IEP from entry to validation process by the data entry personnel.
 - This phase is scheduled for January - February 2013:
 - January 15, 2013 primary data entry personnel meeting: web IEP administrators will be invited; directions and expectations for Phase III testing will be reviewed.
 - January 15 – February 28, 2013; each IMS data entry person (e.g. person who enters data into IMS) will:
 - Enter into the test site a minimum of 5 IEPs. Note: IEPs from the current live site will be used so documents from the live and test sites can be compared.
 - Process each IEP in both the current live site and the test site, including the new IMS validation process for IEPs.
 - Participate in the testing individually or in groups.
 - Report any bugs to their web IEP administrator who will report bugs to Lisa.
 - March 1 – June 30, 2013
 - Web IEP and data entry persons will continue to test and/or explore the applications in the test site.
 - This will be an opportunity for additional service providers, teachers and AEA staff to explore and to learn about the web IEP prior to training and release.
 - AEAs may choose to ask additional teachers/service providers to beta test the web IEP.
 - In regard to Child Find, AEAs might consider forming a group which will specifically test Child Find. This could be Child Find representatives and/or other AEA special education personnel.

- IMS data entry personnel need to be included in any Phase III testing so if an IEP needs to be validated or transferred, the data entry personnel are aware of the process and are included in the testing.
 - The Center will provide scenarios which AEAs may use to guide testing (e.g. student exited from special education with a DRO; student returns to school and IEP would be reinstated.)
 - Beta testers from Phase III will not be compensated for their work.
 - Bugs will be reported to the web IEP administrator who will report bugs to Lisa.
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Data Cleanup

Overview AEAs and the Center will be involved in data cleanup efforts with the goal to move only “clean data” from the current site to the development site. The primary data entry person and up to 2 additional people from the AEA will lead the data cleanup efforts.

- Implementation**
- The timelines for data cleanup are:
 - August 21, 2012: Discuss data cleanup plan at data entry personnel meeting.
 - September 4, 2012: Rollover data from current databases to development site.
 - December 4, 11 and 19, 2012: Data Cleanup Work Session via ICN for primary data entry persons.
 - January 8, 2013: Rollover data from current databases to development site.
 - January – June 27, 2013: Monitor data that have been cleaned up previously and correct, as applicable.
 - June 27, 2013: Sign off by AEA primary data entry person that data cleanup has been completed.
 - June 29 – 30, 2013: Final rollover of data from current systems to the new Iowa IDEA.
 - The Operations Work Group will also be asked to provide guidance on look up table revisions (e.g. Staff position table)
 - Additional data cleanup work sessions may be added, if additional needs are identified.
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Training Materials

Overview Core training materials for Iowa IDEA will focus on essential functions and components of the applications as well as changes.

Implementation

- A team of people from the DE and AEAs has been formed for the purpose of developing a core set of training materials. Lisa Lohman is facilitating the work of this group.
- The core set of training materials will be made available to the web IEP and web IFSP administrators.
- AEAs will be asked to not modify the core set of training materials. However, AEAs may opt to develop additional training materials for specific circumstances in their AEA.
- The Iowa IDEA Core Training Materials group has decided to deliver training materials via video clips and attachments. Video clips will be developed in segments that are 2-4 minutes in length. Each segment will address a subtopic. The video clips, plus attachments, as needed, will be posted on EduVision. A “sneak peak” of a video clip will be released in January 2013.
- The training video clips and attachments will be released and/or posted on EduVision on or before April 15, 2013.
- The members of the Iowa IDEA Core Training Materials group are:
 - Sue Dunsmoor (AEA 11)
 - Mary Keul (AEA 11)
 - Louise Morgan (AEA 12)
 - Melody Raub (AEA 15)
 - Cindy Weigel (DE)
 - David Happe (DE)
 - Lisa Lohman (CPC)
- The meeting dates the Iowa IDEA Core Training Materials group were/will be:
 - September 26, 2012 (originally scheduled by Kirby for September 27, 2012)
 - October 25, 2012
 - November 20, 2012
 - December 12, 2012
 - January 17, 2013
 - February 13, 2013
- As of November 2012, the key topics that have been identified for the web IEP training are:
 - IEP
 - Student List
 - E-help
 - IEP Overview
 - Family Tab
 - Pages A, B, Goals, F
 - Forms
 - Signatures
 - Child Find
 - IMS
 - In process of being identified.
 - IFSP
 - Video clips are being developed by a group led by Cindy Weigel.

Training

Overview

As in the past, the Center will train the web IEP and IFSP administrators. In some cases, the Center will train the primary data entry personnel and the IMS data entry personnel. In other cases, the Center will train the primary data entry personnel who will be asked to train the other data entry personnel. The AEAs will be responsible for training teachers and service providers.

Implementation

- Even though training for web IEP and IFSP administrators and data entry personnel occurs in conjunction with alpha and beta testing, additional opportunities will be offered; namely, at the regularly scheduled data entry personnel meetings and at regional training sessions.
- The regularly scheduled data entry personnel meetings will be held from January through June, 2013. Other personnel, such as the web IEP and web IFSP administrators, will be asked to attend these meetings.
- The dates and anticipated topics at the regularly scheduled data entry personnel meetings are:
 - January 8, 2013
 - Overview of screens in new system
 - Reminder of screens that will be removed from new system
 - How to change staff assignments in new system
 - February 5, 2013
 - Begin to formulate plans for rollout in their AEA
 - Overview of Web IEP, including Child Find
 - Note: If an AEA has a web IEP trainer who is not a web IEP administrator, that person could also be invited to this session.
 - March 5, 2013
 - Continuation of Overview of Web IEP, including Child Find
 - April 2, 2013
 - Review what to expect on July 1, 2013
 - May 7, 2013
 - TBD
 - June 4, 2013
 - TBD
- Regional meetings (in-person) will be scheduled the week of April 8, 2013 for web IEP administrators, web IFSP administrators (possibly) and the primary data entry personnel. If an AEA has a web IEP trainer who is not a web IEP administrator, that person could also be invited to the regional meeting.
- The purpose of the regional meetings for the AEA teams will be to:
 - Preview the Iowa IDEA Core Training video clips and attachments.
 - Answer questions related to the applications.
 - Allow AEAs time to finalize roll out plans for the Iowa IDEA applications in their AEA.

- Based on availability of an adequate meeting room, sites for the regional trainings will targeted for:
 - Cedar Falls (AEAs 1, 7)
 - Storm Lake (AEAs 8, 12)
 - Coralville (AEAs 9, 10, 15)
 - Atlantic or Adel (AEAs 11, 13)
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Communications

Overview

In order to address different audiences and even the different needs for information within those audiences, a variety of methods will be used to communicate information about the July 1, 2013 release.

Implementation

- The following communication methods will be used by the Center:
 - Continue to utilize the following listservs:
 - Web IEP administrators
 - Web IFSP administrators
 - Primary data entry personnel
 - IMS data entry personnel
 - Post agendas and meeting notes from regularly scheduled meetings (e.g. data entry personnel) on www.iowaideainfo.org.
 - Maintain (specific) information on www.iowaideainfo.org, especially in the section New Iowa IDEA – 2013 Release and Beyond
 - Request that the OGC chair forward appropriate information onto the directors.
 - AEA personnel are asked to:
 - Notify the Center when changes to the listserv are needed.
 - Pass along information to any person(s) who may not be on a direct listserv or who may not have attended a meeting.
 - Check www.iowaideainfo.org, particularly the Iowa IDEA 2013 Release section for updated information.
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