



**IMS Data Entry Personnel**  
**The meeting for Tuesday, November 6, 2012 has been canceled.**

**Announcements**

**1. 2011-2012 End of Year Survey Results and Action Steps**

To review the final updates regarding the action steps from the 2011-2012 survey, go to [www.iowaideainfo.org](http://www.iowaideainfo.org); Section: IMS; Subsection: Miscellaneous.

**2. Entering Parent Consents into IMS**

Dann Stevens reported that some data entry personnel told him they are not entering Parent Consents into Medicaid.

Please enter Parent Consents in Medicaid as there has been *no* change to this practice.

**3. Clarification of Count Day**

A question has come up about what Count Day actually means. Count Day this year is Friday, October 26.

We have a report that at least one AEA says all paperwork has to be in the hands of the IMS data entry personnel by the end of the day on Count Day. ***That is not true!***

Here are the instructions for Count, which have remained consistent for a number of years:

- If eligibility has been determined and the IFSP/IEP meeting has been held by the end of the day on count day, that child may be included in the count.
- Actual entry into IMS can (and sometimes does) occur after Count Day.

In other words, Count Day is about a child's eligibility and the meeting date, not about when data have to be physically entered into IMS or when the paperwork needs to be in the hands of the data entry personnel.

For resources which provide this information, go to [www.iowaideainfo.org](http://www.iowaideainfo.org), Section: IMS, Subsection: Count, Special Education. John Lee is also available, if you have questions.

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**Preview of Future Business**

Next Meeting Date: Tuesday, December 4, 10:00 AM– 12:00 PM  
Topic: Data Cleanup