IMS Data Entry Personnel Meeting Notes
Tuesday, August 20, 2013

Agenda	1. Child Count 2. Quick Reminders about Data Entry 3. Data Cleanup Reports 4. Networking and Sharing

---

Site Equipment Check   The equipment check for each site was completed.

Child Count   The documents posted on www.iowaideainfo.org; Section: IMS; Subsection: Count, Special Education were reviewed. The following information was pointed out:

Letter from John and Janell
- The Special Education Count date is the last Friday of October which for 2013 is Friday, October 25.
- The final count adjustment date is Tuesday, November 26.
- As in the past, is there is a technical problem, we will make adjustments.
- John commented that each year the Count seems to get better.

2013 Special Education Count Checklist
- Two formats have been posted: PDF and Word, for those who want to keep track of progress electronically.
- Only attend to the part of the document you need. Some people need the detail provided in this document and others don't.
- You will continue to use FoxPro reports for this Count because the stand-alone IMS is where the Count data will be coming from.
- Run the Required System Data reports in the stand-alone IMS.
- Data entry personnel were encouraged to review the entire document on his/her own.

2013 Weighted Affidavit, Part B Affidavit and Part C Affidavit
- These documents are posted but were not reviewed.

Informational Bulletins: Weighted and Federal Count
- These documents are posted.
- These documents were written for an audience who needs more technical information regarding the Count.

<u>General</u>

- If there is an issue with another data entry person, try to address the issue with the person directly. If that doesn't work, then talk with your director.
- The document Data Entry and Communication Procedures provides guidelines for what to do with students who cross AEA lines. Remember, this pertains only to students.
- If you find a record that needs to be ended such as an assignment, make sure that no students are assigned to that class or service. We don't want to lose kids.

Quick Reminders about Data Entry

- Refer to the PowerPoint Presentation posted with these meeting notes.
- Even with the best software, on-going communication is critical.

Data Cleanup Reports

Data cleanup reports are available in the stand-alone IMS. The reports may be accessed in the Data Entry Specific reports. The recommendations on how to use the various reports are:

Staff Demographic:
- Check that there are no duplicates
- Identify staff who are no longer active in your AEA. Inactivate the staff person. Don't delete the record.
- Identify any generics that were used pre-Iowa IDEA or any generics that are not state-wide.

No Staff Assigned
- All AEAs are in one spreadsheet.
- Each record should have a staff person assigned to it.

Buildings
- Use this document to check on start times, end times, facility type and any other kinds of data related to buildings.

Department Screen
- Inactivate Department records that are no longer relevant.

District
- Review your AEA's data.

Duplicate Staff
- Talk with your AEA's level 6 person before you update any of these records. The level 6 person will know which of these records is an acceptable duplicate.

Region
- Review your regions.
- To inactivate a region, put a pipe in front of the name.
- Warning: before inactivating a region, check the district and building data to make sure that the region is not used.

Service Location
- Talk with your AEA's level 6 person before you update any of these records.

Service Location Duplicates
- Duplicate service location can cause a problem in the new system.
- Do not use the same District + Building + Service ID + Sequence Number for more than one record.
- About 20 records are listed in this report. Prior to July 1, no records appeared in this report. There should be no records in this report.
- If the Level 6 personnel wish to have Michelle review this report at the September level 6 meeting, please let Michelle know.

Staff Assignments
- Review data and make corrections, as needed.

User Profiles
- A user profile record will only be added if the person will have access only to the stand-alone IMS.
- Before you add a User Profile, please check with your Level 6 person.

General
- Check the records that have updated dates since the last time the records were checked. (Use the filter for this.) This will eliminate you checking records that haven't been changed.
- Corrections need to be made to the stand-alone IMS.

Networking and Sharing	No questions were asked.

Announcements	1. Attention Level 6 Admins: Please remind your data entry staff that for Generic staff:

   a. On the Staff Demographic screen, Generic Provider will be used.
   b. On Staff Assignment screen, the actual position, *not generic provider*, is to be used.

2. Graphs
   - To access the graphs of the most recent or not yet archived plan.
     o Go to Iowa IDEA 2013. Graphs may be viewed via the print menu or goals page.
   - To access the graphs of archives made *after* the July 01, 2013 rollover.
     o Go to Iowa IDEA 2013. Archives made after July 01, 2013 will contain the graphs and can be viewed from the IEP Overview page. All other archives will be available as well but will not contain any graphs.
   - To access the graphs of archives made *before* the July 01, 2013 rollover.
     o Go to the stand-alone IMS and use the web IEP button.

One of the primary reasons that archived or old IEP graphs are not viewable in Iowa IDEA 2013 is that the graphing tool in Iowa IDEA 2013 is different than the previous version of the web IEP. Because of the differences, the new Iowa IDEA 2013 would not accurately display graph data from the old system.

In short, the data aren't lost; they just need to be viewed via the old application; the application in which they were created.

3. To check if an ICN site is reserved.
   a. Go to http://www.icnvoss.state.ia.us/tcreliance/login.jsp and click on Guest Login.
   b. Click on Reports.

   c. Click on Reservations

   d. Enter the reservation number (typically at the top of the agenda) and click the Generate Report button.

Note: To find the reservation number, go to the Iowa IDEA calendar. Beginning with the August meetings, we will start posting the meeting and the ICN reservation number on the calendar in Iowa IDEA.

4. To check on the location of an ICN classroom.
    a. Go to http://www.iptv.org/iowa_database/aeamap.cfm.
    b. Enter data into one of the fields. (Note: The classroom node number is always listed on the agenda and so that might be the fastest way to get to information about a classroom that has been scheduled for you.)
    c. Click GO

Post-Meeting Announcements

July 2013 Data

Event	Mon. – Fri. 7:30 – 4:30	Weekends and Evenings
Took server(s) off-line for maintenance.	0	0
Restarted server(s).	0	2
Restarted ColdFusion.	1	0
Confirmed ICN outages to/from Grant Wood AEA.	0	0
Stopped bandwidth usage by unauthorized users.	0	0

Child Count Timelines
At the August 22 Operations Work Group meeting, John Lee said he will check with the AEAs around October 1 to monitor how data entry is proceeding and if timelines need to be adjusted.

Quick Reminders
Level 6 personnel: please review the Quick Reminders content with the data entry personnel to ensure that all understand.

Preview of Future Business

Next meeting:
- Tuesday, October 4; 10:00 – noon
- ICN Reservation 559431
- Topics: TBD