



## IMS Data Entry Personnel

The meeting for November 3, 2015 has been canceled.

### Announcements

#### 1. Server and Network Stats for September 2015

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

#### 2. Duplicates in the Data Verification Report

In data systems, stand-alone included, each record must have a unique ID. FoxPro worked around these duplicates.

Now that we no longer use FoxPro, duplicates will show their not so pretty faces on the data verification report. Even duplicates in the Plan screen will impact the data verification report.

If a student is duplicated on the data verification report, he/she will be duplicated in the count (reports) as well.

Urgent: Identify twins in the data verification report so the CPC staff can address those. If you find a duplicate in the data verification report that is *not* a twin, please contact your level 6 person. Level 6 admins, please contact Lisa to get this fixed.

#### 3. Sequence Number in Staff Assignment

A service location is defined as: Attending District + Attending Building + Service ID + Sequence Number.

As a follow up to the previous announcement, only one staff person should be assigned per service location or roster number:

For example, if 2 PTs were assigned to the same building, this roster number would be *incorrect* because the Attending District + Attending Building + Service ID + Sequence Number is the same for both staff:

**Staff Assignment**

Roster Pick 12340109PT002

Attending District\* 1234

Attending Building\* 0109

Service ID\* PT0

Sequence #\* 02

Assigned Staff\*

Start Date\*

End Date

Department

Position\*

Agency

Employer/Contractor

Model

Supervisor

FTE Associated WEF

Comments

Return Search Copy New Main Menu Cancel Save Students

When the Service Location number is picked, all open and closed records appear. In this case, two open records appear (incorrect as only one person should be assigned to a service location number):

Staff Assignment - Internet Explorer

https://www.aeams.org/lms/aealFv.cfm?key=52560109PT002&fid=1

**Select a Staff Assignment**

Dist	Bldg	Pglid	Seq	From	To	Staff	FTE	Position	District	Building	Service
1234	0109	PT0	02	07/01/2011		Vicki	0.0000	Physical Therapist	My District	Sr. High	Physical Therapy
1234	0109	PT0	02	03/01/2013		Marie	0.0000	Physical Therapist	My District	Sr. High	Physical Therapy

Processing Time: 0 ms

From the Service Locations screen, two staff assigned to the same service location (incorrect) will display:

**Service Locations**

w/inactive Pick

Region

Attending District\* 1234 My District

Attending Building\* 0109 Sr. High

Service ID\* PT0 Physical Therapy

Sequence #\* 02

Sponsor District

End Date

Assigned Staff

Name	Position	FTE
Vicki	Physical Therapist	0.0000
Marie	Physical Therapist	0.0000

FTE 0.0000 Limit 0 Total Cost 0

Aide FTE 0.0000 Days in Session 0 Funding Source

Comments

Return Copy New Main Menu Cancel Save Students

Here is what to do: When making staff assignments, type in the Service Location number. If the window pops up and a staff person is already assigned to that Service Location Number, create and use a unique number service location or roster number. Usually all you need to do is create a new Service Location Number with a different Sequence Number.

**4. A Warning about Service Location**

Never end a service location before ending the staff assignment.

**5. Reminder of Data Entry into Stand-Alone**

Data for 2015 Special Education Child Count will come from stand-alone IMS. Therefore, data entry into stand-alone IMS will continue, at least through Child Count. In other words, children must be entered (correctly) into stand-alone in order to be counted! **In short: there are no changes in procedures on what data are entered in stand-alone**

**Preview of Future Business**

Next Meeting: Tuesday, December 1 from 10:00 – 11:00

Topics: TBD