

## IMS Data Entry Personnel Meeting Notes – 2/03/09 10:00 A.M. – 11:15 A.M.

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### Agenda

1. Introductions
2. County Screen
3. Version 5 Web IEP Update
4. 60 Day Timeline Verification Reports
5. Race/Ethnicity Data Collection
6. Networking and Sharing

### Announcements

1. Proposed meeting schedule 2009-2010
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### Introductions

The sites checked in.

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### County Screen

In preparation for web IFSP, Michelle reviewed the new County Screen in IMS.

- There will be a few changes to IMS to support the web IFSP.
  - The data entry personnel were invited to test the County Screen.
  - A record for each county to which a service coordinator is assigned.
  - They may have multiple records which start and end at different times.
1. Go to the test site which is: <http://test.aea10.k12.ia.us/imssql/aeaims.htm>
  2. Your IMS login will work in most cases. If you can't get your login to work and you have recently changed your password, try your former password. If that doesn't work, call Michelle and she will assist you.
  3. Go to Staff Demographic and click on the County button.
  4. Suggestions follow for testing the screen, and the order is not significant:
    - a. Add multiple counties for the same person.
    - b. Change the start date.
    - c. Add an end date.
    - d. Pick another person and add records.
    - e. Go to a different screen and return to the County screen and check for the data entry.
    - f. Try the different buttons. For example, does the Search button work the way it does on other screens?
  5. Keep a list of the bugs that are found. When testing is finished, send the list to Michelle. If possible, include a screen shot of something that is wrong.
  6. Have this screen tested and any notes to Michelle by Tuesday, February 17.

**Note:** There may be other things on the test site that are new. Users can look at those things but do not test those items until requested to do so.

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### Version 5 Web IEP Update

Kirby reviewed the following related to Version 5 Web IEP:

The following items were added a couple weeks ago.

- Web IEP Button from Child Demographic screen
- Alternate Assessment

[Click here](#) for details.

**Question:** Could the summary report show in red what is different?

**Answer:** The summary report does not have this function in V5. We will put it on the list of considerations for V6.

**Question:** If there are no accommodations "G" doesn't get removed. It is not removing prior

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choices.

**Answer:** That would be a bug. Send example to Kirby and he will look into it.

**Question:** When would you use a “G” on a high school student?

**Answer:** You can use a “G” on the following grades: pre school, 9, 10 and 12. The DE reports assessment data for students grades 3 through 8 and 11.

**Question:** If a student is currently in a grade where district wide assessments are not given but will be in a grade that will include district wide assessments for part of the year during which the IEP I am writing will be in effect, which DWA code do I choose?

**February 13, 2009 Post-Meeting Answer:** After further consultation between the Bureau and CPC staff, district wide assessment should be handled in the following way:

In the District-Wide Assessment field on the Plan screen, enter one (1) and only one of the following:

- If only Alternate Assessment is indicated on an IEP, use A.
- If only Accommodation is indicated on an IEP, use M.
- If neither Alternate Assessment nor Accommodation is indicated on an IEP, use N.
- If both Alternate Assessment and Accommodation are indicated on an IEP, use A.
- If a district wide assessment is not given at this grade level and is indicated on an IEP, use G
- If the student is incarcerated in an adult correctional facility and is indicated as such on an IEP, use I.

*The district wide assessment code is identified as of the meeting date of the IEP. However, if a data entry person believes an incorrect code appears on the IEP, please follow your AEA’s procedures in regard to researching and checking the accuracy of the data.*

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### 60 Day Timeline Verification

Amy followed-up on the 60 day timeline data verification reports training that was presented at the December meeting.

- She announced the good news that the reports are now available at the AEA level versus needing to wait for the DE to produce and distribute them.
- These reports are only for students resident in your AEA
- Students whose parents gave up their parental rights will not appear on the AEA reports although data for those students is reported.
- It is recommended to use the reports monthly.

**Question:** Today I ran a report and an IEP dated 10/28/08 is on the report. Why?

**Answer:** The DE will look at this individual item.

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### Race/Ethnicity Data Collection

Amy presented new requirements and timelines for the Race/Ethnicity Data Collection. To access a copy of the PowerPoint slides, [click here](#).

- The federal government will require the new data collection starting July 1, 2010.
- The state of Iowa has chosen to start the new data collection as of July 1, 2009.
- This will allow pro-active data modification.
- This change aligns Race/Ethnicity with other agencies, health and census.
- Re-identification of existing children will start 7/1/09.
- When a student enrolls through Project EASIER, this data will transfer to IMS.
- More information will be forthcoming as it becomes available.

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### Networking and Sharing

**Question:** Since we no longer collect goal and severity, will severity be removed from the data entry screen?

**Answer:** Yes, but not until the re-write of the system.

**Question:** We have been told to never delete valid claims. I have a valid claim over 1 year old. It has not been sent in, but no release has been signed. I also have speech claims from last year, but it is no longer valid with the new rules. Can I delete these claims?

**Post-Meeting Answer:** Yes, you can delete claims over 1 year old. The transmission does not

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send these claims and this will also help clean up the claims file.

**Question:** The Infant/Toddler Medicaid Services forms says that home visits are required once each month. Now it is once every 3 months. Will the form change?

**Answer:** Please send an e-mail to Jim D. and ask that question.

**Post meeting note:**

The results from the 2008 Special Education Enrollment Count survey may be accessed now. Thanks to all who provided input. [Click here](#) to see the survey results.

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**Announcements 1. Proposed Meeting Schedule for 2009-2010**

Tuesday, August 25; 10:00 AM – 12:00 PM  
(no September meeting)  
Tuesday, October 6; 10:00 AM – 12:00 PM  
Tuesday, November 3; 10:00 AM – 11:00 AM  
Tuesday, December 1; 10:00 AM – 11:00 AM  
Tuesday, January 5; 10:00 AM – 12:00 PM  
Tuesday, February 2; 10:00 AM – 12:00 PM  
Tuesday, March 2; 10:00 AM – 12:00 PM  
Tuesday, April 6; 10:00 AM – 12:00 PM  
Tuesday, May 4; 10:00 AM – 12:00 PM  
Tuesday, June 1; 10:00 AM – 12:00 PM

The schedule will be adjusted as needs change. If anyone has input regarding this schedule, contact Michelle by February 15.

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Next meeting will be March 3<sup>rd</sup>. It is scheduled for 2 hours but will be reduced if the agenda does not warrant the length.

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