



**IMS Data Entry Personnel
Tuesday, August 18, 2015;
10:00 A.M. – 11:00 AM**

Agenda

1. New and Different for IMS Data Entry Personnel
 2. Child Count
 3. Data Entry and Communication Procedures
 4. Networking and Sharing
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**New and Different for
IMS Data Entry
Personnel**

Summary of changes and continuations for 2015-2016 are:

- FoxPro is retired.
 - Data entry into stand-alone IMS will continue.
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Child Count

Reviewed documents posted on www.iowaideainfo.org; Section: IMS; Subsection: Count, Special Education.

Letter from John

- Audience is the IMS data entry personnel and the special education directors.
- Count date for this year is Friday, October 30
- Final count adjustment date is Tuesday, December 1
- Share this letter with your director

Count Checklist

Count Checklist has been divided into 2 parts: Summary and Detailed. Most folks will likely utilize the Summary checklist.

2015 Special Education Count – Summary Checklist:

- Friday, October 30: Count date
- Tuesday, November 17: documentation and reports due to the Bureau by 10 AM
- Monday, November 30: have until 7 PM to make changes
- Tuesday, December 1: communicate final adjustments by 10 AM
- 3 data verification reports daily preferably; minimally 2-3 times per week; correct the data
- Hold data entry of all IEPs and IFSPs with the meeting date that is after October 30 until October 30 status is finalized in stand-alone IMS
- Even though there is no FoxPro, there still is a nightly process that impacts the data in the Count reports. FoxPro's Weighted Enrollment Detail with Summary is now 2 web reports. Weighted Enrollment Resident Detail and Weighted Enrollment Detailed Summary.
- Anticipate John Lee to give go ahead to resume data entry around December 7.
- It is the responsibility of both Level 6 Admins and Data entry personnel to be in contact with each other before you begin data entry after John Lee's "go-ahead".

Question: Is there a noon and night report process in place?

Answer: The noon report will be set to begin sometime in September.

2015 Special Education Enrollment count - Detailed Checklist:

- List will likely be looked at carefully by Level 6 personnel (and maybe others).
- Need to research and correct data. Level 6 personnel should work with data entry personnel in their AEA in regard to how that is going to happen.
- Reports to be run are listed. Official count reports are from stand-alone IMS.

Affidavits: one for Part B; one for Part C and one for weighted.

- Part B is federal count; ages 3 – 21; Part C is federal count for birth through 2 and weighted is for state.
- All 3 will be needed – and also notarized
- Each affidavits is submitted only once

Comment: Please make sure that you have this time marked on your director's calendar to be assured of availability to sign. Affidavits must be signed by the special education director and notarized.

Weighted Enrollment Count Informational Bulletin

- Document is more technical in nature.
- The audience for this document is anyone who needs very specific information that relates to weighted enrollment. People who provide technical assistance to you might use this document as a resource.
- Please make your director aware of this document if needed.

Federal Count Informational Bulletin

- Document is more technical in nature.
- The audience for this document is anyone who needs very specific information that relates to Part B or Part C counts. People who provide technical assistance to you might use this document as a resource.

Comments from John:

As a general rule, if a child is in a level 1, 2 or 3 program he/she will be included in the weighted enrollment and federal count. If he/she is not in a level 1, 2 or 3, then the student will only be included in the federal count. One caveat to this would be a court placed student. If you are unsure, please call the DE and ask questions.

Data Entry and Communication Procedures

The document "Data Entry and Communication Procedures" provides guidelines for what to do with students who cross AEA lines. Reviewed this document posted on www.iowaideainfo.org; section; IMS; subsection: Resources, Miscellaneous.

Terra Brewer, Michelle Tressel and Lisa Lohman met this summer to re-evaluate this 20 year old document. In an effort to make the document more user friendly for the AEAs, it has been restructured for conciseness.

If you're changing data on an attending district, and child isn't a resident of that AEA, please inform that AEA. Notifying other AEAs of changes is important communication as the change may impact funding for a district.

We have a good network of experienced people, experts @ DE, and people at the Center. Please ask questions at any time.

IMS Data

Carla Schimelfenig from the DE expressed thanks to data entry personnel for the invaluable work they perform, not only for the count period, but for the entire work year.

John also notes that data entry is key to the process. He also noted that he and his department is always available for questions.

We have a good number of kids (wards), of which there are there are 2 kinds: parental rights terminated and not terminated. We need to remain vigilant with those situations to be sure we're putting them into the correct Special Ed slots, so proper funding can be secured. If you suspect a child has had rights terminated, have a copy of the court order so you can enter a date & the specifics in IMS.

If you have questions about kids, one resource is your AEA director. Another is John Lee. There are kids in certain situations that are more difficult to understand (example: confusion re: resident district). Rather than trying to guess, ask questions.

Networking and Sharing

No questions.

Announcements

1. May 2015 Server Stats

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

2. June 2015 Server Stats

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

3. July 2015 Server Stats

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