



## **2015 Special Education Enrollment Count Survey Results Action Steps**

In December 2015, the IMS Central Processing Center used a Google form to survey the IMS data entry personnel. Any person who was involved in IMS data entry in any capacity was asked to complete the survey. Thirty-nine (39) people completed the survey.

As a result of the input provided from the respondents, the CPC will proceed with the following actions:

1. Add parent information to the IDEA Count report. Note: This was completed on February 5, 2016.
2. Request from the data entry personnel to provide further information if he/she made the following comment so additional follow up can be made:
  - a. "Each specific group should have their own docs, not use docs that look like they are made for another group."
  - b. "The way we had to export data and put it in a excel file & manipulate it was very time consuming."
3. Remind the Level 6 personnel to communicate changes and provide training, when appropriate, for procedures (e.g. move-in IEPs).
4. Publish the link for the Level 6 personnel meetings in the IMS data entry personnel agenda so data entry personnel have a "heads-up" on topics and trainings that will be addressed with them.
5. Remind IMS data entry personnel of the print and human resources available for questions they have about "old" procedures or how to request training from the Iowa IDEA staff (e.g. IT Codes and EC Codes).
6. In regard to Count timelines:
  - a. Remind IMS data entry staff the Count timelines:
    - a. Are a target and that factors such as weather may necessitate a modification.
    - b. May be adjusted for the entire state because of a unique situation that impacts only one AEA (e.g. weather).
  - b. If timelines need to be adjusted in future counts, provide a rationale for the change as well as much notice as possible.