



IMS Data Entry Personnel

The meeting for Tuesday, January 5, 2010 has been canceled.
However, please note the announcements that follow.

1. Staff Assignment: Changes in IMS Prior to Web IFSP Training for AEA Background

In preparation for the upcoming rollout of the web IFSP in each AEA/region, the following practice will need to be discontinued from this point forward: the use of generic names for service providers. A forewarning of this change appeared in the October 2009 data entry personnel agenda (<http://www.iowaidea.org/vnews/display.v/ART/4ac5f440cc16e>):

In addition, if a service provider or service coordinator's name is listed on an IFSP, even if not an AEA employee, it is strongly encouraged that data entry personnel enter the service provider's name in IMS. This will become even more important as we get closer to the rollout of the web IFSP in the AEAs.

In the past, data entry personnel were encouraged by the OGC to enter generic names of Assigned Staff for Part C (e.g. 4444 8000 NU0 Nutritionist – WIC, NUTRITION). Here is an example of an assignment where the Assigned Staff's name is generic and the staff assignment is "current":

Staff Assignment		Dist,Pgid	Pick
Attending District	4444	East Overshoe	
Attending Building	8000	Home Intervention	
Service ID	NU0	Nutrition Services	
Sequence #	01		
Assigned Staff	WIC, NUTRITION		
Start Date	08/01/2001	Wednesday, 1 August 2001	
End Date			
Department	586	Early Childhood Special Education	
Position	301	Nutritionists	
Agency	AAEA	Area Education Agency	
Employer/Contractor	18	AEA 18	
Model	RS	Regular Class with Support Service	
Supervisor			
FTE	.0000	Associated WEF	.000
Comments	X Early Access		

This practice must be changed because Part C providers need to log into the web IFSP and document services which they provide. Generic Assigned Staff names can no longer be used for Part C staff assignments that are "current".

"To Do" for data entry personnel prior to web IFSP training in your AEA:

- Talk with your web IFSP administrator prior to making any changes so that this work can be coordinated within your AEA.
- Find out who the service providers are for the current Part C staff assignments that have generic Assigned Staff names.
- Enter specific Assigned Staff names for *each current* Part C staff assignment, whether that assignment is for an Early Intervention Service or Other Service.

2. Minutes and Meeting Notes: Governance and Operations Work Group
Be sure to check out www.iowaidea.org; Section: Governance; Subsection: Meeting Minutes or Notes to view the minutes for the Governance Committee and the meeting notes for the Operations Work Group.

3. Proposed Meeting Schedule for 2010-2011

The proposed meeting schedule for 2010-2011 is:

Tuesday, August 24; 10:00 AM – 12:00 PM

(No September meeting)

Tuesday, October 5; 10:00 AM – 12:00 PM

Tuesday, November 2; 10:00 AM – 11:00 AM

Tuesday, December 7; 10:00 AM – 11:00 AM

Tuesday, January 4; 10:00 AM – 12:00 PM

Tuesday, February 1; 10:00 AM – 12:00 PM

Tuesday, March 1; 10:00 AM – 12:00 PM

Tuesday, April 5; 10:00 AM – 12:00 PM

Tuesday, May 3; 10:00 AM – 12:00 PM

Tuesday, June 7; 10:00 AM – 12:00 PM

Next data entry personnel meeting date is February 2, 2010.