



**IMS Data Entry Personnel
Tuesday, February 2, 2010
10:00 A.M. – 11:00 A.M.**

Reservation 542005 at the following ICN sites:

1	WAUKON-HS	181	DENISON (NG) 1	481	CEDAR FALLS-AEA (CART)
2	NEW HAMPTON-HS	187	JOHNSTON-AEA	508	OSCEOLA-CLARKE COMM-HS
3	ELKADER-AEA	203	MARSHALLTOWN-AEA	537	ATLANTIC-PUB LIB
24	SIOUX CENTER-AEA	205	COUNCIL BLUFFS-AEA	592	SPENCER-PUB LIB
52	MAQUOKETA-CLINTON-CC	218	CLINTON-HS	633	GRAND JUNCTION-HS
53	MUSCATINE-CC	237	OTTUMWA-AEA1	680	DYERSVILLE-BECKMAN-HS
73	CHEROKEE-HS	254	OELWEIN (NG)	694	IOWA CITY-PUB LIB
77	LEMARS-HS	266	BURLINGTON-AEA	695	CEDAR RAPIDS-XAVIER-HS*
85	HARLAN-HS	273	FORT DODGE-HS	764	WEST UNION-PUB LIB
142	DES MOINES-DEPT/ED	311	DUBUQUE-AEA	780	SIOUX CITY- MORNINGSIDE COLLEGE
173	CRESTON-AEA	352	RED OAK-HS	797	ONAWA-WEST MONONA-HS
176	CLEAR LAKE-AEA	416	GLENWOOD-HOSPITAL	874	POCAHONTAS-AEA
		465	BETTENDORF-PUB LIB		

If a site within your AEA will not be used, please notify Mary Cummings at least 72 hours prior to the meeting. The site will be canceled and IMS will not be charged for an unused site. Thank you for your cooperation.

Agenda

1. Introductions (10:00 – 10:05)

Description: Introductions

Lead by: Michelle

Outcome: Check that each site is functioning.

2. Iowa IDEA Rewrite (10:05 – 10:25)

Description:

- For background information, read document that is posted with this agenda.
- Overview of the development that will begin soon
- Time for Q & A

Lead by: Roger Hess

Outcome: Information

3. Overview of Child Find Application (10:25 – 10:45)

Description:

- What is Child Find?
- What is the basic process, including forms?
- How will this impact IMS and web IEP?

Lead by: Jim Gorman

Outcome: Information

4. Networking and Sharing (10:45 – 11:00)

Description:

- “Open-mic” time to ask questions about IMS

Lead by: Michelle

Outcome: Q and A

Announcements

1. Cleanup of the Medicaid Claims Over a Year Old.

There are over 17,000 claims sitting around in the “pending” table. These claims will never get transmitted because the dates of services are over one year old. A “cleanup” would move these claims into *another* table to remove them from the “pending” table. Please note that these claims won’t be deleted but merely moved into another table.

If there is anyone who does not want these claims moved from the pending table to another table, please contact Michelle by Friday, February 12 at 4:00 PM.

2. 2009 Special Education Enrollment Count Survey Results

Thanks to those of you who completed the survey on the 2009 Special Education Enrollment Count. Results are posted at www.iowaidea.org; Section: IMS; Subsection: Miscellaneous.

Preview of Future Business

Next Meeting Date: Tuesday, March 2; 10:00 – 12:00

Topics: TBA



TROUBLESHOOTING THE ICN

<p>Audio problem - other sites can't hear you and you can hear other sites</p>	<ul style="list-style-type: none"> • Make sure all switches are on. • Try a different microphone. • Call the ICN Operations Center via fiber phone at 242-3182 and tell them about the occurrence. • If possible, inform the origination site of the problem (via fiber phone, fax or sign on overhead).
<p>Audio problem - other sites can hear you and you can't hear other sites</p>	<ul style="list-style-type: none"> • Make sure all switches are on. • Check volume control on the left hand side of the teacher podium (suggested setting: 5). • Call the ICN Operations Center via fiber phone at 242-3182 and tell them about the occurrence. • If possible, inform the origination site of the problem (via fiber phone, microphone, fax or sign on overhead).
<p>No video</p>	<ul style="list-style-type: none"> • Make sure all switches on are. • If system is already on, check to make sure televisions are turned on. • Call the ICN Operations Center via fiber phone at 242-3182 and tell them about the occurrence. • If possible, inform the origination site of the problem (via fiber phone, microphone, or fax).
<p>No video or audio</p>	<ul style="list-style-type: none"> • Make sure all switches are one. • Check volume control on the left hand side of the teacher podium (suggested setting: 5). • If system is already on, check to make sure televisions are turned on. • Verify that site was scheduled for session. • Call the ICN Operations Center via fiber phone at 242-3182 and tell them about the occurrence. • If possible, inform the origination site of the problem (via fiber phone, microphone, or fax).

Prepared by:
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