



IMS Data Entry Personnel
Tuesday, February 7, 2012
10:00 A.M. – 12:00 P.M.

Reservation 552539 at the following ICN sites:

1	WAUKON-HS	160	JOHNSTON-HS	352	RED OAK-HS
2	NEW HAMPTON-HS	173	CRESTON-AEA	416	GLENWOOD-HOSPITAL
3	ELKADER-AEA	176	CLEAR LAKE-AEA	453	BETTENDORF-AEA
4	MANCHESTER-HS	192	DENISON-HS	481	CEDAR FALLS-AEA (CART)
6	OELWEIN-JHS	197	SIOUX CITY-AEA	508	OSCEOLA-CLARKE COMM-HS
24	SIOUX CENTER-AEA	203	MARSHALLTOWN-AEA	537	ATLANTIC-PUB LIB
53	MUSCATINE-CC	204	STORM LAKE-BUENA VISTA1	544	SIOUX RAPIDS-SIOUX CENTRAL-HS
73	CHEROKEE-HS	205	COUNCIL BLUFFS-AEA	670	CEDAR RAPIDS-JEFFERSON-HS
77	LEMARS-HS	218	CLINTON-HS	694	IOWA CITY-PUB LIB
81	MISSOURI VALLEY-HS	237	OTTUMWA-AEA1	764	WEST UNION-PUB LIB
85	HARLAN-HS	266	BURLINGTON-AEA	797	ONAWA-WEST MONONA-HS
142	DES MOINES-DEPT/ED	311	DUBUQUE-AEA	874	POCAHONTAS-AEA

If a site within your AEA will not be used, please notify Mary Cummings at least 72 business 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 site's functioning.

2. Follow up with Districts Piloting Tuition In Billing (10:05 – 11:05)

Description:

- Answers to questions submitted by AEAs and LEAs in pilot
- Review of the Uniform Data Entry Procedures
- Review of LEA Enrollment reports
- Discussion of following questions:
 - What are some of the benefits realized when the tuition in billing processes are used?
 - What were some of the challenges you faced during this pilot?
 - What guidance do you wish to give to Steve, Mary and Michelle as they prepare training for the other districts in the state?

Lead by: Steve and Michelle

Outcome: Training

3. Regarding the Release of Iowa IDEA (11:05 – 11:25)

Description:

- Update on progress with new development
- Review of document “Regarding the Release of Iowa IDEA”
- Q and A

Lead by: Michelle

Outcome: Information

4. Testing Plan (11:25 – 11:45)

Description:

- Review of the testing plan for web IEP, Child Find and IMS
- Testing plan for IFSP will be forthcoming

Lead by: Kirby

Outcome: Information

5. Full Time/Part Time (11:45 – 11:55)

Description:

- Question about F/P time on Count Survey
- John will review
- Questions also may be addressed.

Lead by: John

Outcome: Information

6. Networking and Sharing

Description:

- Suspended this month

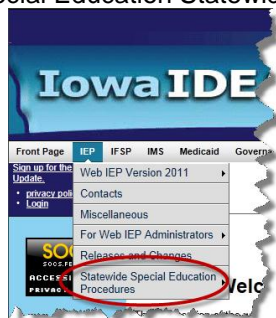
Lead by: Michelle

Outcome: Information

Announcements

1. Enrollment Data Verification Reports. Even if the person listed who updated a record is no longer employed by your AEA or district, the record still needs to be researched and corrected, if appropriate. Please identify who in your AEA will be responsible for those records so they aren't overlooked.

2. Attention Primary Data Entry Personnel- Printing of Reports. In the feedback provided in the 2011 Special Education Enrollment Count Survey, one person asked for training on how to print reports. Since printing reports may vary from AEA to AEA, please check with the data entry personnel in your AEA to make sure they know how to print reports.
3. 2011 Special Education Enrollment Count Survey Results. Thanks to all who provided input on the survey for the 2011 Special Education Enrollment Count. The Center will incorporate as many of the suggestions as possible into next year's count or even before.
4. Special Education Statewide Procedures. The January 15, 2012 version of the Manual, Documentation Guide and Release Notes has been posted on www.iowa.org. At this time, those documents display on the front page of the web site. They are always available in the section IEP; subsection: Special Education Statewide Procedures.



Preview of Future Business

Next Meeting Date: Tuesday, March 6; 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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