



IMS Data Entry Personnel

The meeting for Tuesday, March 2, 2010 has been canceled.
However, please note the announcements that follow.

Announcements

1. Data Entry of IFSPs into IMS

Just a reminder that even though staff will be using the web IFSP to develop IFSPs, those data still must be entered into IMS. ALL IFSPs and IEPs must be entered into IMS until the new IMS is released, which is projected to be July 1, 2012. Primary Data Entry Person: Please verify this understanding with each of the data entry personnel in your AEA.

2. Entering Minutes Per...and Sessions Per... for Service Coordination.

When an IFSP comes into IMS for service coordination, often the Minutes Per... and Sessions Per need to be converted before being entered into IMS.

The following examples show how the data need to be converted before entering into IMS, based on whether the data comes in via the template or the web IFSP.

Service Coordination submitted via the template

Provider:	Agency:
Discipline:	Phone: () -
Location where service provided:	Justification if not Natural Environment:
Method: <input type="checkbox"/> Individual <input type="checkbox"/> Group	With whom: <input type="checkbox"/> Child <input type="checkbox"/> Child/Adult <input type="checkbox"/> Family/Caregiver
Frequency: (how often) sessions per	Intensity: (minutes per session)
Start Date: / /	Expected Duration: months
Discontinue / Change Date: / /	Discontinue / Change Reason*: <input type="checkbox"/> MGS <input type="checkbox"/> PDS <input type="checkbox"/> MAK <input type="checkbox"/> CAD <input type="checkbox"/> CRD <input type="checkbox"/> CRI
NOTES:	

Data on the template:

- Frequency: 1
- Sessions per: month
- Intensity: 90
- Expected Duration: 6 months

Data to enter into IMS:

	Actual	Schedule
Days Attended		
Minutes per <input type="text" value="Session"/>		
Sessions per <input type="text" value="Week"/>		
Sessions per Year		
Days Enrolled		
FTE of Service		

Minutes per (session, day, week, month, year): Session, 90
 Sessions Per (day, week, month, year): Year, 12
 Session per Year: 12 (Note: data entry into this field is optional)

OR

Minutes per (session, day, week, month, year): 90
 Sessions Per (day, week, month, year): Month, 1
 Session per Year: 12 (Note: data entry into this field is optional)

Service Coordination submitted via web IFSP

Service: <input type="text" value="Service Coordination"/>	
Provider: <input type="text" value="Randi Black"/>	Justification if not natural environment: <input type="text" value="notes1"/>
Location: <input type="text" value="IT2 Program Designed for Typically Deve"/>	
Method: <input type="text" value="Individual"/>	With whom: <input type="text" value="Child/Adult"/>
Frequency: <input type="text" value="1"/> six month period	Minutes: <input type="text" value="200"/>
Service Start: <input type="text" value="07/14/2007"/>	Expected Duration: <input type="text" value="6"/> months
Notes: <input type="text"/>	<input checked="" type="checkbox"/> Print on PWN? <input type="button" value="Log/Notes"/>

Data on the IFSP:
 Frequency, six month period: 1
 Minutes: 200
 Expected Duration, months: 6

Data to enter into IMS:

	Actual	Schedule
Days Attended	<input type="text"/>	<input type="text"/>
Minutes per <input type="text" value="Session"/>	<input type="text"/>	<input type="text"/>
Sessions per <input type="text" value="Week"/>	<input type="text"/>	<input type="text"/>
Sessions per Year	<input type="text"/>	<input type="text"/>
Days Enrolled	<input type="text"/>	<input type="text"/>
FTE of Service	<input type="text"/>	<input type="text"/>

Minutes per (session, day, week, month, year): Session, 200
Sessions Per (day, week, month, year): Year, 2
Session per Year: 2(Note: data entry into this field is optional)

3. "H" and "E" Meeting Types for IFSP

Please note that "H – Change in Service Coordinator" and "E – Exit" are no longer valid meeting types in IMS. The only codes that should be used are those codes that appear on the IFSP: Interim, Initial, Periodic and Annual. This will ensure that the DE is getting the data they need for their reports.

4. Support Service Codes

A Medicaid vendor recently asked if NR is still a support service code. The answer is "YES!"

5. Next Meeting

The Bureau of Early Childhood Services wishes to roll out 45 day timeline data verification reports which are similar to the 60 day data verification reports. However, the scheduled meeting dates in March and April won't work for the staff in that Bureau. So, it is likely that a separate meeting will be scheduled for sometime in March. The Bureau staff is in the process of making that decision.