



IMS Data Entry Personnel
Tuesday, August 24, 2010
10:00 A.M. – 12:00 P.M.

Reservation 547776 at the following ICN sites:

2	NEW HAMPTON-HS	176	CLEAR LAKE-AEA	416	GLENWOOD-HOSPITAL
4	MANCHESTER-HS	181	DENISON (NG) 1	453	BETTENDORF-AEA
6	OELWEIN-JHS	187	JOHNSTON-AEA	481	CEDAR FALLS-AEA (CART)
24	SIOUX CENTER-AEA	197	SIOUX CITY-AEA	508	OSCEOLA-CLARKE COMM-HS
28	WEBSTER CITY-CC	203	MARSHALLTOWN-AEA	592	SPENCER-PUB LIB
52	MAQUOKETA-CLINTON-CC	205	COUNCIL BLUFFS-AEA	633	GRAND JUNCTION-HS
53	MUSCATINE-CC	218	CLINTON-HS	665	DECORAH-HS
73	CHEROKEE-HS	237	OTTUMWA-AEA1	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	797	ONAWA-WEST MONONA-HS
173	CRESTON-AEA	352	RED OAK-HS	874	POCAHONTAS-AEA
		363	ESTHERVILLE-HS		

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: John

Outcome: Check that each site is functioning.

2. Web IEP (10:05 – 10:50)

Description:

- Preview of the revised graphing tool
- Other web IEP updates

Lead by: Kirby

Outcome: Updates

3. Special Education Child Count (10:50 – 11:15)

Description:

- Review of Count documents.
- Check out the documents which are posted on www.iowaidea.org; Section: IMS; subsection: Count, Special Education
- Please have a copy of the 2010 Special Education Count checklist available to look at during the meeting.

Lead by: John

Outcome: Training

4. Networking and Sharing (11:15 – 12:00)

Description:

- “Open-mic” time to ask questions about IMS
 - Lead by: John
 - Outcome: Input
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Announcements

1. General Education Instructional Plan Application

You may hear about a new application that will be made available to districts via the AEAs (Ed Services). This application is called the General Education Instructional Plan. Even though it has been developed by the Center, it is *not* part of Iowa IDEA as it is not an application for Special Education. Therefore, data entry personnel will *not* enter any of the data from the Gen Ed Instructional Plan into IMS.

2. Early Childhood Outcomes (ECO) Data Entry Procedures

At the end of June, Dee Gethmann updated the Early Childhood Outcomes (ECO) Data Entry Procedures. The updates to the procedures included:

- Differentiation between ECO data entry on IEPs and IFSPs.
- Explanation of why AEAs are required to enter these data and how they are reported to the federal government.

As is the case with other Uniform Data Entry Procedures, the updated ECO Uniform Data Entry Procedures may be viewed at: www.iowaidea.org; Section: IMS; subsection: Resources, Uniform Data Entry Procedures.

3. Special Education Procedures Manual

The updated (July 2010) version of the Special Education Procedures Manual has been posted on www.iowaidea.org, Section: IEP, Subsection: Statewide Special Education Procedures, Manual.

4. Revised Templates

Two (2) new and 1 (one) revised templates have been posted on www.iowaidea.org; Section: IEP; Subsection: web IEP Version 6 (2010), Word Templates and IEP Forms.

Preview of Future Business

Next Meeting Date: Tuesday, October 5; 10:00 – 11:00

Topics: TBA; Count-related



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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