



Services

Uniform Data Entry Procedures

Note:

- Although these Uniform Data Entry Procedures were written to address issues brought to light with the introduction of the use of data for the Tuition In Billing Program, these procedures are to implemented for all data in IMS.
- The Comments field is important when a change has been made to a Service record, especially if the “incorrect” data were contained in the Count file. The Count file reflects data that was supplied to the AEA and is a point in time file. If, at a later time information is reported to the AEA that was reflected in the Count file, rather than to continue maintaining an incorrect record in IMS, the correction should be made in IMS.

When

Example(s)

If there is an error in a student’s service record:

The enrollment date was entered incorrectly.

- Correct the error on the service record

AND

- Document the change, the date the change was made and by whom in the Comments field on the Service screen.

Note: If there is a change, however, that is not an error, close out the current record and add another record.

For services that change as a result of a meeting for students who are not moving from Part C to Part B:

- The end date of the service that is being changed is the day before the meeting date.
- The first date of the service that is being changed is the date of the meeting.

A student's level is changing from L2 to L3.

For services that change as a result of a meeting for students who are moving from Part C to Part B:

- The end date of the service that is being changed is the day before the enrollment date.
- The first date of the service that is being changed is the date of the enrollment.

A child's IEP meeting was held on December 15 and the child will turn 3 on January 4 and will start in a program on that date.

For services that change and there is no meeting (e.g. via roster form), or the services change and the meeting follows (e.g. move in from out of state):

- The end date of the service that is being changed, if appropriate, is the day before the enrollment date.
- The begin date of the service is the enrollment date communicated to the data entry person.

- A student changes resident district
- A child moves in from out of state with an out of state IEP.

When there appears to be a gap in services or service dates or there may be periods of time that are unaccounted for in the IMS records:

- LEAs will communicate with the data entry person regarding these situations and will work with the AEA to verify accuracy.
- The IMS record should reflect what the district is reporting as it is possible that a student may be missing for a period of time. Make note in the comments section in the service record with date and initials of the data entry person who enters the comment.

- The student has a record in IMS in 2009-2010. In fall 2010, another district/AEA picked him up and closed out the previous record with a service end date of September 11 and used the begin date in new district of September 12. The former LEA is reporting that the student didn't attend at all in 2010-2011 so September 11 is not the correct end date.
- The student was sent to another district on one date but doesn't actually show up on that date.

When a student doesn't show up after being placed in special education and is enrolled:

- Use the enrollment date as the service start date.
- The district has the responsibility to try to provide the services to the student.

A student was enrolled in a district but did not show up.

When an AEA is projecting the placement of a student:

- Continue using current practices in regard to the begin date, as long as the date is prior to the first day of school in that district.

Some districts like to project in the spring or summer where students will be in the fall, especially if the student is changing buildings or teachers.

For situations which do not “fit” in any of the above, data entry personnel will:

- Continue to monitor these situations through a data verification report, if appropriate.
- Discuss the situations with the LEAs.
- Research and change IMS records, if needed. Note: If research indicates that the IMS record is correct and the LEA is not in agreement or vice versa, contact Steve and Michelle.
- A student transfers into a district and enrolls on a particular day. The IEP meeting date is this date. Then the student drops out on same date.
- The student previously dropped out and subsequently re-enrolled. The IEP is current. The parent then pulled student from special education on the same day as the enrollment date.

Districts will have the ability to change the file they will eventually submit to the DE.

If an AEA believes there is a reason to diverge from this Uniform Data Entry Procedure, please contact the DE before instituting any changes.