



2009 - 2010 End of Year Survey

Results

In June 2010, the Central Processing Center made available an on-line survey for data entry personnel. Any person who is involved in Iowa IDEA data entry in any capacity was asked to complete the survey. The survey site was opened from June 1 – 11, 2010.

Twenty-eight (28) people, representing 9 of the 10 AEAs, completed the survey. The following are the questions and comments that were submitted as well as the demographics of the people who completed the survey:

1. In regard to the CPC's services or the IMS, web IEP or web IFSP applications, what has been most helpful to you?

- Prompt feedback to questions.
- Training, training, training. This is my first year of actually entering IEPs and I get hung up on those out of the ordinary ones. I hope to become more proficient next year.
- e-mail updates
- Trainings & ICN sessions
- Hands on training or documents I can have on hand to refer to for information when needed.
- Sending in bug reports that I cannot solve to Kirby for his assistance. He is prompt and good at explaining what is wrong and what I can try next time myself.
- Also asking and receiving help from Brandon when needed.
- I have appreciated the timely response to my questions from Sue Dunsmoor and Mary Keul and their great help in problem solving.
- WEB IEP
- Everything.
- The e-mail updates and shortened meetings (only 1 hr)
- Web IFSP training was very helpful
- The Web IFSP exports that were created.
- IMS
- Web IEP
- I appreciate having the Data Summary Sheet to do all the data entry from. It's much more convenient than flipping through an entire IEP to find the information needed.
- The monthly meetings and all the trainings.
- The email notification features and Back to Author button.
- Chris Ask :-)
- Kirby is helpful for questions. The training we went to on the web IFSP was good. I appreciate being able to ask questions. Also, Ask the Bureau has been helpful.
- I like the training. But I need a written copy and then go over the copy to get everything correct and enforced into my memory.

- In IMS-the Overdue IEP report & 60 Day Timeline Records to be Corrected/Completed.
- IMS and Web IEP
- Michelle, Kirby, & the programmers are a great resource and respond in a timely manner when in need of assistance.

2. In regard to the CPC's services or the IMS or web IEP application, what has frustrated you the most or you would like to see changed?

- No improvements necessary at this time.
- If we didn't have to go back and print page A after implementing the IEP.
- I find the Time/Frequency/Minutes in the Services section very confusing, especially for the IFSP. But even on the IEP, minutes are listed differently by different people. I feel like a more uniform way of listing minutes would be a lot more accurate. I have a feeling that on the IFSP especially, the state reports for minutes are probably very inaccurate.
- More streamlined & being able to submit only if data is filled out.
- We struggle in the branch office with speed of the web at times.
- It would be nice if the people were easier to get hold off when you need the help.
- Better Training
- Having everyone learn the same thing and be together you have all the technology but its never used to an advantage for the people who need the training---- NOT ADMINISTRATION who come back with no answers.
- The whole state should be doing IMS IEP's And IFSP'S the same not just as they please or as some one remembers "that's the way it's suppose to be"
- More update versions removing and adding things as needed the biggest part is removing un needed data fields.
- Allowing more than one IFSP administrator.
- updated manual!
- It would be helpful if the "check" let you know if you had missed checking a "box" on the IEP.
- Continued shortened meetings
- Continue to communicate changes to the Web IEP/IFSP, and IMS systems to the data entry personnel
- For Web IFSP - the final exit report - a better way to keep track if that exit has been entered in IMS - otherwise have to keep going through list to make sure none were missed. Or make the "Final Exit this Child" button a permission so a limited number of people can click it.
- For Web IEP - exports like web IFSP.
- Better defined uniform data entry procedures
- Fixing the issue with page over page viewing and printing issues on random IEP's. Have been having problems with printing out just FBA's and BIP's on random IEP's - they open in an unreadable format.
- The data entry staff use to have the Merge report - that was very handy for us to do it ourselves.
- Would like a place on the MOVE IN/OUT forms for the name of the person completing that form so I'd know who to go to with questions.
- The FIRST page of the IFSP does not show the date of the present meeting-it's at the top of all the other pages...I don't enter IFSPs at this time, but when I have to answer inquiries...it took me forever to realize that info isn't until the SECOND page.
- ZERO blank pages, no more half-page's for goals and F pg - is an extreme waste of paper.
- Would prefer to hit "print" once verses 4 times.
- When one service is exited because of a change in CAD or similar situation it would be nice if ALL services could be exited with one entry.
- Do away with the ECO Summary entry. What a waste of time.

- Make printing of the IEP pages more friendly. Click on "print" one time instead of multiple clicks.
- If the exits could hang around a week or so that would be helpful because we have teachers and Team Reps who are always saying, I forget to add this or that, but it disappeared already.
- Faster response time in fixing bugs
- Work on overnight backup procedure (for IMS & Web IEP) working every night. Is that a CPC area or the AEA 11 main office in Johnston? Also, it seems like we freeze up a lot in IMS, but especially the Web IEP.
- Reports that are "real time" data. I would like to see more reports that are useful and less out dated reports. I would like reports that are useful to me as an AEA employee and to the districts that I work with.
- I would also like to have reports made available by the DE for IMS verification purposes at the same time the data requirements come out. Instead of waiting until we are a year into the data and then come out with reports that help us to verify whether what is being entered in IMS is correct or not.
- State-wide consistency in IMS data entry would be much appreciated.

3. For which type of educational organization do you work?

AEA	25	91%
Local School District	3	9%
Total	28	100%

4. How many years have you entered data into IMS?

New (one year or less)	3	11%
One to three years	6	21%
Four to six years	7	25%
Seven or more years	12	43%
Total	28	100%

5. In what AEA does your organization reside?

Keystone AEA	5	18%
AEA 267	6	21%
Prairie Lakes AEA	2	7%
Grant Wood AEA	2	7%
Heartland AEA	9	32%
Northwest AEA	1	1%
Loess Hills AEA	1	1%
Green Valley AEA	1	1%
Great Prairie AEA	1	1%
Total	28	100%