

Title: **Request for Change to IMS Application**

Series: 6005b

Related Regulations: 6005a

Date Adopted: December 18, 2003

1 Prior to submitting a request to the Operations Governance Committee (OGC) for a change to the
2 IMS application, statewide leadership groups are encouraged to address the following items
3 during the process of developing a statewide data collection and reporting system using IMS:
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- 5 • Identify the questions to be answered by a statewide data collection and reporting system.
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- 7 • Contact the Bureau of Children, Family and Community Services data team to share the
8 question(s) and coordinate data collection and reporting.
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- 10 • Identify which data to collect, how the data will be collected and the frequency at which
11 the data will be collected.
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- 13 • Identify which data will be input into IMS.
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- 15 • Maintain on-going communication with the directors of special education, both as a
16 group and individually. Discussions may include: Why are these data being collected?
17 What resources are needed in order that the necessary data will be entered? How will data
18 get to the data entry personnel?
19
- 20 • Continue communication with the particular statewide leadership group so that the
21 awareness and ownership of the data collection system remains.
22
- 23 • Enlist the assistance of the IMS Central Processing Center (CPC) for the formation of the
24 written request and modifications, as needed.
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- 26 • Submit the written request to the CPC who in turn will forward it onto the OGC.
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29 This process is not linear. However, it is important to note that by maintaining communication
30 with the special education directors and the CPC throughout the process, by the time the proposal
31 is fully developed, it truly will be viable as well as supported by the directors and all members of
32 the particular statewide leadership group.
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