

IMS Data Entry Personnel Notes – 4/1/08 10:00 A.M. – 10:53 A.M.

Agenda

1. Introductions
2. Secondary and Tertiary Disabilities
3. State ID
4. Networking and Sharing

Announcements

1. Ask the Bureau
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Introductions

The sites checked in.

Secondary and Tertiary Disabilities

Marty Ikeda reviewed the increasing importance of tracking the secondary and tertiary disabilities due to the following reasons:

- Matching the low incidence disabilities with the test scores of Project Easier.
- Inquiries from the Board of Regents and the legislators.

Michelle reviewed the slightly modified Uniform Data Entry Procedure: [Uniform Data Entry Procedure: Disability](#)

Question: Is there any further information from the Department of Ed, beyond the Fall 2006 letter? The guidelines could be given to help IEP teams clear this data up.

Answer: There has been no further information beyond the Fall 2006 letter distributed on this. Marty will get with the Department of Ed to see if they can distribute any additional guidance on this by Fall '08. Michelle will assist with the distribution of this guidance to the data entry persons.

Question: Have IEP teams been instructed that EI should be used in the primary code?

Answer: Yes, the IEP teams have been instructed.

Question: In your examples, you are saying not to return the IEP to the team if they have not used EI as primary or even used EI at all. Are you saying it is no longer necessary?

Answer: It is still recommended for the team to use EI as Primary. However, do not spend your time trying to get the IEP team to correct this. Enter the codes just as they appear on the IEP.

Notes:

- Marty says that as long as the low incidence disability code is in any of the three code locations, regardless of the order, the DE will be able to extract the data.
 - An example of the validation function of the data entry personnel regarding disability codes would be, if the student was coded as deaf in the past, and now an IEP comes through without that code on it. This team should be contacted per AEA procedures to see if this is accurate.
 - Within the next two weeks think about this topic and formulate any questions you have. Email the questions to Michelle and she will consolidate them and forward them to the Bureau.
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State ID

Carla Schimelfenig demonstrated the new version of the state ID application.

- The screen has been enhanced to a menu driven operation.
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- The data entry personnel's use of the system remains the same.
- She reviewed some of the issues recently encountered by data entry personnel.
- Use of 9201 in the district code should be ignored.
 - When the screen compares two students, yellow highlighting denotes different information between the two records.
 - If birthday is different and the district is the same, it is usually OK to create a new ID.
 - Do not reply on gender and ethnicity as determining fields since some software vendors have defaulted information in these fields.
 - If you create a new ID, you are not changing the district's data.
 - Older years' records were not as accurate as more recent years'.
 - Some social security numbers are coming up all zeroes. On a question like this, email Carla and she will research.
 - If you cannot resolve two IDs for the same student, tell Carla.
 - When you are finished cleaning up this month's issues, if you have a couple students left, for which you did not know how to resolve, email Carla and she will help clear them up.
 - The monthly goal is for data entry personnel to clear up all State ID issues each month and to e-mail Carla with any outstanding issues.
 - One of the significant uses for the state ID in IMS is to match alternate assessment data to the students with low incidence disabilities.
 - Carla's phone number and email address are at the bottom of the state ID application screen.
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**Networking and
Sharing /
Announcements**

Question: Are IEP goal codes mandatory? When you fill in the codes, do you need a date?
Answer: The IEP goal codes are not mandatory. This information is references in the following meeting notes: [November 2007](#). If you fill in a goal code, the system requires a date.

Ask the Bureau

Several questions that have been posted on "Ask the Bureau" in recent weeks have been answered, including:

- What is the earliest age an IEP may be written for a child who is being served in Early ACCESS?
- What is the earliest age an IEP may be written for a child who is being referred to Early ACCESS?

"Ask the Bureau" responses can be viewed at <http://www.aeaims.k12.ia.us/askball.cfm>. You'll need to scroll down a bit to locate the answers to the two questions listed above.