

## IMS Data Entry Personnel Meeting Notes – 4/6/10 10:00 A.M. – 10:55 A.M.

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### Agenda

1. Site Equipment Check
2. 45-Day Timelines Data Verification Reports
3. IDEA Rewrite
4. Networking and Sharing

### Announcements

1. Data Entry of ECOs
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### Site Equipment Check

The sites checked in.

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### 45-Day Timelines Data Verification Reports

Tim Glenn from the Bureau of Early Childhood Services provided training on the 45-day data verification reports. See the link for this presentation on the prior page.

- The three new 45-day reports are similar to the current 60-day reports in IMS. They will be used to monitor the data.
- Reports are posted on the Data Entry Specific Report menu.
- The new 45-day reports are:
  - Data to be Corrected or Completed
  - Records to be Verified
  - Records for 2009-2010
- As a state, Iowa has a good percentage of compliance, 98%.
- In the past, at the end of the year a report was sent out to clean up the data. Now that these reports are available AEA's can run them regularly (monthly recommended) and clean up the data closer to the time event took place and the data was entered.
- These reports will aid in research and correction of missing and incorrect data, resulting in fewer records being sent to AEA's by the DE for correction for APR.
- If you encounter problems with the reports, contact Michelle.

Question: When the Intake/Referral field was first added, we only entered the date if the child had an IFSP written.

Answer: Do not enter if the child is in screening and parent consent is not signed yet. Once the parental consent is signed, there must be a meeting to complete the process.

In early February, Michelle posted an "Ask the Bureau" question on behalf of an AEA. The question and the response from the Bureau are here:

Michelle Tressel	02/01/2010 12:24 PM	Can the Basis for Eligibility for a Part C child change from the initial IFSP to an Annual or Periodic IFSP?
Dee Gethmann	04/01/2010 01:33 PM	No, the basis for eligibility is only determined at the Initial IFSP meeting. This does not change as long as the child does not exit and then re-enter Early ACCESS at a later point in time.

All "Ask the Bureau" questions and responses can be viewed at [www.iowaidea.org](http://www.iowaidea.org); Section: IMS; Subsection: Ask the Bureau.

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### Iowa IDEA Rewrite

Michelle conducted an information gathering session

A number of decisions are being made about the new system. The following topics were discussed:

- Projecting classes
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- Meeting attendees were asked for input on how they would project classes.
  - They were asked what tools would be helpful to maintain a “count ready” status for data.
  - This input will be used to develop features in the new system.
  - One of the capabilities planned for the new system will be ability to project classes or assignments for the upcoming semester or year.
    - For example, in November, you receive word that a new classroom will be starting up in January of the following year. You currently have to put that aside until the Count is finished.
    - Or, it is May and you find out that an SLP has resigned and a new one will be hired or has been hired. Or a brand new classroom will be started in the fall.
  - Each site discussed this. Recorders took notes and will send the results to Michelle by Friday, April 9.
  - In order to develop the system so it supports the AEA’s processes, development needs to understand the current process of projecting assignments or classes.
  - The AEAs were asked to identify parts of the current process that get in their way or in the way of their clients.
- Auditing IEPs and IFSPs
- With the new system, IEPs or IFSPs will no longer need to be entered, coming into the system electronically.
  - There will be no hardcopy.
  - There will need to be an IEP and IFSP audit process defined.
  - Meeting attendees were asked for input on what they think they would need to accomplish this audit.

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**Networking and Sharing**

No questions this month.

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**Announcements**

1. Data Entry of ECOs  
 The Bureau of Early Childhood found that when they pulled ECO data last year, some data were missing. Data entry personnel are asked to enter ECO data as you receive it. In addition:
    - The Bureau will ask the Early ACCESS liaisons to remind service coordinators to get IFSPs into data entry personnel as soon as possible.
    - When communications goes out to the directors about timelines, it is preferred that the primary data entry personnel receive those messages also. If that is not possible, then the directors or Early ACCESS liaisons will be asked to pass this information along.
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**Preview of Future Business**

- Next meeting will be Tuesday March 2nd, 10:00 – 12:00, topics:
- TBA
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