

## IMS Data Entry Personnel and Technicians Notes – 8/28/07 10:00 A.M. – 11:50 A.M.

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### Agenda

1. Introductions
2. On Behalf of the OGC
3. Plan/Review Screen
4. Resident Building
5. Early Childhood Type of Program
6. Consent and Eligibility
7. Changes to IEP Results
8. Networking and Sharing – suspended this month.

### Preview of Future Business

1. Next meeting: October 2, 2007; 10:00 – 11:00

### Announcements

1. Use of EC Setting Codes, IT Codes and LRE
  2. Uniform Data Entry Procedures
  3. Nightly
  4. Count Documents
  5. In Appreciation
  6. IMS Manual
  7. Hot Keys
  8. Delay on ICN
  9. End of Year Survey Results
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### Introductions

The sites checked in.

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### On Behalf of the OGC

Mary Ellen Becker commented on behalf of the OGC

- She referred to Lana Michelson's comments at the IMS In-Person Meeting in the spring concerning IMS Data Entry Personnel's function as being very important.
  - The entry and maintenance of special education data requires the IMS system to be very complex. Subsequently the data entry also requires judgment on entry personnel's part.
  - The Uniform Data Entry Procedures and supporting enhancements to the system help to standardize the resulting data. This standardization has a very large impact on an accurate count and subsequent funding for special education.
  - The OGC works in partnership with the data entry personnel in accomplishing their mission.
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### Plan/Review Screen

Michelle led a training session on the Plan/Review Screen which included:

- [Summary of Changes](#)
  - Reviewing the Uniform Data Entry Procedures, [Uniform Data Entry Procedures: Plan](#)
  - How to use the modified Plan screen, [Plan/Review presentation screens](#)
  - Outputs: Reports currently on the web have been modified to use the new Reevaluation is due date rather than CEE. Note: AEAs which wish to have FoxPro reports modified will need to submit a request to have those reports
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converted to the web.

Question: Is the Special Considerations data optional per AEA choice?

Answer: This issue will be reviewed and a statewide decision will be made and communicated to the data entry personnel.

Question: Regarding changes on the IMS summary sheet, how will a change of service coordinator for IFSP be documented?

Answer: The answer will be researched and communicated to the data entry personnel.

Question: Will the Revaluation-is-due for the CEER code, automatically populate? This is not working this morning.

Answer: It should populate. The programmers will look into this and correct any problem.

Post Meeting Note: The criteria which was used to populate the "Reevaluation is due" date on the Plan screen is:

- o The student has a Plan with a Duration To or Duration From date in the 2006-2007 school year.
- o The Review screen has a Type of "CEER".

Question: Will the population of the reevaluation date only be one year? What about the other two years for those students with a three year reevaluation?

Answer: CPC will communicate detailed information on this issue.

Post Meeting Note: The CPC staff called the person who asked this question and the person's question has been addressed.

Question: For the District-Wide assessment field, if both Alternate Assessment and Accommodation are indicated on an IEP, does the system handle two codes?

Answer: Only one code is entered. In the case mentioned, an A would be entered. Refer to page 2 in the Uniform Data Entry Procedure for a summary of how to enter district-wide assessment codes.

Question: Do we have to enter the Duration of Plan To date as well as the Duration of Plan From?

Answer: Yes, enter both dates. The Duration of Plan To does not calculate automatically, based on the Duration of Plan >From date.

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## Resident Building

Training was given on the Resident Building field which included:

- How to enter data into the [Resident Building field](#)
- Reviewing the procedures, [Uniform Data Entry Procedures: Host District](#).
- CPC will be developing a data verification report which will identify the students who do not have a resident building. Only the current year will be verified.

Question: Will we need to enter resident building for every record, or will this auto populate?

Answer: There is not enough information available for auto population.

Post Meeting Note: When a new services record is added for a student, the Resident Building will default from the Attending Building. Data entry personnel will need to change the building, if applicable. However, for the current service records, the building will not default and will need to be

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entered.

Question: Could we just enter resident building for records for this year?

Answer: Yes, just enter the Resident Building as you receive IEPs during this year.

Question: What building number would you use, if you have and out-of-state child?

Answer: This question was submitted to Ask-the-Bureau (<http://www.aeaims.k12.ia.us/help.htm>). If your question is not answered by the Bureau's response, please submit a question of your own to the Bureau.

Question: Would it be possible for the resident building to be defaulted from the domicile building?

Answer: The application doesn't work that way. But, remember that you have all year to enter this data. Any data prior to this year is not involved.

Question: Will there be requirements regarding the resident building issue at count time this year?

Answer: No, not for this year.

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## Early Childhood Type of Program

Training was conducted on Early Childhood Type of Program including:

- How to enter data into the [EC Type of Program](#)
- Review of the Uniform Data Entry Procedures, [Uniform Data Entry Procedures: Early Childhood Type of Program](#).
- Review of the data verification (web) report.
- Suggestions on how to obtain the data you need.

Question: AEA 267 did not get a list of provider numbers.

Answer: No data was sent in by AEA 267. Obtain these numbers within your own AEA. All other AEAs also continue to work on provider numbers within your own AEA.

Question: If a pre-school is located in an elementary building, will it have an EC Type of Program of its own?

Answer: The Bureau will decide that and communicate it to everyone.

Question: If a teacher provides services in her base pre-school and also provides some services in an off-site pre-school, which number do you use for the off-site services? The pre-school she is based out of or the off-site pre-school?

Answer: Use the number of the off-site pre school. The EC Type of Program is not teacher based.

Question: Will each pre-school and headstart have their own EC Program Type and provider number, if applicable?

Answer: The Bureau will decide that and communicate it to everyone.

Question: If an AEA needs to get a new building number, will they get it from Abbie?

Answer: The Bureau will decide that and communicate it to everyone.

Post Meeting Notes:

- Enter as much EC Type of program information as you can until further information is provided by the Bureau.
  - Mary Schertz provided the information regarding the DHS licensing agents' contact information. These DHS personnel have access to the
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DHS provider number for the programs which need numbers. To access the names of the DHS licensing agents, refer to this [map](#).

In regard to the map, the state is divided into "areas". "Areas" do not follow AEA boundaries. Some "areas" contain 3 counties while other "areas" have up to 18 counties. Look for the dark lines depicting the boundaries for the "areas". The names of the DHS licensing agents are listed around the perimeter of the map. That agent is assigned to the entire "area", not just the county to where the arrow points. Note: Due to the detail on this map, the "area" boundaries may be more visible when printed.

## Consent and Eligibility

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Training was conducted on Consent and Eligibility including:

- How to enter data into the Consent and Eligibility screen, [Consent and Eligibility presentation screens](#).
- Review of the Uniform Data Entry Procedures, [Uniform Data Entry Procedures: Consent and Eligibility Determination Eligibility Data Worksheet IFSP Example](#)
- Review of the data verification (web) report.
- Suggestions on how to obtain the data you need.

Note:

More detailed information about the data entry of Part C data may be found in the agenda and meeting notes of the October 3, 2007 meeting.

Question: The table: No IEP by 3<sup>rd</sup> Birthday Reason does not come up as described.

Answer: CPC will look into this issue.

Post Meeting Note: This has been fixed.

Question: Currently we enter the Evaluation CEER, even when the child does not qualify. Do we need to enter this in the future, if so, where?

Answer: Rather than entering these data in the Review screen, you will now enter those data only on the Consent and Eligibility screen.

Question: The IFSP meeting form being used in this meeting is noted as "Draft 2/22/07". Is there a more recent version available?

Answer: Whatever form you have and are currently using is still in effect. No new form that has been released.

Question: Is the Medicaid consent being defaulted for the most current plan? We are not seeing that it is happening.

Answer: Abbie will look at this.

Question: I thought the Medicaid Consent Authorized field was not to be defaulted, nor the date.

Answer: The new plan screen will default those data from the most recent plan.

Question: Access to the new Consent and Eligibility screen has been defaulted to Read-Only. Do we need to change each user?

Answer: Yes, the AEA's IMS system administrator will need to modify this for each person who will access this screen.

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Note:

For Technical Assistance

Re: Data or Definition

Ask the Bureau: [IMS Website](#), Click on Manual/Help/FAQ, and then select "Ask the Bureau"

Re: IMS Application

- Plan/Review: Abbie, 800-798-9771, Ext. 6413
- Res. Bldg: Ben, 800-798-9771, Ext. 6419
- EC Type of Pgm: Brandon, 800-798-9771, Ext. 6569
- Consent and Eligibility: Brandon, 800-798-9771, Ext. 6569

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## Changes to IEP Results

Michelle shared changes to Uniform Data Entry Procedures: IEP Goal Codes.

- IEP Results will no longer be entered but IEP goal codes will be.
- This decision by the directors will be reviewed.

Question: We are still getting IEP results from last spring. Should we enter those results?

Answer: No, you don't need to enter these.

Question: Does the IEP data summary sheet still have goal codes for "07-08"?

Answer: Yes, the goal codes that are listed on the data summary sheet are the current goal codes, not the previous ones.

Question: Is Page C for past year only?

Answer: Yes, Page C is for past year only. Do not use Page C to enter the goal codes for the current year.

Question: What do we use as end date?

Answer: Use the "Duration To:" which is on the IEP.

Question: I have corrected items on the data verification report. It does not seem like the item is going off the report.

Answer: Send the details to CPC and we'll review what is occurring within the report.

Post meeting note:

- ECO (Early Childhood Outcomes) will continue to be entered. As before, they will be entered on the Results screen. Nothing related to ECO has changed!

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## Networking and Sharing

Suspended for this month.

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