

Data Entry

Overview

The IMS uses dates to maintain a historical file of information. Most staff, assignments, services, evaluations, plans, etc., have a "begin" date and an "end" date. These are displayed in Search windows and make selection of the correct record easier for the data entry person.

Responsibility for Data Entry

In March 2002, the Directors of Special Education agreed to the following practices:

- The attending AEA will be responsible for entering all data. The resident AEA will be able to run a report that identifies resident children/youth for whom data has been changed.
- Disability. Attending AEA data entry person will enter the disability that is listed on the data entry sheet/IEP.
- Recommended Program and Weight. Attending AEA data entry person will enter the recommended program and weight which is listed on the data entry sheet/IEP.
- Domicile District, Building and Basis for Enrollment. Attending AEA data entry person will enter the domicile district, building and basis for enrollment which is contained on the data entry sheet/IEP. The resident AEA may be asked to provide assistance.
- The Directors agreed to contact each other to resolve differences of opinion in regard to child/youth name, date of birth, recommended program, weighting, served status, resident district, full/part time and exit date.

[Communication procedures](#) are written for those times when a child/youth's resident and attending district are not the same.

Types of Data

There are three basic types of data entry:

1. Assignment of Personnel and updating of Services data. These data are maintained annually or as needed. This includes the entry of a staff member's name and the association of that staff to department(s) and to buildings where they provide a given service (instructional or support).
 2. Individual children. Information from a child/youth's IEP, updated class rosters, referrals or evaluations, as well as the information on the significant adults in the child/youth's life, are examples of the child/youth-oriented data. Some of the information may change infrequently (e.g., resident district, home address, program information) and other data changes regularly (e.g. IEP Results).
 3. Central Processing Center or the System Manager. Any changes that affect ALL data on a system-wide basis, such as "Lookup Tables", districts and buildings are made by Central Processing staff only.
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Typical Data Entry Sequence

Depending on what information is to be updated, the data entry person will select the desired button to move into a Search window. From the Search window, the data entry person may select the appropriate record to bring up the Data Entry screen. If no records appear in the Search window or if the appropriate record does not appear, the data entry person may add a record to the previous screen.

Note: There is no need to "Save" a record in IMS. A data entry person may manually save a record but the IMS application will automatically save the records.

Field Types

Check Box. Check boxes only have 2 options, checked or unchecked. Clicking on the check box with the mouse will toggle it between checked and unchecked.

Special Considerations Behavior Communication Braille
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Pull Down. A pull down is designated by an inverted triangle and contains a set of options. When the data entry person selects a pull down, a list of options is displayed, only one of which may be chosen.

Sessions per ▾
 Day
 Week
 Month
 Year

Button. Typically a button is used to trigger an action.

Radio Button. As the name suggests, radio buttons are similar to the buttons of a car radio; choosing a button makes the choice current and releases the previous choice. A dot in a button indicates that it is the current choice. Radio buttons are typically used to display several options, of which only one of the options may be chosen.

Time in SE Full Part

Text Field. Text fields are typically one line high, but sometimes they are multiple lines high. Text fields are limited to 254 characters in length.

Attend. District

Memo Field. A memo field is a rectangular region in which a data entry person may modify or enter 254 characters in length. The size of the memo field distinguishes it from a text field.

Comments

Date Field. The date fields are Y2K compliant. Dates are stored as 8 characters in mm/dd/yyyy format. A date can be entered using a 6-digit shortcut mm/dd/yy. When this 6-digit shortcut is used, the year is interpreted using the following logic: year of 00-50 is considered 2000-2050; Year of 51-99 is considered 1951-1999.

Service Start

Note: Do not use the double quote “ with any data. Instead use a single quote ‘. The double quote will cause problems within the database.