

## IMS Data Entry Personnel Meeting Notes – 6/02/09 10:00 A.M. – 11:10 A.M.

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### Agenda

1. Introductions
2. Timely Services
3. Race/Ethnicity
4. Consent and Eligibility
5. Changes to Tables
6. Networking and Sharing

### Announcements

1. [www.iowaidea.org](http://www.iowaidea.org)
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### Introductions

The sites checked in.

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### Timely Services

Julie Curry from the Bureau of Early Childhood Services explained that the Annual Performance Report has a new requirement in the last year per OSEP.

- C1 (percent of infant and toddler with IFSP receiving services) is a measure of timeliness from the meeting date to services provided.
- Each state can determine their own number of days criteria and Iowa's agreement with OSEP is that the number of days is 30.
- Now the DE needs to account for un-timeliness of service delivery. That would be any service not started within 30 days of the meeting.
- A new IFSP template showing the reason boxes for delayed services was shown.
- On the Early Intervention Services page of an IFSP, a code is marked in the field "If service is not initiated within 30 days of IFSP meeting date, indicate reason:"
- Valid reason codes: FA-family, AG-agency/system, OT-outside/other, NA-no delay
- Part C service coordinators have been instructed to mark "NA" if services were started within 30 days of the meeting date.
- This is a Part C change and will be effective July 1<sup>st</sup>.

Michelle showed the IMS impact of this change.

- A new UDEP (Uniform Data Entry Procedure) has been developed and a draft of this procedure is available on the IDEA site. Path: IMS, Resources, Uniform Data Entry Procedures, Timely Services article.
- The Service Information screen is where the new reason code will be entered. "If service was not initiated on IFSP meeting date:", enter the reason on the field for that service.
- Valid reason codes are: AG, FA, OT
- If NA box is marked on the IFSP, no reason code will be entered in IMS.
- If this is on an initial IFSP, enter a new service. It is more likely this will happen on an initial versus existing IFSP service.
- If this is on an existing service, end the service with a Service End Date and use this date as the Service Start Date on the new service where the reason code will be entered.
- If this is on an existing service, contact the DE, as their may be a training issue involved.
- You can use Copy or New buttons for creating the new service.

Note: There were only a handful of children across the state last year whose had a service that started more than 30 days after the meeting date.

Question: This new field is on the template. Will it be on the new Web IFSP?

Answer: It already is on the new Web IFSP.

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### Race/Ethnicity

Amy Williamson explained the process for implementing the new Federal Race and Ethnicity Data. Michelle walked through the IMS screen.

- This is a Part B change and will be effective July 1<sup>st</sup>.
  - There were some who suggested that the field be placed on the Consent screen. There
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are two reasons why that would not be an appropriate placement:

- Race/Ethnicity data could be given to us at times other than at Consent.
- The Consent and Eligibility screen is a transaction screen. This means that a new record is created whenever a new consent comes in. We track historical data. We will not be tracking Race/Ethnicity historically.
- The Race/Ethnicity was placed on the Child Demographic screen. This screen is a place where data that do not have to be saved historically are entered. (There have been conversations in the past about how the Child Demographic screen has evolved from a screen where non-historical data are entered to a screen where it is still that plus a snapshot of a child.)
- As of July 1, the old Ethnicity field will be a “read only” field so that data can’t accidentally be entered into that field.
- In order to save screen display space, a collapse or expand feature for the Race/Ethnicity has been created. The text adjusts based on how this feature is set, “Show/Hide Race-Ethnicity Data”
- The data entry for Race/Ethnicity is different than the previous data entry where a code was entered. This time you will choose the appropriate radio buttons or checkbox.
- Never choose the Project EASIER button. This radio button will be used if data are imported from Project EASIER.
- If you hover over the race, a description will display.
- There may be occasions when a student’s race/ethnicity designation will be modified.
- There will need to be an initial re-identification of every child’s race and ethnicity.
- Each AEA will select a point person to coordinate and be responsible to have re-identification complete by count time.
- A standard text form letter will be distributed by Amy to each Director.
- An AEA specific data file containing mailing information will be distributed by Amy to each Director.
- The AEA will send this letter all parents for completion.
- If the parent/s fails to complete and return this information, the student can provide the information.
- Keep this letter on file for five years.
- To help facilitate this, in the fall there is going to be a mass import from Project EASIER.
- The data verification report won’t be modified until this import has been done.
- There will be a separate data verification report for Race/Ethnicity specifically. This specific verification report may only be available through the completion of the re-identification process.
- This Race/Ethnicity verification report will not be available until the transition is closer to completion; October is the estimated availability of this report.

Question: Project EASIER and web IEP could have different race/ethnicity. What should we do before count time?

Answer: Change the race/ethnicity in IMS before count time.

Question: For the form letter being sent out to the parents, could this be automatically created for us?

Answer: A draft of the form letter will be given to the Directors. Amy will request CPC produce a file containing mailing information for each AEA. She will give these data to each Director.

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## Consent and Eligibility

Amy introduced the changes to Consent and Eligibility. She said this change is not being required of the DE, but instead is tweaking data to make their reporting more accurate.

Michelle reviewed the IMS screen/field changes:

- This is a Part B change and will be effective July 1<sup>st</sup>.
  - On the Consent and Eligibility screen, some wording has changed and a few new fields were added to accommodate the reason for delay code for Part C to B Only.
  - The UDEP: Consent and Eligibility has been modified as of May 28<sup>th</sup> and is posted on the IDEA site.
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## Changes to Tables

Michelle detailed changes to the Meeting Type table:

- This change will be effective as of July 1<sup>st</sup>.
- The change in Service Coordinator and Exit types will be inactivated.
- This change is to align the IMS meeting types with the meeting types on the IFSP.

In order for funding sources to be distinct between educational services and health/medical (Medicaid) the following changes are being made for the web IEP. Wording will be changed as follows:

- PP0, Paraprofessional Services is now Medicaid Billable Paraprofessional Services
- TA0, Teacher Associate is now Non-Medicaid Billable Teacher Associate or Paraprofessional

Question: How will we know which code: PP0 (health) or TA0 (education) to use?

Answer: The information will be on the IEP.

Question: Will the definitions be on the new IEP?

Answer: Yes the new IEP will have the new definitions.

Question: Could we just use PP0 and stop using TA0, and then if not PP0 assume that it is TA0?

Answer: Post-meeting answer from Jim Donoghue: I would discourage the idea to "just use PPO and stop using TAO". In the pop-up table, PP or PPO for Paraprofessional Services will now be defined as "Behavioral or Health Services provided by a paraeducator or paraprofessional" and TA or TAO for Teacher Associate will now be defined as "Academic Services provided by a paraeducator or a paraprofessional".

Medicaid recognizes behavioral and health services and auditors are watchful as to whether reimbursement has occurred for academic services. So while your suggestion has merit and may reduce that risk, what is most important is that IEP format decisions be in service of all students and not focus on Medicaid enrollees.

Question: Since the PP0 is for health, will it normally have a nurse service also?

Answer: Post-meeting answer from Jim Donoghue: Since the PP or PPO is for Behavioral or Health Services, it will often have a health service provided by a nurse.

Post-meeting note: If data entry personnel have any questions about this, please contact Jim Donoghue.

Question: When we print all the forms, the Medicaid form sometimes gets overlooked. Is there a way that the form could print automatically if it pertains?

Answer: This idea will be added to the development list.

Question: In the past PP0 was for Part C and TA0 was for Part B. Will both of these codes be available when entering either Part C or Part B?

Answer: Yes, both of these codes will be available on Part C and B.

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## Networking and Sharing

Question: How do I enter information if school is still in session in June, and the service is not summer school?

Answer: Web IEP updates on the graph, after the first line, see Summer months: June, July and August choice. It will need to be checked. This is required for August data to appear on the graph as well.

Question: Will the Race ethnicity be on the new IEP forms?

Answer: Yes.

Someone asked if Dave Happe is aware of the new IEP procedure regarding the PP0 and TA0.

Post-meeting note: Michelle sent an e-mail to David with this information.

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## Announcements

1. [www.iowaidea.org](http://www.iowaidea.org)
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Please encourage the teachers and service providers in your AEA to sign up for the News Update. People who are signed up for that service receive information when special announcements and updates are posted.

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**Preview of Future  
Business**

Next meeting will be Tuesday August 25th, 10:00 – 12:00, topics:

- Preparation for Child Count
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