

**Agenda**

1. Site Equipment Check
2. Support Service Codes
3. Communication on Changes
4. Data Timelines
5. Timely Services
6. Networking and Sharing

Announcements

1. Meeting Types for IFSPs
  2. Methods and Sources Fields on Web IFSP ECO Summary
  3. Results Information
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**Site Equipment Check**

The sites checked in.

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**Support Service Codes**

Dee Gethmann, Kiersten Hensley and Cindy Weigel from the DE presented the changes to the support service codes. There were a few changes made to the table published with the agenda. See the link for the table of these codes on the prior page. This version of the table includes the changes noted during the meeting.

- For some of the services, the codes are the same for Part B, students ages 3 – 21 and Part C, children from birth through age 2.
- The column Change has highlights on those codes that have had a change.
- Changes go into effect on July 1, 2010

**Question:** Regarding HS-Health Services, how does this affect Medicaid? Will we still be able to file a claim?

**Answer:** Yes, you will still be able to file a Medicaid claim for these services. Complete review of the Medicaid data entry and billing processes will be conducted by Jim Donoghue during the Medicaid session scheduled for August 24, 1-3PM via ICN. This is the same day as the IMS Data Entry Meeting ICN meeting from 10-12pm.

**Question:** How are the NR-Nursing Services and HS-Health Services different?

**Answer:** HS services are provided by a qualified person trained by an RN or advanced degree nurse. NR services are provided by an RN or advanced degree nurse.

**Question:** When would SI-Developmental Services be used rather than HV?

**Answer:** SI is to be used only for children birth thru 2. HV-Home Intervention Part B, is for 3-5yr olds (pre-school age) for services delivered in the home. Only two AEAs, 7 and 13 provide these services.

**Question:** Will the data entry staff need to change the removed HL codes to HS and the removed VN codes to VI in the database?

**Answer:** No, this will automatically be done for you by CPC.

**Question:** We use the HV code for LRE monitoring pre-school services delivered in the home by an EC teacher. What should we use for pre-school

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services in the classroom?

**Answer:** On the IEP code as SD. It will automatically be coded into IMS as a five digit building number.

**Question:** If the child attends one classroom in the morning and a second classroom in the afternoon, which class is used?

**Answer:** How do you code these now? The AEAs were surveyed during the meeting and the majority of those who have this occurrence, code the service with the one classroom that delivers the longer time of services.

**Question:** What does the “!” in the legal name for the SD code mean?

**Answer:** This means that the IMS system no longer allows entry of that code. In the case of SD, that is included in the code because it is not used in IMS although it is used in web IEP. In IMS, classes are coded as a 5 digit number and in the web IEP a classroom is indicated by SD. The coding of classes will be similar between IMS and IEP when the rewrite is completed.

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### **Communication on Changes**

Michelle reviewed the 2004 document, Data Entry and Communication Procedures.

- Communication when making changes on students is important.
  - She encouraged everyone to make it a priority to review this document before August 1. It is especially important to do so, for those who have come on-board with data entry since 2004 when this was implemented.
  - This document is posted on [www.iowaidea.org](http://www.iowaidea.org) under section: IMS; Subsection: Resources, Miscellaneous.
  - No one monitors whether or not communication has occurred about changes. When there has been an issue in the past, at the base of the issue is communication: either someone has not initiated the communication or someone has not attended to a communication that has occurred.
  - If you think another data entry person would like to know about a change, let them know.
  - There may be situations that are not described in this document that will impact the data where another AEA is involved. She encouraged data entry personnel to keep the appropriate data entry person informed, as changes to a child's record are made.
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### **Data Timelines**

Tim Glenn reviewed data collection procedures for Part C.

- See the link for this presentation on the prior page.
  - Over the course of the next several months, the Bureaus will be pulling data for the SPP/APR.
  - Not only do the Bureaus pull data for the final reports, but similar to what AEAs do at Count time, they often pull data and review it in preparation for the final pull.
  - Data entry personnel are an important part of the process, ensuring timely and accurate data for the Bureaus.
  - Instructions will be sent to Regional liaisons and data entry personnel.
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### **Timely Services**

Tim Glenn reviewed the new Timely Services report.

- See the link for this presentation on the prior page.
  - The DE worked with the CPC to develop a report that will help “clean-up”
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- timely services data on a monthly basis.
- At first, it will be run twice a month. As the data is cleaned up it will be run only once a month.
  - The report will be initiated by the DE and only if data needs cleaning up, will a spreadsheet be sent to the AEA.
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## Networking and Sharing

**Question:** When will the grade be rolled forward?

**Post-meeting answer:** Brandon will send out an e-mail about the advancement of grades around June 4. It is anticipated that the advancement of grades will occur around June 29. If your AEA's primary data entry person, minimally, doesn't hear from Brandon by the time these meeting notes are posted, please contact Brandon for further information.

**Question:** Will there be any web IEP training this summer?

**Answer:** There are no planned changes for the web IEP for July 1, 2010. As a result, training is not being planned. Each AEA will be training on specific areas which your staff need additional training on or for new staff.

**Post-meeting note:** We anticipate a release of the rewritten graphing tool by August. The rewritten graphing tool is basically the same as it currently is. Any changes in this release will be covered in the August Data Entry meeting. We will be inviting the web IEP Administrators to that meeting.

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## Announcements

### 1. Meeting Types for IFSPs

In August 2008, training on the data entry of the IFSP stated that the only meeting codes to be used in IMS from that point forward were: Interim, Initial, Periodic and Annual. At that time, the usage of the following codes was discontinued: H (Change in Service Coordinator) and E (Exit) as well as several others. In order to see all the codes that have been discontinued, go to the IMS Meeting Type table. If the description is preceded by an exclamation point (!), it means the code has been discontinued.

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### 2. Methods and Sources Fields on Web IFSP ECO Summary

Typically "Ask the Bureau" questions and the responses are not included in agendas. Data entry personnel are encouraged to check for answers to their questions at [www.iowaidea.org](http://www.iowaidea.org); Section: IMS; Subsection: Ask the Bureau.

However, the following question, submitted to "Ask the Bureau" should be brought to your attention:

**Question:** Since the Web IFSP ECO Summary no longer includes the Method & Sources field, does that mean we no longer enter those fields in IMS?

**Answer:** ONLY for the Web IFSPs, the ECO method and summary data are not entered on the IMS Results Screen. These data are now collected on the Web IFSP evaluation/assessment (RIOT) information. The method and source must still be entered for all of the IEPs and any non-web IFSPs you may receive.

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### 3. Results Information

And one more "Ask the Bureau" about ECO...

Question: Since the method and summary data are being collected from the WEB IFSP now, is there a need to enter the Results information from the WEB IFSP into IMS at all? i.e. Results: Result/Outcome Type Goal/Outcome start date End date Goal/Outcome Area Progress Discrepancy/comparison.

Answer: Yes, continue to enter the ECO Rating (1-7 rating) and the Progress (Y, N, NA) into IMS. The DE collects the ECO data from the IMS for federal reporting.

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**Preview of Future Business** Next meeting will be Tuesday August 24th, 10:00 – 12:00, topics:

- TBA

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