

## IMS Data Entry Personnel and Technicians Notes – 6/3/08 10:00 A.M. – 10:50 A.M.

---

### Agenda

1. Introductions
2. School Facility Types
3. Networking and Sharing

#### Announcements

1. Problems with ICN
2. Next Year's Meeting Schedule
3. Nightly Download

#### Preview of Future Business

1. Next meeting: August 26, 2008; 10:00 – 12:00
- 

### Introductions

The sites checked in.

---

### School Facility Types

Michelle led training regarding a new field, school facility types.

- Any from the DE reported that they used to collect data differently
- John will be using the combination of these data to get the data he needs for the 618 tables.
- This will impact an AEA's LRE and should be considered to be very important data.
- There will be new data entry of facility type into the Building Profile screen.
- The table associated with this field, located on the Building Profile screen, may be accessed by double clicking on the field. See the School Facility table below:
  - 60 – Accredited, Non-Public or Home-Schooled
  - 50 – Correctional Facility
  - 40 – Homebound/Hospital
  - 10 – Public School Campus
  - 30 – Residential Facility
  - 20 – Separate School
- Each active building will have a facility type entered. If a resident of your AEA attends a building out of state, it will also need a facility type.
- The School Facility Type, handout #4 from the regional meetings was slightly revised May 23<sup>rd</sup>. [Click here](#) to see document.
- IEP teams will not enter the facility type on the web IEP. This datum will be pulled from IMS, based on the attending building.
- The special education director or his/her designee will be responsible for making the decision of which type code to use, for each active building in their AEA. The data entry person is not being asked to make the decision on the school facility type.

For training and awareness:

- The meeting attendees worked on a practice sheet assigning codes. DE staff provided the correct answers. She also answered questions explaining reasons for the particular code assignment.
  - Two questions that helped narrow some choices very quickly:
    - Was the building designed for students with IEPs only?
    - Is the facility a place where students could sleep there at night?
  - The DE has been giving the directors information on the school facility types. Coordinate this work with your director.
  - Amy will be providing guidelines to AEAs by June 17<sup>th</sup>.
- 

### Networking and Sharing / Announcements

**Question:** Is an initial IEP needed after a student exits?

**Answer:** That would depend on the manner in which the student exited:

- If the student dropped out and then returned, then a reevaluation needs to be done.
- If the student was staffed out and then came back, an initial IEP is necessary.

**Question:** If a student comes back and the IEP is expired, can the IEP still be used until an evaluation is done?

**Answer:** The answer to this question will be included in written guidelines.

**Announcements 1. Problems with ICN**

After last month's meeting, one site reported that there were a number of issues with the session. When other sites were surveyed, the same or similar problems were reported.

The ICN was contacted and here was their response:

It is normal that when the originate is switching sources on the touch screen, that everyone will see a black screen for a second or two during that switch...After reading the responses from the sites, it appears this is what they were probably seeing.

At 10:40, the screen was more than likely switched to a source or camera that was just powered off, but it certainly could have been some kind of network glitch for the 10-20 second or so that was reported.

If any site experiences a problem with the June 3 session, we have been instructed to use the classroom/fiber phone and call the ICN help desk. The number to call is 215. This phone number will ring directly to the classroom video help desk. The ICN staff reports that they can usually ascertain any issues within just a minute or two.

**2. Next Year's Meeting Schedule**

Please reserve the following Tuesday meeting dates for next year:

August 26, 2008	10:00 AM – 12:00 PM
No September meeting	
October 7, 2008	10:00 AM – 11:00 AM
November 4, 2008	10:00 AM – 11:00 AM
December 2, 2008	10:00 AM – 11:00 AM
January 6, 2009	10:00 AM – 12:00 PM
February 3, 2009	10:00 AM – 12:00 PM
March 3, 2009	10:00 AM – 12:00 PM
April 7, 2009	10:00 AM – 12:00 PM
May 5, 2009	10:00 AM – 12:00 PM
June 2, 2009	10:00 AM – 12:00 PM

**3. Nightly Download**

In April, the nightly procedure ran 30 out of 30 nights or 100% of the nights without being restarted.

---