




IMS Data Entry Personnel

The meeting for Tuesday, October 6 has been canceled.

However, please note the following announcements, particularly those that are related to the Child Count, as indicated with a 

1. Full Time/Part Time

John Lee reminds AEA's to remember to check Full/Part Time especially during Child Count. AEA's and LEA's are advised to look at the weighted enrollment summary to see how many part time students there are and then to check the weighted enrollment detail to find those students. There should be few, if any, part time students kindergarten through grade 12.

2. Data Entry for Early ACCESS

The following has been brought to our attention:

- Nutrition services, which are Early Intervention Services delivered by Child Health Specialty Clinics (CHSC), are not consistently being entered in IMS. If a Nutrition Service appears on the EI Services page on an IFSP, it must be entered into IMS.
 - Service coordination must be entered on the Services screen as well as the Plan Screen. This includes if a Service Coordinator is someone other than an AEA employee.
 - The Early ACCESS liaison or a service coordinator may be contacting data entry personnel in regard to infants and toddlers who are missing nutrition services or do not have a service coordinator list from CHSC.
 - In addition, if a service provider or service coordinator's name is listed on an IFSP, even if not an AEA employee, it is strongly encouraged that data entry personnel enter the service provider's name in IMS. This will become even more important as we get closer to the rollout of the web IFSP in the AEA's.
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3. Duplicate Staff in IMS

We have a problem that has been previously documented regarding duplicate staff in IMS. We are finding out that deleting duplicate staff records from within IMS is causing issues in the Web IEP, particularly when some time has passed and services have been assigned to one of the IMS staff records prior to deleting.

This is showing up in the Web IEP when staff do not have any districts or buildings to choose at the bottom of the student list. The duplicate staff record is being grabbed and it has no services for any building.

We recommend that IMS staff no longer 'Delete' duplicates in IMS. We would ask that you let us know about them and we will do the deleting and clean up.

Please send your duplicate repair requests to Abbie at astrobel@aea10.k12.ia.us.

4. Noon Uploads

The noon uploads will begin on Monday, October 5.

5. Medicaid Transmission Dates

Abbie would like to transmit Medicaid claims on Tuesdays rather than Wednesdays. If there is a reason that you feel the dates should not be changed, please contact Michelle by Thursday, October 8. If the dates will be changed, you will be notified.

Preview of Future Business

Next Meeting Date: Tuesday, November 3; 10:00 – 11:00

Topics:

- Count-related (1/2 hour)
- Information on the web IEP interim release (1/2 hour)