

## IMS Data Entry Personnel Meeting Notes – 3/03/09 10:00 A.M. – 10:45 A.M.

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### Agenda

1. Introductions
2. New Access Level
3. Office Location Screen
4. Projected Web IFSP Timelines

#### Announcements

1. Converting Districts to Levels I, II and III
  2. District-Wide Assessment
  3. 2009 In-Person Meeting
  4. 2008 Special Education Count Survey
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### Introductions

The sites checked in.

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### New Access Level

In preparation for web IFSP, an access level will be added. Kirby presented details:

- This change will be proposed to the OGC for approval at the March meeting.
- Three yet-to-be-defined levels exist in database, using one of these.
- Nightly the changes will be checked and converted to V5 IEP.
- Split Staff level into two access levels:
  - First: Only look at services for Building list.
  - Second: Look at both Services and Departments for Building List.
- A proposed addition of a box to check in the Web IEP area to invoke the second access level.
- Teachers and parents will be able to access an IFSP.
- [Click here](#) for details.

Question: How will parents get into IFSP?

Answer: This will be happening later and the service coordinator will let parents have access.

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### Office Location Screen

In preparation for web IFSP, Michelle presented the following:

- Thanks to everyone who tested the new County screen introduced at last month's meeting.
  - The Office Location screen is another new screen.
  - We are asking that data entry personnel test this screen:
    - Same URL as last month: <http://test.aea10.k12.ia.us/imssql/aeaims.htm> .
    - Any data entered in the test site will not carry over to the live site.
    - Any problems accessing and or modifying data in the test site, let Michelle know.
    - While testing, check for things such as data saves and buttons to work as they should.
    - Keep a list of the bugs and send the final list to Michelle; include screen prints if possible.
    - Complete testing by March 17.
  - Two parts to Office Location data
    - Add an Office Location for each office location in your AEA.
      - From the Main Menu, click on the link for Office Location.
      - Pick an Agency from the list. The web IFSP is going to be used by people other than just AEAs and LEAs: Child Health Specialty Clinics, IA Dept of Human Services and IA Dept of Public Health.
      - Enter address, phone number, fax number, etc.
      - Logical characters for the code are recommended i.e. OLE for Oelwein field office.
    - Identify the office location for each IFSP staff person.
      - Go to Staff Demographic and double click or F7 on the field and a list which corresponds to the AEA will appear.
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- Save the record.

Question: What goes into the Agency field?

Answer: The Agency field choices will be the AEA numbers 1 – 15 and Iowa Department of Public Health, DHS and Child Health Specialty Clinics.

Question: If a staff person has more than one office location, how do we enter that information since there is only one field?

Answer: The purpose of this field is to default contact information on forms such as address, phone number, fax number. Enter the Office Location that would be the point of most contact or where mail would be sent.

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## Projected Web IFSP Timelines

Michelle presented the projected web IFSP timelines.

- CPC received the last changes to the outputs on February 3<sup>rd</sup>.
- Timelines can now be projected. [Click here](#) for details. Highlights below:
  - September 1, 2009 one region will pilot the system.
  - Version 1 web IFSP will be released state wide after 2009 Child Count is finalized.
  - July 1, 2010 Version 2 released; from that time on, IFSP will be synced up with IEP's release timeframe.
- The directors have been asked to start thinking about who their web IFSP administrator will be. The responsibilities will be similar to those of the web IEP administrators.

Question: Will we be part of the training, or will there be training before alpha testing?

Answer: Details of training are not defined yet. Additionally, it has not been determined if there will be a showing of the product before alpha testing.

Question: Currently IEP Administrators are call System Managers for the IEP. How will this equate to the IFSP Administrators in title and function?

Answer: It will be up to each AEA. It could be the same person or an additional person. The responsibilities will be very similar.

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## Announcements

### 1. Converting Districts to Levels I, II and III

The following information is from the meeting minutes from the January 14, 2009 OGC meeting:

Each LEA is required to write a Special Education District Developed Service Delivery Plan and have it attached to its Comprehensive School Improvement Plan. The CSIP is due to the DE on September 15, 2009.

When districts are converting from traditional program descriptors to levels, there are two parts to this process in the past:

- Converting child data - there is a custom utility that can do this.
- Converting classroom numbers.

The CPC may want to break this down conversion into two parts:

- Converting child data by July 1. Since it has been some time since an AEA had to convert data, the custom utility will be tested first.
- Converting classrooms which may or may happen by July 1. It was decided that the number of classroom coding options could be limited to 5 or 6, rather than the current long lists of numbers to identify classrooms.

John Lee will help the OGC and CPC determine the numbering of each of the programs/classrooms.

If a district needs to have the child data converted, please contact Michelle for information regarding the

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### 2. District-Wide Assessment

A point of clarification in regard to district-wide assessment. The requirements for IDEA are different than the requirements for NCLB. The law for inclusion in district-wide assessment is not limited to ITBS/ITED but refers to any test given to all students at any grade level. This would explain why the description for the district-wide code "G" has been changed to "Child not yet school age; DWA not given."

3. **2009 In-Person Meeting**

As the IMS Center looked for topics that might be included in the 2009 In-Person meeting, the following came to light:

- Version 6 of the web IEP will have a limited number of changes to the application.
- The Bureaus have identified minor changes to data collection for 2009 – 2010.

The items identified for training do not constitute an entire day of training. Training for upcoming changes will be handled via the regular ICN meetings.

4. **2008 Special Education Count Survey**

Thanks to those of you who completed the 2008 Special Education Count Survey. To view the results, go to the link posted on the front page of the article for this month's agenda.

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**Preview of Future Business**

Next meeting will be April 7<sup>th</sup>. It is scheduled for 2 hours but will be reduced if the agenda does not warrant the length.

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