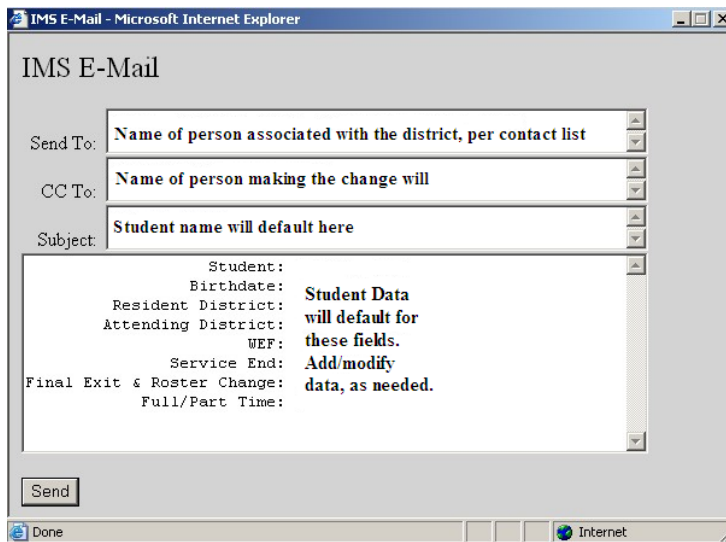


The purpose of this document is to provide some detail for a change that will occur in the web IMS when the new IDEA application is released in July of 2013.


Notifying Data Entry Personnel of Changes to Service Records

Current Situation

In IMS, an automatic e-mail feature is built into the application. When a change is made to a child or student's record or when a service is ended and the child/student does not reside or attend in the AEA of the person making the change, an e-mail is sent to the appropriate person, per the contact list.



Prior to the e-mail being sent, the data entry person making the change has the ability to modify the message.

This method does not guarantee that messages are sent. For example, if a data entry person clicks on the (red) close box  at the top right of the pop-up, the e-mail will not be sent and other data entry personnel may not be aware that a change was made to a child/student's record.

2013 Change

To ensure notification of changes, data entry personnel will be made aware of changes via an output. Each evening, a report will be created which will list the students whose services have been changed or ended within the last day and whose resident district is different than the attending district. Any data entry person will be able to access the reports for IEP and IFSP via the Reports link in the Iowa IDEA applications.

These reports will be maintained on-line for the data entry personnel for a to-be-identified length of time although 30 days has been suggested.