

## Tuition In Billing

### For February 7, 2012 Data Entry Personnel Meeting

#### Request of LEAs and AEA

With your LEA pilot partners, discuss the following questions and submit feedback by Wednesday, January 18, 2012 at 4:00 PM:

- What issues were not addressed in the document listing uniform data entry procedures for student related issues?
- What uniform data entry procedures were difficult to interpret or need further clarification?
- What other issues encountered during the pilot were not addressed at the December 6 training?

Issues or Further Clarification	Response
1. Students will appear twice on a report if there has been a change in resident district.	The Enrollment reports and the data they should be pulling will be reviewed at the February 7 meeting.
2. Non-resident will show kids based off of "non-resident" status. But those kids will also show on the K-12 & PK report because that is based on "attending". So, students will show on two reports in some cases (but are not in IMS twice).	The Enrollment reports and the data they should be pulling will be reviewed at the February 7 meeting.
3. Spelling of a last name is different between IMS and the district records.	The AEA and LEA should research the spelling of the name. Once the correct spelling of the name is determined, the change should be made in one or both systems.
4. The grade is different between IMS and the district records.	<p>Grade, although it appears in the IMS enrollment reports, is not used in the Tuition In Billing program.</p> <p>The difference in grades may be caused by the timing of when the IEP was written. The AEA and LEA should research the grade and make the appropriate change in one or both systems.</p> <p>Note: In the new Iowa IDEA system, there will be two grade fields: one that is identified in the IEP and one that will be called "Current School Year Grade".</p>

<p>5. My biggest concern is that LEAs may have been left with the impression that "we are verifying IMS data to assure IMS data is accurate and matches our district data". There may be times when the data in IMS is accurate and the LEA business office was not informed of the changes.</p>	<p>This will be addressed at the meeting by Steve.</p>
<p>6. Can we make the date for services starting and ending on all student records not just for these student records</p>	<p>The Uniform Data Entry Procedures should be applied to <i>all</i> IMS data entry, not just data entry that may impact the Tuition In Billing reports.</p>
<p>7. Clarify this procedure  When a student doesn't show up after being placed in Sp ED and is enrolled. Use the enrollment date as the service start date.  The district has the responsibility to try to provide the services to the student.</p>	<p>The enrollment date needs to be the start date. Even if a student doesn't show up, the district should continue to try to locate the student and serve him/her.</p>
<p>8. On the reports right now there is a student listed and he is no longer in our AEA and the other AEA is the person who made the error on the date. Is there a way for that to show on their report also? The report is Service Start Date is After End Date.</p>	<p>The Enrollment Data Verification reports should be added to the list of data verification reports checked by each data entry person on a regular basis.</p> <p>If a student appears on your list and the data was entered by someone else, contact that person and ask that the record be researched and corrected.</p>
<p>9. LEA reported double entry of some student names</p>	<p>The Enrollment reports and the data they should be pulling will be reviewed at the February 7 meeting.</p>
<p>10. Students moving from part C to B. Would the date be based on the IEP meeting date or the enrollment date? I have an example if you want one.</p>	<p>Use the enrollment date for students who are moving from Part C to Part B.</p> <p>The Uniform Data Entry Procedures has been modified to reflect this practice.</p>

<p>11. I would like it discussed how to correct dates that are incorrect when there is an open service (so, you are correcting past dates). I know this is not about uniform procedures...but didn't want to forget to ask.</p>	<p>The Uniform Data Entry Procedures have been modified to include data correction procedures.</p> <p>If this question is more about the technical aspects of IMS, contact Brandon for technical assistance.</p>
<p>12. Can we have the exit code added to the report?</p>	<p>The Exit Codes are not needed for Tuition In Billing program.</p> <p>However, consideration was given to add these codes to the reports. If this field was added, each time an exit or change reason code would change, another line for that student would display. This means that the data in those reports would increase.</p> <p>If approved by the director, the LEA business office personnel could be given read only access to demographic and services screen in order to check out the exit and change codes for student records. Note: IMS works only with ID and Windows.</p>
<p>13. How will ESY be reflected in the report?</p>	<p>Extended School Year will not be reflected in the report. The LEAs will adjust the days within the Tuition In Billing program.</p>
<p>14. If the intent is to populate the data from the enrollment reports into the tuition billing tool, will this be done by the DOE or is it something we will upload? What about changes that need made? Will we be able to edit individual student information like the tool allows now?</p>	<p>The DE will upload the data on behalf of the LEAs.</p> <p>The capabilities for the LEAs within the Tuition In Billing program will <i>not</i> change as a result of using IMS.</p> <p>If there is disagreement between AEA and LEA about data that cannot be resolved, make Steve and Michelle aware of the disagreement.</p>

<p>15. The reports look very similar to each other so is there a way to have a header put on so when you print them you know which report is which?</p>	<p>The titles have been added to the reports.</p>
<p>16. I did not see our resident students that were tuitioned out on the enrollment report, is that correct? Is it so we are not dividing their days into our book costs since we are not educating them in our buildings?</p>	<p>That is correct.</p>
<p>17. There are some unique circumstances like parents living out of state now but student is getting educational services here. I know that these are unique, but we need to make sure that there is a plan for how to handle these situations. One example: IMS shows Wisconsin as resident district because parents moved out of state. District ABCD counted this student last year, so they have to pay for him this year. When enrollment is populated into tool, this student will not show as a District ABCD responsibility since they are not listed as resident district. How would this work? I believe that I would want to include this student's days in coming up with a daily cost by weighting for the tuition billing tool.</p>	<p>These students will appear in your report. You will be able to adjust to the correct resident district in the Tuition in billing program.</p>
<p>18. No zero weighted students showed up in the enrollment report. That seems correct to me but I would like to confirm my thinking.</p>	<p>That is correct as your district isn't providing any instructional services to non-weighted students.</p>
<p>19. How do the PK days calculate? Is it based on attending building and how the calendar is setup (that is what I am thinking)? I notice lots of differences in # of days on that report. However, I am wondering about the "enrollment date" here. Dee told us recently in an e-mail that when the child transitions from part C to part B that the date of the IEP should be the service start date in IMS. How is that going to affect these reports if the student had an IEP dated in Dec. 2011, doesn't turn 3 until middle of January but was placed in the classroom on Jan. 5th? Would we go with the Dec. IEP date? Or the date the student enrolled at the school? This would be an Initial of course so maybe I am not thinking this through.</p>	<p>The days for P-K students are calculated based on the building their PK program is in.</p> <p>Use the enrollment date for students who are moving from Part C to Part B.</p> <p>The Uniform Data Entry Procedures has been modified to reflect this practice.</p>

<p>20. I am being told by District WXYZ that a student exited SE on 12/1/11 (example) but the IEP exit date is 12/15/11. I go by the IEP exit date...correct?</p>	<p>It is unclear why special education services are not being provided until the exit date on the IEP.</p> <p>The exit date on the IEP should be used when a student is being exited from special education.</p>
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