

(Child) Services

Overview

All instructional and/or related services provided for a child/youth are given the generic term "Services". Services in the IMS are kept historically by the use of a "Begin Date" and "End Date". When a child/youth enters, changes or exits an instructional class or related service, it is recorded as a transaction in this file. Information concerning a child/youth's enrollment, resident district, resident building, daily membership, and placement status are stored in this file also. These data generate tuition-in and tuition-out reports, weighted enrollment summaries and class rosters.

Uniform Data Entry Procedure

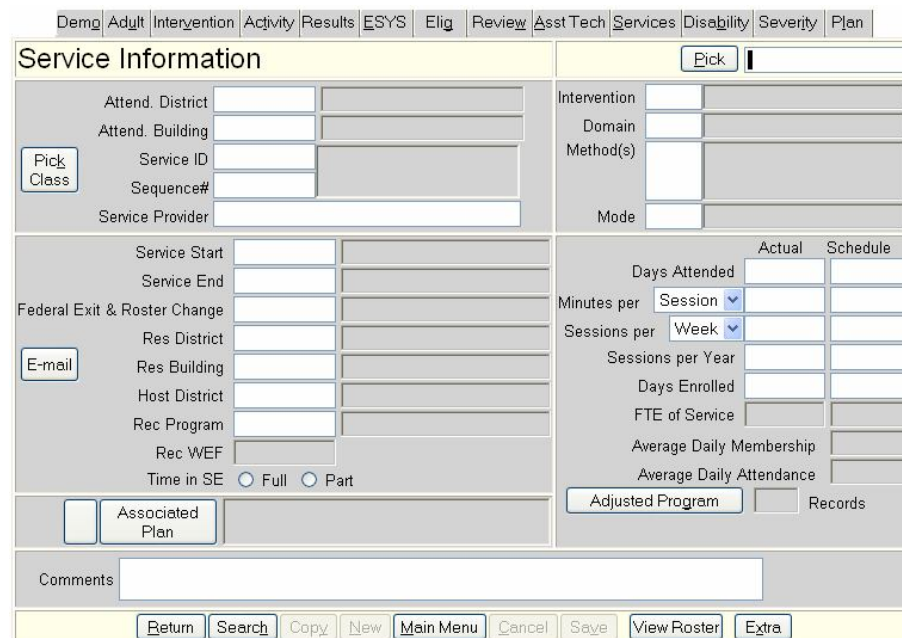
At this time, the following Uniform Data Entry Procedures relate to Services:

- IT or EC Codes
- Host District
- Exit

If an AEA believes there is a reason to diverge from a Uniform Data Entry Procedure, please contact the DE before initiating any changes.

Access to Screen

From the Main Menu, select Services under the Child section or select the Services tab from any other screen.



The screenshot displays the 'Service Information' screen with the following fields and controls:

- Navigation:** Demog, Adult, Intervention, Activity, Results, ESYS, Elig, Review, Asst Tech, Services, Disability, Severity, Plan
- Service Information Section:**
 - Attend. District, Attend. Building, Service ID, Sequence#, Service Provider
 - Intervention, Domain, Method(s), Mode
 - Buttons: Pick Class, E-mail
- Enrollment and Schedule Section:**
 - Service Start, Service End, Federal Exit & Roster Change
 - Res District, Res Building, Host District, Rec Program, Rec WEF
 - Time in SE: Full Part
 - Days Attended, Minutes per Session, Sessions per Week, Sessions per Year, Days Enrolled, FTE of Service, Average Daily Membership, Average Daily Attendance
 - Buttons: Adjusted Program, Records
- Comments:** Associated Plan, Comments
- Footer Buttons:** Return, Search, Copy, New, Main Menu, Cancel, Save, View Roster, Extra

Add a New Service

Note:

- Prior to adding a service for the first time, complete the fields on the Child Demographic screen, (Resident District, Resident Building, District and Building of Domicile, and Attending District and Attending Building). IMS will

go directly to that attendance center to select from the available services. As changes are made in the service records (exits, changes in residency or attendance centers), they are "automatically" reported back to the Child Demographic screen.

1. From the Child Demographic screen, click on the Services button.
2. To add a service, click on the New button.
3. The system displays a list of services available at the child/youth's attendance center. If the service recommended for this child/youth is at a different site, the data entry person may override the system's selection. To do this, press escape, change the district and building and then click on the "pick class" button to get the new list. If the data entry person only knows the district and the staff person, he/she can enter the data in those fields and then click on the "pick class" button.
4. Select the desired service and enter the Service Start Date, Resident District, Resident Building, Recommended Program (the Recommended Weight is automatically updated), and Total Time, regardless of the setting.
5. For children on an IFSP, enter the primary delivery mode.

Note:

- If a child is Part C only, use RS as the Recommended Program.
- A child should have the same delivery mode for every service he/she receives, even if that service location is different.
- Once a child/youth is receiving services, do not change the resident district or resident building on the Child Demographic screen. Changes made in the Service(s) screen will be reflected on the Child Demographic screen.
- When placing a child/youth in an instructional program, the previous recommended program will be used depending on the exit code. This option is configurable on the User Profile under advanced data entry options.

Edit an Existing Service

1. Select the Child Demographic screen.
2. Click on Services button or click on the service as listed in the Services window.
3. Use Search to select the desired service and enter an Exit Date. The system requires an Exit Reason. (The system changes the placement status to "8" automatically on the Child Demographic Screen.)
4. Make the necessary corrections or additions and return to the Child Demographic screen or Search to edit another service.

Note:

- A child/youth may have *multiple support or related services* but only *one instructional service* at a time. The Services screen(s) will report back to the Child Demographic screen the child/youth's recommended program, recommended weight, and placement status. The information from an active "instructional service" will take precedence over the information from an active "support service". The placement status (7 = active and 8 = inactive) is displayed on the Child Demographic screen and the "select a child" search screen.
- If editing a child/youth's service because of a change in recommended program, recommended weight, or resident district, exit the child/youth from the service and re-enter in the desired service. If the child/youth's attending location changes, exit the current service(s) and add service(s) to the correct location.

Communication about Changes

Since IMS is a statewide system, it is important to communicate changes made to records of children/youth that are not attending or not residing in the AEA of the person making the change. Communication procedures are written for those times when a child/youth's resident and attending district are not the same.

To assist with communication, an automatic e-mail feature is built into IMS. When changes are made to a child/youth that is either not residing or not attending the AEA of the person making the change, an E-mail will be sent to the proper individuals about this change.

IMS E-Mail

Send To: **Name of person associated with the district, per contact list**

CC To: **Name of person making the change will**

Subject: **Student name will default here**

Student:
 Birthdate: **Student Data will default for these fields.**
 Resident District:
 Attending District:
 WEF: **Add/modify data, as needed.**
 Service End:
 Final Exit & Roster Change:
 Full/Part Time:

Done Internet

Prior to the e-mail being sent, the data entry person has the ability to edit this e-mail and then click send.