

IMS Data Entry Personnel Meeting Notes, 5/5/09, Version 6 Add and Merge Students section, by Kirby Leland

Our current add student problem is occurring because of two fundamental reasons:

1. We allow Students and IEPs to be started in the Web IEP before the student record exists in IMS.
2. We created student IDs for added students in some situations, rather than taking them from the IMS record.

These specific add student process changes are intended to help clean up the following Version 5 student list issues:

- Duplicate students on the Student List because a name was misspelled or an incorrect DOB entered during the 'Add Student' process.
- Duplicate students on the list because the 'Add Student' process incorrectly assumed a student was a brand new student because the IMS student found by the exact match is not receiving services.
- Duplicates created because the new student child id did not match the child id in IMS. This happens because the IMS child id is not correct for the DOB or spelling of the name showing on the Student Demographic screen.

The revised add student process will be improved in Version 6 in several ways.

- Child IDs will not be created in the Web IEP. They may only be created by adding students to the IMS system.
- When a Web IEP Add request does not find an exact match in IMS, the child cannot be added to the Student List at that time. The add process will collect information about the child and send an email requesting either the addition of a new student by an IMS staff, or more accurate information from IMS staff so the teacher can successfully add the student.
- When an Add request does find an exact match in IMS, the IMS child id will always be used, regardless of any potential errors in the IMS child id, the age of the child or the service status of the child. This IMS Child ID will be used on all new IEPs.

Steps to Add

1. Click Add Student Button
2. Enter Last Name, First Name and DOB
3. Program Searches for Exact Match
 - a. If match found, user sees current student information
 - i. Proceed to Add/Assignment screen
 - ii. Complete Add/Assignment screen and Submit
 - iii. Student is added to Teacher and Building list
 - b. If match not found
 - i. User sees message window stating "Exact matches with the State of Iowa count system (IMS) are required for you to add a student to your list. An exact match for your student has not been found in the IMS system. You may choose to contact your school office to confirm the student first and last name you entered are accurate for legal name and spelling and the Date of Birth is correct. If you are confident this information is correct, please contact your AEA building staff or AEA IMS staff for assistance."
 - ii. Can click Cancel or Continue
 1. If choose cancel, they are returned to the Student List

2. If choose continue, they see a revised Add/Assign screen (show and review pic)
 - a. Must fill out screen – certain items are required.
 - b. Submit of screen sends an email requesting assistance.
 - c. Hope for this process is that after requesting assistance once or twice, they will take it upon themselves to go to the office and collect the correct information.
 - d. If the student isn't in IMS, they will need to be Added to IMS before they can be added to Web IEP Student List. This is a change.

Input request

The email generated by the add request because there was no exact match must be addressed to a person who can Add students to IMS.

There are three different ways we can control this:

- We could enter one email address per AEA on the AEA demographic screen in IMS.
- We could enter one email address per District on the District demographic screen in IMS
- We could enter one email address per Building on the Building demographic screen in IMS.

I would recommend that you consider one address per District. This could be set up as a generic address such as “addstudent@aea16.k12.ia.us” and you could have one or more persons assigned to check the account.

Or you could use several accounts such as addstudent1@aea16.k12.ia.us and addstudent2@aea16.k12.ia.us if you wanted to divide the responsibilities for assisting teachers.

What I would like to receive from one Web Administrator from each AEA is your preference as to where to enter this email address in IMS.

- Add on AEA screen.
- Add on District screen.
- Add on Building screen.

