



**Central New York  
Regional Information Center**

**Central New York Regional Information Center  
Spring IEP Direct User Group  
Minutes  
March 29 and March 30, 2010**

**March 29<sup>th</sup> Attendees:**

- CNYRIC – Bob Reale, Mike Callahan, Judy Corigliano & Yvonne Starliper
- APW – Tina Baxter
- Auburn – Laura Owens, Tina Farrell, Cassie Cuipilo, Kathy Rhodes, Jennifer Whipple
- Cincinnatus – Karen Heffernan & Dannette Tomilson
- DCMO BOCES – Cindy Ashton
- ESM – Kerri Burr, David Eischens, Patty LoRosche
- Fayetteville-Manlius – Sue McHale & Laura Piazza
- Fulton – Mari Catherine Mullaney
- LaFayette – Patsy McElhannon
- Liverpool – Wendi Martin, Carol Deyneka & Janice Powlina
- Oswego – Pat Spath
- Phoenix – Jean Smith
- Pulaski – Erin Gallagher
- Southern Cayuga – Cheryl Jackson & Charlotte Locastro
- West Genesee – Susan Murray, Lisa DeSantis & Sylvia McCarthy

**March 30<sup>th</sup> Attendees:**

- CNYRIC – Bob Reale, Mike Callahan, Judy Corigliano & Yvonne Starliper
- Cazenovia – Janet Goris
- Centrial Square – Kay Julien
- Fulton – Kathy Adams & Brenda Fuller
- Hannibal – Diane Miller & Angela Pietroski
- Homer – Linda Robinson & Ginny Testa
- Ithaca – Margo Brill, Deb Mahool, Reginna McCormick & Janet Rascoe Stebel

- Jamesville-DeWitt – Kathy Adams, Sue Bisnett, Charlene Hughes, Brigid Ristau, Sheila Woltman & Chrisine Sypher
- Marcellus – Trish McCarron
- Mexico – Pam Bronson & Debbie Schwab
- Moravia – Christopher Fisher
- Onondaga – Debbie Grimshaw
- Oswego – Amy DeVita, Barb Germain, Anna Natoli
- Skaneateles – John Salatte
- South Seneca – Lori Slusser, Susan Lynch, & Nancy Snyder
- Tully – Mary Jane Collingbourne & Deb Cox
- Union Springs – Pat Curtis, Sheila LaDouce
- Weedsport – Ann DeFazio & Laurie Leitten

**Purpose:**

- Improve communication between CNYRIC and member districts
- Provide end user support
- Review procedures and processes
- Inform user of enhancements and updates
- Coordinate additional training as needed within member districts
- The group will meet quarterly

**Target Audience:**

- Administrative and Clerical Staff

**Minutes:**

- Recent Enhancements to IEP Direct
  - Several documents were handed out to member districts. The documents contained detailed explanations of the new changes happening with IEP Direct.
  - Document: “ScriptX License Information” Document
    - New background processing. Click on view in processing center. Stays there for 3 days.
  - Document: “Introducing New State IEP and Letter” Flow Chart
    - New Document Report that allows you to compare master demographics with document demographics. This change is similar to the RTIm Direct application. User will not see document demographics anymore.
  - Document: “January 2010 Broadcast” – On-line Help Table of Contents
    - New & updated on-line help
  - Document: “January 2010 Annual Review Prep Broadcast” – several screen changes
    - District/Agency Preferences
    - School Year Calendars
    - Recommended School Information
    - FTE Grade Specifications
    - Goals/Objectives

- Document: “March 12, 2010 Broadcast” – Upcoming changes to Demographics
  - Master Demographics
  - Document Details screen – Demographics
  - Changes to the IEP Report
- Medicaid Audits underway, New Medicaid Certification
- New IEP will be Horizontal not Vertical
- No demographics on the IEP Template
- Document ID: Created – view document to troubleshoot error in data
- Software upgrade March 31<sup>st</sup>
- RTI – Referral to Special Ed – process log changes 2012
- Maintenance Screen – SIRS section (student information repository) – verify the errors in “PINK” - Make sure to fill in the process log entries
  - Document: “2009-2010 Special Ed Data”
    - Required Data Pulls from SE Software to Data Warehouse
    - CNYRIC will be pulling all end of year data for all districts regardless of schedule from SED ( help prepare districts that have not reported on all indicators)

**Next User Group:**

- Discussed with group about breaking out the regions in the Fall
  - Cayuga BOCES
  - Oswego BOCES
  - TST BOCES
  - OCM BOCES