

## **List of Things to Remember for Self-Assessment**

1. Do not attempt to use IMACS before your district is notified that IMACS is ready for you to use.
2. When conducting the file review, save early, save often. If the phone rings, save before you pick it up. If someone walks into the room, save before you talk to them.
3. Complete the demographic information for each child accurately and completely. The demographic information triggers certain checklists such as transition and eligibility. Please be sure to select students evaluated or reevaluated in the previous two semesters.
4. Do not hit the “submit” button until you are ready to release that application back to the Department. The file review and timeline spreadsheets are separate applications.
5. Give your district plenty of time to complete each step in the process. Submitting the information on time will help you receive your reports in a timely manner. Your RPDC Consultants are valuable resources in this process and are knowledgeable about the file reviews.
6. Check the print quality of documents that are uploaded and/or copied. If you can't read the documents, we won't be able to read them either.
7. Check to make sure that you are submitting all of the necessary pieces of documentation. If you used it to make a call in your file review we need to see it to verify that call.
8. Be careful to select the appropriate responses to file review questions. Only use “no” if you are indicating that the document you are reviewing does not meet compliance requirements for that indicator. “No” equals “noncompliance.”
9. Do not leave any indicators blank. Be sure to choose either, “yes, no or NA.”
10. Please call us if you think something is not working right in the IMACS system. We are always ready to help you as much as we can. The Compliance Section number is 573-751-0699, and Dana Desmond, Data Specialist, is at 573-751-0186.