

Exiting a child from *Early On*: The Infant or toddler with disabilities has had an active *IFSP* in place and then leaves Part C services. A child record should be made inactive upon exiting *Early On* services or upon the child's third birthday, whichever is first. Use the following steps to exit (inactivate) a child's *Early On* record.

1. Complete a "Child Search" for the desired child record. Select the record from the results list by marking the radial button in front of the MICIS ID#. Click on the *Early On* button in the menu bar.
2. In the *Early On* screen, change the "Active" Status to "Inactive (Exit Services)" and enter the Status Date.
3. Select an Exit Reason for the Drop down.
4. Save the record.

Note: Once the record is made "Inactive" you will not be able to edit it. Be sure the record is up to date prior to inactivation. If you inactivate a record in error, please contact the MICIS help desk for reactivation. If a child returns after a brief inactivation (i.e. moves and returns) you will need to go to the ISD/District/School in the "Go To..." drop down, and select the "Set EO Primary" button for reactivation.

The categories of *reasons for exit* are reported using the following codes:

Codes: **Exit Reason (Part C)**

30 Age three, Part B eligible: The child has reached *age 3*, and is *eligible for IDEA, Part B*. *Part B Eligible* refers to a child who has been determined according to State and Federal criteria to have a disability that requires *special education* and *related services* and who are receiving services according to an *individualized education plan*.

31 Age three, NOT Part B eligible, referred: The child has reached *age 3*, was ***evaluated, and determined not eligible for Part B*** and was referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.

32 Age three, NOT Part B eligible, NOT referred: The child has reached *age 3*, was ***evaluated and determined not eligible for Part B*** and was NOT referred to other programs. *This category may be used to report children whose parents did not consent to transition planning.*

33 Age three, Part B eligibility not determined: The child has reached *age 3* and Part B eligibility has not been determined. This includes children who:

- a) were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported;
- b) for children for who parents did not consent to transition planning. ; and

c) any child who has reached age 3 and exited without a referral to Part B.

34 Completion of IFSP: The Infant or toddler with disabilities has *successfully completed their IFSP prior to reaching age three* and no longer requires services under IDEA Part C.

35 Deceased: The child died prior to reaching age three.

36 Moved IN State: The child moved from the service area prior to age 3 and is KNOWN to be continuing with Part C services in the new location within the State.

37 Withdrawn: Parents declined all services after an IFSP was in place, or parents declined to consent to IFSP services and provided written or verbal indication of withdrawal from services (prior to the child's third birthday).

38 Unable to Contact: Attempts to contact the parent and/or child were unsuccessful. Include any child under the age of three, who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family or child after repeated, documented attempts. Include any child who has not completed their IFSP and exited Part C before reaching age 3.

Use this to report exits other than those given, including when a child moves from the service area and is not known to be continuing in Part C services.

39 Moved out of State. The child moved out of state before the third birthday. Do not use for children who have moved within the State (i.e., from one service area to another.)

Hint: To identify active records for children whose age is three or greater, run the All Current Children Report , and group by age. (Reports/Early On/Miscellaneous/All Current Children)