

2508: EXITING AND INACTIVATION PROCEDURES

Children may exit the SoonerStart program for any of the following reasons:

1. Aged out at 3 years old
2. Attempts to contact caregiver(s) were unsuccessful
3. Child was screened, but the caregiver has no concerns
4. Completion of IFSP prior to reaching maximum age
5. Deceased
6. Moved out of state
7. Not eligible for early intervention services
8. Withdrawal of child from services or services declined by caregiver(s)

Exiting a child requires inactivating the record in EdPlan. Once the child is inactivated, he or she will no longer show on the site list or case reports.

If attempts to contact the family are unsuccessful or the family declines participation in SoonerStart, the inactivation procedures are based upon where the family is in the SoonerStart process:

1. Referral - If unable to contact the family following the referral to SoonerStart, confirm with referral with no date, cancel the referral on the Referral Page and inactivate the record.
2. Intake – If unable to contact the family following Intake or the family declines referral and further services, confirm the referral and then cancel the referral on the Intake Page. Inactivate the record.
3. Eligibility Evaluation completed - If unable to contact family following Evaluation or family declines the IFSP and further services, do not cancel the referral. Inactivate record.
4. IFSP services in progress - If unable to contact family to schedule intervention visits or family declines further services, do not cancel the referral. Inactivate record.

If the Eligibility Evaluation indicates the child is not eligible or the caregiver has no concerns following an ASQ screening, the record should be inactivated using same date as ineligibility determined or the screening conducted. Do not cancel the referral.

Timeline Deadlines for Inactivation

Reason for exit	Inactivation should occur no more than...
1: aged out	One week after the third birthday (ensure all documentation is up to date)
2: contact unsuccessful	One week after three documented attempts to contact the family**
3: screened/no concerns	One week after screening (ensure screening information was recorded)
4: completed services	One week after services completed
5: deceased	One week after notification
6: moved out	One week after notification
7: not eligible	One week after eligibility is denied
8: declined/withdrew	One week after notification

Checklist for Inactivation

Step	Things to consider...
Student History	Have all events been created?
Documents	Have all documents been saved?
Contact Log	Is the contact log up to date?
Service End Date	If services are ending early, is the modified end date on the “Service and Environment Page”
ECO/Last date of Service	Over six months of service, has the ECO been entered? Less than 6 months, has the last date of service been added?
1 st Intervention Visit	Has the 1 st intervention visit been added to the “First Intervention Visit Log” ?
Transition Steps/Services	Have all transition activities been added to the “Transition Steps/Services” page?
Shared with the LEA	If the child is turning three and was referred to the LEA, was the EdPlan record shared with child’s school district?

File to be INACTIVATED Prior to Evaluation

Screened – No Concerns or Parent declined further assessment

1. Enter screening date on the Evaluation tab in EdPlan
2. **Check Student History for accuracy...**
 - Should have 2 lines for “IFSP Referral” and “Referral Confirmed”
 - If not 2 lines – enter confirmation date on Referral screen and “Save & Create Event” event **BEFORE** inactivation)
3. Upload screening score sheet(s) into Documents and related documents

1. Complete RC documentation
2. Proceed to Inactivation
Do not cancel referral

Inactivation

1. Go to Personal Page – Click “Make This Student Inactive”
2. Update information as indicated
3. Note – Inactivation date should typically match the date of screening, parent decline of referral or parent withdrawal

No Screening -- Unable to Contact, Declined Referral or Parent Withdrawal

Unable to Contact

1. Non-Parent Referral - Select SAVE AND CREATE EVENT leaving “parents notified” box **blank**
2. Parent Referral – “parents notified” that is same date as referral date should already be entered and SAVE AND CREATE EVENT already completed.
3. **Check Student History for accuracy...**
 - Confirmed **Parent** Referral: Should have 2 lines for “IFSP Referral” and “Referral Confirmed”
 - Confirmed **Non-Parent** Referral: Should have 1 line for “IFSP Referral”

If Student History does not reflect one of the 2 situations above, **return to Step 1** in this box and update record as necessary –

1. Complete RC documentation
2. Go to Referral screen and click “**Cancel Referral**” button at the bottom of the screen and update information as indicated
3. **Check Student History** – Should have a line that says “**Referral Discontinuation**”
4. Proceed to Inactivation

Decline/Withdrawal

1. If referral has not been confirmed... Confirm the referral by entering the date of decline/withdrawal or the first date of contact with the family in the “parents notified” box
2. “Save & Create Event” if not already done
3. **Check Student History for accuracy...**
 - Confirmed Referral: Should have 2 lines for “IFSP Referral” and “Referral Confirmed”

If Student History does not reflect the 2 lines as noted above, **return to Step 1** in this box and update record as necessary – Contact REIC for assistance if needed