

Attachment A

Determining Annual IFSP Dates

- Local System Managers can produce the “due” date of the annual IFSP by following these steps:
 - Go to ITOTS, click Reports
 - Click OSEP Verification Reports
 - Click ITOTS Children Active with an IFSP Report
 - Select start date as 11/1/2005 as outlined in the instructions for selecting records
 - Check “yes” that you want an excel report
 - Once the excel report is open, you will see a title to the report with several lines used for this information. Delete this information so that line 1 contains **only** the header titles for each column. Line 2 and beyond will be a listing of all the active children in your system from 11/1/2005 until the date you pulled the report.
 - Move the cursor to Column “H” line 2 and type in =(G2+365) Press enter. You should see a date that is one year from the date of the initial IFSP which is listed in Column “G”
 - Copy the formula =(G2+365)
 - Highlight the rest of Column H so that all active children are highlighted.
 - Paste the formula into the highlighted area and you will have annual IFSP date for all children.
 - You can sort the table by highlighting all the names of children, clicking on “Data” on the toolbar, click the A-Z (be sure you organize by Column H) and you will have the oldest dates of annual IFSP’s listed first running to the most recent.

ITOTS ID	Name	ICDF CODE	DOB	Race	Date of Eligibility	Date of ISFP	Annual IFSP
				Other	26-Feb-04	10-Mar-04	10-Mar-05
				Black	1-Jun-06	1-Jun-06	1-Jun-07
				Black	11-Apr-06	11-Apr-06	11-Apr-07
				Asian	3-Apr-06	27-Apr-06	27-Apr-07
				Other	29-Jan-04	3-Feb-04	2-Feb-05
				Other	26-May-04	9-Jun-04	9-Jun-05
				Other	1-Dec-05	19-Dec-05	19-Dec-06
				Other	3-Nov-05	17-Nov-05	17-Nov-06
				Other	3-Nov-05	17-Nov-05	17-Nov-06