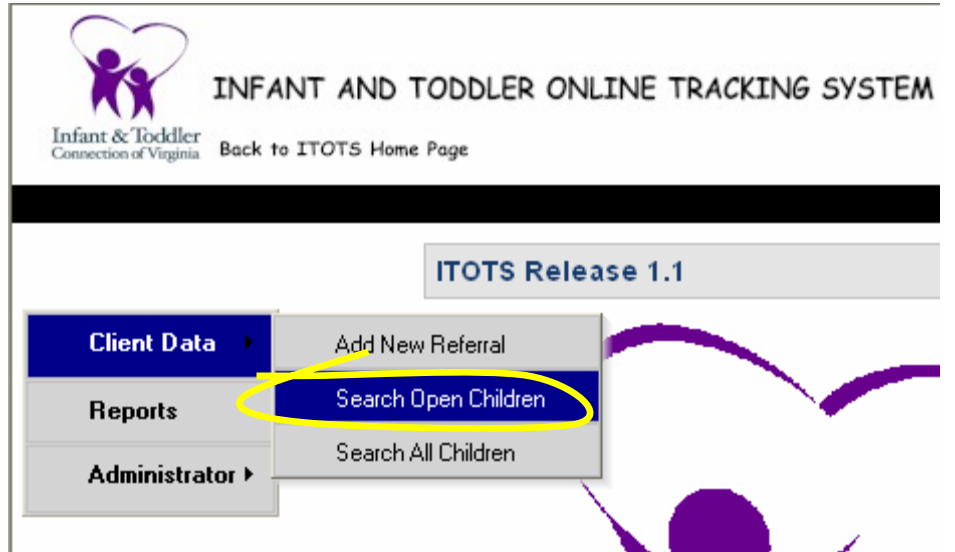


## ITOTS FAQ

How do I make a child inactive?

Making a child inactive within the ITOTS system is the mechanical method for tracking children who have been given the status "inactive" in accordance with the No Show Policy Page and flow chart. For additional information regarding the No Show Policy Page, please review the materials listed under No Show Policy on this page: <http://www.infantva.org/pr-PolicyPage.htm>

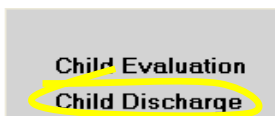
Only children with a valid IFSP who have been entered into ITOTS can be tagged as inactive. To make a child inactive, first open the child's record by going to the ITOTS home page, clicking on Client Data, then selecting search open children.



Search for the child by entering either the name or ITOTS ID into the appropriate blank and pressing search. Or, if you scroll down to the records you can open the record by clicking on the blue underlined ITOTS ID on the left of the screen

ITOTS ID	<input type="text"/>	First Name	<input type="text"/>	Last Name	<input type="text"/>	DOB	<input type="text"/>
City/County	<input type="text"/>	Local System	<input type="text" value="DMHMRSAS"/>				
<input type="button" value="Search"/>		<input type="button" value="Clear Form"/>					
ITOTS Id	Last Name	First Name	ICDF Code	City/State	Local System		
<a href="#">35739</a>	BLO	JOE	B03A	840 - Winchester (city)	DMHMRSAS		
<a href="#">32609</a>	KMHREC	TESTCHANGE	KH6A	087 - Henrico	DMHMRSAS		
<a href="#">32615</a>	KMHREC3	TEST	KH7A	075 - Goochland	DMHMRSAS		
<a href="#">36574</a>	KREBS	WERTY	KE5A	775 - Salem (city)	DMHMRSAS		


Once the child's record has been opened,



<b>Child Data</b>				
ITOTS ID	<input type="text" value="36574"/>	ICDF Code	<input type="text" value="KE5A"/>	
*Name	<input type="text" value="WERTY"/>	Q	*KREBS	
	First	MI	Last	
SSN	<input type="text"/>	*DOB	<input type="text" value="12/12/2004"/>	Th
*City/County of Residence	<input type="text" value="Salem (city)"/>	*Gender	<input type="text" value="Fema"/>	

click on Child Discharge. This will bring you to the discharge page:

This is the only section of discharge that needs to be completed for making a child inactive.



ITOTS ID  Name   
Birth Date  IFSP Date  Third B

**Child Inactive**  Inactive

Date Child Became Inactive    
(mm/dd/yyyy)

Date Child's Last IFSP Service Expires    
(mm/dd/yyyy)

To make a child inactive, check the checkbox, record the two dates requested and

**Child Inactive**  Inactive

Date Child Became Inactive    
(mm/dd/yyyy)

Date Child's Last IFSP Service Expires    
(mm/dd/yyyy)

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Discharge Date   Status/Transition D

If transition destination is exit with referrals  Preschool/D

If transition destination is another Part C system, please s

If transition destination is other, please specify

save the transition.

If you make contact with the family again and need to make the child active again, follow the above steps to get to the child discharge page and uncheck the Child Inactive box. This will remove the dates and you can check "Save Transition" to save the change. ITOTS does not track the history of a child being inactive.

Two reports will assist with managing the inactive children in your system. One is the Child Specific Report "Inactive". The other is the OSEP Verification/Monitoring Report "Open Cases For Children with an IFSP.