

## Child/Family Cannot Be Located – Database Update

We have made an update to the database regarding exiting children/families that cannot be located. To clarify, these are children who have an IFSP, but because the family cannot be located, the provider is unable to provide services. This database update gives data managers the ability to exit these children from the database but does not change the process outlined in the Part C Procedure Manual that addresses children/families that cannot be located.

As outlined in previous guidance, when no contact can be established with a family for 90 days an ECO exit is made, but the child remains open in the ITS database until the current IFSP expires.

The exit reason for a child who has a current IFSP, but the child/family cannot be located, should be: “could not locate; in services”. At the time of exit, if “could not locate; in services” is chosen, the database will no longer require that services on the service page be current. The exit can then be completed without additional changes to the services page. **Please note – programs still cannot exit the child until the IFSP expires.**

If the child was referred to Part B and the child/family cannot be located, programs must still use a Part B exit reason. If the exit reason “Part B eligibility not determined” is used, a modifier is required. The appropriate modifier would be “Family disappears between referral and eligibility”. When this modifier is chosen, the database will no longer require that services on the service page be current. The exit can then be completed without making additional changes to the services page.

In order to be responsive to families and ensure that outcomes are aligned with services, services should be written in no more than six-month increments. This database update is designed to eliminate barriers in implementing this practice.

For more information, please see page XII-12 of the Kansas Infant-Toddler Procedure Manual and the ECO Guidance document posted on the KS ITS website.