

The Challenge of Documenting Child Moves Between Organizations

Children already in Part C or Part B programs often move between I/T networks or districts within Kansas without permanently exiting from the Part C or Part B program. Each move is to be entered into the Outcomes Web System regardless of how long the child was provided services in the network or district before moving.

The organization that was previously providing services for the child before the child moves will enter the appropriate circumstance in the new record section of the Outcomes Web System. The circumstance is child exiting an organization (Network/District) not a program (Part C or Part B). Enter the last date of actual Early Intervention or Special Education services provided by the organization” Be sure to use the submit button to save the data.

The exiting organization should enter the exit information as soon as possible after the last date of services provided for the child.

The receiving organization, the Network or District where the child moves, will enter the appropriate circumstance in the new record section of the Outcomes Web System. The circumstance is the child is entering an organization (Network/District) not a program (Part C or Part B). Enter the first date of actual Early Intervention or SPED services provided to the child by the organization. If you are a Part B Multi Org User be sure to select the district ID number for the district the child is entering. Be sure to use the submit button to save the data.

Remember if the last entry in the Recent History Section of the Outcomes Web System is an exit from an organization, the next new record must be an entry into an organization.

If there is a data entry person who is not involved in making child outcome summary form ratings, be sure there is a process in place for notifying the data entry person that a child is moving and needs an organization exit or that a child is entering the organization and needs an organization entry in the Outcomes Web System.

Communication between organizations is very important for children who move from network to network or district to district to ensure that there is appropriate data entered for children.