

A decorative graphic featuring a path of dotted lines that winds through several stylized butterflies in various colors: light blue, green, yellow, and dark blue. The butterflies are arranged in a circular pattern around the central text.

**Early Steps
Disposition Codes
Training**

**Updated
January 11, 2010**

What is a Disposition Code?

Slide #2

- ✿ Disposition codes (a unique letter or number) are used in the Early Steps data system to describe the reasons that children exited or are inactive with Early Steps.
- ✿ They are entered into the Early Steps data system in the demographic record.

Training Objectives

Slide #3

During this training you will learn:

- 🦋 Purpose of disposition codes
- 🦋 Appropriate use of disposition codes
- 🦋 Impact of “bad data” on compliance

Purpose of Disposition Codes

Slide #4

🦋 To meet federal data reporting requirement:

The number of infants and toddlers who exited Part C or reached age 3 during a 12-month reporting period, according to their race/ethnicity, gender, and reason for exit.

🦋 To assist DOE with measuring their compliance with developing IEPs by the third birthday.

🦋 Each year, Early Steps provides a list of children in certain disposition code categories to DOE.

🦋 DOE then matches these children with children in their system and reports to the federal government on compliance with developing IEP.

🦋 To track reasons why children are closed to Early Steps for programmatic improvement.

🦋 For example, if the majority of children are closed due to “attempts to contact unsuccessful”, then maybe we need to change how we are trying to make contact with families.

Disposition Code Basics

Slide #5

- ✿ Use code that most closely matches the child's specific situation.
- ✿ Date of closure is date that child exited Early Steps which should be the same as the date noted on the prior notice letter and never later than the third birthday.
- ✿ The date of closure is not necessarily the same date that the data is being entered into the data system, as current and future policy say you have 10 days from exit to close the record in the data system.
- ✿ When reopening a closed child in the data system, delete the disposition date and code.
- ✿ Record previous closure information in the "Note" field for future reference, and check the "Closed Before" box.

On or Day Before 3rd Birthday?

Slide #6

- 🦋 When a child is exiting early steps at the age of three, use the **actual third birthday** for the disposition date/closure date.
- 🦋 Operations Guide 7.8.1 states that Part C funds end for children as of the day of their third birthday. For example, if a child's third birthday falls on May 4, Part C funding of services would end by midnight on May 3.
- 🦋 The data system considers a child under three until the third birthday and reports are run based on this.

Important to Remember

Slide #7

- 🦋 Early Steps data needs to reflect the child's status on the child's actual third birthday for children who have not exited Early Steps on or before their third birthday.
- 🦋 Therefore, for children who have not exited Early Steps on or before their third birthday, use the code that applies to the child's status on actual third birthday, not before or after.



Let's look at each code...

Code “1”

Slide #9

Descriptor:

- Florida- *Attempts to contact unsuccessful*
- Federal Crosswalk- *N/A (Feds. do not track data on kids who have no IFSP.)*

Definition:

- Florida- *This category includes all children for whom an IFSP was not developed and Early Steps personnel have been unable to contact or locate the family or child after at least three consecutive documented attempts. This category also includes children with an IFSP who were inactive and reach the age of three, as well as DEI only children with or without an IFSP.*
- Federal Crosswalk- *N/A*

DO's and DON'T's for "1"

Slide #10

🦋 DO use it when:

- IFSP was never developed
and
- At least three consecutive attempts have been made to contact the family
and
- Family did not respond to at least three consecutive attempts
and
- At least three consecutive attempts to contact the family have been documented in the child's record

Can "1" be used for DEI-only children? YES

🦋 DON'T use it when:

- IFSP was developed
or
- Fewer than three attempts have been made to contact the family
or
- The family responded to attempts
or
- Attempts to contact the family were not documented
or
- Child no longer requires Early Steps services
or
- Parents declined/withdrew from Early Steps
or
- Child was not eligible for Part C or DEI
or
- Child transferred to another LES
or
- Child moved out of state

Code “2”

Slide #11

Descriptor:

- Florida- *Expired*
- Federal Crosswalk- *Deceased*

Definition:

- Florida- *This category includes all children who died on or before their third birthday.*
- Federal Crosswalk- *Include all children who died before their third birthday, even if their death occurred at the age of exit. Include only children who died during the reporting period.*

Code “2” Continued

Slide #12

- ✿ If child is enrolled with Early Steps at the time of death, always use “2” regardless of any other circumstances.
- ✿ If a child dies after he/she exited from Part C, do not change the original disposition code.

Can “2” be used for DEI-only children? YES

Code “4”

Slide #13

Descriptor:

- Florida- *Completion of IFSP prior to reaching age 3*
- Federal Crosswalk- *Completion of IFSP prior to reaching maximum age for Part C*

Definition:

- Florida- *This category includes all children who have not reached age 3, have completed their IFSP, and no longer require services under Early Steps.*
- Federal Crosswalk- *Include all children who have not reached age 3, have completed their IFSP, and no longer require services under IDEA, Part C.*

DO's and DON'T's for "4"

Slide #14

DO use it when:

- Child is under three years of age
- **and**
- IFSP was developed
- **and**
- IFSP date has been entered in demographics in data system
- **and**
- Child no longer requires services under Early Steps

Can "4" be used for DEI-only children? YES

DON'T use it when:

- Child is three years of age
- **or**
- IFSP was never developed
- **or**
- Child still requires services under Early Steps
- **or**
- Child transferred to another LES
- **or**
- Child moved out of state
- **or**
- Parents declined/withdrew from Early Steps
- **or**
- Attempts to contact family were unsuccessful
- **or**
- Child was not eligible for Part C or DEI

Code “5”

Slide #15

Descriptor:

- Florida- *Transfer to Other Center/District*
- Federal Crosswalk- N/A

Definition:

- Florida- *Child's family has moved to another LES service area for continued service. Contact has been made with the receiving LES.*
- Federal Crosswalk- N/A

DO's and DON'T's for "5"

Slide #16

DO use it when:

- Child is under three years of age
- and
- Family has moved to another service area
- and
- Family will pursue Part C services in the receiving region

Can "5" be used for DEI-only children? YES

DON'T use it when:

- Child is three years of age
- or
- Child moved to a different county within the same LES region
- or
- Child no longer requires Early Steps services
- or
- Parents declined/withdrew from Early Steps
- or
- Child was not eligible for Part C or DEI
- or
- Attempts to contact family were unsuccessful
- or
- Family moved out of state

Code “6”

Slide #17

Descriptor:

- Florida- *Not eligible for Part B, exit with referrals to other programs*
- Federal Crosswalk- *Not eligible for Part B, exit with referrals to other programs*

Definition:

- Florida- *This category includes all children who reached their third birthday, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.*
- Federal Crosswalk- *Include all children who reached age 3, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.*

DO's and DON'T's for "6"

Slide #18

DO use it when:

- Child is three years of age
and
- IFSP was developed
and
- IFSP date has been entered in demographics in data system
and
- Child was determined ineligible for Part B by the school district
and
- Child was referred to other programs/services

Can "6" be used for DEI-only children? **NO**

DON'T use it when:

- Child is under three years of age
or
- IFSP was never developed
or
- Parents declined referral to Part B
or
- Eligibility for Part B has not yet been determined
or
- Child is eligible for Part B
or
- Child was not referred to other programs/services
or
- Parents declined/withdrew from Early Steps
or
- Child was not eligible for Part C
or
- Attempts to contact family were unsuccessful
or
- Child moved out of service area or state

Code “7”

Slide #19

Descriptor:

- Florida- *Not eligible for Part B, exit with no referrals*
- Federal Crosswalk- *Not eligible for Part B, exit with no referrals*

Definition:

- Florida- *This category includes all children who reached their third birthday, were evaluated and determined not eligible for Part B, but were not referred to other programs.*
- Federal Crosswalk- *Include all children who reached age 3, were evaluated and determined not eligible for Part B, but were not referred to other programs.*

DO's and DON'T's for "7"

Slide #20

DO use it when:

- Child is three years of age
and
- IFSP was developed
and
- IFSP date has been entered in demographics in data system
and
- Child was determined ineligible for Part B by the school district
and
- Child was not referred to other programs/services

Can "7" be used for DEI-only children? NO

DON'T use it when:

- Child is under three years of age
or
- IFSP was never developed
or
- Parents declined referral to Part B
or
- Eligibility for Part B has not yet been determined **or**
- Child is eligible for Part B
or
- Child was referred to other programs/services
or
- Parents declined/withdrew from Early Steps
or
- Child was not eligible for Part C
or
- Attempts to contact family were unsuccessful
or
- Child moved out of service area or state

Code “8”

Slide #21

Descriptor:

- Florida- *by parent or guardian prior to IFSP*
- Federal Crosswalk- *N/A*

Definition:

- Florida- *This category includes all children who parents declined all services prior to IFSP development.*
- Federal Crosswalk- *N/A*

DO's and DON'T's for "8"

Slide #22

DO use it when:

- Child is under three years of age
- and**
- IFSP was never developed
- and**
- There is no IFSP date in demographics in data system
- and**
- Parents declined/withdrew from Early Steps

Can "8" be used for DEI-only children? YES

DON'T use it when:

- Child is three years of age
- or**
- IFSP was developed
- or**
- Parents are interested in services
- or**
- Child moved out of the service area or state
- or**
- Attempts to contact family were unsuccessful
- or**
- Child was not eligible for Part C or DEI

Code “9”

Slide #23

Descriptor:

- Florida- *Withdrawn by parent or guardian after IFSP*
- Federal Crosswalk- *Withdrawn by parent (or guardian)*

Definition:

- Florida- *This category includes all children whose parents declined all services after an IFSP was in place, as well as children whose parents declined to consent to IFSP services and provided written or verbal indication of withdrawal from services.*
- Federal Crosswalk- *Include all children whose parents declined all services after an IFSP was in place, as well as children whose parents declined to consent to IFSP services and provided written or verbal indication of withdrawal from services.*

DO's and DON'T's for "9"

Slide #24

DO use it when:

- IFSP was developed
and
- IFSP date has been entered in demographics in data system
and
- Parents declined/withdrew from Early Steps

DON'T use it when:

- IFSP was never developed
or
- Parents are interested in services
or
- Child moved out of the service area or state
or
- Attempts to contact family were unsuccessful
or
- Child was not eligible for Part C or DEI

Can "9" be used for DEI-only children? **YES**

Slide #25



Let's Practice

Scenario #1



Slide #26

The child is 36 months old has been referred to Part B with parental consent. The child was determined ineligible for Part B, but the child continues to have a mild delay in gross motor. You assisted the family with finding a private provider for physical therapy and are now ready to close the record.

WHICH CODE?

The answer is “6”-Not eligible for Part B,
exit with referrals to other programs.

Slide #27



- ✓ Child is three years of age
- ✓ Eligibility for Part B has been determined by the school district
- ✓ Child is not eligible for Part B
- ✓ Child was referred to other programs/services

Code “A”

Descriptor:

- Florida- *Part B eligible, exiting Part C*
- Federal Crosswalk- *Part B eligible, exiting Part C*

Definition:

- Florida- *This category includes all children determined to be eligible for Part B who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.*
- Federal Crosswalk- *Include all children determined to be eligible for Part B during the reporting period and who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.*
- NOTE: This code relates to the status of the child exiting Part C. It is not necessary to know whether the child actually entered Part B services.

DO's and DON'T's for "A"

Slide #29

DO use it when:

- Child is three years of age, unless child is transitioning early
and
- IFSP was developed
and
- IFSP date has been entered in demographics in data system
and
- Child has been determined eligible for Part B
even if
- Child never actually starts services with Part B

Can "A" be used for DEI-only children? **NO**

DON'T use it when:

- Child is under three years of age
or
- IFSP was never developed
or
- Child was DEI eligible and not Part C eligible
or
- Part B eligibility has not yet been determined
or
- Child was not referred to Part B
or
- Child moved out of state
or
- Family declines Part B prior to Part B eligibility determination or child is determined ineligible for Part B

Code “G”

Slide #30

Descriptor:

- Florida- *Aged out before Part C eligibility was determined.*
- Federal Crosswalk- *N/A*

Definition:

- Florida- *This category includes all children turned three years of age before Part C eligibility was determined.*
- Federal Crosswalk- *N/A*

DO's and DON'T's for "G"

Slide #31

DO use it when:

- Child has reached three years of age
 - Eligibility for Part C was not determined
- and**

DON'T use it when:

- Child is under three years of age
- Eligibility for Part C was determined
- Parents declined/withdrew from Early Steps
- There were three documented, consecutive, and unsuccessful attempts to contact
- Child transferred to another LES
- Child moved out of state

Can "G" be used for DEI-only children? **NO**

Code “I”

Slide #32

Descriptor:

- Florida- *Inactive*
- Federal Crosswalk- *N/A*

Definition:

- Florida- This category includes all children who have been determined eligible for Part C, an IFSP has been developed, and the child and family have been unable to be located. This code is for temporary use and must be changed by the time the child has turned three.
- Federal Crosswalk- *N/A*

DO's and DON'T's for "I"

Slide #33

DO use it when:

- Part C eligibility was determined
and
- IFSP was developed
and
- The child and family have been unable to be located
and
- The child is less than three years of age

Can "I" be used for DEI-only children? NO

DON'T use it when:

- Part C eligibility was never determined
or
- IFSP was never developed
or
- The family responded to attempts to contact
or
- Parents declined/withdrew from Early Steps prior to IFSP development
or
- Family moved out of service area or state
or
- Child is already three

Attempts to Contact Unsuccessful “1” vs. “I” (Inactive)

Use 1 when:

- Part C eligibility was NOT determined
and
- IFSP was NOT developed
and
- At least three documented consecutive attempts have been made to contact the family
and
- Family did not respond to at least three consecutive attempts to contact
OR
- The child with “inactive” status reaches the age of three

Use I when:

- Part C eligibility was determined
and
- IFSP was developed
and
- The child and family have been unable to be located
and
- The child is less than three years of age

Code “M”

Slide #35

Descriptor:

- Florida- *Moved out of state*
- Federal Crosswalk- *Moved out of state*

Definition:

- Florida- *This category includes all children who moved out of state before their third birthday. Do not use this category for a child who moved within State (i.e., from one program to another) if services are known to be continuing.*
- Federal Crosswalk- *Include all children who moved out of state before their third birthday. Include only children who moved during the reporting period. Do not report a child who moved within State (i.e., from one program to another) if services are known to be continuing.*

DO's and DON'T's for "M"

Slide #36

DO use it when:

- Child is under three years of age
- and**
- Child moved out of state

DON'T use it when:

- Child is three years of age
- or**
- Child transferred to another Florida LES
- or**
- Parents declined/withdrew from Early Steps
- or**
- Attempts to contact family were unsuccessful
- or**
- Child was not eligible for Part C or DEI

Can "M" be used for DEI-only children? **YES**

Code “N”

Slide #37

Descriptor:

- Florida- *Not Eligible for Early Steps services*
- Federal Crosswalk- *N/A (Feds. do not track data on kids who were ineligible.)*

Definition:

- Florida- *This category includes all children determined to NOT meet Part C/DEI Eligibility Criteria at initial evaluation or based on review of relevant collateral information.*
- Federal Crosswalk- *N/A*

DO's and DON'T's for "N"

Slide #38

🦋 DO use it when:

- Child is not eligible for Part C or DEI
- and
- There is no IFSP date in demographics in the data system

🦋 DON'T use it when:

- Child is eligible for Part C
- or
- Child is eligible for DEI
- or
- Eligibility determination has not yet occurred

Can "N" be used for DEI-only children? YES

Slide #39



Let's Practice

Scenario #2



Slide #40

The child is 30 months old and has been receiving Part C services since 6 months of age. A periodic IFSP meeting was held last week in preparation for the family's planned move to another LES region next week. At the meeting, it was evident that all of the IFSP outcomes were met, the family had no concerns, and a recently administered H.E.L.P. showed all areas within normal limits.

WHICH CODE?

The answer is “4”-Completion of IFSP prior to reaching age 3.

Slide #41



- ✓ Child is under three years of age
- ✓ IFSP was developed
- ✓ Child no longer requires Early Steps services

Code “O”

Slide #42

Descriptor:

- Florida- *Not considered for Part B*
- Federal Crosswalk- *Part B eligibility not determined*

Definition:

- Florida- *This category includes all children who reached their third birthday and were not referred to Part B. This category may be used to report children whose parent did not consent to a Part B referral.*
- Federal Crosswalk- *Include all children who reached their third birthday and their Part B eligibility has not been determined. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported and children for whom parents did not consent to transition planning. Include in this category any child who reached age 3, and who has not been reported in categories 2-5 above.*

DO's and DON'T's for "O"

Slide #43

DO use it when:

- Child is three years of age
and
- Child was not referred to Part B
and
- Child was not evaluated for Part B eligibility

Can "O" be used for DEI-only children? YES

DON'T use it when:

- Child is under three years of age **or**
- Child was referred to Part B
or
- Child was evaluated for Part B eligibility **or**
- Child is eligible for Part B
or
- Parents declined/withdrew from Early Steps
or
- Child was not eligible for Part C or DEI **or**
- Attempts to contact family were unsuccessful
or
- Child moved out of service area or state

Code “P”

Slide #44

Descriptor:

- Florida- *Part B eligibility not determined*
- Federal Crosswalk- *Part B eligibility not determined*

Definition:

- Florida- *This category includes all children who reached their third birthday and their Part B eligibility has not been determined. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported.*
- Federal Crosswalk- *Include all children who reached their third birthday and their Part B eligibility has not been determined. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported and children for whom parents did not consent to transition planning. Include in this category any child who reached age 3, and who has not been reported in categories 2-5 above.*

DO's and DON'T's for "P"

Slide #45

DO use it when:

- Child is three years of age
and
- IFSP was developed
and
- IFSP date has been enter in demographics in data system
Child was referred to Part B
and
- Part B eligibility has not yet been determined or made known to the LES

Can "P" be used for DEI-only children? **NO**

DON'T use it when:

- Child is under three years of age
or
- IFSP was never developed
or
- Child was not referred to Part B
or
- Eligibility for Part B has been determined and is known by the LES
or
- Parents declined/withdrew from Early Steps **or**
- Child was not eligible for Part C
or
- Attempts to contact family were unsuccessful
or
- Child moved out of service area or state

Code “X”

Slide #46

Descriptor:

- Florida- *Administrative Close*
- Federal Crosswalk- *Attempts to contact unsuccessful*

Definition:

- Florida- *No services in past year.*
- Federal Crosswalk- *Include all children, under the age of 3, who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family or child after repeated, documented attempts. Include in this category any child who did not complete their IFSP and exited Part C before reaching age 3, and who has not been reported in categories 7-9 above.*

Code “X” Continued

Slide #47

- ✿ Cannot be assigned by LES during data entry because it is not an option available on the pick list.
- ✿ Before all quarterly reporting, children who have not received services within the past 12 months are automatically given a disposition code of X.
- ✿ Designed to be a temporary code.
- ✿ Goal is for no children to have this disposition code.
- ✿ Each LES must review report each quarter that lists all children closed to “X” and “fix” this data by choosing a more appropriate disposition code.

Can “X” be used for DEI-only children? YES

Thank - you for your attention!

Slide #48



Now is your chance to ask questions.



Thank you!!!

CMS-Early Steps Website Address:
<http://www.cms-kids.com>

Slide #49