

## Reactivation of Child Records in the Early Support for Infants and Toddlers Data Management System



Department of Children, Youth, and Families



There are instances when a child who has been exited from the Early Support for Infants and Toddlers (ESIT) program and the Data Management System (DMS) returns to the program. When this occurs their DMS record will need to be reactivated.

To reactivate a child record, the program staff will enter the child's referral in the ESIT DMS within 3 days of receiving the referral. The child record is found through the child match function in the ESIT DMS. If a previous record exists, select the blue symbol to the left of the child's name to request the transfer of record. Note the name and contact number of the previous FRC for follow up as needed. When the reactivation requires a transfer from another program and it is not completed within 3 business days, the requesting FRC or intake coordinator can contact the ESIT Help Desk [esit.help@dcyf.wa.gov](mailto:esit.help@dcyf.wa.gov) for assistance.

If the FRC finds that the child who has been reactivated already has an Initial IFSP the FRC contacts the Help Desk and the child's timeline will be reset. Using the DMS secure email system, send the following information to the Help Desk:

- Child ID OR
- Child Name (first two letters or first and last name) and DOB
- FRC name
- Referral date (the date the referral was received, not the date the record was reactivated)

The FRC will then need to complete a review or annual IFSP, whichever is applicable. Once that review is entered and complete, the new due dates will automatically populate on the child's timeline.

**NOTE:** To avoid errors and inaccuracies in the data management system when reactivating a child who has had an Initial IFSP completed previously, please do not meet with the family or complete any activities prior to reactivation date and assignment of an FRC. **Completing these activities prior to reactivation will cause system errors because events cannot be dated earlier than the reactivation date.**

Please contact the ESIT Help Desk at [esit.help@dcyf.wa.gov](mailto:esit.help@dcyf.wa.gov) if you have any questions or concerns.