



FIRST STEPS RECORD TERMINATION

State Form 52001 (R2 / 10-15)



Name of child		Child identification number
Date of birth (month, day, year)	Effective date of termination (month, day, year)	County

CHECK ONLY ONE.	REFERRAL AND INTAKE CLOSURE CODES	CODE DEFINITION
	Declined to Participate prior to IFSP	Family declined to participate at referral or during intake. Family did not complete IFSP development.
	Whereabouts Unknown	The family's whereabouts are unknown and the coordinator is unable to contact them.
	Family Unresponsive	The family's location is known, however the family is not responding to attempts to contact.
	Child Ineligible	The child is under age three (3) with less than a 20% delay – initial eligibility only (No IFSP)
	Eligible – NOT IN NEED	Child meets current eligibility requirements, but is currently NOT in need of services. (Initial eligibility only.)
	Declined Due to Cost Participation	Declined to participate due to cost participation during referral or intake process. (No IFSP)
	Deceased	This includes all children who died before their third birthday, even if their death occurred at the age of exit.
	Moved Out of State / Loss of Residence	Family relocated outside of the state of Indiana – This includes all children who moved out of state prior to their third birthday.
	Data Error	Data Error

ONGOING IFSP CLOSURE CODES	CODE DEFINITION
Withdrawn by Parent	Withdrawn by parent after enrolled – intake and IFSP was completed, but family actively withdrew from services.
Exit – Goals Met (No Longer in Need)	Child meets/or met eligibility and has an existing IFSP but no longer demonstrates a need for services.
Failed to Participate	Parents declined all services after an IFSP was in place.
Withdrawn Due to Cost Participation	Family declined to participate in IFSP services because of cost participation.
Not Eligible for Part B, Exit with Referrals	Child is not eligible for Part B services, exit with referrals to other programs.
Transition to three (3) to five (5) Year Old Special ED – Part B Eligibility NOT Determined	Family will pursue services sponsored by public school but does not have Part B eligibility determined or reported at exit.
Transition to three (3) to five (5) Year Old Special ED – Part B Eligibility Determined	Child will be participating in services sponsored by public school and eligibility for Part B is established.
Transition – No Services Needed	Not eligible for Part B, exit with no referrals – age three (3) only.
No Longer Eligible	No longer eligible (child had an IFSP) – does not meet current eligibility. This code only applies to annual eligibility re-determination.
Deceased	This includes all children who died before their third birthday, even if their death occurred at the age of exit.
Moved Out of State / Loss of Residence	Family relocated outside of the state of Indiana – This includes all children who moved out of state prior to their third birthday.
Data Error	Data Error
Family Unresponsive	The family's location is known, however the family is not responding to attempts to contact.

Signature of coordinator	Date (month, day, year)
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Notes
