Deleting Duplicate Child Records via Child Fix

I want to add some clarification about the changes to the 'Child Fix' utility and issue a warning about how this can go bad if you improperly use the Delete option.

This applies to situations where the Child Fix Search finds two students, as shown in the picture below. We have been finding more of these situations than we like as we bring the state online with the IFSP.

In this situation, an intake was entered into the IFSP system for this child. Since the child had already been entered into IMS and had an IMS generated Child ID, but did not have a Plan record entered and no services, the entry of the intake was allowed.

When the intake process created the Child ID, it had to use a new ID (ending in 1), since the correct one ending in 0 was already taken by an IMS child. In these cases we are forced to assume these are not the same children because we assume an intake in the IFSP is the entry point into all systems. About the only thing that can be done to reduce these situations is to make sure the Intake is entered into the IFSP system prior to adding the child and intake info into IMS. If the child was previously entered into IMS for some other reason, we are stuck with this situation.

Anyway, what is important here is to figure out which child has all of the completed IFSP relate forms attached and then delete the other child. You determine which child to save by finding the one with a 'Res Dist' number (bottom row). So, the one we want to delete is the top row. It is very important to DELETE the unwanted record FIRST (the one without the Res Dist number).

After the duplicate row is deleted, you will most likely need to 'Change' the Child ID of the remaining child. Otherwise, this IFSP information won't align with IMS and the IFSP won't be available via the 'Web IFSP' button on IMS Child Demo screen. Go to IMS and copy the IMS Child ID for this child. Next, use the 'Change' Child ID button and convert the Child ID in the IFSP system to match the IMS system Child ID.

IF YOU DELETE the row with the 'Res Dist' number, you will delete all of the information for that child in the IFSP system. It can't be retrieved, period. I can't help if that happens.

As a safeguard, I would recommend printing all IFSP documents for the child prior to using 'Delete'. Better yet, print to a PDF if possible, so you could copy and paste should you need to do that.