

# Disability

## Overview

This file (AEDIF) contains one record for each occurrence of a child/youth's changing disability status. IEP or IFSP teams may change a child/youth's disability classification due to a variety of factors. This file records those decisions as they are made by the IEP or IFSP team.

IMS allows only ONE primary disability per child/youth. It allows for a secondary and tertiary disability.

## Uniform Data Entry Procedure

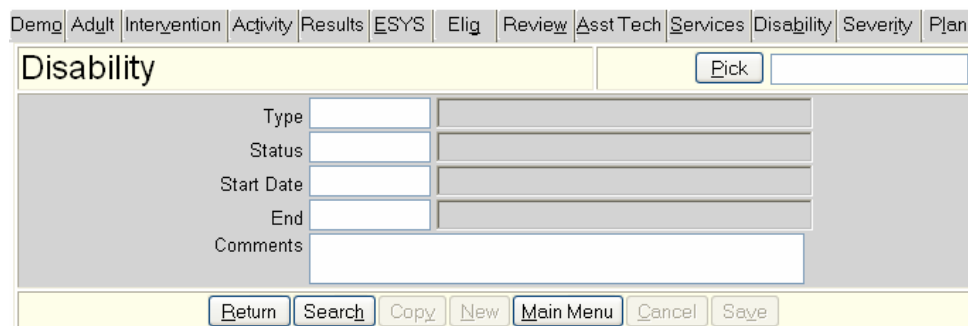
At this time, the Uniform Data Entry Procedure that relates to the Disability screen is:

- Disability

If an AEA believes there is a reason to diverge from a Uniform Data Entry Procedure, please contact the DE before initiating any changes.

## Access to Screen

A child/youth's disability may be accessed from either the Child Demographic screen or the Services screen. The screen may also be accessed from the Main Menu under the Child section



## Add a Disability

1. Access the child/youth's record via the Child Demographic screen
2. Click on the Disabilities button.
3. Click on the New button.
4. Enter the Disability type.
5. Enter the Status of Secondary or Tertiary disability, if appropriate.

Note: If this is the first disability entered, the system enters 01 for Primary Disability.

## Discontinue a Disability

1. Access the child/youth's record via the Child Demographic screen.
2. Click on Disabilities button.
3. Enter End Date for the appropriate records.