

Archiving Children in AEPSi

There are two types of Child Records in AEPSi, active Child Records and archived child records.

Active Child Records are any Child Records—including profile information, assessment information, journal entries, or calendar entries on a specific child—that are open for editing and additions. This means that changes can be made to the child’s profile, new assessments can be entered on this child, and journal entries or calendar events can be added for this child. Individual and OSEP reports can also be run on active Child Records and their data can be exported.

Archived Child Records are any Child Records that are not open for editing but are still available in AEPSi for reporting or exporting purposes.

When to Archive a Child

Active Child Records can be archived, and archived Child Records can be reactivated, at any time in AEPSi. Most frequently, programs will choose to archive a Child Record when a child has either left a program or is no longer being assessed in AEPSi in the program but the program still wants to retain the child’s data in AEPSi for reporting purposes or in the event that the child returns or AEPS assessments are reinitialized.

The benefit of having a Child Record archived instead of active is that if the Child Record is archived for the entire AEPSi subscription year, it only costs the program \$1. If a Child Record is active at any point during an AEPSi subscription year, however, that child will be counted as an active Child Record for that year and be charged at the regular Child Record rate for that program.

How to Archive a Child

Only Administrators in AEPSi have the ability to archive a Child Record. In order to archive a Child Record, you must go to the Admin section of AEPSi after logging in and then click on the link on the left-hand side of the page that says “Manage Children.” (see Figure 1).

Step 1: Go to the Admin Section

The screenshot shows the AEPSi Admin interface. The top navigation bar includes 'Admin', 'My AEPSi', 'My Children', 'My Groups', 'My Reports', 'My Calendar', 'My Toolkit', 'My Profile', and 'Help'. The 'Admin' link is circled in purple. The main content area is titled 'PROGRAM ADMINISTRATION' and contains a 'PROGRAM PROFILE' table with the following data:

No. of Licenses	37
No. of Children	43
No. of children archived	1
No. of children deleted	71
Subscription Renewal Date	09/01/08

Below the table is a 'View Program Profile' button. To the right is a 'SEARCH' section with dropdown menus for ADMINISTRATORS, REVIEWERS, PROVIDERS, and CHILDREN, each with a 'Search' button. At the bottom left, the 'Manage Children' link in the left-hand menu is circled in purple.

Step 2: Click on the “Manage Children Link.”

Figure 1

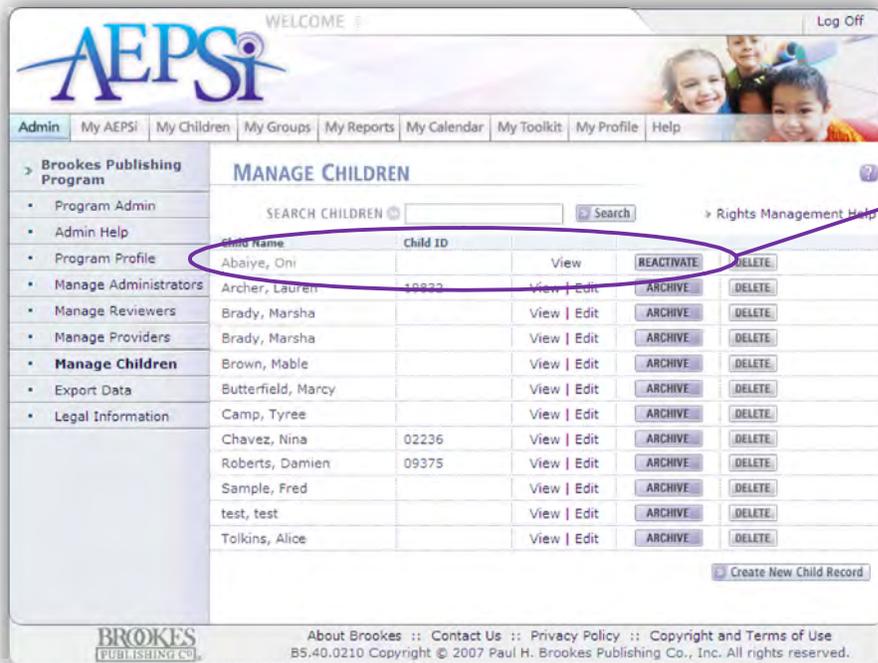
This will take you to the Manage Children page, which will pull up a list of all of the children in your program who are entered in AEPSi. From this page, you simply click on the “Archive” button next to the name of the child whom you want to archive. (See Figure 2)



Step 3: click on the “Archive” button next to the name of the child whom you want to archive.

Figure 2

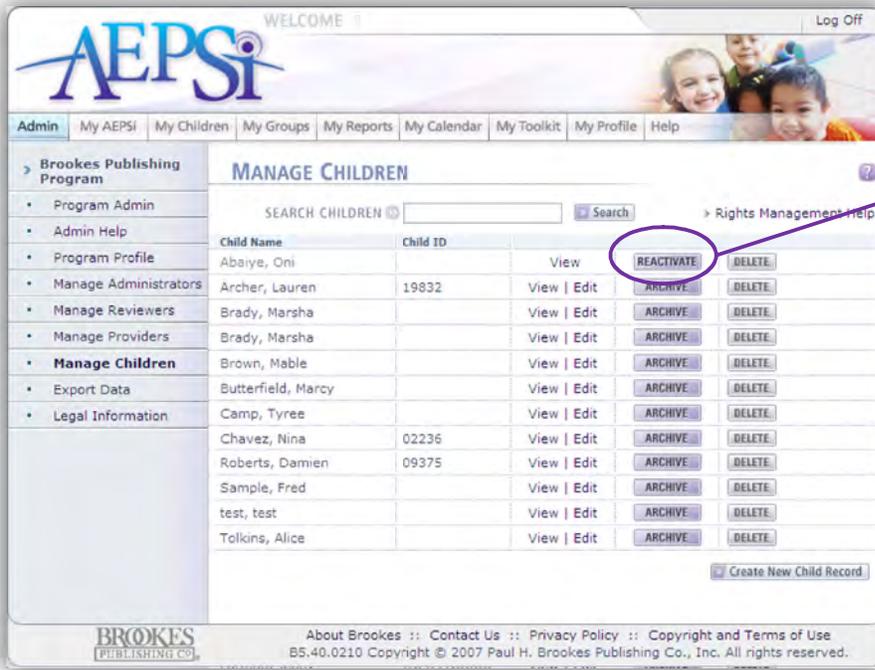
You will know when a child is archived because his or her name will be grayed out on the Manage Children page and you will only be able to view, not edit the child’s profile. (See Figure 3)



Oni Abaiye’s record has been archived.

Figure 3

In order to make an archived Child Record active again, simply click on the "Reactivate" button next to the name of the archived child whom you want to make active again. (See Figure 4)



Click on the "Reactivate" button next to the name of an archived child in order to make the child active again.

Figure 4