Amending vs. Editing an IFSP Service and when to End an IFSP Service

This document will identify when a user should amend vs. edit and when to end an IFSP service under the IFSP tab in BTOTS.

Amending an IFSP Service

There are two times a user should use the “Add IFSP Amendment” link in BTOTS. First, when a user is changing a current IFSP service frequency, length, or location, an amendment must be done, as shown in Figure 1. Second, when a user is adding a new service to an existing IFSP, then an amendment should be used, as shown in Figure 2.

Figure 1. “Add IFSP Amendment” when Changing Service Frequency, Length, or Location
Editing an IFSP Service

If a user is ONLY changing the service provider for a service on the existing IFSP, an amendment does not need to be made, but an “Edit” and “Change Provider” will be selected, as shown in Figure 3.

Figure 3. Changing the Service Provider ONLY on an Existing IFSP Service
**Amending vs. Editing an IFSP Service**

**And When to End an IFSP Service**

**Overview Document**

Last updated 05/19/2015

---

**Editing a Data Entry Error**

If the wrong service provider was entered, i.e., a data entry error was made, the user may also change the service provider by selecting “Fix Data Entry” to change the service provider, as shown in Figure 4.

**Figure 4.** Fixing a Data Entry Error for an Incorrect Service Provider Using the “Fix Data Entry” Link

---

**Ending an IFSP Service**

A user should only end an existing IFSP service if it is no longer continuing, as shown in Figure 5. (Note: If the IFSP service frequency, length, or location is being changed, please select “Change Service.” Do **NOT** end the IFSP service and add a new one with the updated information.)
Figure 5. Ending an Existing IFSP Service that will NOT be Continued