Ohio | Department of
Developmental Disabilities

Exit Extract Report Instructions and Tips
This report includes all children who were exited from Early Intervention during the user-specified timeframe, along with associated exit information.

Run and save the report
Navigate to the **Exit Extract** on the **Reports** tab. Select the appropriate dropdown choice for County, Agency, and Worker as well as the desired report dates. Select "Excel" for the Report Format, then "Get Report."

County:	BEIS Test County ▼
Contract:	Early Intervention (BEIS Test County Early ▼
Agency:	ALL ▼
Worker:	▼
* Start Date(Exit date):	10/01/2018
* End Date(Exit date):	12/31/2018
*Report Format:	Excel ▼

The default file format is CSV. In order to be able to utilize all functionality, save the file as an Excel file. To do so, click "Save As" and select the desired location. Type in the file name and select "Excel Workbook" in the "Save as type" field. Then press "Save."

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File name:	Exits 10.1.18 to 12.31.18
Save as type:	Excel Workbook

Sorting and Filtering
To utilize filters, first highlight the top row of the file that includes the field names. Then, navigate to the "Data" tab at the top of the file, then to the "Sort & Filter Section" and select "Filter."
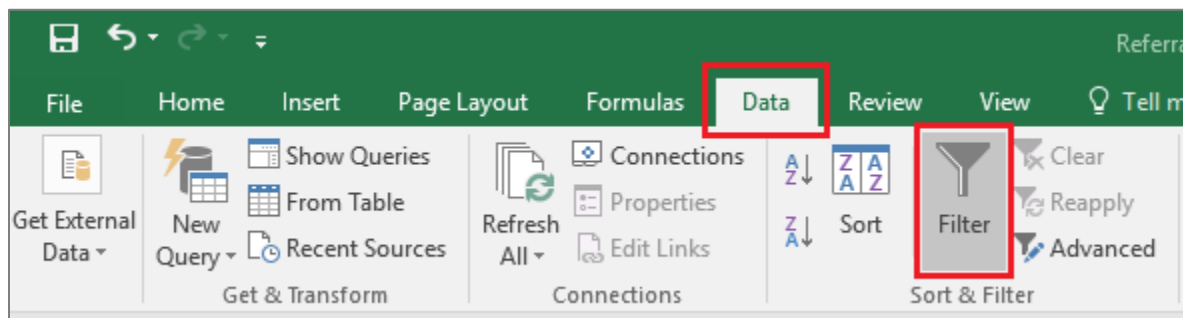
Click on the filter button in any column to sort or filter data as desired. For example, to sort the file so that data are in order based on date the child was exited from EI, navigate to the "ExitDate" column, click on the filter button, and select, "Oldest to Newest" or "Newest to Oldest."
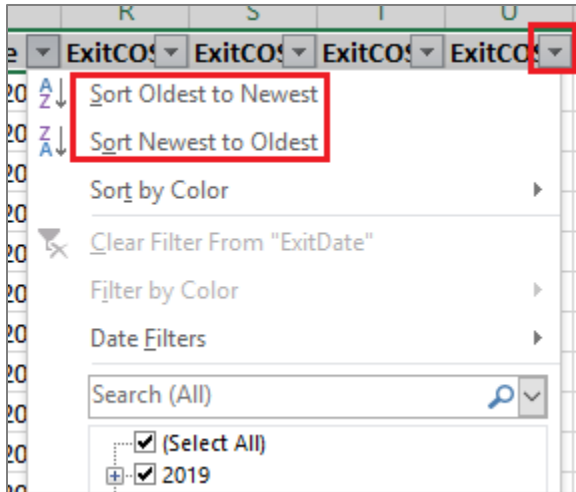
Data can also be filtered to only display selected information. For example, to select only children whose exit destination was identified as "Home," navigate to the "Destination" field and click on the filter button. Select "Home" then click "OK."
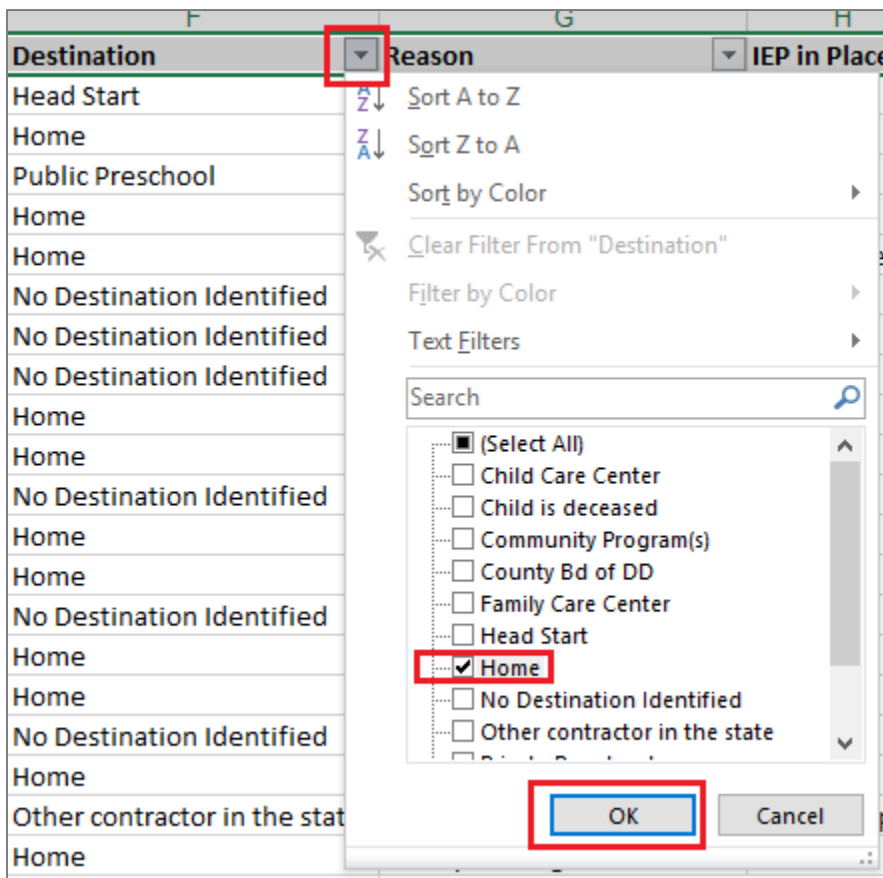
To utilize only a subset of the data, use filters to select the desired data, then copy and paste the data into a different tab. By doing so, the original data remain intact. Alternatively, use filters to select unneeded data, delete the rows, then remove the filter to view desired data.

Pivot Tables

Pivot tables are a useful tool to quickly see a breakdown of data or to utilize filters without deleting information out of the file. Navigate to the "Insert" tab and then select "Pivot Table" in the "Tables" section.
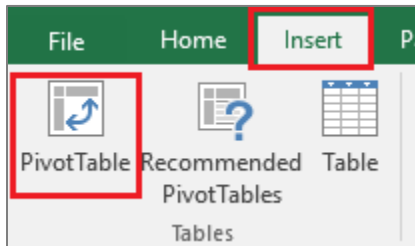
A box will pop up with options for creating the pivot table. The default table range should cover all the data in the file. Select whether the table is placed in a new worksheet or the current worksheet, then press "OK."
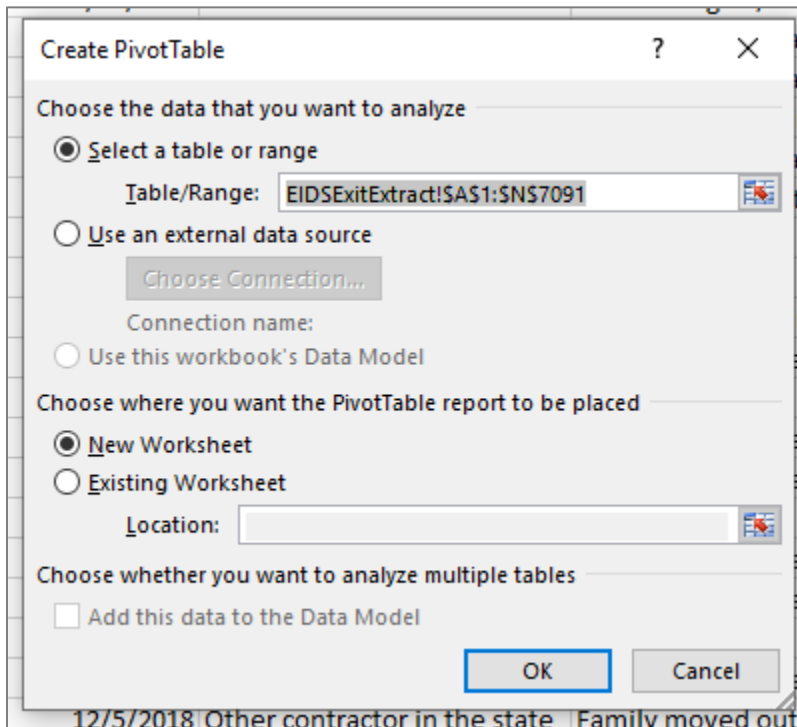
Drag fields of interest to the appropriate box below the pivot table fields. For example, to see exit reasons for children included in the dataset, drag the "Reason" field to the "ROWS" and "VALUES" boxes.

The table then displays the number of children exited for each exit reason.

Row Labels	Count of Reason
Child is deceased	10
Child/Family not eligible	975
Child/Family not in need of services	607
Completion of IFSP/FP Prior to Reaching Age 3	246
Family moved out of contractor's geography within state	511
Family moved out of state	78
Family no longer interested	1523
Family refused program requirements	33
Loss of contact with family	223
Reached Age 3, Not Eligible for Part B, exit to other program	97
Reached Age 3, Not Eligible for Part B, exit with no referral	147
Reached Age 3, Part B eligibility not determined	145
Reached Age 3, Part B Eligible	1044
Redetermined no longer eligible	15
Referred to Help Me Grow less than 45 days prior to 3rd birthday	24
Unable to contact family	1412
Grand Total	7090

Additional Calculations

The following are a couple examples of some additional information that can be obtained from this report.

Exit Month

In order to be able to quickly determine how many exits or reasons for exits each month, add a field to specify referral month. To do so, insert a column to the right of "Exit Date" and name it "Exit Month." Type the following formula into the second row of the "Exit Month" column (F2): **=TEXT(E2, "mmmm yyyy")**, then press Enter. In this example, E2 references the *Exit Date* and F2 references the *Exit Month* being calculated. If using this formula to add data to the new field, ensure the cell referenced is in the *Exit Date* column.

E	F	
Exit Date	Exit Month	
10/11/2018	=TEXT(E2,"mmmm yyyy")	

Double click in the bottom right corner of F2 to autofill the formula through the entire column. Copy the entire column and paste as values (leaving the formulas in the file can create issues if subsequently sorting, filtering, etc.). Use sorting, filtering, or pivot tables to obtain the desired data regarding exit month.

Age (in months) at Exit

Use the *date difference* formula to determine a child's age in months at exit. First, insert a new column and add a field header. In the second row, type **=DATEDIF(D2,E2, "m")**, where D2 refers to child's birth date and E2 refers to the exit date, then press Enter. Be sure that the formula is referencing the correct columns. If the cell format defaults to a date, use cell formatting to re-format the entire column as numbers.

D	E	F	
Birth Date	Exit Date	Age (in months) at Exit	
10/11/2015	10/11/2018	=DATEDIF(D2,E2,"m")	

Double click in the bottom right corner of F2 (where F2 is the column used to calculate age at exit) to autofill the formula through the entire column. Copy the entire column and paste as values (leaving the formulas in the file can create issues if subsequently sorting, filtering, etc.). Use sorting, filtering, or pivot tables to obtain the desired data regarding exit month.

Need Additional Resources or Assistance?

See the more comprehensive "Using Data in Excel" document for instructions on how to perform many other functions in Excel. If you have specific questions regarding how to obtain needed information from this or any report, email eids@dodd.ohio.gov at any time.