



**BTOTS User Group  
Thursday, March 6, 2008  
10 am – 11:23 am  
44 North Medical Drive**

**Attendance:**

Central Utah Public Health, Davis Early Childhood Program, DDI VANTAGE, Jordan CDC, Kids On The Move, Kids Who Count, PrimeTime 4 Kids, Provo Early Education Program, SEUDHD, Summit County EI, The Learning Center For Families, Up to 3 Early Intervention, Weber Morgan EI Program

Susan Ord, Chris Wnek, Brent Baum, Lynn MacLeod, Janet Wade, Carma Mordecai, Vanya Mabey, Catherine Hoelscher, Ken Bailey

**Minutes**

**I. BTOTS Enhancements**

**a. Medicaid/CHIP Eligibility Calendar**

Medicaid/CHIP eligibility in BTOTS is no longer based solely on whether a child has a Medicaid/CHIP number. BWEI sends a file to Medicaid each month in 2 month blocks, then Medicaid's reply indicates which kids are eligible. This list is then imported into BTOTS and updates the eligibility calendar.

Eligibility Schedule – 1<sup>st</sup> week of month data is sent to Medicaid and Medicaid replies soon thereafter. Providers will receive automatic updates with each state sync. Manual eligibility (blue block) is a forced match done by the state office based on the manual change form submitted by providers (fax). Providers cannot change eligibility data, they must submit a manual change form. The manual adjustment form is on the BTOTS website, there is also an example on the website for reference.

Red flags that indicate if a manual change is needed:

1. The eligibility calendar is missing information. Table only goes back to July 07.
2. Provider knows that there has been a child name change; the new name/number may not show as eligible. Double check in the blue zone for eligibility status. Submit form if eligible.
3. Back billing for newly discovered eligible children.

**b. Medicaid/CHIP Billing Reports**

Active Children - No Match/Not Eligible report available in BTOTS. This report shows a monthly list of children who were not eligible in that month. This should be the primary source for detecting data entry or other Medicaid related errors. Children who are not matched revert to the child count list. The opposite report is the Medicaid Eligible – Active report which includes referred, pending and enrolled children.

Medicaid eligible w/visit report is the basis for medicaid billing.

Assessment billing report is tied to Medicaid eligibility. It excludes kids with a visit in the selected month, and sorts for initial or annual assessment and Medicaid eligibility for earliest month of assessment only. Developmental assessments trigger the date of assessment, hearing and vision evaluations do not.

July 07 – November 07 eligibility calendars are loaded into BTOTS, eligibility through February 08 will be loaded soon. Chris will send an e-mail via the list serv each month to alert users when data has been imported into the eligibility calendar. Records will be updated each time a provider syncs with the State. Please check reports and look for errors that need correction before submitting your billing. On a regular basis go back through the reports and check for any missed billings.

Date range picker – The date range picker limits the report range to a single month. Click month, click year, click select date or double click once desired date is highlighted. The date picker automatically sets the date range for the first of the month to the last day of the month.

Report Period: Dec 2007

Group By

- Summary
- Detail

January	2001
February	2002
March	2003
April	2004
May	2005
June	2006
July	2007
August	2008
September	2009
October	2010
November	2011
December	2012

Select Date

No Date Cancel

BWEI Monthly child count report – Groups children into three categories: Medicaid, State and State Temp. See Report Guidelines – Appendix 3 in the Online Help for a full description which also explains the category groupings.

Medicaid/CHIP indicator on report does NOT imply eligibility, it only indicates that a number is in the system.

### c. PIP check box

The PIP box will automatically check off for initial enrollment, IFSP change via the IFSP – Services tab, or annual review. It will not auto-fill for amendments, and it will not auto-drop from PIP. It must be unchecked manually.

The COSF alert no longer flags on transferred children.

## II. CSPD

CSPD data will soon be implemented into BTOTS. CSPD training attendance will be managed by BWEI, but all information will be available for providers to view. Non-CSPD training information will also be able to be entered. This info will be managed on the provider side. Reporting features will include training needs for employees, renewal information, and printable training certificates. Please insure that you have the correct email and hire dates for each employee in BTOTS.

## III. Reminders

### a. Online Help

Please notify Chris if a help topic needs more explanation. Please check the new features page frequently, especially after any updates (Main Menu: Help → New Features).

### b. BTOTS ListServ

Please have new users sign up. Just send a blank email to [subscribe-btotsinfo@list.utah.gov](mailto:subscribe-btotsinfo@list.utah.gov) and the user will be added.

### c. Windows Vista

If you are planning on purchasing new computers or laptops, and plan on installing BTOTS, for the time being please try to avoid Windows Vista. Vista's security routine blocks auto-update of BTOTS. Windows XP is the recommended OS. Windows 2000 also works, but certain features are limited (i.e. Report List sorting).

## IV. BTOTS 2.1.3

### a. Application

If the original referral date for a transfer child is not entered before continuing/exiting the screen, you will need to go back and enter the date after the finish stage. Enter this date as the Activation Date (on the Child tab).

Automatic records transfer feature may be in the next MDSC contract.

To enter an employee's email address: in the main menu, select Provider → Find People and Organizations (or click the Find People shortcut in the Toolbar). Select the employee from the list, and go to the Names and Contacts tab..

Personnel folders will be having dramatic changes due to CSPD data coming online. In the meantime, DO NOT enter any information into the Qualifications tab. There is currently no information in the database, but if any is entered, it will be lost during the change.

### b. Reports

Request to add the adjusted age on the tracking overview report.

## V. Next Meeting

Next meeting will be in May or June.