



**BTOTS User Group**  
**Thursday, June 5, 2008**  
**10 am – 12 pm**  
**44 North Mario Capecchi Drive**

## Minutes

- I. Reminders
  - a. BTOTS List Serv – Join it.
  - b. Medicaid/CHIP numbers – Please do not delete these numbers when a child becomes ineligible, the calendar feature takes care of tracking eligibility.
  - c. Family Fee visits – Please have visits entered by the morning of the 20<sup>th</sup> of the following month.
  
- II. Employee Information/CSPD Tab – The CSPD tracking feature is the most significant update in latest release of BTOTS.
  - a. Employment- Review of process for entering new employees into BTOTS. Please enter e-mail addresses for people working on their CSPD credential for notification of course information. **NOTE: If an employee's personnel type changes from a non-CSPD to a CSPD type, please end the old employment, and start a new one.** Provider request to add Community Provider as an employment type. **NOTE: 'Community Provider' has been added as a Personnel Type. A State Sync will add it to your local database.**
  - b. CSPD- Information in the CSPD file is controlled by BWEI. Providers can view each employee's credentialing status and details. CSPD course registrations are still done through the [website e-mail address](#). If a problem or wrong information is detected please e-mail the BTOTS Helpline.
  - c. Provider Qualifications - This tab records training other than CSPD and the information is entered by the provider. Please e-mail any questions or corrections to the helpline. Provider request for a report that lists individual training needs by module.
  
- III. Referral – How did caller hear about EI?

Reminder that this tab has changed. The first box asks how whoever is calling heard about the program. The second question is prompted by the first and is specific as to the particular referral source. Children who were referred prior to the change will show the old categories with the note "obsolete". Provider request that the sources lists be alphabetized.
  
- IV. Information Releases

BTOTS tracks five types of information releases. BTOTS will prompt for each of the types of release as need and will show the prompt as a reminder in the child action steps. LEA Please encourage families to sign up for e-mails which will give them access to resources, networking, Families United Network information and participation in legislative processes. Provider request to include date of release determination in the tab for each release. Provider request to include primary care physician's name with the release as a way to handle change in physician and prompt for updated release.
  
- V. Family/Provider Circumstances

Please e-mail Janet Wade with your criteria for determining whether a late IFSP or late initial visit was due to provider or family circumstances. BWEI will review these criteria and work with the providers to develop a consistent, statewide, set of guidelines.

- VI. BTOTS 2.2.1
  - a. Application – No questions.
  - b. Reports – Kids Who Count has found various BTOTS reports useful when reporting to their board.
  
- VII. Next Meeting - August or September, please watch for notification by e-mail.

Attendance:

- 1. Central Utah Public Health
- 2. Davis Early Childhood Program
- 3. DDI VANTAGE
- 4. Kids On The Move
- 5. Kids Who Count
- 6. Prime Time 4 Kids
- 7. Provo Early Education Program
- 8. Summit County EI
- 9. The Learning Center For Families
- 10. Up to 3 Early Intervention
- 11. Weber Morgan EI Program

BWEI Staff

Chris Wnek, Brent Baum, Carma Mordecai, Aihua Tong, Catherine Hoelscher, Janet Wade, Susan Ord, Danelle Holdaway, Lynne MacLeod

MDSC Staff

Ken Bailey, Michael Spackman