



**BTOTS User Group (BUG) Meeting**  
Thursday, June 28, 2007

**Attendance:** Coreen Anderson (Central), Marcia Christensen (Weber), Gayle Hill & Janelle (Southeast), Jennifer & Carolyn Watson (PT4K), Kim Glover (SJ), Jewel Morgan, Cara Carlson & Jen Kelsey (DDI), Catherine Siddoway (Summit), Mark Lees (PEEP), Jill Florence (Davis), Eileen Chamberland (KOTM), Liz Petersen & Peggie Lara (KWC), Debbie Ballard & Lynn Weeks (Jordan), Nancy Paré, Susan Ord, Carma Mordecai, Susanne Knight, Brenda Miller, Lynne MacLeod, Ken Bailey, Janet Wade, Chris Wnek, Brent Baum, Aihua Tong

**Agenda**

I. BTOTS 2.0

- a. Auto Update - Almost everyone has updated.
- b. New Features
  - i. Child Outcomes – Updated scores on IFSP review and Exit (required input). Enrollment step 4 now possible to add post exit scores. If score not entered sends alert.
  - ii. Class List - Review of function and operation. Not site specific, service method changed into class name on reports. Existing children enrolled in classes can be found on Current IFSP – Classes/Service Method report. Class start date is not equivalent to individual child's ISFP service start dates. Class Details screen has class attendance and class roll reports available. Find in service method report. Medicaid/CHIP flags on class list?
  - iii. Online Help - New buttons or hit F1. New features button under Help shows all the latest updates. User guide should be available in about 2 weeks (edit: available as of 7/11/07). This will be the last hard copy version of the user guide. All future help resources will be done via the Online Help.
  - iv. Transition Steps & Services on IFSP - Y/N completion box required meaning whether transition has been introduced to the family, inclusive that there are IFSP items.
  - v. Future 'Provider Cancelled' visits now allowed
  - vi. Referrals: Information Source - Referral source now EI information source, meaning how did the parent find out about EI? Referred by is optional, and gives more details.
- c. New Reports

II. Database backups - Reminder to update manually at least 1 time per week.  
Back up copy to cd or flash drive

III. Eligibility: Did Not Qualify – Janet is there a hard copy in the file of assessment scores in the file that document non-qualification?

IV. CHIP Billing - Brenda Reviewed data to see if feasible. Suggestion for Medicaid/CHIP active/not active flag. Pause for a quarter to test out the system and data. Everything must be correct when received at CSHCN. Work on accurizing data. Hand submit data & BTOTS CHIP roster. CHIP status change makes as if child was never on CHIP. BTOTS needs a CHIP history, billing monthly. Providers pull report (CHIP Log Sheet) and send to Brenda. Review discrepancies and make suggestions, communicate back to Brenda M. 584-8588 by July 20. Can use signed BTOTS list with contact phone. Reconcile lists for the Apr-June quarter.

V. Reports

- a. Assessment Billing report – reminder that this report is available, and has been since day 1 of BTOTS.
- b. Questions
- c. add Alert report by service provider?

VI. Further Questions

- a. Portable BTOTS? Way down the road. Build infrastructure, ie. laptops
- b. Family survey closing in a week.
- c. Soundex code to search by parent? zip codes search? Mailing labels from find people list? More general child notes? Undo history? Parallel open folders? User preferences?

VI. Next Meeting – Tentatively will be scheduled for September. Listserv message will be sent out.

**Questions**

- Child Exit COSF
  - Do we need a 4<sup>th</sup> option for “will be completing COSF rating in the future” for children exiting?

**New Information**

- Information Source
  - Add: Fostering Healthy Children
- CHIP Billing
  - Do we need an active/inactive field for CHIP and Medicaid or a full history of the activation periods.
  - Excel Export for CHIP billing report?
  - Would it be better to run CHIP billing once a month rather than quarterly?
  - Integrate actual payment records into system so it can be compared.
  - Add child alias after name in CHIP Log Sheet
  - Do we need a legal name field or flags so that we can capture the legal names?

- Eligibility for CHIP and Medicaid is month by month.  
*Need to have a form for all the kids so they can update at once rather than have to go to each child folder.*
- Backup
  - Link to file so it was easier to store
- Exit Reasons
  - Change Not Qualified → Not Eligible  
*Yes*
  - Exit notes text field added
- Specify Eligibility Form
  - Change Not Qualified → Not Eligible  
*Yes*
- Reports
  - Children Under IFSP
    - Change Service Method → to “Service Method/Child Class”
  - Add Medicaid and CHIP “\*” on Roles and Attendance
- Enhancement Ideas
  - Transfer IFSP
    - Use Original IFSP Date on the IFSP tab if they are transferred
    - Possibly add a “(trans)”
  - Child Checkout option
    - PEEP, Jordan CDC, DDI, KWC, KOTM?, WEBER are interested.
  - Find Person
    - Tab for Kids to show relationships
  - Mailing Lists for Doctors  
*Low priority*
  - Legislature districts  
*Low priority*
  - User Preference saving
    - Resizing the window and saving (e.g., Child’s window size)
  - Child Classes
    - Eileen asked about slicing the child classes by child through date.
  - Informed clinical opinion statement
    - Have a text block for opinion statement and it will be entered during annual eligibility.
    - Medical diagnosis date (Medical Record Review)