



BTOTS User Group (BUG) Meeting

Friday, July 14, 2006

Early Intervention Providers

DDI Vantage –Jen Kelsey, Cara Carlson
Jordan – Lynn Weeks, Debbie Ballard
Prime Time – Carolyn Watson, Tana
Caldwell, Jennifer Mower
Up to 3 – Becca West, Sue Olsen
South East – Gayle Hill
PEEP- Mark Lees, Pam Colson
KWC – Peggy Lara, Liz Petersen
KOTM- Cassie Casey
Davis – Jill Florence, Denese Mueller

Not Attending

Summit
TLC
San Juan
Weber/Morgan
Southern Utah University
Central

Baby Watch Staff

Patrice Isabella, Janet Wade, Vanya
Mabey, Susan Ord, Aihua Tong, Chris
Wnek, Brent Baum, Catherine Hoelscher

Multimedia Data Services Corporation (MDSC)

Ken Bailey

Next Meeting: September 21, 2006, 10:00 am – 12:00 pm, 44 North Medical Drive
Call in number: 1 866-899-5399 “room number” *154807*

I. BTOTS 1.1 Installations

II. BTOTS Updates

a. Data Base Updater

This updater will be available within a few weeks. It is similar to the report updater, however you will run it only once, on the computer housing the database. The user instructions will come with the updater. This updater will fix some items in your user reports.

b. Report Updater 1.107

The new Report Updater will release after all of the providers have installed the Data Base Updater. Report guidelines are always kept up to date. Answer for most user questions can be found in the documentation.

III. BTOTS Documentation

- a. User Guide - BWEI is still working on the user guide and should have it completed soon.**
- b. Report Guidelines**
- c. FAQ**

- d. Known Issues
- e. BTOTS 1.1 Key Enhancements

IV. Visit Status Codes

Version 1.1 introduces some changes in status codes. Family cancellations will now be coded as billable or non-billable, the determination for billable hours is based on the family fee policy. As a group we need to develop consistent procedures for service providers (OT, PT, etc.) to assure consistency and accuracy when reporting cancellations as billable or non-billable hours. Attempts to reschedule need to be documented. Also document circumstances surrounding cancellation in file and in BTOTS as well, if possible. Billable cancellations will run and pick up on the next new report, and will be included in the next update.

A possible error exists in billing for group services (classes) at a service center. Individual services, or individual appointments at the service center, are billable but group services generally are not billable. A clarified statement regarding billable hours is in the instructions, and will be included in the next report updater.

V. Exit Data

Please begin compiling and submitting exit reports for the July 1, 2005 through June 30, 2006 period ASAP but take enough time to ensure that the reports are accurate. If there is a problem in determining post exit status, wait and get an accurate determination. When the report is ready, have the program director send an e-mail or call Patrice when the data is ready to compile. Federal Table 3 will be used to collect exit data, check the details here and on the exited children report. The totals on these reports will be different as the Federal report doesn't include children who exited to another state.

Xerlin and Child Track rolled over OK.

A child cannot exit to tracking unless he/she has first had an IFSP, and then he/she can be exited to tracking. The report will show the child as still active. Children whose IFSP was deactivated are not counted. Patrice runs the exit report, the providers enter data day by day. A provider may run a report at the local level for verification purposes.

Do not exit a child when temporarily suspended with an expected resumption of services. Best practice is to keep the IFSP active and end the service(s), with an expectation to resume services on their return. Permissible to exit the child then undo the exit. Be sure to send yourself an alert to either resume services or exit the child on the projected return date.

Exit code definitions. – Please refer to the handout.

A **withdrawal** occurs when the parent/guardian is the determining factor in ending services. Enter the details for the withdrawal into BTOTS, i.e. parent satisfied with progress, parent not satisfied with progress, fee issues, etc. If the decision of the team is the determining factor in ending services, then enter the appropriate exit code.

VI. Reports

- a. Missed IFSP Service Visits & IFSP Services Not Provided
“Services Not Provided” will not appear on the report if the family had at least one visit during the month. The Not Provided list in its present form doesn’t give useful information to the providers for tracking compliance. Patrice will address some TA’s on this issue and work out data entry and report set ups with individual programs.
- b. Coming Reports
 - i. Active reports can show all kids or PIP Only, turning 3 will now show either transition date or ‘Declined’.
 - ii. Items with due dates will appear on the alert report.
 - iii. LEA opt out policy will be available shortly. Please implement it upon receipt.
 - iv. Service Coordinator case load only shows activity per individual SC. We will be adding an option that will show all services/all children for a particular SC (i.e. Child, Service, Service Provider, etc.)
 - v. New Monthly Child Count option: By DOB & Alphabetical.
- c. Questions/Comments/Concerns

Up to 3 – On the child count, print names through the detail report and offer summary numbers only (*This is already available, Report List layout has changed. See Report Guidelines*). Also need extra and custom reports, such as cumulative visits during time period, and by ethnicity (*Also available – Child Visit Statistics*).

PEEP – Can BTOTS be set up to generate the Part B report for the State Office of Education? BTOTS doesn’t hold all the information required. One item is the transition prior notice date. Janet will look into getting the needed information into BTOTS.

KWC – Print out date of birth by name. This should appear in the next Reports Updater.

Jordan CDC – Who is 3 at the beginning of the month doesn’t show in details, and generates an error report. Please contact Chris on the help line.

VII. Application Questions/Comments/Concerns

The development contract with MDSC ended with the latest release of BTOTS. We now have a maintenance contract with MDSC which means there are less hours for development and revisions will be incremental rather than large scale as they have been. Possible upgrades for the future include:

- a. Enhancements in the works:
 - i. IFSP Amendments
 1. Visit Re-Assignment Manager

2. Intermediate Amendment Additions
 - ii. Service Coordinator Consistency Manager
 - iii. Ability to enter future Non-billable family cancellations
 - iv. Integrated help system.
- b. User Requested
 - i. KWC - Additional Automatically Populated Date Fields
 - ii. PEEP - Sortable Child Find Screen

User Group Questions:

KWC – In synchronizing dates, pending files need a good set of rules and optimization. Users can manually change inconsistent contact due dates. One way is to set up custom alerts. Tracking notes should be coming in along with visit notes.

KOTM – Report needs to show when a child ends tracking status in a given month. There is no tracking end report. *(Will be added with next Report Updater)*

Jordan – Nice to have a list of kids by class (class roll). Sort by method will give a list, but will also give duplicate enrollments if there is a typo in the list. Need to assure precise consistency within the group to avoid duplicate entries. *(Will be added with next Report Updater)*

Davis – Suggest that BTOTS screens are projected for all to see during meetings.

VIII. Next Meeting

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BTOTS Listserv

Important information and updates are sent to the list. All working with BTOTS should join by sending a blank e-mail to subscribe-btotsinfo@list.utah.gov

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