



BTOTS User Group
Thursday, November 1, 2007
10 am – 12 pm
44 North Medical Drive

Minutes

- I. Reminders
 - a. BTOTS Helpline – Please use it. 584-8222, btotshelp@utah.gov
 - b. HIPAA Regulations – Please do not send names of children through e-mail, instead use id numbers. Use the child's ID number when referring to a specific child and conferring with any Baby Watch staff via e-mail.
 - c. Database backups – At least weekly make a physical back up of your BTOTS database on CD or USB flash drive.

- II. CSPD – CSPD is the Baby Watch directed employee training program & protocols. Baby Watch maintains a training database that will be moved into BTOTS for provider reference. Supervisors will have access to review trainings, refresher courses, etc. It should be available within about a month. Please begin entering email addresses of all employees currently credentialed, and currently taking CSPD courses. Also remember to enter the email addresses of all new employees who will be working on an EI Credential.

- III. Quality Assurance – Janet – The new file review worksheets embed BTOTS data, which enables to cross verify BTOTS data with the paper files during file reviews. As a consequence please review your data entry procedures and make sure recording/data entry is accurate.
 - a. Eligibility screen – Evaluation Consent and Parent Rights usually occur on the same date, as they are acquired during intake.
 - b. Health status, make sure actual date is entered, use date of assessment or record review date. It is possible to have 3 separate dates for health status, vision; and hearing, use date of first review event for health status. Principle is to have a date prior to the IFSP.

- IV. LEA Opt Out Notification – Janet – See opt out policy hand out. Opt out is not a release of information, but is a restriction on giving directory information to Part B/School District. Part B Opt Out is a required data element. Include more detailed information in the online help regarding the Opt Out.
 - a. Part B release of information is acquired in the 90-120 day period associated with the 3rd birthday transition meeting and releases IFSP information, etc.

- V. Parent Rights – Janet – Parent rights must use the date signed, not the date the prior notice was sent. Parent rights signature date is a required element.

- VI. Exit Data: Race/Ethnicity – Lynne – Please see handout of race-ethnicity definitions. Ethnicity trumps race on data entry. OSEP is due to release instructions on entering multi-racial/ethnic children. The Other category is usually a multi-racial child. If a child's race/ethnicity status is Unknown please clear it up as soon as possible. The paper file may reflect collected information, BTOTS may reflect reported information. Suggestion to change Other category to Additional Ethnicity Details, and open the text box to all ethnicity fields.

- VII. Enhancement Ideas
 - a. Entering Non-CSPD Trainings for Employees – Suggestion to structure this tab to support feed back for fields and management reports, e.g. training, hours, costs (low priority)

- b. Parent e-mail option – Catherine – Collect parent e-mails from those who are willing to share them and include a y/n option as to whether to contact them. A list serve could then be used to communicate important information to parents. Local programs can use the email builder under tools to contact parents within their individual programs.

VIII. BTOTS 2.0

- a. Reports
- b. Application
- c. DDI Vantage wants more demographic information on class rolls.
- d. Need to facilitate data entry for transfer kids. Visit reports take a long while to process. COSF showing for transfer kids who are exempt.
- e. Develop a notifier for families in the process of applying for Medicaid. (Custom flags box and report can be used for this).
- f. Exit scores notifier.
- g. Payment billing reports will be revamped (released 11/9/07).
- h. Social Security Number never intended to be part of BTOTS data.
- i. Flexibility on class frequency, use drop down menus to adjust class frequencies.
- j. Sort on primary language (report released on 11/9/07).

IX. Next Meeting – January 10, 2008, 10 AM Conference Call.

Attendance:

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| 1. Central Utah Public Health | 9. San Juan - Excused |
| 2. Davis Early Childhood Program | 10. SEUDHD |
| 3. DDI VANTAGE | 11. Summit County EI |
| 4. Jordan CDC | 12. SUU Early Intervention |
| 5. Kids On The Move | 13. The Learning Center For Families |
| 6. Kids Who Count | 14. Up to 3 Early Intervention |
| 7. PrimeTime 4 Kids | 15. Weber Morgan EI Program |
| 8. Provo Early Education Program | 16. MDSC, Ken |

Baby Watch Staff

Chris Wnek
Catherine Hoelscher
Brent Baum
Carma Mordecai
Aihua Tong
Lynne MacLeod
Janet Wade
Vanya Mabey

Definitions of Race/Ethnicity Categories:

- American Indian or Alaska Native. A person having origins in any of the original people of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, Hawaii, Guam, and Samoa.
- Black or African American (not Hispanic). A person having origins in any of the Black racial groups of Africa.
- Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (not Hispanic). A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Total. The unduplicated total across the race/ethnicity designations.

Subject: Disclosure of Directory Information from Part C to Part B

Purpose: To describe policy for disclosing directory information for children participating in Part C to the Local Education Agency (LEA).

Authority: P.L. 108-446 §637(a)(9)(A)(ii)(I);, Sec. 303.148(b)(1); Letter to Elder (OSEP, 2/11/2004); Letter to anonymous (Maine) (OSEP, 2/12/2004); Utah Part C State Performance Plan, Monitoring Priority 8:B for 2005-2010.

Overview: IDEA child find requires disclosure of limited directory information to Part B regarding children participating in Part C who may be eligible for Part B services. Baby Watch requires early intervention programs to inform parents/guardians of the disclosure of directory information to the Local Education Agency and provide opportunities for the parent/guardian to decline the disclosure.

Policy:

- 1) Early intervention programs will provide directory information to the appropriate LEA for all children who are eligible to receive early intervention services under an Individualized Family Service Plan (IFSP).
- 2) Directory information includes: child's name, date of birth, parent/guardian contact information (name, address, and telephone number).
- 3) Early intervention programs will develop procedures to:
 - Inform parents of the required disclosure and provide opportunities to decline; and
 - Identify children by 30 months of age and disclose this information to the Local Education Agency (LEA) in their service area, according to local interagency agreement(s) (unless Interagency Agreement specifies an earlier age).
- 4) The parent/guardian must be informed and provided the opportunity to opt out.
- 5) Each child's file will include a clause documenting 4) above. The provider must discuss this with the parent/guardian and document in the file (BWEI recommends documenting on Transition Page or signature page of IFSP).

Suggested language: All early intervention programs are required to provide directory information to the local school district for children eligible to receive services under an IFSP, prior to their third birthday. This information includes your child's name and date of birth, and parent/guardian contact information (name, address, and phone number). The parent/guardian may decline this release of information. Please sign here if you object to this disclosure.

? Do not provide my child's directory information to the school district.

Parent initials, date

Staff initials, date discussed with parent

- 6) When a parent/guardian opts out (or reverses the opt-out), the early intervention program must enter the opt-out into BTOTS.
- 7) Each contracting early intervention program will maintain a confidential record of all directory information disclosed, and report to Baby Watch annually on the number of children whose information was disclosed for children exited from Part C at age 3 (between July 1 and June 30 each year). The BWEI program will specify the format and reporting date annually.

ADDITIONAL INFORMATION

A separate Release of Information Form with parent/guardian signature is required prior to transmitting other information about the child from the state or local early intervention program to the LEA. If a parent/guardian opts out of disclosure of directory information, and subsequently signs a Release of Information to Part B, the Release of Information overrides the opt out.

BTOTS will generate a report listing directory information for all children who will turn 3 during a specified time period and whose parent/guardian has not opted out of the disclosure and/or has signed Release of Information form (per BTOTS).