BTOTS Web Electronic Forms (Part I)

This document provides an overview of the various electronic forms that will be provided in BTOTS Web. It also provides detail information with regard to what data is captured for the following forms: Child Lead, Referral, Eligibility, Exit, and Deactivate, Assessment Session, Visit, COSF, Start Tracking, End Tracking, and Tracking Contact. In the future, part II of this document will be provided to include the next set of forms (e.g., Initial IFSP, 6-month Review, Annual Review, Signature & Mailer forms, and custom Program Data forms).

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1. Electronic Forms Overview

This document provides an overview of the various electronic forms to be included in the BTOTS Web system. The document is broken up into the various stages a child may go through in the program.

1.1 BTOTS Web Form Goals

The following goals have been identified for the use of electronic forms in the system:

1. **Upfront Data Entry (Data Entry at the Source)**
   System will support entry by the individual performing the action to be recorded and allow it to be recorded at the time the service was provided.
2. **Partial Data Entry**
   The system will allow users to capture as much information as they have available at the time and avoid all-or-nothing data entry. All-or-nothing data entry encourages users to enter data after the fact or use dedicated data entry personnel.
3. **Common Activity Flow (Activity Wizards)**
   The system will provide data entry flow for common activities performed (e.g., enrollment, assessment, etc.). Flow requires that users be able to complete the most common tasks while avoiding unnecessary start/stop behavior or excessive navigation.
4. **Edit and Read-only Support (Non-wizard Forms)**
   Forms that aren't part of activity wizards will support both edit and read-only use. Both edit and read-only modes required for use for various user accounts, and state user access.

1.2 BTOTS Web Form Usage

The forms in BTOTS Web will be designed in such a way to facilitate different types of use. In particular, we foresee that they will be used on one of three ways:

1. A **printed blank version** of the form can be taken into the field to be completed on paper. This approach will be valuable when an internet connection is not available in the homes or when technical complications arise.
2. A **printed child-specific version** of the form can be taken into the field to be completed on paper. The child specific form is a prefilled version that will already include information such as child name and age and may include other pertinent information (such as previous assessments entered into the system for eligibility). This approach saves some time for the provider but still has all the downsides of the printed blank form.
3. A **new online electronic version** of a form will be created in the field or at the office. These electronic forms provide validation to avoid data entry errors, can be completed directly by service providers in the field avoiding double data entry, and will provide up-to-date child information for everyone with access to the system. Upon completing the online electronic form, there will be the ability to print a completed version to be given to the parent and/or placed in the child’s file.

1.3 Types of Electronic Forms

There are several different types of electronic forms that will be provided in the BTOTS Web System.

1. **Core Forms (CF)**
   Core forms in BTOTS Web are those which will cause the status of the child to change (e.g., Child Exit Form). They correspond to the various child wizards found in the BTOTS Classic system. The child wizards will continue to be used in BTOTS Web. BTOTS Web will introduce a mechanism to allow some key child wizards to remain in "draft" form until they are fully complete (e.g., IFSP and annual review). This mechanism will allow the user to save progress and return to the wizard at a later time for forms that may be completed over the course of multiple sessions (e.g., before going out to meet the parent, during the parent meeting, and after).
2. **Activity Forms (AC)**
   Activity forms are used to record activity that has occurred with respect to the child (e.g., visits, assessment sessions, etc.). These forms correspond to BTOTS Web data entry that doesn't follow the wizard pattern and can be completed without having to save a "draft" (e.g., the Add Visit form).
3. **Signature/Mailer Forms (SG)**
   These forms are used solely for providing information to parents and/or capturing necessary physical signatures (we still need to look into electronic signatures in the future). These forms will be child specific and thus pre-populated with relevant child data (e.g., name, date of birth, age, etc.). The forms will contain necessary instructions and parent information in addition to the data being entered. They could be printed from the office and mailed, printed before going to the child's home, or printed in the child home if a mobile printer is available.
4. **Program-Specific Data Forms (PD)**
   Program-specific forms will allow for additional program information to be captured and stored. The data captured on these forms is not core Baby Watch compliance data and will allow some additional flexibility for providers to capture other information (e.g., provider-specific CPR forms). As the data will be saved in a less structured format to accommodate that flexibility, there will be limited searching and reporting capability available. Users will be able to save the information to the child's file, view and edit the data at a later time, and print the provider-specific form.

1.4 Document Highlight Key

The following highlights are being in the detailed form sections to quickly identify changes.

Item New to BTOTS Web

Item Changed in BTOTS Web

~~Discontinued BTOTS Classic Item~~

2. Core Child Forms

CF0 Child Lead Form

This is a form is new for BTOTS Web. The child lead allows providers to enter informal child referrals (those not provided by a parent or health care professional) to be entered into the system for further follow-up without starting the 45 days to enrollment requirement. Once additional child information is available for a child lead, the full child referral can be completed with the child lead being used as a starting point.

#	Section	Description	Key Data	
CF0.1	**Child Information**	Child specific information for the child lead	• Legal First & Last Name • Gender	• Birth Date
CF0.2	**Lead Information**	Enter remaining information regarding the Lead.	• Date Received • Received By • Site	• Contact Name, Phone, and Email • Lead Notes

CF1 Referral Form

This section is for forms that deal with the child referral and initial intake process. This form will most often be entered directly into the system with the option to print it off when complete for the child's physical file. It may be possible that some providers would still like a blank version of this form.

#	Section	Description	Key Data	Key Data (cont.)
CF1.1	**New Child Referral**	Minimal child data entered for searching in step 2. If the user selects "Child Lead" the user follows the CF0 form path above. Otherwise the following steps are followed. *Note: Aliases are still allowed for children and can be added in the child's folder, but Legal and Preferred names are now being captured during referral.*	• Legal First & Last Names • Gender • Birth Date • Preferred Name	• ~~Alias~~ • Child Lead or Child Referral (child Lead follows CF0)
CF1.2	**Check for Existing Child**	List of possible matches based on information in step 1 above. User must select whether or not the referral matches any existing children.	• Exact Name Matches • Similar Name Matches	• Exact Gender & Birth Date • Pending Transfer Children
CF1.2a	**Child Re-referral Confirm**	Confirm that the child is really a re-referral. Re-referral children don't go through all the steps of a new referral. They simply do step 5 (Referral Info) and step 7 (caller info).	• Previous Referral & Activation Summary	• Child Transfer History • Current EI Program Name & Phone Number

#	Section	Description	Key Data	Key Data (cont.)
CF1.2b	**Matching Child Transfer Confirm**	If child (or more recent match of child) is able to be transferred then display transfer confirm message for the user.	• Child transfer information • Most recent child information (if more recent match)	
CF1.2c	**Matching Child Not Deactivated**	If a matching child is selected who isn't deactivated, the user is notified that the child must be deactivated first. User is prevented from continuing.	• Child Transfer History • Current EI Program Name & Phone Number	
CF1.3	**New Child Information**	Additional child detail information.	• Legal First, Middle, Last, Names and Suffix • Interim Service Coordinator • Preferred First & Last Names • Child Alias • Birth information (date, premature, gestation weeks, gender)	• Location (school district, county, State, provider site) • Ethnicity & Race • Language (primary & secondary) • Public Insurance • PIP Child • Custom Flags
CF1.4	**Add Child Contact Info**	Enter address and contact information for the child's primary family unit. It allows you to add multiple family unit contacts (e.g., mother, father, etc.).	• Primary Family Unit address, phone, and phone notes	• Family Unit Contacts (name and role)
CF1.5	**Enter Referral Information**	Capture referral concerns and who received.	• Referral Date • Received By (employee) • Child Referral Concerns (checklist & other concerns textbox)	• Referral Notes • Transfer (manual transfer options)
CF1.6	**Add Medical Conditions**	Enter medical conditions known at time of referral (from list of Baby Watch conditions). These can also be added later.	• Medical Condition	•
CF1.7	**Enter Caller Information**	Provide how the person heard about Early Intervention and the name of the individual that referred them.	• How did the caller hear about EI?	• Referring Individual or Organization
~~CF1.8~~	**~~Information Releases~~**	*Providers rarely if ever had information regarding child information releases and thus this step was removed from the referral process.*	• ~~BWEI Emails~~ • ~~LEA Directory (and opt out date)~~	• ~~Part B Information~~ • ~~CHARM Information~~ • ~~TEDI Status~~

#	Section	Description	Key Data	Key Data (cont.)
CF1.9	**Referral Complete**	Shows summary of new information added. *Notice that links are displayed after the referral as action would be taken after referral received on the phone. On most forms they would be displayed during the wizard steps.*	• Completed Status • Link to Print Referral • ~~Link to Specify Eligibility~~	• Link to Evaluation Prior Notice (for each event) (e.g., Health, Hearing & Vision, etc.) (SG5)

CF2 Eligibility Form

The eligibility form specifies allows the user to specify eligibility for the child. Alternatively, the eligibility can be entered on the Enroll Child form, but the form is still available as some providers do specify eligibility before starting the enrollment form.

#	Section	Description / Screenshot	Key Data	
CF2.1	~~**Assessment Team**~~	~~List of members of the initial assessment team.~~	• ~~Assessment team members~~	•
CF2.2	**Eligibility Determined**	Specify eligibility determined information	• Date Determined • Eligibility Category • Medical Diagnosis (required for medical eligibility)	• ICO Evaluation Staff (2 required for ICO) • ICO Statement (required for ICO) • Medical Record Reviewed Date (required for Medical Diagnosis only)
CF2.3	**Verify Assessments**	Summary display of assessment sessions by domain as well as individual assessment sessions by date.	• Summary of assessments • Assessment Session details	•
CF2.4	**Eligibility Determination Team**	List of individuals involved in the eligibility determination process. By default it includes the various assessors listed on the recent assessments.	• Evaluation Members	•
~~**CF2.5**~~	~~**Information Releases**~~	~~Update information release information~~	• ~~BWEI Emails~~ • ~~LEA Directory (and opt out date)~~	• ~~Part B Information~~ • ~~CHARM Information~~ • ~~TEDI Status~~
CF2.6	**Eligibility Complete**	Shows summary of new information added.	• Completed Checklist • ~~Open Enroll Child Form~~	•

CF3 IFSP Form (Interim IFSP, Enroll Child, 6 month Review, Annual Review)

Form used to enroll children into the program (i.e., start the child's first IFSP). The enroll child form can be used to start a full IFSP, Interim IFSP, complete a full IFSP for a previous interim IFSP. The order of the Enroll Child form has been adjusted to more closely follow the process providers would use in the field. Ideally the provider will complete a good portion of the fields before going to visit the parent and then either print a partial form or complete it in home.

To be released in Part II document…

CF4 Child Review Form

Forms used during 6 month and annual reviews.

To be released in Part II document…

CF5 Exit Child Form

Form to exit a child once they have been enrolled. If the child was never enrolled then the Deactivate Form (CF6) is used instead.

#	Section	Description	Key Data	
CF5.1	**Child Exit Information**	Enter the information regarding the child exit. If the exit reason is transferring to another EI provider in state, the "transfer to" provider is specified.	• Exit Date • Exit Reason • Exit Notes (enrollment exit notes) •	• Child transfer (for transfer exit reason only). Includes transfer to provider and transfer notes.
CF5.2	**Exit Assessment & Review**	Update the child's exit assessment and/or review information. This step allows the data entry to record a review that prompted the child exit during the exit process to avoid forgetting to put a review when the child is exiting.	• Screening & Assessment summary displayed • Ability to add assessments	• Optionally record IFSP review (review type, prior notice, review date, review delay)
CF5.3	**COSF Rating**	Ability to add a COSF rating for a child. If the child qualifies to have a COSF complete, then require a recent COSF score or they have select one of the incomplete COSF reasons. If select "will complete later," an alert will be generated for the child until the rating is entered.	• COSF Incomplete Reasons (exist due to transfer, less than 6 months consecutive services, using existing rating within 3 months of exit, will complete later)	• COSF Date Determined • COSF Scores • COSF Notes
CF5.4	**IFSP Goals**	Displays a list of existing goals and previous ratings so you can enter updated outcome ratings.	• Rating Date • Rating	• Rater • Attainment Notes

#	Section	Description	Key Data	
CF5.5	**Update Child Transition**	Ability to update child transition information.	• Prior Notice Sent • Transition meeting Status • Meeting Date	• Transition Steps & Services Discussed on Initial IFSP • Transition Notes • Transition Delay (category, reason, notes)
CF5.6	**Move Child to Tracking**	Option to start tracking the child after they are exited.	• Tracking Approval • Tracking Start Date • Contact Frequency • Tracking Notes	•
~~**CF5.7**~~	~~**Information Releases**~~	~~Update information release information~~	• ~~BWEI Emails~~ • ~~LEA Directory (and opt out date)~~	• ~~Part B Information~~ • ~~CHARM Information TEDI Status~~
CF5.8	**Exit Complete**	Shows summary of exit information recorded.	• Completed Checklist	•

CF6 Deactivate Child Form

Child referrals that aren't enrolled (e.g., children that aren't eligible) go through the deactivation process using the deactivate child form. For children that are already enrolled, the Exit form (CF5) is used instead.

#	Section	Description	Key Data	
CF6.1	**Child Deactivation Information**	Enter the information regarding the deactivation. If the deactivation reason is that of transferring to another EI provider, the transfer to provider is specified. The user can also specify the date that the child was determined not eligible.	• Deactivation Date • Deactivation Reason • Activation/Deactivation Notes • Did Not Qualify Date (optional)	• Child transfer (for transfer deactivation reason only). Includes transfer to provider and transfer notes.
CF6.2	**Start Tracking**	Option to start tracking the child after they are deactivated. *Previously, a child in tracking was considered to still be "Active" in the system and thus the deactivate form was used to "End Tracking". Children in the new system must be deactivated before they can enter tracking. A deactivated child can start and end tracking at any time (see forms AC5 & AC6 below). This step simplifies the process of placing the child in tracking after being deactivated.*	• Tracking Approval • Tracking Start Date • Contact Frequency • Tracking Notes	•

#	Section	Description	Key Data	
~~CF6.3~~	~~**Information Releases**~~	~~Update information release information~~	• ~~BWEI Emails~~ • ~~LEA Directory (and opt out date)~~	• ~~Part B Information~~ • ~~CHARM Information~~ ~~TEDI Status~~
CF6.4	**Deactivation Complete**	Shows summary of deactivation information recorded.	• Completed Checklist	•

3 Activity Forms (AC)

Activity forms are used to record activity that has occurred with respect to the child (e.g., visits, assessment sessions, etc.). These forms correspond to BTOTS Web data entry that doesn't follow the wizard pattern and can be completed without having to save a "draft" (e.g., the Add Visit form in BTOTS Classic).

AC1 Initial Child Assessment Form

The Initial Child Assessment form captures the needed procedural safeguards to start evaluating the child.

#	Section	Description	Key Data	
AC1.1	**Initial Consent Information**	Consent to Evaluate and Parents Rights Booklet Given are required on/before the first assessments session. Thus, this information is only required on the first assessment session added per activation.	• Consent to Evaluate Date • Parent Rights Booklet Given	•

AC2 Assessment Form

Results for the various screening and domains are entered on individual assessment forms.

#	Section	Description	Key Data	
AC2.1	**Assessment Information**	Contains the information regarding the session that assessment is taking place.	• Assessment Date • Prior Notice Date	• Assessor • Screening / Domain
AC2.2a	**Screening Assessment**	If the assessment is related to a screening, then the screening method and result (for hearing and vision).	• Method (only methods related to the screening are displayed)	• Result (Pass, Referral, Inconclusive) (hearing & vision only) • Refer to PIP (hearing and vision only)

#	Section	Description	Key Data	
AC2.2b	**Domain Assessment**	If the assessment is related to a domain assessment, then the user has the ability to provide the results. The type of method selected (e.g., standardized or non standardized testing), determines whether percentile or standard score information must be entered. Age equivalence is always available, but is optional.	• Method (only methods related to the given domain are displayed). • Significance (for methods that have a percentile, the significance will be selected for the user based on the percentile).	• Standardized Score (methods that support standardized score) • Percentile (methods that support percentile) • Age Equivalence (optional) • ~~Score Textbox (allowed any text to be entered)~~ • Do not use for eligibility determination (only used when multiple methods are used for a same domain)
AC2.3	**Notes**	Notes regarding the assessment	• Notes	•

AC3 Visit Form

The visit form allows the user to add/edit child visits. It is also used to display individual class visits for a given child.

#	Section	Description	Key Data	
AC3.1	**Date & Status**	Date of visit and status	• Visit Date	• Visit Status
AC3.2a	**Services Section**	If a non-class visit, this section displays the possible services available to the child at the provided date (as well as Non-IFSP service visit)	• Service • Provider	• Duration
AC3.2b	**Class Visit Section**	If the visit is associated with a class visit, the services section is replaced by class visit information.	• Class Name • Service Category • Class Summary	• Service Provider • Class Held Notes • Duration
AC3.3	**Setting & Miles**	Select the service setting and related miles for the visit. *Notes for a class visit can now be edited on the Edit Visit Form. This will allow you to make additional notes about a single child's class visit rather than general notes regarding the entire class.*	• Service Setting • Miles	• Notes

AC4 COSF Form

The COSF scores will be added from the child's COSF tab in the Child Folder. Alerts will be present to encourage COSF enter for kids that need scores recorded. A pre-condition for COSF entry is >= 6 months of age and < 30 months. An alert is used to encourage completion once the child turns 6 months of age.

#	Section	Description	Key Data	
AC4.1	**Date Determined**	Date of the COSF rating along with transfer status.	• Date Determined • Transfer COSF	•
AC4.2	**Positive Social Relationships**	Decision tree provided to help in selection of score, but the user will be able to override the score still.	• COSF Score (1 – 7) • Progress -Yes or No (On-going or Exit COSF only)	• Rationale
AC4.3	**Acquiring and Using Knowledge and Skills**	Decision tree provided to help in selection of score, but the user will be able to override the score still.	• COSF Score (1 – 7) • Progress -Yes or No (On-going or Exit COSF only)	• Rationale
AC4.4	**Taking Appropriate Action to Meet Needs**	Decision tree provided to help in selection of score, but the user will be able to override the score still.	• COSF Score (1 – 7) • Progress -Yes or No (On-going or Exit COSF only)	• Rationale
AC4.5	**COSF Notes**	General notes regarding the COSF results	• COSF Note	•

AC5 Start Tracking Form

The Start Tracking form is used to begin tracking a child that has the Deactivated Status.

#	Section	Description	Key Data	
AC5.1	**Tracking Information**	Tracking information needed to start tracking the child.	• Tracking Approval • Tracking Start Date	• Contact Frequency • Tracking Notes
AC5.2	**Scheduled Contact**	Information regarding the last contact made.	• Last Contact	•

AC6 End Tracking Form

The End Tracking form allows users to end a tracking period for the child. Tracking can be started again while the child is deactivated.

#	Section	Description	Key Data

#	Section	Description	Key Data	
AC6.1	**End Tracking**	Information required for ending tracking.	• Tracking Notes (optional)	• Service Provider • Contact Note

AC7 Tracking Contact Form

This form is used to record a tracking contact and/or visit.

#	Section	Description	Key Data	
AC7.1	**Add Tracking Contact**	Add all the information regarding a tracking contact.	• Contact Type (Phone, Visit, Mailer, Other) • Contact Date • Contact Status (Sent Out, Kept, Contact Successful, Contacted, Provider Canceled, Left Message, Contact Failed, Responded, No Answer, Parent Canceled, Returned – Not Valid Address)	• Service Provider • Note

4. Signature / Mailer Forms (SG)

These forms are used solely for providing information to parents and capturing necessary physical signatures. These forms will be pre-populated with relevant child data (e.g., name, date of birth, age, etc.) and will contain necessary instructions and parent information. In the field they will be used either as blank forms or prefilled forms.

To be released in Part II document…

5 Program Data Forms (PD)

Saved data forms will allow for additional information to be captured and stored. The data captured on these forms is not core Baby Watch compliance data and as such will not be extracted and summarized on the child folder screens. As the data will be saved in a less structured format than other child data, there will be limited searching and reporting available. To view the data, the user will re-open the saved data form. All three electronic form usages apply to these forms.

To be released in Part II document…