

# baby & toddler btots

online tracking system

## An Overview of Utah's Early Intervention Data Management System

### Utah Department of Health

The Utah Baby Watch Early Intervention Program and Multimedia Data Services Corp. (MDSC) have developed a state-of-the-art Early Intervention information system, called the Baby and Toddler Online Tracking System (BTOTS). Its focus is to:

- Accurately track early intervention activities and information.
- Encourage compliance with state and federal regulations.
- Assist EI providers in day-to-day activities.
- Provide tools to assist in measuring child progress individually and statewide.
- Provide reports for federal reporting requirements.
- Simplify compliance monitoring by allowing state officials access to statewide child information.
- Enable the exchange of data with other child health-care programs

## BTOTS is a distributed system that allows each EI provider to capture the following information:

- **Child demographics**  
*Full name, aliases, birth date, premature gestational age, gender, birth place, school district, county, ethnicity, primary and secondary language*
- **Contacts**  
*Any number of contacts can be associated with a child, including: primary contact, father, mother, grand parent, emergency contact, adoptive parents, etc. Contact information can include multiple phone numbers, addresses, and e-mail*
- **Referrals**  
*Referral date, source category, referred by, concerns, and notes*
- **Multi-domain assessments with Age Equivalence**  
*Procedural safeguard dates, vision and hearing screening results, domain assessments information including: date, significance, methods, method score, and age equivalence.*
- **Child eligibility**  
*Eligibility category and date, medical diagnosis*
- **Individual Family Service Plans (IFSPs)**  
*Procedural safeguard dates, monthly fee information, IFSP outcomes and goals, family CPR, and IFSP amendment information*  
*Service information includes: service category, service provider, frequency, duration, intensity, setting, and service mileage*
- **Reviews**  
*Annual, 6 month, and on-going reviews*
- **Child visits**  
*Records appointments kept as well as cancelled, services provided, individual providing the service, setting, and notes*

Fig. 1: New Child Referral Wizard

Fig. 2: Child Folder Referral Tab

## BTOTS will help service providers to be more effective by:

- Providing a user-friendly interface based on an easy-to-understand child folder metaphor.
- Providing command keys and shortcuts to improve data entry efficiency.
- Guiding them through common procedures with a series of simple steps (see Fig 1 above)
- Providing procedural safeguards, warnings, and alerts.
- Keeping details for referrals, assessments, IFSPs, services, and visits in a single system.
- Tracking significant events, such as 6-month and annual IFSP reviews, and transition meetings.
- Providing automatic notification of compliance issues, such as 45-day IFSP due and annual reviews.
- Allowing service coordinators and service providers to easily access their child information.
- Providing different levels of access to data, including: program administrator, data entry, and view-only access levels.
- Storing child data at the local level to allow for ad hoc reporting requirements and ensure data availability.
- Providing extensive reporting options (see reporting section) with the option for providers to accessing custom reports directly from the system.

**AS4321 Andrea Scott** Deactivated  
 3 years 1 month Referred: 2/10/2003 Enrolled: 3/1/2003 - 10/24/2005 Coordinator: Angel Crane

Summary Child Contacts Referral Eligibility IFSP Mar 2003 IFSP Mar 2004 Visits Tracking Oct 2005

Assessment Team - Assessment Team A

Name	Qualifications	Phone
Crane, Angel	Motor Skills qualified	801-253-9843
Peterson, Robert M.D.	Doctor specializing in early development	

Multi-domain Assessments

Prior Notice: 2/25/2003 Health Status Reviewed: 2/25/2003  
 Eval. Consent: 2/25/2003 Parent Rights: 2/25/2003

Assessment	Significance	Age Eq.	Assessment Methods	Date
Vision Screening	Pass		Audiology Report	2/25/2003
Hearing Screening	Pass		Bayley	2/25/2003
Gross Motor	Not Significant		Arizona	2/25/2003
Fine Motor	Not Significant		AIMS	2/25/2003
Cognitive	Not Significant		AEPS	2/25/2003
Receptive Language	Not Significant		RIPI	2/25/2003

Child Eligibility

Feb 2003

Eligibility Date Determined\*: 2/25/2003  
 Eligibility Category\*: Informed clinical opinion

Medical Diagnosis: [Empty]  
 Other Diagnosis: [Empty]

Fig. 3: Child Folder Eligibility Tab

**AS4321 Andrea Scott** Enrolled  
 36 months Referred: 2/10/2003 Enrolled: 3/1/2003 - Present Coordinator: Angel Crane

Summary Child Contacts Referral Eligibility IFSP Mar 2003 IFSP Mar 2004 Visits

IFSP Information

Start Date\*: 3/1/2003 End Date\*: 2/29/2004  
 Monthly Fee Information: Reviewed\*: 2/24/2003 Monthly Fee\*: \$ 25.00  
 Procedural Safeguards: Prior Notice\*: 2/20/2003 Consent for Service\*: 2/21/2003 Parent Rights\*: 2/22/2003

Services Filter: All Services Initial Services Current Services

Category	Provider	Frequ.	Duration	Inte...	Setting	Start	End
Service Coordination	Crane, Angel	2 x Y...	30 mins	Indivi...	Service...	3/1/2003	2/29/2004
PT Therapy Name	Bailey, Ken L	1 x M...	45 mins	Group	Other	3/1/2003	2/29/2004
PIP Vision	Bailey, Ken L	2 x M...	20 mins	Indivi...	Hospit...	3/1/2003	2/29/2004
Audiology	Bailey, Ken L	4 x M...	50 mins	Indivi...	Hospit...	3/1/2003	2/29/2004

Service Coordination Detail

Service Category\*: Service Coordination Frequency\*: 2 x Year Setting\*: Service provider location  
 Service Provider\*: Crane, Angel Duration\*: 30 minutes Other Setting:  
 Service Method: Intensity\*: Individual Service Miles: [ ] miles Start Date\*: 3/1/2003 End Date\*: 2/29/2004

Fig. 4: Child Folder IFSP Tab

**AS4321 Andrea Scott** Enrolled  
 36 months Referred: 2/10/2003 Enrolled: 3/1/2003 - Present Coordinator: Angel Crane

Summary Child Contacts Referral Eligibility IFSP Mar 2003 IFSP Mar 2004 Visits

Visit List Filter

IFSP Setting / Service Status On or After On or Before  
 All All Settings & Services All 3/10/2006 3/10/2006

Date	Setting	Services	Status/Duration	Notes
6/15/2004	Service p...	x2: PT Therapy Name, PIP Vision	50 mins	
5/15/2004	Hospital (...)	x2: PT Therapy Name, PIP Vision	No Show - Family	
4/24/2004	Home	PT Therapy Name	Provider Cancelled	
3/20/2004	Service p...	PIP Vision	20 mins	
3/15/2004	Other: Ot...	PT Therapy Name	30 mins	

Visit 6/15/04 Detail

Visit Status\*: Appointment Kept Visit Date\*: 6/15/2004 Service Setting\*: Service provider location  
 Services Provided\*: Service Coordination, PT Therapy Name, PIP Vision, Non-IFSP Service Visit  
 Provider: Crane, Angel Duration: 30, 20  
 Other Setting: Miles: 23  
 Notes: Mom wants us to start coming in the morning!

Total: 50

Fig. 5: Child Folder Visits Tab

**BTOTS provides extensive reporting capabilities, including the following categories and reports:**

- **Active children**  
*Active children by Site, Active Children by Service Coordinator, Active Children by DOB*
- **Referrals**  
*Referred Children, Development Concerns, Referral Source by Category, Referral Source by Organization, Eligibility pending*
- **Eligible children**  
*Eligible Children by Category, Domain Delay, Non-eligible Children, Eligible Deactivated Children*
- **Pending enrollment**  
*Pending Enrollment by Site, Pending Enrollment by Service Coordinator*
- **IFSP**  
*Children Under IFSP Summary, Children Under IFSP Details, Children Under IFSP by Service Coordinator, Children Under IFSP by Service Provider, Eligibility Category, Domain Delay*
- **Exit**  
*Exited Children, Exited Children by Site*
- **Tracking**  
*Child Tracking Overview by Site, Child Tracking Overview by Service Coordinator, Child Tracking Overview by Next Contact Expected*
- **Brief Activity**  
*Brief Activity by Site, Brief Activity by Service Coordinator*
- **Reminder**  
*45 Day Completion Due, 45 Day Delinquent, 6 Month Review, Annual IFSP Review, 90/120 Day Transition, Children Turning 3, Child Compliance Alerts*
- **Employee**  
*Employee List, Personnel Count, Case Load Summary, Case Load Assignment Details, Case Load Assessment Teams, IFSP Service Visits, Missed IFSP Service Visits, Child Visit Status*
- **Payment/Billing**  
*Medicaid Billing, CHIP Billing, Monthly Parent Fee, IFSP Services Not Provided, Assessment, Service Mileage*
- **Mailing**  
*Active Children, Active Children By Service Coordinator*
- **State**  
*Monthly Child Count, Monthly Child Tracking Count, EI Services Count, Personnel FTE Count*
- **Federal**  
*Table 1 – Section A, Table 1 – Section A Details, Table 1 – Section C, Table 2 – Section A, Table 2 – Section B, Table 3*

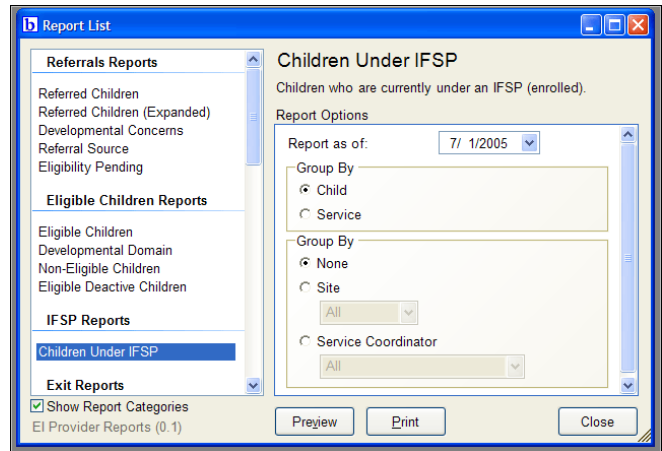


Fig. 6: Report List Form

Child Name	DOB	Referral Source	Referred By	Referral Date
Baker, Emma Kate	08/10/2003	Child Protective Services Caseworker (Initial Investigator)		02/01/2004
Livingston, Katrina	04/23/2003	Physician	Peterson, Robert M.D.	09/10/2003
Renolds, Tom	05/14/2002	Child Protective Services Caseworker (Initial Investigator)		09/07/2003
Scott, Andrea	03/01/2003	Child Protective Services Caseworker (Initial Investigator)		02/10/2003
Thomas, Eliza	06/01/2004	Physician	Peterson, Robert M.D.	12/10/2004

Fig. 7: Referral Source by Child Report

Service	Service Provider	Frequency	Duration	Hrs/Wk
Audiology	Bailey, Ken L.	4 x Month	50 mins	0.83
Vanguard, Betty	04/01/2001	F	Vanguard, John	456-456-4567
PT	Bailey, Ken L.	2 x Month	45 mins	0.38

Fig. 8: Missed IFSP Service Visits Report

	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN OR PACIFIC ISLANDER	BLACK (NOT HISPANIC)	HISPANIC	WHITE (NOT HISPANIC)	OTHER	Total
ATTEMPT TO CONTACT UNSUCCESSFUL	0	0	0	0	0	0	0
COMPLETION OF IEP PRIOR TO REACHING MAXIMUM AGE FOR PART C	0	0	0	0	1	0	1
DECEASED	0	0	0	0	0	0	0
MOVED OUT OF STATE	0	0	0	0	0	0	0
NOT ELIGIBLE FOR PART B, EXIT TO OTHER PROGRAMS	0	0	0	0	0	0	0
NOT ELIGIBLE FOR PART B, EXIT WITH NO REFERRALS	0	0	0	0	0	0	0

Fig. 9: Federal Table 3 Report

## **BTOTS will enhance the state's general supervision and compliance by:**

- Automated synchronization of EI provider data on a regular basis.
- Timesaving Section 618 data collection and reporting.
- Developing comprehensive statewide baseline data for Performance and Compliance Indicators in the State Performance Plan.
- Tracking progress toward targets, and reporting in Annual Performance Reports.
- Annual reporting to the public on the status of each contracted early intervention program.
- Generating statewide and program reports to monitor compliance with compliance indicators.

## **Utah Baby Watch Early Intervention Program and Multimedia Data Services Corporation**

### **Utah Baby Watch Early Intervention Program**

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## **BTOTS Testimonial**

“The BTOTS system is revolutionizing the way we do business at the state and local provider levels. The ability to constantly view up-to-date child information and early intervention service delivery is helping us be more efficient and effective in our compliance and monitoring. We were pleased to realize that with minor changes, the BTOTS system will allow us to capture information on child outcomes. Our providers are also seeing the benefits of the system, and they are excited by the wealth of information that BTOTS is providing them.”

It has been a refreshingly pleasant experience to work with MDSC during the development of our data-management system. They have strived to truly understand our business process, and have been responsive to our complex and sometimes changing needs. MDSC has created a quality product that is serving us now, and will continue to do so well into the future.”

Susan Ord  
Utah Part C Program Manager

