



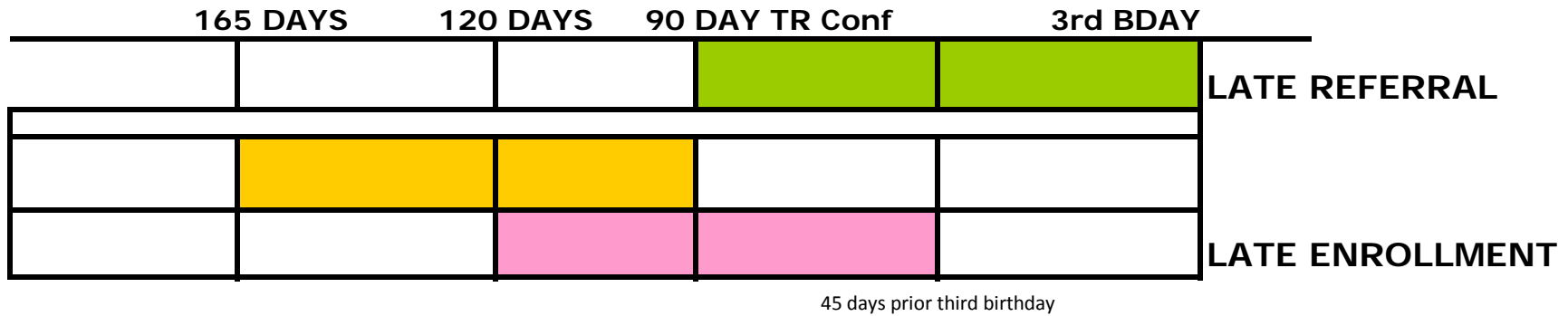
**BTOTS User Group**  
**Thursday, November 10, 2011**

**Participants:** BWEIP , Davis, DDIV, Jordan, KOTM, KWC, PT4K, San Juan, SEEIP, SUU, Up to 3, MDSC

**Minutes**

- I. BTOTS Web
  - a. Create Initial IFSP
    - i. Reviewed Create Initial IFSP wizard
    - ii. Will change the review delay to show "1 day" rather than "46 days" (if the IFSP is late by one day, for example)
    - iii. We are still working on adding Travel Reimbursement in time for release.
  - b. Exit Child
  - c. Tracking
  - d. After some feedback from the group we will:
    - i. Merge the two existing note fields into one
    - ii. Move up the tracking contacts section
  - e. Miscellaneous
    - i. Save and Add Another: this button will allow you to enter & save a visit or service, and then enter more visits or services without leaving the pop-up data entry screen.
      1. Visits
      2. Services
    - ii. Hearing Screenings: Left & Right Ear Results will be added to the assessments
- II. October Meeting Minutes
  - a. BTOTS Classic – Transition tab
    - i. See attached
  - b. IFSP Amendments versus IFSP Review
- III. Questions/Comments
  - a. Child Transfers
    - i. Make the transfer notes label more informative to encourage users to put transfer notes in the transfer box (they are mistakenly putting transfer information in the Exit notes which the new program doesn't see).
- IV. 2012 BUG Meeting Schedule
- V. Next Meeting: January 12, 2012

## TRANSITION CONFERENCE DELAY REASONS



**Late Referral** A "late referral" is defined as a referral to early intervention that is received less than 90 days before a child's the third birthday.

**Late Enrollment** Referrals to early intervention that are received in the 75-day window (i.e., between 90 and 165 days) before the 90-day transition conference timeline may result in a delay reason of "late enrollment" if the IFSP is completed within 45 days of referral but in the window between 45 and 120 days before the child's third birthday.

**Late Enrollment** A "late enrollment" is defined as an IFSP that is completed within 45 days of days of referral for a referral received in the 75-day window (i.e., between 90 and 165 days) prior to the 90-day transition conference timeline.