



An Overview of Utah's Early Intervention Data Management System

Utah Department of Health

The Utah Baby Watch Early Intervention Program (BWEIP) and Multidimensional Software Creations (MDSC) have developed a state-of-the-art Early Intervention (EI) 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 analogy.
- 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 access custom reports directly from the system.
- Providing details to parents through the Parent Portal. Parents have access to child documents including: IFSP, visits, signed documents, prior notice, and other related documentation will be sent to the parent/guardian e-mail.

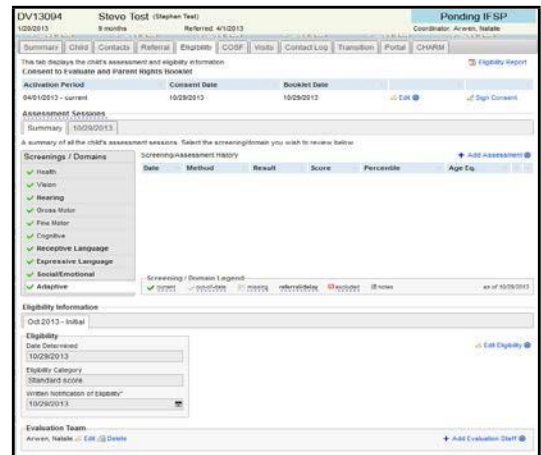


Fig. 3: Child Folder Eligibility Tab

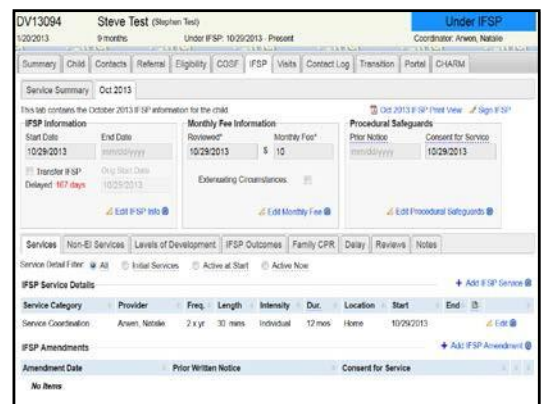


Fig. 4: Child Folder IFSP Tab

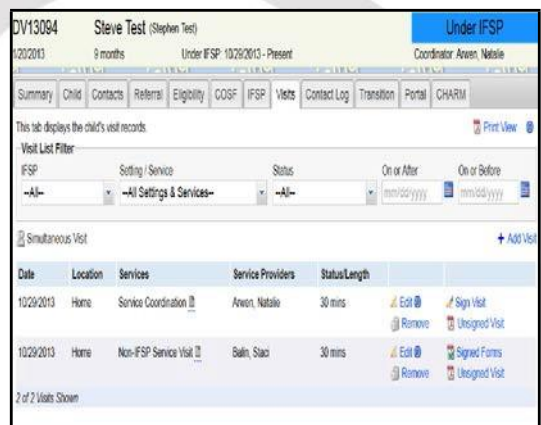


Fig. 5: Child Folder Visits Tab

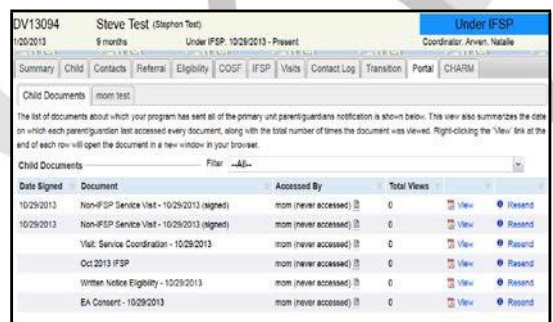


Fig. 6: Child Folder Parent Portal Tab

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
- **Printed Forms**
Blank forms give the ability to print and complete in the home.

Fig. 7: Report List Form

Summary	Total Children: 87
Brother or sister in early intervention	10
Child care provider	1
Children with Special Health Care Needs/Child Development	2
Community Organization	1
Early Intervention service provider	4
Fostering Healthy Children or Foster Parent	2
Friend or Relative	10
Hospital	7
Local Health Department	2
Not Yet Selected	1
Physician or other health care provider	42
School	1
Website	1
Total	87

Fig. 8: Referral Source by Child Report

Summary	Total Children: 28
Informed clinical opinion	2
Medical Diagnosis	4
Standard Score	22
Total Categories	28

Fig. 9: Eligible Children Report

	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	BLACK OR AFRICAN AMERICAN	HISPANIC/LATINO	MULTIPLE RACES	WHITE	UNDETERMINED	TIME
NOT ELIGIBLE FOR PART C PROGRAM TO BEGINNING AND THIRD	0	0	0	0	0	0	0	0
PART B ELIGIBLE	0	0	0	0	0	0	0	0
NOT ELIGIBLE FOR PART B, EXIT TO OTHER PROGRAMS	0	0	0	0	0	0	0	0
NOT ELIGIBLE FOR PART B, EXIT WITH NO REASON	0	0	0	0	0	0	0	0
PART B ELIGIBILITY NOT DETERMINED	0	0	0	0	0	0	17	17
ATTEMPTS TO CONTACT UNSUCCESSFUL	0	0	0	0	0	0	0	0
DECEASED	0	0	0	0	0	0	0	0
MOVED OUT OF STATE	0	0	0	0	1	0	0	1
WITHDRAWN BY PARENT (OR GUARDIAN)	0	0	0	0	0	0	0	0
Total	0	0	0	0	1	0	17	18

Fig. 10: 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.

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

Utah Baby Watch Early Intervention Program and Multidimensional Software Creations

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