



## What is BTOTS?

The Baby Watch Early Intervention Program 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

Fig. 8: Referral Source by Child Report

Fig. 9: Eligible Children Report

Fig. 10: Federal Table 3 Report