

## Reminders When Doing Intakes...

BTOTS only accepts intakes that have more than 45 days left until 3 years old (i.e. are under 34.5 mos). An age calculator such as: <http://www-users.med.cornell.edu/~spon/picu/agecalc.htm> can help in determining this. In these instances we should still get demographic information of child/family and let the caregivers know that a service coordinator can help them set up a time to meet with the school district for services.

In order to be considered an official referral we must have: **DOB, Name of child and parent/guardian**, and some **means of contacting** the family (Phone, address, email).

- If we have **the above 3 pieces of information from someone other than a parent, we should enter it into BTOTS** [Be sure to select the correct referral source from the drop down list (Parent/Guardian or Other) as the first step of the referral wizard]. However, we must receive authorization from the parent before evaluations and eligibility determination occurs (**i.e. complete parent referral**).
- While entering a new child into the new referral wizard, be sure to check the automated BTOTS list for *children* that have been *previously enrolled* in Utah Early Intervention programs. If a child is being re-referred after being on tracking, be sure to put an end date on tracking.
- To be considered **premature**, the child must be born 4 weeks premature or prior (Can enter weeks/or due date). Evaluators won't adjust for prematurity after 24 months old.
- If family declines to give **ethnicity** info at intake, complete the intake via paper intake form (until someone can see the child and guess about ethnicity (aka: Hispanic, Latino/NonHispanic-Latino). The federal government requires us to specify **Race** as an alternate category from ethnicity. See **\*Ethnicity Script** page for more scenarios of how to clarify race, ethnicity, & two or more races.
- If prompted about **program cost**, tell them "there is a small fee for our services, but not to evaluate." Private insurance doesn't cover our services yet, but Medicaid does. "If your child has a *Medicaid #*, I can get that from you now or you can give it to your service coordinator when they come to your home." The fee is on a per month basis and is based on your family size and income
- If they don't know if they are in Cache or Logan **School district**, and you don't know either, you can look it up after finishing the intake. (Go to: <http://transdata.ccsdut.org/1stopviewer.html>) to see Logan boundaries; if they're not in Logan boundaries, they're in Cache district.
- Ask "what is the primary language that you speak to your child in your home?" Also ask what language the guardian would like the paperwork to be completed in (if different from English). Clarify if they prefer to be spoken to in a language *besides English* as well.
- In "**referral notes**" box, record *Primary care physician's* name and **best visit times** (8-5 Mon-Fri)

- If the child has a **Medical diagnosis** (note it in the concerns box-not under the diagnoses drop down). Only after we get the medical records reviewed (by nurse) can the service coordinators use the diagnosis in determining eligibility).