Updates March 31, 2020

Phones: If you’re not working from the office, please forward your office phones to your cell/home phone.

IF you run out of protocols, or other supplies, let Miriam & we’ll get them to you.

**Scheduling 6-month and annuals**

We are collecting previously completed protocols for children due for 6-mo & annual updates who will need testing in April & May for meetings to be held in May & June. We’ll give the protocols to people who will be doing the updating assessment for these kiddos. Please keep these in a secure confidential place whether you’re working from home or the office. USU is moving towards a level 1 so this way you’ll have the protocols to update.

Everyone must pull up the Btots Reminder Report for 6-mo & annuals due in the coming month. Pull up the report for May and plan to test children that you are listed on the team for in April. Bring the dates you will test to first Tuesday meeting to schedule IFSP with the team.

**Shawna medical Records**

IN order for Shawna to review medical records before eligibility is determine on children with medical diagnosis, We will scan those medical records at the office and put the original in the child’s file. We will put in the USU Box and email her a link to review. She will email SC informing them the date she reviewed medical records for the child (Use UP #). She will sign & date the original in the child’s file when she returns to working from the office.

**BTOTS**:

BWEI has updated BTOTS to allow eligibility without completing a BDI.

**Eligibility/Assessment Session**

A-We won’t use eligibility form until begin using BDI’s again. We will catch up on those forms at that time.

B-Everyone will enter their own **Assessment Session** in btots.

1)Go to Eligibility tab on child’s file

2) Click Add other assessment

3) Click the assessment you completed from the drop down options, or put other if not listed. (Service Coordinators will put ASQ in under other. Clinical Observation is also an option)

4) Fill in the assessment date, associated visit date, and prior notice date.

-You may want to put your visit note in first so it will show up in the drop down under Associated Visit. However, Service Coordinators have said they will find it later and associate it for you if needed.

-The Prior notice date can be found by going to the child’s summary page, looking in the column to the far right under Prior Notices. The date should be listed if a prior was sent for your assessment.

5) Fill in scores and significance of delay

6) click save

**Internal Referrals**

1. Email Miriam and the person you are making the referral to. Include the child UP number, rather than initials.
2. In your email, describe the reasons for referral and other important family information. Don’t’ include other demographic information.
3. The therapist will schedule the visit with the family and put it in webappts as usual.
4. Therapist will send Prior Notice as usual, complete virtual assessment, and make necessary amendments including adding outcomes, service pattern, and parent signature via zoom. IF parents is using device without a mouse and cannot sign via zoom, ask Service Coordinator or Sue/Marla to do signature via adobe sign. A document requiring staff to sign can be signed via zoom/btots by you and then that document will be shared with parents to gain signature through adobe sign.
5. Miriam will add the child to the internal referral list on the Up to 3 staff shared drive