**[btots documentation for RB.pdf](btots%20documentation%20for%20RB.pdf)Routine-Based Conversation/ Family-Directed Interview Btots Entry Instructions**

It is ideal to have the family interview be the last assessment given. The RN, BDI and other evaluations will give information regarding eligibility via medical diagnosis and standard score. IF child will not be eligible by either of those, you know if you need more information to determine eligibility by ICO. If you know a child will not be eligible, you can do a case disposition without completing a family directed interview. The interview is only needed for children who quality for services.

Use complete sentences and no jargon in every narrative box in btots.

Confirm interview meeting with family

1. Document phone call in contact log
2. Send PWN in btots

Complete RBC Form during family interview

1. Print interview form and put in child’s chart following interview
2. Complete evaluation session in btots with ASQ 3 results
3. Complete visit note in btots.

*Update Section:* routines and concerns family mentioned

*Today Section:* results of ASQ

*Plan Section:* Identify Family Priority routines

1. Complete CPR section in btots

(For new intake, complete eligibility determination before entering CPR)

* 1. In Child Actions column, click on Create Initial IFSP. Choose Family CPR on the left column.
	2. Choose “A Routines-based Assessment” from Family-Directed Assessment Tool drop down
	3. Enter date RBA was completed.
	4. IF FAMILY DECLINED RBA, choose Assessment declined in the drop down box.
	5. Enter information from RBA and team evaluations in CPR boxes. Remember this is to be reviewed in a collaborative discussion at the IFSP meeting to give time for all team members to understand all concerns, priorities and resources.

***Concerns section***: Enter concerns from Routine Based Conversation. (can be completed prior to IFSP) AT IFSP Review all concerns from RBC and PLD

 ***Priorities section***: Complete this at IFSP during discussion with parents and team

***Resources section***: Include formal (doctor, agencies, support groups) and informal (who they would call to celebrate, who call to ask for help, things built into routines that help –car ride, movie, toys)

***Daily Routines section***: Include routines that were concerns to family and those that were high satisfaction as well. Include family specific activities and the places they go.

1. At or after IFSP, complete visit note

Include names of all who attended IFSP or sent recommendations.

*Update Section*: include information about eligibility and priorities.

*Today Section*: include added services and what outcomes.

*Plan Section*: include dates of first visits or other information needed and next steps.