BabyNet

South Carolina's Early Intervention System

BabyNet Policy Manual: Appendix 10
BabyTrac User's Guide

Rev. January 2010

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Getting Started

Welcome to BabyTrac, the web based software system for collecting data, reporting and assisting in care coordination for BabyNet the South Carolina Early Intervention Program for Infants and Toddlers birth to age three.

Obtaining BabyTrac User Name and Password

** **The first requirement for access to BabyTrac is that potential users must have a valid individual e-mail address.**

Users may be assigned access to BabyTrac, by obtaining a user name and password from the BabyNet Data Manager.

Step1. A BabyNet Systems Manager, Supervisors, or Supervisor from one of the BabyNet Early Intervention Agencies must send an e-mail to the BabyNet Data Manager providing the new users first and last name, work address, telephone number (include area code), and the e-mail address. Remember a new user must have a working individual e-mail address to obtain access

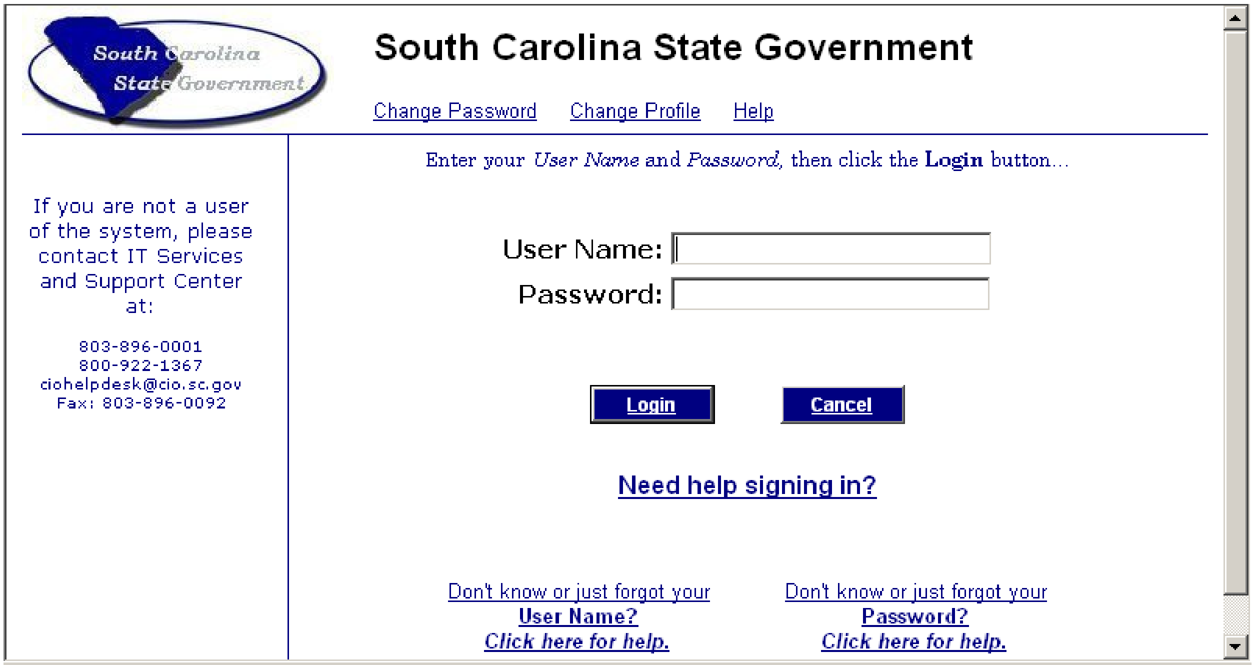
Step2. The BabyNet Data Manager after entering the new user account will send an e-mail to the requestor informing them that the new user account has been established in BabyTrac.

Step3. The user will receive two (2) e-mails from S.C. State Directory Profile one providing the user name and the other with the temporary password.

Logging On To BabyTrac

After obtaining a user name and password BabyTrac is available for access.

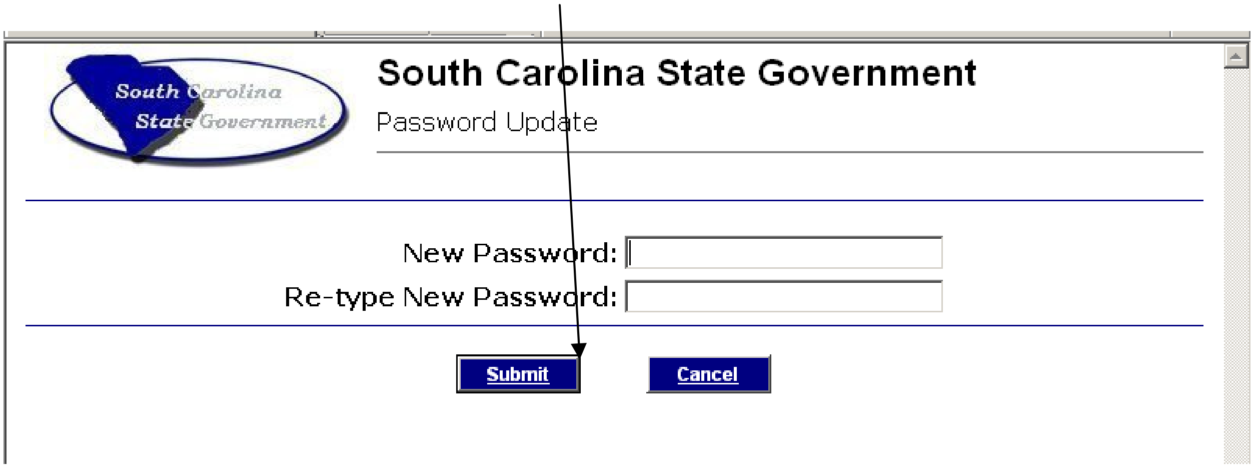
Step 1 Go to https://webprod.cio.sc.gov/babytrkweb shown below



Step 2 Enter your user name and password

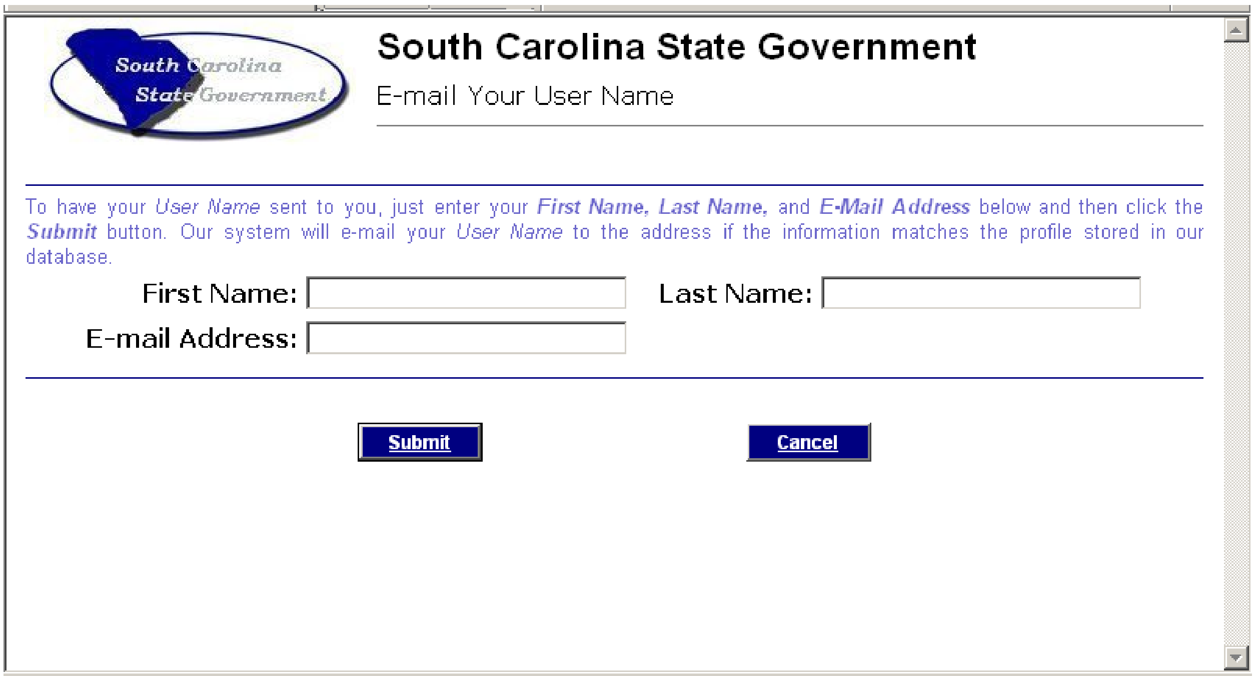
Step 3 Click the **Login** button one time

The first time logging in after receiving a user name and temporary password will require the user to change the temporary password to a permanent password of the user's choice. Follow the prompts to select a new user name and click the "Submit" button.

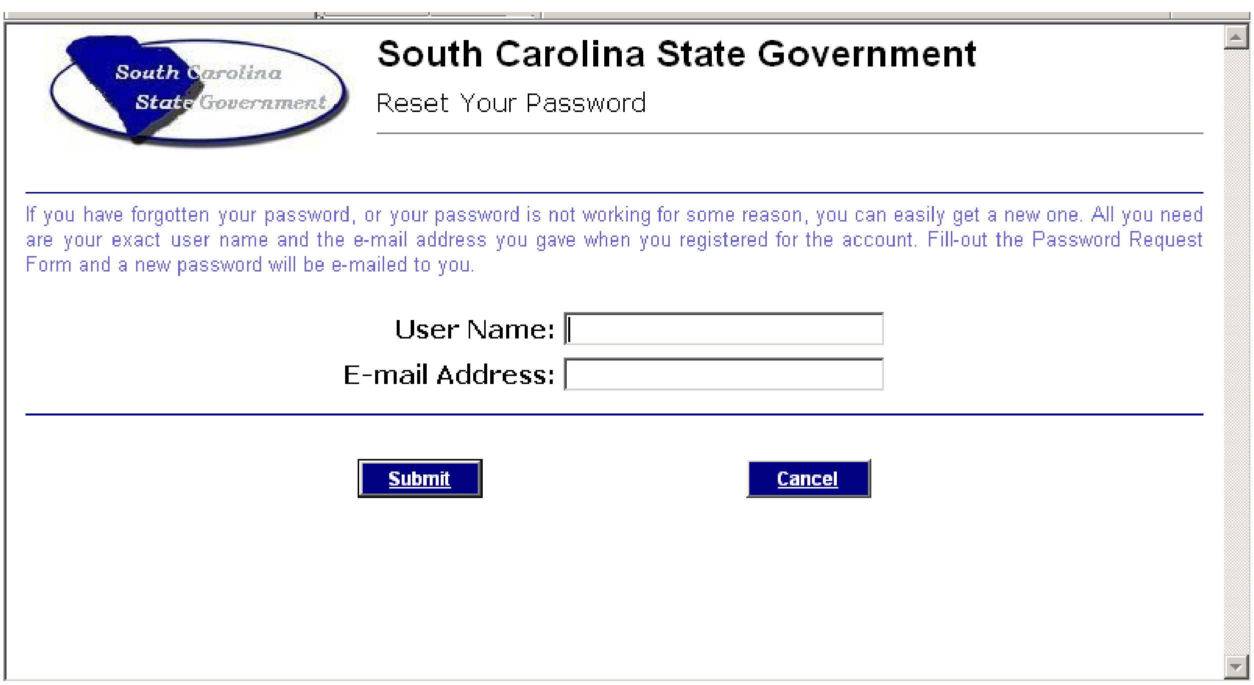


Forgotten User Name or Passwords

Should a user forget or can not remember their user name click on the link "**Don't know or forgot your User Name**" and follow the instruction from the screen below.

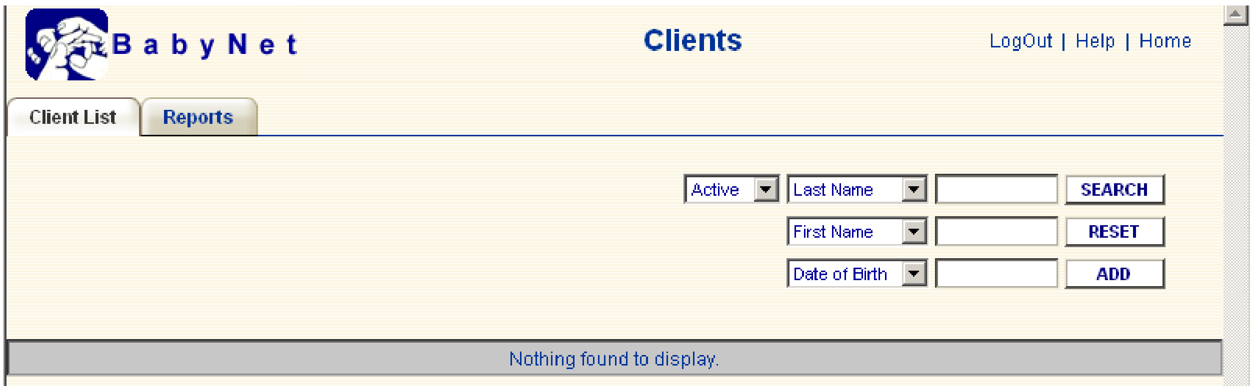


Should a user forget or can not remember their password click on the link "**Don't know or forgot your User Name**" and follow the instruction from the screen below



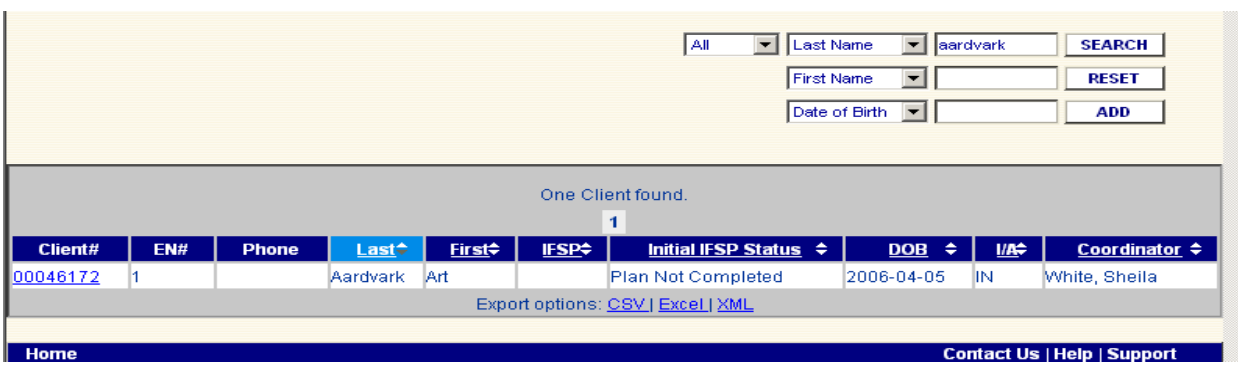
BabyTrac Home Page

The home page or Clients is the first page that appears after successfully logging on to BabyTrac. This page shown below serves as the home page for BabyTrac and allows a user to navigate to the reports, search for client records, and add new clients.



Client Listing:

A user will have access for all the clients they are responsible for. An Early Interventionist will be able to see all the clients in their case load, a supervisor will be able to see all the clients for all the staff they supervise. System Managers will be able to see all clients in their Region.

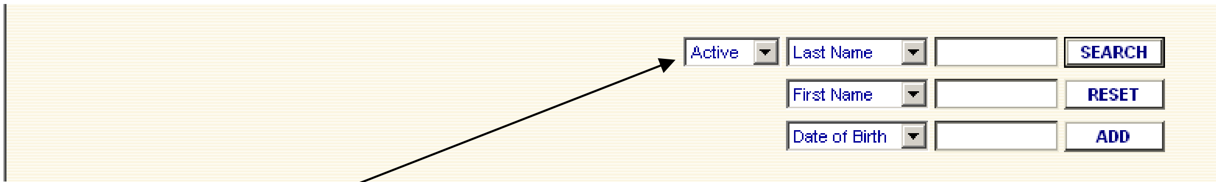


Once logged in the user's client list will appear sorted by:

Client #: The client's unique number assigned by BabyTrac
EN#: The number of time a client's file has been made active
Phone: The client's caregivers phone number
Last: The client's last name
First: The client's first name
IFSP: The date the client's IFSP was created
Initial IFSP StatusA: The number of days until the client's initial IFSP is due

DOB: The client's date of birth
I/A: The client's status active or inactive
Coordinator: The name of the coordinator assigned for the client

Search Options

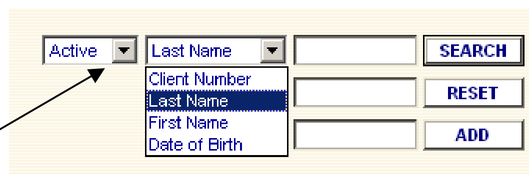


Status : BabyTrac defaults to searching **Active** clients. This will provide a list of all active clients a user may access . Other options in the drop down box are "**Inactive**" to search all inactive clients the user may access "**All**" inactive/active clients the total clients in the data base the user may access.

Last Name: Enter a client's last name or the first few letters of the clients last name and a list of all clients will appear with a last name starting with the letters entered.

First Name: Enter first name along with the client's last name or just the first name to search all clients with the same first name.

Date of Birth: Enter with the last and first names or just date of birth to get a list of all clients with the same date of birth



Client Number: A choice in the drop down for Last Name, First Name or Date of Birth is Client Number. This is the best choice if known because only one client can have this number if the client number is available use it first and skip the other options.

NOTE: Some of the listings, either Date of Birth or Names, will be more than one page; don't forget to select the next page in the event the name is on another page.

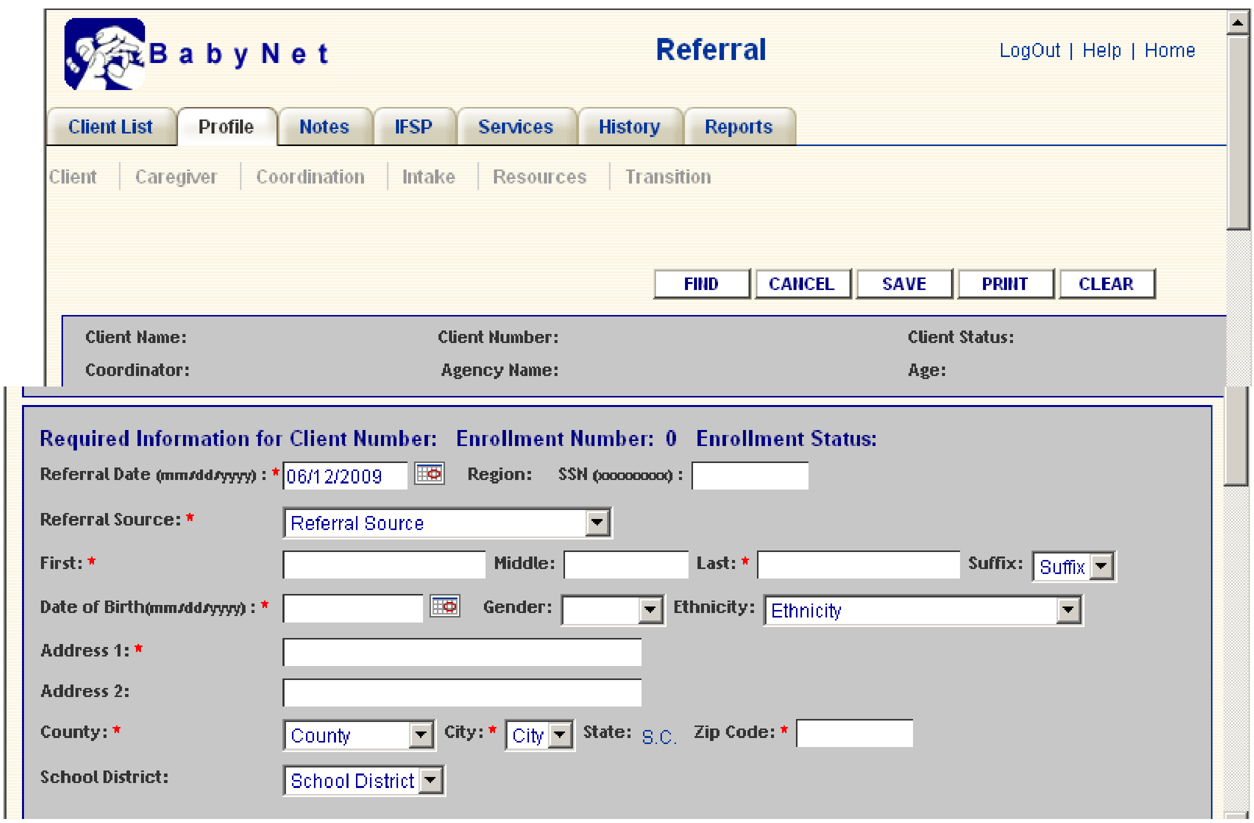
ADDING A NEW REFERRAL TO BABYTRAC

To add a new client referral into BabyTrac:

A search should be done prior to entering a new client, to make sure a client is not already in BabyTrac. The system will give a warning of possible duplicate client, if the name (first and last), and Date of Birth have been entered into the system.

HOT TIP: **The first search should be done by DOB. A referral might not have the right spelling so look for all the clients with the same DOB with similar names to make sure a duplicate is not entered.**

To add a new client click on the "**Add**" button the following screens will appear.



Fields marked with an (*) are requires fields for a new referral

Enter information provided from the referral source in all fields.

Client Number: A unique number automatically assigned when the required referral information is entered into BabyTrac.

Referral Date: The current date will be populated. Enter the date the referral was received by the local BabyNet Intake office using the mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date. The date can not be greater than the day of entry but a date 30 days prior may be selected.

Social Security Number (SSN): Enter the client's social security number without the dash.

Referral Source: Select the appropriate source from the drop down box.

First: Enter the client's first (birth) name. Make sure the spelling is correct and do not use nick names

Middle: Enter the client's middle name

Last: Enter the client's last name.

Date of Birth: Enter client's date of birth using mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date.

Gender: Select from drop down box. This does not have to be entered to open a new referral if not known at time of referral but will need to be entered to create an IFSP

Ethnicity: Select from drop down box. This does not have to be entered to open a new referral if not known at time of referral but will need to be entered to create an IFSP

Address: Enter family/client's address.

County: Select county of residence from drop down box.

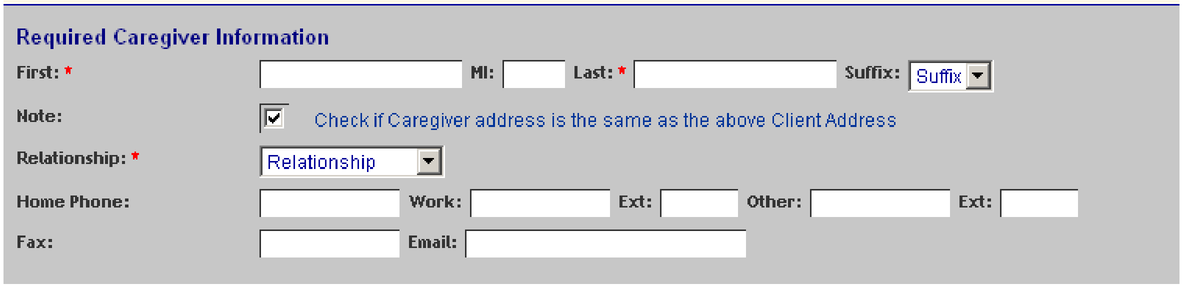
City: Select city of residence from drop down box.

Zip Code: Enter appropriate address postal code.

Note: If the zip code is not provided you can go to http://zip4.usps.com and key in the address and city to obtain the zip code. If the county of residence is questionable, select Mailing Industry Information and a pop-up box will be displayed with the county name.

School District: Enter the school district where the client will attend school. This does not have to be entered to open a new referral if not known at time of referral but will need to be entered to create an IFSP

Caregiver Information



First: Enter first name of the client's caregiver**.**

MI: Enter the middle initial of the client's caregiver**.**

Last: Enter the last name of the client's caregiver.

Address Check Box: Check box if the caregivers address is the same as the client's if not checked a space for the caregivers address will appear and it will need to be entered.

Relationship: Select the relationship to the client of the caregiver from the drop down box**.**

Home Phone: Enter the client's caregiver's phone number using the area code plus seven digit number. ###-###-####

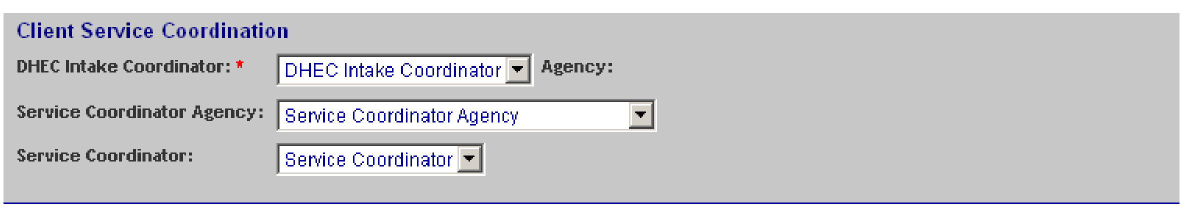
Work: Enter the client's caregiver's work phone number using the area code, seven digit number and extension (if applicable).

Other: Enter any additional phone number using the area code, seven digit number and extension (if applicable).

Fax: Enter a fax phone number using the area code plus seven digit number, if applicable**.**

Email: Enter the caregiver's email address, if applicable.

<u>Client Service Coordination</u>



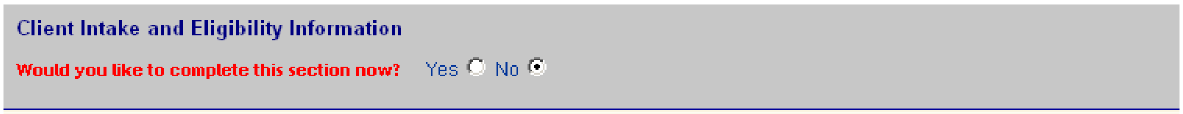
Intake Coordinator: Select the Intake Coordinator from drop down box.

Service Coordinator Agency: Select Service Coordinator Agency from drop down box.

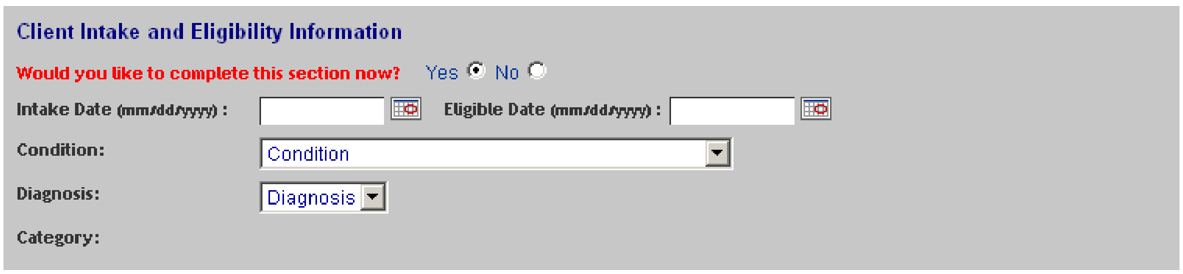
Note: The Service Coordinator Agency is not entered until the client has been determined eligible and assigned to an early intervention agency. If the client remains with DHEC for service coordination, select the BabyNet Service Coordinator and Region from the drop down box.

Service Coordinator: Select the Service Coordinator from drop down box.

Intake and Eligibility Information



When you select "yes" to "complete this section now" the following fields appear:



Intake Date: Enter the date that the BabyNet Intake Coordinator met with the family to obtain consent for eligibility determination. NOTE: This date must be on or after the referral date not before.

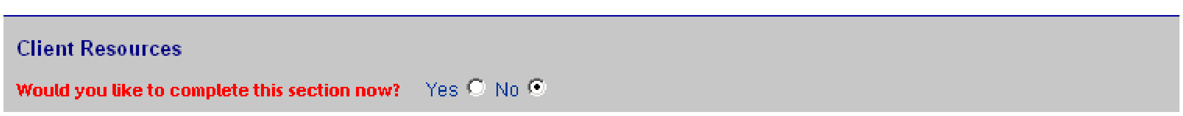
Eligible Date: Enter the date the client became eligible for BabyNet services.

Condition: Select condition that made the client eligible for BabyNet from drop down box.

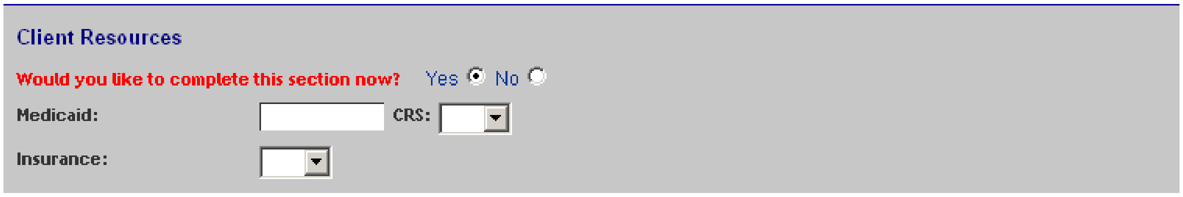
Diagnosis: Select from drop down box.

Category: It is generated automatically depending upon the diagnosis and condition entered.

Resources



When you select "yes" to "complete this section now" the following fields will appear:



Medicaid: Enter the Medicaid number, if eligible**.**

CRS: Select “yes” if client’s is currently on the Children Rehabilitative Services (CRS) Program and “no” if they are not.

Insurance: Select “yes” if client is covered by private insurance and “no” if they re not.

Insurance Company: List the name of the insurance company the client is covered by.
Note: If the client has private insurance, all three (3) fields must be completed in order to save.

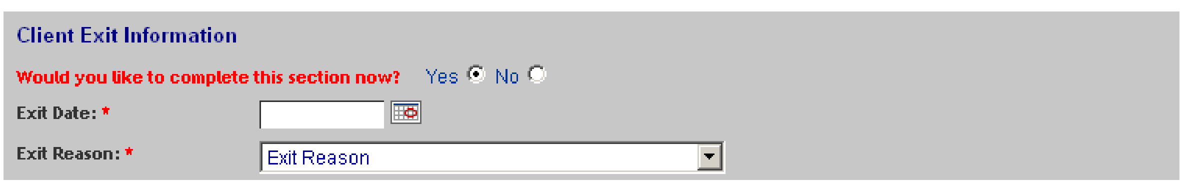
Policy Number: Enter the policy number for the private insurance**.**

Policy Holder: List the name of person that is the policy holder for the insurance.

Exit Information

This section is to be completed by SCFS BabyNet Staff only.

When you select “yes” to “complete this section now” the following fields will appear:

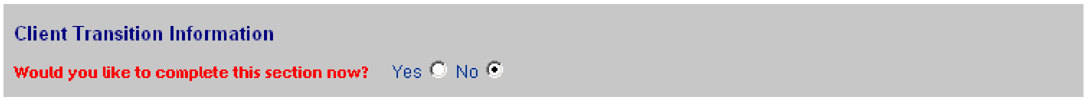


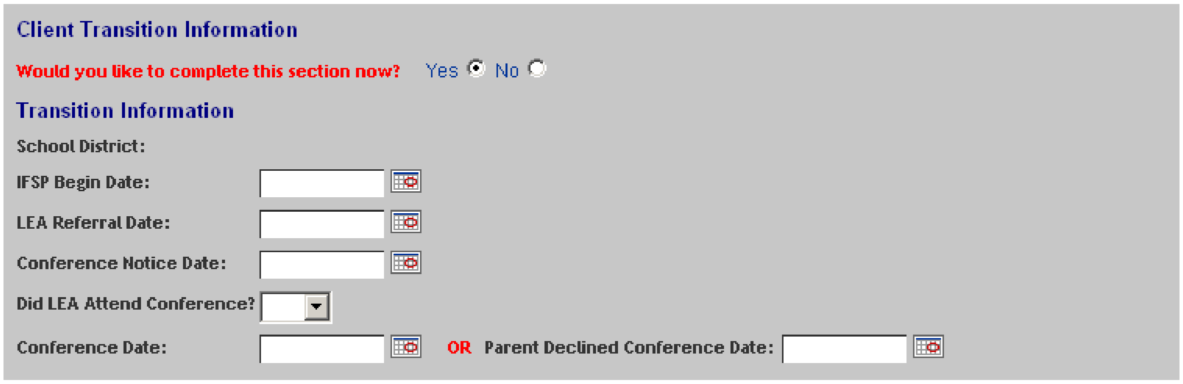
Exit Date: Enter the date the client exited the BabyNet program using the mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date. NOTE: The system will not accept future dates.

Exit Reason: Select the reason for exiting BabyNet from the drop down box.

Transition Information

When you select “yes” to “complete this section now” the following fields will appear:





School District: School District will be copied here form the required information entered at intake

IFSP Begin Date: using the mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date.

LEA Referral Date: using the mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date. Enter date transition referral form was sent to the Local Education Agency (LEA) using mm/dd/yyyy format.

Conference Notice Date: Enter date the conference notice was sent using the mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date.

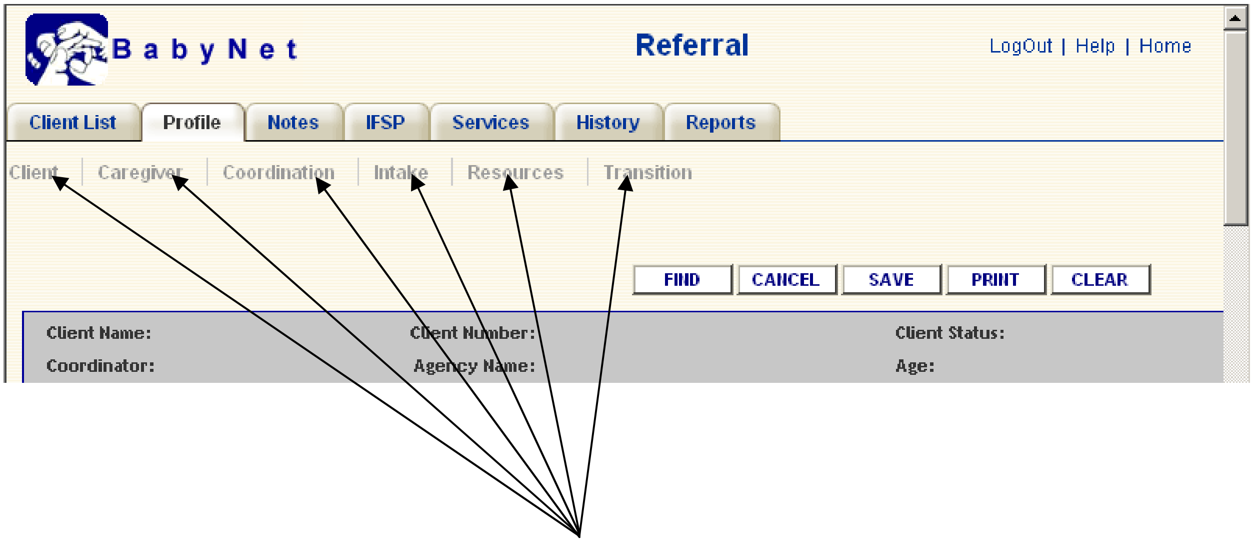
Did LEA Attend Conference: Select "yes" or "no" from drop down box. Note: Automatically defaults to a "blank", therefore make sure you have selected "yes" or "no".

Conference Notice Date: Enter the date the LEA was notified of transition meeting using mm/dd/yyyy format.The calendar icon may be clicked on to bring up a calendar to select the date.

Parent Decline Conference Date: Enter the date the parent(s) declined transition meeting using mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date. NOTE: You can not enter both a Conference Date and a Parent Declined Conference Date.

***** Click the "save" button before going to the next section or screen. Failure to save will result in the lost of the information; therefore, the information will need to be re-entered.**

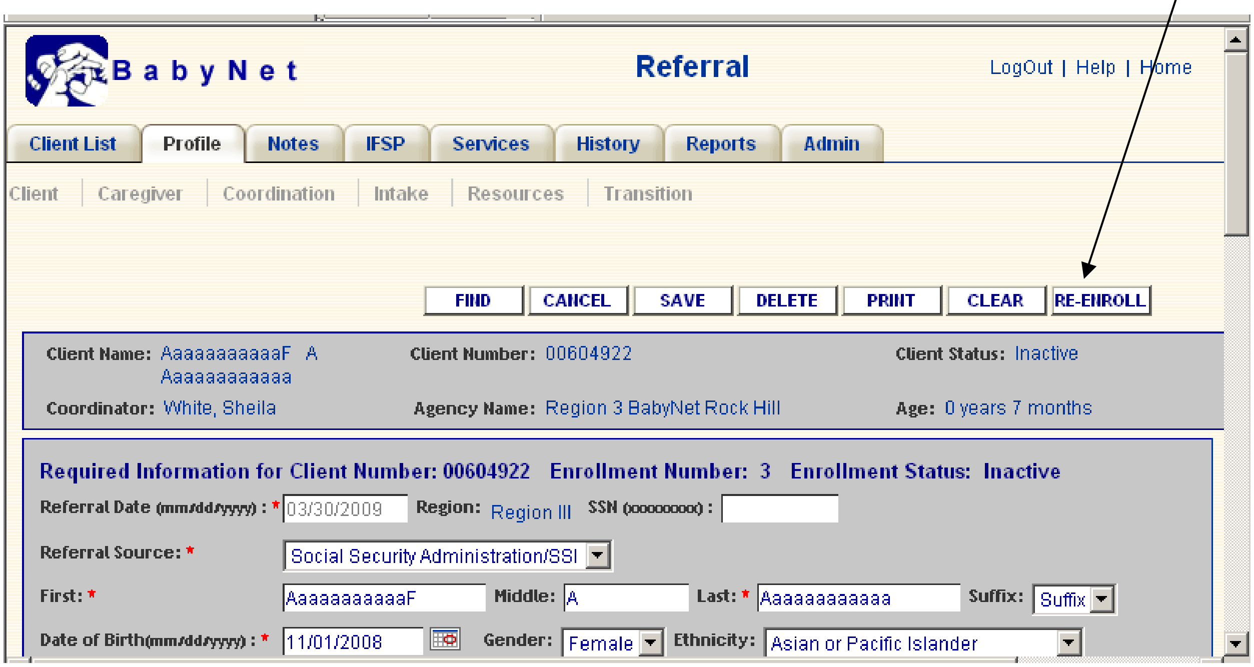
Navigation on the Client Profile Page



There are six main sections on the Referral or Client profile page **Client, Caregiver, Coordinator, Intake, Resources and Transition**. Click the title of a section and go directly to that section

Reenrollment

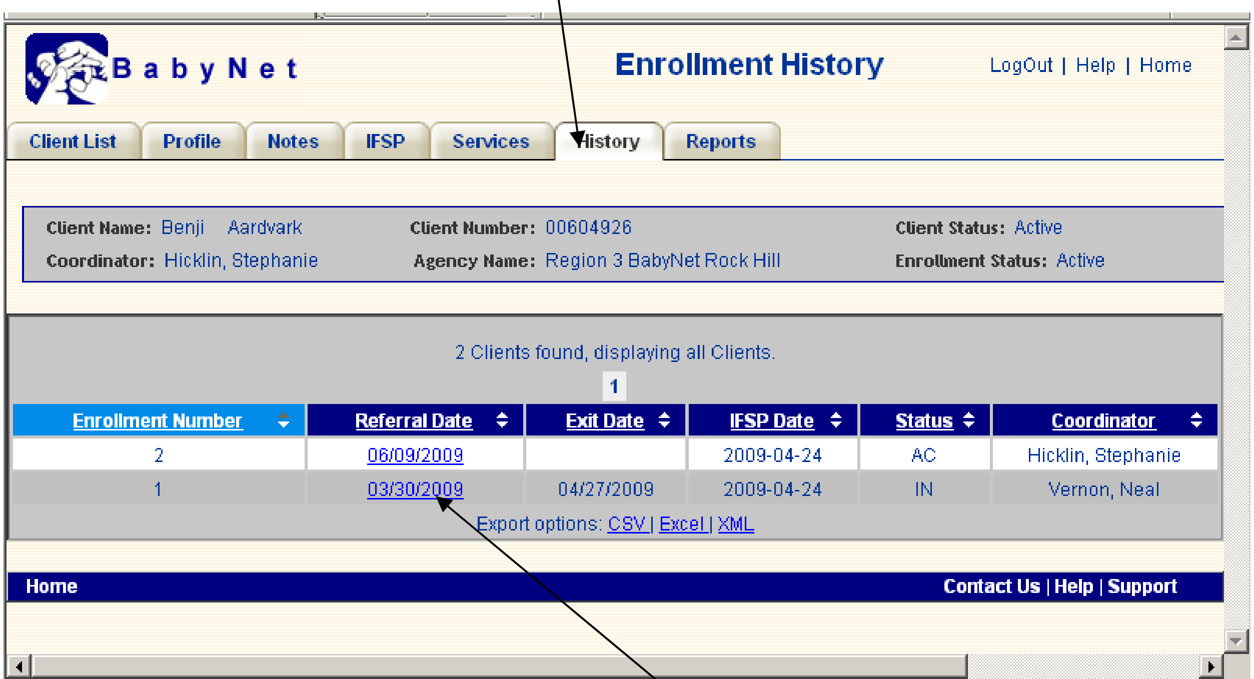
Reenrollment is much the same as a new referral and must be done at a BabyNet intake office. Clients under the age of three that have exited BabyNet and are in BabyTrac in an inactive status can be reenrolled. The client's inactive record and all the information will remain in a history file and a new record will be opened. To reenroll an inactive client, click on the "**RE-Enroll**" button.



The client profile screen will appear just like a new referral screen except that the information for the last enrollment will populate the screen. There are several fields that need to be entered to reenroll a client the **Referral Date, Client's Address if new, Caregiver Last Name, Caregiver First Name, Caregivers address is different from the client's, Caregiver Relationship To The Client , Intake Coordinator.** The entry rules for the required reenrollment fields are the same as for a new referral. After the required fields are entered changes to other fields such as address, phone numbers should be changes before the record is saved

Reenrollment History

To view a client's history click on the "History" Tab and a screen will appear with all the clients's prior enrollments in the BabyNet program



From the Enrollment History screen click on the "**Referral Date**" of the enrollment you would like to view

Transferring BabyTrac Record to Another Region or Agency

Transferring a BabyNet client to another region or agency is a three step process

Step 1: The region or agency that is going to gain the client must contact the region or agency that currently has the client's record and notify them of the new address and care coordinator.

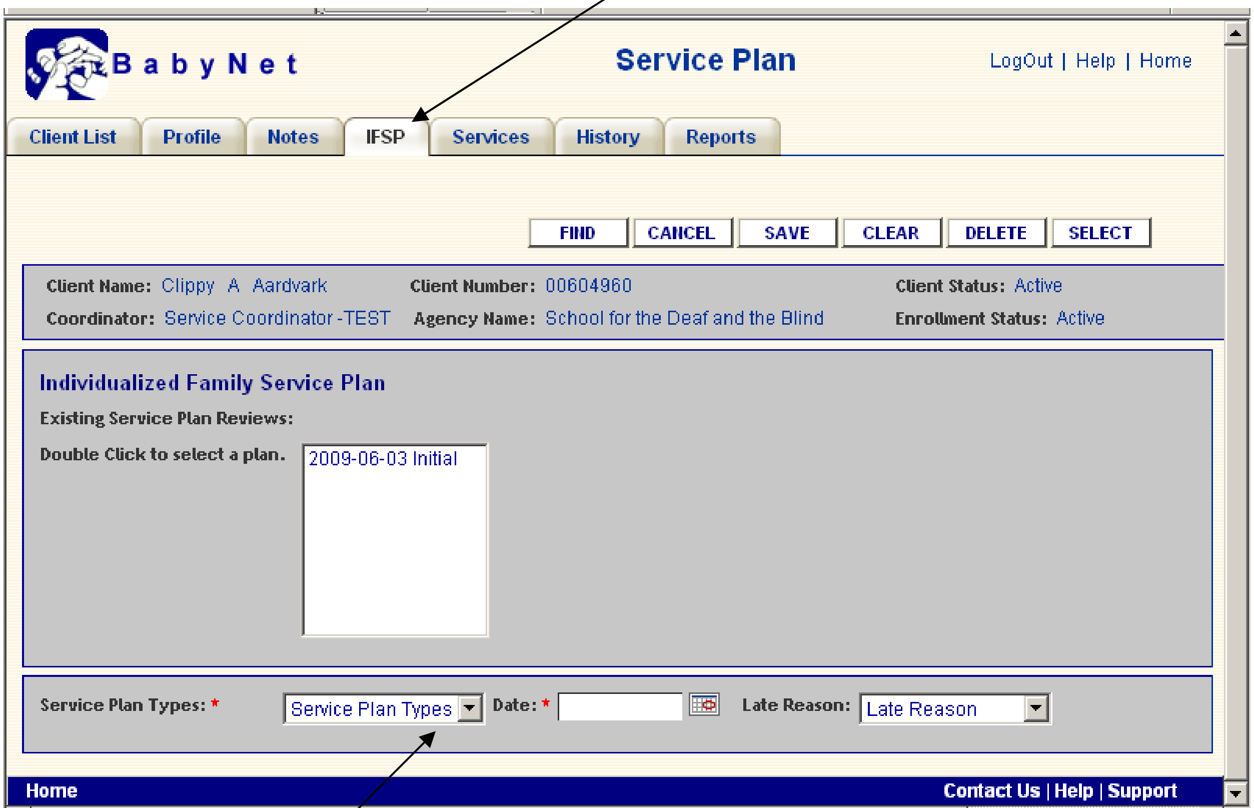
Step 2: The region or agency that is releasing the record will change the client's address and care coordinator and save the record and the client will show up in the new region and in the new coordinators client list.

Step 3: All paper files and records will be transferred to the new region or agency according to the BabyNet Policy Manuel

NOTE: If a client needs to be transferred to another region or agency and they are inactive they must first be reenrolled to become active them be transferred using the process outlined above.

IFSP

To view or enter a new IFSP select the "**IFSP Tab**"

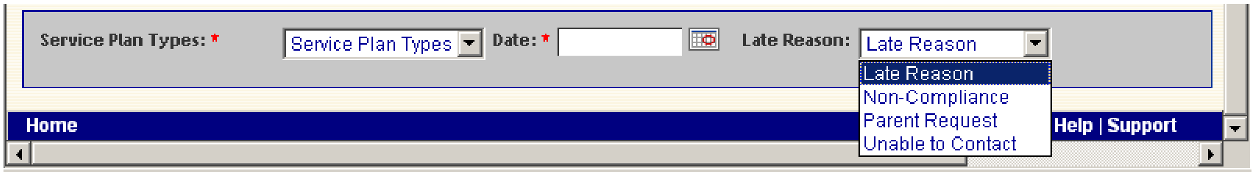


Service Plan Types:
Select the plan from the drop down box. The choices for IFSP type are **Initial, Change Review,**

6 Month , Annual and Reenrollment. If an initial IFSP had not been created the only choice will be **Initial.**

Date:
Enter the date of the plan using mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date.

Late Reason:
Select the appropriate reason from the drop down box if an IFSP activity is overdue.



Non-Compliance : Non-Compliance is when the IFSP was not completed on time through no fault of the parents

Parent Request: Includes parents requesting more time or parents failure to make appointments or be available for required meeting

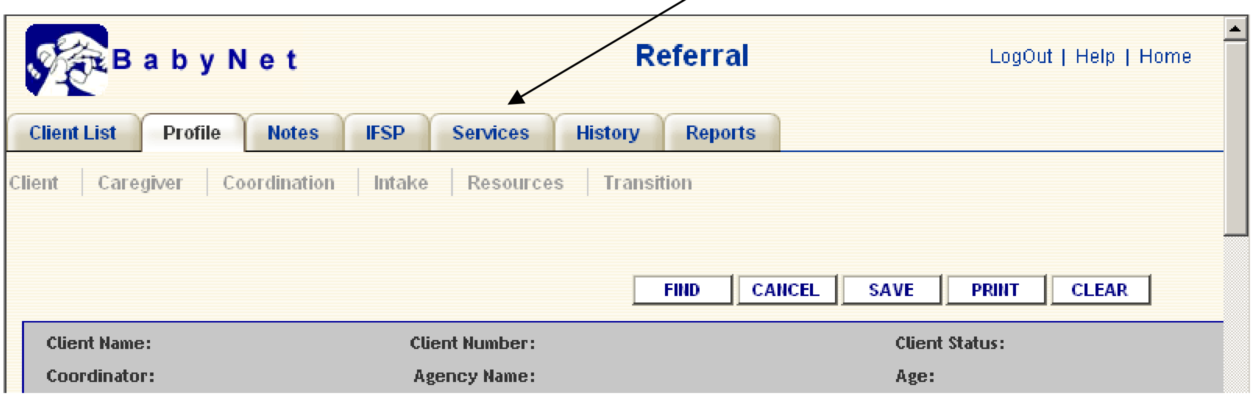
Unable to Contact: Not being able to contact parents to finish the IFSP process.

***** Click the "save" button before going to the next section or screen. Failure to save will result in the lost of the information; therefore, the information will need to be re-entered.**

Because the information in IFSP as a direct effect on Federal Reporting any change of dates or deletions will need to be done by a BabyNet Regional Consultant or the BabyNet Data Manager

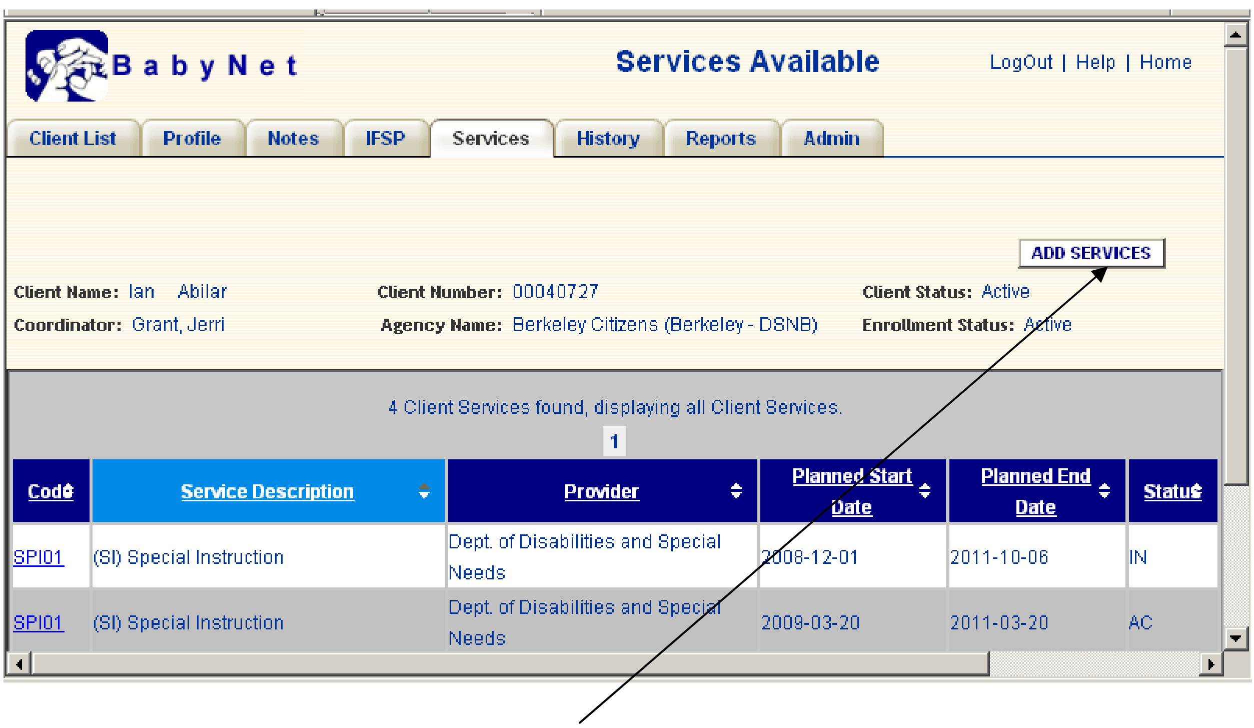
Services

To search, view or enter new services in BabyTrac click on the "**Service Tab**" on the client profile screen

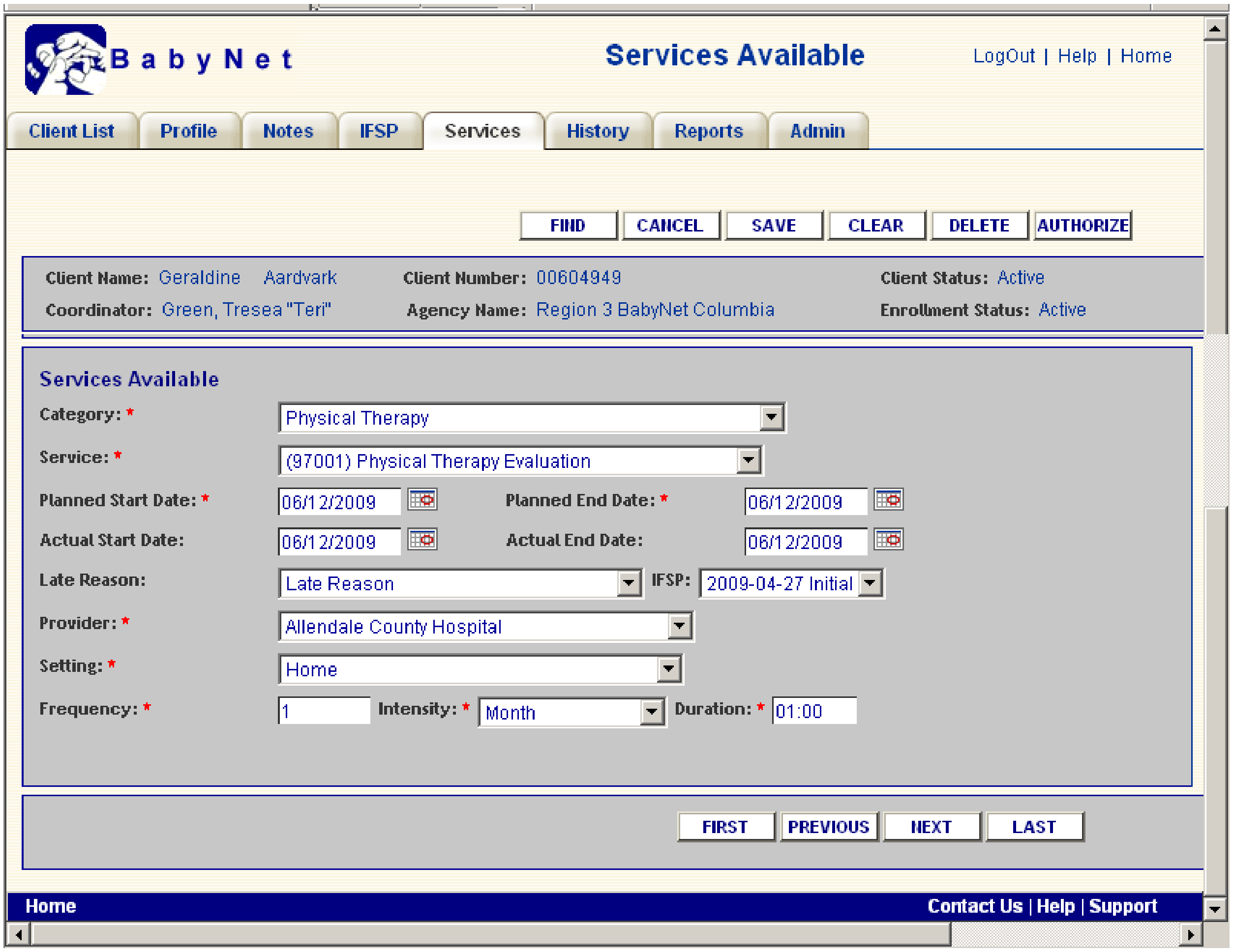


The Service screen below will appear

Adding /Editing Services for a client



To add service for a client click on the "**Add**" button. To view or edit service listed for a client click on the service code. The screen below will appear



To add services for a client fill in the page with the following required information

Category: Select the type of service from the drop down box.

Service: Select the service code that is listed on the IFSP from the drop down box. Service is limited based upon the category that was **selected.**

Status: Automatically generated by the system according to what is entered in the planned start date, planned end date, actual start date and actual end date fields.

Planned Start Date: Planned Start Date: Enter the date that was agreed upon by the IFSP team using mm/dd/yyyy format. This date should be the date the IFSP team identified the need for the service. However, when the service is planned to occur greater than 30 days in the future, enter the date the service is expected to begin. The calendar icon may be clicked on to bring up a calendar to select the date.

Planned End Date: Enter the date that was agreed upon by the IFSP team using mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date Note: May not exceed one year past the most recent annual or initial IFSP.

Actual Start Date: Enter the date service(s) actually started using the mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date

Actual End Date: Enter the date services actually ended using the mm/dd/yyyy format if ended prior to review or annual due date. The calendar icon may be clicked on to bring up a calendar to select the date If services have not ended and annual is due, enter day current IFSP ends as end date.

IFSP: Select the most current IFSP date that the service(s) is associated with.

Provider: Select the contracted provider from the drop down box. Note: Must select a provider if actual start and end dates are entered in the system.

Setting: Select the setting where services are rendered from the drop down box.

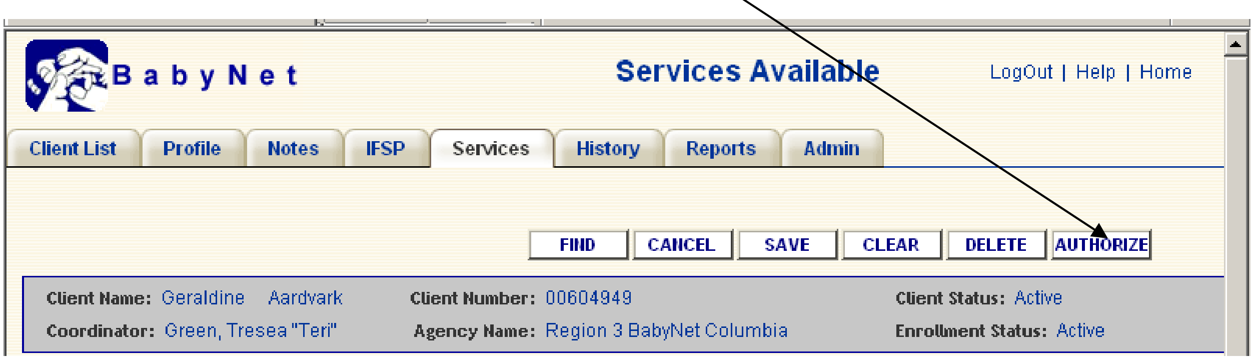
Frequency: Enter the number of visits for each service that was agreed upon by the IFSP team.

Intensity: Select the intensity for each service using the drop down box.

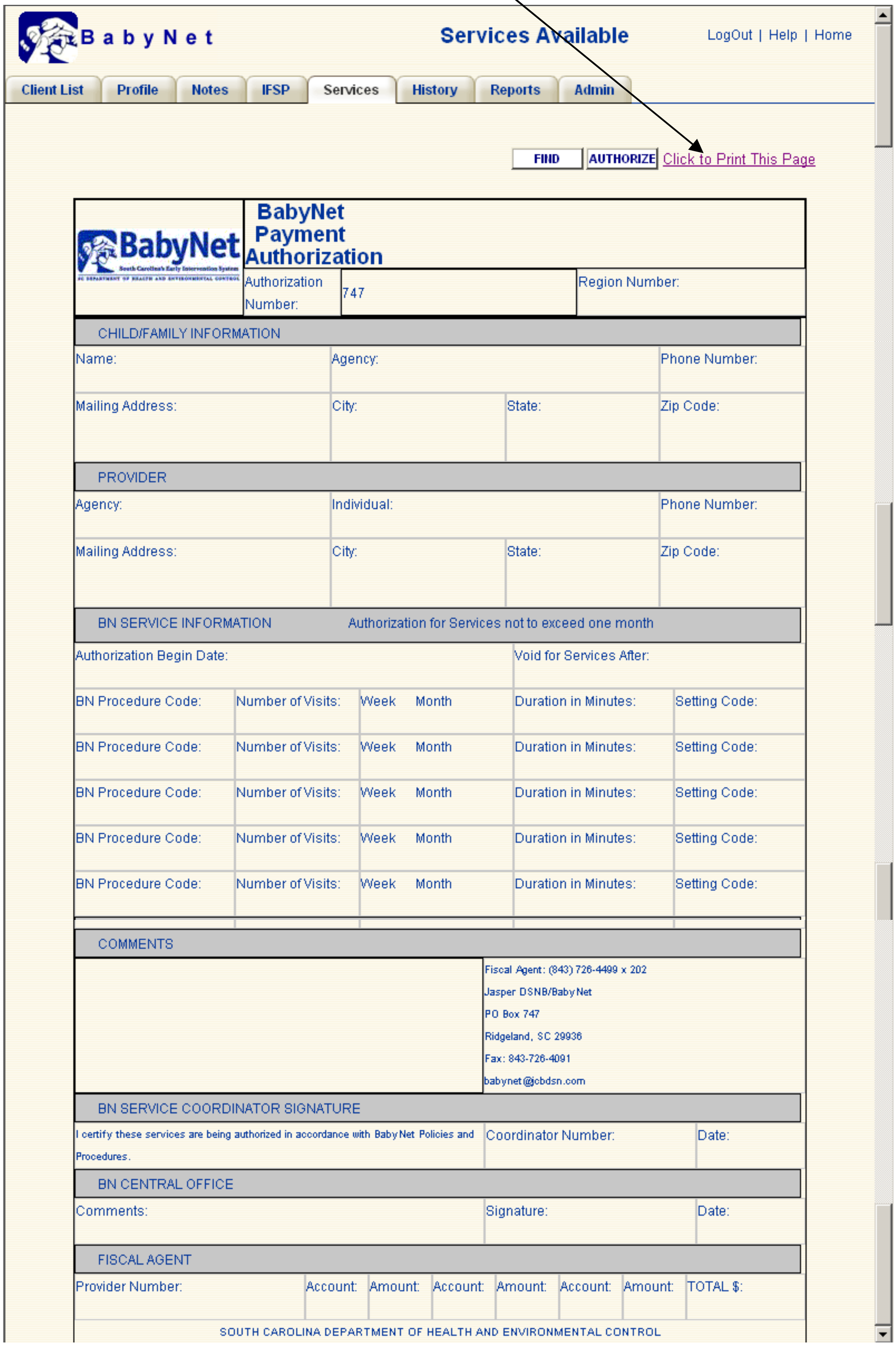
Duration: Enter the duration of each visit using hh:mm format (e.g., 01:00)

Printing a Blank BabyNet Payment Authorization

After all the service information is entered into BabyTrac a blank *BabyNet Payment Authorization* form may be printed by clicking on the "**AUTHORIZE**" button and a screen with a blank *BabyNet Payment Authorization* will appear.



To print the blank form click the print link


BabyNet

Services Available

LogOut | Help | Home

Client List | Profile | Notes | IFSP | Services | History | Reports | Admin

FIND | AUTHORIZE | Click to Print This Page

BabyNet Payment Authorization

Authorization Number:	747	Region Number:	

CHILD/FAMILY INFORMATION

Name:	Agency:		Phone Number:
Mailing Address:	City:	State:	Zip Code:

PROVIDER

Agency:	Individual:		Phone Number:
Mailing Address:	City:	State:	Zip Code:

BN SERVICE INFORMATION — Authorization for Services not to exceed one month

Authorization Begin Date:			Void for Services After:		
BN Procedure Code:	Number of Visits:	Week Month	Duration in Minutes:	Setting Code:	
BN Procedure Code:	Number of Visits:	Week Month	Duration in Minutes:	Setting Code:	
BN Procedure Code:	Number of Visits:	Week Month	Duration in Minutes:	Setting Code:	
BN Procedure Code:	Number of Visits:	Week Month	Duration in Minutes:	Setting Code:	
BN Procedure Code:	Number of Visits:	Week Month	Duration in Minutes:	Setting Code:	

COMMENTS

Fiscal Agent: (843) 726-4499 x 202
Jasper DSNB/Baby Net
PO Box 747
Ridgeland, SC 29936
Fax: 843-726-4091
babynet@jcbdsn.com

BN SERVICE COORDINATOR SIGNATURE

I certify these services are being authorized in accordance with Baby Net Policies and Procedures.	Coordinator Number:	Date:

BN CENTRAL OFFICE

Comments:	Signature:	Date:

FISCAL AGENT

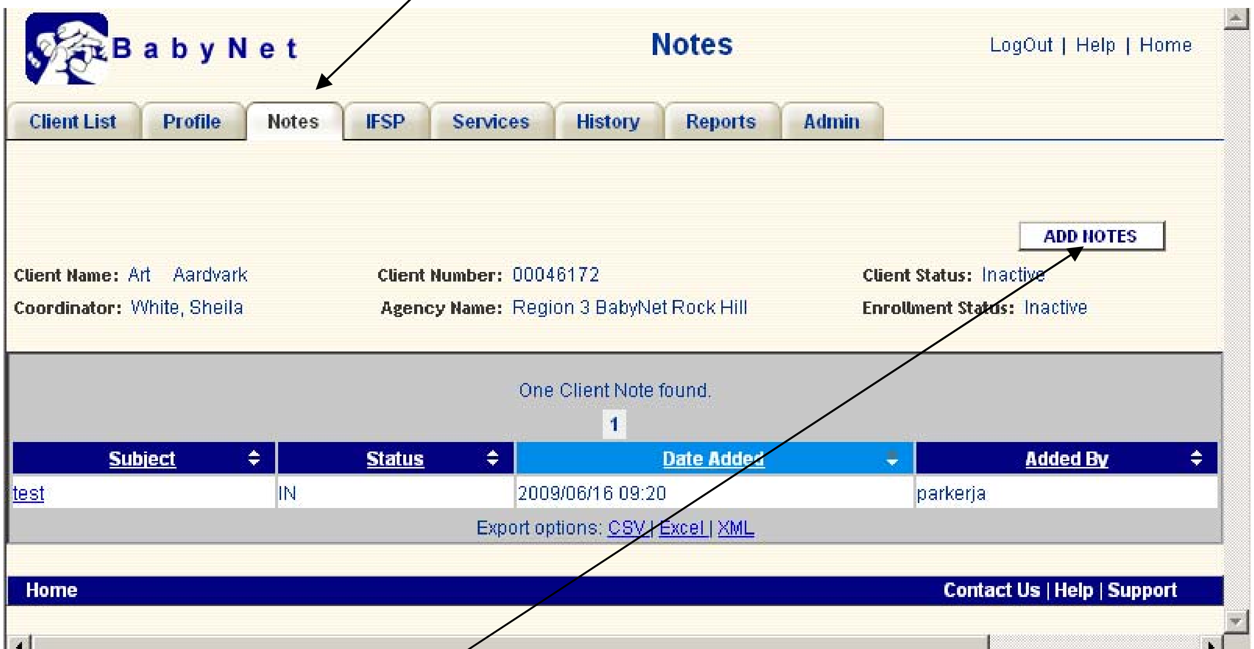
Provider Number:	Account:	Amount:	Account:	Amount:	Account:	Amount:	TOTAL $:

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

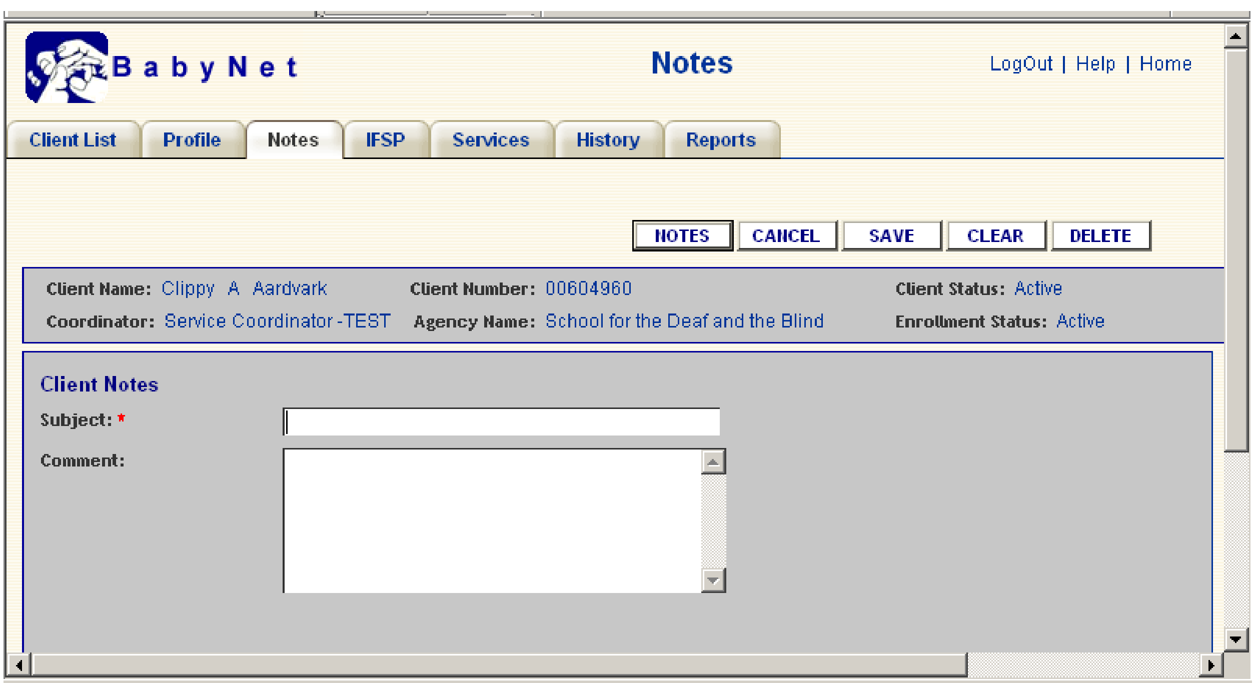
Notes

This feature allows users to add or review notes about anything that may be important and relevant to the service coordination of a child or their family.

To add, view or edit notes click on the "Notes" Tab and the screen below will appear



To add a note click on the **"Add"** and the screen below appears



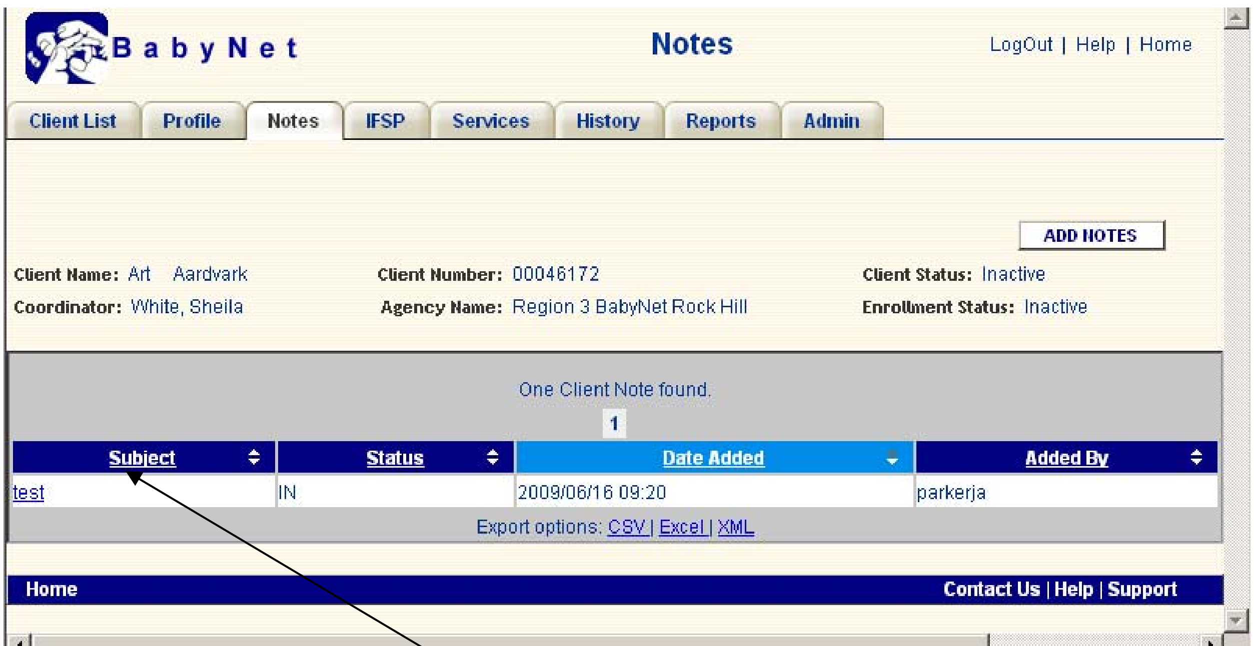
Fill in the note information:

Subject: Title the note. Subject should be something that will describe the content of the notes so it can be used for a search

Comment:
Type the comment . Click the “**Save**” button to save the comment; if no comment was made, no need to click the save button.

Added Date:
It is generated automatically with the current date and time.

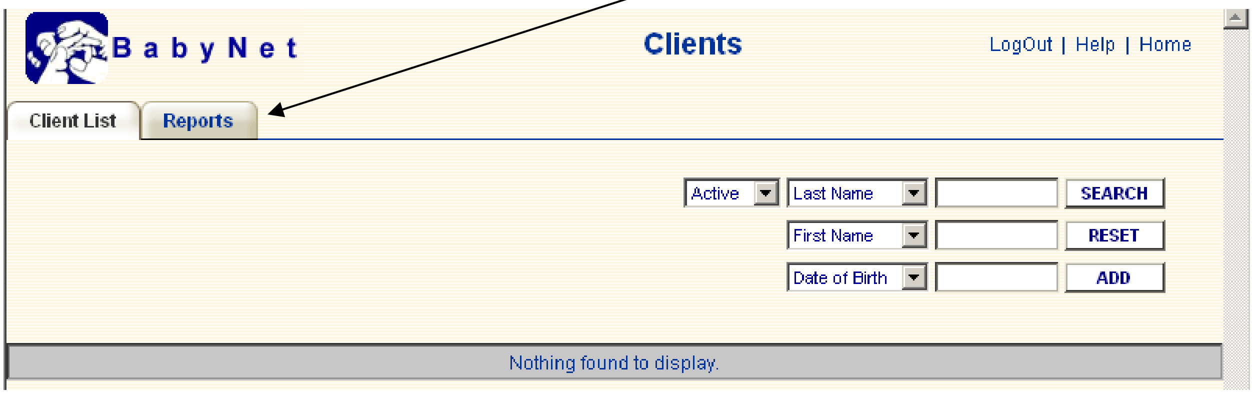
Added By:
It is generated automatically with the user name of the person adding the note.



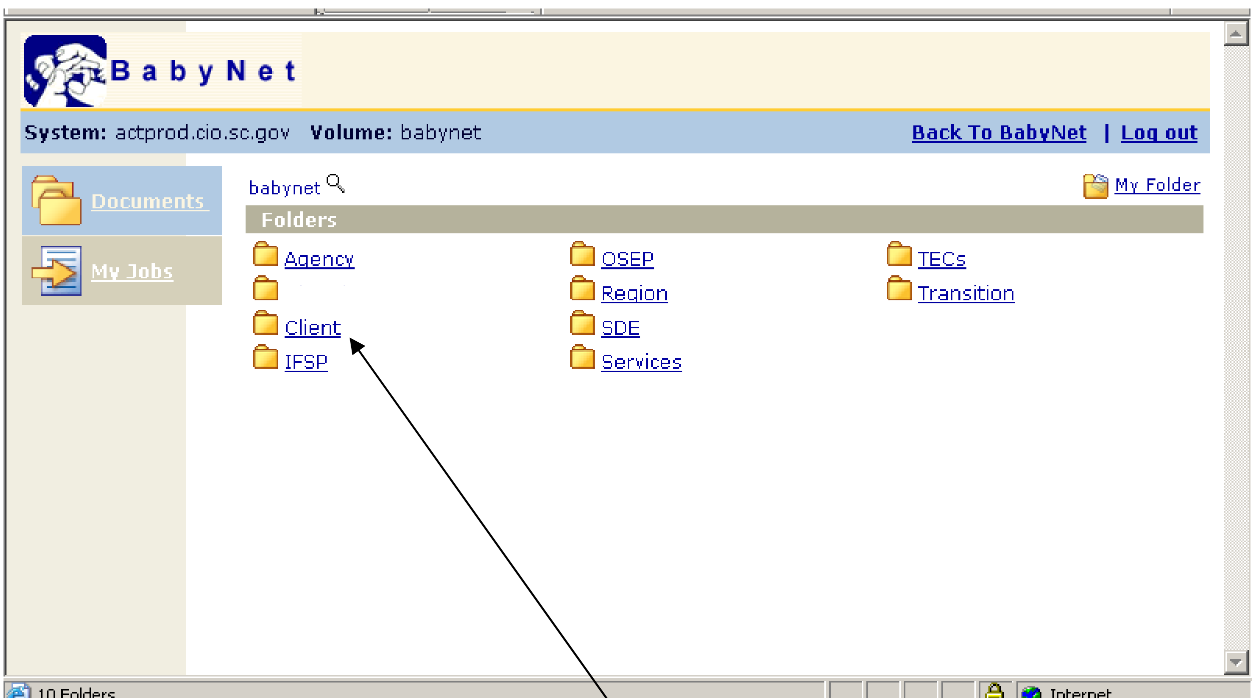
To view a note click on the note “**Subject**”

BabyTrac Reports

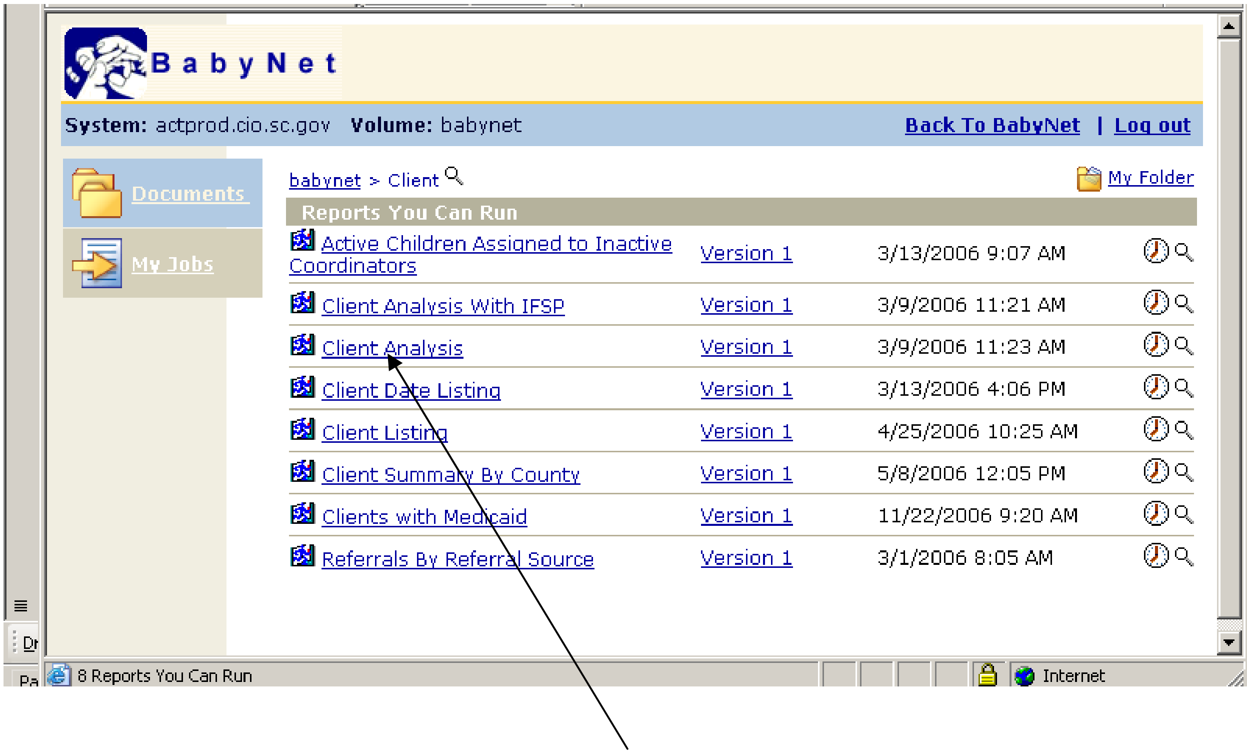
Reports my be accessed from any screen by clicking the "**Reports Tab**"



The Reports screen below lists folders containing reports to assist in the Federal Reporting and case management for BabyNet. Users will have access to the report folders according to their level of responsibility



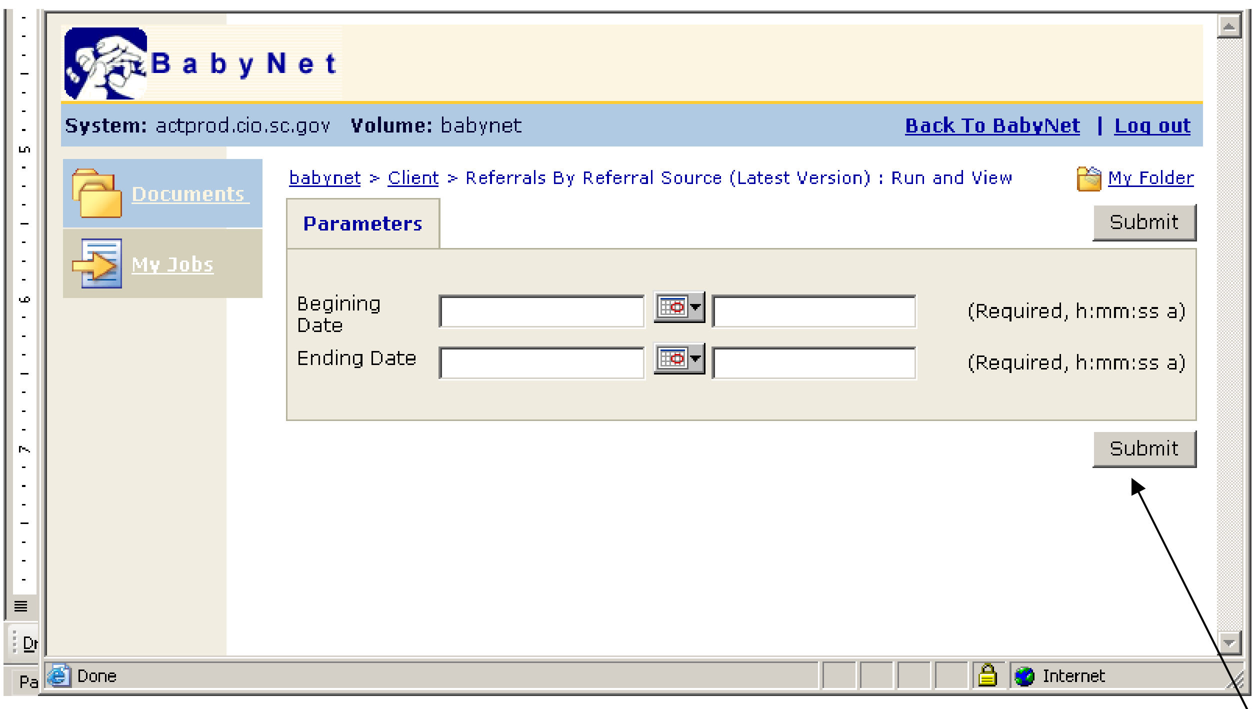
To view the reports in a folder click on the Folder name



To select a report to run click on the report name and the next screen will appear

Building Reports

To run a report without parameters just click on the “Submit” button



For reports that have parameters of a Beginning Date and Ending date to create a report between two points in time use mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date. After entering the desired dates doe the report click the “**Submit**” button

Reports You Can Run

The following lists folders containing reports, the name of the report and a brief description of the reports to assist in the Federal Reporting and case management for BabyNet. Users will have access to the report folders according to their level of responsibility

Agency

Case Load by Agency: This report provides the total active clients served by each BabyNet agency and each coordinator in the agency.

DHEC Service Coordinator by Agency: This report provides the total number of clients coordinated by each coordinator at all the DHEC BabyNet offices throughout the state.

Initial IFSP Overdue by Agency: This report provides the total Initial IFSPs overdue by agency and coordinator assigned

Overdue Transition Conferences by Agency: This report provides the total Transition Conferences overdue by agency and coordinator assigned

Overdue Transition Referrals by agency: This report provides the total Transition Referrals overdue by agency and coordinator assigned

Pending Service Summary by Agency: This report provides the total Pending Services overdue by agency and coordinator assigned

Transition Conferences by Agency: This report provides the total Transition Conferences overdue by agency and coordinator assigned

Transition Referrals by Agency: This report provides the total Transition Referrals overdue by agency and coordinator assigned

SCFS

This Folder contains reports designed for the BabyNet Director to collect date for the annual federal reporting requirements.

Client

Active clients Assigned to Inactive Coordinators: All clients are required to have a active care coordinator. This report identifies clients that do not have a active coordinator assigned

Client Analysis with IFSP: This report provides a snap shot of all active clients with IFSP on the day the report is created. The report breaks the case load down by numbers and percents for: each region and state total for gender, race, Medicaid and age groups.

Client Analysis: This report is the same as the Client Analysis with IFSP except it list all active clients not just clients with IFSPs.

Client Date Listing: This report provides a list of clients and their status, birth date, referral date, eligible date, Initial IFSP, IFSP Review and Annual IFSP sorted by agency and coordinator.

Client Listing: This report provides a list of clients and their status, birth date, referral date, eligible date, and exit date sorted by agency and coordinator.

Client Summary By County: This reports provides the number of clients serves in each county and the percent of the statewide case load each county represents sorted by Region

Clients with Medicaid: This report provides a list of clients and their status, Medicaid number birth date, referral date, eligible date, and exit date sorted by agency and coordinator. This is the same report as Client Listing except it had the adds the Medicaid number.

Referrals By Referral Source: This report provides the total number of referral to BabyNet from each referral source in BabyTrac between two chosen dates

IFSP

IFSP Review Date Report: This report provided a list of clients sorted by agency and coordinator and the client's referral, all IFSP dates and a projection for the next IFSP and type and the number of days past due. The intent of this report is for a coordinator to see their case load and where they stand in the IFSP process.

Initial IFSP Overdue by Coordinator: This report is sorted by region, agency and coordinator and list coordinators that have clients with late IFSPs and gives the number of days late and average days late for case load.

OSEP

This folder contains reports for the OSEP December 1 counts and OSEP Indicators 1,2,5,7 and 8. The reports are used by central staff to meet the annual federal requirements

Region

Initial IFSP Overdue by Region: This report gives the region total number of IFSPs overdue, the average number of days overdue, least and most number of days overdue. This report serves as a snap shot or timely IFSP for a region.

Pending Service Summary by Region: This report provides the region total number of services pending and list the service and number pending for each.

SDE

This folder contains the 24 and 30 month reports that the System Managers are to sent to the LEA's each month and also the reports used by the State Department of Education to assist them in the transition process.

Services

Late Services by Coordinator – HIPAA: Clients who currently have "Late" services in BabyTrac. These services do NOT have an "Actual Start Date" and the "Planned Start Date" is at least Thirty Days BEFORE the Date of this report. The "Planned End Date" is the report date or later. This report does not list the client's name to allow it to be sent through e-mail

Late Services by Coordinator: Clients who currently have "Late" services in BabyTrac. These services do NOT have an "Actual Start Date" and the "Planned Start Date" is at least Thirty Days BEFORE the Date of this report. The "Planned End Date" is the report date or later.

Pending Services by Coordinator: This report provides clients who currently have "Pending" services in BabyTrac. These services have a "planned start date"; however, an "actual begin date" has not been entered. If the service is NOT being provided due to lack of providers, etc., the "planned start date" should remain blank. If the service IS being provided, the "actual start date" should be entered into BabyTrac.

Services Due Warning: Lists services that do NOT have an "Actual Start Date" and the "Planned Start Date" is less than or equal to fifteen days in the future. The "Late After" field provides the latest possible date for the "Actual Start Date" to avoid a service delivery status of "Late".

TECS

This folder contains reports used by TECS.

Transition

Average age AT Transition Conference Excel: This reports list clients between two selected dates in time and give the average age in months at the time of their Transition Conference sorted by agency

Average age AT Transition Referral Excel: This reports list clients between two selected dates in time and give the average age in months at the time of their Transition Referral sorted by county and agency. This report gives the average age at Transition Referral by agency

Exit Data by Coordinator: This report provides a snap shot of a client's complete exit and transition information sorted by region, agency and coordinator.

Inactive Children with No Exit Reason: This report is sorted by region, agency and coordinator and lists all clients that have exited the BabyNet program with out an exit reason. This report is important because all clients exiting the program must be reported to the federal government and the number of exiting must match the exit reasons.

Overdue Transition Conferences by Coordinator: This report is sorted by region, agency, coordinator and client's name. The report list identifies coordinators that have overdue Transition Conferences

Overdue Transition Conference by County: This report is sorted by region and county and list, the number of Overdue Transition Conferences in each county in the region.

Overdue Transition Referrals by Coordinator: This report is sorted by region, agency , coordinator and client's name. The report list identifies coordinators that have overdue Transition Referrals.

Overdue Transition Referrals by County: This report is sorted by region and country and list the number of Overdue Transition Referrals in each county in the region.

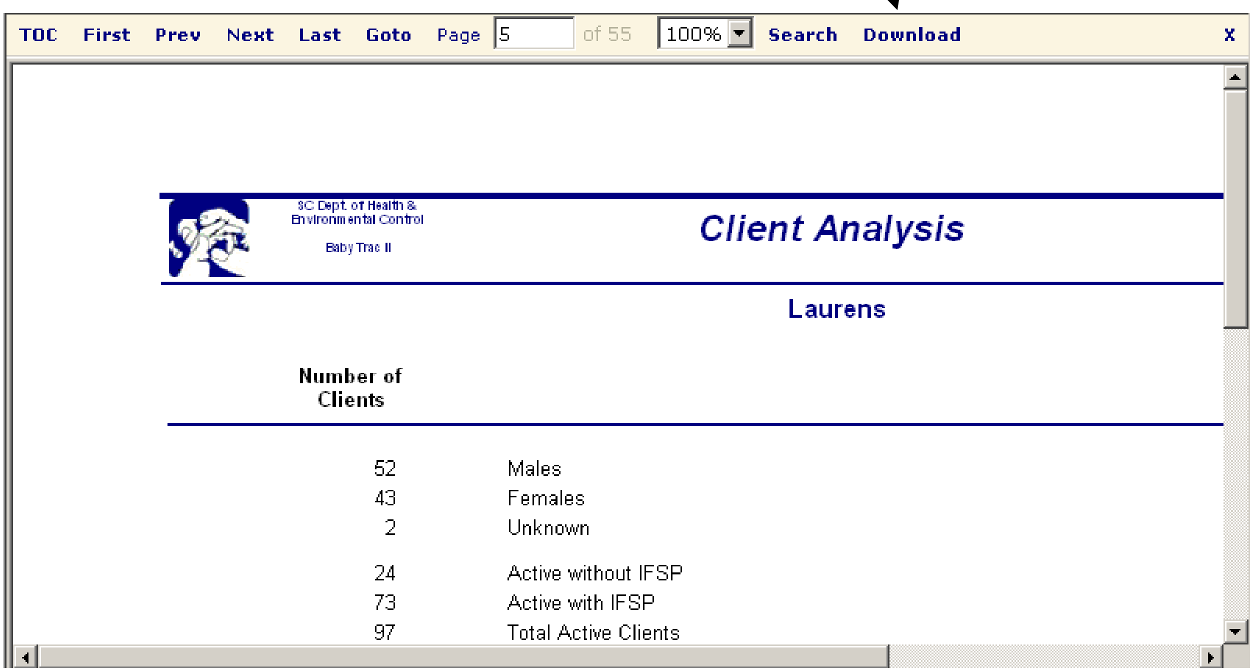
Transition Referrals by Coordinator: This report is sorted by region, agency, coordinator and client's name. The report list identifies coordinators that have overdue Transition Referrals.

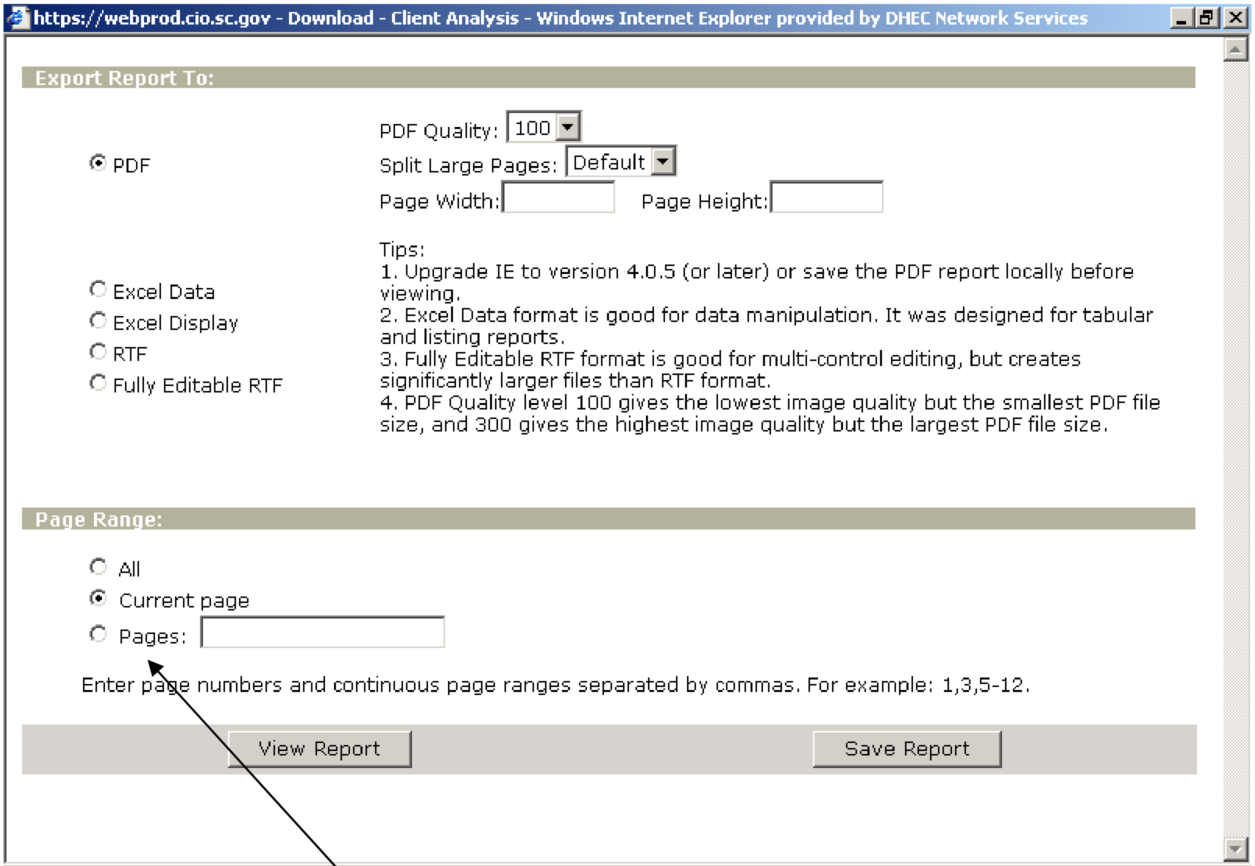
Transition Referrals by County: This report is sorted by region and country and list the number of Overdue Transition Referrals in each county in the region.

Transition Referral list Excel: This report has the parameters between two dates and is sorted by region, agency and coordinator.

Printing Reports

To print a BabyNet report from the reports screen click on "Download" do not use the file print option





Select the range you want to view or include in the report. Select "**All** "to print the entire report, "**Current page"** to print only the page you are viewing or "**Pages"** to select pages to print.

The screen below will appear. To print the report click on the printer icon to print