



BabyNet

South Carolina's Early Intervention System

BabyNet Policy Manual: Appendix 10 BabyTrac User's Guide

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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

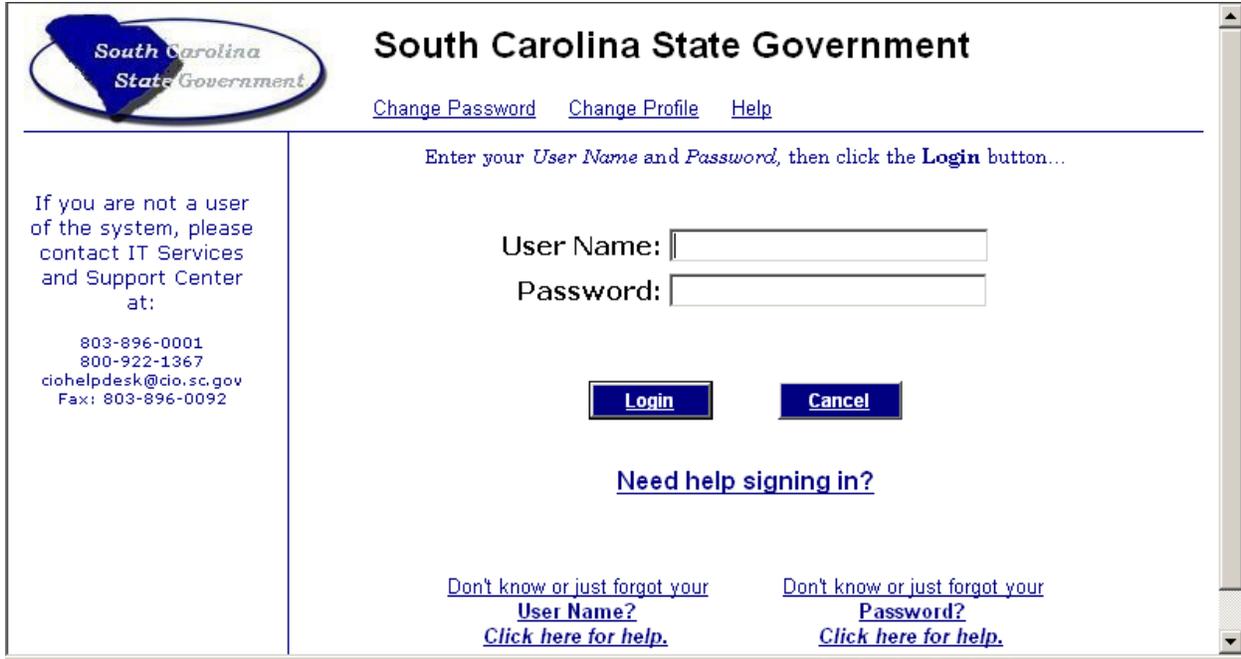
Step2. The BabyNet Data Manager after entering the new user account will send an e-mail to the requestor informing them that the new user account has been established in BabyTrac.

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

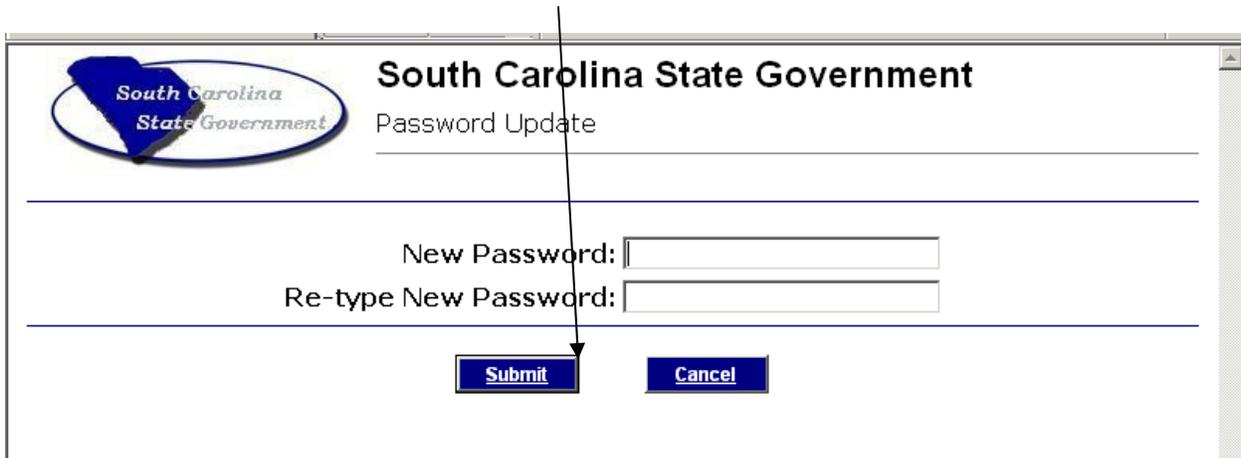


The screenshot shows the login page for the South Carolina State Government. At the top left is the state logo. The main heading is "South Carolina State Government". Below the heading are links for "Change Password", "Change Profile", and "Help". The instructions state: "Enter your *User Name* and *Password*, then click the **Login** button...". There are two input fields: "User Name:" and "Password:". Below these are "Login" and "Cancel" buttons. A link "Need help signing in?" is centered below the buttons. At the bottom, there are two links: "Don't know or just forgot your **User Name?** [Click here for help.](#)" and "Don't know or just forgot your **Password?** [Click here for help.](#)". On the left side, there is contact information for IT Services and Support Center: "803-896-0001", "800-922-1367", "ciohelpdesk@cio.sc.gov", and "Fax: 803-896-0092".

Step 2 Enter your user name and password

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

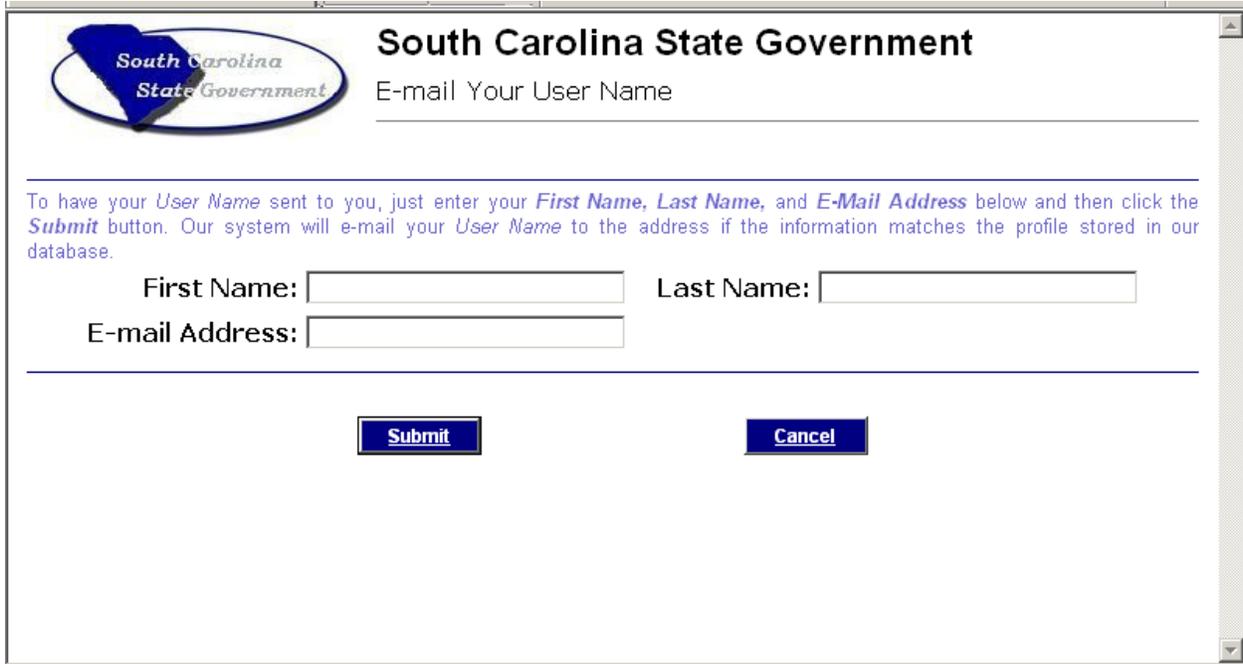
The first time logging in after receiving a user name and temporary password will require the user to change the temporary password to a permanent password of the user's choice. Follow the prompts to select a new user name and click the "Submit" button.



The screenshot shows the "Password Update" page for the South Carolina State Government. It features the state logo and the heading "South Carolina State Government". The page title is "Password Update". There are two input fields: "New Password:" and "Re-type New Password:". Below these are "Submit" and "Cancel" buttons. A black arrow points from the "Submit" button in this screenshot to the "Login" button in the previous screenshot.

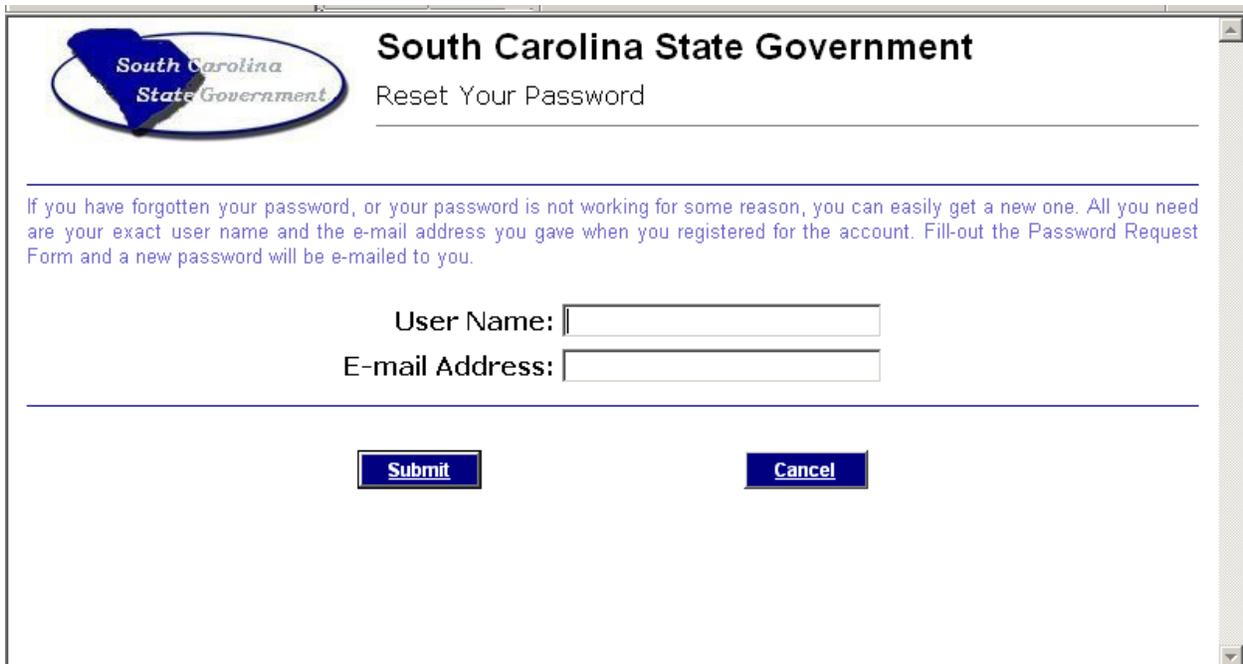
Forgotten User Name or Passwords

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.



The screenshot shows a web browser window with the South Carolina State Government logo on the left. The title is "South Carolina State Government" and the page heading is "E-mail Your User Name". Below the heading is a horizontal line. The main text reads: "To have your *User Name* sent to you, just enter your *First Name*, *Last Name*, and *E-Mail Address* below and then click the **Submit** button. Our system will e-mail your *User Name* to the address if the information matches the profile stored in our database." There are three input fields: "First Name:" followed by a text box, "Last Name:" followed by a text box, and "E-mail Address:" followed by a text box. At the bottom, there are two buttons: "Submit" and "Cancel".

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



The screenshot shows a web browser window with the South Carolina State Government logo on the left. The title is "South Carolina State Government" and the page heading is "Reset Your Password". Below the heading is a horizontal line. The main text reads: "If you have forgotten your password, or your password is not working for some reason, you can easily get a new one. All you need are your exact user name and the e-mail address you gave when you registered for the account. Fill-out the Password Request Form and a new password will be e-mailed to you." There are two input fields: "User Name:" followed by a text box and "E-mail Address:" followed by a text box. At the bottom, there are two buttons: "Submit" and "Cancel".

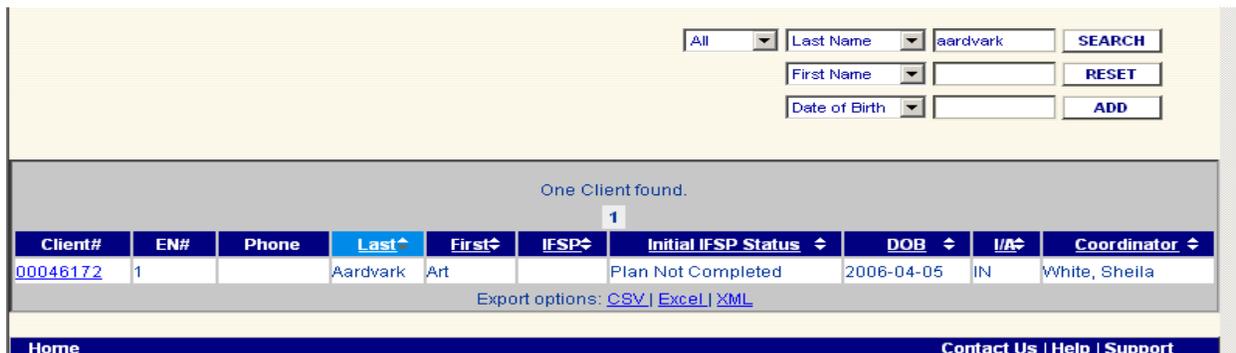
BabyTrac Home Page

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

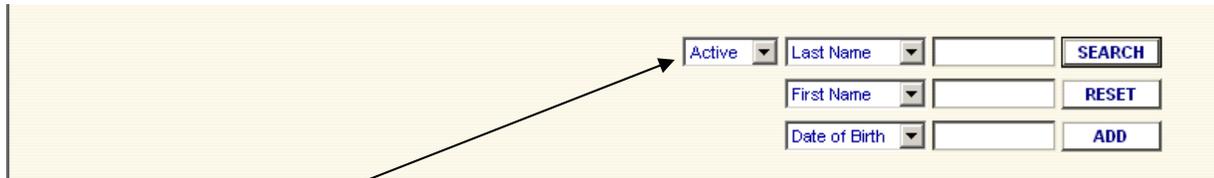
Initial IFSP StatusA: The number of days until the client's initial IFSP is due

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

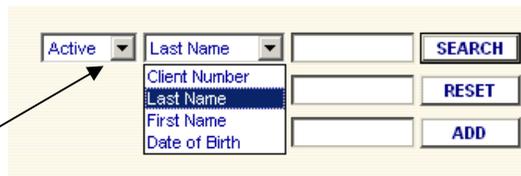


Status : BabyTrac defaults to searching **Active** clients. This will provide a list of all active clients a user may access . Other options in the drop down box are “**Inactive**” to search all inactive clients the user may access “**All**” inactive/active clients the total clients in the data base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

The screenshot shows the 'Clients' search page in the BabyNet system. It features a search bar with dropdown menus for 'Active', 'Last Name', 'First Name', and 'Date of Birth'. There are three buttons: 'SEARCH', 'RESET', and 'ADD'. An arrow points from the text below to the 'ADD' button.

To add a new client click on the “Add” button the following screens will appear.

The screenshot shows the 'Referral' form in the BabyNet system. It includes a header with the BabyNet logo and navigation tabs. Below the tabs are sub-tabs for different referral stages. A set of buttons (FIND, CANCEL, SAVE, PRINT, CLEAR) is present. The form contains several input fields, some marked with an asterisk (*). A section titled 'Required Information for Client Number: Enrollment Number: 0 Enrollment Status:' contains the following fields: Referral Date (mm/dd/yyyy) with a calendar icon, Region, SSN (xxxxxxxx), Referral Source (dropdown), First, Middle, Last, and Suffix (dropdown), Date of Birth (mm/dd/yyyy) with a calendar icon, Gender (dropdown), Ethnicity (dropdown), Address 1, Address 2, County (dropdown), City (dropdown), State (S.C.), Zip Code, and School District (dropdown).

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

Required Caregiver Information

First: * MI: Last: * Suffix:

Note: Check if Caregiver address is the same as the above Client Address

Relationship: *

Home Phone: Work: Ext: Other: Ext:

Fax: Email:

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.

Client Service Coordination

Client Service Coordination

DHEC Intake Coordinator: * Agency:

Service Coordinator Agency:

Service Coordinator:

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.

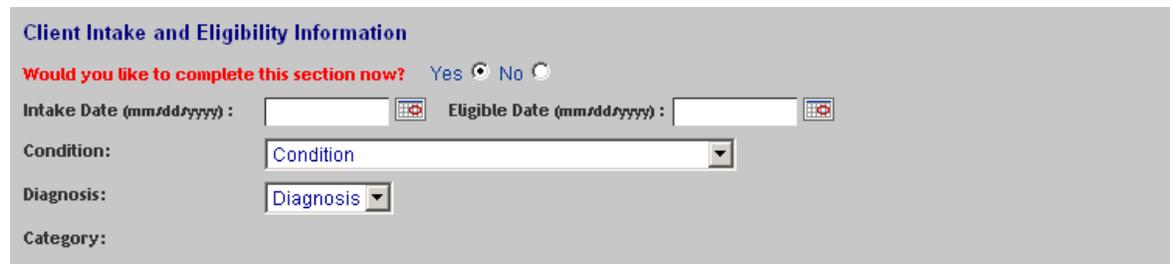
Intake and Eligibility Information



Client Intake and Eligibility Information

Would you like to complete this section now? Yes No

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



Client Intake and Eligibility Information

Would you like to complete this section now? Yes No

Intake Date (mm/dd/yyyy) : Eligible Date (mm/dd/yyyy) :

Condition:

Diagnosis:

Category:

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



Client Resources

Would you like to complete this section now? Yes No

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

Client Resources

Would you like to complete this section now? Yes No

Medicaid: CRS:

Insurance:

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.

Client Exit Information

Would you like to complete this section now? Yes No

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

Client Exit Information

Would you like to complete this section now? Yes No

Exit Date: * 

Exit Reason: *

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:

Client Transition Information

Would you like to complete this section now? Yes No

Client Transition Information

Would you like to complete this section now? Yes No

Transition Information

School District:

IFSP Begin Date: 

LEA Referral Date: 

Conference Notice Date: 

Did LEA Attend Conference?

Conference Date:  OR Parent Declined Conference Date: 

School District: School District will be copied here from 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”.

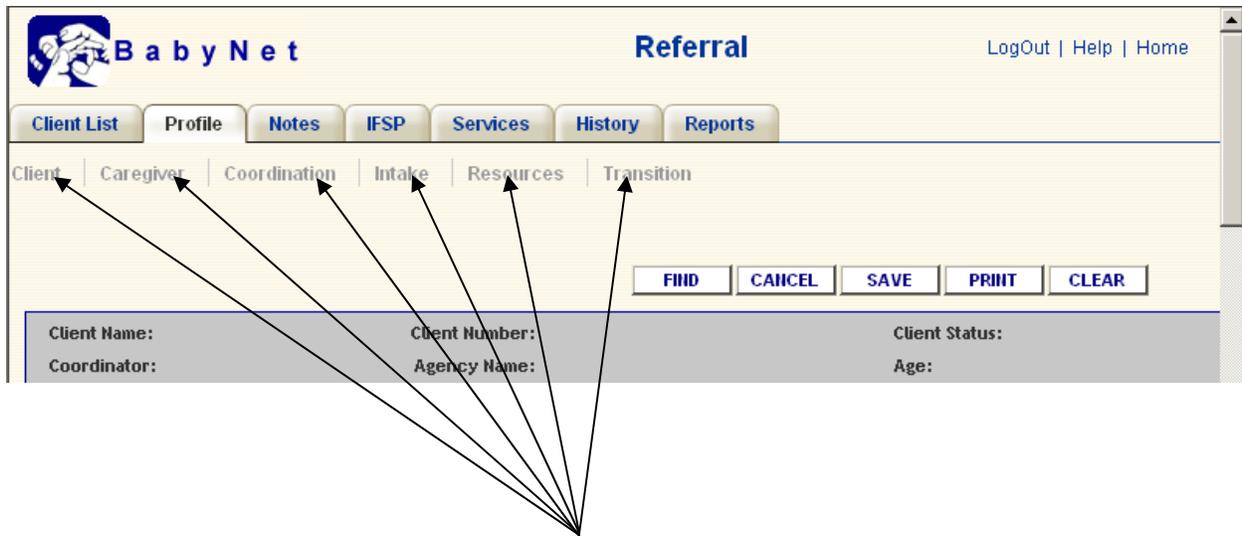
Conference Notice Date: Enter the date the LEA was notified of transition meeting using mm/dd/yyyy format. The calendar icon may be clicked on to bring up a calendar to select the date.

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.**

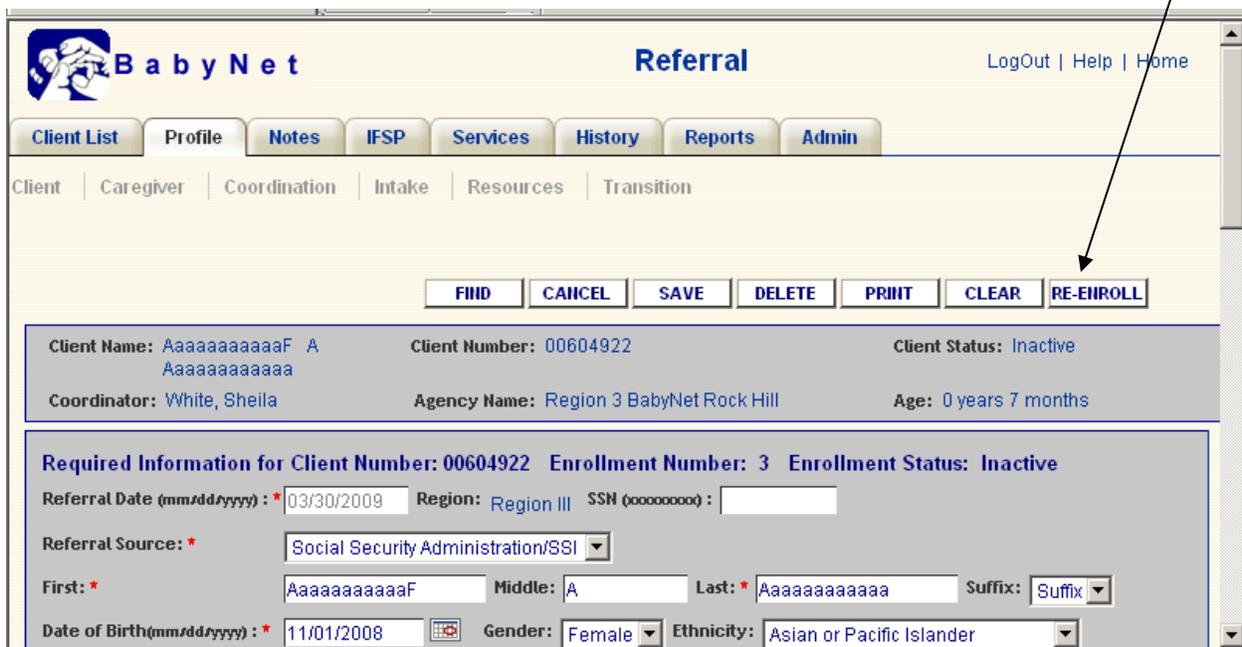
Navigation on the Client Profile Page



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

Client Name: Benji Aardvark Client Number: 00604926 Client Status: Active
 Coordinator: Hicklin, Stephanie Agency Name: Region 3 BabyNet Rock Hill Enrollment Status: Active

2 Clients found, displaying all Clients.

Enrollment Number	Referral Date	Exit Date	IFSP Date	Status	Coordinator
2	06/09/2009		2009-04-24	AC	Hicklin, Stephanie
1	03/30/2009	04/27/2009	2009-04-24	IN	Vernon, Neal

Export options: [CSV](#) | [Excel](#) | [XML](#)

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.

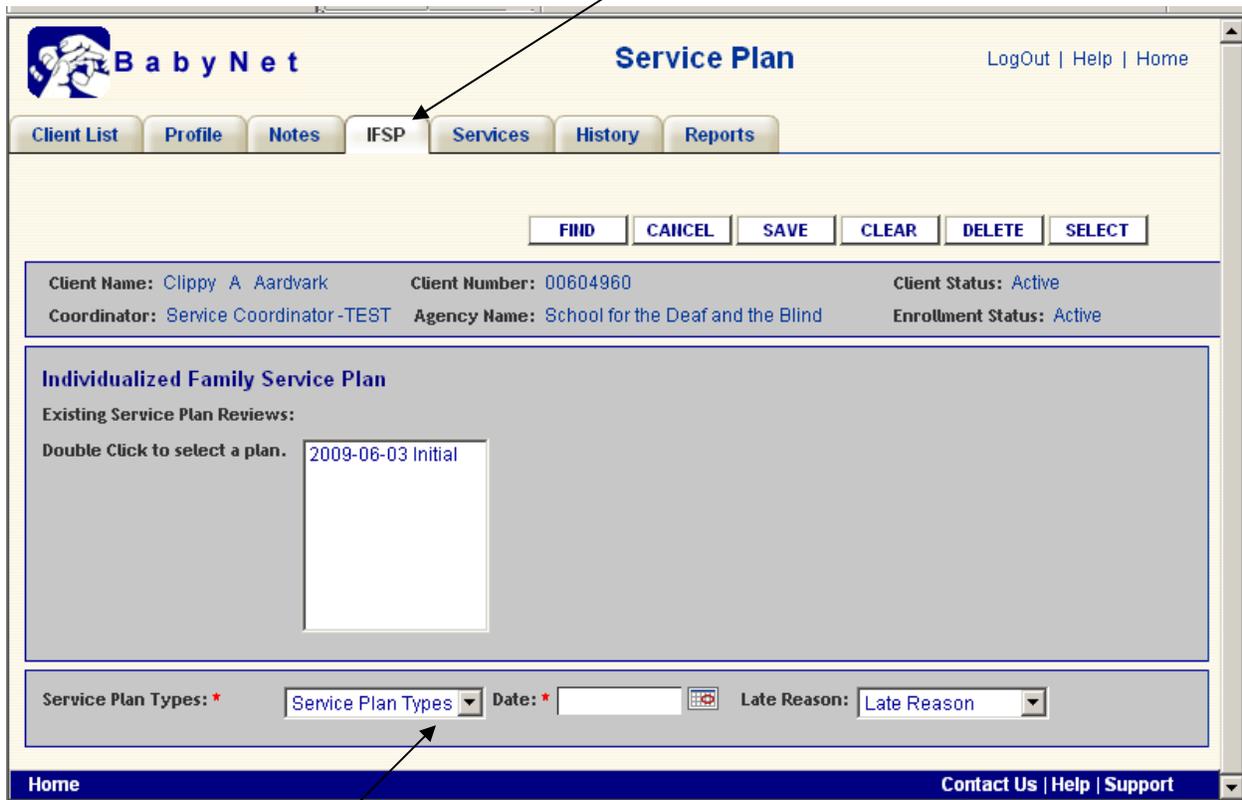
Step 2: The region or agency that is releasing the record will change the client’s address and care coordinator and save the record and the client will show up in the new region and in the new coordinators client list.

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

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 then be transferred using the process outlined above.

IFSP

To view or enter a new IFSP select the “**IFSP Tab**”



The screenshot shows the BabyNet web application interface. At the top left is the BabyNet logo. The page title is "Service Plan". In the top right corner, there are links for "LogOut | Help | Home". Below the title bar is a navigation menu with tabs: "Client List", "Profile", "Notes", "IFSP", "Services", "History", and "Reports". The "IFSP" tab is highlighted. Below the navigation menu is a toolbar with buttons: "FIND", "CANCEL", "SAVE", "CLEAR", "DELETE", and "SELECT". A client information section displays: "Client Name: Clippy A Aardvark", "Client Number: 00604960", "Client Status: Active", "Coordinator: Service Coordinator -TEST", "Agency Name: School for the Deaf and the Blind", and "Enrollment Status: Active". The main content area is titled "Individualized Family Service Plan" and contains the text "Existing Service Plan Reviews:" and "Double Click to select a plan." followed by a list item "2009-06-03 Initial". At the bottom of the form, there are fields for "Service Plan Types: *" with a dropdown menu showing "Service Plan Types", "Date: *" with a calendar icon, and "Late Reason: Late Reason" with a dropdown menu. A footer bar contains "Home" on the left and "Contact Us | Help | Support" on the right. Two arrows point from the text below to the "IFSP" tab and the "Service Plan Types" dropdown.

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

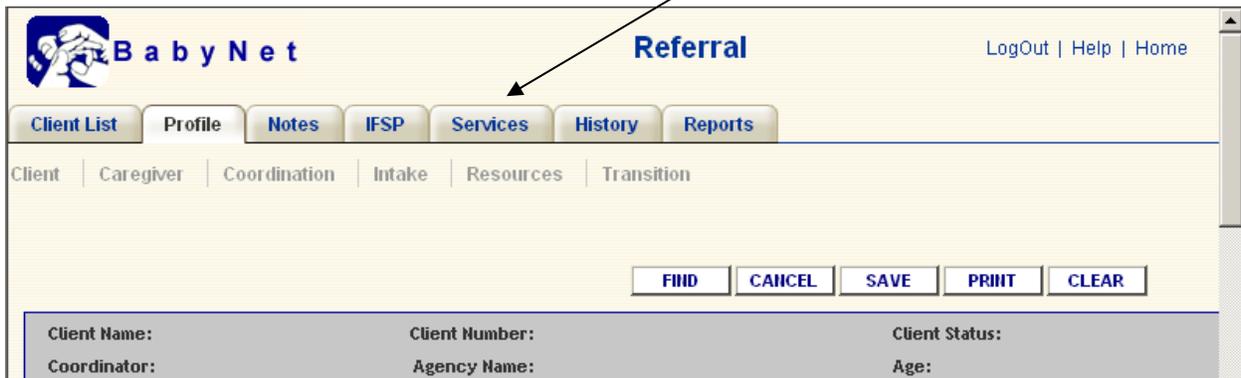
Unable to Contact: Not being able to contact parents to finish the IFSP process.

***** 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

The screenshot shows the 'Services Available' page for a client named Ian Abilar. The page includes a navigation menu with tabs for Client List, Profile, Notes, IFSP, Services, History, Reports, and Admin. Client information is displayed: Client Name: Ian Abilar, Client Number: 00040727, Client Status: Active, Coordinator: Grant, Jerri, Agency Name: Berkeley Citizens (Berkeley - DSNB), and Enrollment Status: Active. An 'ADD SERVICES' button is visible. Below the client info, it states '4 Client Services found, displaying all Client Services.' A table lists the services:

Code	Service Description	Provider	Planned Start Date	Planned End Date	Status
SPI01	(S) Special Instruction	Dept. of Disabilities and Special Needs	2008-12-01	2011-10-06	IN
SPI01	(S) Special Instruction	Dept. of Disabilities and Special Needs	2009-03-20	2011-03-20	AC

Adding /Editing Services for a client

This screenshot is identical to the one above, but includes a black arrow pointing from the 'ADD SERVICES' button to the text below. The button is located in the top right area of the client information section.

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.



The screenshot shows the 'Services Available' page in the BabyNet system. At the top, there is a navigation bar with the BabyNet logo, the title 'Services Available', and links for 'LogOut | Help | Home'. Below this is a menu with buttons for 'Client List', 'Profile', 'Notes', 'IFSP', 'Services', 'History', 'Reports', and 'Admin'. In the center of the page, there is a row of action buttons: 'FIND', 'CANCEL', 'SAVE', 'CLEAR', 'DELETE', and 'AUTHORIZE'. An arrow points from the text above to the 'AUTHORIZE' button. At the bottom, there is a summary section with the following information: Client Name: Geraldine Aardvark, Client Number: 00604949, Client Status: Active, Coordinator: Green, Tresea "Teri", Agency Name: Region 3 BabyNet Columbia, and Enrollment Status: Active.

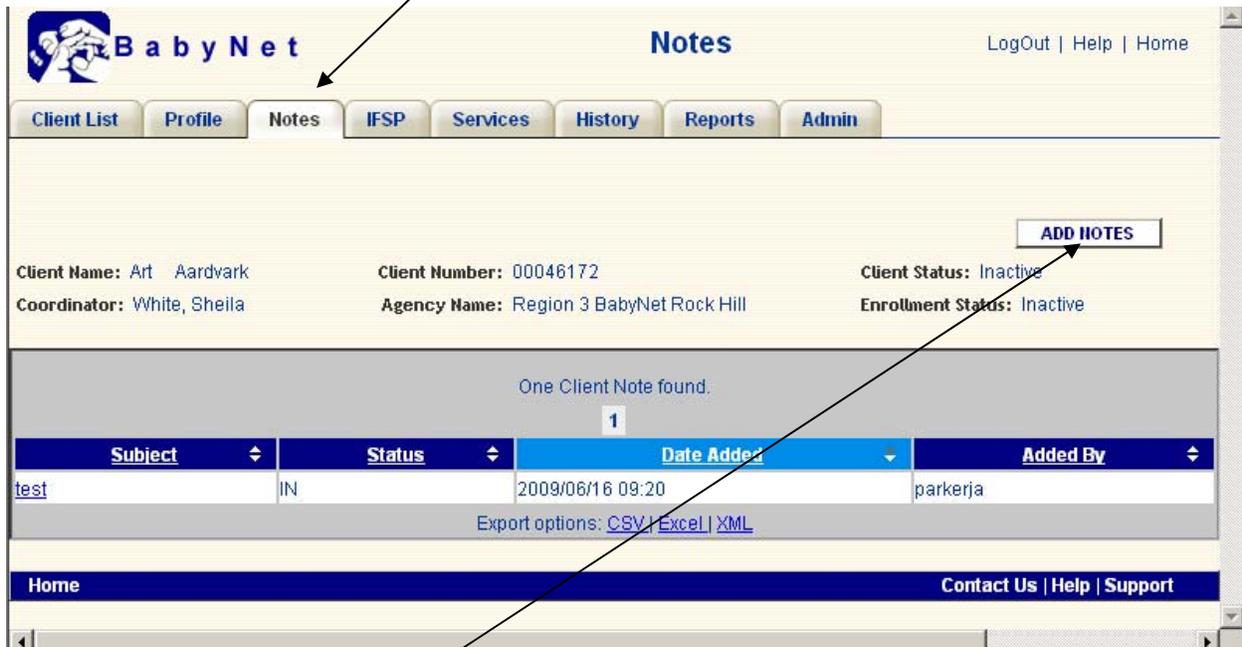
To print the blank form click the print link

 B a b y N e t		Services Available			LogOut Help Home										
Client List		Profile		Notes		IFSP		Services		History		Reports		Admin	
<input type="button" value="FIND"/> <input type="button" value="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) 726-4489 x 202 Jasper DSNB/BabyNet PO Box 747 Ridgeland, SC 29936 Fax: 843-726-4091 babyenet@cbsdns.com					
BN SERVICE COORDINATOR SIGNATURE															
I certify these services are being authorized in accordance with BabyNet 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



The screenshot shows the BabyNet interface with the 'Notes' tab selected. The client information is as follows:

- Client Name: Art Aardvark
- Client Number: 00046172
- Client Status: Inactive
- Coordinator: White, Sheila
- Agency Name: Region 3 BabyNet Rock Hill
- Enrollment Status: Inactive

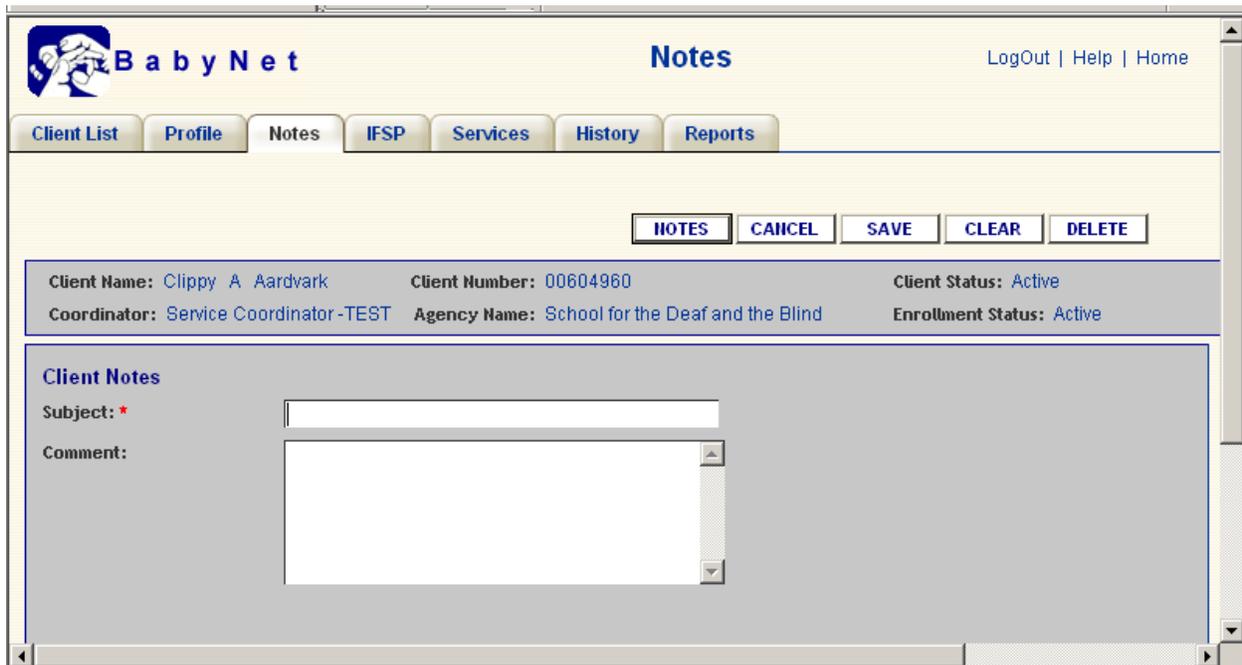
Below the client information, it states 'One Client Note found.' and displays a table with one entry:

Subject	Status	Date Added	Added By
test	IN	2009/06/16 09:20	parkerja

Export options: [CSV](#) | [Excel](#) | [XML](#)

Buttons: ADD NOTES

To add a note click on the “Add” and the screen below appears



The screenshot shows the 'Add Note' form in the BabyNet interface. The client information is as follows:

- Client Name: Clippy A Aardvark
- Client Number: 00604960
- Client Status: Active
- Coordinator: Service Coordinator -TEST
- Agency Name: School for the Deaf and the Blind
- Enrollment Status: Active

The form includes the following fields:

- Subject: *
- Comment:

Buttons: NOTES, CANCEL, SAVE, CLEAR, DELETE

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:

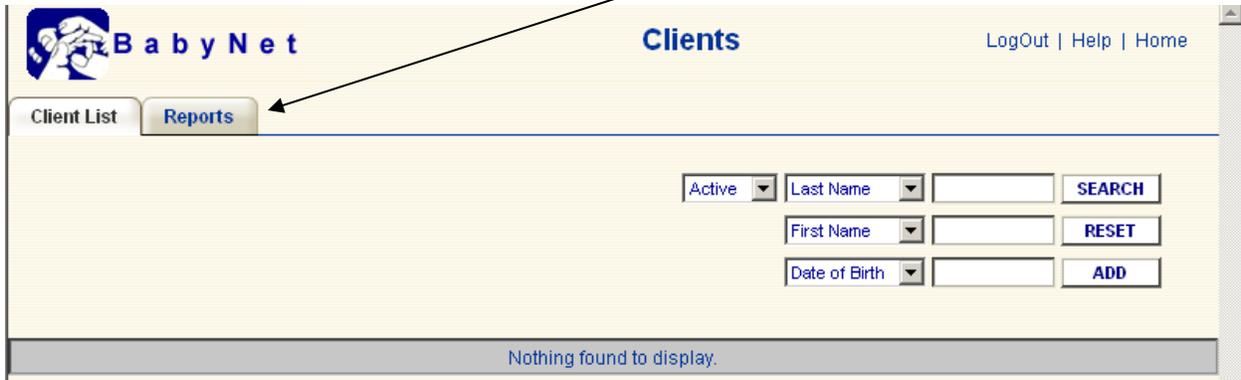
It is generated automatically with the user name of the person adding the note.

The screenshot shows the BabyNet Notes interface. At the top left is the BabyNet logo. To the right of the logo is the word "Notes" and further right are links for "LogOut | Help | Home". Below the logo is a navigation menu with buttons for "Client List", "Profile", "Notes", "IFSP", "Services", "History", "Reports", and "Admin". The "Notes" button is currently selected. In the top right corner of the main content area, there is an "ADD NOTES" button. Below this button, client information is displayed: "Client Name: Art Aardvark", "Client Number: 00046172", "Client Status: Inactive", "Coordinator: White, Sheila", "Agency Name: Region 3 BabyNet Rock Hill", and "Enrollment Status: Inactive". A message states "One Client Note found." with a count of "1". Below this is a table with the following columns: "Subject", "Status", "Date Added", and "Added By". The table contains one row with the values: "test", "IN", "2009/06/16 09:20", and "parkerja". Below the table, there are "Export options: CSV | Excel | XML". At the bottom of the interface, there is a "Home" link on the left and "Contact Us | Help | Support" links on the right. An arrow points from the "Subject" column header to the "Subject" cell in the table row.

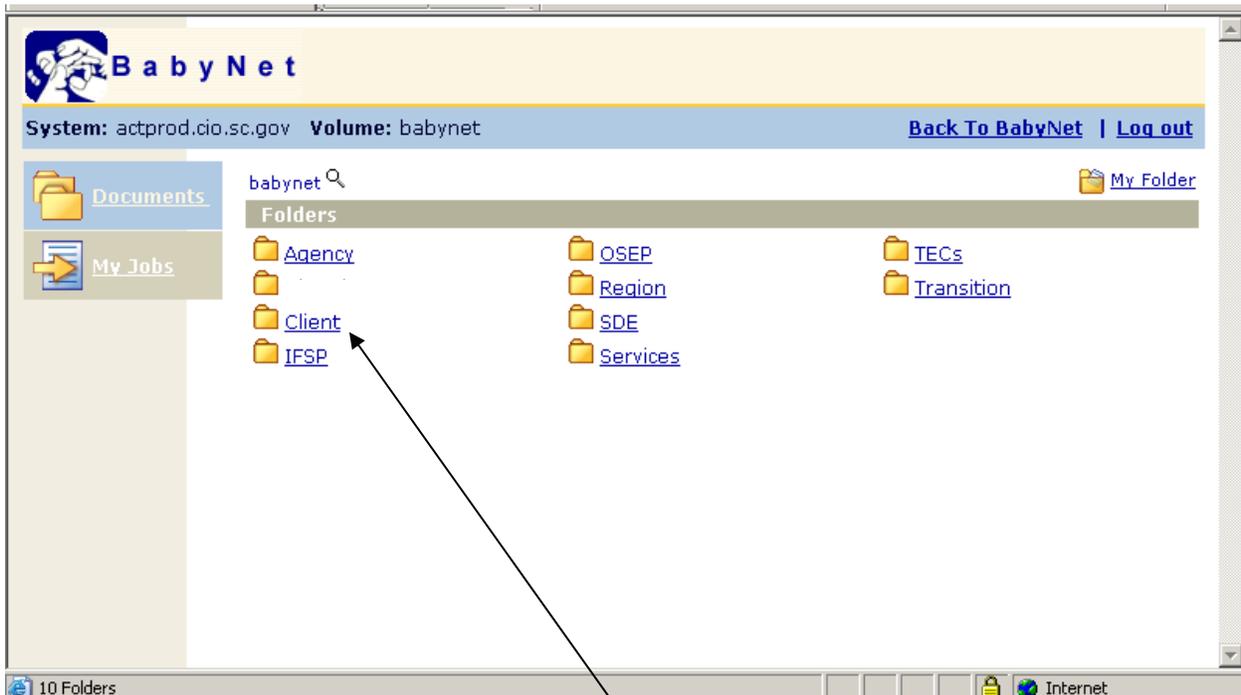
To view a note click on the note “**Subject**”

BabyTrac Reports

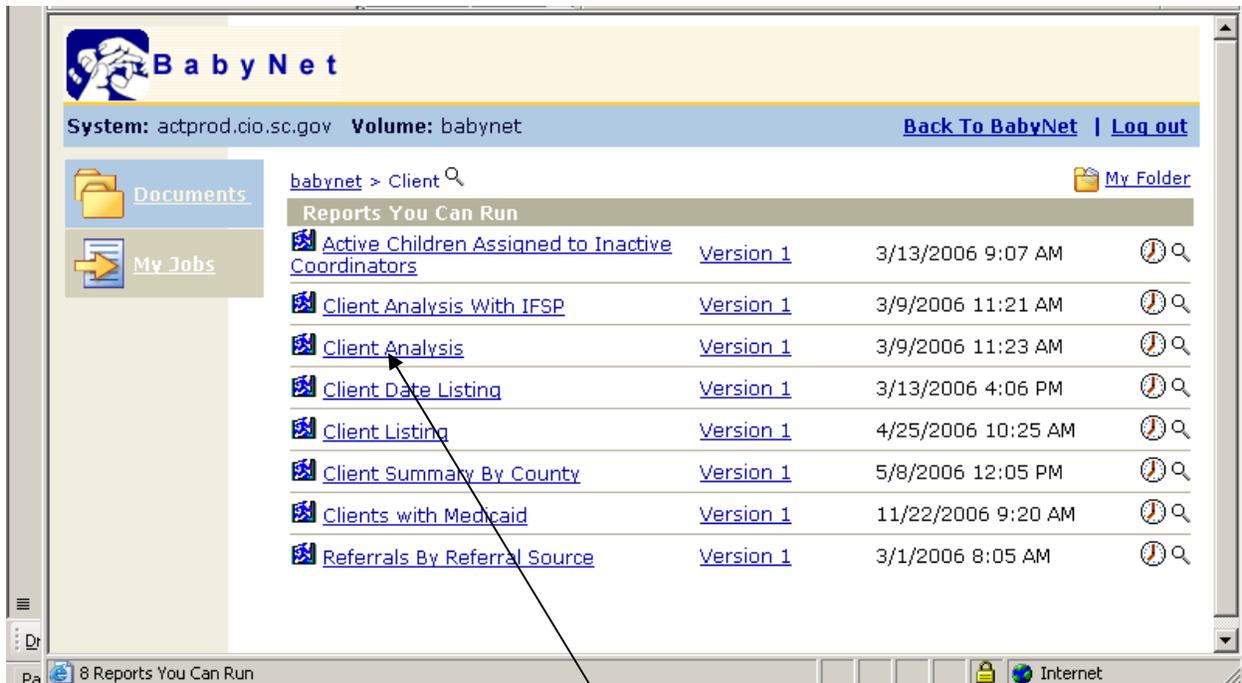
Reports may be accessed from any screen by clicking the “**Reports Tab**”



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

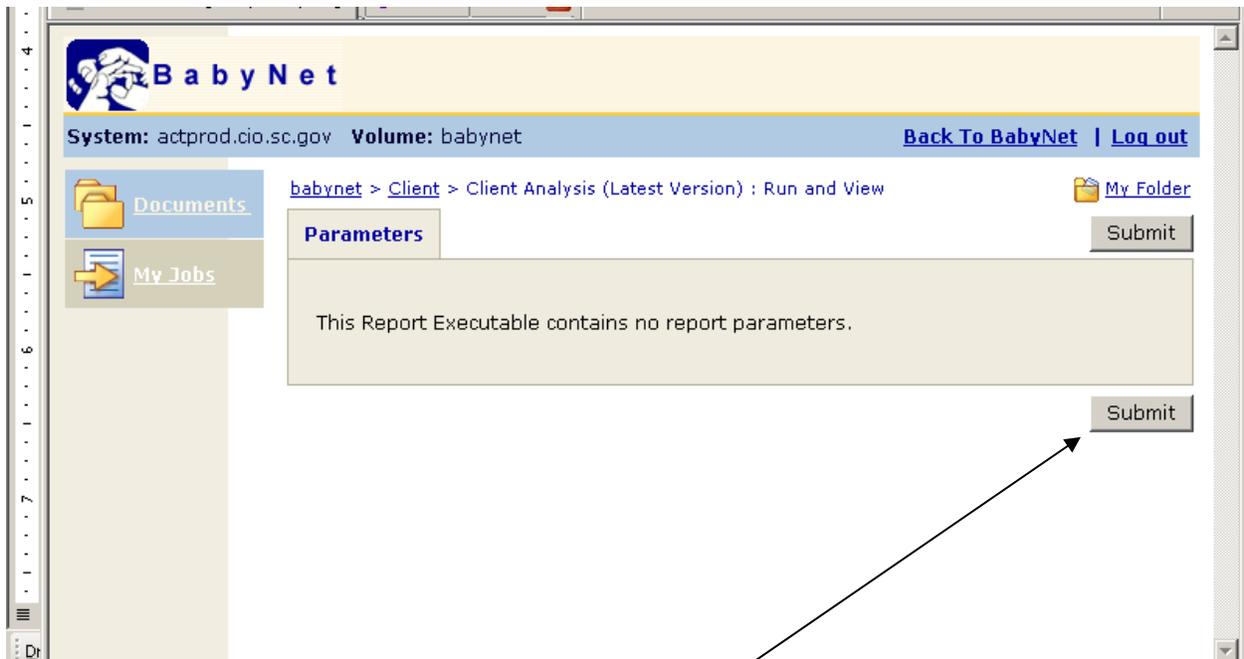


To view the reports in a folder click on the Folder name

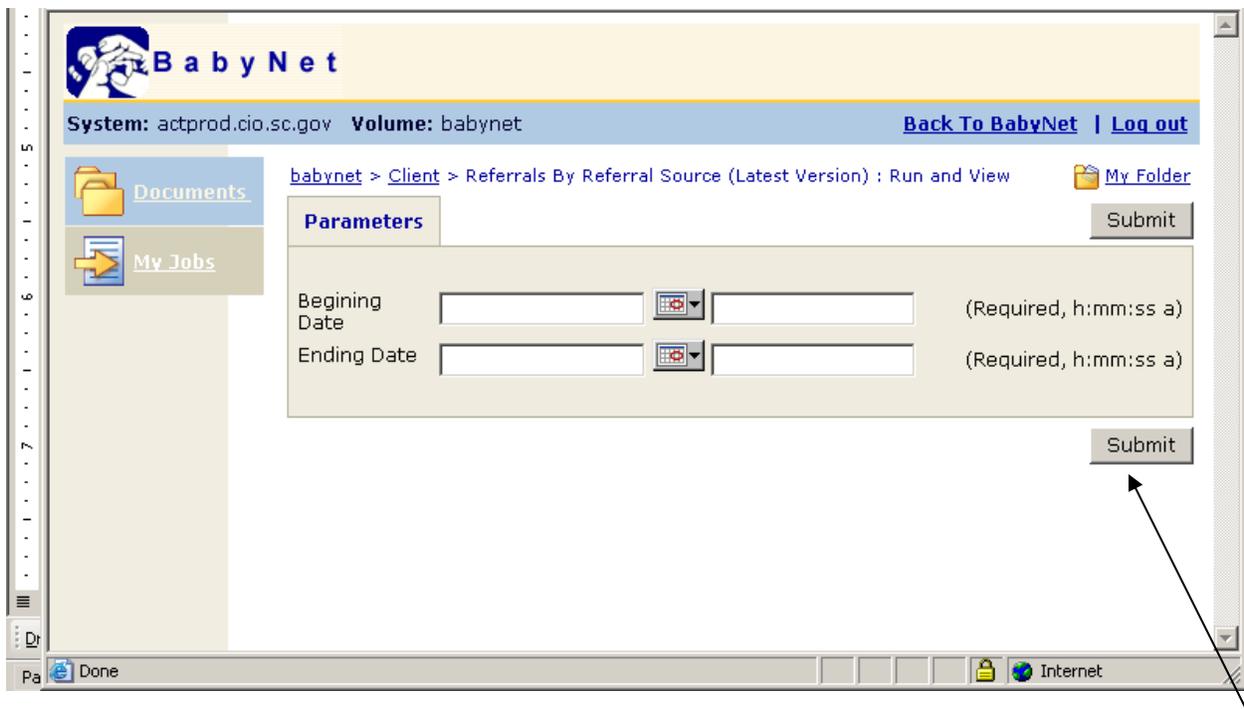


To select a report to run click on the report name and the next screen will appear

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 do 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 data 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 send 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

The screenshot shows a web browser window with a report titled "Client Analysis" for "Laurens". The browser's address bar shows "Page 5 of 55" and "100%". The report content includes a logo for "SC Dept. of Health & Environmental Control" and "Baby Trac II". The main heading is "Client Analysis" and the location is "Laurens". Below this, there is a table with the following data:

Number of Clients	
52	Males
43	Females
2	Unknown
24	Active without IFSP
73	Active with IFSP
97	Total Active Clients

An arrow points to the "Download" button in the browser's navigation bar.

https://webprod.cio.sc.gov - Download - Client Analysis - Windows Internet Explorer provided by DHEC Network Services

Export Report To:

PDF
PDF Quality: 100
Split Large Pages: Default
Page Width: Page Height:

Excel Data
 Excel Display
 RTF
 Fully Editable RTF

Tips:
1. Upgrade IE to version 4.0.5 (or later) or save the PDF report locally before viewing.
2. Excel Data format is good for data manipulation. It was designed for tabular and listing reports.
3. Fully Editable RTF format is good for multi-control editing, but creates significantly larger files than RTF format.
4. PDF Quality level 100 gives the lowest image quality but the smallest PDF file size, and 300 gives the highest image quality but the largest PDF file size.

Page Range:

All
 Current page
 Pages:

Enter page numbers and continuous page ranges separated by commas. For example: 1,3,5-12.

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

Client Analysis
 Clarendon
 Page 25 of 55

Number of Clients		Percentage of Clients						
14	Males	51.85%						
13	Females	46.15%						
0	Unknown	0.00%						
5	Active without IPSP	18.52%						
22	Active with IPSP	81.48%						
27	Total Active Clients	100.00%						
0	American Indian or Alaska Native	0.00%						
0	Asian	0.00%						
17	Black or African American	62.96%						
1	Hispanic or Latino	3.70%						
0	Native Hawaiian or Other Pacific Islander	0.00%						
0	Two or more races	0.00%						
6	White	22.22%						
3	Unknown or No Race Given	11.11%						
24	Clients with Medicaid	88.89%						
Age 0-1	2	7.41%	Age 1-2	8	29.63%	Age 2-3	17	62.96%
Males 0-1	1	3.70%	Males 1-2	4	14.81%	Males 2-3	9	33.33%
Females 0-1	1	3.70%	Females 1-2	4	14.81%	Females 2-3	8	29.63%
Unknown 0-1	0	0.00%	Unknown 1-2	0	0.00%	Unknown 2-3	0	0.00%