



## Memorandum

To: BabyNet Service Coordinators  
BabyNet Service Providers  
Fr: Kristie Musick, Part C Coordinator  
BabyNet Early Intervention System  
Re: Implementation of BRIDGES Record and Data System  
Da: December 9, 2013

Thank you for your attendance at the recent BabyNet BRIDGES trainings. Please know that we recognize the significant effort associated with a system transition of this type and appreciate the effort you have committed to learning BRIDGES and preparing for its launch.

BRIDGES currently has 1157 records in the system. There is an urgent need for Service Coordinators (BNSCs) to finish entering the initial (three) records required of each. As children are entered, Service Coordinators should notify the relevant BabyNet Service Providers, so that they may complete their parts of the record. In the event a BabyNet Service Provider is not available for selection in BRIDGES, we ask that the Service Coordinator forward the attached form to the provider so that any pending service provider and/or agency administrator training requirements can be completed.

**When you attended BRIDGES training, you were told that the “go live” date for BRIDGES would be January 1, 2014. We recognize that this is an aggressive timeline, particularly given the approaching holidays. Accordingly, we are extending this date to allow additional time for data entry. BabyNet will require that all children are entered in the BRIDGES system no later than February 15, 2014. BRIDGES is expected to go live on March 1, 2014.**

Finally, all services provided through February 28, 2014 will continue to need BabyNet Service Fund Authorizations prepared, and should be billed using current procedures. All services provided on and after March 1, 2014 must be entered in BRIDGES. Children who will age out of BabyNet before March 1, 2014 should NOT be entered in BRIDGES. Don't be concerned if you have already entered a child who will age out before March 1<sup>st</sup>, as the child can be exited in BRIDGES.

Thank you again for your part in this significant enhancement to the BabyNet Early Intervention System!





# BabyNet

South Carolina's Early Intervention System

## NEW HIRE TRAINING REQUIREMENTS

**All BabyNet System Personnel must participate in New Hire Training.** BabyNet System Personnel are considered all BabyNet Service Coordinators and BabyNet Service Providers, whether public, private, or non-profit (including all county Boards of Disabilities and Special Needs, and other DDSN Qualified Providers) that provide early intervention services under Part C of the Individuals with Disabilities Education Act, whether or not the entity or individual receives federal BabyNet funds to do so (34 CFR §§303.12(a), 303.34).

**Step 1: BabyNet Enrollment Form.** BabyNet requires that all personnel complete a BabyNet Enrollment Form. As a New Hire, be sure to complete the correct form based on your role in the BabyNet system (see appropriate link below).

- **Service Coordinators** access and complete the online form below:  
<https://ccadmin.uts.sc.edu/classclimate/online.php?p=babynet1>
- **Contracted Service Providers** access and complete the online form below:  
<https://ccadmin.uts.sc.edu/classclimate/online.php?p=enrollment>

**Step 2: New Hire Training.** BabyNet requires that all personnel complete the trainings below. As a New Hire, you are required to complete the following:

- **BabyNet Basics**- provides an overview of the SC Part C/early intervention system
- **BRIDGES 101**- provides introduction to the SC electronic record and billing system
- **BRIDGES 102**- provides in-depth overview of the SC electronic record and billing system

All trainings can be found in **TECSBOOK**, the online learning system for BabyNet. The following link can be used to access and complete the online training modules: <http://tecsbook.med.sc.edu/> *Note: If you do not have a TECSBOOK Login, a request should be submitted through the TECS Helpdesk with the Subject of "TECSBOOK Login".* [https://tecshelpdesk.zendesk.com/anonymous\\_requests/new](https://tecshelpdesk.zendesk.com/anonymous_requests/new)

**Step 3: TECS Notification.** The above requirements (Steps 1 & 2) must be completed prior to being issued BRIDGES user logon access. As a New Hire, you are responsible for notifying Team for Early Childhood Solution (TECS) through the Helpdesk once training requirements have been completed. Notifications of new hire completion should be sent through the TECS Helpdesk by submitting a request with the subject "**New Hire BRIDGES**" and including your full name with a contact number:

[https://tecshelpdesk.zendesk.com/anonymous\\_requests/new](https://tecshelpdesk.zendesk.com/anonymous_requests/new)

*After notification is received a BRIDGES user logon will be issued to the New Hire.*

