



Infant & Toddler  
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## ITOTS Workgroup – Meeting Notes March 28, 2007

Participants: Allan Phillips, Heather Taylor, Joyce Howard, Karen Taylor, Leslie A. Snead, Liz Fletcher, Loren Wilee, Lynn Wolfe, Mary Lou Hutton, Nancy Bailey, Robin Crawley, Sameena Nolan

Beth Tolley, David Mills, Kathi Honeycutt, Mike Styers

Several issues and concerns regarding the ITOTS system have been brought to the group for discussion. Some of these issues can be resolved at the next version release. Next ITOTS release estimated to be April 30.

Issue	Plan
The page refresh is too time consuming.	The first step in working on the page refresh issue is to write programming so that as each time the page refreshes the cursor will be taken to the next blank as the user tabs through the system. This change will be implemented in the April 30 release of ITOTS.
The "enter" key tries to close you out of the program.	IT staff within the department is researching the issue. This will not be resolved with the next release of ITOTS. Options will be brought to the workgroup as they become available.
There needs to be a way to enter several new referrals without having to go back to the home page.	Users will be given an option on the message that opens after the save button is pressed that will allow them to navigate either to the search screen to enter a new child or to the home page.
For entering dates, it would be nice to hit one for January	The two options for entering January are 1/ or 01.
Service information cannot be edited after the service record has been changed.	Service Type, Service Setting and Service Provider are key fields in the service table. The data entered into these fields cannot be edited. All other fields on the service screen can be edited by the user. If the service type, setting or provider has been entered incorrectly, the service records need to be deleted and re-entered. This process is necessary to maintain data integrity.

<p>Only require the last name, date of birth and sex when initially entering a child. Often race ethnicity is not known till after evaluation</p>	<p>This change in the search parameters will be made but will not be available till the second release of ITOTS. This change should result in a slightly increased list of possible likely matches but will allow for cleaner data in the long run.</p>
<p>Want a report that would list all inactive kids for a certain date range, even if one of the children was switched back to active status at a later date.</p>	<p>This goes beyond the original scope and intent of ITOTS and the purpose of the inactive function. The workgroup decided not to pursue it at this time</p>
<p>Regarding potentially misspelled last names – would it be feasible to set up the search system to identify likely matches if it comes across two children with the same birthday, sex and a last name that is only one or two letters different?</p>	<p>Soundex is one system where this is a possibility. A SOUNDEX search for the name “SMITH” returns “SANDHU, SANDY, SANTA-SEGUNDO, SANTO, SENTAYHU, SHUMATE, SMADI, SMIT, SMITH, SMITH III, SMITH-LEVIN, SMOOT, SMYTH, SNEAD, SNEED”. This many likely matches would prove onerous for users and will not be implemented.</p>
<p>The screen where the likely match information is presented is confusing. If there are more than one system contacts, it makes it look as though there are two records with the same number. Also, the purpose of that screen is not clear. Could a redesign help?</p>	<p>Clarification will be added to the ITOTS instruction manual stating that the double listing offers a choice of persons to call regarding the potentially duplicate child and not a duplicate entry.</p>
<p>Referral source requests a # on the ICDF but as we enter it, it is by drop down box without having the option to use a #. A # is quicker too. Also true for service setting and provider on the obverse of the form.</p>	<p>Pending complete testing of the implications, changes will be made to each of the drop down menus to allow for the entry of numbers in those blanks rather than the list that is presently used. This change will not be implemented in the next release of ITOTS.</p> <p>It was also suggested that the items on these lists be shortened when included in reports. A draft of shortened descriptors will be sent to the workgroup for review.</p>
<p>Will reports sort properly in the service coordinator column if the names are entered inconsistently, and can SC be entered through a drop down list that will be maintained by local supervising users?</p>	<p>Service Coordinator must be entered into the system consistently for each person by all users. Internet explorer has a mechanism called autocomplete, To configure it in internet explorer you:  Click the Tools menu and select Internet Options,  Click the Content tab and click the AutoComplete button.  Check the Forms box.  This is global option so it is going to remember non-ITOTS stuff too.</p>

On the Risk factors tab, it has the GA as 28-32 then 32-37. The ICDF has 28-31 then 32-37. Also, the word child and neglect are misspelled	These typographical errors will be corrected in the next release.
Would like to have a report that documents children transferred during a time span.	Report specifications need to be written. A draft of the report specs will be sent the workgroup for review. The report will be written and tested in ITOTS, following successful testing the report will be moved to the production database. This change will not be implemented in the next release of ITOTS.
Would like to add the child's name to the message screen you get after deleting either a child or referral.	This change will be made to ITOTS. This change will be implemented in the next release of ITOTS.
Would like to get an error message of you try to navigate from a record you have not yet saved	IT staff within the department is researching the issue. This will not be resolved with the next release of ITOTS. Options will be brought to the workgroup as they become available.
When exporting reports to Excel is there a way to include the report title and other parameters?	The purpose of the excel report is to give users additional sorting capabilities. Adding the report title to the report would add an inconvenience to users. The workgroup recommended that they not be added and pointed out that the report parameters could be easily added to the report after sorting.
Would like a report documenting the number of children open during a range of time.	Report design specifications need to be reviewed, amended, written to ITOTS, tested and then released. This change will not be implemented in the next release of ITOTS.
In ITOTs, when you do searches (open and all), I wish the cursor would automatically go to the first field/box instead of having to use your mouse to click each time.	This issue will be taken care of by the plan for the first issue, the tabbing solution.
Add the capacity of ITOTS the ability to record (and print in report) specific referral sources.	This represents an expansion to the current ITOTS system and can be added in the future. The workgroup saw it as an important change but not immediate. We will keep it on the list for future changes.
Add IFSP date to OSEP Verification/Monitoring report for Children Evaluated Eligible.	This date will be added to the report mentioned previously that looks at children open during a time span.

#### Additional requests of the workgroup

- Volunteers to test programming changes. The following people volunteered (or were volunteered) to test changes in new versions of ITOTS before the release into production:
  - Joyce Howard

- Liz Fletcher
- Loren Wilee
- Lynn Wolfe
- Sameena Nolan
- Wendy Cox
- Suggestions for changes to the manual

Future Activities:

The workgroup will continue to meet to make recommendations for changes to the current ITOTS system, new reports, and adjustments to reports.

The workgroup also asked that the office look at the method for collecting names, numbers and other relevant vita for conducting other family survey and that it be added to the ITOTS system if feasible.

Additional people may be added to begin the discussions of greater expansions to ITOTS to enable the collection of more state and federal reporting requirements. The workgroup specifically requested those discussions begin soon.