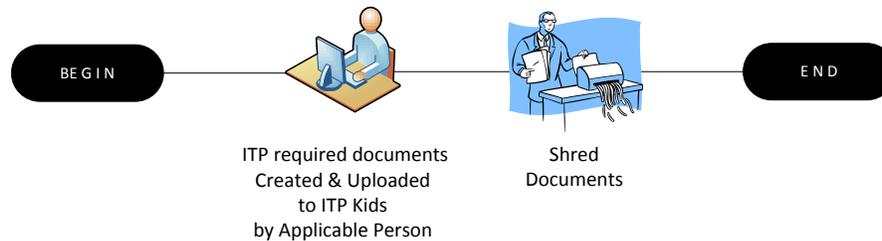


ITP KIDS Electronic Data Storage Process

Purpose

The Electronic Data Storage process will be beneficial to the Infant Toddler Program by eliminating the outdated process of creating a paper file. This process will help to contain the filing process to one individual, and ensure that paper documentation is shredded once the electronic upload is verified. This process has the potential to save time, effort, backlog, and money.

This document provides guidance on implementing the Electronic Data Storage process.



Electronic Data Storage Procedure

The following actions are to be taken when creating an electronic data storage file for a child in the Infant Toddler Program:

1. Documents required by ITP will be created and uploaded to ITP KIDS by applicable person.
 - All completed and submitted document(s) must be uploaded into the program's data system within two (2) business days.
 - i. Documents to include: Referral paperwork, Evaluations, IFSP(part 1 & 2), PWN's, Consent, Medical Records, PO's, ECO's, Eligibility checklist, Joint Visit Forms, Addendums, 6 mo. Reviews, Physician progress reports, and DD Redesign.
 - Required timelines:
 - i. Required documentation must be completed according to ITP policy and procedures.
 - ii. Evaluation reports shall be completed within ten (10) business days of administering the evaluation.
 - iii. CSR completion is required no later than the fifteenth (15th) day of the month following the month of service.
2. Properly name and date document(s) that are being attached.
 - Follow attached ITP KIDS Document Naming Standards
3. Shred Documents.
 - Follow attached ITP KIDS Document Shredding Policy