

# Data System

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The Infant Toddler Program (ITP) uses a web-based data system called Infant Toddler Program Key Information and Data System (ITPKIDS) to record program information. Data is collected by ITP on all children referred for early intervention services.

Designated users are assigned security roles, which determine the functions they are able to perform in ITPKIDS (e.g., recording data, editing data, viewing data, or generating reports). User security roles are assigned to:

- Administration (Central Office, ITP, Billing, Contracting Agency)
- Central Revenue Unit (CRU)
- Service Coordinators (State and Contracting Providers)
- Service Providers (State and Contracting Providers)
- Users with View Only security

## Description of ITPKIDS

Data components featured in ITPKIDS include the following:

- Individual providers and administration staff collect and enter data into ITPKIDS.
- ITPKIDS is available online for statewide collection and analysis of data.
- Providers use a secure electronic signature process to document services and initiate billing.
- Billing component interfaces with the Billing and Receipting System (BARS) to streamline the ITP billing process.
- Crystal Reports pulls data from ITPKIDS into a reportable format.

Special features in ITPKIDS include the following:

- Training videos and user guides – users can link directly to training videos and user guides from ITPKIDS.
- Worklists – users have access to a variety of worklists to assist in managing critical dates, such as:
  - 45-day timeline
  - Initial IFSP due date
  - Six month review due date
  - Annual review due date
- Reports – users have access to built-in reporting that allows access to specific data points such as multiple continuing service reports (CSRs) by client, 90-day reviews, etc.
- Help Desk – ITPKIDS is managed and supported by a help desk created specifically to provide guidance, answer questions, and remedy data errors.