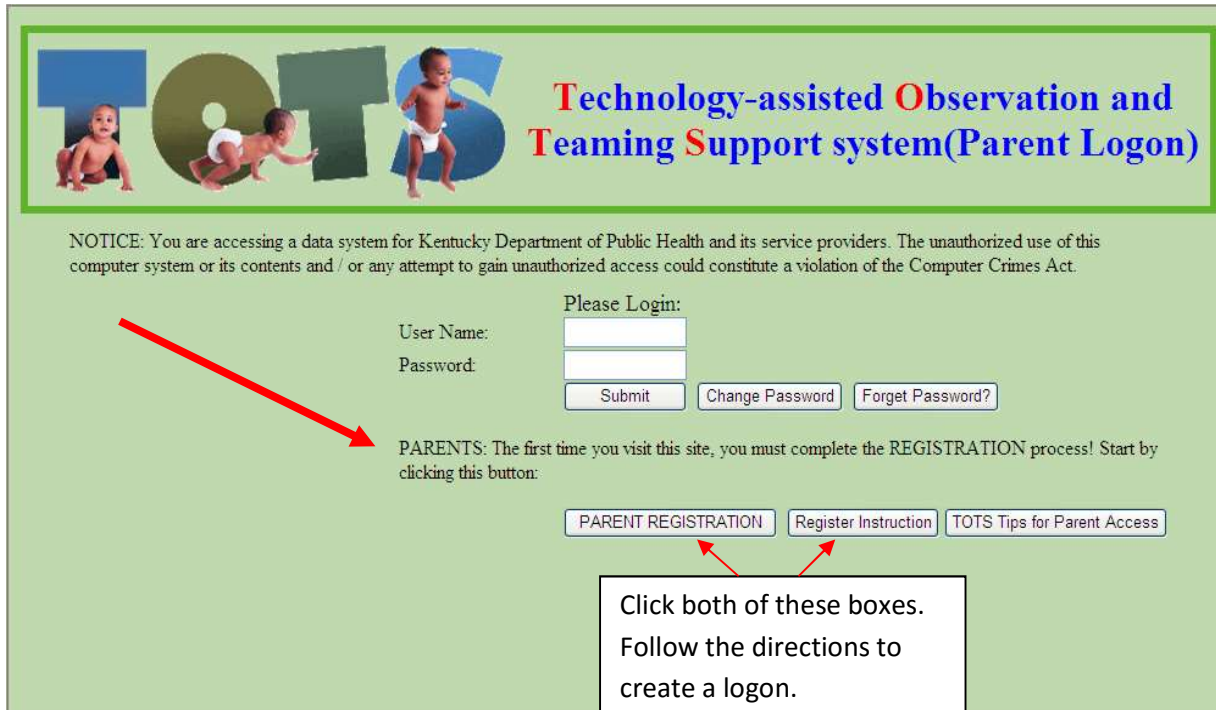


## TOTS Information for Parent Access

We are very pleased to be able to provide you with an up to the minute view of your child's record. To register and create a logon and password to view your child's First Steps record on TOTS, Kentucky's web-based data system for storing your child's Early Intervention Record please visit: <https://www.kytots.org/tots/parentlogon.aspx> Once at the TOTS website, click the buttons labeled "Register Instruction" and "Parent Registration" after following the directions on the screen you will be ready to use your logon and password.




The screenshot shows the TOTS parent logon interface. At the top, there is a banner with the text "Technology-assisted Observation and Teaming Support system(Parent Logon)" and images of children. Below the banner is a notice about unauthorized access. A login section includes fields for "User Name:" and "Password:", a "Please Login:" label, and buttons for "Submit", "Change Password", and "Forget Password?". A red arrow points from the "Submit" button to a text box that says "PARENTS: The first time you visit this site, you must complete the REGISTRATION process! Start by clicking this button:". Below this text box are three buttons: "PARENT REGISTRATION", "Register Instruction", and "TOTS Tips for Parent Access". A white box with a black border contains the text "Click both of these boxes. Follow the directions to create a logon." with red arrows pointing to the "PARENT REGISTRATION" and "Register Instruction" buttons.

There are a few things you should know about your child's record on TOTS:

1. When you logon you will be directed to the Demographic Screen of your child's official First Steps record. This is the same view that all other members of your child's IFSP team see. Team members are defined as those whose names appear on the current IFSP document in Planned Services and/or have provided services to your child in the last 60 days. State and district Point of Entry administrators also have access to the records of all children under their supervision.
2. In the big blue box across the top of the Demographic Screen (and all other screens) you will see a series of blue buttons, one for each screen that makes up the record. Blank spaces represent functions only useful to other users, such as forms to be printed by service coordinators, etc. To go to any screen, just click on it! There may be screens that do not hold any data about your child. For example, if your child has not required a Record Review, there will be no data on that screen. If you have any questions about what you see or don't see, discuss these with your service coordinator. All data pertinent to your child's record can be viewed by you.

The screens that make up an Early Intervention Record are listed and defined below. Details about what information is included on each screen can be viewed by clicking the

 Button in the upper right corner of the screen in question.

- **Demographic** This screen includes basic information about your child and family collected in early meetings with you, and updated as needed.
- **Referral** This screen documents the reason for the referral of your child to First Steps, as well as important steps and dates related to that referral.
- **Health** This screen includes basic health information about your child collected in early meetings with you, and updated as needed.
- **Parent** This screen includes basic information your family collected in early meetings with you, and updated as needed.
- **Financial Support** This screen includes basic financial information about your family collected in early meetings with you, and updated as needed.
- **Screening** This screen includes basic information about your child collected from you in early meetings, and before the first IFSP is written.
- **Record Review** This screen is where team members record information in the event the team needs to request the assistance of the Record Review Team at the University of Louisville. A team of developmental experts there reviews the Early Intervention record in these cases and makes recommendations to the team. Most children in First Steps do not require Record Review.
- **Evaluation/Assessment** This screen is where evaluation and assessment information about your child is stored. In First Steps, evaluation refers to the testing done to determine eligibility, and assessment refers to the testing done to determine program planning. Current evaluation/assessment information is listed in the “Current Evaluation” section. Click on the “Report” button to view the report. You may export the report to WORD and print it from your computer if you wish. **This function is not designed to replace the signed copy you were to have received at the time of the event.**  
**Note:** All evaluation and assessment reports are required to be provided to you in writing, signed by the provider, and in your own language at the time they are completed. If you have a question about this policy, please contact your service coordinator.
- **Eligibility** This screen is where information related to your child’s eligibility for First Steps is collected.
- **Family Assessment** This screen includes Routines Based Interview information about your child and family collected by the service coordinator while meeting with you. RBI’s are designed to learn which routines in daily life work well for you and which ones are not working as well as you want. This information becomes a part of the IFSP. This screen is updated at least every six months in preparation for reviewing the IFSP.
- **IFSP** This screen is where the information required in the IFSP (Individualized Family Service Plan) is collected. Some of the information on this screen is pulled from

other screens and some information is completed by the service coordinator to document what was discussed by the IFSP team at the meeting.

- The current IFSP is displayed. If you would like to view previous plans, click on the name of any IFSP on the right hand side of this screen in the area marked “Previous IFSP(s)”.
  - When reviewing a previous plan, you must scroll through the document to see the sections—do not use the buttons at the top of the screen to go to certain sections on a previous IFSP.
  - To return to the current plan, you must click on any other screen and come back to the IFSP screen.
- **Outcome** Each IFSP must have measurable outcomes or results. These outcomes guide the work of the IFSP team. This screen is where the service coordinator documents IFSP outcomes that were developed by the IFSP team. Outcomes are seen on this screen as well as on the IFSP screen.
  - **Planned Services** This screen is where the service coordinator documents IFSP planned services that were decided upon during the meeting. The information on this screen becomes a part of the IFSP, and you can see the planned services on that screen also.
  - **Service Log** This screen is where team members record calls and visits regarding your child and family that may result in a payable event. Missed visits are also documented on this screen. If you have questions about a particular entry, ask the provider who entered it. If you cannot resolve your question with the provider, then contact your service coordinator for assistance.
  - **Transition** This screen records information about your child and family related to your child’s transition from First Steps at age three, or exiting if your child leaves the First Steps program. Once your child exits, you will no longer be able to access his or her record on TOTS. You can always contact the local district Point of Entry office for assistance should you need to view your child’s record.
  - **Communication Log** This screen is where team members record communications regarding your child and family that do not result in a payable event. This can include emails, letters, phone calls, etc.
  - **Progress Report** This screen is where team members document their progress reports prior to each IFSP review meeting. Click on the “Report” button to view the report. You may export the report to WORD and print it from your computer if you wish. **This function is not designed to replace the signed copy you were to have received at the time of the event.**

**Note:** All Progress reports are required to be provided to you in writing, signed by the provider, and in your own language at the time they are completed. If you have a question about this policy, please contact your service coordinator.
  - **AT Device** This screen includes information about any Assistive Technology devices your child might require. Most children in First Steps do not require AT devices.
3. It is important to understand that the data you are seeing was entered by authorized team members or staff. You will not be able to enter data on any screen. You will notice

that the data fields are “grayed out”. This means that the record is locked for viewing. If you see any information in the record that is incorrect or confusing, contact your service coordinator for assistance.

4. At the top of every screen, there is a blue Log Out button. When you are ready to leave your child’s record, please Log Out!

As you view your child’s full record, you may ask, “What parts of this record should I have in my paper files?” Any document required for your records should be supplied to you by your child’s team. You certainly are free to “Print Screen” for any screens you view on your computer, but your permanent file will be complete if it includes signed copies of all Evaluations, Assessments and Progress Reports, as well as copies of all IFSP’s completed during your child’s time in First Steps. Please contact your service coordinator if you have any questions about this.