CHRIS

Children's Registry and Information System

Data Facilitator Manual

Technical Support Information

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About This Manual

The purpose of this manual is to instruct Children's Registry and Information System (CHRIS) data facilitators in the use of the data facilitator tools provided in CHRIS. These tools were designed to assist data facilitators in maintaining a well-organized database environment.

For additional information on the CHRIS Project, refer to the *User Manual*, *Reports Manual*, and *Field Reference Guide*. All support documentation can be retrieved from the CHRIS website at www.chris.miami.edu.

Legend

The following is a list of conventions used throughout this manual:

Bold	The titles of CHRIS screens and screen sections are presented in **bold-faced type**.
Italics	Field names, as well as references to tables, figures, and hands-on exercises, are presented in *italics*.
UPPERCASE	CHRIS buttons and main menu options are presented in UPPERCASE letters.
Title Case	CHRIS-related reports, functions, and lists (e.g., Duplicate Child Report, Child Record Locator, Code List) are presented in Title Case.
	***The IMPORTANT icon is used in the left margin to highlight information essential to the integrity and/or performance of CHRIS.***
	***The NOTE icon is used in the left margin to highlight information that deserves special attention.***

Abbreviations

BEESS	Bureau of Exceptional Education and Student Services
CHRIS	Children's Registry and Information System
ESE	Exceptional Student Education
FDLRS	Florida Diagnostic and Learning Resources System
FDOE	Florida Department of Education
IDEA	Individuals with Disabilities Education Act
IEP	Individual Educational Plan
IFSP	Individualized Family Support Plan

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Data Facilitator Responsibilities

CHRIS data facilitators serve as the primary contacts and center liaisons to the CHRIS project. Data facilitators play a crucial role in maintaining an accurate database and, as such, are an extremely important part of the CHRIS project.

The data facilitators are expected to ensure data integrity, provide on-site support, upgrade hardware and software, coordinate training, and create reports. Detailed descriptions of these specific responsibilities of CHRIS data facilitators are provided below.

Data Integrity

Data facilitators are responsible for ensuring the integrity of the data contained in the CHRIS database. This is accomplished through data facilitator oversight of data security, data entry, and database management.

Data Security

User Access

The CHRIS database may only be accessed by authorized users. Data facilitators are responsible for assigning users to CHRIS and determining the proper access level for each user. The following levels of access are available in CHRIS:

1. Record Access

- County Access – Access to the data of one or more counties
- Site Access – Access to the data of all the counties in one site
- Center Access – Access to the data of all the counties in one center

2. Record Edit Access

- View only
- View and edit
- View, edit, and delete Service Coordination events and significant adults

Login Information

User profiles, including login information and access level, are created and maintained by the CHRIS Help Desk staff. All users must have their own username and password. No community logins are allowed. Users must keep their usernames and passwords secure. They should not be shared or posted on or near the computer.

Data facilitators are responsible for notifying the Help Desk when a new user account needs to be created by completing the *New User Data Form*. The *New User Data Form* is available on the CHRIS website at www.chris.miami.edu/training/new_user_training.html. Data facilitators must also notify the Help Desk via email when a user account should be removed from the system (e.g., because a user will no longer be using CHRIS) and respond promptly to requests from the Help Desk to review active accounts.

In order to maintain accurate user accounts, data facilitators should notify the Help Desk when a user leaves and, therefore, should no longer have access to CHRIS.

Data Entry Rules

The data facilitator should monitor the data entered into CHRIS to ensure that all data entry rules are being followed. Users should be educated on site-specific data entry rules and on the use of drop-down lists to maintain data consistency.

Data Formats

Extra care should be taken when entering data into name fields (e.g., *First Name*, *Last Name*). Names should always be entered with proper capitalization. Names will appear exactly as they were entered on all reports and mailings generated from CHRIS.

All dates should be entered using the following format:

- Use only four digit years
- Use only slashes (/) to separate the month, day, and year
- For example: 05/21/2024

Free Text Fields

Guidelines should be set by each center as to how information should be entered in free text fields. A good example of the importance of consistency in a free text field is the *First Name* field in the **Significant Adults** section of **CHRIS**. The names of one or both parents can be entered in this field. The data entered into the *First Name* field will dictate what should be entered in the *Relation* and *Courtesy Title* fields. These decisions should be made based on how the fields are used for reports and correspondence.

Drop-Down Lists

Drop-down lists help maintain data consistency. Many fields in CHRIS can be entered only by using drop-down lists. Statewide drop-down lists can only be modified by the CHRIS Help Desk and only after approval from the Technical Assistance Work Group (TAWG). Any requests for additions or changes to the statewide lists should be submitted to the CHRIS Help Desk or TAWG.

Site-defined drop-down lists can be modified by the data facilitator. An agreement should be made among the users at each center on how those fields will be used to maintain consistency in data entry. The data facilitator should educate new users on how to use these fields. For detailed instructions on how to add, update, or inactivate entries in site-defined drop-down lists, see the Manage Lists section (p. 6).

Timeline Guidelines

All timeline data must be entered according to the Timeline Guidelines, which are available in the *User Manual*. The data facilitator should educate local users on any site-specific conventions for entering Timeline data.

Service Coordination Events

The use of the Service Coordination events must be consistent among users at each site. Data facilitators should inform users as to how these events are used for case management. It is crucial that guidelines be set and followed so that CHRIS can generate meaningful reports and be a useful case management tool.

Database Management

Duplicate Record Reduction

Duplicate records are problematic because they cause data entry and reporting errors, as well as result in inefficient case management. Every effort should be made to avoid the creation of duplicate records in the CHRIS database. Data facilitators should instruct all users to search for potential duplicates using the **Record Locator** screen prior to creating a new record (see Duplicate Records section p. 28).

Record Transfer

The Record Transfer program was created to prevent the duplication of records when a child moves to another county in Florida. Data facilitators should use this program to transfer records from one county to another once it has been verified that the child moved. Only data facilitators should request that a child's record be transferred to another county within CHRIS (see Record Transfer section p. 18).

On-Site Support

Data facilitators serve as the users' primary contact for program-related issues and should provide basic assistance to local users. If the data facilitator is not available, users should contact the Help Desk for assistance. Data facilitators should contact the Help Desk directly for assistance with complex issues or to report any issues with the CHRIS program.

Data facilitators may be asked by the Help Desk to contact their local Information Technology (IT) Department for further assistance with network and Internet connectivity issues.

Training

Data facilitators are responsible for scheduling appropriate trainings for themselves and other CHRIS users. Data facilitators should also distribute project updates and information to all local CHRIS users.

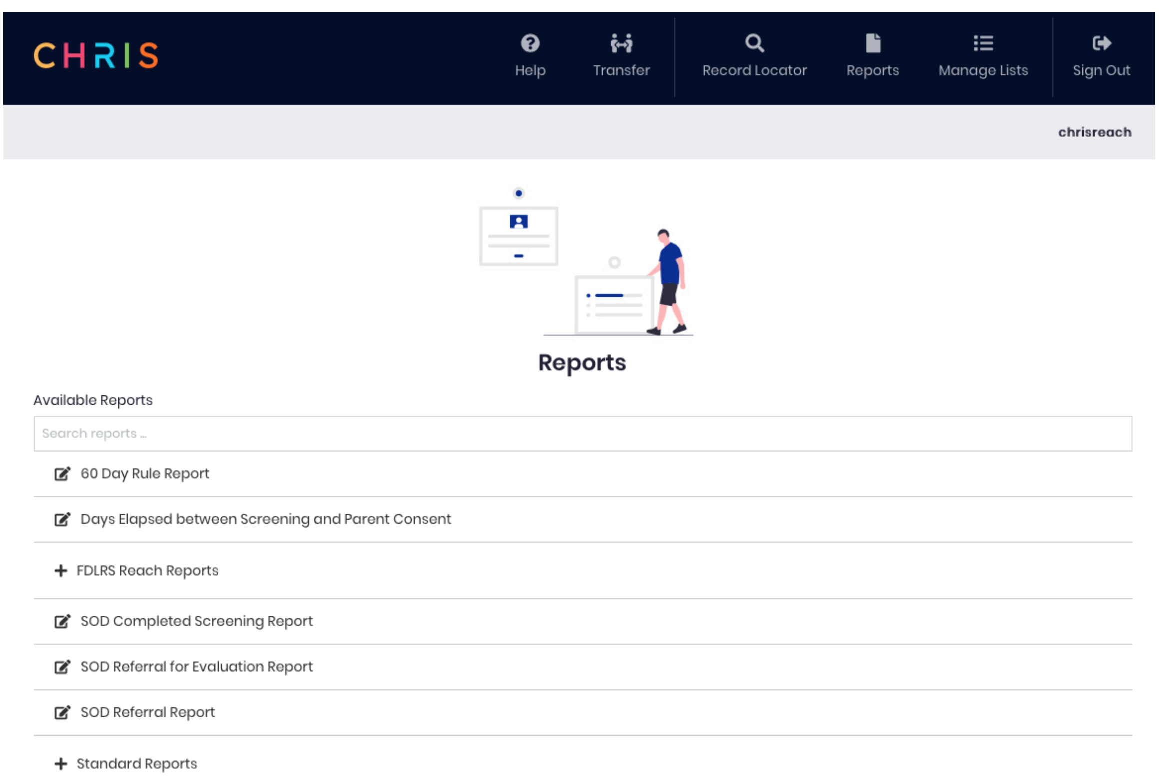
NOTE ***Contact the Help Desk to schedule a training session.***

Reports

<u>All</u> <u>users</u> can generate reports in CHRIS. The **Reports** screen (see Figure 1) contains a list of reports that have been configured to generate results automatically according to site-specific requests. Additional assistance may be required from data facilitators to help users identify the correct find request and report option to produce the desired results. In addition, custom reports can be created by the Help Desk and then made available to all users. Additional information on reports frequently used by data facilitators can be found in the Reports section of this manual. For detailed instructions on creating reports, see the *Reports Manual*. The *Reports Manual* is available on the CHRIS website at www.chris.miami.edu/training/reports_training.html.

Reporting Screen

FIGURE 1



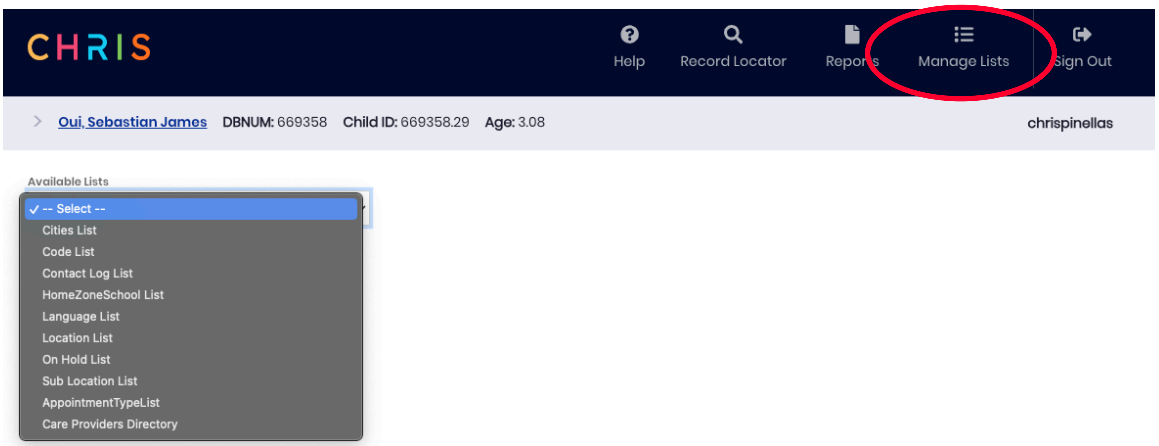
Data Facilitator Tools

Data facilitators must become familiar with two tools: Manage Lists and Record Transfer.

Manage Lists

The Manage Lists tool allows data facilitators to customize site-defined lists. The MANAGE LISTS option is located in the CHRIS Main Menu (see Figure 2). Selecting the MANAGE LISTS option from the **Main Menu** will display the **Manage Lists** screen (see Figure 2). This screen displays the options that allow data facilitators to access site-defined lists.

FIGURE 2 **Manage Lists**



Site-Defined Lists

Many of the drop-down lists in CHRIS contain information that can be customized for each site. Data facilitators can modify these site-defined lists so that the drop-down lists reflect information pertinent to each individual site. A description of each of the lists available in CHRIS is provided in Table 1.

Table 1 **Site-Defined Lists**

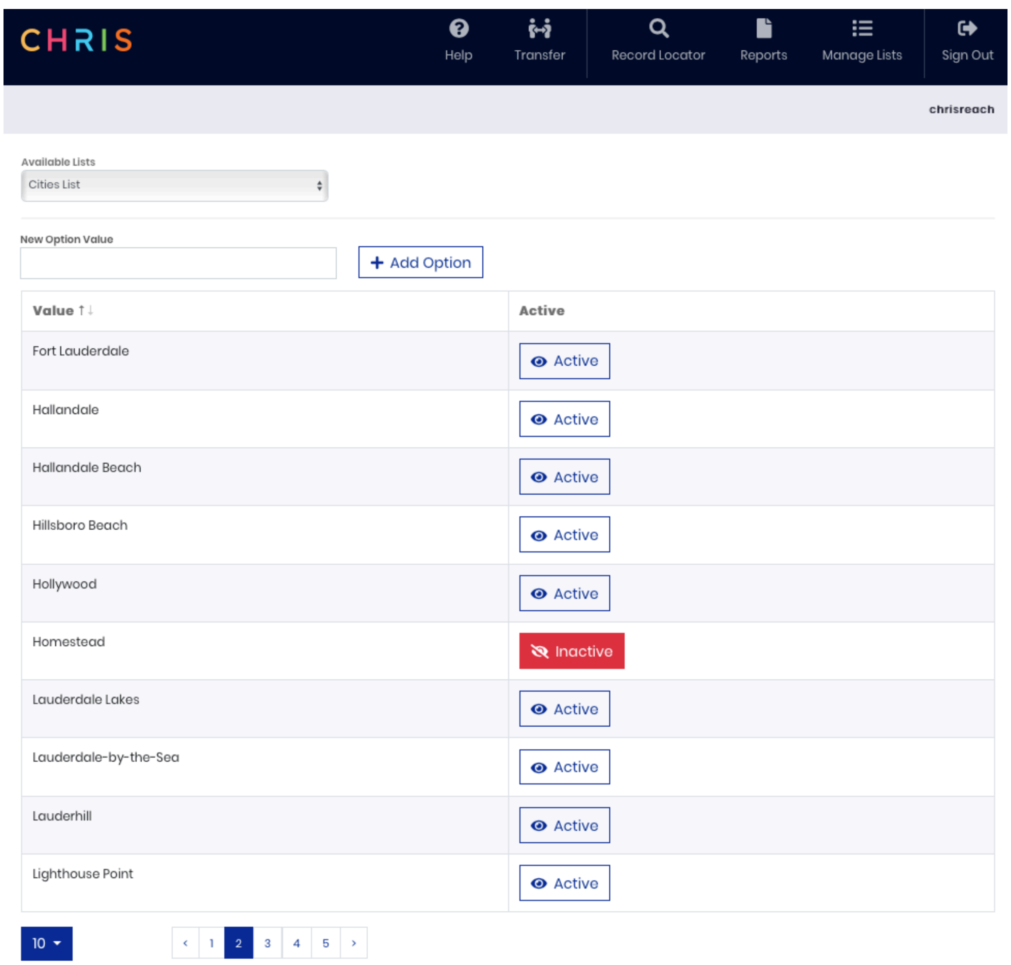
List	Description
Appointment Type List	The Appointment Type List contains descriptions that can be assigned to each single appointment within the Appointment Event.
Cities List	The Cities List contains a list of local cities. This list is used as a locator for the adult and the child referenced. It can be used for mailing or for case management visitation.
Code List	The Code List is locally defined.
Contact Log List	The Contact Log List contains reasons for creating a Contact Log event.
Home Zone School List	The Home Zone School List represents the location at which the child is receiving services. It may be the home or the name of an agency, school, childcare provider, or any other location where the child is receiving services. This list is used to generate reports for Service Coordination and program planning.
Language List	The Language List contains the most common languages used in the site's area. It is used to identify languages the child and their significant adults use to communicate. This may or may not be the primary language used to communicate in the home. Because it is necessary to conduct screenings and evaluations in the primary language of the child, all options should be available in the list.
Location List	The Location List contains the location of an appointment or screening. This information is used for Service Coordination and is helpful in arranging schedules and transportation. It can also be used as a reference when communicating with service providers or for providing directions to parents.
On Hold List	The On Hold List contains reasons describing why a child's record is on hold.
Care Providers Directory	Providers are organizations that provide services that are regulated by the Florida Department of Education (FDOE). Contacts are employees within a provider organization who facilitate supplying a care service.

Sub Location List	The Sub Location List is locally definable. There should be agreement among the users on how this field is to be used. Some options are: home school zone, school number, area or region of service, school or service location name, or other locally definable location.

Site-Defined List Management

Management of the site-defined lists is identical for all lists. Therefore, as an example, management functions will be described using the Cities List (see Figure 3). A detailed description of the Care Providers Directory is provided beginning on page 12.

FIGURE 3 **Cities List Screen**



Add a City

To add a city to the Cities List, complete the following steps:

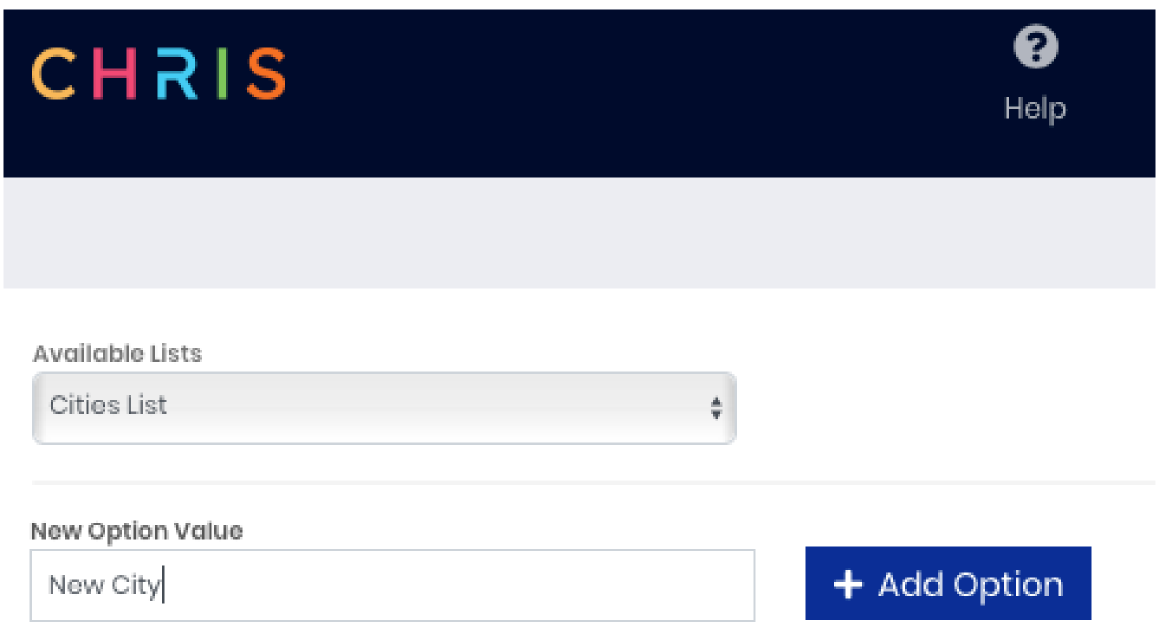
Step 1. Select the MANAGE LISTS option from the main menu. The **Manage Lists** screen will be displayed (see Figure 2).

Step 2. Select the "Available Lists" Drop-Down option. All modifiable lists will be displayed (see Figure 2).

Step 3. Select the CITIES LIST option. The **Cities List** screen will be displayed (see Figure 3).

Step 4. The "New Option Value" field will be available at the top left of the screen to enter a city (see Figure 4).

FIGURE 4 **Cities List Screen**

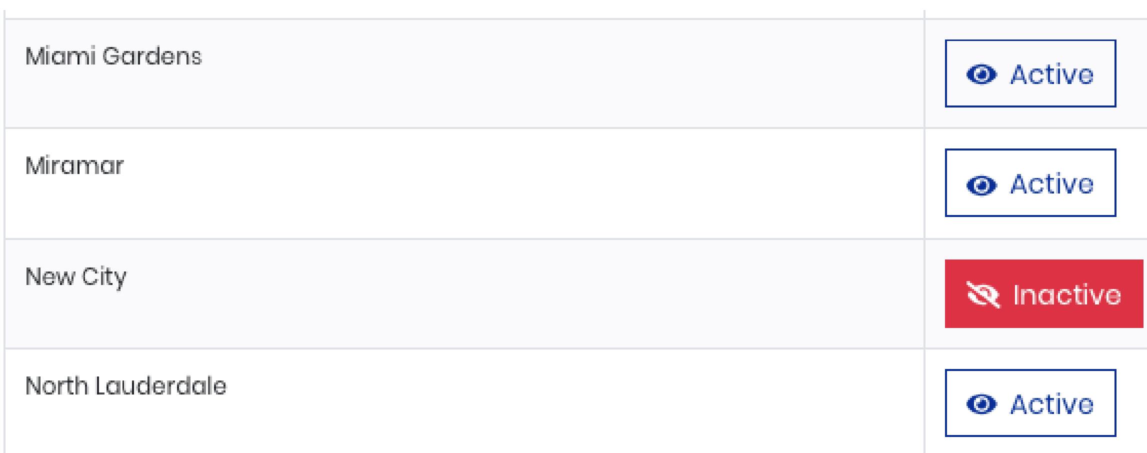


Step 5. Type the full name of the city to be added in the space provided. The Add Option button will turn blue.

Step 6. Select the Add Option button and the city will be added to the list in alphabetical order.

All new cities added to the Cities List will by default be "Active". To remove a city from the list, find it and click the Active button to the right. This will change the button to Inactive and turn the button red (see Figure 5).

FIGURE 5 **Inactive City**



Exercise 1: Modify a list using Manage Lists

1. Select the Manage Lists option from the main menu.
2. Select the Available Lists Drop-Down.
3. Select the LANGUAGE LIST option.
4. Enter Portuguese into the New Option Value field.
5. Click Add Option.
6. Select the RECORD LOCATOR option from the main menu to return to the Record Locator screen.

Care Providers Directory

Providers are organizations that provide services to the child or provide services to the family that impact the child (e.g., Aid to Families with Dependent Children, Medicaid, Food Stamps, Social Security Income, Civilian Health And Medical Program of the Uniformed Services). Tracking the services the child receives can be used to support service coordination and reduce duplication of services.

Contacts are employees within a provider organization.

Fields where the Provider drop-down list is used in CHRIS.

1. Agencies/Providers (see Figure 6)
2. PRVD (see Figure 7)
3. Service Location (see Figure 8)
4. Referral Source in Referral First (see Figure 9)
5. Referral Source in Referral In (see Figure 10)
6. Referred To (see Figure 11)

Fields where the Contact drop-down list is used in CHRIS.

1. Staff Assigned (see Figure 6)
2. ISC or Service Coordinator (see Figure 6)
3. Referred By in Referral First (see Figure 9)
4. Referred By in Referral In (see Figure 10)
5. Who is Responsible (see Figure 11)
6. Diagnostician (see Figure 12)
7. Provider/Staff (see Figure 13)

FIGURE 6 General Tracking Screen

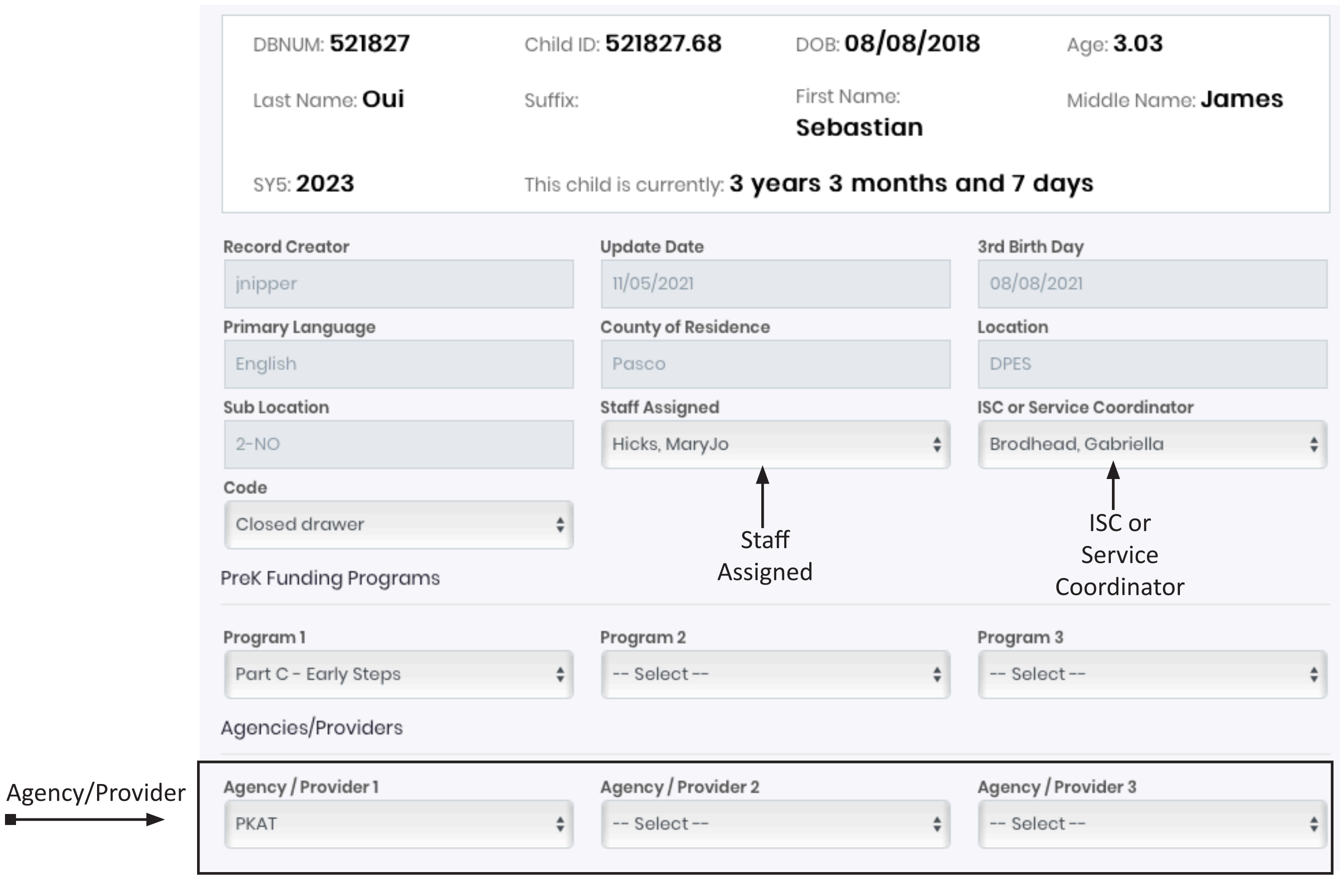
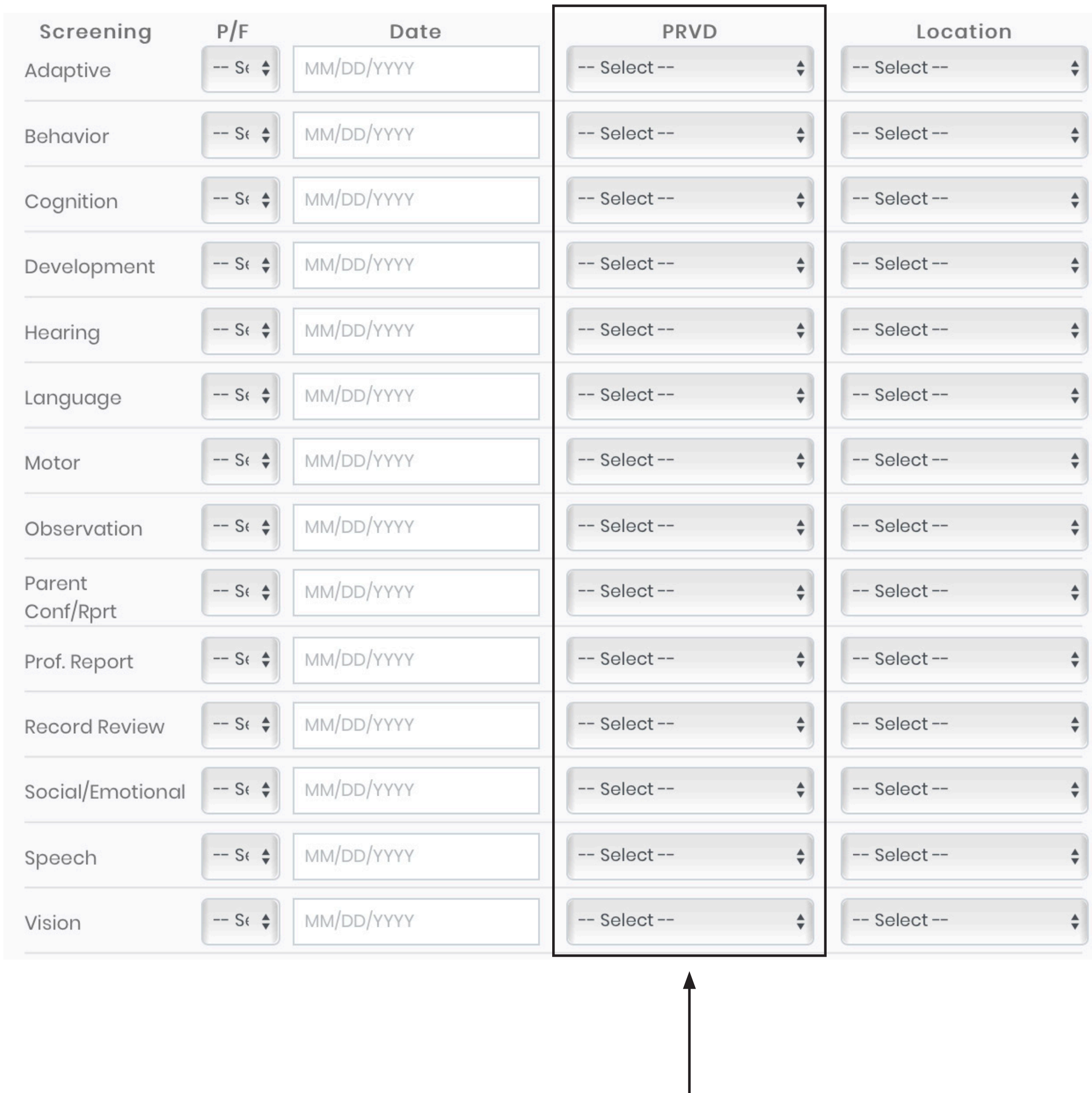


Figure 7 **Screening Detail**



Screening	P/F	Date	PRVD	Location
Adaptive	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Behavior	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Cognition	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Development	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Hearing	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Language	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Motor	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Observation	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Parent Conf/Rprt	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Prof. Report	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Record Review	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Social/Emotional	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Speech	-- Se	MM/DD/YYYY	-- Select --	-- Select --
Vision	-- Se	MM/DD/YYYY	-- Select --	-- Select --

FIGURE 8 IEP/IFSP Detail

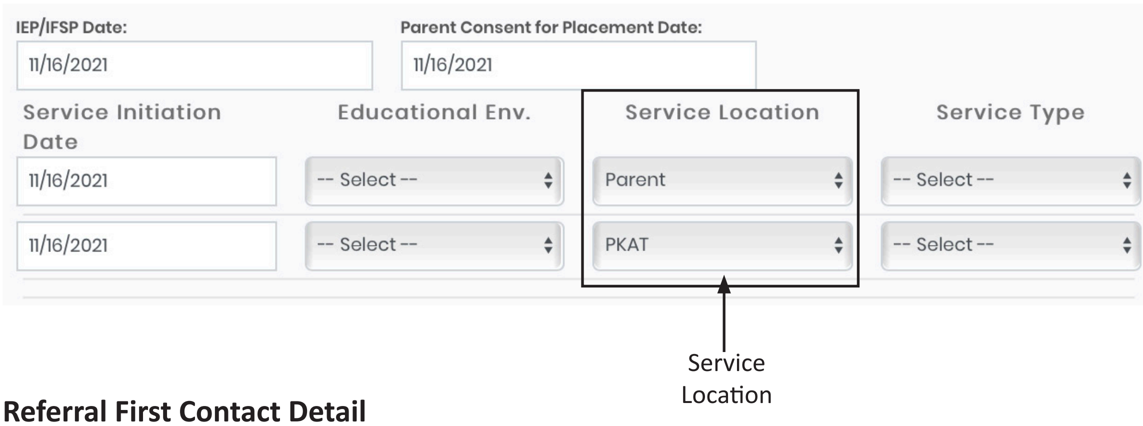


FIGURE 9 Referral First Contact Detail

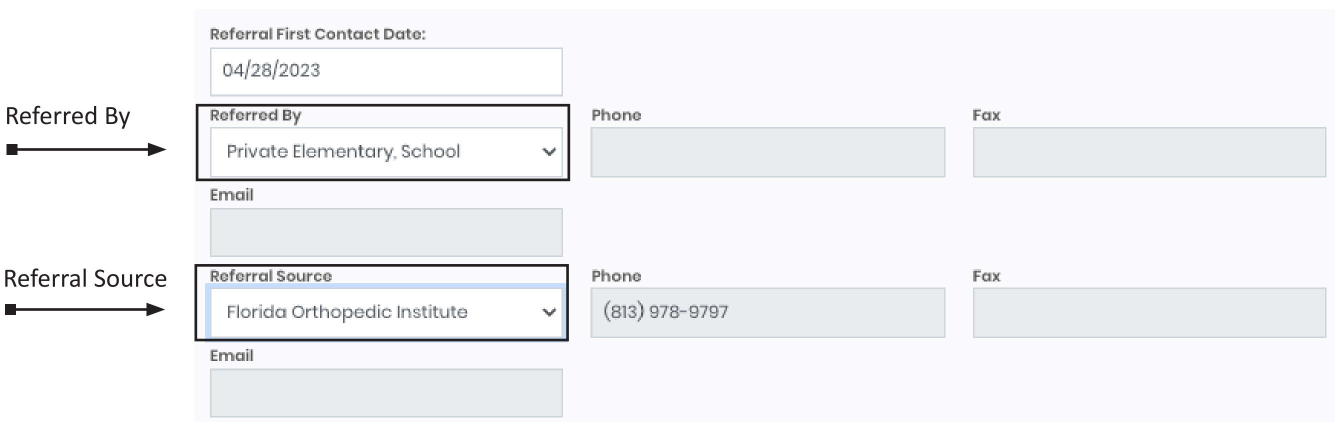


FIGURE 10 Referral In Contact Detail

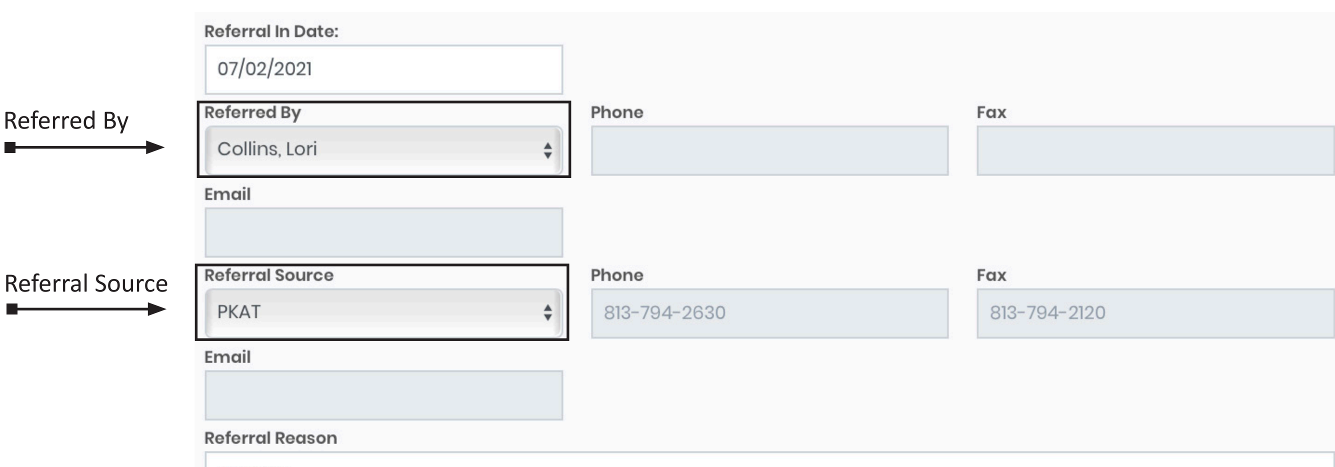


FIGURE 11 **Referral Out Detail**

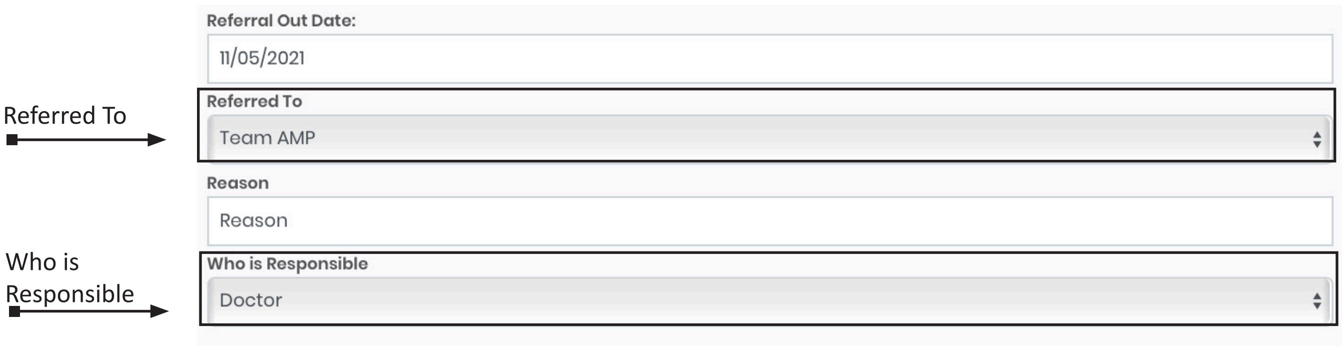
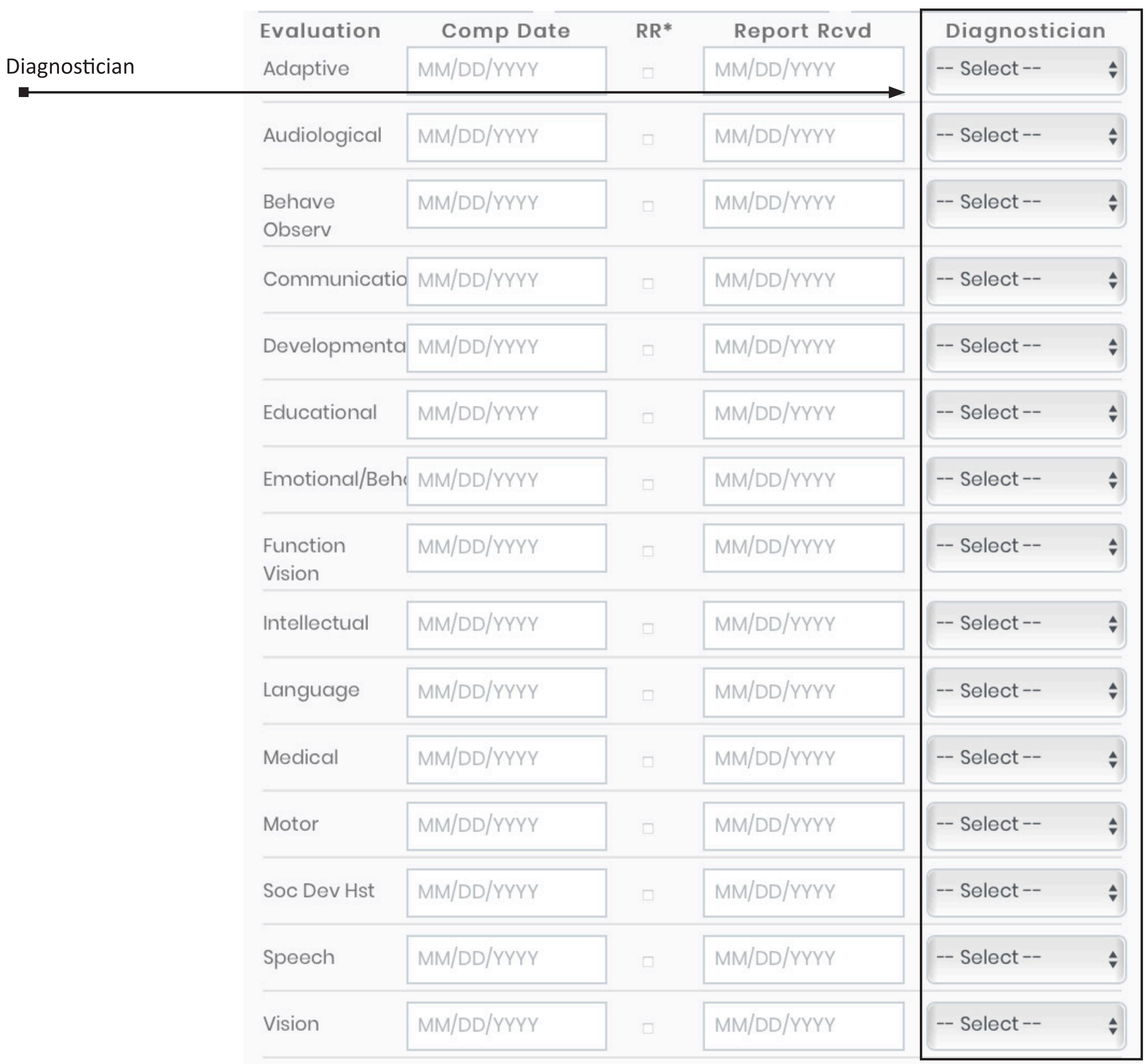
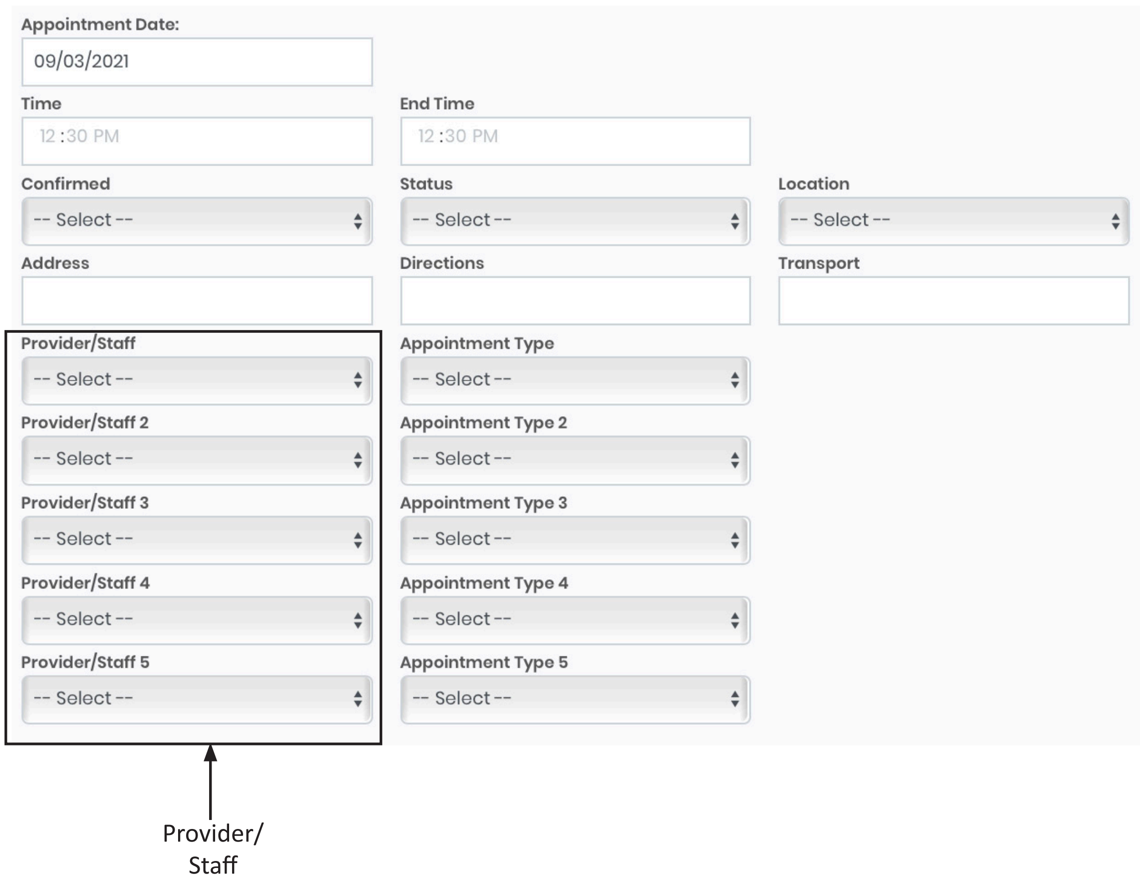


FIGURE 12 **Evaluation Detail**



Evaluation	Comp Date	RR*	Report Rcvd	Diagnostician
Adaptive	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Audiological	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Behave Observ	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Communicatio	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Developmenta	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Educational	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Emotional/Beh	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Function Vision	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Intellectual	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Language	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Medical	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Motor	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Soc Dev Hst	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Speech	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --
Vision	MM/DD/YYYY	☐	MM/DD/YYYY	-- Select --

FIGURE 13 Appointment Detail



Add a New Provider

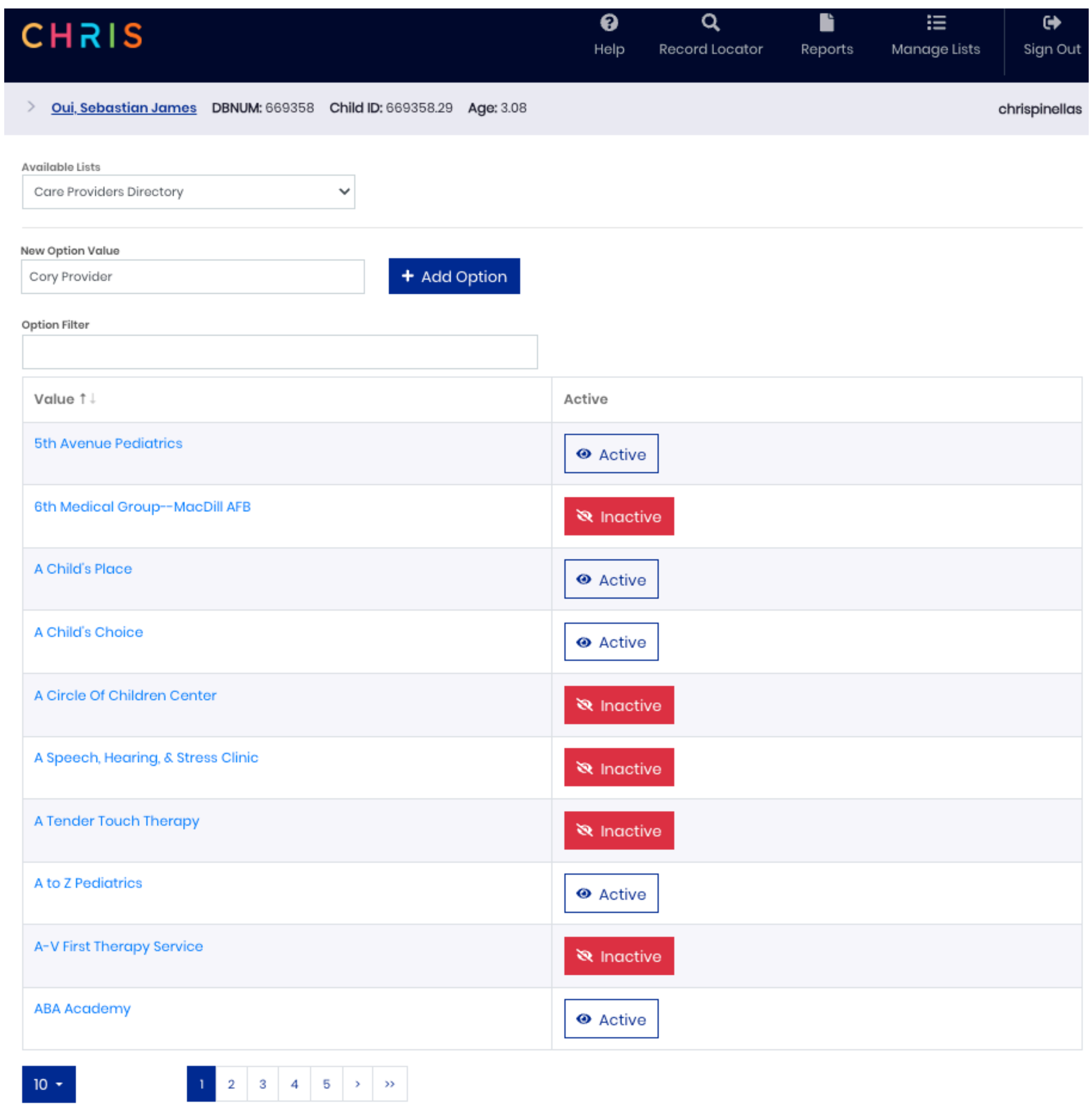
To add a new provider in CHRIS, complete the following steps:

Step 1. Select the MANAGE LISTS option from the main menu. The **Manage Lists** screen will be displayed (see Figure 2).

Step 2. Select the Care Providers Directory option. The **Providers** screen will be displayed (see Figure 14).

Providers Screen

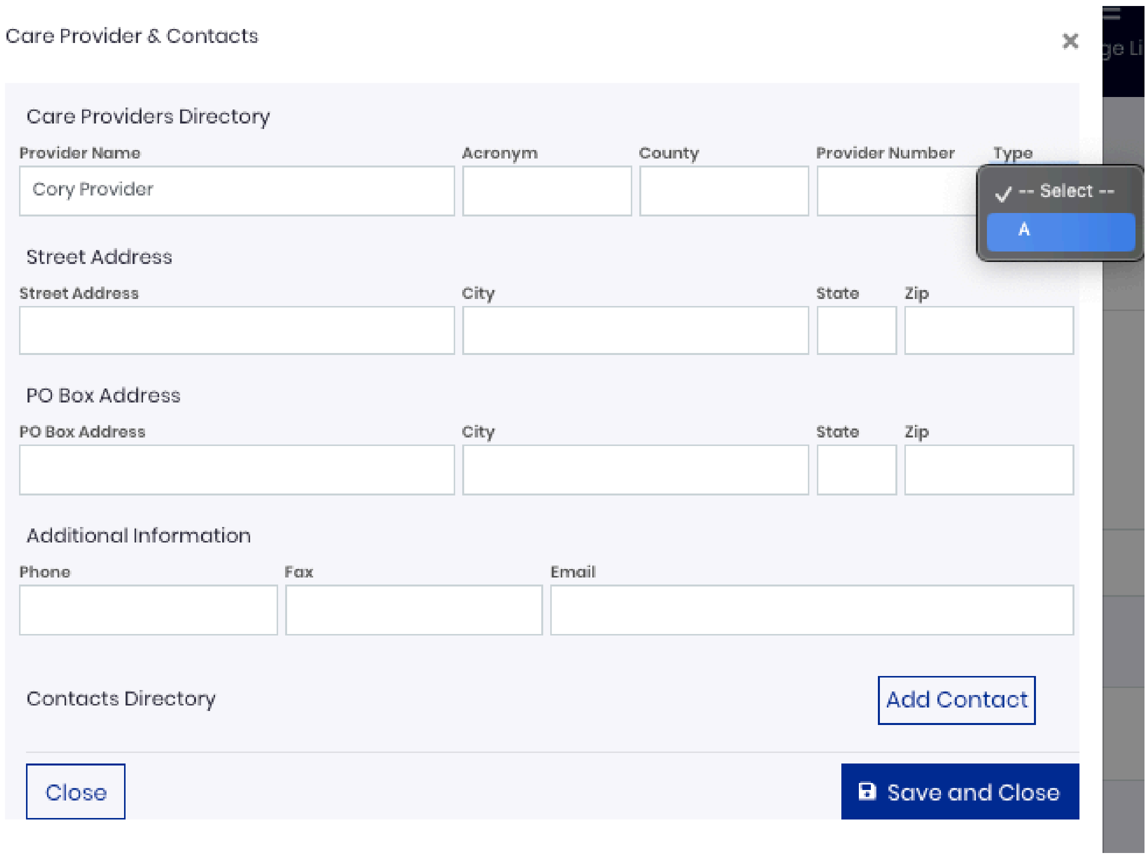
FIGURE 14



Step 3. Enter a new Provider Name into the New Option Value field in the Providers screen (see Figure 14) and click the + Add Option button. The **Care Providers & Contacts** screen will be displayed (see Figure 15).

Care Providers & Contacts Screen

FIGURE 15



Step 4. Enter any additional information needed for the provider.

Step 5. Select "A" from the Type dropdown to make the provider active (see Figure 15).

Step 6. Click the Save and Close button to save the new Provider.

Add a New Contact

To add a new contact in CHRIS, complete the following steps:

Step 1. Select the MANAGE LISTS option from the main menu. The **Manage Lists** screen will be displayed (see Figure 2).

Step 2. Select the Care Providers Directory option. The **Providers** screen will be displayed (see Figure 14).

Step 3. Use the Option Filter field (see Figure 14) to enter a search criteria to locate the corresponding provider for the new contact you want to add.

Step 4. To select a provider where a new contact will be added, click on the provider's name which appears in blue (see Figure 14). The **Care Providers & Contacts** screen will be displayed (see Figure 15).

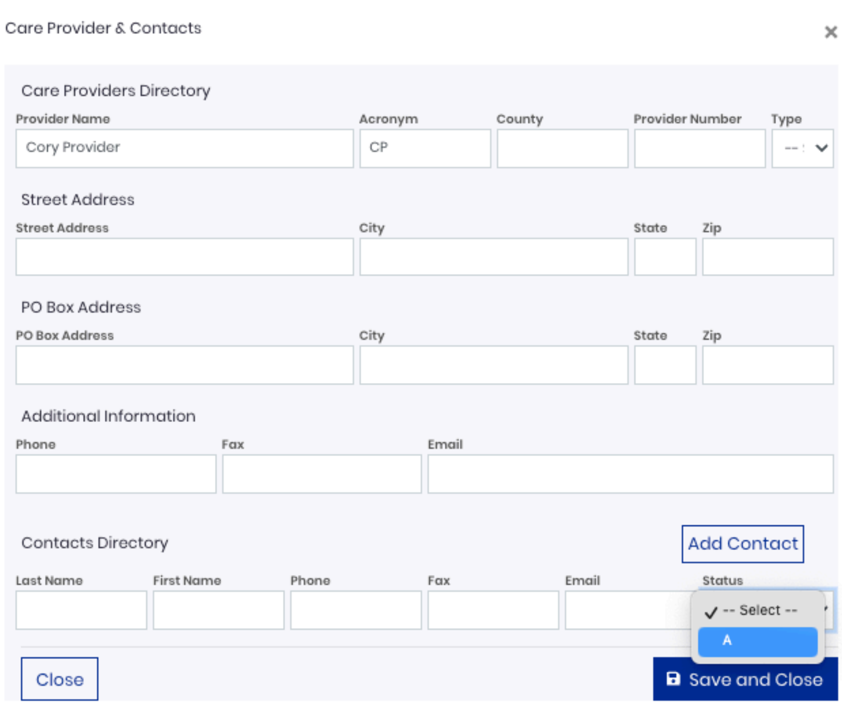
Step 5. Click the Add Contact button and enter new contact information in the fields provided (see Figure 16).

Step 6. Select "A" from the Status dropdown to make the contact active (see Figure 16).

Step 7. Click the Save and Close button to save the new contact.

Care Providers & Contacts Screen with New Contact

FIGURE 16



Exercise 2: Add a provider and contact

1. Select the Manage Lists option from the main menu.
2. Select the Available Lists Drop-Down.
3. Select the CARE PROVIDERS DIRECTORY option.
4. Enter New CHRIS Provider into the New Option Value field.
5. Click Add Option.
6. Enter the following information in the Care Providers Directory:
   County: Pinellas
   Type: A
   Street Address: 112233 Pinellas Street
   City: Clearwater
   State: FL
   Zip: 33146
   Phone: 305-284-5514
7. Click Add Contact.
8. Enter the following information in the Contacts Directory:
   Last Name: Charles
   First Name: Mary
   Phone: 305-284-5151
   Fax: 305-284-6991
   Email: mcharles@mcc.org
   Status: A
9. Click Save and Close.

Edit a Provider or Contact

To edit a provider or contact in CHRIS, complete the following steps:

Step 1. Select the MANAGE LISTS option from the main menu. The **Manage Lists** screen will be displayed (see Figure 2).

Step 2. Select the Care Providers Directory option. The **Providers** screen will be displayed (see Figure 14).

Step 3. Use the Option Filter field (see Figure 14) to enter a search criteria to locate the provider or contact to be edited.

Step 4. Select the provider to be edited or the provider containing the contact to be edited by clicking on the blue provider name (see Figure 14).

Step 5. Use the **Care Providers & Contacts** screen to modify the provider or contact information as needed and click the Save and Close button (see Figure 16).

Inactivate a Provider or Contact

Provider and contact records that are deleted from CHRIS cannot be recovered or restored. Therefore, a child's record that references a deleted provider or contact will not contain any information in those fields. To avoid data loss, CHRIS provides the option to flag old provider and contact names as inactive. Marking records as inactive will remove those providers and contacts from drop-down lists in the Tracking Summary and Event Detail screens, but inactive provider and contact information will continue to be stored in existing child records.

To inactivate a provider or contact, complete the following steps:

Step 1. Select the MANAGE LISTS option from the main menu. The **Manage Lists** screen will be displayed (see Figure 2).

Step 2. Select the Care Providers Directory option. The **Providers** screen will be displayed (see Figure 14).

Step 3. Use the Option Filter field (see Figure 14) to enter a search criteria to locate the provider or contact to be inactivated.

Step 4. To inactivate a found provider, click the Active button to the right of the provider name (see Figure 14). To reactivate a provider, follow the above steps and click the Inactive button to the right of the provider.

Step 5. To inactivate a contact, select the related provider by clicking the blue provider name (see Figure 14) and then select --Select-- from the Status dropdown for the contact in question (see Figure 16).

Step 6. Once changes are complete, click the Save and Close button.

Exercise 3: Inactivate a provider and modify contact

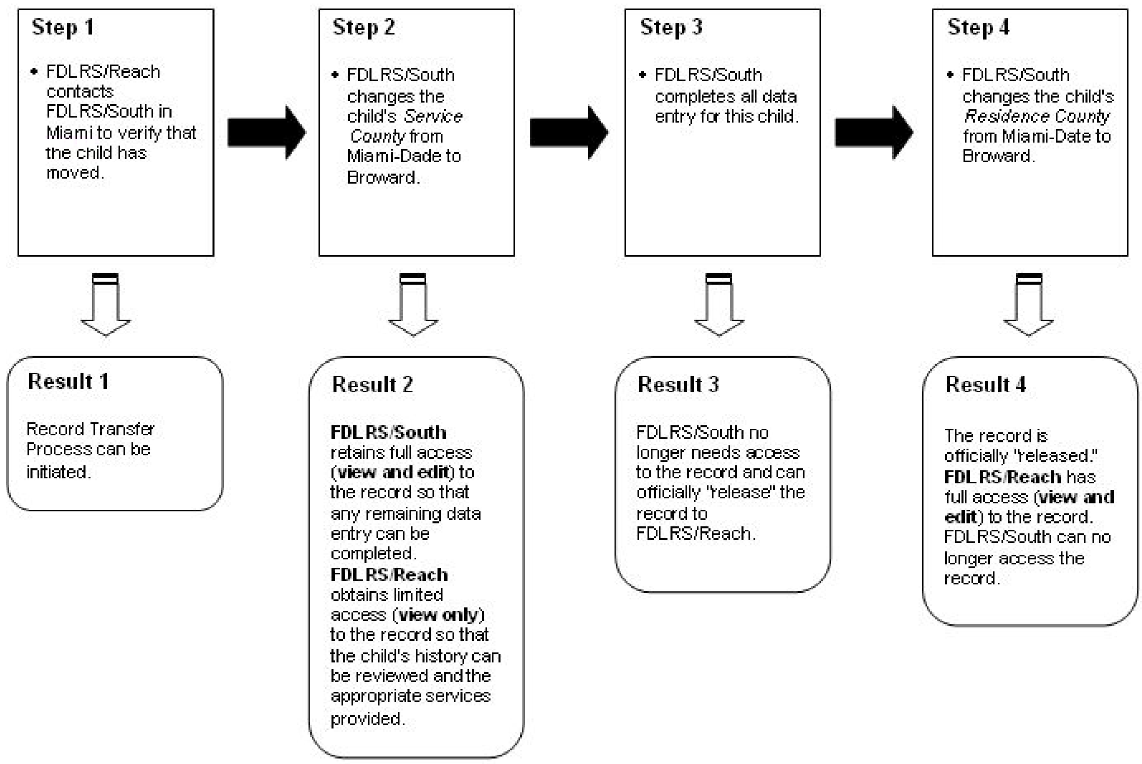
1. Select the Manage Lists option from the main menu.
2. Select the Available Lists Drop-Down.
3. Select the CARE PROVIDERS DIRECTORY option.
4. Enter Pinellas Provider into the Option Filter field.
5. Click the Active button to the right of the found provider (it will change to Inactive and turn red).
6. Under Contacts Directory, change Last Name from Camacho to Beermann.
7. Click Save and Close.

Record Transfer

When children move from one county to another, data facilitators have the ability to grant record access to another county (upon request). Record access is granted based on the *Residence County* field. Users in the county specified in the *Residence County* field have full access (view and edit) to records. Users in the county specified in the *Service County* field (if different from the *Residence County*) have "view-only" access to records. The record transfer process, as described below in detail (see Figure 17), enables the sharing of data between sites and eventually facilitates the complete transfer of data to the center in the new *Residence County* of the child.

Child moves from Miami (FDLRS/South) to Ft. Lauderdale (FDLRS/Reach)

Figure 17



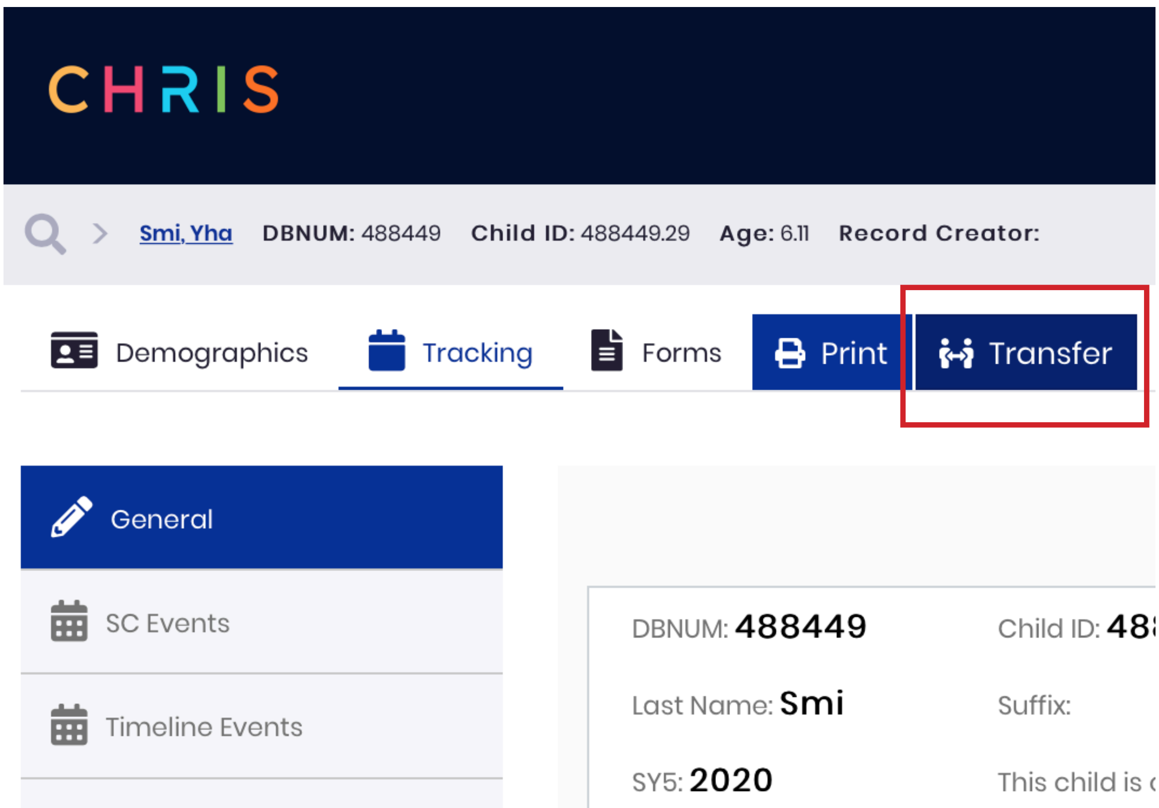
Service County

Changing the *Service County* will give view-only access to the users in the county listed. Full privileges (view and edit) are limited to users in the child's *Residence County*. To change the *Service County* in a child's record, complete the following steps:

Step 1. Find the child to be transferred using the **Record Locator** screen and select either their Tracking or Demographics screen. The TRANSFER option is displayed in the screen's menu (see Figure 18).

Transfer Button

FIGURE 18

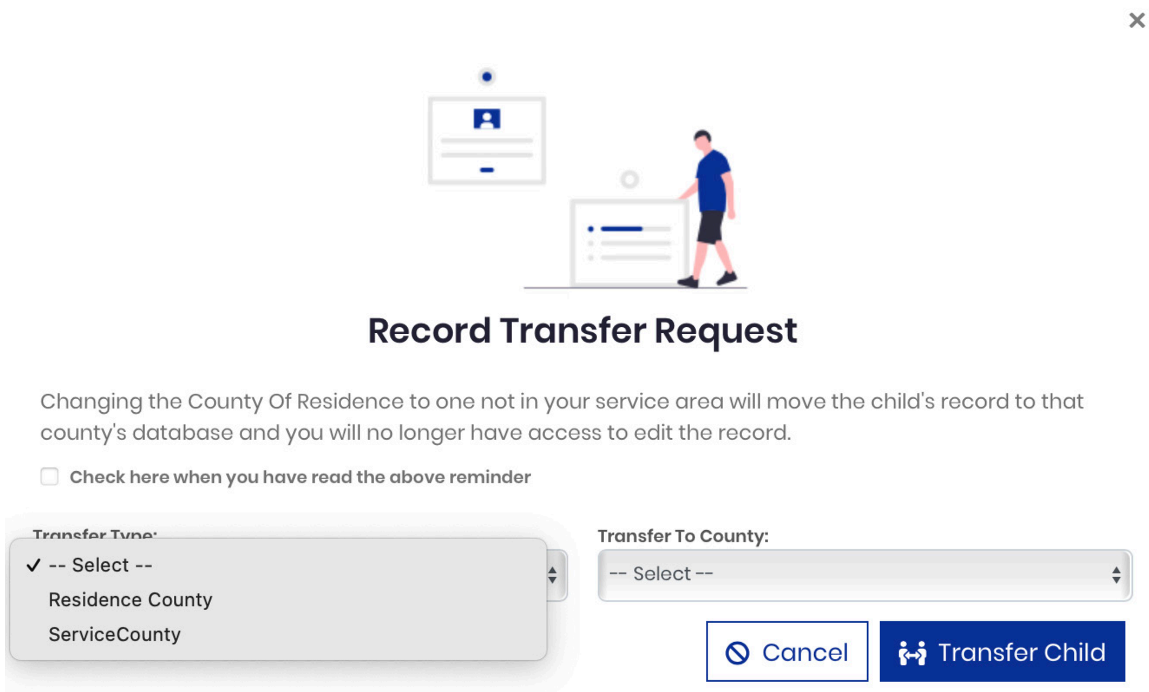


Step 2. Select the TRANSFER option from the menu (see Figure 18).

Step 3. The **Record Transfer Request** screen will be displayed (see Figure 19).

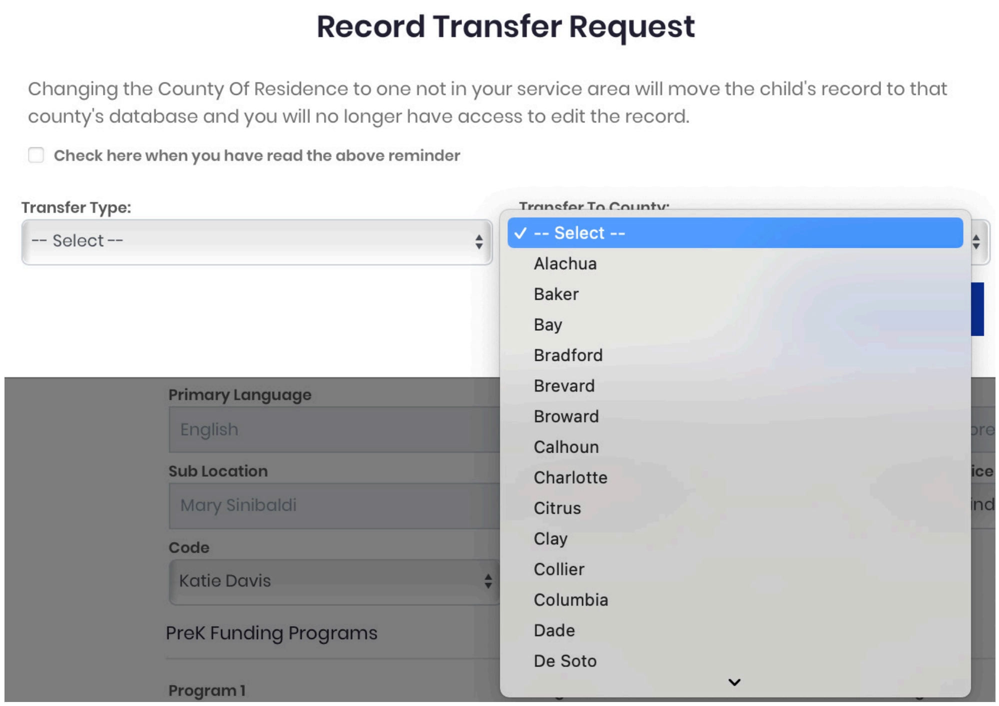
Step 4. Select "ServiceCounty" from the Transfer Type drop-down list (see Figure 19).

FIGURE 19 Record Transfer Request Screen



Step 5. Select a County name from the Transfer To County drop-down list (see Figure 20)

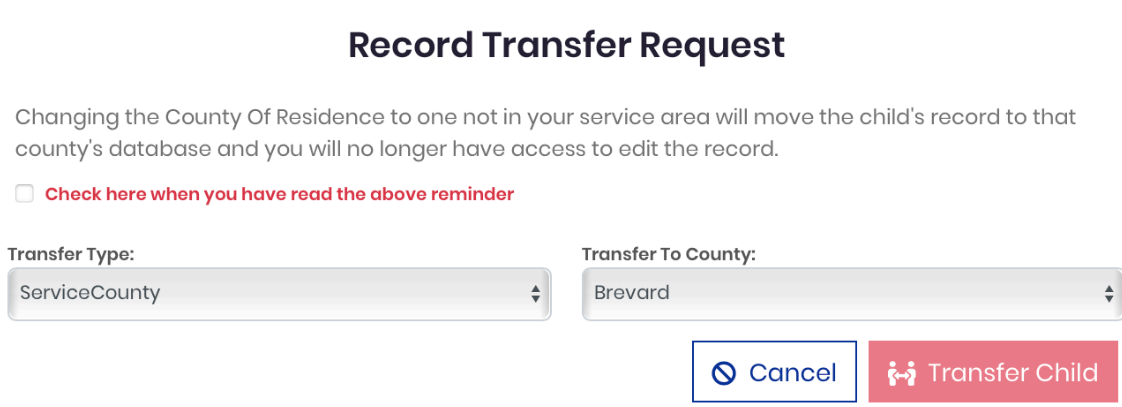
FIGURE 20 **Residence County Drop-Down**



Step 6. After completing steps 4 & 5, the "Check here when you have read the above reminder" warning turns red. Checking the related box is required to continue with the transfer process (see Figure 21).

Step 7. Verify that this is the correct child's record to be transferred and check the warning box.

FIGURE 21 **Record Transfer Warning Service County**



Options

- CANCEL – Cancels the Record Transfer and returns to the Demographics or Tracking screen.
- TRANSFER CHILD – Transfers the child's record to the indicated Service or Residence County.

Step 8. Select the TRANSFER CHILD option to complete the Service County record transfer and return to the Record Locator screen.

Residence County

Changing the *Residence County* will complete the transfer of the child's record to another county. Only the users in the child's *Residence County* will be able to edit that record. To change the *Residence County*, complete the following steps:

Step 1. Select the same child using the **Record Locator** screen. The TRANSFER option is displayed in the menu of the **Tracking** and **Demographics** screens (see Figure 18).

Step 2. Select the TRANSFER option from the menu.

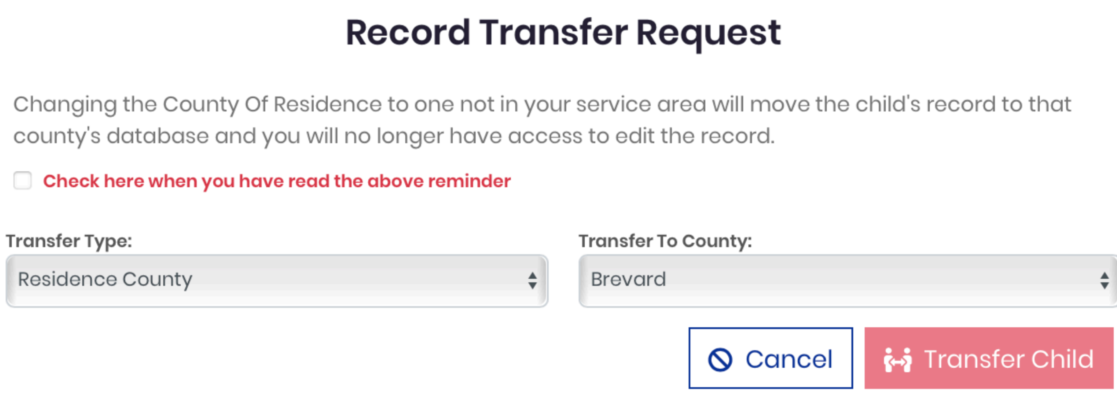
Step 3. The **Record Transfer Request** screen will be displayed (see Figure 19).

Step 4. Select "Residence County" from the Transfer Type drop-down list (see Figure 19).

Step 5. Select a County name from the Transfer To County drop-down list (see Figure 20)

Record Transfer Warning Residence County

FIGURE 22



Step 6. After completing steps 4 & 5, the “Check here when you have read the above reminder” warning turns red. Checking the related box is required to continue with the transfer process (see Figure 22).

Step 7. Verify that this is the correct child’s record to be transferred and check the warning box.

Options

- CANCEL – Cancels the Record Transfer and returns to the Demographics or Tracking screen.
- TRANSFER CHILD – Transfers the child’s record to the indicated Service or Residence County.

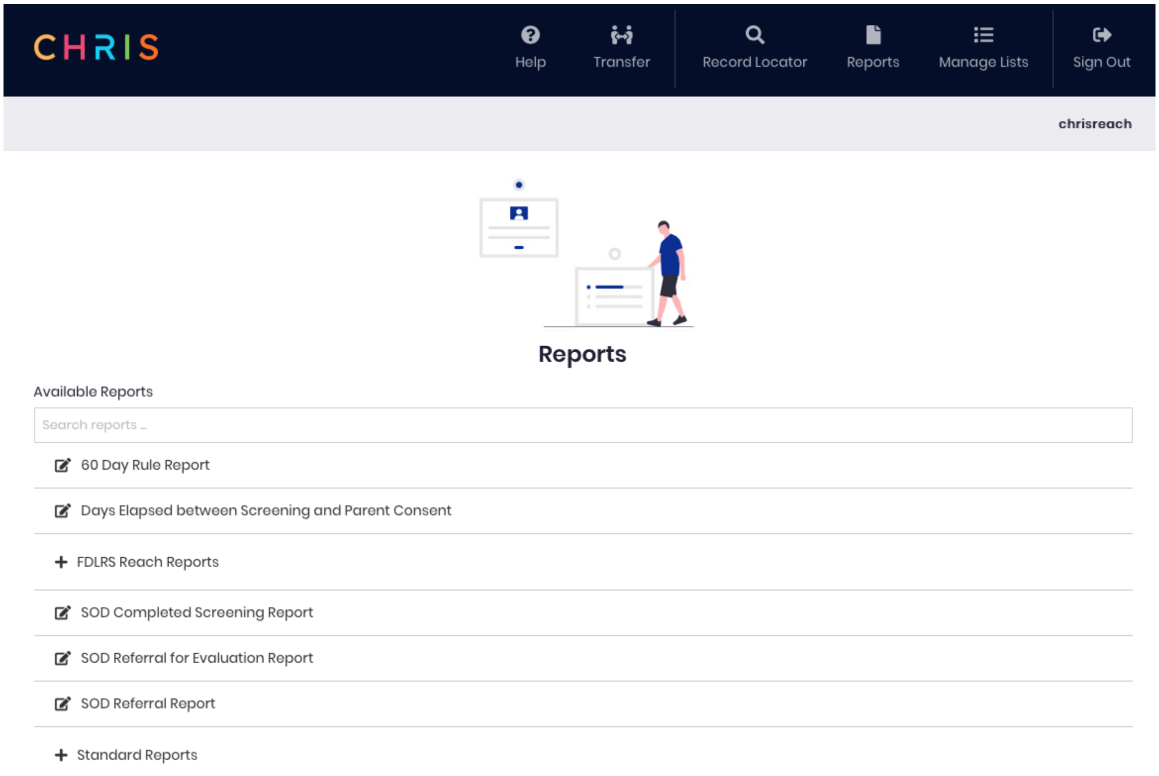
Step 8. Select the TRANSFER CHILD option to complete the Residence County record transfer and return to the Record Locator screen.

Reports

The REPORTS option is used to generate reports. The data facilitator should be familiar with report options such as: Tracking, Timeline, Action Needed, Site, Providers & Contacts, and Mass Screening reports (see Figure 23). Data facilitators should provide users with on-site support for report generation.

Reporting Screen

FIGURE 23



Site Reports

The Site Reports provide a summary of Child Find activities by month and year for the three previous school years. Reports can be generated by center, county, or site.

Two types of reports can be generated: Workload and Unduplicated. The Workload Report is based on a set of seven events and counts the total number of those events. The Unduplicated Report is based on six events and counts the total number of children served. For instance, if a child has two Screening events, the child would count only once in the Unduplicated Report, but both Screening events would be counted in the Workload Report.

Due to the complexity of these reports, only the CHRIS Help Desk can generate Site Reports. The data facilitator is responsible for contacting the Help Desk to request a Site Report.

Workload Site Report

The Workload Site Report is based on a set of seven events. This includes the total number of Referral First Contact (*First Contact Date*), Referral In (*Referral In Date*), Part C to Part B (*Part C to Part B Notification Date*), Screening (*Screening Final Result Date*), Evaluation (*Final Result Date*), Exceptional Student Education Eligibility (*ESE Eligibility Date*), and Individual Educational Plan/Individualized Family Support Plan (*IEP/IFSP Date*) events for each school year (see Figure 24).

Figure 24 **Workload Site Report**

Report Date: 02/05/2025
Report Time: 4:26:08 PM

C·H·R·I·S

3 Year Comparative Center Report (Workload)

Sum Of Count		Month												
Category	Year	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	Dec	**Jan**	**Feb**	**Mar**	Apr	May	**Jun**	**Grand Total**
First Contact	22/23	404	370	471	514	360	303	516	432	417	432	371	287	4877
First Contact	23/24	384	419	450	443	343	266	497	403	422	476	437	365	4905
First Contact	24/25	277	609	453	316	473	370	337	508	554	327	294	186	4704
First Contact	**Total**	1065	1398	1374	1273	1176	939	1350	1343	1393	1235	1102	838	14486
Referral In	22/23	79	76	95	75	66	46	120	89	84	80	68	65	943
Referral In	23/24	79	83	93	95	93	83	122	95	84	96	95	84	1102
Referral In	24/25	60	96	96	88	113	112	99	160	151	121	74	21	1191
Referral In	**Total**	218	255	284	258	272	241	341	344	319	297	237	170	3236
Part C To Part B	22/23	106	58	72	112	68	80	71	105	84	79	89	96	1020
Part C To Part B	23/24	117	108	94	95	88	68	76	91	89	90	113	119	1148
Part C To Part B	24/25	92	107	88	99	100	104	100	99	94	38	29	2	952
Part C To Part B	**Total**	315	273	254	306	256	252	247	295	267	207	231	217	3120
Screening	22/23	111	79	280	366	230	222	252	300	264	291	282	272	2949
Screening	23/24	164	289	290	312	281	216	280	299	296	285	316	303	3331
Screening	24/25	123	278	270	209	205	178	188	212	221	130	146	8	2168
Screening	**Total**	398	646	840	887	716	616	720	811	781	706	744	583	8448
Evaluation	22/23	111	155	248	279	191	168	204	204	180	231	194	198	2363
Evaluation	23/24	109	222	242	250	200	164	228	217	217	237	218	256	2560
Evaluation	24/25	114	235	241	198	188	171	183	183	253	154	201	17	2138
Evaluation	**Total**	334	612	731	727	579	503	615	604	650	622	613	471	7061
ESE Eligibility	22/23	114	191	194	235	180	196	209	209	184	210	188	221	2331
ESE Eligibility	23/24	146	180	229	222	203	176	225	207	218	198	222	254	2480
ESE Eligibility	24/25	106	260	250	195	194	197	162	206	229	143	236	130	2308
ESE Eligibility	**Total**	366	631	673	652	577	569	596	622	631	551	646	605	7119
IEP/IFSP	22/23	105	167	170	220	170	182	195	197	171	193	172	216	2158
IEP/IFSP	23/24	135	168	219	213	190	167	207	202	205	183	207	231	2327
IEP/IFSP	24/25	101	249	237	184	180	164	152	191	210	135	215	127	2145

The Site report provides a summary of Child Find activities by month and year for the three previous school year Reports can be generated by center, county, or site. Two types of reports can be generated: Workload and Unduplicated. The Workload report is based on a set of seven events, and the Unduplicated report is based on the total number of children served For instance, if a child was screened twice, the child would count only once in the Unduplicated report, but both screen events would be counted in the Workload report.

Find Criteria:
First Contact – First Contact Date
Referral In (Workload Only) – Referral In Date
Part C to Part B – Part C to Part B Meeting Date or Part C to Part B Referral Date
Screening – Date of Final Result
Evaluation – Completion Date
ESE Eligibility – ESE Eligibility Date
IEP/IFSP – IEP/IFSP Date

Unduplicated Site Report

The Unduplicated Site Report is based on the number of children served and contains the total number of children who have a Referral First Contact (*First Contact Date*), Part C to Part B (*Part C to Part B Notification Date*), Screening (*Screening Final Result Date*), Evaluation (*Final Result Date*), Exceptional Student Education Eligibility (*ESE Eligibility Date*), and Individual Educational Plan/Individualized Family Support Plan (*IEP/IFSP Date*) event for each school year (see Figure 25).

Figure 25 **Unduplicated Site Report**

C·H·R·I·S

3 Year Comparative Center Report (Unduplicated)

Report Date: **02/05/2025**
Report Time: **4:19:33 PM**

Sum Of Count

Category	Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Grand Total
First Contact	22/23	404	370	471	514	360	303	516	432	417	432	371	287	4877
First Contact	23/24	384	419	450	443	343	266	497	403	422	476	437	365	4905
First Contact	24/25	277	609	453	316	473	370	337	508	554	327	294	186	4704
First Contact	**Total**	1065	1398	1374	1273	1176	939	1350	1343	1393	1235	1102	838	14486
Part C To Part B	22/23	106	58	72	112	67	80	71	105	83	79	89	96	1018
Part C To Part B	23/24	117	108	93	94	88	68	76	91	89	90	113	119	1146
Part C To Part B	24/25	92	107	88	99	100	104	100	99	94	38	29	2	952
Part C To Part B	**Total**	315	273	253	305	255	252	247	295	266	207	231	217	3116
Screening	22/23	111	79	276	366	229	221	251	300	264	288	285	270	2940
$creening	23/24	164	289	290	313	277	215	279	299	296	285	315	303	3325
Screening	24/25	123	278	269	209	205	178	188	212	221	130	143	8	2164
Screening	**Total**	398	646	835	888	711	614	718	811	781	703	743	581	8429
Evaluation	22/23	111	154	247	278	190	168	204	204	178	229	197	198	2358
Evaluation	23/24	109	221	241	249	200	163	227	217	217	238	218	256	2556
Evaluation	24/25	114	235	241	198	188	171	183	183	253	153	201	17	2137
Evaluation	**Total**	334	610	729	725	578	502	614	604	648	620	616	471	7051
ESE Eligibility	22/23	109	186	195	236	178	195	209	210	184	208	189	222	2321
ESE Eligibility	23/24	145	180	229	220	203	176	224	207	218	198	222	256	2478
ESE Eligibility	24/25	106	260	250	195	194	197	162	206	229	143	236	130	2308
ESE Eligibility	**Total**	360	626	674	651	575	568	595	623	631	549	647	608	7107
IEP/IFSP	22/23	100	162	171	221	168	181	195	197	171	191	173	216	2146
IEP/IFSP	23/24	135	168	219	212	190	168	207	202	205	183	207	233	2329
IEP/IFSP	24/25	101	249	237	184	180	164	152	191	210	135	215	127	2145
IEP/IFSP	**Total**	336	579	627	617	538	513	554	590	586	509	595	576	6620

Records Transferred In During School Year: 24/25 **52**
Records Transferred Out During School Year: 24/25 **96**

The Site report provides a summary of Child Find activities by month and year for the three previous school year Reports can be generated by center, county, or site. Two types of reports can be generated: Workload and Unduplicated. The Workload report is based on a set of seven events, and the Unduplicated report is based on the total number of children served For instance, if a child was screened twice, the child would count only once in the Unduplicated report, but both screen events would be counted in the Workload report.

Find Criteria:
First Contact – First Contact Date
Referral In (Workload Only) – Referral In Date
Part C to Part B – Part C to Part B Meeting Date or Part C to Part B Referral Date
Screening – Date of Final Result

Evaluation – Completion Date
ESE Eligibility – ESE Eligibility Date
IEP/IFSP – IEP/IFSP Date

Duplicate Records

Duplicate records are problematic because they cause data entry and reporting errors. If a duplicate record is found in the database, it should be marked for deletion. Data facilitators are responsible for marking duplicate records for deletion. Permanent deletion of records can only be done by the Help Desk.

Marking Duplicate Records for Deletion

To mark records that need to be deleted by the Help Desk, complete the following steps:

Step 1. Select the RECORD LOCATOR option from the main menu.

Step 2. Enter the search criteria in the appropriate fields to locate the record that needs to be marked for deletion.

Step 3. Select the GO option.

Step 4. Select the DEMO  option next to the record to be marked for deletion. The child's demographic information will be displayed.

Step 5. Delete the *Last Name* values. Enter "DUPLICATE" in the *Last Name* field.

Step 6. Notify the CHRIS Help Desk of the duplicate DBNum and the DBNum of the child that will be kept so that all data can be consolidated into the record that will remain.

It is also recommended that data facilitators print out a list of duplicate child records to be deleted and child records to be kept in the database. This report can be emailed to the Help Desk at chris.um@miami.edu for further review. In addition, data facilitators should compare the duplicate and the matching records to make sure all appropriate events are created in the child's record that will be kept.