

CHRIS Training Offerings

In honor of the new school year, the CHRIS Help Desk wants to remind all users of the trainings we offer.

The **CHRIS User Training** offers a general overview of the entire CHRIS database. This all-day, virtual training is designed for new users but is also frequently attended by experienced users who want to brush up on a particular part of the program or expand their overall CHRIS knowledge.

Topics include adding children to the database, finding a child or group of children, using the demographic and tracking screens, accessing and managing Timeline events, accessing and managing Service Coordination events, and a quick introduction of the reporting functions available to all users in CHRIS.

The **CHRIS Reports Training** is a half-day, virtual training that focuses on using the standard reports and Schedule of Deliverable reports available to all users. This training also includes a description of the CHRIS Sites Report.

Topics include using the Reports Find screen to create useful find criteria and applying these techniques to the Standard reports and the Schedule of Deliverable reports. There is also a focus on the Action Needed report and a description of the CHRIS Sites report.

The Help Desk will work with you to schedule these virtual trainings to meet your needs. If you are interested in attending one of these trainings, please contact us for further information:

Phone: 1-800-231-5747, Email: chris.um@miami.edu

Coming Soon: We will be posting an online tutorial which introduces users to the Standard and Schedule of Deliverable reports with instructions to create useful find criteria.

The Help Desk will also be offering two brief, state-wide virtual trainings introducing attendees to the reporting functions of CHRIS and how to create useful find criteria. We will send out email invitations when these trainings are scheduled.