**MINUTES**
**CHRIS TAWG Executive Board Meeting**
Friday December 2, 2022
11:00 AM
Via Zoom

| Topic |
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**Welcome**

- Attendees: Christine Delgado, Olga Camacho, LeNita Winkler, Tracy Worden, Marsha Peacock, Patty Naquin, Teresa Orme, Debbi Nicolosi, Patty Adams

**CHRIS Updates**

- Updates to the CHRIS program were described.
    - Locator Screen tabbing option added
    - Service Coordination event portal sorting fixed so Referral First Contact is always first
    - DOB was added to display next to "Record Creator" on the top gray line
    - Increased the font size of all fields in that top gray line so they stand out more
    - Added Timeline Status to the Record Locator screen
    - Enabled tabbing/select for the Screening and Evaluation screens so that the drop-down lists expand when using the tab key to move from field to field
    - Added a new text field below Directions to home called "Previous Addresses"
    - Expanded the Address fields in Sig Adults to accommodate longer addresses
    - Record Transfer functionality was added and made available to Data Facilitators
    - Added a confirmation message to the "Add Timeline" option in case a user clicks by accident

**COS Form Updates**

- COS form for Indicator 7 functionality was added to CHRIS and released statewide July 1st
    - 158 users have access to the COS process form
    - 64 are existing CHRIS users with COS process form access
    - 94 are users who only have access to the COS process form
- Locator Jr. option was added
- COS Report option was added
- Programming was changed so that COS date is not allowed to be prior to the IEP date

**User Requests**

- Request - Add Allow future dates to be entered in the Parent Consent date field in the IEP/IFSP screen
    - This will not be implemented because future dates should not be entered into CHRIS.

- Request - User would like to use a keystroke to fill in the "Lives With" and the "Legal Guardian" options instead of having to click with a mouse
  - This will be addressed towards end of grant year if funds are available.
- Request - Some users are running into the more than 500 records limit in Reporting when they try to run annual reports. Is this a common occurrence?
  - No change at this time. We will include this in the annual CHRIS survey to better gauge the extent that this is an issue for users.
- Request - Add another "Language" field to each significant adult
  - Yes, this will be implemented
- Request - Have three email fields with corresponding notes fields for each significant adult
  - Add a notes field to the existing significant adult email where additional information could be entered

**Other**
- Discussion of possible additional functionality or modifications.
  - We will research the possibility of having changes to site-defined lists update immediately rather than overnight
  - No changes will be made in CHRIS at this time
- Discussion of encouraging or requiring entry of Part C children to facilitate transition process and continuity of services if children move.
  - Discussions are happening at DOE
  - No changes will be made in CHRIS at this time