# MINUTES

**CHRIS TAWG Advisory Board**  
**February 18, 2011**  
**SpringHill Suites Orlando Airport**  
**Orlando, FL**

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| 1 | **Welcome (9:00am)**  
  • Attendees: Christine Delgado, Olga Camacho, Gail Brown, Angela Bottom, Dana Wilcox, Ellen Breslow, Carl Thornton, Martha Cromwell, Patty Naquin, Tracy Sills, Tracy Worden, Sandy Akre, Joanne Gore, Kathy Wall, Stacey Christophel, Ashley Anderson, Connie Hayden-McPeak, Linda Zubke, Susana Cossio, Karen Denbroeder |
| 2 | **Project Update**  
  • Current status of project  
    o CHRIS project has 16 servers in Miami and another 4 servers in Polk county (backup site). The server room in Miami has a backup power supply and generator. All equipment in the server room is connected to a 24 hour/day monitoring system that alerts the project manager via email with any issues.  
    o The CHRIS database contains 191,519 children with 848,773 service coordination events and 165,209 timelines.  
    o On a typical day 55-65 users access CHRIS simultaneously.  
      o The technology to make CHRIS available on iPads and iPhones exists. The consensus of the attendees was that CHRIS should pursue development for the iPad. Barriers to this development include funds for necessary applications and data plans being disallowed by FDOE. The suggestion was made to start by developing the functionality using the wireless capability of the iPad that does not require a data plan. Applications (e.g., FileMaker and Citrix) would still need to be purchased. |
| 3 | **Timeline Field Definitions**  
  • Review definition for Referral for Screening Date  
    o There is a great deal of variety within and across sites with regard to the screening process and the determination of the point at which a “referral” occurs. Because the nature of the Referral for Screening Date varies a great deal depending on the varied circumstances within and across sites it was decided to not include this field on the Timeline.  
    o The Timeline will be modified to remove Referral for Screening and Referral for Evaluation from the calculations for Days Elapsed. Referral for Screening and Referral for Evaluation will remain within their respective events and entry into those fields will be optional. Reports can be created using the Referral for Screening and/or the Referral for Evaluation fields.  
    o The labels on the timeline will be changed to “Screening” and “Evaluation.”  
    o The required timeline date for the Screening event will be Screening Final Result Date. |
The required timeline date for the Evaluation event will be Evaluation Completed Date.

These changes will be implemented on 7/1/2011 to keep data consistent within school years.

The definition for the Referral for Screening field will be changed to “The date the center has gathered enough information to determine that a screening is appropriate.”

The definition for the Referral Date in the Evaluation event will be changed to “The date the formal Referral for Evaluation is made.”

### Data Entry

- The recommendation to add a date field to the Referral for Screening event to record when the screening results were shared with the parent was determined unnecessary.
- The BDI-2 should be recorded as an Educational Evaluation in the Evaluation event and the BDI-2 indicated under instruments used. The BDI-2 is not an Intellectual Evaluation.
- Duplication of data entry was discussed. Many sites enter data into more than one database. CHRIS data can be imported into other databases and data from other databases can be imported into CHRIS regardless of the format of the other database. Sites doing duplicate data entry should consult the CHRIS staff to determine if data entry efforts can be reduced.

### Reports

- A data source statement has been added to all Tracking Summary reports.
- The CHRIS logo should be added to all Tracking Summary reports.
- The Allsites report can be reduced to 3 or 4 years to make space available to add a description and the definitions of the find criteria to the report. The report should stay a one-page report.
- The Allsites report will be modified to reflect changes to the Timeline described above.
- The find criteria for the new Allsites reports will be Referral First Contact Date, Referral In Date (workload report only), Screening Final Result Date, Evaluation Completed Date, ESE Eligibility Date, IEP/IFSP Date.
- The headers for the new unduplicated Allsites report will be First Contact, Screening, Evaluation, ESE Eligibility, IEP/IFSP.
- The headers for the new workload Allsites report will be Referral First, Referral In, Screening, Evaluation, ESE Eligibility, IEP/IFSP.
- Changes to the Allsites report will be implemented in conjunction with the changes to the Timeline on 7/1/2011.

### Help Menu

- The use of the Field Reference Guide for the CHRIS Help option was considered appropriate and adequate.
### New User Access
- Access to CHRIS obtained following the online user quiz will be permanent. The data facilitator will be asked to indicate on the request form if the access should be temporary. A follow-up date should be specified for temporary access. CHRIS staff will follow-up on temporary accounts.

### TAWG Membership
- Given the infrequency with which we now have TAWG Advisory Board meetings, we will no longer maintain official membership. When an Advisory Board meeting is scheduled data facilitators should determine the best person from their center to attend the meeting. It is recommended that at least one person from each center be present at Advisory Board meetings.
- Martha Cromwell and Dana Wilcox are both retiring in 2011. They were recognized for their long-term participation in TAWG and dedication to the CHRIS project.

### Other
- Position paper describing the benefits of CHRIS would be useful to inform others about CHRIS and assist in the reduction of duplicate data entry.
- “Ineligible for Part C Services” will be added as an option to End Timeline Reason drop down menu.
- An Email field will be added to Significant Adults.
- Olga will look into automating emails for children (using BCC to maintain confidentiality for group emails).
- Fields for mailing address and a check box to indicate that the physical and mailing addresses are the same will be added. If the box is checked the fields for the other address will automatically complete.
- For timelines that get started inappropriately, users should enter a parent conference (Parent Conf) in the Screening event and end the timeline with the reason “Passed Screening.”
- Olga will look into the feasibility of revising the Reports Find Screen to show the drop down options in Value for fields that have drop down lists.
- The Service Coordination event display on the Tracking Summary screen will be sorted by date and time so that events completed on the same day appear in the order they were completed.

### Adjourn (1:00pm)