<table>
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<th>Item</th>
<th>Topic</th>
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| 1. | **Welcome**  
  · Meeting was conducted via Adobe Connect and conference call.  
  · Attendees: Marilyn Hibbard, Karen Denbroeder, Gail Brown, Dana Wilcox, Susana Cossio, Terri Orme, Angela Bottom, Christine Delgado, Olga Camacho |
| 2. | **Changes to Race/Ethnicity Categories**  
  · Convert to new race/ethnicity categories with FM11 rollout  
    o Ethnicity question (Yes, No, Blank-default)  
    o Race categories (Yes, No, Blank-default) – users can select multiple race categories  
  · Old race/ethnicity categories will be visible but data entry will not be allowed  
  · All data entry following rollout will be into the new race/ethnicity fields  
  · Data entry is not required for race/ethnicity fields |
| 3. | **FileMaker11/CHRIS Gold**  
  · Demonstration of the features of FileMaker 11  
  · Demonstration of new reporting functionality  
  · Conversion scheduled for Memorial Day weekend, May 29-31. |
| 4. | **Transition Tracking Forms**  
  · Transition tracking forms from the TATS web site will not be turned into standard reports in CHRIS.  
  · A new standard report will be created called “Verification Activity for Indicator 12 Report”. This report will include child’s name, date of birth, Eligibility Date, IEP Date, Age at IEP Date, and Older Than 3 at IEP Date (>3 years). |
| 5. | **User Requests**  
  · Add “BDI-2” as an evaluation option.  
    o “BDI-2” should be recorded as an Educational evaluation.  
    o Evaluation instruments (e.g., BDI-2) can be indicated in the “Instruments Used” field that will be created (see below).  
  · Add “Instruments used” to the evaluation screen.  
    o “Instruments used” will be created as an open text field.  
  · Add “Re-screen” to the end timeline reason drop down list.  
    o “Re-screen” will not be added to the end timeline drop down list. |
o When more than one screening is conducted, information on the most recent screening should be entered into the main fields. Information on previous screenings should be entered into the Notes field.
  o If the rescreen will not be done as part of the current eligibility determination, the timeline should be ended with “Passed Screening” with notes or an action needed indicating that a follow-up is needed.

  · Create a calendar in CHRIS that could be used to electronically schedule children for screenings.
    o Electronic scheduling tools will not be implemented in CHRIS.
    o Outlook can be used to electronically schedule children.
  · Add “Grandparent/guardian” to the Significant Adults drop down list.
    o Legal guardian will be removed from the drop down list. A separate Yes/No field will be created called “Legal Guardian”. Default will be blank.
  · Add “Hearing” to the appointment type list.
    o “Hearing” will be added as an option to the Appointment Types list.

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<tr>
<th>6</th>
<th>TAWG Advisory Board</th>
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<td>· David Johnson will replace Ken McCain as the Early Steps representative on the TAWG Advisory Board.</td>
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| 7 | Adjourn |