



CHRIS
Newsletter

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Coming Soon. CHRIS 99!

What? Another version?

I know it seems like just yesterday we were calling sites to convert them to CHRIS 97, but reality is the last mini update took place in the spring. During the summer we contacted all the sites and split up their databases. All sites have now only current data in their database, and CD's of the archived data. (See *We Split You Up*, page 3). Our next big update to CHRIS 99 is scheduled for the end of the year. If we are currently having connection problems with your site please try to resolve them now so the upgrade will go as smoothly as possible. (See *What You Should Know About Modems*, page 2)

Why a new version?

This new version does not change how you operate CHRIS. Most of the changes made are just to make the data entry process as easy as possible. A few new fields were added, and some fields were changed to accommodate user requests. (See *Field Updates*, page 4). The big change in this version is expanding on reports. We are testing a new direction for reporting. Have no fear; Supertrack will still be available. The new reporter functions are highlighted in *Righting Reports* (Page 5). We are planing some regional training on reports, this will take place sometime in the spring. The reporting program will be available for testing in CHRIS 99. As always, feedback is welcome.

Annie Hymowitz Garber
Editor-in-Chief

Technical Notes

What You Should Know About Modems

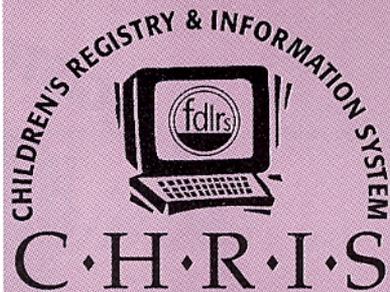
Some of the sites have been having modem connection issues. There are several reasons why we can not connect to a site. Connection issues can be narrowed down to one of three malfunctions:

- * **Line.** All sites should have a dedicated phone line for the CHRIS machine.
- * **Modem.** We recommend you purchase surge suppressors for phone lines since they are relatively inexpensive and could save damage to modems during storms. We have had three sites this year hit by lightning. It is important to protect yourself and, of course, always back up.
- * **PC.** There are some modems that are incompatible with Windows NT.

Purchasing hardware that is compatible with your computer can be a daunting task. With so many options and features it is easy to get great hardware that will not work with your computer. Microsoft has a web site, <http://www.microsoft.com/hwtest/hcl/default.htm>, with listings of the hardware and software that will work with their products. Use your browser (Netscape or Microsoft Internet Explorer); click on the *Advanced* Tab. Pull down the *Product Category* list and click on the product you want to buy. Pull down the *Company List* and select a company. You can select *All* on the *Company List*, however, this may return a very large number of items. Under *Operating Systems*, clear all the checks except for the one or ones you are using (leaving all the *Operating Systems* checked will just return a very large list). When you are finished, click on *Search*.

example:

I want an internal, 3com modem for my NT server. I set the search options to: Modem/Analog, 3com, Windows NT only. The search returns 43 modems. The US Robotics 56K Win Int PCI modem looks good. The listing indicates that you will need special drivers for the modem and you can download them from the site.



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CHRIS Comments

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Users Request: Networking Information

We have found it to be helpful for centers to share ideas on CHRIS usage. Some users have requested information on other centers with similar network setups so they can contact them to share information. The following is a list of sites with working Macintosh and NT 4.0 networks.

Macintosh Sites:

Alpha
Gulfcoast
Sunrise (Polk)

Windows NT Sites:

Action
Crown
East (Brevard County)
Gateway
NEFEC
Reach
South (Dade County)



We Split You Up

During the summer, the CHRIS help desk archived your records. Records were removed from your active database of those children who were born prior to September 2, 1991 and had no activity since September 1, 1997.

Why is this a good thing?

If you had a large database, the time it took to perform a find should have dramatically improved since the archive. In addition, the reduced number of records will improve the time it takes to run reports. Also, the archiving accommodated many of your requests to remove those children who have been placed and require no additional procedures by child find.

Where have all the records gone?

The records removed from your active database are not gone forever. They have been placed on a CD. Your complete database at the time of the archive is included on the CD. This will allow your data administrator to access those records for information when needed. These records will be read only, you will not be able to make any changes to those records.

Where is the archive CD?

Most of the CDs have been sent to the sites. If you are a Mac site, you will be receiving your archive CD shortly. If you are a Windows 95 or Windows NT and you have not received your CD yet, please call the help desk at (800) 231-5747.

How do I access archived records?

Care should be exercised when accessing these files on the CD. This database should be opened on a computer that does not contain your current CHRIS. If you are on a server environment, you should disconnect your PC from the network before accessing the archives. If you are on a stand alone PC which contains your current copy of CHRIS, either access your archive from a co-worker's computer which contains FileMaker and does not contain the current CHRIS or make a backup of your data using winzip prior to accessing the archives. These steps are simple precautions to protect your Data from corruption.

If you should have any questions regarding the archiving, please don't hesitate to contact CHRIS help desk and we will be happy to address your questions.

Remember:

Before you buy or let Purchasing order something for you, check out the Microsoft web site

(<http://www.microsoft.com/hwtest/hcl/default.htm>).

It is a lot easier to change an order than to return something that is not compatible with your system.



CHRIS

Changes in CHRIS 99. The following is a summary of some of the changes in CHRIS 99. The complete list will be available in the on-line help of CHRIS 99.

Agency Issues

When you add or update an agency, then select Apply "Agency Update" button, the changes will appear in all the pull down lists. If after the upgrade you are still experiencing agency or contact issues please contact us.

Date of Birth Validation

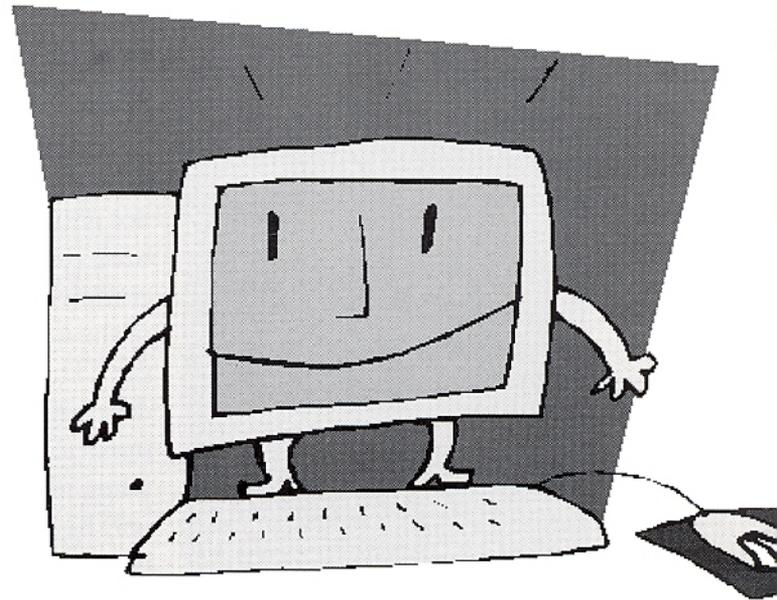
When entering a new child or when updating a child's record, there will be a check on the date of birth. If the date indicates that the child is over seven, you will get a message, but you still can enter the date of birth. However, if you attempt to enter a date of birth that is in the future, you will not be able to override the message and you will be required to enter a correct date.

Standard Reports

- * **All reports** have Date of birth and Dbnum.
- * **Action needed report** includes the first telephone number from Significant Adult 1 and the age of the child
- * **Tracking Status Summary** can be printed by month and year, or just by year.
- * **Service Plan report** layout was changed.
- * **Create Your Own Reports** will be removed from the report menu.

Tracking

- * **Code** – The pop-up list has been changed to a pop-up menu. This will not put the user automatically in the next field. This will allow the user to make a selection and then decide which field they want to go to after code.
- * **Agency Field** – On the Create Event screen, the current pop-up list is agency acronym. From a recent survey we found out sites are not using this field. This field will change to accommodate FDLRS outcome data collection in Child Find. Event provider information will be collected with options from the new pop-up list: FDLRS, Part B, Part C, Other. If the event is funded in part or totally by FDLRS, the selection for FDLRS \$ = yes. The agency field indicates the agency having *primary* responsibility for the event.



S 99 Highlights

Tracking Events

- * **Appointments** - Appointment times will be validated so that they are within the work-day. Valid times: 7:00AM – 6:00PM. Depending on the time entered, the program will automatically add AM or PM
- * **On Hold Event** - a program will update the old *On Hold* list to the new list.
- * **Inactive Reasons** - a program will update the old *Inactive Reasons* to the new list. In addition to the new Inactive list published in CHRIS Comments Spring 98 Vol. VI Number I, *Parent Declined Evaluation* was added to the list.

Tracking Event Find

Added case manager as a field for searching on and removed Agency. Thank you Gulfcoast for the suggestion.

New Option:

Run find within an event, this allows the user to query on a detail of an event. Return button puts the user back to where they were before the event query.

New Fields

Users have requested the following new fields to track eligibility data for other agency programs.

New Demographic Screen

- * Household Income: annual
- * Family size # adults, # children, total
- * Immunizations (shot record) yes, no
- * Birth Certificate #
- * Physical (yes, no)
- * Migrant (yes, no)
- * Current programs enrolled in

Tracking Screen

- * School Year calculation – age 5 by Sept. 1, of this year number.

Referral detail

- * Referral Awareness
This field on the referral detail screen will track outcomes of awareness activities as follows:

TV
Radio
Brochure
Newspaper
Billboard
Newsletter
Booth or Kiosk
Health Fair
Movie PSA
Parent Magazine
Yellow Pages
Flyer
Health Provider
School Employee
Neighbor
Agency Employee

Additional fields for other programs . . .

*Give us
your input!*

Some users also suggested fields that might be useful in tracking children for other programs. What do you think? Give us your input on information you would like to track but can't.

- **Child's special needs**
(diagnosed/suspected)
multiple entries
- **Parent special needs/
disabilities**
(diagnosed/suspected)
multiple entries
- **Programs requested**
(list in development)
- **Financial Status**
*source of income,
hours worked,
amount, pay period,
person's name, rela-
tion to child, verifica-
tion*
- **Medical conditions**
*Allergies, medica-
tions, aides, hospital-
izations*
- **Sibling information**

Righting Reports

New files will be included in the next release that will make reporting easier. Each event has its own file. This will allow the user to access all the detail data in each event, and run reports with information from multiple events. There will also be a control file where all user reports can be created. Relationships were created that link the event date with the event. There is an option to display all events or just the most recent event. All of these changes will make it necessary to update data frequently on intervals of the user's choice. Updates will keep the records current in the new files so reports will be created with the most current data. These new options will allow users to create reports of their choice on multiple events without the time limitations experienced in supertrack.

Important:

Users must establish daily routines that include daily backup of records and a new routine for daily update of the control file. Delaying creating these routines endangers the integrity of your system and your data. We will be glad to assist you in developing routines to meet your needs.

FileMaker 4.1 Pro

When updating the sites with CHRIS 99 we will also be distributing information on installing the FileMaker 4.1 Pro upgrade. This version of FileMaker Pro is included in our Maintenance Transaction Subscription Upgrade, which we purchased to allow us to upgrade up to 125 CHRIS users. This maintenance agreement only covers licensed copies of FileMaker Pro.





TAWG News

The CHRIS Technical Assistance Workgroup (TAWG) meets once every two months. The CHRIS team reviews issues and requests collected since the last meeting. The core team attends every meeting; the full team joins the core team for two meetings. If you have any questions or issues that you would like addressed at the CHRIS TAWG meetings please E-mail Annie Hymowitz Garber at annie@miami.edu two weeks before the meeting, so your item can be added to the agenda.

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The 1998-1999 CHRIS TAWG meeting schedule:

October 2 - Tampa

December 4 - Tampa (Full Group)

February 5 - Orlando

March 26 - Orlando

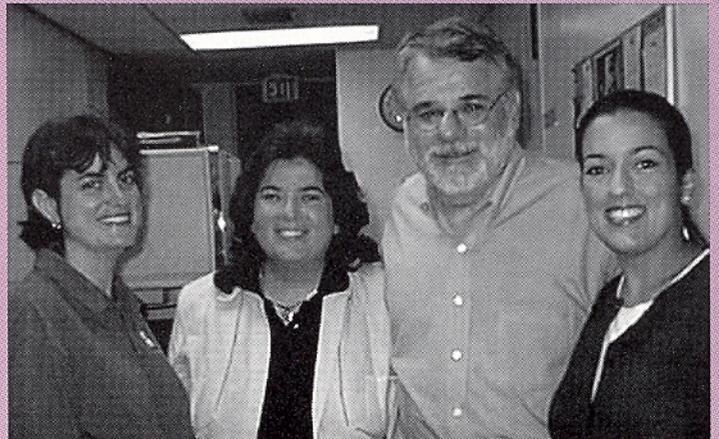
June 4 - Naples (Full Group)

Sharing Solutions Conference



We will be presenting a tabletop demonstration of CHRIS at the Healthy Start Sharing Solutions conference in Orlando on December 1-2.

CHRIS TEAM



The CHRIS Miami Team: Annie Hymowitz Garber, Olga Camacho, Rick Urbano, & Cristina Rojas Diaz.

CHRIS Report Training

The TA Workgroup has developed a training plan to increase our capacity to support centers in developing and using reports. A cadre of power users representing each of the FDLRS regions will be offered training in FileMaker through MacAcademy. In exchange for their training, these power users will commit to serving as "co-trainers" in a larger user training and provide training or support to other users in their

FDLRS regions. Some possible dates have been selected:

Power Users (February 1-4, 8-12, or 22-26); Large group training (March 8-12, 15-19, or 22-25). Dates will be confirmed after the new reporter is completed so the power users can train using their own databases on the upgraded software and then be able to take the upgrade back to their sites for installation.



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