C·H·R·I·S

COMMENTS

Using CHRIS to Facilitate Transition

Patty Naquin, Claudia Hahl, Linda Jacobsen, and Gail Sand
Child Find Specialists, FDLRS/East

Child Find and Part C to Part B Transition

The Child Find process varies from school district to school district. In Volusia County, it was necessary to develop a process that met Child Find needs as well as those of the school district. We used CHRIS as a valuable tool for case management. However, the possibilities for using CHRIS data to provide essential reports to the school district and provide valuable information to assist in resolving potential problems was under utilized.

Our district Exceptional Student Education (ESE) office and Florida Diagnostic and Learning Resources System (FDLRS/East) director have always been supportive of the CHRIS system. Once they began asking for data on the number of referrals, screenings, and evaluations completed, we began to use the CHRIS data to address those questions. Child Find in Volusia County

now uses CHRIS data much differently than in the past and we have discovered the usefulness of the data and reports for the district, in particular for the transition process.

Child Find is the initial point of entry for all children potentially in need of ESE services, including those receiving services through Early Steps. This means we take referrals, open case files, schedule screenings, and conduct screenings. We also schedule most of the evaluations for the Pre-K evaluation teams, house records in our office, forward records to the ESE office for the eligibility staffing, and obtain the final disposition to close cases or make them inactive.

Since Volusia County Child Find is the initial point of entry for children transitioning from Part C to Part B, cases are tracked from the initial eligibility for Part C services to determination of eligibility for Part B services. This is a major case

management activity for Child Find. The number of children transitioning from Part C to Part B varies from month to month and we needed a system to provide the district ESE office with a procedure for the transition process and how records are handled.

CHRIS and Child Find

Several years ago, our Child Find office made the decision to put as much informative data into CHRIS as possible. The main reason for this was the need for reports that were accurate, comprehensive and up-to-date for Child Find, the ESE office, and the Pre-K Specialists. Also, as a team we saw that CHRIS could serve as a reliable backup for our case management activities by eliminating the need to locate files for needed or requested information. Trying to locate files when responding to phone calls from parents or community service providers can be time-consuming and frustrating, particularly if

Login to CHRIS after Idle Period

Cory Beermann

As CHRIS users we have all experienced the frustration of being locked out of the program after an extended idle period. The program that makes it possible to access CHRIS via the Internet is set up to allow users to re-join the program from exactly where they were before the lockout occurred. This feature is available only to those who have been idle for less than two hours. Here are the steps required to re-join the program:
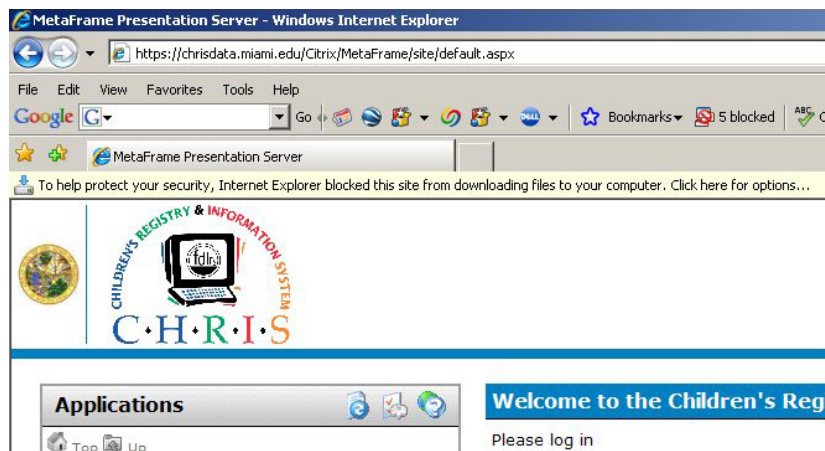
After less than two hours of idle time, a dialogue box appears to indicate that the session has been idle. Click "OK".

Another dialogue box will appear asking for a username and password. Enter your CHRIS username and your generic site password (the one that ends with 123), and click "OK" or press "Enter" on your keyboard.

The CHRIS login screen will appear. Click on the CHRIS Gold user icon. There should now be a bar at the top of the page containing the following text, "To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options..." Click on this bar and select, "Download file". This will bring you into CHRIS exactly where you left off before you were idle. You will bypass the second login screen. Please contact the Help Desk with any questions at 1.800.231.5747.

Using CHRIS to Facilitate Transition

Patty Naquin, Claudia Hahl, Linda Jacobsen, and Gail Sand, FDLRS/East

the file is with another staff member. These factors prompted us to change our CHRIS data input and to enter the following: anecdotal, referral, screening, evaluation referral, appointments, and contact data. We began entering our written anecdotal and case management data after deciding what information would be most beneficial to Child Find, the District ESE office, and the Pre-K Specialists. This allowed us to view comprehensive information on each record without pulling individual files. It also allowed Child Find to design and compile detailed, comprehensive reports.

Over the years the use of certain information (i.e. codes, staff assigned, etc.) has changed due to our

district's needs, but the overall data entry process remains the same. To address the needs of the district ESE office and Child Find for Indicator 12 of the State Performance Plan, we now enter information into both the Timeline events and the Service Coordination events.

The Timeline begins with the *Transition* event and ends with the *End Timeline* event. For the Service Coordination events, we begin with the referral from Early Steps and end

when the record is closed or made inactive. In order to give as much information as possible on a record and where a child is in the process, we enter most of our data into the *Contact Log* (i.e., records requested, psych approvals, contact with parents, Early Steps or service providers, records received). We also enter the *Appointment Date* for transition and the LEA attendance at the transition conference, *Packet Given*, *Packet Returned* and *On Hold Reason*. An *Action Needed* may be added to serve as "tickler" for needed follow-up since this report is run every Monday. Seeing all of this data on the Tracking Summary page gives the viewer a quick, clear picture of what occurred at any point during the Service Coordination process and how it affected transition of a child from Part C to Part B.

CHRIS and Indicator 12

By entering data into each of these events, we were able to complete most of the Indicator 12 verification activity without having to pull and review individual folders. The Pre-K Specialists and Child Find worked together using the CHRIS Tracking Summary page to explain why an IEP was not developed by a child's birthday, answer whether or not an LEA representative attended the transition meeting, obtain the referral date from Part C and review eligibility information. If there were any questions about a case, the Tracking Summary page was printed and attached to the district's copy of the verification activity. Later these pages were organized into a notebook for future reference. Once

we compiled the information for the Indicator 12 verification activity, we were able to work with the district ESE data administrator to compare staffing data and make any needed changes prior to sending the data to

the state. We were also able to decide if any added data entry was needed for the fiscal year. We found that the majority of the data from the district and Child Find matched. This occurred because we had worked diligently with the district ESE office to obtain staffing and placement results for all of the cases moving through the Child Find process.

The district ESE Office, Pre-K Specialists, Early Steps, and Child Find worked together to develop a comprehensive transition process. Our Indicator 12 workgroup meets bi-monthly to review individual cases, the steps in the transition process, and make adjustments as needed. This workgroup reports to our district Indicator 12 Committee on the progress made toward meeting the target of 100% compliance. We find that the more information the district ESE office requests, the more our data entry/use needs change. It remains a work in progress so that the needs of Volusia County Schools, Child Find, and Early Steps can be met.

CHRIS Gold Pre-Release Meeting

Bijan Boustani

The CHRIS Gold Pre-Release Meeting was a resounding success. All of the upgrades and changes to the CHRIS program were explained in preparation for the transition from CHRIS *Plus* to CHRIS Gold.

Over 90 CHRIS users attended the meeting. For those who were unable to attend, all the materials and documentation may be found on the CHRIS website at

http://chris.miami.edu/Technical_Support/Downloads.htm. Also on the web are the presentations outlining the new features and revisions to the CHRIS program and a CHRIS Gold Features document that clearly illustrates those changes. Additional materials which may be found include updated versions of the New User Manual and the Reporter Manual, which reflect the updated features of CHRIS Gold.

If you would like more information about CHRIS Gold or would like to schedule a training, contact the CHRIS Help Desk.

ANNOUNCEMENTS

CHRIS Training

With the transition from CHRIS *Plus* to CHRIS Gold on November 12th, there have been numerous changes to the CHRIS Program. If you would like to set up a training session to go over the new features of the CHRIS Program, or to register for any CHRIS training session, send an e-mail to Cory Beermann at cory@miami.edu or visit the Training web page at www.chris.miami.edu/training.htm.

Do you want to be on the CHRIS mailing list?

If you are interested in receiving the CHRIS Comments Newsletter via email, or know someone who wants to be added to our mailing list, send us an email at chris.um@miami.edu. Newsletters are distributed in Adobe PDF format and can be downloaded and saved on your local computer. If you cannot open PDF files, go to www.adobe.com and download a copy of the free Adobe Acrobat Reader today!

Share a CHRIS story!

Do you have an interesting CHRIS story that you would like to share with everyone? If so, please email us at chris.um@miami.edu.

Inform Your Colleagues

Have you read an article that would be of interest to the Child Find community? If so, send the citation information for the article to chris.um@miami.edu. We will highlight articles in future editions of the newsletter.

Reporter Training

Contact the Help Desk at 1.800.231.5747 to schedule a training session on how to create reports using CHRIS data. The Reporter section of the CHRIS program has undergone considerable changes and a training session is highly recommended. Sessions last 4-5 hours and users may request the development of specific custom reports. For more information, go to www.chris.miami.edu.