



CHRIS
Newsletter

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C O M M E N T S

CHRIS Maintains Viability Under Reauthorization

By Debby Houston

The Children's Registry and Information System (CHRIS) continues to assist local school districts and early intervention service providers in fulfilling the Child Find obligation. Through the efforts of the Florida Diagnostic and Learning Resources System (FDLRS) Child Find component and the quality assurance efforts of the Children's Medical Service Early Intervention Program (EIP) strong linkages have been formed at both the state and local levels to encourage tracking and service coordination across agencies. Thanks to the focused efforts of EIP service coordinators and FDLRS Child Find specialists in developing interagency agreements and procedures to maintain service tracking information in CHRIS, both systems can be better prepared for assisting children and families in transition from one system to the other.

Using the powerful search and reporting capabilities of the system, Child Find specialists can obtain up-to-the-minute information regarding the service needs of children as they approach age three and the transition from the Early Intervention Program to other appropriate services.

Recent analysis of data from the CHRIS system indicates there has been a significant increase in the number of birth-to-three year old children identified and tracked in this case management system. There have been a total of 30,766 referrals for children age 0 to 3 to the Children's Registry and Information System (CHRIS) since July 1994. There was an overall highly significant increase from school year 94/95 to 95/96. This 20% increase in referrals during the 95/96 fiscal

year can primarily be accounted for by the heightened awareness for the Child Find process being promoted in the EIP quality assurance visits and in training opportunities provided to service coordinators and child find specialists in FDLRS and the EIP.

Reauthorization of the Individuals with Disabilities Education Act (IDEA) maintained the child find requirement for state education agencies. It is the state's obligation to locate children who are at risk for requiring services under IDEA. Coupled with that is the obligation for local education agencies to provide a collaborative services system that ensures service coordination and case management to facilitate the linkage of individual education plans under Part B of the Act with individualized family services plans under Part C of the Act.



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Technical Notes

Olga's CHRIS Agency Tips

Please Note: You must be a DBA to change or add anything to Agencies and Contacts

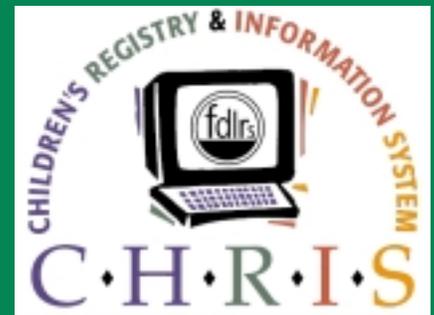
What NOT to do:

1. NEVER delete an agency. The reason for this is that if you delete a particular agency because it is not longer valid, it is gone forever. There may be records, which, although old, may make use of it. By deleting the agency you have just deleted the link to that child's agency record. Therefore, when you access the record it will be missing a value in the field.
2. NEVER delete a contact person. The same reason applies. By deleting a contact person you have just deleted the link to that child's record for the contact person.

What TO do:

If you want an agency and/or contact updated or removed from your list without corrupting your data follow these instructions.

1. Go to DBA Utilities menu.
2. Select Agencies/Contacts Button. This will take you to the Agencies file where you will see the detail information about each agency and the contacts involved.
3. To update the information of an agency, query for the agency you wish to update, then go to the field you wish to modify and type in your changes. Now go to the Agency Type field. This field is used to indicate whether or not an agency is currently active for this database and should be displayed on the pop-up list. Use "A" if active or if you want this agency displayed on the pop-up list. Use "X" if inactive or you do not want this agency displayed. Repeat these changes for the different agencies that need to be updated.
4. To update the information for contacts, query for the contact you wish to update, then go to the fields you wish to modify and type in your changes. Now go to the status field in the contacts section. This field is used to indicate whether or not a contact is currently active for this database and should be displayed on the pop-up list. Use "A" if active or if you want this contact displayed on the pop-up list. Use "X" if inactive or you do not want this contact displayed. Use "P" if this is a contact that you only want displayed on the referral pop-up list (Example: mother, father). By making these values "X" they will no longer appear on any of the pop up lists. This will not delete the agencies and contacts from the Agencies and Contacts file, it only removes them from the pop up lists.
5. The final step is to run the "Apply" Agency Update button. This will make sure the changes you just made will take effect. (WARNING! This step must be run only on the server, if you are in a networked environment. You may make all the changes to the files at your workstations but the "Apply" Agency Update must be run on the server with all users out of CHRIS and FMSERVER services turned off. If you are on a stand-alone computer, please click YES on the "This Process must be run from the server... are you at the server..." message and proceed.)



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CHRIS & FDLRS/UMiami

a collaborative effort

If you missed the Spring issue of CHRIS, you missed important information. Last December we have moved from the Mailman Center to our new location—the Psychology Annex at the University of Miami, Coral Gables campus. In addition to the move, we also had some personnel changes. Dr. Rick Urbano moved to Tennessee. Dr. Keith Scott (FDLRS/UM) continues his long association with CHRIS overseeing the project as Principal Investigator. In addition, Dr. Shihfen Tu, who also works with FDLRS/UM has joined CHRIS as our new Project Director.

Who is on the new CHRIS team?

Dr. Keith Scott, Project Principal Investigator
Dr. Shihfen Tu, Project Director
Annie Hymowitz Garber, CHRIS Project Manager
Olga Camacho, CHRIS Software Specialist
Maria Mora, CHRIS Staff Assistant

And introducing... Emillie Pando

The latest addition to the CHRIS Technical Support Team is Emillie Pando. She has previous experience in using FileMaker Pro for database entry and providing tech support. With a user's perspective in mind, she can provide friendly and effective assistance. She graduated from Miami Dade Community College with an Associate's degree. Emillie is currently enrolled in the Business School at the University of Miami, working on her Bachelor's degree. She is very excited about being a full-time member of the CHRIS Team and is looking forward to lending a helping hand.

Wait there is more!

Though you probably will not directly interact with these people you will benefit from their presence. They are shared with other projects, but perform very valuable services for the CHRIS project.

FDLRS/UM staff

Tony Gonzalez, Information System Analyst

Tony is responsible for hardware configuration and maintenance, server/network technical support, and website development. Tony used to work with us at the Mailman Center and moved to the Coral Gables campus to administer the network for the part of the Psychology Department located at the Annex. Tony has been instrumental in keeping us and the rest of the network here working together in network harmony.

Maria Pando, Fiscal Manager

Maria is responsible for managing budget projections and expenditure reports. Maria has been working with FDLRS/UM for 13 years. CHRIS' previous fiscal manager was Ana Matias at the Mailman center. We'll miss Ana and welcome the opportunity to work with Maria.

Vivian Perez, Desktop Publishing Coordinator

Vivian has been working with FDLRS/UM for nine years. In addition to her regular responsibilities, Vivian assists us with editing and designing the layout for the quarterly CHRIS newsletters, information brochures and CHRIS website.



(from left to right) Maria Pando, Emillie Pando, Vivian Perez, Dr. Keith Scott, and Tony Gonzalez

The new CHRIS TAWG Advisory Board

In our last CHRIS Technical Assistance Work Group (TAWG) Advisory Board meeting on June 4th 1999, we had a “Changing of the Guard” of sorts. We sadly said goodbye to our 1997-99 board. The outgoing members are: Claudia Graves, Learning Resources Specialist at FDLRS/Gulfcoast; Carol Milton, Project Coordinator for FDLRS/Gateway; Shona Murphy, ESE Director, Taylor County Schools; and Linda Wood, Project Coordinator for FDLRS/Big Cypress. We again extend a big thank you to them for their time and effort working on the CHRIS Advisory Board. We also welcomed in our new 1999-2001 board. We received several applications for board positions and have selected eight new members for our advisory board.

Cathy Bonnell Cathy is a member of the Child Find Support Staff at FDLRS/Gulfcoast, which serves Pasco, Pinellas, and Hernando counties. She works in the Pinellas office, and has been with FDLRS for 7 years. Cathy is the DBA at her center. Though new to the TAWG team Cathy has been providing TAWG with input and suggestions on CHRIS improvements for years. Now a member of TAWG Cathy looks forward to sharing her day to day experiences of working with the CHRIS system for the benefit of the FDLRS network.

Janet Brashear Janet is the Pre-K Disabilities Coordinator for the Indian River County School District. Janet has worked 2 years in general classroom education, 15 years ESE classroom, and 6 years district level positions. Janet confesses “A few years ago the letters, CHRIS, simply spelled the name of a student in my classroom. I had no idea there was a tracking system for students prior to their ESE placement. WOW! What an eye opener it was to sit with my FDLRS Child Find person and see what all CHRIS could do”. From that moment Janet was sold on the CHRIS system. Since she is the coordinator of the Pre-K Disabilities Program in Indian River County, CHRIS helps her stay informed regarding the status of their referrals and assists her with planning and projections. Janet was very excited when she saw the openings on the CHRIS TAWG Team. She became a member so she can share her district perspectives.

Gail Brown Gail is a Child Find Specialist at FDLRS/Crown. Gail has been a CHRIS user and CHRIS DBA since 1991. Gail has watched the evolution of CHRIS, and though some of his job duties have changed over the years somehow he has always managed one way or another to work with CHRIS. Gail is very excited by the latest version with the addition of the Reporter feature. Gail looks forward to serving on the Advisory Board and to representing the Child Find Specialists from the Crown Region and around the State.

Debbie Crowder Debbie has served Martin County as a Child Find Consultant for FDLRS/Galaxy for three and a half years. Debbie believes that Child Find is “the most important job in the whole world” and uses CHRIS daily to track children as they move through the system. Debbie brings to TAWG the perspective of one who does it all — screening, case-



Ward Spisso, Gail Brown, Don Woods
Janet Brasher, Debbie Crowder, and Cathy Bonnell

CHRIS stance Work Group

TAWG

management, communication with parents and other professionals, and entering CHRIS data. She hopes to offer practical suggestions that will help in making CHRIS easy to use and improve the consistency of information obtained across the state.

Ward Spisso Ward is the ESE Director in Leon County. Ward and his wife, Catie McRae, (ESE Director, Gadsden County) have lived in Tallahassee for 20 years. In addition Ward has worked in the Exceptional Student Education Department in Gainesville, Pensacola and Key West. Wanting to know more about this program CHRIS he kept hearing about he decided to join the CHRIS TAWG Advisory Board and bring with him the ESE directors' perspective.

Don Woods Don has been the FDLRS manager at FDLRS/Sunrise for the past six years. Don's background includes Adjunct Professor at South Eastern College in Lakeland, and a former middle school principal. Don has a keen interest in working with FileMaker and CHRIS. Over the past few years FDLRS /Sunrise has worked toward getting CHRIS to be an important part in their Child Find process. Don joined the TAWG board to continue this work and provide the FDLRS managers' perspective.

Unfortunately, two new members were unable to attend the meeting: **Yvonne Gray**, ESE Director, Escambia County Schools and **Gwen Lipscomb**, FDLRS Manager, FDLRS Reach, but will be featured in the next CHRIS Comments.

A word from an outgoing TAWG Member

Carol Milton

On behalf of the outgoing board, I would like to say I greatly enjoyed serving on the CHRIS TAWG Advisory Council for the last two years (having warm cookies and milk at the meetings were an added bonus!) Participation in this Council made me even more aware of the intricacy within our network. Being the "big picture" person that I am, I'm really looking forward to the possibility of utilizing the data in CHRIS with other databases to give us an indicator of the impact of services provided to children within our state.



*Claudia Graves and Carol Milton
wave goodbye.*

If you have questions or requests for TAWG, please send them one week before the TAWG meeting to chris.um@miami.edu or fax (305) 284-1632

TAWG Schedule for the Year

August 6, 1999

October 1, 1999

November 19, 1999 – With Advisory Board

February 4, 2000

April 7, 2000

June 2, 2000 – With Advisory Board

CHRIS 99.2 What's New?

We are in the process of preparing our new upgrade CHRIS 99.2. There are no major changes in this version but there are user requests and some changes that will help CHRIS and Reporter run more smoothly. The following are some of the new options that will be available, a complete list of new options and changes will be included with the upgrade.

New options in CHRIS:

- ▶ We added a new button to *the create event* wizard to “Add Another Event” to enable creating another event without returning to the summary screen when no event detail is needed.
- ▶ Print options will be expanded to give the user more flexibility. The user will be given the option to print or to change print options before printing.
- ▶ Age form needs to be expanded to include all ages birth to 6. This is a separate file.
- ▶ A City list will be added for addresses.
- ▶ ID Num's will be moved to an expanded demo screen so they can be used in reports.
- ▶ New fields will be included in the new expanded demo screen.
- ▶ Editing pop up lists. In version CHRIS 99.1 we updated the pop up lists so only DBA's can update the site defined lists. Since this move was a step towards consistent data most of the sites were very pleased with this change.
- ▶ There have been some requests to keep the fields so users can only enter by selecting from a pop up list but to allow users to edit the lists. We will be experimenting with options for moving the lists out of the DBA menu, and having a special user menu that allows selected users who are not DBA's, to update these lists.
- ▶ Service Authorized field choices were upgraded to Part C from Part H, the new option will be available in the pop up list, although old records will not be altered since they were Part H when entered.
- ▶ Addition of two new categories to Inactive List: No Parent follow-up; not eligible for Part C.
- ▶ A new Agency and Contact report, which will allow printing of only those agencies and contacts that, are presently active. This will be in addition to the current report, which print all of the agencies and contacts in the file, regardless of they active/inactive status.
- ▶ In agencies and contacts the find and scrolling the found set will be enhanced.



2000 FileMaker for Y2K

Just in case you were wondering, FileMaker is Y2K compliant. The current version of FileMaker (v. 4.1) will run fine in year 2000. However, FileMaker is releasing an updater for version 4.1. This should be available in a few weeks from their website. It is available for free to anyone who has version 4.1. When this is available we will assist all the sites in installing it.

FileMaker PRO and Y2K

The FileMaker updater offers improved handling of dates related to Y2K issues. All date field contents are now shown as complete, four-digit year dates. When entering a two-digit year date (an abbreviated date using only the last two digits of the year) into an active date field, the result is now always converted into a four-digit year date, instead of only when the result is not a date in the 20th century (“19xx”). In addition two-digit year dates entered as find request criteria are now expanded to four digits even if the request includes find symbols (i.e., “>” or “..”, etc.). Also previously, some operations produced two-digit year dates for 20th century (“19xx”) dates. These operations will now always produce four-digit year dates regardless of the century.

CHRIS Training

As we announced in the last newsletter we now have a CHRIS training lab. The training lab is at the University Of Miami Campus, Coral Gables. We will hold the training sessions if we have a minimum of 3 registered users and a maximum of 15. Training will be on a first come first serve basis. If you are interested in attending any

of the sessions please call the Help Desk and reserve a spot. A confirmation letter with information will be sent when we receive your reservation. We will start by offering four different sessions, if you are not sure which is right for you please call the CHRIS Help Desk for additional information.

CHRIS Lab Training Schedule July - December 1999

Date	Training	For Whom?
July 9, 1999	CHRIS Refresher Session	For CHRIS Users that want to brush up on the basics and a review of new options in CHRIS.
August 13, 1999	CHRIS New User Training	For new CHRIS users and users that never had a formal training.
September 17, 1999	New DBA Training	For new CHRIS DBA's that never had a formal DBA training.
October 8, 1999	Reporter Review	For users that attended CHRIS Power Days Training in March 1999.
November 12, 1999	CHRIS New User Training	For new CHRIS users and users that never had a formal training.
December 10, 1999	CHRIS Refresher Session	For CHRIS Users that want to brush up on the basics and a review of new options in CHRIS.

Call the CHRIS Help Desk 1800-231-KRIS (5747) to reserve your spot today. If you reserve space and later find you are unable to attend, please notify us so we can fill the slot with someone on the waiting list.

Where is my CHRIS Newsletter?

We are changing our newsletter production to a regular quarterly calendar. Look for your newsletters in October, January, April, and July. We hope that having regularly scheduled production months will help you know if you have missed a newsletter.



If you or someone you know is not receiving CHRIS Comments please call the Help Desk at 1-800-231-5747 or E-mail chris.um@miami.edu.



From
the **MAIL
BOX**

Dear CHRIS User,

The setup of this report has several sort options, and the summary fields appear based on the sort selection. You can run the same report selecting different sort options and when you print the report (or preview it) you will see the different sort summary fields. So if you select Sort by Referral Agency, when you run the report and view it in preview (or print it) you will see the report summarized by Referral Agency. However, if you select Sort by Zip this will show in preview mode summarized by Zip code. Another option is in create your own sort. You can sort by two fields, for example by county of residence (COR) and by Zip code. This will give a report summarized by county and within each county summarized by Zip code. You can have summery reports by any of the fields that have sort buttons on the report you are running. Try running the referral report twice, once sorting by Referral Agency and a second time sorting by Zip Code. Print each report and you will see the difference.

Sincerely,
CHRIS Technical Support

Letter to CHRIS Technical Support:

Can you please clarify fields used on the standard Referral Report? I am confused about the sort button "Sort Referral Agency" and the "Referred By" column. The sort choice is Referral Agency. However, the column on the report that it pertains to is Referred By. So why am I sorting by Referral Agency if the Column in the Report is Referred By?

*Confused,
CHRIS User*

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