C·H·R·I·S

CHILDREN'S REGISTRY & INFORMATION SYSTEM

fdlrs

COMMENTS

CHRIS Chart Tool

Cory Beermann

Creating charts is a great way to summarize and visualize data. The newest version of CHRIS makes creating charts with CHRIS data very simple. The Reporter program contains a Chart Tool that allows you to place a chart on any report layout.

To add a chart to your report, complete the following steps:

1. Click on the Chart Tool from the FileMaker Tool Panel which is located at the top of the FileMaker window.

2. Draw a box with the mouse to designate where in the layout you would like the chart to be located. Then, release the mouse to display the Chart Setup dialogue box. This box will help you customize the chart.

3. Choose a Chart Type (e.g., Bar, Line, Area, or Pie) from the drop-down list. The display window allows you to sample each style before you apply it to your layout.

4. Title the chart. You can create a title or select an existing field name from the available options.

5. Identify the label and value data sources. Select the proper relationship (more information on relationships can be found in the table on page 28 of the Reports Manual available on the CHRIS website), then select the fields that should serve as the sources of data.

6. To use sub-summaries as data sources for the chart, click the "Show data points for groups of records when sorted" checkbox.

7. To format your chart, click on the FORMAT CHART button below the preview window.

You can change the font (style, size, color), color scheme, and background effects. You can also customize the legends and axes.

Once you create a chart, it will be available for use with any other finds you perform in Reporter. There is no need to recreate the chart every time you run a report in CHRIS. If you need assistance in creating a chart, contact the Help Desk.

Number of Screenings By Staff Assigned

Maria 10 %
Chris 47 %
John 39 %
Jane 4 %
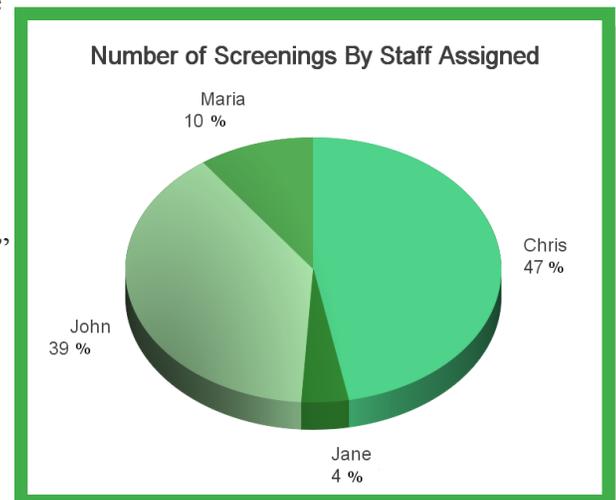
Changes to the CHRIS Program

Cory Beermann

Most of the recent improvements to the CHRIS database were made to the Reports section of the program. However, there have also been a number of other small changes to various parts of the program that you may have noticed. Changes to the data entry screens are described below:

Changes to Race and Ethnicity Fields:

- *Race* and *Ethnicity* are now two separate fields.

- *Ethnicity* should be indicated by selecting whether or not the child is Hispanic. A "Yes, No" option is provided.

- *Race* is indicated by selecting the race categories that apply to the child. Multiple race categories can be selected.

- Previously entered *Race/Ethnicity* information is available in the *OldRace* field. This field is visible but cannot be modified.

- As in previous versions, entry is not required in the *Race* or *Ethnicity* fields.

Other Changes:

- The *Instruments Used* field was added to the **Referral for Evaluation** screen. This is a free text field.

- The "Legal Guardian" option was removed from the *Relation* drop-down list. A separate *Legal Guardian* field was created so that any type of relation can be designated as the legal guardian.

- "Hearing" was added as an option to the *Appointment Type* list.

Data Entry Suggestions

Cory Beermann

- The BDI-2 should be recorded in the **Referral for Evaluation** screen as an Educational Evaluation. Evaluation instruments (e.g., BDI-2) can be indicated in the newly created *Instruments Used* field in the **Referral for Evaluation** screen.

- When more than one screening of the same type is conducted within one timeline, information on the most recent screening should be entered into the main fields of the Referrral for Screening event. Information on previous screenings should be entered into the *Notes* field of the Referral for Screening event.

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CHRIS Highlights the Referral Inactive & Referral Closed Events

Bijan Boustani

Figure 2: Referral Inactive Event Screen

Figure 3: Referral Closed Event Screen

CHRIS Highlights is a series of articles that highlight screens or fields in CHRIS. The purpose of these articles is to educate users on the appropriate use of fields in CHRIS. In this article, we highlight the Referral Inactive and Referral Closed service coordination events.

The Referral Inactive and Referral Closed events are used to indicate that a child is inactive in the CHRIS database. The event screens look similar but there are important differences between the two events.

The Referral Inactive event is used to record information regarding children for which case management was suspended. In this case, it is possible that case management for the child could resume. The Referral Closed event is used to record information for a case that was closed. Situations where cases are closed are very limited. The expectation with a closed case is that the child is extremely unlikely to be referred back to FDLRS Child Find for services.

The fields available in the Referral Inactive and Referral Closed events are described below:

Referral Inactive Date – The date active case management was suspended.

Referral Inactive Reason – Explanation of why active case management was suspended. Drop-down options include:

- Ineligible for Part B: Child was evaluated and was determined ineligible for Part B services based on a staffing event.
- Ineligible for Part C: Child was evaluated and was determined ineligible for Part C services.
- Moved out of service area/state: Child moved out of FDLRS service area.
- No parent response: Parent has not contacted FDLRS.
- Parent declined services: Parent did not consent to any further services.
- Parent provided with information: Referral request was for information only.
- Passed screening: Child was screened and screening results were within normal limits.

- Receiving service with service plan: Child is receiving services with an IEP or IFSP.
- Receiving service without service plan: Child is receiving services without an IEP or IFSP, such as Head Start, Child Care, Public School PreK Early Steps, Early Head Start, Private Services, or VPK not provided under IDEA, Part C or B.
- Referred to another agency: Another agency is responsible for following up the referral.
- Unable to locate child/family: Child and family cannot be found to continue process.

Referral Closed Date – The date the case was closed.

Referral Closed Reason – Explanation of why the case was closed. Drop-down options include:

- Deceased: Child is deceased.
- Entered Kindergarten: Child entered a kindergarten program or reached age 6 by September 1st.
- Entered Part B Services: Child is receiving Part B services and may have an IEP or an IFSP.

New Report: Verification Activity for Indicator 12

Bijan Boustani

A new standard report has been created in CHRIS to provide users with valuable data for compliance with Indicator 12 regulations. This report includes the *Child's Name*, *Date of Birth*, *ESE Eligibility Date*, *IEP/IFSP Date*, *Age at IEP/IFSP* (Age is given in Years.Months.Days), and an indicator (*) for whether or not the child was older than 3 years on the date of the IEP/IFSP. This report is available in the **Tracking Reports** screen of the CHRIS program.

		Verification Activity for Indicator 12				
Back To Reports	Back To Sorts	Modify Criteria	Omit End Timeline	Omit Ref Inactive	Omit Ref Closed	Prev

Dbnum	Name (Last, First)		DOB	Eligibility Date	IEP/IFSP Date	Age at IEP (Years.Months.Days)	Older Than 3 at IEP Date
119733	Gzz	,Eoa	01/23/05	01/09/08	01/09/08	2.11.17	
118225	Aya	,Yln	06/09/04	01/30/08	01/30/08	3.7.21	*
115059	Mot	,Jhi	08/17/04	01/29/08	01/29/08	3.5.12	*
102319	B e	,Vai	08/12/04	01/11/08	01/11/08	3.4.30	*
120955	Hzn	,Zss	02/04/05	01/24/08	01/24/08	2.11.20	
121007	Com	,Gar	01/22/05	01/15/08	01/15/08	2.11.24	
109612	Sdo	,Cgi	06/21/04	01/29/08	01/29/08	3.7.8	*
121943	Gze	,Neo	01/09/05	01/30/08	01/30/08	3.0.21	*
122060	Hns	,Hel	02/14/05	01/24/08	01/24/08	2.11.10	
117479	Ari	,Znn	05/15/04	01/18/08	01/18/08	3.8.3	*
116532	Mst	,Jno	11/22/04	01/30/08	01/30/08	3.2.8	*
123952	Alc	,Jyn	01/17/05	01/16/08	01/16/08	2.11.30	
123953	Hgr	,Oav	02/07/05	01/23/08	01/23/08	2.11.16	

Figure 4: Verification Activity for Indicator 12 Report

ANNOUNCEMENTS

CHRIS Training

To register for any CHRIS training session, send an e-mail to Cory Beermann at cory@miami.edu or visit the Training page at www.chris.miami.edu/training.htm.

Prepared for the Storm?

As we approach the peak of hurricane season it is important to make sure you have a plan in place to protect your computers and other electronic devices in the event that a storm threatens. The CHRIS database is protected from power loss by a backup power supply and a generator. Local power outages will not affect your CHRIS data. If a storm threatens Miami, the database will be transferred to our backup site in Polk County providing users in parts of the state unaffected by the storm with continued access to CHRIS even if the Miami site is shut down.

CHRIS Maintenance

The CHRIS Help Desk has implemented a regularly scheduled maintenance period. The CHRIS database will be taken offline at 4:30 pm every Friday afternoon. During this down time, we will perform maintenance tasks such as deletion of children's records, creation of calculated fields in Reporter, and installation of software or hardware.

Do you want to be on the CHRIS mailing list?

If you are interested in receiving the CHRIS Comments Newsletter via e-mail, or know someone who wants to be added to our mailing list, send us an e-mail at chris.um@miami.edu. Newsletters are distributed in Adobe Portable Document Format (PDF) files 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 Reader today!