CHILDREN'S REGISTRY & INFORMATION SYSTEM
C·H·R·I·S
COMMENTS

CHRIS NEWSLETTER

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Statewide Data Entry in CHRIS

Cory Beermann

Two of the most useful aspects of CHRIS are the case management tools and reports. The Service Coordination section of CHRIS was designed to be a useful case management tool, which can be accessed by all users. Reports are the best way to provide a visual representation of events throughout the year. The value of these reports depend on the timeliness of data entry and the quality of the data entered.

Timeliness

Delaying data entry can lead to incomplete or inaccurate reports. Reports contain only the data that have been entered into CHRIS, not the data waiting to be entered into CHRIS. Remember that CHRIS is a statewide database and even if your site does not run reports in CHRIS, statewide reports are created for the Department of Education and other agencies as appropriate.

Quality of Data

Users should make every effort to enter data carefully and accurately. Adherence to data entry standards is extremely important. The following are reminders to avoid some common errors in CHRIS:

- When entering dates, type out the entire year and use slashes (/) to separate the month, day, and year (e.g., 10/12/2004).
- When entering names:
  - Capitalize the first letter of the first, middle, and last names (e.g., John James Doe).
  - Enter a *Suffix* (Jr., II, III, IV) into the *Suffix* field, not the *Last Name* field.
  - Enter the child's legal first name into the *First Name* field. If the child is known by another name, enter that name into the *Nickname* field. For example, enter William as a *First Name* and Bill or Billy as a *Nickname*.
- When adding a child, make certain the child is not already in CHRIS. Review all the possible duplicates listed prior to creating a new record. If a possible duplicate is identified, contact the site listed and perform a record transfer.

CHRIS User Survey

Christine Delgado

The CHRIS project would like to thank the 84 users who completed the CHRIS User Survey in January. Your responses allow us to document user satisfaction with project activities and help us to continue to meet your needs.

Detailed survey results are available on the CHRIS Web site at http://www.chris.miami.edu/Survey2010.pdf. Survey result highlights are presented below:

- 95 percent of respondents felt that CHRIS was a valuable tool and met their case management needs.
- 100 percent of respondents who contacted the Help Desk were satisfied with the services provided by the Help Desk staff.
- 96 percent of respondents who attended a training session were satisfied with the quality of the training sessions.
- 98 percent of respondents who had visited the CHRIS Web site in the previous 6 months felt that it was well organized and provided useful information.

Survey results indicate an increase in the percentage of users who are aware that CHRIS can be used to create reports and in the percentage of users who create Tracking Reports and Custom Reports/Layouts in CHRIS. The frequency with which users create reports in CHRIS also increased dramatically (see Figure). The percent of users who create reports in CHRIS daily, weekly, or monthly increased from 36% in 2008 to 68% in 2009.

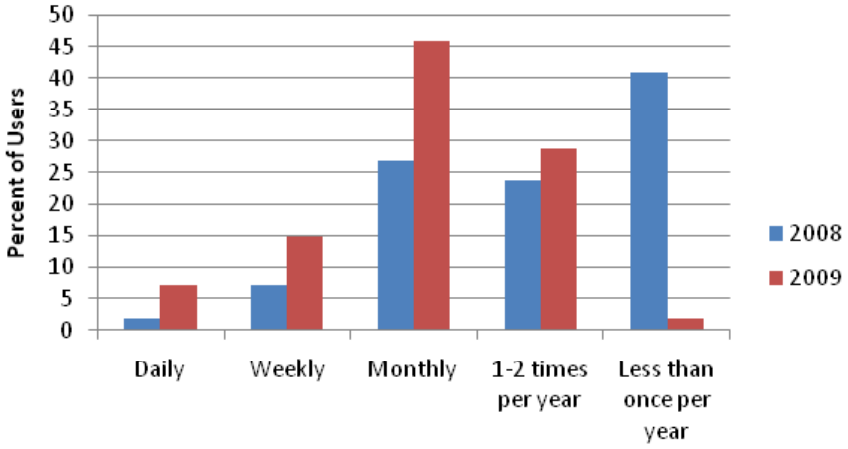

Figure 1: Frequency of Report Use in CHRIS for 2008 and 2009

CHRIS contains a variety of reporting options useful for case management, service coordination, problem solving, and specific data needs, such as determining the number of IEPs completed prior to children's third birthdays. If you are not currently using CHRIS to create reports, contact the Help Desk to schedule an online reports training session. These one-on-one training sessions are conducted over the telephone and are customized to meet the individual needs of the user. We are committed to helping all of our users benefit from the reporting options in CHRIS.

This newsletter was developed by the University of Miami, Department of Psychology, through the Children's Registry and Information System (CHRIS), a special project funded by the State of Florida, Department of Education, Bureau of Exceptional Education and Student Services (BEESS), through federal assistance under the Individuals with Disabilities Education Act (IDEA), Part B. The CHRIS Comments newsletter provides updates and information for the users of the CHRIS Registry.

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CHRIS Comments
Newsletter Schedule for 2010
February, May, August, November

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CHRIS Highlights the Referral In Screen

Cory Beermann

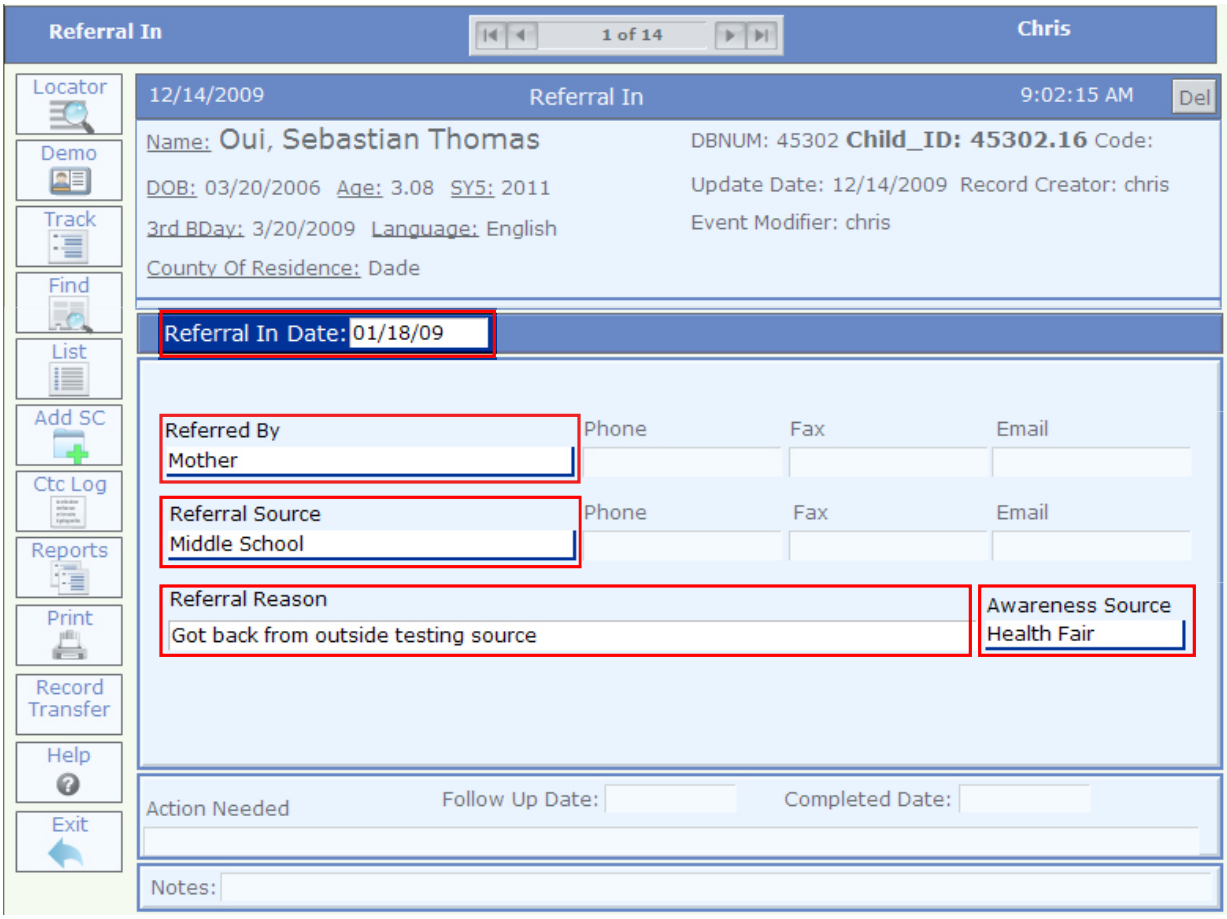

Figure 2: Referral In Screen

This is the second in a series of articles that will highlight a screen in CHRIS. The purpose of these articles is to educate our users in the fields available in CHRIS and their definitions. In this article, we will highlight five fields from the "Referral In" service coordination event.

This article focuses on the **Referral In** event screen; however, please note that the **Referral First Contact** event screen is structured in exactly the same way. The only exception is the omission of the "DEL" button. Users are not permitted to delete the Referral First Contact event. This event is created automatically when a new child is added to CHRIS.

Referral In Date – The date of any referral received when a Referral First Contact event already exists. Referral In should only be used when there is no open timeline and significant time has elapsed since there has been activity on a previous referral.

Referred By – The person who made the referral. This could be the parent, a neighbor, or a professional but should reflect the person who actually made the contact.

Referral Source – The source of the information that generated the referral. This may be an agency, a professional, a friend or neighbor, or a type of media intended to provide information about referral, such as a radio spot, a poster, or other awareness information.

Referral Reason – The reason the child was referred to FDLRS. This should include information regarding the specific concerns of the referring party regarding the child and should provide enough information for the case coordinator to determine an appropriate next step.

Awareness Source – Source through which the person making the initial contact with FDLRS became aware of FDLRS/Child Find.

Awareness Sources

Bijan Boustani

In order to gain insight into how parents are becoming aware of child find services, the CHRIS Help Desk recently ran a report on the usage of the *Awareness Source* field. This field is available in the Referral First Contact and Referral In events and indicates the source through which the person contacting FDLRS became aware of FDLRS/Child Find.

These data are valuable in that they can show child find employees how to allocate their time and resources in the best way possible.

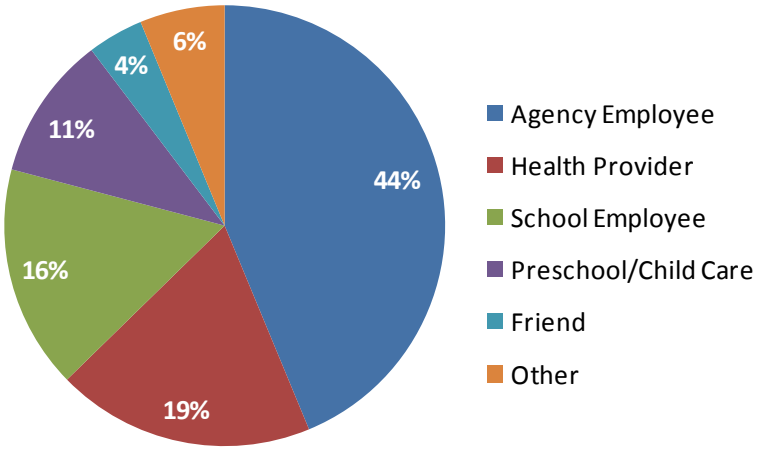

Figure 3: Awareness Source Report

ANNOUNCEMENTS

CHRIS Help Section

A help section is now available for use in the CHRIS program through the HELP button on the CHRIS main menu. Clicking the HELP button opens the *Field Reference Guide*, which provides definitions for all the fields in the CHRIS data entry screens.

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!

CHRIS Training Update

FDLRS/Gulfcoast New User Training

The CHRIS Project would like to thank FDLRS/Gulfcoast for hosting a CHRIS New User training session. Six CHRIS users attended the six-hour New User Training that provides users with a general overview of CHRIS Gold. To schedule or register for a 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.