

CHRIS
NEWSLETTER

FALL
2012

VOLUME
XXI

NUMBER
2

C O M M E N T S

INSIDE THIS ISSUE:

2

CHRIS HIGHLIGHTS THE
APPOINTMENT SCREEN

3

CHRIS TRAINING
UPDATE

4

CHRIS FORMS
ANNOUNCEMENTS

Annual CHRIS Data Archive

Cory Beermann

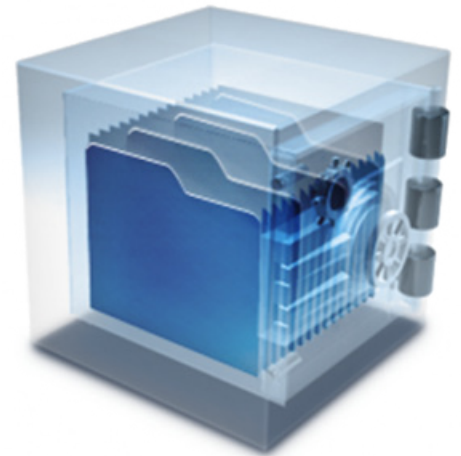
Every year, information for approximately 38,000 new children is added to CHRIS. Unfortunately, increasing its size can adversely affect a database's functionality. In order to maintain a manageable database size, inactive records in CHRIS are archived each year.

Children older than 7 years of age by July 1st of the current year whose records have not been updated within the past year are archived. The archive process involves changing the Residence County field to "Archived" (the original residence county is maintained in an internal field). Once the record has been labeled "Archived," users can view the record summary in the Child Record Locator screen but cannot access the full record. Archived records remain in the database for one

year. This allows sites the opportunity to request that the record be re-activated if necessary. Re-activation of records can only be done by the CHRIS Help Desk.

Records that remain archived for one year are removed from the active CHRIS database. A CD containing the removed records is sent to the data facilitator at each site. The CD contains demographic and tracking records specific to that site. If information about an inactive child is needed, it can be obtained from the CD (FileMaker is not required to use the CD).

Archiving is typically conducted in June, and CDs are typically distributed in September. A few weeks prior to performing the archive, the CHRIS Help Desk will send an email to all CHRIS data



facilitators. If there are records for children older than 7 years of age that a site wishes to keep in the active database, a Service Coordination event with a current date should be created. Recent activity in a child's record will keep that record from being archived.

CHRIS Highlights the Appointment Screen

Bijan Boustani

The **Appointments** screen is available in the Service Coordination section of the CHRIS database and contains information regarding appointments made with the family on behalf of the child.

- The *Appointment Date* field indicates the date the appointment is scheduled.
- The *Time* and *End Time* fields indicate the beginning and ending times of the appointment.
- The *Confirmed* field indicates whether or not the appointment was confirmed with the parent and/or provider.
- The *Status* field indicates the current status of the appointment and contains the following options: Cancelled, Must Return, No Show, Rescheduled, or Scheduled.
- The *Location*, *Address*, and *Directions* fields refer to the location of the appointment.
- The *Transport* field indicates family needs regarding transportation or other special arrangements that need to be made.
- The *Provider/Staff* fields refer to the person or agency with whom the appointment has been arranged. Up to five providers can be identified for each appointment.
- The *Appointment Types* fields indicate the type of appointment scheduled.

The screenshot shows the CHRIS Appointments screen for a child named Chris. The appointment is scheduled for 11/11/12 from 11:00 AM to 12:00 PM. The status is 'Scheduled' and it is confirmed. The location is FDLRS, with the address 5665 Ponce de Leon Blvd. The appointment type is 'Speech'. The screen includes a sidebar with navigation options like Locator, Demo, Track, Find, List, Add SC, Ctc Log, Reports, Print, Record Transfer, Help, and Exit. At the bottom, there are fields for Action Needed, Follow Up Date (11/10/12), and Completed Date.



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 (BEES), 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.

Authorization for reproduction is hereby granted to the State System of Public Education consistent with section 1006.39(2), Florida Statutes. No authorization is granted for distribution or reproduction outside the State System of Public Education without prior approval in writing.

Copyright © 2012
State of Florida

Principal Investigator & Project Director
Christine F. Delgado, Ph.D.
cdelgado@umiami.edu

Project Manager
Olga Camacho
olga@miami.edu

CHRIS Help Desk
Cory Beermann, Technical Support
cory@miami.edu

Bijan Boustani, Technical Support/Publications
bjan@miami.edu

CHRIS Comments
Newsletter Schedule for 2012
February, May, August, November

CHRIS Project
University of Miami
Department of Psychology
5665 Ponce de Leon Blvd.
Flipse Building
Coral Gables, Florida 33146-0721

Email: chris.um@miami.edu
Website: <http://www.chris.miami.edu>
Phone: (800) 231-5747
(305) 284-5514
Fax: (305) 284-6992

CHRIS Training Update

Cory Beermann

Over the past few months, we have trained a total of 47 users at various in-person training sessions around the state.

- New User training sessions were held in Brevard, Dade, Jacksonville, Palm Beach, and Pasco Counties.
- Data Facilitator training sessions were held in Dade County.



*New User Trainings
FDLRS/Alpha, FDLRS/South*



*New User Training
FDLRS/Crown*



*New User Training
FDLRS/East*



*New User Training
FDLRS/Alpha*

NEW! Interactive CHRIS Training Program

Bijan Boustani

All new CHRIS users should attend a formal New User training session as soon as possible. Sometimes, however, users need to begin using CHRIS prior to being able to attend a training session. Currently, untrained new users are required to read the User Manual and pass a quiz on the material prior to obtaining a username and password. The CHRIS team is currently developing a new interactive training program that will make it easier for new users to learn CHRIS. This program will provide a hands-on introduction to CHRIS that will enable users to more effectively use CHRIS until they can attend a formal training session. Keep an eye out for this new training program.

Adding a New Child

We're going to see if the following child is already in the database:

Last Name: **Smith**
 First Name: **John**
 Birth Date: **9/1/2009**

Step 2: Enter the information above into the LAST NAME, FIRST NAME, and BIRTH DATE fields.

Step 3: After entering the search criteria, click the GO button.

Use CHRIS to Print Forms and Letters

Cory Beermann

The enhanced capabilities of the most recent version of CHRIS allow for an even wider array of options to customize reports using the Reporter program. The CHRIS Help Desk is available to assist sites in the development of custom reports. Custom reports

that utilize previously entered demographic and/or parent information (such as parent letters and envelopes) can be created to minimize duplicate data entry. Reports can also be set to print automatically and double-sided to save time and paper.



ANNOUNCEMENTS

Holiday Closings

Please make a note of our upcoming holiday schedule. The Help Desk will not be available on the following days: *Thanksgiving* (November 22–23), *Christmas* (December 24–26), and *New Year's* (December 31–January 1).

CHRIS Trainings

CHRIS offers a variety of training sessions. If you have 6 or more users, training sessions can be conducted at your site. Training sessions for fewer than 6 users are conducted at the CHRIS offices at the University of Miami. One-on-one training sessions are available for experienced users. To schedule a training session, contact Cory Beermann at cory@miami.edu or visit the Training page on the CHRIS website at <http://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 PDF format and can be downloaded and saved on your computer.

CHRIS Research

Did you know that the CHRIS website contains a wealth of CHRIS-related research? CHRIS research includes published articles and presentation materials with compiled reports and statistics that might be interesting to CHRIS users.