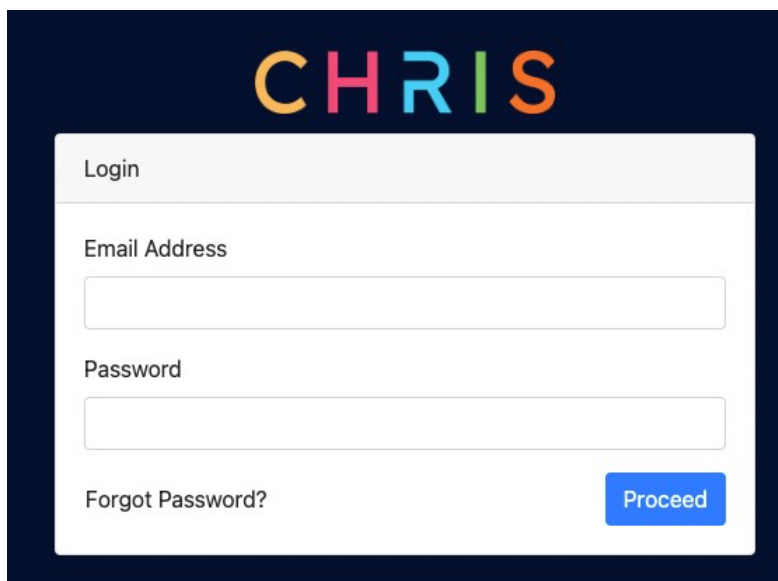


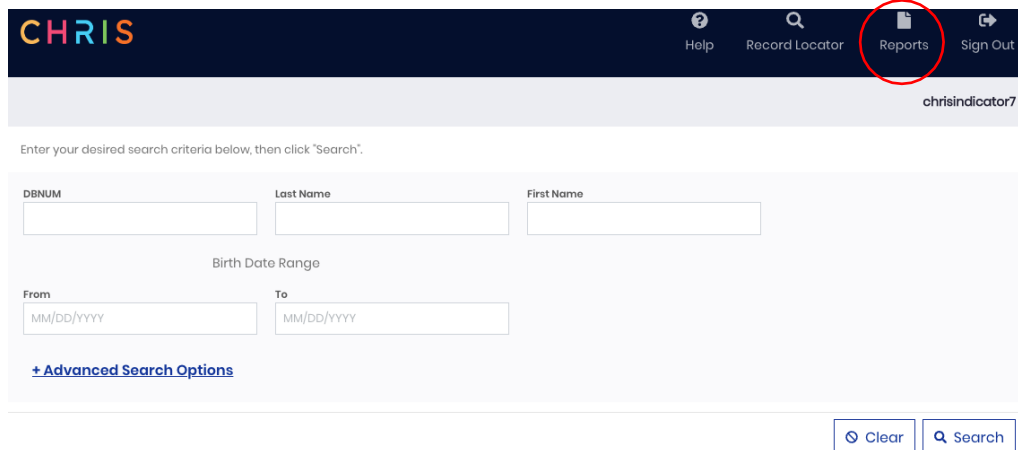
CHRIS Child Outcomes Form Excel Report

This tutorial will teach users how to create a report that will export COS (Child Outcomes Summary) data stored in CHRIS from the user's site into a downloadable Excel spreadsheet. The user will also have the option to view the number of records found without downloading a report. A video explaining the procedures for entering COS data into the CHRIS database is available on our website: http://www.chris.miami.edu/training/cos_process_training.html

1. The Child Outcomes Form Excel Report is accessed by logging into the CHRIS program via the CHRIS login screen and entering a username based on the user's work email address and a password created by the user. To set up a CHRIS entry account, please contact your CHRIS Data Facilitator.



2. Once the user has entered their credentials and clicked "Proceed", they will be taken to the CHRIS Record Locator Screen. To access this report, select the "Reports" option from the main menu.



3. Selecting “Reports” shows the Available Reports screen. To select the Child Outcomes Form Excel Report, click the “Standard Reports” link to expand the menu and then click “Child Outcomes Form Excel Report”.

The screenshot displays the CHRIS system interface. At the top, there is a dark blue navigation bar with the CHRIS logo on the left and several utility links: Help, Record Locator, Reports, Manage Lists, and Sign Out. Below the navigation bar, the user's name 'chrissouth' is visible. The main content area features an illustration of a person at a computer, with the word 'Reports' centered below it. Underneath, the 'Available Reports' section includes a search bar and a list of report options. The 'Standard Reports' section is expanded, showing a list of reports. The 'Child Outcomes Form Excel Report' is circled in red.

CHRIS

Help Record Locator Reports Manage Lists Sign Out

chrissouth


Reports

Available Reports

Search reports ...

- 60 Day Rule Report
- Days Elapsed between Screening and Parent Consent
- + FDLRS South Reports
- SOD Completed Screening Report
- SOD Referral for Evaluation Report
- SOD Referral Report
- Standard Reports
 - 5 Y/O Active Report
 - Action Needed Report
 - Action Needed Report With Event Info
 - Address Labels
 - Appointment Schedule
 - Child Outcomes Form Excel Report**

- Clicking on this link will take the user to the Find screen for the Child Outcomes Form Excel Report.

- The user can now enter find criteria into one or both available fields (Entry COS Date and Exit COS Date) or exit back to the Available Reports screen by clicking on the  button next to the name of the report.

- The find criteria can be a singular date or a date range. To enter a date range, use the following format: mm/dd/yyyy...mm/dd/yyyy.

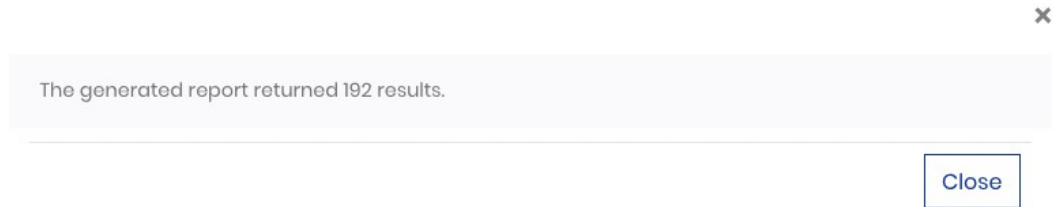
- There are three output formats available: Generate Report, Generate Count, or Email Report Link.

- Clicking the “Generate Report” button will create an Excel Spreadsheet that will be downloaded to the user’s Downloads folder.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | |
|----|-------------|----------|-----------|------------|------------|----------------|--------------|--------------|------------|------------|---------------|---------------|---------------|------------|----------|--------------|--------------|--------------|------------------|------------------|------------------|--|
| 1 | COSFormDate | LastName | FirstName | MiddleName | DOB | StudentID | TeachService | EnterDistric | EnterDate | EnterEP | EnterOutcome1 | EnterOutcome2 | EnterOutcome3 | ExitMet/ct | ExitDate | ExitOutcome1 | ExitOutcome2 | ExitOutcome3 | ExitOutcomeProg1 | ExitOutcomeProg2 | ExitOutcomeProg3 | |
| 2 | | Ein | Om | | 12/10/2017 | F1001234567890 | | FS08 | 10/06/2022 | 10/04/2022 | 2 | 2 | 2 | | | | | | | | | |
| 3 | | Ein | Sth | | 12/10/2016 | F1001234567890 | | | 10/17/2022 | 10/16/2022 | 2 | 2 | 2 | | | | | | | | | |
| 4 | 02/22/2022 | Zjo | Nel | | 06/25/2019 | F100009411234 | | | 02/22/2022 | 02/22/2022 | 1 | 1 | 1 | | | | | | | | | |
| 5 | | Nba | Larf | Wma | 04/13/2019 | F100009640166 | | | 03/30/2022 | 03/30/2022 | 1 | 1 | 1 | | | | | | | | | |
| 6 | 05/31/2022 | Ebo | Aau | | 05/14/2019 | F100009640255 | | | 05/31/2022 | 05/31/2022 | 3 | 2 | 3 | | | | | | | | | |
| 7 | 07/15/2022 | Oga | Mly | | 06/03/2019 | F100008804974 | | | 06/15/2022 | 06/15/2021 | 2 | 2 | 4 | | | | | | | | | |
| 8 | | Vtu | Tro | | 03/16/2019 | F100008796176 | | | 04/01/2022 | 04/01/2022 | 2 | 2 | 3 | | | | | | | | | |
| 9 | 07/14/2022 | Zaa | Ole | | 04/11/2019 | F100008761706 | | | 01/27/2022 | 10/18/2021 | 1 | 1 | 1 | | | | | | | | | |
| 10 | | Ova | Nel | | 07/29/2019 | F10000893767 | | | 03/28/2022 | 03/28/2022 | 2 | 2 | 3 | | | | | | | | | |
| 11 | 02/04/2022 | Zaa | Lga | San | 02/12/2019 | F100008899564 | | | 03/10/2022 | 03/10/2022 | 2 | 3 | 2 | | | | | | | | | |
| 12 | 02/04/2022 | Zdi | Ole | Lmi | 04/05/2019 | F10000872316 | | | 01/10/2022 | 01/10/2022 | 2 | 3 | 3 | | | | | | | | | |
| 13 | 07/19/2022 | Nca | Lab | | 10/28/2019 | F10000905050 | | | 01/25/2022 | 04/29/2021 | 1 | 1 | 1 | | | | | | | | | |
| 14 | 04/15/2022 | Nca | Nla | | 06/14/2019 | F100008796112 | | | 01/18/2022 | 06/29/2021 | 1 | 3 | 3 | | | | | | | | | |
| 15 | 02/04/2022 | Sfa | Lga | Sja | 06/14/2019 | F10000882101 | | | 01/25/2022 | 12/09/2021 | 1 | 2 | 1 | | | | | | | | | |
| 16 | 02/04/2022 | Ku | Nlu | Ode | 07/12/2019 | F100008862080 | | | 01/04/2022 | 01/22/2021 | 1 | 2 | 1 | | | | | | | | | |
| 17 | 06/23/2022 | Zaa | Mel | Sth | 08/02/2019 | F100008878729 | | | 05/20/2022 | 05/20/2022 | 2 | 1 | 2 | | | | | | | | | |
| 18 | 07/05/2022 | Mo | Ena | Zbe | 06/10/2019 | F100009213637 | | | 07/05/2022 | 07/04/2022 | 1 | 1 | 3 | | | | | | | | | |
| 19 | | Ame | Yl | | 08/29/2019 | F100008762399 | | | 03/28/2022 | 07/01/2021 | 1 | 1 | 1 | | | | | | | | | |
| 20 | 02/04/2022 | Obe | Nl | Sma | 09/08/2019 | F100008919136 | | | 03/01/2022 | 03/01/2021 | 3 | 4 | 3 | | | | | | | | | |
| 21 | 03/10/2022 | Vdi | Nac | Nla | 05/15/2019 | F100008977968 | | | 03/10/2022 | 03/10/2022 | 1 | 1 | 1 | | | | | | | | | |
| 22 | 06/07/2022 | Zju | Tro | Egr | 09/23/2019 | F100008919301 | | | 06/07/2022 | 06/07/2022 | 1 | 1 | 2 | | | | | | | | | |
| 23 | 03/15/2022 | Mo | Lga | Ope | 09/17/2019 | F10000912608 | | | 03/15/2022 | 03/15/2022 | 1 | 1 | 1 | | | | | | | | | |
| 24 | 03/07/2022 | Zpe | Mo | Iha | 10/08/2019 | F100008942482 | | | 03/07/2022 | 03/07/2022 | 1 | 1 | 1 | | | | | | | | | |
| 25 | 02/04/2022 | Zpe | Sjo | Dde | 02/02/2020 | F100009114936 | | | 01/11/2022 | 01/11/2022 | 3 | 3 | 3 | | | | | | | | | |
| 26 | 07/25/2022 | Lae | Nla | Lie | 01/24/2020 | F100009157481 | | | 07/25/2022 | 07/25/2022 | 1 | 1 | 1 | | | | | | | | | |
| 27 | 02/10/2022 | Ope | Ry | Sth | 04/12/2019 | F10000897184 | | | 02/10/2022 | 02/10/2022 | 3 | 4 | 4 | | | | | | | | | |
| 28 | | Sca | Oma | Dul | 10/20/2019 | F100008981364 | | | 04/01/2022 | 04/01/2022 | 2 | 3 | 4 | | | | | | | | | |
| 29 | | du | Lie | Oza | 09/12/2019 | F100008968159 | | | 03/15/2022 | 04/01/2021 | 2 | 2 | 3 | | | | | | | | | |
| 30 | 05/16/2022 | Oou | Ala | | 09/05/2019 | F100008968002 | | | 05/16/2022 | 05/16/2022 | 1 | 2 | 2 | | | | | | | | | |
| 31 | 02/04/2022 | Zca | Sma | | 06/04/2019 | F100008973206 | | | 01/05/2022 | 03/06/2021 | 1 | 1 | 1 | | | | | | | | | |
| 32 | 02/22/2022 | Sop | Nlu | | 11/04/2019 | F100008983121 | | | 02/22/2022 | 02/22/2022 | 5 | 4 | 4 | | | | | | | | | |
| 33 | 03/15/2022 | Aug | Ary | Lil | 10/26/2019 | F100008978150 | | | 03/15/2022 | 04/08/2021 | 4 | 4 | 4 | | | | | | | | | |
| 34 | 05/17/2022 | Zlu | Aan | | 10/17/2019 | F100009197197 | | | 05/17/2022 | 05/17/2022 | 1 | 1 | 1 | | | | | | | | | |
| 35 | 02/05/2022 | Kmc | Nlu | | 06/05/2019 | F100009478955 | | | 02/17/2022 | 02/17/2022 | 1 | 2 | 2 | | | | | | | | | |
| 36 | 03/02/2022 | Emu | Lda | Oed | 12/25/2019 | F100009517447 | | | 03/02/2022 | 03/02/2022 | 1 | 2 | 1 | | | | | | | | | |
| 37 | | Laf | Nac | Nac | 04/10/2020 | F100009052064 | | | 06/30/2022 | 06/30/2022 | 1 | 1 | 1 | | | | | | | | | |
| 38 | | Oye | Nla | | 07/30/2019 | F100009031021 | | | 07/15/2022 | 04/06/2021 | 2 | 2 | 2 | | | | | | | | | |
| 39 | 06/03/2022 | Tca | Mad | Ial | 01/03/2020 | F100009041995 | | | 06/03/2022 | 06/03/2022 | 1 | 1 | 1 | | | | | | | | | |
| 40 | | Lip | Nla | | 07/22/2019 | F100009047798 | | | 02/02/2022 | 02/02/2022 | 3 | 3 | 4 | | | | | | | | | |
| 41 | 02/07/2022 | Oma | Aaf | Oam | 12/12/2019 | F100009094210 | | | 02/01/2022 | 01/25/2021 | 3 | 4 | 3 | | | | | | | | | |
| 42 | 05/18/2022 | Zva | Iam | | 08/05/2019 | F100009186295 | | | 01/13/2022 | 01/13/2022 | 2 | 2 | 3 | | | | | | | | | |

(Some column headings edited for space)

- b. Clicking the “Generate Count” button will display a window showing the number of COS records found based on the entered find criteria.



- c. Clicking “Email Report Link” will email a web link providing access to the report in step a to the user who is currently logged into CHRIS. Please note, this link will expire after 24 hours.

7. Once the user has completed using the reporting features of CHRIS, clicking the Record Locator option in the main menu will take the user back to the CHRIS Locator Screen where they can conduct a new find or add a new child.

