

CHILD FIND—CHRIS DEFINITIONS WORKGROUP

Screening

- *RECOMMENDATION TO TAWG: No changes are needed for the Referral for Screening Date description in the CHRIS Field Reference Guide (Page 25), which states, “The date the center has gathered enough information to determine that a screening is appropriate.” Although this definition is appropriate, clarification is needed to reflect that the screening event should not be used for conversations with parent unless a face-to-face appointment is scheduled or a protocol is used.*
 - CONSENSUS: CHRIS Field Guide description is sufficient. Data Facilitators will clarify with CF staff members in their centers that the Screening event should not be opened for activity that involves only a parent conversation and/or sending developmental information. The Screening event is entered when a face-to-face appointment is scheduled or a protocol is used. Centers will use professional judgment regarding the date to be used for this event, as stated in the CHRIS Field Guide: “The date the center has gathered enough information to determine that a screening is appropriate.”

Screening – Date of Final Result

- *RECOMMENDATION TO TAWG: Discussion of this issue and determination about the date to enter into CHRIS for Date of Final Result since this date will be used for 30-day reports (Rule 6A-6.0331).*
 - CONSENSUS: The date for the Screening Final Result should be the date that the screening was conducted, even if the child failed sensory screenings. Follow-up vision or audiology results can be documented in the Evaluation event.

Referral First Contact/Referral In

- *RECOMMENDATION TO TAWG: No change needed for CHRIS definition: RFC date may be entered when a referral is received from an outside agency and/or when parent contact is initiated.*
 - CONSENSUS: TAWG members discussed whether to enter a child into CHRIS who has been referred from an outside source without a signed Release of Information. Should entry into the CHRIS database be held until parent contact has been made? Janie Register will research whether entering these referrals conforms to confidentiality requirements and addresses potential parental concerns. **Based on Janie’s response after the TAWG meeting, Child Find will NOT enter into the CHRIS database those children who are referred by an outside source without a signed consent to release information until contact has been made with a parent/guardian or a release of information has been obtained. *See NOTE below.**
- *RECOMMENDATION TO TAWG: TAWG may want to clarify how children who are or will be involved in Early Steps are entered into the Referral First Contact and/or Referral In events. Although these referral events are not tracked on the CHRIS Timeline, the events are used for quarterly Center SOD reports and for FDLRS Administration EOY Reports. The 2013 CHRIS survey indicates discrepancies in database entries among and within centers.*

- CONSENSUS: Children below the age of three whose families make contact with FDLRS regarding services and are formally referred or informally directed to Early Steps should be entered into the CHRIS database. Entering these referrals assists with tracking and following up with children who may not have received Part C services (ie. child not seen by Early Steps or ineligibility for services) but who may be in need of services as they approach their third birthday. In addition, time spent communicating with these families about services can be reflected with these CHRIS entries, especially as referrals for this age demographic increase.
- RECOMMENDATION TO TAWG: The Timeline entries for *Part C to Part B Transition Notification Date* appear to be consistent across centers. The CHRIS Field Guide provides a concise definition for entering a child.
 - CONSENSUS: While issues related to Part C to B transition (ie. late referrals from Early Steps) may impact third birthday timelines, these are concerns related to transition processes between the LES, LEA and FDLRS rather than a need for a change in definitions for the CHRIS database. Janie Register and Jan McLain reported that the Child Find workgroup for Early Steps Collaboration is addressing these concerns and that TATS is involved with that workgroup. No changes are needed in this CHRIS definition.

***NOTE: Response from Janie Register Regarding Entering Children Referred without Signed Release of Information:**

- In reference to your question about entering children into the CHRIS database without parent permission, Florida Statute 411 Section 203 (9)(a-d) states the following:

9) MANAGEMENT SYSTEMS AND PROCEDURES.—

- (a) Resource information systems on services and programs available for families.
- (b) Registry of high-risk newborns and newborns with birth defects, which utilizes privacy safeguards for children and parents who are subjects of the registry.
- (c) Local registry of preschoolers with high-risk or handicapping conditions, which utilizes privacy safeguards for children and parents who are subjects of the registry.
- (d) Information sharing system among the Department of Health and Rehabilitative Services, the Department of Education, local education agencies, and other appropriate entities, on children eligible for services. **Information may be shared when parental or guardian permission has been given for release.**

Source: <http://www.flsenate.gov/Laws/Statutes/2011/411.203>.

- Janie also addressed DCF referrals since those can be complex:
In those cases the foster parent/case worker acts as the legal guardian. Click on the following link:
http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=39.0016&URL=0000-0099/0039/Sections/0039.0016.html.

- (c) “Surrogate parent” means an individual appointed to act in the place of a parent in educational decision making and in safeguarding a child’s rights under the Individuals with Disabilities Education Act and this section.

(2) AGENCY AGREEMENTS.—

(a) The department shall enter into an agreement with the Department of Education regarding the education and related care of children known to the department. Such agreement shall be designed to provide educational access to children known to the department for the purpose of facilitating the delivery of services or programs to children known to the department. The agreement shall avoid duplication of services or programs and shall provide for combining resources to maximize the availability or delivery of services or programs. The agreement must require the Department of Education to access the department's Florida Safe Families Network to obtain information about children known to the department, consistent with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g.

(b) The department shall enter into agreements with district school boards or other local educational entities regarding education and related services for children known to the department who are of school age and children known to the department who are younger than school age but who would otherwise qualify for services from the district school board. Such agreements shall include, but are not limited to:

1. A requirement that the department shall:

a. Enroll children known to the department in school. The agreement shall provide for continuing the enrollment of a child known to the department at the same school, if possible, with the goal of avoiding disruption of education.

b. Notify the school and school district in which a child known to the department is enrolled of the name and phone number of the child known to the department caregiver and caseworker for child safety purposes.

c. **Establish a protocol for the department to share information about a child known to the department with the school district, consistent with the Family Educational Rights and Privacy Act, since the sharing of information will assist each agency in obtaining education and related services for the benefit of the child. The protocol must require the district school boards or other local educational entities to access the department's Florida Safe Families Network to obtain information about children known to the department, consistent with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g.**

➤ FERPA Regulations: <http://familypolicy.ed.gov/ferpa-school-officials>