MINUTES
CHRIS TAWG Executive Board Meeting
Thursday, December 15, 2021
10:00 AM
Via Zoom

Topic
Welcome • Attendees: Christine Delgado, Olga Camacho, Cory Beermann, Tracy Worden, Marsha Peacock, Patty Naquin, Jessica Rey, Teresa Orme
30 Year CHRIS Anniversary • CHRIS celebrates its 30 year anniversary. Review of the history of CHRIS.

CHRIS Web
• The web-based version of CHRIS was successfully released in June 2021.
• Updates on the program were provided.
• Some functionality remains to be implemented. Record Transfer and Providers and Contacts will be included soon. Discussion of whether the following aspects of the previous version of the program should be incorporated into the new web-based version of the program.
    o Do we need to include contact log master into the web-based version of CHRIS?
        ▪ No
    o Does History screen need to be included in the web-based version of CHRIS?
        ▪ No
    o Does the extensive find screen need to be included in the web-based version of CHRIS?
        ▪ No
    o Should Referral First Contact always be listed first in the portal?
        ▪ Service coordinate events need to be sorted with Referral First Contact first and all others based on creation time.

User Requests
• Add another line in the evaluation types in the evaluation event to break down Motor into "Fine Motor" and "Gross Motor"
    o No. It was recommended to include that detail in the notes section
• Increase inactivity logout from 20 minutes to 40 minutes
    o Leave at 20 minutes
• Add "Ineligible for Part B Services" and "Parent declined Part B Services" to the Referral Closed event
    o No. These options are available in Referral Inactive because these circumstances can change. Referral Closed is more final.
• Change requests for top gray line
    o Add DOB to display next to "Record Creator"

- ▪ Yes
  - o Increase the font size of all fields
    - ▪ Yes
- Add Timeline Status to Record Locator screen
  - o Yes. It will be added to the left of the Demo and Track buttons.
- Enable tabbing so that the drop-down lists expand when using tab key to move from field to field
  - o Yes. Add tabbing to the screening and evaluation event screens.
- Add a check box or a field that will mark a significant adult record as old or obsolete when an adult moves
  - o Add a text field below Directions to Home called "Previous Addresses"
- Would like to be able to use bold or colored fonts in Contact Log Notes
  - o No, because this is programmatically difficult.
- Change "Parent Last Name" to "SA Last" in the column heading on the Record Locator Screen
  - o Change header to "Sig Adult Last Name"
- Add a "Completed" check box to the Appointment screen
  - o No. Add "Completed" as an option in the Status drop down list.
- Expand the Address fields in Sig Adults to accommodate longer addresses so the entire address is displayed
  - o Yes, make the field expandable so the whole address can be displayed.
- Add FLEID field to CHRIS in preparation for Indicator 7 data collection
  - o No. This ID is not used for Child Find activities. The FLEID is assigned when the child enters school.
- TAWG member requests/questions:
  - o Can drop down menus also allow for free text entry?
    - ▪ No. Drop down menus do not allow free text entry to preserve data quality. If an exception is needed, the user can call the Help Desk for assistance entering text that is not available in the drop down list.

Other
- Data from the Child Outcomes Summary (COS) Process Form (Indicator 7) will housed in CHRIS. We will be pilot testing this soon.