

MINUTES

CHRIS TAWG Advisory Board

February 26, 2014

Conference Call

Item	Topic
1	Welcome (9:00am) <ul style="list-style-type: none">Attendees: Christine Delgado, Olga Camacho, Janie Register, Lisa Sears, Sherry Boland, Linda Zubke, Beth Johnson, Cathy Seals, Kathy Baker, Vivian Wilson, Tracy Worden, Alice Saunders, Jill Rhodes, Terri Orme, Angela Bottom, Gail Brown, Deb McLaughlin, Amber Newsome, Brenda Amerson, Vicki McClellan, Kim Lowe, Vivian Wilson, Deborah Folsom, Laura Toman, Patty Naquin, Katherine Suarez-Espinosa, Cindy DeGilio, Jan McLain, Dina Romero, Shannon Hill, Kathy Lavin, Anjanette McGee, Cathy Hoefling, Sheri Polhemus, Patti Berry, Audra Burch, Brandie Taylor, Becky Frye, Cindy Mills, Kathy Wall, Sandy Akre, Ellen Breslow, Tracy Sills, Betsy Stephens
2	CHRIS Gold v2 <ul style="list-style-type: none">• Tabs have replaced buttons. The new tab functionality was demonstrated.• Transition was added to Workload and Unduplicated Allsites reports.• Customized File Maker menu options were added to Tracking reports.• Does Not Qualify (DNQ) was added to Primary Exceptionality in the ESE Eligibility screen. If DNQ is selected, Exceptionality Status changes to "I".• Translator Hired checkbox was added to the Evaluation event. Request was made to change label to "Translator Used."• Pre-Transfer County of Residence field was added to the Referral In event.• VPK was added to the Pre-K Funding Program drop down menu.• Old Birth Place field was removed.• Suncom field was changed to Email in the Referral In and Referral First events.• Language field was added to Significant Adults• The exit logic in the report find screen was change to require using the Cancel Find button to exit.• The Appointment Date find was revised to run faster.• Sort options were added to the Speech/Language report.• Contact Log Message was added to the Service Coordination Events section of the Tracking Summary screen.• A custom function was created to remove weekends from days elapsed calculations in reports.• Chart options for 20 Day Rule Report (days elapsed from screening and parent consent for evaluation reports) were demonstrated.<ul style="list-style-type: none">○ Add note under "Screening Final Result" label saying to leave this blank to include all children in the report.○ Change name of 20 Day Rule Report (because criteria have not been specified yet) and allow flexibility to restrict Screening Final Result and Transition (add option to include or not include children who were Transitioned by adding Transition Date to the field options). Also, add the option to omit based on code field.○ Once specific rules for 20 Day Rule Report are clarified set up report in CHRIS using those specific criteria (remove user flexibility provided in the similar

	<p>report described above).</p> <ul style="list-style-type: none"> ○ Create another similar report (named 60 Day Rule Report) for Parent Consent for Evaluation to Evaluation Completion Date. Include average number of days.
3	<p>Questions for Users</p> <ul style="list-style-type: none"> ● Email functionality could be incorporated into reports. <ul style="list-style-type: none"> ○ Enable email for parent forms but not reports. ○ CHRIS user should enter email address(es) manually. ○ Email address(es) from the “address” table can be added to the form so they will be visible on screen (portal to display if more than one). Portal should be set to not print so it is not visible to the person receiving the email. ● Is the Mass Screening screen used? <ul style="list-style-type: none"> ○ At least one site (Galaxy) uses this screen. It will be kept. Users should contact us with proposed changes to this screen to make it more useful. ● Is the Age form used? <ul style="list-style-type: none"> ○ No one indicated that they use this form. It will be deleted.
4	<p>User Requests</p> <ul style="list-style-type: none"> ● Add Sensory Integration as a Presenting Problem choice <ul style="list-style-type: none"> ○ Change Multi-Sensory Concerns to “Sensory Concerns” ● Change the way age is displayed from a decimal to a hyphen. <ul style="list-style-type: none"> ○ Consensus was to leave age format as is. ● Change the tab order in Referral for Screening. <ul style="list-style-type: none"> ○ Set Tab order in order of fields on screen (presenting problems, referral for screening date, date of final result, individual screenings) ● Add Not Invited to the LEA Participation Method drop down menu in the Part C to Part B Transition screen. <ul style="list-style-type: none"> ○ Approved ● Add “Other” to the Relation drop down menu in Significant Adults. ● Screening screen <ul style="list-style-type: none"> ○ Add Adaptive and Social/Emotional to individual list of screenings. ○ Combine Parent Conf and Parent Report and call it Parent Conf/Rept to make room for additional screening types. ● Separate Speech/Language Concerns to Speech Concerns and Language Concerns in Presenting Problems drop down menus. ● Developmental in Evaluation screen is not appearing on Find screen. This will be fixed. ● On ESE Eligibility screen change ID to InD in Primary Exceptionality box. ● Add email to Locator message when user tries to access record from a different county. ● Advanced notice of timeline for program update will be sent to sites along with documentation of modifications to the program.
5	Adjourn (11:00am)