

MINUTES

CHRIS TAWG Advisory Board
May 19, 2015
Sheraton Suites Orlando Airport

Item	Topic
1	Welcome (9:00am) <ul style="list-style-type: none">Attendees: Christine Delgado, Olga Camacho, Cory Beermann, Jennifer Adams, Sandy Akre, Jill Bennett-Rhodes, Ellen Breslow, Emily Cimino, Cece Ellis, Doug Fogh, Joanne Gore, Angie Larose, CathyHoefling, Lillian Lorenzo-Luaces, Vicki McClellan, Anjanette McGee-Casen, Jan McLain, Patty Naquin, Paula Nelson, Celeste Preseault, Cookie Sanders, Alice Saunders, Lisa Sears, Dreda Shoemo, Tracy Sills, Betsy Stephens, Katherine Wall, Tracy Worden, Jan Young, Janie Register (called in), Paul Reniman (called in), Beth Moore (called in)
2	Changes in the Server Room (Hardware, Citrix, and FileMaker) <ul style="list-style-type: none">Review of how CHRIS works (servers, backup)Hardware and software updates
3	Pinellas (Collaboration comments) <ul style="list-style-type: none">Paula Nelson described how Pinellas used CHRIS to reduce duplicate data entry and the use of multiple redundant databases.Doug Fogh described how Pinellas handles data entry into CHRIS and described the custom letters and forms created for Pinellas.
4	DOE (Rules and Regulations for Child Find) (FERPA Requirements) <ul style="list-style-type: none">Janie Register and Paul Reniman described FERPA requirements and policies.CHRIS forms and reports containing identifiable information sent to sites will be encrypted or password protected.
5	Child Find Workgroup Update <ul style="list-style-type: none">Jan McLain presented information on the Child Find Workgroup: CHRIS Definitions<ul style="list-style-type: none">A detailed summary of meeting notes will be sent out to attendees.The CHRIS report for the 30-Day Rule will now reflect revised rule 6A-6.0331 specifying 30 calendar days including weekends (it had been 20 school days with weekends omitted).Discussion of CHRIS Definitions<ul style="list-style-type: none">Referral for Screening Date: Description in Field Reference Guide will remain the same. TAWG attendees should review center procedures for determining process for creating a screening event.Screening Date of Final Result description will remain the same. The 30-day report will pull from this date.Referral First Contact/Referral In descriptions will remain the same.Discussion of whether children referred by someone other than the legal guardian should be entered into CHRIS. Janie will research whether this is legal and get back to group.Discussion of whether or not children who will be involved in Early Steps should be

	<p>entered into CHRIS (Referral First Contact and/or Referral In events). Some centers enter these children and other centers do not. This is a district decision but it is recommended that a record be created in CHRIS for those children.</p> <ul style="list-style-type: none"> • Discussion that it would be very helpful and beneficial if data from Early Steps could be transferred into CHRIS.
6	<p>User Requests</p> <ul style="list-style-type: none"> • Should an automated calendar tool be added to the date fields in CHRIS? <ul style="list-style-type: none"> ○ Yes, an automated calendar will be added to all date fields. • Should we change the name of the Allsites Report? <ul style="list-style-type: none"> ○ Yes, the Allsites reports will be renamed the Workload Site Report and Unduplicated Site Report • Should Timeline Status be displayed on the Demo Screen? Color code End Timeline (ET) in red? <ul style="list-style-type: none"> ○ Yes, add Timeline Status to the Demo Screen. Also, add Timeline Status to the Child Locator screen. End Timeline will display in red. • Should Final Screening Result be placed next to the Screening Final Result Date field in the blue bar located in the middle of the Screening screen. <ul style="list-style-type: none"> ○ Yes, move Final Screening Result to the right side of the blue bar. Change the tab order so that Final Screening Result tabs after Final Results Date. • Should the record ownership message include a clickable link to send an email to the record owner? <ul style="list-style-type: none"> ○ Yes, email option will only be available to data facilitators. Other users will not see the email option on the record ownership message. ○ Cory will send an email to all data facilitators to verify accurate email addresses. • Should the Screening Types on the Screening screen be reordered to mimic the order in which they appear on the BDI test sheet? <ul style="list-style-type: none"> ○ No • Should the Referral Reason in both Referral First Contact and Referral In events be converted to a site-defined drop-down list? <ul style="list-style-type: none"> ○ No • Should “Orientation & Mobility” be added as an available option in the Therapy section of the ESE Eligibility screen? <ul style="list-style-type: none"> ○ No • Should the Migrant and Ethnicity fields be swapped on the Demo screen so that Ethnicity is closer to the Race field? <ul style="list-style-type: none"> ○ Put Ethnicity below the Race and set the tab for Ethnicity after Race. • Additional changes requested: <ul style="list-style-type: none"> ○ Expand instruments used field to full width of screen with the field label on the line above. ○ Add the DOE disability letter codes in parentheses after the primary exceptionalities and secondary exceptionalities on the ESE Eligibility screen. ○ On the Evaluation screen, remove Motor and add Fine Motor/Sensory and Gross Motor/PT. Leave Motor as is on the Screening screen. ○ Add spell check (no auto correct) to Notes and Action Needed fields if possible. ○ Add Hospital/Homebound as a Primary Exceptionality

	<ul style="list-style-type: none">○ Add Completed Date in the blue bar in the On Hold event. Entry of a completed date will replace summary value with “Completed”.○ When a Referral Closed event is created, if there is no reason specified a message will appear that will give the user the option to continue (returns to Referral Closed event) or cancel (delete the record).
7	Adjourn (1:00pm)