

MINUTES

CHRIS TAWG Executive Board

May 17, 2017

Phone Conference

Topic

Welcome

Attendees: Christine Delgado, Olga Camacho, Carole West, Jan McLain, Jessica Rey, Tracy Worden, Carol Milton, Joanne Gore, Patty Naquin, Tracy Umpenhour

CHRIS Screen Design

- CHRIS screens are being redesigned to accommodate larger monitors. This will allow more space for fields and the elimination of merge fields. The menu bar has been redesigned and now includes tips to let users know what the buttons do. Recommendation was to include the labels on screen and not use the hover pop-up labels.
- Color options: all screens one color scheme or varying colors? Feedback was pretty evenly split so the decision was made to leave the color scheme as all blue like it currently is.
- The service coordination events section will be moved to be above the timeline events section on the Tracking Summary screen.
- The demographic area on the tracking screen will be made less wide than in the example to allow more space for the service coordination and timeline event areas.
- Event summary field display revisions:
 - Appointment – no changes
 - Contact Log – add person info (staff, to/from, other person)
 - Folder to ESE – no changes
 - On Hold – no changes
 - Packet Returned – no changes
 - Packet Sent – no changes
 - Periodic Follow Up – no changes
 - Referral Closed – no changes
 - Referral First Contact – no changes
 - Referral Inactive – no changes
 - Referral In – no changes
 - Referral Out – add Who is Responsible
 - Transition – no changes
 - Screening – add Presenting Problem (Primary) and Instruments Used
 - Evaluation – add Parent Consent Date
 - ESE Eligibility – add Secondary Exceptionality and all other services (OT, PT, LT, ST)
 - IEP IFSP – add Parent Consent for Placement Date
 - End Timeline – no changes
- Need for iPad/iPhone use?
 - Most would not find iPad/iPhone version of CHRIS useful.
 - The suggestion was made to make a view-only option of the Tracking summary screen and demographics for the iPhone. Olga will set this up for iPhone and pilot it. If necessary, it can be made compatible for the iPad in the future.

- FileMaker option is only compatible on iPhone/iPad. Olga will research the possibility of using Citrix to allow access to other brands of smart phones.

User Requests

- Change Contact Log Staff field to display last name, first name
- Add “Notes” section to the bottom of Significant Adults tab
- Add “Folder to Pre-KAT team” as a Service Coordination event formatted the same as “Folder to ESE” – this change will not be made
- Add “Contact” drop down list to the Part C Service Coordinator field on the Part C to Part B Transition screen – this change will not be made
- Add “Provider” drop down list to the Part C Provider field on the Part C to Part B Transition screen – this change will not be made
- Add ASD to the screening concerns and evaluation drop down boxes – this change will not be made
- Race will be turned into a required field. Other options will be added to Race field. Add “parent refused designation” and “unknown”. Add a message when a Screening Final Result Date is entered when race is designated as “parent refused designation” and “unknown” so that user is made aware of that designation and is given the option to change race information.

Drop Down List Value Review

- Referral Inactive Reason – add “Child Did Not Enroll”
- Referral Closed Reason – no changes
- End Timeline Reason – no changes
- Agency List – add “Private Preschool”
- Appointment Type – no changes
- Appointment Status – no changes
- Awareness Source – add “Social Media”
- Contact Log Method – add “Online”
- Significant Adult Relation – no changes
- IEP/IFSP Service Type – no change
- Race – add “parent refused designation” and “unknown”
- Pre K Funding Program – add “VPK”
- Presenting Problem – no changes
- Transition Participation Method – no changes
- Transition Parent Participation Method – no changes

BEES Discretionary Projects Survey Results

- Comments from the survey were presented. CHRIS will contact TATS to see about presenting at the TATS PreK Contacts’ Conference.

Other Items

- Add “Move to Top” button to significant adults’ entry to designate which entry should appear at the top of the list.