

# CHRIS 5.0 omments

For CHRIS Users      Fall 1996      Volume 5    Number 1

## Announcing CHRIS 7!

**CHRIS 7**, the first major upgrade in two years, is scheduled for distribution in February 1997. CHRIS 7 will run under Microsoft Windows and Mac OS in addition to UNIX. This will allow you to pick the platform which best fits with your computing environment. Under MS Windows and Mac operating systems, access to reporting tools will be expanded. CHRIS data will be available to user configurable reporting programs such as: Crystal Report Writer, FileMaker Pro, MS Access, and MS Office.

The look and feel of CHRIS 5.0 will be retained in CHRIS 7.0. In addition, Windows navigational tools will be added. The skills you have acquired with CHRIS 5.0 will transfer to CHRIS 7.0. New screens and tools will enhance your ability to navigate the database and display information.



The big changes in CHRIS 7.0 are behind the scenes. Jam 7, the tools used to write the CHRIS programs, provides improved support for cross platform development. The programs written for MS Windows can be used on UNIX and Mac with only minor changes. Data issues identified by the Technical Assistance Work Group will be addressed in CHRIS 7. If you have any data related issues, please let us know so they can be presented to the Technical Assistance Work Group.

What happened to CHRIS 6.0? Since we are moving to JAM 7, we chose to keep things in sync, and skip over CHRIS 6.0.

There will be training on CHRIS 7. See the centerfold article on pages 4 and 5 for details.

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# Technical Notes

## for CHRIS 5.0 Users



## Are you Backing Up?

Recently, a few centers have had some misfortunes with their PC's. In one case, the site lost EVERYTHING on their hard disk. Luckily, we had a fairly recent backup of their data. Unfortunately, they did not have a full backup of everything else on their PC. They had to find and reinstall everything! To avoid such situations we recommend the following backup steps:

### When to Backup:

1. Once a month do a FULL backup of everything.
2. Daily do a backup of CHRIS and any other directories you use frequently.
3. Keep a copy of your backup somewhere safe (theft, fire and flood resistant).

### How to Backup:

UNIX sites are set to do automatic tape backup every work night. Other systems may have tape drives, in which case use the tape software program. If you have no tape drive use disks. If you are backing up your whole PC you will need many disks. Ask your local technical person if there is a portable tape drive you can use just for the monthly full backup. If you are backing up on disk, one available option is PKZIP. For example, to do a backup on October 1, 1996, type the following:

```
pkzip -exPr& a:\dbs1001 c:\chris50\chris.dbs\*.*
```

The above command will backup ONLY all the CHRIS files located on c:\chris50\chris.dbs. If you need help call us at 1-800-231-KRIS.

**Remember:** "Backup today what you don't want to lose tomorrow!"

### *Are you Having Trouble Reaching Us?*

We have encountered some difficulty with our phone lines and would like to resolve the issue as soon as possible. If you are getting a busy signal or no response at all, please let us know the date and time of the attempted call. Send e-mail or a fax...or just let us know the next time you talk to us!

This newsletter is produced by the University of Miami, Department of Pediatrics, Pediatric Information Systems. It is funded by the State of Florida, Department of Education, Division of Public Schools, Bureau of Student Services and Exceptional Education, through federal assistance under Individual with Disabilities Education Act (IDEA), Part B funds and through State General Revenue Funds. The *CHRIS Comments* newsletter provides updates and information for the users of CHRIS Software.

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# NEWS

# Technical Assistance Workgroup

## Is Melissa Adams Still With Us?

by Martha Cromwell

Melissa Adams has been a wonderful addition to the CHRIS Technical Assistance Work Group because she brings a distinct perspective as a CHRIS user. She has been the “CHRIS person” at her FDLRS Center for a long time, has seen the system grow and change, and has been able to help make it useful for her particular FDLRS area. But as all good things must come to an end, Melissa is no longer with the FDLRS network.

Melissa is now with the Healthy Start program, but she will continue to work with the CHRIS Technical Assistance Work Group and the CHRIS program. She will be able to bring an even more unique and diversified perspective to the Workgroup. The CHRIS program is intended to be a tool for two major areas: it is a Child Find case management tool; and, it is also an Interagency Tracking system

for “at risk”, “high risk” and children with disabilities. By Melissa’s continued involvement as an agency CHRIS user, the Technical Assistance Work Group will have an “inside track” to the needs of community agencies that CHRIS may be able to fill. We will be more informed about which aspects of CHRIS are useful and how we can more efficiently use the CHRIS system to make Interagency Tracking worthwhile to those agencies that Child Find Specialists interact with every day.

We appreciate the support of FDLRS/PAEC and the Healthy Start Program that makes Melissa’s continued involvement in the CHRIS Technical Assistance Work Group possible. This is truly Good News! Good news for CHRIS, the Technical Assistance Work Group, and especially for Child Find personnel throughout the State of Florida.



## Hello, Its Me...Again!

by Melissa Adams

I introduced myself to you in our last newsletter as CHRIS’ newest Technical Assistance Work Group member. Since then, there have been big changes in regards to my employment. In our last newsletter I told you that I worked at the Panhandle Area Educational Consortium (PAEC) as the FDLRS Child Find secretary responsible for the input of CHRIS data, among many other things. Shortly after that, I accepted another employment opportunity. I now work with the Healthy Start Coalition Three, Inc. in Marianna, Florida,

serving Holmes, Jackson, and Washington counties. I am the new Office Assistant and my duties include management of the Healthy Start office, the monitoring and completion of secretarial duties, bookkeeping, and accounting for the Healthy Start budget, personnel payroll, and purchasing, etc.

For those who have not had the chance to interact with Healthy Start, our non-profit organization is also statewide (like FDLRS and Child Find). As a Coalition, we ensure access

*(continued on pg. 6)*

# CHRIS 19

**A**t the last few training sessions, recommendations were made to run different levels of training. Well, we listened. There will be two types of training: *DBA Training*; and *CHRIS 7 Review with On-Site/Hands-On Training*.

*The DBA Training* will be a group training, of one representative from selected sites. These are sites that we have already had some extensive on or off site Technical Assistance with. The two day group training will focus on mostly changes, idea sharing and report writing.

*The CHRIS 7 Review with On-Site/Hands-On Training* will take place at selected sites. The 3-4 day training session will include on site Technical Support, and site group discussions to see how CHRIS can be used as a more effective tool. In addition there will be hands on training looking at the sites current database. If needed we will travel to the sub-sites.

The following is the list of topics to be covered in each. The schedule is TENTATIVE. We want to accommodate everyone's schedule if possible. If you have a conflict, please call Rachael Spanjer (904-922-3731) to resolve it. We are looking forward to a great training season!

## DBA Training

### Tentative Date:

January 8-9, 1997 at FDLRS Gulfcoast

### Participants:

(one representative from the following Centers)

- Crown
- Galaxy
- Gateway
- Gulfcoast
- NEFEC
- PAEC
- Reach
- South
- Springs
- Sunrise

### The Agenda will Include:

- User Access - for other agencies, Interagency Release and Release forms.
- Use of Notes: Free text fields, note options, and note retrieval
- Use of Master Lists
- Use of Action Needed
- Reports: input/output relationship, desired output, source of information desired.
- Reports: Running Standard reports and other preprogrammed reports, and report interpretation.
- Reports: Using MS Office to manipulate data from CPRG reports to create Forms/Form letters, customized labels and creating charts & graphs.
- Mover Use: Load & Unload: timetable, process, transfer, duplicates and Library Concept for laptops

# 7 Training

## CHRIS 7 Review & On-Site/Hands-On Training

### Tentative Dates & Participants:

- Feb. 11-14, 1996: FDLRS Hillsborough
- Feb. 24-26, 1997: FDLRS Miccosukee
- March 10-14, 1997: FDLRS Suncoast
- April 1-4, 1997: FDLRS Alpha
- April 15-18, 1997: FDLRS Action
- April 29-May 2, 1997: FDLRS Heartland
- May 6-9, 1997: FDLRS Westgate
- May 20-22, 1997: FDLRS East
- May 27-29, 1997: FDLRS Big Cypress

*Note: The duration at each center may change depending on need.*

### The Agenda will Include:

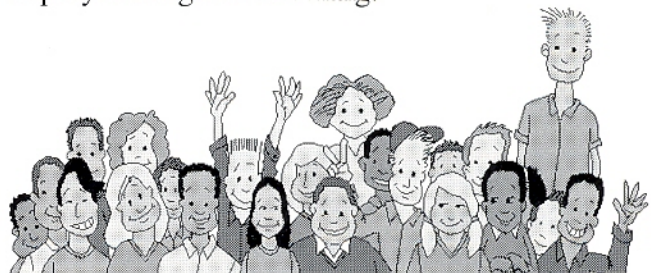
- Manual Review
- Help use: Field Help, Screen Help
- Navigating the system: cursor movement, using the mouse, arrow keys, moving from screen to screen, saving information, closing screens.
- Use of Notes: Free text fields, note options, and note retrieval
- Use of Master Lists
- Use of Action Needed
- Reports: input/output relationship, desired output, and source of information desired.
- Reports: Running Standard reports and other preprogrammed reports, and report interpretation.

**B**y now you must be thinking: “this is so exciting, what do I need to do to prepare for this?”. Use the following checklist as a guideline.

- ✓ **Complete CBT (Computer Based Training).** If you do not have the latest version of CBT call Cristina Rojas (800-231-KRIS), she will send you a copy.
- ✓ **Review the Training agenda for your site.** If you feel there are additional topics you would like to see covered, contact Rachael Spanjer (904-922-3731), or Anne E. Hymowitz at (800-231-KRIS).
- ✓ **Prepare a list of “How I do This Now”.** This will be very useful for group discussion.
- ✓ **Review the Manual.** We are currently updating the CHRIS Manual, and the CHRIS help screens. If there are additional sections you would like to see let us know.

Closer to your training date, you will receive a checklist of items to review in preparation for the training.

**Remember:** The more input we get now the more output you will get at the training!



# Access Expands to Galaxy Subsites

by Rick Decker, *FDLRS Galaxy*

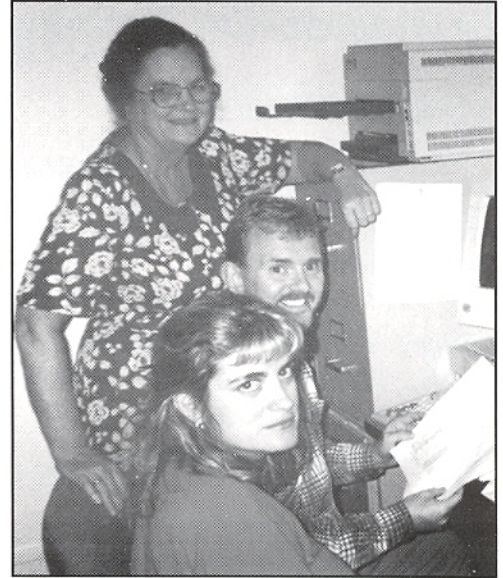
Annie and Rachael spent three days in another galaxy...FDLRS Galaxy that is!

They assisted in setting up the CHRIS system in Martin, Okeechobee, and Indian River counties. Debbie Crowder, Lynda Ledlow, and I will be inputting our own CHRIS information and downloading it to the main office in Ft. Pierce. During their visit, not only did the program get loaded, but a lot of hands-on help was given. Annie guided us through inputting data and generating reports of various kinds. The hands-on approach seems to be the most beneficial learning method. Getting our hands on the keyboard and having the screen in front of us really helped pull all the previous trainings together and see it work.

There were a few obstacles, but nothing that could not be resolved. None of our modem lines at the subsites were working. We now understand the importance of having a modem and a dedicated phone line. We also thought we would not be able to have any training due to the renovations taking place at our main center. This issue was resolved in a unique way: Annie and Rachael set up a training session in the lobby of the Hampton Inn, with our

newly arrived computers. A big thanks for their help. It was a beneficial and enjoyable visit.

A special "thank you" to Sue Demilly, the manager at the Hampton Inn, not only for letting us take over her lobby for CHRIS training, but serving us cookies and juice as well!



*Rachael Spanjer, Rick Decker, and Anne Hymowitz: On-site CHRIS training at FDLRS Galaxy.*

## Its Me...Again! *(continued from bottom of pg. 3)*

to services for mothers and babies through age one (1) of the child being served. Our direct service providers are the county Health Departments. Now that I am with Healthy Start, and I decided to remain on the Technical Assistance Work Group, I hope to see agencies like Healthy Start work with CHRIS, and vice versa, so that a "seamless system" for children can be put in to place and children we deal with can be tracked and served to the best of our ability. In the near future, Healthy Start will be exploring ways to utilize CHRIS as a tracking mechanism for the children we serve. We recently learned, through a Healthy Start Board Member, of how

another children's agency used CHRIS to maximize their ability to track and serve children and we hope to implement some of the same strategies.

I would like to thank Linda Wright, Executive Director of Healthy Start Coalition Three, Inc., for helping me to decide to remain with the Technical Assistance Work Group and allowing me to have a part in the linking together of the agencies with the CHRIS database for a "win-win" situation. If you have any questions or need assistance in the utilization of CHRIS, please feel free to contact me. My new office number is (904)482-9254, or email at [adamsm@mail.firn.edu](mailto:adamsm@mail.firn.edu).

# Annual Report

by Rachael Spanjer

Ranking very high among “most often asked questions” is, “When do we have to run the ‘Annual Report?’”. The refocusing of the FDLRS Network brought about some significant changes. Perhaps one of the most significant was the shift to a model of continuous quality assurance. One of the components of that model has been the use of a readily accessible data base that provides information on the activity status of the individual centers at any point in time and serves as a reporting tool on the continuous health of the network.

CHRIS has provided data on the health of the Child Find System on an ongoing basis for a number of years. The mechanism for reporting on that data in the past has been the retrieval of an annual data report at the end of each year. That report is still available in the CPRG Standard Reports, and can be run by individual centers at any time they choose. Centers are encouraged to run that report, as well as the site reports, periodically to provide a measure of individual site performance.

Aggregate reporting of data is requested from time to time by the Department of Education or by legislators or other policy making groups, and CHRIS is relied upon to be able to provide up-to-date information upon request.

The answer to the “Annual Report” question, then becomes, “Whenever data is requested.” A posture of continual readiness to provide pertinent planning data is the desire and responsibility of our child find system. CHRIS is the key.



Cristina Rojas created a CHRIS Home Page. The page currently includes general information on CHRIS. In the near future, we will have links to our CHRIS Comments newsletter, sample CHRIS screens, CHRIS update information, and links to FDLRS sites and Department of Education hompages.

The Home Page address is:

<http://pediatrics.med.miami.edu/crishome.htm>

A PPP account and Netscape (or another Web browser) is needed to access the CHRIS homepage. Netscape can be downloaded through FIRN. Registration for a PPP account can also be done through FIRN. Please see your local FDLRS Techie for assistance in getting on the Internet.



## CHRIS Comments Mailing List

CHRIS Comments enters it's sixth year. Our mailing list contains over 300 names, including ESE directors, FDLRS site coordinators, FDLRS Child Find personnel, CHRIS data entry personnel, and anyone who has ever been to CHRIS training. If you are reading this newsletter but are not on are mailing list, or if you know someone that should be on our mailing list, please call Cristina Rojas at 1-800-231-KRIS, or E-mail us at [chris@peds.med.miami.edu](mailto:chris@peds.med.miami.edu), and help us update our list. Thank you.

## *Child Find Specialists to Participate in Quality Assurance Forum*

The Tampa Airport Hilton is the site of the 1996 FDLRS Quality Assurance Forum on November 19-21. Child Find Specialists have been selected to present model practices identified by the FDLRS Quality Assurance Team during the 1995-96 site visits. Among those presenting at the conference, Child Find will have representatives from Gateway, Heartland, East, Big Cypress, Alpha, South, Crown, Reach, Gulfcoast, Heartland, PAEC, Hillsborough, Springs, and NEFEC.

Models related to or supported by CHRIS will include Training Paraprofessionals to Take Referrals, Scheduling on a Network, First Call for Service in the Pre-K Community, and Implementing Effective Time Management and Record Keeping.

During the joint Child Find/Managers session, participants will receive updates on the release of CHRIS 7, the CHRIS Home Page, and the 1997 CHRIS Training Plan.



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