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C O M M E N T S

## In This Issue...

2

Technical Notes

3

Integration  
of Databases

4-5

Highlights of  
CHRIS 97

6

New TAWG  
Members

7

TA Request Form

8

Verifying Data  
Accuracy

## What I learned at CHRIS Camp

*By Martha Cromwell*

CHRIS 97 Database Administrator Training, conducted by Rachael Spanjer and Anne E. Hymowitz, was held in Orlando at the University of Central Florida Educational Computer Lab on October 7th and 8th. There were 27 people who attended this training. This group included FDLRS Center Directors, Child Find Specialists, Data Entry Staff, and others who work directly with the CHRIS 97 Program.

The latest version of CHRIS 97 was demonstrated and new features were highlighted. The CHRIS 97 program is designed in FileMaker Pro. This makes CHRIS 97 the most user-friendly CHRIS program ever. The first day of this training was devoted primarily to learning to navigate through the FileMaker Pro commands, options, and layout features. Part of the second day was devoted to exploring the new feature of the CHRIS 97 program called "Super Track". "Super Track" is the portion of CHRIS 97 that is used to create reports. The rest of the day was focused on learning how to create individualized reports. All fields are accessible within the new "Super Track" feature so that infinite combinations of information can be reported.

Everyone who participated in the training was able to spend most of the time in "hands-on" work with CHRIS 97 since there were plenty of computers to go around. This was a very productive training that allowed for individualized assistance with CHRIS 97. Many different skill levels were represented, from those who had never used the current version of CHRIS 97 to those who were already very proficient with it. Rachael and Annie provided excellent assistance. The CHRIS staff is now in the process of converting every FDLRS Center to the new version of CHRIS 97. Once everyone has the program and has had a chance to use it for a while, we hope to be able to get back together to fine-tune our report generating skills.



# Technical Notes

## Don't Touch That Server!



When all sites are converted we will have 12 sites setup for multiple users using NT 4.0 server or Mac Server. This is double the number of sites we had last year using multi user setups. With a server setup the CHRIS files, in a sense, are always open. It is very important not to turn off the server with the FileMaker server program running. This can corrupt your database. Some sites experienced problems even when they ran shutdown, but did not close FileMaker server first. Some Server rules:

- Only the trained DBA's should shutdown the servers, and only when necessary.
- Make sure your server is always plugged into an UPS (Uninterrupted Power Supply).
- Do not remove or add SCSI cables with the server on. (This will freeze up your server and force an improper shutdown).
- Always call the help desk if the DBA is not around and you need to shutdown



## Still Converting

Crown, Reach, & South are currently testing their data in CHRIS 97, and will convert before the end of the year.



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# What is Shutdown?

Any of you who live in a mill town know that the true meaning of “shutdown” is not what it would seem. In a mill town shutdown is the busiest time of year. It is the time that all mill production stops and the mill goes into a 24 hour/day maintenance mode. The goal of the shutdown is to complete all repairs, upgrades, and maintenance to the mill in the shortest amount of lost production time so that when the mill is restarted it can run at peak efficiency. Shutdowns generally occur twice a year. For CHRIS, as we would say in rural north Florida, “Shutdown’s fixin’ to start!”

CHRIS 97 is entering the final phase of the conversion

process. With all but three sites converted, the Technical Assistance Work Group developed a schedule at the last meeting for bringing all sites up to date and running the same version of CHRIS 97. The updating process is expected to be completed by the end of December. Some sites will be converted during the Christmas break. Upgrades will require one or two days (shutdown) for each site, depending on the size of the database being converted. Sites will be notified ahead of time so they can suspend entering data while files are being updated.

All future updates of the software (shutdowns) will be

scheduled similarly. We anticipate two or three upgrades a year as user needs and maintenance requirements dictate. All proposed or desired changes for upgrades should be directed to the Technical Assistance Work Group. Once a change is approved it will be programmed and then scheduled for inclusion in the next upgrade. Users can anticipate a one to two day shutdown in data entry each time an upgrade is scheduled. No software changes will be distributed to individual centers at interim times. During interim periods only minor repair or maintenance to the system to ensure local systems are performing correctly will be done.

## CHRIS to Integrate with Management Database

A project is currently underway to enable FDLRS centers to provide outcome data on their activities tracked in the FDLRS Management Database. The kinds of outcome data collected in the CHRIS system are serving as a model for this endeavor. The plan includes efforts to integrate child find data already collected in CHRIS directly into the management database. This is possible because both databases were developed in FileMaker Pro. Achievement of this goal will relieve Child Find specialists of some of the duplication of effort they are now experiencing providing in-

formation to their center managers in their required monthly database updates which are sent to the Bureau of Instructional Support & Community Service for review.



# Highlights of

The first sites were converted in April. Many changes have occurred since then, based on user input. The next "Shutdown" will occur as soon as the Alpha Test sites are finished testing this new version. This process is estimated to start mid November. We will upgrade the sites in order they were converted so the sites with the oldest programs will be updated first. When this process is done all sites will have the same program: CHRIS 97.2. We estimate this process will be done by the end of December 1997. The following is a summary of some of new features/changes in CHRIS 97.2:

- **Child Duplicate Checker:** When entering a new child the new entry will be checked for duplicates as follows: Same Social Security number. Same Last and first name. Same last name, date of birth and first name initial. Same first name, date of birth and last name initial. If some matches are found the user is given the opportunity to scroll and select from this list. If none of the matches are the same child you can go to add a new child, and the information entered for the query will be transferred to the new record.
- **Pop-up Lists:** There have been some requests for additional pop-up lists. Entering data using pop-up lists help keep the database consistent. New pop-up lists are now available on the following fields:
  - ⇒ **Sub-Location:** on the Demographic screen
  - ⇒ **Primary Placement:** on the Demographic screen
  - ⇒ **Code field:** on the Tracking Summary screen
  - ⇒ **Location:** on the Appointments, Screening and Mass Screening screens.
- **ESE Fields for Speech and Language:** When data was converted from CHRIS 5.0 to CHRIS 97 the ESE exceptionality field for Speech or Language was split to two fields: Speech and Language. If you go into a record entered in CHRIS 5.0 where the exceptionality was Primary for Speech or Language, you will be asked to make a choice decision as to which one is the primary. Both can not be the primary exceptionality.
- **Date Fields:** All Event dates will default to today's date. It is very important to set your clock and date on your system. This default will eliminate blank date problems.
- **Password protection:** After logging in you will only need to enter your file password once.



# CHRIS 97.2

- **Interagency Release:** program is now available.
- **Menus:** Menu lines have been modified and are consistent where appropriate.
- **Sort Option:** When upgrading you can select to have your data sorted by dbnum. More hard coded sorting options will be available in the next version of FileMaker.
- **All sites report:** The report is now available off the Reports menu.
- **The SuperTrack reporter:** This new reporter program gives users the reporting flexibility to create reports and query on multiple events.
- **Services Authorized list:** Services Authorized list, on Service Plan event, were modified to display correctly. An update script of all previously entered data will be run.
- **Presenting problem list:** The new presenting problem list, on Referral event, will be included. An update script of all existing presenting problems will be run when upgrading.

## Service Plan List

Chapter 1  
Children and Families  
Children's Medical Service  
Division of Blind Services  
K-3 ESE  
Even Start  
First Start  
Headstart  
K-3 Non ESE  
Mental Health  
Migrant  
Part B - PreK Disabilities  
Part H - DEI  
Part H - EIP  
Public School PreK EI  
Subsidized Child Care - Title 20

## Presenting Problems

Speech/Language Concerns  
Social/Personal Concerns  
Vision Concerns  
Cognitive Concerns  
Hearing Concerns  
Health Concerns  
Motor Concerns  
Developmental Concerns  
Multi-Sensory Concerns



## New CHRIS T.A. Workgroup Members

The Technical Assistance Work Group (TAWG) has added a few new members. TAWG will be meeting on the following dates in 1997-1998: December 5, February 6, April 3, and June 5. Please submit questions or requests to any one of the TAWG members before the scheduled meeting dates so that your submission can be added to the agenda.

### Claudia Graves

Claudia Graves is the Learning Resources Specialist at FDLRS Gulfcoast. Her initial experiences were in Learning Resources. She started using computers when the first grant made them available. She began by learning and using the Pre-K programs. Claudia has advanced her computer skills and now focuses on databases. Claudia has developed the FDLRS management database, ESE Center Progress Reports, and the new Pinellas Quality IEP. Claudia's special contribution to TAWG is her knowledge of the FDLRS Management database and its users.

### Carol Milton

Carol Milton, Project Coordinator for FDLRS/Gateway has been with the FDLRS network for the past three years. Life before FDLRS included nine years of teaching experience in exceptional student education and one year's experience as an ESE Resource Teacher. As a Resource Teacher, one of her responsibilities was to work with FDLRS Child Find to assist with transitioning eligible children into the school system. Carol joins TAWG to provide representation for the needs of small and rural districts.

### Linda Wood

Linda T. Wood is the coordinator at FDLRS Big Cypress. She is excited about being a part of the group because she manages both a large and a medium size county CHRIS database from two separate sites in the southern part of the state. Her experience as a coordinator in a mid size ESE district provides the county perspective.

## CHRIS Team - NEWS

### *Hello Pavel*

Our new programmer, Pavel Franek, is from the Czech Republic. He graduated from the University of West Bohemia, Pilsen, Czech Republic, with a master degree in Computer Science and Information Technology in June 1996. Pavel worked at a law firm as a project manager, where he was responsible for development of the central information system. Pavel is currently a graduate student at University of Miami in the Business school specializing in Finance.



### *Goodbye Bart*

Bart Loeb is no longer with CHRIS. Bart has relocated to Indiana and is now working for the University of Notre Dame. He was instrumental in the development of CHRIS 97 and a good friend to all of us. We will miss him, and wish him well now and in his future endeavors.





# Who To Call When You Have A Problem

The following list is designed to help figure out what kind of problem you have, and who can best help you solve it. If you have any additional problems that can not be resolved, fax or e-mail the Help Desk with the problem and best time to contact you. Help Desk Fax #: 305-326-7594, E-mail: [chris@peds.med.miami.edu](mailto:chris@peds.med.miami.edu).

## Equipment

**Problem: Hardware is not functioning (not turning on or off, system is frozen)**

*Contact your local Technical Support.*

## Network

**Problem: Some users can access the program but I can't.**

*Contact your local Network Support.*

## CHRIS Program

**Problem: CHRIS is on a stand-alone PC and I can't get into CHRIS.**

*Call Help Desk at 1-800-231-5747.*

**Problem: I want to suggest a change to the CHRIS program.**

*Call or e-mail a TAWG member with your suggestion.*

**Problem: Program is doing strange things.**

*Fax a description of what is happening to the Help Desk at (305)326-7594 or enter the problem into the User Problems screen in CHRIS 97 and ask the Help Desk to unload your problems when upgrading.*

**Problem: CHRIS is on a network. All other programs are working but CHRIS is only accessible for some of the users.**

*Call Help Desk at 1-800-231-5747.*

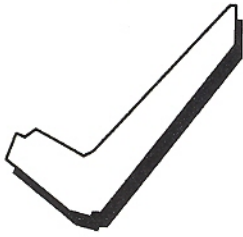
**Problem: I am not sure how to enter my Child Find procedure.**

*Call Martha Cromwell at (352)591-4300.*

**Problem: New users that were never trained.**

*Run demo disk before using live data in CHRIS (get demo disk from your DBA). If more help is needed, call the Help Desk to schedule an on-line training.*

# Reports to Verify Data Accuracy



A series of standard reports are currently being designed for use by FDLRS managers and Child Find specialists to verify data accuracy. During the conversion process from CHRIS 5.0 a number of the FDLRS managers were made aware of inconsistencies in their data. Often these inconsistencies appeared to be the result of different interpretations of definitions of data elements by individuals entering data. It was felt that over a period of time and as personnel change some of the misinterpretations had become common practices. The managers felt that it would be helpful if they could have the opportunity to review data periodically to see that it reflects a true picture of activities within their service areas.

With the new Super Track reporter Data Base Administrators will also be able to design their own reports to verify data accuracy and integrity and to assist them in designing appropriate training and technical assistance for center Child Find staff.



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