



C O M M E N T S

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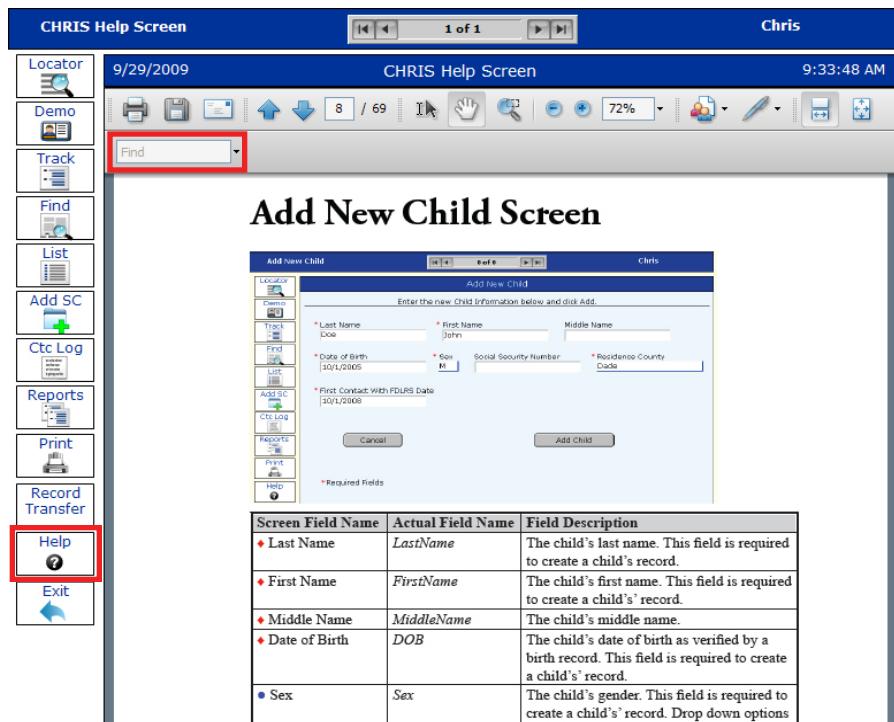
## CHRIS Help Screen

Bijan Boustani

The main menu in CHRIS includes a HELP option that provides definitions for all the fields in the CHRIS data entry screens. Selecting the HELP option from the main menu (*see Figure 1*) opens the *Field Reference Guide*. This guide provides the screen field name, actual field name, description, and drop-down options for all fields in CHRIS.

The Help option is linked to the screen that is being displayed. Clicking the HELP button will display information from the *Field Reference Guide* for the current screen. For instance, clicking the HELP button while in the **Add New Child** screen will display the definitions for the fields in that screen (*see Figure 1*).

In addition, a searchable *Find* field is located at the top left of the Help screen so that users can



**Figure 1: CHRIS Help Screen**

easily search the entire *Field Reference Guide* for a particular field definition without having to scroll through the entire document.

As always, the CHRIS Help Desk is available to answer any questions you have about the CHRIS program.

# CHRIS TRAININGS

## New Reports Training

Cory Beermann

There are two ways to retrieve the data from CHRIS, "Standard Reports" and "Reporter." In the past, these two reporting options were presented and taught in two separate training sessions. Standard Reports were covered in the CHRIS New User Training session and the Reporter program was covered in its own training session not surprisingly titled CHRIS Reporter Training. Training on these two closely related aspects of CHRIS have now been combined into a single training session titled, Reports Training.

During the Reports Training session we will continue to teach how to create custom reports and layouts using the tools in FileMaker. We will also be teaching how to retrieve data using reports that have been created in the Standard Reports section of the program.

The CHRIS Reports Training session is conducted remotely or in person depending on the number of trainees (you will need at least 6 attendees for the trainer to come to you). If done remotely, we use our ability to see and interact with any user's CHRIS session from our offices in Miami. The trainer and trainee/trainees communicate via telephone and are able to watch the other person's actions on their respective monitors. The training lasts roughly five hours and includes a break for lunch if necessary. If any of the users have specific custom report requests, the trainer will incorporate these requests into the training.

Any CHRIS user with a firm understanding of the program can register for the new Reports Training session. Contact the CHRIS Help Desk or e-mail Cory at [cory@miami.edu](mailto:cory@miami.edu) to schedule a training session.



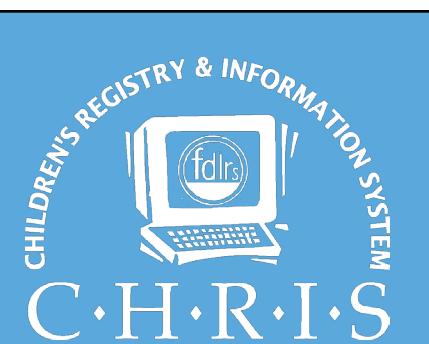
*FDLRS/Crown New User Training*



*University of Miami New User Training*



*FDLRS/Westgate and FDLRS/PAEC Reports Training and New User Training*



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CHRIS Comments  
Newsletter Schedule for 2009  
February, May, August, November

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# CHRIS HELP

## CHRIS Highlights the Child Demographic Information Screen

Cory Beermann

The screenshot displays the 'Child Demographic Information' screen in the CHRIS system. The top header shows 'Chris' and the date/time '9/29/2009 8:37:44 AM'. The main area contains several input fields for child information, with some fields highlighted by a red border:

Dbnum 45302	Child ID 45302.16	Age 3.06	Record Creator idaquin				
Last Name Oui	Suffix Jr.	First Name Sebastian	Middle Name Thomas	Relation	Birth Date 03/20/2006	Sex M	Race Hispanic
Alternate Surname	Nickname Johnny	Birth(State/Country) Florida	Birth (County) Dade	Old Birth Place			
Residence County Dade	Service County Dade	Current Location FDLRS Main Office	Current Sub Location Region 5	Home School Zone Gratigny Elem			
Primary Language English	Other Language French	Migrant N	Student Number 123456789				

Below this, there are tabs for 'Significant Adults' and 'Other Adults'. The 'Significant Adults' tab shows two entries:

Del	Last Name Oui	First Name Barbara	Relation Mother	LW Y	Phones 305-284-5514	Notes Home
Address	1234 Disney Way					Cell
Mail? Y	Coral Gables	FL	33159	800-231-5747	Work	

The 'Other Adults' tab shows one entry:

Del	Last Name Sebastiani	First Name Lucrine	Relation Father	LW N	Phones	Notes
Address	1212 Alhambra Circle					
Mail? N	Coral Gables	FL	33164			

**Figure 2: Child Demographic Information Screen**

This is the first in a series of articles that will highlight a screen in CHRIS. The purpose of these articles is to educate our users in the fields available in CHRIS and their definitions. In this article, we will highlight five optional fields from the "Child Info" section of the **Child Demographic Information** screen.

**Service County** – This is the county in which the child is receiving services. It can be different from the child's county of residence. Drop-down options include all counties associated with the user's FDLRS site. This field should be used or modified every time a new child is added to the database or if the

child's *Service County* does indeed change.

**Current Location** – This is the location at which the child is receiving services. It may be the home, the name of an agency, school, child care provider, or any other location where the child is receiving services. The associated drop-down can be modified by the site's data facilitator and all users should be in agreement as to how this field should be used.

**Current Sub Location** – This field is locally defined. Some options are: home school zone, school number, area or region of service, school or service location name, or other locally definable location. The associated drop-down can be modified by

the site's data facilitator, and all users should be in agreement as to how this field should be used.

**Home School Zone** – This is the district-designated attendance zone for the child. The associated drop down can be modified by the site's data facilitator, and all users should be in agreement as to how this field should be used.

**Other Language** – This field is defined as a language other than the child's primary language that is spoken in the home by the parent or by another caregiver or that the child speaks or understands. The associated drop-down can be modified by the site's data facilitator.

# Duplicate Records Report

Olga Camacho

The accuracy of the CHRIS database is something we continuously strive to maintain. Last year we conducted our first statewide duplicate record check. This process identified 934 duplicate records. Of these, 634 were older records that were archived in June 2009 leaving 300 duplicates that needed to be merged. With the help of data facilitators throughout the state, these duplicates were researched thoroughly in order to determine which records should remain in the active database.

All pertinent data were moved to the active record. Ultimately, 150 demographic records were permanently removed in August of this year. We would like to thank everyone for their help in cleaning up the database.

In an effort to maintain the accuracy of the data in CHRIS, we have made checking for duplicate records an annual process. We conducted another duplicate record check in early October and found 74 duplicate records. Most of these



were records that were duplicated within the same county. We will be working with each site to resolve these duplicate records. Please help reduce the number of duplicate records in CHRIS by ensuring that the child you are entering in CHRIS does not already exist in the database. Data accuracy is essential for statewide and local reporting.

## ANNOUNCEMENTS

### Holiday Closings

Please make a note of our upcoming holiday schedule. The Help Desk will not be available on the following days: *Thanksgiving* (November 26 & 27), *Christmas* (December 24, 25, & 28), and *New Years* (December 31 and January 1).

### CHRIS Training

To register for any CHRIS training session, send an e-mail to Cory Beermann at [cory@miami.edu](mailto:cory@miami.edu) or visit the Training Web page at [www.chris.miami.edu/training.htm](http://www.chris.miami.edu/training.htm).

### Do you want to be on the CHRIS mailing list?

If you are interested in receiving the CHRIS Comments Newsletter via e-mail, or know someone who wants to be added to our mailing list, send us an e-mail at [chris.um@miami.edu](mailto:chris.um@miami.edu). Newsletters are distributed in Adobe Portable Document Format (PDF) files and can be downloaded and saved on your local computer. If you cannot open PDF files, go to [www.adobe.com](http://www.adobe.com) and download a copy of the free Adobe Reader today!

### Allsites Fixed Numbers

The time to run the Fix Numbers program is almost upon us. This program finalizes all the Timeline and Referral First Contact with FDLRS event counts for the prior school year for the purposes of the Allsites report. It allows the Allsites report to run more efficiently and ensures consistent numbers at all times. The Help Desk will run the program on **December 18**. We ask that you please exit CHRIS by 4:00 p.m. on that day in order to allow us enough time to complete the process. The program will be back online as usual Monday morning, December 21. Once this operation has been completed, any new Timeline and Referral First events added to the database falling within the 2008-2009 school year will not be reflected in the Allsites report.

Please make sure data entry up to and including June 30, 2009, is complete by December 18, 2009. If this advance warning does not provide adequate time for data entry, please contact the CHRIS Help Desk as soon as possible.