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C O M M E N T S

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## The Versatility of CHRIS

Olga Camacho

The CHRIS program was designed with your needs in mind. The CHRIS staff strives to provide our users with user-friendly, reliable software that can be customized to meet each site's unique needs. The versatility of CHRIS is most apparent in the Reporter files, service coordination events, drop-down lists, and notes fields.

The site Reporter file allows each district to create site-specific reports, forms, mailing labels, and much more. Creating an intake form in Reporter will allow you to print the form with field information (such as *Child's Name*, *Parents' Names*, *Address*, and *Date of Birth*) already completed.

Commonly used letters, which are usually addressed to parents, can also be created in Reporter.

Twelve service coordination events are provided in CHRIS to assist you with case management. The

Contact Log event, for instance, allows you to keep track of communications with anyone involved in the child's case. You can document important notes about the communication and the reason for contact. In addition, all service coordination events contain an Action Needed section that allows you to set reminders for any follow-up actions that need to occur by a specific date.

CHRIS contains several site-specific drop-down lists including, but not limited to, "Code," "Location," "On Hold," and "Providers and Contacts." The "Code" drop-down list, for instance, can be used to designate a specific type of child or referral. As an example, you may want to use an HS code for Head Start children, HS/TR1 if they were transferred to Region 1, and HS/TR2 if they were transferred to Region 2. A report of all

children in Head Start (regardless of the region transferred to) can be generated by executing a find on the *Code* field for "HS\*." This simple find would produce a report with a great deal of detail using only one field in the find criteria.

Every event screen in CHRIS contains a *Notes* field. *Notes* fields can be used to record additional information related to the event, or they can be used to denote specific site-defined coded information as is done with the *Code* field. *Notes* fields can be used as a find criterion to identify a specific group of records, and they can be added to any report.

CHRIS represents the best of both worlds, a site-specific database within a statewide database. If you would like assistance in customizing CHRIS for your site, contact the CHRIS Help Desk.

# Creating Forms and Letters in the CHRIS Reporter Program

Cory Beermann

Those of you who use custom layouts and reports are already familiar with the tremendous versatility of the CHRIS Reporter program. The new version of the Reporter program released a few months ago has proven to be the most user-friendly version yet.

If your FDLRS center currently uses a standard form for intake or referral purposes, or if you are filling out form letters to send out to the parents and guardians of the children you serve, this article will show you how to use CHRIS to simplify these tasks. The data you are already entering into CHRIS can be automatically inserted into these documents once they are created in your Reporter file.

In *Figure 1* (on page 3), you can see a relatively standard intake form used by a FDLRS center. This image was created directly from the form that exists in CHRIS. This form was initially created in CHRIS simply by copying and pasting the Word Document that had been printed out and filled in by hand for years into a blank layout in the Reporter program.

Once the intake form is created in the Reporter program, the form can be printed for one or more children by performing a find. The most common find for an intake form is searching within the *Referral In Date* or *First Contact with FDLRS Date* fields for a particular date or date range. Once the find is performed, the forms can be printed with the child's name and other data from CHRIS already completed as shown in *Figure 1*.

For example: If you want to print out the intake forms for all the children who had a *First Contact with FDLRS Date* on October 27, 2010, complete the following steps:

1. Login to CHRIS.
2. Select "Reports" from the CHRIS Main Menu.
3. Select "Reporter (Custom) Reports" from the **Reporting** screen.
4. Select "ServiceCoordination" from the Table drop-down list.
5. Select "ReferralFirstContact" from the Event drop-down list.
6. Select "ReferralFirstContactDate" from the Field drop-down list.

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# Creating Forms and Letters in the CHRIS Reporter Program (Continued)

Cory Beermann

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7. Enter 10/27/2010 in the *Value* free-text field.
8. Click the PERFORM FIND button.
9. Find your intake form layout by clicking on the layout drop-down and selecting it.
10. Once opened, the intake forms for all children with a *Referral First Contact Date* of 10/27/2010 are ready to be printed.

In the example shown in *Figure 1*, the child's intake form will have the following information automatically populated from data previously entered CHRIS:

- *DBNUM (Database Number)*
- *Appointment Date*
- *County of Residence*
- *Last Name*
- *First Name*
- *Date of Birth*
- *Adult First Name*
- *Adult Last Name*
- *Adult Phone 1 (Home)*
- *Adult Phone 2 (Work)*
- *Adult Full Address*

The steps to create form letters and other custom reports are the same as those for custom forms. Remember that any fields or data

DBNUM: 284028  
 AppDate: 11/1/2010  
 COR: Dada  
 Screening?

**Referral/Request for Services**

Student: Smith	John	Date of Birth: 5/1/2007	Grade:
Student Number:	Referring Teacher(s):		
School:	School Number:		
Parents: John and Jane Smith	Phone (home): 800-231-5747	Phone (work): 305-284-5514	
Address: 5665 Ponce de Leon Blvd	City, State, Zip: Coral Gables, FL 33145		
Current Program(s):			

**Reason for Referral** (Check all that apply)

<input type="checkbox"/> Reading Difficulties	<input type="checkbox"/> Health Problems	<input type="checkbox"/> Hearing Difficulties
<input type="checkbox"/> Math Difficulties	<input type="checkbox"/> Motor Difficulties	<input type="checkbox"/> Communication Difficulties
<input type="checkbox"/> Other Academic Difficulties	<input type="checkbox"/> Visual Difficulties	<input type="checkbox"/> Parent Request
<input type="checkbox"/> Social, Behavior Difficulties	<input type="checkbox"/> Pre-Academic	<input type="checkbox"/> Gifted: Initial
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Attention Difficulties	<input type="checkbox"/> Gifted: Retest _____

(Date of Psychological)

**Background Data**

Hearing:  Pass  Fail Date: \_\_\_\_\_ Cochlear Implant:  Yes  No  
 Vision:  Pass  Fail Date: \_\_\_\_\_ Hearing Aid(s)  Yes  No  
 Speech:  Pass  Fail Date: \_\_\_\_\_  
 Language:  Pass  Fail Date: \_\_\_\_\_

On \_\_\_\_\_ the Multidisciplinary Team met and determined that: (Check appropriate items)

Appropriate interventions/screenings have been completed, and no further services of the Team are indicated at this time.  
 The case will be referred to TARGET team for:  
 Additional intervention(s) \_\_\_\_\_ Support Services (specify) \_\_\_\_\_  
 Observation by \_\_\_\_\_ Additional Screenings (specify) \_\_\_\_\_  
 Other \_\_\_\_\_

Appropriate interventions/screenings have been completed, results discussed, and individual testing/evaluation is recommended:

<input type="checkbox"/> Audiological Evaluation	<input type="checkbox"/> Physical Therapy Evaluation
<input type="checkbox"/> Speech Evaluation	<input type="checkbox"/> Assistive Technology Assessment
<input type="checkbox"/> Language Evaluation	<input type="checkbox"/> Functional Behavior Assessment
<input type="checkbox"/> Occupational Therapy Evaluation	<input type="checkbox"/> Adaptive Behavior Assessment
<input type="checkbox"/> Academic Evaluation	<input type="checkbox"/> Social/Development History
<input type="checkbox"/> Pre-academic Evaluation	<input type="checkbox"/> Behavior Rating Scales/Assessments
<input type="checkbox"/> Psychological Evaluation	<input type="checkbox"/> Other: _____

Comments: \_\_\_\_\_

Does the student need an interpreter for testing/evaluation? \_\_\_\_\_ No \_\_\_\_\_ Yes: (specify) \_\_\_\_\_

Principal or Designee \_\_\_\_\_ School Psychologist \_\_\_\_\_

Exceptional Student Representative \_\_\_\_\_ Social Worker \_\_\_\_\_

General Education Teacher \_\_\_\_\_ (Indicate Position) \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ (Indicate Position) \_\_\_\_\_

As parent(s) guardian(s) of a child with a disability or suspected disability, you have protections under the attached procedural safeguards under the Individuals With Disabilities Education Act and Rule 6A-6.05311, FAC. For your Gifted student or potentially Gifted student, you have protections under the Procedural Safeguards under Rule 6A-6.05313, FAC. Further explanations of rights and copies may be obtained from the Principal.

**Figure 1: Example Intake Form**

contained within CHRIS can be placed on a form, letter, or custom layout in the Reporter program.

As always, if you would like to create forms, letters, or custom reports in CHRIS, please do not hesitate to contact the Help Desk.

Not only can we create the documents with you, but, if you are interested, we also offer a training event specifically designed to acquaint you with the features and techniques needed to do your own creating in CHRIS Reporter.

# How Can CHRIS Save You Time and Money?

Olga Camacho & Christine Delgado

We recognize that budgets are increasingly tight and our users are being asked to conserve resources wherever possible. CHRIS may be able to assist with these efforts by working with users in conventional and creative ways to save projects time and money.

Here are some of the ways CHRIS can save your site time and money:

- Additional fields can be added to CHRIS (with TAWG approval) to reduce the duplication of data entry into CHRIS and another database.
- Forms currently completed by hand can be incorporated into the CHRIS Reporter program and printed with child information pre-completed.



- Reports in CHRIS can be modified to use less paper and/or ink.

We take great pride in providing you with the best technical support possible and look forward to working with you to meet your needs.

## 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 25 & 26), *Christmas* (December 23, 24, & 27), and *New Years* (December 30, 31).

### 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 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 17, 2010**. 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 20, 2010. Once this operation has been completed, any new Timeline and Referral First events added to the database falling within the 2009–2010 school year will not be reflected in the Allsites report.

Please make sure data entry up to and including June 30, 2010, is complete by December 17, 2010. If this advance warning does not provide adequate time for data entry, please contact the CHRIS Help Desk as soon as possible.