

CHRIS 5.0 omments

For Chris Users Spring 1995 Volume 3 Number 4

Pilot Project in Galaxy for Interagency Link

Thanks to the excellent leadership in the FDLRS/Galaxy, St. Lucie County Schools Management Information System and District 15 DEI, the CHRIS system has moved one step closer to becoming a true interagency, collaborative, tracking and planning system for children, birth to age 21 in Florida.

FDLRS/Galaxy, in collaboration with St. Lucie County Schools and District 15 DEI, is preparing to pilot the use of CHRIS 5.0 as a central point of coordinated information. At a meeting held January 27, 1995, key personnel representing the three agencies came together to complete plans for the project. Among the leaders present were Bill Merryman, St. Lucie County MIS Director; Dr. Beth Gessner, FDLRS Galaxy; Lori Shamroth-Carver, Children's Medical Services; and Dianne Frye, PreK Early Intervention Program, St. Lucie County Schools.



FDLRS Galaxy Child Find: Judy Wakeman, Lynda Ledlow, Rick Decker, and Carolyn Mellaci.

Bill and Lori's enthusiasm for using their agencies' electronic databases to supplement CHRIS data to make a meaningful difference in the planning and service delivery to children and their families was contagious. Each of the 16 participants came away feeling assured that the linkage of the three databases was indeed quite feasible.

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(see Galaxy)*

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Conversion Corner

Technical Information for CHRIS Users

All FDLRS Centers and sub-sites have been converted to CHRIS 5.0. We are expecting at least 4 additional sub-sites to be created within the next 2 months.

Post Conversion Tips :

Now that you are converted, here are a few reminders or informational tips to help you in CHRIS 5.0.

Acronyms for the agency list:

In CHRIS 5.0, there are two new fields "Agencies Known" on the Tracking screen, and "Agencies Involved" on the Service Planning screen. The entries in these fields are acronyms. The acronyms should be created in the Care Providers Directory. Remember, if you are a sub-site, all agency/provider entries (including acronyms) must be done from the main site, then transferred to your sub-site.

CHRIS Group Event Wizard:

This exciting new feature assists users in linking Group Events. More information and directions will be available in the CHRIS 5.0 on line help.

CHRIS Users:

Remember, you use a password to enter the CHRIS system. Do not leave the system logged into CHRIS for extended periods of time if you are not using it.

CHRIS 5.0 Backup:

Since we only keep monthly backups of your data, it is very important that you backup after using the system. Remember, you can only recover data that you have backed up. If you have a tape drive, use it. If you do not have a tape drive, backup to disks by typing:

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

where *chris"date"* is the name of the file.

DIALING FOR DATA

Now that everyone is converted to CHRIS 5.0, we will soon start automatically dialing in to each main site once a week to retrieve data. This process will be at night or lunch time and does not require any user presence.

CHRIS 5.0 Comments

This newsletter is produced by the University of Miami, Department of Pediatrics, Pediatric Information Systems. It is funded by the Florida Department of Education, Division of Public Schools, Bureau of Education for Exceptional Students under State General Revenue funds. The CHRIS Comments newsletter provides updates and information for the users of CHRIS Software.

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CHRIS Comments

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District Guidelines for Standardized Reports

Exceptional Student Education (ESE) Directors can use CHRIS 5.0 to plan for ESE services! *School District Guidelines: Effective Utilization of CHRIS 5.0* is currently being reviewed by ESE Directors and FDLRS Managers. Based on their feedback, the Guidelines will be revised and standard reports finalized. FDLRS will be able to produce these reports on request, when the necessary data have already been entered in the system.

Three key types of reports are presented: prevalence, projections, and timeliness. From these reports, ESE Directors will be able to:

- ✓ Estimate how many children

within the general population need Child Find and ESE services by county.

- ✓ Identify children who need to be staffed for ESE services by age three or kindergarten entrance.
- ✓ Monitor numbers of children turning three in the next 3, 6, 9, 12, 15, and 18 months or entering kindergarten this year or next year.
- ✓ Identify, for each child and overall, the timeliness of Child Find services and monitor average time lapses along the service process.
- ✓ Identify children who have been put on hold, the time lapses, and actions needed.

Each report is accompanied by criteria for a child to be included in the report, required elements for the report, a statement of purpose, a discussion of its uses with questions to ask when reading the report, and a place to take notes. Feedback about using these reports would be greatly appreciated by the Department of Education, Bureau of Students Services and Exceptional Education.

With so many demands on the ESE Directors, these Guidelines provide simple and specific steps to obtain the reports, ensure good data in the reports, and use them effectively. Good luck and enjoy!

Coming Soon, to a Computer near you...

On-line Report Training

From mid-April to mid-June, we will be scheduling half day on-line training sessions for all Child Find personnel.

The training will include:

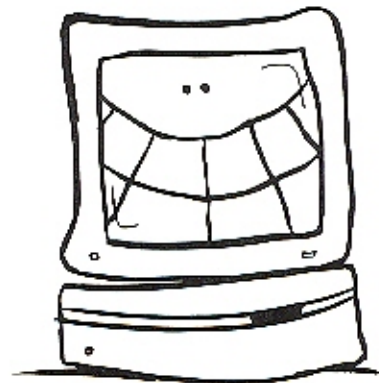
1. Review of printing standard reports.
2. Generation of reports to check if your site's data are entered correctly. (This will assist in generating an accurate Annual Report).
3. Create your own report, based on your reporting needs.

These sessions will be conducted from Miami on your computer at your site. You must have: A computer with a working modem and direct phone line. Helpful: A speaker phone.

More information on this new experience in training will follow shortly. Any questions please call Anne Hymowitz at 1-800-231-KRIS.

School Districts Awards

For FY 1994-95, the CHRIS Project awarded \$1,500 grants to promote CIIRIS usage with the local ESE office. The following districts have been selected: Charlotte, Manatee, Martin, Okcechobee, Pinellas, and Taylor.



New Procedures for Special Requests

The CHRIS Technical Assistance Work Group has established a procedure for making requests to the programmers. This will help to accommodate individual needs in the CHRIS template or in the standard reports format.

Please observe the following procedure to request changes in the CHRIS template or standard report, so the overall direction of the CHRIS priorities is maintained.

Special requests for the TA Work Group should be sent, in writing, to Rachael Spanjer (622 Florida Education Center, Tallahassee, FL 32399 - FAX (904) 487-2679). The Work Group meets monthly and will prioritize special requests with Dr. Urbano, who will assign support resources ac-

ording to priority.

If you need assistance using the report generator to design your own reports, contact Martha Cromwell at FDLRS/Springs, 1-800-533-0326. Any issues she cannot resolve she will direct to Dr. Urbano for solution.

Dr. Urbano has instructed the CHRIS Support staff to carefully consider all requests for program changes. Any request not directly related to current priority activities will be forwarded to the TA Work Group for review and prioritization. We thank you for your patience in the conversion process, and look forward to assisting you in using the system more productively as a planning tool for improved decision making for young children.

This month's approved Special Requests:

Statements added to "presenting problems" F10 List with corresponding codes:

36. Established Condition (this is also an "exceptionality" for the birth to two population)
37. Spina Bifida
38. Genetic Syndromes
39. At-Risk
40. Prader Willi Syndrome
41. Premature Birth
42. Drug Exposed
43. Tuberous Sclerosis
44. Muscular Dystrophy
45. Delayed Gross Motor
46. Delayed Fine Motor
47. Cognitive Delay
48. Allergies
49. PKU
50. Juvenile Arthritis

Statements added to "exceptionality" F10 List with corresponding codes:

51. Traumatic Brain Injury
52. Other Health-Impaired
53. Orthopedically-Impaired

The above three statements will replace Physically Impaired (code 25). Please start using them instead of PI.

New Services, complete F10 list:

1. Head Start
2. PreKindergarten Disabilities
3. PreKindergarten Early Interventions (Schools 3, 4 yr. olds)
4. First Start
5. Even Start
6. Migrant Education
7. Healthy Start
8. Part H
9. Developmental Evaluation and Intervention
10. Chapter 1
11. CMS - Medical
12. Subsidized Child Care
13. Easter Seals
14. UCP
15. ARC
16. Private
17. Children and Families
18. Mental Health
19. Division of Blind Services
20. Early Intervention (0-36 months)
21. Physical Therapy
22. Occupational Therapy
23. Speech Therapy

More on Definitions for Events

A list of all definitions has been distributed at the last Child Find meeting. Based on your questions, we have provided some additional clarification.

Screening Requested, Screening, and Screening Final Result - These events are related and are generally used as a "set". Selecting one of these events from the Event Menu (F10 List) provides a detailed Event Screen that allows access to the other screening events related to this "set" of screening activities.

- **Screening Requested** is the date a decision is made that a screening will occur for an individual child. This date is usually a date some time prior to the actual screening taking place, but this date may also be the same date as the screening.
- **Screening** is defined as the initial process by which a determination is made to identify children who may need formal evaluation and/or to identify additional services needed by children and families.
- **Screening Final Result** is the overall decision based on the Screening. The Screening Final Result is either:
 1. "F"- the child failed the screening and is referred for an evaluation for an ESE program or other service;
 2. "P"- the child passed the screening and is diverted to another type of service because they do not need an evaluation for ESE services;
 3. "A"- the child is "At Risk" due to some set of circumstances like: mixed screening results, the need for re-screening, family considerations, etc.

Recording screening in this manner allows FDLRS Centers to track time lines across the screening function. There can also be more than one set of **Screening** events which allows for multiple screenings or re-screenings to be recorded. Information can be included in the child's record, using this **event**, about screenings conducted by agencies other than FDLRS.

Periodic Follow-up - This event is used when there is no need at the present to continue active involvement with a child, but there is a need to follow-up with this child at some point in the future.

On-Hold - This event is *only* used when the FDLRS Child Find process needs to proceed but is held up due to reasons outside the control of FDLRS of the School District. These reasons imply that some resolution to the situation will occur and the child will resume progress through the Child Find process. If the reason for the hold-up does not appear in the F10 list then the child should remain *active* in the Child Find process.

(Definitions continued from page 5)

Inactive - Child Find will take no further actions on behalf of this child *at this time*. This event implies that the Child Find process has stopped and, to the best of our present knowledge, will not resume in the future.

There are four broad categories of Inactive:

1. **Diverted** - This category means that some action has been taken on behalf of the child but the normal Child Find process will not be completed. Within this broad category, there are presently four selections:
 - diverted with appropriate information
 - diverted to appropriate services
 - diverted based on screening results
 - diverted based on evaluation results
2. **Service Initiated** - The child completed the Child Find process and was placed in a public school ESE program, or another type of appropriate educational placement.
3. **Withdrawn** - The child has exited the Child Find process due to some circumstance beyond the control of the process. No re-initiation of services is expected. Presently, the three "withdrawn" reasons are:
 - refused services
 - drop-out
 - unable to contact
4. **Closed** - These reasons place the child beyond the realm of the FDLRS Child Find process. These reasons include:
 - entered kindergarten
 - moved out of jurisdiction
 - child died
 - other

(Galaxy continued from page 1)

Agreements reached among the group are:

- ✓ CHRIS 5.0 is the central point of coordinated information.
- ✓ Use the uniform release of information form recommended by the PreK Interagency Council.
- ✓ Use appropriate ANSI standards for the format for data exchange.
- ✓ Use CHRIS Mover for data exchange until ANSI standards are implemented. Individual sites will be responsible for

designing interface to the CHRIS Mover.

Hats off to Bill Merryman for his keen awareness of child and family issues and the need to make data collection a meaningful activity to affect educational and societal outcomes! His direction in the design of the Information Management System in St. Lucie County Schools is a link that is essential for the interchange of information across agencies.



Kathy Fleming, CHRIS user at FDLRS Galaxy.

New CHRIS T.A. Work Group Members



Rachael Spanjer

Rachael Spanjer has joined BSSEE staff as a Program Specialist for Child Find on the FDLRS Technical Assistance Work Group. Rachael was formerly Director of Exceptional Student Education and Special Services in Taylor County. Her prior responsibilities included the supervision of Head Start, Early Intervention, PreK Handicapped, and Teen Parent programs. Her experience with these programs gives her a keen awareness of issues surrounding Child Find. She is replacing Janice Kelly, who has moved to the Office of Early Intervention as a Part II specialist.



Rachael Spanjer and Martha Cromwell at a Child Find meeting in Jacksonville, Florida.

Martha Cromwell

Martha Cromwell, Child Find Specialist, FDLRS/Springs, is a new member of the CHRIS Technical Assistance Workgroup. She is filling in temporarily on a part-time basis to assist FDLRS Centers throughout the state with the implementation of CHRIS 5.0. Martha is a "working" Child Find Specialist who has over 15 years of experience in the FDLRS Network. Her center, FDLRS/Springs, has participated in two previous CHRIS Pilot Projects and has been very active in field testing CHRIS 5.0. CHRIS 5.0 is a much more flexible program than previous versions. However, along with flexibility comes more decisions about "what to put, where". Even though the system is flexible, some consistency of data, across the FDLRS Network, is essential so that Child Find will be able to more accurately report what we do. Martha is available to discuss issues and questions that may arise with regard to concepts and definitions as FDLRS Centers begin the full utilization of CHRIS 5.0. You can call her at 1-800-533-0326, (904) 591-4300, or FAX (904) 591-4304.

CHRIS T.A. Work Group

The CHRIS T.A. Work Group meets the first week of every month. If you have any questions or issues that you would like addressed, please contact:

Mary Anne Brost, *Bureau of Student Services and Exceptional Education*, 1-904-488-2077.

Martha Cromwell, *FDLRS Springs*, 1-800-533-0326.

Anne E. Hymowitz, *Mailman Center for Child Development*, 1-800-231-KRIS.

Janice Kelley, *Office of Early Intervention and School Readiness*, 1-904-488-6803.

Dr. Nadine Mandolang, *Human Development Consulting*, 1-904-422-1446.

Rachael Spanjer, *Bureau of Student Services and Exceptional Education*, 1-904-488-2077.

Dr. Richard C. Urbano, *Mailman Center for Child Development*, 1-800-231-KRIS.

A Guide to Setting Up a Novell Network

These recommendations are current and valid as of 4/6/95. The computer hardware/software market is changing almost daily. The safest policy is to buy the most powerful configuration possible within the available funds.

Server		
	Minimum Requirements	Preferred
Hardware		
PC	486DX, 66MHz or Pentium upgradable	90 MHz Pentium
Hard Drive	1GB HD	7GB HD
RAM	16 MB	>16 MB
Monitor	VGA 14"	VGA 14"
CD ROM	No	No
Sound Card	No	No
Tape Backup	525 MB/Tape	1 GB/Tape
Mouse	No	No
*Modem	19.2	28.8 (V.34)
*single line	high speed serial card (16550 UART)	
*muti line	DIGIBOARD for multiple serial connections	
**Printer	HP Laserjet 4 plus	HP Laserjet 4 plus
Software		
	Novell 3.11 (not higher)	
	*Wanderlink (to access database remotely)	
	Infomix SE 4.1 (runtime) for Novell	

Workstation		
	Minimum Requirements	Preferred
Hardware		
PC	486DX2, 66 MHz Pentium upgradable	90 MHz Pentium
Hard Drive	540MB	1GB
RAM	at least 16MB	>16MB
Monitor	15" SVGA	17" SVGA
CD ROM	highly recommended	Yes
Sound Card	recommended	Yes
Tape Backup	recommended	Yes - 1GB
Mouse	Yes	Yes
*Modem	19.2 with FAX	28.8 V.34 with FAX
**Printer	HP Laserjet 4 plus	HP Laserjet 4 plus
Software		
	DOS 6.2 or higher	DOS 6.2 or higher
	MS Windows 3.11 or higher	MS Windows for WorkGroups
	MS Office 4.2 or Word Perfect Office	
	*pcAnywhere HOST	
	PKZIP	

Remember: Fax us your proposal before purchasing. You will need local Novell network support.

* In order to receive CHRIS support, you will need to provide modem access to the server and one workstation. Two modems can share one phone line, since they will not be used simultaneously.

** Please note that you can share a printer or use an InkJet printer for individual workstation setup.



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