

CHRIS 5.0 omments

For Chris Users Spring 1996 Volume 4 Number 2

Child Find to Facilitate Interagency Transitions Through STEPS

FDLRS Child Find representatives received training as facilitators for transition. STEPS (Sequenced Transition to Education in the Public Schools) is a national model program to assist communities in developing systematic processes to support the movement of young children through the system of care from birth to school entry without unnecessary delays or interruptions in meeting individual needs. State level leaders from agencies serving young children joined forces over a year ago to begin addressing systemic issues causing delays in timelines across agencies resulting in gaps in services to children and families.

A State Transition Team was formed including decision

makers from Department of Education Office of Early Intervention and School Readiness, HRS State Health Office/Maternal and Child Health Unit and Children's Medical Service/Part H Early Intervention Program Office, Head Start Regional Coordinator's Office, Department of Education Bureau of Student Services and Exceptional Education/FDLRS Child Find, and Parents. This team served as a planning group to develop a statewide strategy for achieving a coordinated collaborative transition system for children across the care continuum from birth to Kindergarten entry. The team developed a request for proposals for community interagency teams interested in participating in creating sys-

temic change to support transition. Twenty-one (21) communities responded and five (5) pilot sites were selected, one in each DOE region. The pilot sites agreed to receive training in the STEPS model, implement the model, and become observation sites for others interested in the model.

The pilot sites selected submitted proposals prepared by interagency teams. Each team was composed of eight members with decision making authority in their counties. Counties selected were Leon, St. Johns, Osceola, Polk, and Broward. Membership on the teams included representatives from the following: Parents, Interagency Council Chairs, Community Coordinated Child Care,

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Technical Notes for CHRIS 5.0 Users



Reporting on Reports!

Have you received the questionnaire on reports? Please take a few minutes to complete the questionnaire and return it to your CHRIS technical support staff. We value your input and suggestions.

In the past few weeks a maintenance upgrade to the reports program has been distributed. Thanks to our programmer, Bart Loeb, a number of your suggestions, requests, and bug fixes have been included in this release. Please run the reports, test them, and give us feedback.



A quick reminder:

To run reports do the following:

1. At prompt type: CPRG50 <ENTER>
2. From menu line select Utilities: Ctrl-U
3. Select from options:

- **Standard Reports:** option to run reports from standard reports created (see "Sample Reports" handout from the Tampa Child Find meeting for examples of these reports).
- **Annual Report:** option to run annual report (with "by county" option).
- **ESE Service Planning Reports:** option to run Prevalence 1 and 2, Projection 1-4, and Projection 5 (see "Effective Utilization of CHRIS 5.0" for more details on these reports).

4. Select the report you wish to run
5. Follow the directions on the screen for running the report you have selected (Sometimes there is interesting and important information on the screen!!)
6. Press F4 to run report

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FDLRS/Crown is using CHRIS 5.0 and WordPerfect to schedule and track Child Find appointments. The appointment features of CHRIS had not been used because what was really needed was the ability to track appointments by the day or month, not by individual cases. The best features of Word Perfect and CHRIS 5.0 have been combined to develop a system that allows the scheduling of appointments for screenings, evaluations, stallings, etc. and the use of the appointment features of CHRIS 5.0 to provide information on individual cases.

The System:

FDLRS/Crown is a UNIX site. PC's on each desk are connected via ethernet to our UNIX system and the buildings Novell network. The UNIX system allows all staff members to have simultaneous access to the CHRIS database from their desks.

What Was Needed:

A system for scheduling children that would replace paper schedules and provide a method to quickly display an individual child's or a whole days' appointments on the computer screen. The system should not require an additional database.

What Was Done:

A common username called SCHEDULE was created. In SCHEDULE's WordPerfect files, the table function was used to create a master schedule for all screening sites. Subdirectories

for each site were created to simplify the process of locating individual schedules. As a screening day is planned, a schedule is created in the appropriate subdirectory. To schedule an appointment, the schedule for the desired site and day is selected. The child's name is entered into the appropriate time slot. At this point the person scheduling the appointment exits from WordPerfect and opens CHRIS 5.0. The appointment information is entered on the appointment screen.

The Result:

Paper schedules no longer must be located when a parent calls for information regarding an existing appointment or to schedule a new appointment. CHRIS 5.0 is used to quickly answer parents' questions about when, where, and with whom their child's appointment has been scheduled.



by Gail Brown
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In the past, if a parent called for this information, and did not remember the type of appointment, or where it was scheduled, or with whom it was scheduled, finding the answer involved locating all the paper schedules and checking each one until the name was found. Now, using CHRIS, the information can be quickly and efficiently provided. Other features of the appointment screen such as recording no-shows, cancellations, etc. are also now available.

Please feel free to contact FDLRS/Crown if you need further information by calling (904) 348-7784/7789.

HELP!

We are currently working on completing the help on fields and help on screens in CHRIS 5.0. If you have any input, please send your request to Martha Cromwell by fax (352-591-4304) or e-mail (cromwem1@mail.firm.edu) by the end of March 1996.

Use of "Total 0-5 Population" Chart

The following table lists the total birth to five population for 1995 for each FDLRS Center in the State of Florida. These population figures can be used to estimate the prevalence of several categories of children. Based on the publication *School District Guidelines: Effective Utilization of CHRIS 5.0 (1995, pg. 7)*

- 7% of infants and toddlers in Florida in 1990 were estimated to have an established condition, developmental delay, or both;
- 12% of children birth to kindergarten entrance were estimated to be at risk of displaying an exceptionality by first, second, or third grade;
- 16% of children birth to kindergarten entrance were estimated to be at risk of displaying and exceptionality later in school; and,
- 28% of the population of infants and toddlers in Florida in 1990 were estimated to have an established condition, a developmental delay, and/or one or more biological or environmental risks as confirmed by similar percentages of children on free or reduced lunch or needing public services of some sort.

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Projected Number of 0-5 Year Olds Florida Counties 1995

Site	County	0-2 yr. olds	3-5 yr. olds	Site Total
Action	Lake	5,918	6,013	
	Orange	35,353	34,634	
	Osceola	5,515	4,969	
	Seminole	12,884	12,825	
	Sumter	1,257	1,321	
	Site Total	60,927	59,762	120,689
Alpha	Palm Beach	36,948	37,682	
	Site Total	36,948	37,682	74,630
Big Cypress	Collier	7,262	7,088	
	Lee	12,629	13,135	
	Site Total	19,891	20,223	40,114
Crown	Clay	4,710	4,819	
	Duval	35,663	38,075	
	Nassau	1,986	2,364	
	Site Total	42,359	45,258	87,617
East	Brevard	15,852	16,503	
	Volusia	13,108	13,974	
	Site Total	28,960	30,477	59,437
Galaxy	Indian River	2,912	3,154	
	Martin	3,495	3,883	
	Okeechobee	1,561	1,691	
	St. Lucie	6,744	7,057	
	Site Total	14,712	15,785	30,497
Gateway	Columbia	1,957	2,051	
	Hamilton	443	509	
	Lafayette	194	195	
	Madison	660	808	
	Suwannee	1,039	1,046	
	Site Total	4,293	4,609	8,902
Gulfcoast	Hernando	2,927	2,896	
	Pasco	9,165	9,085	
	Pinellas	28,243	30,016	
	Site Total	40,335	41,997	82,332
Heartland	Desoto	1,124	1,212	
	Glades	265	256	
	Hendry	1,763	1,750	
	Highlands	2,430	2,538	
	Site Total	5,582	5,756	11,338
Hillsborough	Hillsborough	40,926	41,935	
	Site Total	40,926	41,935	82,861
Miccosukee	Gadsden	2,180	2,231	
	Jefferson	477	559	
	Leon	8,410	8,159	
	Taylor	740	851	
	Wakulla	598	605	
	Site Total	12,405	12,405	24,810

Site	County	0-2 yr. olds	3-5 yr. olds	Site Total
NEFEC	Baker	853	869	
	Bradford	914	1,016	
	Flagler	865	870	
	Putnam	2,802	2,912	
	St. Johns	3,266	3,413	
	Union	377	401	
	Site Total	9,077	9,481	18,558
PAEC	Bay	6,085	6,181	
	Calhoun	404	430	
	Franklin	339	351	
	Gulf	446	476	
	Holmes	625	592	
	Jackson	1,577	1,644	
	Liberty	211	241	
	Walton	1,111	1,662	
	Washington	700	676	
	Site Total	11,498	12,253	23,751
Reach	Broward	56,277	54,314	
Site Total	56,277	54,314	110,591	
South	Dade	97,307	99,748	
Monroe	2,879	2,823		
Site Total	100,186	102,571	202,757	
Springs	Alachua	7,681	8,251	
	Citrus	2,598	2,732	
	Dixie	423	479	
	Gilchrist	410	399	
	Levy	1,052	1,047	
	Marion	7,741	8,241	
	Site Total	19,905	21,149	41,054
Suncoast	Charlotte	2,911	3,080	
	Manatee	8,263	8,410	
	Sarasota	7,645	8,238	
	Site Total	18,819	19,728	38,547
Sunrise	Hardee	1,232	1,364	
	Polk	18,417	18,764	
	Site Total	19,649	20,128	39,777
Westgate	Escambia	12,333	13,236	
	Okaloosa	7,304	7,274	
	Santa Rosa	3,935	3,823	
	Site Total	23,572	24,333	47,905
State Total				1,146,167

The population projection presented in this table are based on age group projections made by the Bureau of Economic and Business Research, the University of Florida, and the Florida Department of Education and they were provided by the Florida Department of Education, Office of the Deputy Commissioner for Planning, Budgeting and Management.

By calculating 7%, 12%, 16%, 28% of the total FDLRS Center birth to five population, estimates can then be used to project the number of children who may possibly need Exceptional Student Education, PreKinder-garten Early Intervention, Head Start, and/or other types of programs. These estimates can also be used to compare how many children were actually "found" by Child Find to how many children should have been "found" for each category. This type of estimate may assist FDLRS Centers in planning and determining the targets for public awareness and other Child Find activities.

Prevalence Reports

The prevalence reports calculate the percentages described above and the percentages of children "found" (see page 2 on how to run Projection reports).

Prevalence Report 1:
Active Children served by
FDLRS Child Find.

Prevalence Report 2:
Children found Exceptional

More on FIRN

Most areas in the state have now gone to a "high-speed" FIRN. The registration process for the new high speed system is a little different from the previous registration process for FIRN.

The following are steps for registering for a Network and FIRNMAIL account:

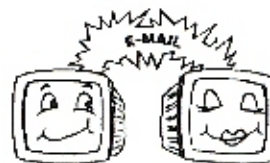
1. Use your telecommunication software and modem to dial your new local high speed FIRN number (if high speed is available in your area). Your FDLRS Technology Specialist can assist you with obtaining this number.
2. Once connected, at the Username prompt, type: **netreg** <ENTER>
3. At the password prompt, type: **firm** <ENTER>
4. You will then get a message that says "Welcome to the FIRN Network Access Registration System". It will again ask you to type netreg at the username prompt.
5. After this, a screen will appear that provides you with registration options. You can:
 - Register for a Network sign-on only
 - Register for a FIRNMAIL account only, or
 - Register for both a Network and a FIRNMAIL account

If you already have a FIRNMAIL account, you will only need to register for a network sign-on. If you do not have a FIRNMAIL account, you will need to select the option of registering for both a Network and a FIRNMAIL account.

6. Once you have selected the registration option, the system will provide instructions in completing the computerized registration process. The system will also send the registration electronically to FIRN. A packet of materials, including your individual usernames and password, will be sent to you in a few days.

Once you get your Network and FIRNMAIL usernames and access FIRN for the first time, you will see that there are "How To" sections in FIRN. These "How To's" and Help Screens walk you through many of the activities like creating, editing, and sending e-mail. There are also on-line training activities that assist you in learning all of the ins and outs of FIRN.

E-mail us!



We hope to publish a listing of all of the Child Find Specialist's e-mail addresses in future newsletters, so please e-mail us at **chris@peds.med.miami.edu** when you get your FIRNMAIL address.

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Child Find STEPS

(continued from cover)

Early Intervention Program/Part H, Part H Service Providers, First Start, Teen Parents, Healthy Start, Part H Community Liaisons, Head Start, FDLRS/Child Find, Prekindergarten Disabilities, County School Districts, and Prekindergarten Early Intervention.

In addition to the pilot sites, additional resource providers were trained in the model. They included the State Transition Team, Child Find Specialists from all but one of the FDLRS centers, and four representatives of participating agencies. These providers agreed to support the pilots providing technical assistance to them as facilitators, providing statewide public awareness, and/or becoming co-trainers in the model.

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**Will the last person leaving
please turn out the lights,
put out the cat and...**



Exit out of CHRIS

This is a very important issue brought to us by alert *CHRIS Comments* readers:

If you are in CHRIS50 or in CPRG50 and you leave your computer it is kind of like leaving the front door to your house wide open. Anyone can walk in and do whatever they want. If you exit out of the program and return to the prompt, only people with CHRIS access can log back in. The way to exit from the program is:

- Return to the Quick Reference Keys screen, by pressing ESC to close and save previous screens.
- Press ESC to exit the program.
- Press Y to the "Do you really want to exit" question.

This is the ONLY way to exit out of CHRIS50 and CPRG50. If you just turn off the computer you are not exiting properly.

And remember: Always Backup!

Important News About DBA's

What is a DBA?

DBA is a Database Administrator

What does a DBA do?

The DBA is the on-site person responsible for your CHRIS Database. Site specific requests for deletion, updates of New Events, Site definitions.

How many do I need?

One DBA for each site and subsite that has an independent database.

Who do I want to be my DBA?

A CHRIS user, computer literate, understands Child Find function, and has desktop access to CHRIS database.

When DBA training?

Scheduling for DBA Training will start Fall 1996.



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