

CHRIS 5.0 omments

For Chris Users Summer 1995 Volume 3 Number 5

CHRIS Included in Predetermined Network Initiatives

Each FLDRS Associate Center was required to address certain predetermined network initiatives within the project application this year. The initiatives were selected with broad consumer/stakeholder input. Initiatives were nominated by members of consumer/stakeholder groups across the state. The final selection of initiatives was made by representatives of the coordinating councils. Each coordinating council was invited to send one representative to participate in the final selection process. Membership on each coordinating council includes the Exceptional Student Education Directors of each School District in the FDLRS center

and one representative of Health and Rehabilitative Services (HRS) in the FDLRS catchment area.

The selection of CHRIS as a predetermined network initiative emphasizes the importance of CHRIS as the statewide tracking and service coordination system for children, birth to kindergarten age, for whom special services are requested.

As Exceptional Student Education Administrators realize the potential CHRIS offers to them in making program planning decisions, it becomes increasingly important that we be able to deliver the information they request, in the format they desire, and in a timely fashion. Activities designed to pro-

vide each Child Find Specialist with the equipment, supplies, and skills necessary to maximize use of the CHRIS tracking and service coordination features are required in the project applications.

A manual to assist Exceptional Student Education administrators in the use and interpretation of standard reports is nearing completion. The plan is to distribute the manual in final form at the Administrators Management Meeting held in September. It is expected that Child Find Specialists will be increasingly called upon to prepare tracking reports for district administrators.

H I G H L I G H T S

Technical Notes	2	Martha's Corner	4
Parent Rights & Confidentiality	3	CHRIS 5.0 Q & A.....	5
Upcoming Events	3	Updates	6

Technical Notes for CHRIS 5.0 Users



Reporting on Reports:

In the last newsletter we announced "Report On-line Training". We are proud to announce that the first round of training at all centers will soon be completed. We plan to offer on-line sessions on different topics in CHRIS 5.0. Your comments and suggestions for additional on-line training will be very much appreciated.

Reports in Review:

The latest editions of the Annual and ESE reports are now on your CHRIS 5.0 system.

To run these reports from a system prompt:

- 1) At prompt type:
cprg50 <Enter>
- 2) DOS: Login with username & password.
UNIX: Press enter.

If you were already in CPRG50, start from here:

- 3) Press Ctrl-U, to enter utilities menu.
- 4) For Annual report:
 - a) Select Annual Report from the Ctrl-U menu.
 - b) Check the dates, change them if needed.
 - c) Press F4 to run report.
 - d) Enter "Y" to run the report.
 - e) Press the Space Bar when done.
- 5) For ESE reports:
 - a) Select ESE Service Planning Reports from the Ctrl-U menu.
 - b) Select report, follow the prompts and enter information as requested.
 - c) Press F4 to run the report.
 - d) Enter "Y" to run the report.
 - e) Press the Space Bar when done, to return to CHRIS ESE Reports Menu.
 - f) Run another report by selecting it, or press ESC to exit.

This program accesses all the information on every child referred during the reporting period, it may take a very long time to run to completion!!

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CHRIS Comments

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Parent Rights and Confidentiality

As electronic information exchange is becoming a reality, the issue of confidentiality becomes even more important in everyone's mind. Parents express concern that they may not be aware of information about their children within existing data bases. Service coordinators, Child Find Specialists, and school and program administrators search for ways to assure parents that their rights to confidentiality are not endangered by electronic data management. Meanwhile, they struggle to ensure that the federal mandate "to find and serve children with

disabilities or at risk of developing disabilities" is met.

Rules governing the electronic exchange of information are no different than those governing paper exchange. Parent and child rights to confidentiality of personally identifiable information prevail. Perceived barriers to the exchange of information seem to center on the difficulty professionals feel they encounter securing parent permission to release information.

The CHRIS software provides a secure system of data access. Without proper permission for release of information resid-

ing in the data base, information will not be reported in an individually identifiable form. It is, therefore, vital that each professional, whether representing the school system, FDLRS, or an agency, be committed to open communication with parents regarding the benefits of information sharing for the timely provision of services to their child and family. Offering an option of coordinated information, securing informed consent for information sharing, and insuring protection of confidentiality is everybody's duty.

Upcoming Events: Child Find Meeting

Plans are underway for the September meeting of Child Find Specialists. As you requested, meeting space has been tentatively reserved in Tampa at the Embassy Suites Hotel. Meeting times have been adjusted, with the meeting, tentatively, to begin at 1:00 P.M., on September 27 and end at 12:00 noon on September 29. The changes in time are designed to provide everyone the opportunity of making travel plans that will enable full participation in the meeting.

The meeting agenda will include discussion of CHRIS, Child Find Best Practices, Confidentiality Issues, Transition,

and Predetermined network initiatives. We will provide time for sharing successes. If you have other topics you would like to have on the

agenda, please let Rachael know as soon as possible. Phone: (904) 488-1712, fax: (904) 487-2679.

We would also like to plan some kind of social get together, to exchange ideas and interests in a more informal atmosphere. Suggestions on the planning of that event are welcome. Funds are virtually nonexistent, so think small! We're looking forward to sharing a good time together.



Tentative Agenda:

- CHRIS
- Best Practices
- Confidentiality Issues
- Predetermined Network Initiatives
- Sharing Information

I have enjoyed working with all of you who have called or written with questions or suggestions as we begin the process of full implementation of CHRIS 5.0 in Child Find.

I have been compiling and summarizing the issues, suggestions, and questions that we have been unable to resolve within the parameters of the existing CHRIS 5.0. All the issues are then presented to the CHRIS Technical Assistance Workgroup members for review and discussion.

CHRIS 5.0 implementation suggestions and issues have generally divided into two categories: minor changes, and program enhancements (major changes). Minor changes will be considered and made quarterly, based on the ease of the technical (programming) changes required and a general need for the change throughout the state. Program enhancements, or major changes, will be considered quarterly. These changes will actually be made less often, however, because they require more complex technical changes. When any change is made, it will be reported through this publication. Based on your input, a number of minor changes have already been made and reported.

Again, I appreciate all of the questions and suggestions that have been received. This input from you is vital so that Child Find will have a "tool" that truly reflects and reports the work that we do.

You can contact me by phone at (904) 591-4300 or 1-800-533-0326, by fax at (904) 591-4304, or by E-mail at cromweml@mail.firn.edu.

Current Work:

Work continues on "definitions" and clarification of terms used in CHRIS 5.0 so that we are all "speaking the same general language." Presently, work is being done on the definitions of "service type". "Service type" is the letter code on the "Service Plan" screen that tells whether the service is public school, non-public school, community based, or other. While most of the "Service Plan" information is locally defined and utilized, the "service type" needs to be specifically defined in order to report relevant and consistent information for the state. If you have any ideas or suggestions for this code, please let me know.

Done:

New expanded list for reasons on hold:

1. Waiting ophthalmological/optometry
2. Waiting audiological/ENT results
3. Waiting medical results
4. Waiting on physician
5. Waiting on neurological
6. Waiting on psychological
31. Waiting on child's recovery from serious illness.
32. Three or more appt's missed by parent/no excuse.



New Feature

The capability to generate a locally defined F10 list for the field "Sub-location" on the demographic screen will be added to the next major upgrade of CHRIS 5.0. This will allow for consistency when using "Sub-location" as either a criteria or a field in generating reports.

CHRIS Issues Regarding Physically Impaired

An earlier newsletter reported three new additions to the "exceptionality" F10 list. The note said Code 25 (Physically Impaired) would be replaced with Code 51 (Traumatic Brain Injury), 52 (Other Health-Impaired), and 53 (Orthopedically-Impaired). Many of you have questioned why this change is being made. It is true that SBE Rule 6A-6.03015 Special Programs for Students Who Are Physically Impaired, still refers to Physically Impaired. However, the rule clarifies eligibility criteria for three categories of Physically Impaired. They are the three categories added to the F10 list. To better delineate which eligibility criteria for Physically Impaired a child has met, the F10 list includes all three new categories. Using the three categories instead of one will enable Exceptional Student Education Administrators to do more effective program planning for children entering public school programs. For additional information on the eligibility criteria for the three categories, you could contact the Exceptional Student Education Administrator or consult the State Board of Education Rule referenced here.

Don't Miss the Deadline!



If you have requests for additions to any of the F10 code lists (including types of screening and types of evaluations) in CHRIS 5.0, please fax them to Martha Cromwell by September 15, 1995. These requests will be reviewed at the October CHRIS Technical Assistance Workgroup meeting.

Q Where is Occupational Therapy and/or Physical Therapy (OT/PT) entered in CHRIS 5.0?

A The most appropriate place to enter OT/PT is on the "Service Plan" detailed event screen in the field "Services Authorized". OT and PT are not Exceptionalities and do not appear in that list. They are related services that are authorized based on a child's Exceptionality, staffing, and IEP. The Exceptionality eligibility is entered on the "ESE Staffing" detailed event screen and the services authorized by the IEP are entered on the Service Plan detailed screen. A report, using CPRG 5.0, can be created to show a list of children, their Exceptionalities, the services authorized based on an IEP, and other information you may wish to include. This report can be configured in a variety of ways based on the criteria and fields you select, and the way you want this information to be sorted. If you need assistance in setting up a report of this kind, please call Martha Cromwell or Anne Hymowitz.



Updates

District Guidelines for Standardized Reports

School District Guidelines: Effective Utilization of CHRIS 5.0 was disseminated in draft form to Child Find Specialists. This document was used in the on-line report training available to all Centers over the past few months. Final refinements are being made based on feedback from this use in the field.

The CHRIS TA Workgroup is certain that the success of CHRIS will be measured by its utility to people who plan services for young children. Child Find Specialists and service coordinators will find CHRIS useful as they become on-line, direct users of CHRIS. Program Administrators will find CHRIS useful as FDLRS provides them with useful reports. These two activities are interlinked. To produce meaningful reports, the data in the system must be appropriate, accurate, and up-to-date. The only way to have meaningful data is for the user, the Child Find Specialist, to actively use the system.

The plan for dissemination of the *School District Guidelines: Effective Utilization of CHRIS 5.0*, therefore, will be individualized to each FDLRS Center area. Center-by-Center, the reports are run and a plan for dissemination to the ESE Directors is determined. This document will not be sent out until the FDLRS Center is ready to deliver valid reports. It is important for each Center to:

- Enter up-to-date data on all their children (Reference the *School District Guidelines: Effective Utilization of CHRIS 5.0* for more information).

Reports continued on page 7

Electronic Linkages Pilot at FDLRS Galaxy

On May 30, 1995, the Electronic Linkages Pilot members reconvened. Consensus was reached that this effort is limited and specific: electronic linkages between MIS, CHRIS, and EIP, using CHRIS 5.0 software to provide a Coordinated Information Service for supporting service system planning and coordinating Family Support Plan and transition plan meetings.

Bill Merryman of St. Lucie County MIS has educated pilot members on the upcoming communications and computer hardware and requested staff and equipment from the St. Lucie County School District Finance Committee. The equipment and software needed for this project is being studied. Key areas of work recognized were:

- Clear commitment among all participating agencies at the local and state levels;
- Access procedures for users to securely maintain confidentiality;
- Movers with specific data, child selection criteria, transfer formats, and security;
- Communication and computer hardware with adequate capacity and quality;
- Staff assigned to maintain the data and provide meaningful reports to users.

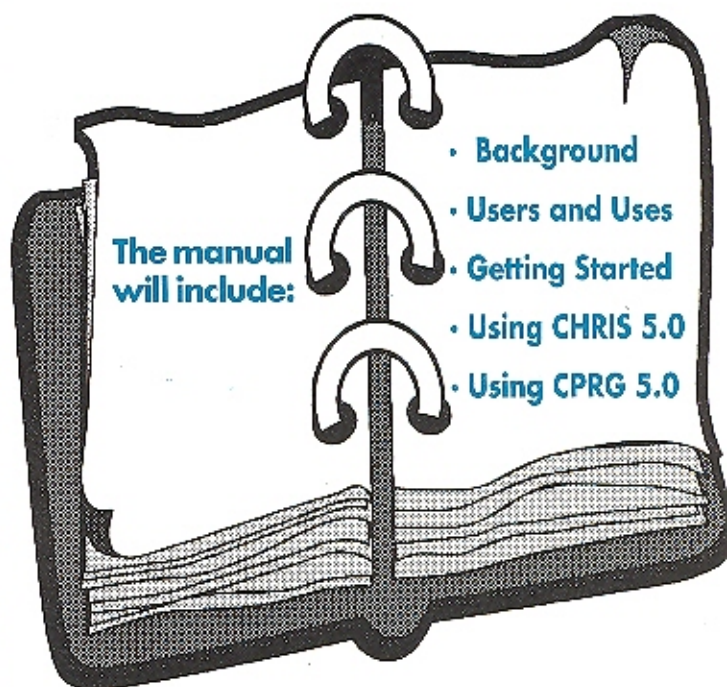
Specific plans in each of these areas are presented in *Electronic Linkages Plan in St. Lucie and Surrounding Counties*. To keep the vision, commitment, and activities moving forward, an Administrators' Workgroup for Electronic Linkages was established. Beth Gessner of FDLRS and Lori Shamroth-Carver of EIP are co-chairs. The PreKindergarten Interagency Council will play a major role. The pilot will begin with the St. Lucie County ESE Director and school staff. Once that is established, they will move immediately to Okeechobee County, and later to Indian River and Martin Counties.

Coming Soon!

CHRIS 5.0 User's Manual

CHRIS 5.0 has Help references on all fields and screens. Through this Help function, training, and on-line support, users should not be hampered; questions can be answered promptly. As we encourage all Child Find Specialists to become on-going, on-line users of CHRIS, however, the need for a manual increases. This need will be met soon.

A CHRIS 5.0 User's Manual is being developed and will be available at the beginning of the school year. It will be compiled in an 8 1/2 x 5 1/2 inch three ring binder for easy use at a computer terminal and for easy updating. As we implement this system and ask questions, we achieve a finer level of definition and assistance. We are developing the manual to be easily updated, since the system will be continually revised and upgraded to meet your needs and requests. This will include useful information for Child Find users, data entry users, and new users.



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