

CHRIS 5.0 omments

For CHRIS Users Summer 1996 Volume 4 Number 3

CHRIS Integrated in Child Find Quality Assurance Process

The Florida Department of Education, Bureau of Student Services and Exceptional Education has just completed its first round of quality assurance site visits to the 19 Florida Diagnostic and Learning Resources System (FDLRS) centers. Each center was visited by a quality assurance team of 4 Bureau representatives for a period of 2-4 days during the past 8 months. The final reports from those visits cited a number of exemplary Child Find practices that were observed or reported by FDLRS consumers and stakeholders during the visits. Among the practices cited pertaining to the Child Find function, many are reflective of the potential of CHRIS as a useful tool to Child Find specialists. Here are some of the practices cited.

- FDLRS Child Find serves as a central point of information and agencies serving the birth to 6 year old population forward referral information to FDLRS to be entered into the CHRIS tracking system.
- Agencies, including Child Find, are diligent in collaborating with parents and parent

organizations so that they are well-informed about the benefits to the child and family of interagency information exchange.

- Child Find staff facilitate the development of a process for the exchange of information for the purpose of collaborative service coordination and planning.
- There are systems in place to ensure the collection of follow along information so that meaningful data can be provided to stakeholders to assist with service planning.
- Child Find staff have direct desktop access to CHRIS and use the system on a daily basis as a tool for service coordination and planning.
- Child Find staff have immediate and up-to-date information on the status of individual children and make a practice of updating information as information changes.
- Awareness and outreach activities are jointly sponsored by school districts, agencies, private service providers, and FDLRS.

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Helpful Hints for Queries



The last CHRIS/CPRG upgrade included expanding the query function. Some changes were made to the existing options, and additional ones were added. The following is a summary of these changes:

The OR option

Key used: | (This key is above the backspace key on the PC keyboard)

Example of use: in Tracking Status field: RE|SC|EV

This will select all the records of children with tracking status of RE (Referred), SC (Screened), or EV (Evaluated). This can be used in free text and code fields. The Tracking Status field has been expanded to allow up to 9 "or" statements.

The NULL option

Key used: =

Example of use: in Tracking Status field: =

This will select all the records of children who have no entry in tracking status. (These children have no entry in Tracking Screen). This can be used in free text and code fields.

The NOT EQUAL option

Keys used: !=

Example of use: in Tracking Status: !=IN

This will select all the records of children that are not IN (Inactive). This can be used in free text and code fields.

Note:

These options are now available in CHRIS and CPRG for both Personal Reports and Standard reports. If you do not have these options working on your CHRIS program, they will be transferred in your next update.

A Standard Report Update:

If you use the Standard Reports you will notice that the Tracking Code and the Code field are both options for query. The above described query functions can be used in either field or both simultaneously. Please call the CHRIS Hot line if you have any problems with the query functions.

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Technical Assistance Workgroup

TAWG Welcomes New Member

One of the recommendations from the recently completed FDLRS Quality Assurance visits was that the CHRIS Technical Assistance Work Group be expanded to include more users. In response to that recommendation, Melissa Adams from PAEC was invited to join the group. Melissa was selected for inclusion in the group because it was felt she could add the perspective of a daily, hands-on user. Melissa will be able to evaluate the feasibility of decisions being made by the group, and how those decisions may effect the user in the performance of daily tasks.

During her visit to PAEC, Rachael Spanjer was particularly impressed with the process Melissa uses in making decisions about data entry.

Melissa appears to have an exceptional ability to evaluate input decisions in relation to desired output. She is often called upon to design reports for use by the ESE Directors, Interagency Councils, or Child Find Specialists that require her to think about data retrieval prior to making decisions on data entry and selection of logical fields. It is this "big picture" assessment skill that should be of particular help to the TA Workgroup in decision making. Stay tuned for future changes in the group.

If you have any items you would like discussed at a TAWG meeting, please fax or e-mail your topic to a TAWG member. TAWG meets on the fourth Friday of every other month. The next TAWG meeting will be on August 23, 1996.

TAWG Members

Melissa Adams	(904)638-6131
Martha Cromwell	(352)591-4300
Anne Hymowitz	(305)243-3227
Rachael Spanjer	(904)922-3728
Richard Urbano	(305)243-3227

Introducing ... Melissa!

My name is Melissa Adams and I am the Child Find secretary at FDLRS PAEC in Chipley, FL. I am responsible for the entry of CHRIS data for our center which covers Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, Liberty, Walton, and Washington counties in the Florida panhandle.

I've recently had the opportunity to join the Technical Assistance Workgroup as its newest member and to attend the June meeting in Gainesville. I thoroughly enjoyed this new experience and I thank the Workgroup for inviting me to participate as an active member in making decisions on the directions of CHRIS 5.0. I'd also like to thank Gail Curry, Executive Administrator at PAEC and FDLRS Project Manager at our center, for allowing me time to take advantage of the opportunity to be a part of this team. I'm really looking forward to our next meeting in August.

I will be available to discuss issues and questions that may arise during your utilization of CHRIS 5.0 as well as the process of generating reports through CPRG. You can reach me at (904) 638-6131, or e-mail me at adamsm@mail.firn.edu.





Quest for

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Thanks for your feedback

Much effort has gone into updating the ESE Reports, Annual Reports and Standard Reports. We would like to thank all the users who have spent time testing these reports and giving us useful feedback. Olga Camacho has cataloged the comments and change requests submitted. She has modified and enhanced the reports based on this input. Your feedback is VERY important. If you have any CPRG questions, comments, suggestions, please feel free to contact us.

The following is the list of Questions (with Answers) on reports from the sites that responded to the request for report feedback.

Standard Reports

- Q. When I run "Agency List Report" (Report 5), I get the report format with no information in parts.
A. This happens when you have blanks entered in Agency names. Please call for help in removing the blanks.
- Q. If I'm at a Sub-Site can I print the "Agency List Report" (Report 5)?
A. Yes. To print "Agency List Report" go to Standard reports, and select Report 5. Remember all updates to the site list must be done at the Main site on the master list and transferred.
- Q. When I run "Appointments Report (By Report Date)" (Report 6) or "Screening Report/Reach" (Report 19), I do not get any data. What do I need to do to get the report to print?
A. When running Report 6 and Report 19, it is very important to enter a date that has appointments entered in the appointment screen.
- Q. How can I effectively utilize the Appointment Screen?
A. One option for using the Appointment Screen with a Scheduler, was discussed in the last CHRIS Comments, in an article written by Gail Brown FDLRS Crown.
- Q. How do I get "Child Age 3 Screening" (Report 12) to output only the children who will be three this year?
A. This report has a "Criteria Entering Screen" displayed before running the report. Enter a range in the Date of Birth field, example: 09/2/1992:09/01/1993 , will give all the children who will turn three on or before September 1, 1996. Remember: This report can be run with very specific query criteria, using the "Criteria Entering Screen". The minimum criteria must include county of residence.
- Q. The Reports: "Monthly Referrals ByAge Grouping and Total (Report 16)" and "Daily Referral Total for a Specific Month (Report 17)", can be used more effectively if they were divided by county. Is this a possible addition?
A. In the next report upgrade we will try to incorporate this.
- Q. I tried running "Address Label Secondary File" (Report 20) and "Screening Label Secondary File" (Report 21), How do I use what I get?
A. These reports are not sent to the printer they are sent to a file. They are, Secondary Files, used to generate a report, in mail merge.
- Q. Several of the reports are not printing out or the format is not correct, what is causing this?
A. This reports were set up to run on an HP Laser Printer. If you are not using the HP printer, you may be experiencing printing complication. More printer options will be available in the Windows version of CHRIS.

PRG Accuracy



- Q. In "FDLRS/IIIC Screening Report (Report 18)" why are there no data under Screening?
- A. Some modifications were made to the program, and distributed. The report will now print all Sensory Screenings: Vision, Hearing, Speech and Language. Report 18 now has the ability to print 4 different reports. Two questions are asked. (1)-Do you want to sort the report by Primary Placement(Daycare)?(Y/N) (2)-Do you want to run All Inclusive Report (this one ignores the information on the screen.) (Y/N)?

REPORT1	REPORT2	REPORT3	REPORT4
1-N	1-Y	1-N	1-Y
2-N	2-N	2-Y	2-Y

If report 1 or 2 is chosen, it will print the report according to the data input on the screen. Taking into account the From , To dates and not including inactive.

If report 3 or 4 is chosen, it will print an all Inclusive Report. It will print a listing of all kids whether inactive or not. Also, it ignores the From To dates.

ESE Projection Reports

- Q. Why isn't all the screening information printing?
- A. The only screening information which appear are Sensory Screenings: Vision, Hearing, Speech and Language.
- Q. I ran some queries to double check the numbers generated on the report. Why do the numbers differ from the report numbers.
- A. It is a very good idea to check numbers, by running queries. It is important to remember not to include Inactive.

Annual Report*

- Q. I seem to be missing data in the report when I run queries the numbers are different, which fields are the numbers pulling from?
- A. The number of children with initial referrals in the new referral column have those children who have an "initial" referral between the dates specified. The carryovers are the children who are active within the year may have a referral this year but it is not the first one.
- Q. Why are parts 1 & 2 of the Annual report exactly alike?
- A. They are not exactly alike. The information in Part 1 depends on all dates, such as evaluation dates, staffing dates, placement dates, etc. being entered. The information in Part 2 does not depend on every date being entered. The annual report was created this way so that all information would be reflected regardless of whether we were able to have dates for events or not. These two parts of the report have been compared over the last two years and it appears that as data collection has improved, the two reports reflect very similar numbers. A decision was made to drop Part 1 in the future and to only generate Part 2. Parts 3 and 4 will continue to be generated.

* Note: There were some inverted lines in this report that have been modified. The updated Annual Report has been distributed. Some sites had errors such as: Math Error, Invalid Date. These are data caused problems. If you get these errors (or any others) while running the annual report or any of the reports, please contact us to correct the issue.

Don't Forget:

When running reports, run the Tracking Status Update program first. This will insure that the reports are running on the most current "tracking status".

To run this program:

1. In CPRG 50 select Utilities (Ctrl-U)
2. From menu select "Update Tracking Status"
3. You will be given a status line, when done press space bar to continue.
4. Proceed with running reports.

Tracking Part H Children in CHRIS

by Martha Cromwell

It is better to use the “Periodic Follow-up” event instead of “Inactive Event” for the tracking of 0-2 Part H children. The date that you would use for “Action Needed” on that screen would allow the generation of a report to stay current with the children needing transition from Part H to Part B and when. Using “periodic follow-up” allows you to track the really young children and provide an explanation as to why you have the child on your tracking system but are not presently providing any service to the child. It is really important for ESE program planning purposes to have as many of the really young Part H children as possible entered on

CHRIS. This will allow more accurate reporting to ESE programs of the numbers of children they can expect.



(Continued from Cover)

CHRIS Integrated in Child Find Quality Assurance Process

- Procedures and guidelines for the Child Find process are formalized and made available to all participants in the process.

The current trend across the FDLRS network appears to be toward increased participation in the use of CHRIS as a service coordination and planning tool by Child Find Specialists.

- 100% of the FDLRS centers collect demographic and screening data in CHRIS using primarily clerical personnel.
- 53% also use CHRIS as a tool for program planning and projection, reporting, internal and external communication and tracking, service planning, and initiation by Child Find Specialists.
- 63% of the centers have Child Find specialists who have direct access to CHRIS and report using the system.
- 53% have serious hardware needs that are preventing direct desktop access by Child Find specialists.
- 63% of the centers report the need for extensive technical assistance and training on CHRIS in order to use the system to its fullest capacity.

- 74% have strong administrative support for CHRIS, either by the center manager, coordinating council, fiscal agent district, or all three.

Recommendations found in the individual centers quality assurance reports included suggestions to address the issues cited by Child Find Specialists and others interviewed during the site visits. Those recommendations included:

- Provide necessary hardware, software, and networking capability to ensure desktop access to CHRIS by every Child Find Specialist.
- Provide training for Child Find and Parent Services staff to ensure effective use of CHRIS.
- Develop network plans for the expansion of CHRIS use to ESE offices and Part H providers.
- Increase user representation on Technical Assistance Work Group.

It was evident throughout the network of FDLRS centers that the use of CHRIS is thoroughly integrated into the Child Find process, and that its use is providing support and information to service providers who work with young children.

Are you New to CHRIS?

(Or know someone who is?)

If you have never used CHRIS 5.0 before, or you have but it was long ago in a far away training...CBT is for you! What is CBT you ask? It is the CHRIS 5.0 Computer Based Training. It is a user friendly interactive training program that allows new users to learn the basics of CHRIS 5.0. The program has three parts: An overview of CHRIS 5.0, a tutorial walk through, and a test. If you would like a copy of the latest version of CHRIS 5.0 CBT, please call Cristina Rojas-Fuentes at 1(800)243-5747 and request a CBT disk. This program runs on a PC with Windows 3.1 or higher. If you are a current CHRIS user please share CHRIS CBT with new users.



THESE ARE OUR NEW NUMBERS!

As of April 1, 1996, Bell South switched all university 547- numbers to 243-. **OTHER NUMBERS YOU MAY HAVE WILL NOT WORK**, please update your phone list!

tel: 1(800)-231-KRIS(5747), (305)243-3227

fax: (305)326-7594

Thinking of Purchasing New Hardware?

Due to the rapid rate of change in technology, we will no longer put hardware specifications in the newsletter. Before you order any equipment for CHRIS, be sure to call the Mailman Center for up-to-date specs! Consider all previously printed specifications to be outdated at this point.

CHRIS IS EARTH FRIENDLY!



You may have noticed that our last issue of CHRIS Comments, Spring 1996, was printed on recycled paper. We already recycle used office paper and use recycled paper for the laser and dot matrix printers. The newsletter is one more positive step forward!

Letter to the Editor

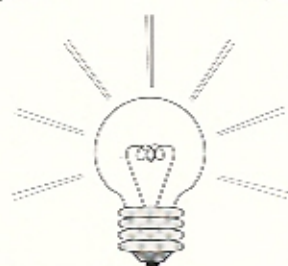
Confessions of an anonymous user:

I am a Child Find specialist. For the past three years I have resisted using CHRIS. Not because it was a complicated program, but it just was not available at my desk. To use it I had to go to another person's work space. This inconvenience kept me from ever logging on to the system. Whenever I needed information from CHRIS, I relied on my colleague or secretary to access it for me. Just recently I was the proud recipient of my

very own hook up to CHRIS. I have since used the computer based training, and subsequently entered into CHRIS to query, add, and update children records. I even wrote a report in CPRG!

I never realized how inconvenient it was to depend on someone else to give me information, and how easy it was to access it on my own. I was very computer phobic. With the direct access on my desk now I even type and print my own memos!!!

Tip of the Day



A tip for making data entry into CHRIS easier is to correlate your center's intake form to CHRIS data entry fields. You do not have to create a new form that matches the CHRIS screens. Simply take an existing referral or intake form and note on each line the field in CHRIS where that information should go. On the line for name, birthdate, etc. you could note that that information goes into the demographic screen. If your form has places to record screening information, then you would write "Screening Event" on that line. If you collect placement information, then you would note that that information goes into a "Service Plan" event and also an "Inactive Event". Those are just some examples. Doing this can help you to discover all of the possibilities that exist in CHRIS to record information. It can also help you to see what other kinds of information you might need to be collecting to have as complete a record as possible on children with whom you are working.



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