



CHRIS  
Newsletter

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CHRIS 97 v. CHRIS 5.0

## As CHRIS Converts...

Since January 1997, the CHRIS conversion field team (Annie, Bart, Olga, and Rachael) covered over 100,000 miles in their quest to convert FDLRS to CHRIS 97.

Converting from CHRIS 5.0 to CHRIS 97 is a multistep process: the data in CHRIS 5.0 are transferred to the University of Miami, Mailman Center for Child Development, and transformed from the CHRIS 5.0 Informix database structure to FileMaker Pro 3.0 tables; FDLRS centers upgrade their computer systems from DOS or UNIX to Windows 95/NT or Mac; FileMaker Pro 3.0 and CHRIS 97 are installed; staff are trained on CHRIS 97. Over 80 people have successfully completed the training.

At each step on the path to CHRIS 97, the results have been examined and critiqued. Hands on experience with CHRIS 97 has generated a ton of requests for enhancements, ease of use modifications, and even bug fixes. Your input helps us make CHRIS 97 even better. Keep those cards, letters, and e-mail coming!

The CHRIS team was chained to their desk in July to address items on this "to do" list. An interim release of CHRIS 97 is scheduled for the end of July. Installing the upgrade will be a two day process. Day one, the data will be unloaded, transferred to Miami, and loaded into the modified database. Day two, the new FileMaker Pro 3.0 database will be transferred back to your site. While your data are away you may view and report but NOT add or update data. Cristina Díaz will be calling you to schedule the upgrade. In order to upgrade, you must have a working modem and a dedicated phone line.

In August, it will be "on the road again" for the CHRIS team. We are looking forward to working with the last few CHRIS 5.0 sites: Crown, Gulfcoast, Hillsborough, Reach, South, and Westgate.

# Technical Notes

## Using WinZip for CHRIS 97

Backing up your data is very important. If you are not backing up your data on a daily basis, you should start doing so immediately. If you are using a tape backup or an Iomega zip drive to backup your CHRIS files, you do not need to use WinZip.

At the time of the CHRIS 97 training and upgrade, an evaluation copy of WinZip was installed on PC's running Windows 95 or NT. If you are using Winzip to make a backup of your CHRIS files, please register your copy as soon as possible. Ordering Information can be found on the first screen opened when WinZip is launched or, if you are already in the program, under the Help menu. A single copy of Winzip is \$29. A site license for WinZip entitles an organization to receive one copy of the distribution package and duplicate the distribution disk for the specified number of copies. Please refer to the Ordering Information in Winzip for more details.

## How to Use WinZip to Backup CHRIS 97

1. Double click on the WinZip icon on your desktop.
2. Click on the **I Agree** button.
3. Click on the **New** button.
4. In the **New Archive** dialog box:
  - select the *3 1/2" Floppy (A:)* option in the **Create In** pull down menu
  - give the file a name (ex. chrisdbs)
  - then click **OK**.
5. In the **Add** dialog box:
  - Find your **Chris97** folder and double click on it so that it appears in the **Add From** window
  - Make sure that **\*.\*** appears in the filename window
  - At the bottom left of the box, under **Multiple Disk Spanning**, select: *Span: wipe disk (erase files)*
  - Click on the **Add With Wildcards** button.
  - Follow the directions that the computer prompts you to do (ex. *enter disk 2 if asked*)
6. You will see a "red light" at the bottom right corner of the WinZip dialog box. When it is done "zipping" your files, the light will turn green.
7. Check that the total number of files in the archive are the actual number you have in your CHRIS 97 directory.



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*CHRIS Comments is printed on recycled paper.*

# What Would You Propose?

This newsletter is filled with new definitions and program changes. As you can see, the CHRIS team never rests on its quest to have user ideas and requests implemented. Comments made during CHRIS 97 training and technical support are being reviewed now by the Technical Assistance Workgroup. The following are some issues we are currently looking at.

If you have any suggestions on these topics, please contact any one of the members of the Technical Assistance Workgroup. We would like to make these changes before the final version of CHRIS 97 is installed later this year.

## On Hold List

The Technical Assistance Work Group will be making changes to the On Hold list at our next meeting. Please respond with any additions or changes you would like to see in this list. The current *On Hold* list is as follows:

- Waiting Hearing Results
- Waiting Vision Results
- Waiting Medical Clearance
- Waiting Both Vision And Hearing
- Waiting On Records From Other Sources
- Waiting On Signature(s)  
(i.e. Permission, Release..)

## Referral Source

The Technical Assistance Work Group has proposed that a new field be added to the referral event detail screen to help measure the effectiveness of awareness and outreach activities. Currently some centers are using the referral source field to gather this information, but since the field is a free text field, the information lacks consistency and is of limited usefulness in reporting data. If you could choose the terms for inclusion on a selection list for a field to measure this information, what would you include? Some suggestions already

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received include: Neighbor, Newspaper, Brochure, Doctor, Case Worker and Teacher. And what would you use for a field name? Should the field be "Where did you learn about Child Find?" Or do you have a better idea? Please respond to any member of the Technical Assistance Work Group with your ideas on how to gather this vital information in a clear and consistent way statewide. We would like to add this field before the final version of CHRIS 97 is installed in the fall.

## Where, Oh Where, Did My Little "N" Go?

Several folks have asked why there is no longer an "N" for "Not Exceptional" on the ESE Staffing Screen. The default for Exceptionality Status used to be "U" and was changed to an "E" if the child met eligibility criteria for a Part B Exceptionality Category or "N" if the child did not meet eligibility. The "N" and "U" have been eliminated because they are superfluous. If the exceptionality status is not "E" and there is a staffing event, it can be safely assumed that the child is not eligible for any of the exceptionality categories by Part B criteria.

## What Version Do You Have?

Since we started upgrading the sites, FileMaker has upgraded as well. When you start CHRIS97 you will see a FileMaker screen. Check what version is displayed. If it is less than 3.04 please call us and let us know, and we will help you upgrade your FileMaker.

# DEFINITION

Some changes were made to the definition lists in CHRIS 97. The CHRIS Technical Assistance Workgroup reviewed user input on the lists and the following changes were made based on those suggestions.

## Presenting Problems List:

The Technical Assistance Work Group discussed concerns that had been raised by a number of CHRIS users about the Presenting Problems F10 list from CHRIS 5.0. The primary concern that had been raised was that many of the terms on the Presenting Problems list indicated a diagnosis rather than a presenting problem and thereby caused some reports created using the data to be misleading.

The conclusion of the discussion was that a few general terms should be included in the list and the old terms should be mapped into the new terms when final conversions of data were done. It was further agreed upon that the new terms and the proposed mapping should be printed in this newsletter so anyone having specific concerns regarding the proposed mapping could address those to the Work Group for final resolution before the changes were made in the system. It was felt that more specific information could still be included in the "Reason for referral" field, which is an extended text field and not commonly included in reports.

Users are asked to review the proposed list and if there are specific concerns either with the concept of using more general terms or with the proposed mapping to express those concerns in writing to the Technical Assistance Work Group to be considered at the next meeting.

### **Speech/Language Concerns**

Language and Learning Disabled, Language Impaired, Speech and Language, Speech Impaired, Severely Language Impaired, Communication Disorder

### **Social/Personal Concerns**

Severely Emotionally Disturbed, Emotionally Handicapped, Behavior Problem, Hyperactive

### **Vision Concerns**

Visually Impaired

### **Cognitive Concerns**

Profoundly Mentally Handicapped, Trainable Mentally Handicapped, Educable Mentally Handicapped, Mentally Retarded, Cognitive Delay

### **Hearing Concerns**

Hard of Hearing, Audiological

### **Health Concerns**

Genetic Syndrome, Established Condition, Down Syndrome, Spina Bifida, Tuberos Sclerosis, Attention Deficit Disorder, Seizures, Meningitis, Health, Allergies, PKU, Hospitalized/Homebound, Juvenile Arthritis

### **Motor Concerns**

Occupational Therapy, Muscular Dystrophy, Delayed Fine Motor, Cerebral Palsy, Physical Therapy, Physically Impaired, Delayed Gross Motor

### **Developmental Concerns**

Specific Learning Disability, Prader Willi Syndrome, Developmental Delay, Autism, At Risk, Slow Learning

### **Multi-sensory Concerns**

Dual Sensory Impaired, Deaf and Blind

### **Deleted from list**

Gifted, None of Above

## Relationships:

“Other Relative” is being added to the list of relationships available in the Significant Adult portion of the Demographic Screen. There are cases where children live with aunts, uncles, older sisters or brothers. There is presently not an appropriate category for these kinds of familial relationships. “Guardian” does not necessarily imply this family relationship. This new category, however, is not appropriate to be used for “Physician”, “Therapist”, or some other type of SERVICE provider. Truly significant SERVICE providers can be entered into the area for Significant Adult Other, which has “free text” fields for ease of entry.

## ID Numbers:

The ID Numbers area on the Demographic Screen is a concise way of tracking the myriad of “numbers” that accompany most of the children that we work with. The list includes\*:

- **Case #** - used for those who assign numbers to their referrals
- **CFN** - Child Find Number - also used for those who assign numbers to their referrals.
- **Date Receive at County Office** - another way of keeping track of when information is sent and received.
- **Exceptional Education Center** - if the district assigns numbers to ESE Centers, similar to School Numbers, then you can enter that information here.
- **Home School** - the particular number of the School that the child is assigned to based on where he lives, not necessarily where he will attend.
- **Hospital #** - Medical Records number.
- **Medicaid** - Child’s Medicaid number.
- **Mother’s DOB** - the date of birth for the mother, this information is used usually by Part H.
- **Mother’s SSN** - this information is also used by Part H.
- **Student #** - the child’s student number assigned when they are enrolled in most programs affiliated with the public school system.

Most numbers that are assigned to children’s cases should fit in one or more of these categories. They can be used individually or collectively in reports and letters. It is simply another useful mechanism in the CHRIS 97 program for keeping data, making referrals to other services, and requesting records on children. This list can be updated by your DBA.

\* Some sites have already made additions to their list, therefore, lists may vary.

# Changes in Evaluation

The following is the new list of evaluations in CHRIS 97. The letter in parentheses is the 5.0 code.

## **Adaptive**

Adaptive Behavior

## **Audiological (G)**

Hearing

## **Behavioral Observation (I)**

## **Communication (H)**

Any evaluation of mode of communication, including sign assistive technology, Braille, etc.

## **Educational (C)**

Academic, Developmental

## **Emotional/Behavioral (B)**

Social Emotional Behavior

## **Functional Vision**

Vision

## **Intellectual (A, K)**

Cognitive Developmental, Psychosocial Developmental

## **Language (D)**

Expressive Language, Receptive Language

## **Medical (M, L)**

Ear, Nose, Throat, Medical Eye Exam, Any evaluation by a medical doctor.

## **Motor (E, F, Q)**

Occupational Therapy & Physical Therapy

## **Social Developmental History (P)**

Social History, Developmental History

## **Speech (D)**

Articulation, Fluency, Voice

## **Vision (J, N)**

Low Vision, Visual Acuity

## Release Forms

Interagency Release is one of the most essential and fundamental parts of the CHRIS 97 Tracking System. Confidentiality is of paramount importance in the type of work that Child Find Specialists do. Having Interagency Release forms signed for children enables Interagency Councils to engage in dialogue about services for children. It is critical that thought be given to this before distributing reports from CHRIS 97 with individually identifiable such as family names, address, or other personal information etc. Releases must identify who will be receiving the information and for what purpose. The Interagency Release function in CHRIS 97 allows for tracking whether or not a release has been obtained for a particular child's information and who is allowed to share that information. If a parent has denied permission for a particular agency to share in the child's information, then that agency can be deleted from the list associated with the release for that child. The different kinds of "release of information" forms that are used can be entered. It is important that reports shared with Interagency Councils or others containing personally identifiable information are done so only for

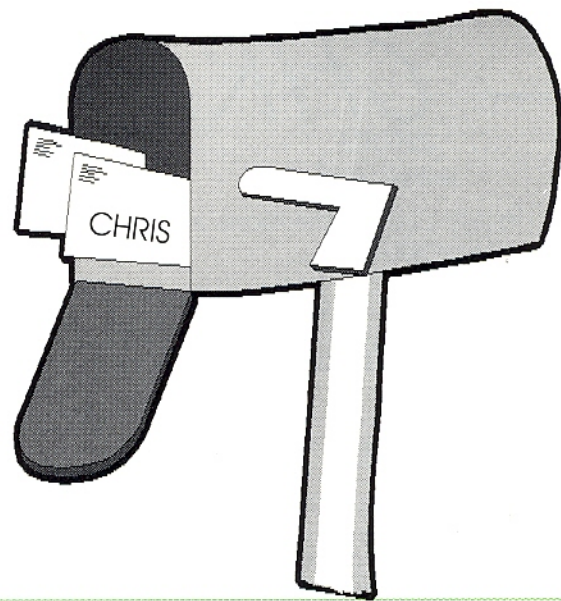
those children who have a signed release of information. The Interagency Release Form tracking function in CHRIS 97 allows you to protect confidentiality in reports with identifying information.

### How to Add a Child's Interagency Release

1. Within the child's record, click on the Interagency Release button in the Tracking Summary Screen
2. Click on Add Release.
3. Select Form Name from list of form names. If you need additional forms have your DBA add them.
4. Change any of the date fields as needed.
5. You will see all the Agencies covered under this form. Click OK.
6. If you need to add agencies for this form click on Add Agency.
7. If you need to remove agencies from this release: highlight the Agency and select Remove Agency.
8. To view all Release Forms, click on Return to Forms.
9. To return to Tracking, click on Tracking.

# Letters to The Editor

*CHRIS 97 Users Write...*



Dear Editor,

When I'm in the helpful report wizard, I get prompted for a date range. I would like to enter a date range in CHRIS when querying on some of the fields. Can I do this?

**Date Help**

Dear Date,

Yes you can. Enter into find mode in any screen in CHRIS 97. Go to the date field you wish to query on. Enter the starting date, two periods, ending date. For example if you want to query all the children that will turn 5 on or before 9/1/1997: Go to Date of Birth field. Enter: 09/02/1991..09/01/1992. Press enter. This will work in any date field in CHRIS 97. Note: You can also enter a range in the number fields like: AGE and DBNUM.

Dear Editor,

**I'm confused. When entering a name in the new CHRIS 97 I type everything in lowercase and it seems to automatically capitalize the first letter. Also when I enter dates it seems to change the format of how I enter the date. Will any of this effect my output?**

**Want to Format**

Dear Want,

As you use CHRIS, you will notice that regardless of how you type a name it will always display the name capitalized. This feature is called "Titlecase". This Capitalizes the first letter of each word in the Name field. With this feature every word that starts after a space is automatically Capitalized. It is non selective. It only capitalizes on the first letter in a field and after a space. Formatting also applies to dates. Dates can be entered 01/01/97, 1/1/97, 1-1-97 The program will automatically display the date in this format : 01/01/1997

In either incident, the data are saved in the format you entered, but displayed formatted (as described above). If there are formatting issues in the existing reports, please call us with your input and suggestions at (800) 231-5747.

Dear Editor,

**Before the big convert we had all our agencies entered at our master site. Now each of our centers sub-sites has control over our agencies and contacts. At our sub-site, we now have the list of agencies from all the counties. Is there way to display only my counties, agencies and contacts?**

**County Control**

Dear County,

In the new CHRIS 97 there is an option to deactivate agencies not just contacts. Have your DBA go through your list of agencies and each agency that does not belong to your county that you do not need to display in your pop-up list, or each agency that is no longer used, mark as inactive by entering an "X" in agency type. Remember to deactivate the contacts for these agencies as well. If you have a large number of agencies you wish to make inactive, call the Help Desk (1-800-231-5747) for assistance.

# CHRIS 97 Highlights

- ↪ All CHRIS functions accessible through one program.
- ↪ Simplified database structure: fewer tables with simpler relationships were created to facilitate user access and report generation.
- ↪ A more user friendly query facility based on the new field structure.
- ↪ Change from function keys to point and click.
- ↪ Easier access and more flexibility with reports using the Report wizard.
- ↪ Each sub-site has control over their own agency and contact lists.
- ↪ Access can be controlled at the table and field levels.
- ↪ Child's age in years and months appears in the header of each screen.
- ↪ Child's name was split into separate last name and first name fields for easier reports and mail merge.
- ↪ All demographic, significant adult, and address information is displayed on one screen.
- ↪ Significant adults is ordered now in folders, with a relationship of "parents", so both parent names can be entered in the "First Name" field.
- ↪ Salutation field was added to expand options in mail merge.
- ↪ Occupational Therapy and Physical Therapy have been added as choices to ESE staffing. The program only allows one Primary exceptionality and as many Secondary exceptionalities as needed. CHRIS' treatment of exceptionalities now conforms with the DOE State Student Database.
- ↪ Service Plan: Transition is addressed in the Service Plan event.
- ↪ Service Plan: Services Authorized will reflect the source of funding. Service Location is now used, instead of School /Provider.

