



CHRIS
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C O M M E N T S

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Duplicate Record Project

Cory Beermann

Near the end of last year we started a long journey that will ultimately result in the elimination of all duplicate records in the CHRIS database. Even though CHRIS *Plus*, and now CHRIS Gold, offer users the opportunity to transfer records from one county to another, duplication occasionally occurs.

For the entire span of the CHRIS database, nine hundred thirty-four duplicate records were identified. A list indicating all possible duplicate records was created for each FDLRS site. These lists were sent to each site's data facilitator.

The data facilitators were asked to verify that the records were, in fact, duplicates and to identify which record should remain as the active record. Often this process required comparing data with other data facilitators throughout the state.

The Help Desk will use the information obtained from the data facilitators to consolidate the duplicate records. Some demographic, all event, and all history information from the duplicate records will be merged into the active record. Data in the active record will not be overwritten. Imported information will be displayed in blue to make it readily identifiable. The *Notes* field in each event will indicate that information was imported from a duplicate record and will identify the county of origin.

One issue that will occur when records are merged is the presence of more than one Referral First Contact with FDLRS event. To resolve this issue, the earliest Referral First Contact with FDLRS event will remain and all other First Contact with FDLRS events will be converted to Referral In events.

Once the duplicate records have been consolidated into one active record, the duplicate records will be deleted. By summer's end, CHRIS should be duplicate free.

The CHRIS Help Desk would like to thank all of the data facilitators who assisted with this project. Your efforts will result in a more accurate database.



CHRIS Training Update

Bijan Boustani

The CHRIS Project has conducted several training sessions so far this year. We enjoyed meeting a number of new users at our New User Training sessions. We also enjoyed working with established CHRIS users. Several sites requested customized advanced user training for users already familiar with CHRIS. These advanced training sessions focused on CHRIS Gold functionality and creating reports. Thank you to FDLRS/Gulfcoast Associate Center and FDLRS/Island Coast for hosting the training sessions.

CHRIS training sessions are available to all CHRIS users. Individuals who are new to CHRIS, even if they were granted access by taking the online new user exam, need to attend a New User Training session. If you are already familiar with the CHRIS program and want to learn more, you can sign up for a Reporter Training session.

If you would like to set up a CHRIS training session, please send an e-mail to Cory Beermann at cory@miami.edu or contact the Help Desk for more information.



FDLRS/Gulfcoast New User Training



FDLRS/South New User Training

Upcoming Trainings

New User Training (Friday, August 28, 2009)

Location: FDLRS/Crown Associate Center, Jacksonville

New User Training (Friday, September 4, 2009)

Location: University of Miami, Coral Gables

Reporter Training (Tuesday, September 29, 2009)

Location: FDLRS/Westgate Associate Center, Pensacola

New User Training (Wednesday, September 30, 2009)

Location: FDLRS/Westgate Associate Center, Pensacola



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CHRIS Comments
Newsletter Schedule for 2009
February, May, August, November

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Part C to Part B Transition Event Revisions

Olga Camacho

The TAWG Executive Board met in May to discuss CHRIS project activities. During the meeting, much attention was focused on the **Part C to Part B Transition** event (see *Figure 1*). In order to be consistent with Office of Special Education Programs (OSEP) requirements and to assist districts in documenting information related to the State Performance Plan Indicator 12 activities, the following revisions were made to the **Part C to Part B Transition** event:

- The *Part C to Part B Transition Referral Date* field is now called *Part C to Part B Transition Notification Date*. The new definition for this field is “the date that the Early Steps (ES) program submits notification, with parent consent, for pre-kindergarten program eligibility determination. Notification is defined as personally identifiable information (child’s name, child’s date of birth, parent’s name, contact information).” The *Part C to Part B Transition Notification Date* or the *ES Transition Conference Date* must be entered to create the

Figure 1: Part C to Part B Transition Event Screen

- event. Both fields are not required.
- The *Parent Participated in Transition Conference* field now has both “Yes” and “No” checkboxes. An additional field was added to indicate how the parent participated in the transition conference. Drop down options for this new field are “In Person,” “Phone Conference,” or “Other.”
- A new field called *LEA Participated Transition Conference* was added. This field is defined as “whether or not the LEA participated in the transition conference meeting.” Similar to the *Parent Participated in Transition Conference* field, the *LEA Participated in Transition Conference* field has both “Yes” and “No” checkbox options and includes a drop down field to designate how the LEA participated in the transition conference (options are “In Person,” “Phone Conference,” or “Other”).

Other Revisions

Olga Camacho

In the **Appointments** event the following options were added to the *Appointment Type* drop down list:

- BDI-2 Full Assessment
- BDI-2 Screener
- Developmental

Please note that it is the responsibility of Early Steps and the school district to conduct developmental screenings.

Additional changes include:

- **End Timeline** event: *Reason* drop down option “Referred to appropriate agency” was changed to “Referred to another agency.”
- **Referral Inactive** event: *Referral Inactive Reason* drop down option “Referred to appropriate agency” was changed to “Referred to another agency.”

- **Part B Service Plan IEP/IFSP** event: *Pre-K Funding Program* drop down option “Readiness Coalition Program” was changed to “Early Learning Coalition Program.”
- **Tracking Summary** screen: *Inter-agency Release* drop down option “R” (Restricted) was changed to “Y” (Interagency Release Present).

CHRIS Backup Procedures

Bijan Boustani

Hurricane season is here once again. Although we cannot prevent hurricanes, we can prepare for them. The CHRIS staff is aware of how essential access to CHRIS is for all of our users, and we have taken steps to provide uninterrupted access to CHRIS even in the face of a hurricane. The CHRIS project maintains servers at the Polk County Technology Center

that serve as a remote backup site for the CHRIS data as well as enable remote access to CHRIS. If a hurricane threatens Miami-Dade County, user access to CHRIS would be transferred to our Polk County servers so that the main CHRIS servers could be shut down. This transfer will provide users throughout the state uninterrupted access to CHRIS even if the main



Coral Gables site needs to be shut down. We would like to extend a special thanks to the Polk County staff who made this remote access system possible.

ANNOUNCEMENTS

Hurricane Season Preparation

Another season of lightning, tropical storms, and (of course) hurricanes is rapidly approaching. All CHRIS users should take the necessary precautions to protect their computer systems. Remember to back up your hard drive, secure your documents, and protect your equipment against any possible hazards.

Reporter Training

Contact the Help Desk at (800) 231-5747 to schedule a training session on how to create reports using CHRIS data. The Reporter section of the CHRIS program has undergone considerable changes, and a training session is highly recommended. Sessions last from 4 to 5 hours, and users may request the development of specific custom reports. For more information, go to www.chris.miami.edu.

Inform Your Colleagues

Have you read an article that would be of interest to the Child Find community? If so, send the citation information for the article to chris.um@miami.edu. We will highlight articles in future editions of the newsletter.

Do you want to be on the CHRIS mailing list?

If you are interested in receiving the CHRIS Comments Newsletter via e-mail, or know someone who wants to be added to our mailing list, send us an e-mail at chris.um@miami.edu. Newsletters are distributed in Adobe Portable Document Format (PDF) files and can be downloaded and saved on your local computer. If you cannot open PDF files, go to www.adobe.com and download a copy of the free Adobe Reader today!



CHRIS Training

To register for any CHRIS training session, send an e-mail to Cory Beermann at cory@miami.edu or visit the Training Web page at www.chris.miami.edu/training.htm.

Share a CHRIS story!

Do you have an interesting CHRIS story that you would like to share with everyone? If so, please e-mail us at chris.um@miami.edu.