

# CHRIS 5.0 omments

For Chris Users Winter 1996 Volume 4 Number 1

## *Evergreen:* Memories of the way we were

by Martha Cromwell

In our busy day-to-day world, when it feels as if we are spinning our wheels and getting nowhere, it is often difficult to stop and look back to see just how far we've come. I happen to be the proud recipient of the "Action Plans for CHRIS" that we all created at Regional Meetings in September, 1994. As I was looking through them, I was struck by what progress has been made from that September to September 1995 at our State Child Find Meeting.

Our issues in '94 were: conversion from CHRIS 4.5 to CHRIS 5.0; how will CHRIS reflect what we do; needing assis-

tance with CPRG; the need for all Child Find Specialists to have "hands on" access to CHRIS; and needing assistance with data entry.

In looking back over the year, and participating in the discussion at the '95 meeting, I find that now: all sites were converted to CHRIS 5.0 and have access to CBT (Computer Based Training); nearly all Child Find Specialists have "hands on" experience with CHRIS; some centers are moving to networking CHRIS; we have all had "hands on" training in using CPRG (and will have more); we have a hard copy user's manual for data en-

try with explanations and definitions; and we can expect a hard copy CPRG user's manual in the near future.

We have made great strides in meeting the goals that each of us set back then and have resolved many of the issues that concerned us in '94. However, as goals are reached and issues resolved, new ones always take their place. If you have any questions, issues, or requests for changes for CHRIS 5.0, please contact me. If you are doing something interesting with networking or sharing data/information with ESE offices, or other agencies, let us know so that we can share your experiences with others.

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# Technical Notes for CHRIS 5.0 Users

CHRIS 5.0  
Comments



## Storm Tips:

*When the Weather Acts Up*

As we all know, this past Hurricane season has been a very active one. We also have many sites that frequently have thunder storms with lightning. In order to protect your equipment, please follow these simple guidelines. If you know that a hurricane or major storm is coming your way:

- Make 3 copies of system backups, store one in a secure place, take one home, and give one to a trusted person who does not live near you.
- Turn off your PC or shut down your UNIX box. Move it away from any windows and off the floor.
- Unplug the PC or UNIX box, terminals, printers, and modems.
- Disconnect the modem from the phone line. All cables should be labeled before you disconnect them so you know exactly where to reconnect them.
- Call us when you get back and are ready to restart your computer.

If you have a severe lightning storm, or continuous blackouts or brownouts, do not use your PC. Unplug it.

*Remember:* We strongly recommend using an UPS (uninterruptable power supply) for protection against power fluctuation. An UPS will not protect you against a direct lightning hit. *Unplug!*

## A New *HOT* Line for CHRIS

In mid October, a new direct line was activated for the CHRIS project. The number is 305-243-3227. This is a direct number to a CHRIS technical support person. If no one is available at the time of your call, please leave a message on the CHRIS voice mail. If it is an emergency, please specify. Normal reply/response time is by the end of the next business day.

**Please note:** by dialing our 800 number (1-800-231-KRIS) you will be automatically connected to our hot line number.

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# September 1995 Child Find Meeting

by Rachael Spanjer

**T**he September Child Find Meeting held in Tampa was a huge success. Forty-five child find specialists representing eighteen of the FDLRS centers attended. We also had two of the FDLRS managers attend portions of the meeting.

The upcoming FDLRS Quality Assurance Site Visits generated lively discussion. Concerns that the visits might look too much like "audits or monitoring" were shared across the group and some recommendations for changes in the proposed process were made. Partly as a result of that discussion, changes were made in the process. Reports from centers that have been

visited since the meeting have been very positive.

Janice Kelley met with the group on the second day. Her presentation focused on the quality assurance process being used by Part H. She reviewed some of the findings from last year's site visits and discussed changes that have been made in the process specific to involving FDLRS more actively in this year's visits. She also spent some time sharing information about the upcoming applications for participation in the STEPS transition training and the role of FDLRS child find specialists in that training.

The newly revised CHRIS Users' Manual was distributed at the meeting. The response to the manual was overwhelmingly

positive. The group unanimously supported the development of a similar manual for the use of CPRG and gave input on what should be included.

Training for local Data Base Managers (DBM's) generated interest. The group spent time delineating what parts of the data base should be accessible for tailoring to local needs and which parts should be reserved for central management. This would maintain the integrity of the concept of a statewide data base. Everyone seemed excited at the prospect of selection and training of DBM's at the local sites.

The group sharing of "best practices" was a meeting highlight. Everyone participated enthusiastically and lots of good ideas were shared that could be taken home and adapted to local needs.

## CHRISharing: Gulfcoast's Action Needed Reports

by Dot Wice

Those of you who do service coordination know that the best of intentions for follow-up tend to get lost when it is out of sight, out of mind! To help the Gulfcoast Child Find Specialist not lose these important follow-up items, our Child Find Clerk extraordinaire, Cathy Bonnell, created an Action Needed Report that she runs each week. On Monday mornings, a copy of this report is given to each case manager listing the actions needed for that particular week. Cathy's report brings these items back to the case manager's attention—much like a tickler file—and allows them the opportunity during that week to address these follow-up items. As the action item is completed,

the case manager enters a completed date on the Action-Needed Screen (Ctrl-F6). If an action item is not completed, a new action needed is entered so it will again appear on an Action Needed Report some time in the future.

This report process allows us to have a central filing system. At the end of the day, no files are left on the Child Find Specialist's desk. It's an easy report to design and certainly has made service coordination a lot easier for the Gulfcoast Child Find Specialists. Our thanks and appreciation to Cathy for sharing her "recipe".

*(continued on "Cathy's Recipe" page 6)*

# Martha's Corner

By Martha Cromwell



## TAWG Responses to Requests

At the October CHRIS Technical Assistance Workgroup meeting (TAWG), the following decisions were made about requests for additions and changes to CHRIS:

- Additions to the Appointment Event F10 list:
  11. Home visit
  12. School Observation
  13. Conference
  
- Additions to the Services Authorized F10 list:
  20. Early Intervention (0-36 months)
  21. Physical Therapy
  22. Occupational Therapy
  23. Speech Therapy
  24. Kindergarten - ESE Services
  25. Kindergarten - No ESE Services
  
- Additions to the Evaluation Requested F10 list:
  - Q. Motor
  
- The On-Hold F10 list that is in the CHRIS manual will be updated on all CHRIS sites.
  
- In the Inactive event F10 list, the request to change the inactive reason "Entered Kindergarten" to "Eligible for Kindergarten" was rejected because some children may continue to be served or need services from prekindergarten programs even after they meet the age requirement for entering Kindergarten. The compulsory school attendance age is 6 before September 1.
  - The request to add Occupational Therapy and Physical Therapy to the Exceptionalities list was rejected because these are not considered Exceptionality categories by the State Board of Education rule. They are considered to be related services for certain Exceptionality categories.
  
  - The request to add Mental Health Counselor to the Family/Significant Adult F10 list was rejected because of Confidentiality implications of having such designation as part of the demographic information. The TA Workgroup plans to review this list with the possibility of removing any confidential designees and finding another place to record them in the data base. The Agencies Known fields should be used to indicate that the child is receiving services from Mental Health, HRS, or other agencies. If it is important to know the actual name of the person providing service, this can be added in General Notes.
  
  - The following program changes will be made in the near future:
    1. On the Appointment event screen, "canceled" will be added to the Status F10 list and the "canceled" field will be removed.
    2. Ability to view a free text note field while in the Inactive event detail screen.

# When Talking Just Isn't Enough...



You can contact the CHRIS Technical Assistance Workgroup and the Miami based CHRIS Technical Support Team by electronic mail (e-mail).

## Getting on FIRN

FIRN stands for the Florida Information Resources Network. This network provides access to a vast array of resources for Florida educators. It is a way to send and receive e-mail, as well as a gateway onto the internet. All full-time employees of any Florida education facility are eligible for FIRN and are allowed unlimited access to FIRN, FIRN applications, FIRN support services, and local and toll-free dial-up numbers.

The basics that are needed to get to FIRN are: a computer (Apple, MacIntosh, or IBM [DOS]); a telephone line; a modem (Hayes compatible); and telecommunication software. Once you have these, then the next step is to register for a FIRNMAIL account.

The following are steps for registering for a FIRNMAIL account:

1. Use your telecommunication software and modem to dial your local FIRN number.
2. Once connected, at the FIRN login, type: `FIRNMAIL <ENTER>`
3. For username, type: `REGISTER <ENTER>`
4. You will then answer questions on a computerized registration form and send it electronically to FIRN.

A packet of materials, including your individual username and password, will be sent to you in a few days. Included with these materials will be a "Quick Reference Manual". This manual will provide lots of information about the multiple components of FIRN, who the local FIRNTEC person is, and where to get help.

Once you have a FIRN Username:

1. At the FIRN login, type: `FIRNMAIL <ENTER>`
2. At username, type: your `FIRNMAIL` username `<ENTER>`
3. At password, type: your `FIRNMAIL` password `<ENTER>`

The assigned username will always remain the same. A password is assigned for the initial access to FIRN. However, during your initial access to FIRN, you will be asked to choose your own password. You will be asked to change your password about every 90 days.

Additionally, FIRN is in the process of upgrading to "High Speed". There may be some additional steps in the registration process if your area is already "High Speed".

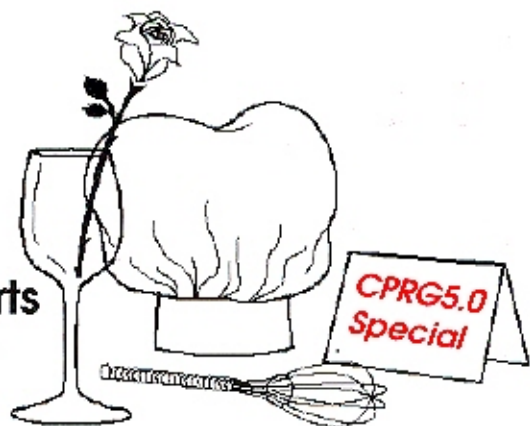
If you have any questions or need assistance in getting on FIRN, please call Martha Cromwell or another member of the CHRIS Technical Assistance Workgroup. The local FDLRS Instructional Technology Specialist should also be able to give additional assistance.

*(Taken from FIRN Quick Reference Manual)*

Please make note of the following e-mail addresses:

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# Cathy's Recipe: for Weekly Action Needed Reports



**Step 1:** Type cprg50 to enter CPRG.

**Step 2:** Type Ctrl-F2 to open a new report.

**Step 3:** Type Ctrl-F6 to open the Action Needed Screen to enter the criteria for the report.

Under Follow Up Date, - enter the range of dates you wish to cover including Saturday and Sunday, i.e. 11/27/95:12/3/95. (Including the weekends helps prevent scheduling conflicts.)

**Step 4:** Press F7 to switch mode to Fields, to select the fields you want printed on your.

**Step 5:** Select the fields by tabbing to the selected fields and press F5. On the Action Needed screen, select: Follow Up Date, Action Needed and Completed. Press Ctrl-F1 to move to the Child Demographic Information screen. Select with F5 key, DBNUM and Name. Press Ctrl-F3 to move to the Tracking screen. Select with F5 key, Staff Assigned.

**Step 6:** Press F8 to design how your report will print out on the page using the Output Fields Screen.

## These are the settings Cathy uses:

Selected Fields	Length	Output Order	Selected from tables	Sorting Field?	Sorting Order?
Act Completed	20	5	actions	N	
Act Needed	30	4	actions	N	
Follow up	12	3	actions	Y	2
DNB	5	2	child demo	N	
Name	28	1	child demo	Y	3
Staff Assign	20	6	child demo	Y	1

**Step 7:** Press escape to save these changes and verify with "Y" to save these selections.

**Step 8:** At this point it is best to save this report so you can use it every week. To do this, press Ctrl-R to enter the report menu. Arrow down to Save, press "Enter" and enter a description of the query. Names the report *Action Needed Report* and hit F6 to save this query.

**Step 9:** To print the report, press Ctrl-R to enter the report menu. Arrow down to Output to Printer, press enter, select the compressed mode, type in the title for the report, for example: *Action Needed Report: 11/27/95 to 12/3/95*. Press F4 to run the report.

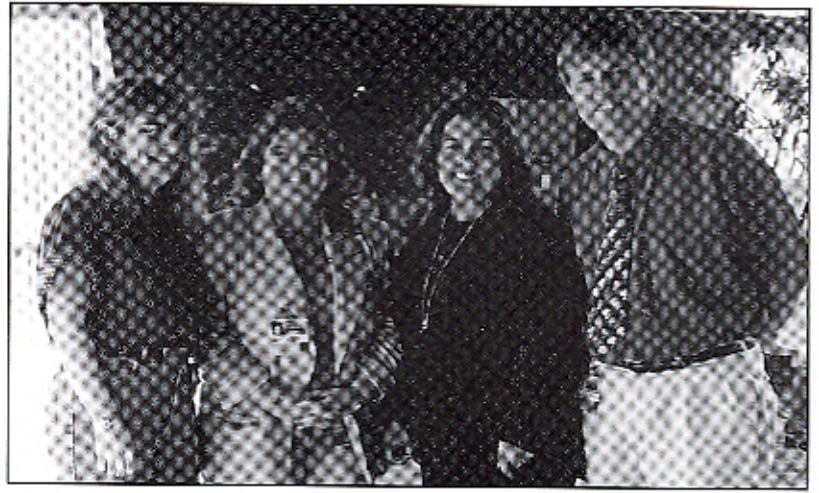
**Remember:** Be sure to read the questions/commands at the bottom of the screens and to save the query before exiting the cprg50 program.

# CHRIS 1996 Technical Support Group

**B**elieve it or not, I just celebrated my five year anniversary with the CHRIS project. Many of you have been with me through it all. As I read the cover story, I can look back on this time and see the accomplishments of CHRIS over the past five years. The major milestones (CHRISones) this year including conversion of all sites to the CHRIS 5.0 software and all sites using this new program. This summer both of our CHRIS programmers accepted new positions to further their careers. As things have changed, so has the staffing of this project. It is with great pleasure I introduce you to the CHRIS 1996 team:

**CRISTINA:** Our veteran CHRIS trouble shooter and technical support person is Cristina Rojas. Most of you have spoken to Cristina on the phone at some point this past year. She will continue to answer your calls (*see new hotline number information on pg.2*). Cristina is also responsible for the CHRIS newsletter using Desk Top Publishing. Working on very tight deadlines, she has gotten CHRIS Comments out and produced a professional level newsletter.

**BART:** Our new CHRIS programmer is Bart Loeb. He comes not only from a database programming background but also from a medical background.



*Miami Based CHRIS Technical Support group (from left to right): Anne Hymowitz, Olga Camacho, Cristina Rojas, and Bart Loeb.*

Bart developed, in conjunction with a group of neonatologists, a program called NurseryWorks. This software is used to track a premature infant's stay in the hospital from admission to discharge and everything in between. Bart has extensive hardware knowledge and experience in Novell, Macintosh, and is fluent in many database development systems and programming languages. He is also very excited about joining the CHRIS team.

**OLGA:** Our new Technical Support person is Olga Camacho. She comes to us from a management position in information systems for an investment firm. Her previous duties included maintaining, as well as, providing technical support for various types of computer systems. Some of which included PC based systems and others in

conjunction with a RISC 6000 machine. Her knowledge and love for computers should prove to be an asset to our project.

We all wish the CHRIS 1996 team lots of luck. I thank you all for waiting on all changes, additions and requests. We are currently sorting through your requests, and as we are updating the sites we are evaluating the status at each site. If you have any questions about past, present, or future issues, Please call us.

*Anne Hymowitz  
CHRIS Project Manager*

*On behalf of the 1996 CHRIS Technical Support Group, we would like to thank Dr. Terri Urbano for proofreading the CHRIS Comments Newsletter.*

# Mark your calendars!

## Child Find & FDLRS Meeting

The meeting is being held in conjunction with the Joint Pre-Kindergarten Early Intervention and Pre-Kindergarten Handicapped Annual Meeting. Child Find has been invited to participate in that meeting on January 31st-February 2nd at the Camberley Plaza hotel in Sabal Park (Tampa, FL). February 1st and 2nd the FDLRS Managers and Child Find Specialists will have their joint meeting at the same location. The focus of the FDLRS meeting will be CHRIS. It is anticipated that FDLRS Managers will receive training in the use of CHRIS and Child Find Specialists will be sharing some of the strategies they use to get the most from the CHRIS software.



## Project STEPS Transition Training

This event, February 26-March 1, 1996, supports one of the statewide FDLRS Project priority initiatives for this year. One Child Find Specialist from each of the nineteen FDLRS center will attend a week long intensive training on how to facilitate exemplary transition practices across agencies. Support for their attendance at the training will be through the coordinated efforts of Florida Interagency Transition Team and the FDLRS Center Projects. Five regional transition projects will be selected to receive the training, based on competitive grants that were submitted to the Florida Interagency Transition Team in November.

**CHRIS 5.0**  
Comments

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