



CHRIS
NEWSLETTER

WINTER
2008

VOLUME
XVI

NUMBER
3

C O M M E N T S

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Using CHRIS to Create Custom Reports

Renee Santillo, Child Find Specialist
FDLRS/Crown

FDLRS/Crown uses the Reporter feature of CHRIS to support our districts in a wide variety of ways. With assistance from the CHRIS Help Desk, we have generated a variety of reports to meet the specific needs of each of the districts that we serve. These include reports to project the need for services, obtain Child Find awareness information, produce appointment letters, and assist with data preparation as the districts work to meet the requirements of Indicator 12.

Our *Pre-K ESE Projection Report* is produced each month for our largest district. This report provides the district with information about children that have been screened by Child Find and informs the district of the numbers of children potentially needing services.

We also utilize CHRIS to identify Child Find awareness needs. We produce custom reports that show

the number of referrals from each of our ZIP codes. This information is used to identify areas within the district with lower than expected referral rates. These reports are used to plan Child Find activities to assist with community awareness in those areas.

Our center encourages the districts to use the CHRIS Reporter features to benefit their individual needs. Letters for meeting invitations at the district level have been designed with the county's emblem and other county specific information and designs. These letters can be produced using the CHRIS Reporter, and when completed, eliminate the need for producing a separate letter with a typewriter or by hand.

Specially designed CHRIS reports related to Indicator 12 data have also been developed and are instrumental in assisting the districts when tracking children who are

transitioning from Part C to Part B. Each month Early Steps receives reports from our center that are used in preparing for timely transition meetings. A *Rising Three Report* for one of our districts has been designed to track when testing and staffing for each child is completed. This report assists in ensuring children have an individual educational plan (IEP) developed and implemented by their third birthday.

CHRIS Reporter is an essential tool used by our center. The many custom CHRIS reports we have created are used on an almost daily basis to support the districts we serve. These reports can be easily created and customized to meet the needs of any district.

To schedule an On-line Reporter training session, please contact the CHRIS Help Desk. 800.231.5747

CHRIS NEWS

TAWG Meeting Update

Olga Camacho

A TAWG Executive Board Meeting was held at the University of Miami campus, January 16, 2008. The following topics were discussed:

- CHRIS Gold, the next version of CHRIS, was unveiled and several aspects were demonstrated to the group. We anticipate converting to CHRIS Gold over the summer.
- The tracking reports survey results were discussed including the addition of a number of fields per user request. It was decided not to remove any fields from the tracking reports at this time.
- Date Referred from Part C to Part B and a check box to indicate the parent did not attend the transition conference will be added to the Transition event in an effort to assist sites in monitoring their Indicator 12 activities.
- A decision was made to check the CHRIS Plus database for duplicate records. Children with the same last name, first name and date of birth will be considered potential duplicates. Once duplicate records are identified, each site will receive a list to further investigate those records.



Training Update

Cory Beermann

In 2007, we had an excellent year of training (and welcoming) new users to the CHRIS program. We can proudly announce that as of December 2007 we had a total of 267 trained users working with CHRIS.

Thank you to all of the users who participated in the trainings and to those people who made these sessions possible. Trainings were held at the following locations: University of Miami (CHRIS Headquarters), Naples, Jacksonville, Hillsborough, and Clearwater.

If you would like to schedule a training session at your center or need to send a user to training, please call the Help Desk for assistance.



FDLRS/Gulfcoast, Clearwater



FDLRS/Crown, Jacksonville



This newsletter was developed by the University of Miami, Department of Psychology, through the Children's Registry and Information System (CHRIS), a special project funded by the State of Florida, Department of Education, Bureau of Exceptional Education and Student Services (BEES), through federal assistance under Individuals with Disabilities Education Act (IDEA), Part B. The CHRIS Comments newsletter provides updates and information for the users of the CHRIS Registry.

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CHRIS Comments
Newsletter Schedule for 2008-2009
May, August, November, February

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PROGRAM HIGHLIGHTS

Reporter Tips

Cory Beermann

CHRIS Reporter is a valuable tool for creating custom reports. The following options available in Reporter can assist users in creating reports that best meet their needs.

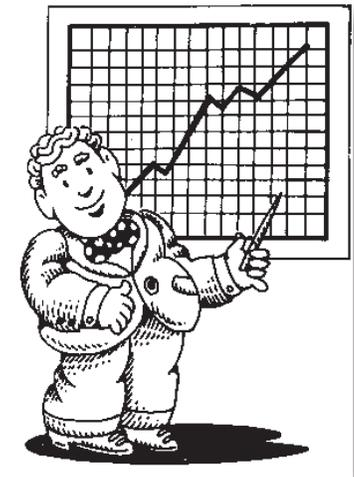
• Sub-summaries

Adding a sub-summary to a custom report will perform one of two useful tasks: It allows records to be grouped into categories, and it prevents the duplication of records in a report. To make the final report show summary information only,

remove the body part containing the detailed information.

• Preprogrammed Buttons

CHRIS contains a substantial store of buttons that perform many standard CHRIS Reporter tasks such as omitting records, printing in landscape or portrait mode, and exiting to the Reporting screen. These buttons can be copied and pasted into any site defined customized report.



For more information on creating custom reports or to set up a personalized Reporter training session, contact the Help Desk.

Help Desk Tips

Olga Camacho

When using CHRIS here are a couple guidelines to keep in mind.

• Sorting of Archived Records

When looking at a found set in the Locator Screen, it is quite possible that there will be multiple archived records peppered throughout the list making it difficult to focus on the active children. To group these archived records together in your found set, click on the heading button “Res County” twice. This will sort the children’s records by residence county in descending order. By doing this, all archived records will appear at the bottom of the list making it easier to see the active records for your site.

• Contact Log

The Contact Log Summary section contains a list of all of the Contact Log events for the child’s record. It provides a central location for making modifications to each Contact Log event. This summary includes the Contact Date, Contact To, Action Needed, Contact Reason and Display fields.

Modifications made in this screen will also be made in the Contact Log event detail screen for the child’s record.



CHRIS Survey Reminder

The CHRIS Project needs your input! Feedback from CHRIS users helps us provide the best quality support and service to all our users.



The 2008 CHRIS User Survey is being conducted right now! You have until February 22nd to complete it. To access the survey go to the following link:

http://www6.miami.edu/UMH/Forms/UMH_Form_Display/1,3233,1575,00.html

When the survey opens, fill it out as completely as possible. Click the “Submit Form” button at the bottom of the page to complete the process. We estimate the survey will take approximately 10 minutes to complete.

Good-Bye!

Marsha Francois

It is with regret that I am saying my final good-byes to CHRIS. I have decided to change the course of my current career goals and will be pursuing a new direction by furthering my education on a full time basis. This was not an easy decision and took a lot of consideration, but I believe it is an exciting step forward. It has been my genuine pleasure to work for the CHRIS Project during these 6 months.

I have enjoyed working with the CHRIS team and users throughout the state. It's not

everyone who works in an environment that is consistently cooperative, generous, and understanding, and I feel that I've been blessed. Not only have I enjoyed working with this team; I have learned how a really good grant project should be run. It's because of the training I received with CHRIS that I feel qualified to undertake any new assignment that I will be faced with in the future. I am grateful for the valuable personal and work experiences that I gained with the project.



Thank you to all the members of the CHRIS project for the patience, guidance, and friendship they have shared with me. Special thanks to Christine Delgado, Olga Camacho and Cory Beermann. I wish the CHRIS Project continued success.

ANNOUNCEMENTS

CHRIS Training Sessions

If you would like to request a New User, Data Facilitator, or Online Reporter training, please send an e-mail to Cory Beermann at cory@miami.edu. You can also visit the Training web page at www.chris.miami.edu/training.htm or call the Help Desk for more information. Remember, CHRIS trainers can go to your center if there are six or more CHRIS users in your area that are interested in attending training.

Reporter Training

CHRIS users must contact the Help Desk to schedule a Reporter training session. Training sessions last 4-5 hours and users can request the development of specific custom reports. For more information, go to www.chris.miami.edu.



Share a CHRIS story!

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

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