



CHRIS  
NEWSLETTER

WINTER  
2011

VOLUME  
XIX

NUMBER  
3

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## Putting the “CHRIS” in Reports

Cory Beermann

“What a great report! Where did you get those data?”

CHRIS can be used to generate a wide variety of reports that are useful to a wide range of people, many of whom are unfamiliar with CHRIS. In order to promote CHRIS and to lend credibility to your reports, the CHRIS logo and/or a data source statement (“Data Source: Children’s Registry and Information System”) can now be added to all custom reports created using the Reporter feature in CHRIS.

Complete the following steps to add the CHRIS logo or data source statement to a custom report:

1. Perform a find by clicking on the “Reporter (Custom) Reports” button on the CHRIS Reporting screen.
2. Select an existing report or create a new one.
3. Enter Layout Mode and click on the Reporter Layout menu in the upper left-hand corner of the screen.
4. Click on “AvailablePreProgrammedButtons.”
5. Locate the CHRIS logo and/or data source statement in the bottom right hand corner of the screen. Select and COPY the logo or statement. (Please be careful not to “cut” the logo or statement because this action will make the logo or statement unavailable to other users.)
6. Use the Reporter Layout menu to find the report into which the logo or data source statement should be added.
7. Place the arrow of the cursor in the place where you would like the logo or data source statement to appear and click once. Paste the logo or data source statement into the report.
8. Use the mouse or the arrow keys on your keyboard to adjust the placement of the logo or statement. To check the location of the logo or data source statement, switch to Preview Mode to see the page as it will look when it is printed.

For additional assistance with reports, contact the CHRIS Help Desk.



# ESE Exceptionality Changes

Bijan Boustani

ESE Eligibility Date: 01/01/09

Primary Exceptionality (Select ONE) (Shift-Click to de-select choice)

ASD  DD  EBD  ID  OI  SLD  TBI  
 DHH  DSI  EC  LI  OHI  SI  VI

Exceptionality Status:

Occupational Therapy   
 Physical Therapy   
 Language Therapy   
 Speech Therapy

Secondary Exceptionality (Select as many as necessary)

Autism Spectrum Disorder       Hospital/Homebound   
 Deaf or Hard of Hearing       Intellectual Disability   
 Developmentally Delayed       Language Impaired   
 Dual Sensory Impaired       Specific Learning Disabled   
 Emotional/Behavioral Disability       Speech Impaired   
 Established Condition       Visually Impaired

Physically Impaired with:

Orthopedic Impairment   
 Other Health Impairment   
 Traumatic Brain Injury

Figure 1: ESE Eligibility Screen

The ESE Exceptionality event screen (see Figure 1) has recently undergone a few minor changes. The following exceptionality categories have changed: orthopedically impaired, other health impaired, and traumatic brain injured. These exceptionalities are now referred to as

“Physically Impaired with:”

- Orthopedic Impairment
- Other Health Impairment
- Traumatic Brain Injury

The layout of the screen was modified to accommodate these changes.

## CHRIS Help

Bijan Boustani



The CHRIS Field Reference Guide is an excellent resource for all CHRIS users. This guide contains images of all the CHRIS screens and definitions for all the fields in CHRIS. The Field Reference Guide was recently updated to reflect changes to the CHRIS screens.

The Field Reference Guide can be accessed from within the CHRIS program by clicking the HELP button. This action will automatically display the section of the Field Reference Guide associated with the CHRIS screen you were viewing when you clicked the HELP button. For example, while entering data, if you were unsure what to enter into the *Instruments Used* field on the Referral for Evaluation screen, clicking the HELP button would take you directly to the Referral for Evaluation section of the Field Reference Guide.

The Field Reference Guide is also distributed at all New User training sessions and is available from the CHRIS website at [http://www.chris.miami.edu/technical\\_support/downloads/field\\_reference\\_guide\\_final.pdf](http://www.chris.miami.edu/technical_support/downloads/field_reference_guide_final.pdf).



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 the 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 2011  
February, May, August, November

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# Who Needs Action Needed?

Cory Beermann

 *When will the child I referred to Part C be ready for transition into Part B?*

 *How will I know when a packet should be sent out to a child's parents?*

 *Once I have referred the child out to another agency, how will I remember to ask for his/her pertinent placement information so that it can be entered into CHRIS and the Timeline can be closed?*

These situations can all be managed using the Action Needed functionality of CHRIS. The Action Needed feature is a customizable tool that is available in every Timeline and Service Coordination event in CHRIS.

Action Needed allows the case manager to describe the future

Action Needed	Follow Up Date: 02/14/11	Completed Date: 02/14/11
Call parents to reschedule evaluation.		

**Figure 2: Action Needed Data Entry**

actions that need to be taken and designate a follow-up date. Once the action is completed, the case manager can enter the completed date (see Figure 2).

Reports can be generated using any of the Action Needed fields (see Figure 3). These reports can be used to organize and manage the activities and staff assignments required to meet the needs of the children being served.

Several examples of useful Action Needed reports are described below:

- A report based on a single CHRIS record generates a list of all the Action Needed for that record. It also includes the

events those Action Needed are associated with, the dates involved, and the staff members to whom those actions are assigned.

- A report based on a given staff member generates a list of all children assigned to the staff member and all the Action Needed that are associated with those particular children.
- A report based on a date range can be used to provide a list of actions that need to be taken on a given day or range of days.

For additional information or assistance with the Action Needed feature, contact the CHRIS Help Desk.

Single Child Action Needed Report						
Back To Tracking		Sort By StaffDate		Sort By NameStaffDate		Print Exit
<b>Single Child Action Needed Report</b>						
Name: <b>ExampleChris</b>			DBNUM: 132794_ <b>132794.16</b> Code: <b>QQIEIPN/TN</b>			
DOB: 10/12/2007 Age: 3.02 SY5: 2013			Update Date: 10/26/2010 Record Creator:			
3rd BDay: 10/12/2010 Language: English			Current Location:			
County Of Residence: Dade			Current Sub-Location:			
Event	Event Date	Action Needed	Follow-Up Date	Date Completed	Staff Assigned	
Referral First Contact	02/20/11	Call parents to reschedule evaluation.	02/14/11	02/14/11	Early Discovery, Staff	
Contact Log	02/20/11	Check staffing sheet.	02/21/11	02/21/11	Early Discovery, Staff	
Folder To ESE	03/01/11	Complete Timeline activities.	03/15/11		Early Discovery, Staff	

**Figure 3: Action Needed Report**

## NEWS BRIEFS

### FDLRS UM

Olga Camacho

Collaboration among FDLRS centers can be very beneficial given the current budget constraints affecting most centers throughout the state. We would like to recognize FDLRS UM for contributing resources to help FDLRS South manage CHRIS data entry activities.

Two FDLRS UM staff members, Vivian Perez and Maria Mora, have set aside time each week to enter new records and modify existing ones in an effort to assist FDLRS South. They attended a New User training session and received additional training from



Susana Cossio, who is a CHRIS data facilitator and a Child Find Specialist at FDLRS South.

## ANNOUNCEMENTS

### CHRIS Training Update

The CHRIS Project would like to thank FDLRS/Springs for hosting recent CHRIS training sessions. Nine CHRIS users attended a New User training session and four users attended a Data Facilitator/Reports training session at that center.

### CHRIS Trainings

To register for any CHRIS training session, send an e-mail to Cory Beermann at [cory@miami.edu](mailto:cory@miami.edu) or visit the Training page at <http://www.chris.miami.edu/training.htm>.

### CHRIS TAWG Meeting

A TAWG Advisory Board meeting is scheduled for Friday, February 18th. If you have any questions or concerns that you would like discussed at the meeting, please contact the TAWG representative for your center so that he/she can bring the issues up for discussion at the meeting.

### CHRIS User Survey 2011

The Help Desk would like to thank all the CHRIS data facilitators for completing the 2011 CHRIS User Survey. Your feedback is important to us. We continue to use it to make CHRIS better and meet your needs.

### 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](mailto: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 <http://www.adobe.com> and download a copy of the free Adobe Reader today!