

CHRIS  
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C O M M E N T S

INSIDE THIS ISSUE:    **2** CHRIS TRAINING UPDATE    **3** CHRIS HIGHLIGHTS THE HISTORY SCREEN    **4** INTERACTIVE TRAINING ANNOUNCEMENTS

## Updating CHRIS User Accounts

Cory Beermann



The security of the CHRIS database is something we all take very seriously. Maintaining up-to-date and accurate user accounts is an essential part of ensuring a high level of protection.

The CHRIS data facilitators are responsible for maintaining CHRIS accounts. They authorize the creation of new accounts and notify the CHRIS Help Desk of accounts that should be deactivated. Accounts should be deactivated immediately when a staff member's responsibilities no longer include working in CHRIS.

Within CHRIS, users are assigned specific access levels. Access is granted only to records in the specific county or counties that the user is authorized to view. Access to some fields (e.g., Social Security Number and Medicaid Number) and the ability to edit and/or delete information can also be restricted. Authorization to edit and/or delete information is also determined by the data facilitator. Because individual users have very specific access parameters, it is critical that users do not share their login information with others. Doing so could allow a user to access or edit information without proper authorization.

Data facilitators should notify the CHRIS Help Desk of any changes in user access as soon as possible. To verify that all user accounts are up-to-date and ac-

curate, the Help Desk will send a list of active users with their specific access privileges to the data facilitators once a year. Data facilitators should review this list with their center manager and notify the Help Desk of any accounts that should be deactivated or modified.

### CHRIS Survey

In January, the CHRIS team conducted our annual survey. The survey assessed user satisfaction with many aspects of the CHRIS project, including the database, Help Desk, training sessions, reports, website, and newsletter. We would like to thank all of the CHRIS data facilitators for taking the time to complete the survey. The survey helps us ensure that we are providing our users with the best possible products and services.

# CHRIS Training Update

Cory Beermann

Over the past few months we conducted one Data Facilitator training session and three New User training sessions. Thanks to Florida Diagnostic and Learning Resources System (FDLRS)/Gulfcoast, FDLRS/South, and FDLRS/Sunrise for hosting these training sessions.



*New User Training  
FDLRS/Gulfcoast*



*New User Training  
FDLRS/Sunrise*



*Data Facilitator Training  
FDLRS/South*

CHRIS offers a variety of training sessions. If you have six or more users, training sessions can be conducted at your site. Training sessions for fewer than six users are conducted at the CHRIS offices at the University of Miami. One-on-one training sessions are available for experienced users. To schedule a training session, contact Cory Beermann at [cory@miami.edu](mailto:cory@miami.edu) or visit the Training page on the CHRIS website at <http://www.chris.miami.edu/training.htm>.

## CHRIS on the iPad

Christine Delgado

Wish you could access CHRIS in a testing room or at a school? You can! Authorized users can access CHRIS using all full-size versions of the iPad with a Wi-Fi or cellular connection to the Internet. We have received nothing but positive feedback from those who use CHRIS on the iPad. If you would like to use CHRIS on the iPad, contact the CHRIS Help Desk and we will help you set it up.



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 (BEESS), 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 2013  
February, May, August, November

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# CHRIS Highlights the History Screen

Patty Naquin

Child Find in Volusia County uses the History screen as a means of identifying children who have been evaluated and are receiving speech, occupational, physical, and/or early intervention services from private providers or Part C prior to their referral for Part B services.

Information regarding any current evaluations or services that the child may be receiving from private providers is obtained at the time of referral from all referral sources. If the referral received from the provider or parent indicates that the child has had evaluations or is receiving services from a private provider, we request that a copy of the evaluation or service report is faxed or mailed to Child Find.

When we receive the hard copy of evaluations or service reports, the date of the evaluations, the date of the services provided, and the name of the service provider are entered into the History event. The amount of evaluation or services information entered from referral sources differs based on how much current information the provider sends to Child Find after the initial referral.

For the children referred from private providers or the parent, the information entered is typically only the initial evaluation date and services information. Since the initial referral for children received from Part C includes the initial Early Steps evaluation,

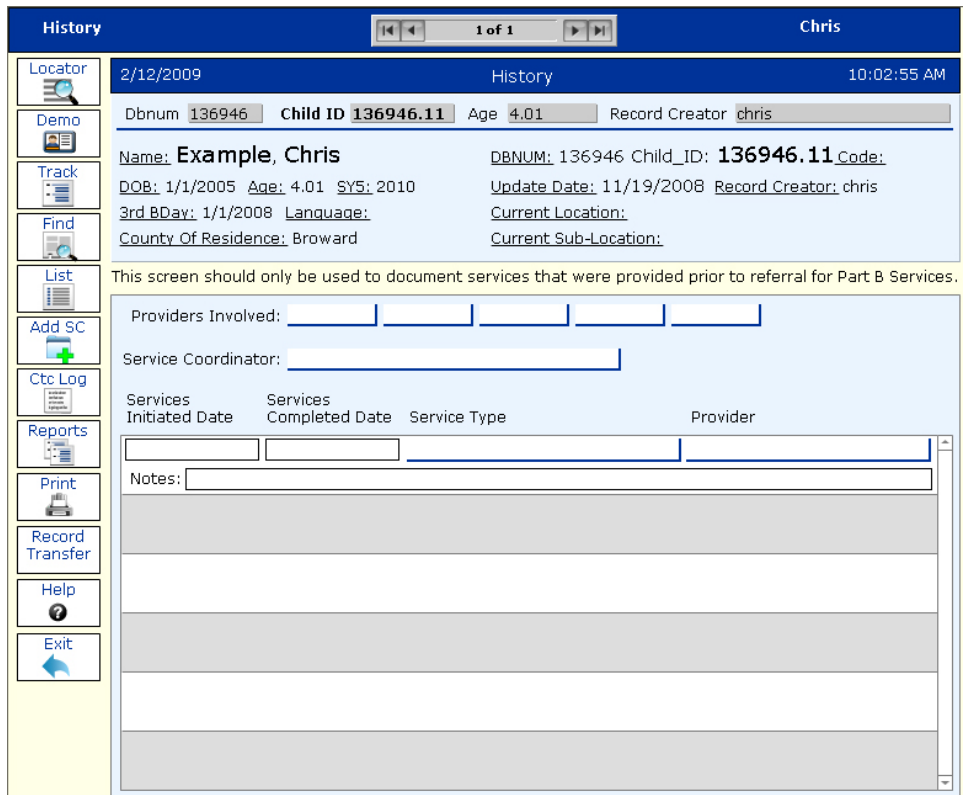


Figure 1. CHRIS History Screen

Individual Family Service Plan (IFSP), and Child Find referral form, all of this information is entered into the History event at First Contact.

In Volusia County we receive referrals from Part C on children as young as 6 months old, so many of the children will have evaluation and service information beyond the initial Early Steps evaluation information and initial IFSP. Their History event may contain reevaluation information, updated IFSP information, and service termination information.

The use of the History event serves as a reminder that not only was a child evaluated or received ser-

VICES prior to his/her referral to Child Find, but that we may need to request updated information prior to further evaluation or transition. Currently, we enter only evaluation and service information we receive from private providers and Part C, but in the near future we will begin entering prior screening information for children referred to Child Find from Head Start.

Since our Child Find Specialists do not actually screen these children, the History event provides an avenue for us to tie our use of the Record Review in the Screening Results event with any prior screening services.

# CHRIS Interactive Training

**Bijan Boustani**

In February, CHRIS will release an all-new online interactive training program. The new training program is intended to familiarize new users with CHRIS. The program introduces users to the following topics:

- Basic Data Entry
- Demographic Information
- Tracking Summary Screen
- Timelines Events
- Service Coordination

Often new users need to begin using CHRIS before they are able to attend a formal New User

training session. The interactive training modules will provide new users with the basic information they need to start using CHRIS.

The training modules are not a substitute for formal training. All new users should attend a formal New User training session as soon as possible.

## ANNOUNCEMENTS

### Do you want to be on the CHRIS mailing list?

If you are interested in receiving the CHRIS Comments Newsletter via email or know someone who wants to be added to our mailing list, send us an email at [chris.um@miami.edu](mailto:chris.um@miami.edu). Newsletters are distributed in PDF format and can be downloaded and saved on your computer.

### CHRIS Trainings

To register for any CHRIS training session, send an email 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 Forms

Do you create forms or letters that include CHRIS data? If so, you can automate the completion of these documents by creating a report in Reporter. CHRIS Help Desk staff are happy to help create the forms and letters in Reporter.

### CHRIS Research

Did you know that the CHRIS website contains CHRIS-related research? Published articles and presentations containing CHRIS data can be found at <http://chris.miami.edu/publications/research.html>.