

MINUTES
CHRIS TAWG Executive Board Meeting
Friday March 22, 2024
1:00 PM
Via Zoom

Topic

Welcome and Introductions

- Attendees: Christine Delgado, Olga Camacho, LeNita Winkler, Tracy Worden, Marsha Peacock, Teresa Orme, Debbi Nicolosi, Patty Adams, Josee Gregoire, Sherry Scott, Julio Suarez

Children’s Registry and Information Systems (CHRIS)

- Updates to the CHRIS program were described.
 - Users can now use a keystroke to fill in the “Lives With” and the “Legal Guardian” options instead of having to click with a mouse
 - Added a second language field to Significant Adults
 - Added a notes field to the existing Significant Adults email where additional information can be entered
 - Added user-controlled sorting of Significant Adults
 - Added the find criteria performed by a user to the bottom of the Screening_Evaluation report and the Schedule of Deliverables (SOD) reports.
 - Increased limits for reporting from 1000 records to 1500 records
 - The following update is in progress
 - Making the Providers and Contacts list modifiable by the data facilitators

Child Outcomes Survey (COS) Form

- COS form for Indicator 7 functionality was added to CHRIS and released statewide July 1, 2022
 - 209 users have access to the COS process form
 - 119 of these users are existing CHRIS users with COS process form access
 - 90 of these users only have access to the COS process form
- Changes Made
 - Added Locator Jr. option
 - Added COS Report option
 - Displayed current child information on top allowing CHRIS/COS users to return to that child
 - Add District to Locator screen
 - Will allow users to see which district they need to contact in cases where county of residence is Indicator 7
- Question - Can COS records be archived? Each year we archive (remove from the active database) records in CHRIS for children older than 7 years with no activity for the prior year. If we archive COS records, the report for Piedra would not include the archived records. Does this pose a problem?
 - Decision – This should not pose a problem. The COS records can be archived.

User Requests

- Having the ability to create a form that would behave as a report (i.e., send one form to multiple parents at one time)
 - Decision - This would be complicated to implement and appears to be something specific to the needs of one site. Therefore, this will not be implemented at this time.
- Increase the current limit of 20 minutes of inactivity before being logged off.
 - Decision – We will revisit this request after we change the authentication software. We are optimistic that changing the authentication software will resolve this issue.
- Enter digits in the date range field and have the slashes appear automatically
 - Decision – Do not pursue at this time. It was not perceived as necessary/worth the expense.
- Change Residence County and Service County fields on the Demographics (Demo) screen so that they are NOT modifiable once a value is entered
 - Changing in Demo does not automatically change the field in Service Coordination or Timeline
 - Changing in Demo does not change District at entry or exit on the COS form
 - In order to make changes the data facilitator would have to use the Record Transfer process
 - Decision – This is a complex issue and a big change that needs continued discussion prior to making a final decision about how to proceed.
- Change ‘Referral First Contact with FDLRS’ field/event name to ‘First Contact’
 - We now have users that are not officially part of FDLRS but are still required to enter a First Contact
 - Decision – Rename field/event ‘Referral First Contact’
- Change the wording for “Folder to ESE” to read “Folder to District/LEA”
 - Decision – Change to “Folder to District/LEA”
- Current main date fields in the Evaluation event
 - Add Referral Received date – date evaluation team receives the file, reviews records, and determines next steps. (Begins 30-day timeline.)
 - Add Date Consent Received from Parent
 - Add Date Issued for Parent Consent or Notice of Refusal
 - Decision – This is a complex issue that needs further discussion and input from the compliance team.
- Make one of the options in the contact log method of contact field ‘phone and email’
 - Decision – No change. Leave ‘phone’ and ‘email’ as two separate options. These could be entered as two separate events (e.g., one event ‘phone’ and an additional event ‘email’ or create one event (e.g., ‘phone’) and add the other method of contact (e.g., ‘email’) in notes.
- TAWG Board Questions/Participation
 - Any functionality you would like to see added to CHRIS in the future?
 - Any modifications to existing functionality you would like to see in CHRIS?
 - Notice of refusal is not in CHRIS.
 - Decision – Notice of refusal can be indicated using Referral Closed – parent provided with information with details provided in the Notes field. A Referral Inactive event can also be added to the timeline.