CHRIS Release 18.1 – Version Notes
March 25th of 2009

For All CHRIS Users:

- **Log Into CHRIS** – CHRIS will block Users who have the incorrect computer resolution and font size**:**
  - **Computer Resolution** – must be '1024 by 768' pixels or higher; and,
  - **Computer System Font Size** – must be 'Normal' or 'Large Fonts'
- **Modifications of CHRIS Screens** – many of our screens were enlarged to show more information – width and length – removing many of the Scroll Bars! This means no more clicking on the Scroll Bar to see the 'rest of the story….' (other fields which were hidden below). Not all were modified, but we will revise the remaining screens in future enhancements.

For DCFS and CACD Investigators:

- **Investigation Summary** – Snazzy! New Button, new Screen, new Report! This is a Read Only screen that displays all activities in the Investigation; however, you will be able to click on the information to view additional information. The Investigator or Supervisor can review this screen to determine what's been done and yet to be done. In fact, the Supervisor may review this screen for accuracy prior to approving the Investigation Closure. Here's the scoop:
  - **New Investigation Summary Button** – located at the end of the Investigation Focus Tool Bar – after the Investigation Closure button.
  - **New Investigation Summary Screen** – displays the following:
    - **Referral Tab** – shows identifying information regarding the Referral, entered by the Arkansas State Police Hotline Worker. Also, it includes two bottom sub-tabs:
      - **Clients/Relationships Tab** – introducing the 'tree view format' which is really neat! Although this is a Read Only screen, you can still click and expand the Client's Relationship to see all relationships to other clients. Cool!
      - **Narrative Tab** – displays the two major Test Fields in the Referral Narrative screen for you to quickly review the gist of the referral.
    - **Investigation Tab** – summarizes Findings information, Collaterals and Timeline of activities which is very effective! There are three bottom sub-tabs:

- **Timeline –** sorted by date and time of all activities including the Child Welfare Staff! Within this tab, there is a Sort button and a Details button to view the information differently. This information includes the Assign/Transfer assignments, specific Interviews, Investigation Closures and Case Connects. Instead of clicking on the Details button, you can highlight the specific activity and double-click to view the additional information.
- **Abuse/Neglect Findings** – displays all allegations, Individual Findings and the Overall Findings for this investigation.
- **Collateral –** displays all identified collaterals in investigation.

- **Interview Tab** – shows the Interview Date and the two major Text Fields on the Interviews screen. This sub-tab also incorporates the 'tree view format' to show more or less information:
  - **First Level** – only shows the Interview Date
  - **Second Level** – shows Interview with Role of Client (Sibling, Victim, OP, etc…)
  - **Third Level –** shows the Name of the Client Interviewed
  - **Fourth Level** – shows the Type of Contact and the What Happened and Worker's Observation text fields information.

- **New Investigation Summary Report** – a Print button is available for the Investigator or Supervisor to Preview the Investigation Report capturing all the information on this Investigation Summary screen. The Print button is available on the Preview Report to actually send the report to your printer.

For Caseworkers/Investigators/Adoption Specialists:

- **Client General Information Screen in Investigation and Case** – Consolidation of eight (8) screens into One!!! The Demo Button (with five buttons/screens under it) – Gone! The Employment/Education Button (with three buttons/screens under it) – Gone! When you select your Client and click General Information Button, the following five tabs will appear:
  - **Client Information Tab** – no Scroll Bar! Instead we incorporated Sub-Tabs at bottom of the tabs for you to click to enter the data:

        - **Race/Ethnicity/Living Arrangement** – kept the mandatory fields;
        - **Birthplace/Citizenship/Language** – moved the Need Interpreter checkbox near to Languages Select Box;
        - **Characteristics** – removed the bottom section on Adoption Characteristics;
        - **Adoption Characteristics** – only accessible if client is a child removed from PRFC; and,
        - **Criminal Information** – three fields grouped together
    - Add and Change Buttons remain – either one must be clicked in order for CHRIS to save the information before proceeding to the next tabs on this screen.
    - **Address/Phone Number Tab** – Big Change! When this Tab is opened, addresses (top of tab) and phone numbers (bottom of tab) are displayed; history. If new or updated information is needed, 'New' and 'Edit' buttons are accessible to bring up the Detail Response Window for entry (short-cut is to right click anywhere in the highlighted record and select 'Edit').
    - **AKA/Marital/Military Tab** – same Change! New and Edit buttons are available to add or update information in the three groupings on this tab.
    - **Employment Tab** – same Change – New and Edit buttons!
    - **Education Tab** – same Change – New and Edit buttons!
- **Client Merge History Button** – new button located on the Select Client Response Window which will display all previous client id's, the merged dates and the person who performed the merges. If the button is not accessible for the selected client, no merges have occurred. This includes both automated nightly merges and CHRIS Users manual merges.
- **Client Merge of ICAMA and ICPC In-Stat Clients** – these client numbers may not be merged, even when the cases are closed.

For Adoption Specialists:

- **Adoption Consideration Tab for Pre-Adoptive Service Adoptive Parents** – has been revised to better capture the Adoption Specialist's efforts in locating an Adoptive Home for a foster child awaiting adoption. This screen is completed when an Adoption Specialist has identified an Adoptive Family (Pre-Adoptive Service) as a possible 'Match' to a specific foster child's needs or disabilities through completion of the AR Adoption Services Parent Profile Match System (intranet web-site) or through any other adoption recruitment effort and the Adoptive Family was contacted to seriously consider the adoption of that specific child. The Adoption Specialist will complete:

        - **Consideration Date, Client/Case ID,** and check the appropriate **Considered as a Result** checkboxes that brought this family adoptive family into consideration to adopt this specific child.
        - **CHRIS Captures Transaction Date and CHRIS User Name** to inform the AR Adoption Services Parent Profile Match System (indicator will be asterisk) to show this family is currently considering adoption a child and should not be considered at this time to adopt another child.
        - **Consideration Disposition and Outcome** – the Adoption Specialist will follow-up later (within two to three weeks) with the Adoptive Family to enter the date and consideration decision:
            - **Outcome and Outcome Date:**
                - **Match Accepted** – family agrees to adopt child at this time; or,
                - **Agency Declined** – Agency decided not to consider this family for this child at this time; or,
                - **Provider Declined** – family decided not to consider this child at this time
    - **Adoption Contracts Button/Screen** – removed from CHRIS
    - **Adoption Subsidy Screen – Last Monthly Authorized Amount in Foster Care Placement** – if the foster child's Special Board Rate includes cents, the amount will round to the nearest dollar on the child's Adoption Subsidy Screen. All Adoption Subsidy amounts will be whole dollars (no cents). For instance, the following will occur if the foster care amounts are:
        - $575.25 – the amount will appear as $575.00 in the child's Adoption Subsidy Screen; or,
        - $575.75 – the amount will appear as $576.00 in the child's Adoption Subsidy Screen

For Supervisors:

- **Inactivate CHRIS Users** – the block has been removed when attempting to check the Inactive checkbox on an employee who has been terminated in the DHS Network (Active Directory).