
NFOCUS Major Release Children and Family Services December 12, 2021

A Major Release of the N-FOCUS system is being implemented December 12, 2021. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All NFOCUS users should read this section.

ACCESSNebraska: NFOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: NFOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section.

Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

Expert System: All NFOCUS users with responsibility for case entry for AABD, ADC Payment, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

Note: When new functionality is added to NFOCUS that crosses multiple topics (ie General Interest and Mainframe, Alerts, Correspondence, Expert System etc) the functionality will be described in one primary location. This location will usually be the General Interest and Mainframe section or the Expert System section. Alerts, Work Tasks and Correspondence that are part of the new functionality may be documented in both the primary location that describes the entire process in addition to being in the Alerts, Work Tasks and Correspondence sections. P

Interfaces, Document Imaging and NFOCUS Tips sections will be added as appropriate for the release.

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General Interest and Mainframe

Child Care Activity Fee (Change)

A Service Authorization for Child Care Activity Fee can now be created for a child that is 1 year or older.

Child Care Service Authorization Description Update (Change)

When creating a Service Authorization for Child Care the description now includes the wording "In the event a need for service ends..."

Child Care is authorized for the time both PARENT #1 is NEED FOR SERVICE at PLACE and PARENT #2 is NEED FOR SERVICE at PLACE, up to HOURS/WEEK, including travel time.

In the event a need for service ends, care may continue as authorized for up to 3 months while seeking employment. Bill accordingly to the terms of the agreement for the time the child attends. The Department will pay only for the amount of hours approved above. Care may continue as authorized during a temporary change, not exceeding 3 months.

Web Apps Launched from NFOCUS (Change)

Web apps launched from NFOCUS will no longer display the User ID/Password in the URL.

Correspondence


Service Authorization Maximum Hours (Fix)

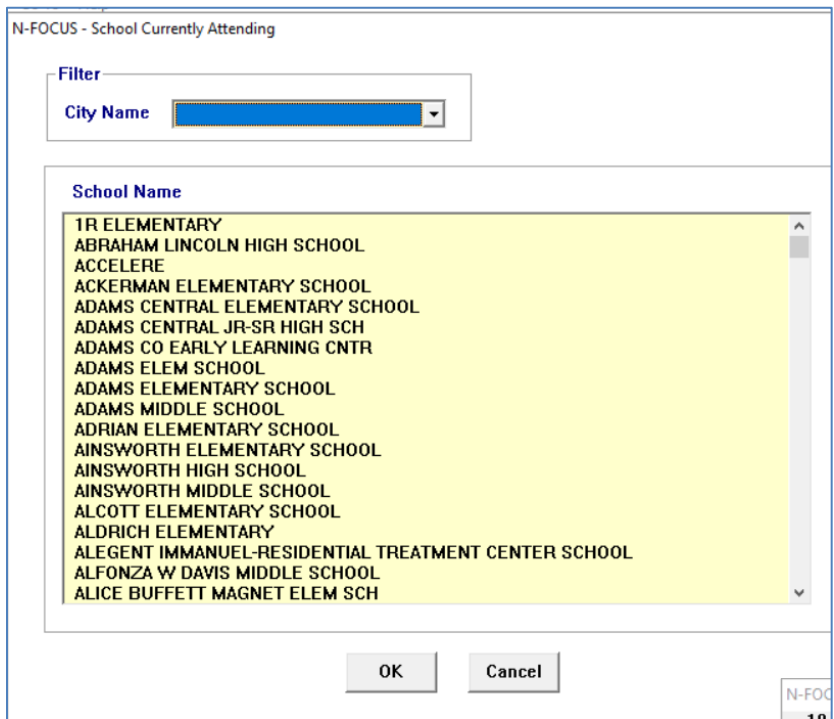
When adding 10 hours to the Maximum Hours field on a Service Authorization, the Service Authorization Notice sent to the Provider and Client was showing zero hours. This has been fixed.


Protection and Safety

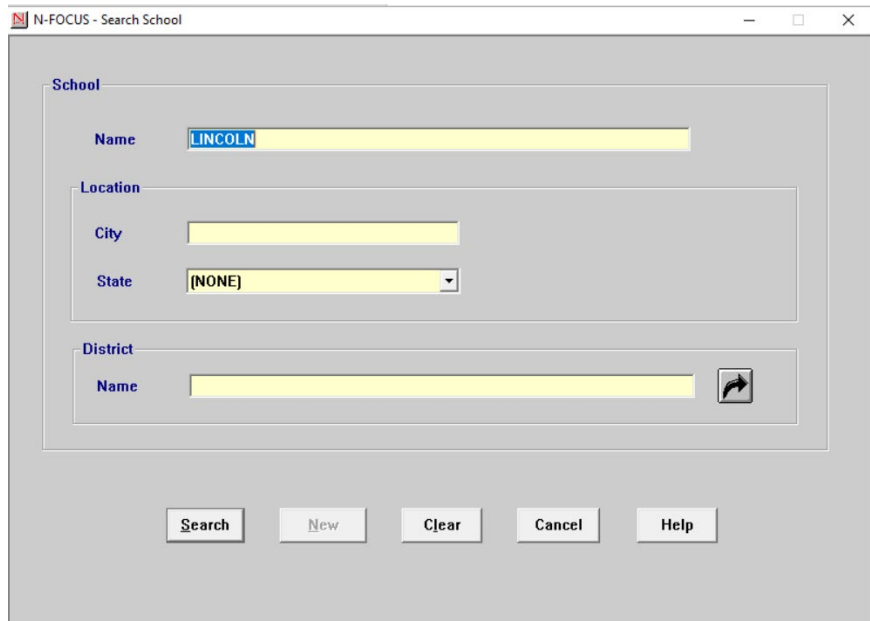
School Administration Function (New)

The School Administration Function project has changed the way that schools are added to NFOCUS. However, this project did **NOT** change the way a worker will request schools be added to the NFOCUS system. Any School that needs to be added to NFOCUS should **STILL** be requested through the already existing Sharepoint site. This project has led to some screen changes and the way schools will be selected and populated into various areas and correspondences on NFOCUS. These areas include Detail School Attendance, School Notice Letters, Education Court Report, Placement Change Notice, Search Provider and Organizations Detail address window.

Prior to this release the worker would use a black out select arrow icon  that would open the School Currently Attending window with a list of schools. The worker would use that list to select a school and have it populate into a certain area.



With this release, the out select arrow icon  will open the Search School window.



Use the Search School window to search for Schools/Districts that are on NFOCUS. Search by School Name, City, State or School district. Click the Search button to display the New List Schools window.

Status	Name	City	State
Active	LINCOLN CHRISTIAN ELEM SCHOOL	LINCOLN	NEBRASKA
Active	LINCOLN CHRISTIAN JR-SR HIGH	LINCOLN	NEBRASKA
Active	LINCOLN EAST HIGH SCHOOL	LINCOLN	NEBRASKA
Active	LINCOLN ELEMENTARY SCHOOL	GERING	NEBRASKA
Active	LINCOLN ELEMENTARY SCHOOL	HASTINGS	NEBRASKA

Highlight and Click the Open icon or Double Click the row for the appropriate school to open the Detail School window.

UPDATE

School Information

School Name LINCOLN CHRISTIAN ELEM SCHOOL

School Number

Status Active

School Type


- Elementary School
- High School
- Middle School

Demographics

Address...

Telephone...

District LINCOLN PUBLIC SCHOOLS

The following Windows will open the New Search School window when the Black Arrow out select icon  is selected.

Detail School Attendance Window

N-FOCUS - Detail School Attendance

File Go To Help

JAMES TILDEN ADD

Grade Level **FOURTH GRADE** Is The Child Currently Home Schooled?

School Currently Attending

School District Currently Attending

Alternative School Currently Attending

School Child Attended When Made a Ward **LONGFELLOW ELEMENTARY SCHOOL**

School District Child Attended When Made a Ward **HASTINGS PUBLIC SCHOOLS**

Begin Date

End Date

Attending Status

Educational Surrogate Surrogate Phone Number

School Notices/Superintendent Letters

N-FOCUS - Change of Circumstance

Child: **JAMES TILDEN**

Change in Case Manager

Change of Parental Contact

Change in Parental Rights

Change in Out-of-Home Placement

Change in School District

Child's Previous Placement

Child's prior school/district

Education Court Report Response Window

N-FOCUS - Education Court Report Response

ENROLLMENT UPDATE

01 : Is the child enrolled in school, preschool, child care or Early Development Network (EDN)? YES

School Currently Attending

School District Currently Attending

Alternative School Currently Attending

School Child Attended When Made a Ward

School District Child Attended When Made a Ward

Grade Level

Placement Change Notice – Additional Information Window

N-FOCUS - Placement Change Notice - Additional Information

The purpose of this notice is: [choose one or both of the following]

Change of Placement Notification of Placement change. Complete the following:

Name	Current Placement	Placement Type	Facility Type
JAMES TILDEN	AIKMAN, TROY	Out of Home	FOSTER HOME-H

< >

Name	Proposed Placement	Effective Date	Placement Type
JAMES TILDEN			

< >

Additional Comments Clear

Change of Schools Does this change of placement result in a change of schools?

Name	School District
JAMES TILDEN	

< >

Name	Education Best Interest
JAMES TILDEN	

< >

Search Provider Window

N-FOCUS - Search Provider

Search Criteria

Program Service Type More-

- ACTIVITY FEE
- CC SPECIAL NEED
- CHILD CARE CENTER
- ENROLLMENT FEE
- FA/CPR REIMBURSEMENT
- FAMILY IN HOME CARE
- IN-HOME CC SPECIAL NEED

More+

Address

City

Elem. School

Zip Code

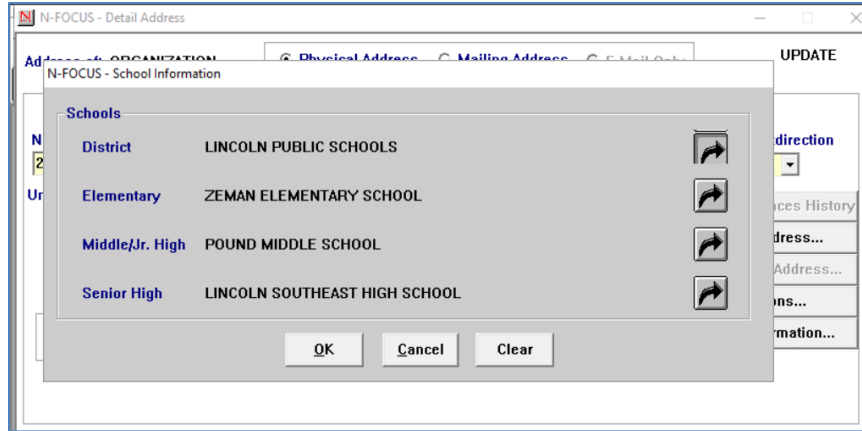
County

County Served

Approval Item

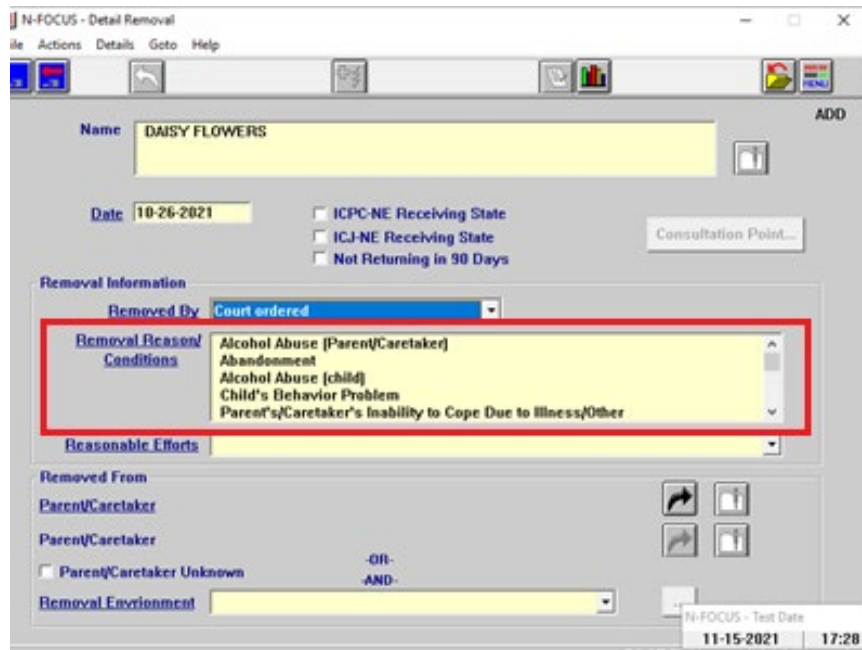
Organization Facility Type

Detail Address Window for Organizations. This window has changed from drop down boxes to the out select arrow icon to access the School Information window.



Removal Reasons/Conditions (New)

In order to comply with new federal reporting, we are adding new conditions at removal. Select all removal reasons/conditions that apply.



The following are the new conditions:

- Child Request Placement
- Education Neglect
- Conflict Related to Child's Sex Orientation or Gender ID
- Failure to Return
- Homelessness
- Public Agency Title IV-E Agreement
- Inadequate Access to Medical Health Services
- Inadequate Access to Mental Health Services
- Medical Neglect
- Prenatal Drug Exposure

- Parental Immigration Detainment or Deportation
- Prenatal Alcohol Exposure
- Runaway
- Parent's/Caretaker's Significant Impairment Cognitive
- Parent's/Caretaker's Significant Impairment Physical/Emotional
- Sex Trafficking
- Tribal Agency Title IV-E Agreement
- Whereabouts Unknown

Environment at Removal (New)

In order to comply with new federal reporting standards, we are adding the Removal Environment field on the Detail Removal Window. This field should indicate where the child was living when they were removed.

The screenshot shows the 'N-FOCUS - Detail Removal' window. The 'Name' field contains 'DAISY FLOWERS'. The 'Date' is '10-26-2021'. There are checkboxes for 'ICPC-NE Receiving State', 'ICJ-NE Receiving State', and 'Not Returning in 90 Days'. The 'Removal Information' section includes a 'Removed By' dropdown set to 'Court ordered', a 'Removal Reason/Conditions' list with options like 'Alcohol Abuse (Parent/Caretaker)', 'Abandonment', 'Alcohol Abuse (child)', 'Child's Behavior Problem', and 'Parent's/Caretaker's Inability to Cope Due to Illness/Other', and a 'Reasonable Efforts' dropdown. The 'Removed From' section has 'Parent/Caretaker' selected. At the bottom, the 'Removal Environment' dropdown is highlighted with a red box.

The dropdown options for the Removal Environment are the following:

- Parent Household
- Relative Household
- Legal Guardian Household
- Relative Legal Guardian Household
- Justice Facility
- Medical/Mental Health Facility
- Other

Note: If the option Other is selected, a short narrative is required. The narrative pop up window is displayed by selecting the icon with the three dots.

Intake Closed with Reason Additional Information (Change)

Allegation findings will automatically display when an Intake is closed with the Reason Code of Additional Information.

COVID 19 Vaccines to Immunization List (Change)

The following options have been added to the Immunization List options with this release:

- Covid-19 Pfizer (1st Dose)
- Covid-19 Pfizer (2nd Dose)
- Covid-19 Pfizer (Booster)
- Covid-19 Moderna (1st Dose)
- Covid-19 Moderna (2nd Dose)
- Covid-19 Moderna (Booster)
- Covid-19 Johnson and Johnson
- Covid-19 Johnson and Johnson (Booster)
- Release Notes for 12/12/2021

Adding Schools to Change of Placement Notice (Change))

The ability to send a copy of the Change of Placement Notice to the child's current school has been added to the Change of Placement/Change of Worker Notice. When the worker selects the child(ren) from the Children Name group box, the selected child(ren)'s most recent school, that is listed in the School Attendance Window, will be display in the Send Copy to Group Box. A copy of the correspondence will be sent to the selected school.

Name	Age
KIDFOUR SCHOOL	4 YRS.
KIDONE SCHOOL	16 YRS.
KIDTHREE SCHOOL	7 YRS.
KIDTWO SCHOOL	12 YRS.

Name	Role	Court
ALAN L. BRODBECK	Judge	LANCASTER COUNTY SEPARAT
AMY SCHOOL		
HAPPY SCHOOL		

Name	Role
ACKERMAN ELEMENTARY SCHOOL	School
AMY SCHOOL	
BALDWIN, ALEC	Placement

Send Copy To Tribe
Tribe Name

Note: No language changes have been made to the notice.

ICWA Inquiry and Tribal History (Change)

With this release, the following steps are followed to add Relative Notification for ICWA Inquiry and Tribal History:

1. Navigate to the Child's CFS Detail Program Case window.
2. Click the Relative/Kin button.
The List Relative Relationships window will display.
3. Click Add from the Contact/Response History group box.
The Detail Contact Response Window will display.

4. Select the Child from the Related Children group box.
The Tribal Information icon will become active
5. In the Relative Notification Group Box, select ICWA Inquiry from the dropdown list.
6. Complete the Date, Contact Type and Asked about ICWA fields as appropriate.
7. Save or save and close.

Note: When adding Relative Notification information, all fields must be completed and Saved prior to viewing the Detail Tribal Information window.

Viewing ICWA, Tribal Status and Primary Tribe History (New)

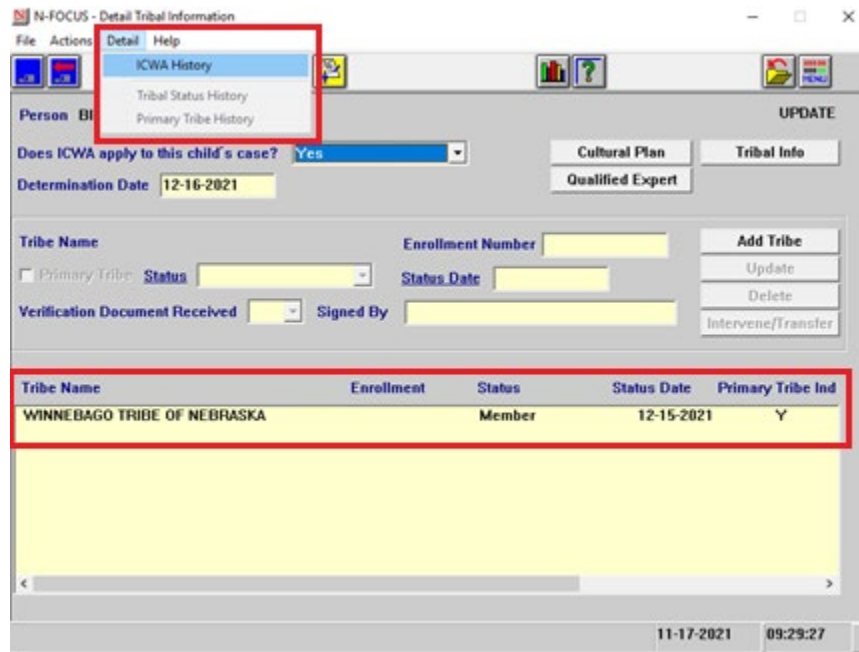
To view ICWA History follow these steps:

1. Navigate to the Detail Contact and Response window.
2. Highlight the appropriate child from the Related Children list box.
The Tribal Information icon will become active.

3. Click the Tribal Information icon.



The Detail Tribal Information window will display.



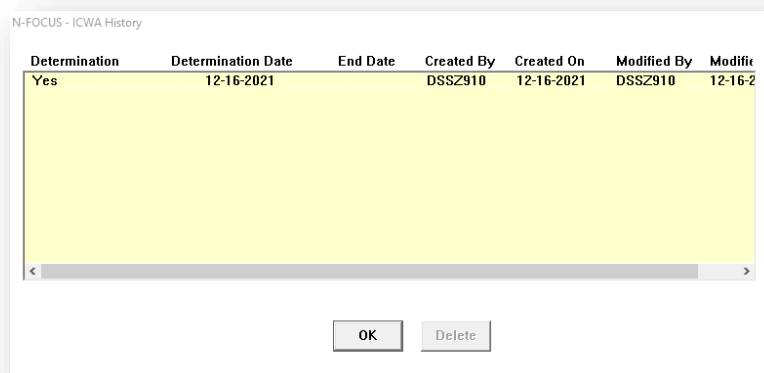
4. Select the Detail>ICWA History, Tribal Status History or Primary Tribe menu as appropriate.

The selected History pop up window will display.

Note: The tribe row must be selected from the list box at the bottom of the window in order to activate the Tribal Status History and Primary Tribe menu options.

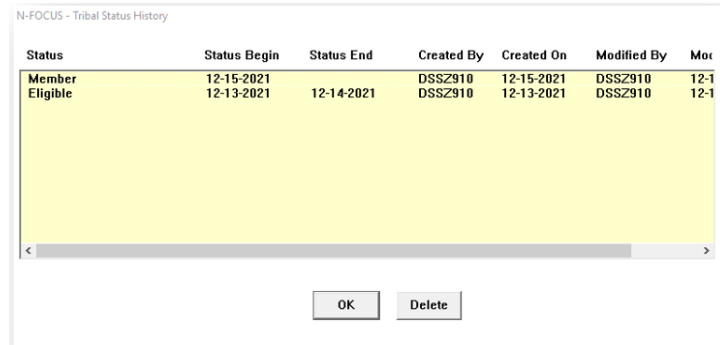
ICWA History Pop Up

The ICWA History pop up displays history of the "does ICWA Apply" question and Determination Date.



Tribal Status History Pop Up

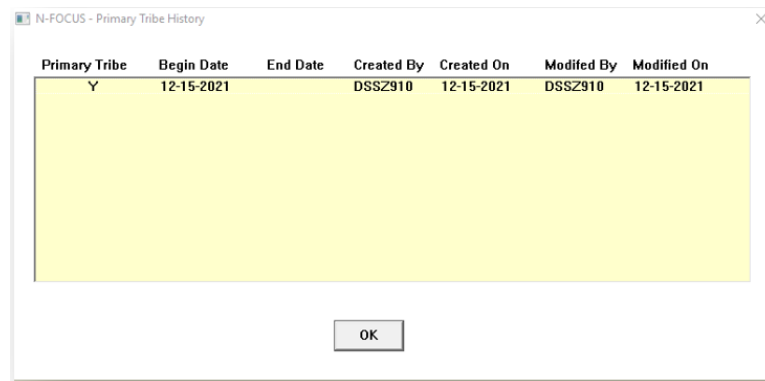
The Tribal Status History pop up displays history of Tribe Membership Status when tribe is selected.



Status	Status Begin	Status End	Created By	Created On	Modified By	Mod
Member	12-15-2021		DSSZ910	12-15-2021	DSSZ910	12-1
Eligible	12-13-2021	12-14-2021	DSSZ910	12-13-2021	DSSZ910	12-1

Primary Tribe History Pop Up

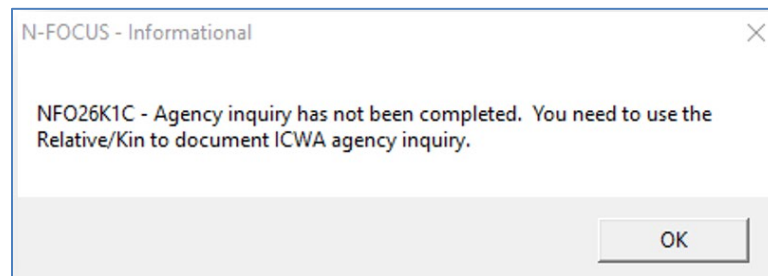
The Primary Tribe History pop up displays History of when the Tribe was listed as primary when the primary tribe is selected.



Primary Tribe	Begin Date	End Date	Created By	Created On	Modified By	Modified On
Y	12-15-2021		DSSZ910	12-15-2021	DSSZ910	12-15-2021

Making Changes to the Detail Tribal Information Window

If workers make changes to the Detail Tribal Information Window without answering ICWA inquiry in the Detail Contact and Response Window the following message will display. Complete the action to continue.



The Tribal Membership Information Window now displays the last date a court notice was sent to the tribe. This date is next to the Tribe Name in the Sent To Tribe(s) section.

Note: This does NOT include notices sent to Great Plains Regional Office, BIA.

The screenshot shows the 'N-FOCUS - Tribal Membership Information' window for person BILLY ICWA. The 'Sent To Tribe(s)' section contains the following table:

Date	Name	Tribal Status	Tribal Status Date
12-13-2021	GREAT PLAINS REGIONAL OFFICE, BIA		
	WINNEBAGO TRIBE OF NEBRASKA	ELIGIBLE	12-13-2021

Buttons for 'Select All', 'Deselect All', and 'Notice History' are present to the right of the table.

To view a history of all notices sent, select the Notice History button to display the Court Notice History pop up.

The screenshot shows the same window as above, but with the 'Notice History' button highlighted in red. A pop-up window titled 'N-FOCUS - Court Notice History' is displayed in the foreground with the following table:

Notification Sent	Created By	Created On
12-13-2021	DSS2910	11-17-2021

An 'OK' button is located at the bottom of the pop-up window.

NFOCUS Tips

NFOCUS Production Support Hours

N-FOCUS Production Support hours are 7:00 AM CST to 6:00 PM CST. On Tuesday and Thursday of each week we have a Conference call from 8:30-9:30 am Central Time.

VPN Users

If you have been switched to a VPN Laptop:

- NFOCUS runs very, very slow using VPN
 - Open NFOCUS through Citrix and it will run at normal speed

If you do not have CITRIX, call the Level One Help Desk (402-471-9069) and ask for CITRIX.

VLP Request

A Date of Birth must be entered before a request is made for VLP. If there is no date of birth it will fail and cannot be deleted.

BI Portal

When closing the BI Portal, please select the Log Out in the upper left hand corner of the web site.

