
NFOCUS Major Release Children & Family Services August 7, 2022

A Major Release of the NFOCUS System is being implemented August 7, 2022. 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 workers responsible for case activity received through the ACCESSNebraska website should read this section.

Home and Community Based Services: NFOCUS workers who work directly with DD/AD Waiver 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 Home and Community Based Services Programs.

Expert System: All NFOCUS workers with responsibilities for case entry for AABD, AD Payment SNAP, LIHEAP, LIHWAP, CC, CFS, MED, etc. 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.

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

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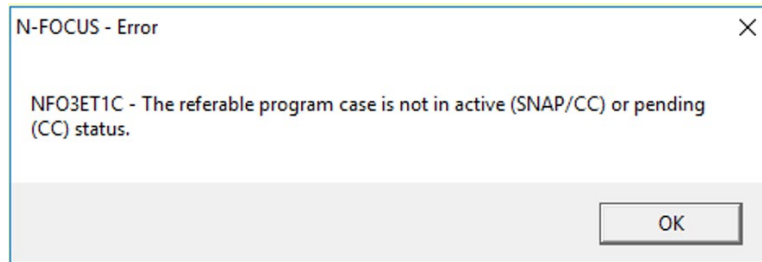
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General Interest and Mainframe

NFOCUS CHARTS Referral – (Fix)

In the August 2021 release, a fix was put in place to prohibit CHARTS referrals from being sent for pending SNAP cases. However, some pending SNAP referrals were still being sent. This issue is being corrected for this release.

N-FOCUS will not allow a referral if SNAP is in pending or closed status. The program must be in active status. The following error message will display if SNAP is pending:



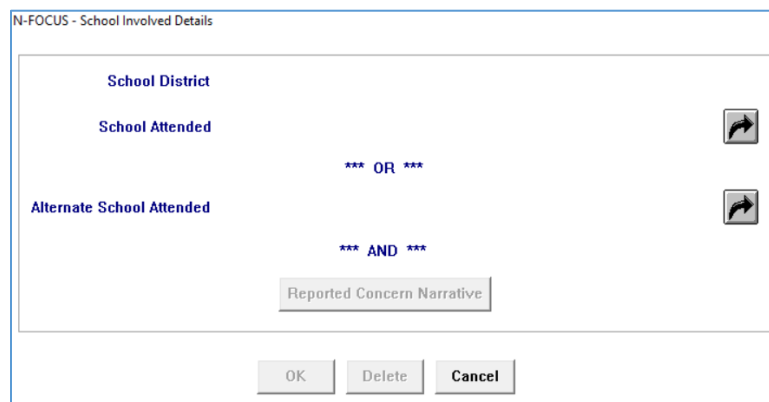
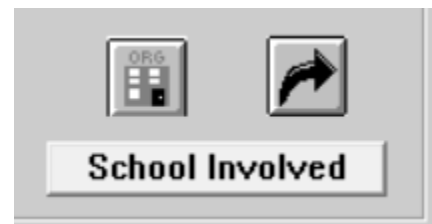
Correspondence

School District Notice (New)

A new Correspondence has been created called School District Notice. This Correspondence is emailed to the Attorneys at the Department of Education to notify them that there was an Intake reported to DHHS that involved a School staff person as the Perpetrator.

The School Involved button added to the Detail Intake page. This button is active after the Intake is saved for the first time.

After selecting the School Involved button, the School Involved Details window will display. Use the black Out Select Arrows to search for a school and populate the information on this window.



After searching and finding the correct school select the blue Return Arrow to populate the selected school back into the School involved details. The assigned school district will automatically populate as well.

N-FOCUS - School Involved Details

School District LINCOLN PUBLIC SCHOOLS

School Attended LINCOLN HIGH SCHOOL

*** OR ***

Alternate School Attended

*** AND ***

Reported Concern Narrative

OK Delete Cancel

Select the Reported Concerns Narrative button to open Detail Narrative window.

N-FOCUS - Detail Narrative

File Actions Edit Goto Help

INTAKE SCHOOL INVOLVED - JACOB SMITH ADD

Narrative Information

Subject INTAKE SCHOOL INVOLVED Status DRAFT Record 06-17-2022

Item Reported Concerns Created By

Header Last Updated By

Header Last Updated On

Text Last Updated By

Text Last Updated On

Occurrence 06-17-2022

Reported Concerns - Add closure reason; to include the reason for accepting or reason for screening out.

Select the Item Reported Concerns and add the appropriate narrative. Save and Close to return to the Detail intake screen.

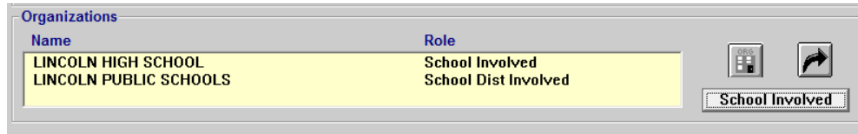
Note: After the Save icon is selected, the following informational message will display.

N-FOCUS - Informational

NFOA411C - An organization without a documented facility type has been added to this intake. Verify the accuracy of intake notifications.

OK

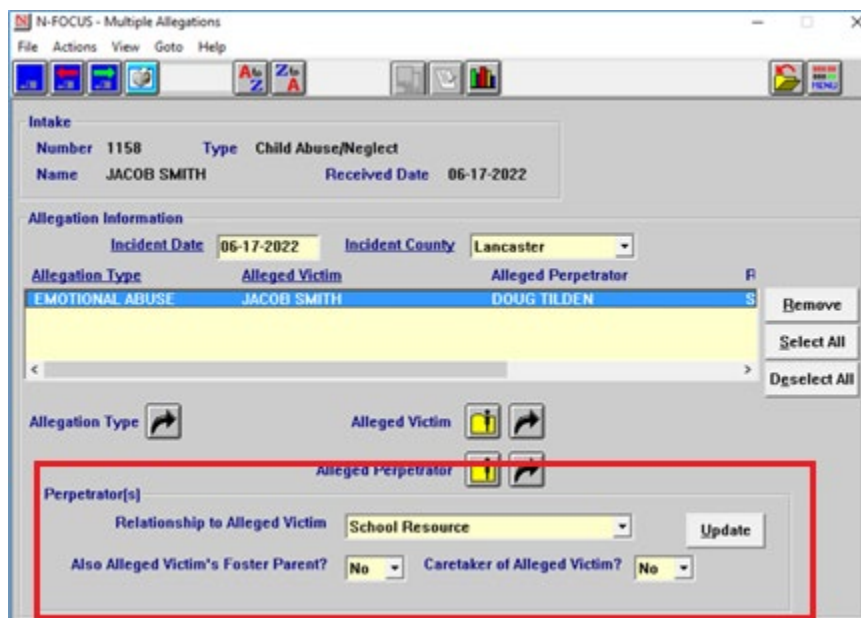
Click the OK button to populate the School and School District in the Organization box at the bottom of the Detail Intake screen. The school and the related district will have newly added Roles of School Involved and School Dist Involved.



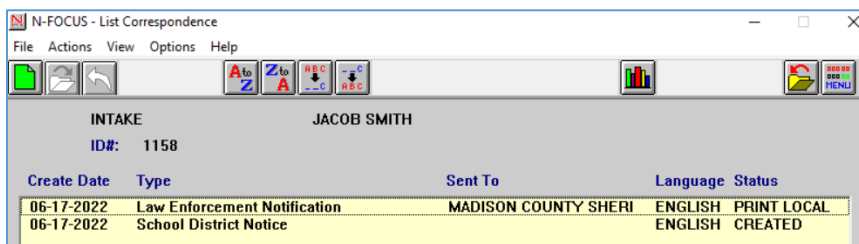
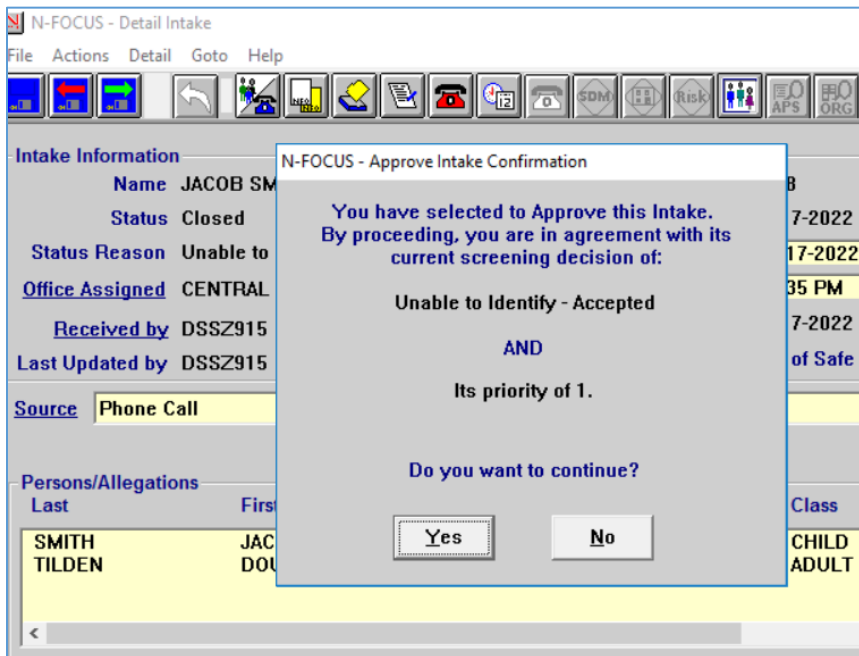
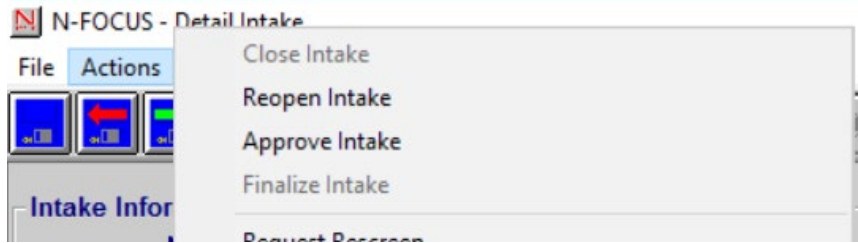
All other information and functions on the Detail intake screen will remain the same.

Note: An additional change has been made on the Allegations window to complete this type of Intake.

If a school and district are added as roles on the Detail Intake window The Relationship to Alleged Victim must be marked as School Resource on the Allegations page.



Once the Intake is closed and has been Approved by the supervisor the new Called School District Notice will be generated. This Notice will be emailed to a Secure Email address that goes to the Department of Education Attorneys notifying them of an Intake that was reported involving school personnel.



A copy of the format for the School District Notice is shown on the following page.

Department of Education:

This is to notify you of a report of child abuse or neglect made to the DHHS Child Abuse and Neglect Hotline. The following identifies the report that was made.

Intake Number:

Status:

Allegation Type:

Incident Date:

Alleged Perpetrator:

Alleged Perpetrator Date of Birth:

Alleged Perpetrator Address:

Alleged Victim:

Alleged Victim Date of Birth:

Alleged Victim Address:

Law Enforcement Agency Assigned (if applicable):

School Name:

School District Name:

Narrative (Summary of Reported Concerns):

Description

Interface

VSTAT Death Window (Update)

VSTAT will be providing DHHS with the ICD10, primary cause of death, code. This is added to the VSTAT death window and will consist of four-digit code. This is being provided for workers in the Developmental Disability department and they will use <https://www.cms.gov/medicare-coverage-database/search.aspx> to determine what the code represents.

Certificate Number		11149 2005	
Interface Received Date		06-02-2022	
Deceased			
Name ANNIE INTERFACE			
SSN:	173-33-3333	Marital Status	Widowed
Sex	F	Spouse's Name	ROBERT H HUNZEKER
Birth Date	11-30-1913		
Date of Death	10-06-2005	Work Related Injury	N
Place of Death	HASTINGS, NE (ADAMS COUNTY)	Autopsy Performed	N
Manner of Death	Natural	Method of Disposition	Burial
Cause of Death			
ACUTE HYPOXIC RESPIRATORY FAILURE			
Primary Cause of Death			
I350			
Informant			
Name PAUL G NUSS			
Funeral Home			
Name SUTTON MEMORIAL CHAPEL-SUTTON-804 S. SAUNDERS			
Address 804 S. SAUNDERS AVE SUTTON, NE 68979			

Expert System

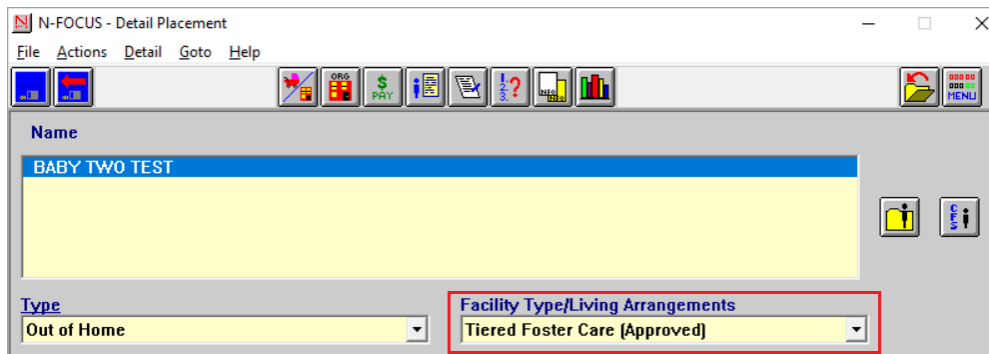
Nebraska Caregiver Responsibilities (Update)

Nebraska Caregiver Responsibilities window has been updated to show two additional levels of care in each of the eight areas of care if the child has been placed in one of the two newly added foster care placement facility types:

- **Tiered Foster Care (Approved)**
- **Tiered Foster Care (Licensed)**

The “**Medical/Physical Health and Well-being**” area of care has been renamed as “**Medical**”

As shown on the below screenshot, the child has been placed in Tiered Foster Care (Approved).



On the Nebraska Caregivers Responsibility (NCR) window, there are two newly added levels of care:

- Level 4 or L4 called **Intensive Plus** level of care
- Level 5 or L5 called **Specialized** level of care

N-FOCUS - Nebraska Caregiver Responsibilities

Child's Name: BABY TWO TEST
Foster Parent: FOSTER CARE

Caregiver Responsibilities

Responsibility Category: **Medical**

Category Description

- L1: Caregiver arranges and participates, as appropriate in routine medical and dental appointments; Provides basic healthcare and responds to illness or injury; administers prescribed and OTC
- L2: Caregiver arranges and participates with additional visits with medical specialists, assists with treatment and monitoring of specific health concerns, and provides periodic management of
- L3: Caregiver provides additional interventions one to two times weekly to manage the child's chronic health and/or personal care needs. Examples include physical therapy, diabetes care and
- L4: The caregiver provides hands-on specialized interventions three to four times weekly to manage the child's chronic health and/or personal care needs. Examples include using feeding tubes,
- L5: Caregiver has advanced specialized knowledge and training by a medical/treatment professional to provide and collaborates to provide all medical care to a child with complex medical needs so

Caregiver Responsibilities Detail

special need child

Save and Previous | 1 of 8 Categories | Save and Next

Summary | Save | Save and Close | Close | Help

The Category Description of **"Placement Stability"** has been renamed **"Specialized Skills"**.

N-FOCUS - Nebraska Caregiver Responsibilities

Child's Name: BABY TWO TEST
Foster Parent: FOSTER CARE

Caregiver Responsibilities

Responsibility Category: **Specialized Skills**

Category Description

- L1: Caregiver maintains open communication with the child's team about the child's progress and adjustment to placement and participates in team meetings, court hearings, case plan
- L2: The child's/youth's needs require caregiver expertise that is developed through fostering experience, participation in support group/mentor support, and consistent relevant annual training.
- L3: The child's/youth's needs require one to two times weekly involvement and participation by the caregiver with in-home services as defined in the case plan and/or by the treatment team.
- L4: The child's/youth's needs require three to four times weekly involvement/participation by the caregiver with intensive in-home services as defined in the case plan and/or treatment team.
- L5: Interventions at this level are safety dependent and/or medically required. The caregiver must be trained or certified to provide, perform and administer the therapeutic or medical interventions.

Caregiver Responsibilities Detail

special need child

Save and Previous | 7 of 8 Categories | Save and Next

Summary | Save | Save and Close | Close | Help

Select the ellipse button at the end of each description line to complete the descriptions.



Note: If the child is not placed in either Tiered Foster Care (Approved) or Tiered Foster Care (Licensed) placement facility type, Level 4/L4 and Level 5/L5 will not be visible on the NCR windows as shown below:

N-FOCUS - Nebraska Caregiver Responsibilities

Child's Name: BABY UAT TEST
Foster Parent: FAILOR, MEGAN

Caregiver Responsibilities

Responsibility Category

Category Description	Medical
<input type="radio"/> L1:	Caregiver arranges and participates, as appropriate in routine medical and dental appointments; Provides basic healthcare and responds to illness or injury; administers prescribed and OTC
<input type="radio"/> L2:	Caregiver arranges and participates with additional visits with medical specialists, assists with treatment and monitoring of specific health concerns, and provides periodic management of
<input checked="" type="radio"/> L3:	Caregiver provides additional interventions one to two times weekly to manage the child's chronic health and/or personal care needs. Examples include physical therapy, diabetes care and

Caregiver Responsibilities Detail

need care

Based on how these eight different areas of care questions that are answered, the appropriate Level of Parenting and Out of Home Maintenance Amounts will be determined.

N-FOCUS - Detail Payment Determination

File Actions Detail Goto Help

Child's Name: BABY TWO TEST MC # 5655 UPDATE
Caregiver Name: FOSTER CARE
Service Area: Southeast
Licensing Agency: DHHS

Payment Determination

Assessment Date: 10-01-2022 Assessment Type: Initial
Completed By: FLEUR DE LIS
Status: Final As Of: 10-01-2022

Payment Information

Points Determined	37
Level of Parenting	SPECIALIZED
Out of Home Maintenance Amount	81.00 / Day

Caregiver Responsibilities
Caregiver Resp. Summary

Reviewed By

Supervisor: FLEUR DE LIS On Behalf Of

07-12-2022 20:58:02

All these changes should be reflected accordingly on the Printed NCR correspondence and the Web version of the NCR.

Home Details (No Functionality Changes)

Tiered Foster Care (Approved) or **Tiered Foster Care (Licensed)** types of facility types can be added to Child Care organizations.

Note: The Appropriate License Approval is needed to activate these facilities.

The screenshot shows the 'N-FOCUS - Home Details' window. At the top, it displays 'Organization Name: FOSTER CARE LICENSED' and 'UPDATE ID #: 63294849'. Below this is a table with columns: Facility Type, Slots, Status, Begin Date, and Reason. The table contains one entry: 'TIERED FOSTER CARE (LICENSED)' with 0 slots and an ACTIVE status, starting on 10-01-2022. To the right of the table are buttons for 'Add', 'Remove', and 'History'. Below the table are several form fields: 'Number of Own Children' (0), 'Pre-Service Completed Date' (empty), and five dropdown menus for 'Family Composition', 'Family's Ethnic Group', 'Family's Primary', 'Family's Second Language', and 'Family's Religion', all set to '(NONE)'. On the right side of the form are buttons for 'Placement Preference', 'Placement List', 'License/Approval', 'Employment/Education', 'Inquiry/Motivation', 'Adoption Exchange', 'Training', 'Child Care Details', and 'License Refusal'. At the bottom left, it says 'Flow to Policy' and at the bottom right, it shows the date and time '07-12-2022 21:04:54'.

Children and Family Services

Foster Care Rates (Update)

Changes to the Foster Care Rates and additional tiers being added is in relation to the Nebraska Caregiver Responsibilities (NCR) legislation.

Safety Organized Practice (SOP) Overview Summary (Update)

The Safety Organized Practice Overview Summary window has been changed to include the Safety Goal button. Selecting the Safety Goal button will take you to one of the following windows:

- Detail Safety Goal – if a Safety Goal has not been previously created
- List Safety Window – if a Safety Goal has previously been created

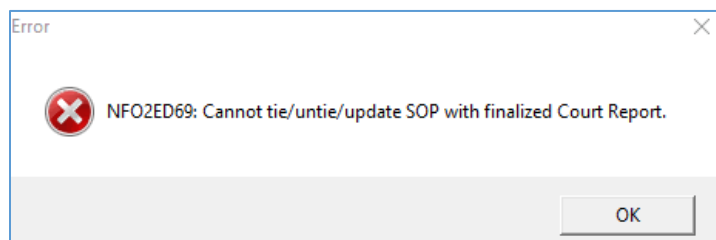


Note: All Safety Goals can be tied to all SDM Assessments, SDM Case Plans and Court Report.

Detail Safety Goal Window (New)

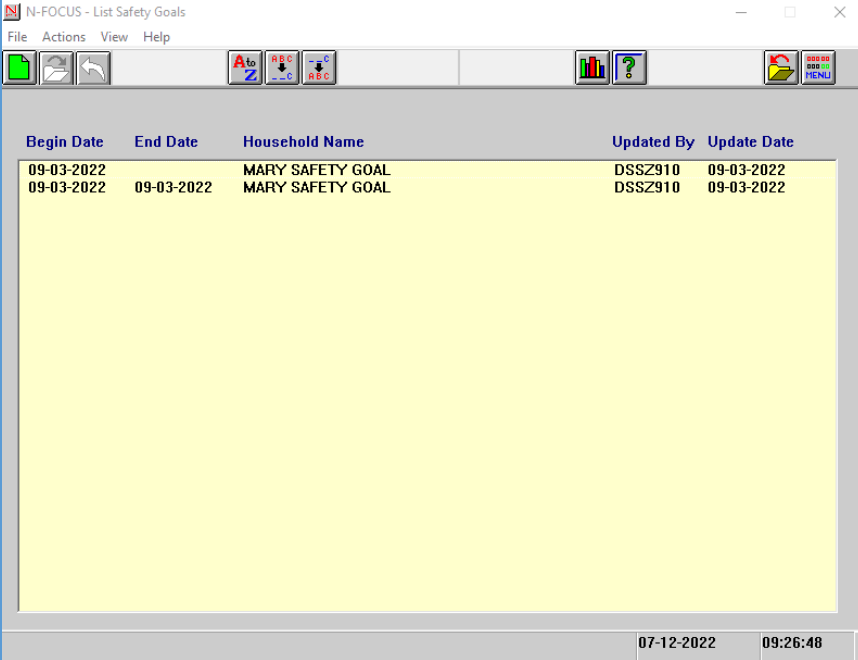
The Detail Safety Goal window is used in the following manner:

- To create a new Safety Goal
- To save the following are required
 - Safety Goal
 - Begin Date
- Editing a Safety Goal:
 - Safety Goals can be edited without an end date
 - Once an end date is entered Safety Goal cannot be edited/deleted except by Supervisors and Admins
 - Safety Goal cannot be edited or deleted if tied to finalized assessment or final court report.
 - If worker tries to edit or delete Safety Goal that is tied to a finalized assessment/court report this error will pop up



List Safety Goal Window (New)

When a Safety Goal has been previously created, the List Safety Goal window will display when you click the Safety Goal button.



Begin Date	End Date	Household Name	Updated By	Update Date
09-03-2022		MARY SAFETY GOAL	DSSZ910	09-03-2022
09-03-2022	09-03-2022	MARY SAFETY GOAL	DSSZ910	09-03-2022

From the List Safety Window, you can:

- Open and edit the Safety Goal
 - This can only be done if the Safety Goal does not have an end date or is tied to finalized assessments
- Create new Safety Goal from this window
- Delete a Safety Goal
 - This can only be done if the Safety Goal does not have an end date or is tied to finalized assessments

Note: Safety Goal will be automatically end date if there is no end dated entered when the SDM household is put in "Closed" or "After care" status.

List Harm/Danger Statements (Update)

With this release, Update By and Update Date to columns have been added to the List Harm/Danger window.

This will allow workers and supervisors to determine when the Harm/Danger statement was last updated and by whom.

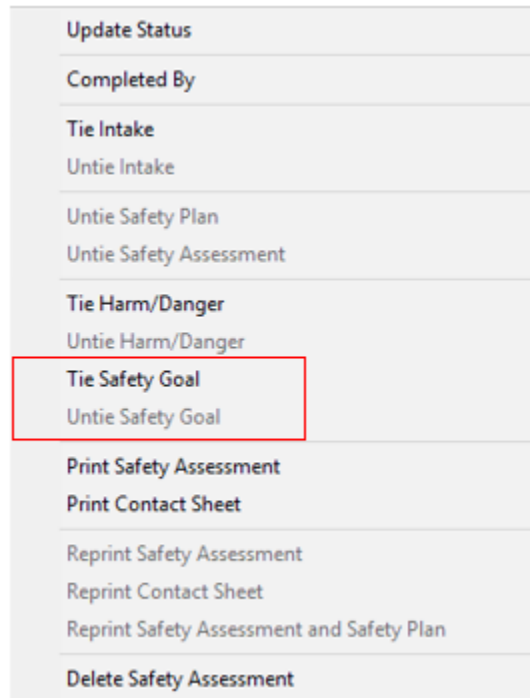
SDM Assessments and Court Report Actions Menu (Update)

New Action Menu Items were added to the all the Detail SDM Assessments Windows and Detail Court Report Window that add these functions:

- Tie Safety Goal will only be enabled if there is at least 1 Safety Goal created that is not already tied to the SDM Assessment or Court Report
- Untie Safety will only be enabled if there is at least 1 Safety Goal that is tied to the SDM Assessment or Court Report

Tie Safety Goal (New)


Selecting Actions>Tie Safety Goal will display a new window titled Tie Safety Goal This window will display all the Safety Goals available to be tied.

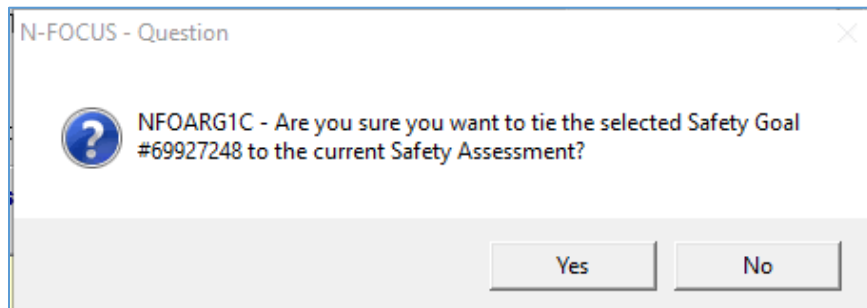


The screenshot shows a window titled "N-FOCUS - Tie Safety Goals" with a menu bar (File, Actions, View, Help) and a toolbar. Below the toolbar, the "SDM Safety Assessment ID:" is 4777064. A table displays the following data:

Begin Date	End Date	Household Name	Updated By	Update Date
09-03-2022		MARY SAFETY GOAL	DSSZ910	09-03-2022
09-03-2022	09-03-2022	MARY SAFETY GOAL	DSSZ910	09-03-2022

The status bar at the bottom right shows the date 07-12-2022 and time 09:29:53.

- To review the Safety Goal, select the row and click the Open icon, or double click the row.
- To Tie the Safety Goal select the row to highlight and click the blue arrow  to tie Safety Goal.
 - The following question pop up will display.
 - Select Yes to Tie the Safety Goal to the Assessment.
 - Select No if you do not want to tie the goal.

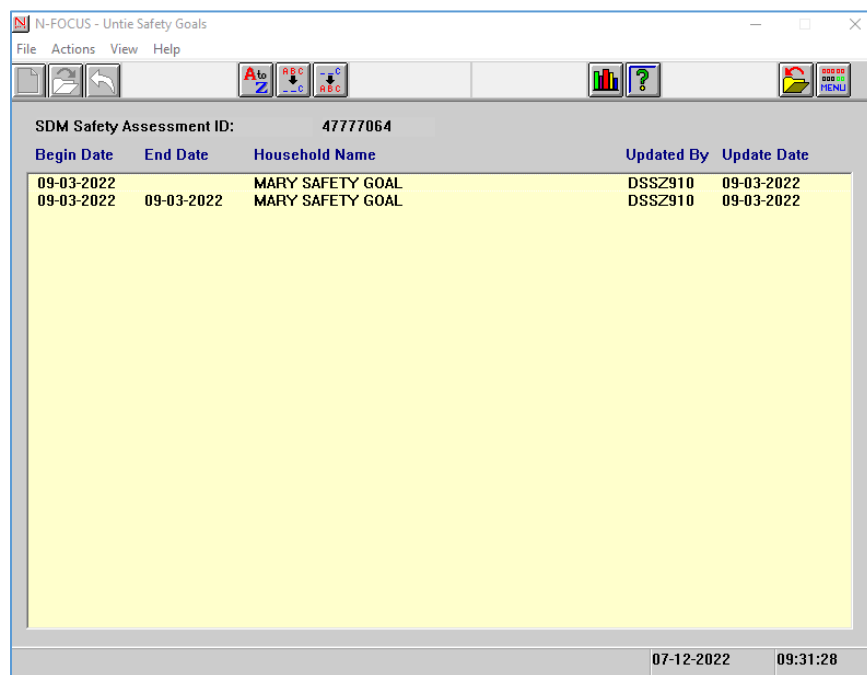



- Clicking yes will tie the Safety Goal to assessment, clicking no will not tie the Safety Goal.

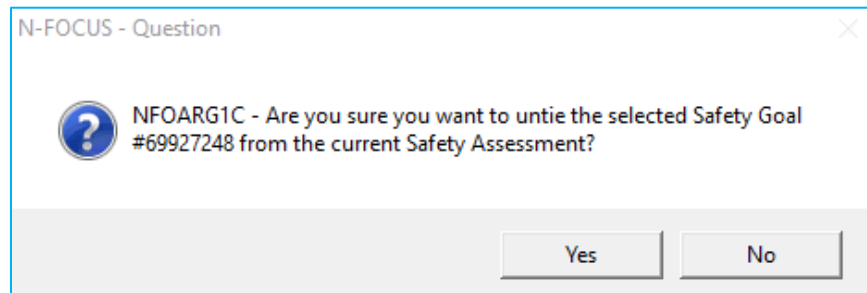
Untie Safety Goal (New)

Selecting Actions>Untie Safety Goal will display a new window titled Untie Safety Goal This window will display all the Safety Goals available to be untied.

- This menu item is only active if there is at least one Safety Goal tied to the SDM Assessment/Court Report.
- Selecting this menu item will display a new window titled Tied Safety Goal.

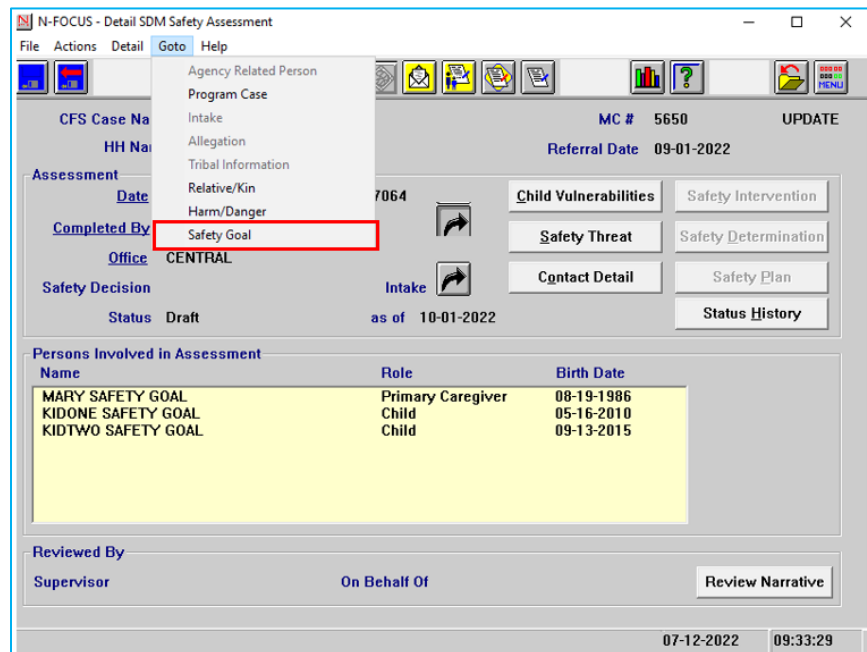


- To review the Safety Goal, select the row and click the Open icon, or double click the row.
- To Untie the Safety Goal select the row to highlight and click the blue arrow  to Untie Safety Goal.
 - The following question pop up will display.
 - Select Yes to Untie the Safety Goal to the Assessment.
 - Select No if you do not want to Untie the goal.

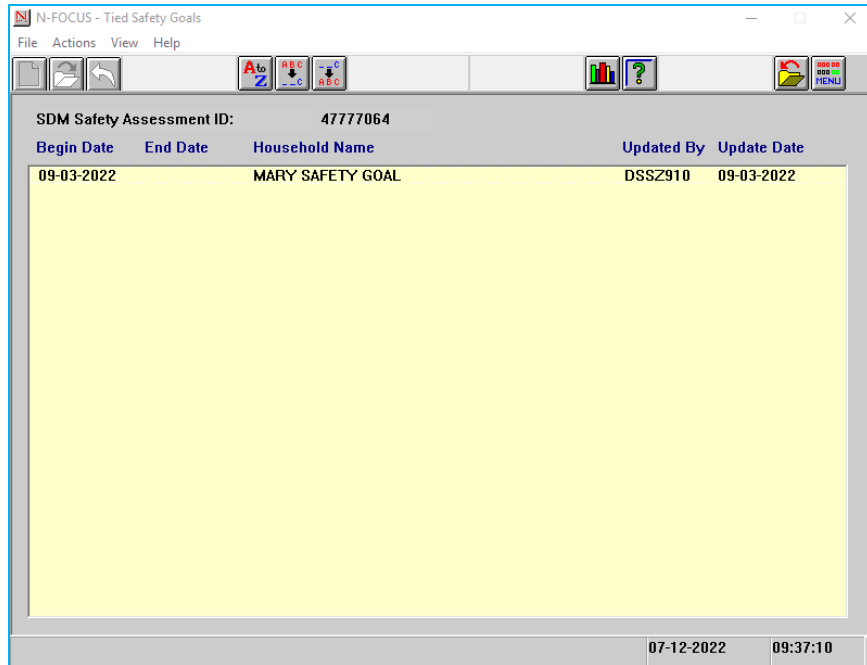


SDM Assessments and Court Report Go to Menu (Update)

A Safety Goal Option has been added to all the SDM Assessments and Court Report. Safety Goals can be accessed via the menu Go To>Safety Goal.



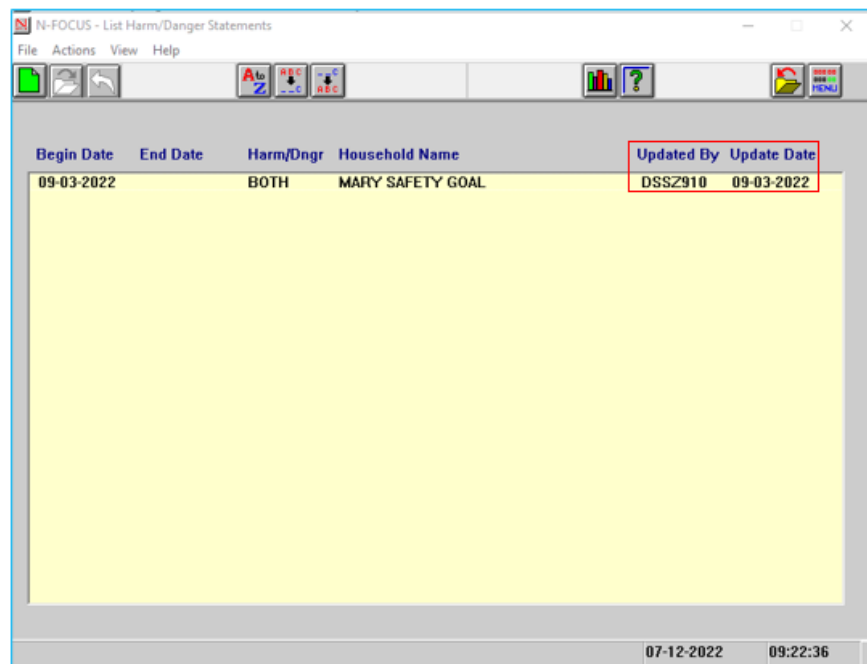
- The Tie Safety Goals window lists all the Safety Goals that are currently tied to the Assessment/Court Report.
- To review the Safety Goal, select the row and click the Open icon, or double click the row.



List Harm/Danger Statements (Update)

There was a change that added Update By and Update Date to the List Harm/Danger window.

- This will allow workers and supervisors to determine when the Harm/Danger statement was last updated and who last updated it.



Tribal Cultural Plan (Update)

Recent changes to the Cultural Plan only effect the printed version and not the way that the plan is created. The changes to the printed plan include the removal of certain identifying information that includes Tribal Enrollment/Registration Numbers and the Child's date of birth. Wording that refers to Tribal Enrollment/Registration Numbers has also been changed on the printed version of the Cultural plan.

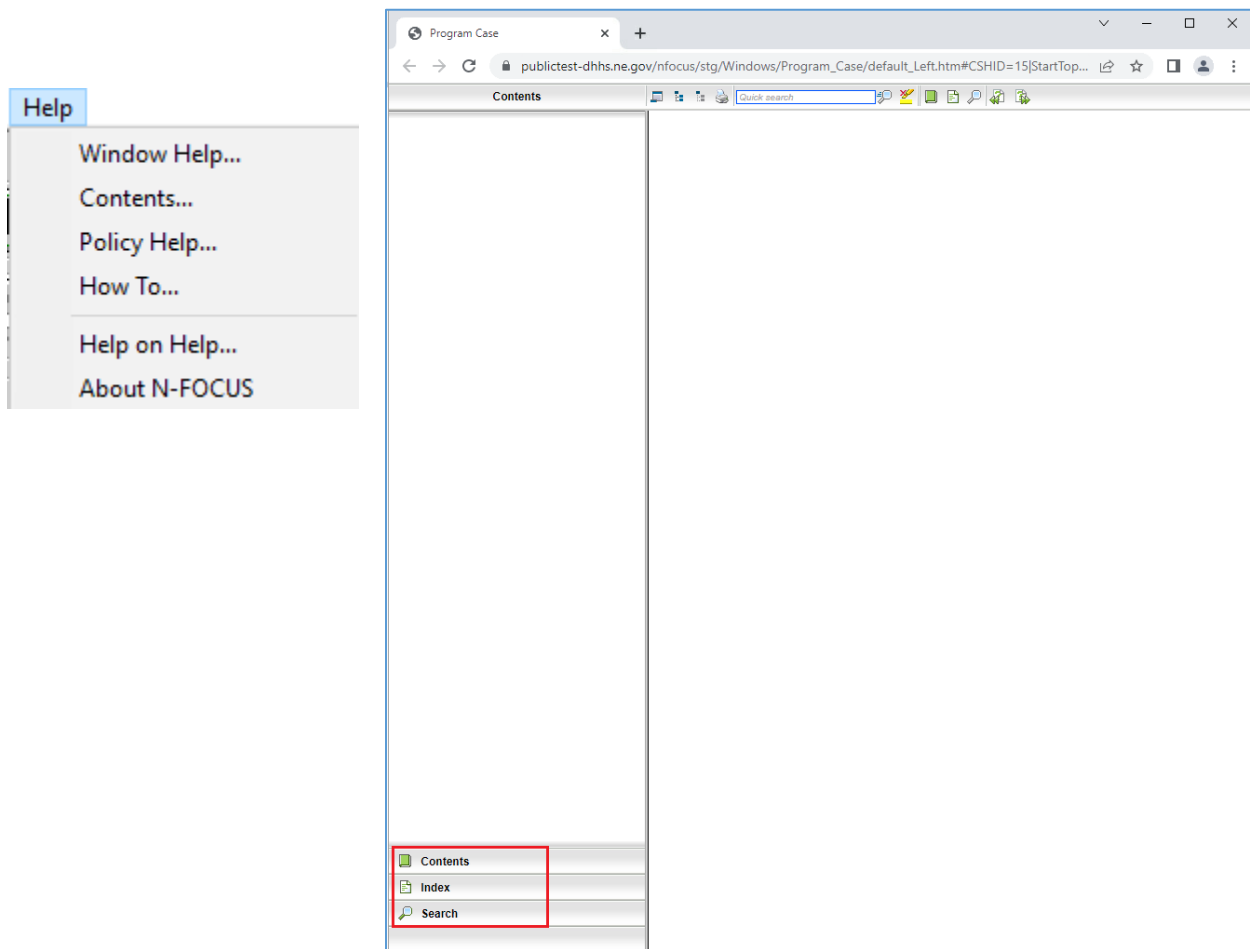
NFOCUS Tips

Viewing NFOCUS Help Topics (New)

With the addition of Office 365, viewing help topics has been affected. When any Help option is selected, the displayed window will appear blank except for the tab options at the bottom of the window.

To view the needed help topic, please follow these steps:

- Select desired Help from the Help Menu.
 - The Help window will display as shown below with only the Contents, Index and Search tabs available.



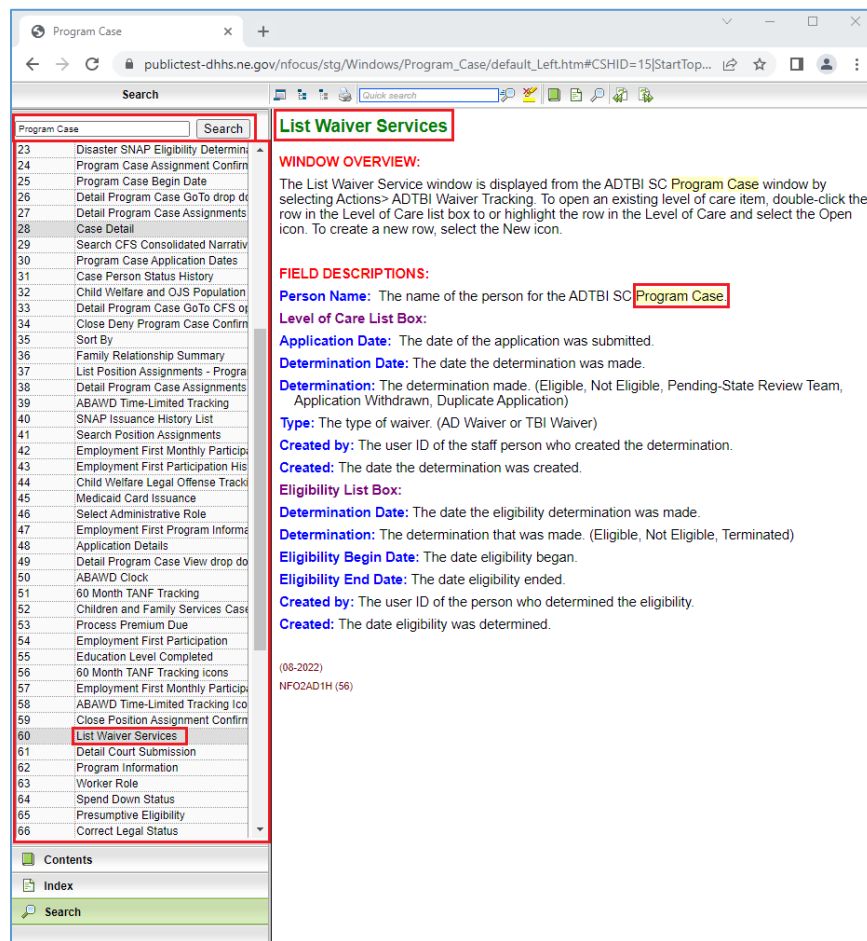
- Select the Search tab

Note: This is the easiest way to locate a specific Help Topic

- Enter a word or phrase indicating the type of Help you are looking to retrieve.

Note: Less is more in the Search

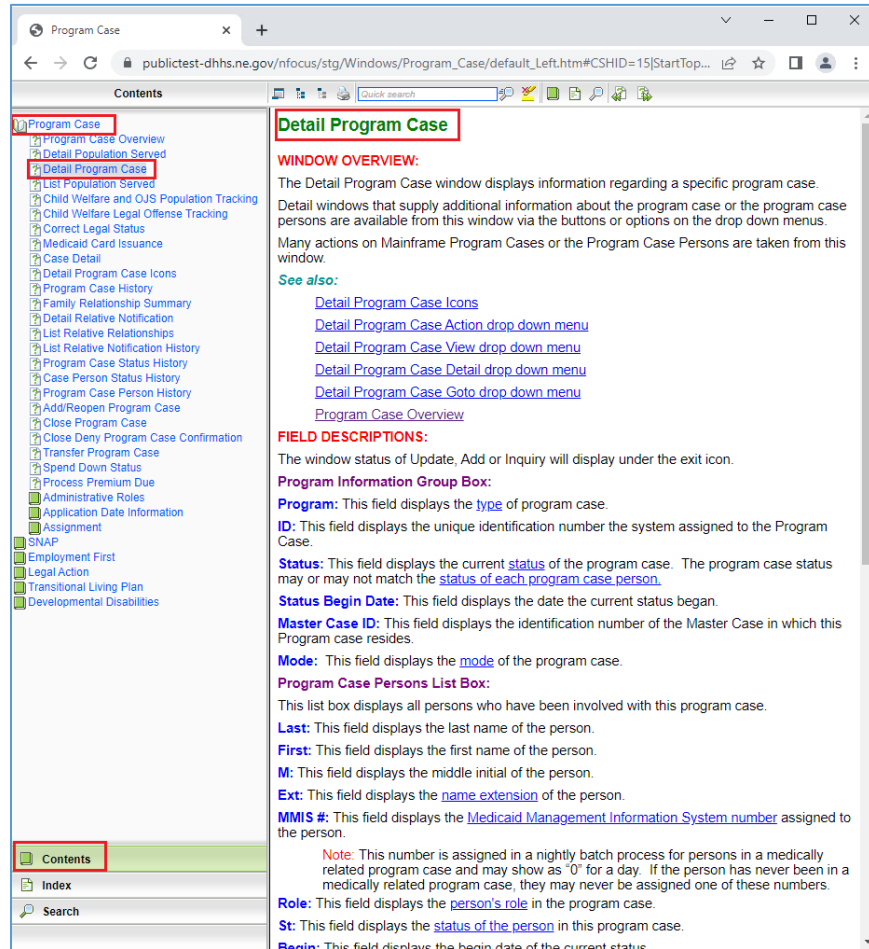
- Press Enter or click the Search button.
 - Help Topics that have the search parameter included in the topic will display in the list. Scroll through the list to locate the desired topic.
- Highlight the Topic to display the information on the right side of the window.
 - The search criteria will be highlighted in **Yellow** within the selected Help Topic.



Another search option is to use the Contents tab. This search option will provide you with a Table of Contents search. Please note, not all Help Topics will be displayed when using the Contents search option. Topics related to the area of NFOCUS you are currently working in will display.

Example: When you are in the Program Case area, the Table of Contents for the Program Case area will display.

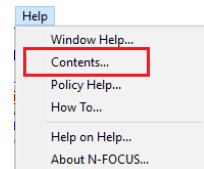
- Select the Contents tab
 - The Table of Contents for the area of NFOCUS you are currently working within will display.
 - Select the desired Contents option
 - The selected section will expand showing the items listed in that portion of the Table of Contents.
- Note:** Not all Help Topics can be accessed using this method.
- Select the topic you want to view.
 - The topic will display on the right side of the screen.

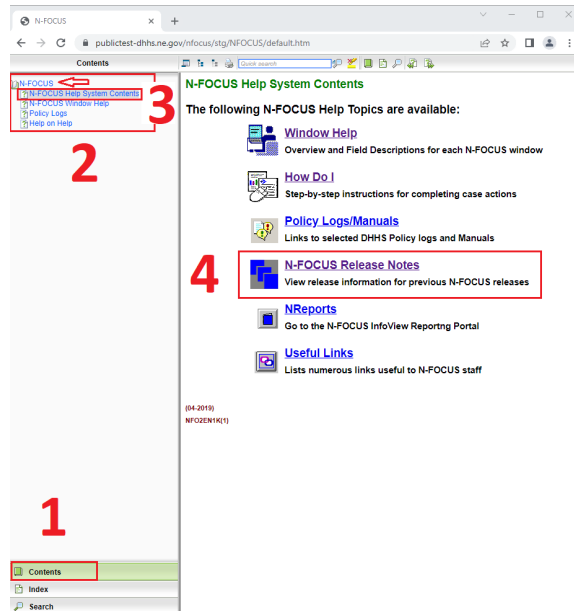


Viewing Release Notes through NFOCUS Help (Update)

View the current and past Release Notes in NFOCUS can be accomplished by following these steps:

- From the Help menu, select Help>Contents.
 - The Help window will display as shown below with only the Contents, Index and Search tabs available.





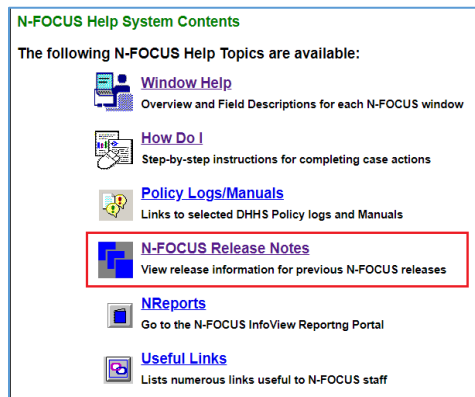
- Select the Contents Tab.

The N-FOCUS Book will display.

- Click the N-FOCUS Book.

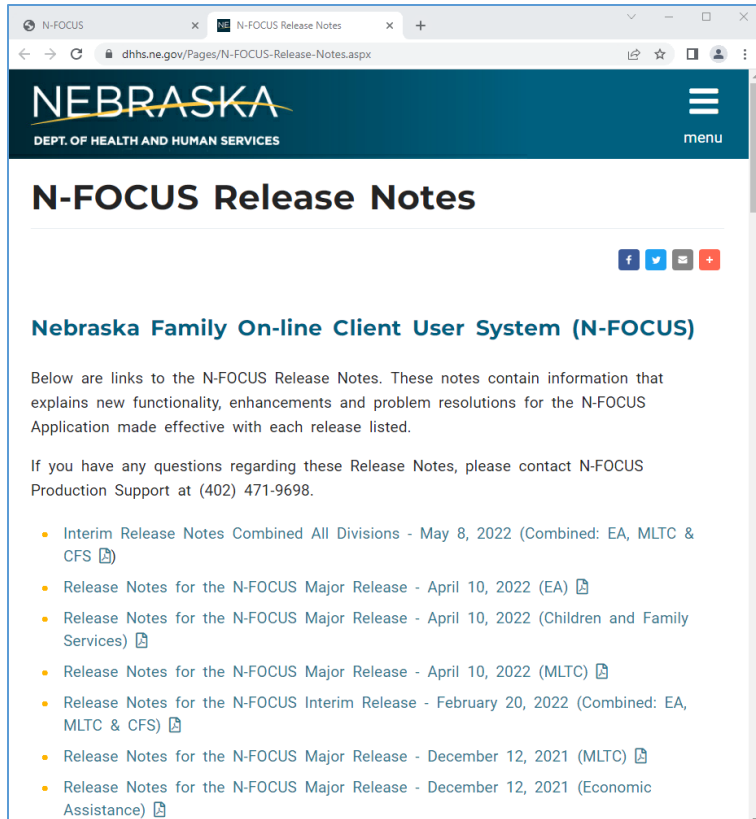
The topics within the N-FOCUS Book will display.

- Click the N-FOCUS Help System Contents option.
- The N-FOCUS Help System Table of Contents will display in the pane to the right.



- Click the N-FOCUS Release Notes option.

A new tab will open and display the N-FOCUS Release Notes.



- Scroll to locate the appropriate Release Notes to view.

Note: The most recent Release Notes are at the bottom of the page.

[ACCESSNebraska Calls Transferred to Production Support \(Update\)](#)

ACCESSNebraska calls can be transferred to NFOCUS Production Support help desk. Please check the e-mail address to make sure that it is correct before you transfer the call so if we need to e-mail them, we have the current e-mail address.

When you call Production Support, they need the following information:

- User ID
- BF# or RA#
- How are you accessing NFOCUS?
 - RDP into workstation
 - CITRIX
 - In Office
 - VPN
- MC# or Provider ID

NFOCUS Access Schedule (Update)

All times listed are Central Time.

Sunday:

- 12:00 AM to 4:00 AM: Limited access
- 4:00 AM to 12:00 AM: Normal access

Monday:

- 12:00 AM to 10:00 PM: Normal access
- 10:00 PM to 12:00 AM: Limited access

Tuesday through Saturday:

- 12:00 AM to 4:00 AM: Limited access
- 4:00 AM to 10:00 PM: Normal access
- 10:00 PM to 12:00 AM: Limited access

Note: For a Major Release, there is limited access from 10 PM to 11 PM the Saturday before, and then no access from 11 PM until verification of the release is completed on Sunday.

The following functions are not available during limited access times:

- SNAP Expedited Worksheet
- Expert System
- State Ward Trust Accounts
- Child Review Selection
- Refunds
- Ability to Pay
- EBT Card Issuance

Note: If working during a period of limited access, be aware certain actions/icons/push buttons may be disabled. When normal access resumes, these functions will once again be enabled.

Note: If you attempt to work in N-FOCUS after 10 PM, please be aware that Batch processes are running. This processing locks up certain functions in N-FOCUS. You may receive errors and/or lose data. Also, the DHHS Help Desk and N-FOCUS Production Support staff are not available for assistance.