N-FOCUS Interim Release Combined All Divisions June 18, 2023

An Interim Release of the N-FOCUS System is being implemented June 18, 2023. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections and addresses all of the Divisions, MLTC, EA, CFS and DD.

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

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

Developmental Disabilities Program: NFOCUS workers 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 Developmental Disabilities Programs.

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

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

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General Interest and Mainframe

MLTC - Incarcerated Pre-Release Window (New)

The Incarcerated Pre-Release window is a new addition to the person detail screen used to identify and track Medicaid applicants while they currently reside in a facility prior to their anticipated upcoming release. The window is accessed through the person detail actions drop-down menu.

N-FOCUS - Person Detail			– 🗆 ×
File Actions Detail Goto Help			
Terminate SSN		🔢 🛋 Сві	nn 🔊 💫 📟
Assign Interim SSN			
Discontinue Duplicate Person		B M 🔀 📑	LAB
Reverse Discontinued Person			
Restrict/Unrestrict Person	_		UPDATE
Pe Incarcerated Pre-Release		CHARTS Referral NCP	Demographics
Copy Person Index Info F11			
Print Person Bar Code Ctrl+Shift+P		Medicare Inquiry	Add <u>r</u> ess
Middle WHAT		MMIS/MCE History	Address <u>H</u> istory
Last CHADOIN		Person Involvements	Client Preferences
Ext (NONE)		PIN Management	E-Mail Addr. History
Sex Sex		Program Cases	Military/International
• Fe	male	Sch <u>o</u> ol Attendance	<u>N</u> ame History
Birth Date 05-14-1950 C Ma	le known	Trafficking Screening	Person <u>V</u> erification
Deceased Date		Tri <u>b</u> al	<u>S</u> SN History
Person Number 4282177		YRTC Narrative	<u>T</u> elephone

If no current records exist, the following pop up will display.

			Medicare Inquiry		,
_	N-FOCUS - confirm				
					Addr
	NFO2AL1C - No Incarcerate create a new record?	d Pre-Relea	se Record exists. Do you want	to	Clier
					E-Mai
			Yes No		Ailitar
4-61	0-8407		a	1	

The Detail Incarcerated Pre-Release window will display.

N-FOCUS - Detail Incarcerated Pre-Release	
File Actions Help	
Name MARY W CHADOIN	ADD
ID 4282177 Birth Date 05-14-1950	
Incarcerated Pre-Release	
Report Date 05-24-2023	
Reporting Facility DCS OMAHA CORRECTIONAL CENTER	-
Anticipated Release Date 07-15-2023	
Actual Release Date	

To create a new record the following information is required:

- Report Date
- Reporting Facility
 - The reporting facility field is a drop-down menu containing 16 facilities located across Nebraska.
- Anticipated Release Date
- **Note:** The actual release date field can be left blank and updated later to a current or past date.
 - Future dates are not allowed in the actual release date field.

After the record has been created, without an actual release date, it can be viewed and reopened from the Incarcerated Pre-Release window, Current Incarcerated Pre-Release list box.

- Edits can be made to each field
- The record may be deleted if it was created in error
 - The delete function can be accessed through the actions dropdown menu after the record has been saved

N-FOCUS - Incarcerated Pre-Release		- 🗆 X
	▶?	
Name MARY W CHADOIN	Birth Date 05-14-1950	ID 4282177
Current Incarcerated Pre-Release		
Report Date Reporting Facility	Antic	ipated Release
05-24-2023 DCS OMAHA CORRECTIONAL CENTER	07-1	5-2023 >
History Report Date Reporting Facility	Antic	ipated Release

When the Actual Release Date is added and saved on the Detail Incarcerated Pre-Release window, the record is automatically moved into the History list box on the bottom portion of the Incarcerated Pre-Release Screen.

- The record is able to be opened, edited or deleted while it is in the history box
- If the actual release date is removed, the record will move back up into the Current Incarcerated Pre-Release portion of the screen
- Multiple current and past records can be saved in this window

N-FOCUS - Incarcerated Pre-Release		- • ×
File Help		
	Ш ?	
Name MARY W CHADOIN	Birth Date 05-14-1950	ID 4282177
Current Incarcerated Pre-Release		
Report Date Reporting Facility	Anti	cipated Release
History Benet Date - Beneting Facility	Anti	singted Balance
Report Date Reporting Facility	Allu	cipaleu Release
05-24-2023 DCS OMAHA CORRECTIONAL CENTER	07-1	5-2023
<		>

CFS - Detail Court Report Window (Change)

A new option has been added to the Detail Court Report window, Option menu. Workers can now select to have the Child's Medical information included in the Court Report by selecting the Options>Include Child Medication Info menu.

Note: This option is defaulted to unchecked. The worker will select the option to display it in the printed Court Report.

Actions Options Goto Detail H	elp	
Include Child Placemer	nt Info 👬 💽 🛄 👫	1 🔟 🍃 📰
Children Name	Legal Status	UPDATE ID Number 61037091
KIDTHREE SCHOOL	Young Adult Voluntary Ser	VI Child Narrative
KIDFOUR SCHOOL	Non-Ward	Family Narrative
		Child Information
Completed Bu		Reasonable Efforts
MARY A WORTH		RPPS
		Tie Assessments
Reviewed By		Addendum
		Additional Worker
egal Action		
Petition Type	Hearing Type	Adjudication Statu
Abuse/Neglect	Adjudication	43-247 3(a)-Fault A
<		>
		Remove Legal Action

CFS - Court Report Tie Assessments (Change)

A second page has been added to the Court Report Tie assessments window to allow for Parenting Time Plans to be tied to the Court Report.

- More than one Parenting Time Plan can be attached to the Court Report.
- If a Parenting Time plan is attached the Visitation Type Narrative will be printed on the correspondence.
- To tie a Parenting Time plan, either click the Save and Next button or select the number 2 from the drop down field.

Ite Case Plan Begin Date End Date Household Name ID Number Begin Date End Date Household Name ID Number 08-30-2022 02-28-2023 AMY SCHOOL 50439274 Image: Completed Plan Child Name Birth Date Birth Date Unice KIDTHREE SCHOOL 04-16-2002 03-40-2017 09-05-2009 KIDTWN SCHOOL 03-40-2017 09-05-2009 Image: Completed Plan Completed By Date Completed By Status Image: Cultural Plan Plan Date Completed By Resource Family Image: Cultural Plan Plan Date Completed By Resource Family Image: Cultural Plan Save and Previous 1 mode 04 2 Save and Next					Court Report ID	UPDATE 61037091
08-30-2022 02-28-2023 AMY SCHOOL 50439274 Unite Child Name Birth Date Child Name Birth Date KIDTHREE SCHOOL 04-16-2002 KIDTWR SCHOOL 03-06-2009 Education Court Report Completed By Date Completed By Status Cultural Plan Plan Date Completed By Resource Family Unite Save and Previous 1 ■ of 2 Save and Next	ie Case Plan Begin Date	End Date	Household Name		ID Nur	nber
The Education Court Report / Cultural Plan Child Name Birth Date KIDTHREE SCHOOL KIDFOUR SCHOOL KIDFOUR SCHOOL Completed By Date Completed By Completed By Date Completed By Cultural Plan Plan Date Completed By Save and Previous Save Save and Close Close	08-30-2022	02-28-2023	AMY SCHOOL		50439	1274
Child Name Birth Date KIDTHREE SCHOOL KIDTHREE SCHOOL KIDTHREE SCHOOL KIDTWO SCHOOL 04-16-2002 03-05-2009 Education Court Report Completed By Date Completed By Status Untic Untic Cultural Plan Plan Date Completed By Resource Family Untic Save and Previous 1 of 2 Save and Next Save Save Save and Close Close	ie Education	Court Report / C	ultural Plan			
KIDTHREE SCHOOL 0416-2002 KIDFUR SCHOOL 03-042-2017 KIDTWO SCHOOL 09-05-2009 Education Court Report Completed By Date Completed By Status Unite Cultural Plan Plan Date Completed By Resource Family Unite Unite Save and Previous	Child Name				Birth Date	
Education Court Report Completed By Date Completed By Status Cultural Plan Plan Date Completed By Resource Family Unite Unite Save and Previous Save Save and Close Close	KIDTHREE S KIDFOUR S KIDTWO SC	SCHOOL CHOOL HOOL			04-16-2002 03-02-2017 09-05-2009	
Completed By Date Completed By Status Cultural Plan Untice Plan Date Completed By Resource Family Untice Untice					03 03 2003	
Cultural Plan Plan Date Completed By Resource Family Unite Unite Save and Previous 1 of 2 Save and Next Save Save and Close Close	Education Co	ourt Report			03 03 2003	
Cultural Plan Plan Date Completed By Resource Family Untie Untie Save and Previous Save Save and Close Close	Education Co Completed B	ourt Report	pleted By	Status	03 03 2003	🏹
Plan Date Completed By Resource Family Unite Unite Save and Previous Save Save and Close Close	Education Co Completed B	ourt Report ly Date Comp	pleted By	Status		Untie
Save and Previous I of 2 Save and Next Save Save and Close Close	Education Co Completed B	ourt Report by Date Comp	pleted By	Status		Untie
Save Save and Close Close	Education Co Completed B Cultural Plan Plan Date	ourt Report ly Date Comp Comp	pleted By	Status Resource Family		Untie
Save Save and Close Close	Education Co Completed B Cultural Plan Plan Date	burt Report y Date Comp Comp and Previous	pleted By pleted By	Status Resource Family	Save and Nex	- Durtic
	Education Co Completed B Cultural Plan Plan Date	ourt Report y Date Comp Comp	pleted By pleted By	Status Resource Family of 2	Save and Nex	Untie

Page 2 of the Court Report Tie Assessments window will open.

• Click the out select arrow to view the List Parenting Time Plan Window.

Tie Parenting	Time Plan				, u	ourt Report ID	61037091
Begin Date	Target End Da	te ID N	lumber				
05-12-2023 05-12-2023	10-12-2023 10-12-2023	950 966	28111 60085				Untie
Save	and Previous		2 •	of 2		Save and Ne	xt
Save	and Previous	Save	2 - Save and Clos	of 2	lose	Save and Ne	xt

The List Parenting Time Plan window will display.

N N	V-FOCUS - List Pare	nting Time Plan				- 🗆 ×
File	View Help					
\geq	√				h	
	Participant					
	Status	Begin Date	Actual End Date	Person 1	Person 2	E.
	FINAL	05-12-2023 05-12-2023		KIDFOUR	KIDONE	ĸ
	TINGE	05 12 2025		0001	Kibi oon	
	<					>
					06-06-2023	16:19:38

- Select one or more Parenting Time Plans to tie
- Select the back arrow to return to the Court Report Tie Assessments window
- **Note:** If you select a Parenting Time plan that is already tied the following error message will display.



Viewing Tied Parenting Time Plans

To view the Detail Parenting Time Plan that is tied to the Court Report, select the Parenting Time Plan and select the Parenting Time Plan icon.

N-FOCUS - Court Re	eport - Tie Assessm	ents				
- Tie Parenting	Time Plan				Court Report ID	UPDATE 61037091
Begin Date	Target End D	ate ID I	Number			
05-12-2023	10-12-2023	966	660085			Untie
						1
Save	and Previous		2 🗸	of 2	Save and Ne	×t
		Save	Save and Clos	e Close		
					06-07-2	023 14:26:34

The Detail Parenting Time Plan window will display. From this window you can view the plan that is tied to the Court Report.

N-FOCUS - Detail Parenting Time Plan		– 🗆 X
File Actions Detail Goto Help		
Persons Involved		
KIDFOUR SCHOOL	Begin	05-12-2023
KIDONE SCHOOL	Target	10-12-2023 Actual End
< c	> Preparation	05-12-2023
Supervised/Monitored By		
HHS Person		Parenting Behaviors
MARY WORTH	F	
-and/or-		Family Culture Considerations
Organization		Type of Visitation
		Approved Kin/Delative
	P	
-and/or-		Status
Kin/Relative		 Final
		◯ Draft
Prepared By MARY WORTH		
		06-07-2023 14:27:30

Untie the Parent Time Plan

To Untie the Detail Parenting Time Plan that is tied to the Court Report, select the Parenting Time Plan and click the Untie button.

			UPDATE Court Report ID 61037091
Tie Parenting Begin Date	Time Plan Target End Date	ID Number	
05-12-2023	10-12-2023	96660085	Untie

Court Report Correspondence (Change)

The following changes have been made on the Court Report Correspondence:

- Categories were reorganized
 Only immunizations in Needed Status will display on the Court Report

- Medications will be displayed if the worker selects Include Child Medication Info from the Detailed Court Report Window Options menu
- If a Parenting Time Plan is tied, Visitation Type Narratives from the plan will display on the Court Report

Alerts

MLTC – NCJIS interface Alert 0521 and Alert 0523(Change)

Alerts 0521 Incarcerated 30-Days and Alert 0523 Incarceration-Release will be created when NCJIS Interface information is received for participants in SA/MED, SG/MED and FW/MED. Process guides will updated accordingly to handle these cases.