
NFOCUS Major Release Children and Family Services April 10, 2022

A Major Release of the NFOCUS system is being implemented April 10, 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 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 workers with responsibility for case entry for AABD, ADC 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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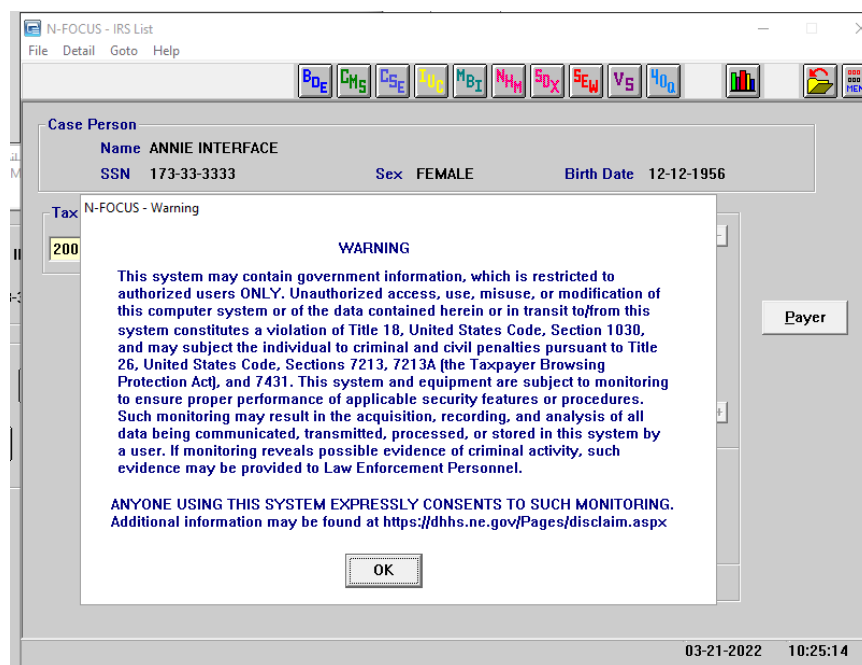
Interface

IRS and Tax Interface (Change)

The following warning message has been added to the IRS and TAX Interface:

This system may contain government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to criminal and civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in acquisition, recording and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING. Additional information may be found at <https://dhhs.ne.gov/Pages/disclaim.aspx>



Expert System

CFS – Independent Living Budgeting for 18 year olds (Change)

If a youth is already 18 years old when they enter Independent Living (IL) and they do not have a CFS budget the month prior to their 18th birthday, they can now be added as an IV-E eligible case, if they meet all the other IV-E requirements.

The youth must have an Out of Home Placement in a CFS case for at least one day in the month that the IL case is being added, and be in a Facility that passes IV-E eligibility. If the youth is not in an Out of Home Placement and in an IV-E Facility the first month the CFS budget is ran, the budget will fail IV-E for Placement Type, which will fail the IL budgets for the same reason.

Example: IL Case Added the Same Month the IL Budget Starts (Change)

Note: This case has an Out of Home placement that is IV-E eligible.

The screenshot displays the 'N-FOCUS - Detail Placement' window. The 'Name' field contains 'NEVAEH MOLDOVA'. The 'Type' dropdown menu is set to 'Out of Home', and the 'Facility Type/Living Arrangements' dropdown menu is set to 'Agency Supported'. The 'Where Placed' section shows 'Organization ADAMS, ADRIANE' and 'Parent/Caretaker' fields. The 'Status Information' section shows 'Status ACTIVE' and 'Status Date 12-01-2021'. There are several buttons and icons, including 'ADD', 'Planned Change of Placement', 'Child Missing Detail', 'Protective Service Alert', 'Trafficking Screening', 'ICPC...', 'Consultation Point...', and 'IL Address...'.

When entering the State Ward Population Description on the CFS Program Person Information window, a new pop up window displays stating "The Previous Adoption and Previous Guardianship dates are required".

N-FOCUS - CFS Program Person Information

File Actions Detail Goto Help

Program Case Person
Name NEVAEH MOLDOVA

Legal Status: HHS Ward
Date: 12-01-2021
County: Lancaster

OJS Commitment
Status: []
Date: []

State Ward Population Description

N-FOCUS - Error
NFOAD61C - The Previous Adoption and Previous Guardianship dates are required.
OK

Free for Adoption
Yes No Date Free: []

Exception
Exists: NO Adopt Exception

Tribal Court: []
Military Status: [NONE]
Religion: [NONE]

Adoption... Legal History...
Birth Info... OJS History
Conditions YLS...
Medical... YRTC Narrative
Paternity... Tribal...
Guardian...

- If there was a previous Adoption or Guardianship, complete the information in the Adoption and Guardian push buttons.
- If there was no previous Adoption or Guardianship, select No and the date will auto populate to current date.

N-FOCUS - Adoption Information

Exchanges
State
Status: [NONE] Date: []
National
Status: [NONE] Date: []
Photo Available
Photo Shared
Web Site

Current Adoption
Adoption Finalized Date: [] Relationships
Adoptive Parent Status: []
Location: []
Location Country: [NONE]

Previous Adoption
Previously Adopted: No Date: 03-03-2022
Intercountry: [] Country: [NONE]

N-FOCUS - Guardianship Information

Current Guardianship

Guardian Finalized Date Relationships

Guardianship Parent Status

Location

Location Country

Previous Guardianship

Previously in a Guardianship Date

After the Out of Home Placement in the CFS Case is completed, Budgets will need to be run along with the come up months. The CFS Budget will pass IV-E as long as they meet all the other IV-E requirements.

CFS case passes IV-E effective 11/2021

CFS Court Non Financial Case Detail for 11/2021

Name	Role	DOB	Med Elig	Funding	Admin
LOCKHART	CANDY Participant	12-05-2003	FC/MED	IV-E	IV-E

Name IV-E Failure Reason(s)

Name Med Failure Reason(s)

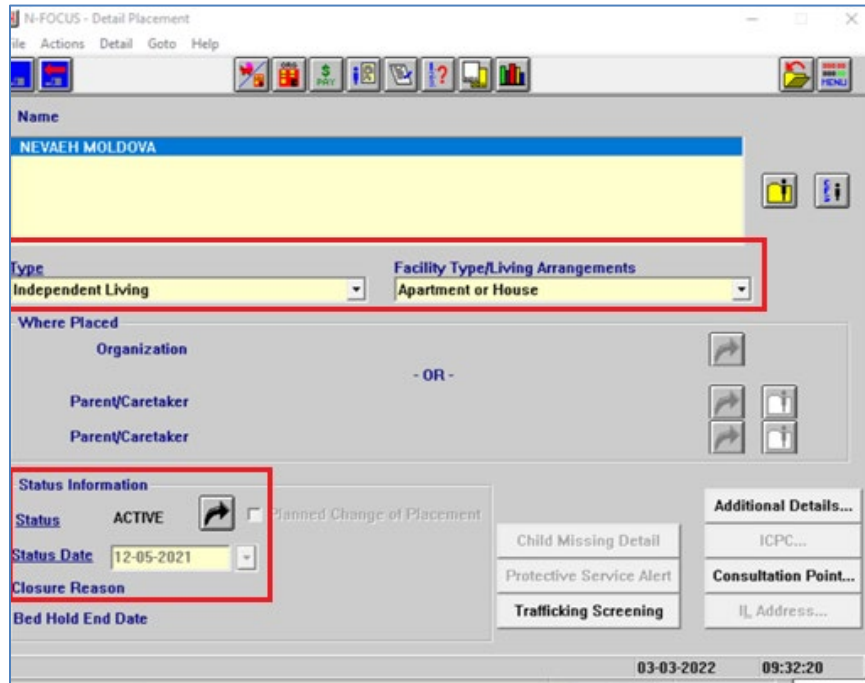
Name Age Related Detail(s) Begin Date End Date

Name Mngd Care Decision(s) Begin Date End Date

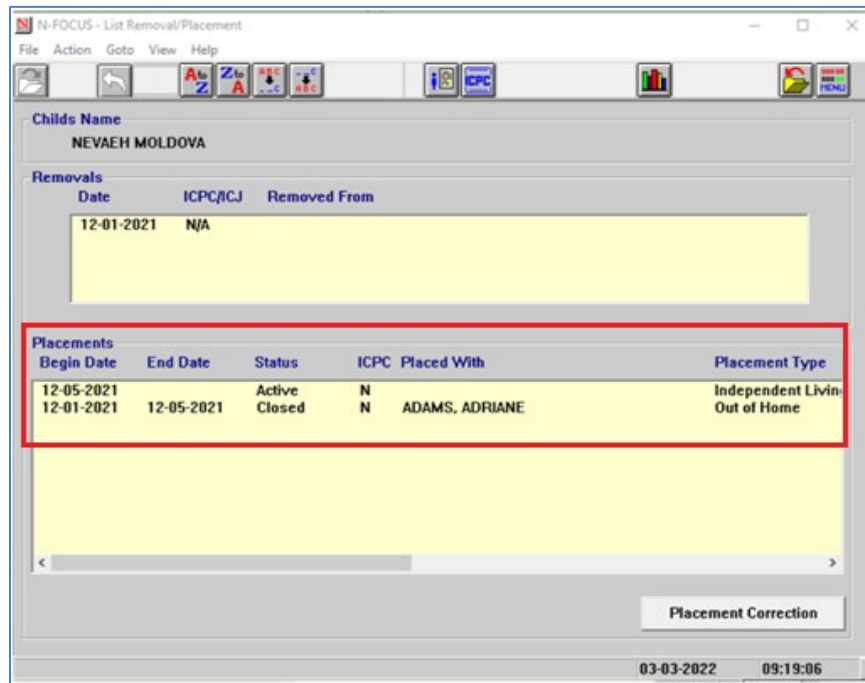
Caseworker Name: DEFAULT
Authorized Date:
Authorized By:

- Once the CFS budgets have been run, the case will need to be checked back in, and the Out of Home Placement closed during the same month the IL will be added.

- Once the Out of Home Placement is closed, IL will need to be selected for Type, and a Facility Type/Living Arrangement will need to be entered that is IV-E eligible.



Note: The CFS case started with out of home placement for the month of 11/2021 and passes IV-E.



- The case will need to be checked out again, and an IL case added in Expert.
- Then the a CFS and IL budgets will need to be run.

Add Case Actions

Program:
 599 CHIP
 AABD/PMT
 ADC
 CC
 EF
 FW
 IL
 LIHEAP
 MEDICAID
 RETRO MED
 SNAP

App Req. Date: []
App Rec'd Date: 12-01-2021
Retro Med End Date: []
Prorate Date: []
TMA- G Begin Date: []

Program Case Name: LOCKHART CANDY
Participation Status: []
Participation Reason: []

Participant(s):

LOCKHART	CANDY	12-05-2003	In HH
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Eligible for Expedited:
 Yes No

Next OK Cancel Help

Note: The CFS and IL budgets will both Pass IV-E for the first month.

Budget Authorization Benefit Month: 12-2021

New Budgets:

Pgm Case	Asst/Cat	Program Case Name	Elig Name	Type	Eligible	Amount	UP/OP	Ovrd.
CFS	*	MOLDOVA	NEVAEH	Regular	9071978 Pass	0.00		
IL	*	MOLDOVA	NEVAEH	Regular	45898239 Pass	702.83		

Previously Authorized Budgets:

Pgm Case	Asst/Cat	Program Case Name	Elig Name	Begin Date	End Date	Type	Elig	Amount	Issd	UP/OP	Ovrd.
CFS		MOLDOVA	NEVAEH	12-01-2021	12-31-2021	Regular	Pass	0.00			N

Budget Override Review Authorize

Benefit Summary OK Cancel Help

- CFS Case passes IV-E for 12/2021

CFS Court Non Financial Case Detail for 12/2021

Name	Role	DOB	Med Elig	Funding	Admin
MOLDOVA	NEVAEH Participant	07-10-2003	FC/MED	IV-E	IV-E

Name IV-E Failure Reason(s)

Name Med Failure Reason(s)

Name	Age Related Detail(s)	Begin Date	End Date
MOLDOVA NEVAEH	Participation in prgm for futu	07-10-2003	

Name Mngd Care Decision(s) Begin Date End Date

Caseworker Name: DEFAULT
 Authorized Date: 03-03-2022
 Authorized By: RED FOX, LITTLE

OK

- IL case passes IV-E for 12/2021

IL IL/MED Non Financial Case Detail for 12/2021

Name	Role	DOB	Med Elig	Funding
MOLDOVA	NEVAEH Participant	07-10-2003	IL/MED	IV-E

Name Grant Failure Reason(s)

Name IV-E Failure Reason(s)

Name Med Failure Reason(s)

Caseworker Name: DEFAULT
 Authorized Date: 03-03-2022
 Authorized By: RED FOX, LITTLE

OK

- The second month the CFS budget will Fail for Placement Type because they are no longer in an Out of Home Placement, therefore the CFS case is no longer IV-E Eligible.

Budget Authorization Benefit Month: 1-2022

New Budgets:

Pgm Case	Program Case Name			Program Case Number			Amount	UPPOP	Ovrd.
Asst/Cat	Elig Name	Type	Eligible	Amount	UPPOP	Ovrd.			
CFS	MOLDOVA	NEVAEH	Regular	9071978	Fail	0.00			
IL	MOLDOVA	NEVAEH	Regular	45898239	Pass	806.95			

Buttons: Budget Override, Review, Authorize

Previously Authorized Budgets:

Pgm Case	Program Case Name			Program Case Number			Amount	Issd	UPPOP	Ovrd.
Asst/Cat	Elig Name	Begin Date	End Date	Type	Elig	Amount	Issd	UPPOP	Ovrd.	
CFS	MOLDOVA	NEVAEH	01-01-2022	01-31-2022	Regular	Pass	0.00	N		
IL	MOLDOVA	NEVAEH	12-01-2021	12-31-2021	Regular	Pass	702.83	N		

Buttons: Benefit Summary, OK, Cancel, Help

CFS Case will Fail for second month and is Non-IV-E eligible.

CFS Court Non Financial Case Detail for 01/2022

Name	DOB	Med Elig	Funding	Admin
MOLDOVA	NEVAEH	FC	Non IV-E	Non IV-E

Role: NEVAEH Participant

IV-E Failure Reason(s)
Placement Facility

Med Failure Reason(s)
Failed IV-E Eligibility

Name	Age Related Detail(s)	Begin Date	End Date
MOLDOVA	NEVAEH	Participation in prgm for futu	07-10-2003

Name	Mngd Care Decision(s)	Begin Date	End Date

Caseworker Name: DEFAULT
 Authorized Date: 03-03-2022
 Authorized By: RED FOX, LITTLE

OK

The second month the IL Case will Pass IV-E because the CFS budget passed IV-E in the first month (12/2021), and the IL budget will Pass for each month after that at long as they meet all the other IV-E requirements.

IL, IL Non Financial Case Detail for 01/2022

Name	DOB	Med Elig	Funding	Role
MOLDOVA NEVAEH	07-10-2003	IL/MED	IV-E	Participant

Name Grant Failure Reason(s)

Name IV-E Failure Reason(s)

Name Med Failure Reason(s)

Caseworker Name: DEFAULT
 Authorized Date:
 Authorized By:

OK

CFS Case - Program Case Person History Window

N-FOCUS - Program Case Person History

Person

Name: NEVAEH MOLDOVA
 Number: 38680319

Begin Date	End Date	Reason	Assistance	Fund
04-01-2022			FC	Child Welfare
03-01-2022	03-31-2022		FC/MED	Child Welfare
02-01-2022	02-28-2022		FC/MED	Child Welfare
01-01-2022	01-31-2022		FC/MED	Child Welfare
12-01-2021	12-31-2021		FC/MED	IV-E

more-

more+

OK Help

IL Program Case History Window

Status	Begin	End	Location	Fund
ACTIVE	04-01-2022			IV-E
ACTIVE	03-01-2022	03-31-2022		IV-E
ACTIVE	02-01-2022	02-28-2022		IV-E
ACTIVE	01-01-2022	01-31-2022		IV-E
ACTIVE	12-01-2021	12-31-2021		IV-E

CFS – Legal Status of Police Hold and Claiming IV-E (Change)

When a child is placed on a Police Hold on the last day of the month, and a Court Order for DHHS Custody is not made until the next month, the child should **not** be IV-E funded until the month the Court Order is made.

In cases where the child has the Legal Status of Police Hold, and is placed in a IV-E eligible home/facility, and the Court Order is all in the **SAME** month, then the child is IV-E. If a child is IV-E one day of the month, the child is IV-E all days of the month.

Working with a Police Hold for 1/31/2022

- Add a Placement and Facility Type of Out of Home Placement and Facility.

- Check out case and run budgeting for 1/2022

Childs Name			
EVANII REHERS			
Removals			
Date	ICPC/ICJ	Removed From	
01-31-2022	N/A	MELISSA REHERS	
Placements			
Begin Date	End Date	Status	ICPC Placed With Placement Type
01-31-2022		Active	N CALLOWAY CLEVER Out of Home

Working with a Police Hold that is Non IV-E for 1/31/2022

- On 2/1/2022 the Court Order is made, so the legal status was changed to HHS Ward.

Benefit Summary Begin Date: 1-2022

REHERS, MELISSA CFS Non-court Regular

Resource Detail Unit Size 1

CFS Non-court Non Financial Case Detail for 01/2022

Name	Role	DOB	Med Elig	Funding	Admin
REHERS EVANII	Participant	07-18-2007	FC	Non IV-E	Non IV-E

IV-E Failure Reason(s)
Placement Facility

Med Failure Reason(s)
Failed IV-E Eligibility

Age Related Detail(s) Begin Date End Date

Mngd Care Decision(s) Begin Date End Date

Caseworker Name: DEFAULT
Authorized Date:
Authorized By:

Working with Court ordered HHS ward 2/1/22

N-FOCUS - CFS Program Person Information

File Actions Detail Goto Help

Program Case Person Name EVANII REHERS UPDATE

Legal Status: HHS Ward Date: 02-01-2022 County: Lancaster

OJS Commitment Status: Date:

State Ward Population

Description	Begin Date
Dependency/No Fault	02-01-2022

Offenses

Description	Begin Date

Free for Adoption: Yes No Date Free:

Exception: Exists: NO Adopt Exception:

Tribal Court: Military Status: [NONE] Religion: [NONE]

Adoption... Legal History... Birth Info... OJS History Conditions YLS... Medical... YRTC Narrative Paternity... Tribal... Guardian...

03-07-2022 18:23:34

- Check out case and run budgeting for 2/2022
- Court details start 2/1/22

Update Funding Details

Person
REHERS EVANII 07-18-2007

Court Details
 Petition Date: 02-01-2022
 Contrary to the Welfare: Yes No
 Lived with Parent/ Relative Physically Removed: Yes No
 Contrary to the Welfare/Best Interest Date: 02-01-2022
 Physically Removed Date: 01-31-2022
 Reasonable Efforts: Yes No
 Lived with Parent/ Relative Legally Removed: Yes No
 Reasonable Efforts Not Required: Yes No
 Legally Removed Date: 01-31-2022
 Reasonable Efforts Finding Date: 02-01-2022
 Process

Family Details
 Deprivation Type: CONTINUED ABSENCE
 Number of Family Members: 1
 Number of Family Members Employed: 0
 Total Earned Income: 0.00
 Total Unearned Income: 0.00
 Income Verification Source: Bank Records
 Judicial Determination of CTW/ IBI for VPA within 180 days of removal: Yes No
 Date of Determination:

Yearly Review

Deprivation	Type	BeginDate	EndDate
CONTINUED ABSENCE	Initial	01-31-2022	

Add Update

Hearing Review

Prior Permanency Plan	Type	HonEff	CourtOrderDt	Process

OK Cancel Help

- Child is IV-E eligible effective 2/1/22 due to Court order in HHS Custody

CFS Court Non Financial Case Detail for 02/2022

Name	Role	DOB	Med Elig	Funding	Admin
REHERS EVANII	Participant	07-18-2007	FC/MED	IV-E	IV-E

Name IV-E Failure Reason(s)

Name Med Failure Reason(s)

Name Age Related Detail(s) Begin Date End Date

Name Mngd Care Decision(s) Begin Date End Date

Caseworker Name: DEFAULT
 Authorized Date:
 Authorized By:

OK

- History of IV-E status based on Court order to HH Custody except for 1/22 when on Police hold

Person History

Person: REHERS EVANII 07-18-2007 Program Case: REHERS MELISSA CFS 81871930

Person History:

Participant	FC/MED	IV-E	Active	04-01-2022	
Participant	FC/MED	IV-E	Active	03-01-2022	03-31-2022
Participant	FC/MED	IV-E	Active	02-01-2022	02-28-2022
Participant	FC	Child Welf...	Active	01-01-2022	01-31-2022

Override Data

OK Help

CFS - Bridge to Independence Retroactive IV-E Override

The Program Administrator has requested the ability to retroactively change the Fund Code on a B2I Budget during the last month of the youth's eligibility. This happens if the Young Adult does not meet the program guidelines, but the program must legally allow 30 days for the YA (YAVS Youth) to resolve the issue.

If the youth does not resolve the issue, it is normally after the fact that the funding must be changed. **The program rules have not changed**, only the timing of eligibility which makes it impossible to change to CW funding before the 30 days has expired. This change would always be done retroactively.

With this release, the worker will need to notify the Supervisor to contact the Program Administrator (Manuel Escamilla) because he is are the only one with the security to retroactively override a fund code.

Children and Family Services

Previous Adoption and Guardianship Dates

With the changing requirements of AFCARS 2.0, we need to capture data on previous Adoptions and Guardianships. Data on previous Adoptions and Guardianships must be entered if the child has one of the following legal statuses:

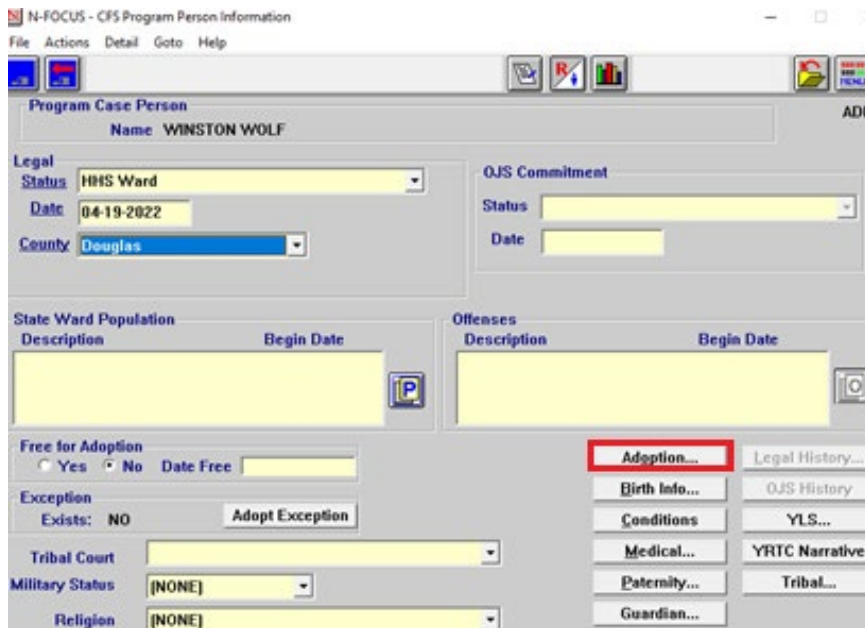
- HHS Ward
- HHS-OJS Ward
- Both OJS and HHS Ward
- Young Adult Voluntary Services
- Tribal Court Custody

If one of these legal statuses are received you will receive the following message.



To enter the previous Adoption data, follow these steps:

- Select the Adoption pushbutton.



- Select the Previous Adoption indicator from the Previous Adoption drop down list. The options in the drop down are No, Yes and Undetermined/Abandoned.

- No – select this option when the worker inquired and the child had not been adopted prior to entering state custody. The date will default to the Current Date.
- Undermined – select this option when the worker cannot determine if the child was previously adopted. October 1, 2022, the option 'Undetermined' will be replaced with the term 'Abandoned'. This is for AFCARS reporting purposes. The date will default to Current Date.
- Yes – select this option when the child was adopted prior to entering this episode of state custody. This adoption may be a private adoption, state adoption, adoption in another state or any other type of adoption.
- Enter the Adoption Date as the date of the adoption. If the exact date is not known, the worker may estimate the date based on the information they have, for example the child's birthdate and knowing he was adopted at age 3. Try to get as close to the actual adoption date as possible. Use the 15th as the day if the actual date is unknown. Do not use things like 01/01/1900.
- The Intercountry field is also required.

The options for Intercountry are:

- No –the child was adopted within the USA
- Yes –the child was adopted from another country.
 - If this option is selected, the worker must select a country from the 'Country' drop down list.

- The previous guardianship indicator and date are required. This is accessed from the Guardianship pushbutton.

The screenshot shows the 'I-FOCUS - CPS Program Person Information' window for 'WINSTON WOLF'. The 'Legal' section includes 'Status' (HHS Ward), 'Date' (04-19-2022), and 'County' (Douglas). The 'OJS Commitment' section has 'Status' and 'Date' fields. Below are 'State Ward Population' and 'Offenses' tables. The 'Free for Adoption' section has 'Yes' and 'No' radio buttons and a 'Date Free' field. The 'Exception' section has 'Exists: NO' and an 'Adopt Exception' button. The 'Tribal Court', 'Military Status', and 'Religion' fields are set to '[NONE]'. On the right, a vertical menu of buttons includes 'Adoption...', 'Birth Info...', 'Conditions', 'Medical...', 'Paternity...', 'Legal History...', 'OJS History', 'YLS...', 'YRTC Narrative', and 'Tribal...'. The 'Guardian...' button at the bottom of this menu is highlighted with a red box.

Note: If the child is already a state ward and has a previous adoption indicator and date, the worker will be prompted to enter the previous guardianship information and date.

The screenshot shows the 'I-FOCUS - Guardianship Information' dialog box. It has two main sections: 'Current Guardianship' and 'Previous Guardianship'. The 'Current Guardianship' section includes 'Guardian Finalized Date', 'Guardianship Parent Status', 'Location', and 'Location Country' (set to [NONE]). The 'Previous Guardianship' section, highlighted with a red box, includes 'Previously in a Guardianship' (a drop-down menu) and 'Date'. At the bottom are 'OK', 'Cancel', and 'Guardianship History' buttons.

- Select the appropriate Previous Guardianship answer from the drop down. The options are:
 - No – select when the child had not been in a previous guardianship. The date will default to current date.
 - Abandoned – select when the child was abandoned and it is not possible to tell if the child was in a previous guardianship.
 - Yes – select when the child was in a previous guardianship either a private guardianship, guardianship with DHHS or another state. The guardianship finalized date should be entered in the date field. If the

exact date is not known, the user may estimate based on the information they have trying to get as close to the real guardianship date as possible. Use the 15th as the day if it is unknown. Do not use things like 01/01/1900.

Note: If the child is already a ward and has a previous adoption indicator and date the worker will be prompted to enter the guardianship indicator and date.

Additional Adoption and Guardianship (New/Change)

With the changing requirements of AFCARS 2.0, we need to capture additional data on finalized adoptions and guardianships. If a child goes from a State Ward to Non-Ward Status and the reasons is one of the following:

- Adopted by Step-Parent
- Adopted by Foster Parent
- Adopted by Relative
- Adopted by Other Non-Relative

The Adoption Finalized Date is required. This window is displayed by selecting the Adoption pushbutton from the CFS Program Person Information window.

N-FOCUS - Adoption Information

Exchanges

State
Status: [NONE] Date: []

National
Status: [NONE] Date: []

Photo Available

Photo Shared

Web Site

Current Adoption

Adoption Finalized Date: 05-04-2022 Relationships

Adoptive Parent Status: []

Location: []

Location Country: [NONE]

Previous Adoption

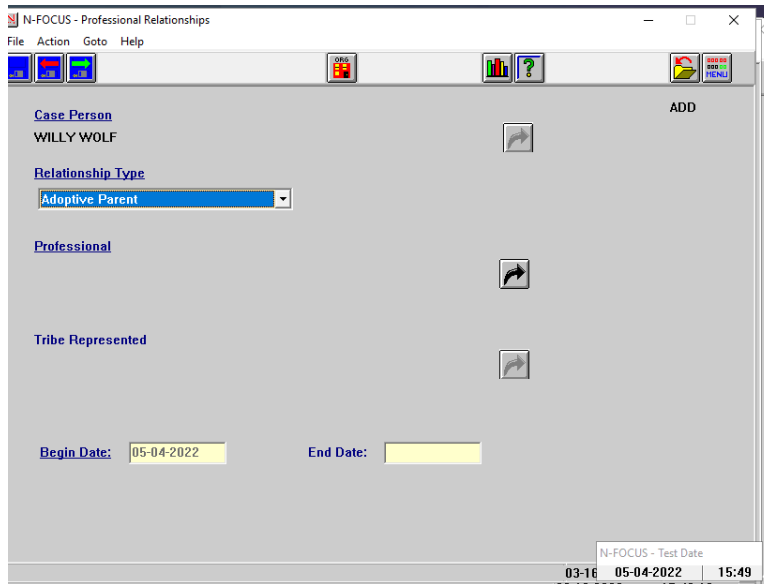
Previously Adopted: No Date: 05-04-2022

Intercountry: [] Country: [NONE]

OK Cancel Adoption History

N-FOCUS - Test Date

- After entering Adoption Finalized Date, select the Relationships Pushbutton to display the Professional Relationships window.



- Select the Relationship Type of Adoptive Parent from the drop down.
- Select the Professional Out-Select Arrow icon to locate the adoptive parent’s information.
 - If it is a single person adoption, then ‘Save and Close’. If there are two adoptive parents, ‘Save and Next’ and repeat the process for the second adoptive parent.

Note: The word ‘Professional’ will be changing to ‘Adoptive Parent/Guardian’ with the August release.

- From the Adoption Information window, enter the Adoptive Parent Status. The drop down options are:
 - Married Couple
 - Unmarried Couple
 - Separated
 - Single Adult
 - Married but individually adopting or obtaining guardianship
- Enter the Location of the adoption. The drop down options are:
 - Intra-jurisdictional Adoption/Guardianship(within state or tribal area)
 - Select this option if the child was adopted within Nebraska
 - Tribal workers select this option if the child is adopted within their tribe
 - Inter-jurisdictional Adoption/Guardianship (outside state or tribal area)
 - Select this option if the child was adopted within a state other than Nebraska
 - Tribal workers select this option if the child was adopted outside of his/her tribe, but still within the United States
 - Inter-country

- Select this option if the child was adopted within a country other than the United States.
- You must select the country from the Location Country dropdown list.
- If a child's states goes from a State Ward to Non-Ward Status and the reasons is one of the following:
 - Guardianship with Relative
 - Guardianship with Non-Relative
- The Guardianship Finalized Date is required.
 - Access this window be selecting the Guardianship pushbutton from the CFS Program Person Information window.

- Enter the Guardian Finalized Date.
- Select the Relationships pushbutton.

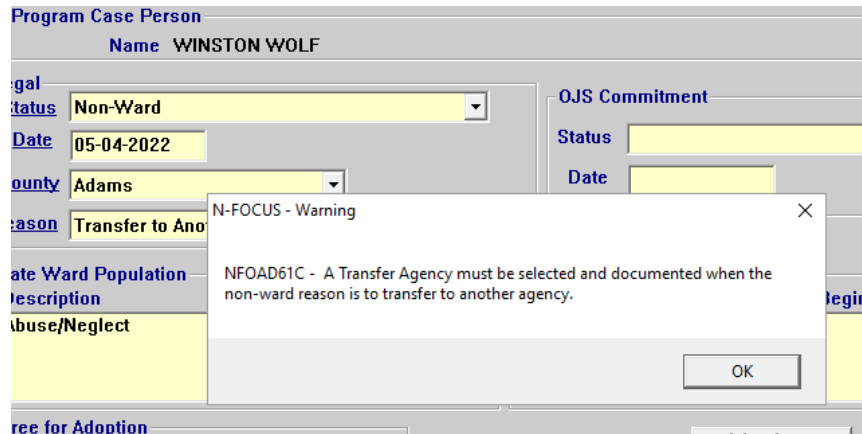
- From the Professional Relationships window, select Guardian from the Relationship Type drop down field.
- Select the Professional Out-Select Arrow icon to find the guardian's information.
 - If it is a single person guardianship, then 'Save and Close'. If there are two guardians, 'Save and Next' and repeat the process for the second guardian.

Note: The word 'Professional' will be changing to 'Adoptive Parent/Guardian' with the August release.

- From the Guardianship Information window, enter the Guardianship Parent Status. Available options are:
 - Married Couple
 - Unmarried Couple
 - Separated
 - Single Adult
 - Married but individually adopting or obtaining guardianship
- Enter the Location of the guardianship. Available options are:
 - Intra-jurisdictional Adoption/Guardianship(within State or Tribal area)
 - Select this response if the child's guardianship was within Nebraska
 - Tribal workers select this if the child's guardianship is within their tribe
 - Inter-jurisdictional Adoption/Guardianship (outside State or Tribal area)
 - Select if the child's guardianship is within a state other than Nebraska
 - Tribal workers select this if the child's guardianship is outside of his/her tribe, but still within the United States
 - Inter-country
 - Select this if the child's guardianship is within a country other than the United States.
- Select the country from the Location Country dropdown list

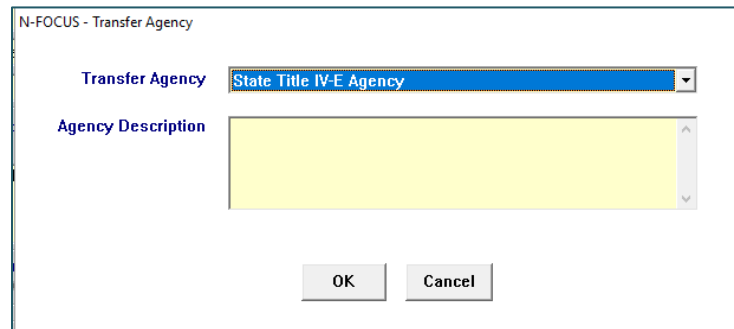
Additional Data for Transfer to Another Agency (New)

With the changing requirements of AFCARS 2.0, we need to collect additional information when a child transfers to another agency. If a child is a State Ward and goes to Non-Ward Legal Status with a reason of 'Transfer to Another Agency' additional data will be required.



The screenshot shows a software interface for a 'Program Case Person' with the name 'WINSTON WOLF'. The 'Legal Status' is set to 'Non-Ward', the 'Date' is '05-04-2022', and the 'County' is 'Adams'. The 'Reason' is 'Transfer to Another Agency'. A warning dialog box titled 'N-FOCUS - Warning' is overlaid on the form, containing the text: 'NFOAD61C - A Transfer Agency must be selected and documented when the non-ward reason is to transfer to another agency.' and an 'OK' button.

After selecting OK, the following dialog box will display.



The dialog box is titled 'N-FOCUS - Transfer Agency'. It contains a 'Transfer Agency' dropdown menu with 'State Title IV-E Agency' selected. Below it is an 'Agency Description' text area. At the bottom are 'OK' and 'Cancel' buttons.

- Select the appropriate option. The available options are:
 - State Title Iv-E Agency
 - Tribal IV-E Agency
 - Indian Tribe or Tribal Agency (Non IV-E)
 - Juvenile Justice Agency
 - Mental Health Agency

When to use each option:

- State Title IV-E Agency should be used if custody transferred to another State
- Indian Tribe or Tribal Agency (non-IV-E) should be used if transferred to a Nebraska tribe

Note: Title IV-E tribes are very rare.

- Enter the Agency Description.
 - Some examples would be California, Rosebud Tribe, Probation, etc.

Placement Change/Close Reasons (New)

The following two new placement change/close reasons have been added:

- Approved to Licensed
- Licensed to Approved

These reasons should be used when a child remains in the same Foster Home, but the Foster Home has a change in Status.

Primary Care Physician Requirement (New)

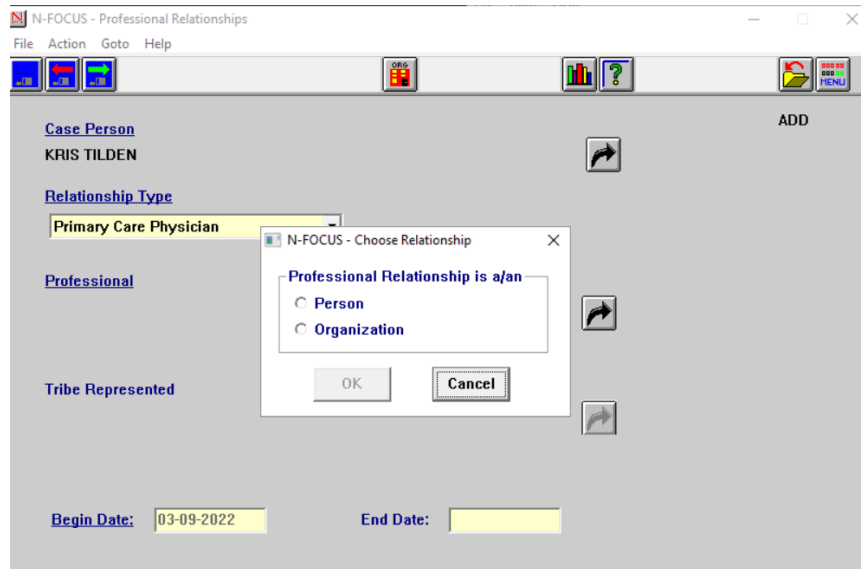
A new requirement has been added to NFOCUS that will require the worker to add a Professional Relationship of Primary Care Physician before a NEW Court Report can be saved. This also applies to Court Reports that have been created using the Copy Forward functionality on NFOCUS.

The Role of Primary Care Physician will need to be added for all of the children that are going to be included in the New Court Report. Old Court reports will still be able to be reprinted without adding this Role. The Primary Care Physician Role can be added just like any of the previous Professional relationships by using the Professional Relationship button.



- From the Professional Relationships window, select the out select arrow icon to select the child's name.
- Select Primary Care Physician from the Relationship Type drop down menu.
- Select the Out Select Arrow icon for the Profession and select the appropriate Professional Relationship.
 - The Professional can be a specific Doctor or an organization such as the Doctor's office. When arrowing out to select the professional the user will be asked to identify the Professional as a Person or an Organization.
 - Depending on the the type of selected (Person or Organization) the Person Search or Search Organization window will display.
 - After selecting the correct Professional Relationship save the information. The information should then be visible in the List Professional Relationships window.
- If there are Tribal affiliations, select the Out Select Arrow icon for Tribal and select the appropriate Tribe.

See Screen prints on next page.

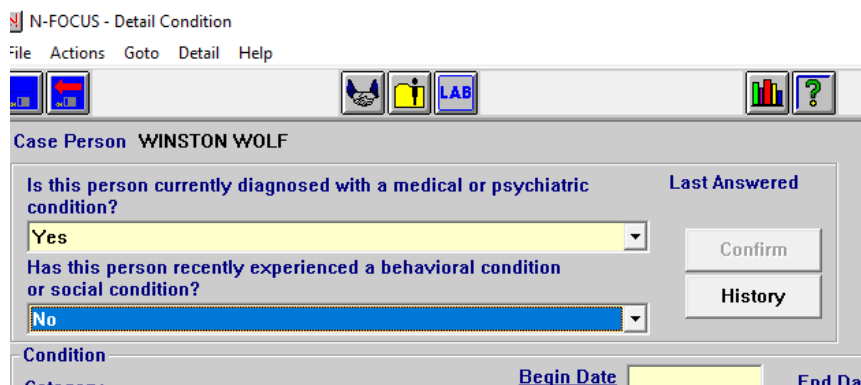


Case Person	Relationship	Professional	Phone #	Begin
KRIS TILDEN	PRIMARY CARE PH	BILL SMITH		01-01-2022
JEFF TILDEN	EYE DOCTOR	JENNY JONES		02-04-2022
JEFF TILDEN	PROBATION OFFIC	TYLER ADOPTION	(402)888-9865	02-04-2022

- The Court Report can now be created.

Change to Conditions (Change)

The Substance Use/Exposure category has been moved from the Behavior/Social issue section to the Diagnosed Medical/Psychiatric Condition.



The following two new Categories have been added:

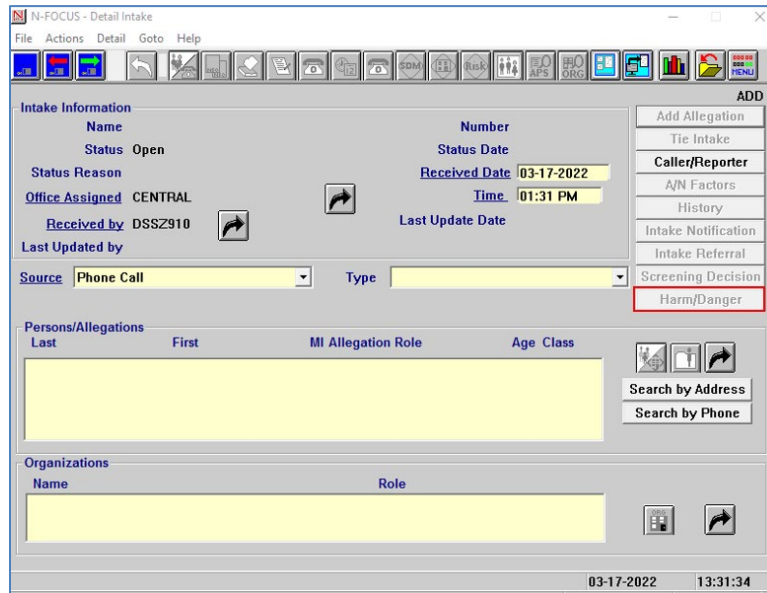
- Developmental Disabilities
- Developmental Delays

Note: It can be frustrating to find a condition, but if you select 'All' as the category, you will see the all the 'Types' in alphabetical order.

There will be additional changes to the Detail Condition window on 10/1/2022.

Detail Intake Window (New/Change)

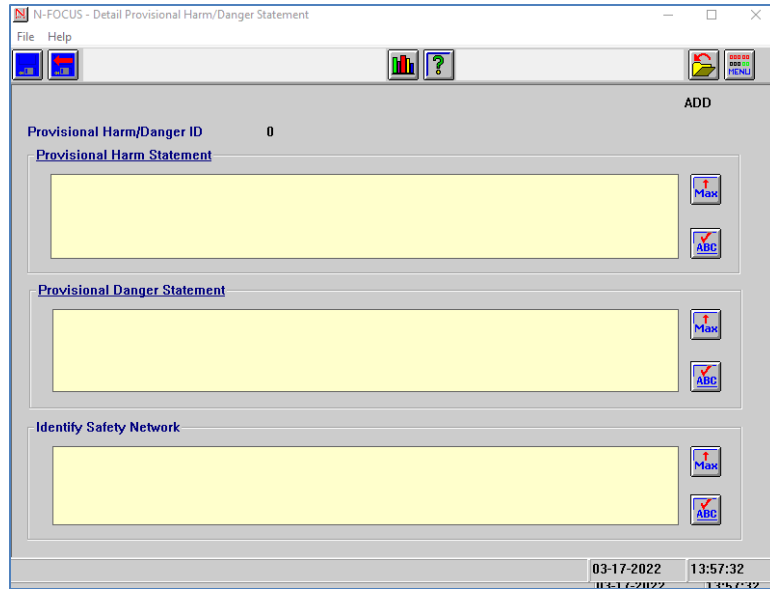
In order to Integrate Safety Organized Practice Into NFOCUS a new button labeled Harm/Danger was added to the Detail Intake Window:



This button is only enabled for Child Abuse Neglect and Dependent Child intakes whose final screening decision is Accept. This button is used to add Provisional Harm and Danger Statements to the Intake.

When the Harm/Danger button is clicked, the Detail Provisional Harm/Danger Statement window will display.

See Screen print on next page.

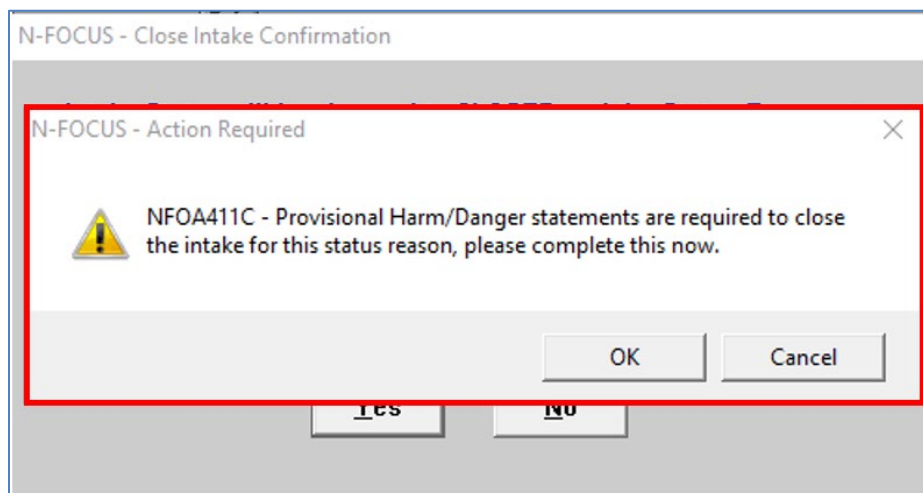


Note: The Provisional Harm Statement and Provisional Danger Statement are required to Save and Close. Identify Safety Network is optional.

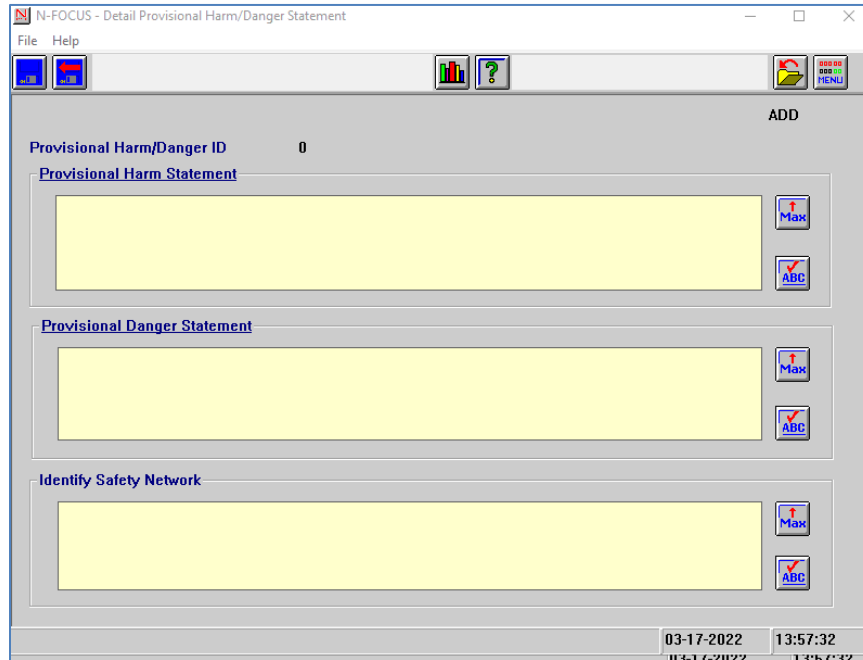
Provisional Harm and Danger is required to close Child Abuse Neglect and Dependent Child Intake types with the following Status Reasons:

- Accept for Initial Assessment
- Unable to Identify-Accepted
- Alternative Response

If Provisional Harm and Danger is not completed when trying to close Intake with one of the Status Reasons listed above, the following error message will display:

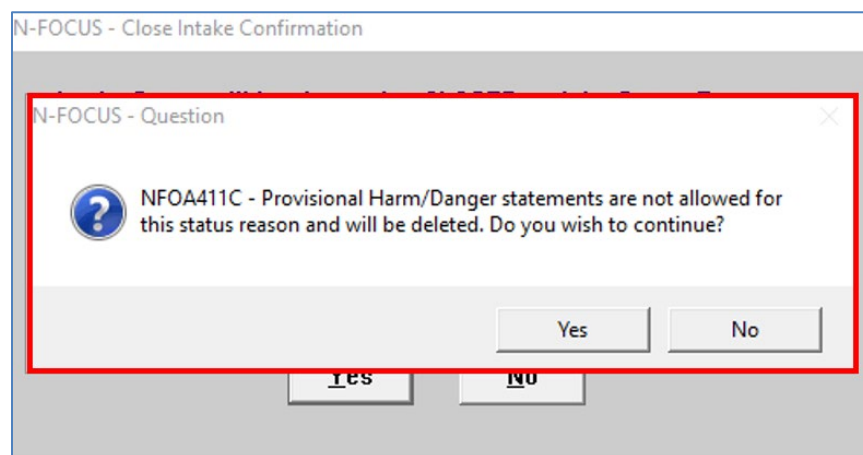


Clicking OK will return you to the Detail Provisional Harm/Danger Statement Window to complete the Harm and Danger statement.



If Provisional Harm/Danger Statement is filled out, but the intake closure reason is NOT completed with one of the following Status Reasons, the following error message will display:

- Accept for initial Assessment
- Unable to Identify-Accepted
- Alternative Response



- Selecting yes will delete any Provisional Harm and Danger statement information and close the Intake

- Selecting No will close this window and allow the worker to change the Status of the Intake if need be.

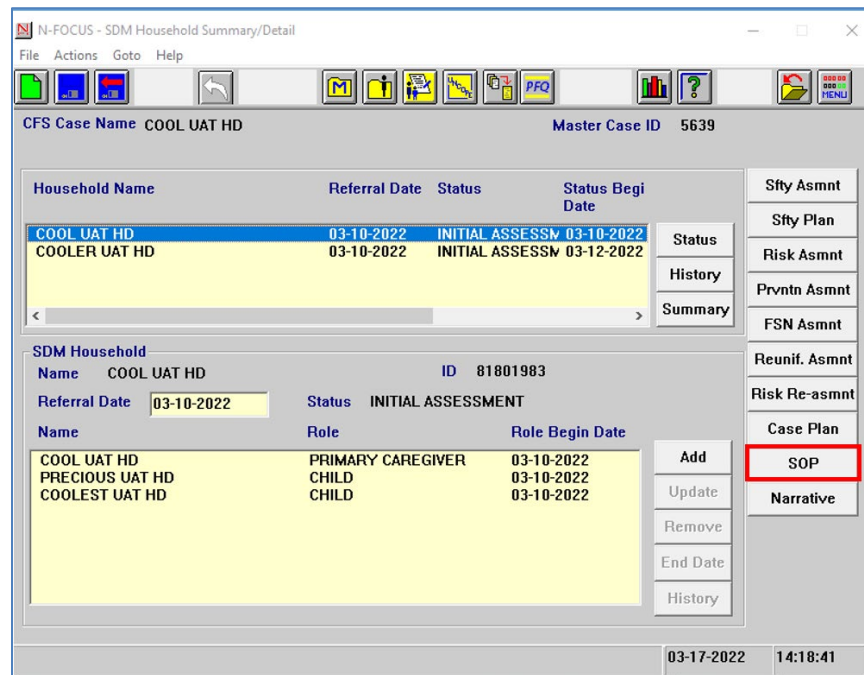
Security to Edit Provisional Harm/Danger Statement on Closed Intake

- **Hotline Workers** will not be able to edit Provisional Harm and Danger statements after the Intake is in Closed Status.
- **Hotline Supervisors and Admins** will be able to edit Provisional Harm and Danger Statements after Intake is in Closed Status.

Provisional Harm and Danger statements will appear on Printed Intake Worksheets.

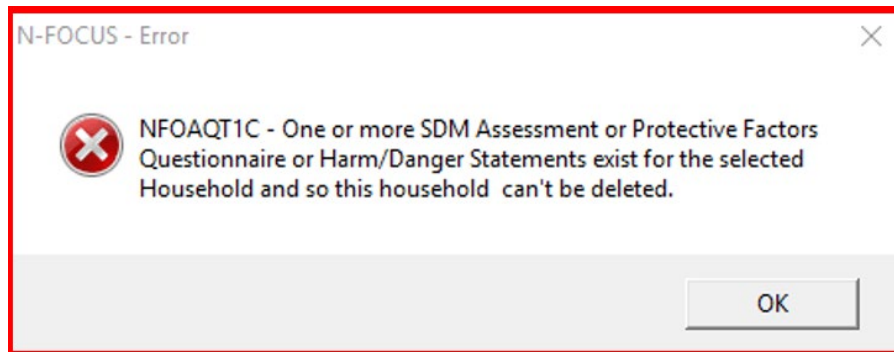
SDM Household Summary/Detail (Change)

In order to Integrate Safety Organized Practice into NFOCUS a new button labeled SOP was added to the SDM Household Summary/Detail.



- SOP button is only enable when an Active Household is selected
- SOP button is Household specific
- Cannot Delete a Household with Harm/Danger Statements Created

If workers try to delete a Household with Harm/Danger statements created the following error will display:



Safety Organized Practice Overview Summary (New)

The Safety Organized Practice Overview Summary window will display when the SOP button is selected from the SDM Household Summary/Detail.

This window displays the following:

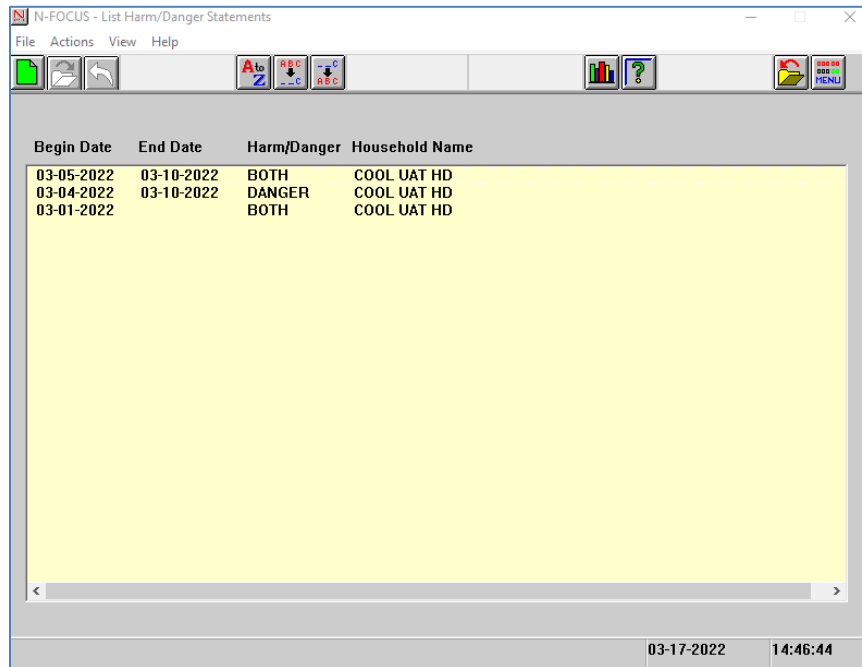
- Harm/Danger Tool – indicates when a Harm/Danger statement was last created.
- Harm/Danger Push Button – clicking this button will display List Harm/Danger Statements window if a Harm/Danger statement has been created.
 - If a Harm/Danger Statement has not been created clicking the Harm/Danger button will open new Detail Harm/Danger Statement window.



List Harm/Danger Statement (New)

The List Harm/Danger Statement window will display when 1 or more Harm/Danger Statements have been created.

Note: Harm/Danger statements are created by clicking the Harm/Danger Button on the Safety Organized Practice Overview Summary Window:



Begin Date	End Date	Harm/Danger	Household Name
03-05-2022	03-10-2022	BOTH	COOL UAT HD
03-04-2022	03-10-2022	DANGER	COOL UAT HD
03-01-2022		BOTH	COOL UAT HD

- Workers can open and edit the harm/danger statements if they are not end date or tied to finalized assessments
- Workers can create new Harm/Danger Statements from this window
- Worker can delete Harm/Danger Statements if they are not end dated or tied to finalized assessments.
- Harm/Danger statements will be automatically end date if there is no end dated entered when the SDM household is put in "Closed" or "After care" status.

Detail Harm/Danger Statement (New)

Note: All Harm and Danger Statements have the ability to be tied to all SDM Assessments, SDM Case Plan and Court Report.

The Harm/Danger Statement window contains the following information:

- Danger Statement is REQUIRED
- Harm Statement is Optional
- Begin Date is required.
 - Harm and Danger statements can be edited without an end date

- Once an end date is entered Harm/Danger statements cannot be edited/deleted except by Supervisors and Admins
- Harm/danger statements cannot be edited or deleted if tied to finalized assessment or final court report.

N-FOCUS - Detail Harm/Danger Statement

File Help

Household Name COOL UAT HD UPDATE

Harm/Danger ID 50806286 Begin Date 03-01-2022 End Date

Harm Statement [Enter only one]

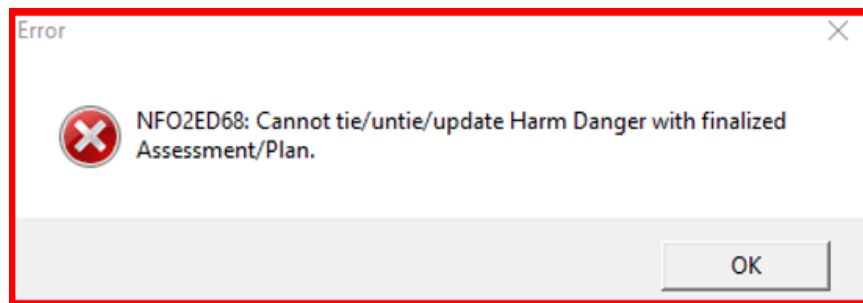
Harm Statement Max ABC

Danger Statement [Enter only one]

Danger Statement Max ABC

03-17-2022 14:33:55

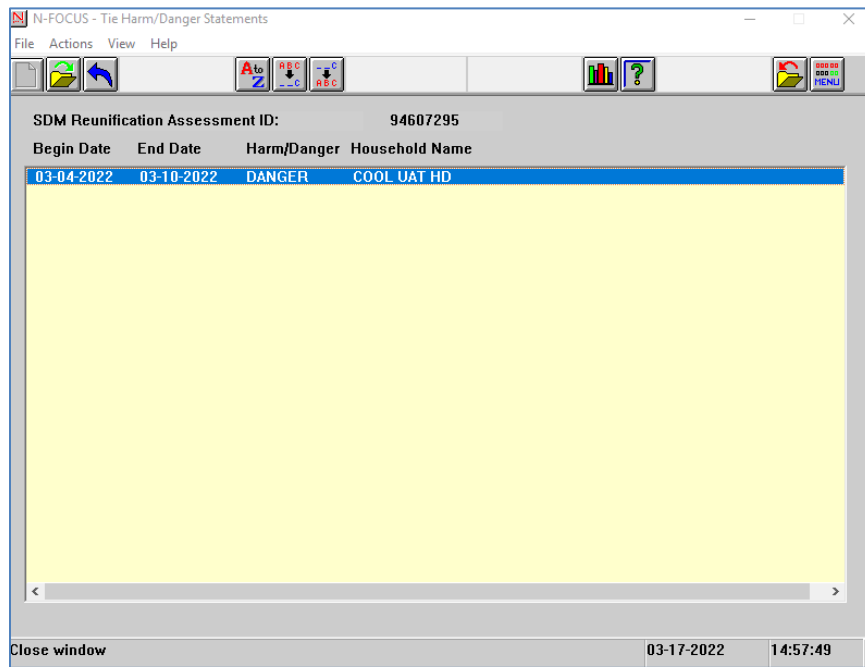
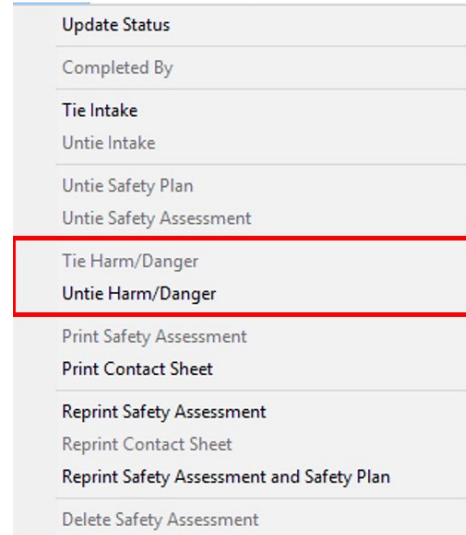
If worker tries to edit or delete a Harm/Danger Statement that is tied to a finalized Assessment/Court Report this error the following error message will display:





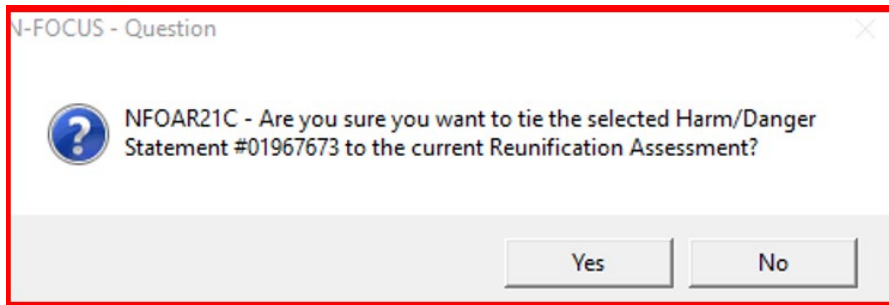
[SDM Assessments and Court Report Actions Tie/Untie Menu \(Change\)](#)

Tie Harm/Danger and Untie Harm/Danger menu items have been added to all the Detail SDM Assessments Windows and Detail Court Report.

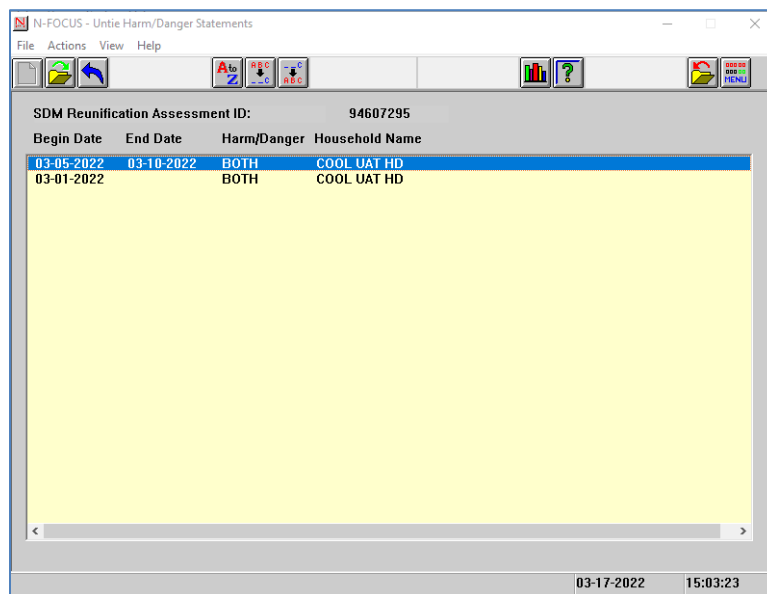
- Tie Harm/Danger will only be enabled if there is at least 1 Harm/Danger Statement created that is not already tied to the SDM Assessment or Court Report
- Untie Harm/Danger will only be enabled if there is at least 1 Harm/Danger Statement that is tied to the SDM Assessment or Court Report
- **Selecting Tie Harm/Danger** will display the Tie Harm/Danger window.
 - All of the Harm/Danger Statements that are available to be Tied will be displayed.





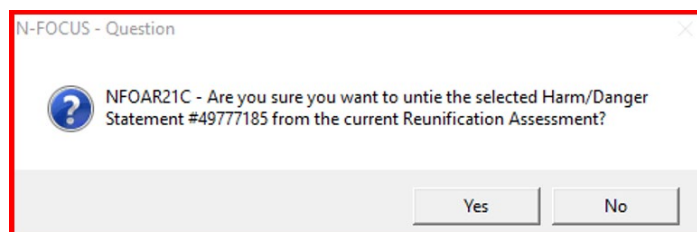
- From this window workers can open the Harm/Danger statement to review or click the blue arrow  to tie Harm/Danger.
- Once blue arrow is selected  the following pop up window will display:



- Yes will tie the harm/danger statement to the assessment
- No will not tie the harm/danger statement
- **Selecting Untie Harm/Danger** will display the Untie Harm/Danger window.
- All Harm/Danger statements that are available to be Untied will be displayed.



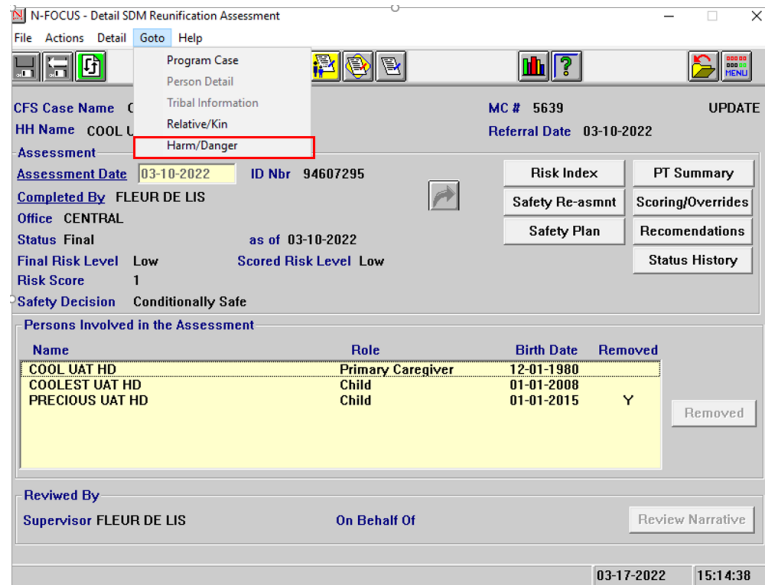
- Workers can open the Harm/Danger statement to review or click the blue arrow  to tie Harm/danger.
- Once blue arrow is selected  the following pop up will display:



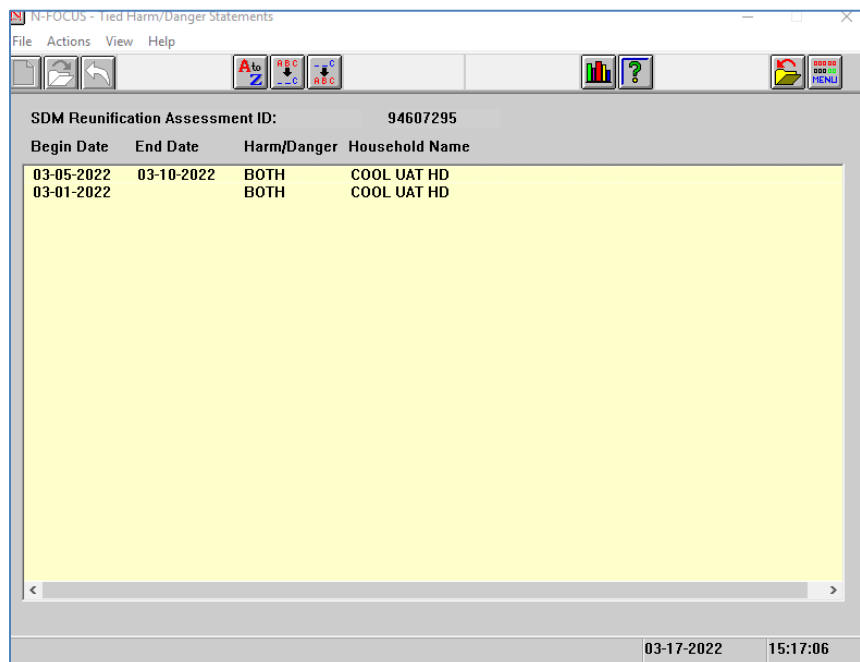
- Yes will Untie the Harm/Danger Statement to assessment
- No will not Untie the Harm/Danger Statement

SDM Assessments and Court Report Go To Menu (Change)

A Harm/Danger Option has been added to all the SDM Assessments and Court Report Go To Menu. This menu item is only active if there is at least one Harm/Danger statement tied to the SDM Assessment/Court Report.



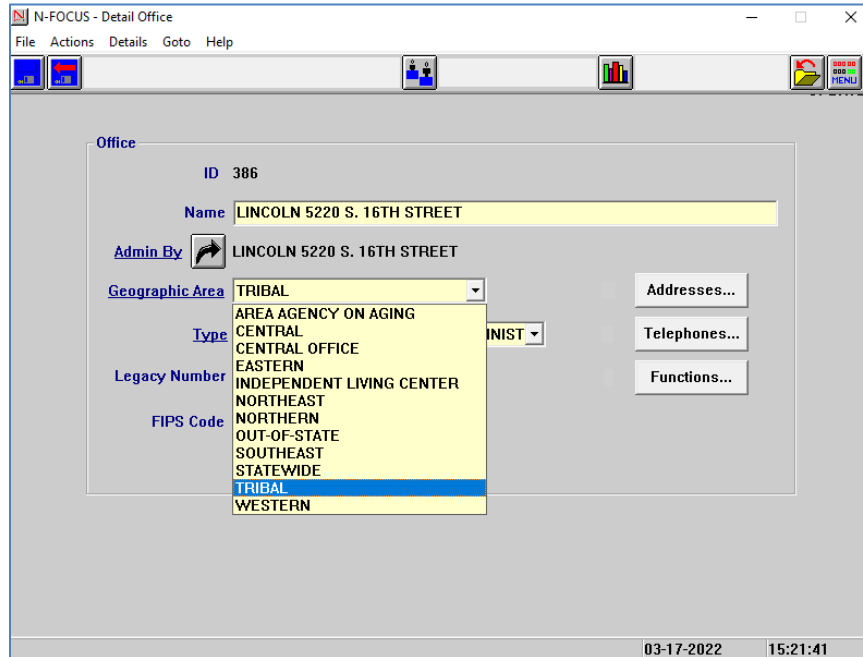
Selecting the Harm/Danger menu option will open the Tied Harm/Danger Statements window that lists all the Harm/Danger Statements that are currently tied to the Assessment/Court Report.



The Harm/Danger Statements can be opened and reviewed from this window.

Geographic Area (Service Area) Change

With this release, Tribal has been added as a Geographic Area on the Detail Office window. This will allow offices that serve the Tribes to be in their own Service Area. Doing so will make it easier to separate Tribal data from State data.



Tribal Service Area (New)

With this release, Tribal cases for Winnebago, Santee Sioux and Walthill Offices will be assigned to the following offices:

Winnebago	Office 185 Winnebago Office
Santee Sioux	Office 186 Niobrara Office
Walthill	Office 179 Macy Office

Note: The existing cases have been moved to the appropriate Tribal Service Area.

NFOCUS Tips

Birth of Child Reported

When the birth of a child is reported do the following:

- Check for an unborn
 - You may need to scroll or check the pregnancy of the mother
- If there is an unborn and the EDD is close to the DOB:

- Update the pregnancy with the Date of Birth , name and sex of the child

Note: Be cautious of updating a pregnancy. If the EDD is not close to the birth, that could be because a terminated pregnancy was never end dated or the birth could be for a pregnancy that was never reported.

Avoid adding a pregnancy and updating the unborn at the same time. Complete in two separate actions. Adding pregnancy and updating to birth prior to saving causes errors messages and sometimes the child is added twice.

Pregnancy Reported

When the pregnancy is reported do the following:

- Check to make sure there is not an active pregnancy
 - If there is already an active pregnancy
 - Check the EDD – if old pregnancy, end this pregnancy
- Add pregnancy of the mother
- Save the pregnancy

If there are duplicate newborns, call Production and Support to assist PRIOR to approving budgets.

VPN Users

If you have been switched to a VPN Laptop NFOCUS runs very, very slow using VPN. Please try the following options:

- 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

NFOCUS Production Support Hours

NFOCUS 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.