
NFOCUS Major Release

MLTC

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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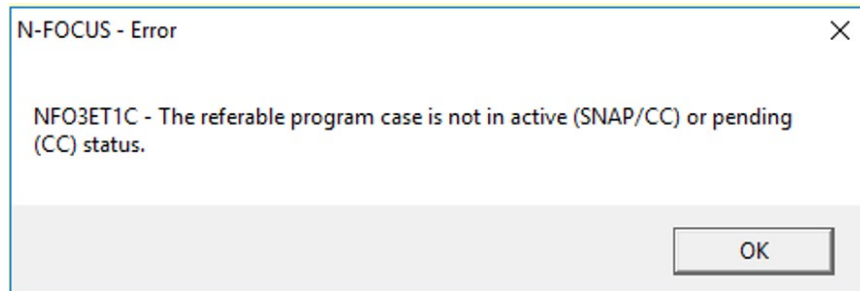
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General Interest and Mainframe

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:

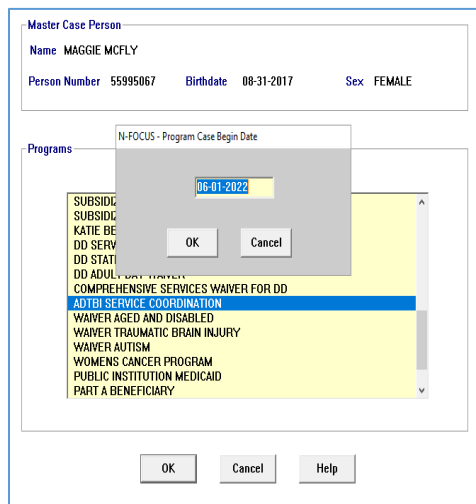


Developmental Disabilities

AD Waiver and TBI Waiver Service Coordination ADTBI SC Program Case (New)

A new program case has been created for AD Waiver and TBI Waiver Service Coordination called ADTBI Service Coordination. This will be utilized to ensure a person known to the N-FOCUS system has data elements transferred to the Therap System for HCBS Single Case Management.

- Use of this program will be for Service Coordination and Eligibility and Enrollment.
- Case assignments to a Gatekeeper Position is required.



ADTBI Waiver Tracking (New)

ADTBI Waiver tracking is accessed from the ADTBI Program Case Window Actions>ADTBI Waiver Tracking option. When this menu option is selected, the List Waiver Services window will display.

Application Date	Determination Date	Determination	Type	Created by	Created
05-01-2022	06-27-2022	Eligible	AD Waiver	DSSZ928	06-16-2022

Determination	Determination	Eligibility Begin Date	Eligibility End Date	Created by	Created
07-06-2022	Not Eligible			DSSZ952	07-06-2022

Waiver Services are listed in the Level of Care list box. To open an existing level of care item, double-click the row in the Level of Care list box to or highlight the row in the Level of Care and select the Open icon. The Detail Waiver Services window will display.

The Detail Waiver Service window is used to view and update Waiver Services.

Person Name: MARTY MCFLY JR

Level of Care

Application Date: 05-01-2022 Determination: Eligible

Determination Date: 06-27-2022 Type: AD Waiver

Eligibility

Determination Date: 07-06-2022 Determination: Not Eligible

Eligibility Begin Date: Eligibility End Date:

Buttons: UPDATE, History, Services, Expln Reason, History

Note: To create a new row, select the New icon from the List Waiver Services window.

Level of Care Group Box

Selecting the History Button from the Level of Care Group box will open the Level of Care History Pop Up window.

History

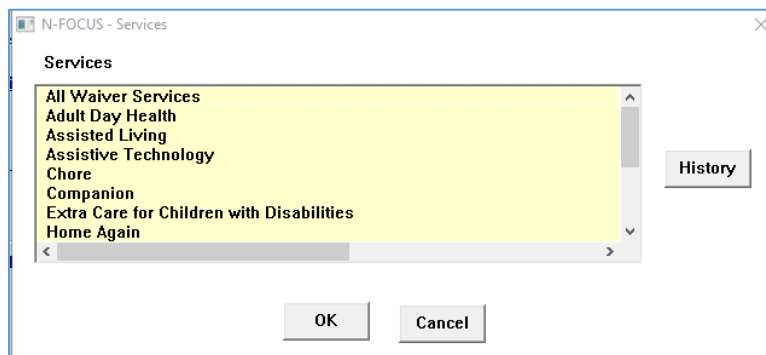
Determination	Type	Application Date	Determination Date	Begin Date
Pending - State R	AD Waiver	05-01-2022	05-15-2022	06-16-2022
Eligible	AD Waiver	05-01-2022	06-27-2022	06-27-2022

Eligibility Group Box

Selecting the Services Button from the Eligibility Group Box will open the Services Pop-Up window.

Services

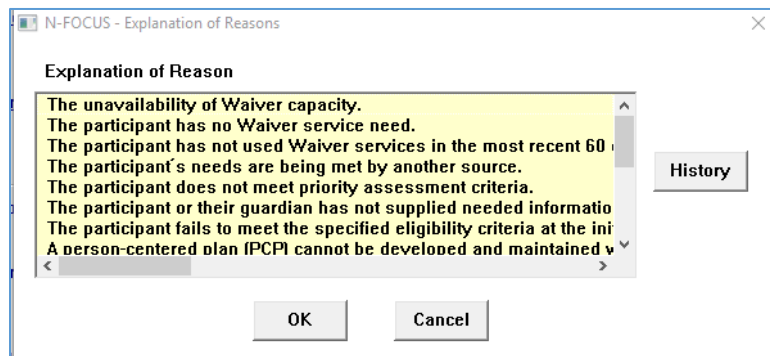
will



Note: Selecting the History button will open the Service History Pop Up window.

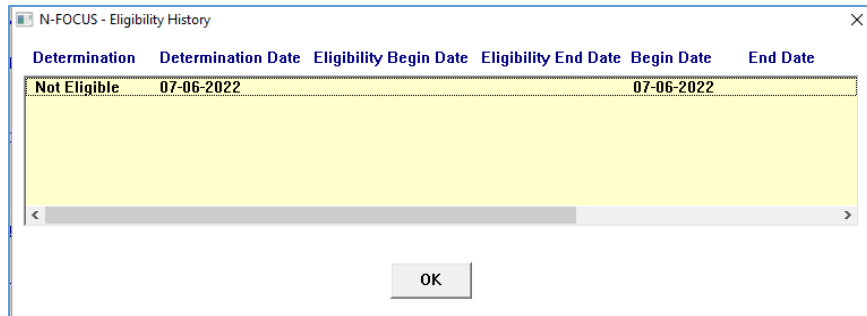
Selecting the Expln Reason Button from the Eligibility Group Box will open the Explanation of Reasons Pop-Up window

Expln Reason



Note: Selecting the History button will open the Expln of Reason History Pop Up window.

Selecting the History Button from the Eligibility Group Box will open the Eligibility History Pop-Up window



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.

 A screenshot of a "VSTAT Death Window" form. The form contains the following information:

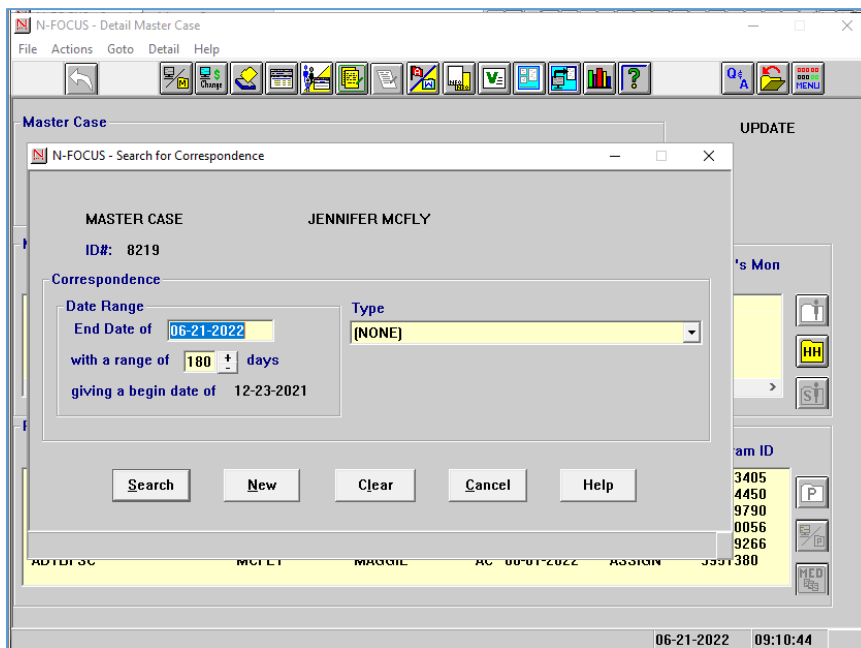
- Certificate Number: 11149 2005
- Interface Received Date: 06-02-2022
- Deceased**
 - Name: ANNIE INTERFACE
 - SSN: 173-33-3333
 - Sex: F
 - Birth Date: 11-30-1913
 - Marital Status: Widowed
 - Spouse's Name: ROBERT H HUNZEKER
 - Date of Death: 10-06-2005
 - Place of Death: HASTINGS, NE (ADAMS COUNTY)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

Correspondence

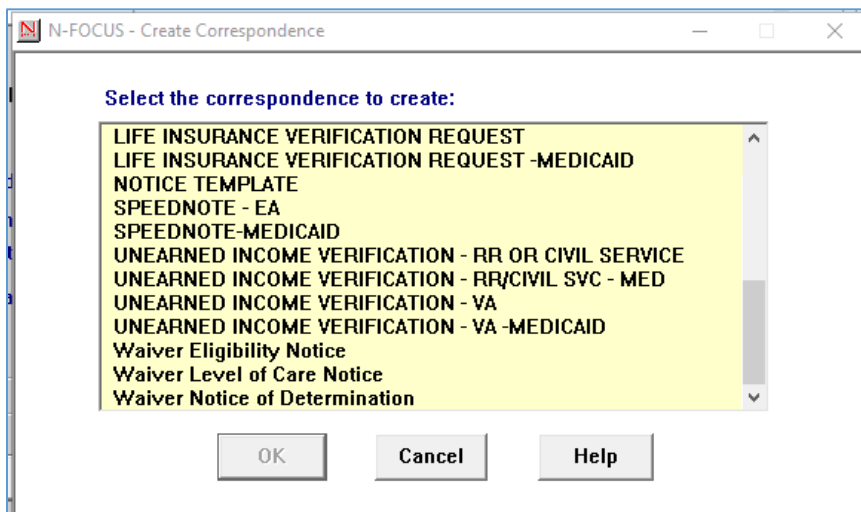
DD - Waiver Correspondence (New)

Three new Master Case correspondence types have been created.

- Select the Correspondence Icon
- Click the New button



- Scroll to locate the Waiver correspondences:
 - Waiver Eligibility Notice
 - Waiver Level of Care Notice
 - Waiver Notice of Determination



- Select the correspondence and click OK

Waiver Level of Care Notice can have an action of Met, Not Met, Application Withdrawn

N-FOCUS - Waiver LOC Notice

File Details Help

Regarding: JENNIFER MCFLY, MAGGIE MCFLY

Send To: [Empty]

Non-System Person

Eligibility: Determination, Effective Date, End Date

AD Waiver [] TBI Waiver []

Language: ENGLISH

Level Of Care: Met [], Not Met [], Application Withdrawn []

Determination Date: [Empty]

Comments: [Empty]

Waiver Eligibility Notice can have an action of Eligible or Not Eligible.

N-FOCUS - Waiver Eligibility Notice

File Details Help

Regarding: JENNIFER MCFLY, MAGGIE MCFLY

Send To: [Empty]

Non-System Person

Eligibility: Determination, Effective Date, End Date

AD Waiver [] TBI Waiver []

Language: ENGLISH

Comments: [Empty]

Waiver Notice of Determination can have an action of Terminated, Changed, Reduced, or Denied.

N-FOCUS - Waiver Determination Notice

File Details Help

Regarding: JENNIFER MCFLY, MAGGIE MCFLY

Send To: [Empty]

Non-System Person

Eligibility: Determination, Effective Date, End Date

AD Waiver [] TBI Waiver []

Language: ENGLISH

Determination Action: Terminated [], Changed [], Reduced [], Denied []

Effective Date: [Empty]

Services: All Waiver Services, Adult Day Health, Assisted Living

Explanation Reason(s): The unavailability of Waiver capacity. The participant has no Waiver service need. The participant has not used Waiver services in the most recent 60 calend

06-21-2022 09:13:54

Expert System

MLTC- Removal of Obsolete Medicaid Categories from Expert System (Update):

The following categories have been removed from any existing Expert System logic, including override category options. For any current determinations that have been overridden into an obsolete category, the override needs to be removed then budgets rerun through the come-up month. If more than one month needs to be run, the override will need to be lifted for each month individually.

- State 1619b AA
- State 1619b AB
- State 1619b AD
- Old/QMB AA
- Old/QMB AB
- Old/QMB AD
- ADC TMA - Death
- ADC TMA - Absence
- ADC TMA - Incapacity
- ADC TMA - Unemployment
- ADC MN - Absence
- ADC MN - Incapacity
- ADC MN - Unemployment
- PW
- EMAC
- MAC
- SAM
- CMAP
- KC
- KC-IEF
- SEMAC
- MAGI-SCHIP

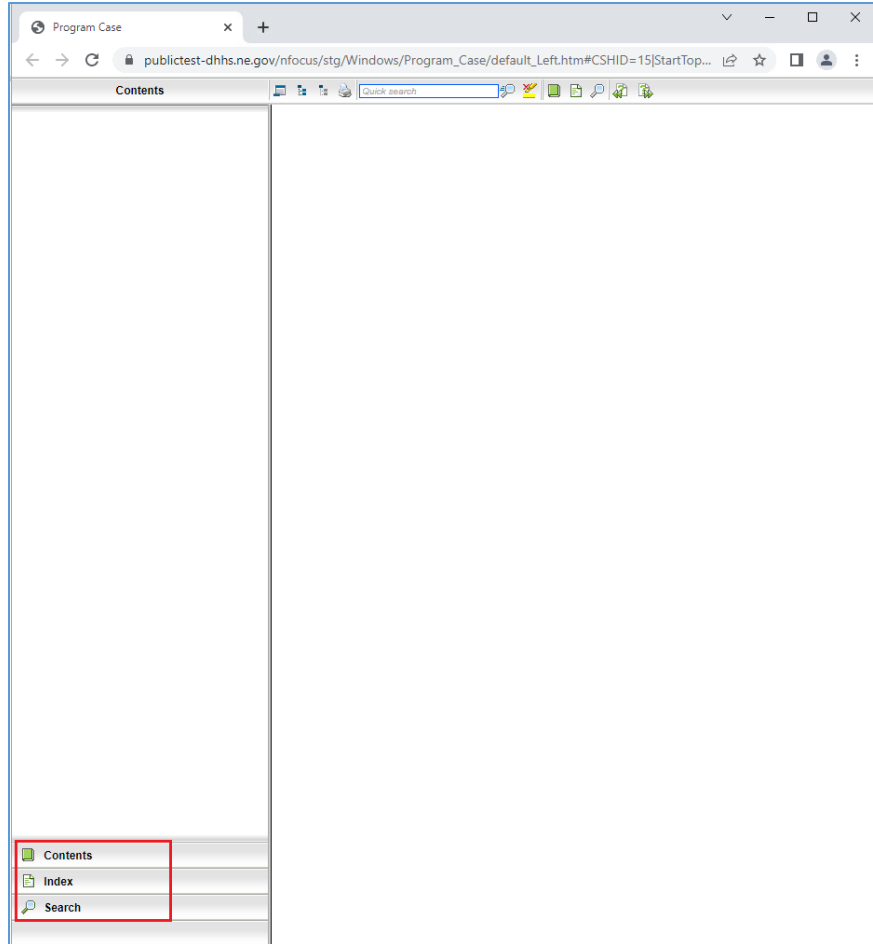
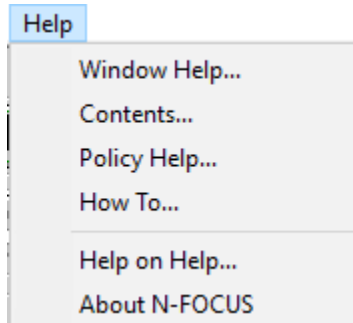
NFOCUS Tips

Viewing NFOCUS Help Topics (New)

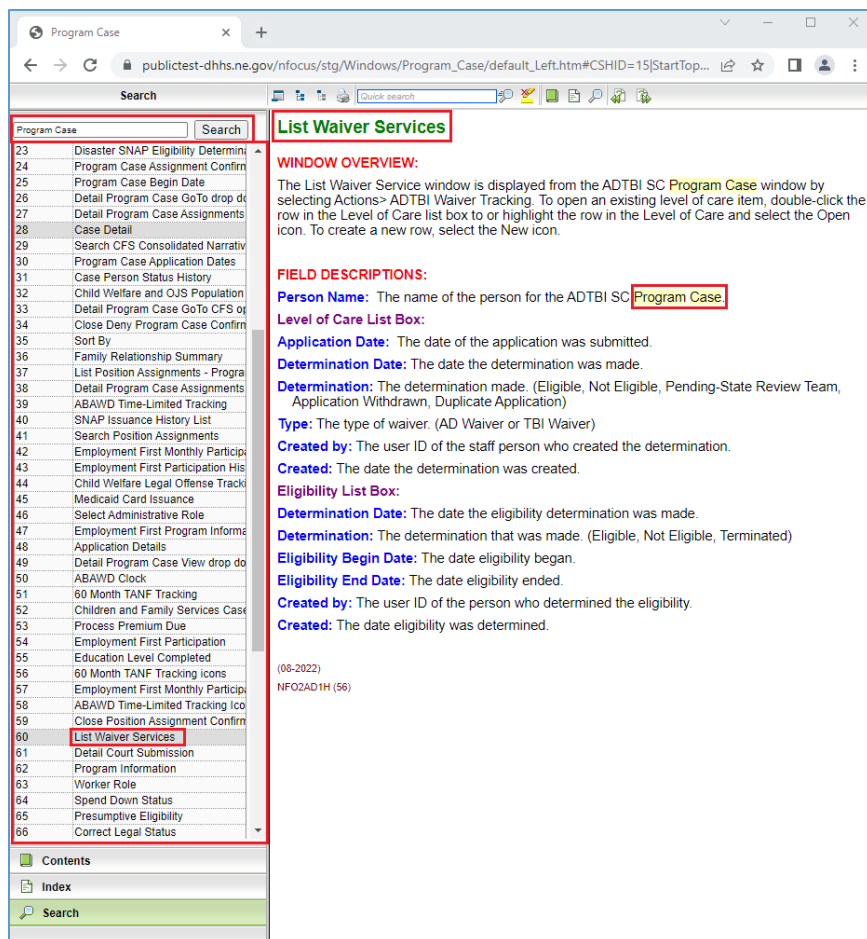
With the addition of Office 365, viewing help topics has been affected. When any Help option is selected, the displayed window will appear blank except for the tab options at the bottom of the window.

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.



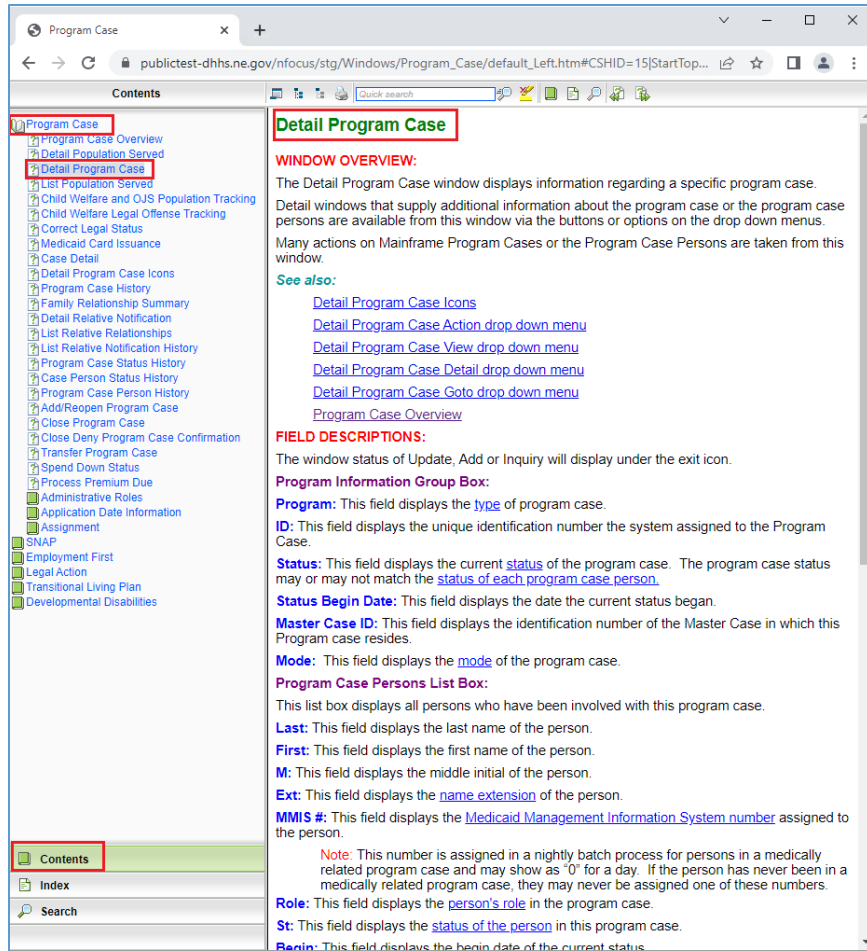
Another search option is to use the Contents tab. This search option will provide you with a Table of Contents search. Please note, not all Help Topics will be displayed when using the Contents search option. Topics related to the area of NFOCUS you are currently working in will display.

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.

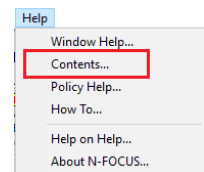
- Select the topic you want to view.
 - The topic will display on the right side of the screen.

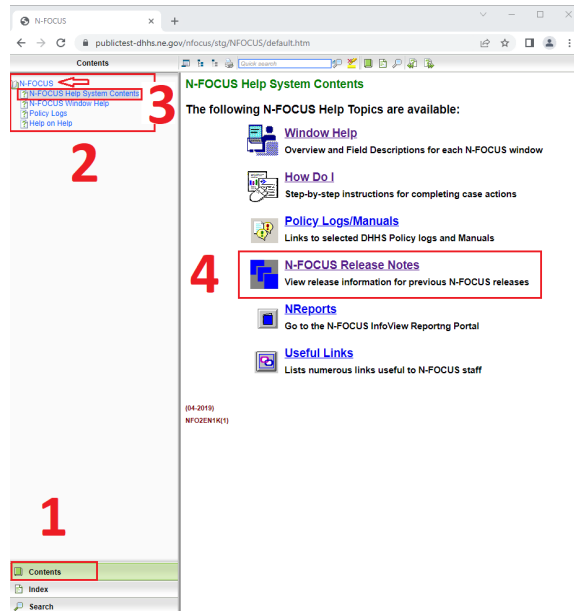


Viewing Release Notes through NFOCUS Help (Update)

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.





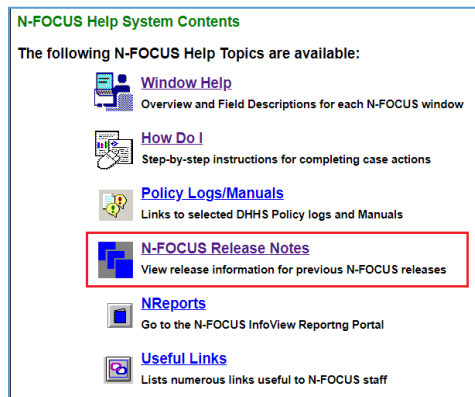
- Select the Contents Tab.

The N-FOCUS Book will display.

- Click the N-FOCUS Book.

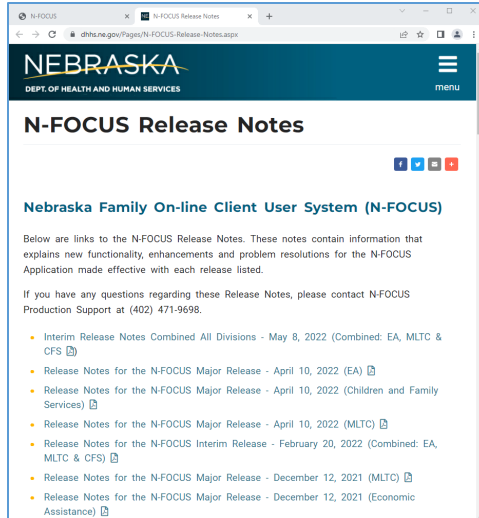
The topics within the N-FOCUS Book will display.

- 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.