
N-FOCUS Major Release Children and Family Services April 7, 2019

A Major Release of the N-FOCUS system is being implemented April 7, 2019. 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 N-FOCUS users should read this section.

Electronic Application: N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: N-FOCUS 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 N-FOCUS users with responsibility for case entry for AABD, ADC Payment, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

Note: When new functionality is added to N-FOCUS 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 will be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

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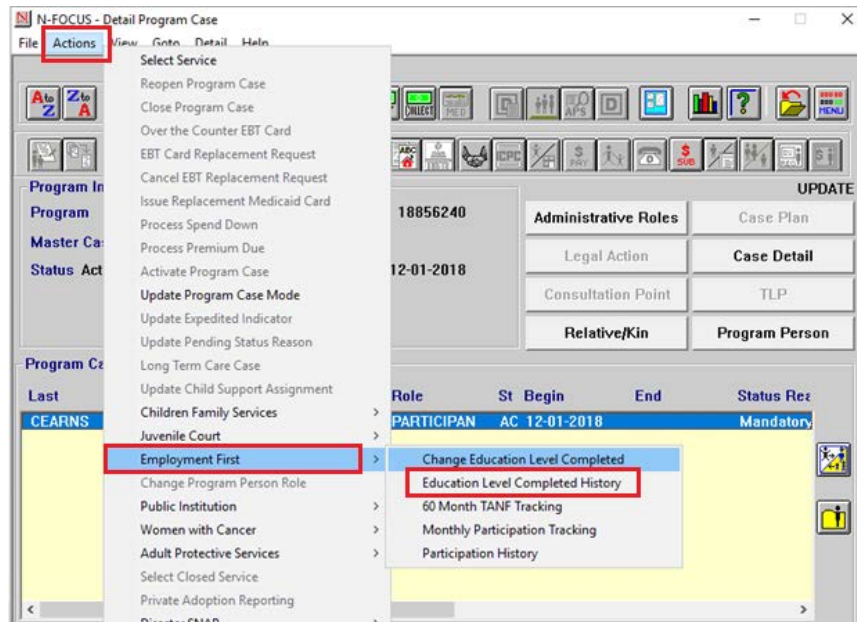
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General Interest and Mainframe

EF Education Level (Change)

With this release, the history of education level completed will display on the Education Level Completed History window. This new window is displayed from the Detail Program Case window menu Action>Employment First>Education Level Completed History.

The Education Level Completed History is a read only window.



N-FOCUS - Education Level Completed History

Completed Level of Education	Modified Date	Modified Time	Modified by
TWELFTH GRADE	03-06-2019	10:35 AM	GORDON SHUMWAY
SEVENTH GRADE	01-08-2019	11:30 AM	GORDON SHUMWAY

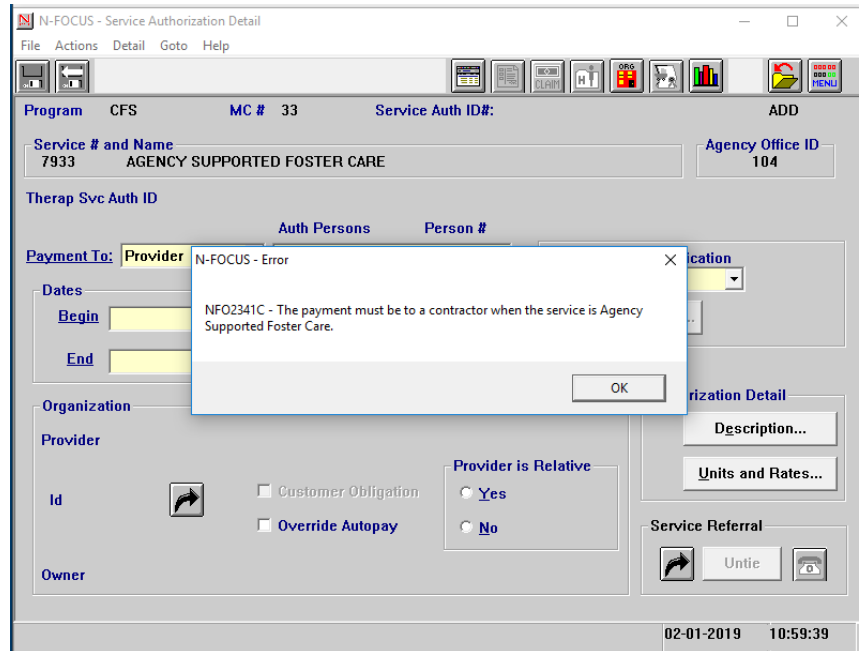
OK

Service Authorization Payment Option (Change)

For CFS Programs, when the service is Agency Supported Foster Care, the only payment method valid is Contractor.

All options will remain in the Payment To drop down list, however, if the correct payment option is not selected the following pop-up a message will display that the payment must be to the contractor when the service is Agency Supported Foster Care.

The option Contractor will then be automatically selected in the Payment To field.



Search Organization Cursor Default (Fix)

Effective with this release, the cursor on the Search Organization window will be in the Organization EIN/SSN field when this window is opened.

Alerts

Service Approval and Organization Alerts Transfers (Change)

Alerts will now transfer when the Home Details assignment changes regardless of the Home Detail status. Previously the alerts would not transfer if Home Details was not active.

Correspondence

Notice of Action with Comments (Change)

When a Notice of Action has comments the worker will now have the ability to print the document.

Children and Family Services

Court Report Electronic Submission (New)

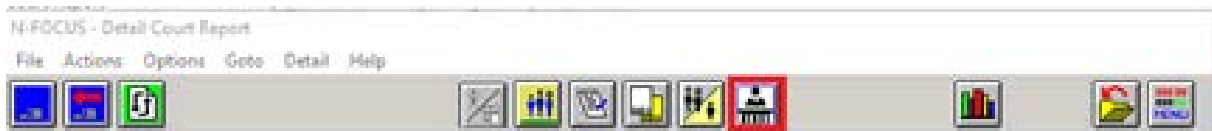
The April 7th, 2019 NFOCUS release will have the ability to electronically submit court reports to the Justice System Portal, with court approval a worker can electronically upload the Court Report and upload Court Report Addendums through the new Court Submission icon. This icon is present in the Detail Court Report window and on the main program screen.



This new upload function does not yet have the ability to upload any attachments except what is already tied to the court report. This means that documents like Visitation Notes, Mental Health Assessments, and or Drug Testing results must be submitted separately at this time. However, all tied SDM assessments such as the Case Plan, Education Court Report, and Cultural Plans will be submitted with the transmission.

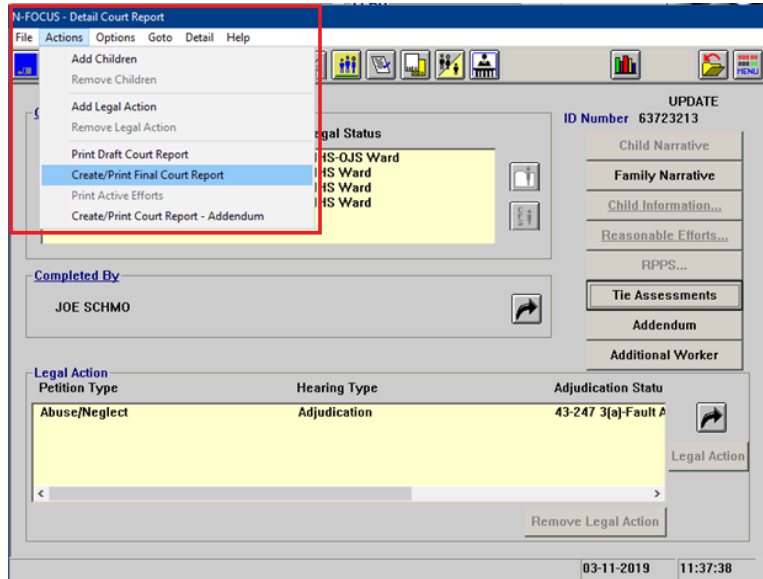
IMPORTANT NOTE: courts must approve utilizing this functionality prior to court reports being sent electronically. Please consult your supervisor if you have any questions. At this time Judge's Bar Numbers have not been loaded and will not be until court approval to send the court report electronically has been received. Additionally, this functionality is not available on the second Saturday of the month until 5pm the next day as this is when the system is down for maintenance.

1. The court report transmissions window can be accessed through the Detail Court Report window or through the Detail Program Case window.

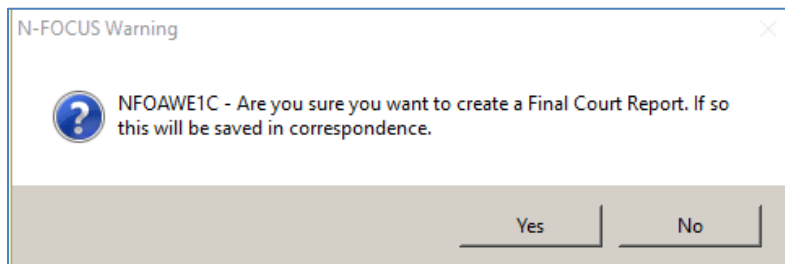


- To send a court report transmission the Court Report must be created in correspondence first. Once the Court Report is completed, click the menu Actions>Create/Print Final Court Report.

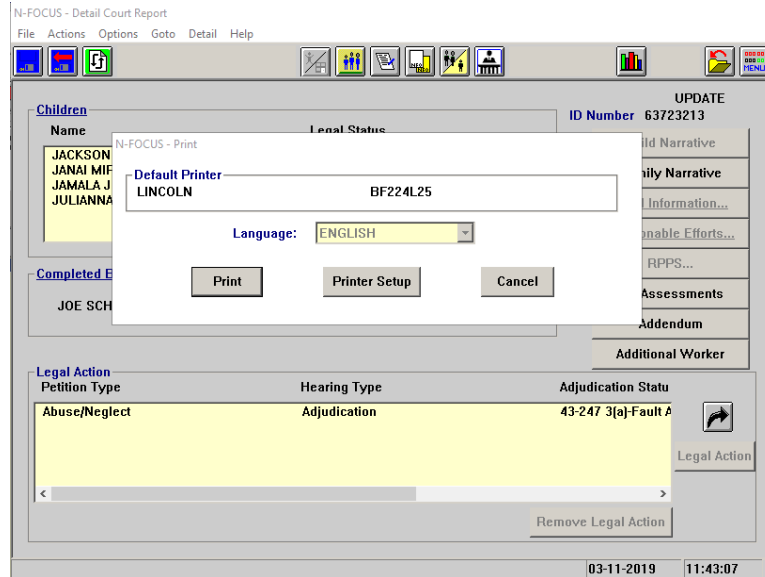
Note: Previously, the court report had to be printed before it was created in correspondence.



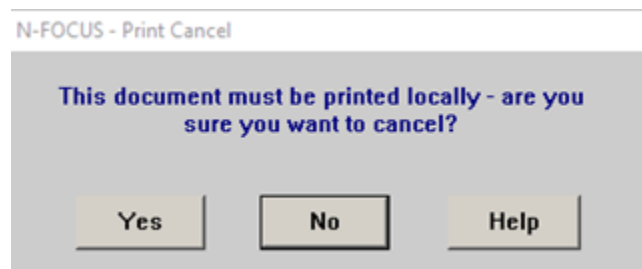
- A message will display asking if you want to create a final court report. A draft version should be created for review rather than a final version. The final version will create a copy of the court report in correspondence.



- You can print the court report at this time or print it later from correspondence.



- If you select Cancel on the Print window, the following message will display.
 - Yes – The Court Report and/or Court Report Addendum is created in Correspondence.
 - No – You are returned to the Print window to print now.



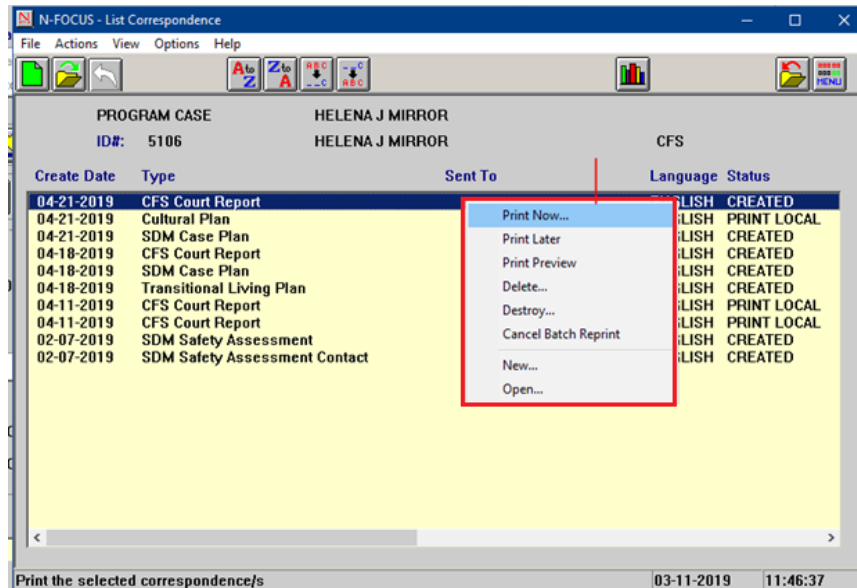
Printing the Court Report and/or Addendum from Correspondence

To print the Court Report and/or Court Report Addendum from the List Correspondence window, do the following:

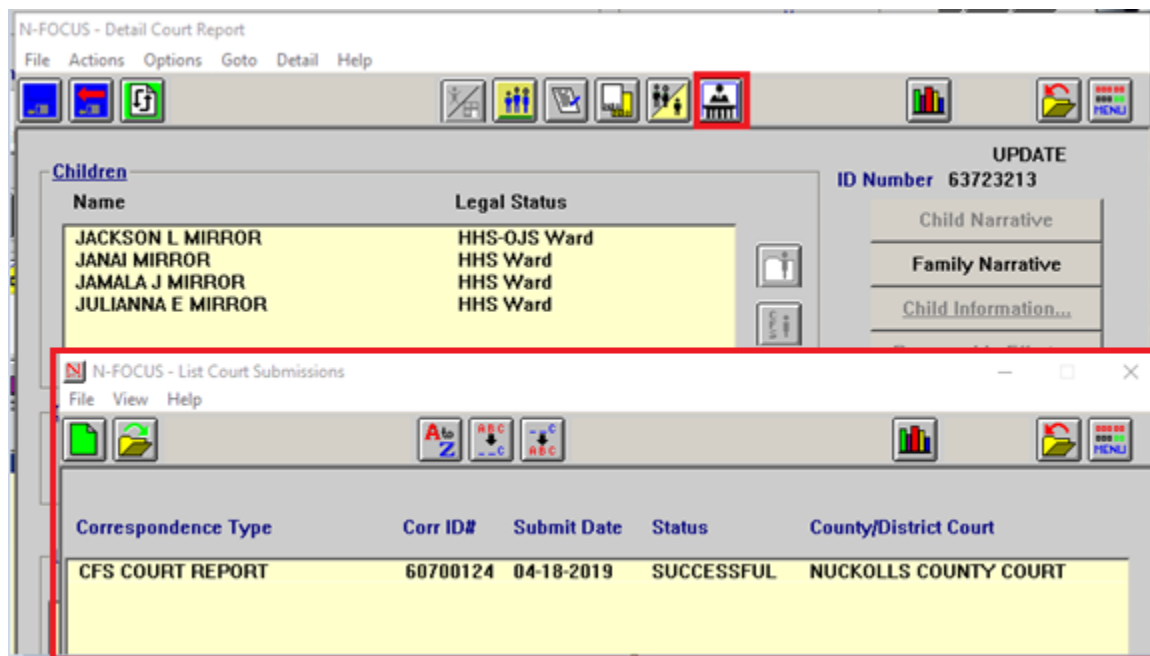
1. Create a final court report and/or addendum in the Court Report window.
2. Highlight the row to be printed
3. Right-click the highlighted row

A pop-up menu will display

4. Select Print, Print Later or Print Preview



- Once a correspondence of the Court Report and/or Addendum has been created you can select the Court Submission icon on the Detail Court Report window or the Detail Program Case window to send a court report electronically. If there are prior transmissions the first 50 will display in the List Court Submissions window.



- To create a New Transmission click the New icon on the List Court Submissions window.
 - The Detail Court Submission window will display.

N-FOCUS - Detail Court Submission

File Actions Help

Case Info

CFS Case Name HELENA J MIRROR MC# 5106 ADD

County/District Court Judge from selected Court Only

Judge

Case Year 0

Case Number 0

Correspondence Type

Correspondence ID# 0

Submit Clear Cancel

03-11-2019 12:03:39

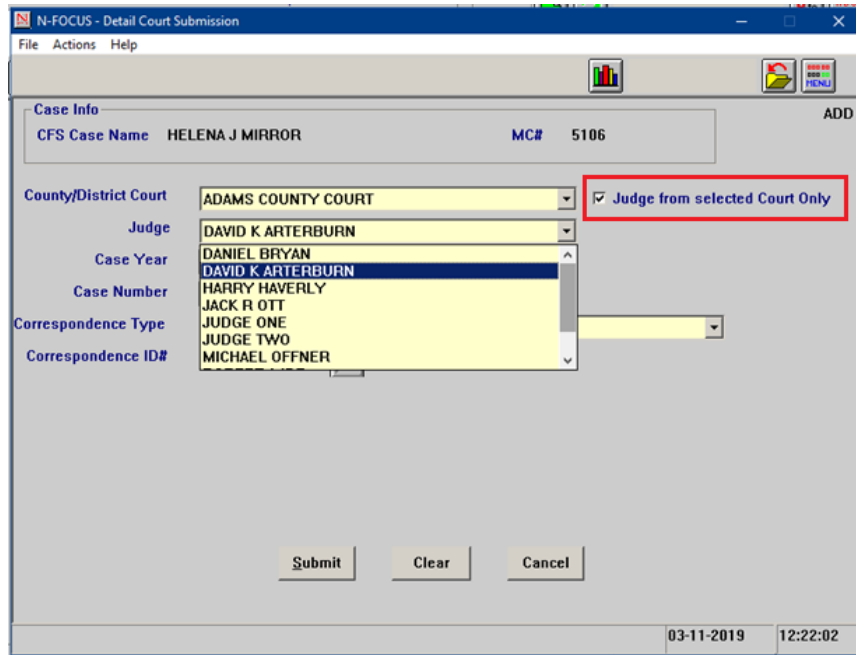
7. Enter the correct information in the fields.

Note: You must have the following basic information about the court case to send the Court Report.

- The County and or District Court
- Judge
- Case Year
- Case Number
- Correspondence Type to be electronically sent
 - Court Report
 - Court Report Addendum

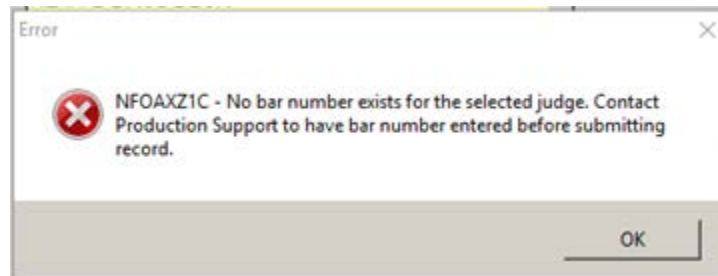
Judge from Selected Court Only Option

If the correct judge is not seen in the Judge field drop down after the County/District Court is selected, uncheck the judge from Select County Court and the list of judges will expand.



The screenshot shows the 'N-FOCUS - Detail Court Submission' window. The 'Case Info' section includes 'CFS Case Name' (HELENA J MIRROR) and 'MC#' (5106). The 'County/District Court' is set to 'ADAMS COUNTY COURT'. The 'Judge' field is set to 'DAVID K ARTERBURN'. The 'Case Year' field is set to 'DAVID K ARTERBURN'. The 'Case Number' field is set to 'HARRY HAVERLY'. The 'Correspondence Type' field is set to 'JUDGE ONE'. The 'Correspondence ID#' field is set to 'MICHAEL OFFNER'. A red box highlights the 'Judge from selected Court Only' checkbox, which is checked. The window also has a menu bar (File, Actions, Help) and a status bar (03-11-2019, 12:22:02).

Note: If you choose a judge that does not have a bar number you will receive the following error message. Only Production Support can enter a Bar Number if one does not currently exist on NFOCUS.



Completing the Additional Fields

- **Case Year:** The case year must be entered as a 4 digit number. This number is the 4 digit year the case began.
- **Case Number:** The case number is the docket number assigned to the case. For example JV134 would be entered as 134 or JV17 would be entered as 17.
- **Correspondence Type:** Select the appropriate type of correspondence Addendum for Court Report or CFS Court Report.

Note: If any of the fields are entered incorrectly, i.e. wrong judge, wrong court, wrong year and or wrong docket then the Court Report will not send.

N-FOCUS - Detail Court Submission

File Actions Help

Case Info

CFS Case Name HELENA J MIRROR MC# 5106 ADD

County/District Court ADAMS COUNTY COURT Judge from selected Court Only

Judge DAVID K ARTERBURN

Case Year 2019

Case Number 9

Correspondence Type CFS COURT REPORT

Correspondence ID# ADDENDUM FOR COURT REPORT
CFS COURT REPORT

Submit Clear Cancel

03-11-2019 12:09:35

- Once the fields are all completed, click the Out Select Arrow (shown below).

N-FOCUS - Detail Court Submission

File Actions Help

Case Info

CFS Case Name HELENA J MIRROR MC# 5106 ADD


County/District Court ADAMS COUNTY COURT Judge from selected Court Only

Judge DAVID K ARTERBURN

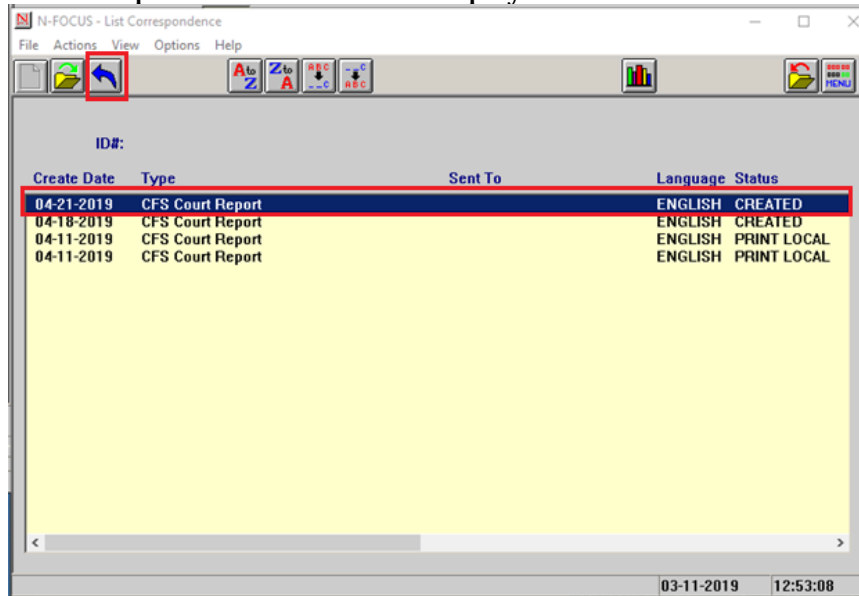
Case Year 2019

Case Number 9

Correspondence Type CFS COURT REPORT

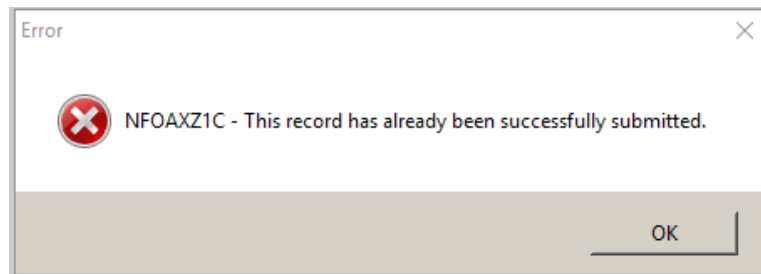
Correspondence ID# 0 

- The List Correspondence window will display.



- Highlight the appropriate row.
- Click the Blue Return Arrow.
 - The Detail Court Submission window will display.

Note: If the court report has already been sent you will receive the following error message. Court Reports and Court Report Addendums can only be sent once. If you need to resend the same Court Report you must go back the to the Detail Court Report window and create a new correspondence for the Court Report or Court Report Addendum. This will ensure duplicate reports are not being sent to judges.



5

N-FOCUS - Detail Court Submission

File Actions Help

Case Info

CFS Case Name HELENA J MIRROR MC# 5106 ADD

County/District Court ADAMS COUNTY COURT Judge from selected Court Only

Judge DAVID K ARTERBURN

Case Year 2019

Case Number 9

Correspondence Type CFS COURT REPORT

Correspondence ID# 23971195

Submit Clear Cancel

03-11-2019 12:58:07

Note: The Correspondence ID on the Detail Court Submission window will have a number indicating a correspondence has been selected.

8. Click Submit to send the document.

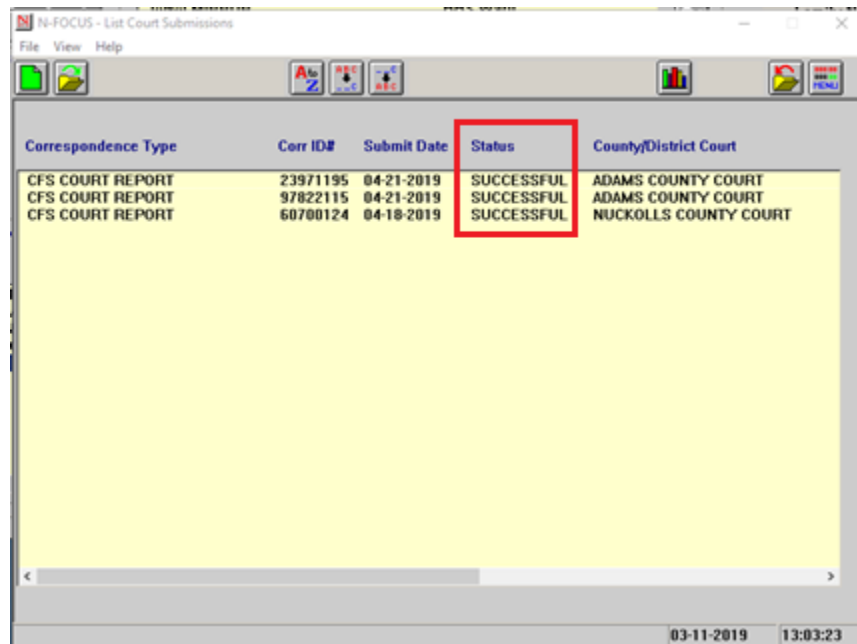
Clear Button – select to clear all the fields and start over

Cancel Button – select to cancel the transmission and close the window

Transmission Status of the Court Report/Court Report Addendum

After you have submitted the document the status will show as Initiated on the Detail Court Submission window.

To see an updated status you must leave the Detail Court Submission window by clicking the Cancel button or the Close icon. The List Court Submissions window will display.



The screenshot shows a window titled "N-FOCUS - List Court Submissions" with a menu bar (File, View, Help) and a toolbar. The main area contains a table with the following data:

Correspondence Type	Corr ID#	Submit Date	Status	County/District Court
CFS COURT REPORT	23971195	04-21-2019	SUCCESSFUL	ADAMS COUNTY COURT
CFS COURT REPORT	97822115	04-21-2019	SUCCESSFUL	ADAMS COUNTY COURT
CFS COURT REPORT	60700124	04-18-2019	SUCCESSFUL	NUCKOLLS COUNTY COURT

The "Status" column is highlighted with a red box. The bottom status bar shows the date "03-11-2019" and time "13:03:23".

The List Court Submission window will indicate three status:

- Successful
- In-progress
- Failed

Successful - means the document has been sent and updated to the justice service. The transmission should only take a few seconds

In Progress - means NFOCUS is attempting to send the court report. NFOCUS will attempt to send for a period of time and if it is not successful this status could change to Failed

Failed – means the document did not transmit successfully. If problems persist in sending a transmission or you are unsure why the transmission was not successful, contact Production Support

Note: If the court report needs to be sent and it is time sensitive please make other arrangements to send the court report.

Failure Reasons

If you return to the List Court Submission Window to see the status of the transmission and the status is Failed, the court report did not transmit. To see the reason the transmission failed, double click on the failed transmission row. The Detail Court Submission window will display.

The screenshot displays two windows from the N-FOCUS application. The top window, titled 'N-FOCUS - List Court Submissions', contains a table with the following data:

Correspondence Type	Corr ID#	Submit Date	Status	County/District Court
CFS COURT REPORT	78298251	04-21-2019	FAILED	BANNER COUNTY COURT
CFS COURT REPORT	23971195	04-21-2019	SUCCESSFUL	ADAMS COUNTY COURT
CFS COURT REPORT	97822115	04-21-2019	SUCCESSFUL	ADAMS COUNTY COURT
CFS COURT REPORT	60700124	04-18-2019	SUCCESSFUL	NUCKOLLS COUNTY COURT

The 'Status' column for the first row is highlighted with a red box. Below this, the 'N-FOCUS - Detail Court Submission' window is open, showing details for the failed submission. The 'Response Message' field at the bottom is highlighted with a red box and contains the text: 'ERROR: CASE NOT FOUND: C 93 JV 16 0005623'.

The Response Message will provide the reason for the failure. You will need to correct the error. Contact Production Support for assistance with failed transmissions.

Court Report (Change)

The legal guardian name and address was added to the cover page of the court report. The child or children they are legal guardian will also appear directly below the Legal Guardian Name.

Example Cover Page:

Legal Guardian:

Name: HELENA J MIRROR
Address: 5401 SOUTH ST
LINCOLN NE 68505

Children:

Name:	JACKSON L MIRROR	Docket and Page #:	JV19/09
Legal Status:	HHS-OJS Ward		
Race:	White		
Ethnic:	Not Hispanic or Latino		
Birthdate:	04-12-2001	Age:	18 years
Adjudication:	43-247 3(a)-Fault Abuse/Neglect		
	Adjud Date: 01-01-2019	Disp Date:	
Placement:	PENELOPE MIRROR	Foster Home-HHS	
	1556 SOUTH ST APT 56C	Date:	01-17-2019
	LINCOLN NE 68502		
Name:	LAURA MOPER		
Legal Status:	HHS Ward		
Race:	American Indian or Alaska Native		
Ethnic:	Not Hispanic or Latino		
Birthdate:	01-02-2002	Age:	17 years
Adjudication:			

Judge's Bar Number Field (New)

The following information is entered/updated by Production Support only.

For Organizations that are County or District Juvenile Courts, and a Judge is listed as a Related Person for the organization, the judge's Bar Number will be displayed on the Organization Related Persons window.

This information is used when the court has been approved to receive DHHS legal documents electronically through the new Court Transmission function. If you have received permission from a supervisor to send court documents electronically and receive an error that the Judge Bar Number has not been entered, contact Production Support.

To view the Judge's Bar Number, follow these steps:

- From the Detail Organization window, double-click the Related Persons row for the Judge.
- The Organizations Related Persons pop up will display.

Screen prints on the following page.

N-FOCUS - Detail Organization

File Actions Details Goto View Help

Organization Name: FILLMORE COUNTY COURT

Business As Name: [Empty]

Licensing Agent: Org is Licensing Agent

Status: Active

Dup/Perm: [Empty]

UPDATE

Medicaid Decision Point ID#: [Empty] Medicaid Only

ID#: 50208471

Tax Information ID: [Empty] ID Type: [Empty]

Begin Date: [Empty]

Organization Detail

Addresses... Address History ...

Tax Details... Home Details...

Telephones... List Service Auth...

Energy Fuel Type

Related Persons Last	First	Type	Family Role	Sex	Birth Date	End Date
BRYAN	DANIEL	JUDGE		MALE		
HATFIELD	GARY	JUDGE		MALE		
HAYERLY	HARRY	JUDGE		MALE		
OFFNER	MICHAEL	JUDGE		MALE		
OTT	JACK	JUDGE		MALE		
WESTER	ROBERT	JUDGE		MALE		

N-FOCUS - Organization Related Persons

Related Person

DANIEL BRYAN

Number 42495343

Relationship

Type: JUDGE

Begin Date: 09-15-2006

Family Role: [NONE]

End Date: [Empty]

Judge's Additional Information

Judge BAR Number: 12211

OK Training Probation Youth Cancel Help

Placement Preference and Provider Matching (Change)

Changes to the Placement Preferences Window, (from the Home Details window) have been made to allow for easier selection of Acceptable Conditions. The conditions are broken down by Category and Condition.

The screenshot shows the 'N-FOCUS - Detail Placement Preference' window. The 'Selection Condition' section is highlighted with a red box. It contains two radio buttons: 'Select All' (which is selected) and 'Deselect All'. Below this is a 'Category' list with five items: 'Behavioral', 'Bones, Joints, and Muscles', 'Brain and Nervous System', 'Cancer and Tumors', and 'Emotional and Mental Health'. Underneath is an 'Acceptable Conditions' list with seven items: 'Amputation', 'Abandonment', 'Acidosis', 'Acromegaly', 'Adjustment Disorder', 'Aggressive Behavior', and 'Agnosia'. At the bottom of the window, there are fields for 'Sibling Group Size' (set to 0) and 'Cross Cultural' (set to None).

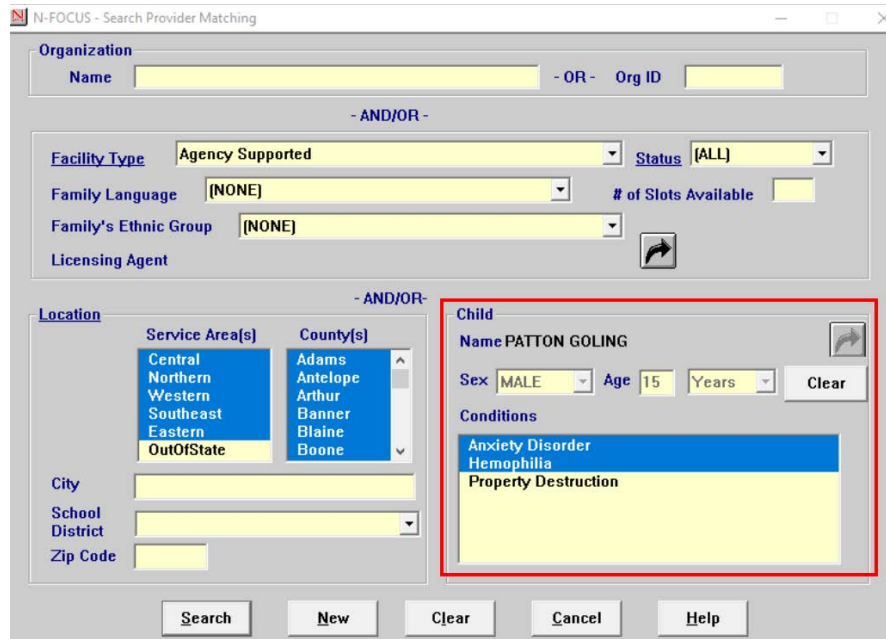
If a Category is selected, then all those conditions in that Category will be selected as Acceptable Conditions. “Select All” and “Deselect All” will update the Categories, which drive the selection of the Acceptable Conditions. If you click on “Select All,” then deselect a Category (like picture above), then the “Select All” will no longer show as selected and all the corresponding Acceptable Conditions listed under the deselected Category will also deselect. Or if you select all Categories, but deselect a specific condition, the corresponding Category will deselect.

After making changes, be sure to save or save & close the window. When returning to the Placement Preferences window, all the selections saved, will be visible.

The Provider Matching window will be updated to allow for child specific searches.

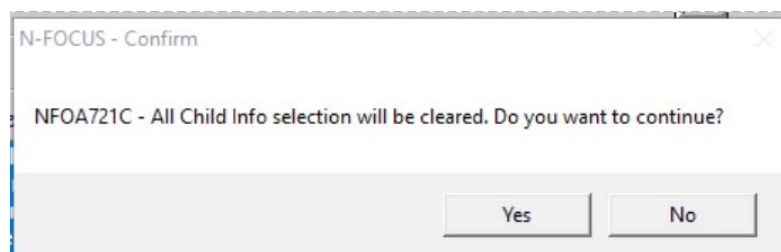
The screenshot shows the 'N-FOCUS - Search Provider Matching' window. It has several sections: 'Organization' with 'Name' and 'Org ID' fields; 'Facility Type' set to 'Agency Supported' and 'Status' set to '[ALL]'; 'Family Language' set to '[NONE]' and '# of Slots Available' field; 'Family's Ethnic Group' set to '[NONE]'; 'Licensing Agent' field; 'Location' section with 'Service Area(s)' and 'County(s)' lists, 'City', 'School District', and 'Zip Code' fields; 'Child' section with 'Child Name' field (highlighted with a red box), 'Sex' set to '[NONE]', and 'Age' set to '[NONE]'; and 'Conditions' list with seven items: 'Amputation', 'Abandonment', 'Acidosis', 'Acromegaly', 'Adjustment Disorder', 'Aggressive Behavior', and 'Agnosia'. At the bottom are buttons for 'Search', 'New', 'Clear', 'Cancel', and 'Help'.

To use a child's specific characteristics on the search, click on the black arrow in the Child section. This will open the person search window. Find your child (using Name, Person ID, SSN, etc.) Select the child and click on the blue arrow, to bring the child's characteristics back to the Provider Matching window.



The selected child's Name, Sex, Age and any Person Conditions will be listed. Up to 5 conditions can be selected for the search. Any facilities that match all the search criteria and have the selection conditions, sex and age listed as acceptable conditions will populate in the List Provider Matching window.

To keep the other search criteria and just change the child's characteristics, click on the "Clear" button in the Child section. You will get a confirmation window.



Yes – click to clear the child's information on the search window
No - click to keep it.

Note: *If you click the "Clear" button at the bottom of the window (next to New and Cancel), all the selected search criteria will be cleared.

Service Referral Window; Organization ID and Frequency Logic (Changes)

These changes on the Service Referral window include; displaying the Organization ID number for the provider that is selected on the service referral, and removing the requirement for frequency selection. Frequency selection will be optional, based upon the units and type selected.

The screenshot displays the 'N-FOCUS - Detail Service Referral' window. Key fields include: Case 5023, Program CFS, ID Nbr 945403, Status Final, Status Date 04-15-2019, Completed By BELLE O BALL, Name DARLA STARLING, Service IFP TIER 1, Provider BENEFICIAL HEALTH SERVICES with Org ID 29540847, Services Begin Date 04-20-2019, End Date 06-01-2019, Units 42, Type Day, Frequency [NONE], and Visitation Plan Tie, Untie and View tied Visitation Plan(s).

Client Phone Numbers on the Service Referral Correspondence (Correction)

An issue was reported where the incorrect client phone number was being listed on the Service Referral correspondence that is sent to providers. This issue occurred when a client's phone number was updated after the Service Referral was initially created. This issue has been corrected to list the client's number when the correspondence is created.

Nebraska Caregiver Responsibilities/NCR Mobile Site (Change)

When using this site there will now be character limits for the Master Case or Name searches, to align with the maximums for these fields in N-FOCUS Production. The maximum characters for the Master Case search is 8. The maximum for First Name is 20 and Last Name is 25.

The screenshot shows the 'Child Search' window with 'Child Name' selected. The 'First Name*' field is limited to 20 characters, and the 'Last Name*' field is limited to 25 characters. The 'Search Type' is set to 'Partial'.

The screenshot shows the 'Child Search' window with 'Master Case' selected. The 'Master Case*' field is limited to 8 digits. A 'Search' button is visible at the bottom.

List Service Referral Window Sorting and Filter Functions (Correction)

An existing issue was discovered during the previous Major Release with the Sorting and Filter Functions on the List Service Referral Window. Prior to this correction, the sorting and the filter functions were not allowing sorting or filtering by all the possible fields. These issues have been corrected.

Independent Living Placement (Changes)

The following changes have been made to Independent Living Placements.

Reason Code Left B2I Program (Change)

A youth placed in Independent Living placement can now have his or her placement closed with the reason of Left B2I Program.

N-FOCUS - Detail Placement

Name: DEREK GIVENS

Type: Independent Living Facility Type/Living Arrangements: Residing w/ Former Foster Home

Where Placed: Organization - OR - Parent/Caretaker

Status Info: N-FOCUS - Close Placement

End Date: 04-22-2019 Planned Change of Placement:

Reason: **Left the B2I Program**

Reason for the change in placement	Date	Time
Left the B2I Program	3-12-2019	12:01:25
Left the B2I Program	3-12-2019	12:01:21

New Independent Living Placement Types Added (Change)

Three new Independent Living Placement Types have been added:

- Residing w/ Former Foster Home
- Residing w/ Former Guard/Relative
- Transitional Living Program

The screenshot shows the N-FOCUS - Detail Placement window. The Name field contains "DEREK GIVENS". The Type dropdown is set to "Independent Living". The Facility Type/Living Arrangements dropdown is open, showing a list of options. Three options are highlighted with red boxes: "Residing w/ Former Foster Home", "Residing w/ Former Guard/Relative", and "Transitional Living Program". The Status Date is "04-22-2019". The bottom status bar shows "Where the child is placed", "03-12-2019", and "12:10:24".

Eliminate Edits to Open B2I Payment Program Case (Change)

All edits have been removed which prohibit a B2I case from being opened.

Previously a youth needed to be between 19-21, a YAV's youth, and an active participant in CFS case for the B2I Payment case to be opened. These edits have all been removed so B2I supervisors can track applications received and put them into pending status. Once in pending status supervisors can open a case in Pending status and then use the new B2I Program Case Closure reasons to close the pending case.

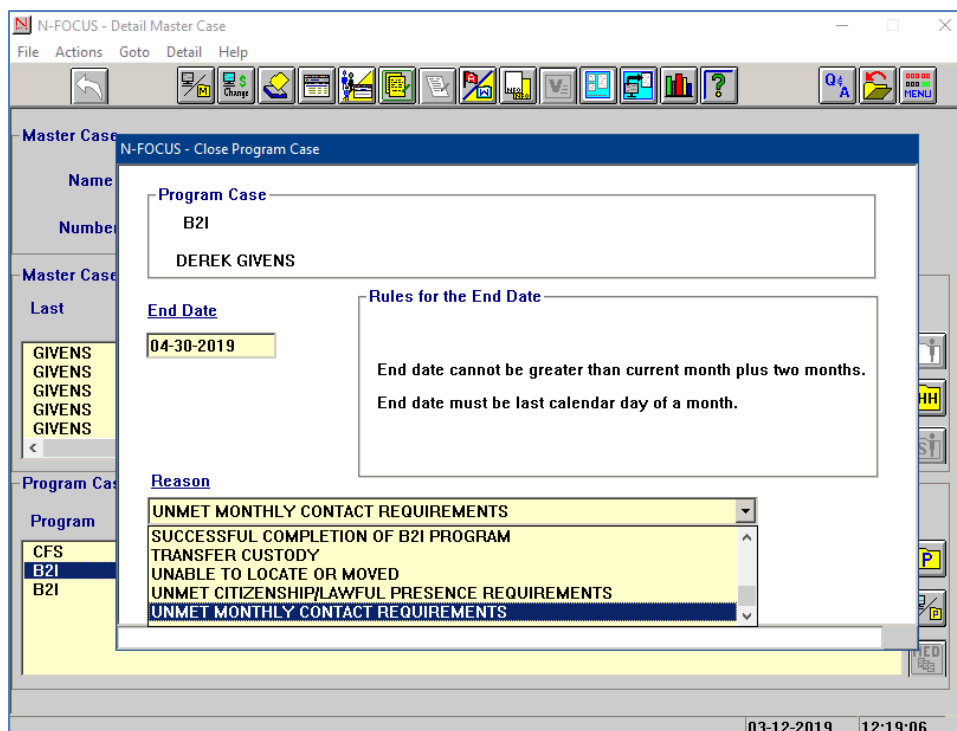
B2I Program - New Case Closure Reasons Added (Change)

New Case closure reasons have been added to B2I Program Payment case. These are cases that IMFC worker open and Close. These reasons have been added so that Program Supervisors can better track why B2I youth are leaving the program or not accepted into the program. The new case closure reasons will not appear in CFS Program cases.

The new case closure reasons added are:

- No prior juvenile adjudication under Neb. Rev. Stat. § 43-247(3)(a).
 - Abbreviated version in NFOCUS: No prior juvenile adjudication 43-247(3)(a)
- Did not complete the application process with the Independence Coordinator

- Abbreviated version in NFOCUS: Did not complete application with IC
- Did not meet the citizenship/lawful presence requirements.
 - Abbreviated version in NFOCUS: Unmet citizenship/lawful presence requirements
- Court terminated/dismissed the case unsuccessfully
 - Abbreviated version in NFOCUS: Court dismiss
- Successful Completion of B2I program
 - Abbreviated version in NFOCUS: Successful Completion of B2I program
- Did not meet Monthly Contact Requirements
 - Abbreviated version in NFOCUS: Unmet monthly contact requirements
- Not in out-of-home placement or discharged to independent living when you attained age 19.
 - Abbreviated version in NFOCUS: No OH placement or IL placement as of 19
- Did not meet the educational or employment conditions
 - Abbreviated version in NFOCUS: Educational and or employment conditions not met
- Run-a-away changed to Missing



B2I Payments (Change)

B2I – payments for the Bridge to Independence Program must be made electronically. If the payee does not have direct deposit set up they will receive a State Debit Card (Reliacard).

Protective Service Alert (Changes)

The following changes have been added to the Protective Service Alert (PSA) process:

PSA Time Out Session (Change)

When completing a Protective Service Alert (PSA) if you leave the window open without making any changes or saving the application, a time out message will display after 30 minutes.

The message will warn you that the session will time out unless they would like to keep it open. Anything not saved prior to the time out session will be lost.

Note: There is an error occurring that will be fixed next release that occurs if the window time's out three times. On the third time out session, narrative data disappears. A worker completing a PSA in draft or submitted status should avoid leaving the PSA open for more than 30 minutes without saving.

PSA Youth Name Added to Closing Email (Change)

With this release, when a Protective Service Alert is closed the automatic email sent to designated Program Staff and Administrators to let them know the Protective Service Alert has been closed will now include the youth's name instead of just the ARP number and Master Case number.

Person Involvement Additional Search Inquiries (Change)

Two additional search inquiries have been added to the Person Involvements button on Person Detail. The new search inquiries added are:

- Professional Relationship
- Relative Kin

The following inquiries have been moved to the Go To menu:

- Condition for Return
- Protective Capacity

The screenshot shows the 'N-FOCUS - Person Detail' window. The window title is 'N-FOCUS - Person Detail'. The menu bar includes 'File', 'Actions', 'Detail', 'Goto', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Person Name:** Fields for First (MARY), Middle (M), Last (GAMBOLD), and Ext ([NONE]).
- SSN:** 505-85-0127
- Birth Date:** 09-05-1992
- Sex:** Radio buttons for Female (selected), Male, and Unknown.
- Deceased Date:** Empty field.
- Person Number:** 50214
- Right Panel:** A grid of buttons for various inquiries and actions, including 'CHARTS Referral NCP...', 'Demographics...', 'Medicare Inquiry', 'Address...', 'MMIS History...', 'Address History...', 'Person Involvements' (highlighted with a red box), 'Client Preferences', 'PIN Management', 'E-Mail Addr. History', 'Program Cases...', 'Military/International...', 'Schol Attendance...', 'Name History...', 'State Ward Details...', 'Person Verification...', 'Tribal...', 'SSN History...', 'YRTC Narrative', and 'Telephone...'.

Additional Screen Prints on the following page.

Person Name MARY M GAMBOLD Person Number 50214

Person Involvements

<input checked="" type="checkbox"/> MASTER CASE	<input type="checkbox"/> DEVELOPMENTAL DISABILITIES
<input type="checkbox"/> SERVICE NEEDS ASSESSMENT	<input type="checkbox"/> SERVICE REQUEST
<input type="checkbox"/> ORGANIZATION	<input type="checkbox"/> CHARTS REFERRAL
<input type="checkbox"/> PERSON TRACKING	<input type="checkbox"/> EXTERNAL OVERPAYMENT
<input type="checkbox"/> PAYMENT METHOD	<input type="checkbox"/> ELIGIBILITY DETERMINATION OP

Children and Family Services

<input type="checkbox"/> ORG RELATED INVESTIGATION	<input type="checkbox"/> APS INVESTIGATION
<input type="checkbox"/> CHILD REVIEW	<input type="checkbox"/> SAFETY ASSESSMENT
<input checked="" type="checkbox"/> INTAKE	<input type="checkbox"/> SAFETY PLAN
<input checked="" type="checkbox"/> ALLEGATION	<input type="checkbox"/> PROTECTIVE CAPACITY
<input checked="" type="checkbox"/> CENTRAL REGISTRY	<input type="checkbox"/> PROTECTIVE ACTION
<input checked="" type="checkbox"/> STRUCTURED DECISION MAKING	<input checked="" type="checkbox"/> PROFESSIONAL RELATIONSHIP
	<input checked="" type="checkbox"/> RELATIVE KIN

N-FOCUS - Person Involvement Inquiry

File Actions Goto Help

Person Name MARY M GAMBOLD Person Number 50214

Person Involvements

N-FOCUS - List Relative Kin Relationships

Person Involved MARY M GAMBOLD

Relative Name	Child Name	Relationship Type
MARY M GAMBOLD	HARRY BURNS	AUNT - MATERNAL
MARY M GAMBOLD	HEIDI M BURNS	AUNT - MATERNAL
MARY M GAMBOLD	KATELYNNE BURNS	AUNT - MATERNAL

OK

N-FOCUS - List Professional Relationships

File View Goto Help

Case Person	Relationship	Professional	Phone #	Begin
MARY M GAMBOLD	BIOLOGICAL PARE	MAXIE M GAMBOLD		11-15-2016
MARY M GAMBOLD	BIOLOGICAL PARE	MALIEK M GAMBOLD		11-15-2016
MARY M GAMBOLD	BIOLOGICAL PARE	BILLY GAMBOLD		06-21-2018
MARY M GAMBOLD	BIOLOGICAL PARE	ANNA GAMBOLD		06-21-2018
MILEY M GALANIS	CASA WORKER	MARY M GAMBOLD		01-02-2019
SELAH F GALANG	CASA WORKER	MARY M GAMBOLD		01-02-2019

Intake Update Rescreen Decision (Change)

With this release, specific users will now be able to update the intake rescreen decision in Closed and Approved intakes when a rescreen decision is incorrectly entered.

Hotline CFSS and Hotline Supervisors Security (Change)

With this release, hotline CFSS and Supervisors will have the ability to remove Organizations from Intakes.

Allegations Update Intakes in Closed Status (Change)

Specific staff will have security to make changes to Allegations on screened out Intakes in Closed status. This will alleviate having to open and reclose all Intakes when a perpetrator is incorrectly identified.