NFOCUS Major Release Children and Family Services December 13, 2020

A Major Release of the N-FOCUS system is being implemented December 13, 2020. 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 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 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 and 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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Alerts

Alert #638 Foster Care Prevention Plan Needed (New)

A new program case alert, "FC Prev. Plan Needed", will be displayed for CFS cases where one or more youth in the case may qualify for a Foster Care Prevention Plan.

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Image: Second
Master Case Number 5180 Name JESSICA BADDIE Alerts Display Dt Description Program Name Alert # 04-02-2021 SERVICE AUTH CLOSED CFS BADDIE, JESSICA 582 ^ Close 04-02-2021 SERVICE AUTH CLOSED CFS BADDIE, JESSICA 538 Close 11-26-2021 FC PREV, PLAN NEEDED CFS BADDIE, JESSICA 638 History 11-22-2020 AUTH CREATED/RENEWED CFS BADDIE, JESSICA 638 History 11-12-2020 AUTH CREATED/RENEWED CFS BADDIE, JESSICA 611 * Future
Master Case Number 5180 Name JESSICA BADDIE Alerts Display Dt Description Program Name Alert # 04-02-2021 SERVICE AUTH CLOSED CFS BADDIE, JESSICA 582 ^ Close 04-02-2021 SERVICE AUTH CLOSED CFS BADDIE, JESSICA 538 Close 12-26-2027 FC PREV, PLAN NEEDED CFS BADDIE, JESSICA 638 History 11-12-2020 AUTH CREATED/RENEWED CFS BADDIE, JESSICA 611 * Future
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□ Limit to EA Alerts □ Limit to MLTC Alerts □ Limit to APS/CFS/WVR Alerts □ Limit to IMFC Alerts
Work Tasks
N-FOCUS - Detail Master Case Alert —
File Actions Goto Help
NOURY
Master Case
Number 5180 Name JESSICA BADDIE
Program CFS Name BADDIE, JESSICA
Alart Status
Type CMGMT Number 638 OPEN
Due Date Display Date 01-02-2021
Source Id SYSTEM
Alert Description
FC PREV. PLAN NEEDED
PERSONISI IN THIS CASE MAY QUALIFY FOR A FOSTER CARE PREVENTION PLAN. REVIEW IS
REQUIRED.

Correspondence

Child Advocacy Coordination Notice (Change)

The following change will apply to notices specific to Intakes that involve Child Advocacy Coordination (CAC). The Law Enforcement notice will now state CHILD ADVOCACY at the top of the notice and there will also be a notification indicator on the second page show that the CAC is involved.

Child Abuse/Neglect Intake Worksheet CHILD ADVOCACY COORDINATION REQUIRED

A notification will also populate the Law Enforcement Notice.

Intake Notification

Child Advocacy

10-14-2020

Out of Home Assessment Parent Notice (New)

The purpose of the Out of Home Assessment Parent Notification is to notify parents that their child was involved in an Out of Home Assessment completed at an organization. This correspondence is available after the Tied Intake has been closed and finalized. If there are not parent roles established or the parents are not on NFOCUS, the worker can populate the name and address of whom they would like the correspondence sent.

This correspondence is created from the Detail Investigation window Actions>Print Out of Home Assessment Parent Notification Letter. This notice is available in both English and Spanish.



N-FOCUS - Out of Home Assessment Parent Notification	– – ×
File Help	
Child Name	
Sent to Parent/Guardian	
Name	
Line 1	
Line 2	
City Zip Code	Language

Page 4

Document Imaging

Add Image via Citrix (New)

The following information is for Citrix users only:

Any document that is being added to Document Imaging, when connected to NFOCUS via Citrix, gets sent to the Citrix server to be checked-in to File Director. There are users all across the state that can be adding documents to this server and documents will be processed on a first in, first out order.

For Citrix users, a "Check-In Queue Count" field has been added to the Add Image window. This counter will display the number of documents still waiting to be processed by the Citrix server. If the worker does not see their documents in the List Image window right away, it may be because there are numerous documents to be processed by the server and the counter will provide an indication.

The counter will display the queue count once the worker has clicked "Save" in the Add Image Window to execute the Add Image function.

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Index Type	Person	Index ID	00110049	File Location
Category and	Sub-Category	Show O EA	MED O P&S O DD	Browse
		Area N-FO	CUS	H:\Business Analyst
Generate Alert	O Yes O No	~		Available Documents
Imaging Optio	O Enhanced	11-02-2020	■ *	SNAP Replacement.docx Sticky Notes.docx System Integrators.xlsx System Test run Request ex Telst AccessNE Upload Plan TEST AccessNE Upload Plan TEST ACCESSNE Upload docx TEST ADD IMAGE.docX TEST ADD IMAGE.docX TEST ADD IMAGE.docX

Expert System

Independent Living Fund (IL) Code Determination (New)

Independent Living youth monthly stipends will now automatically be assigned a fund code of IV-E or Non-IVE based on newly developed IV-E rules in Expert System based on Federal IV-E requirements. Independent Living budgets are processed in the CWIS Budgeting task and will be listed as IL. When the CWIS Budgeting task is selected, the window displays active IL cases.

- 1. Ensure the youth is in an approved Independent Living Placement in the CFS case before the IL Case is opened.
- 2. Open the IL case for the month they entered the IL placement.
- 3. Ensure Age Related details are entered.
- 4. Ensure that a current permanency hearing is entered or up to date during the time the youth was in the CFS case.
- 5. If the youth has the expense of Rent document it under 'Rentals' in the Add Expenses window.
 - An expense of rent means the amount of rent will be deducted from the stipend amount. Be sure to end date the expense when appropriate.

Add Expense				
Expense				
Owner				Category
FLORETTE	JOAN		03-25-1986	AABD SPECIAL REQUIREMENTS
FLORETTE	FIONA		10-26-2002	2 DEPENDENT CARE AND SUPPORT
				HOUSING
				MAGI EXPENSES
				MEDICAL
				UTILITIES
Туре	Rentals			▼
Description:	Rent Paid			
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Amount:	500.00	Miles:	J	Days:
Frequency:	Monthly	Begin Date:	11-01-2020	End Date:
			,	
Verified by:	Statement from Person w/	(nov 🔻		
				Help
			Next	OK Cancel Help
Enter date (MM-	DD-YYYY)			
Biotiono	L Current DIS			

NC# Duu	yuta.								
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	Asst/Cat	Elig N	lame	Тур	e	Eligible	Amount	UP/OP	0vrd.
CFS	FLORETTE	JOAN				13226725			
*+				Reg	ular	Fail	0.00		
IL .	FLORETTE	FION	۹.			40404620			
*				Reg	ular	Pass	291.14		
nefit Summa	iry	Begin Dat	e: 11-20	20					>
FLORETT	E, FIONA		IL .			IL		Regular	
Resource	Total			0.00	Unit Siz	e			1
					Medicai	d Eligible			Yes
Unearneo	Income			0.00	T				
NotUpoo	mad Income			0.00	Total Ex	penses uptoble income			500.00
Netonea	meu meume			0.00	TUtar Cu	untable income			0.00
Earned In	come			0.00	Budgeta	ry Need Amount			791.14
Earned In	come Disregard		9	0.00	Max Allo	wable Amount			791.14
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Net Earne	d Income			0.00					
NotUpoo	mad Income			0 00	Need An	nount			291.14
Net Farne	nicu niconic od Income			0.00	Authoriz	ed Amount			291 14
			_	0.00	Autoriz				231.14
Total Cou	ntable income			0.00	Creation	Date		10-2	6-2020

- 6. Double click the budgeting task.
 - A CFS budget prior the youth's 18th birthday must be run if it has not already been run.

NFOCUS - Navigator	JOAN FLORETTE	5433			-	-	×
File Actions View Goto Help							
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Config Med Budgeting Collections	CW Cases FLORETTE FLORETTE	IL Joan Fiona	. requires a C CFS IL	FS budge Court IL	t be run for benef 13226725 40404620	lit month ju. Active Active	

7. Double click the CW cases ribbon for the detailed message to appear if the budget prior to the 18th birthday has not yet been run. Click OK.

CFS Budget Required									
A CFS Budget is required to cover the benefit month prior to the ARP's 18th Birthday. The following persons do not have a CFS Budget with a begin date that is equal to the month prior to their 18th Birthday. Run the CFS Budget for them before attempting to run the IL budget.									
FIONA FLORETTE Requires CFS Budget for Benefit Month 09-01-2020									
	[ок]								

Note: If necessary select the month prior to the youth's 18th Birthday from the drop down and run the CFS budget.

JOAN FLORETTE	5433				- 🗆	\times
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Benefit	Month :	10-2020 Budge	ting			•
CASE CATEGORY	7	10-2020 Budget	ting			^
PC Last Name	PC First	09-2020				
CW Cases		07-2020				~
FLORETTE	JOAN	CFS	Court	13226725	Active	
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- 8. Select the first IL budgeting month and run the IL budget.
 - If the PPR was updated for that month then run the CFS budget as well, see specific instructions at the end of this section.

	JOAN FLORETTE	5433		— D	\times
Help					
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	Benefit	Month :	10-2020	Budgeting	
e	CASE CATEGORY	,	10-2020 09-2020	Budgeting	
	PC Last Name	PC First	08-2020		- 1
	CW Cases		07-2020	J / I	

- 9. Review the budget for accuracy and click the Authorize button.
- **Note:** The IL payment will be pro-rated based on the number of days the youth was in the IL placement during the month the youth turns 18 and during the last month when the youth turns 19.

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udget Authoriza	tion	Benefit M	lonth: 10-2020						
New Budgets	s:								
Pgm Case	Program Case	e Name		Program	Case Nur	nber			
	Asst/Cat	Elig Nar	пе Туре		Eligible	Am	ount	UP/OP	Ovrd.
CFS	FLORETTE	JOAN			13226725				
*+			Recalc	ulated	Pass		0.00		
IL	FLORETTE	FIONA			40404620				
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Previously Authorized Budgets: Budget Override Review Authorize									
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Previously A Pgm Case	uthorized Budgets	s: e Name	Prog	Budget ram Case N	Override lumber	Revie	W	Aut	horize
Previously A Pgm Case Asst/Cat	uthorized Budget Program Case Elig Name	s: e Name Begin Date E	Prog	Budget ram Case N Type	Override lumber Elig	Revie Amount	w Issd	Aut UP/0P	horize Ovrd.
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Previously A Pgm Case Asst/Cat CFS	uthorized Budgets Program Case Elig Name FLORETTE	s: Name Begin Date E JOAN 08-01-2020 19.01-2020	Prog	Budget ram Case N Type 13226725 Regular	Override	Revie	Issd	Aut	horize Ovrd.
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Previously A Pgm Case Asst/Cat CFS	uthorized Budget Program Case Elig Name FLORETTE	s: Name Begin Date E JOAN 08-01-2020 10-01-2020 1	Prog End Date 1 6 0-31-2020 F	Budget ram Case N Type 13226725 Regular Recalcul	Override lumber Elig Pass Pass	Revie Amount 0.00 0.00	Issd Y N	Aut	horize
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It is not necessary to run the CFS budget <u>every time</u> an IL budget is run. It is only necessary to run the CFS budget if the permanency hearing was due or was updated in the same month that the IL budget is being run. This is true for all months being budgeted in the IL Case.

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Help					
				え <mark>どう 8 とん</mark> - v 2 1	
	Benefit	Month :	10-2020	Budgeting	•
e	CASE CATEGORY	r	10-2020 09-2020	Budgeting	^
	PC Last Name	PC Firs	08-2020		
	CW Cases		07-2020	J / I	

When a permanency hearing was updated or changed in the same month the IL budget is being run, go to the CFS budget for that month authorize it, leave the budgeting screen, and go back into the month the IL budget needs to be run. Run the IL budget.

3udget Authorizat	ion	Benefit Month:	10-2020					×
New Budgets	:							
Pgm Case	Program Case Name			Program	Case Numb	er		
	Asst/Cat	Elig Name	Туре		Eligible	Amount	UP/0P	0∨rd.
CFS	FLORETTE	JOAN			13226725			
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Budget Override Paview Authorize								
	laionzeu Duugets.							
Pgm Case	Program Case Name		Progra	m Case N	umber			
Asst/Cat	Elig Name Begin L	Date End Date	ate ly	pe	Elig	Amount Isso		Ovrd.
CFS	FLORETTE JOAN 08-01-	2020	1 Re	3226725 :gular	Pass	0.00 Y		
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			Benefi	t Summar	y [Ok	(] Canc	el	Help

After clicking OK, leave the budget for October and do not budget the IL case yet, instead click cancel, see below:

	Budgets	s:								
Pgm	Case	Program Case	Name		Program	Case Nu	ımber			
		Asst/Cat	Elig Name	Туре		Eligible	:	Amount	UP/OP	Ovrd.
CFS		FLORETTE	JOAN			1322672	5			
	*+			Regular		Fail		0.00		
IL		FLORETTE	FIONA			4040462	0			
	*+			Regular		Pass		791.14		
Previ	Previously Authorized Budgets: Budget Override Review Authorize									
Pgm	Case	0		-						
		Program Case	Name	Progra	am Case N	lumber				
Ass	t/Cat	Elig Name E	Name Begin Date End [Progra	am Case N ype	lumber Elig	Amo	ount Issd	UP/0P	0∨rd.
Ass CFS	t/Cat	Elig Name E FLORETTE J	Name Begin Date End E IOAN	Progra Date Ty	am Case N ype 13226725	lumber Elig	Amo	ount Issd	UP/0P	Ovrd.
CFS	t/Cat	Elig Name Elig Name J	Name Begin Date End E IOAN 08-01-2020	Progra Date Ty 1 R	am Case N ype 1 3226725 egular	lumber Elig Pass	Amo	ount Issd).00 N	UP/OP	Ovrd.
CFS	t/Cat	FLORETTE J	Name Begin Date End E IOAN 08-01-2020	Progra Date Ty 1 R	am Case N ype 13226725 egular	lumber Elig Pass	Amo (Do not bud hit cancel the Octobe budget the	UP/OP and go bac er budget a e LL case.	Ovrd.

Next, go back into October and run the IL budget, keep running the IL budget through the come up month.

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	JOAN FLORETTE	5433					-		×	
р										
					M 💓		. 💌 🔡		6	
	Benefit I	Month :	10-2020	Budgeting					-	
	CASE CATEGORY		11-2020 10-2020	Budgeting Budgeting					^	
	PC Last Name	PC First	09-2020	21 - 21						
	🖻 CW Cases		08-2020					,	<u> </u>	
	FLOBETTE	.IOAN	C	FS	Court	13226725	Activ	ve.		

NFOCUS Tips

Guardianship Dissolves (Tip)

When Guardianship Dissolves, the child/children must stay in the Guardian's Master Case and a removal is to be created for that child from the Guardians. Placements, reports and Legal Status will continue to be modified and added for the child in the dissolved Guardian's Master Case. If you have any questions, please contact Production Support.

Duplicate Persons

Please call Production Support when duplicate is identified as the duplicate MUST be discontinued.

Same Sex Married Parents

When married parents are of the same sex, if both are female, only one can have the Role of Bio Parent of the child. The other parent should be listed as either the Step or Adoptive parent.

Children and Family Services

Detail Intake Window Intake Referral Button (New)

A new push button, Intake Referral, will be added to the Detail Intake Window. This button will be used to document referrals, for services and supports in the community, made during the intake process.

N-FOCUS - Detail I	ntake			- 🗆 X
File Actions Detail	Goto Help			
		🔮 🖹 🕾 🕾 🗺 🌐 📾 👬		
Intake Information	n			UPDATE
Name	JAMES LANG	Number 9	911	Add Allegation
Status	Open	Status Date 1	12-20-2020	Tie Intake
Status Reason		Received Date	12-20-2020	Caller/Reporter
Office Assigned	CHADRON	Time 1	01:46 PM	A/N Factors
Received by	DSSZ920	Last Update Date 1	11-06-2020	History
Last Updated by	DSSZ920	J P	lan of Safe Car	e Intake Notification
Source Dhase (N-11			Intake Referral
Source Phone C	2a11	Child Abuse/Neglect		Screening Decision
Deservation	2012			
Last	First	MI Allegation Role A	ge Class	
LANG	JAMES	Alleged Victim 1	1 CHILD	1 A 🗋 🌈
LANG	JOSIE	Alleged Perpetrator 3	8 ADULT	Search by Address
				Search by Phone
<			>	
Organizations				
Namo		Polo		
Name		Role		

Referrals for services or supports made during the intake process will be documented on this new Intake Referral window.

- If other is selected, a narrative must be entered.
- This window cannot be updated when the Intake is in Approved or Final Status.

Screen print on next page.

Housing Community Refer	ral	
Substance Use Community	/ Referral	
Mental Health Community	Referral	
Trafficking Services & Sup	ports Referral	
Unild Care		
Services for Young People	(18-26)	
Food		
Parenting Supports		
Adoption Supports		
LGBTQ Supports		
Car Seats		
Resources for Adults		
Resources for Adults Legal Services Other (case parrative)		
Resources for Adults Legal Services Other (see narrative)		
Resources for Adults Legal Services Other (see narrative)		
Resources for Adults Legal Services Other [see narrative] Referral Narrative (Ex: list :	specific agency referred, detail "other" referral)	
Resources for Adults Legal Services Other [see narrative] Referral Narrative (Ex: list : lere is information on the a	specific agency referred, detail "other" referral) gency and other types of referrals.	~
Resources for Adults Legal Services Other [see narrative] Referral Narrative [Ex: list : lere is information on the a	specific agency referred, detail "other" referral) gency and other types of referrals.	^
Resources for Adults Legal Services Other [see narrative] Referral Narrative (Ex: list : lere is information on the a	specific agency referred, detail "other" referral) gency and other types of referrals.	^
Resources for Adults Legal Services Other [see narrative] Referral Narrative (Ex: list : lere is information on the a	specific agency referred, detail "other" referral) gency and other types of referrals.	Ŷ
Resources for Adults Legal Services Other [see narrative] Referral Narrative (Ex: list : lere is information on the a	specific agency referred, detail "other" referral) gency and other types of referrals.	^ ~

FCRO Access to Intake (Change)

CFS Administration has given permission for the FCRO to have access to intakes for children who are in currently active Informal Living Arrangements. Prior to this release, they only had access to intakes when a child was in an active placement.

Intake Status Reason (New)

Additional Information has been added as a Status Reason for CPS Info/Referral and APS Info/Referral Intakes.

Information reported to the Hotline that pertains to a child or vulnerable adult who is already the subject of an Initial Assessment or involved in an ongoing Noncourt or Court case that does not meet the definition of abuse or neglect will be recorded as type "CPS Information/Referral" or "APS Information/Referral" with "Additional Information" as status reason. This will be communicated to the CFS Specialist assigned to the family's case for follow-up.

Note: The Intake Status Reason is updated after Closing the Intake.

Intake Override (New)

A new Intake Override, "Refer to Law Enforcement – Alleged sex/human trafficking victim is not exhibiting high risk behaviors AND incident occurred more than 12 months prior", will be added to the Policy Overrides on SDM Intake Screening Overrides window.

SDM Priority Response Detail Window Intake Priority Assignment (Change)

The Intake Priority criteria "A Child in imminent danger due to sexual exploitation or sex trafficking" will no longer be used on the Sexual Concerns maltreatment type. There will be two new criteria added to the Sexual Concerns maltreatment type for Intake Priority Scoring:

- A youth engaging independently in sex acts for an exchange of anything of value (i.e., food, shelter, drugs, clothes, money)
- A caregiver taking no steps to prevent access?

The Intake Priority criteria "a child victim is reported or suspected to be labor trafficked?" will no longer be automatically scored as Priority 1 on the Physical Abuse maltreatment type.

Detail Contact and Response Window – Asked about ICWA Field (New)

A new field, "Asked about ICWA" has been added to the Detail Contact and Response window for the Relative/Kin Notices. When a response is added, the new field will require a response of "Yes", "No", or "Previously Asked".

N-FOCUS - Detail Co	ntact and Response				×
		iii		1	0 00 0 00 ENU
<u>Relative</u>	CARLEY LAFLER			· []	
<u>Related Children</u>	JAMES LANG			Ĩ	
Relative Notificatio Date 01-15-2 Response Type Can be a Suppor	021 t Person	•	Contact Type Phone Call Asked about ICWA Previously Asked		
Narrative					
here is a narrative	for this contact and respo	nse			ax BC

The relative relationship on the Relative/Kin Notices of "Tribal Custodian" will be changed to "Indian Custodian". This change will also be seen on the Tribal Ancestry when creating Tribal Notices.

Screen print on next page.

MC ID# 5401	Program Case Name JOSIE LANG	
Relative	BILLY BALDWIN	· <u> i</u>
Related Children	JAMES LANG	ī
Relationship Type	Indian Custodian	

Detail Contract Budget Tracking Window Rejected Claims History (New)

A history function for the related rejected claims will be added to the Detail Contract Budget Tracker (CBT) window. The new window, Rejected Claims Amount History, will provide a list of all rejected claims linked to the CBT. By navigating to the Detail menu, select "Rejected Claims History" and if a history exists, the Rejected Claims Amount History will display.

This window will provide a list of all the rejected claims related to the CBT. The begin date is the date the rejected status began and the end date is the date the rejected status ended. If no end date is displayed, this means the claim is still in rejected status.

N-FC	OCUS - Rejected C	laims A	Amount His	tory			
C	ontractor Organ	nizatio	n ———				
	Name CEDA	RS YO	UTH SEF	VICES, INC.		Nu	mber 49861790
	ontractor Budg	et					
	Begin Date 0	7-01-2	2020	End Date 0	6-30-2021		
	Claim Nhr	Line	Version	Rejected Status	Rejected Status	Amount	Modifie
		Linc	Tersion	Begin Date	End Date	Anoun	modific
	95963087	10	1	04-20-2021		525.00	DSSZ9 🔺
	95963087	9	1	04-20-2021		1,085.00	DSSZ9:
	95963087	8	1	04-20-2021		980.00	DSSZ9:
	95497029	3	1	09-15-2020		675.00	DSSZ9:
	47665098	2	2	12-22-2020		2,480.00	DSSZ9:
	2968179	1	1	08-26-2020		1,395.00	DSSZ9:
	95963087	4	2	04-21-2021	04-22-2021	0.00	DSSZ9:
	95963087	4	1	04-20-2021	04-20-2021	1,085.00	DSSZ9:
	95963087	2	1	04-20-2021	04-20-2021	1,085.00	DSSZ9:
	47665098	1	2	12-22-2020	12-22-2020	2,400.00	DSSZ9:
	47665098	2	1	12-21-2020	12-21-2020	1,395.00	DSSZ9:
	47665098	3	1	12-21-2020	12-21-2020	1,350.00	DSSZ9:
	47665098	1	1	12-21-2020	12-21-2020	1,350.00	DSSZ9:
	95497029	1	1	08-25-2020	08-25-2020	1,395.00	DSSZ9: ¥
	<						>

Foster Care Prevention Plan (Change)

The Foster Care Prevention Plan will have the following updates made:

N-FOCUS - Detail Foster Care Prevention Plan Narrative		- 0					
	1	>					
Plan Name: ANNA SANDERS	FC Prevention Plan ID: 83573577	UPDATE					
Goals:							
Kittens require a high-calorie diet that contains more protein than the diet of adult cats.[43] Young orphaned kittens require cat milk every two to four hours, and they need physical stimulation to defecate and urinate. [6] Cat milk replacement is manufactured to feed to young kittens, because cow's milk does not provide all the necessary nutrients.[44] Human-reared kittens tend to be very affectionate with humans as adults and Strategy:							
Kittens require a high-calorie diet that contains more protein than the diet of adult cats.[43] Young orphaned kittens require cat milk every two to four hours, and they need physical stimulation to defecate and urinate.[6] Cat milk replacement is manufactured to feed to young kittens, because cow's milk does not provide all the necessary nutrients.[44] Human-reared kittens tend to be very affectionate with humans as							
Kittens require a high-calorie diet that contains more protein orphaned kittens require cat milk every two to four hours, and and urinate.[6] Cat milk replacement is manufactured to feed provide all the necessary nutrients.[44] Human-reared kittens	han the diet of adult cats.[43] Young I they need physical stimulation to defecate to young kittens, because cow's milk does no tend to be very affectionate with humans as	ot 🕽 🛴					
Identify Safety Network:							
Kittens require a high-calorie diet that contains more protein orphaned kittens require cat milk every two to four hours, an and urinate.[6] Cat milk replacement is manufactured to feed provide all the necessary nutrients.[44] Human-reared kitten	than the diet of adult cats.[43] Young d they need physical stimulation to defecate to young kittens, because cow's milk does n s lend to be very affectionate with humans a						
Flogicss.	then the dist of adult cate (42) Verses						
orphaned kittens require a migh-calone diet that contains more protein orphaned kittens require cat milk every two to four hours, an and urinate.[6] Cat milk replacement is manufactured to feed provide all the necessary nutrients.[44] Human-reared kitten	in an one one of addit cats.[43] Young I they need physical stimulation to defecate to young kittens, because cow's milk does n s tend to be very affectionate with humans as	ot 🗸					

• New narrative in Plans/Goals for Identify Safety Network

- Ability to Copy Forward the most recent finalized Foster Care Prevention
 Plan
- Enable keyboard controls on the narrative boxes, so the copy and paste functions can be utilized
- Text Max box was fixed so it is functioning and displays correct text when opened

Foster Care Prevention Plan Service Message on Detail Service Referral Window (Change)

When creating a Service Referral for a service that is classified as a prevention service, a message will pop-up to remind the user that a Foster Care Prevention Plan may be needed before the Service Referral is completed.



Out of Home Placement (Change)

NFOCUS will stop an Out of Home Placement from being created if a prevention plan with an eligibility type of Foster Care Candidate is active during the placement begin date. If a prevention plan is active and the worker attempts to open an Out of Home Placement the following message will appear reminding the working that the child has a prevention plan and gives them the option to close that plan.

- N-FOCUS - Error	,	×
NFOATZ1C - KRIS TILDEN is involved in a p this placement until the prevention plan is prevention plan at this time?	prevention plan. You can closed. Do you want to	not change close the
	Yes	No

Legal Status of Alternative Response (New)

With this release, the Legal Status option of Alternative Response is now available.

N-FOCU	S - CFS Program Person Information								
File Action	ns Detail Goto Help								
.									
Progra	Program Case Person								
	Name BERRY JACKSON								
l enal									
LUUGI									
Status	Alternative Response								
<u>Status</u> Date	Alternative Response								
<u>Status</u> <u>Date</u> <u>County</u>	Alternative Response 02-01-2020 Antelope								
<u>Status</u> <u>Date</u> <u>County</u>	Alternative Response 02-01-2020 Antelope								

Guardianship Assistance Eligibility and Agreement (New)

Workers can now create and print a Guardianship Assistance Eligibility and Agreement in NFOCUS from the Guardianship Assistance window. The worker must first choose the Assistance Type of either adoption or guardianship.

When creating a Guardianship Eligibility and Guardianship Agreement workers can select child information choices displayed on the window. The child information choices are:

- Being in a sibling group of three or more in the same Guardianship Home
- Physical Disability
- Behavioral Disability
- Emotional Disability
- At high risk of developing a disability
 - This reason should always be accompanied with a narrative if selected as the primary special need. The narrative is accessed through a push button called, 'At Risk Narrative'.

All of these are child information choices are optional as there is no requirement for Guardianships to have any special needs to be eligible. Be advised however, there are questions in the Eligibility Push button that make reference to special needs and siblings in the same home. If the worker wants to include the child's special needs in the agreement and eligibility they must still select the appropriate special need type from the child information choices. This is also true if the worker wants to include information that siblings are living in the same guardianship home. The worker should continue the process of entering other required information on the window to finalize the Guardianship eligibility and agreement. The worker must answer three questions in the 'Eligibility' push button. IF the worker does not check all the boxes on window three in eligibility then the child will be determined ineligible for a Nebraska Guardianship through the department. The worker can still print the eligibility however the Agreement cannot be created until the child is determined eligible.

Once the worker has completed the Eligibility questions, the agreement should be emailed to their supervisor. The IMFC supervisor can enter the Funding Source in the 'IMFC Approval' pushbutton.

Note: The IMFC Approval push button can only be accessed by an <u>IMFC</u> Supervisor. IMFC Supervisors determine through a set of questions in the window if the child is funded with IV-E or Child Welfare.

Once the IMFC Supervisor has completed the funding source the worker can complete the seven questions in the Agreement push button, enter the payment information in the Payments push button, and any appropriate narratives.

Note: The central office narrative is only Central office staff.

Steps to create a Guardianship Assistance Eligibility and Agreement

1. From the Detail Program Case window, select the Lassidy icon.

The List Adoption/Guardianship Assistance window will display.

N N	-FOCUS - List Adoption/Guardianship Assistar	nce		– 🗆 X
File	Goto Help			
	2		11	
	Name	Туре	Eligibility Status	Status
	RAPHEL NELSON	GUARDIANSHIP	ELIGIBLE	FINAL
	JONAH NELSON	GUARDIANSHIP	ELIGIBLE	FINAL
	ANNA NELSON	ADOPTION	ELIGIBLE	FINAL
	RAPHEL NELSON	GUARDIANSHIP	(NONE)	DRAFT
	ARIEL NELSON	GUARDIANSHIP	INELIGIBLE	FINAL
	ARIEL NELSON	GUARDIANSHIP	(NONE)	DRAFT
	AMY NELSON	GUARDIANSHIP	ELIGIBLE	ADMINISTRATOR REOPEN
	RAPHEL NELSON	GUARDIANSHIP	INELIGIBLE	DRAFT

2. Select the **Wew** icon to create new agreement or select one from the

list (Double click the one from the list or highlight and select the Open icon.)

3. Select Guardianship from the Type drop down.

N-FOCUS - Detail Adoption/Guardianship Assistance			- 🗆 X
File Actions Detail Goto Help			
	M 💽	11	
<u>Child's Name</u>		>	ADD
Туре			
Completed By Guardianship		>	
Status (NONE)	Status Date		

The Guardianship Assistance Eligibility Criteria pop up will display.

4. If the criteria are met, click OK.



- 5. Use the Out Select arrow to enter the child name.
- 6. Use the Completed By field.
- 7. The date will -populate with the current date.
- 8. Click the Save icon.

The Status will populate to Draft.

- 9. Select the appropriate child information choices, one or more or none can be selected.
- **Note:** The determination will show as ineligible until the worker answers the Eligibility questions. This determination cannot be selected by the worker because it is automatically populated.

N-FOCUS - Detail Adop	tion/Guardianship Assistance			– 🗆 X
File Actions Detail Go	oto Help			
		<u>×</u>	<u> </u>	
<u>Child's Name</u>	RAPHEL NELSON			UPDATE
Туре	Guardianship	-		
Completed By	KIM POSSIBLE		P	
Status Child Information –	Draft	Status Date 12-	14-2020	
	Sibling group of 3 or mo	ore quardian/adoptive hor	ne	
	Behavioral disability Emotional disability At high risk of developin	ng a disability		
<u>Determinatio</u>	n Ineligible	_	<u>Begin</u>	12-14-2020
Eligi	bility Payr	ments Agree	ement Consult	ation Point
	At Risk Narrative	Central Office Narrative	IMFC Approval	
REVIEWED BY		ON BEHA	LF OF	
			10-	01-2020 09:08:21

10.If the last child information choice "At high risk of developing a disability" is selected the "At Risk Narrative" push button is enabled.

Note: If the narrative has been entered and the choice is deleted from this window then the narrative will be deleted.

11.Select the Eligibility push button and answer the questions in eligibility.

Eligibility

Eligibility Window #1-

If the sibling option is checked on the main window then window #1 in eligibility will show the names of siblings. The worker must pick one.

nild Infor	mation —	
1	(X)	Sibling group of 3 or more guardian/adoptive home
	[X]	Physical disability
	ixi	Behavioral disability
	(x)	Emotional disability
	(X)	At high risk of developing a disability
	. ,	

N-FOCUS - Guardianship Assistance Eligibility	_	×
- Child Information		UPDATE
01 : Choose sibling(s) who are in the same home under the same guardianship arrangement.		
Siblings AMY NELSON EMMA NELSON ARIEL NELSON		
Save and Previous 1 of 3 Sav	/e and Ne×	đ
Save Save and Close Close		
10-01-2	020 09	9:41:03

Eligiblity Window #2-

This is the same window from the Agreement question flow. The narrative can be changed in both windows and it will save in both windows. If conditions, are filled out from the condition screen in program person and the appropriate child information choices on the main window are checked; then this window will auto populate the conditions.

See Main Window Child Information:



N-FOCUS - Guardianship Assistance Eligibility	- 🗆 X
- Identified Child Needs	UPDATE
02 : At the time eligibility is being determined the child has the following needs/spo	cial conditions:
Aplastic Anemia 01-01-2020 GARY W M Diabetes - Type I and II 01-01-2020 GARY W M Prenatal Methamphetamine Exposure 01-01-2020 GARY W M Reactive Attachment Disorder 01-01-2020 GARY W M	ADISON ADISON ADISON
Uther Disability This narrative is for the worker to enter additional information. The above conditoins a the conditions window. Only, certain condiitions will pull into this window.	re pulled in from Max
Save and Previous 2 v of 3	Save and Next
Save Save and Close Close	
	10-01-2020 10:11:09

Eligibility Question 3#

Example: All boxes checked:

This will determine the child eligible for a Nebraska Guardianship. The Main window determination will say "Eligible".



Screen print on next page.

0:	3 : The child is eligible for Guardianship assistance because the child meets all of the following criteria:
~	The child is under 19 years of age.
•	The child is a ward of the Department at the time the guardianship petition is filed.
•	The child is a citizen of the United States or a legal resident of the United States.
~	The child is in the custody of the Department immediately prior to the Guardianship being finalized.
~	The child that is the subject of the Guardianship Assistance Agreement has resided in the home of the prospective guardian for atleast six months.
~	Child cannot return to the home of the parents because returning home is not an appropriate permanency option for the child.
~	Adoption would not be in the best interest of the child.
~	Child demonstrates a strong attachment to the prospective guardian and the prospective guardian has a strong commitment to caring permanently for the child.
-	Unless it is not in the best interest of the child, efforts were made to place the child without a Guardianship Assistance Agreement.
~	Prospective guardians verify[through an application request] that the guardianship cannot occur without a Guardianship Assistance Agreement because the child's present and anticipated future needs have been determined to exceed the family's ability to meet those needs without assistance.

Eligiblity Window #3

Example: All boxes NOT checked:

This will cause the child to be ineligible for a Nebraska Guardianship and so the main window will say ineligible.

N-FOCUS - Guardianship Assistance Eligibility		_	
- Child Information			UPDATE
03 : The child is eligible for Guardianship assistance because the child meets all of the	follow	ing criteria	1:
The child is under 19 years of age.			
The child is a ward of the Department at the time the guardianship petition is filed.			
The child is a citizen of the United States or a legal resident of the United States.			
The child is in the custody of the Department immediately prior to the Guardianship bei	ng fina	alized.	
The child that is (N-FOCUS - Error prospective guar	× •	me of the	
 Child cannot retuoption for the chi Adoption would n NFOAV21C - Child is only determined eligible if all of the boxes are selected and if the agreement has been created, it will be unavailable.	• 1	permanen	ÿ
Child demonstrat strong commitme OK Unless it is not i	a	rdian has : Guardians	a :hip
Assistance Agreement. Prospective guardians verify(through an application request) that the guardianship can Guardianship Assistance Agreement because the child's present and anticipated future determined to exceed the family's ability to meet those needs without assistance.	not oc need:	cur withou s have bee	ta :n
Save and Previous 3 of 3	S	a∨e and N	ext
Save Save and Close Close			
	10-01-	-2020	09:57:31

Send the supervisor an email, and they will inform an IMFC supervisor to determine the funding source. This window is not accessible to anyone except IMFC Supervisors. They can select one or more choices.

IMFC A	Approval
--------	----------

			UPD4
01 : Guardianship	Assistance funding eligib	ility.	
Funding Eligibility	IV-E ELIGIBLE IV-E ELIGIBLE	<u> </u>	
✓ The child is age	NON-IV-E ELIGIBLE INELIGIBLE	sulted regarding the guardianship a	rrangement.
Child was removed the determination of the determin	ed from his/her home purs I that continuation in the ho	suant to a Voluntary Placement Agreement o ome would be contrary to the welfare of the c	r as a result of a judicial child.
Child has reside	d in the home of the prosp	ective guardian for at least six months.	
✓ If yes,has the ch	ild lived in the home for si	× consecutive months?	
Child is eligible period during who have a second seco	for Title IV-E foster care ma ich the child resided in the	intenance payments during at least a six-co home of the prospective relative guardian.	onsecutive month
During six mont	n placement referred to,wa	s the placement a licensed relative foster fa	mily home?
Does the child m	eet all of the Age Related	Detail requirements for a youth age 18?	
Does the child h	ave a sibling that is eligibl	e for GAP and are they placed in the same (Guardianship Home?
Approved	By DSSZ924	Approved Date 1	2-14-2020

The CFS worker can enter the Guardians using the payments button. The worker should also make sure there is a current NCR completed in NFOCUS, because this determines the daily maintenance amount. The worker can then enter various maintenance payment amounts.

ne of Adoptive Parent(s) / Guardian(s) Type	Amount	Begin Date	End Date	Recurring
DAILY MAINTENANCE LEGAL RESPITE CHILD CARE OTHER	\$25.00 \$500.00 \$2,000.00 \$5,000.00 \$500.00	12-14-2020 12-14-2020 12-14-2020 12-14-2020 12-14-2020 12-14-2020	12-14-2032 01-01-2021 12-14-2032 12-14-2021 12-14-2032 12-14-2032	Y N Y N
Ok Add Ur	odate	Delete	Cancel	Help

Note: The following error will appear if the worker attempts to answer the agreement questions before entering the Guardian Names.

NFOCUS - Error	×
NFOAE71C - Add Adoptive Parent(s)	/Guardian under Payments.
	ОК

Once the IMFC supervisor has completed the funding and the Guardians have been entered, the agreement button is available. Select the Agreement push button and answer the seven agreement questions.

Agreement window #1-

Complete the demographic information.

N-FOCUS - Guardianship Assistance Agreement	_	
		UPDATE
01 : Guardianship Assistance Agreement Details		
Document Type ORIGINAL AGREEMENT Funding Eligibility IV-E ELIGIBLE Agreement Effective Date 12-14-2020 Name First Name RAPHEL Middle Name Last Name NELSON		X
Guardian/Conservator Primary Guardian/Conservator JAMES NELSON Secondary Guardian/Conservator ANNA WENGER		
Save and Previous	Save and N	lext
Save Save and Close Close	01-2020	10:48:55

Agreement window #2-

This is the same window from the Eligibility question flow. The narrative can be changed in both windows and it will save in both windows. If conditions, are filled out from the condition screen in Program Person and the appropriate child information choices on the main window are checked; then this window will auto populate the conditions.

(X (X (X (X (X	 Sibling group of 3 or moi Physical disability Behavioral disability Emotional disability At high risk of developin 	re guardian/adoptive hor g a disability	ne	_	
N-FOCUS	Guardianship Assistance Agreement			- D	X ATE
02 : 4	at the time eligibility is being deten	mined the child has the follow	ing needs/special condi	itions:	

Save and Previous	2 v of 7	is willow		Save and	Next
ure conditions window. Unly, certain condi	raons win pun into a				
other Disability This narrative is for the worker to enter add	litional information.	The above	e conditoins are p	ulled in from	1 Max
<					
Reactive Attachment Disorder	01-0	1-2020	GARY W MADIS	SON	
	010	1-2020			
Prenatal Methamphetamine Exposure	UI-U 01-0	1-2020	GARY W MADIS	SON	

Agreement Window #3

This is the same window as is Eligibility Question #2. It cannot be modified from the Agreement Window #3. The boxes cannot be unchecked or checked. To change this window the user must go back to the Eligibility push button and go to Question #2.

Note: If the user does go back to the question in Eligibility and does uncheck some of the boxes the agreement will not be available. All boxes must be checked for the child to be eligible for a Guardianship with the department.

N-FOCUS - Guardianship Assistance Agreement -	×
UPDA	ITE -
03 : The child is eligible for Guardianship assistance because the child meets all of the following criteria:	
✓ The child is under 19 years of age.	
The child is a ward of the Department at the time the guardianship petition is filed.	
☑ The child is a citizen of the United States or a legal resident of the United States.	
☑ The child is in the custody of the Department immediately prior to the Guardianship being finalized.	
The child that is the subject of the Guardianship Assistance Agreement has resided in the home of the prospective guardian for at least six months.	
Child cannot return to the home of the parents because returning home is not an appropriate permanency option for the child.	0
☑ Adoption would not be in the best interest of the child.	
Child demonstrates a strong attachment to the prospective guardian and the prospective guardian has a strong commitment to caring permanently for the child.	
Unless it is not in the best interest of the child, efforts were made to place the child without a Guardianship Assistance Agreement.	
Prospective guardians verify (through an application request) that the guardianship cannot occur without a Guardianship Assistance Agreement because the child's present and anticipated future needs have been determined to exceed the family's ability to meet those needs without assistance.	2
Save and Previous 3 • of 7 Save and Next	
Save Save and Close Close	
10-01-2020 11:04:25	

Agreement Window #4

Enter the correct choice, only one of the boxes can be checked.

N-FOCUS - Guardianship Assistance Agreement	-	
		UPDAT
04 : The amount of the maintenance payment will not exceed \$26.01 per day, less other ber the child if applicable.Other benefits could include Supplemental Security Income [SSI] Security Administration (SSA) benefits, (CS) Child Support benefits, and Veteran Adminis benefits.	nefits receiv benefits, So stration, (VA	ved for ocial)
Child is currently not eligible for other benefits.		
Child is currently eligible for the following benefits:		
SSI Benefits 500.00 per month		
SSA Benefits 55.00 per month		
VA Benefits 0.00 per month		
CS Benefits 350.00 per month		
Save and Previous 4 _ of 7	Save and	Next
Save Save and Close Close		
10-1	01-2020	11:13:05

Agreement window #5

Check the appropriate option only one option can be checked.

N-FOCUS - Guardianship Assistance Agreement	-	
		UPDATE
05 : Eligibility for Medical Assistance		
 Title XIX Medicaid - The child qualifies for Federal Title IV-E Subsidy and is categorically Medicaid until the child reaches age eighteen [18] on 03-18-2022. Title XIX Medicaid eli re-determined at age 18. The child is eligible for Medicaid services as authorized throug Plan. The child is ineligible for medical assistance under this guardianship assistance agree 	y eligible for Ti gibility will be gh the Medicai ment.	tle XIX 1 State
Save and Previous 5 _ of 7	Save and N	lext
Save Save and Close Close	10.01.0000	11.14.41
	10-01-2020	11:14:41

Agreement Window #6:

If the first option on window #5 is answered then option #2 on window #6 is auto checked. If the section option on window #5 is checked then option #2 on window #6 is not available to check. The first check box on window #6 is always optional.

Screen print on next page.

N-FOCUS - Guardianship Assistance Agreement	-		
		UPDAT	E
06 : Other Medical Coverage			
 The child will be enrolled in the Guardian(s) private health insurance plan. Out-of-State Medical Coverage - A child who receives Medicaid and resides outside the state time of guardianship, or who moves to another state after the finalization of the guardi Medicaid from the state in which the child resides if eligibility for Medicaid in Nel state of residence does not provide Medicaid service which otherwise would be provided in Nebraska, the Department is not responsible for covering that service. Items and servic Medicaid vary from state to state. 	ate of Nebra anship, will braska may if the child r ces covered	ska at receive end. If a resided by	
Save and Previous 6 v of 7	Save and	Next	
Save Save and Close Close			
10	-01-2020	11:21:23	

Agreement Window #7:

Fill out the window as special services apply. This window is optional.

N-FOCUS - Guardianship Assistance Agr	eement		
			UPDA
07 : Special services are pay specified time period. The wholly or in part as a pro- available to cover the exp a provision of this assist	ments made for a specific service or item ese services can be one time only in natu vision of this assistance agreement only bense of the special service(s). The follow ance agreement.	related to the child's needs, ire. Special services may be if other resources or progran wing special service(s) will b	and for a paid for ns are not e paid for as
pecial Service(s)			ADD
laximum Amount			UPDATE
Duration			DELETE
pecial Service(s)	Maximum Amount	Duration	CLEAR
Medical Transport	500.00	Yearly	
Save and Previous	7 💌 of 7	Save a	nd Next
Save	Save and Close Close		

Other steps to complete the window:

Enter any necessary narratives. (Consultation Point, At Risk Narrative and Central Office Narrative)

N-FOCUS - Detail Adop	tion/Guardianship Assistance			-	□ ×
File Actions Detail G	oto Help			_	
		<u>* </u>			
<u>Child's Name</u>	RAPHEL NELSON		-		UPDATE
Туре	Guardianship 🔽				
Completed By	KIM POSSIBLE		*		
Status	Draft	Status Date	12-14-2020		
Child Information -					
(×) (×) (×) (×)	Sibling group of 3 or more gu Physical disability Behavioral disability Emotional disability At high risk of developing a d	ardian/adoptive	home		
Determinatio	n Eligible	_		Begin 12-14-20	20
Eligi	ibility Payments		greement	Consultation Point	
	At Risk Narrative Centr	al Office Narrati	ve IMFC Ap	oproval	
Reviewed By		AN 5			
REVIEWED BY		ONE	EHALF UF		
Date the eligibility was	s determined.			10-01-2020	11:29:22
				10 01 2020	

The narratives below can be accessed through the Narrative icon at the top of the Detail Adoption/Guardianship Assistance window.

N-FOCUS - Detail Adop File Actions Detail Go	tion/Guardianship Assistan oto Help	ce	-		AaBbC(Heading 1	AaBb(Headin	CCE A
Child's Name	RAPHEL NELSON	P	>	UPDATE	Styles		
<u>Туре</u>	Guardianship	N-FOCUS - Search Narrative		-		×	7 · · ·
Completed By Status - Child Information (×) (×) (×) (×) (×) (×)	KIM POSSIBLE Draft Sibling group of 3 o Physical disability Behavioral disability Emotional disability At high risk of deve	Selection Condition Select All Subject Area Eligibility for Adpt/Gr Efforts in seeking Pic Contact Consultation Point	© Deselec dn Subsidy acement	t All			
Determinatio	<u>n</u> Eligible						

Finalize the agreement by updating the statuses by selecting Actions>Update Status.

Note: This is also where the Guardianship Agreement and Eligibility can be printed.



Step Parent Parental Rights (Change)

With this release, a step parent will no longer be shown as having Parental Rights.