
NFOCUS Major Release Children and Family Services August 8, 2021

A Major Release of the N-FOCUS system is being implemented August 8, 2021. 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 in addition to being in the Alerts, Work Tasks and Correspondence sections. P

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

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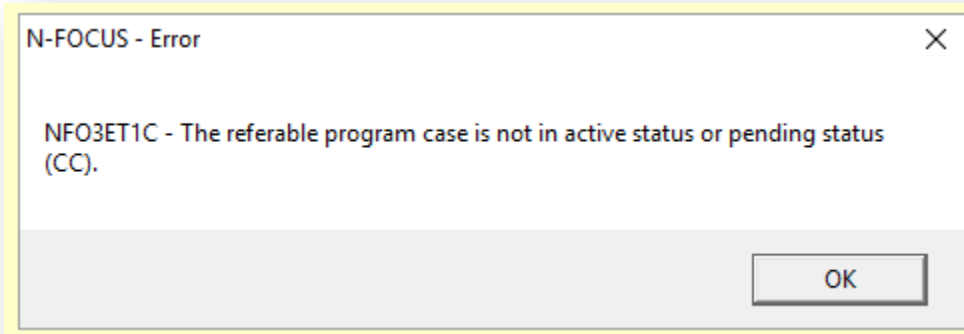
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General Interest and Mainframe

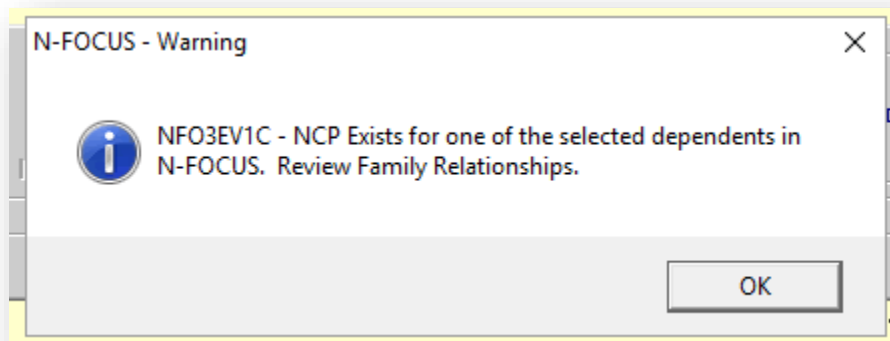
N-FOCUS CHARTS Referral (Update)

Updates have been made to the CHARTS referral process to limit the number of erroneous referrals being sent.

1. For SNAP, NFOCUS will not allow a referral if SNAP is Pending or Closed. The program must be Active, which aligns with other referable programs. The following error message will display if SNAP is Pending:

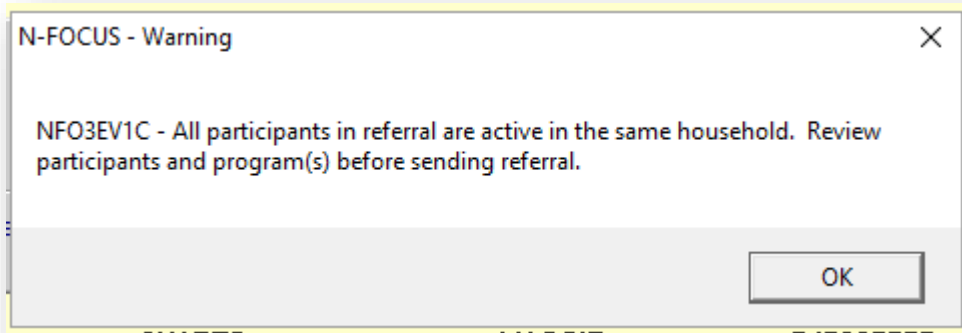


2. When an "Unknown NCP" is selected, but a family relationship has previously been established in N-FOCUS, the following warning message will display:



This message should prompt the worker to review family relationships before submitting the referral, as a previous relationship has already been established somewhere in N-FOCUS. This warning message does not prohibit a referral from being sent.

3. When all participants in the referral are active (In HH) in the same household, the following warning message will display:

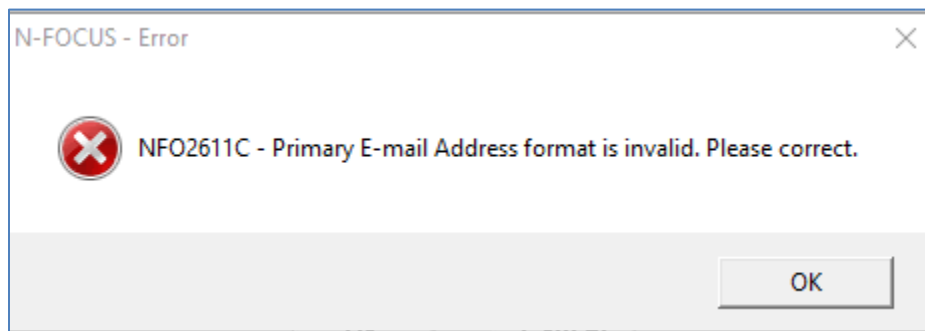


This message should prompt the worker to review the participants in the referral before submission. The purpose of this warning is limit referrals being sent where all participants reside in the same household. If the Non-Custodial Party is truly unknown, adding the Custodial Party and Dependent(s) to the referral would still prompt this message since they reside in the same household. This warning message does not prohibit a referral from being sent.

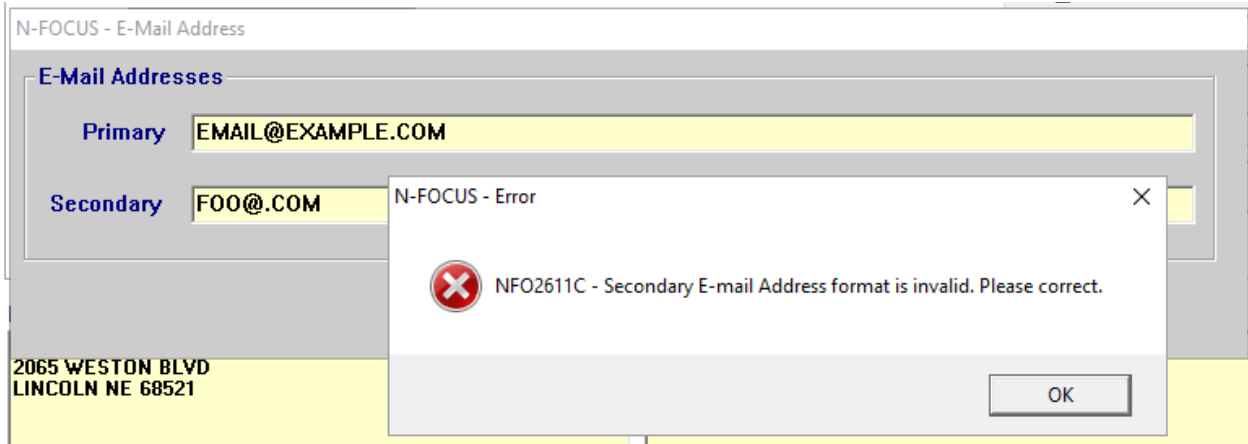
Invalid E-Mail Address (Fix)

If an invalid email address is entered on the Detail Address>Email Address window or the Detail Staff Person or the following error message will display. The worker is to check the address and enter correctly if appropriate. If the address entered was entered correctly, they will need to contact the client to get a new email address that meets E-Mail Address Standards.

Note: On the Detail Staff Person>E-Mail Address field, the field will turn Red when an invalid email address is entered. If you try to save when the field is Red, the Error window will display.



Note: On the Detail Address window, there are two fields available to enter an email address. The error will indicate which email address is invalid and needs to be corrected.



The following provides examples of allowed configuration of an email address in NFOCUS:

1. The recipient's name or prefix that appears to the left of the @ symbol
2. The domain appears to the right of the @ symbol
3. Allowable prefix formats
 - a. Allowed characters: Letters (a-z), numbers, underscores, periods, and dashes
 - b. An underscore, period, or dash must be followed by one or more letters or numbers
4. Acceptable email domain formats
 - a. Allowed characters are letters, numbers dashes
 - b. The last portion of the domain must be at least two characters, for example .com, .org. cc

Alerts

[Alert Clear/Close Logic \(Change\)](#)

When an alert is closed from the List Master Case Alerts/Work Task window it will be cleared from all assigned worker's List Position Alert.

When an alert is cleared from a worker's List Position Alert window it will also be closed and cleared from any other assigned worker's list.

[Child Care Worker Alerts \(Change\)](#)

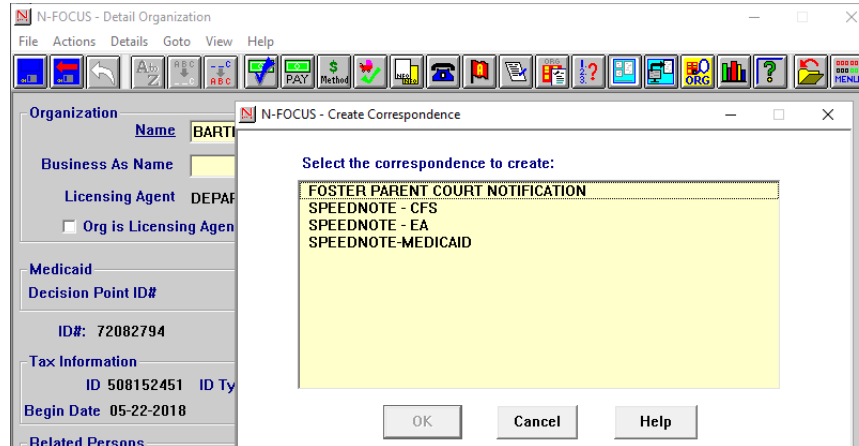
When a worker alert is created for a Childcare Program Case, the system will check the assistance code of the case to determine which worker alert to create.

- If the assistance code is WI, the worker alert will either be 9994 or 9995 for Child Welfare staff.
- If the assistance code is not WI, the worker alert will be either 9998 or 9999 for EA staff.

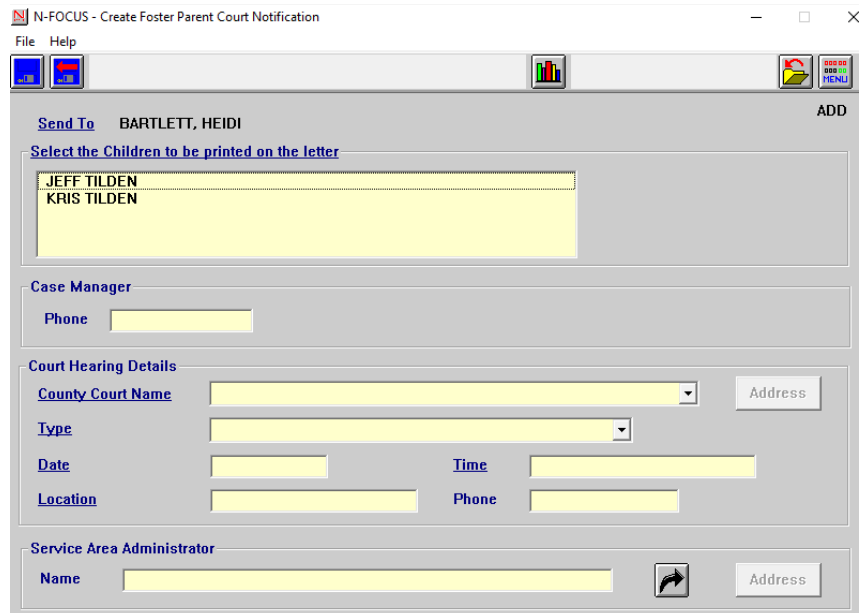
Correspondence

Foster Parent Court Notification (New)

A new correspondence called Foster Parent Court Notification has been created. This correspondence is used to notify Foster parents of upcoming court hearings. This correspondence is found under the Organization Detail window. To create this letter the user will go to the desired Organization and use the correspondence Icon to create a new Correspondence.



After selecting Foster Parent Court Notification, the user will be taken to the following window.



The user will be able to select one or multiple children that may have the same hearing. The user will then fill out all of the required information and save the

letter. The letter will be put in created status and will be sent overnight though Batch Mail. This letter can also be printed locally and sent by the worker.

Create Foster Parent Court Notification (New)

The Create Foster Parent Court Notification window is accessed from Detail Organization>Search Correspondence and selecting the Foster Parent Court Notification from the Type drop-down list.

N-FOCUS - Search for Correspondence

ORGANIZATION MARINO, DAN
ID#: 46186786

Correspondence

Date Range
End Date of 06-30-2021
with a range of 180 days
giving a begin date of 01-01-2021

Type
FSP 45 Day Notice
Final Court Report
Financial Responsibility Billing
Foster Care Prevention Plan
Foster Parent Court Notification
Guardianship Agreement
Guardianship Eligibility Determination

Search New Clear Cancel Help

Complete the fields as appropriate.

N-FOCUS - Create Foster Parent Court Notification

File Help

Send To MARINO, DAN

Select the Children to be printed on the letter

BART SIMPSON
HAROLD SALE
KELLY A CONWAY
LISA SIMPSON
MAGGIE SIMPSON

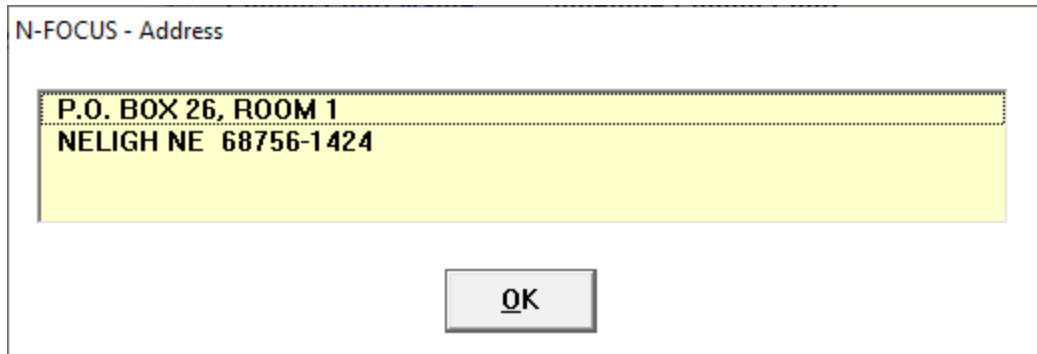
Case Manager
Phone [402]111-1112

Court Hearing Details
County Court Name Antelope County Court Address
Type Adoption Hearing
Date 01-02-2021 Time 3pm
Location floor/room2 Phone [402]887-4652

Service Area Administrator
Name WEB APS FULL INQUIRY Address

06-04-2021 15:01:58

Note: When the Address for the Court Hearing Details or the Service Area Administrator are selected, the Address pop up box will display.



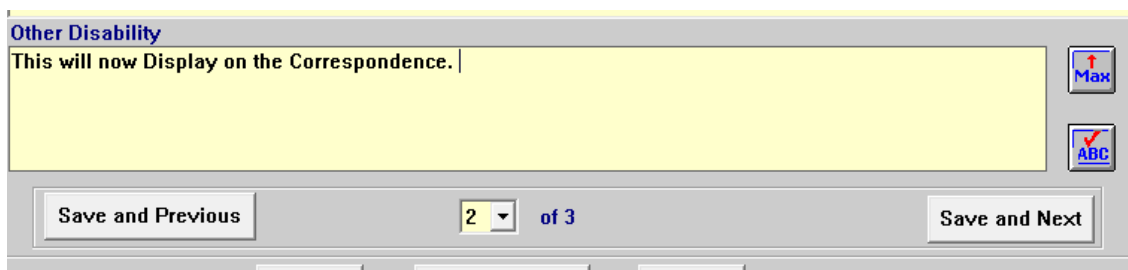
Guardianship Eligibility (Change)

An Addition was made to the Guardianship Determination of Child Eligibility correspondence. The Determination and Eligibility will now display any of the Child's Mental/Learning needs that were identified under Child Conditions.

- Mental/learning
 - 1. Borderline Intellectual Functioning
 - 2. Learning Disability
- Other Disability Narrative: This is testing the other disability narrative test date 8-19 or 7-9.
- At high risk of developing a disability
test the at risk narrative on 8-19

N-FOCUS - Test Date

It will also display the narrative "Other Disability" that is entered while creating the Eligibility



Detail SDM Assessment of Placement Safety and Suitability-Combine Narratives (Change)

These changes will make it easier for workers to quickly complete required assessments. This is the safety assessment completed on foster homes. Within the Detail SDM Assessment of Placement Safety and Suitability, the narratives are currently separated as Child Vulnerabilities, Concerns, Interventions, Placement Decisions, and Supervisor Consultation. We have combined the narratives to reflect that of the SDM Safety assessment, leaving only two narrative boxes.

1. Safety/Placement Decision (new title)

- a. The narrative will come from the Placement Decision Narrative, Interventions To Improve Safety And Care Narrative, Safety Concerns Narrative and Child Vulnerabilities Narrative.
- b. In the NFOCUS windows any changes to any of these narratives in one section will update the others. This will print as one narrative in the correspondence under Safety/Placement Decision and will not be displayed in the other sections previously mentioned.

2. Supervisor Consultation

- a. Summary of Changes to the Family Functioning narratives:
 - i. FOSTER HOME PROVIDER- (No changes)
 - ii. ALLEGED VICTIM-renamed to VICTIM FUNCTIONING
 - iii. SAFETY RESPONSE-removed narrative
 - iv. EVIDENCE/INTERVIEW SUMMARY-renamed to EVIDENCE

Description box Wording-"List any evidence that exists and where specifically evidence can be found.(ie Police reports, photographs, CAC interviews, written statements, medical reports, etc)"

- v. MALTREATMENT-renamed to MALTREATMENT CIRCUMSTANCES SURROUNDING THE MALTREATMENT
- vi. ALLEGED PERPETRATOR-renamed to PERPETRATOR FUNCTIONING

Description box wording-Describe the perpetrator's relationship to the victim, attitude toward the child, and functioning influencing the abuse/neglect

- vii. RECOMMENDATIONS (New Narrative to combine below narratives)
- viii. RECOMMENDATION FOR SERVICES
- ix. RECOMMENDATION to the COUNTY ATTORNEY
- x. RECOMMENDATION to FOSTER HOME PROVIDER
- xi. OTHER RECOMMENDATIONS

Description box wording—"Explain recommendations or referral made to the family, county attorney or legal representatives, foster home, or agency"

- xii. CONSULTATION with RD and/or AGENCY-(New Narrative)

*We will not be doing a conversion of old assessments.

[IMFC Opening Packet \(Change\)](#)

The number of children that will be included in the IMFC Opening packet has been expanded from 10 children to 50. This will allow the user to complete a single IMFC opening packet for cases that have more than 10 children.

Expert System

CFS - B2I Budgeting (Change)

In B2I budgeting, if an amount entered is less than \$1.00, the amount will be changed to \$0.00.

Children and Family Services

List Trainings for Org Persons (New)

The List Trainings for Org Related Persons window will display the training records for all of the Organization Related Persons. The trainings will be sorted by the person's last name in ascending order and by date by descending order. This window is accessed from the Detail ORG/Org Related Person window and Home Details window by selecting the Training button.

N-FOCUS - List Trainings for Org Persons

File Help

Organization

Organization Name GAFFER, GENDA ID# 56958046

Last Name	First Name	Training	Date Completed	Next Due Date
GAFFER	GENDA	Recognition and Reporting Chi	06-02-2021	
GAFFER	GENDA	Recognition and Reporting Chi	06-02-2021	
GAFFER	GENDA	Orientation/Pre-service	06-01-2021	

Completed Date Range

Begin Date End Date Refresh

Facility Types (New)

New Facility Types have been added for Tribal Foster homes. The tribal homes are now broken out into Approved home and a Licensed home. These new Types will function the same way as other Facility types.

These changes include the addition of Licensed and Approved homes for the three Native American Tribes (Santee Sioux, Winnebago and Omaha).

Facility Type	Slots	Status	Begin Date
SANTEE SIOUX TRIBAL FOSTER HOME (APPR	4	ACTIVE	07-08-2021
SANTEE SIOUX TRIBAL FOSTER HOME (LIC)	5	ACTIVE	07-08-2021

OMAHA TRIBAL FOSTER HOME (APPROVED)
OMAHA TRIBAL FOSTER HOME (LICENSED)

WINNEBAGO TRIBAL FOSTER HOME (APPROVED)
WINNEBAGO TRIBAL FOSTER HOME (LICENSED)

License/Approval Review Window (New)

A new window has been added for License/Approval reviews. This window is located in the Detail License/Approval window, found under Home Details.

The screenshot shows the 'N-FOCUS - Detail License/Approval' window. The 'REVIEW' icon in the toolbar is highlighted with a red box. The window displays the following information:

- Organization Name: FOSTER, ALMA
- Licensed As Name: ALMA FOSTER
- Licensing Agent: OMNI BEHAVIORAL HEALTH - OWNER
- Facility Type: AGENCY SUPPORTED
- License/Approval: Foster Care Home (License)
- Number Of Children: 5
- Application Received Date: 08-18-2010
- Waiver Granted: (dropdown)
- Waived Requirements: (checkbox)
- Sublicense: (checkbox)
- Status: CLOSED
- Date: 06-28-2011
- Reason: NEW LICENSE TO BE ISSUED
- Gender and Age Range Approved:
 - Sex: Either, Female, Male
 - Minimum Age: 0 Weeks
 - Maximum Age: 18 Years
- Effective Dates:
 - Begin: 09-13-2010
 - End: 06-28-2011
 - License Extended: (checkbox)
 - License Amended: (checkbox)

This new License/Approval Review Detail window will allow specific workers the ability to enter reviews on licensed and approved homes. They will be able to enter the review completion date, a description of the type of review, whether or not errors existed, whether or not errors were corrected and when, and a narrative.

This window also captures the logon ID of the worker who creates the entry as well as the logon ID of the worker who last modified the entry, with dates.

N-FOCUS - License/Approval Review Detail

File Actions Help

Organization Name FOSTER, ALMA UPDATE

License/Approval Foster Care Home [License]

Review Detail

Completion Date 07-09-2021

Description FOSTER CARE LICENSING

Error Exists Yes Error Corrected Yes Error Corrected On 07-07-2021

Created By DSSZ921 Created On 07-09-2021 Modified By DSSZ921 Modified On 07-09-2021

Narrative

Testing testing

Text Last Updated By DSSZ921 Text Last Modified On 07-09-2021

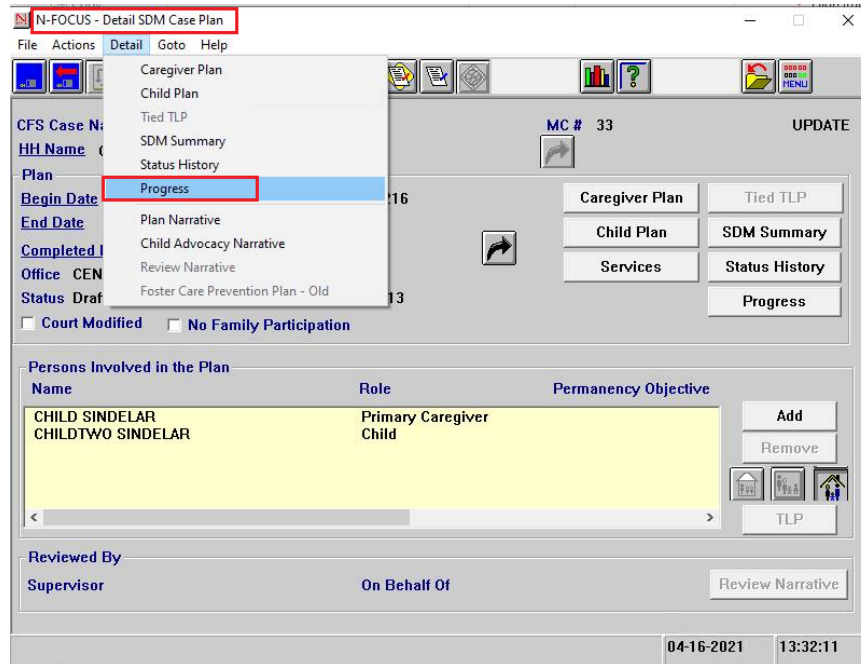
Existing reviews can be updated or deleted by opening an individual record and updating the License/Approval Review Detail window or selecting Delete from the Actions dropdown.

[Detail SDM Case Plan Progress Verbiage \(Change\)](#)

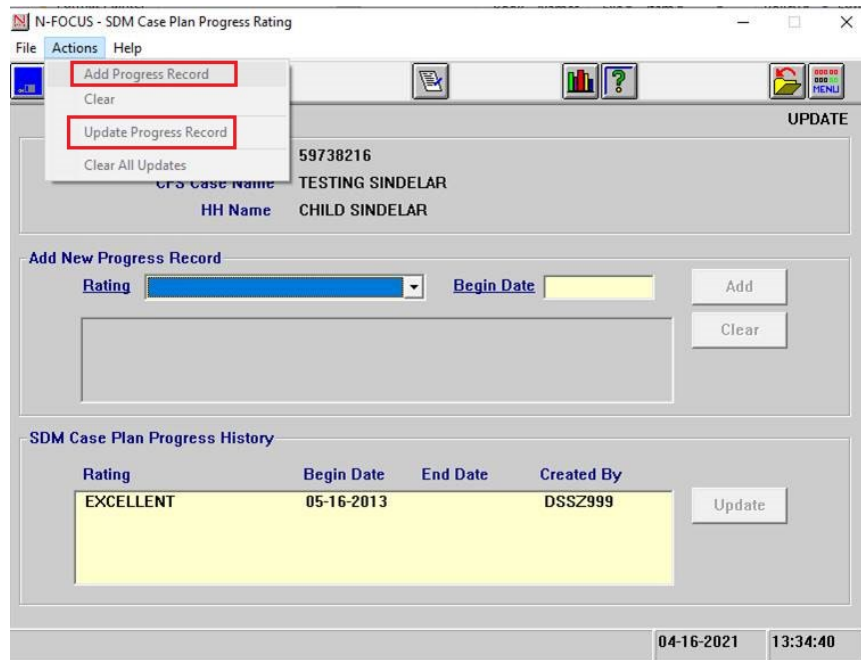
To provide a more clear representation of what the ratings on the Case Plan indicate, the word Compliance has been changed to Progress on the following windows:

- Detail SDM Case Plan>Detail>Progress

See screen print on next page.



- SDM Case Plan Progress Rating>Actions Menu (Add Progress Record and Update Progress Record).



- Update SDM Case Plan Progress Pop Up Window
- See screen print on next page.

N-FOCUS - Update SDM Case Plan Progress

Rating **EXCELLENT** Begin Date **05-16-2013**

The caregiver is teaching and demonstrating appropriate actions and behaviors as described in the plan.

OK Cancel

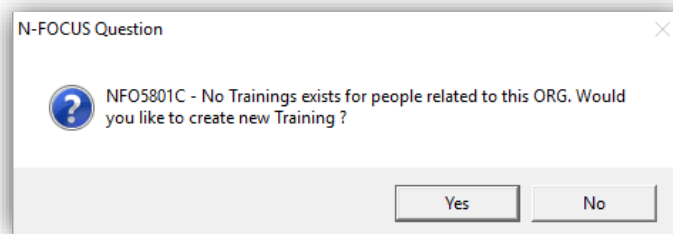
Visitation Plan changed to Parenting Time Plan (Change)

With this release, references to the Visitation Plan will now be called Parenting Time Plan.

Training for Organization Related Person(s) Window (Change)

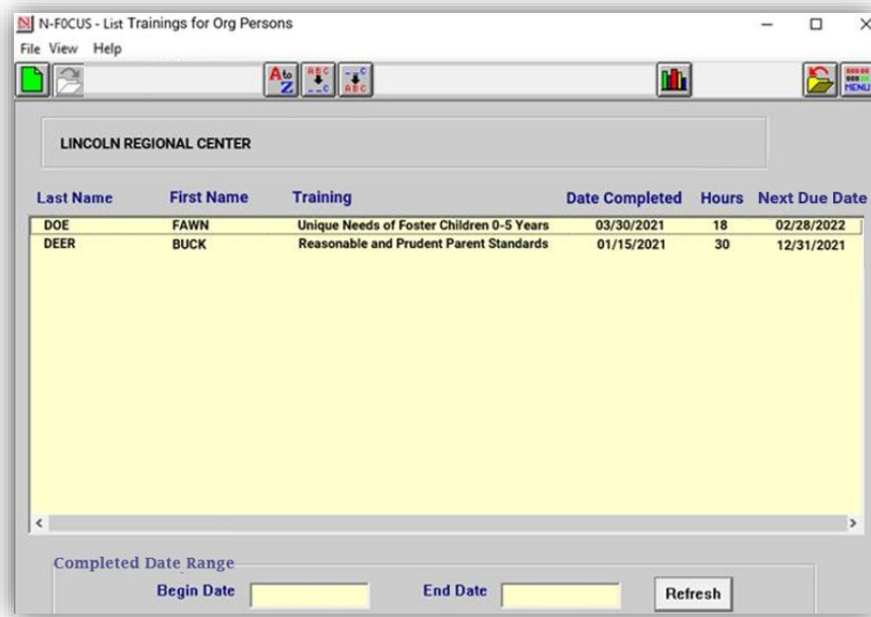
The Training for Organization Related Person(s) window has been updated to allow workers to multi-select persons who have completed similar trainings.

The first window to display, after accessing the Training window from either Home Details in the Detail Organization window, the Goto menu dropdown in the Detail Organization window, or the Organization Related Person window, will either be a Question window, advising that there are no trainings entered:

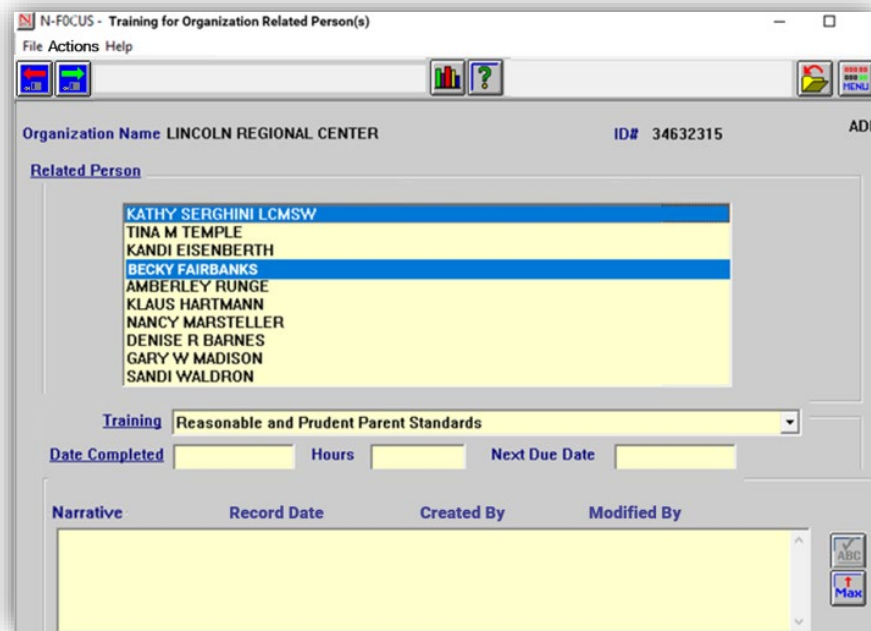


Or, the List Trainings for Org Persons window:

See Screen Print on next page.

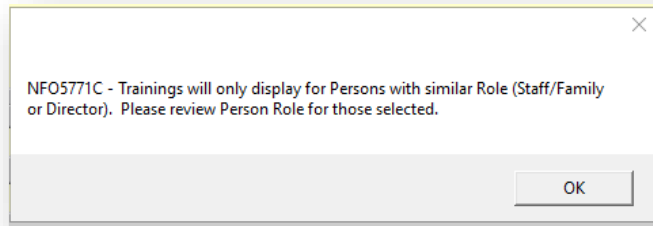


If no trainings exist, the worker will follow the Question window to create a new one. If trainings do exist, worker will select the green New button to enter a new training. The Training for Organization Related Person(s) window will display:

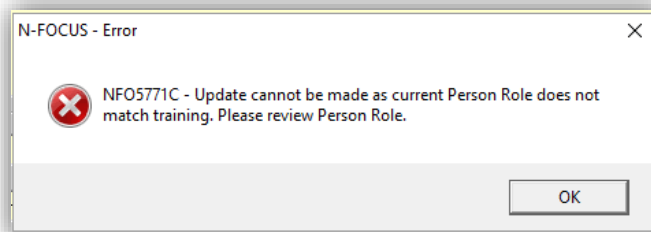


The worker is able to select multiple persons for the same training. They will then enter the Date Completed, the Hours, and the Next Due Date, if applicable. Narratives are also allowed in this window. The worker can Save and Close, or Save and Next, if another training is needed.

This window only allows the worker to select multiple related persons who share a similar role; Staff/Family or Director. When related persons with differing roles are selected, Informational Message will display:



Updates to existing trainings can be made by accessing the training from the List Trainings for Org Persons window. Worker can either double-click the entry or highlight the row and click the Open button. If a training was entered for one role, but the role has since changed, the worker cannot make updates/delete an existing training without first updating the person role. The following message will display:



The worker can delete an existing training by accessing the entry from the List Trainings for Org Persons window. Worker can either double-click or highlight and select the Open button on the menu bar. Once the individual training is opened, and the Training for Organization Related Person(s) window displays, the worker can choose the Delete option Actions in the menu bar.

Professional Relationships Window (Change)

The Professional Relationships window has been updated to include individual Tribal Representatives. The worker will need to add an existing N-FOCUS person as a tribe representative under Professional Relationships. The Tribe Represented is also required. The Tribe Represented selection will list contact information on any correspondence, with the specific tribal representative as the professional.

The screenshot shows the 'N-FOCUS - Professional Relationships' window. It features a menu bar with 'File', 'Action', 'Goto', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Case Person:** STEPHEN STEVENS
- Professional:** WINNIE BAGO
- Tribe Represented:** WINNEBAGO TRIBE OF NEBRASKA, 402-878-2379
- Relationship Type:** Tribal Representative (selected in a dropdown menu)
- Begin Date:** 07-09-2021
- End Date:** (empty field)

Detail Service Referral Window (Change)

An update was made to the Detail Service Referral window to include Status Date, Modified By, and Modified Date. The Status Date field will update whenever the worker updates the status. The Modified By field will capture the login ID of whomever last modified the window. The Modified Date field will capture the date a worker last updated the window.

The screenshot shows the 'N-FOCUS - Detail Service Referral' window. It features a menu bar with 'File', 'Actions', 'Goto', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

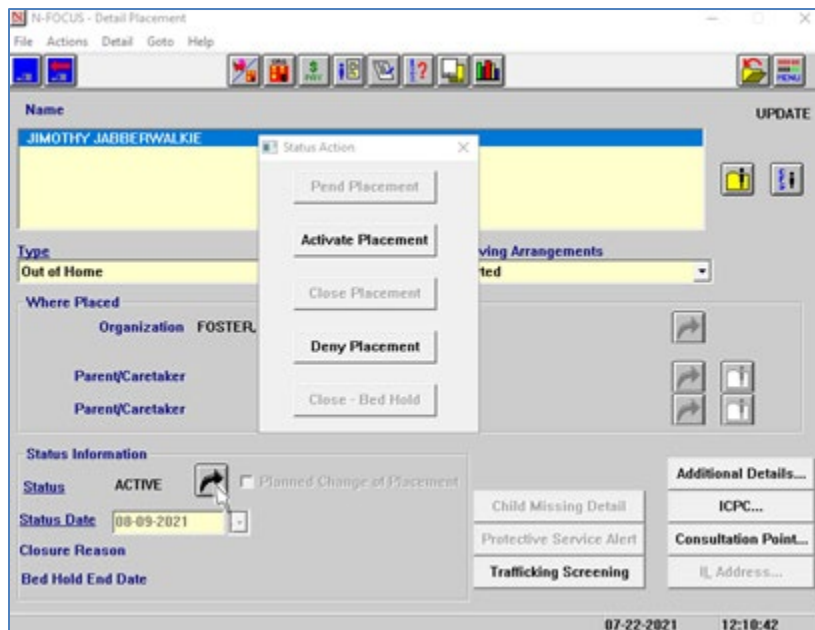
- Case:** 5461
- Program:** CFS
- ID Nbr:** 84280657
- Status:** Revisions Required
- Completed By:** MARY POPPINS
- Status Date:** 07-15-2021
- Modified By:** DSSZ921
- Modified Date:** 08-01-2021
- Name:** STEPHEN STEVENS
- Service:** OUT OF HM MAINTENANCE
- Provider:** SKY, SUNRISE
- Org ID:** 44211808
- Services:** Begin Date: 06-01-2021, End Date: 08-31-2021
- Units:** 15
- Type:** Day
- Frequency:** Month
- Parenting Time Plan:** Tie, Untie and View tied Parenting Time Plan(s).
- HH Name:** Presenting Strengths/Needs

Detail Placement Status Update (Change)

A dropdown selection will be added to the Detail Placement window where the worker can choose "Activate," "Deny," "Close," "Pend, or Close – Bed Hold"

The following two requirements need to be addressed with the Closed –Bed Hold status:

- The worker needs to enter an end date in N-Focus
- When a bed hold is approved by a CFSS there will be an automatic alert the IM-FC workers of the approval and the start date and anticipated end of the bed hold.



Risk Assessment Question #2 (Change)

On answer #2 the prior neglect and prior abuse questions are automatically answered Yes if there is prior investigations of any household adult. If NFOCUS determines that there was prior neglect and abuse that match the criteria, the criteria will be marked with an appropriate answer in those dropdowns.

Prior to this release, NFOCUS was not recognizing the questions as being answered. This was effecting the Abuse or Neglect score and required the worker to redo the question. This change was made so the system will now recognize the Prior Abuse and Prior Neglect answers.

Suitability Checklist Requirement Update (Change)

When viewing the a SDM Safety Plan set up before 4/11/21, NFOCUS will require the Suitability Checklist to be completed for all Safety Monitors even if a change has not been made to the page. NFOCUS has been updated to not require

the Suitability Checklist to be completed in these cases mentioned above unless there was a change to the page.

License Refusal Reason (Change)

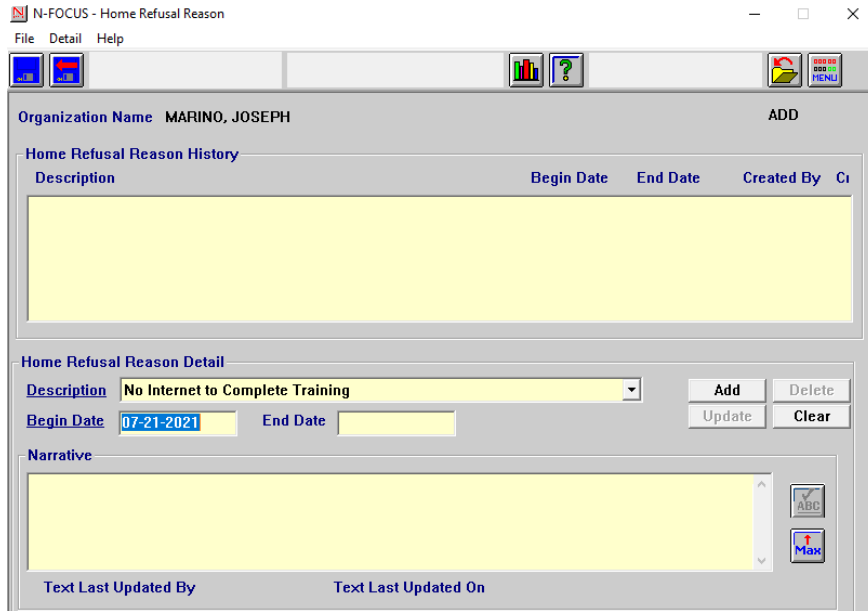
If a family refuses to become licensed the Resource Developer Supervisor needs to complete the License Refusal Reason. To enter this information, follow these steps:

- From the Home Details window and select the License Refusal pushbutton.

The screenshot shows the 'N-FOCUS - Home Details' window. At the top, it displays 'Organization Name: MARINO, JOSEPH' and 'UPDATE ID #: 80514188'. Below this is a table with columns: Facility Type, Slots, Status, Begin Date, and Reason. The table contains one entry: 'RELATIVE FOSTER HOME (APPROVED)' with 2 slots, ACTIVE status, and a begin date of 07-21-2021. To the right of the table are buttons for 'Add', 'Remove', and 'History'. Below the table are several form fields: 'Number of Own Children' (0), 'Pre-Service Completed Date' (empty), and five dropdown menus for 'Family Composition', 'Family's Ethnic Group', 'Family's Primary', 'Family's Second Language', and 'Family's Religion', all set to '(NONE)'. On the right side of the form is a vertical stack of buttons: 'Placement Preference', 'Placement List', 'License/Approval', 'Employment/Education', 'Inquiry/Motivation', 'Adoption Exchange', 'Training', 'Child Care Details', and 'License Refusal'.

- Select the reason and enter the begin date.
- Select Add and then Save.

Note: More than one reason can be selected.



Note: The reasons of 'Other' and 'Policy Non-Compliance' require a narrative. Other reasons may have an optional narrative.

NFOCUS Tips

VPN Users

If you have been switched to a VPN Laptop:

- N-FOCUS runs very, very slow using VPN
 - Open N-FOCUS through CITRIX and it will run at the normal speed.

If you do not have CITRIX call the Level One Help Desk (402-471-9069) and ask for CITRIX.