
N-FOCUS Major Release Children and Family Services April 9, 2017

A Major Release of the N-FOCUS system is being implemented April 9, 2017. 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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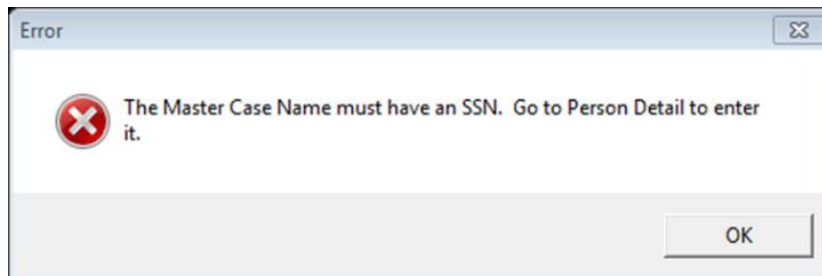
General Interest and Mainframe

Master Case Name Change No SSN (Change)

When the Master Case Name is changed, if the person chosen from the Change Master Case Name window does not have a current Social Security Number, the following message will appear:

The Master Case Name must have an SSN. Go to Person Detail to enter it.

Last	First	MI	Ext	Birth Date
ADDON	CLIFFORD			06-20-2014
ORAH	DEB			06-20-2012
WARD	LEE			06-20-1980



Correspondence

Early Development Network Referral (Change)

The Early Development Network Referral window utilized to create this document has been updated for the April Release.

Additions to the referral include:

- Child state ward information
 - N-focus data
- -Child placement with name, address, phone numbers
 - N-Focus data
- Add sections for non-custodial parent information.
 - N-Focus data if non-custodial relationship exists
- Add section for doctor address and last appointment
 - N-FOCUS data pulled from exam data
- Add field for child risk factors that can be selected
 - Auto-select risk factors based on conditions for persons
- Add field for risk factors that may affect EDN workers
- Add drop down to select mother and parents educational rights.
 - Depending on what is selected fields enabled to provide information about educational surrogate

Information Removed:

- Section for developmental concerns, medical concerns, and additional comments
- Section on correspondence for Action taken

To create the Early Development Network Referral, follow these steps:

1. From the Detail Program Case window, select the Correspondence icon.
The Search for Correspondence window displays.
2. Select the New button.
3. Select Early Development Network Referral from the Create Correspondence list.
4. Click OK.
The Early Development Network Referral window will display. (Shown on following page)
5. Complete the fields as appropriate.
6. Save and Close.



N-FOCUS - Early Development Network Referral

File Detail Help

Referred Organization: CENTRAL NEBRASKA CMNTY SVCS-ONEILL-HEAD ST ADD

Child

Name: FRODO BAGGINS Birth Date: 11-01-2010 Sex: M

Child's Address:

Line 1: 1234 ROCK RDG

Line 2:

Line 3:

City: AINSWORTH State: NE Zip: 69210

Phone #:

Legal Status: Young Adult Voluntary Ser

Placement Type: Out of Home

Facility Type: Agency Supported

Placed With: KAHN, MADELINE

Buttons: Non-Custodial Parent, Doctor's Info, Risk Factors, Parental Rights

Father

Name: BILBO BAGGINS

Line 1: 1234 MAIN

Line 2:

Line 3:

City: LINCOLN State: NE Zip: 68521

Home #: [402]314-1851 Work #:

Mother

Name:

Line 1:

Line 2:

Line 3:

City: State: ZIP:

Home #: Work #:

Are the parent(s) aware of this referral to the Early Development Network? Yes No

Do you sense the parents are willing to cooperate with EDN services providers? Yes No

The following buttons are used to add additional information to the referral. Enter the information requested as appropriate to the referral.

Non-Custodial Parent

N-FOCUS - Early Dev. Network Referral Non-Custodial Parent

Non-Custodial Parent

Name:

Line 1:

Line 2:

Line 3:

City: State: ZIP:

Home #: Work #:

Buttons: OK, Cancel

Risk Factors

N-FOCUS Early Dev. Network Risk Factors

Child's Risk Factors:

- Prematurity or Serious Medical Condition
- Substance Exposure and/or Parent Substance Abuse
- Parent Mental Illness
- Family Violence, Domestic Violence and prolonged marital discord
- Neglect
- Abuse
- Poor Attachment
- Adolescent Parent
- Poverty
- Toxic Stress and Trauma (natural disasters, forced displacement)

Potential risk factors that may impact Early Development Network personnel:

- Drugs and/or Drug manufacturing in the home
- Untreated mental health and/or substance abuse condition resulting in unpredictable p
- History of assaultive and/or domestic violence with parents
- The physical living conditions are hazardous and immediately threatening to the health
- Family known to keep weapons in the home
- Other

Other Potential Risk Factors

OK Cancel

Doctor's Info

N-FOCUS - Early Dev. Network Doctor's Information

Child's Doctor

Name

Line 1

Line 2

Line 3

City State Zip

Phone # Last Known Doctor's Appointment Date

Any Developmental Concerns

Any Medical Concerns

Additional Comments

OK Cancel

Parental Rights

N-FOCUS - Early Dev. Network Parental Rights

Mother's Rights
 If the State Ward becomes eligible for special education, designate the status of the mother's rights as they pertain to educational decisions. Choose one of the following:
 The mother's rights are intact and she has indicated that she wishes to participate in the educational
 The mother's rights are intact. It is unknown whether she wishes to participate in educational decision
 The mother's rights have been terminated or relinquished. She does not have the right to participate
 The mother is deceased.

Father's Rights
 If the State Ward becomes eligible for special education, designate the status of the father's rights as they pertain to educational decisions. Choose one of the following:
 The father's rights are intact and he has indicated that he wishes to participate in the educational dec
 The father's rights are intact. It is unknown whether he wishes to participate in educational decisions.
 The father's rights have been terminated or relinquished. He does not have the right to participate in
 The father is deceased.

Educational Surrogate
 Has an Education Surrogate been assigned? Yes No
 Who Assigned the Education Surrogate?
 Name of education Surrogate
 Line 1
 Line 2
 Line 3
 City State ZIP

OK Cancel

Intake-Law Enforcement Notice Printing (Change)

The abuse and neglect hotline is required to send Law Enforcement notices from all Child Abuse/Neglect and Adult Protective Services intakes to local Law Enforcement Agencies. In order to do this, they previously had to print out each law enforcement notices (+40,000 per year) and then fax them or scan and email them. The notices could be saved and emailed from the print preview screen, but the print function was disabled. With this change, the Law Enforcement notice now has the print function enabled when viewed in print preview and when it is saved as a pdf. This change allows the notice to be shared electronically and be able to be printed by the Law Enforcement Agencies.

The screenshot shows two overlapping windows. On the left is the 'N-FOCUS - List Correspondence' application window. The 'Actions' menu is open, showing options like 'Print Now...', 'Print Later', 'Print Preview', 'Delete...', 'Destroy...', 'Cancel Batch Reprint', and 'Update Comment'. The 'Print Preview' option is highlighted. Below the menu, a list of correspondence entries is visible, including dates and the text 'Law Enforcement Notification'. On the right is an Internet Explorer browser window displaying a 'Child Abuse/Neglect Intake Worksheet'. The browser's 'File' menu is open, with 'Print...' selected. The worksheet content includes 'HEALTH AND HUMAN SERVICES', 'RD', '0', 'POLICE DEPARTMENT', 'WEST FOURTH FLOOR N-FOCUS', and 'E 68509-5026'.

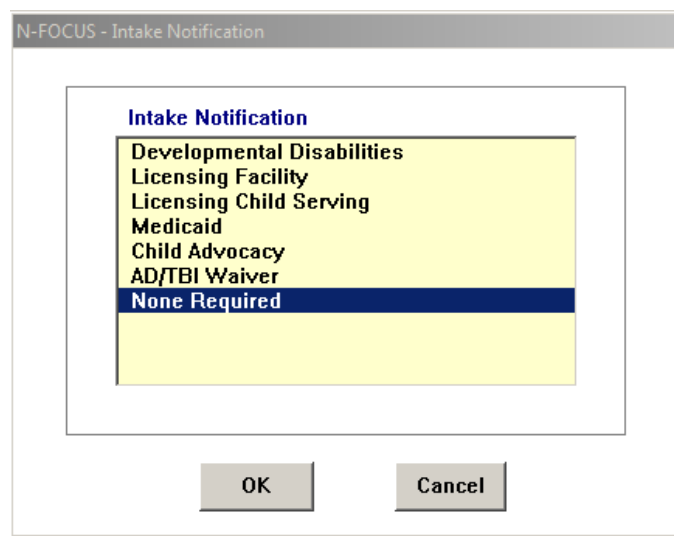
Intake-Notifications (Change)

This change improves some of the functionality regarding when Intake Notifications are automatically turned on or off.

When an intake is closed with a status reason of Does Not Meet Definition or Entry Error, if the Child Advocacy notification had been turned on manually or automatically, it will be turned off.

- If this occurs and no other notifications are turned on, then the 'None Required' notification will be automatically selected.
- If other notifications are turned on, they will remain on unaffected.

When a worker selects 'None Required' for notifications and then takes an action that automatically turns on another, the 'None Required' will be turned off.



Document Imaging

New Categories (New)

Four new categories were added specific to Child Welfare and Resource Development. These categories are:

- Protective Service Alert Photo
 - To be used only for the creation of a Protective Service Alert only
- Relinquishment
- Adoption Finalization
- Complaint/Concerns

Sub Categories (New)

Child Welfare requested the addition of sub-categories to the already existing Document Imaging categories. This feature will allow Child Welfare to utilize the Document Management System to mirror their 'brown file' system. The sub categories allow the user to select a main

category and a corresponding sub category to allow for easier retrieval during a search. There are 252 Sub Categories that were added.

*Please note that for categories that are shared across the divisions i.e.: ID Citizenship and Relationship the correlating sub categories are available but not mandatory for MLTC, EA, or DD.

Searching for documents that have been added with the sub category is made from the List Image screen (after the listing of images has been retrieved from the search).

Filter:

Type:

Value:

Sub-Cat:

Name	Category	Sub-Category	Last Modified
BROOKLYN JOHNSTONE	ID Citizenship and Relationship		03-15
BROOKLYN JOHNSTONE	ID Citizenship and Relationship	Certificate of Citizenship	03-15
ELVIA MORA	ID Citizenship and Relationship	Certificate Request	03-15
DEION JOHNSTONE	ID Citizenship and Relationship	Supplement, Other Immigration Documents, Passport - US & Foreign	03-13
CATHY JOHNSTONE	ID Citizenship and Relationship	United States Citizenship Attestation	03-02

Type: Category
 Value: Main Category
 Sub-Cat: Sub Category

Search would refine to bring back documents indexed only by the specific Category and Sub Category combination.

Document Date (New)

The addition of a Document Date feature was requested to be added to Add Image, Search Image, and File Director. The document date is different from the received date of the document. This date can be the date of the documents creation (date of driver's license) or date of a court order.

This feature was also requested by Child Welfare and is not mandatory for use by other divisions (MLTC, EA, and DD)

In the Add Image window the Document Date will default to current date.

The screenshot shows the 'N-FOCUS - Add Image' window. It contains several sections: 'Index Information' with fields for Name, Index Type, Index ID, Category and Sub-Category, Show (EA, MED, P&S, DD), Area, and Generate Alert (Yes/No); 'Indexing Mode' with radio buttons for Copy and Select; 'File Location' with a 'Browse...' button; 'Selected Documents' with 'Imaging Option' (Standard/Enhanced) and 'Received Date' fields; and 'Document Date' field, which is highlighted with a red box and contains the date '03-23-2017'. There is also an 'Available Documents' list on the right.

To change this date use the calendar to select the document date.

From the Search Image Window:

The Date defaults to Received Date. To search by the document date select the Document Date radio button. Range selection is the same as the Received Date.

The screenshot shows the 'N-FOCUS - Search Image' window. It displays 'Master Case' information (Number 2, Name ANNIE M INTERFACE) and a 'Persons Selection' table. The 'Date Options' section is highlighted with a red box and shows 'Document Date' selected, a range of '6 Months', and date fields for 'From' (09-24-2016) and 'To' (03-23-2017). There are also 'Prey' and 'Next' buttons and an 'Apply to Perm IDs' checkbox.

ID	Last	First	MI Ext	Birth Date	Sex	SSN	Disc	HH Status
46837129	CARRIER	CHUBBY		01-01-1955	M		N	In HH
39303043	INTERFACE	ANNIE	M	12-12-1956	F	3333	N	In HH
22840155	INTERFACE	LITTLE		04-30-2010	F	8846	N	In HH
25540035	INTERFACE	ROCKO		07-04-2013	M		N	In HH
98468220	INTERFACE	TRISHA JANE		05-01-1996	F	1234	N	In HH
34184038	TECHIE	JOE		04-30-1960	M	8888	N	In HH

Expert System

Child Care Budgeting (Change)

Currently when an unborn is added to a Master Case (MC) and a Child Care (CC) budget is subsequently ran, the unborn is automatically pulled into the CC case without verification of the pregnancy. Now the system will detect if there is an unverified unborn in the CC program when a regular or recalculated CC budget is ran from May 1, 2017 forward, and will close the “Non-Participant Child” from the program case.

If this causes an adverse action and the fee increases, or the family is no longer eligible for CC, notices will automatically be sent, and service authorizations will automatically be updated and sent as well.

Note: *A recalculated CC budget for April 2017 or earlier will use the old logic of pulling in the Unborn into the budget, as the budget has already been ran and uploaded and we do not do system generated overpayments.*

*** 10 day logic will still apply*

Process for MC which currently include an Unverified Unborn (Change)

Unverified Unborns will no longer automatically be pulled into the CC case. They will also no longer be displayed in the Child Care Budget Confirmation window as a Non-Participant Child.

When CC cases are budgeted and the MC includes an Unborn, the system will determine if the pregnancy has been verified. If the Pregnancy is **not** verified, the Unborn will not be included as a “Non-Participant Child” in the CC case, or the unit size.

The Unverified Unborn will no longer be displayed in the Child Care Budget Confirmation window, and will not be included in the CC budget.

Person	Age	SSN	Role	Status	Adult/ Child	Assign To Role
CRANE CONNIE	54	76654523	Fin Resp	Active	Adult	Fin Resp
CRANE CRAIG	53	40295944	Fin Resp	Active	Adult	Non-Part Child
CRANE COOPER	16	75104940	Participant	Active	Child	Non-Part Child
CRANE UNBORN (due)	0	35863001	Non-Part Child	Active	Child	Non-Part Child

If the pregnancy is verified, the Unborn will continue to be configured into the CC case as a “Non-Participant Child” and will be included in the CC case, and the unit size.

Duplicate Application Denial (Change)

If an application is correctly tied as a Duplicate through the Tie Auto Suggestion function, and there is a current application received date less than 60 days prior to receiving the duplicate application, the worker will need to deny the new duplicate using the Status Code Reason, Duplicate Application.

N-FOCUS Tips

Master Case Cannot Be Checked Out (Tip)

When a case is selected for Check out, the download program checks for the following:

- All persons in the Master Case has a:
 - Date of Birth : AND
 - Race Code
- All program cases in assigned mode are not assigned to the Office default position number 99999999

If any of the above is detected the Master Case cannot be checked out. This stops any worker and MESA from being able to check this case out and process the necessary changes.

Duplicate Persons in N-FOCUS

Duplicate persons continue to be created in the process of creating new Master Cases, adding a person to a Master Case, creating a CHARTS referral, CFS Intakes, and adding an Administrative person (Payee, Authorized Rep, etc). **Duplicating persons creates serious issues that affect your case accuracy.** It becomes even more important to not create duplicate persons with the new Medicaid system Nebraska Timely, Responsive, Accurate, Customer Service (NTRAC) coming soon.

N-FOCUS was designed so that a person should only be on the system once. Each person should have only one person number. This same person can be in a Master Case, be an Authorized Rep, be in a CHARTS referral, CFS Intake, SDM and be in an Organization. There is no reason for a person to be on the system twice. The person number is found at the bottom of this window.

The screenshot shows the 'N-FOCUS - Person Detail' window. The 'Person Name' section includes fields for First (KENNIE), Middle, Last (SANDS), and Ext ([NONE]). The 'SSN' field is empty. The 'Birth Date' is 06-30-2016. The 'Deceased Date' is empty. The 'Person Number' is 51318165. The 'Sex' section has radio buttons for Female, Male, and Unknown. On the right side, there are several buttons for actions like 'Demographics...', 'Address...', 'Address History...', 'Client Preferences', 'E-Mail Addr. History', 'Military/International...', 'Name History...', 'Person Verification...', 'SSN History...', and 'Telephone...'. At the bottom, there is a status bar showing 'Close Person Detail Window', '03 03-23-2017', and '11:32'.

Current Issues:

- Adding a person to the Master Case with the reason of EO (Energy Only)
- If this person is already in another Master Case then it is an existing person – do not add a new person
- Unborn already on – child is born but pregnancy is not updated and the child is added as a new person
- If there is already an unborn in the Master Case and a child has been born, update the pregnancy do not add another N-FOCUS person. If you are not allowed to make this update, call N-FOCUS Production Support to make this change.
- No SSN but Name and DOB matches someone already on N-FOCUS – More than likely this is the same person:
- Check the address, Master Cases they have been in, Person Involvement, etc.
- if not sure, call N-FOCUS Production Support
- If SSN already matches someone on N-FOCUS do not change the SSN by one number to get it on
- Call N-FOCUS Production Support for help
- Not doing a thorough clearance before adding a person to N-FOCUS
- Person name misspelled or last name changed

If you created a duplicate person in error or find ones that you think might be duplicates, please contact N-FOCUS Production Support so we can correct them.

In order to reduce the number of duplicate persons created, please take the following steps before you create a person in N-FOCUS:

Person Search

Use the Person Search to determine if this person is already on N-FOCUS

- SSN Search – If you have an SSN, do a search by SSN. If there is no match on SSN, then search by name.
 - Even if you have an SSN it is good to also do a name search to make sure they are not already on without the SSN
 - Person Search defaults to Partial Name search – this search finds all the names with the exact spelling of the last name and first name entered plus additional names that have more letters.
 - If there is a space in the last name or first name and the one entered does not have a space – it will not find this person.

Example: If you enter John Doe – you will get all the John Doe’s plus any John with the last name of Doeden, Doenhoefer, Doerschlag, Doescher, Doeschot, etc.

- If you are not sure how to spell the last name such as Johnson or Johnsen then enter johns as the last name and you will get matches for Johns, Johnsen, Johnson, Johnsons and Johnston with the same first name.
- It is also good to check the box “Search on Name History”.
- Sometime it is best to enter less to get a broader search.
- Address Search

Clearance Process

The Clearance Process uses soundex to find names that match the name that you entered. Soundex is a phonetic program used by N-FOCUS to encode last names by their sound when pronounced in English. (See Help-How Do I for an overview of Soundex.) You will get a lot more possible matches with Soundex.

- If there are over 100 matches you will get a popup that will allow you to Filter – by Last Name, First Name, Partial Last Name, Partial First Name or Sex.
- Person Clearance List:
 - Take time to look at the list. From this window you can look at Person Detail, what Master Cases they are in, their address and if they are an Org related person.
 - If a person already on N-FOCUS has the same name and date of birth as the person you are entering, it is most likely the same person
 - If it is the same person use the button at the bottom of the window "**Use Existing N-FOCUS Person**"
 - **DO NOT** change the SSN by one number to get your person on when you have an SSN match - call N-FOCUS Production Support
 - See “Help-How Do I” for complete instructions on the Clearance Process
- **If in doubt if this is the same person, call N-FOCUS Production Support**

New Person Information Entered							
SSN	Last Name	First Name	MI	Ext	Birth Date	Sex	
--	SANDS	KEN				U	<- Add New Person

Possible Matches of Persons Existing in N-FOCUS								
Match Type	SSN	Last	First	MI	Ext	Birth Date	Sex	Person Number
SNDX	--	SANDS	KARA			09-15-2005	F	16593920
SNDX	551-66-7894	SANDS	KATE			08-12-1911	F	48792036
SNDX	688-79-1546	SANDS	KATIE			08-12-1982	F	53518698
SNDX	669-33-2211	SANDS	KATRINA			06-12-2005	F	65216969
SNDX	558-46-1578	SANDS	KAY			05-12-1982	F	36484319
SNDX	--	SANDS	KENNIE			06-30-2016	M	51318165
SNDX	--	SANDS	KODA			07-20-2013	M	33556629
SNDX	--	SANDS	KURT			09-18-1982	M	92202512

Physical Address: _____ Master Case: 382

Use Existing N-FOCUS Person

Administrative Person

- Always check to make sure the person is not already on N-FOCUS
- When adding this person you must enter an address

Review HH Status

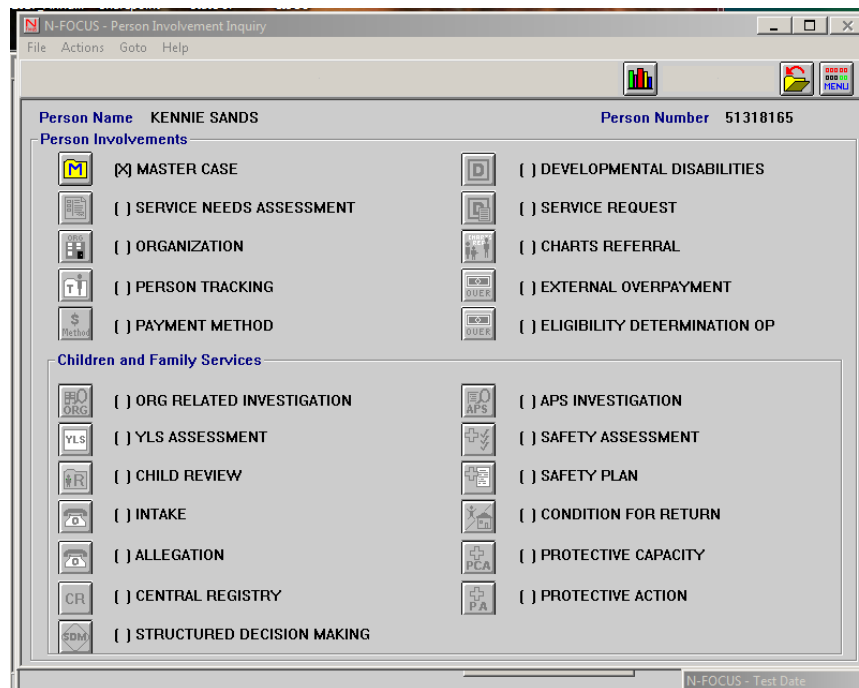
On Detail Master Case there is an icon to the right of the window in the Master Case Persons box that shows everyone that has been in this Master Case and their current status in the Master Case. Click this button to see everyone who has been in the Master Case before you add a person to the Master Case. They may already be in the Master Case you just need to change their Household status to In Household.



Review Person Involvements

Person Involvement is found on the Person Detail window. This shows all the involvements that this person has such as, Master Case, Organizations, CHARTS referrals, Overpayments, Intakes, Allegations, Safety Plans, etc.

Person Involvements



CHARTS Referral (Tip)

When a worker creates a new referral on a dependent, N-FOCUS checks CHARTS to determine if there is an open CHARTS case for this same combination of:

- Dependent AND
- Custodial Parent AND
- Non-Custodial Parent or Unknown NCP

If there is an open CHARTS case, the worker will receive a message stating, 'CHARTS case already open'. A CHARTS referral is not needed in this situation.

A Non-Custodial Parent (NCP):

- Is considered known if at least the first **and** last names are known
- Is unknown if only the first name **or** the last name **or** no name is known.

If the Non-Custodial Parent is unknown

- **Mark the 'UNKNOWN NCP' box on the CHARTS Referral window**
 - N-FOCUS will check CHARTS to determine if there is a NCP listed for that dependent.
 - If there is an NCP listed, the worker will receive a message stating:
 - 'An NCP exist for "dependent name" in CHARTS. Do you want to add the NCP to N-Focus?'
 - If you say 'Yes', the NCP applies to all dependents in the referral.
 - The Add Person Window will be displayed pre-populated with the person data that CHARTS has on the NCP
 - When the Person resolution process is completed, the NCP will be brought back into the referral. The worker can select the NCP and add them to the referral
 - If you say 'No', No referral will be allowed for that dependent using the Unknown NCP, because CHARTS shows an NCP for them.
 - If there is no NCP listed, complete the referral
 - Put any information such as nicknames, or if they only know the first or the last name in the comments section

If the Non-Custodial Parent is known

Check iCHARTS –

- To determine if the Non Custodial Parent already exists on CHARTS.
 - To find NCP information if there was a previous referral.
 - To see if there is an open or closed CHARTS CSE case.
 - To see if there is an established court order without a CHARTS CSE case.
- Consider searching by the child's name, SSN and DOB

On the CHARTS Referral –

- If the NCP is not listed, use the Add Non-Custodial Party button
 - Use the same Name and DOB exactly as it is on iCHARTS – full SSN is no longer displayed on iCHARTS
 - If there is not an NCP identified on iCHARTS, add the NCP with the first and last name that the custodial parent has given you. If you do not have this information mark the Unknown NCP box.

Use the referral comments to:

- Relay any partial address or employment information, previous or current, offered by the CP to locate and identify the NCP for first time referrals.
- Estimated ages are also appreciated if the DOB is not known. If DOB is not known leave it blank as made up information is not useful.
- NCP phone numbers, current or prior are helpful
- Partial address information when the complete address is unknown
- If known that the NCP is deceased but the Date of Death is not known

Maternal and Paternal information may also be found in:

- a) Imaged copies of non-Nebraska birth records.
- b) VSTATS interface for Nebraska births provides DOBs and SSNs, not just parental name.
- c) E-apps or applicant verbal statement during any interview.
- d) Imaged applications and/or copies of Non-Nebraska court orders.
- e) Alleged or actual fathers previously in the HH.
- f) NFOCUS narratives where the Mother and/or birth facility report a father along with the birth of a newborn.
- g) BDE interface may provide a parental SSN if a child receives SSA Disability or Survivor benefits on behalf of a parent.

Non-Custodial Parent's Address

When entering a CHARTS Referral:

- If the address of the NCP is unknown, select Cancel from the Address window and do not enter an address
- If only a partial address (such as city and state) is known, select Cancel from the Address window and enter the partial address in the Comments of the referral

DO NOT ENTER UNKNOWN OR MAKE UP DATA IN ANY FIELD OF THE ADDRESS WINDOW.

Please contact Production Support any time you cannot get the CHARTS Referral to work.

Children and Family Services

Human Trafficking Project (New)

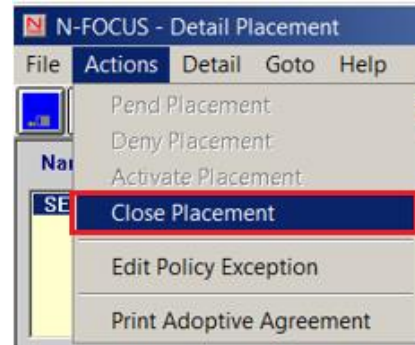
Public Law 113-183 was passed to gather more data regarding Human Trafficking. AFCARs also passed new data requirements including gathering data on a child who is removed due to Human Trafficking. The following information outlines this new functionality.

Creating a Protective Service Alert (New)

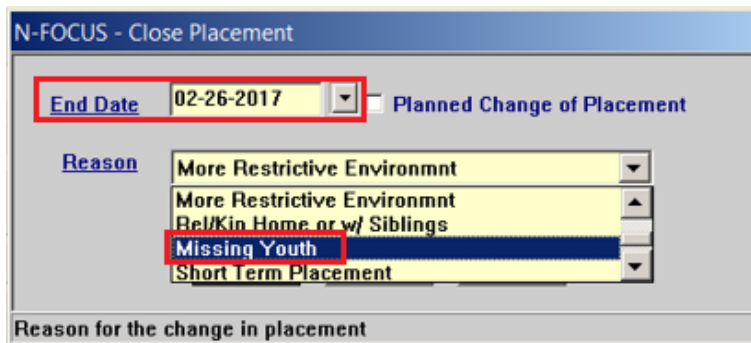
When a youth cannot be located, document the placement information on the Detail Placement window. A Protective Service Alert needs to be created for all missing youth to ensure their safety.

To do so, follow these steps:

1. On the Detail Placement window, select Actions and Close Placement or create placement if this is the youth first placement.



The Close Placement pop up window will display.

A screenshot of the 'N-FOCUS - Close Placement' dialog box. It features an 'End Date' field with '02-26-2017' and a 'Planned Change of Placement' checkbox. Below is a 'Reason' dropdown menu with options: 'More Restrictive Environmnt', 'More Restrictive Environmnt', 'Rel/Kin Home or w/ Siblings', 'Missing Youth' (highlighted with a red box), and 'Short Term Placement'. The label 'Reason for the change in placement' is at the bottom.

2. Enter the End Date of the placement and select the Reason of "Missing Youth".
3. Select OK.

You will be returned to the Detail Placement window.

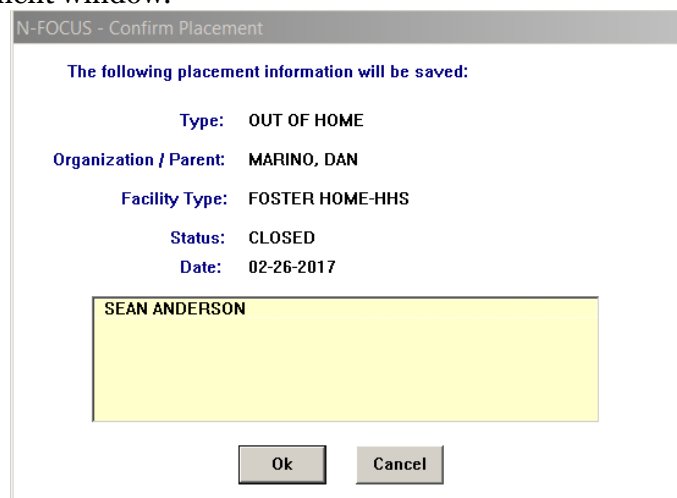
4. Click Save and Close.

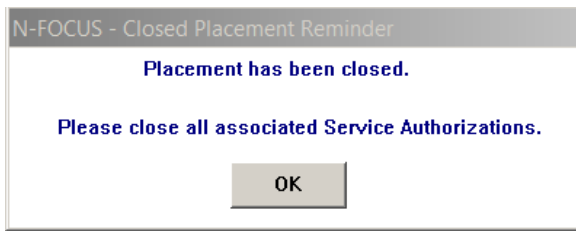
The Confirm Placement window will display.

5. Click OK.

The Closed Placement Reminder window will display.

6. Click OK and close all associated Service Authorizations as usual.

A screenshot of the 'N-FOCUS - Confirm Placement' dialog box. It displays the following information: 'Type: OUT OF HOME', 'Organization / Parent: MARINO, DAN', 'Facility Type: FOSTER HOME-HHS', 'Status: CLOSED', and 'Date: 02-26-2017'. Below this is a text area containing 'SEAN ANDERSON'. At the bottom are 'Ok' and 'Cancel' buttons.

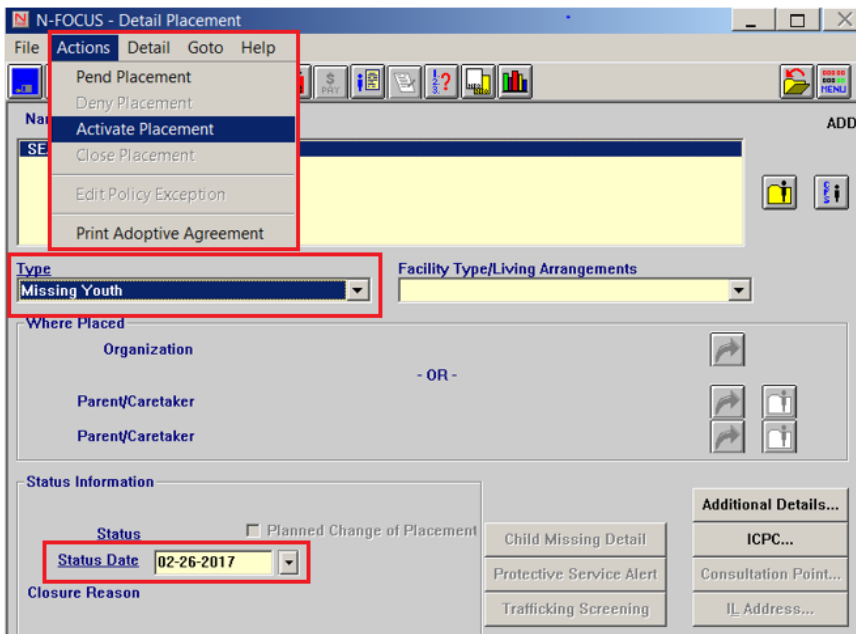
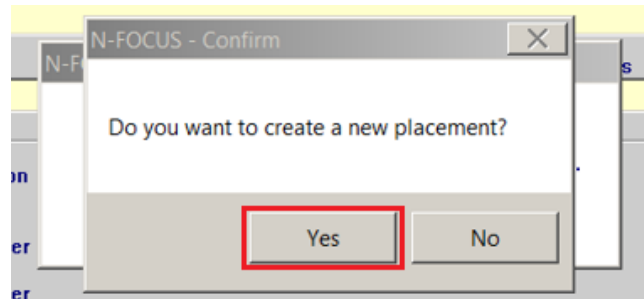


The Confirm pop up window will display asking if you want to create a new placement.

7. Click Yes to create a new placement.

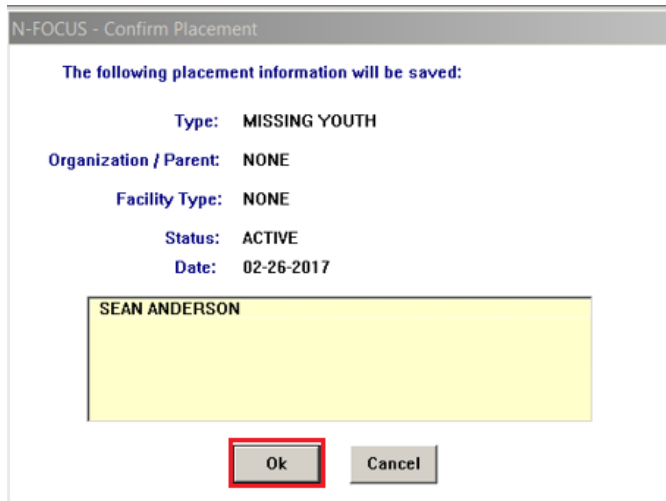
The Detail Placement will display.

8. Select the Type as "Missing Youth" or "Parent Abducted" from the drop down list.
9. Enter the Status Date.
10. Select Actions>Activate Placement.



The Confirm Placement pop up will display.

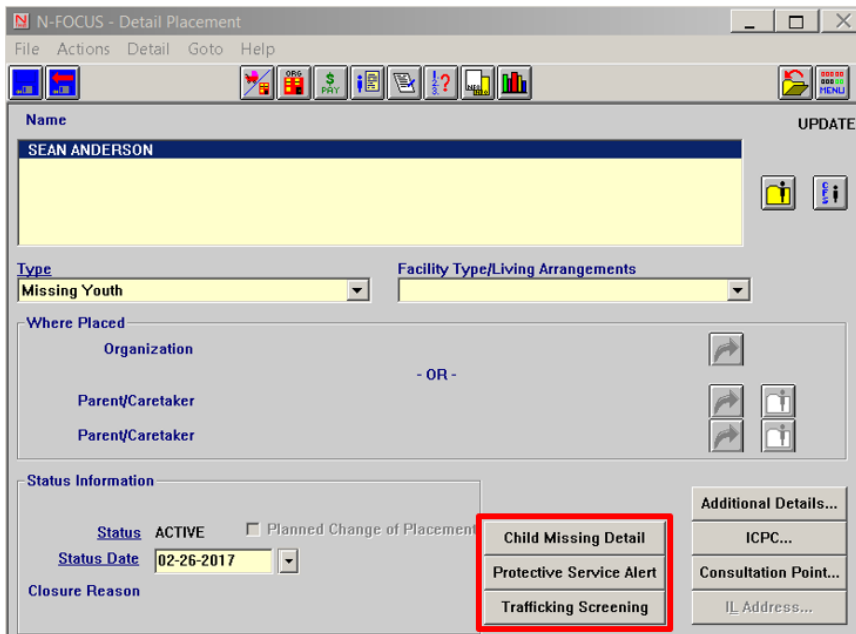
11. Click OK.



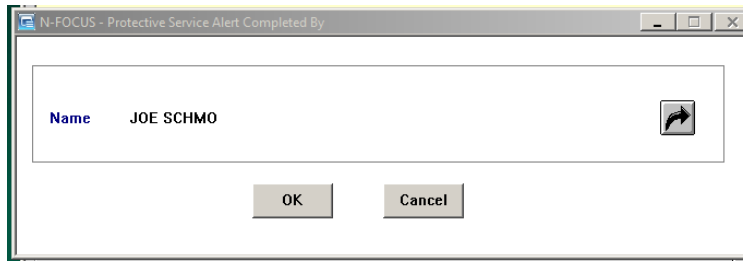
The Detail Placement window will display with the following buttons enabled:

- Child Missing Detail
- Protective Service Alert
- Trafficking Screening

When a youth's status is updated to Missing or With Parent-Abducted and all of the edits on the Detail Placement window are updated and saved; the Protective Service Alert window enables, which is a web based window.



12. Select the Protective Service Alert push button. Select, "OK" to flow to the web based Protective Service Alert. Use the black arrow out to change the worker if needed.



- On the Protective Service Alert (PSA) window the child's Name Date of Birth, Age, Gender, Race, Ethnicity, and Date Missing will appear. This information is refreshed every time a user comes into the window. This information can only be changed in the NFOCUS and cannot be altered on the web page.

Protective Service Alert

Actions ▾ * Exit

Status: PSA ID Number: 15001367 Create Date: 03/15/2017	Case Worker: JOE SCHMO Address: 5211 SOUTH 31ST ST OMAHA, NE 68107 Phone: (402)595-4123 Email:
--	--

Missing Person Information

Name of Youth: JAMESON FAR
DOB: 07/23/2012
Gender: Male
Age of Youth: 4
Race: White
Ethnicity: Not Hispanic or Latino
Date Missing: 03/01/2017

Description of Youth

3500 characters remaining.

Select Images

Image
No records found.

From what city and state did this Protective Service Alert originate?

City State

What are the circumstances of the situation and/or the relevant history of this case?

3500 characters remaining.

- Select Save.

Results: The PSA ID Number will appear and the PSA will be in “Draft” status.

- Type in a description of the youth.
- Next Add Image.

Actions ▾ × Exit

Status: Draft	Case Worker: JOE SCHMO
PSA ID Number: 15001367	Address: 5211 SOUTH 31ST ST
Create Date: 03/15/2017	Phone: OMAHA, NE 68107 (402)595-4123
	Email:

Missing Person Information

Name of Youth: JAMESON FAR
DOB: 07/23/2012
Gender: Male
Age of Youth: 4
Race: White
Ethnicity: Not Hispanic or Latino
Date Missing: 03/01/2017

Description of Youth

The youth has black curly hair, brown eyes, and has a scar on his cheek. He was last seen wearing blue jeans, a red windbreaker, and tennis shoes.

3352 characters remaining.

Select Images [Add Image →](#)

Image
No records found.

From what city and state did this Protective Service Alert originate?

City State

What are the circumstances of the situation and/or the relevant history of this case? [Copy](#)

3500 characters remaining.

17. Follow the steps to add image. These steps are displayed on the page, click continue.

Add Images

Image Requirements


- Each image must not exceed 1.0 MB.
- Each image must be one of the following types: jpeg, jpg, png, tif, tiff, or gif.


Steps to Upload Images to Document Imaging/File Director

- Click the '+ Choose' button.
- Browse the directory to locate the image to be uploaded.
- After selecting the image to be uploaded, click the 'Open' button. The image will be displayed on the Add Images web page.
- Click 'Check In' to add the image to Document Imaging/File Director. The image will now display in the Image Gallery at the bottom of the page. (Click the 'X' to the right of the image if you decide to not check this image into Document Imaging/File Director.)
NOTE: Images must be checked in one at a time.
- After all images have been checked in, click 'Continue' to return to PSA Detail web page. Images that were in the Image Gallery can now be selected to be included on the PSA.

[+ Choose](#) [Check In](#)

Image Gallery



 Koala.jpg

[Continue →](#)

18. Mark the check box next to relevant pictures of the missing youth to be added to the alert.

Actions ▾ × Exit

Status: Draft	Case Worker: JOE SCHMO
PSA ID Number: 15001367	Address: 5211 SOUTH 31ST ST OMAHA, NE 68107
Create Date: 03/15/2017	Phone: (402)595-4123
	Email:

Missing Person Information

Name of Youth: JAMESON FAR
DOB: 07/23/2012
Gender: Male
Age of Youth: 4
Race: White
Ethnicity: Not Hispanic or Latino
Date Missing: 03/01/2017


Description of Youth

The youth has black curly hair, brown eyes, and has a scar on his cheek. He was last seen wearing blue jeans, a red windbreaker, and tennis shoes.

3352 characters remaining.

Select Images

Image



From what city and state did this Protective Service Alert originate?

City: State:

What are the circumstances of the situation and/or the relevant history of this case?

The child is believed to have been taken by an Aunt. They may be traveling in a blue Honda.

3406 characters remaining.

Note: Up to 5 thumbnails of pictures will be pulled in from Document Imaging. The pictures will be the most recent five pictures by the Received Date. One or all of the five pictures can be printed on the PSA; checks mark the box next to the relevant pictures. Photos of a youth can be added to document imaging at any time under the new category type Protective Service Alert Photo.

Note: If you want to add a new picture that is not already in document imaging, select the Add Image function on the web page. This will allow a user to upload photos from their computer. The photo once checked in will automatically be saved in Document Imaging under the youth/child name in the new Category Type of Protective Service Alert Photo.


19. Enter the city and state the youth went missing from.

Note: If the State is Nebraska, the City function will enable a drop down box of Nebraska cities. If it's out of state, the user will enter the cities name manually.

20. Enter information in the “What are the circumstances of the situation and/or the relevant history of the case?” in the narrative text box.

Note: The copy function can be used to copy a Protective Service Alert Narrative into the circumstances. To do this select the icon and click copy, to go back to the previous page click cancel.

Select an item from the list below to view the complete circumstance details.

PSA ID	Create Date	Youth Name	Circumstances
17505575	03-15-2017	JAMESON FAR	Central Service Area Protection and Safety Administrators and the field have req... 

Circumstances

21. Selecting the “View Protective Service Alert” allows the CFSS to view a PDF of the Protective Service Alert. Use this feature to review the Protective Service Alert in PDF form before a user submits the Protective Service Alert for approval. Click the “X” on the tab to exit the PDF.
22. Select “Save” in the Actions Menu to save the Protective Service Alert and finish later. Use the Exit Button to leave the Protective Service Alert web application.
23. Select “Submit” in the Actions Menu to submit the Protective Service Alert to staff in Central office. Only Central office staff can approve the Protective Service Alert. Once the Protective Service Alert is submitted by the worker it cannot be altered or changed. Central Office Staff can alter the alert or send it back to the worker to change. A confirmation number will appear if the alert was successfully submitted. If the email fails a message will appear instructing the worker to contact central office staff.

✕ Exit
 The Protective Service Alert has been successfully submitted.
15001367

An auto email will be sent to the following email address:

DHHS.ProtectiveServiceAlert@nebraska.gov

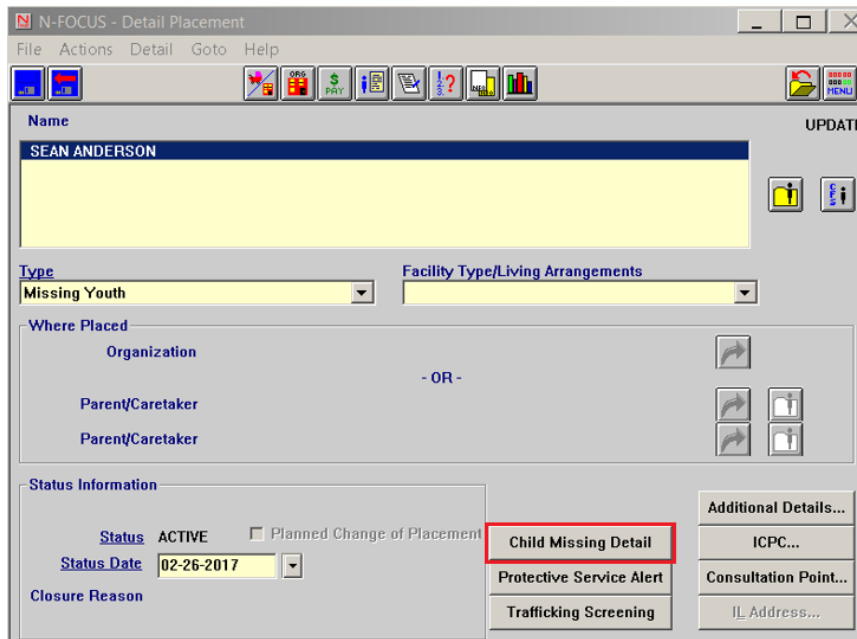
Once the submit confirmation screen appears click exit. A message will appear confirming the user wants to exit, click “Yes”. Clicking “No” will not prevent the Protective Service Alert from being sent. The No allows the user to stay on the page if they want to note the Protective Service Alert confirmation number.

24. Central Office staff will approve the Protective Service Alert. When Central Office Staff approves the Protective Service Alert an automatic email with the Protective Service Alert displayed in the body of the email is sent to workers, administration, and other external partners. The subject line will say Protective Service Alert- Youth's last name, first name.

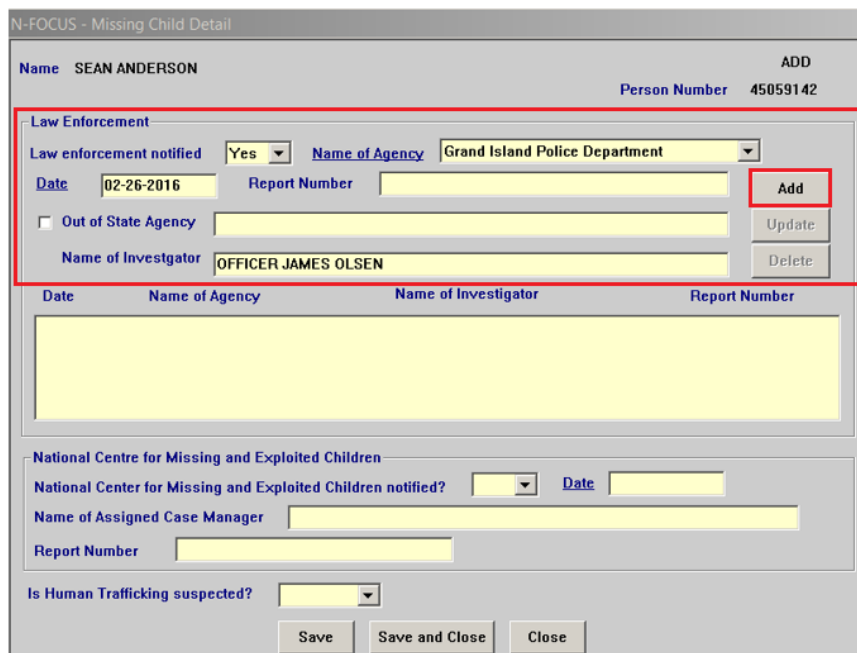
dhhs.protectiveservicealertreceivinggroup@nebraska.gov .

<i>Nebraska Department of Health and Human Services</i> Division of Children and Family Services Protective Service Alert	
Protective Service Alert ID:	15001367
Create Date:	03/15/2017
Approval Date:	03/16/2017
The State of Nebraska has received a Protective Service Alert.	
From what city and state did this Protective Service Alert originate?	Lincoln , NE
Date Missing	03/01/2017
Name of Youth	JAMESON FAR
Age of Youth	4
Gender	Male
Race	White
Ethnicity	Not Hispanic or Latino
Description of Youth	
	
The youth has black curly hair, brown eyes, and a scar on his cheek. He was last seen wearing blue jeans, a red windbreak, and tennis shoes.	
Circumstances of the Situation/Relevant History of the Case	
The child is believed to have been taken by an Aunt. They may be traveling in a blue Honda.	
If you have any information regarding the whereabouts of JAMESON FAR please contact:	
Case Worker:	JOE SCHMO
Email:	
Address:	5211 SOUTH 31ST ST OMAHA, NE 68107
Phone Number:	(402)595-4123
Child Abuse and Neglect Hotline:	(800)652-1999
This information will be sent to all CFS Specialists, CFS Supervisors, Administrators and Case Aides. Send any questions to DHHS.ProtectiveServiceAlert@nebraska.gov .	

25. Workers will also need to document what Law Enforcement Agencies were notified. On the Detail Placement window, select the Child Missing Detail push bar.



The Missing Child Detail window will display.



26. On the Missing Child Detail window, enter the following information:

- Law Enforcement notified
- Name of Agency
- Date
- Any other relevant information
- Select the 'Add' button
- To 'Update' a row highlight the row, make changes, click update.

The information entered will display in the group box.

N-FOCUS - Missing Child Detail

Name SEAN ANDERSON ADD
Person Number 45059142

Law Enforcement

Law enforcement notified Yes Name of Agency Grand Island Police Department
Date 02-26-2017 Report Number Add
 Out of State Agency Update
Name of Investigator OFFICER JAMES OLSEN Delete

Date	Name of Agency	Name of Investigator	Report Number
02-26-2017	GRAND ISLAND POLICE DEPART	OFFICER JAMES OLSEN	

National Centre for Missing and Exploited Children

National Center for Missing and Exploited Children notified? Yes Date 02-26-2017
Name of Assigned Case Manager THOMAS SMITH
Report Number NE02170058
Is Human Trafficking suspected? Unknown
Yes
No
Unknown Save and Close Close

27. Enter the following information at the bottom of the Missing Child Detail window:

- National Center for Missing and Exploited Children notified
- Date
- Name of Case Manager
- Report Number information

28. Answer Is Human Trafficking suspected from the drop-down box.

29. Save and Close the window.

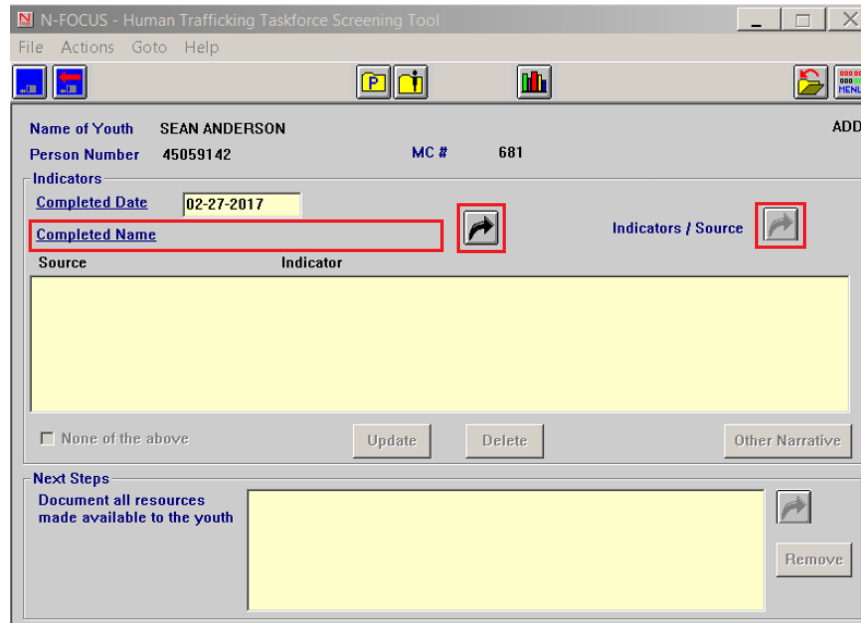
Note: These details are saved only and cannot be printed. They do not have to be finalized or approved. They can be altered or added to at any time.

Completing the Trafficking Screening Tool (New)

When the CFS Specialist has concerns that the youth may be involved in or a victim of sex trafficking, the CFS Specialist will consult with their CFS Supervisor, CFS Administrator and Service Area Administrator. The CFS Specialist will contact the Adult and Child Abuse and Neglect Hotline, the CAC to schedule a forensic interview and complete the Trafficking Screening tool. When a youth is found the CFS specialist needs to complete the Trafficking Tool.

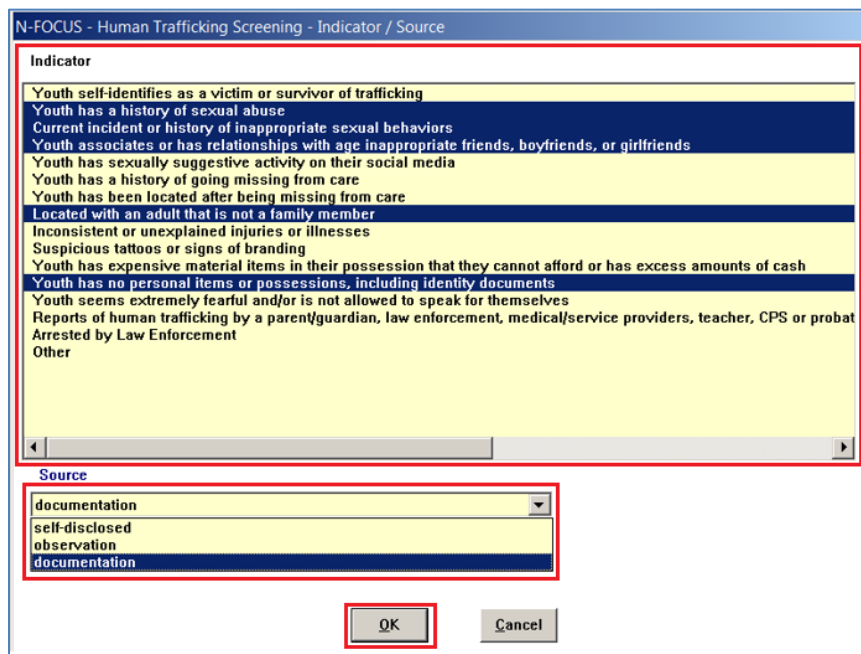
1. On the Detail Placement window, close the current placement of Missing Youth or With Parent-Abducted using with 'Missing Youth Located'.
2. Select 'Ok' then the Save icon.

Results: the Human Trafficking Taskforce Screen Tool window is enabled.



3. Select the Completed Name select out arrow to add the CFS Specialist information.
4. Select the Indicators/Source select out arrow.

The Human Trafficking Screen – Indicator/Source window will display.

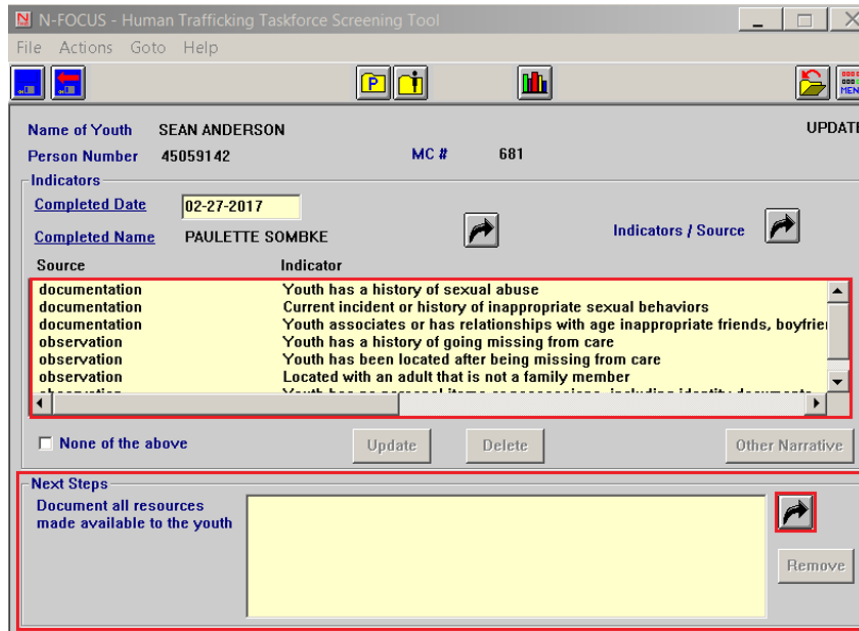


5. Select the appropriate Indicator(s) from the list. These indicators can be multi-selected.

Note: If “Other” is selected, the CFS Specialist will document additional information in the Other Narrative located on the Human Trafficking Taskforce Screening Tool.

6. Select the appropriate Source from the drop down. Only once source can be picked at a time but sources can be updated using the update button.
7. Click OK

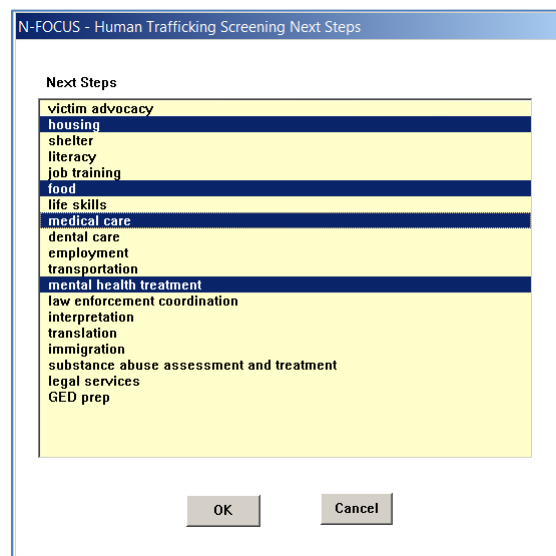
The Human Trafficking Taskforce Screen Tool window will display with the selected Indicators and Source displayed in the list box.



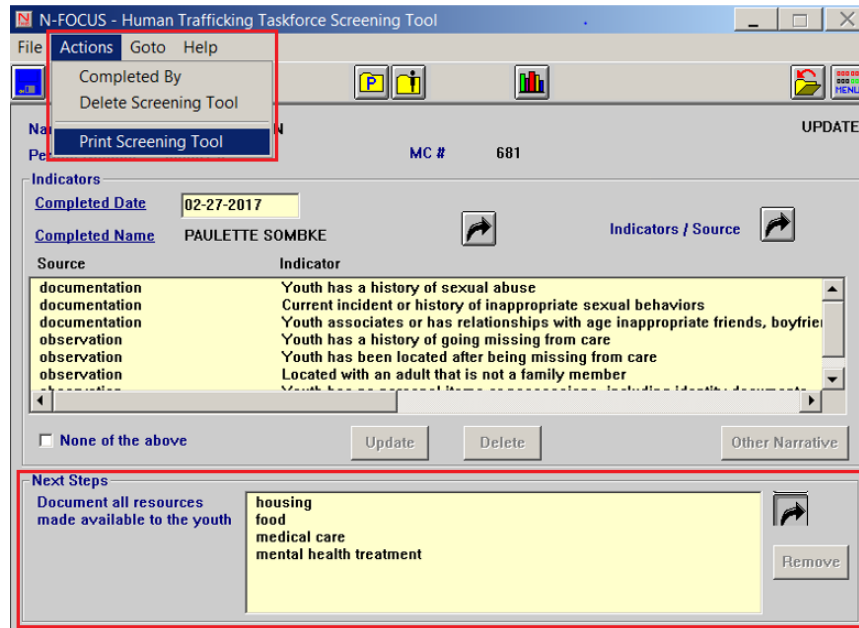
8. On the Human Trafficking Taskforce Screening Tool window, in the section Next Steps, use the Select Out arrow to document resources.

The Human Trafficking Screening Next Steps pop up window will display.

9. Highlight the Next Steps on the Human Trafficking Next Steps window.
10. Click OK.



The selected Next Steps will display in the Next Steps group box.



11. Select Actions to Delete or Print the Screening Tool.
12. Save and Close.

Note: The tool does not have to be approved or finalized. It can be modified at any time.

The Detail Program Case window will display.

Documenting the youth's Missing Experiences, Missing Reasons, and Missing Primary Factors (New)

Public Law 113-183 was passed in September of 2014 to gather data regarding Human Trafficking. CFS workers must now document a youth's Missing Experiences, Missing Reasons, and Missing Primary Factors. These three criteria's can be documented easily in the Conditions window.

1. Go to the youth's Program Person Information select the Conditions push button.
2. Select 'Yes' to the question "Has this person recently experienced a behavioral or condition, social condition, or substance use/exposure."

N-FOCUS - CFS Program Person Information

File Actions Detail Goto Help

Program Case Person
Name JAMESON FAR UPDATE

Legal
Status: HHS Ward
Date: 03-01-2016
County: Lancaster

OJS Commitment
Status:
Date:

State Ward Population
Description: Abuse/Neglect
Begin Date: 03-01-2016

Offenses
Description:
Begin Date:

Free for Adoption
 Yes No Date Free:

Exception
Exists: NO Adopt Exception

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

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

03-16-2017 14:01:32

3. Select Missing Experiences from the drop down menu. Next, select one or more from the following types of Missing Experiences: Worsening medical/mental health, Contact with bio-family, friends, boy/girlfriends, Survival Sex, Alcohol or Substance use, Engaged in criminal activity, and or Gang activity. For each one that applies create a new row. The begin date should be the date the youth went missing and the end date is the date the youth was found.

N-FOCUS - Detail Condition

File Actions Goto Detail Help

Case Person JAMESON FAR ADD

Is this person currently diagnosed with a medical or psychiatric condition? No Last Answered 12-06-2016

Has this person recently experienced a behavioral condition, social condition, or substance use/exposure? No Confirm Medical
History Drug Factors

Condition
Category: Missing Experiences
Begin Date: End Date:
Type: Engaged in criminal activity
Diagnosed By:

Add Update Delete

Condition Type	Begin Date	End Date	Diagnosed By

03-16-2017 14:05:50

4. Next select Missing Primary Factors from the category. Select or more from the following types: Death of a family member, friend or pet, Seeking biological family members or boy/girlfriend, Conflict in placement/ recent placement change, Substance use, Mental Health conditions, and or Permanency disruptions. For each

- one that applies create a new row. The begin date should be the date the youth went missing and the end date is the date the youth was found.
- Next select Missing Reasons from the category. Select on or more from the following types: Conflict in the placement, Seeking bio-family, friends, boy/girlfriends, Removal from biological home or placement, Alcohol or Substance use, to escape physical/emotional/sexual abuse, and or Left for another State who considers 18 year olds adults. For each one that applies create a new row. The begin date should be the date the youth went missing and the end date is the date the youth was found.

N-FOCUS - Detail Condition

File Actions Goto Detail Help

Case Person JAMESON FAR ADD

Is this person currently diagnosed with a medical or psychiatric condition? **No** Last Answered 12-06-2016

Has this person recently experienced a behavioral condition, social condition, or substance use/exposure? **Yes** Confirm History Medical Drug Factors

Condition

Category Missing Primary Factors Begin Date 03-01-2017 End Date 03-03-2017

Type Conflict in placement/ Recent placement change Diagnosed By

Add Update Delete

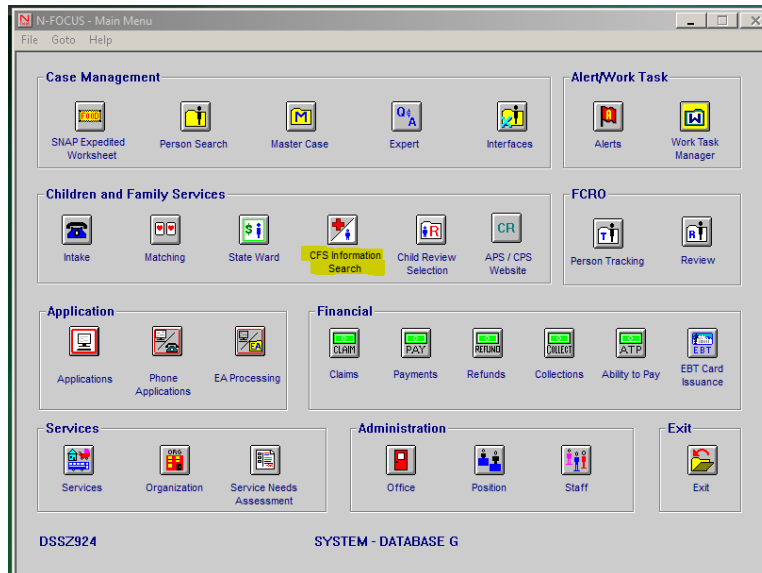
Condition Type	Begin Date	End Date	Diagnosed By
Death of a family member, friend or	03-01-2017	03-03-2017	
Conflict in the placement	03-01-2017	03-03-2017	
Conflict in placement/ Recent place	03-01-2017	03-03-2017	

03-16-2017 14:25:25

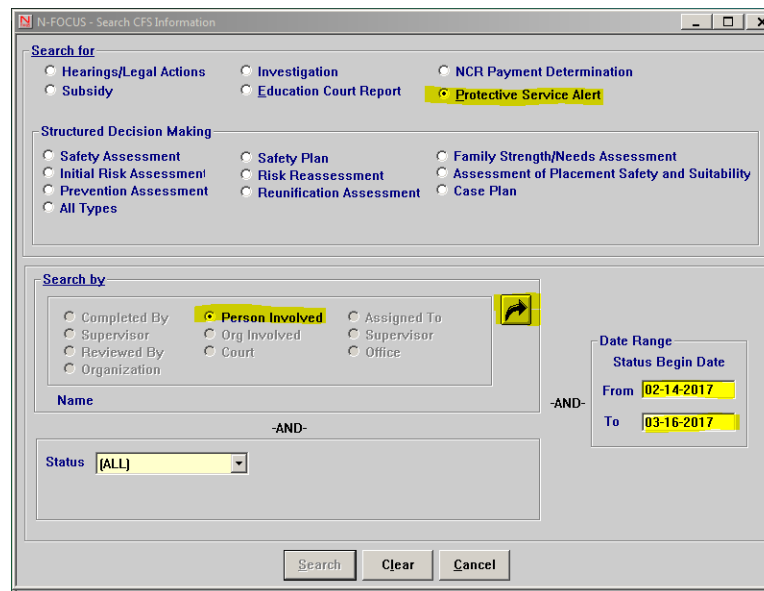
CFS Information Search (Update)

The CFS information search window has been updated to include a search for Protective Service Alerts. This will allow users to search active, draft, and submitted Protective Service Alerts for specific children. This search will also be used by Central Office Staff to quickly find a Protective Service Alert and approve it.

1. Go to the main menu.



2. Select the Protective Service Alert search,
3. Select the person involved search
4. Black arrow out and type in the youth's name



5. Select Search, when the person list returns select the desired youth using the blue arrow.

Last	First	MI Ext	SSN	Birth Date	Se	Number C
FAR	JAMAL			03-26-1965	M	5300761
FAR	JAMESON		XXXXXX2145	07-23-2012	M	71808551
FAR	JAMIE		XXXXXX3000	07-25-1991	M	96014
FAR	JANNA		XXXXXX2147	02-14-2011	F	51611428

- This will return the user to the Search CFS information window again but 'Search' is now enabled, click search.

Search for

Hearings/Legal Actions Investigation NCR Payment Determination
 Subsidy Education Court Report Protective Service Alert

Structured Decision Making

Safety Assessment Safety Plan Family Strength/Needs Assessment
 Initial Risk Assessment Risk Reassessment Assessment of Placement Safety and Suitability
 Prevention Assessment Reunification Assessment Case Plan
 All Types

Search by

Completed By Person Involved Assigned To
 Supervisor Org Involved Supervisor
 Reviewed By Court Office
 Organization

Name JAMESON FAR -AND- Date Range

Status [ALL] -AND- Status Begin Date

From 02-14-2017 To 03-16-2017

Search Clear Cancel

- A list will return with the Protective Service Alerts for that youth/child. Protective Service Alerts will have three statuses: Draft, Submit, and Approve.

Status	Begin Date	Status	Child Involved
	03-16-2017	Closed	JAMESON FAR

- If the placement is a closed and the Protective Service Alert was in 'Draft' or 'Submit' status a read only version of the Protective Service Alert will display with a message at the top.



9. If the placement is open and the Protective Service Alert is in Draft Status the CFS worker will be taken to the web page to alter or submit the Protective Service Alert.
10. If the placement is open and the Protective Service Alert is in submit status then Central Office Staff will be taken to the web page to approve the Protective Service Alert.
11. If the placement is open and in submit status a user will only be able to see a read only web version of the Protective Service Alert. This is because only Central Office Staff can approve a Protective Service Alert.
12. Access to the Protective Service Alerts is limited to CFS Workers and CFS Supervisors.

Note: Protective Service Alerts can never be deleted. When a youth is found before the Protective Service Alert is completed the Protective Service Alert will remain in draft or submit status and can be searched. These Protective Service Alerts can be viewed and are saved for data purposes.

Approving a Protective Service Alert-Central Office Staff Only (New)

A select group of users in Central Office will have the ability to approve Protective Service Alerts. Once approved these alerts are emailed automatically to CFS workers, Administrators, and select external partners. Central Office Staff will easily be able to approve, edit, or send a Protective Service Alert back in draft status. To approve a Protective Service Alert complete the following steps:

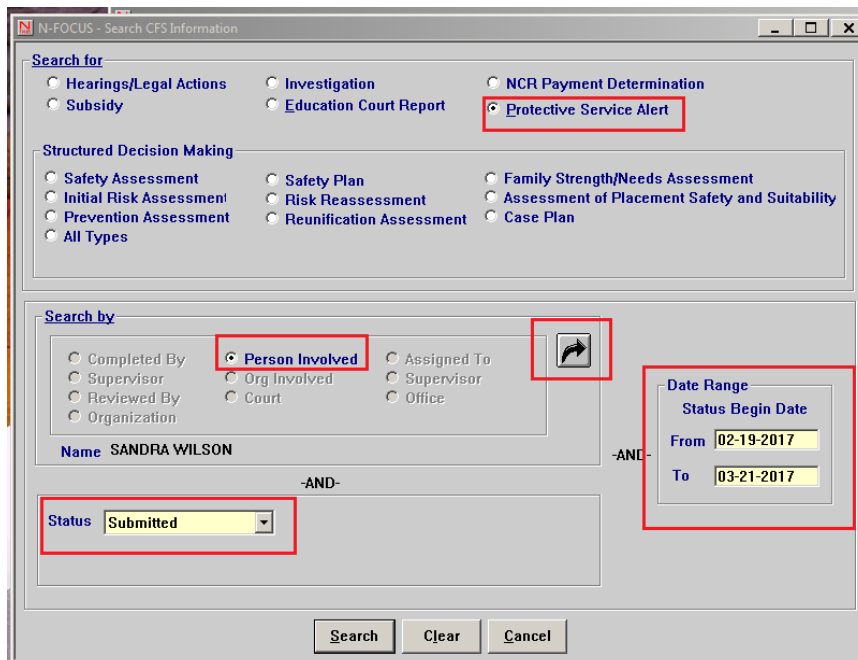
1. Select Central Office Staff will receive an email when a child/youth is placed in a Missing Youth or Parent Abducted placement. The email will note the child/youth's name and the master case.



2. Go to the Main Menu and select CFS Information Search.



3. Select Protective Service, Status, Person Involved, Date Range, and then use the black arrow to find the child/youth.

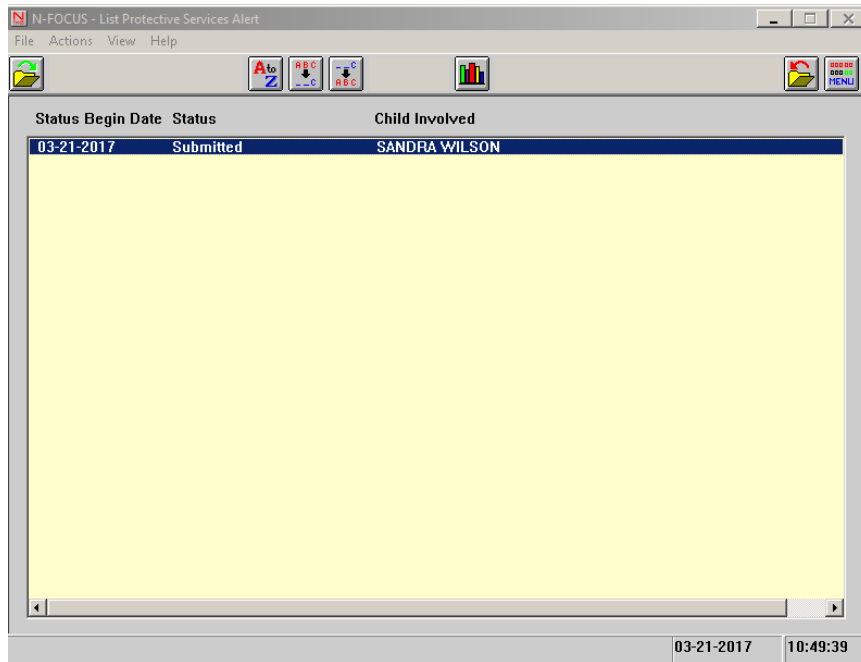


4. The user will enter the name of the child in the Person Search field.

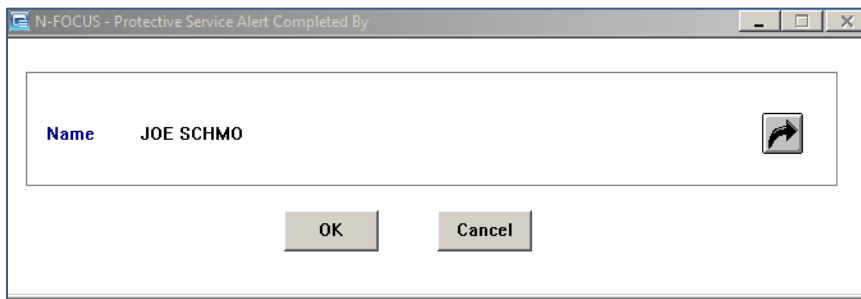
The screenshot shows the 'N-FOCUS - Person Search' window. It features several search criteria sections separated by '- OR -' labels. The 'Person' section is the primary focus, with 'Last' name 'WILSON' and 'First' name 'SANDRA' entered. Other fields include 'Sex' (radio buttons for All, Female, Male), 'Last Name Search Method' (radio buttons for Exact Spelling, Partial Name, Sounds Like), 'Birth Date', 'City', and 'State' (set to [NONE]). There are also checkboxes for 'Search on Central Register/Registry' and 'Search on Name History'. Below this, there are sections for 'CFS Docket Number' (with 'Court Docket Number' and 'Page Number' fields) and 'MMIS Cross Reference' (with a 'Number' field). At the bottom, there are buttons for 'Search by Address', 'Search by Phone', and 'Search by Account'. The 'Search' button is highlighted with a red box. The window title bar shows '03-21-2017 10:44:17'.

5. Select Search again.

The screenshot shows the 'N-FOCUS - Search CFS Information' window. It is divided into several sections. The 'Search for' section contains radio buttons for 'Hearings/Legal Actions', 'Subsidy', 'Investigation', 'Education Court Report', 'NCR Payment Determination', and 'Protective Service Alert'. The 'Structured Decision Making' section contains radio buttons for 'Safety Assessment', 'Initial Risk Assessment', 'Prevention Assessment', 'All Types', 'Safety Plan', 'Risk Reassessment', 'Reunification Assessment', 'Family Strength/Needs Assessment', 'Assessment of Placement Safety and Suitability', and 'Case Plan'. The 'Search by' section contains radio buttons for 'Completed By', 'Supervisor', 'Reviewed By', 'Organization', 'Person Involved', 'Org Involved', 'Court', 'Assigned To', 'Supervisor', and 'Office'. The 'Name' field is set to 'SANDRA WILSON'. The 'Date Range' section has 'From' '02-19-2017' and 'To' '03-21-2017'. The 'Status' dropdown is set to 'Submitted'. The 'Search' button is highlighted with a red box.



6. Highlight the row and double click or highlight the row and open the PSA from the actions menu. Next the completed by box will appear, click ok, if the worker is correct. If the worker is not correct use the black arrow to change the worker.



NFOCUS will take the user to the Web PSA.

Protective Service Alert

Actions ▾ × Exit

Status: Submitted
PSA ID Number: 2876199
Create Date: 03/21/2017

Case Worker: JOE SCHMO
Address: 5211 SOUTH 31ST ST
OMAHA, NE 68107
Phone: (402)595-4123
Email:

Missing Person Information

Name of Youth: SANDRA WILSON
DOB: 03/27/2010
Gender: Female
Age of Youth: 6
Race: Black or African American
Ethnicity: South American
Date Missing: 03/01/2017

Description of Youth

Sandra is 5'8 and weighs 160lbs. She has black braider hair. Sandra was last seen wearing a red windbreaker, jeans, and white tennis shoes. Sandra may also have small care bear suitcase. Sandra has a small, round black mole on her left arm the size of a penny.

3235 characters remaining.

Select Images Add Image →

Image

From what city and state did this Protective Service Alert originate?

City: Lincoln State: NEBRASKA

What are the circumstances of the situation and/or the relevant history of this case? Copy

Sandra is believed to have been abducted by her father from an extended visit during Easter break. Sandra was last seen accompanied by her father in a gold Explorer. An amber alert was issued by the Lincoln Police Department.

3272 characters remaining.

7. Central office can add information in both narratives by typing in the narrative boxes and selecting 'Save' in the action menu. Central office staff can also deselect or add new images using the 'Add Image Function'.

Add Images

Image Requirements

1. Each image must not exceed 1.0 MB.
2. Each image must be one of the following types: jpeg, jpg, png, tif, or gif.

Steps to Upload Images to Document Imaging/File Director

1. Click the '+ Choose' button.
2. Browse the directory to locate the image to be uploaded.
3. After selecting the image to be uploaded, click the 'Open' button. The image will be displayed on the Add Images web page.
4. Click 'Check In' to add the image to Document Imaging/File Director. The image will now display in the Image Gallery at the bottom of the page. (Click the 'x' to the right of the image if you decide to not check this image into Document Imaging/File Director.)
NOTE: Images must be checked in one at a time.
5. After all images have been checked in, click 'Continue' to return to PSA Detail web page. Images that were in the Image Gallery can now be selected to be included on the PSA.

+ Choose Check In

Image Gallery

Cancel Continue →

Protective Service Alert

Actions ▾ × Exit

Status:	Submitted	Case Worker:	JOE SCHMO
PSA ID Number:	2876199	Address:	5211 SOUTH 31ST ST OMAHA, NE 68107
Create Date:	03/21/2017	Phone:	(402)595-4123
		Email:	

Missing Person Information

Name of Youth: SANDRA WILSON
DOB: 03/27/2010
Gender: Female
Age of Youth: 6
Race: Black or African American
Ethnicity: South American
Date Missing: 03/01/2017

Description of Youth

Sandra is 5'8 and weighs 160lbs. She has black braider hair. Sandra was last seen wearing a red windbreaker, jeans, and white tennis shoes. Sandra may also have small care bear suitcase. Sandra has a small, round black mole on her left arm the size of a penny. This sentence was added by the approver in central office. The picture of the koala was also added by the approver in central office and the Jelly fish was deselected.

3068 characters remaining.

Select Images

Image

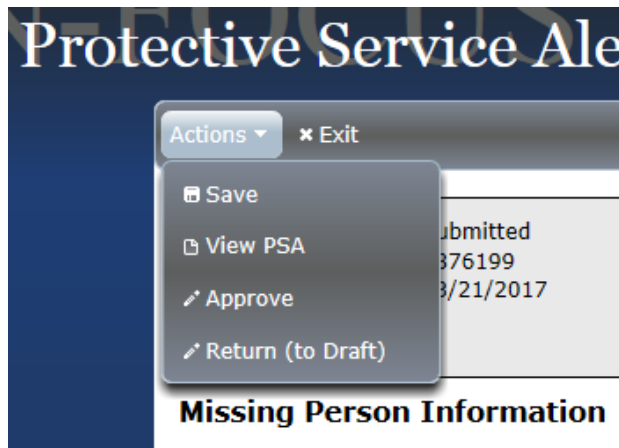
From what city and state did this Protective Service Alert originate?

City: State:

What are the circumstances of the situation and/or the relevant history of this case?

Sandra is believed to have been abducted by her father from an extended visit during Easter break. Sandra was last seen accompanied by her father in a gold Explorer.

3332 characters remaining.



8. If 'Return' (to Draft) is selected the approver will need to contact the worker who created the PSA and inform them via email or phone conversation of any changes necessary. The 'Return' to draft function is optional. Approvers can make any necessary changes without returning the PSA to draft. If the PSA is returned to draft the worker will need to submit the PSA again for approval again. The 'View PSA' can be used to see the PDF before it is approved.
9. Once all changes have been made, select the 'Approve' option from the actions menu. When "Approve" is selected and email will be sent out to internal staff and some external partners across the state. **This action is immediate and cannot be undone.**

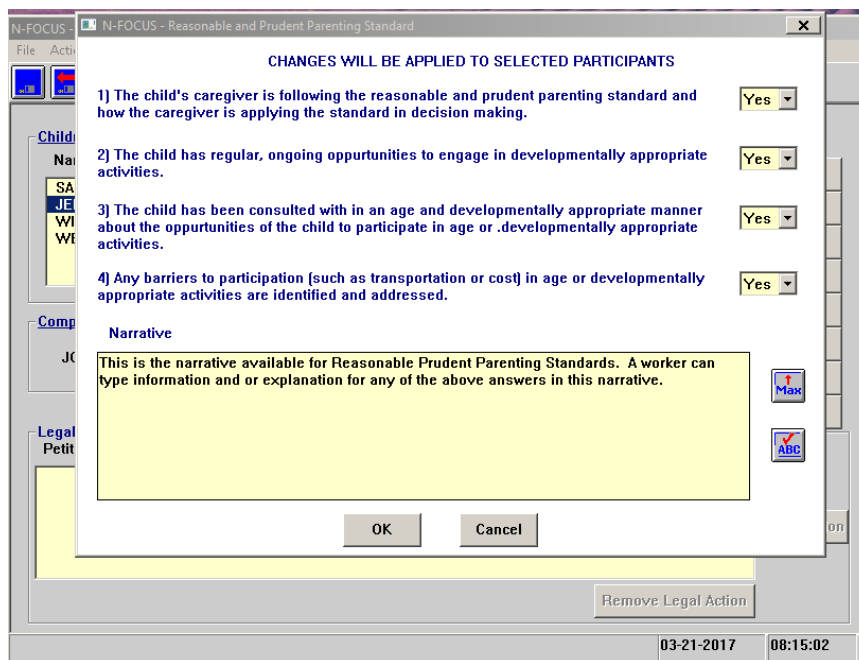
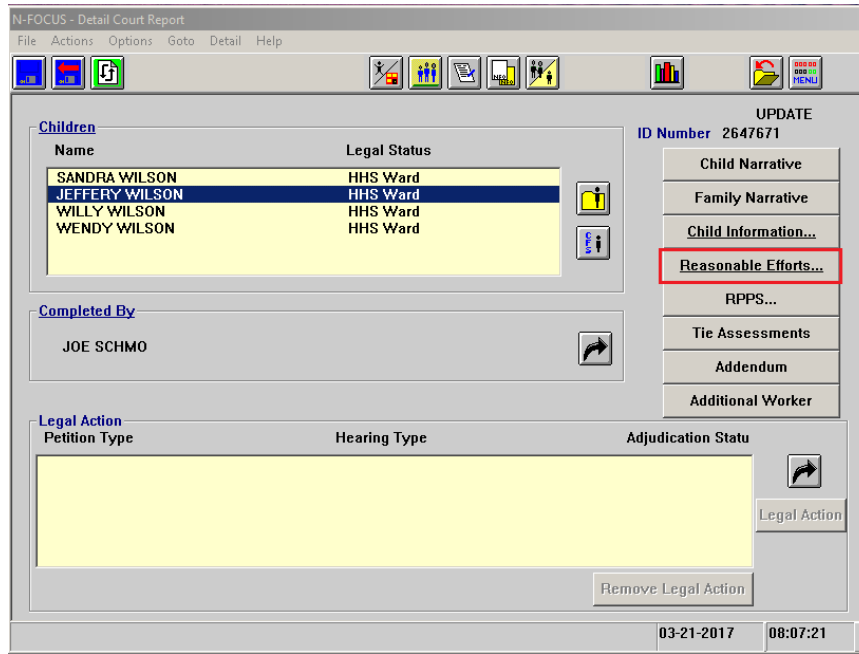
Tue 3/21/2017 11:13 AM	
DHHS.DoNotReply@nebraska.gov	
Protective Service Alert -WILSON, SANDRA	
DHHS Test Protective Services Alert Receiving Group	
Nebraska Department of Health and Human Services	
Division of Children and Family Services	
Protective Service Alert	
Protective Service Alert ID:	2876199
Create Date:	03/21/2017
Approval Date:	03/21/2017
The State of Nebraska has received a Protective Service Alert.	
From what city and state did this Protective Service Alert originate?	Lincoln , NE
Date Missing	03/01/2017
Name of Youth	SANDRA WILSON
Age of Youth	6
Gender	Female
Race	Black or African American
Ethnicity	South American
Description of Youth	
	
Sandra is 5'8 and weighs 160lbs. She has black braider hair. Sandra was last seen wearing a red windbreaker, jeans, and white tennis shoes. Sandra may also have small care bear suitcase. Sandra has a small, round black mole on her left arm the size of a penny. This sentence was added by the approver in central office. The picture of the koala was also added by the approver in central office and the Jelly fish was deselected.	
Circumstances of the Situation/Relevant History of the Case	
Sandra is believed to have been abducted by her father from an extended visit during Easter break. Sandra was last seen accompanied by her father in a gold Explorer.	
If you have any information regarding the whereabouts of SANDRA WILSON please contact:	
Case Worker:	JOE SCHMO
Email:	
Address:	5211 SOUTH 31ST ST OMAHA, NE 68107
Phone Number:	(402)595-4123

Reasonable and Prudent Parenting Standards (New)

With the passing of LB 746 (Strengthening Families and Sex Trafficking Act) DHHS is required to document/report to the Juvenile Courts the following information so the Courts can make a determination with regards to Reasonable and Prudent Parenting Standards:

- 1) The child's caregiver is following the reasonable and prudent parent standard and how the caregiver is applying the standard in decision making.
- 2) The child has regular, ongoing opportunities to engage in developmentally appropriate activities.
- 3) The child has been consulted with in an age and developmentally appropriate manner about the opportunities of the child to participate in age or developmentally appropriate activities.
- 4) Any barriers to participation (such as transportation or cost) in age or developmentally appropriate activities are identified and addressed.

There will be a new push tab/button titled RPPS in the Detail Court Report Window. It will take the place of Aggravated. Circumstances, which will be available only under 'Detail.' The new push tab titled RPPS will have the four above statements and a user will answer 'Yes' or 'No' to each of the four. Then there will be one narrative the user can explain why they answered either yes or no to all four statements. Within the court report, all four statements will be print for each child. These questions are mandatory to complete before clicking Print Final.



- 5) To include RPPS information on the court report, highlight one or more children then select the RPPS push tab.

- Next answer the questions 'Yes' or 'No'. If the questions were answered with multiple children highlighted then any changes made to the questions and narrative will result in all answers changing for the children.

Drug Factors Tied to Assessments (Change)

When creating a new Prevention of Risk Assessment a user will still complete the Drug Factors however some modifications have been made to the window to make it more user friendly and to ensure that the data being gathered is accurate. To this end Drug Factors will be individually attached to each assessment. The previously entered drug factors have been converted and tied to existing assessments.

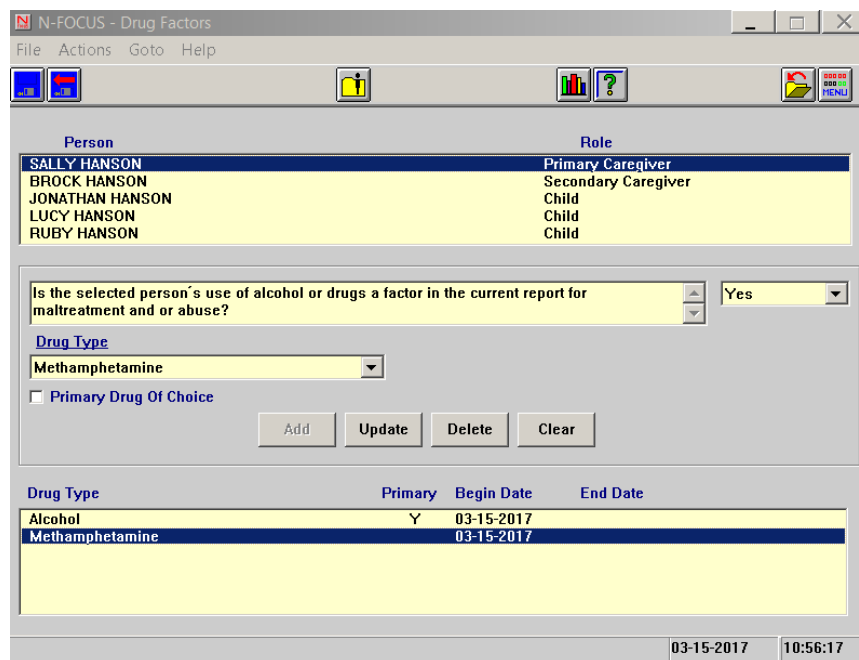
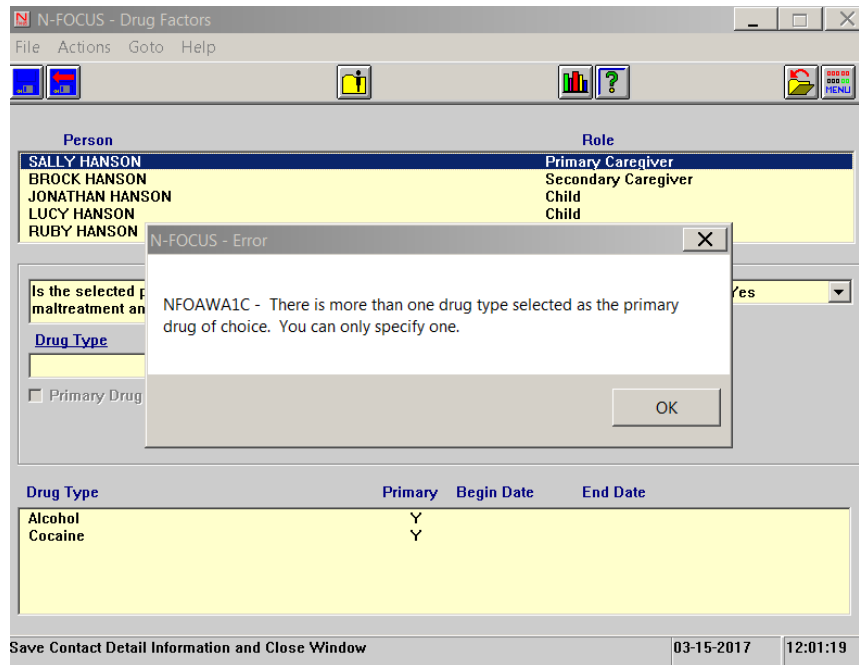
- Use the push tab to access drug factors. When selecting a drug factor highlight a person for the fields to be active, then select 'Yes' to the question.

The screenshot shows the 'N-FOCUS - Drug Factors' window. At the top, there is a menu bar with 'File', 'Actions', 'Goto', and 'Help'. Below the menu bar is a toolbar with several icons. The main area is divided into two columns: 'Person' and 'Role'. The 'Person' column lists: SALLY HANSON, BROCK HANSON, JONATHAN HANSON, LUCY HANSON, and RUBY HANSON. The 'Role' column lists: Primary Caregiver, Secondary Caregiver, Child, Child, and Child. Below this list is a form with a question: 'Is the selected person's use of alcohol or drugs a factor in the current report for maltreatment and or abuse?'. The answer is 'Yes'. Below the question is a 'Drug Type' dropdown menu, which is currently empty. There is a checkbox for 'Primary Drug Of Choice' which is unchecked. At the bottom of the form are buttons for 'Add', 'Update', 'Delete', and 'Clear'. Below the form is a table with columns: 'Drug Type', 'Primary', 'Begin Date', and 'End Date'. The table contains one row: 'Alcohol', 'Y', and an empty cell. At the bottom right of the window, the date '03-15-2017' and time '10:12:10' are displayed.

- Once 'Yes' is selected Drug Type drop down box will be enabled, select a drug. The first drug selected will automatically be selected as a primary drug of choice.

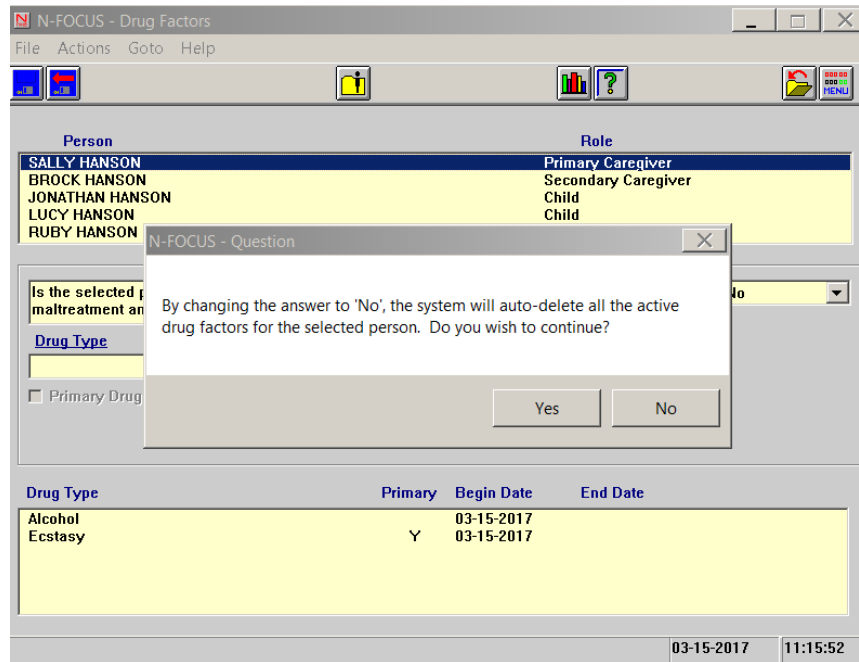
The screenshot shows the 'N-FOCUS - Drug Factors' window. The 'Drug Type' dropdown menu is now populated with 'Methamphetamine'. The 'Primary Drug Of Choice' checkbox is now checked. The 'Add', 'Update', 'Delete', and 'Clear' buttons are still present. The table below the form now has two rows: 'Alcohol', 'Y', and an empty cell; and 'Methamphetamine', 'Y', and '03-15-2017'. The date and time at the bottom right of the window are still '03-15-2017' and '10:12:10'.

3. A user can add additional drug types. Select the drug and click 'Add', a user must click 'Add' again before selecting another drug type. Only one drug type can be selected as the primary drug of choice. If two are selected an error message will appear. A user will need to select highlight the drug which is not the primary drug factor, then uncheck the primary drug of choice box and click 'Update'. Be sure to save the changes.

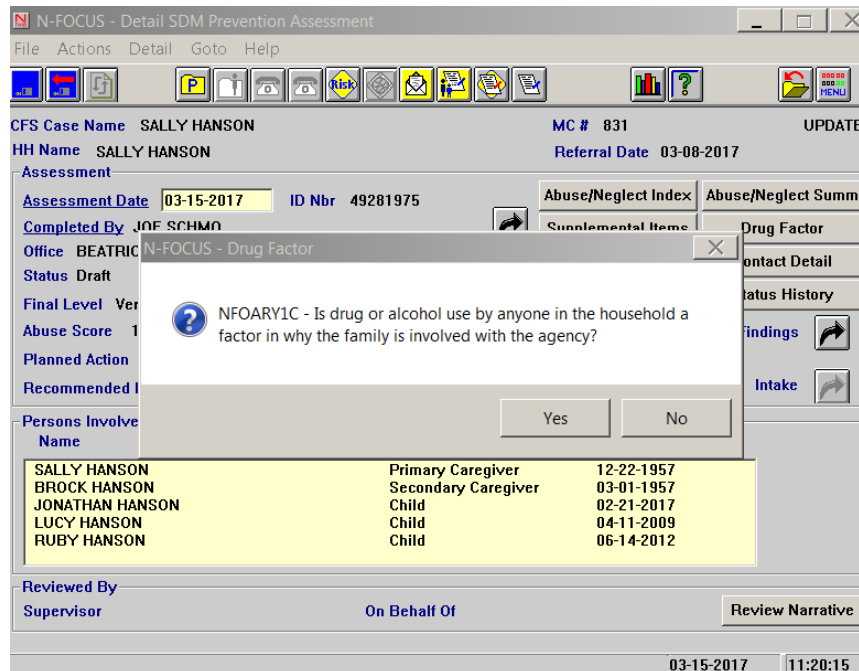


4. A user can delete drug factors by selecting the drug factor and clicking delete. This will delete the drug selected, click 'Save' and Close

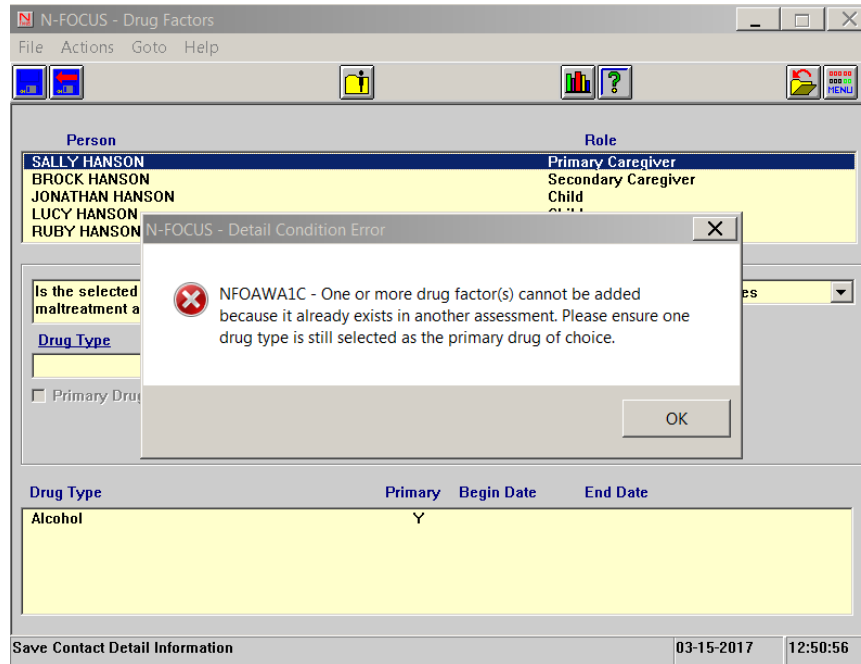
- A user can go back into the drug factor window and select 'No' for a parent/child that was previously selected as 'Yes'. When deleting the following message will appear:



- If a user puts an assessment in 'Ready for Review' status without filling out any drug factors, a prompt message will appear.



When the user selects 'Yes' the user will automatically be taken to the Drug Factors window. If a user selects 'No' then the user will need to update the status to 'Ready for Review'.



7. A user will not be able to select the same drug factor for an individual in two different assessments on the same day. This is to prevent duplication of drug factors. For instance a user will not be able to complete a risk assessment on 03-15-2017 and select Alcohol as a drug factor for Sally and then complete a Prevention Assessment on 03-15-2017 and also select Alcohol for Sally. An error message will appear. This also applies when a Risk or Prevention Assessments is completed on the same day in two different households that share the same individual. For instance if you have one household where the mother is the primary caregiver and one household where the father is primary caregiver, and both households have a teenager with drug factors, you will only be able to enter drug factors for the teenager in one of the households on the same day. The user will need to choose one assessment only to enter the drug factor. If the drug factor is truly related to a separate incidence then the user will need to change the date of the assessment to the next day.

Detail Condition Window (Change)

Users can now look at person's Drug Factor History in the Conditions window. This history is automatically updated by NFOCUS. The begin date is the assessment begin date and the end date is the finalized date of the assessment.

Drug Type	Primary	Begin Date	End Date	RA ID Number	RA Type
Alcohol	Y	03-17-2017	03-17-2017	38372489	Prevention Risk
Crack Cocaine		03-17-2017	03-17-2017	38372489	Prevention Risk

Placement Change Reasons (Change)

With this release several placement change reasons were eliminated.

The following reasons have been eliminated:

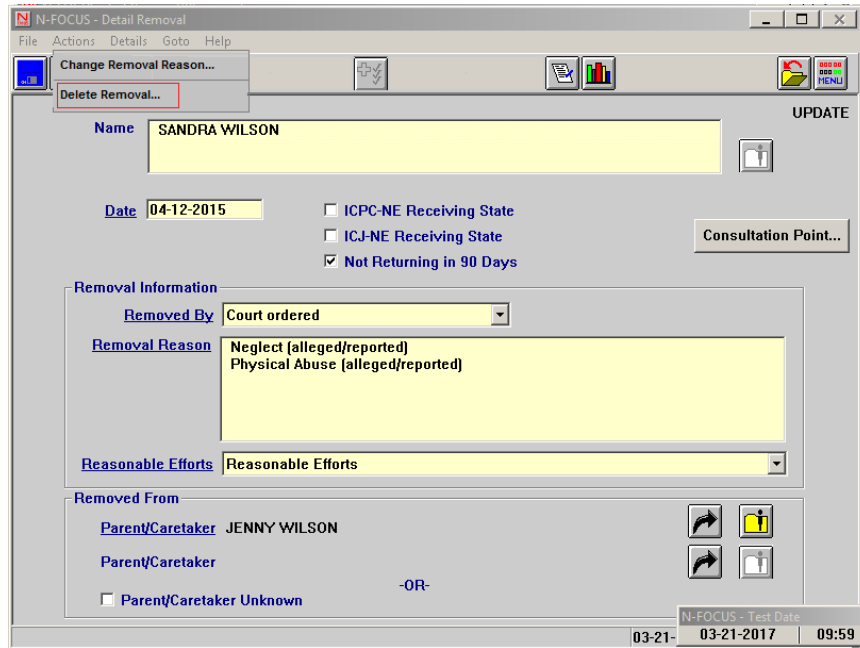
- Child Initiated
- Incompatible Matching
- Lower Level of Treatment
- Moved to a Relative Home
- Non-violent Youth Conduct
- More Restrictive Environment
- Runaway
- Worker/Agency Initiated
- Youth Dangerous Behaviors
- Youth Mental Illness
- Allegations

The following Placement Closure Reasons are new options with this release:

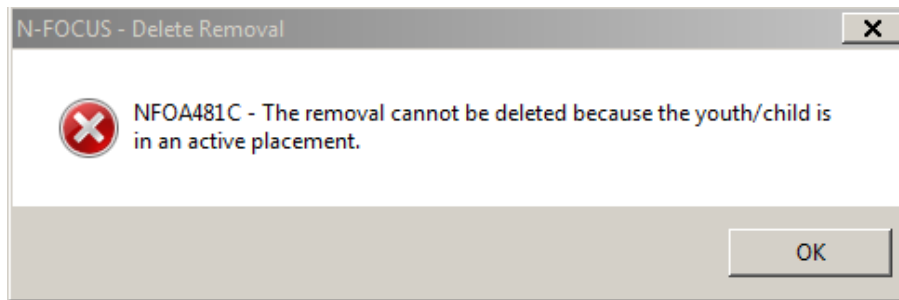
- Short Term Placement
- Independent Living
- Child Entering Treatment Placement
- Moved to Relative/Kinship Home/With Siblings
- Unsuitable Foster Home
- Missing Youth Located
- Missing Youth
- Unsuitable Foster Home
- Tribal Jurisdiction

Ability to Delete Removals-Supervisors Only (Change)

With this release, Supervisors will now have the ability to delete removals that were entered in error. The 'Delete' removal will always be enabled for a supervisor, however if there is an active placement an error message will appear. The most recent removal can be deleted as long as there are no active placements. If there is an active placement then the placement will need to be deleted before the removal can be deleted.

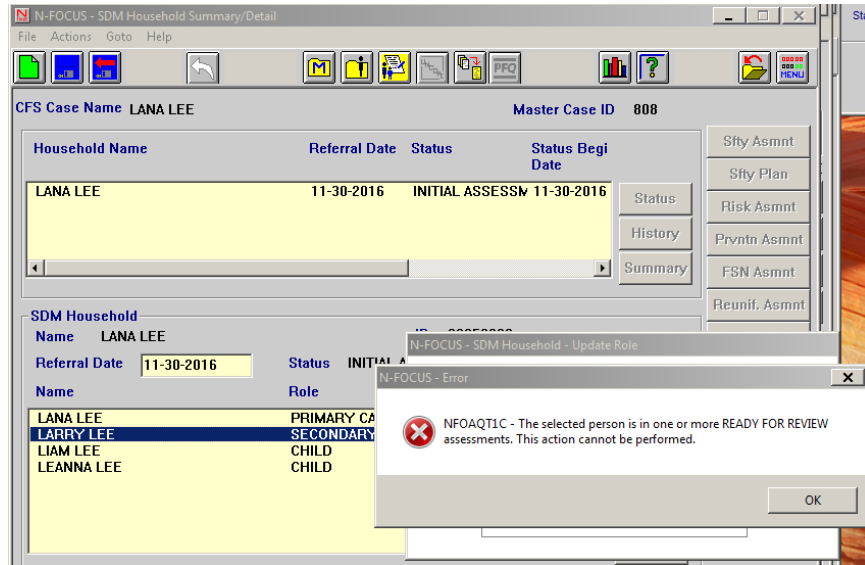


The screenshot shows the 'N-FOCUS - Detail Removal' window. The 'Name' field contains 'SANDRA WILSON'. The 'Date' is '04-12-2015'. There are three checkboxes: 'ICPC-NE Receiving State' (unchecked), 'ICJ-NE Receiving State' (unchecked), and 'Not Returning in 90 Days' (checked). The 'Removal Information' section includes 'Removed By' (Court ordered), 'Removal Reason' (Neglect (alleged/reported), Physical Abuse (alleged/reported)), and 'Reasonable Efforts' (Reasonable Efforts). The 'Removed From' section shows 'Parent/Caretaker' as 'JENNY WILSON' and 'Parent/Caretaker Unknown' as '-OR-'. The status bar at the bottom shows '03-21- 03-21-2017 09:59'.



SDM – Changing Household Roles (Change)

Workers will no longer be able to change the SDM Household Roles and persons will not be able to be end dated when assessments are in Ready for Review status. A user will need to finalize the assessment or put it back into 'Revisions required' to change the Roles or end date persons in the household. A user can add someone to the household but they will not be included in any assessments which are in 'Ready for Review'.



Document Imaging-Add Images and Search Images from Intake Window

Images can now be added and viewed on the intake window.



Safety Assessment and APPS No Contact Edit (Change)

It is now possible to complete a Safety Assessment/APPS Assessment with a tied intake if there has been no contact with the victim. This is possible by clicking the 'Not contacted' and selecting one of the 'No Contact' reasons.

The screenshot shows the 'N-FOCUS - SDM Contact Detail' window. The 'Person' field is set to 'LEANNA LEE'. The 'Not Contacted' checkbox is checked, and the 'Reason' dropdown is set to 'Unable to Locate'. The 'Contact Information' section includes fields for 'Contacted By', 'Date', and 'Time'. There are also 'Location' and 'Others Present' dropdown menus. A 'Comments' text area is present. At the bottom, there is a 'Contact Detail' table with columns for 'Contacted By', 'Begin Date', 'Time', and 'Location'. The status bar at the bottom right shows the date '03-21-2017' and time '11:43:44'.

Add Docket/Page Number to the Legal Actions List Window (New)

The Docket and Page Number will now appear in the List Legal Action window.

1. Select the Legal Actions push tab
2. Select Search



The screenshot shows the 'N-FOCUS - Search Legal Action' window. The 'Program Case' section displays 'Master Case ID 732' and 'Program CFS'. The 'Legal Action' section contains several dropdown menus: 'Name' (set to '[NONE]'), 'Hearing Type' (set to '[NONE]'), 'Petition Type' (set to '[NONE]'), and 'Results' (set to '[NONE]'). There are also 'Docket Number' and 'Page' dropdown menus, and a 'Court Report' checkbox. At the bottom, there are 'Search', 'Clear', and 'Cancel' buttons. The right side of the window shows a sidebar with buttons for 'UPDA', 'Case Plan', 'Case Detail', 'TLP', 'Program Person', and 'Status Rez'.

- Docket and Page will now appear in the columns. The page is always attached to the docket. The docket can be sorted using the 'Sort' feature and ordered in ascending or descending order.

ANNA KARENINA

Hearing Type	Docket	Page	Date Held	Results
Disposition	15	46	11-05-2016	Case Plan Accepted
Disposition	15	30	01-22-2016	Case Plan Accepted
Adoption Hearing	JV01	13	01-09-2016	Approved
Appeal	JV00	14	11-25-2015	[NONE]
Adjudication	14	52	11-15-2015	Factual Basis Exist
[NONE]	AA	9		[NONE]
[NONE]	JV0-123	6912		[NONE]

03-21-2017 11:50:48

Birth to 5 year old School District Notice (New)

A new school district notice has been created to notify home school districts of their obligation to find, assess, and provide services to children with disabilities in DHHS custody. This notice is sent the same way that all other school notices are sent. This notice is only sent to the school district where the child became a ward.

N-FOCUS - School Notice

Purpose: Birth to 5 Year Olds

Child:

Age Name

- 1 LEANNA LEE
- 6 LIAM LEE
- 6 LARRY LEE JR
- 8 LISA LEE

Buttons: Identify Parents..., Parental Rights..., Initial Parental Contact..., School Attendance..., Program Person...

03-21-2017 12:58:41

03-21-2017 12:58

Change the wording of Runaway to 'Missing Youth' everywhere in N-FOCUS (New)

Children or Youth who are missing will not be referred to as 'Missing Youth-Unable to be Located'. This includes placement types and placement closure reasons.

Service Referral Cell Phone Number added (Change)

An addition to the Service Referral printout was requested by the field. Under the contact person on the print out there is a phone number that is the current Home Phone Number from Person Detail. An addition was made to add the Cellular phone number. This is on production.

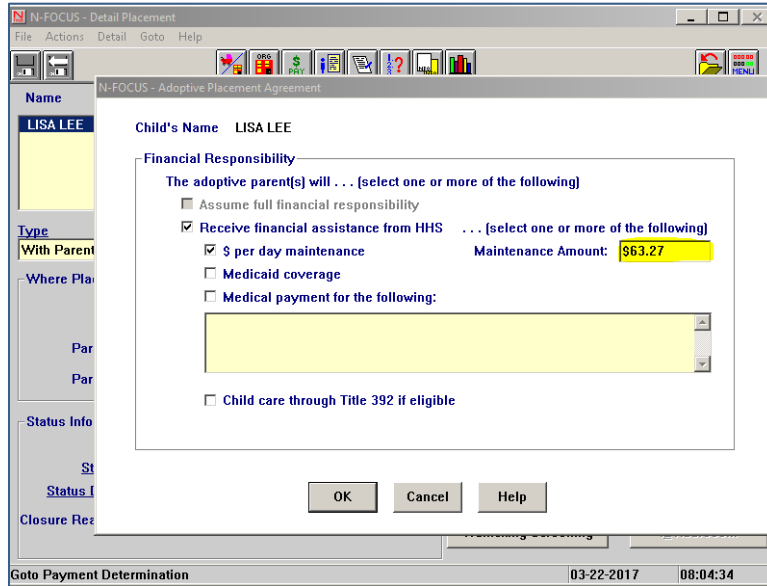
PROVIDER SERVICE REFERRAL			
Children and Family Services/Medicaid			
Contact Person:	DYLAN CAMP 4TH FLOOR TESTING LINCOLN NE 68504	Birthdate: 06-19-2006 Home Phone Number: (402)478-8956 Cell Phone Number: (402)516-2356	
Service Referred:	PARENTING TIME/SUPERVISED VISITATION 8873		
Family Names:	SOPHIA CAMP	Birthdate: 11-04-2008	SSN: XXX-XX-5555
	TERRY CAMP	Birthdate: 09-06-1983	SSN: XXX-XX-8459
	TRUDY CAMP	Birthdate: 05-03-1981	SSN: XXX-XX-2145

SDM Birth Date Error (Fix)

SDM changes last release which allow SDM assessments to automatically pre-fill risk question caused an error to occur when a child has no birthdate. This would cause the risk index questions to flicker when a user tried to enter an answer. This has been corrected, from now on if a child does not have a birth the prefill will be turned off and the worker will have to manually answer those questions.

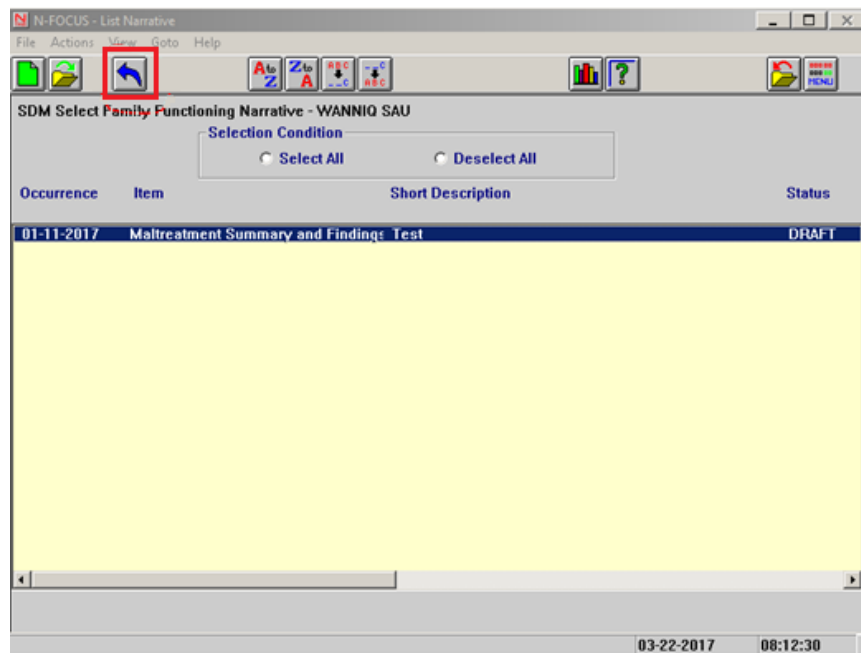
Adoptive Placement Agreement Maintenance Amount Error (Fix)

An error was occurring in the detail placement window when a worker tried to print the Adoptive Placement Agreement. The maintenance amount box would not allow decimals to be entered.



Family Function Narrative (Fix)

Due to changes made to SDM narratives last release an error was occurring that would not allow the family functioning narrative to be printed with the assessment when there was only one narrative. A blue swish arrow was added to pull in one narrative when printing the SDM risk assessments. To include the narrative the user can highlight the narrative and select the blue arrow.



Mailing Address Error

Previously when an ARP was placed in a placement and the ORG had a different physical address than mailing address and then at a later point in time the mailing address was end dated; it was found the mailing address end dates on the Detail Organization (address History), but it did not end date on the Address History for the ARP's address. This has been corrected so when an ORG's mailing address is end dated and an ARP is placed with that ORG; the ARP's mailing address will also be end dated.

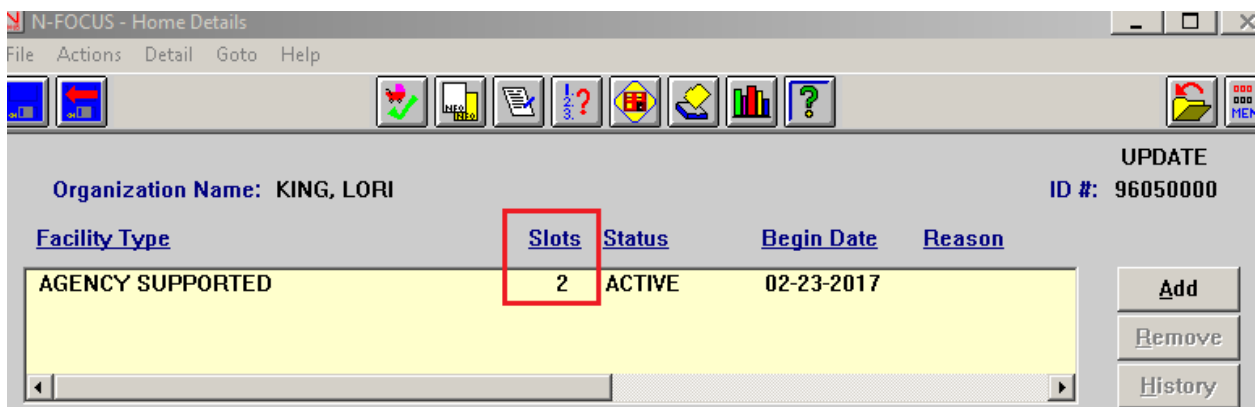
SDM Batch Printing (Fix)

A fix was made to correct an error related to the SDM finalization batch process. Previously, workers were not able to re-print some SDM assessments finalized by the system. This has been corrected.

Probation Youth Placed in Foster Home (New)

Probation Youth will now be deducted from the organizations available slots.

Example: The Lori King foster home is licensed for two children and currently has no one placed there.



The screenshot shows a software window titled "N-FOCUS - Home Details". The menu bar includes "File", "Actions", "Detail", "Goto", and "Help". Below the menu is a toolbar with various icons. The main content area displays "Organization Name: KING, LORI" and "UPDATE ID #: 96050000". A table with the following columns is shown: "Facility Type", "Slots", "Status", "Begin Date", and "Reason". The table contains one row: "AGENCY SUPPORTED", "2", "ACTIVE", "02-23-2017". The "Slots" column value "2" is highlighted with a red box. To the right of the table are three buttons: "Add", "Remove", and "History".

Facility Type	Slots	Status	Begin Date	Reason
AGENCY SUPPORTED	2	ACTIVE	02-23-2017	

Jack Jones is a Probation Youth placed with Lori King. Jack is added as an org related person. When the Family Role of 'Probation Youth' is selected, the Facility Type box displays.

Note: The worker must select a facility type in order to have the probation youth deducted from the available slots.

N-FOCUS - Organization Related Persons

Related Person

JACK JONES
Number

Relationship

Type: FAMILY (dropdown) Begin Date: 02-23-2017

Family Role: Probation Youth (dropdown) End Date: (empty)

Facility Type: AGENCY SUPPORTED (dropdown)

OK Training Probation Youth Cancel Help

This deducts 1 from the available slots.

N-FOCUS - Home Details

File Actions Detail Goto Help

Organization Name: KING, LORI UPDATE ID #: 96050000

Facility Type	Slots	Status	Begin Date	Reason
AGENCY SUPPORTED	1	ACTIVE	02-23-2017	

Add Remove History

When a Probation Youth leaves a foster home, the user double clicks on the youth's name in the org related person box and enters the date the youth left the placement in the end date field.

N-FOCUS - Organization Related Persons

Related Person

JACK JONES
Number 37742502

Relationship

Type FAMILY Begin Date 02-23-2017

Family Role Probation Youth End Date 03-17-2017

Facility Type AGENCY SUPPORTED

OK Training Probation Youth Cancel Help

This causes 1 to be added back to the available slots.

N-FOCUS - Home Details

File Actions Detail Goto Help

Organization Name: KING, LORI UPDATE ID #: 96050000

Facility Type	Slots	Status	Begin Date	Reason
AGENCY SUPPORTED	2	ACTIVE	02-23-2017	

Add
Remove
History

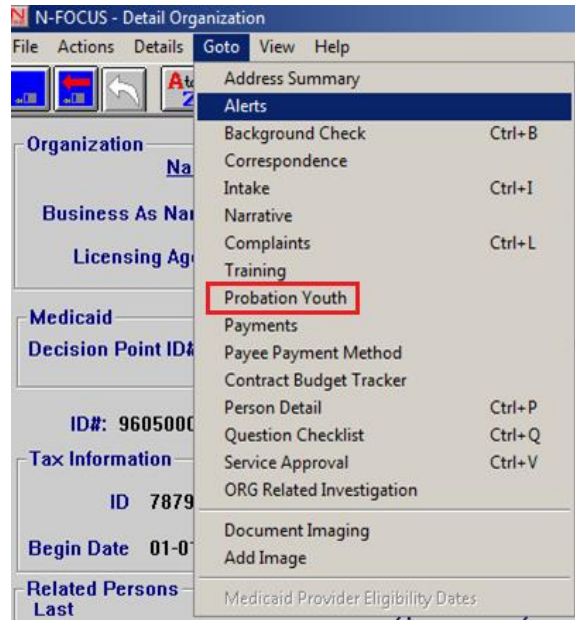
Incorrect Begin Date Entered

- If the worker entered the incorrect begin date and there is no end date, the begin date can be corrected on the Org Related Person window.
- If there is an incorrect begin date and the end date has already been entered, RD Supervisors can correct the error from the Probation Youth Involvement window.

Accessing the Probation Youth Involvement Window

The Probation Youth Involvement can be accessed by two methods from the Detail Organization window:

- Highlight the Probation Youth from the Related Person group box.
- Select the menu Goto>Probation Youth

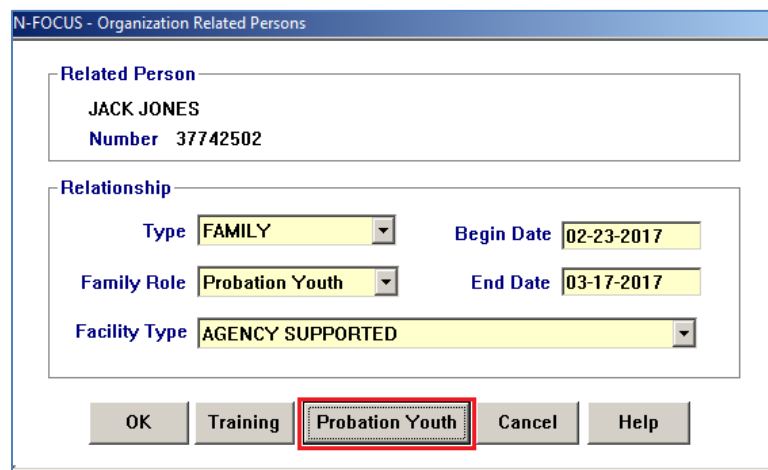


OR

- Highlight the Probation Youth from the Related Person group box.
- Select the menu Actions>Related Person.

The Organization Related Persons pop up window will display

- Select the Probation Youth push button



Correcting Begin and End Dates – Supervisor’s Only

The Probation Youth Involvement window is used to view and correct information. Correcting Begin and End Dates is a function only available to Supervisors.

To correct the Begin or End Date ranges, follow these instructions:

- Highlight the instance you wish to correct and the dates will display in the Detail group box.

N-FOCUS - Probation Youth Involvement

File Action Detail Help

Organization Name KING, LORI ID# 96050000 UPDATE
Related Person JACK JONES

Type	Family Role	Facility	Begin Date	End Date	Ci
FAMILY	Probation Youth	Agency Supported	02-23-2017	03-17-2017	D

Detail

Begin Date 02-23-2017 End Date 03-17-2017

Update
Delete
Clear

WARNING: You should only change the begin/end date ranges for error correction.
Altering the dates can cause inconsistencies in reports that have already ran.

- If the date(s) are in error, the RD Supervisor would change the date(s) and then select Update
- If the entire involvement was in error, the RD Supervisor would use the Delete function
- The Clear button will clear the dates from the fields. To display the date fields again, simply highlight a row in the top box and the dates will display again.

Placement List Window Display of Probation Youth

Probation Youth information now displays on the Placement List window and the Active/Bedhold Report.

The letter *PR* displays after a probation youth.

Age	Sex	Last Name	First Name	MI	Facility Type
16	M	SIMPSON	BART		AGENCY SUPPORTED
9	M	HALL	DARYL		AGENCY SUPPORTED
10	M	WORKLOAD	WILSON		AGENCY SUPPORTED
15	M	PROBATION	PEDRO		AGENCY SUPPORTED *PR*
16	M	PROBATION	PETER		AGENCY SUPPORTED *PR*
14	F	PROBATION	PEGGY		AGENCY SUPPORTED *PR*
14	F	PROBATION	PETUNIA		AGENCY SUPPORTED *PR*
16	F	PROBATION	PENNY		AGENCY SUPPORTED *PR*

Placement History Report Display Probation Youth

Probation Youth now display on the Placement History Report.

The letter *PR* displays after a probation youth.

Placement History							
From:		To:		Page 1 of 1			
Organization and Assignment Information							
Organization: LORI'S HOME FOR PROBATIONERS 99 MAKE BELIEVE DRIVE GERING NE 69341				Worker Assigned: SUE SUE SINGER Office: GERING Phone: (402)777-3400			
Phone: (H) Unknown (W) Unknown (Cell) Unknown							
Organization ID: 15006171							
Placements							
Sex	Last Name	First Name	MI	Master Case	Begin Date	End Date	Facility Type
M	SIMPSON	BART		2	02-08-2017		Agency Supported
M	HALL	DARYL		781	02-01-2017		Agency Supported
M	WORKLOAD	WILSON		827	02-01-2017		Agency Supported
M	PROBATION	PEDRO		0	02-06-2017		Agency Supported *PR*
M	PROBATION	PETER		0	02-08-2017		Agency Supported *PR*
F	PROBATION	PEGGY		0	02-08-2017		Agency Supported *PR*
F	PROBATION	PETUNIA		0	02-07-2017		Agency Supported *PR*
F	PROBATION	PENNY		0	02-08-2017		Agency Supported *PR*

Drug Factors Tied to Assessments (Change)

With this release, the Y/N question in drug factors will be tied to the assessment. This will ensure that the date picked for the drug factor entry corresponds with the correct intake received because the assessment will be tied to the entry of a drug factor.

Note: This change will be behind the scenes and the worker will not need to enter any additional information.

Supervisor Ability to Delete Removals

With this release, Supervisors will now have the ability to delete removals that were entered in error.

Early Development Network Referral (Change)

Additions to the referral include:

- If the child is a state ward (pull from N-focus data)
- Child placement with name, address, phone numbers (pull from N-Focus data)
- Add sections for non-custodial parent information. Pull from N-Focus data if non-custodial relationship exists.
- Add section for doctor address and last appointment (pull from exam data)
- Add field for child risk factors that can be selected (auto-select risk factors based on conditions for persons)
- Add field for risk factors that may affect EDN workers
- Add drop down to select mother and parents educational rights. Depending on what is selected enable fields to provide information about educational surrogate.

Remove:

- Section for developmental concerns, medical concerns, and additional comments.
- Section on correspondence for Action taken.

CFS Consolidated Narrative – (Change)

The following narratives have been added to Consolidated Narrative in N-FOCUS:

- New Court Report Narrative
- Relative Notification Narrative

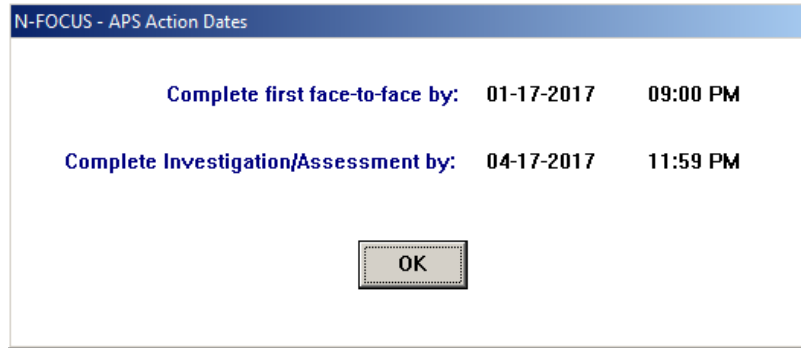


SDM – Changing Household Roles (Change)

Workers will no longer be able to change the SDM Household Roles and persons will not be able to be end dated when assessments are in Ready for Review status.

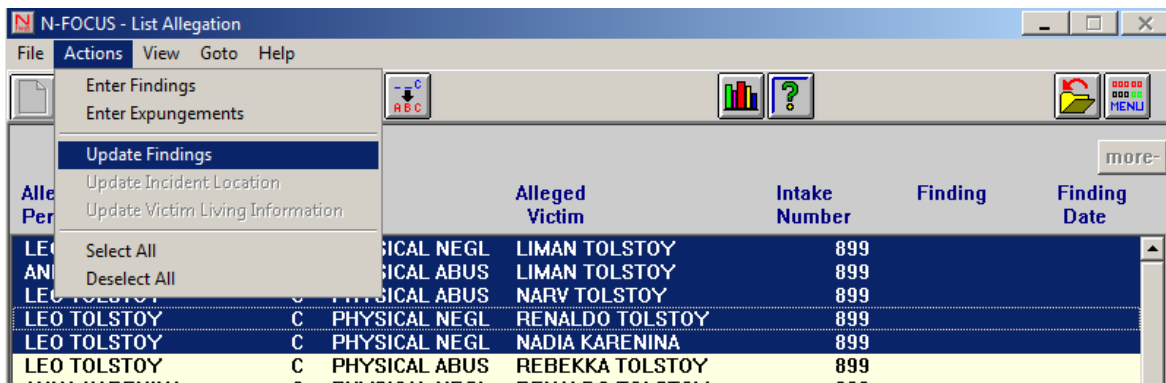
Intake-APS Action Dates (Change)

When an APS intake contains an allegation of financial exploitation the timeframe to complete will now be 90 days instead of 60. If no allegation of financial exploitation is in the intake the timeframe will remain 60 days.



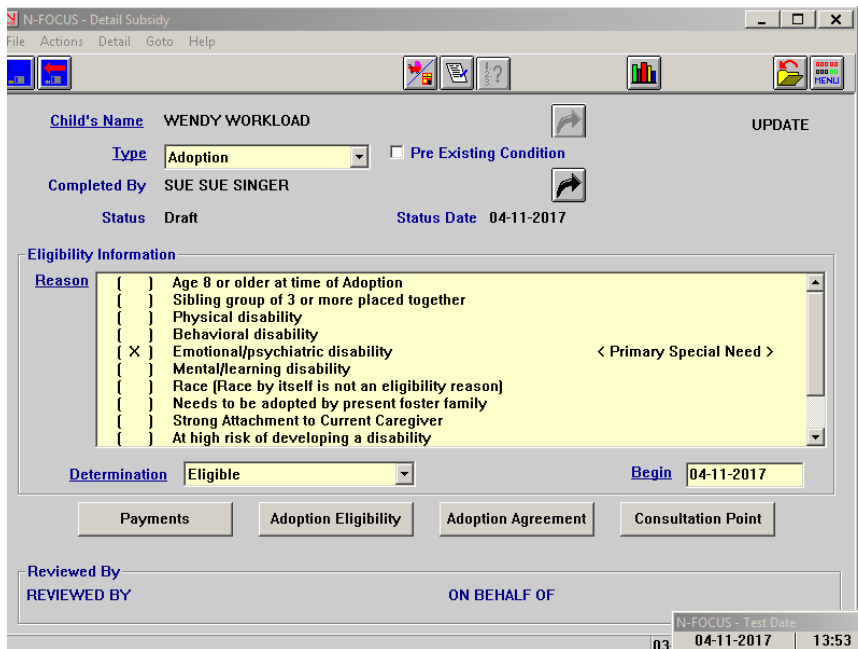
Allegations- Updated Multiple Findings (Change)

An option to 'Update Finding' has been added to the Action Menu on the Allegation List window that allows users to update multiple allegation findings at one time. This function will be enabled only when one or more findings are highlighted that have a finding entered. The same edits will apply as do for entering initial findings or updating individual findings.



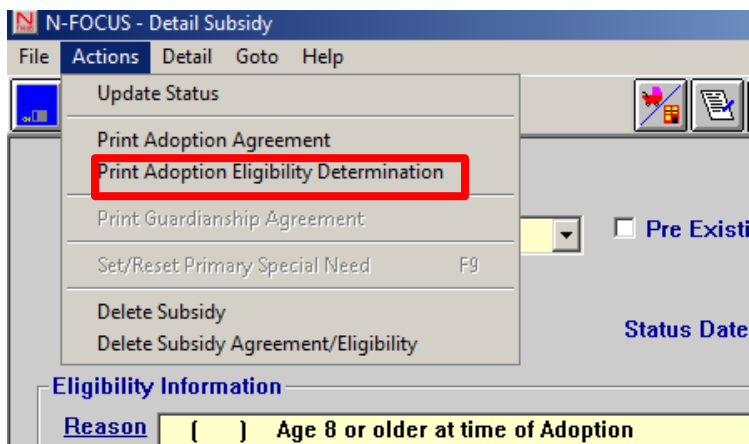
Subsidized Adoption Eligibility PS-50 (New)

The Subsidized Adoption Eligibility (PS-50) can now be printed from the Detail Subsidy window. Workers must answer for questions found under the 'Adoption Eligibility' pushbutton if the child is eligible.



The screenshot shows the 'N-FOCUS - Detail Subsidy' window. The 'Child's Name' is WENDY WORKLOAD. The 'Type' is set to 'Adoption'. The 'Completed By' is SUE SUE SINGER. The 'Status' is 'Draft' and the 'Status Date' is '04-11-2017'. The 'Eligibility Information' section is expanded, showing a list of reasons with checkboxes. The 'Emotional/psychiatric disability' option is checked and marked as the 'Primary Special Need'. The 'Determination' is 'Eligible' and the 'Begin' date is '04-11-2017'. There are buttons for 'Payments', 'Adoption Eligibility', 'Adoption Agreement', and 'Consultation Point'. The 'Reviewed By' field is empty, and the 'ON BEHALF OF' field is also empty. The status bar at the bottom shows '03 04-11-2017 13:53'.

The PS-50 prints from the Action Menu.



The screenshot shows the 'N-FOCUS - Detail Subsidy' window with the 'Actions' menu open. The menu items are: 'Update Status', 'Print Adoption Agreement', 'Print Adoption Eligibility Determination' (highlighted with a red box), 'Print Guardianship Agreement', 'Set/Reset Primary Special Need' (with a keyboard shortcut of F9), 'Delete Subsidy', and 'Delete Subsidy Agreement/Eligibility'. The 'Eligibility Information' section is partially visible at the bottom, showing the 'Reason' 'Age 8 or older at time of Adoption'.

Subsidized Adoption Agreement PS-52 (Change)

Unnecessary wording has been eliminated from the Subsidized Adoption Agreement and the designation of a guardian/conservative has been added.

Foster Care Licenses (Change)

Added specific language for relative foster home licenses.