
N-FOCUS Major Release

Children and Family Services

August 13, 2017

A Major Release of the N-FOCUS system is being implemented August 13, 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.

Table of Contents

General Interest and Mainframe	3
Child Care Sixpence (New)	3
End Date Correction	4
Child Care Training (New)	4
Child Care Authorization Closed (New)	5
Service Authorization – Employment First and Emergency Assistance (Change)	6
Organizations without a Tax ID	6
Alerts	7
Alerts for Transitional Living Plans (New)	7

Alert 593 – NCR Update (New)	8
Alert 188 – 60 Day Case Plan (Change)	8
Alerts for Transitional Living Plans (New)	8
Alert 440 – Service Area Changed (New)	9
Document Imaging	9
New Sub Categories (Change)	9
Corrections (Fix)	9
N-FOCUS Tips	10
CHARTS Referral-Family Relationships	10
CHARTS Referral SG, FW or IL.....	10
Child Care Referrals to CHARTS	11
N-FOCUS Access Schedule.....	11
Children and Family Services	12
Allegations-Require DoB or SSN for Substantiated Findings (Change).....	12
Allegations-Perpetrator Notifications (Change)	12
ICWA-Reason to Know (Change).....	13
Court Report (Updates).....	13
Education Court Report (Updates).....	16
RRPS Court Report Questions (Fix)	18
Non-Licensed Foster Home Activities Tracking (New)	19
SDM FSNA Assessments Narrative (Change).....	20
ICPC Edit in the Placement Detail (Update)	21
Common Referral (Updates)	22
Safety Assessments (Updates)	25
SDM Household Re-open (Update).....	26
Psychotropic Medication Staffing Narrative (New).....	26
Protective Service Alert (Updates)	27
Other Parent (New)	27
NCR (New).....	28
Substance Use Evaluations (New)	28
Non-Licensed Foster Home Activities Tracking (New)	29
SDM FSNA Assessments Narrative (Change).....	30
Substance Use Evaluations (New)	30
Adoption Subsidy (Change)	30
Removal (Change)	31
UNCOPE Assessment (Change)	31
Narrative – Efforts to Hold FTM (New).....	32
Relative Notification (New)	32
Permanency Objective – Guardianship - Relative (New)	33

General Interest and Mainframe

Child Care Sixpence (New)

Sixpence is a federal program that promotes early care and learning opportunities that help parents guide the healthy development of their infants and toddlers.

Child Care Providers must complete training before they are eligible to participate. The following trainings have been added to the Training for Organizations Training drop down menu:

- Orientation/Pre-Service
- Recognition and Reporting Child Abuse and Neglect
- First Aid/CPR Training
- Other/Ongoing Training as Required by the Department
 - If Other is selected, the worker will be required to enter narrative.
 - When any of the other trainings are selected the worker will have the option to narrate.

A Service Approval will be created with the Provider when the four trainings have been completed. The four trainings will have a completion date as the Service Approval Begin Date.

With this release, the Sixpence will be added to the Home Detail window for the Child Care Organization. The assigned worker will populate the Begin Date.

The screenshot shows the 'N-FOCUS - Home Details' window. At the top, it displays 'Organization Name: CHILD CARE 4 U' and 'ID #: 31436165'. Below this is a table with columns: Facility Type, Slots, Status, Begin Date, and Reason. The table lists four facility types, all with 0 slots and ACTIVE status, and a Begin Date of 01-02-2002. To the right of the table are buttons for 'Add', 'Remove', and 'History'. Below the table are various input fields for family information, including 'Number of Own Children', 'Family Composition', 'Family's Ethnic Group', 'Family's Primary Language', 'Family's Second Language', and 'Family's Religion'. There are also fields for 'Child Care License Id Number', 'Accreditation', 'QRIS STEP Rating', and 'Sixpence'. The 'Sixpence' row is highlighted with a red border, showing a 'Begin Date' of 06-01-2017 and an empty 'End Date' field.

Facility Type	Slots	Status	Begin Date	Reason
CHILD CARE CENTER	0	ACTIVE	01-02-2002	
FAMILY CHILD CARE HOME I	0	ACTIVE	01-02-2002	
FAMILY CHILD CARE HOME II	0	ACTIVE	01-02-2002	
FAMILY IN-HOME CARE	0	ACTIVE	01-02-2002	

Organization Name: CHILD CARE 4 U ID #: 31436165

Number of Own Children: 0 Pre-Service Completed Date: [] Placement Preference: []

Family Composition: [NONE] Placement List: []

Family's Ethnic Group: [NONE] License/Approval: []

Family's Primary Language: [ENGLISH] Employment/Education: []

Family's Second Language: [NONE] Inquiry/Motivation: []

Family's Religion: [NONE] Adoption Exchange: []

Child Care License Id Number: [] Training: []

Accreditation: [] Begin Date: [] End Date: [] Accreditation History: []

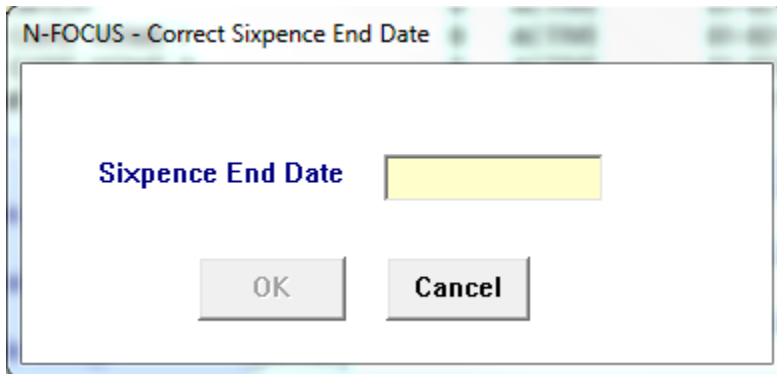
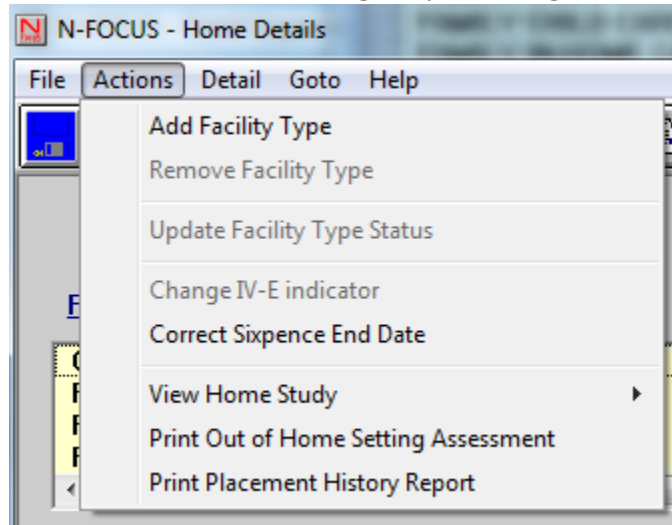
QRIS STEP Rating: 2 Begin Date: 06-03-2016 End Date: [] Rating History: []

Sixpence Begin Date: 06-01-2017 End Date: []

End Date Correction

If the Sixpence End Date is incorrectly entered, the date can be changed by selecting Action>Correct Sixpence End Date.

The Correct Sixpence End Date pop up window will display. Enter the correct End Date and click OK.



Child Care Training (New)

Federal mandate now requires Child Care Providers to complete additional training. The following new trainings have been added to the Training Organization Related Person(s) window in the Training drop down field:

- Orientation/Pre-service
- Recognition and Reporting Child Abuse and Neglect
- First Aid/CPR Training
- Other/ongoing training as required by the Department

N-FOCUS - Training for Organization Related Person(s)

File Detail Help

Organization Name CHILD CARE 4 U ID# 31436165 UPDATE

Related Person TEST TRAINING

Training	Date Completed	Hours	Next I
Orientation/Pre-service	06-01-2017	.00	
Other/ongoing training as required by the Department	06-01-2017	.00	05-31-

Training Orientation/Pre-service
Date Completed Recognition and Reporting Child Abuse and Neglect
First Aid/CPR training
Narrative Other/ongoing training as required by the Department

Add
Update
Delete
Clear

A Service Approval will be created with the Provider indicating these four trainings completion date the same as the Service Approval Begin Date.

60 days prior to the due date for the trainings, the RD Worker will receive an Alert. The Director/owner of the Child Care Agency/Provider will need to provide the RD worker with verification that the trainings have been completed for all employees.

Child Care Authorization Closed (New)

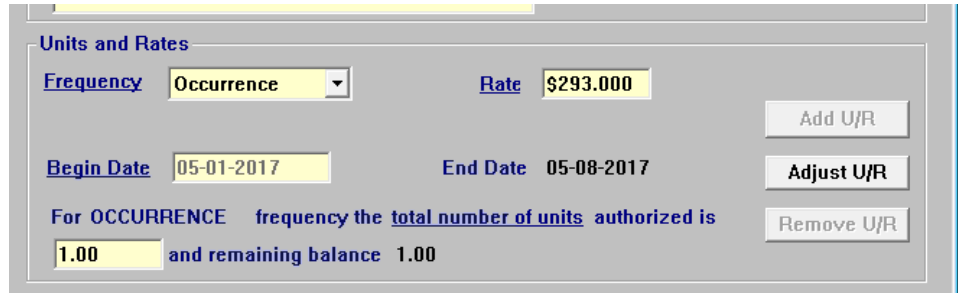
With this release, when a Child Care case is closed a batch process will be run to automatically close the associated Authorizations. This batch process will run on the same day as the SNAP closure process.

Note: Child Care Authorizations do not require a 10 day notice and will be closed for the same date as the program case is closed.

Service Authorization – Employment First and Emergency Assistance (Change)

Service authorizations for services in Employment First and Emergency Assistance Programs will now have the occurrence field default to one (1) occurrence for all services with the exception of “Exempt Public Transportation” and “Trans Commercial”.

All others will prepopulate with only one (1) occurrence.



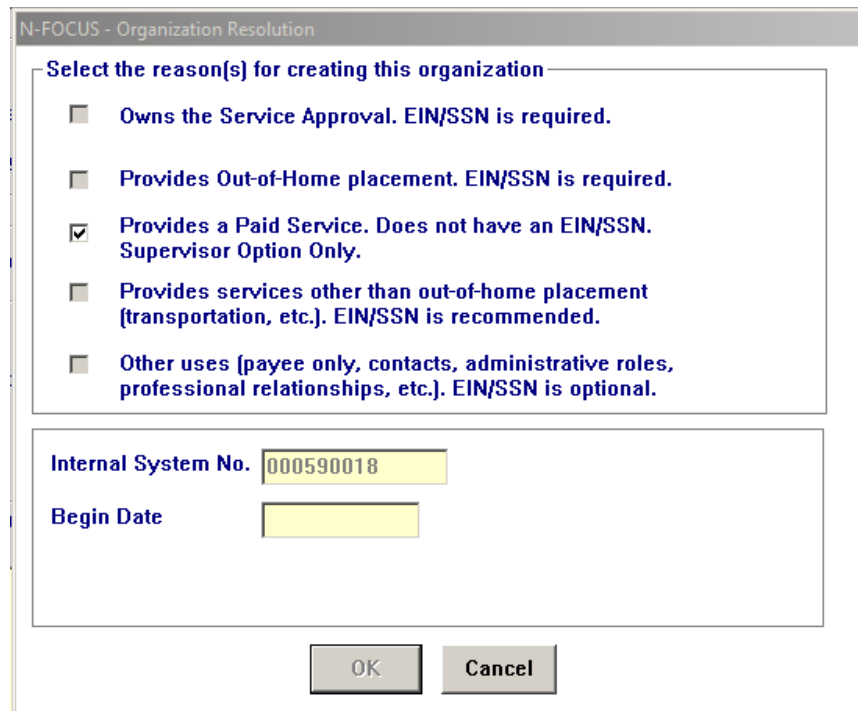
The screenshot shows a dialog box titled "Units and Rates". It contains the following fields and controls:

- Frequency:** A dropdown menu set to "Occurrence".
- Rate:** A text box containing "\$293.000".
- Buttons:** "Add U/R", "Adjust U/R", and "Remove U/R".
- Begin Date:** A text box containing "05-01-2017".
- End Date:** A text box containing "05-08-2017".
- Summary:** "For OCCURRENCE frequency the total number of units authorized is 1.00 and remaining balance 1.00".

Organizations without a Tax ID

Effective with the August 2017 release, an organization that does not have a tax identification number can be paid for providing Out of Home Maintenance. The only service that the legal division has allowed to be paid without a valid tax ID is service 4880 (Out of Home Maintenance) for the CFS program.

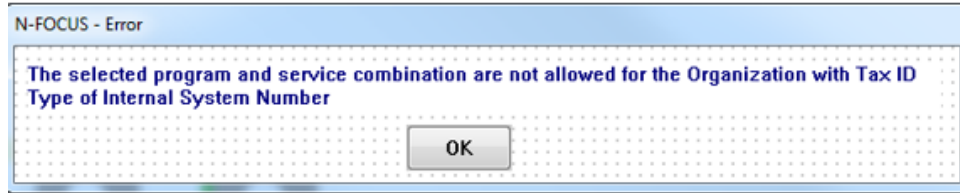
To accommodate this an Internal System Number will be used in place of the Tax ID for these providers. Only RD Supervisors have the security to generate an Internal System Number. A new option has been added to the Organization Resolution dialog box. When a supervisor checks the new option a system generated number will appear in the Internal System No. field. The worker must add a begin date.



The screenshot shows a dialog box titled "N-FOCUS - Organization Resolution". It contains the following elements:

- Select the reason(s) for creating this organization:** A list of five options with checkboxes:
 - Owns the Service Approval. EIN/SSN is required.
 - Provides Out-of-Home placement. EIN/SSN is required.
 - Provides a Paid Service. Does not have an EIN/SSN. Supervisor Option Only.
 - Provides services other than out-of-home placement (transportation, etc.). EIN/SSN is recommended.
 - Other uses (payee only, contacts, administrative roles, professional relationships, etc.). EIN/SSN is optional.
- Internal System No.:** A text box containing "000590018".
- Begin Date:** An empty text box.
- Buttons:** "OK" and "Cancel".

Edits have been added to prevent a worker from creating a Service Approval for Services other than Out of Home Maintenance (4880) for the CFS program if the provider has an Internal System Number as their Tax ID. They will get this error message.

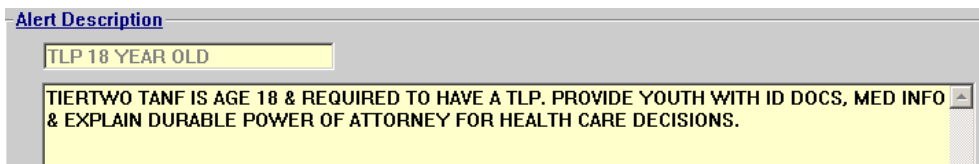
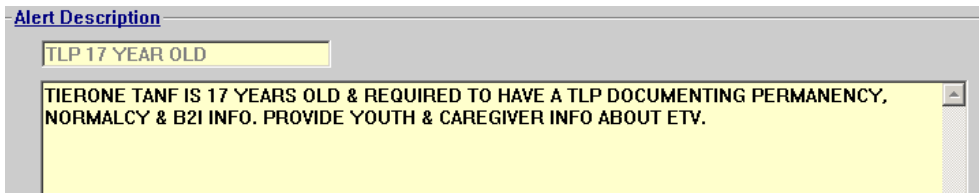
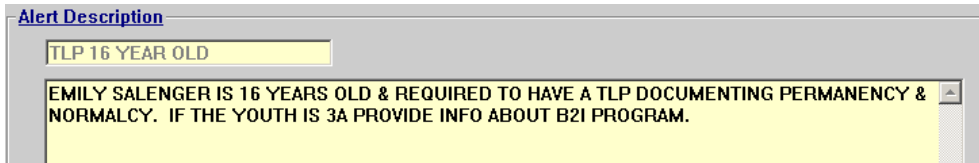
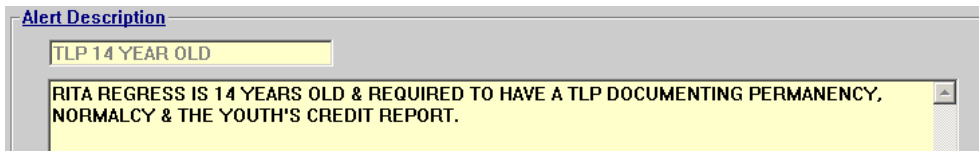


Also, an edit has been added to prevent a Tax ID type of EIN or SSN to have a Tax ID that begins with three leading zeroes. There were several providers that had false Tax ID numbers entered on N-FOCUS.

Alerts

Alerts for Transitional Living Plans (New)

New alerts were added to remind workers to create and or update the youth's Transitional Living Plans when the youth reaches their 14th, 16th, 17th and 18th birthdays. Policy dictates that additional information should be included at these ages.



Alert 593 – NCR Update (New)

Alert # 593 was created to remind workers when the six month NCR update is due.

Alert		
MC # 2	Alert # 593	Type CMGMT
MC Name SIMPSON, HOMER HOMER		Due Date
Name SIMPSON, HOMER H		Status INFORMATIONAL
Program CFS	Source Id SYSTEM	Display Date 07-08-2017

Alert Description

NCR UPDATE

NCR NEEDS TO BE UPDATED FOR LISA SIMPSON BEFORE 07-13-2017.

Alert 188 – 60 Day Case Plan (Change)

Alert # 188 had only been generating for children placed in out of home care. The alert has been changed to read legal status and will be created for both wards and non-court involved children.

Alert		
MC # 864	Alert # 188	Type CMGMT
MC Name CASEPLAN, CASSIE		Due Date
Name CASEPLAN, CASSIE		Status INFORMATIONAL
Program CFS	Source Id SYSTEM	Display Date 07-01-2017

Alert Description

60 DAY CASE PLAN

CHARLOTTE CASEPLAN HAS BEEN IN CARE FOR 45 DAYS, CASE PLAN IS DUE WITHIN 15 DAYS.

Alerts for Transitional Living Plans (New)

New alerts were added to remind workers to create and or update the youth's Transitional Living Plans when the youth reaches their 14th, 16th, 17th and 18th birthdays. Policy dictates that additional information should be included at these ages.

Alert Description

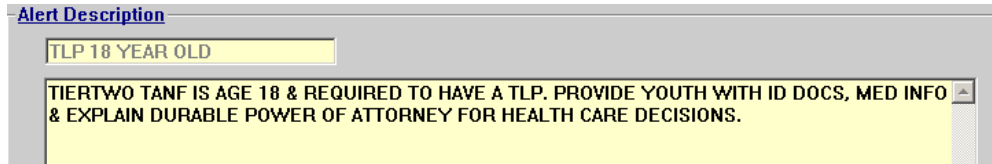
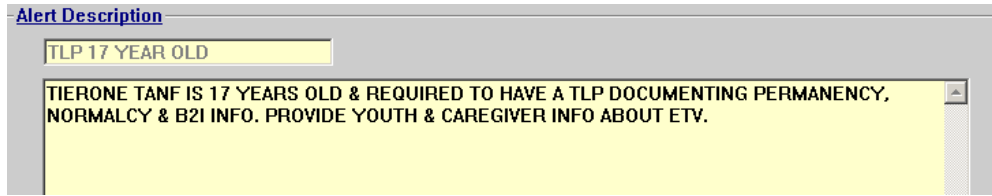
TLP 14 YEAR OLD

RITA REGRESS IS 14 YEARS OLD & REQUIRED TO HAVE A TLP DOCUMENTING PERMANENCY, NORMALCY & THE YOUTH'S CREDIT REPORT.

Alert Description

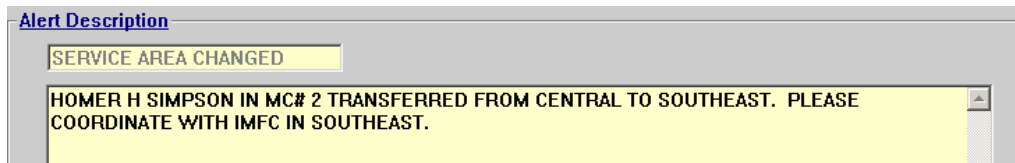
TLP 16 YEAR OLD

EMILY SALENGER IS 16 YEARS OLD & REQUIRED TO HAVE A TLP DOCUMENTING PERMANENCY & NORMALCY. IF THE YOUTH IS 3A PROVIDE INFO ABOUT B2I PROGRAM.



Alert 440 – Service Area Changed (New)

Alert # 440 will be generated when the primary worker assigned to a CFS case is from a different service area. This alert is intended for IMFC worker's to let them know they should coordinate with the other service area.



Document Imaging

New Sub Categories (Change)

Seven new Sub Categories were added for use when indexing documents to certain categories. Below is a list of the new sub categories with their corresponding main category:

Main Category: - Medical
Sub categories: - Dental and Vision

Main Category: - APS
Sub Categories: - Correspondence, Financial, Legal, Medical, and Photos.

Corrections (Fix)

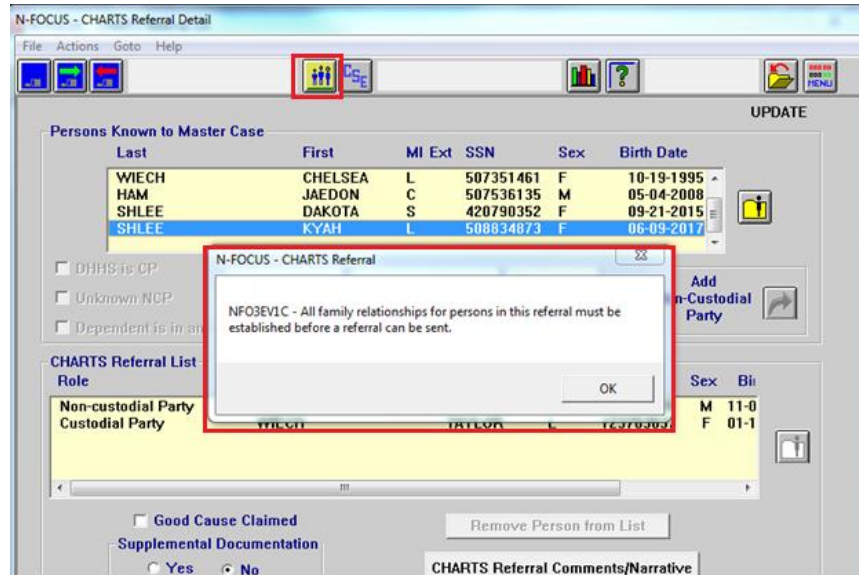
The QA Add and QA Show issue that we have had since July has been fixed. Users should no longer receive the error message that prevents them from using this feature.

Update Index Information from search results has been fixed. Users can now update index information to a new person or category in NFOCUS without having to change the date to enable the update button.

N-FOCUS Tips

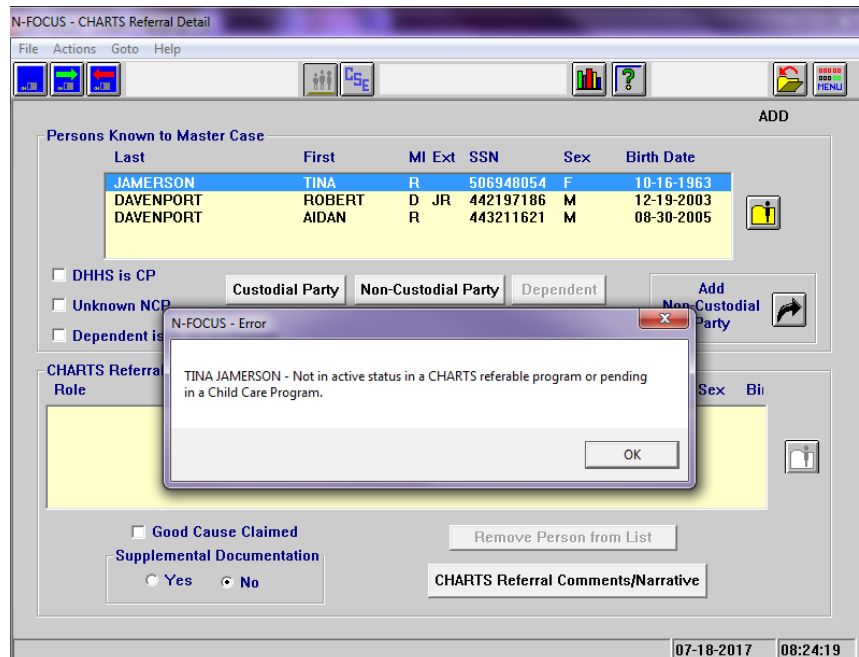
CHARTS Referral-Family Relationships

When creating a CHARTS Referral, if you get the message 'All family relationships for persons in this referral must be established before a referral can be sent.' Select the Family Relationship icon to create the family relationships that are missing in order to proceed.



CHARTS Referral SG, FW or IL

If there is a Subsidized Guardianship, Former Ward or Independent Living program case, the CHARTS Referral will need to be completed in the Master Case where the CFS or JC program case exists.



Child Care Referrals to CHARTS

Referral Requirement

- Child Care type referrals should be followed up with a Public Assistance Type referral to CHARTS

Note: Child Care referrals do not build CSE cases in CHARTS. Mom only gets a letter telling her she needs to apply for Child Support because she is receiving Child Care. Why only the letter? Child Care referrals are a State Requirement, not a Federal requirement to cooperate with Child Support. Completely different process and system.

N-FOCUS Access Schedule

Sunday:

12:00 AM to 4:00 AM: Limited access

4:00 AM to 12:00 AM: Normal access

Monday:

12:00 AM to 10:00 PM: Normal access

10:00 PM to 12:00 AM: Limited access

Tuesday through Saturday:

12:00 AM to 4:00 AM: Limited access

4:00 AM to 10:00 PM: Normal access

10:00 PM to 12:00 AM: Limited access

For a Major Release, there is limited access from 10 PM to 11 PM the Saturday before, and then no access from 11 PM until verification of the release is completed on Sunday.

The following functions are not available during limited access times:

- SNAP Expedited Worksheet
- Expert System
- State Ward Trust Accounts
- Child Review Selection
- Refunds
- Ability to Pay
- EBT Card Issuance

Note: If working during a period of limited access, be aware certain actions/icons/push buttons may be disabled. When normal access resumes, these functions will once again be enabled.

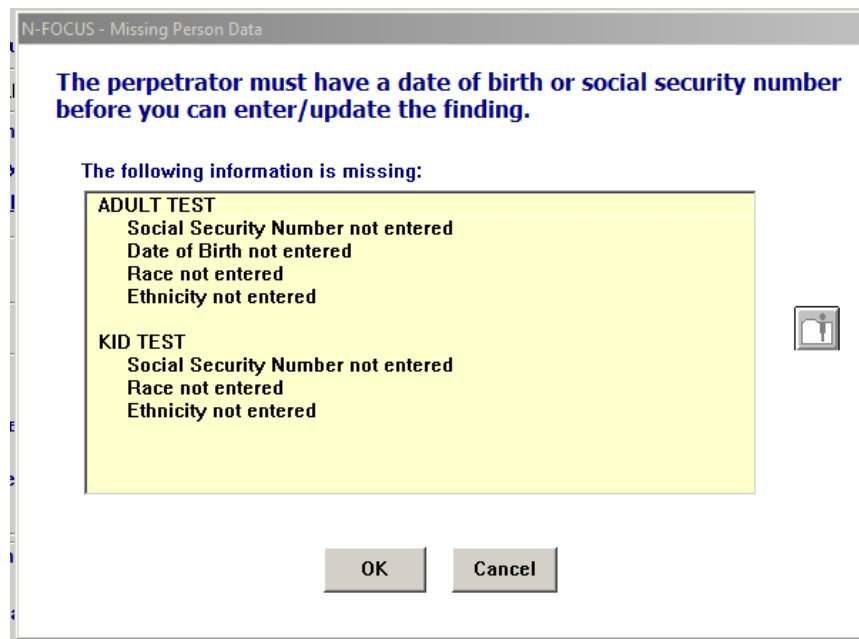
Note: If you attempt to work in N-FOCUS after 10 PM, please be aware that Batch processes are running. This processing locks up certain functions in N-FOCUS. You may receive errors and/or lose data. Also, the DHHS Help Desk and N-FOCUS Production Support staff are not available for assistance.

Children and Family Services

Allegations-Require DoB or SSN for Substantiated Findings (Change)

In order to help maintain a Central Registry that has enough identifying information to maintain a placement, with this release, any findings that will place a perpetrator on the Central Registry will require either a Date of Birth or a Social Security Number entered for the perpetrator (previously only and address was required).

When a perpetrator is missing identifying information or demographic information, a window will open showing the missing information and identifying which missing information is required for the finding. This window will also display information missing from the victims.



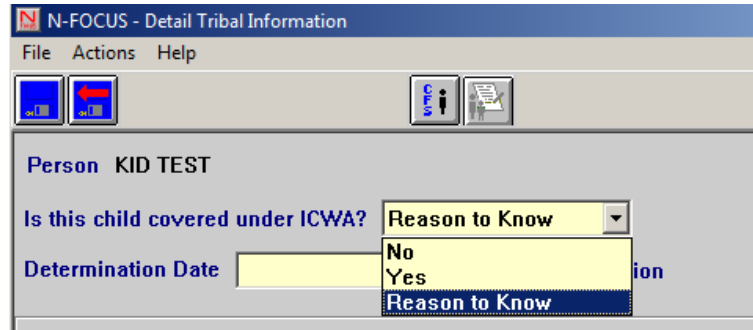
Allegations-Perpetrator Notifications (Change)

Updates have been made to Perpetrator Notifications of Allegation Findings. The letters have been updated and inform the recipient of the reason for the letter and if there are variations in how that information was obtained.

- Unfounded Letter-versions differentiate between if information was obtained only from Law Enforcement or through DHHS investigation.
- Agency Substantiated Letter-versions differentiate between if information was obtained only from Law Enforcement or through DHHS investigation.
- Court Pending Letter-County Attorney has filed in court.
- Court Substantiated-DHHS Received information of conviction from a court.

ICWA-Reason to Know (Change)

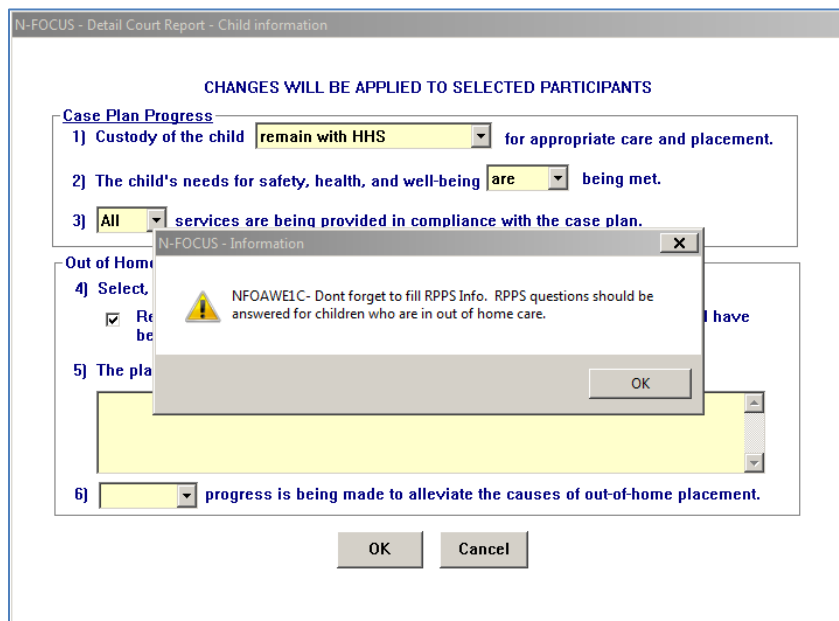
An option has been added to the ICWA selection. Users can now select 'Reason to Know' in addition to 'Yes' and 'No' for if ICWA applies to a child. This can be selected if a worker has a reason to believe that the child will be covered under ICWA.



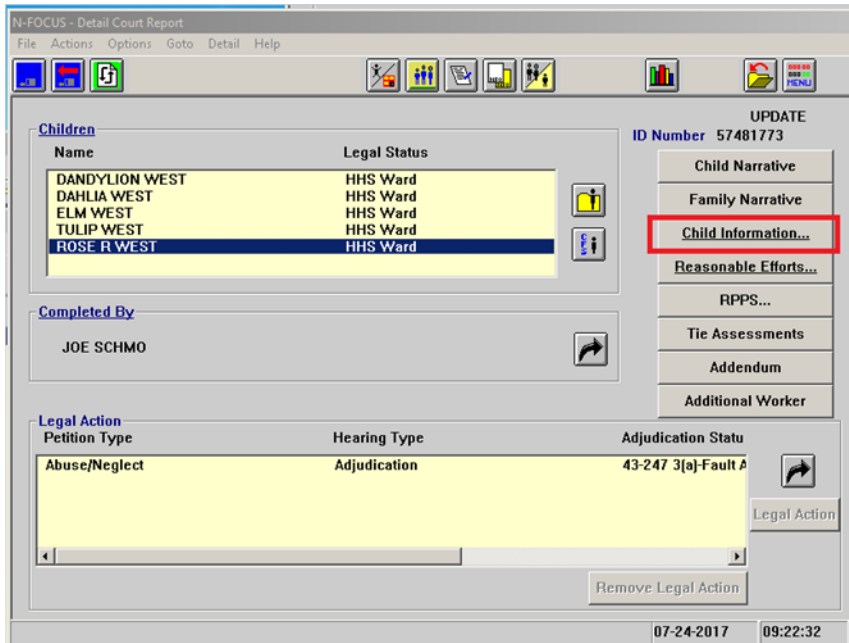
The screenshot shows a window titled "N-FOCUS - Detail Tribal Information". The main content area displays "Person KID TEST". Below this, there is a label "Is this child covered under ICWA?" followed by a dropdown menu currently set to "Reason to Know". A "Determination Date" field is visible to the left of the dropdown. The dropdown menu is open, showing three options: "No", "Yes", and "Reason to Know".

Court Report (Updates)

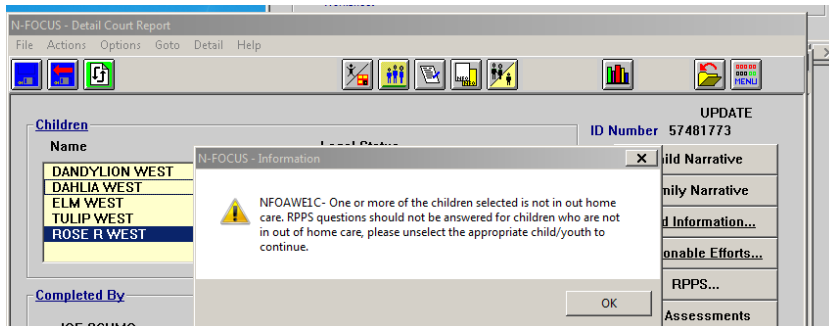
The Reasonable and Prudent Parenting Standards (RPPS) questions within the court report were previously answered for all the children before the court report could be printed. A change has been made that requires these questions only need be answered for children who are out of home. If a worker has indicated that a child is out of home in the child detail push button then a message will display that state the RPPS questions must be answered for all out of home children.



The screenshot shows a window titled "N-FOCUS - Detail Court Report - Child information". The main content area displays "CHANGES WILL BE APPLIED TO SELECTED PARTICIPANTS". Below this, there is a section titled "Case Plan Progress" with several numbered items: 1) Custody of the child, 2) The child's needs for safety, health, and well-being, 3) All services are being provided in compliance with the case plan. Below this, there is a section titled "Out of Home" with several numbered items: 4) Select, 5) The pla, 6) progress is being made to alleviate the causes of out-of-home placement. A warning dialog box is overlaid on the "Out of Home" section, containing a yellow warning icon and the text: "NFOAW1C- Dont forget to fill RPPS Info. RPPS questions should be answered for children who are in out of home care." The dialog box has an "OK" button.



NFOCUS will not allow the questions to be answered for children who do not have this box checked. The worker will receive the following message until they have selected a child who has been marked as out of home.



N-FOCUS - Detail Court Report - Child information

CHANGES WILL BE APPLIED TO SELECTED PARTICIPANTS

Case Plan Progress

1) Custody of the child **remain with HHS** for appropriate care and placement.

2) The child's needs for safety, health, and well-being **are** being met.

3) **All** services are being provided in compliance with the case plan.

Out of Home Care

4) Select, if appropriate:
 Removal from the home was necessary because continuation therein would have been contrary to the welfare of such child.

5) The placement out of the home necessary due to:

6) progress is being made to alleviate the causes of out-of-home placement.

OK Cancel

A worker now has the ability to delete individual children from the court report by selecting 'Remove Children' in the actions menu.

N-FOCUS - Detail Court Report

File Actions Options Goto Detail Help

Add Children
Remove Children
 Add Legal Action
 Remove Legal Action
 Print Draft Court Report
 Print Final Court Report
 Print Active Efforts
 Print Court Report - Addendum

Legal Status

HHS Ward
HHS Ward
HHS Ward
HHS Ward

ROSE R WEST

Completed By
 JOE SCHMO

Legal Action

Petition Type	Hearing Type	Adjudication Status
Abuse/Neglect	Adjudication	43-247 3(a)-Fault A

UPDATE
 ID Number 57481773

Child Narrative
 Family Narrative
 Child Information...
 Reasonable Efforts...
 RPPS...
 Tie Assessments
 Addendum
 Additional Worker

Legal Action
 Remove Legal Action

07-24-2017 09:19:28

A worker now has the ability to tie non-finalized case plans to a court report.

N-FOCUS - Court Report - Tie Assessments

UPDATE
Court Report ID 57481773

Begin Date	End Date	Household Name	ID Number
05-01-2017	08-01-2017	N	DAISY WEST
12-05-2016	05-01-2017	N	DAISY WEST

N-FOCUS - List SDM Case Plan

Begin Date	End Date	Court Modified	Household Name	Status
05-01-2017	08-01-2017	N	DAISY WEST	Draft
12-05-2016	05-01-2017	N	DAISY WEST	Final

Education Court Report (Updates)

The education court report has been revised to accommodate changes in Federal law. The changes include removing sections from the 'Change in School, Preschool or Child Care' window and adding a new section to the window. There is also a new window for DHHS-CFS State Wards Only' which includes information about the development of the Education Court Report and also 'Best Interest' considerations. Lastly, the 'Transportation and Supplies' section has been altered.

Education Court Report Response Window

N-FOCUS - Education Court Report Response

UPDATE

CHANGE IN SCHOOL, PRESCHOOL OR CHILD CARE

02 : Has there been a change in schools, preschools or child care as a result of the child's court involvement or out-of-home placement? YES

Date of the change: 08-13-2017

Name of New School, Preschool or Child Care: This screen has new options. Max

Number of prior changes in the school attended since child's court involvement: This screen has new options. Max

"Best Interest" considerations taken into account by school

The availability and quality of services in the school to meet the child's educational and socio-emotional needs

History of school transfers and how they have impacted the child

How the length of commute would impact the child, based on developmental stage

Whether the child is a student with a disability, who is receiving special education services, and if so, what services

"Best Interest" considerations taken into account by DHHS-CFS

The preferences of the child

The preferences of the child's parent(s) or education decision maker(s)

The child's attachment to the school of origin, including meaningful relationships with staff and peers

Placement of the child's sibling(s)

Save and Previous 2 of 19 Save and Next

Save Save and Close Close Help

07-24-2017 13:18:35

Education Court Report Response Window - Continued

N-FOCUS - Education Court Report Response

CHANGE IN SCHOOL, PRESCHOOL OR CHILD CARE (contd.) UPDATE

03 : Has the current change in the school attended been determined to be in the child's "Best Interest"? YES

Does the school and DHHS-CFS agree that this current change is in the child's "Best Interest"? NO

If No, explain how dispute was resolved

This is a new screen about best interests.

Efforts taken by the school and DHHS-CFS for the child to remain in the same school, preschool or child care

There are two narratives here to describe efforts.

Save and Previous 3 of 19 Save and Next

Save Save and Close Close Help

07-24-2017 13:25:05

N-FOCUS - Test Date

N-FOCUS - Education Court Report Response

EDUCATION COURT REPORT DEVELOPMENT UPDATE

04 : Has an Education Court Report been jointly developed by DHHS, the school of origin, and the child's parents (or education surrogate) following removal from the home? YES

Has this been updated every six(6) months thereafter? INITIAL

YES
NO
INITIAL

Save and Previous 4 of 19 Save and Next

Save Save and Close Close Help

07-24-2017 13:36

N-FOCUS - Test Date

See next page for another screen print.

Education Court Report Response Window – Continued

N-FOCUS - Education Court Report Response

UPDATE

TRANSPORTATION AND SUPPLIES

08 : How is the child getting to and from school, preschool or child care?

School Bus

Self (Walking or Driving)

Public Transportation (Bus or Taxi)

Foster Parent

Case Manager

Other

Distance Travelled (one way)

6 miles.

Are additional transportation arrangements needed for the child to continue attending the school of origin, same preschool or child care? YES

Additional transportation needed

Here is a narrative for workers.

Save and Previous 8 of 19 Save and Next

Save Save and Close Close Help

07 N-FOCUS - Test Date 07-24-2017 14:00

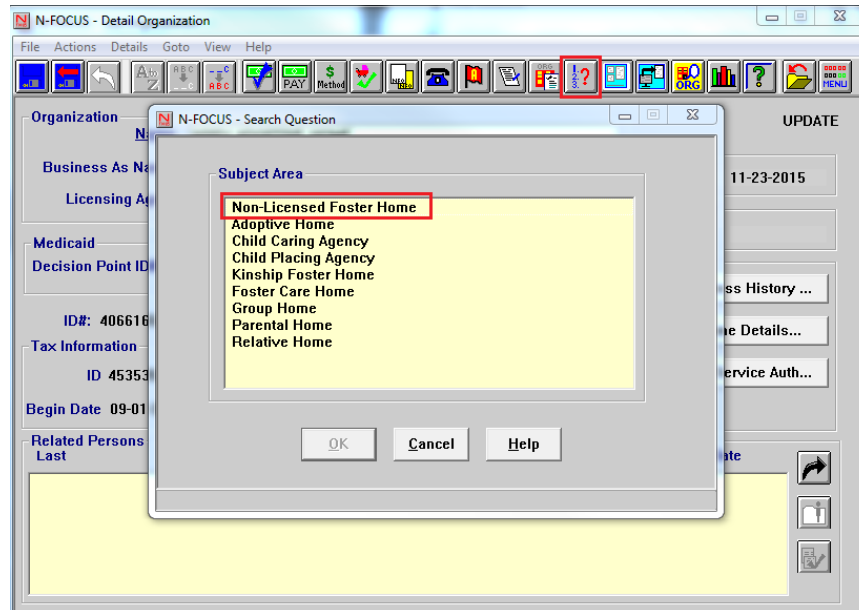
RRPS Court Report Questions (Fix)

Spelling errors have been fixed on the RRPS Court Report Questions.

Non-Licensed Foster Home Activities Tracking (New)

A new question subject area called Non-Licensed Foster Home will be added to Organizations at the top of the Subject Area list. This information will be used to generate a Due Date Tracking Report. The following questions will be added to the List Question window when Non-Licensed Foster Home is selected.

1. Was the initial packet received? Yes or No
2. Were fingerprints submitted? Yes or No
3. Was the draft home study completed? Yes or No
4. Were 3 references received? Yes or No
5. Were the fingerprints returned? Yes or No
6. Was the home study finalized? Yes or No
7. Was the support plan completed? Yes or No
8. Was there quarterly fact to face contact? Yes or No
9. Should this Org be removed from the Due Date Tracking report? Yes or No



SDM FSNA Assessments Narrative (Change)

SDM FSNA Assessments require the worker document their conclusions in narrative before the FSNA can be put in Ready for Review status. A new message has been added to inform workers that a Conclusion Narrative is required.

The screenshot shows the 'N-FOCUS - SDM Narrative' application window. The title bar includes 'File', 'Actions', 'Edit', and 'Help'. The main content area is divided into several sections:

- Household Name:** DAISY WEST
- Record Date:** (blank)
- Narrative Type:** Conclusion
- Narrative Text:** Supervisor Consultation
- UPDATE:** (button)
- Summary:** Summarize the decision made using the SDM Tool; and planned action taken.
- Current Narrative:**
 - Text Last Updated By:** On
 - Status:** DRAFT
 - as of:** 07-24-2017
 - Text:** A narrative must be entered her to finalize this assessment.

At the bottom right, there are 'Max' and 'ABC' buttons. The status bar at the bottom shows '07-24-2017' and '10:23:01'.

The screenshot shows the 'N-FOCUS - FSN Assessment Edit Errors' dialog box. It contains the following text:

The requested Status Change can not be completed due to the following errors in the Assessment data.
Conclusion Narrative must be completed.

A

C

O

The requested Status Change can not be completed due to person conditions questions not answered for the children/caregivers

F

OK

ICPC Edit in the Placement Detail (Update)

An edit has been put into the ICPC push button within the placement window. This update prevents a begin date that is not greater than the end date. Additionally, the begin date must be on or after the placement date.

The screenshot shows the 'N-FOCUS - Detail Placement' window. The 'Name' field contains 'ROSE R WEST'. The 'Type' is 'Out of Home' and the 'Facility Type/Living Arrangements' is 'Adoptive Home (Licensed)'. The 'Where Placed' section shows 'Organization JOHN WAYNE'. The 'Status Information' section has 'Status Date' set to '02-05-2017'. A red box highlights the 'ICPC...' button in the 'Additional Details...' menu.

The screenshot shows the 'N-FOCUS - Detail ICPC' window. The 'Supervisory Services' is 'Sending agency to supervise'. The 'Compact Information' section has 'Status' set to 'Home Study', 'Begin Date' set to '02-05-2017', 'Sending State' set to 'NEBRASKA', 'End Date' set to '02052016', and 'Receiving State' set to 'CALIFORNIA'. An error dialog box is displayed over the window with the message: 'NFOA703C - The begin date cannot be after the end date.' The dialog box has an 'OK' button.

Common Referral (Updates)

The FSNA narratives will now appear in the common referral, previously only the ratings pulled into the referral. The new functionality will allow the FSNA narrative to populate and display as a new common referral narrative. The user can add more information to the narrative or delete information from the narrative.

N-FOCUS - Common Referral - Youth Information

Name JENNY MARIA HOLLINGSWORTH ID 79706709 UPDATE

Rating
CSN1 : Emotional/Behavioral

Strength or Need (Click Below to include)
 B : Adequate emotional adjustment

Specific Youth Information

- Polite
- Mature
- Honest
- Sense of Humor
- Running
- Immature
- Lies
- Physically Aggressive
- History of Suicidal Ideations
- Verbally Aggressive

Youth Information Summary

Narrative

Mary Anita is withdrawn and has trouble talking about her emotions. She at times will isolate herself and refuse to speak. Mary ANita talks to the school counselor. She will be seeing someone at child guidance who will evaluat her.

Harley is a non-court involved and is attending SCC. She is trying to move out of the home. She states she has no needs.

Jenny was born on 05/01/2017. She is tytpical in emotional and behavioral development.

Save and Previous Save Save & Close Save and Next Close Help

The narratives will show up greyed out until the worker chooses to select as a strength and or need. If the narrative is not selected it will not show up on the print out.

N-FOCUS - Common Referral - Youth Information

Name JENNY MARIA HOLLINGSWORTH ID 79706709 UPDATE

Rating
CSN1 : Emotional/Behavioral

Strength or Need (Click Below to include)
 B : Adequate emotional adjustment

Specific Youth Information

- Polite
- Mature
- Honest
- Sense of Humor
- Running
- Immature
- Lies
- Physically Aggressive
- History of Suicidal Ideations
- Verbally Aggressive

Youth Information Summary

Narrative

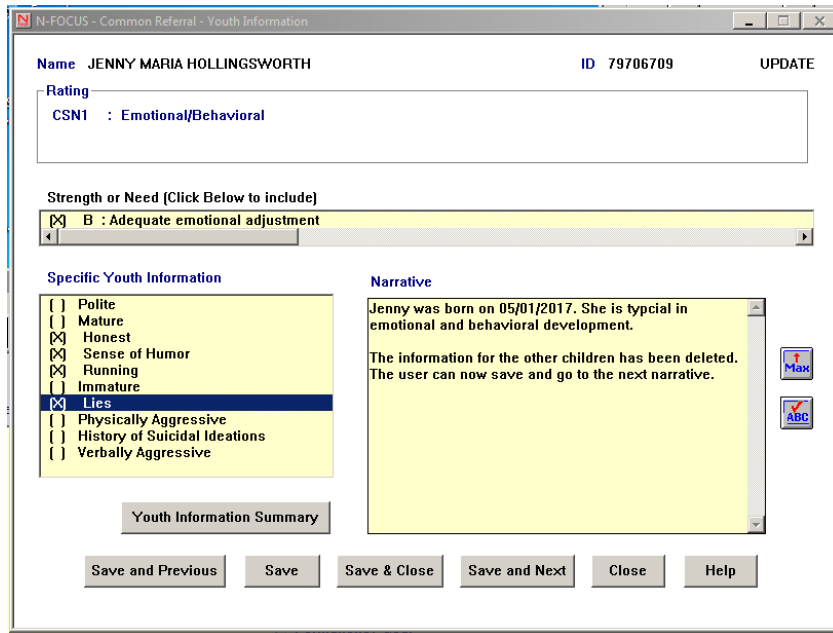
Mary Anita is withdrawn and has trouble talking about her emotions. She at times will isolate herself and refuse to speak. Mary ANita talks to the school counselor. She will be seeing someone at child guidance who will evaluat her.

Harley is a non-court involved and is attending SCC. She is trying to move out of the home. She states she has no needs.

Jenny was born on 05/01/2017. She is tytpical in emotional and behavioral development.

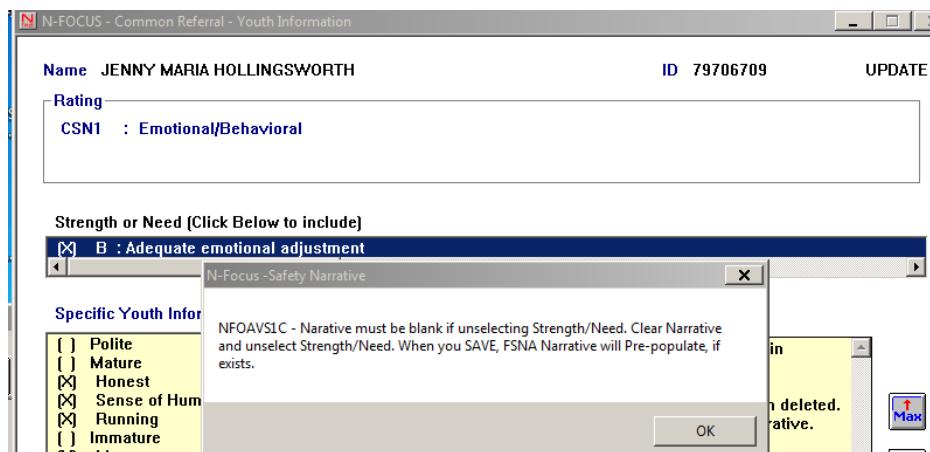
Save and Previous Save Save & Close Save and Next Close Help

Once the narrative is selected the worker can delete unnecessary child information. This narrative will pull exactly as it appears in the most recent finalized FSNA. If the original FSNA has multiple children narratives then these narratives will appear unless the user deletes them.



If a user makes an error and wants to re-populate the original FSNA Narrative then the new common referral narrative must be deleted and the cursor returned to the top line of the narrative box. The user can then deselect B and hit save. This will cause the original narrative to repopulate in the greyed form.

~~If a user does not delete the text before unchecking the box an error message will display.~~ If a user does not delete the text before unchecking the box an error message will display.



The common referral will also now print a child's Tribal Affiliation in the demographics. If a child is 'Member' or 'Eligible' the Tribal Names will appear separated by commas if there are

more than one. This will only be seen in the print out and not in the youth demographics on the screen.

Youth Demographics
Name: JENNY MARIA HOLLINGSWORTH School Currently Attending: ANGELS IN TRAINING CHILD CARE CENTER
Gender: FEMALE
DOB: 05-01-2017 Home School: LINCOLN PUBLIC SCHOOLS
Age: 0 Primary Language:
Race/Culture: Black or African American, White Secondary Language:
Ethnicity: Not Hispanic or Latino Current Placement Type: Adoptive Home (Licensed)
Tribal Affiliation: Absentee-Shawnee Tribe of Oklahoma Indians, Northern Arapaho Tribe Wind River Reservation, Washoe Tribe of Nevada & California

A new reason for placement has been added called 'Court Ordered Lateral Move'.

The screenshot shows a web form titled "N-FOCUS - Common Referral - Reason for Placement". At the top, it displays the name "JENNY MARIA HOLLINGSWORTH" and "Person ID 79706709". Below this is the "Common Ref ID 76784876". A section titled "Reason for Placement" contains a text input field with the prompt "What is the reason for the referral for placement?". Below the input field is a list of options for "Initial Placement": "Permanent home needed", "Lower Level of care", "Higher Level of care", "Placement gave notice", and "Court Ordered Lateral Move". The "Court Ordered Lateral Move" option is highlighted in blue. At the bottom of the form, there are several buttons: "Save and Previous", a dropdown menu showing "2" of "5", "Save and Next", "Save", "Save and Close", and "Close". The bottom right corner of the window shows "N-FOCUS - Test D...".

Safety Assessments (Updates)

There were some minor changes made to the safety assessment. It is no longer required for a safety plan be done in the SDM safety assessment when the safety decision is unsafe. Additionally, a message has been added if there are any missing contacts. If all contacts have not been entered in the contact detail a message will ask workers if they want to continue even though they are missing a contact. This is only a reminder message and will not stop the worker from finalizing the assessments. Please note it is still a requirement to make at least one contact with a victim in the assessment. Additionally, workers do not get credit for a contact made before the intake received date. A new message will now appear if NFOCUS detects a contact made before the intake date. The worker can chose to proceed or go back and adjust the date. This is not an edit only a reminder.

N-FOCUS - Detail SDM Safety Assessment

CFS Case Name: ROBERT HOLLINGSWORTH MC #: 809 UPDATE
 HH Name: ROBERT HOLLINGSWORTH Referral Date: 11-01-2016

Assessment Date: 06-15-2017 ID: 99350764
 Completed By: JOE SCHMO
 Office: BEA N-FOCUS - Confirm Save

Safety Decision: Uns
 Status: Adm

Persons Involved in Assessment

Name	Relationship	Date of Birth
ROBERT HOLLINGSWORTH		
ALICIA HOLLINGSWORTH		
HARLEY HOLLINGSWORTH	Child	01-01-1999
JENNY MARIA HOLLINGSWORTH	Child	05-01-2017
MARY ANITA J HOLLINGSWORTH	Child	04-15-2010
LANA LEE	Out of HH	12-20-1963

Reviewed By: Supervisor On Behalf Of Review Narrative

N-FOCUS - Test Date

N-FOCUS - Detail SDM Safety Assessment

CFS Case Name: ROBERT HOLLINGSWORTH MC #: 809 UPDATE
 HH Name: ROBERT HOLLINGSWORTH Referral Date: 11-01-2016

Assessment Date: 06-15-2017 ID: 99350764
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 Office: BEA N-FOCUS - Confirm Save

Safety Decision: Uns
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Persons Involved in Assessment

Name	Relationship	Date of Birth
ROBERT HOLLINGSWORTH		
ALICIA HOLLINGSWORTH		
HARLEY HOLLINGSWORTH	Child	01-01-1999
JENNY MARIA HOLLINGSWORTH	Child	05-01-2017
MARY ANITA J HOLLINGSWORTH	Child	04-15-2010
LANA LEE	Out of HH	12-20-1963

Reviewed By: Supervisor On Behalf Of Review Narrative

N-FOCUS - Test Date
 07-24-2017 11:37

SDM Household Re-open (Update)

CFS workers now have the ability to re-open SDM households, previously only a supervisor could do this.

The screenshot shows the 'N-FOCUS - SDM Household Summary/Detail' window. The main header displays 'CFS Case Name JONOTHAN MOGEL' and 'Master Case ID 713'. Below this is a table of household members:

Household Name	Referral Date	Status	Status Begi Date	Status
SUE ANN MOGEL	10-01-2015	INITIAL ASSESSM	10-01-2015	
JONOTHAN MOGEL	10-24-2016	CLOSED	07-24-2017	

Below the table is the 'SDM Household' section with the following details:

- Name: JONOTHAN MOGEL, ID: 66357795
- Referral Date: 10-24-2016, Status: CLOSED

A table lists household members with their roles and start dates:

Name	Role	Role Begin Date
JONOTHAN MOGEL	PRIMARY CAREGIVER	10-24-2016
SAMMY MOGEL	CHILD	12-05-2016
LILLIAN MOGEL	CHILD	10-26-2016
JUSTIN MOGEL	CHILD	10-24-2016

On the right side, there is a vertical menu with options: Sfty Asmnt, Sfty Plan, Risk Asmnt, Prvntn Asmnt, FSN Asmnt, Reunif. Asmnt, Risk Re-asmnt, Case Plan, and Narrative. The bottom status bar shows '07-24-2017 11:56'.

Psychotropic Medication Staffing Narrative (New)

A new narrative has been added to the consultation narrative choices in the detail program case. The purpose of this narrative is for workers to document regular staffings about children's prescribed Psychotropic medications

The screenshot shows the 'N-FOCUS - Detail Narrative' window for 'JONOTHAN MOGEL'. The 'Narrative Information' section is visible:

- Subject: Place in Restrictive Setting
- Subject: Psychotropic Medication Staffing (highlighted)
- Subject: Recommend Removal
- Subject: Recommend Return Home
- Subject: Recommend Separation of Siblings
- Subject: Recommend Termination

Additional information includes: Status DRAFT, Record 07-24-2017, and Occurrence 07-24-2017. The main text area contains the following narrative:

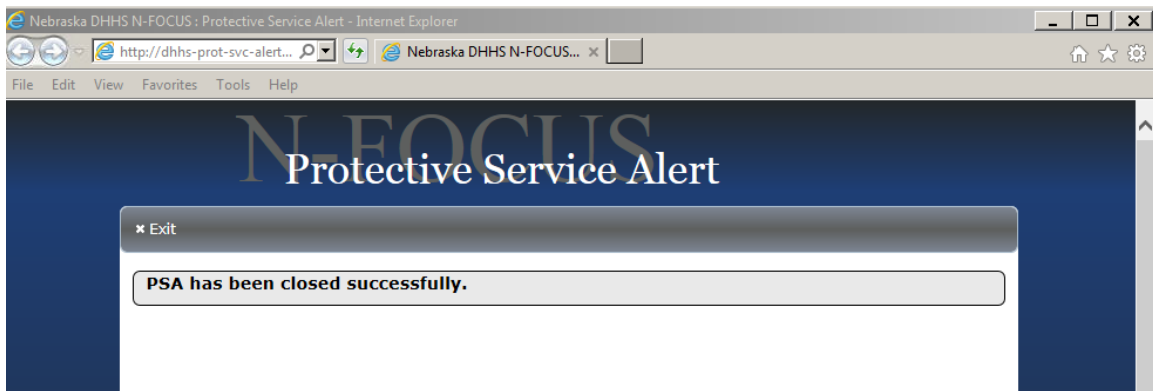
Identify team members involved, specific topic(s) discussed and results.

This narrative is document monthly psychotropic medication staffings.

At the bottom, there are buttons for 'Spell Check', 'Maximize Narrative Text', 'Previous', and 'Next'. The status bar shows '07-24-2017 12:56:09'.

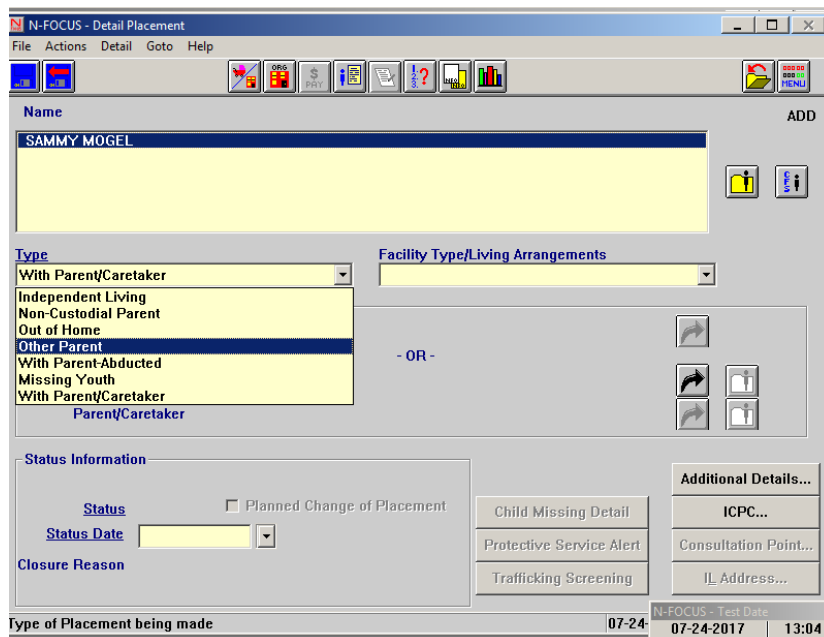
Protective Service Alert (Updates)

When a child goes missing and a Protective Service Alert has been completed, submitted, and approved DHHS will now have the capability to send this information to the crime commission. This information will be sent initially when the PSA is approved by central office staff and then sent when a child's missing placement closes. The user will not need to do anything to facilitate this change, but when a user closes the child's missing placement a new message will appear, "The PSA has been closed". When this message appears the user only needs to exit out of the message.



Other Parent (New)

A new type of placement choice is available in the Detail Placement window, called 'Other Parent'. This placement is much the same as 'With Parent'. This is to reflect placement with an 'Other Parent' in cases where a child is removed from one parent and placed with a step-parent or placed with a parent whom shares custody. This is due to a new legislative bill. Other parent will now also appear in all reports where placement is reflected.



NCR (New)

NCR's now a copy forward function.

N-FOCUS - Detail Payment Determination

File Actions Detail Goto Help

Child's Name LEV TOLSTOY MC # 732 UPDATE

Caregiver Name LINDA ABNEY

Service Area Northern

Licensing Agency DHHS

Payment Determination

Assessment Date 05-24-2017 Assessment Type Request of Agency/Department

Completed By JOE SCHMO

Status Final As Of 05-24-2017

Payment Information

Points Determined 8

Level of Parenting ESSENTIAL

Out of Home Maintenance Amount 23.00 / Day

Caregiver Responsibilities

Caregiver Resp. Summary

Reviewed By

Supervisor JOE SCHMO On Behalf Of

07-24-2017 13:07:24

Substance Use Evaluations (New)

The new window, Substance Use Evaluations will be used to document the level of treatment recommended when a person in the case has a substance use evaluation. To access this window, do the following:

1. From the Detail Condition Window, select the Substance Eval push button.

The Substance Use Evaluation window will display.

N-FOCUS - Detail Condition

File Actions Goto Detail Help

Case Person BART SIMPSON UPDATE

Is this person currently diagnosed with a medical or psychiatric condition? Yes Last Answered 06-02-2016

Has this person recently experienced a behavioral condition, social condition, or substance use/exposure? Yes

Medical

Drug Factors

Substance Eval.

Confirm

History

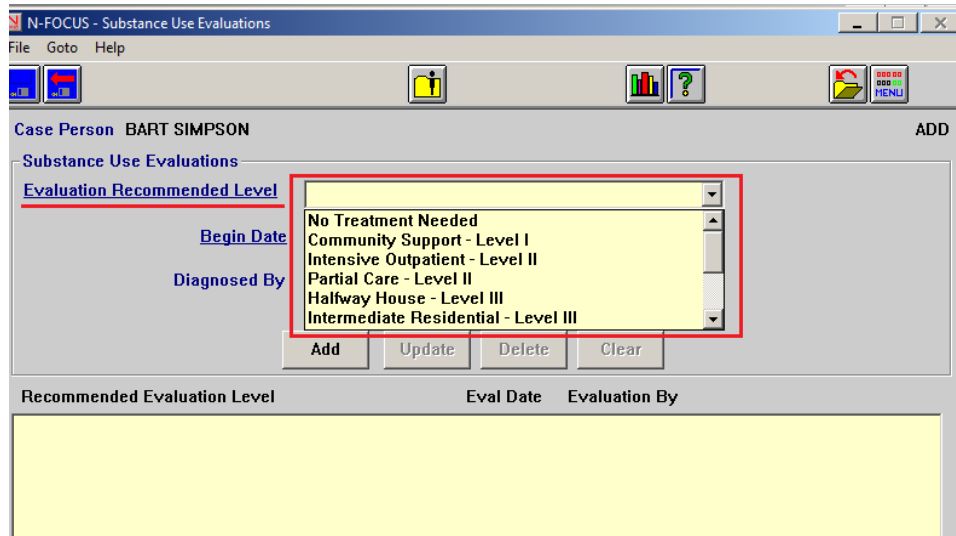
Condition

Category

Begin Date End Date

Type Diagnosed By

2. Select the recommended treatment level from the drop down list.



3. Enter the date the evaluation will begin in the Begin Date field.
4. If the name of the doctor or facility that made the recommendation is known, enter this information in the Diagnosed By field.

Note: The Diagnosed By field is optional.

5. Select the Add button.

The information will display in the Recommended Evaluation Level group box at the bottom of the window.

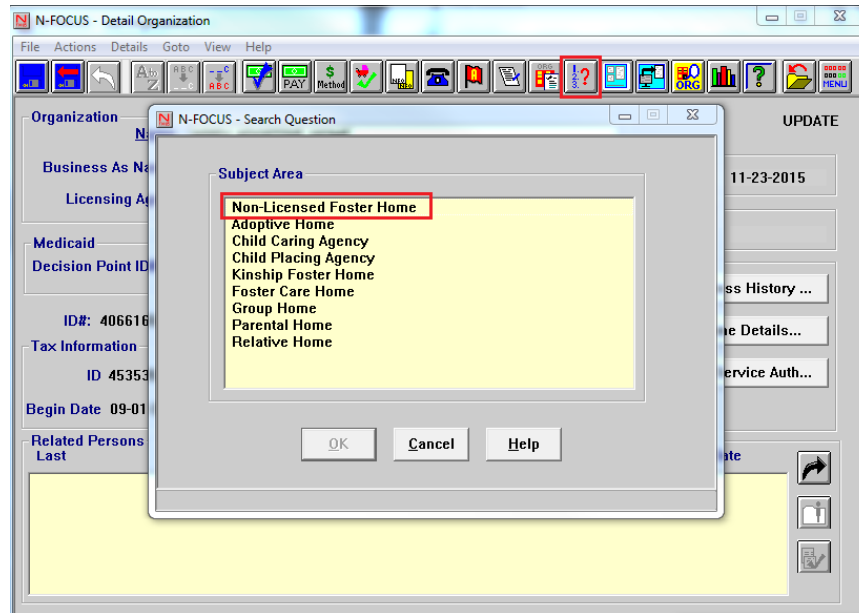
Error Correction

If a mistake is made in creating the entry, select the row from the Recommended Evaluation Level group box and select the Update, Delete or Clear button.

[Non-Licensed Foster Home Activities Tracking \(New\)](#)

A new question subject are called Non-Licensed Foster Home will be added to Organizations at the top of the Subject Area list. This information will be used to generate a Due Date Tracking Report. The following questions will be added to the List Question window when Non-Licensed Foster Home is selected.

1. Was the initial packet received? Yes or No
2. Were fingerprints submitted? Yes or No
3. Was the draft home study completed? Yes or No
4. Were 3 references received? Yes or No
5. Were the fingerprints returned? Yes or No
6. Was the home study finalized? Yes or No
7. Was the support plan completed? Yes or No
8. Was there quarterly fact to face contact? Yes or No
9. Should this Org be removed from the Due Date Tracking report? Yes or No



[SDM FSNA Assessments Narrative \(Change\)](#)

SDM FSNA Assessments require the worker document their conclusions in narrative before the FSNA can be put in Ready for Review status. A new message has been added to inform workers that a Conclusion Narrative is required.

[Substance Use Evaluations \(New\)](#)

The new window, Substance Use Evaluations will be used to document the level of treatment recommended when a person in the case has a substance use evaluation. To access this window, do the following:

- From the Detail Condition Window, select the Substance Eval push button.

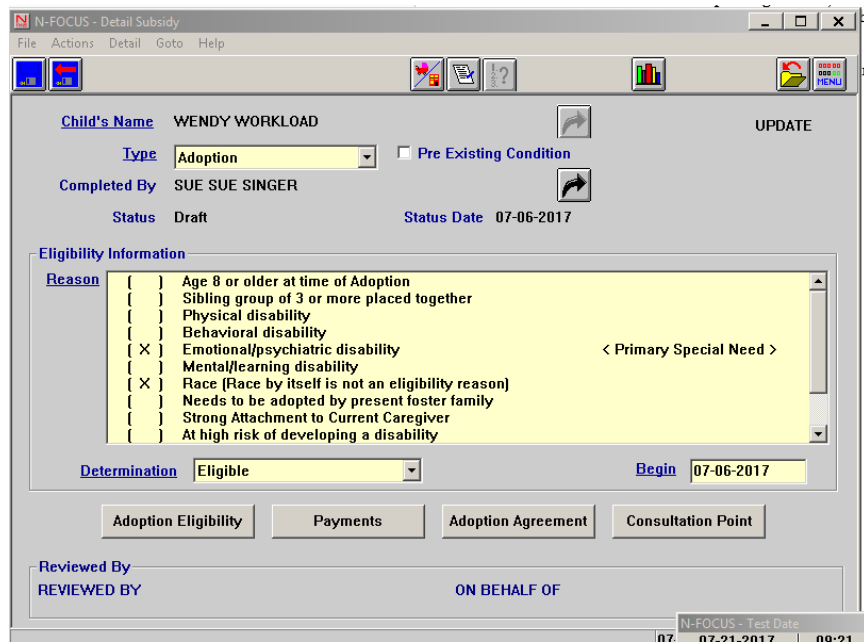
The Substance Use Evaluation window will display.

[Adoption Subsidy \(Change\)](#)

Several changes were made to the Adoption Subsidy window, Adoption Agreement and Adoption Eligibility Determination.

1. If you enter 'Learning Disability' as a condition, it will now be recognized as a disability for the subsidy.
2. In the Determination of Eligibility- Efforts to Place without subsidy, (Window 3 of 4 on Eligibility Provisions (Adoption Subsidy Eligibility), it will bring in the date that the child was first placed with the family instead of the date the family became an adoptive home.
3. It will allow you to print an Adoption Agreement for same sex adopting couples.
4. When the child is receiving SSI or SSA in excess of the subsidy amount, the adoption agreement will now display a subsidy of \$0 instead of the full subsidy amount.

5. The Designation of Guardian now has the child's adopted name instead of pre-adoptive name.
6. In the subsidized adoption agreement, window 10 of 11, in very rare circumstances, when a child is in an ICPC placement out of state, both options apply. You may now select both options if needed.
7. The order of the pushbuttons on the Detail Subsidy window has changed to match the work flow. The order is Eligibility Determination, Payments and Adoption Agreement.



Removal (Change)

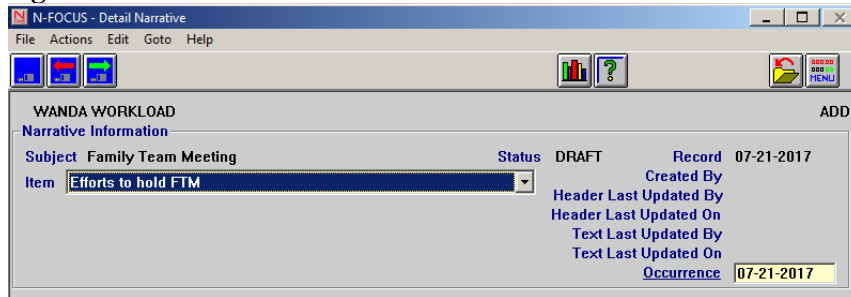
A child must have a valid race and ethnicity entered before the Removal can be saved. 'Other' and 'Unknown' are not considered valid races. This is to help us comply with federal reporting requirements.

UNCOPE Assessment (Change)

The UNCOPE Assessment is no longer required and has been disabled.

Narrative – Efforts to Hold FTM (New)

A new narrative item called ‘Efforts to Hold FTM’ has been added to the Family Team Meeting Subject Area. This narrative should be used to document the efforts made to hold a Family Team Meeting in the event that the FTM could not be held.

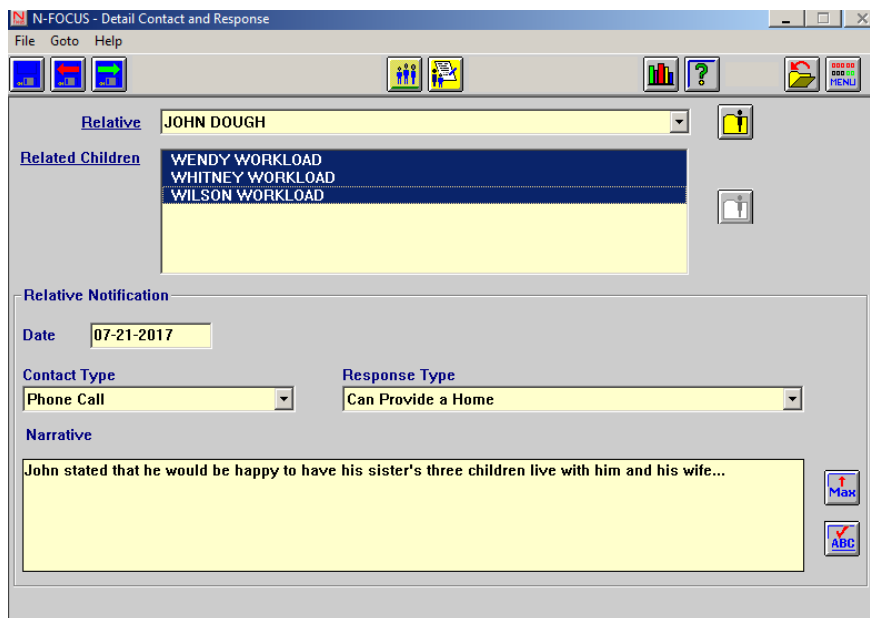


The screenshot shows the 'N-FOCUS - Detail Narrative' window. The title bar includes 'File Actions Edit Goto Help'. Below the title bar are several icons. The main content area is titled 'WANDA WORKLOAD' and 'Narrative Information'. It displays the following information:

Subject	Family Team Meeting	Status	DRAFT	Record	07-21-2017
Item	Efforts to hold FTM	Created By		Header Last Updated By	
		Header Last Updated On		Text Last Updated By	
		Text Last Updated On		Occurrence	07-21-2017

Relative Notification (New)

It is now possible to add a ‘Contact’ and ‘Response at the same time.



The screenshot shows the 'N-FOCUS - Detail Contact and Response' window. The title bar includes 'File Goto Help'. Below the title bar are several icons. The main content area is titled 'Relative Notification' and displays the following information:

Relative: JOHN DOUGH

Related Children: WENDY WORKLOAD, WHITNEY WORKLOAD, WILSON WORKLOAD

Date: 07-21-2017

Contact Type: Phone Call

Response Type: Can Provide a Home

Narrative: John stated that he would be happy to have his sister's three children live with him and his wife...

You simply select both a ‘Contact Type’ and a ‘Response Type’. You can also document only a ‘Contact Type’ and only a ‘Response Type’.

Permanency Objective – Guardianship - Relative (New)

A new permanency objective called ‘Guardianship-Relative’ has been added. It should be used when the plan is to establish guardianship with a relative. This change was needed for federal reporting.

N-FOCUS - Detail Condition

File Actions Goto Detail Help

Case Person BART SIMPSON UPDATE

Is this person currently diagnosed with a medical or psychiatric condition? Yes Last Answered 06-02-2016

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

Medical

Drug Factors

Substance Eval.

Condition

Category

Begin Date End Date

Type Diagnosed By

1. Select the recommended treatment level from the drop down list.

N-FOCUS - Substance Use Evaluations

File Goto Help

Case Person BART SIMPSON ADD

Substance Use Evaluations

Evaluation Recommended Level

Begin Date

Diagnosed By

No Treatment Needed

Community Support - Level I

Intensive Outpatient - Level II

Partial Care - Level II

Halfway House - Level III

Intermediate Residential - Level III

Add Update Delete Clear

Recommended Evaluation Level Eval Date Evaluation By

2. Enter the date the evaluation will begin in the Begin Date field.
3. If the name of the doctor or facility that made the recommendation is known, enter this information in the Diagnosed By field.

Note: The Diagnosed By field is optional.

4. Select the Add button.

The information will display in the Recommended Evaluation Level group box at the bottom of the window.

Error Correction

If a mistake is made in creating the entry, select the row from the Recommended Evaluation Level group box and select the Update, Delete or Clear button.