RELEASE NOTES
N-FOCUS INTERIM RELEASE
December 18, 2011

An interim release of the N-FOCUS system is being implemented on December 18, 2011. Interim Releases are made between scheduled major releases. The last N-FOCUS Major Release was November 13, 2011. The next N-FOCUS Major Release is scheduled for March 13, 2012. This document provides information explaining new functionality, enhancements and problem resolutions effective with this release. The Release Notes are divided into five main sections:

- **General Interest and Mainframe:** All N-FOCUS users 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 if there are enhancements, tips, or fixes specific to DD programs.
- **Foster Care Review Board:** N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.
- **Protection and Safety Programs:** N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.
- **Expert System:** N-FOCUS users responsible for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

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General Interest and Mainframe

IRS Compliance Efforts

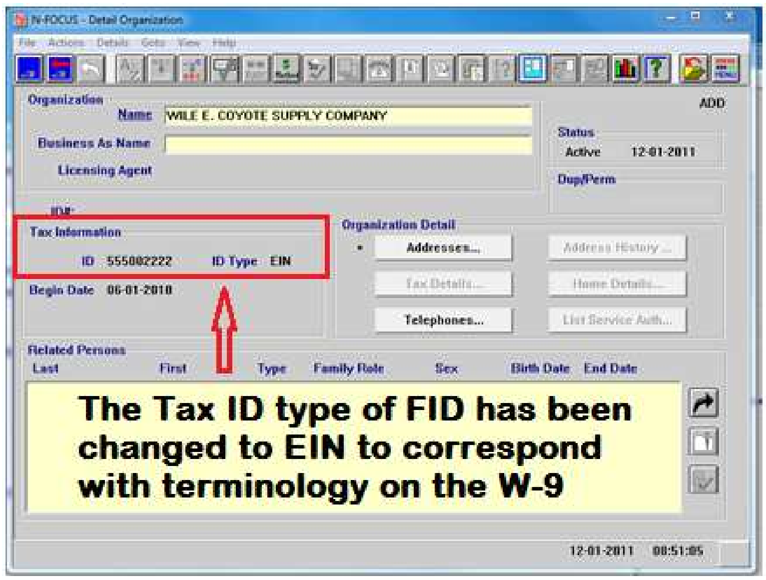
The IRS has identified areas in which DHHS is deficient. In order to correct some of these deficiencies, it is necessary to collect additional provider information to be used in the annual processing of payments for the purpose of creating an appropriate 1099 or W-2 tax form. The following changes have been made with this release:

Organization Tax Form Information W-9 (Change)

Organization tax form information can now be entered on N-FOCUS. To accommodate this change the Tax ID History pushbutton on the Detail Organization window has been replaced with a new Tax Details pushbutton.

The Tax Information group box will remain on the Organization Detail window; however the information can no longer be updated. Adding or updating tax information can be done on the new Detail Tax Information window.

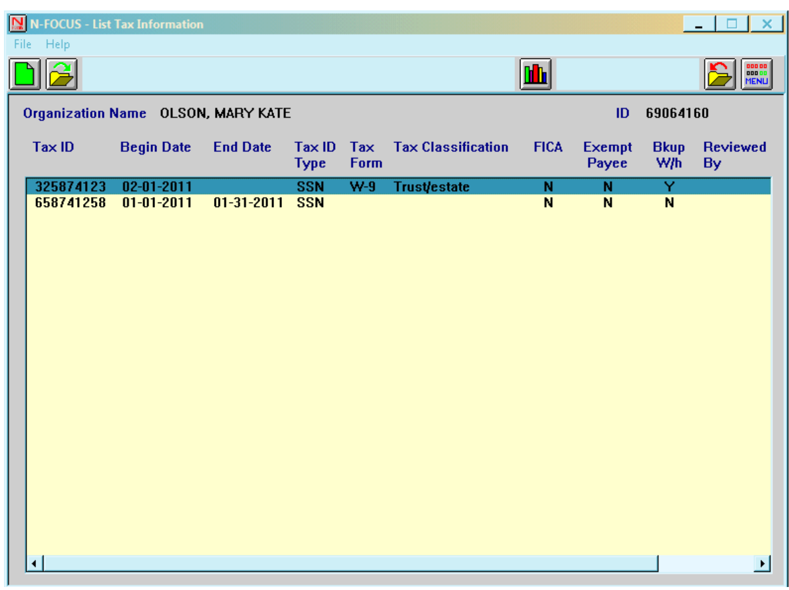
The Withhold FICA indicator has been moved from the Organization Detail window to the new Detail Tax Information window.



List Tax Information Window (New)

This window is accessed by clicking the Tax Details… button on the Detail Organization window. The List Tax Information window will display if the Organization has more than one Tax ID number.

To open the Detail Tax Information window, either double-click on a listed row or highlight a row and click the Open icon.



Detail Tax Information Window (New)

Existing Tax Information has been converted to the new Detail Tax Information window. The Tax Form and Tax Classification will be blank until updated by the worker. The Withhold FICA indicator will be set as it was prior to this release. The Exempt Payee and Backup Withholding indicators will be blank.

When the window is opened from the Detail Organization window, the ORG Name, ORG ID, Tax ID, Tax ID Begin Date and Tax ID Type will be disabled.

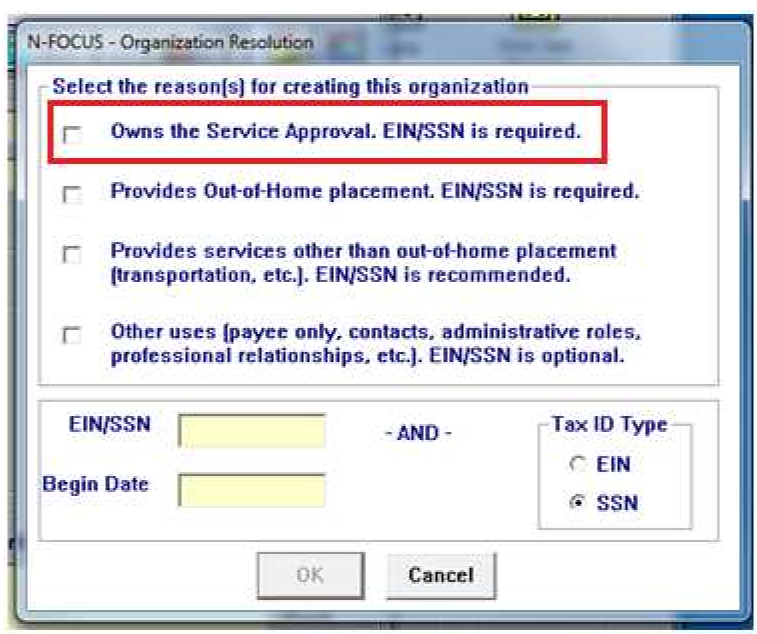
If the organization is the only owner organization using the Tax ID Number, then the Organization name will also display as the Primary Taxpayer ORG Name and ID. If more than one organization currently uses the Tax ID then the Primary Tax ORG Name and ID will be blank until the Tax Form information has been entered.

If there is a Tax form (W-9) on file, the information should be added to N-FOCUS. If there is no tax form (W-9) on file, then one must be obtained.

The W-9 must be scanned into File Director and indexed to the Primary Organization.

Adding/Updating Tax Information (Change)

Complete tax information is required on all organizations receiving payment from DHHS. When adding a new owner organization or renewing or adding a service approval to an existing organization, the system will force addition of Detail Tax Information if it does not exist or has not been updated since conversion. There are system edits in place to make sure the tax information is complete before



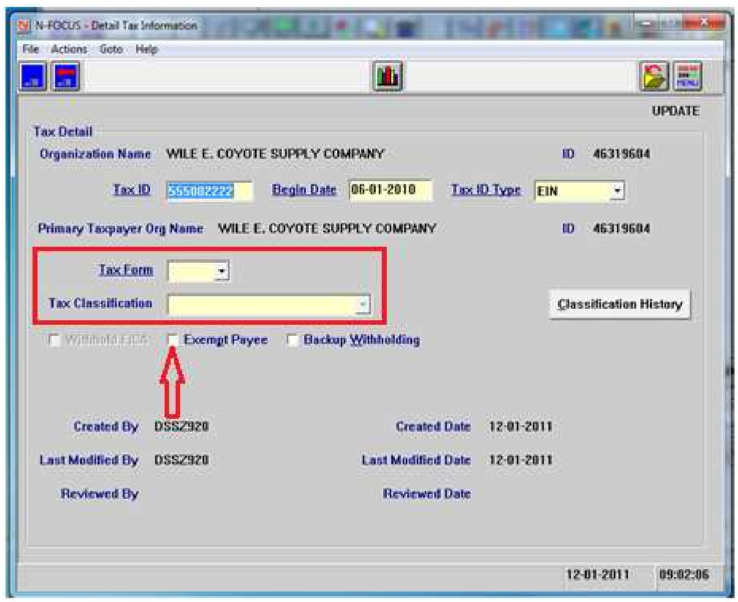
allowing the service approval to be created.

Complete tax information is considered to be the Tax ID, Begin Date, Tax ID, Tax ID Type and Tax Form. If the Tax Form is a W-9 then Tax Classification is also required.

When creating a new organization, the Organization Resolution window is presented. If you select “Owns the Service Approval, EIN/SSN is required”, the Tax ID, Begin Date and Tax ID Type are required. When the OK button is clicked, the information will display on the Detail Organization window. Once the Organization Name and address have been saved, the Detail Tax Information window will open.

- Select a form type from the Tax Form drop down
- If the tax form type is W-9, select the Tax Classification as indicated on the W-9
- If the taxpayer has checked the Exempt Payee box on the W-9, check the Exempt Payee Indicator on the window

Note: Financial Services will provide instructions on when it is appropriate to select W-4 as the tax form type.



The Withhold FICA indicator may change when the Tax Form and Tax Classification are entered. The system will set the FICA indicator based on tax classification rules and can’t be changed by the worker. Staff persons in Financial Services/Claims Processing have security to change the FICA indicator if it is determined that the system set the indicator incorrectly.

The Backup Withholding indicator is secured and will be maintained by Financial Services/Claims Processing.

Multiple Organizations using the Same Tax ID (Change)

Because of the number of multiple owner organizations sharing a single Tax ID number in N-FOCUS, it is necessary to designate one owner organization as the official IRS name associated with that tax ID number. This organization becomes the ‘primary’. All other owner organizations using the same tax ID number become ‘secondary’.

Any changes required to Detail Tax Information must be made on the ‘primary’ owner organization. The only exception to that would be if the tax ID number is changed and new

Detail Tax Information is added for the new tax ID number on a secondary owner organization. For example: A secondary organization goes into a separate business with a new tax identification number; changing the tax ID number on the secondary organization disassociates it from the primary organization and all other secondary organizations that were under the previous tax ID number. The former secondary organization is now a primary associated with the new tax ID number. Detail Tax Information must be completed for the new primary organization.

The primary owner organization name and tax ID must match the information that is on the W-9 which, in turn, must match the IRS records.

Year-end tax forms (IRS form 1099 or W2) will be sent to the Primary Taxpayer Organization.

If the wrong organization is designated as the Primary Taxpayer, contact Production Support or Financial Services/Claims Processing for assistance.

Back Up Withholding (Change)

Only certain personnel in Financial Services/Claims Processing have security to turn on/off the Backup Withholding indicator. Backup Withholding occurs when IRS records do not match N-FOCUS records for name and taxpayer id numbers. Financial Services/Claims Processing staff will correspond with the organization to get the correct information.

While the backup indicator is turned On, 28% of approved claim amounts will be withheld and deposited with the IRS as required by law.

Reviewed By (Change)

Certain personnel in Financial Services/Claims Processing have security to mark Tax Details as Reviewed. Once Reviewed By is marked, changes can’t be made to the Tax Details by RD staff. Call Financial Services/Claims Processing if changes are needed.

More Detailed Information to Follow

The Legal Services and Financial Services divisions are in the process of reviewing all tax-related issues associated with N-FOCUS provider payments and will provide more detailed information regarding necessary changes as soon as a plan is finalized.

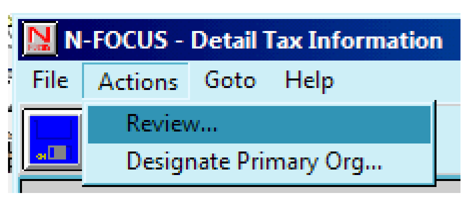
Classification History Button (New)

Select the Classification History button from the Detail Tax Information window to view the history of any changes to the Tax ID number.

Actions Menu Functionality (New)

From the Detail Tax Information window, select **Actions>Review…** to mark the Tax Information as reviewed.

Select **Actions>Designate Primary Org…** to designate the Organization as the Primary Taxpayer.



On-line Training Demonstrations (New)

The following new N-FOCUS On-Line Training Demonstrations are available with this release

- Topic Area – Organization
  - Organization Related Investigations
- Document Imaging
  - Add Image – 1 Overview
  - Add Image – 2 Browse Button
  - Add Image – 3 QA Button

Correspondence

CWIS Correspondence (Fix)

Previously, the narrative for the Child Disclosure/Placement Agreement was not printing from either the List Narrative window or the Detail Narrative window. This has been fixed so that the narratives will now print from both windows.

Alerts

Economic Assistance – Refugee Time Limit (New)

This alert will be created when a client's immigration status is Refugee Resettlement Program and it is nearing the end of the 8^{th} month time limit for assistance. The alert is created the 15^{th} of the month prior to the month the time limit ends. The alert will create a High Priority Work Task for Universal Caseload.

The first time this Alert will be generated is December 15, 2011.

Alert Text – 8 month of RRP eligibility will end on <mm/dd/yyy> for <first name last name>, <ARP ID>. Take appropriate action.

Document Imaging

The way you access N-FOCUS and the scanning capabilities you have will determine the method you will use to bring e-mails and files into the Add Image Window

ANDI Center Staff

Workers who scan and index have full functional access. Please review this entire section.

All Other HHS Staff

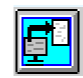
Most of the functionality is available. You do not need to review the QA Buttons section. Please review the rest of this section.

Citrix Users

The only functionality available is the use of the Browse button to locate saved files to be saved into Document Imaging. Please review the Add Image Window, the Add Image Window Overview and the Browse Button sections.

Add Image Window (New)

E-mails, e-mail attachments and saved files may now be added to the Document Imaging section of N-FOCUS by workers. The way you access N-FOCUS will determine the functionality that is available to you. Please refer to the section above for further details regarding your functionality capabilities.



The new Add Image Icon is located on the Detail Master Case window, the Person Detail window and the Detail Organization window. This new functionality will allow you to drag and drop e-mails, e-mail attachments and saved files into the Add Image window. You will also have the ability to browse saved files and save them in the Document Image area of N-FOCUS.

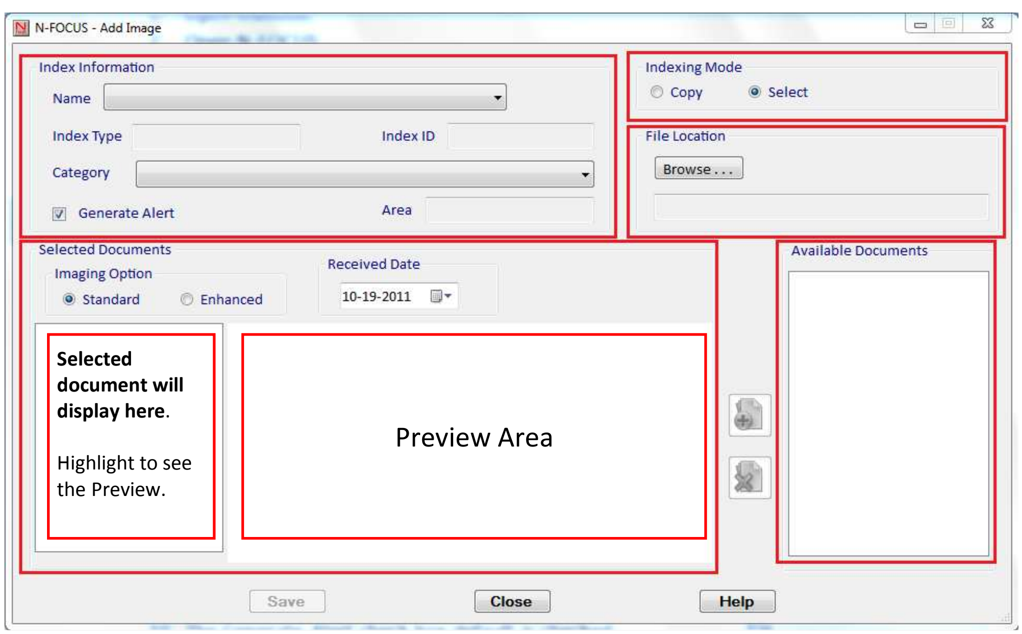
Citrix Users

The drag and drop functionality will not be available for your use, however, you will have the ability to move saved documents to the Document Imaging area of N-FOCUS through the Browse function. Please refer to the **Citrix Users Instructions for Adding E-Mail Images to Document Imaging** in this document.

Add Image Window Overview (New)

All N-FOCUS staff should view this section.

The following section provides an overview of the new Add Image window. Please take a few moments to become familiar with the different sections of this window.



Window Section	Description
Index Information Box	Index Information Box – This box will hold the Indexing information for the e-mail or document you are adding to Document Imaging. This information will be populated one of two ways: 1. When the Indexing Mode Radio Button of **Select** is active, select the options from the drop down fields. The information available in these fields will be populated from the Detail Master Case, Person Detail or Detail Organization window from which you opened the Add Image window. If you opened the Add Image window from Detail Organization, Related Persons will also display in the Name field. 2. When the Indexing Mode Radio button of **Copy** is active, you will populate the Index Information fields by selecting Actions>Copy Person Index Info or Copy Organization Index Info from the Detail Master Case, Person Detail or Detail Organization window from which you opened the Add Image window. . If you opened the Add Image window from Detail Organization, Related Persons will also display in the Name field. **Generate Alert** – When this check box is checked, an Alert will be generated indicating a document has been added to Document Imaging. If you do not want an Alert generated, uncheck this check box.
Indexing Mode Box	The option selected, Copy or Select, will determine how the Index Information fields are populated in the Index Information Box. The option you selected the last time you opened this window will become your default. Select the other option to change your default. **Note**: Copy is the default for ANDI Center staff. Select is the default for all other workers. Please refer to the description for the Index Information Box for further explanation.
File Location Box	**Browse Button** – You will click the Browse button when you need to add a saved file to Document Imaging. This functionality will allow you to browse your drives to locate a saved file.
Selected Documents Box	Information that you are adding to Document Imaging will be brought into this section. (Refer to the “Adding E-Mail Images to Document Imaging” sections for further information on moving e-mails and documents into this section.) The e-mail, attachment or file you are working with will initially be listed in the smaller box labeled “Selected document will display here” in the above screen print. You will preview the document by selecting from this box.

Window Section	Description
	• If you attempt to Close the Add Image window while documents are still listed in this section, you will receive an error message. You can close this window at that time; however, any documents left in this section will be removed and not saved to Document Imaging. The Preview Area will show you an image of the item you selected from the section labeled “Selected document will display here” area of the Selected Documents Box. It is recommended that you preview the image before you Save. **Imaging Option** – Standard is the default option. Select the Enhanced option if the document shown in the Selected Documents Box is difficult to read. You will not see a difference on this window; however, there will be a difference in the readability from the Document Imaging window. **Note**: It is recommended that you select the Enhanced option when a document has text in grey areas or there are pictures on the document. **Received Date** – This field will default to the Current Date. If the e-mail or document you are adding to Document Imaging was received on an earlier date, you can change the date.
Add and Remove Buttons	The Add Button is used to add documents from the Available Documents Box to the Selected Documents Box.  The Remove Button is used to remove a document from the Selected Documents Box.  **Note**: You can also remove documents from the Selected Documents Box by using the click and drag method to drag the document off of the Add Image Window.
Available Documents Box	Documents that you locate through the Browse Button in the File Location Box will display in this section. Once documents are listed in this box, they can be Saved into Document Imaging by moving them to the Selected Documents Box.
Save Button	Once a document has been completely Indexed, click the Save button to add it to Document Imaging. Up to three consecutive documents can be in the save process at one time. The larger the document, the longer it will take to save. If there are currently three documents being saved, you will receive an error message to wait and then try the save again.
Close Button	The Close Button should be used to close the Add Image window. If you attempt to close this window while there are still documents listed in the Selected Documents box, you will receive an error

Window Section	Description
	message. If you continue to close the window without Indexing those documents, the documents will be removed from the window.
Help Button	Click the Help Button to receive specific window help for the Add Image window.
QA Add and QA Show Buttons	ANDI Centers staff who scan and index will see these two additional buttons. Other workers will not see these buttons. ANDI Center staff should refer to the QA Add and QA Show sections of this document for an explanation of their functionality.

Adding E-Mail Images to Document Imaging (New)

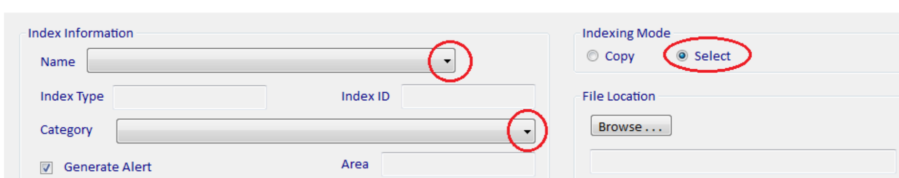
Follow these instructions to add e-mails and attachments to Document Imaging.

1. Open Outlook
2. Open N-FOCUS
   The following steps will encompass actions that take place in both of the above mentioned programs.

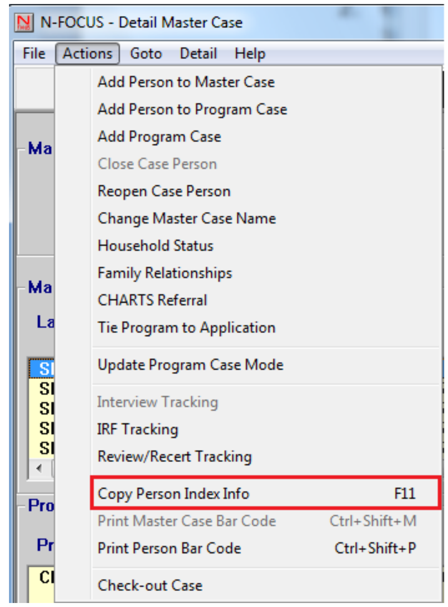
N-FOCUS

3. Within N-FOCUS, navigate to the Detail Master Case, Person Detail or Detail Organization window of the person or organization related to the e-mail you are working with.

4. Click the Add Image icon.
   The Add Image window will open.
5. Populate the Index Information fields based on the option selected from the Indexing Mode Box.
   - When the Indexing Mode Radio Button of **Select** is active, select the options from the drop down fields. The information available in these fields will be populated from the Detail Master Case, Person Detail or Detail Organization window from which you opened the Add Image window.
     - If you opened the Add Image window from Detail Organization, Related Persons will also display in the Name field.



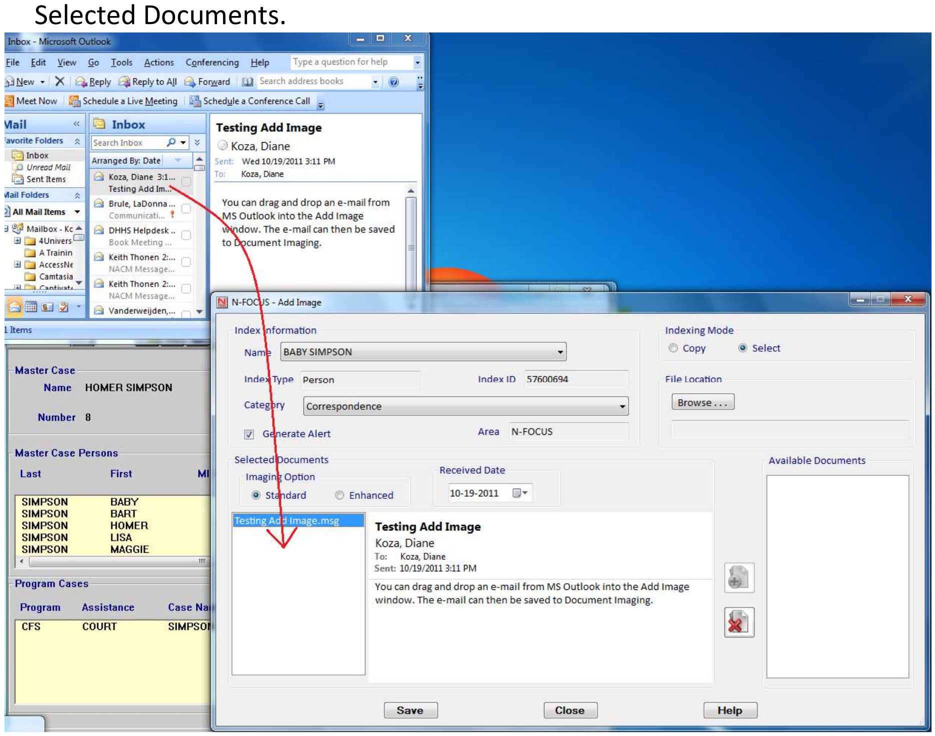
- When the Indexing Mode Radio button of **Copy** is active, you will populate the Index Information fields by selecting Actions>Copy Person Index Info or Copy Organization Index Info from the Detail Master Case, Person Detail or Detail Organization window from which you opened the Add Image window. . The Index Type, Index ID and Area fields of the Add Image window will populate with the appropriate information. You will then need to select the correct person from the Name and Category field drop down options.
  - If you opened the Add Image window from Detail Organization, Related Persons will also display in the Name field.
  - The Copy option is the default for ANDI Center staff that scans and index documents.



6. Navigate to MS Outlook to locate the e-mail you want to add to Document Imaging.

MS Outlook

7. Select the e-mail to be moved from MS Outlook.
8. Click the selected e-mail and drag it from the MS Outlook window and drop it into the Add Image window, Selected Documents box.
   - If there is an attachment to the e-mail the attachment will be included in the Selected Documents.

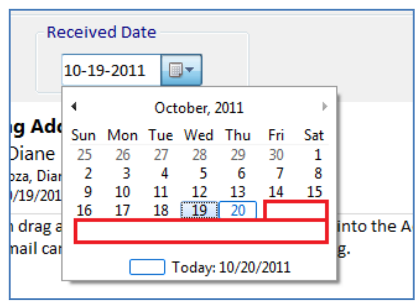


9. Select the e-mail you have drug into the Add Image window to see a preview of the image.
10. Ensure the Indexing Information is correct.
11. The Generate Alert check box default is checked.
    - If you do not want an Alert Generated to indicate that the item has been added to Document Imaging, then uncheck the check box.
12. The Image Option defaults to Standard.
    - If the document is difficult to read, (text within grey areas or the document includes a picture) select the Enhanced radio button to improve the readability of the document. The look of the document does not improve on this window; however, the document readability will be improved on N-FOCUS.

Standard Image Option

Enhanced Image Option

13. The Received Date will display the current date.
    - If the e-mail was received prior to the current date, change the date to the correct Received Date.
        - If you select the drop down on the Received Date field, a calendar will display allowing you to select the correct date. Notice on the example of the calendar shown here, the future dates do not display. If you access N-FOCUS through Citrix, the future dates will display, however, you will not be allowed to select a future date.



14. When all of the information regarding the image is correct, click the Save button.
    - A Printing dialog box will display. This indicates that the image is being checked in to Document Imaging. Do not close the Add Image window until the Print dialog box disappears.
    - The image can now be viewed by using the Document Image icon.

      Note: If images should be Indexed to another person, the name on the Add Image window can be changed by selecting a different name from the Name drop down field or by highlighting the new person on the N-FOCUS window you navigated from. The name on the Add Image window will change to display the new person's name.

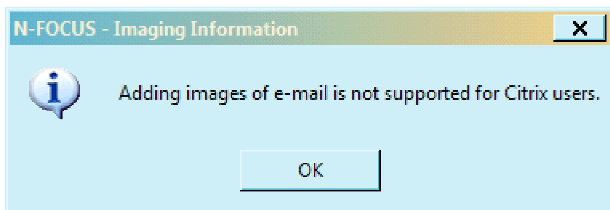
      ANDI Center Staff can use the QA Buttons to split and copy documents when they need to be Indexed to multiple persons. Please refer to the

"ANDI Staff - QA Buttons – Indexing an Image to Multiple Persons" section for further instruction.

15. If there are additional documents in the Selected Documents box, it is suggested they be Indexed, Saved or Removed prior to selecting the Close button.
    - Images can be removed by highlighting the image and then dragging the image off of the Add Image window –Or- highlight the image and click the Remove button. 
    - This window can be closed with documents still listed in the Selected Documents box. If this is done, the documents listed will be removed without being indexed.

Citrix User's - Adding E-Mail Imaging to Document Imaging (New)

Citrix users cannot drag e-mail from MS Outlook into the Add Image window. Neither can Citrix users save an e-mail through the File>Save As function into another file type and then add that image.



Citrix users, however, can add documents through the Browse button. Please refer to the "Citrix Users - Adding a File by Browsing" section for further instructions.

ANDI Staff - QA Buttons - Indexing an Image to Multiple Persons (New)

The following steps are only available to ANDI Center staff that scan and index documents.

If the document applies to more than one person, the QA Add button is used to perform additional indexing in File Director. When the QA Add button is clicked, the selected file will be Checked In to FileDirector. The QA Show button is used to Check Out the files and complete the Indexing process in FileDirector.

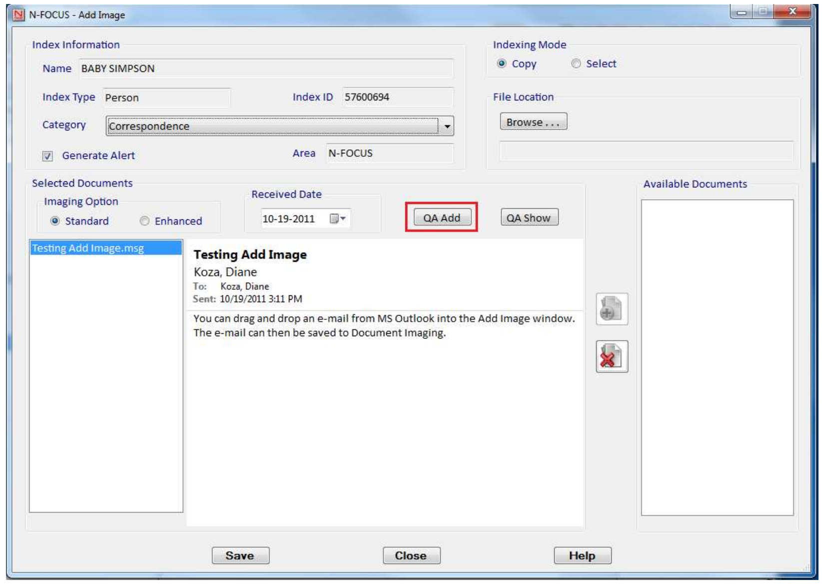
Note: Only ANDI Center staff that scan and index documents will see the QA buttons. (QA Add, QA Show and QA Images)

Tip: If you select the Indexing Mode Select, the QA Buttons will no longer display on the Add Image window.

Steps to Index a document to multiple persons:

1. Highlight the document that needs to be Indexed.
2. Complete the Indexing fields as appropriate for the first person.
3. Click the QA Add button.

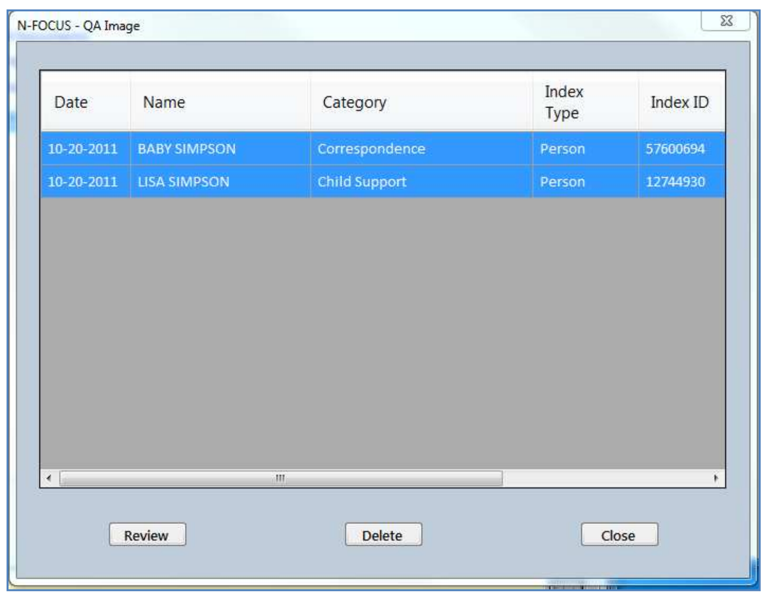
A blue line will outline the QA Add button and the document will be checked in to FileDirector.



4. Click the Save button.
   A Print Information message window will appear. When this message disappears, the document has been moved to File Director. Split and index the document as usual.

   Note: <u>Do Not</u> close N-FOCUS until the document has moved to File Director.

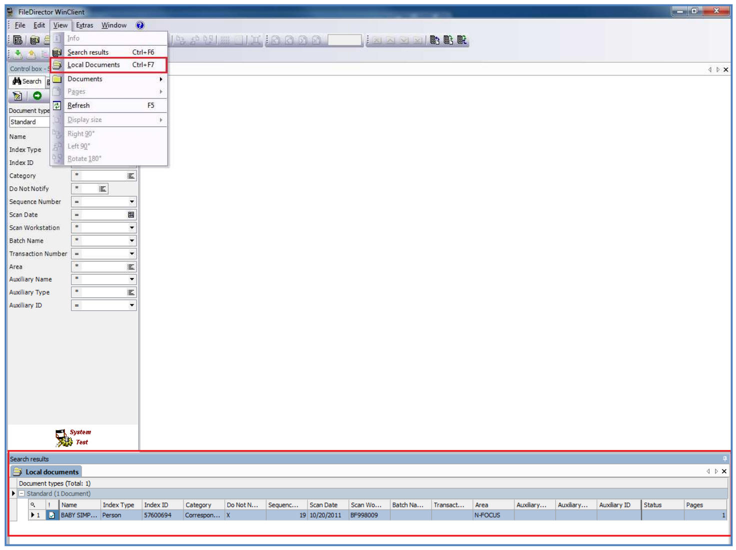
5. Click the QA Show Button.
   The QA Show button is used to check out the documents checked into FileDirector in the QA Add process.



6. Select the Images you want to work with in FileDirector.
   - To multi-select, hold you Shift or Ctrl Key while you left-click the rows.
7. Select the Review button to open the selected document(s) in File Director.
   - Click the Delete button if you have added an image to the QA Image window in error.

   File Director will open.
8. If the documents are not listed in the Local Documents section of the window, Select View>Local Document.

   Note: The documents will display in the Local Documents area at the bottom of the File Director window. These documents are considered checked out. Index the documents as appropriate.



9. Index as appropriate.
10. Check in the documents.
11. Once the Indexing is completed and the documents have been checked in, close File Director.
    You will return to the QA Images window.
12. Delete the finalized documents from the QA Image window.
13. Close the QA Image window.
    If documents remain in the QA Images box, a message will display indicating some documents have not been saved.

Adding a File by Browsing (New)

This functionality is available to all N-FOCUS workers. This is the only functionality available to staff who access N-FOCUS via Citrix.

The Browse button on the Add Image window enables workers to add files that have been saved to a specific drive on the Workers workstation or on a local Server, into Document Imaging. The supported file types are PDF, Word (DOC, DOCX, DOT, DOTX), Excel (XLS, XLSX) and Images (TIF, TIFF, JPG, JPEG).

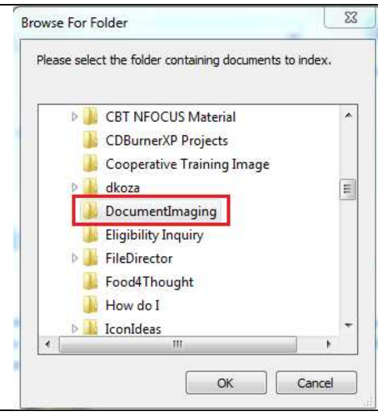
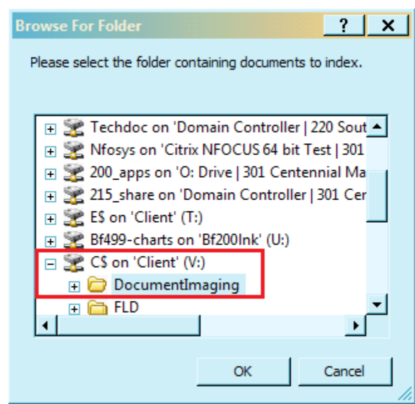
Note: It is recommended that you create a specific folder on one of your available Drives in which to save the documents you will move to Document Imaging. For instructions showing how to create a Folder on a specific drive, please refer to the “Creating a Folder on a Specific Drive (Tip)” later in this document.

- **Citrix Users** will need to create the folder on the C Drive while other staff will be able to create the folder on their Personal or Shared Drive.

To use the Browse button, follow these steps:

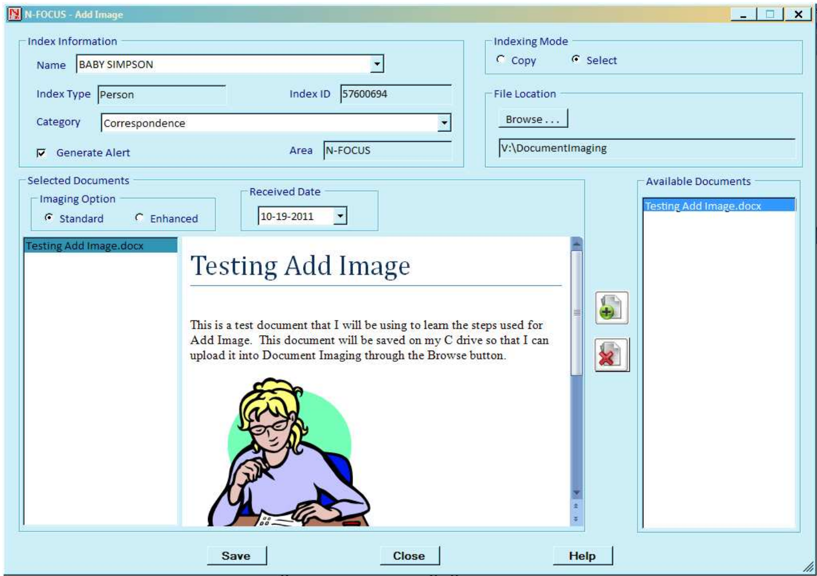
1. Within N-FOCUS, navigate to the Detail Master Case, Person Detail or Detail Organization window of the person or organization related to the document you want to move to Document Imaging.

2. Click the Add Image icon.
   The Add Image window will open.
3. Click the Browse… button.
   The Browse For Folder window displays with a list of files stored on the drives available to the worker.
4. Locate the Folder that contains the documents to be Indexed.
   - Please refer to the “Creating a Folder on a Specific Drive” section of this document if you have questions regarding how to create a folder in which you will save files you with to add to Document Imaging.

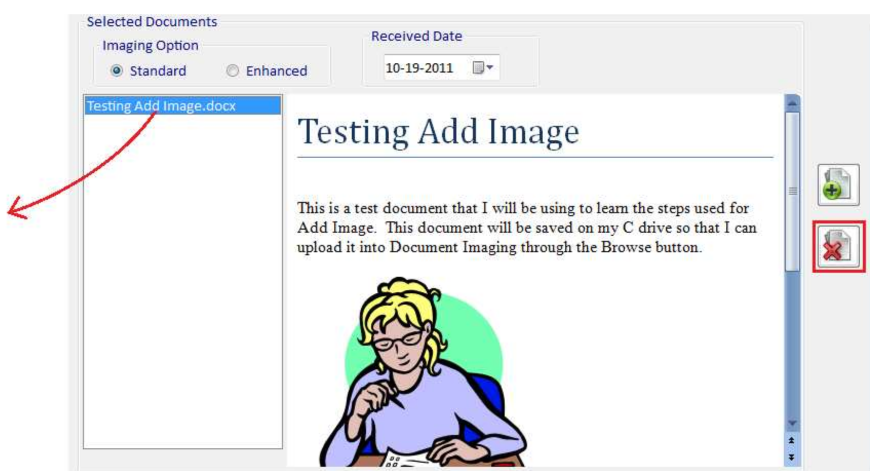
Non-Citrix Users Locate the Folder you created. You will be able to create this Folder directly to your H drive. The folder created in this example is named DocumentImaging.	
Citrix Users You will need to create your folder on the C drive. The C drive is not seen as an option in this window. You need to select the **C$ on ‘Client’ (V)** drive to locate the Folder you created. The folder created in this example is named DocumentImaging.	

5. Select the Folder.
6. Click OK.
   All of the supported files held within the selected Folder will display in the Available Documents box.
7. Double-click a file to move it – Or – Select the file and click the Add button.
   The file will move to the Selected Documents box.
   Note: The files that you have saved on your C drive to be added to Document Imaging will remain listed in the Available Documents box of the Add Image window until you delete them from your designated folder. Once you have uploaded the document to N-FOCUS, you can delete the document from your C drive folder. If you ever need to print the document, you can do so from Document Imaging.

It is important to remember, any time your workstation is re-imaged by the Help Desk, all personal files that you have saved on the C drive will be deleted by the re-image process.



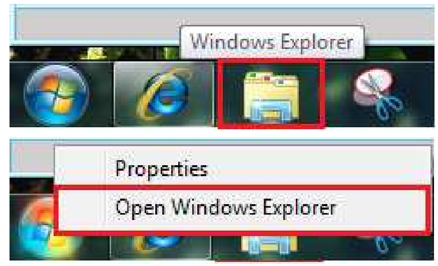
8. Select the file from the Selected Documents box.
   A preview of the document will display.
9. Index the image as appropriate.
   - Refer to the Adding E-Mail Images to Document Imaging sections for further instructions regarding Indexing the image.
     Note: PDF files will take longer to save than other file types.
10. Click the Save button.
11. If there are additional documents in the Selected Document Box and you attempt to close this window an error message will display.
    - Files can be removed by dragging them off the window or by highlighting them and clicking the Remove button.



12. Click the Close button to close the window.

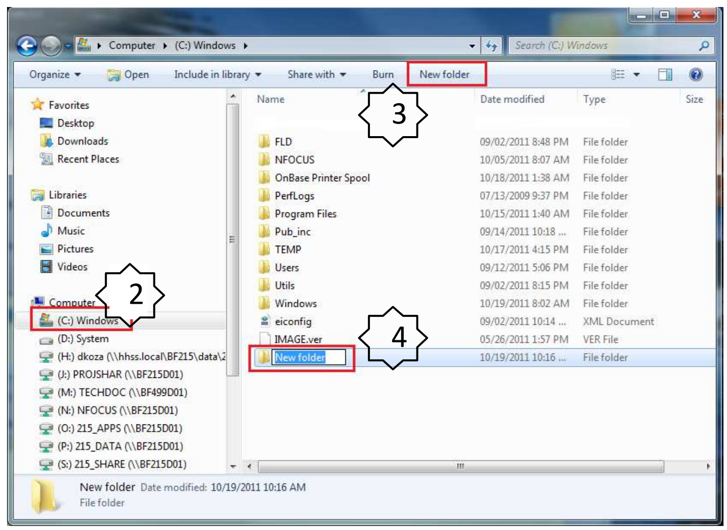
Creating a Folder on Specified Drive (Tip)

To create a new folder on a specified drive for you to save documents that you would like to upload to Document Imaging in N-FOCUS, follow these steps:



1. Open Windows Explorer by following one of the steps listed below:
   a. Right click the Windows Explorer icon on your task bar – Or
   b. Right-click the Start button and select the Open Windows Explorer option

   The Windows Explorer will open.
2. Select the desired drive.
   - For this example, we have selected the (C): Windows drive. This is the drive Citrix users need to select. If you do not access N-FOCUS through Citrix, select your (H): drive.



3. Click the New Folder option.

   A New Folder will display.
4. Enter the name you wish to give to the Folder.
5. Press Enter.

   The Folder has been created with the name you typed. You can now save documents to this location in order to upload them into N-FOCUS Document Imaging.

Important: It is important to remember, any time your workstation is re-imaged by the Help Desk, all personal files that you have saved on the C drive will be deleted by the re-image process.

Once documents have been moved into Document Imaging, it is suggested that you delete the document from the temporary file location. Should you need to print this document in the future, you will be able to do so from within N-FOCUS Document Imaging.

Protection and Safety Programs

APS Investigation

The following changes have been made to the Organization Related Investigations area to alleviate issues that have been identified with the changes made during the November Release.

Detail Investigation Status Update (Fix)

An issue was identified that, in some instances, prevented the updating of the Status for an APS Investigation in which Domain Narrative entries overlapped. This has been fixed.

Detail Investigation Action – Print Investigation Summary (Fix)

An issue was identified that, in some instances, when an attempt was made to print the Investigation Summary the following error message occurred. (AAA0010E – Error in Codes Manager). This has been fixed.

APS Supervisor Review Display (Tip)

The data from the Supervisor Review (Investigation Review window) is not displaying correctly for APS Investigations which were reviewed prior to the November release. The display will be corrected in a subsequent release.

In the meantime, those criteria responses (YES, NO, or N/A), dates and user ids displayed refer to the original 14 criteria codes in use prior to the November Release. You may print a copy of this page to refer to if you may be reviewing supervisory information entered prior to the release. This display will be fixed in a subsequent release.

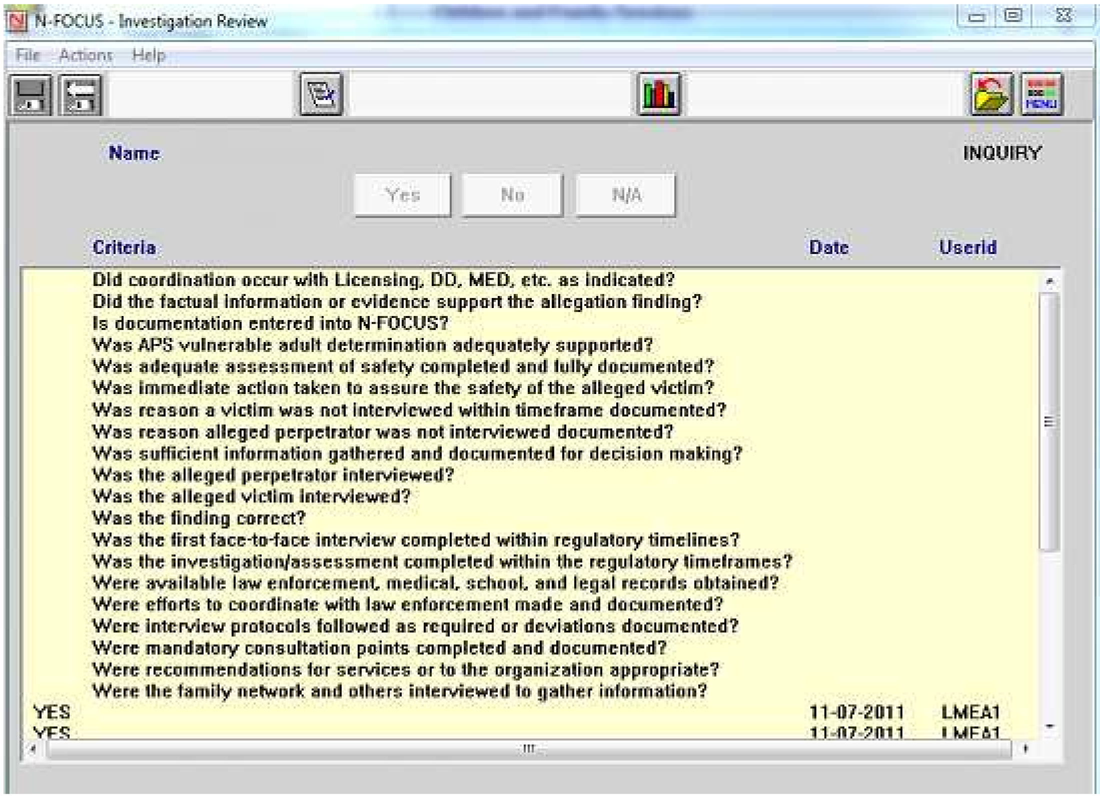
Pre-November 2011 release Supervisory Review criteria

	Criteria Met?	Criteria in Use Prior to the November 2011 Release
1	Yes	Was vulnerability determination adequately supported?
2	Yes	Were assessment tools utilized when indicated?
3	Yes	Was maltreatment determination supported?
4	Yes	Was evidence supporting/refuting finding sufficient?
5	Yes	Was safety determination fully evaluated and documented?
6	Yes	Was capacity determination supported as documented?
7	Yes	Were recommendations for services appropriate?
8	Yes	Was the victim interviewed?
9	N/A	Was the alleged perpetrator interviewed?
10	N/A	If perpetrator not interviewed, was finding substantiated?
11	N/A	If perpetrator not interviewed, was reason documented?
12	Yes	Were all timeframes met?
13	N/A	If timeframes not met, were reasons fully documented?
14	Yes	Allegation updates made including marital status and living information?

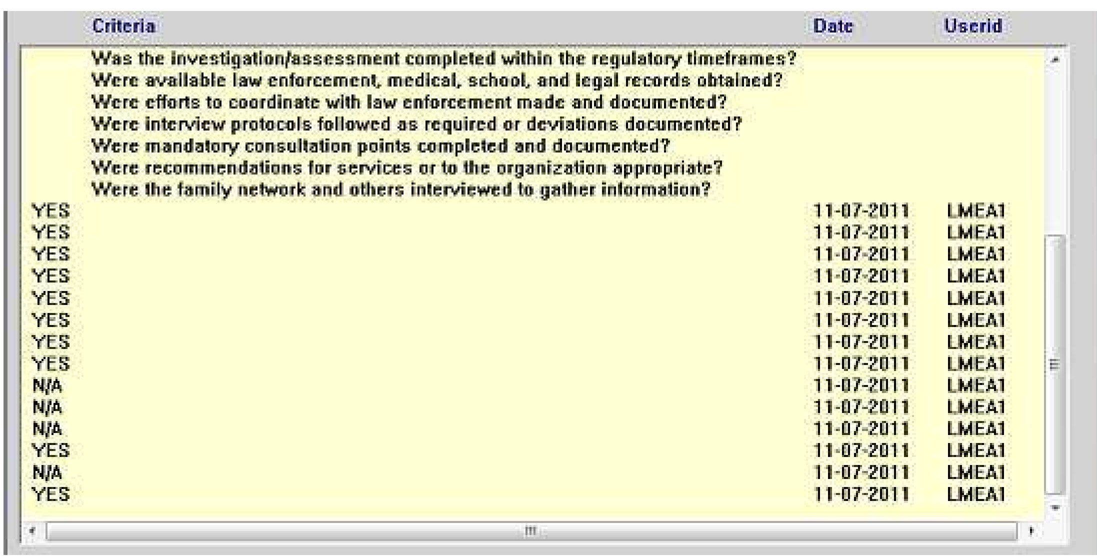
There are 20 new criteria codes for supervisory review responses which now display on the Investigation Review window. These will generally display correctly and supervisors will respond to them using the same options as for the criteria previously in use.

In those instances in which the investigation process dates overlap the date of the November Release, both the 20 new criteria and the 14 original criteria responses may display. If the Investigation Review was not finalized, it will be necessary for the Supervisor to respond to the new criteria before finalizing the Investigation.

The following two window prints show what this will look like.



As you scroll down, immediately following the 20 new items are the responses for the 14 items which were answered in the Supervisor's Review prior to the November Release. The date and UserID of the person who conducted the Review is listed; however, the Criteria list is missing.



Refer back to the **Pre-November 2011 Release Supervisory Review Criteria** table, on the prior page to see what Criteria is for each response.

Organization Related Investigation (Tip)

Tie an Intake closed for the reason "ORG Related Investigation" ONLY from the ORG Investigation flow accessible from the DETAIL ORGANIZATION WINDOW. Do NOT tie an ORG Related Investigation Intake from the APS Investigation navigation flow.