
N-FOCUS Interim Release

Children and Family Services

December 15, 2013

A Major Release of the N-FOCUS system is being implemented December 15, 2013. 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

List Payment Window (Change)

A new Master Case Amount column has been added to the List Payment window. When viewing payments from a Program Case you will see what portion of a consolidated payment belongs to the case.

The screenshot shows the 'N-FOCUS - List Payment' window. At the top, there are fields for 'Master Case Number 1050', 'Claim Number', 'Program', and 'Status'. Below these is a table with the following columns: 'NFO Number', 'Issued Date', 'Status', 'Status Date', 'Program', 'Amount', 'MC Amount', and 'N'. The 'MC Amount' column is highlighted with a red box. The table contains two rows of data:

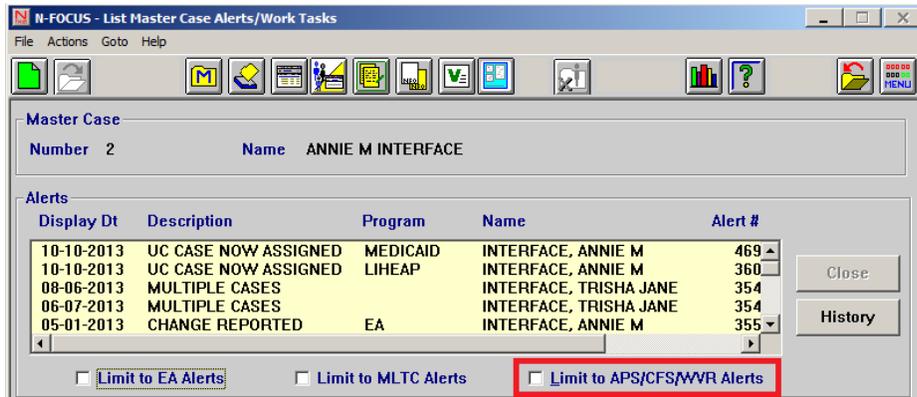
NFO Number	Issued Date	Status	Status Date	Program	Amount	MC Amount	N
697150076	06-10-2013	Issued	06-05-2013	LIHEAP	100.00	100.00	
666850001	11-13-2012	Issued	11-08-2012	LIHEAP	16,693.00	94.00	

At the bottom of the window, the 'Total Amount' is displayed as 16,793.00.

Alerts

Limit to APS/CFS/WVR Alerts (Change)

To further clarify Alerts that will display when this filter is selected, the filter name has been changed from Limit to APS/CFS Alerts to Limit to APS/CFS/WVR Alerts. Selecting this filter will display alerts related to Adult Protective Services, Children and Family Services and Waiver alerts.



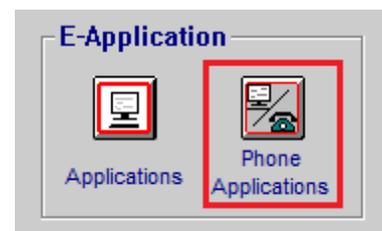
Electronic Application

ACA Healthcare Web Access (New)

The ACCESSNebraska menu and User Account Management feature will now allow clients to enter the Healthcare/Medicaid Application. In order to apply for Healthcare coverage, an account will need to be created.

Phone Applications (New)

Phone Application for the Healthcare/Medicaid Application can be accessed by clicking the Phone Applications icon located on the N-FOCUS Main Menu. This function will be used by MLTC staff.



Correspondence

Investigation Summary Correspondence (Change)

Correspondence for Investigations will now be automatically created and saved on N-Focus for Investigations including APS Investigations, Self-Neglect Assessments, Org. Related Investigations, and Out of Home Assessments whenever the investigations are placed in 'Final' Status. Workers will be able to reprint these versions of the correspondence at any time and may print the correspondence prior to the investigation being placed in 'Final' status, however, that correspondence is not saved.

Also, the correspondence has been updated to reflect the specific type of investigation it is in the heading of the correspondence. The Intake Accepted Date and Time has also been added to the correspondence as additional information for supervisors and workers.

Developmental Disabilities

Developmental Disabilities Eligibility (Change)

Effective with this release, the only active fields on the Developmental Disabilities window will be Person, Determination Eligibility and Ineligible Radio Buttons and the Determination Date field.

The other fields on this window have been disabled because that information is now stored and can be retrieved from OnBase.

Children and Family Services

Intake Enhancements (Change)

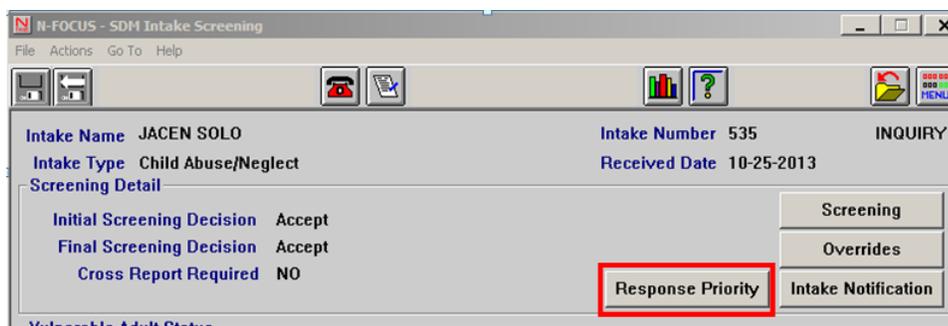
The following enhancements have been made to the Intake process.

Response Priority Window (Change)

Drug Exposed Infant has been added to the selection list for the SDM Priority Response for the Physical Abuse/unreasonable confinement/restraints cruel punishment. When this is selected, the initial priority response will always be Priority 1 unless an override is applied.

Maltreatment Type Physical Abuse/unreasonable use of confinement/restraints cruel punishment	
Does the allegation involve:	
<input type="checkbox"/>	A child death and other children remain in the home?
<input type="checkbox"/>	Severe physical injury OR injury requiring medical attention?
<input type="checkbox"/>	A child injured during an incident of domestic violence?
<input type="checkbox"/>	A child victim under age 6 with an injury to the head or torso?
<input type="checkbox"/>	A child victim limited by disability?
<input type="checkbox"/>	Caregiver action likely to cause sever injury or death?
<input type="checkbox"/>	A current injury?
<input type="checkbox"/>	An alleged perpetrator with access to the child in the next 10 days?
<input checked="" type="checkbox"/>	Drug Exposed Infant
<input type="checkbox"/>	None apply

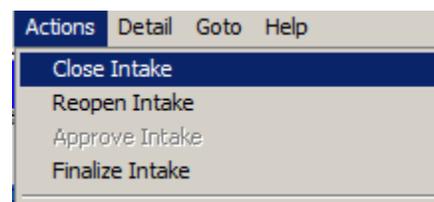
With this release, intake workers can enter information for Response Priority prior to closing the intake. This information can be entered or viewed using the Response Priority button on the SDM Intake Screening window.



Workers will still be required to enter SDM Response Priority window when closing the intake if this information has not yet been entered for an accepted intake. This will occur automatically when closing the intake with an accepted status reason when the response priority has not yet been entered.

[Update an Intake Status to Close \(Change\)](#)

Certain staff has the security to reopen and Intake that is in Approved and/or Final Status. With this release, when an Intake that is in Approved Status, the option is now available for those staff to change the status to Closed or Open. When updating the status from Approved to Closed, this will allow changes to be made to certain aspects of the Intake without having to go through the Closing process of the Intake.



[Law Enforcement Status Reason \(Change\)](#)

Law Enforcement has been removed from the available status reasons for an Intake with a Final Screening of Accepted.

[Printing Law Enforcement Notice \(Change\)](#)

After the initial Law Enforcement Notice is printed when the intake is first closed workers will no longer be required to reprint the notice whenever certain changes are made. However, when the changes are made, the notice will still be saved on N-Focus in correspondence in order for updates to be shared with NDEN/NCJIS. Workers will still have the option to print the notice through actions on the intake detail window or the correspondence window.

[Reporter Source \(Change\)](#)

The option to select 'Unknown' as a reporter source has been changed to give workers to have the option to select 'Anonymous' as the source. Workers previously did not have the option to select 'Anonymous' as the source. Workers can continue to select 'Other' if the source is unknown and information needs to be documented in the Reporter section of the intake.

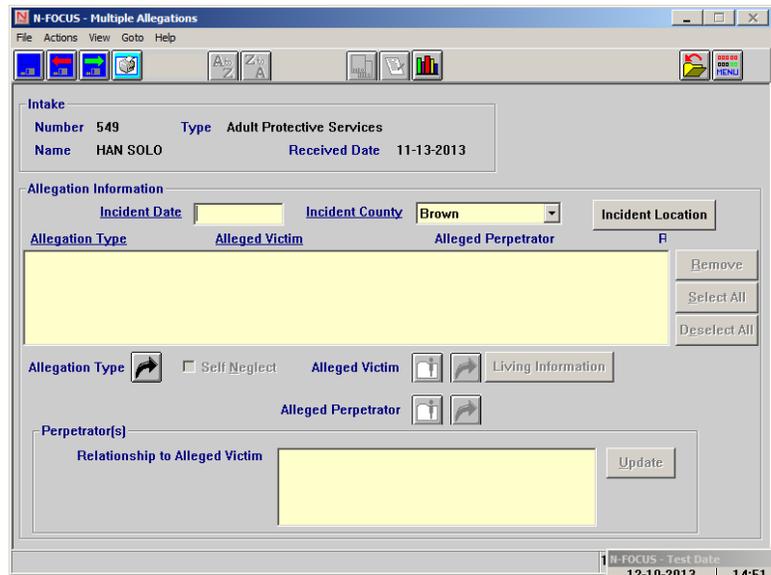
Risk Assessment Icon (Change)

The Risk Assessment Icon is now available on the Detail Intake Window. This icon will allow you to navigate to the tied Risk or Prevention assessment.



Adding Multiple Allegations for APS (New)

When adding new allegations to APS intakes, workers will now be able to enter multiple allegations at one time. This function is similar to the multiple allegation add window that is currently used for Child Abuse and Neglect Intakes. Workers can enter multiple allegations for multiple victims as well as update relationships, incident location, and living information for the victims.



APS Findings (Change)

The findings available for allegations in APS intakes are being updated to reflect the new regulations that have gone into effect. For Neglect allegations that have the Self-Neglect indicator marked workers will be able to enter findings of Confirmed, Not Confirmed, and Not a Vulnerable Adult. For all other allegations workers will be able to enter findings of Unfounded, Agency Substantiated, Court Substantiated, and Not a Vulnerable Adult. All allegations will continue to have the option to enter findings of Unable to Locate and Entry Error as well.

Supervisor Remove Perpetrators from Allegations (Change)

Supervisors will now have the ability to remove perpetrators from allegations when the allegation does not have a finding. Supervisors will also now be able to delete allegations that do not have a finding.

Allegation Incident Date Entry (Change)

When an allegation is being entered the incident date can now be the current date or prior. Previously the incident date had to be the same date or prior to the intake received date. This allows for allegations that are discovered during the assessment/investigation related to the intake, but may have occurred after the intake was received to be entered.

Terminology (Change)

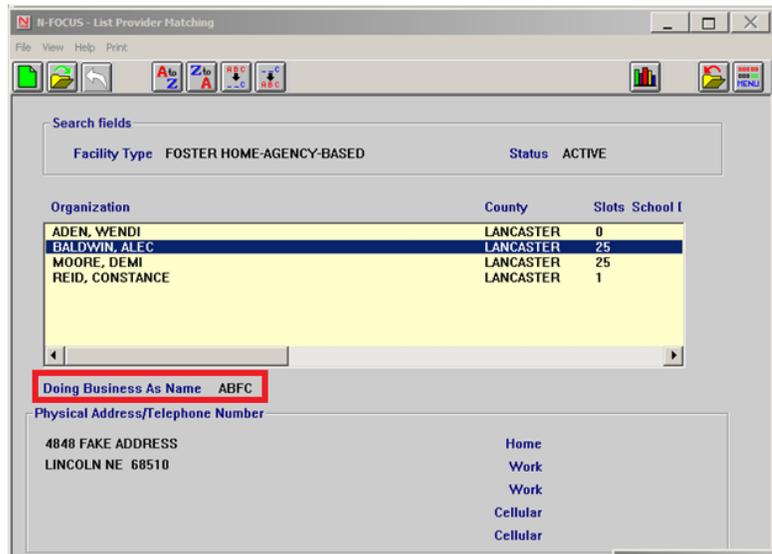
The term “Child Specific” has been changed to the term “Kinship” in order to comply with recent new legislation. (i.e. Child Specific Foster Home (Approved) will now be Kinship Foster Home (Approved)).

Search Provider Matching Window (Fix)

Previously on the Search Provider Matching window, when you searched by Facility Type and a Zip Code that was valid for more than one city, the system did not always display the list of cities that were valid for the Zip Code entered. This issue has now been fixed, so the list of cities will always display.

List Provider Matching Window (Change)

The field Doing Business As Name now displays above the Physical Address/Telephone Number group box.



Organization with Out-of-State Address (Change)

An organization with an out-of-state address is not required to have the Detail License/Approval window completed in order to document a Placement. If a License/Approval had been previously added and is now in Closed Status, the system would not allow a placement to be documented. That has now been fixed. N-FOCUS will now ignore the closed License/Approval and allow the placement to be documented.

Printing Closed Licenses (Change)

Effective with this release you will now be able to print the license for a closed license. This document will print locally.

SDM Risk and Prevention Assessment Narrative Enhancements (Change)

Each item on the Abuse/Neglect Index for the Initial Risk and Prevention Assessments will now require narrative. You will be able to narrate for each of these items on the same window that you make your selection for the item.

Workers will also be able to review the answers to the Abuse /Neglect Index questions on a new Abuse/Neglect Summary window. This window is accessible by using the Abuse/Neglect Summary button on the Detail SDM Initial Risk/Prevention Assessment window.

By double clicking or highlighting and selecting 'Go to Detail' on any of the questions/answers on the summary window, the user will be taken directly to the corresponding window for the question/answer with narrative box.

Detail FCRO Contact Information Window (Change)

With this Release, the FCRO Contact Information Window will be automatically updated based on information entered in the N-FOCUS Detail Program Assignment window.

The following information will be automatically updated when the Program Case Assignment information is updated on N-FOCUS:

- All fields within the Agency Contact Group Box
- The Number of Case Managers field
- All fields within the Family Permanency Specialist Group Box
- Contact Information History Button

The following information has been added to the Detail FCRO Contact Information Window:

- Additional Info Field
- Master Case Number
- Contact Information History Button
- Probation (PR) has been added as a value in the Agency field.

Note: All of the fields listed above can also be entered manually

