
N-FOCUS Major Release Children and Family Services November 9, 2014

A Major Release of the N-FOCUS system is being implemented November 9, 2014. 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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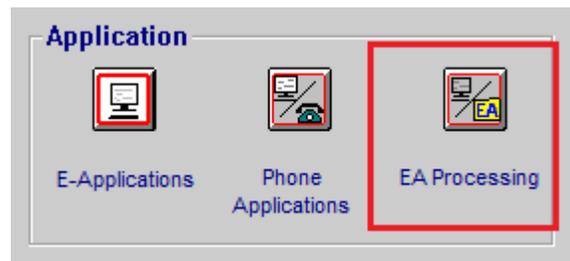
General Interest and Mainframe

Main Menu (Change)

EA Processing Icon (New)

The EA Processing icon will navigate you to the EA Processing window. This window is used to get Master Cases from the EA Processing Queue. Cases in the queue have initial and/or review/recertification applications tied to a Program Case.

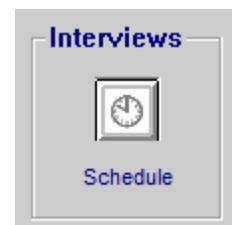
Note: Only Economic Assistance SSWs with the function of Interview/Processing will be able to access the EA Processing queue.



Interviews Schedule Icon (Change)

The Interviews>Schedule icon has been removed from the Main Menu.

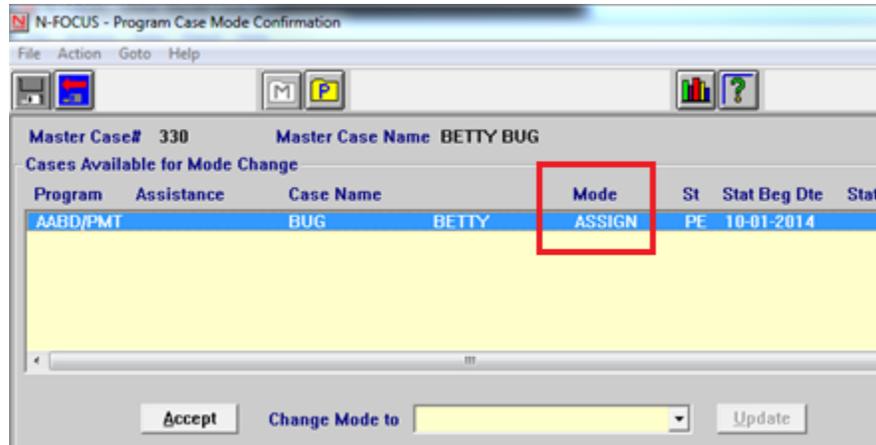
Interview Schedule and Interview Schedule Administration has also been removed from the Goto menu.



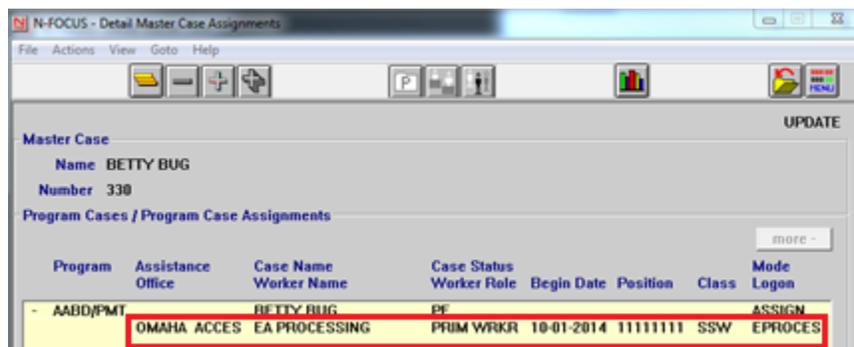
Mainframe Case Registration (Change)

There are changes in Case Registration for Economic Assistance programs which may impact CC program cases for Without Income category.

The process for adding a new program case has not changed until the Program Case Mode Confirmation window appears. The mode confirmation window recommends Assigned, and will automatically assign the pc to the EA Processing Position. Program cases assigned to the EA Processing Position are placed in a queue where they are accessed by Economic Assistance workers only.



The Program Case assignment must be changed from the EA Processing position to the worker assigned to the CC program case immediately after the pc is registered in N-FOCUS.



E-Mail Address Only (Change)

With this release, you can now add an E-Mail address for a person without needing a Physical Address for the person. However, when creating a new Master Case, you will still be required to enter a Physical Address for the Master Case Person.

This function was added primarily for CFS Intakes, however it is available for all Divisions.



To enter an E-Mail Only address follow these instructions:

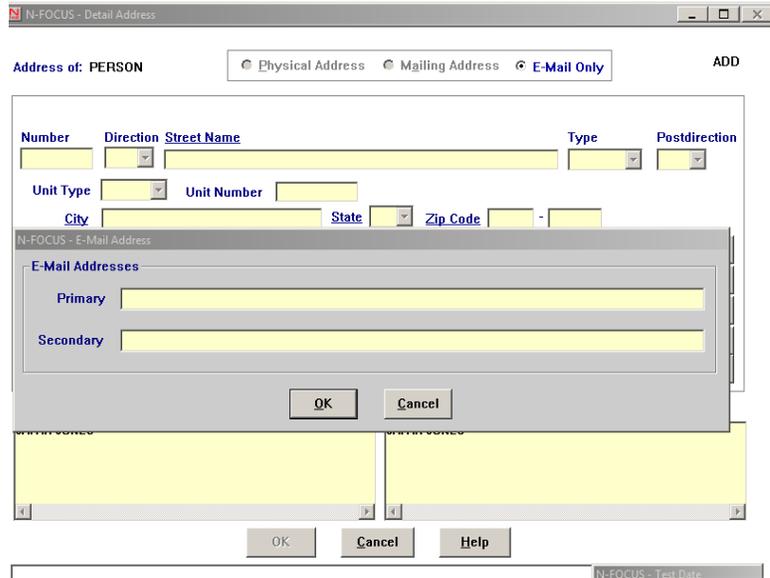
1. On the Detail Address window, select the E-Mail Only radio button.
2. Select the E-Mail Address push button.



Result: the E-Mail Address dialogue box displays.

3. Enter the appropriate E-Mail Address(es).
4. Click OK.
5. Click OK on the Detail Address screen to save.

Note: To update the E-Mail Address you will need to follow steps 1 & 2.

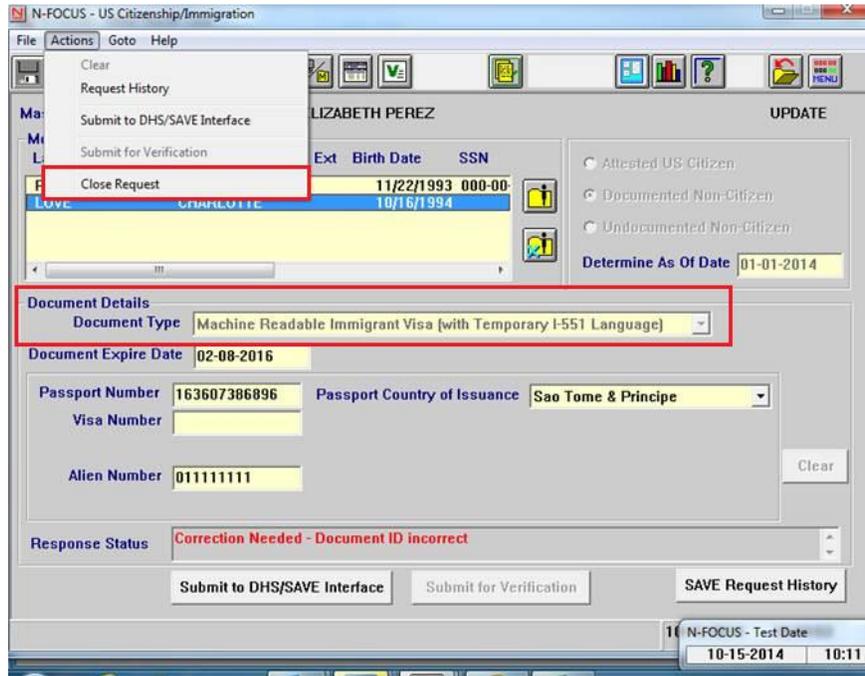


US Citizenship/Immigration Window (Change)

The list order of the document types in the Document Detail, Document Type field has been changed to group similar documents together and will list the most commonly used documents at the top.

Workers will be able to **Close a request** that has an unsatisfactory response and submit a new request:

- Select the Actions drop down and select Close
- Make necessary changes and resubmit to the DHS/SAVE Interface



Provider Rates (Change)

The Provider Rates for some providers allow them to bill for different rates for the same frequency and time period, however Service Authorizations have not allowed the addition of multiple rates for the same frequency and time period.

If Provider Rates have amounts entered in the Minimum and/or Maximum fields, multiple rates can be entered in the Units and Rates box in Service Authorizations. All frequencies will allow for entry of multiple rates, if Provider Rates have entries in the Minimum or Maximum fields for that frequency.

Example of Provider Rates with Min/Max Entered:

Begin Date	End Date	Amount	Minimum	Maximum	Frequency	Description
01-01-2014		0.000	15.000	30.000	Hour	

When the user enters Units and Rates in the Service Authorization, no rate information will display when the Provider Rates have Minimum/Maximum rates entered. The user should flow to the Provider Rates window to determine the rates to enter in the Rate field.

If the provider is approved to bill for different rates during the authorization period, each rate can be entered in the Units and Rates field in the Service Authorization.

Freq.	Begin Date	End Date	Rate
HR	09-01-2014	02-28-2015	9.500
HR	09-01-2014	02-28-2015	8.000

Claims (Change)

If the provider bills at less than the minimum rate or up to the minimum, the claim will be paid using the amount billed and decreasing the units associated with the minimum rate. If the number of units in the claim exceed the number associated with the minimum rate, suspend the claim. Do not use the units authorized for a higher rate.

If the rate on the claim is between two rates on the Service Authorization with the same frequency, use the units associated with the next highest rate.

If the number of units submitted in the claim exceed the number authorized for the rate, the claim should suspend.

Multiple Rates for Same Frequency Overview (Tip)

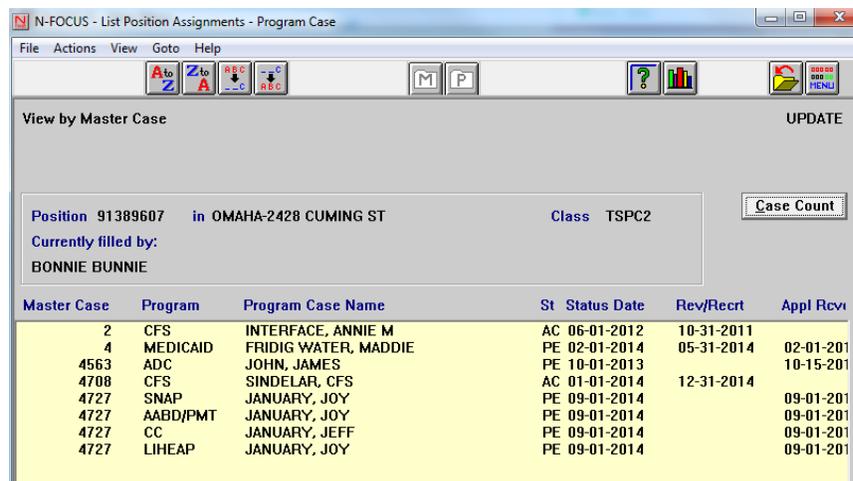
Some providers have Provider Rates allowing them to bill for different rates for the same frequency and time period. If Provider Rates have amounts entered in the Minimum and Maximum fields, multiple rates between the two amounts can be entered in the Units and Rates box in Service Authorizations.

All frequencies will allow for entry of multiple rates, as long as Provider Rates have entries in the Minimum and Maximum fields for that frequency.

Viewing Assignments (Tip)

To see the Master Case/Program Case that have been assigned to a position, follow these steps:

1. From the Main Menu, click the Position icon.
The Search Office Position window displays.
2. Search for the position.
The List Office Position window displays.
3. Double-click the Office Position row or highlight the Office Position and click the Open icon.
The Detail Office Position window displays.
4. Click the Assignments icon.
The Search Position Assignments window displays.
5. Select the Search for Program Case Assignments radio button.
6. Click Search.
The Program Case Assignments List Display pop-up window displays.
7. Select the Master Case radio button.
8. Click OK.
The List Position Assignments – Program Case window displays the position's assignments.



Master Case	Program	Program Case Name	St	Status Date	Rev/Recrt	Appl Rcvl
2	CFS	INTERFACE, ANNIE M	AC	06-01-2012	10-31-2011	
4	MEDICAID	FRIDIG WATER, MADDIE	PE	02-01-2014	05-31-2014	02-01-201
4563	ADC	JOHN, JAMES	PE	10-01-2013		10-15-201
4708	CFS	SINDELAR, CFS	AC	01-01-2014	12-31-2014	
4727	SNAP	JANUARY, JOY	PE	09-01-2014		09-01-201
4727	AABD/PMT	JANUARY, JOY	PE	09-01-2014		09-01-201
4727	CC	JANUARY, JEFF	PE	09-01-2014		09-01-201
4727	LIHEAP	JANUARY, JOY	PE	09-01-2014		09-01-201

Correspondence

Fax Number on Medicaid Correspondence (Change)

Medicaid only correspondence with a fax number in the header will now have the Lincoln Document Imaging Center fax number listed for both Universal and Assigned cases. Note that the Expert System notices remain unchanged as they are shared with Economic Assistance.

Discontinued Health Check Letters (Change)

Effective with the October 15, 2014 release, we will no longer be sending out the Health Check Offer Letters or the Health Check Periodicity Letter. This will be handled by the different Managed Care Providers.

Health check functionality in the Expert System will be removed with the March 2015 release.

Former Foster Care Program Notice of Action (Change)

When a client is approved for Former Foster Care Medicaid, the Notice of Action Approval notice will have specific wording about the Former Foster Care program.

Copay Notice (Change)

The Copay Notice had an incorrect Nebraska Revised Statute number. This has been corrected and other wording on the notice updated to reflect correct policy requirements.

Expert System Notice of Action Medicaid Renewals (Change)

With the December 7 Interim Release, the Expert System Notice of Action will have specific wording for Medicaid Renewals. In order to generate this notice, workers should run a budget and update the next Review/Renewal date while the case is checked out. If the Review date is not updated in the Expert System, the Notice will not contain the specific Renewal wording.

Notice to Court Document Created (New)

When a 'Notice to Court' document is created regarding the Relative Notification, the Court Notice is sent out through the N-FOCUS Batch system, and a copy is saved in the Correspondence area of N-FOCUS. With this Release, we have added a pop-up message to inform the user of this functionality when the 'Notice to Court' document is created.

Document Imaging

Division Categories (New)

Division Categories (EA – MED – P&S) have been added to the Add Image and Index Image screens. When one of the Division Categories is selected, the Category field will be narrowed down to reflect the categories relevant to the selected Division.

Categories (Change)

With this release, 16 new Categories have been added for Document Imaging. The new categories are primarily for CFS documentation and are based on information tabs currently used in the CFS paper files.

New Category	Document
Administrative Hearing - P&S	Document
	Notice of Finding of Probable Cause
	Notice of Prelim Hearing and Allegations
	Placement, Program and Services Summary
	Recommendation and Order(Parole Revocation Hearing)
	Request for Admin Rvocation Hearing
Adoption/Guardianship - P&S	Adoption Exchange
	Adoption Summary
	Affidavit of Non-Consent
	Department Relinquishments
	Medical History
	Non-Consent By Biological Father
	Notice to Father

	Open Adoption Agreement
	Relinquishment Acceptance Letter
	Relinquishment of a Child for Purpose of Adoption
	Subsidize
	Voluntary Relinquishment
Alternative Response	AR Consent Forms
	AR Documents
	Family Plan
APS	Any APS Documents
Bridge to Independence	Bridge to Independence Case Transfer Checklist
	Bill of Rights
	Court Report Packet
	Exit Survey
	IMFC Packet
	Notice of Actions
	Voluntary Services/Support Agreement
Case Plan/Court Report	30 Day Letter to Court
Casework	Daily Logs
	Genogam/Ecomap
	NFC - Service Referral
	Releases
	Releases of Information
	Safety Plans (Signed), Voluntary Service Agreements
	Sign In Sheets
	Signature page for PCA, Case Plan, Safety Plan
	Team meeting Agenda's
	Travel Permit
	Youth Responsibility Agreement (3b)
Contact Information - P&S	Child and Family Face Sheet
	Contact Numbers
Correspondence - P&S	Emails
	Fax Cover Sheets
	Letters, etc.
	Mail Notices Certified/Registered
	Newspaper articles
	Signed Letters from DHHS

Court	Admin Discharge (YRTC)
	Court Orders, Court memos
	Delivery Verification Sheet
	Evidence for Court
	GAL Reports
	Journal Entries
	Juvenile Offender Orders
	Notices of Hearing
	Petitions/Affidavits
	Subpoenas
	Update Letters for Court
Education	College/Vocational School Diploma
	ESU Evaluation Report
	High School Diploma
	Letter from Ed Professionals
	MDT/IEP Information
	Report Card
	School Records
	School Schedules
Evals/Provider Reports	Family Support Reports
	Intensive Family Preservation Reports
	Visit Reports
FCRO/CASA	CASA Reports
	FCRO Reports
Financial - P&S	Authorizations and Billing Docs
	Child Support Information
	Family Financial Information
	IM-AFC Forms
	IM-FC Forms
	Income & Resources
Initial Assessment	Child Advocacy Center - Forensic interviews
ICWA	Any ICWA Documentation
ID - Citizenship/Relationship	Adoption Papers
	Alien Registration Card
	Alien Registration Receipt Card
	Arrival – Departure Record
	Attestation Forms (United States Citizenship)

	Baptismal
	Birth Certificates
	Census Record
	Certificate of Citizenship
	Certificate Request
	Church Record
	Citizenship Papers
	Corrections/Institutional Record
	Death Certificate
	Department of Homeland Security - SAVE
	Document Verification Request
	Driver's License*
	EDC (Expected Date of Confinement- Estimated Due Date)
	Pregnancy Verification
	Employment Authorization Document
	Family Bible
	Hospital Birth Record
	Immunization Records
	Indian Census Records
	Marriage License
	Medicare Card
	Memoriam Card
	Military Identification Card
	Newspaper notice
	Paternity Acknowledgement
	Paternity Declaration
	Refugee Travel Document
	School Identification Card
	Social Security Card -- DO NOT SCAN
	State ID Card
	Supplement, Other Immigration Documents, Passport - U.S. or Foreign
	United States Citizenship Attestation
	Vehicle Registration*
	Individual Vehicle Insurance Card*
	Proof of Ability to Work*
	Regulations Licensure – check for CNA, LPN, RN, etc.*
	*These will be used by RD as supporting documentation for ORG Related Persons and will only be indexed to ARP.
Independent Living	Ansell Casey Skills Assessment
	Independent Living Agreement
	PALS Documents
	PALS Referral and documents
	Power of Attorney for Health Care Decisions

	Project Everlast referral and documents
	Transitional Living Information
	Worker's Checklist for Transition Planning with Youth
Institutional Documents	Admission Summary
	Group Leader Reports
	Individual Treatment Plan
	Institutional Discharge
	Intake Summary
	Release Recommendation
	Youth Counselor Release Recommendation Form
	YRTC Admission Summary/Intake Summary/Picture
	YRTC Reports
Legal-P&S	
	Paternity Acknowledgements/Legal Findings
	Probation Reports
	Relinquishment Paperwork
Medical	Dental Information
	Disability Report
	Doctor Statement
	Documentation of Special Needs for Child Care
	Drug Treatment Record
	EPSDT (Early & Periodic Screening Diagnosis and Treatment)
	Eye Exam Information
	Incapacity Statement
	Insurance Card
	Medicaid Enrollment Center Correspondence (relates to auto assignment to a physician)
	Medical Record
	Physical/RN Statement for Health Maintenance Activities
	Physician's Confidential Report
	Physician's Disability Determination
	Physician's Report on Hearing Loss
	Policies
	Prior Authorization Document Adjustment
	Prior Authorization for Assisted Living

	Prior Authorization for Assisted Living Waiver Service
	Prior Authorization for Nursing Facility Care
	Priority Conditions for Cooling Assistance Checklist Medical Assistance Notice
	Recipient Choice of Lock-in Provider Agreement
	Social Study
	Worker's Compensation Medical Document
Mental Health/Substance Abuse - P&S	Counseling Reports
	DD Eligibility paperwork
	Drug & Alcohol Evals
	Drug Screening & Test Results
	Evaluations on kids and parents
	IPP Report from DD
	Mental Health Reports
	Psychological Evals
	Therapy letters
OJS	Authorization to Release from Detention
	BAM Meeting Form
	Behavioral Accountability Meeting
	Change of Conditions of Liberty
	Conditions of Liberty
	Detainer/Apprehension Order
	Discharge from Parole Letter
	EM Forms
	Furlough Permit
	Grievance/Appeal Forms
	NCIC Entry Form
	OJS Classification Form
	OJS Eval, CCAA Evals
	OJS revocation packet including evidence
	Placement worksheet
	Tracker Form
	Tracker Reports
	Travel Permit
	Youth Responsibility Agreement (3b)
Placement	Agency Placement Agreements (lead contractor documents)

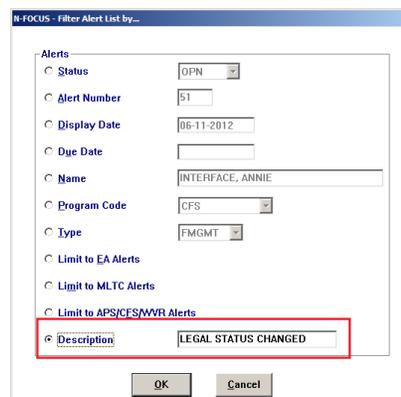
	Agency Supported Foster Care Referrals
	Common Application
	ICPC/ICJ
	Nebraska Caregiver Responsibilities Tool (signed)
	Placement and Approval paperwork
	Placement Reports
	Placement worksheet
	Progress/Placement Reports
Restricted	Correspondence with Attorney General's Office
	Correspondence with Contracted Private Attorney
	Correspondence with County Attorney's Office
	Correspondence with DHHS Legal Staff
	Critical Incidents
	HIV/AIDS test and result information
	Law Enforcement Reports
	Nat'l Criminal History Checks (FBI Checks)
	Youth's credit report
Sub-Adopt Application	Determination of Child's Eligibility For Subsidized Adoption
	Application for Subsidized Adoption
	Subsidized Adoption Agreement
	Private Agency Wards-Determine Sub Adopt
	Private Agency Wards-Application for Sub Adopt
	Private Agency Wards-Sub Adopt Agreement
	Applicable Child Eligibility Determination(Fostering Connections)
	Documentation of child's special needs
	Petition to Adopt
	Adoption Decree
	Change request/decision/response
	FC Pay Determination external of N-FOCUS
	Interstate Compact on Adoption and Medical Assistance
	Adoptive Placement Agreement
Sub-Adopt Correspondence	E-Mails

	appendix-confidential. Example: E-mails with legal and staff DO NOT SCAN THESE AT THIS TIME
Sub-Adopt Documentation	Billing documents.
	Assisted Technology Partnership (ATP) Documents
	Legal fees
	Appeal request/notice
	Appeal Exhibits
	Appeal Finding
Sub-Guard Application	Application for Subsidized Guardianship
	Renewal for Subsidized Guardianship
	Petition for Guardianship
	Court Order Decree Appointing Guardian
	Change request/decision/response
	Change request/decision/response
	Documentation of child's special needs
Sub-Guard Correspondence	E-Mails
	appendix-confidential. Example: E-mails with legal and staff DO NOT SCAN THESE AT THIS TIME
Sub-Guard Documentation	Billing documents.
	Assisted Technology Partnership (ATP) Documents
	Legal fees
	Appeal request/notice
	Appeal Exhibits
	Appeal Finding

Alerts

Sort and Filter Alerts (Change)

Effective with this release, you will now be able to Sort and Filter Alerts from the List Program Case Alerts window and the List Org Alerts window by the Alert Description.



Alert 510 Turning Age 18 (New)

This Alert notifies RD workers assigned to Home Details that an Org Related Person is going to be turning 18 Years old with in the next 90 days.

The intent is to give workers time to begin the process of updating that person's Background Checks as needed. This alert will be sent 2 months prior to the person's birthday month, i.e. the December Alerts will concern persons turning 18 in February.

Alert Text:

<ARP Name>, related to the <Organization>, <Org #>, will turn 18 on <Date of Birth>.

Alert 511 Desk Review FFC (New)

A Renewal Form for Former Foster Care Children (FFC) has been created. When a renewal is due for an individual who is eligible for FFC, an alert will generate as FFC Desk Review.

Alert Text:

A Desk Review is required in the month of <month> for <client name>, document review in narrative.

Steps to Resolve the Alert:

- When the alert is received, the assigned worker will check electronic data sources to verify residency
 - A call to the individual may need to be made
- If electronic data sources are not available, the assigned worker will create the prepopulated Former Foster Care Renewal Form in Correspondence
- If another individual(s) is in the program case under a different category, the MAGI, non-MAGI or Combined Renewal Form may have been sent out
- If another Renewal Form has been sent, the information can be gathered from that Renewal Form

Alert 376 FPL Kids with TPL (Change)

The text has been changed from Kids Connection to CHIP.

Alert 426- Medical Review Due (Change)

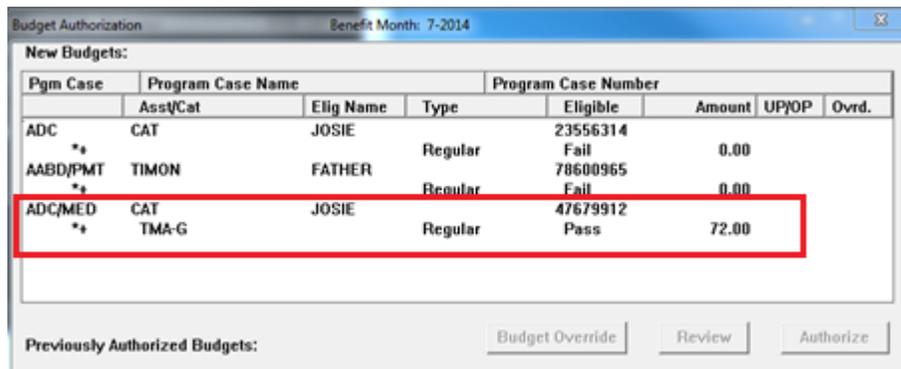
The alert will no longer be created as early. This alert is created on the 1st of the month. The alert will be created when the medical impairment review date falls in the processing month or the following month.

Expert System

Budget Summary (Change)

In order to reduce errors, it is now required that Workers view the Budget Summary before the Budget will be allowed to be authorized for EA Programs, Medicaid and 599 CHIP.

When the worker is in the budget authorization window, they will notice that budgets have a “*” and “+”. The “*” indicates the budget has not been authorized. The “+” indicates that the benefit summary has not been viewed.



Pgm Case	Asst/Cat	Elig Name	Type	Eligible	Amount	UP/OP	Ovrd.
ADC	CAT	JOSIE	Regular	Fail	0.00		
AABD/PMT	TIMON	FATHER	Regular	Fail	0.00		
ADC/MED	CAT	JOSIE	Regular	Pass	72.00		
	TMA-G						

A new feature to the budget authorization window is the ability to double click on the budget line and the benefit summary will display. This works in both the “New Budgets” and “Previously Authorized Budgets” sections.

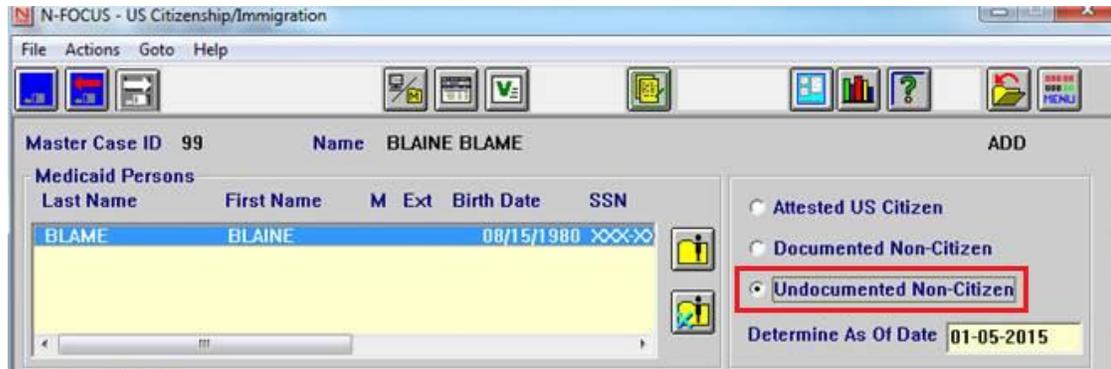
If the “Authorize” button is selected before the benefit summary has been reviewed, the “Error” message shown to the right will display.



Once the benefit summary has been viewed the “+” disappears leaving the “*” indicating that budget needs to be approved.

Medicaid Budgeting for Non-Citizens (Change)

Medicaid budgeting for non-citizens was not working correctly when 'Undocumented Non-Citizen' was selected on the US Citizenship/Immigration window. This has been corrected.

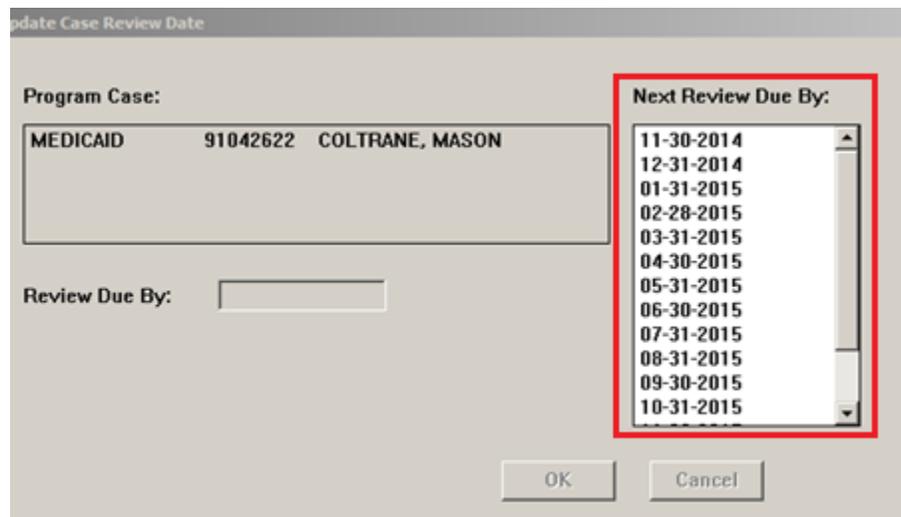


The screenshot shows the N-FOCUS - US Citizenship/Immigration window. The Master Case ID is 99 and the Name is BLAINE BLAME. The Medicaid Persons table has one entry: BLAME, BLAINE, with a Birth Date of 08/15/1980 and an SSN of XXXXX. The Undocumented Non-Citizen radio button is selected and highlighted with a red box. The Determine As Of Date is 01-05-2015.

Last Name	First Name	M	Ext	Birth Date	SSN
BLAME	BLAINE			08/15/1980	XXXXX

Setting Review Dates (Change)

All Medicaid review/renewal dates will now set by the worker. Anytime a Program Case goes from Pending to Active Status, the Update Case Review Date pop-up box will display. The worker will need to select the Next Review Due By date and click OK to proceed.



The screenshot shows the Update Case Review Date pop-up box. The Program Case is MEDICAID 91042622 COLTRANE, MASON. The Next Review Due By date is selected from a list: 11-30-2014, 12-31-2014, 01-31-2015, 02-28-2015, 03-31-2015, 04-30-2015, 05-31-2015, 06-30-2015, 07-31-2015, 08-31-2015, 09-30-2015, 10-31-2015. The OK and Cancel buttons are at the bottom.

Eligibility for Participants Born on 1st of the Month (Change)

Budgeting will no longer allow a child who turns 19 on the first of the month to remain in the MAGI 6-18 category or go CHIP that month. Note this budgeting change only applies if the person was born on the first day of the calendar month. If the child is born on the second day of the month or later, they are eligible for the rest of the month.

CFS Case Recalculated from IV-E to Child Welfare Fund Code (Change)

Prior to the release, if a child had originally been determined to be eligible in an FC/MED program under a

IV-E fund code, and later has eligibility determined as no longer IV-E eligible (fund code of CW), and thus no longer having MED eligibility, the MMIS system was deleting the eligibility date rows in history. A fix has been added so that in situations like this, only the funding code will change within the MMIS records, but the dates of MED eligibility will continue to display in the MMIS system. This will allow claims which were previously paid out to still have an eligibility date set to justify payments having been made.

Modify CFS Budget to High Date (Change)

Logic changes have been made which will allow the system to extend recalculated CFS budgets to high dates, as long as budgets are run through the come up month. Before the release, if eligibility budgets had been previously authorized and at a later date needed to be recalculated, the high dated historical record of what was originally determined remained in place, even after a worker would re-run budgets through the come up month, so when the month after the come up month would be available, that month would always be incorrect. The logic change with this release will allow the system to extend the results of the re-run budgets to high dated end dates.

Children and Family Services

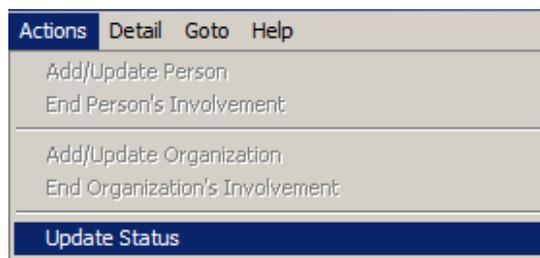
Adult Protective Services

County Attorney Letter (New)

APS Investigations and Org. Related investigations now have a letter to the county attorney that is required to be printed when finalizing the investigation in investigations where there is an Agency Substantiated allegation with a named perpetrator listed.

When updating the status of the investigation to final using the Action menu, a window will open for the user to enter the name, title, and address of the county attorney.

This window will not be able to be Cancelled out of unless there has previously been a County Attorney Letter printed.



Once printed the County Attorney Letter is saved in the Correspondence for the Program Case or Organization where the investigation is located.



IFOCUS - Create County Attorney Letter

Attorney Name: ROBERT BOBLAW

Attorney Title: BROWN COUNTY ATTORNEY

Address Line 1: 1234 MAIN ST

Address Line 2:

Address Line 3:

Zip Code: 69210 - 0001

City: AINSWORTH State: NE

OK Cancel

Org. Notification Letter Printing (Change)

For Org. Related Investigations, when updating the status of the investigation to final using the Action menu, users will be required to print the Org. Notification Letter.

This window will not be able to be Cancelled out of unless there has previously been an Org. Notification Letter printed.

Actions Detail Goto Help

Add/Update Person

End Person's Involvement

Add/Update Organization

End Organization's Involvement

Update Status

Bridge to Independence (B2I)

B2I Program Case (Change)

The name of Young Adult Voluntary Services (YAVS) program cases has been changed to Bridge to Independence (B2I) program cases.

Program Cases	
Program	Assistance
CFS	COURT
E2I	

IFOCUS - New Programs

Master Case Person

Name: BILLY TWOSIXTEEN

Person Number: 26246228 Birthdate: 01-01-1995 Sex: MALE

Programs

Select the Programs the person is requesting

- KATIE BECKETT PLAN
- DD SERVICE COORDINATION
- DD STATE AID
- DD ADULT COMP WAIVER
- DD ADULT DAY WAIVER
- WAIVER CHILD DEVELOPMENTAL DISABILITIES
- WAIVER AGED AND DISABLED
- WAIVER TRAUMATIC BRAIN INJURY
- WAIVER AUTISM
- WOMENS CANCER PROGRAM
- PUBLIC INSTITUTION MEDICAID
- PART A BENEFICIARY
- DISASTER SNAP
- BRIDGE TO INDEPENDENCE**

OK Cancel Help

N-FOCUS - Test Date 11-17-2014 14:38

B2I CFS Program Case Narratives (New)

New Narratives have been added to the CFS Program case for case workers to document case information regarding Young Adults in the Bridge to Independence program.

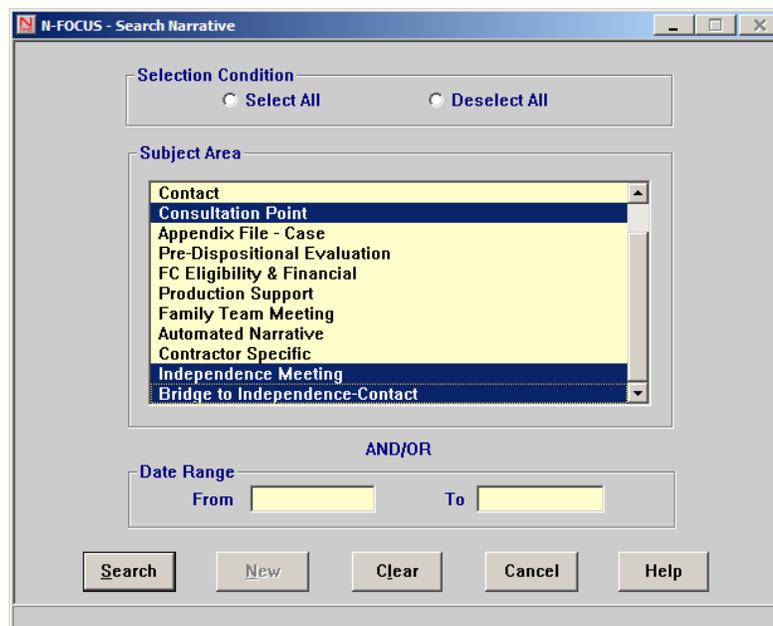
In the Required Contact Narratives a new narrative type of Private Face to Face with Young Adult has been added to document contacts with Young Adults in the Bridge to Independence program.



In the CFS Program Case Narratives, new Subject Areas have been added for Independence Meeting and Bridge to Independence-Contact. The Bridge to Independence-Contact Subject Area includes narrative items of Home Visit, Office Visit, Other Visit, Telephone/TDD Call, and Correspondence.



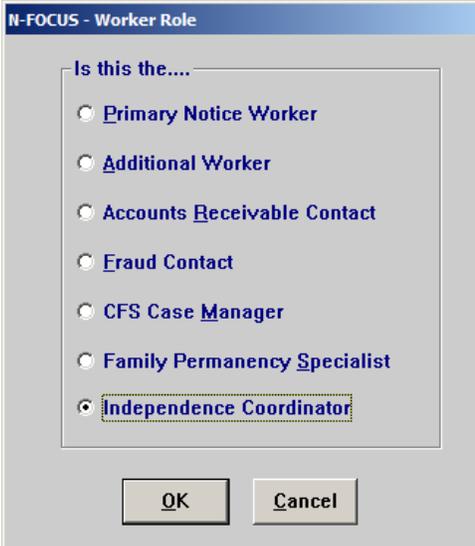
Three new narrative items have been added to the Consultation Point Subject Area. These new narrative items are Voluntary Services and Support Agreement, Periodic/Review Bridge to Independence, and Close Case-Bridge to Independent.



B2I Additional Worker Role (Change)

The role of an additional worker assigned to a CFS Program Case or a B2I Program case in the assignments has been changed to Independence Coordinator from Voluntary Services Coordinator.

If an Independence Coordinator is the only worker assigned to the program case they will be listed as the Primary Worker, but in situations where there is a CFS Specialist assigned to the CFS program case or an IMFC assigned to the B2I program case the worker role of Independence Coordinator should be selected for the additional worker role used for Independence Coordinators.



The dialog box titled "N-FOCUS - Worker Role" contains a list of radio button options under the heading "Is this the....". The options are: Primary Notice Worker, Additional Worker, Accounts Receivable Contact, Fraud Contact, CFS Case Manager, Family Permanency Specialist, and Independence Coordinator. The "Independence Coordinator" option is selected and highlighted with a dashed border. At the bottom are "OK" and "Cancel" buttons.

B2I Court Report (New)

From the Detail Legal Action Window accessed through the CFS Program Case Legal Action button users can now create a court report from the Legal Action involving a Young Adult in the Bridge to Independence Program.

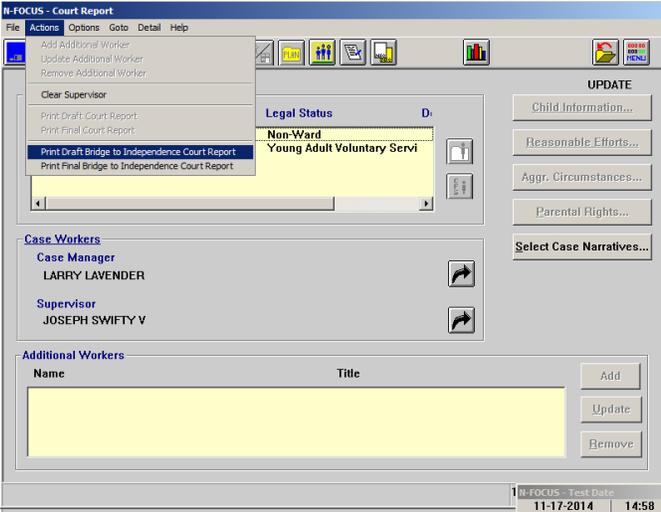


To create a B2I Court Report users must first have created a Legal Action with an person that has a legal status of Young Adult Voluntary Services. Then select the Court Report Icon or use the Goto menu to go to the court report. This opens the Court Report window.



In the Court Report window, users will only have the option to create a B2I Court Report if the list of Participants in the Legal Action includes a person with a legal status of Young Adult Voluntary Services and does not contain a person who has a 'ward' legal status.

To create the B2I Court report users will have to enter narratives from either the Legal Action window or the Court Report window under the Subject Area of Court Report – Bridge to Independence. These narratives can be accessed using the Narrative icon from either window.



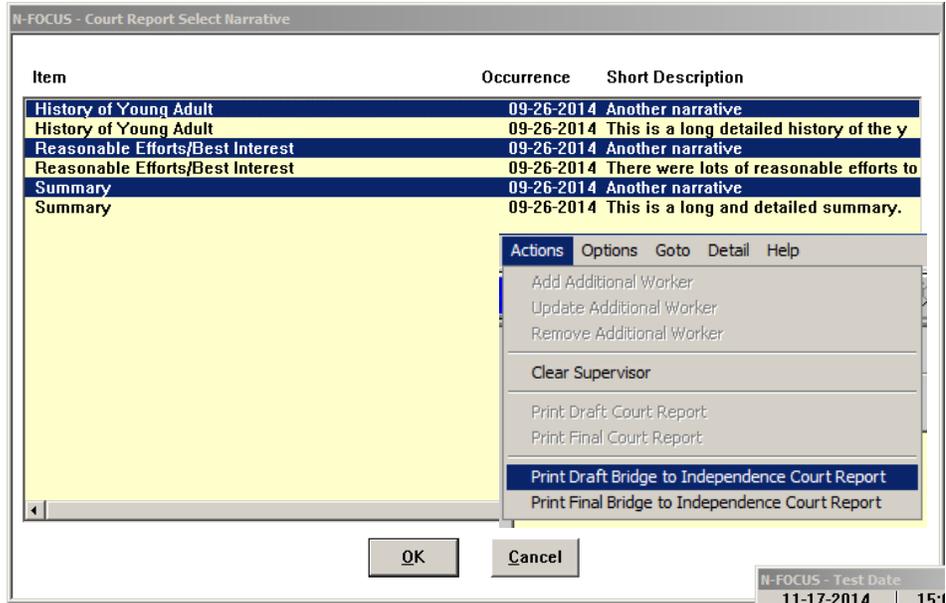
The "N-FOCUS - Court Report" window displays a menu on the left with options like "Add Additional Worker" and "Print Draft Bridge to Independence Court Report". The main area shows "Legal Status" as "Non-Ward Young Adult Voluntary Servi". Below are sections for "Case Workers" (Case Manager: LARRY LAVENDER, Supervisor: JOSEPH SWIFTY V) and "Additional Workers" (a table with Name and Title columns). On the right, there are "UPDATE" buttons for "Child Information...", "Reasonable Efforts...", "Aggr. Circumstances...", "Parental Rights...", and "Select Case Narratives...". The status bar at the bottom shows "11-17-2014 14:58".



Once narratives have been entered for the B2I Court Report, users can use the Select Case Narratives button to select narratives to be included in the court report. Users must select one narrative from each of the Court Report – Bridge to Independence narrative items. These narrative items are History of Young Adult, Reasonable Efforts/Best Interest, and Summary.



Users have the option to either print a draft version of the court report or a final version of the court report using the Action menu. The draft version of the report will be noted as 'Draft' at the top of the report and will not be saved in correspondence. A printed Final Bridge to Independence Court Report will be saved in correspondence.



Independent Living Plan

Young Adult Role (New)

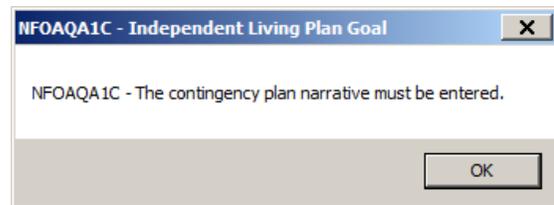
When creating an Independent Living plan for a person who has a legal status of Young Adult Voluntary Service, their role listed on the Independent Living Plan will be shown as Young Adult. Previously, the role would have been listed as Youth.

Plan Participants			
Name	Begin Date	End Date	Role
ELBY TWOSIXTEEN	11-26-2014		Young Adult

Contingency Plan Narrative (New)

When entering Goals for the Independent Living Plans a new narrative box has been added for Contingency Plan. Narrative entered in this field is optional unless the participant is a Young Adult and the category of the goal is Housing or Transportation. When this narrative is required the words Contingency Plan next to the narrative box will be underlined.

If a user attempts to save a goal where this narrative is required and do not have one entered they will receive a message stating that the narrative is required.



Intake (CPS and APS)

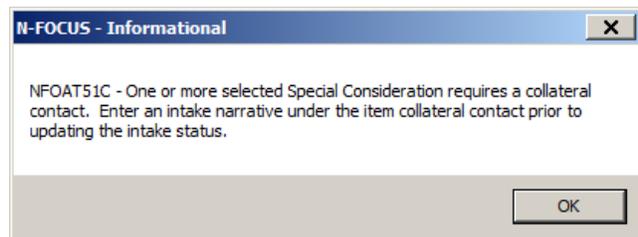
Maltreatment Types Save and Next (New)

Save and Next and Save and Previous buttons have been added to the SDM Screening windows so that users can navigate between Maltreatment Types and Special Considerations while saving and without having to select from the drop-down of Screening Types.

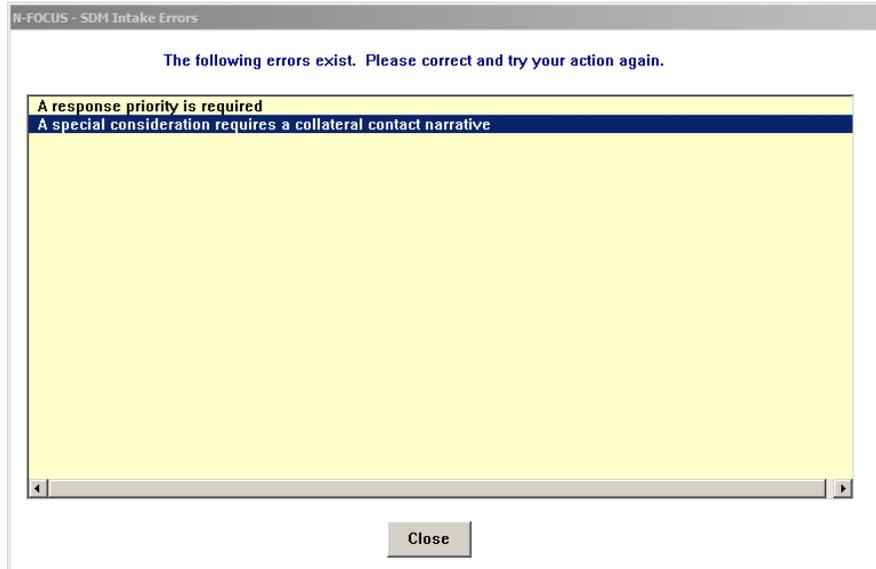


Collateral Contact Narrative (Change)

When a user selects a Special Consideration other than No special considerations apply in the screening of an intake, the user will be required to enter a narrative in the Intake Subject Area with a type of Collateral Contact prior to closing the intake. When selecting and saving one of those Special Considerations, the user will receive a message informing them of this requirement.



If a user attempts to update the status of an intake with a Special Consideration selected and does not have a collateral contact narrative, this will be listed on the error list and the intake will not be able to have its status updated until it is resolved.



Intake Search by Phone (Change)

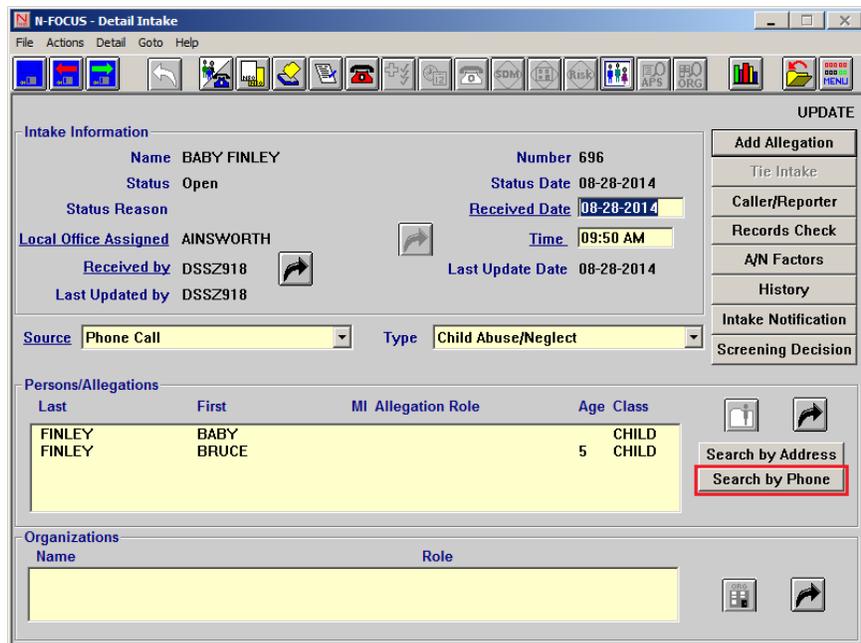
The ability to search by Telephone number to add a Person to a CFS Intake has been added. To search for a person by a telephone number and add them to an Intake, follow these steps:

1. From the Detail Intake window, click the Search by Phone push button.

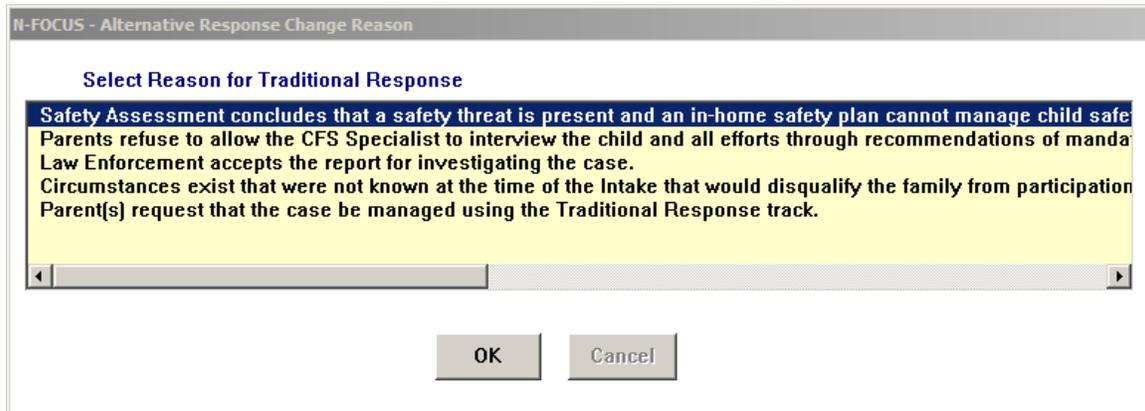
The Search Person(s) by Telephone window will display.

2. Enter the phone number in the Phone number field.
3. Click the Search button.

- Individuals known to N-FOCUS that have or have had this phone number will display in the Person(s) group box.
4. Select a person from the Person(s) list.

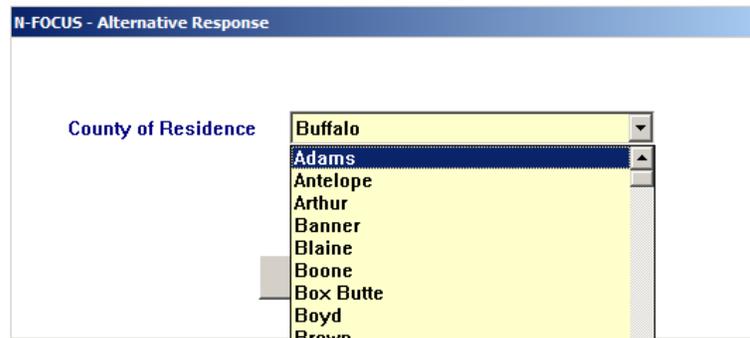


Once the user makes the selection, they select OK and the intake will be updated to a traditional track.



AR Data Collection for All Counties (Change)

When screening intakes users will now be required to enter AR Ineligibility Criteria and R.E.D. Team Criteria for intakes in all Nebraska counties. Intakes with families residing Out of State will not require this data. Prior to this change users only had to enter these criteria for the five pilot counties. If the criteria is entered for a non-pilot county that indicates potential eligibility for AR, the intake will not go through the track assignment process and will be assigned a traditional response.



Auto-select None Apply for R.E.D. Team Criteria (Change)

When entering Alternative Response Ineligibility Criteria, if a worker selects a criteria that would make the intake ineligible for Alternative Response, None apply will automatically be selected in the R.E.D. Team Criteria as ineligible intakes do not need to be reviewed by the R.E.D. Team.

AR Action Date Time Frames (Change)

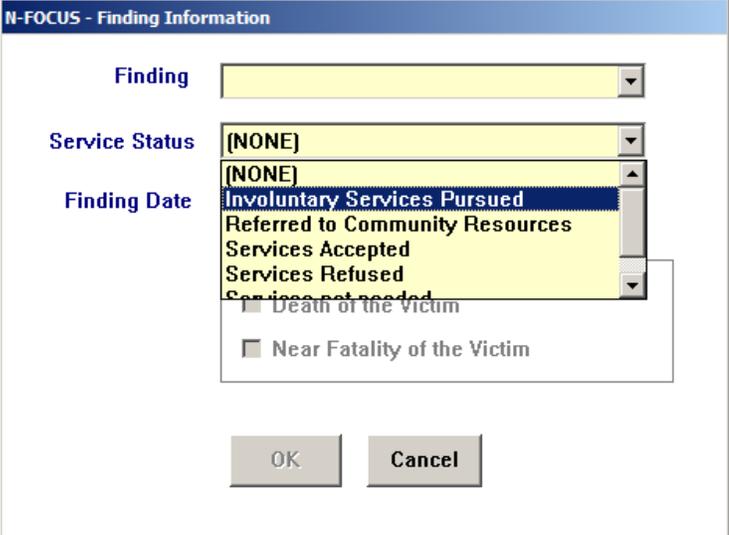
For intakes that have a status reason of Alternative Response, the required time frames for first face to face contact will be five (5) calendar dates regardless of the priority assigned to the intake. This change will be reflected on the intake worksheet as well as in the Action Dates icon.



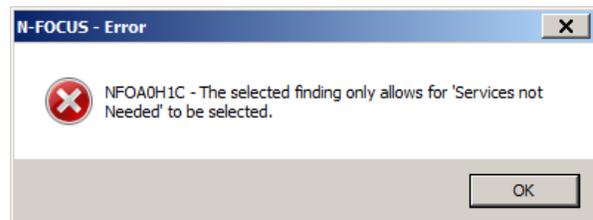
Intake (APS Only)

Case Status Determinations (Change)

When entering findings for allegations in APS Intakes, workers now be required to enter a Case Status Determination. There is also an addition of two new Case Status Determinations; Referred to Community Resources and Involuntary Services Pursued.



Additional rules have been put in place to limit which Case Status Determinations may be selected. The Case Status Determinations of Services Accepted, Services Refused, and Involuntary Services Pursued will only be available for selection if the corresponding finding is Agency Substantiated, Court Substantiated, or Confirmed. If a user attempts to select one of those options for a different finding they will receive a message stating that is not a valid option and not be able to OK the selection.



Closing Status Reason Selection (Change)

When closing an accepted APS intake rules have been put in place to ensure that the correct status reason is selected between APS Investigation and Self-Neglect Assessment.

If the only allegation(s) is self-neglect or neglect with the self-neglect box checked, then the only accepted closing reason that is valid is Self-Neglect Assessment (APS Investigation and Org Related Investigation will not be a valid selection). If a worker attempts to select APS Investigation or Org Related Investigation with only Self-Neglect allegations, they will receive a message saying 'All allegations in this intake are self-neglect, APS Investigation/Org Related Investigation is not a valid status reason'. The worker must change the status reason to a valid one to finish closing the intake or updating the status reason.



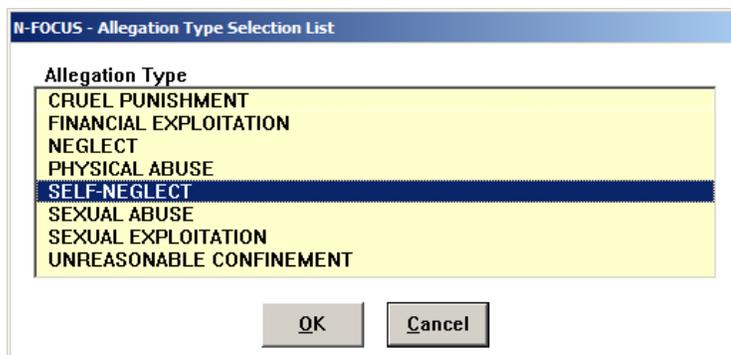
If there are one or more allegations of perpetrated abuse, then Self-Neglect Assessment will not be a valid closing reason. If a worker attempts to select Self-Neglect Assessment with one or more perpetrated allegations (no self-neglect indicator marked or not a Self-Neglect allegation), they will receive a message saying 'One or more allegations in this intake is not Self-Neglect, Self-Neglect Assessment is not a valid status reason'. The worker must change the status reason to a valid one to finish closing the intake or updating the status reason.



Self-Neglect Allegation (New)

A new Allegation type called Self-Neglect has been added. This allegation replaces the use of the Self-Neglect check box for all allegations created after the Nov. 9th release. Neglect allegations that were created prior to the release will continue to have the Self-Neglect Check Box available.

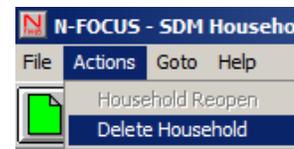
This new allegation type will operate similarly to the Neglect allegation when the Self-Neglect check box was marked. The allegations of Confirmed and Not-Confirmed will be available for selection. When the allegation type is Self-Neglect, no alleged perpetrator can be listed in the allegation.



Structured Decision Making

Delete SDM Households (New)

Users will now have the ability to delete SDM households using the action menu when a selected SDM Household contains no assessments. If an SDM Household contains any assessments it cannot be deleted unless all of the assessments are also deleted. To delete and SDM Household the user can select Delete Household from the Action menu on the SDM Household Summary/Detail window.



School Information (Change)

The School information available from the Address window has been updated with this release to contain the most accurate list of schools.

Closing YRTC Placement (Change)

Prior to this release, a worker needed to select either Parole or Institutional Discharge when closing out an YRTC placement. Effective with this release the reasons of Death, Return to Probation and Higher Level of Care have been added.

Hearing Type and Hearing Results (Change)

The following changes have been made to the Hearing Type and Selectable Hearing Results. Please refer to the Legend at the right for guidance.

The following Hearing Types have been removed:

- Arraignment
- Adjudication Trial
- First Reading
- Probable Cause
- Temporary Custody/Pre-Adjudication
- Appeal to the 3 Judge Panel
- Motion for Further Rev by Sup Ct

Legend	
Shaded Yellow	New
Red Font	Modified
Blue Font	As Was

Hearing Type	Selectable Hearing Results
Admit or Deny	Continued Dismissed Factual Basis Does Not Exist Factual Basis Exists Parent/Child Admits Parent/Child Denies Under Advisement (Previously Pending)
Adoption Hearing	Approved Not Approved Continued Dismissed Under Advisement (Previously Pending)
Adjudication	Continued Dismissed Factual Basis Does Not Exist Factual Basis Exists Parent/Child Admits Parent/Child Denies Under Advisement (Previously Pending)

Appeal	Approved Not Approved Continued Dismissed Under Advisement (Previously Pending)
Show Cause/Contempt of Court	Approved Not Approved Continued Dismissed Under Advisement (Previously Pending)
District Court Custody Hearing	Approved Continued Dismissed Under Advisement (Previously Pending)
Criminal Hearing	Approved Continued Dismissed Under Advisement (Previously Pending)
Child Support	Approved Continued Dismissed Under Advisement (Previously Pending)
Civil Trial	Approved Continued Dismissed Under Advisement (Previously Pending)
Disposition	Case Plan Accepted Case Plan Modified Continued Dismissed Immediate Removal Needed Under Advisement (Previously Pending) Placement Approved/Concurrence Placement Not Approved/No Concurrence YRTC Commitment No Reasonable Efforts Finding
Detention	Approved Not Approved Continued Dismissed Immediate Removal Needed Under Advisement (Previously Pending)
First Appearance	Continued Dismissed Factual Basis Does Not Exist Factual Basis Exists Parent/Child Admits Parent/Child Denies Under Advisement (Previously Pending) Placement Approved/Concurrence Placement Not Approved/No Concurrence
Guardianship Hearing	Approved Not Approved Continued Dismissed Under Advisement (Previously Pending)
Indian Child Welfare Certification of Voluntary TPR	Approved Not Approved Continued Dismissed Under Advisement (Previously Pending)

Permanency Hearing	Case Plan Accepted Case Plan Modified Continued Dismissed Under Advisement (Previously Pending) Placement Approved/Concurrence Placement Not Approved/No Concurrence No Reasonable Efforts Finding
Placement Review	Continued Dismissed Under Advisement (Previously Pending) Placement Approved/Concurrence Placement Not Approved/No Concurrence
Pre-Adjudication/Pre-Trial	Continued Dismissed Factual Basis Does Not Exist Factual Basis Exists Immediate Removal Needed Parent/Child Admits Parent/Child Denies Under Advisement (Previously Pending)
Review Hearing	Case Plan Accepted Case Plan Modified Continued Dismissed Under Advisement (Previously Pending) Placement Approved/Concurrence Placement Not Approved/No Concurrence YRTC Commitment No Reasonable Efforts Finding
Termination Trial	Continued Dismissed Factual Basis Does Not Exist Factual Basis Exists Parent/Child Admits Parent/Child Denies Under Advisement (Previously Pending)
Voluntary Relinquishment	Approved Not Approved Continued Dismissed
Visitation Hearing	Approved Not Approved Continued Dismissed Under Advisement (Previously Pending) Placement Approved/Concurrence Placement Not Approved/No Concurrence
Temporary Custody	Continued Dismissed Immediate Removal Needed Parent/Child Admits Parent/Child Denies Under Advisement (Previously Pending) Placement Approved/Concurrence Placement Not Approved/No Concurrence
Reasonable Efforts Hearing	Continued Dismissed Under Advisement (Previously Pending) No Reasonable Efforts Finding

Young Adult Permanency Review	Case Plan Accepted Case Plan Modified Continued Dismissed Under Advisement (Previously Pending) No Reasonable Efforts Finding
Young Adult Best Interest Hearing	Approved Not Approved Case Plan Accepted Case Plan Modified Continued Dismissed Under Advisement (Previously Pending) No Reasonable Efforts Finding
Young Adult Review Hearing	Approved Not Approved Case Plan Accepted Case Plan Modified Continued Dismissed Under Advisement (Previously Pending) No Reasonable Efforts Finding
Alternative Disposition	Approved Not Approved Continued Dismissed Under Advisement (Previously Pending) YRTC Commitment
Re-Entry Hearing	Continued Re-Entry Hearing Held

Independent Living Payment (Change)

The previous Independent Living Payments for a youth could be up to \$352 a month. The payments will now be up to \$760.42 a month.

Allow People to be added and removed from SDM Households (Change)

Workers can now Add or Remove People from SDM Households when an assessment is in Draft, Ready for Review, Revisions Required, and/or Admin Reopen.

If there is an already finalized assessment and you want to remove a person from the household; you can only End Date the person.

End Date

This person will now show as Out of Household. The Out of Household person will stay in any finalized SDM assessments, but will be removed from any assessments in draft, ready for review, admin reopen, and revisions required status.

The screenshot shows the 'W-FOCUS - SDM Household Summary/Detail' window. At the top, it displays 'CFS Case Name WALLY DAD' and 'Master Case ID 4684'. Below this is a table with columns: Household Name, Referral Date, Status, and Status Begin Date. The table contains one row: 'WALLY DAD', '08-02-2014', 'INITIAL ASSESSM', and '08-02-2014'. To the right of this table are buttons for 'Status', 'History', and 'Summary'. Below the table is the 'SDM Household' section, which includes 'Name WALLY DAD' and 'ID 97670661'. It also shows 'Referral Date 08-02-2014' and 'Status INITIAL ASSESSMENT'. A table below this lists household members with columns: Name, Role, and Role Begin Date. The table contains five rows: 'WALLY DAD' (PRIMARY CAREGIVER, 08-08-2014), 'GRANDMA WALLY' (SECONDARY CAREGIVER, 09-29-2014), 'LITTLE WALLY' (CHILD, 08-08-2014), 'GIRLY WALLY' (CHILD, 09-29-2014), and 'MIDDLE WALLY' (CHILD, 10-17-2014). To the right of this table are buttons for 'Add', 'Update', 'Remove', 'End Date', and 'History'. The 'Remove' button is highlighted with a red box. At the bottom right of the window, it shows the date '10-17-2014' and time '10:13:27'.

Duplicate Organizations (Change)

With this Release, we have removed all Organizations that were labeled as, 'DUP' from the Active Organization List window. The 'Dup' orgs have been set to Closed Status. If needed, the list of these Orgs can be view by setting the Status field to Closed on the Search Org window.

FC PAY

Delete Payment Determination (New)

With this Release, we have added a "Delete Payment Determination" function on the List Payment Determination window. This will allow deletion of a Payment Determination that is in either, 'Draft' or 'Administrative Reopen' Status only. The user will select (highlight) the line to be deleted and then select Action - Delete Pymt Determination.

Past Instances of FC PAY- (FIX)

A problem was discovered with the new FC PAY function that was added in the August Release.

If an FC Pay/NCR was created while the child was in the Jones foster home, and the child then moved to the Smith foster home, the system will not allow the user to open the FC PAY that was previously created.

With this Release we fixed the functionality so that past instances of FC PAY can be opened even if the child has moved to a new placement.

Copy/Paste Functionality – (FIX)

With this Release, we have added the ability to use a right mouse click to Copy, Paste, or Cut narrative into the Level of Care narrative field on the Nebraska Caregivers Responsibilities window.

Relative Notification

List Relative Relationships Window (Fix)

Previously workers were able to add only 30 persons to the Relative list box on the List Relative Relationships window, with this Release we have increased the limit to 40 persons.

Expert System Navigation (Tip)

When you check out a case to Expert System the case is open on the Navigator window. Numerous icons have been added to the Navigator window to help you in entering information without the need to go back to the Mainframe.



Each of these windows may be moved to another screen so that you can continue to work in Expert System and document or view information provided.

Icon	Functionality
	Client E-App – This icon will navigate you to the Summary of Applications Tied to the Program Case window.
	Master Case – This icon will navigate you to the Detail Master Case window of the case you have checked out.
	Interfaces – This icon will navigate you to the Interface Person Selection window. Select the person for whom you want to view the Interfaces and click OK. The Interfaces Menu will display.
	Narrative – This icon will navigate you to the Search Narrative window. From this window you can search or create new narrative for the Master Case you have checked out.
	CFS/APS Narrative – This icon will navigate you to the Search Narrative for the CFS/APS Narrative. From this window you can search or create new narrative for the CFS/APS Program Case.
	Alert/Work Task – This icon will navigate you to the List Master Case Alerts/Work Task window.
	Correspondence – This icon will navigate you to the Search for Correspondence window. Search or create new correspondence as appropriate.
	Verifications – This icon will navigate you to the Detail Verification Request Tracking window.
	Document Imaging – This icon will navigate you to the Search Image window. Search for the documents as appropriate.
	Policy Manuals – This icon will navigate you to the On-line Help Policy Manuals.