# N-FOCUS Major Release
# Children and Family Services
# July 12, 2015

A Major Release of the N-FOCUS system is being implemented July 12, 2015. 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 cas e 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

## CHARTS Referral (Change)

When creating a CHARTS Referral for a person who is not part of a Program Case that is usually referred, the message has been changed to the following:

<Person Name> - Is not in active status in a CHARTS referable program or pending in a Child Care Program.

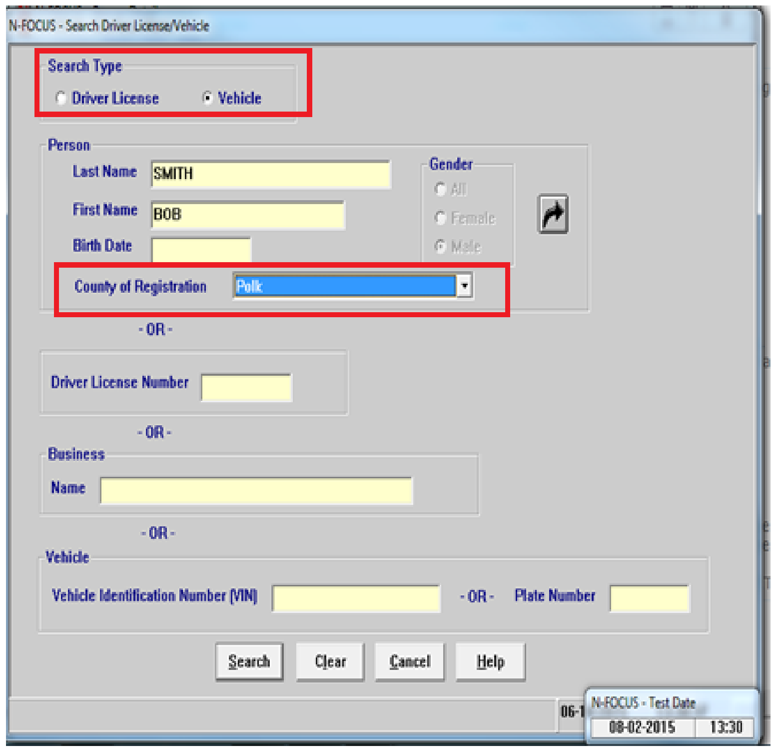
## DMV Interface Search Criteria (Change)

The County of Vehicle Registration is now available in order to narrow the search criteria when conducing a Vehicle search.


1. From the Interface Menu window select the DMV icon.

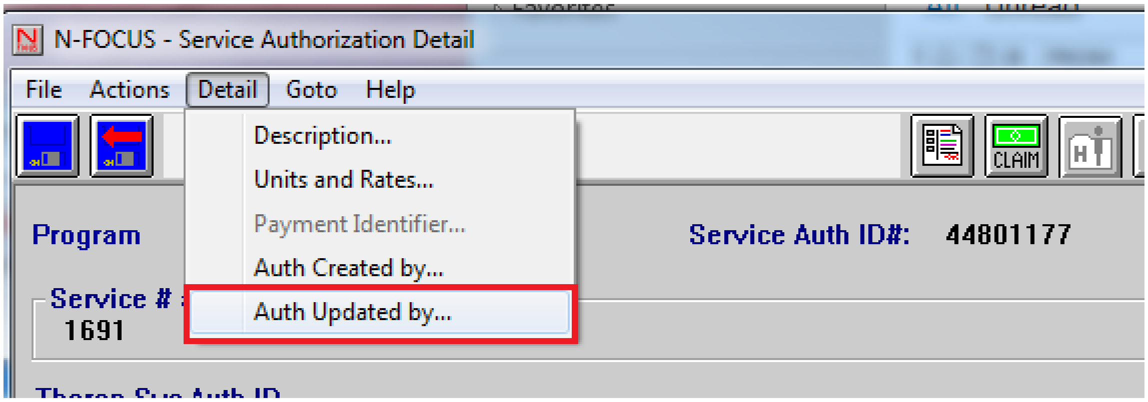
   The Search Driver License/Vehicle window displays.

2. To narrow your search from name only, change the Search Type from Driver License to Vehicle.
3. Select the County Registration.
4. Click Search.



## Service Authorization Audit History (New)

With this release you will be able to view who last updated the Service Authorization. To do so, click Detail>Auth Updated by... The Service Auth Updated By pop up will display the User ID and date the Service Authorization was most recently updated.





## Languages Added (Change)

The following languages have been added to the Language fields:

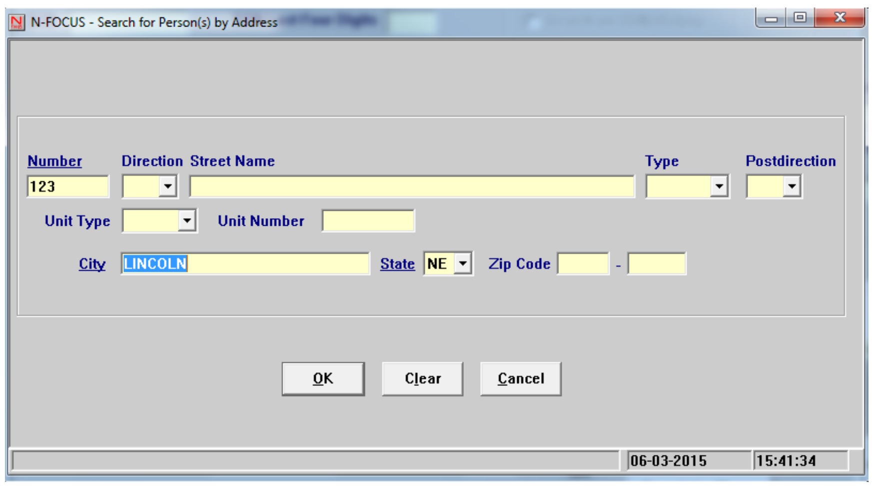
- Karen
- Karenni
- Burmese
- Nepali
- Somali
- Kurdish
- Bosnian
- Croatian
- Serbian

## Search by Address (Tip)

When conducting a Person Search, you can do a Partial Address search by entering the house number, City and State OR the house number, City, State and Zip Code. If you do not know the zip code and only provide the house number, City and State, the city name must be spelled correctly. This search criteria will provide a list of all of the addresses within the designated city that match what is entered in the number field.

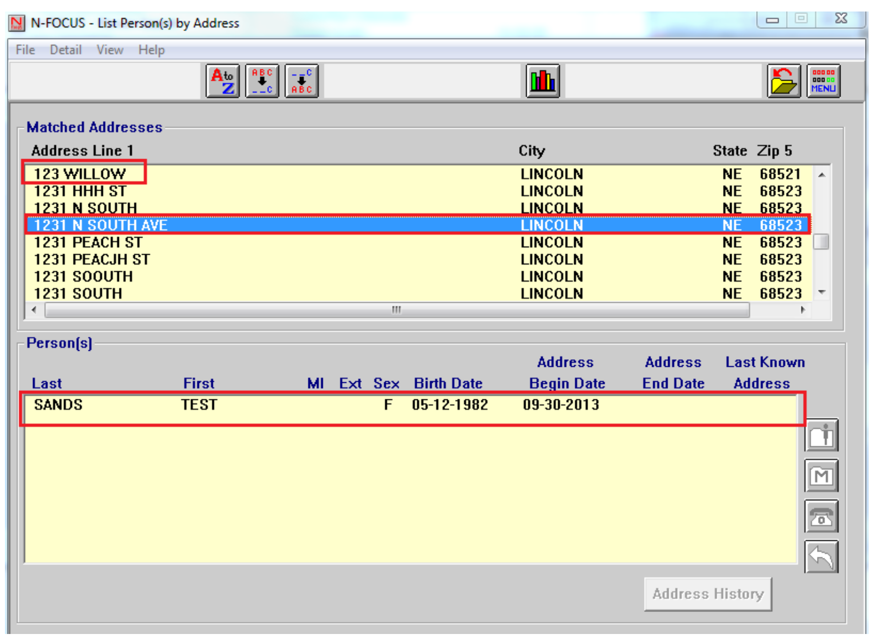
1. From the Person Search window, click the Search by Address button.


   The Search for Person(s) by Address window will display.




2. Enter the search criteria.
   a. Number, City, State – OR
   b. Number City, State and Zip
3. Click OK.

   The List Person(s) Address window will display all of the addresses that match your search criteria.




   **Note:** The search criteria in the Number field is 123. The results show addresses for 123 AND for addresses that begin with 123 as part of the house number.

4. Highlight the address and the Persons who live at that address will display in the Person(s) group box.

## OnBase (Change)

All N-FOCUS related Providers and Organizations, with the exception of Medicaid, are now required to complete their billing online.(CC, EA, SNAP, CFS, and CC) You will notice several changes within the Service Approval/Provider Detail window in order to create the claim lines in OnBase and then to the ECM portal for the providers to submit their billing.

### Preprint Indicator

With all NEW ORG/Providers, you will need to select one of the following Preprint Options on the Service Approval/Provider Detail window:

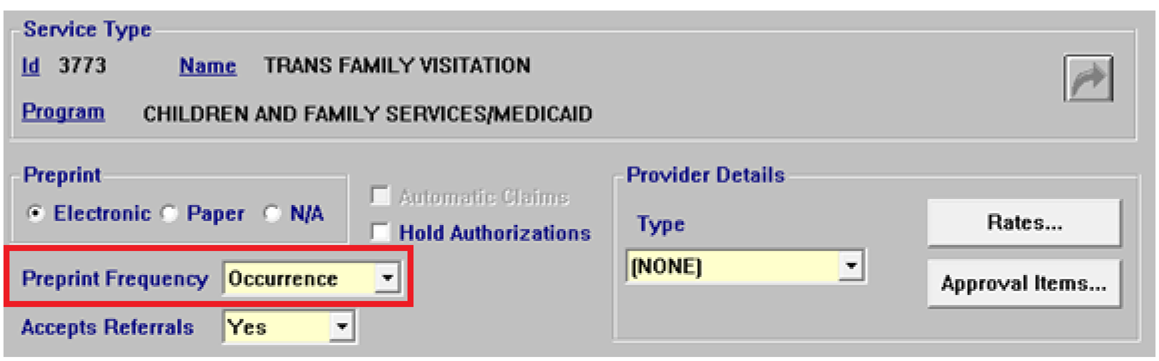

- Electronic will need to be selected for all providers who are now required to do their billing online. This includes notices and claim lines.
- Paper will be selected for a limited few providers who have met criteria determined by the specified policy staff to continue to receive paper pre-prints and submit their billing via mail.
- N/A will default all processes (claims and notices) as they were prior to the release. EX: If currently receiving Electronic Claims and Service Auths, will remain Electronic.

**Note:** As of the July Release all existing providers will have their preprint indicator set automatically therefore users will not need to update these.

Only users with specified security will be able to update or change the Preprint Indicator once it has been set.

### New Preprint Frequency Type

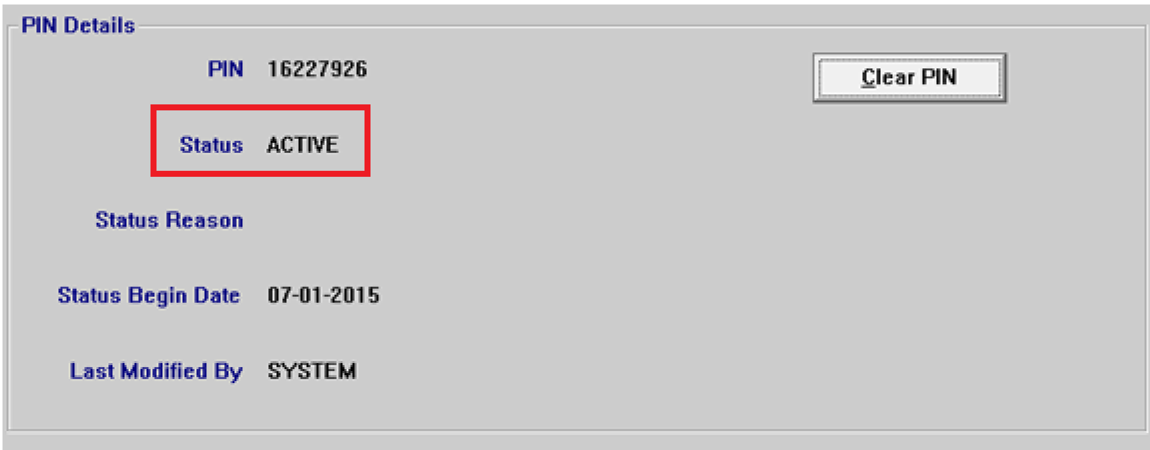
A new Preprint frequency will be available with the July release. The Occurrence selection is for providers who are onetime or occurrence related billers. Examples: Occurrence, One Way, etc.



## Provider Enrollment Letters/ PIN Generation

When the provider Preprint selection is set to Electronic, N-FOCUS will create a PIN specific to the provider. This creates a Registration Letter that is sent out in the mail to the provider for them to create their account online.

Once a PIN is validated in the ECM portal its status will be set to ACTIVE.




If the provider needs a new PIN, as long as the status is ACTIVE, users with appropriate security can clear the PIN which will prompt a new letter with a PIN to be sent to the provider.

## OnBase Correspondence Sent (Change)

OnBase will store and then process the printing of correspondence that goes out in the mail for correspondence created by N-FOCUS. The following types of correspondence are included in this process:

- Service Authorization for Client and Provider
- Notices of Discontinued Service
- Registration Letters (containing the PIN information)
- Claims (paper and electronic preprints)

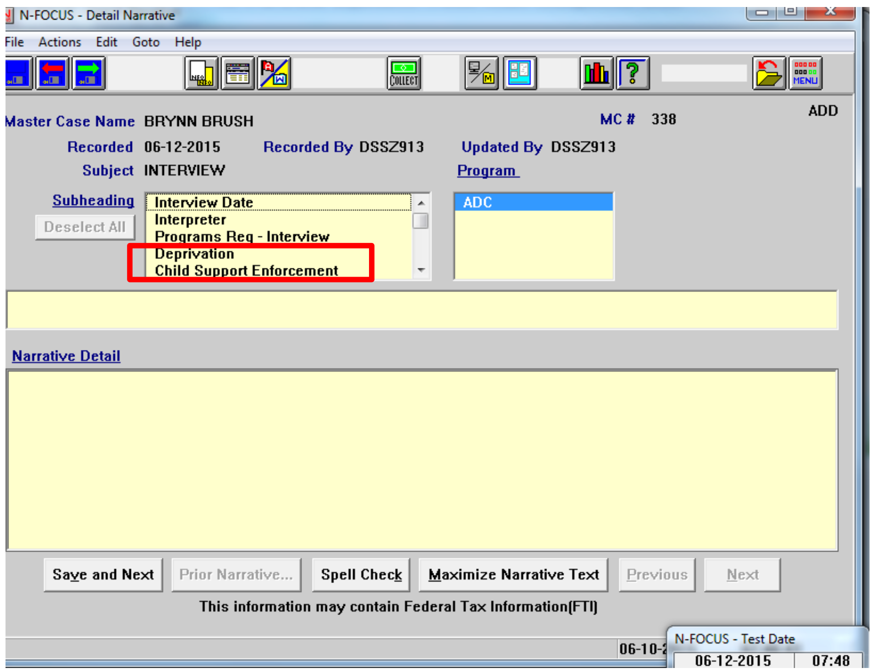
# Narrative

## Child Support Enforcement (New)

The subheading Child Support Enforcement has been added to the Subjects Interview and Approval attached to Child Care program cases.

The sub heading Child Support Enforcement has been moved up in the list  to nearer to the beginning of the Subjects Interview and Approval attached to ADC, AABD and Medicaid program cases.

This is to prompt workers to create CHARTS Referrals when opening these program cases.




# Alerts

## Alert #239 NCR Finalized Alert

This alert was changed so that it will be created when an NCR is finalized, even if there is not a change in the Case Payment Amount.

## All Divisions – List Position Alerts for Additional Workers (Change)

Effective with this release, once your assignment to a Program Case ends, you should no longer receive Alerts for that Program Case.

## Alert #76 Zero Remaining Units (Change)

This alert will no longer be generated for MLTC PASS Programs.

This Alert will be generated to the Assigned CFS Worker when the Service Authorization is to a Provider, the Authorization End Date is in the future and the Authorization is out of units.

The alert runs the first of the month and should run when the Service Authorization End Date is within a 30 to 60 day range.

**Alert Text:**

Service Authorization for [Name]’s [Service Type Short Name] [Provider Organization Name] is open and has no remaining units.

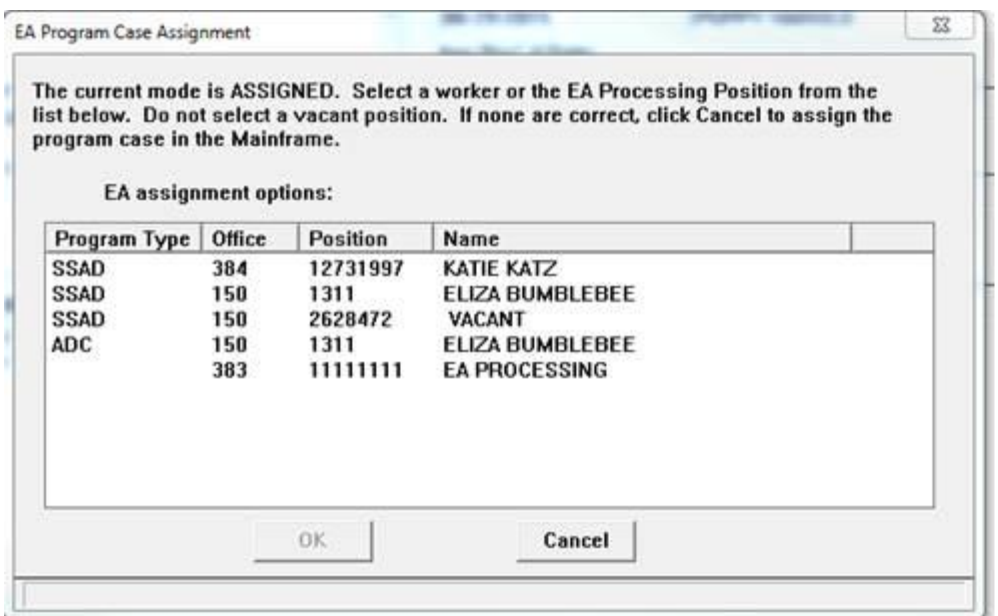
# Expert System

## Program Case Assignment (Change)

When an EA Program Case is added or re-opened in Expert, and the mode of Assigned is accepted by the worker, the EA Program Case Assignment window will display.

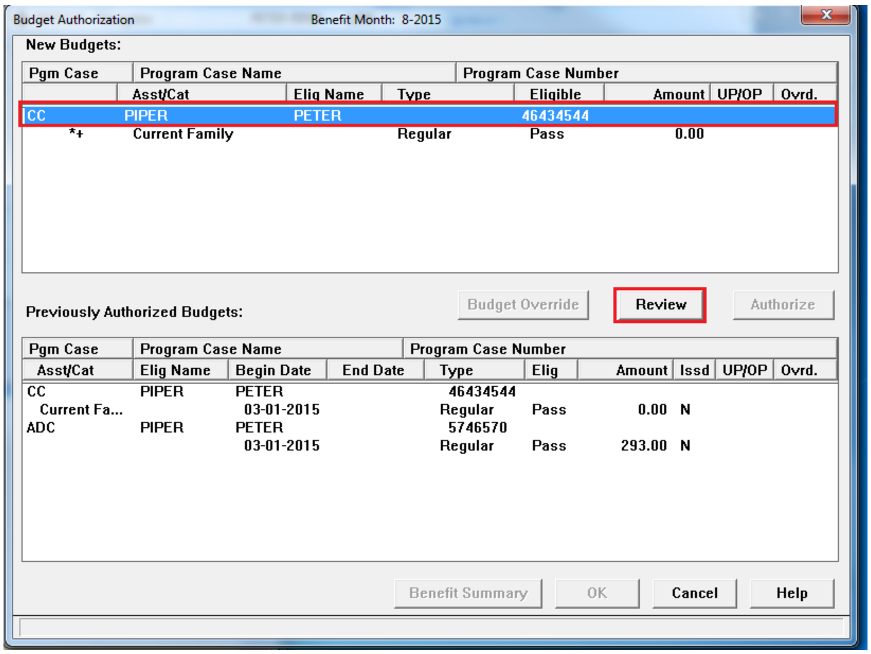
The window will show all EA Program Cases in Assigned mode along with the position number and name of the worker assigned to the program. The worker can select the appropriate worker or the EA Processing Position. If none of the Assignment options are correct, click Cancel and assign the program case in the Mainframe.

**Note:** Do not select Vacant, even if it is one of the options in the list, as no program cases should be assigned to a vacant position.



## Child Care Review Button (Change)

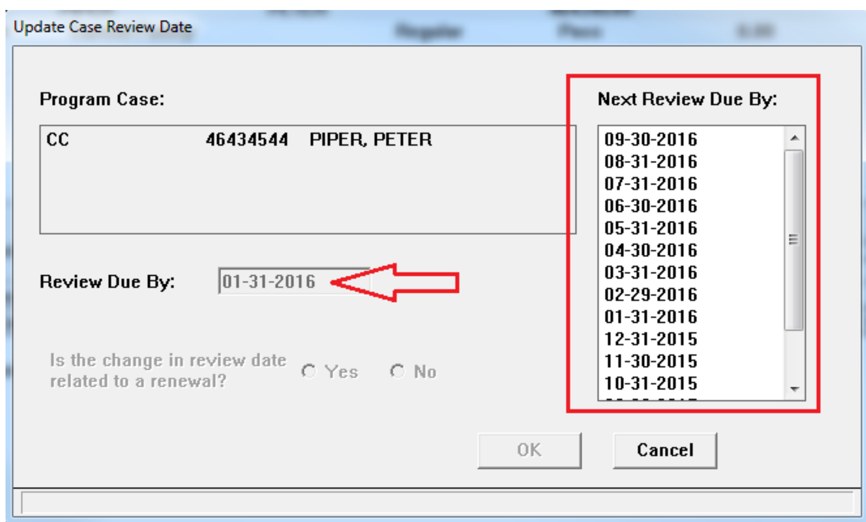
A Child Care Review button has been added to the Budget Authorization window. This button will allow workers to set the desired Review Date for the Child Care program. To activate the Review button, highlight the Child Care Case.




The Update Case Review Date window will display.

Select the Next Review Due by Date and click OK.

**Note:** The Review Due By date that is not enabled is the Current Next Review Due By date.



## Accounts Receivable on Closed Programs (New)

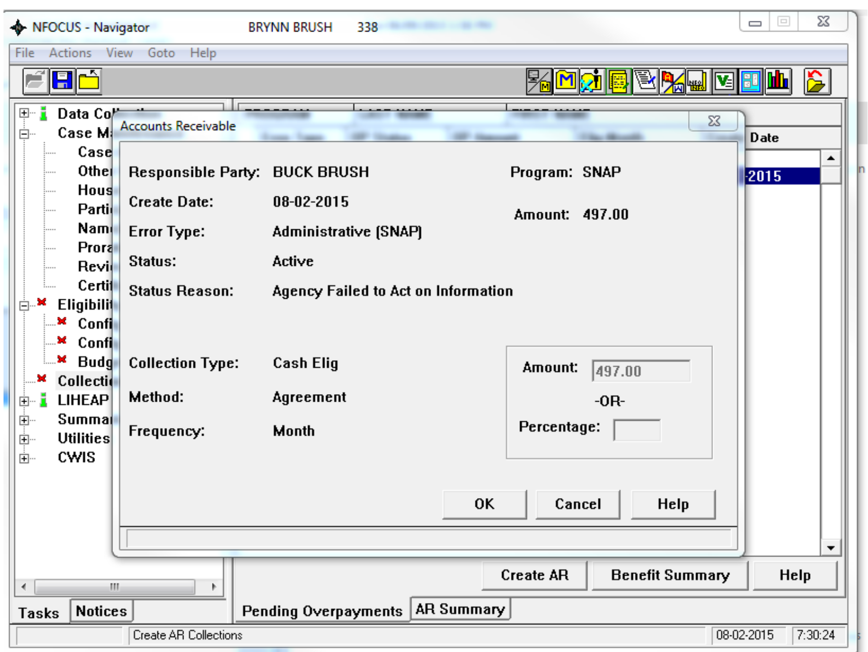
The Repayment Method of an Accounts Receivable (AR) will automatically change when a Responsible Party goes from Closed to Pending or Active in a related AABD PMT, ADC or SNAP program case.

Previously, when the Responsible Party is not active in a program case related to an AR, the Finance or the Issuance and Collections units changed the Repayment Method to CASH Reimbursement and an agreed upon Amount. Workers or ICC would need to change the AR Repayment Method back to Recoupment when the program case person was reopened and create an Alert telling the worker to run the come-up month budget to begin recoupment.

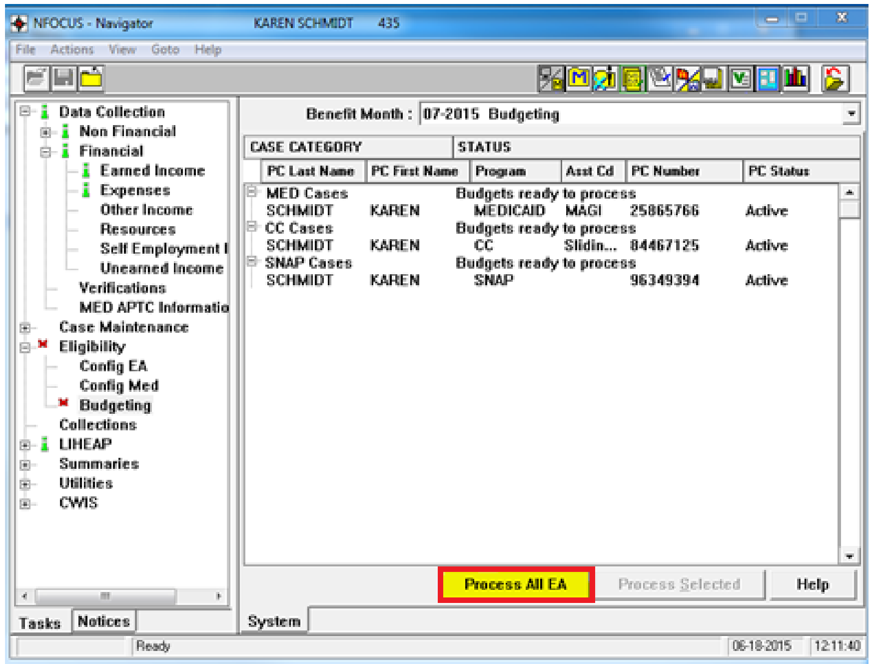
With this release, when the closed person is pended or made active in the related program case, the Repayment Method will automatically be changed to Recoupment Eligibility and the Rate will default to 10%. If the AR is for Fraud budgeting will recoup at the rate of 20%. This will allow recoupment to begin with the first month of benefits are approved and authorized. Note: SNAP does not recoup in a prorated month.

Conversely, when the person is closed in a related program case the Repayment method will change to CASH and the amount will default to the current balance on the AR.

Newly created Accounts Receivable on currently Closed Program Cases will be created with the Collection Type of Cash Eligibility and the Repayment amount will default to the total AR balance.



## EA – Process All Button (Change)




The Process All button is once again going to be found on the Budgeting page. This button is in addition to the Process Selected button.

The Process All button will be available for Economic Assistance Programs only. Programs that will be selected with the Process All button are:

- ADC/PMT
- TMA-G
- AABD/PMT
- Child Care
- SNAP

The Process All Button will not enable if you do the following:

- Manually select any programs in the budgeting task
- There is a Mandatory Task for any of the EA Programs

**Note:** If there is a Child Care Program Case that is Without Regard to Income, it will be selected with the Process All button.

## Verification Requests (Tip)

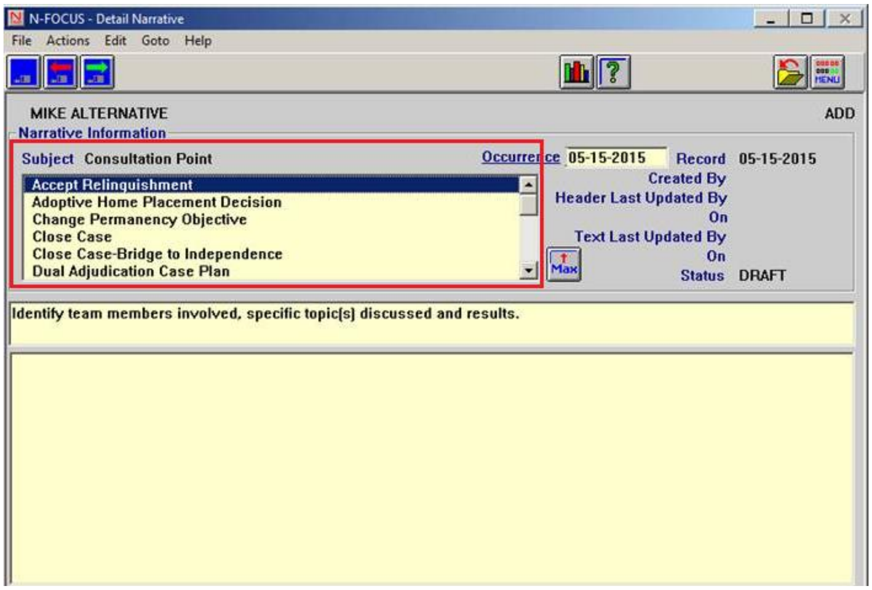
Anyone with an Administrative Role of Case Rep or NH Rep will appear in the Send To List for a Verification Request.

# Children and Family Services

## Consultation Point Narrative Item Selection (Change)

Effective with the July Release CFS Consultation Point Narrative will have the option of multi-selecting different types of items for the consultation point narrative subject area. The narrative will be connected to all of the selected subject areas. When multiple narratives items are selected, they will all be updated together, so if a user changes the narrative it will apply to all of the items selected. Also, if users adds items, those new items will be included with the narrative and if an item is removed, it is deleted from the narrative.

**Note:** At this time this option will only be available for the CFS Program Case Consultation Subject Area. Other narrative Subject Areas will continue to have the drop-down menu where only one subject may be selected.

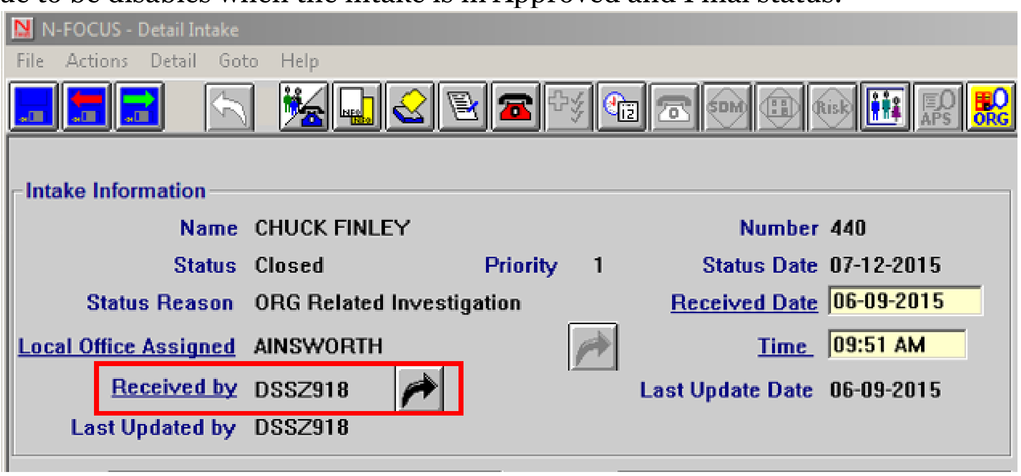



When printing narratives that have multiple items selected from the CFS Narrative icon, the narrative will only print once with each of the items selected listed. However, if a worker prints these narratives from the consolidated narrative window, the narrative will print for each item selected.

## Intake

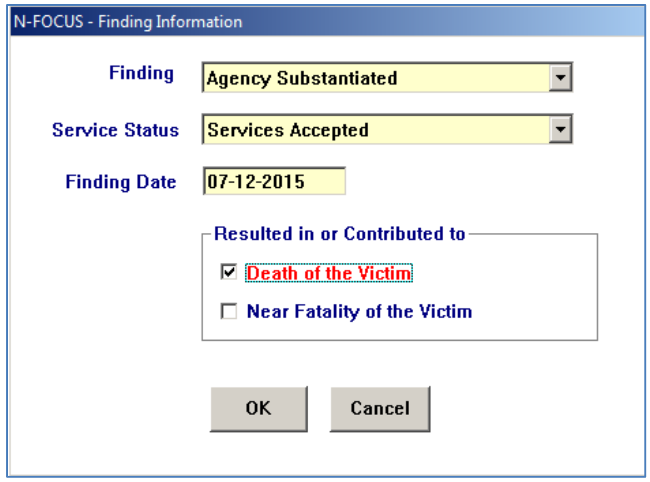
### Update Received by Worker (Change)

When updating an intake is in closed status, intake supervisors will now be able to update the Received by worker. This can currently be updated when the intake is in Open status and will continue to be disables when the intake is in Approved and Final status.



## Allegation Finding –Death/Near Fatality Indicator (Change)

This change will carry forward the Death/Near Fatality indicator for findings entered on allegations. Prior to this change if a worker updated a finding on an allegation that indicated that the allegation resulted in or contributed to the Death of the Victim or Near Fatality of the Victim, the selection did not remain and the worker was required to reselected the indicator. This change carries that selection forward to the updated finding as long as the worker changes the updated finding to Agency Substantiated, Court Pending, Court Substantiated, or Confirmed.

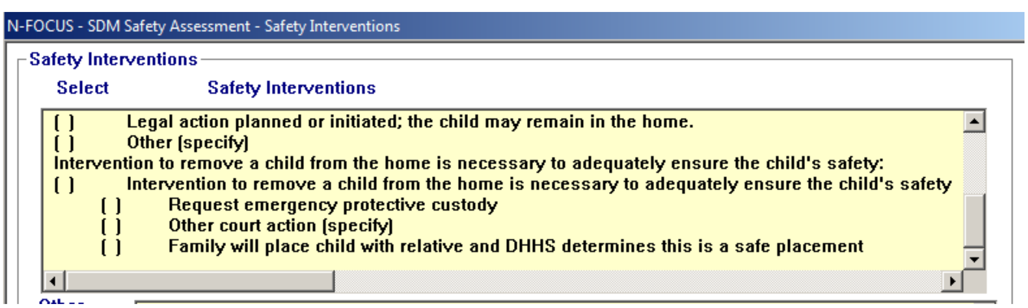



# Structured Decision Making

## Safety Assessment Safety Interventions (Change)

The following changes have been made to safety interventions that a user is able to select on a SDM Safety Assessment.

- Change the wording of the intervention 'Family and Department agree to informal out of home placement with relative' to 'Family will place child with relative and DHHS determines this is a safe placement'
- Remove the intervention 'The parent or legal guardian has chosen to sign a Voluntary placement Agreement'. This will no longer be able to be selected on assessments created after the release, but prior assessments that have this option selected continue to show it.



## Update Safety Plan Safety Threat Narratives (Change)

Workers will now be able to update the Safety Plan narratives for the most recently created Safety Plan. This will allow workers to update the safety monitors or plans in place for specific safety threats to be adjusted. Specifically, the Safety Threat Narratives will be updatable as longs as it is the most recent Safety Plan that does not have an End Date. Currently, only the Progress narratives were updatable in the most recent Safety Plan

**Note:** When changes are made to the Safety Plan, the correspondence for the safety plan will be recreated with the new information.

## Create Safety/Reunif. Assmnts. with Non-Final Assmnts. (Change)

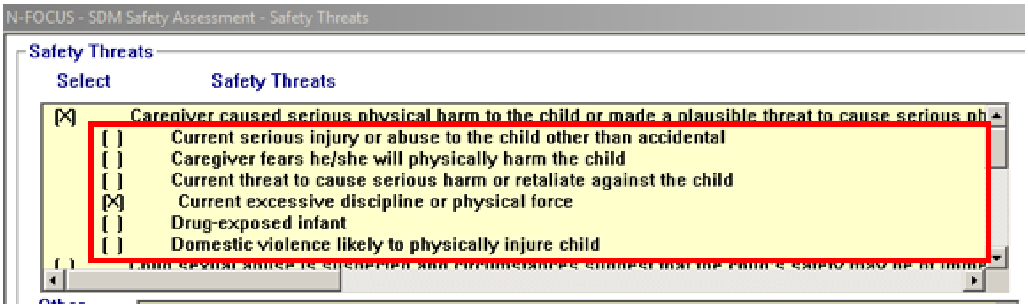
Users were previously unable to create a Safety Assessment or Reunification Assessment if there was the opposite assessment present in the household in a non-final status. This edit was originally put in place to prevent two safety plans from being created simultaneously. This prevented users from being able to document information in a timely manner. This change will move that edit so that users will be able to create the assessment and complete their documentation and will also be able to create a Safety Plan as long as the other assessment that is not in final status does not have a Safety Plan associated with it. This edit also makes changes so that an assessment can be reopened in certain conditions as well.

See the matrix below for where edits will allow for a Safety Assessments (SDM_SA), Reunification Assessments (SDM_RUA) and Safety Plans (SP) to be created with non-final Safety Assessments and Reunification Assessments when they have or do not have a Safety Plan.

| | Non Finalized SDM_RUA With SP exists | Non Finalized SDM_RUA Without SP exists |
|---|---|---|
| Allow creating SDM_SA | Yes | Yes |
| Allow creating SP for SDM_SA | No | Yes |
| | | |
| Allow reopening SDM_SA with SP | No | Yes |
| Allow reopening SDM_SA without SP | Yes | Yes |
| | | |
| | Non Finalized SDM_SA With SP exists | Non Finalized SDM_SA Without SP exists |
| Allow creating SDM_RUA | Yes | Yes |
| Allow creating SP for SDM_RUA | No | Yes |
| | | |
| Allow reopening SDM_RUA with SP | No | Yes |
| Allow reopening SDM_RUA without SP | Yes | Yes |

## Print Safety Concern Sub-Category (Change)

The subcategory for concerns selected on an Assessment of Placement Safety and Suitability (APSS) or the Safety Plan previously did not print out on the APSS or Safety Plan Correspondence. This change will print those sub-categories out on the document. For instance, one category is, 'Care provider caused physical harm to the child or made a plausible threat to cause physical harm in the current incident, as indicated by any of the following:'. Without the subcategory the persons reading the plan were not able to see know what it was indicated by. These will now print on the plan.



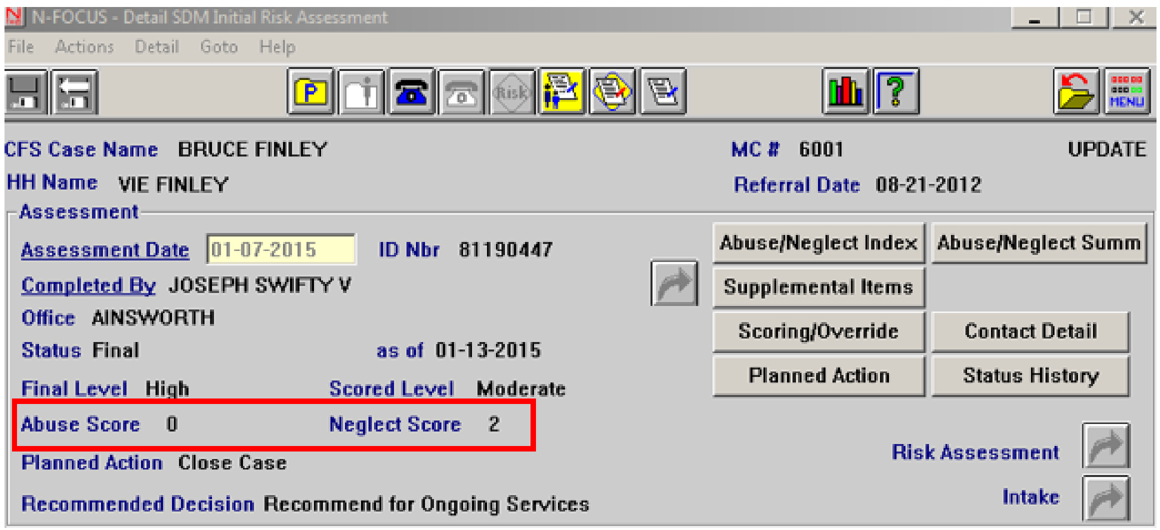

## FSNA Child Rating Narrative Requirements (Change)

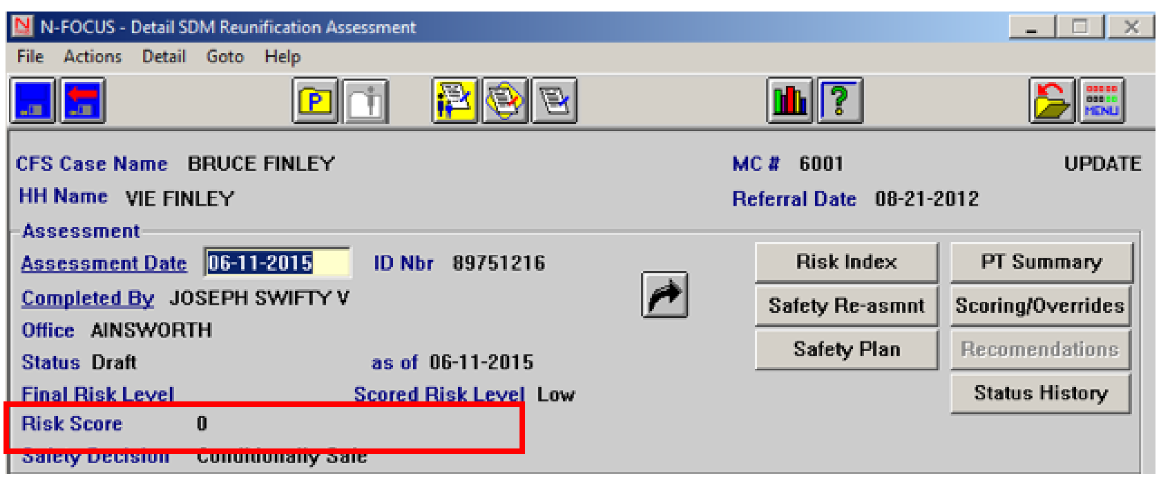
When entering child ratings on the FSNA, workers will no longer be required to enter narratives for the rating if all of the children in the assessment meet the following conditions for the specific rating:

- CSN2-Sexualized Behavior. Narrative for this question will not be required if all youth in the assessment are age 5 and younger and the selected responses only include 'A' or 'B'.
- CSN4-Education. Narrative for this question will not be required if all youth in the assessment are age 5 and younger and the selected responses only include 'A' or 'B'.
- CSN7-Substance Abuse. Narrative for this question will not be required if all youth in the assessment are age 5 and younger and the selected responses only include 'A' or 'B'.
- CSN10-Delinquent Behavior. Narrative for this question will not be required if all youth in the assessment are age 5 and younger and the selected responses only include 'A' or 'B'.
- CSN11-Life Skills. Narrative for this question will not be required if all youth in the assessment are age 14 and younger.

## Display Scores for SDM Assessments (Change)

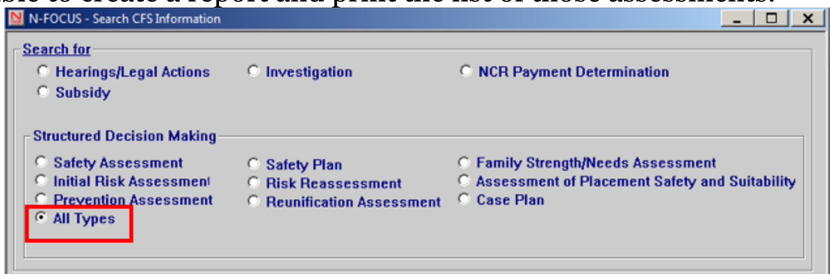
The actual numerical score for ratings on the Initial Risk Assessment, Prevention Assessment, Risk Reassessment, and Reunification Assessments will now display on the main window for each of the assessments. The Initial Risk Assessments and Prevention Assessments will display both the Abuse Score and the Neglect Score and the Risk Reassessment and Reunification Assessment will both display the Risk Score. This will allow users to verify the Risk level provided by the assessment with the actual score based on the items answered in the assessment.



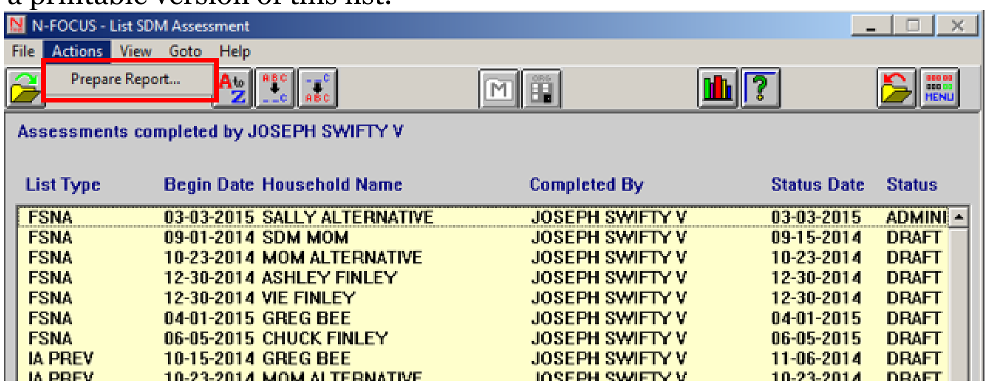



# CFS Information Search Print SDM Assessments (Change)

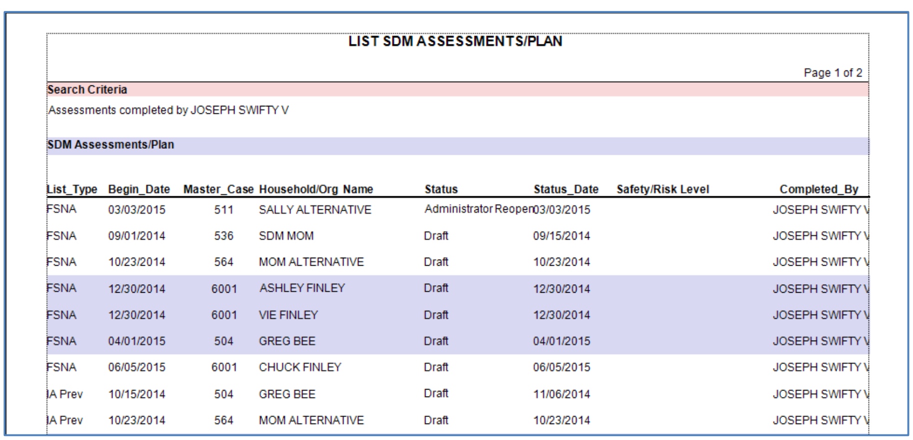

When users are searching for SDM Assessments using the CFS Information Search from the Main Menu on N-Focus and search by all types of SDM Assessments, they will now be able to create a report and print the list of those assessments.




From the list window of this search, using the Action menu users can select Prepare Report. This creates a printable version of this list.




**Result:**



LIST SDM ASSESSMENTS/PLAN

Page 1 of 2

Search Criteria

Assessments completed by JOSEPH SWIFTY V

SDM Assessments/Plan

| List_Type | Begin_Date | Master_Case | Household/Org Name | Status | Status_Date | Safety/Risk Level | Completed_By |
|---|---|---|---|---|---|---|---|
| FSNA | 03/03/2015 | 511 | SALLY ALTERNATIVE | Administrator Reopen | 03/03/2015 | | JOSEPH SWIFTY V |
| FSNA | 09/01/2014 | 536 | SDM MOM | Draft | 09/15/2014 | | JOSEPH SWIFTY V |
| FSNA | 10/23/2014 | 564 | MOM ALTERNATIVE | Draft | 10/23/2014 | | JOSEPH SWIFTY V |
| FSNA | 12/30/2014 | 6001 | ASHLEY FINLEY | Draft | 12/30/2014 | | JOSEPH SWIFTY V |
| FSNA | 12/30/2014 | 6001 | VIE FINLEY | Draft | 12/30/2014 | | JOSEPH SWIFTY V |
| FSNA | 04/01/2015 | 504 | GREG BEE | Draft | 04/01/2015 | | JOSEPH SWIFTY V |
| FSNA | 06/05/2015 | 6001 | CHUCK FINLEY | Draft | 06/05/2015 | | JOSEPH SWIFTY V |
| IA Prev | 10/15/2014 | 504 | GREG BEE | Draft | 11/06/2014 | | JOSEPH SWIFTY V |
| IA Prev | 10/23/2014 | 564 | MOM ALTERNATIVE | Draft | 10/23/2014 | | JOSEPH SWIFTY V |

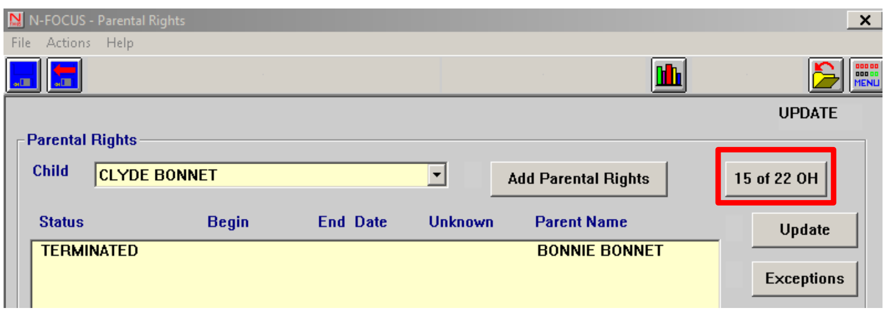
## Additional Required Contacts Narratives (New)

The following narratives have been added to the Required Contacts area to allow workers to document their efforts to locate and engage parents.

- Efforts to Contact Father - Incarcerated
- Efforts to Contact Father - Out of State
- Efforts to Contact Father - Chose Not to Engage
- Efforts to Contact Father (Other)
- Efforts to Contact Father (Whereabouts Unknown)
- Efforts to Identify the Father
- Efforts to Contact Mother - Incarcerated
- Efforts to Contact Mother - Out of State
- Efforts to Contact Mother - Chose Not to Engage
- Efforts to Contact Mother (Other)
- Efforts to Contact Mother (Whereabouts Unknown)
- Efforts to Identify the Mother

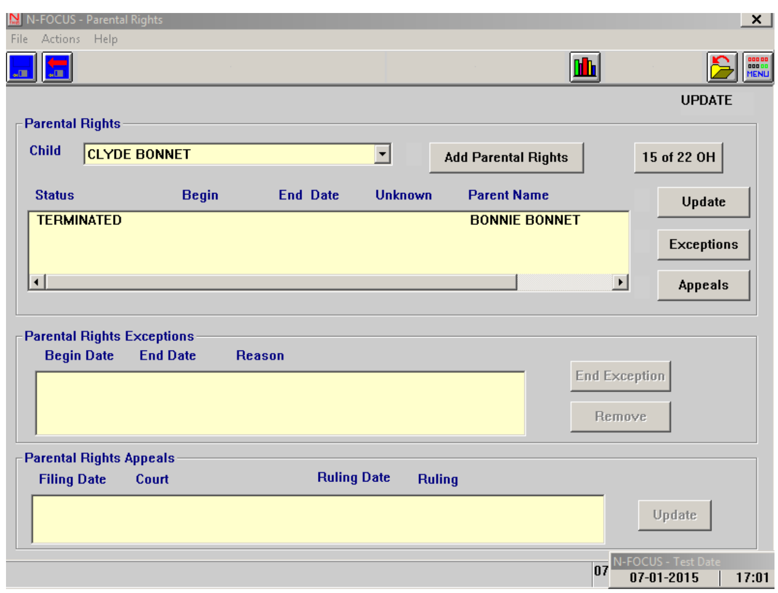
## 15 Out of 22 Months in Out of Home Window (New)

A new window has been created to track hearings related to parental rights for children who have been in out of home care for 15 of the last 22 months. The window can be accessed from the Parental Rights window. From the Parental Rights window, select the '15 of 22 OH' pushbutton.



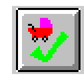

The new window allows workers to enter the following:

- Date they requested the County Attorney or Guardian ad Litem to file for termination
- Response from the County Attorney or Guardian ad Litem
- Date TPR was filed
- Date the TPR hearing is scheduled
- Date the TPR Hearing was held
- When an exception hearing is scheduled and held



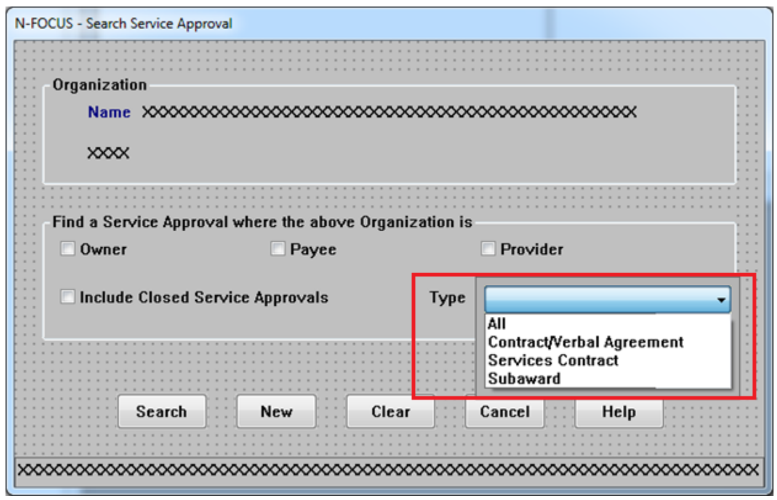
## Create a Contract Budget Tracker (CBT) Approval (Change)

The functionality for creating a CBT Service Approval will follow the current process for creating any Service Approval for an Organization. To create a CBT Approval, follow these steps:

1. On the Detail Organization window for the Organization who is the owner of the Service Approval, select the Service Approval icon. 

   The Search Service Approval window will display with the name of the organization displayed in the Search window.

**Security Note:** Only a select number of users will be given the authority to create a CBT Service Approval in N-FOCUS.



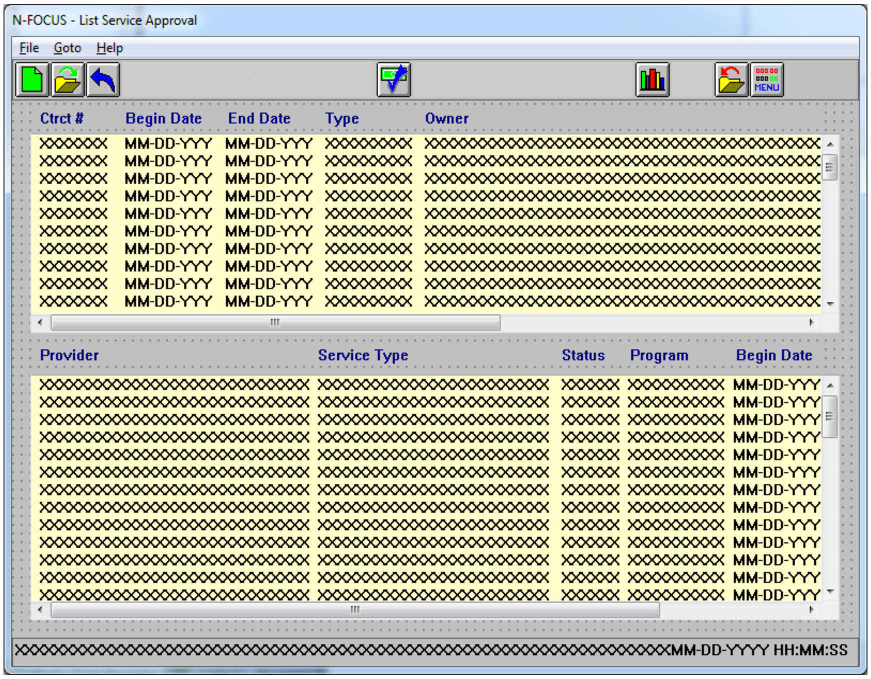

2. On the Search Service Approval window, select the appropriate criteria and click the Search button.

**Note:** A drop down list has been added to the Type field. This will allow you to filter the search to a particular type of Service Approval. The 'Type' field will default to All allowing you to view all of the Organizations Service Approvals. Selecting another option from the drop-down list will result in the list being tailored to that Type.

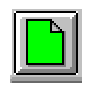
**Services Contract and Subaward designate CBT Service Approvals:**
If no Service Approval is found, a message displays. If one (or more) Service Approval is found, the List Service Approval window displays, based on the Type selected.

If no Service Approval is found, on the Search Service Approval window, select the 'New' push button.

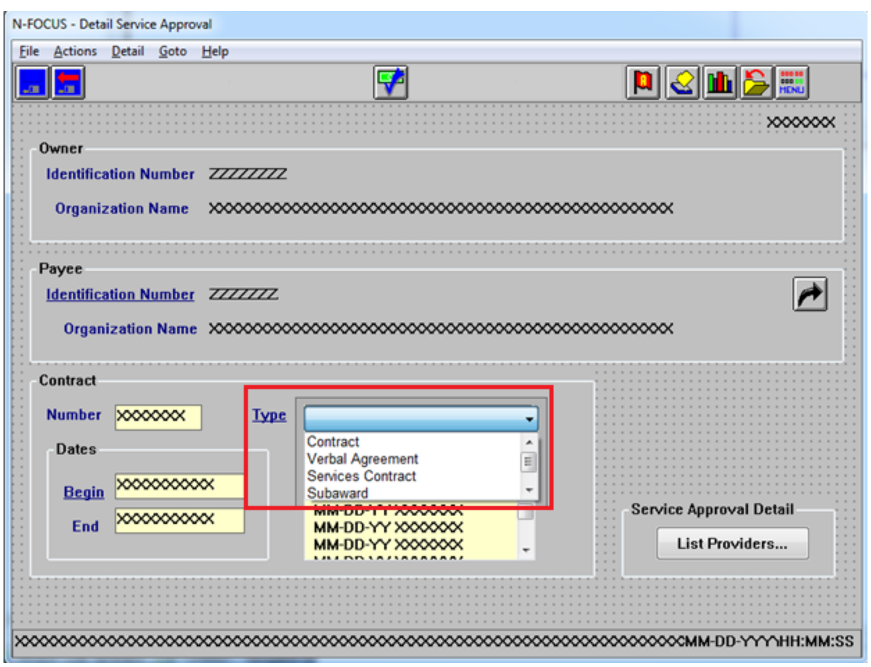
**Result:** The Detail Service Approval window displays. The Name and ID number of the Owner Organization displays.




3. If the List Service Approval window displays, click the New icon.



The Detail Service Approval window displays. The Name and ID number of the Owner Organization displays.




4. On the Detail Service Approval window, enter the information regarding the Owner and Payee.
5. Select the Type of Service Approval from the drop-down list box.

**Note:** Service Contract and Subaward will only display for workers who have the security to create a CBT Service Approval.

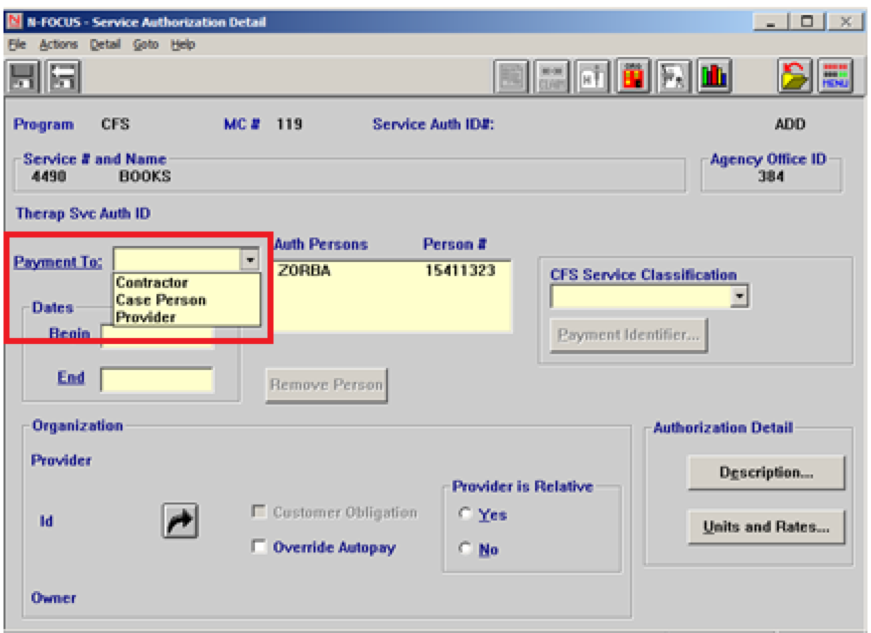
For the Subaward Service Approval, an End Date will not be required.
For the Services Contract Service Approval, an End Date will be required, it will default to 6-30-??, but can be changed if appropriate.

6. After entering all the required information on the Detail Service Approval window, select Actions > Create Provider Detail.

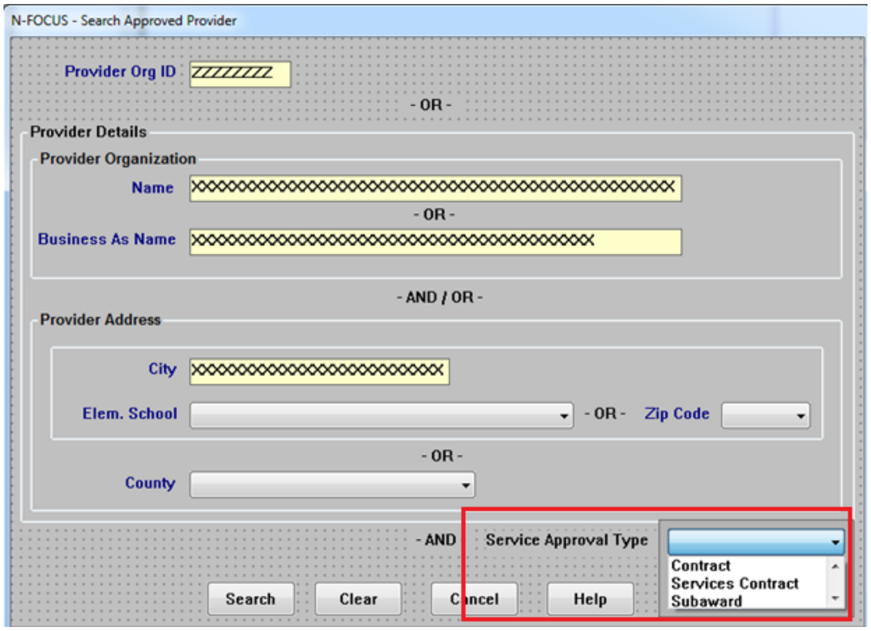
   The Detail Provider window displays. The ID number and Name of the Service Approval owner Organization displays.

**<u>Creating a CBT related Service Authorization</u>**

7. Select Contractor in the Payment To field.
8. Enter the Begin and End Dates.
9. Select the Organization out select arrow.




**Result:** The Search Approval Provider window will display.



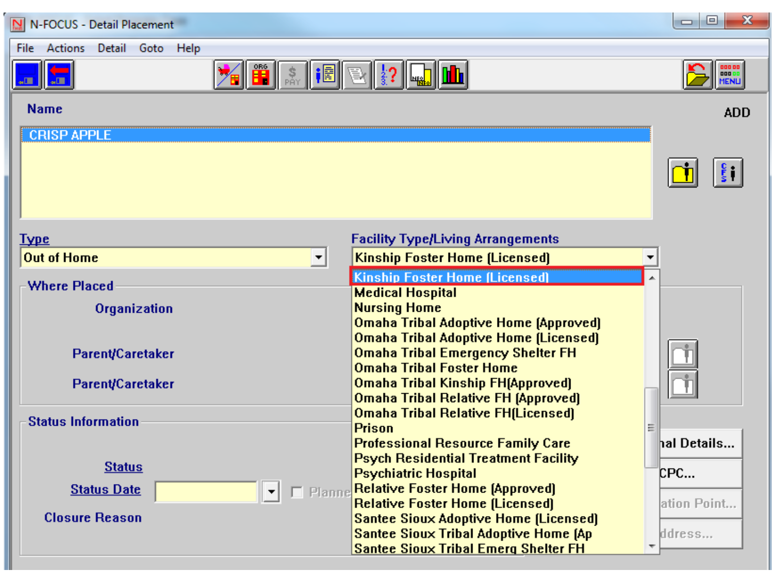

**Note:** On the Search Approval Provider window, we added a Service Approval Type drop-down list box.

10. When Contractor is selected as the Payment To in the Service Authorization window, the Service Approval Type drop-down list box will display and becomes mandatory.
11. Selecting the Search push button.

    The List Approved Providers window will display.

## Organization Facility Type (Change)

Kinship Foster Home (Licensed) has been added as an Organization Facility Type.

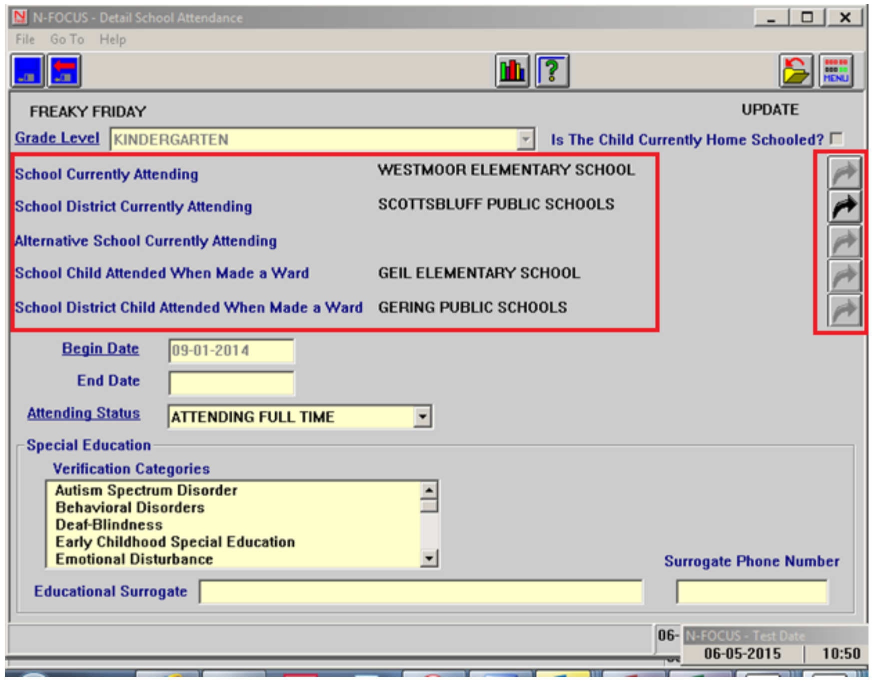


## School Attendance (Change)

The following fields have been added to the Detail School Attendance window. To enter information into these fields, select the Search Arrow to open the Search Organization window. Locate the School or School District and select the Return Arrow to update the information.

**New Fields:**

- School Currently Attending
- School District Currently Attending
- Alternative School Currently Attending
- School Child Attended When Made a Ward
- School District Child Attended When Made a Ward




When a worker selects a grade level of K-12 they will now have a list of schools and school districts to choose from. The school districts will auto populate with the appropriate school that was chosen. If a worker is choosing a grade level other than K-12 such as daycare or preschool they will have to search for the particular daycare or preschool.

Due to the changes to the School Attendance window, a worker will no longer need to add school information on the School District Notice. A worker will take the same steps as before to create the School District Notice, but with the July Release the most recent school attendance information will print off on the School District Notice.

Due to the changes to the School Attendance window, the court report will print all of the school information as well.

## Foster Care License and Renewal Letter (Change)

The Foster Care License and Renewal Letter will now begin printing in the user's local office instead of the Print Shop.

## Subsidy (Change)

Effective with the July Release CFS Subsidy window will now have the Subsidized Adoption Agreement available. The Adoption Agreement icon will replace the paper version workers are currently using.

## CFS Information Search (Change)

Effective with the July Release CFS Information Search will now be able to search for Subsidies completed by worker, supervisor and the child involved in the Subsidy.

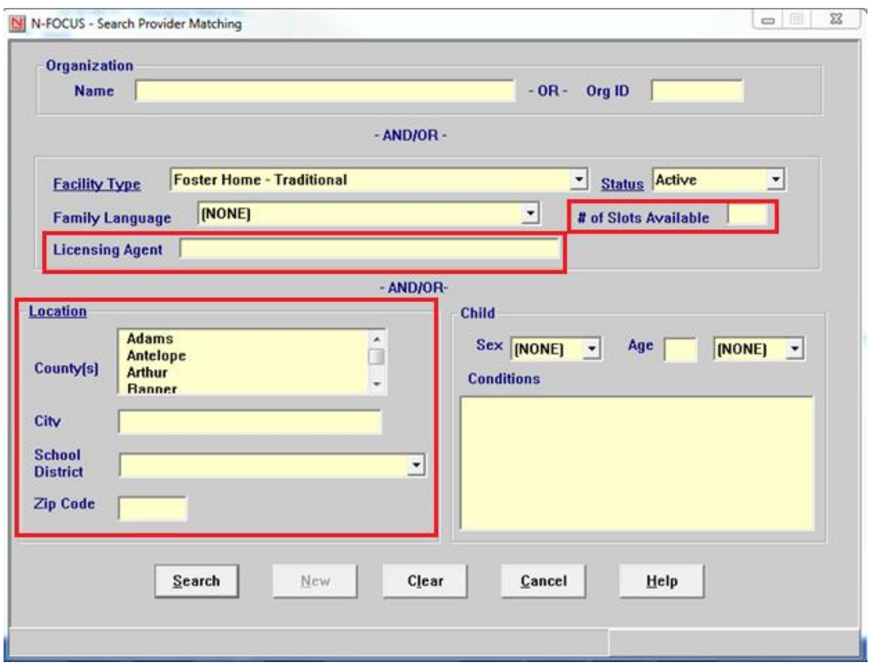
## Detail License/Approval (Change)

Effective with the July Release in the Detail License/Approval window you will now be able to choose 0 for the number of children.

## Search Provider Matching Window (Change)

The following changes have been added to the Search Provider Matching Window:

- Licensing Agent – New Field
- # of Slots Available – New Field
- School District based on County instead of City – New criteria
    - You can now select the School District when the County(s) is selected.



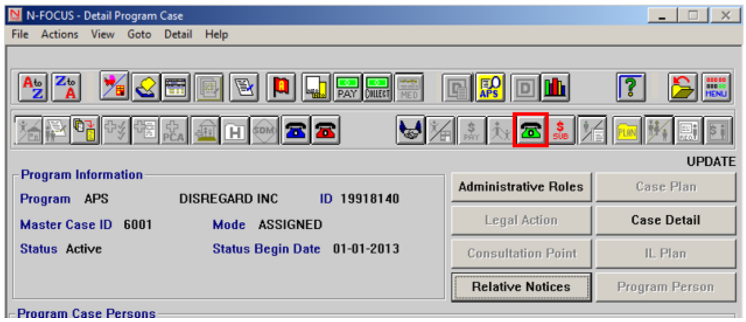

## Adding Cell Phone to List Approved Provider (Change)

With this release, when the List of Approved Providers is printed, the Providers Cell Phone number will display along with the Work and Home Phone numbers.

## Adult Protective Services

### Enable Service Referrals (Change)

The Service Referral function (Green Phone) has been enabled for APS Program Cases. Users will now be able to create a service referral for providers as part of the process to provide services to Adult Protective Services clients.



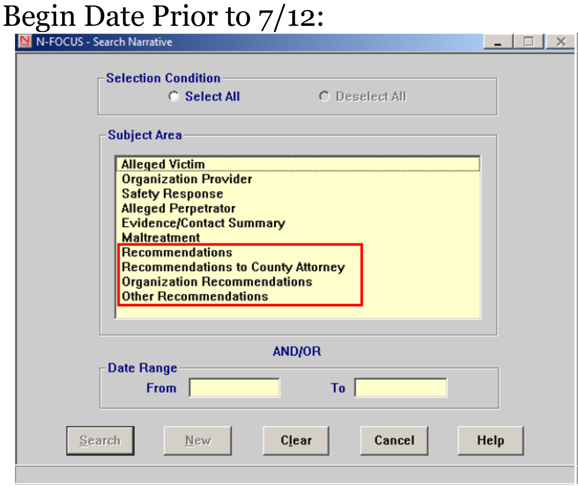

### Add APS Notice to Law Enforcement to NDEN/NCJIS (Change)

Adult Protective Services Law Enforcement Notice created from APS Intakes that are typically faxed to Law Enforcement are now being interfaced with the Nebraska Crime Commission's NDEN/NCJIS (Nebraska Data Exchange Network/Nebraska Criminal Justice Information System) sites. Copies of those notices will can be searched for and found using those systems using new search functions built specific to APS.

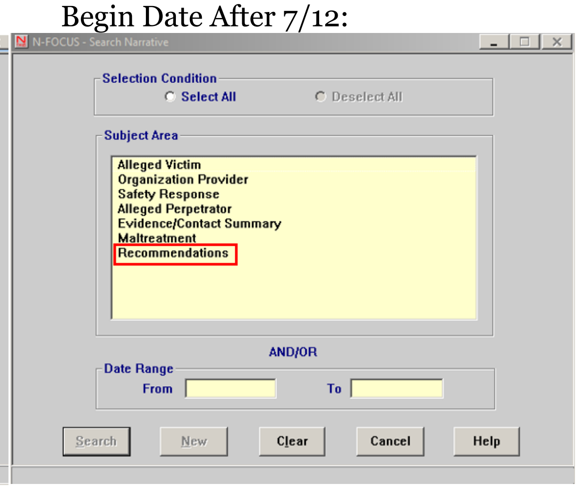
### Investigations – Consolidate Recommendation Narratives (Change)

All types of Investigations will now only have one Summary Narrative Subject Area for Recommendations instead of multiple types depending on the type of investigation. APS Investigation, Self-Neglect Assessments, Org Related Investigations, and Out of Home Assessments will just show the Subject Area Recommendations for all investigations with a Begin Date After 7/12/2015. If any investigations have a begin date entered by the worker prior to that date with will show the previous subject areas including Recommendation (for services), Recommendations to County Attorney, Organization Recommendations, and Other Recommendations.

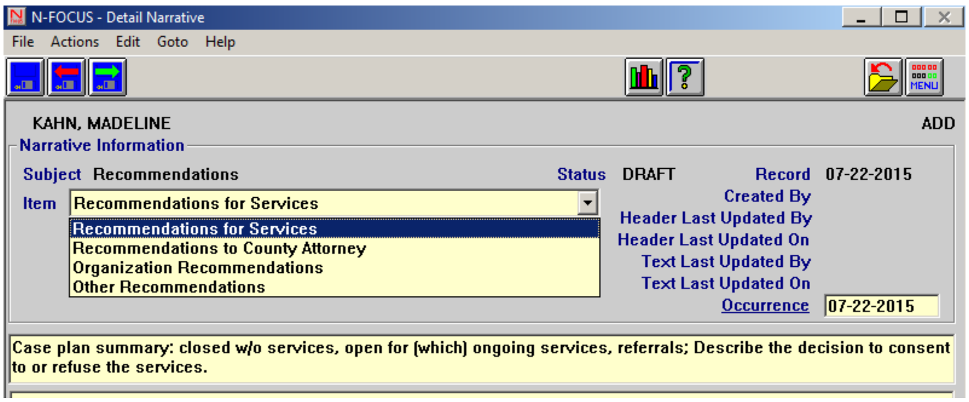
Begin Date Prior to 7/12:




Begin Date After 7/12:

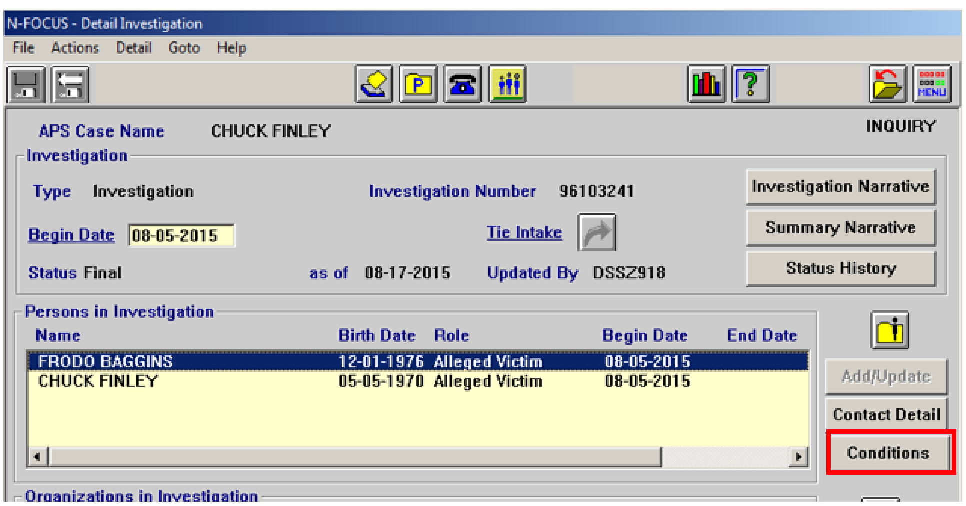


Within the Recommendation narratives there are items for each of the types of former narrative subject areas. Users are only required to create at least one narrative Recommendations subject area for investigations with a begin date after 7/12. This narrative can be in any of the four items in that subject area to satisfy this edit in order to update the status of the investigation.




## Investigations – Add Conditions (Change)

The ability for users to enter information about certain conditions and medical information related to persons involved with Adult Protective Services investigations has been added to Investigation window. The information related to conditions must be answered for Alleged Victims and Alleged Perpetrators listed in an investigation. The other medical information related to Exams, Medications, and Allergies is optional.



## *Detail Conditions Window*

To enter information into the Detail Condition window, follow these steps:

1. Navigate to Investigation window.
2. Select the Condition's push button.

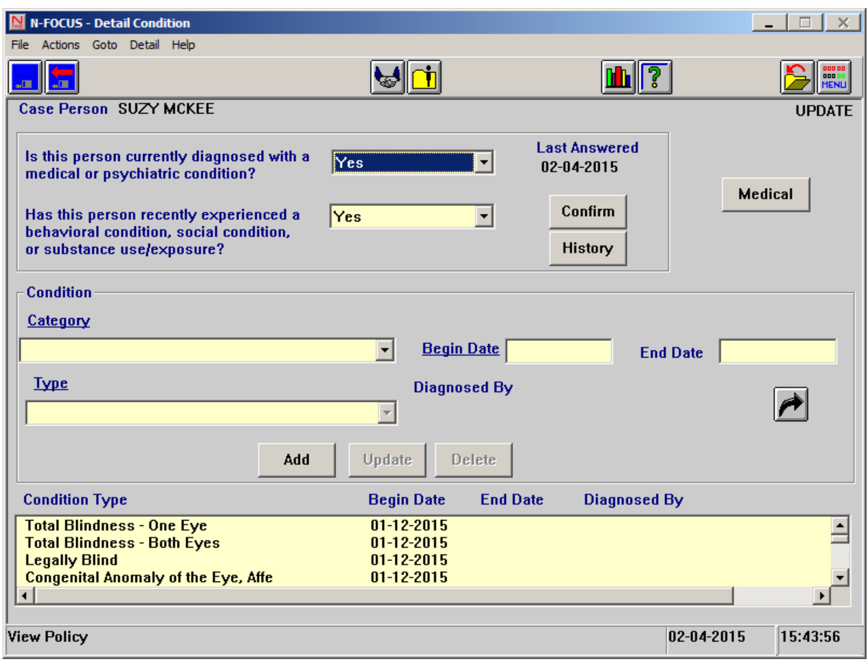
The Person Condition's window displays.

3. Select Yes, No or Not Yet Determined from the two list boxes regarding

- "Is this person currently diagnosed with a medical or psychiatric condition?"
- "Has this person recently experienced a behavioral condition, social condition, or substance use/exposure?"

**Note:** Workers will now have to answer these two questions or select confirm within 90 days prior to setting the Investigation in Ready for Review status.

4. Select the coordinating Condition Category and Condition Type to go along with the question you answered.




**Note:** After selecting the coordinating Condition Category, the Condition Type drop down box will be tailored to the Condition Category.

If you answered "Yes" to the medical/psychiatric condition question; you will need to select a condition from one of the following Condition Categories:

- Bones, Joints, and Muscles
- Brain and Nervous System
- Cancer and Tumors

- Emotional and Mental Health
- Ears, Nose, Throat, and Skin
- Heart and Blood
- Intellectual and Developmental Disability
- Immune System
- Kidney, Liver and Gastrointestinal
- Respiratory
- Sexual Reproductive
- Visual/Hearing

If you answered "Yes" to the behavioral condition, social condition and substance use/exposure question; you will need to select a condition from one of the following:

- Behavioral
- Home/School/Work
- Substance Use/Exposure
- Victimization

5. Enter a Begin Date
6. Enter an End Date when/if this Condition is no longer valid.
7. Select the Out Select Arrow to add a Professional Relationship for medical or psychiatric diagnosis if appropriate.
8. Click Add button.

   The Condition Type is added to the Condition Type List Box.

**Note:** You no longer have to select "No" for every Condition. If the person has no applicable conditions; the worker can select "No" for the appropriate question if they know there are no applicable conditions or select "Not Yet Determined" if the person's conditions have not been determined.

9. Select the Save icon or the Save & Close icon.

**Note:** To update a Condition Type, select the Condition Type from the Condition Type List Box and click the Update button. Enter changes and click the Add button to return the information to the Condition Type List Box.

To delete a Condition Type, select the Condition Type from the Condition Type List Box and click the Delete button. The Condition Type will be removed from the Condition Type List Box.

## *Detail Medical Exam Window*

The Detail Medical Exam Window provides information regarding the person's medical history. Information regarding physicals, medications, allergies and other conditions can be obtained from this window. To enter information in the Detail Medical Exam Window, follow these steps:

1. Navigate to the CFS Program Person Information window.
2. Select the Medical push button.


The Detail Medical Exam window displays.

3. Select from the "Type" dropdown box which medical exam (Dental, Physical, Psychological, or Vision) you would like to enter.
4. Enter the Date of the last exam.
5. Click the Out Select Arrow to add a Professional Relationship to coordinate with the medical exam selected.

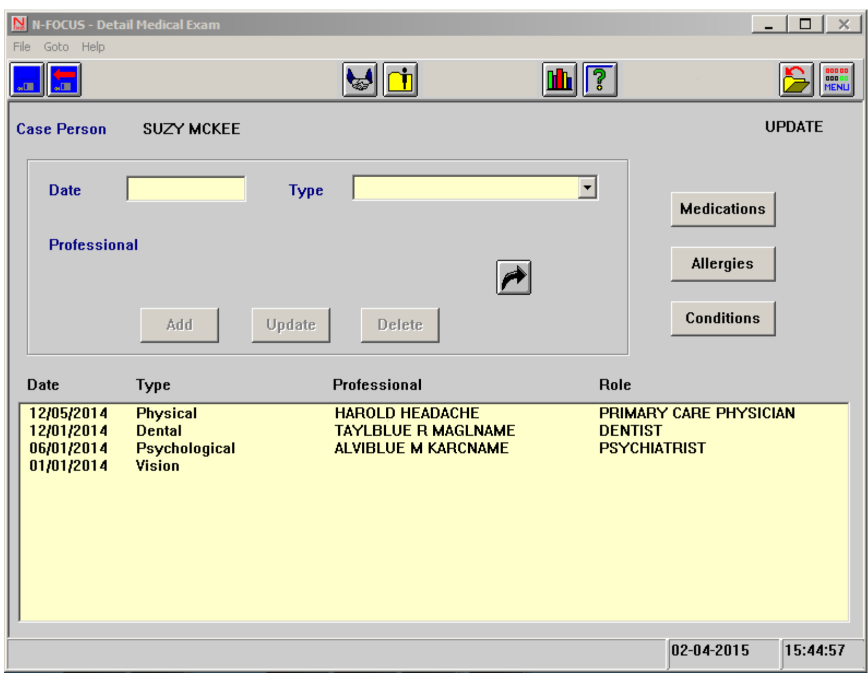
   - Dentist
   - Eye Doctor
   - Primary Care Physician
   - Psychiatrist
   - Therapist

**Note:** It is not required to enter a Professional Relationship to a selected Medical Type, however, this information is helpful.

6. Click the Add button.

The medical exam information will be added to the list box at the bottom of the window.

7. Select the Save icon or the Save & Close icon.



## *Detail Medication Window*

A person's prescribed medications are to be documented on the Detail Medication Window. To enter this information, follow these steps:

1. From the Detail Medical Exam window, select the Medications button.

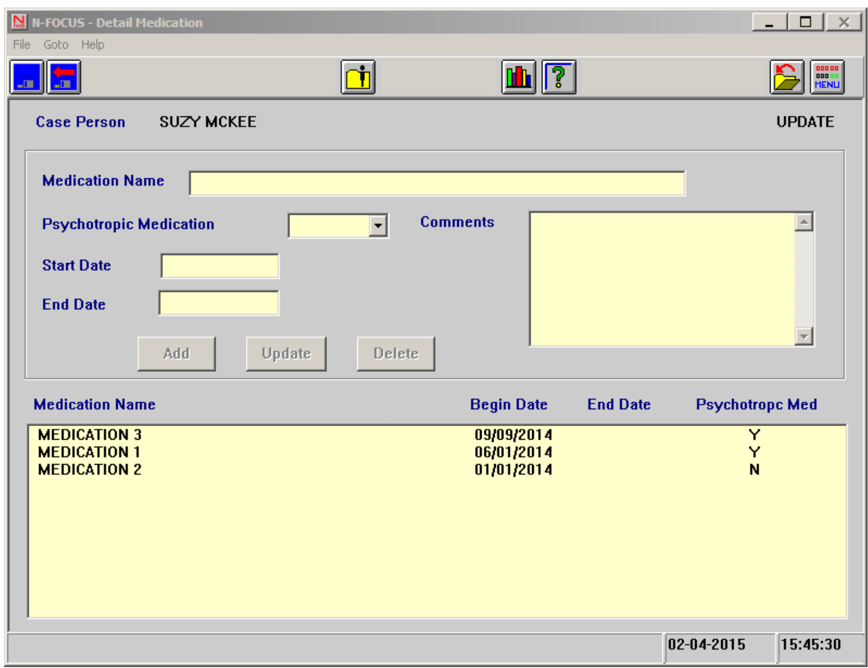

   The Detail Medication window displays.

2. Type in a Medication name in the Medication Name field
3. Select Y or N from the drop down box for Psychotropic Medication.
4. Enter a Start Date for when the person began using this medication.
5. Enter comments, if needed, regarding possible dosage, what time of day to use the medication or any other relevant information.
6. Click the Add button.

   The Medication will be added to the Medication Name List Box.

**Note:** To update Medication information, select the Medication from the Medication List Box and click the Update button. Enter changes and click the Add button to return the information to the Medication List Box.

To delete a Medication, select the Medication from the Medication List Box and click the Delete button. The Medication will be removed from the Medication List Box.



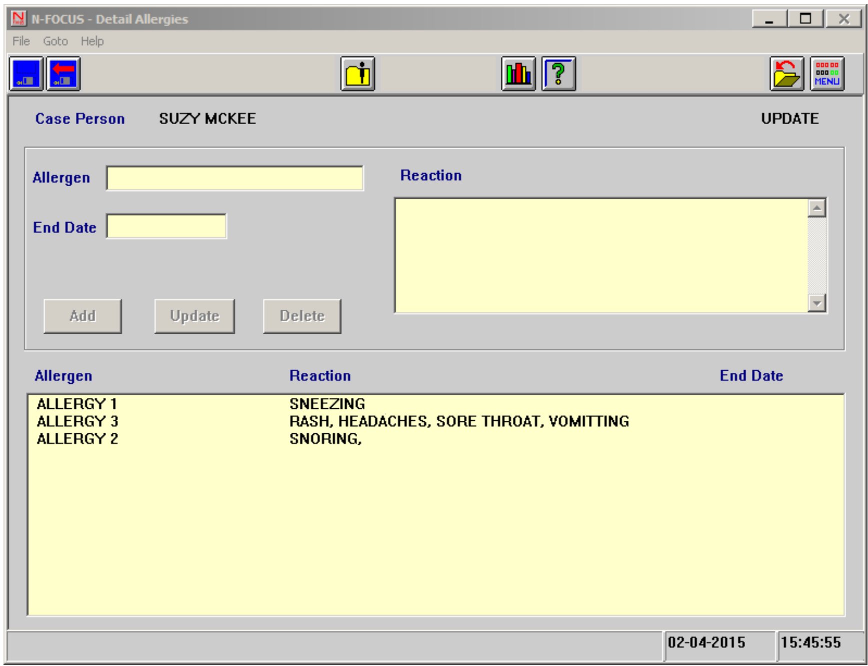

7. Select the Save icon or the Save & Close icon.

## *Detail Allergies Window*

A person's allergies and reactions to those allergies are to be documented on the Detail Allergies Window. To enter this information, follow these steps:

8. From the Detail Medical Exam window, select the Allergies button.


The Detail Allergies window displays.




9. Type the Allergen you want to document in the Allergen field.
10. Type the reaction to the Allergen in the Reaction field, if known.
12. Click the Add button.

The Allergen is added to the Allergen List Group Box.

**Note:** To update Allergen information, select the Allergen from the Allergen List Box and click the Update button. Enter changes and click the Add button to return the information to the Allergen List Box.

To delete an Allergen, select the Allergen from the Allergen List Box and click the Delete button. The Allergen will be removed from the Allergen List Box.

11. Select the Save icon or the Save & Close icon.