
N-FOCUS Major Release Children and Family Services March 15, 2015

A Major Release of the N-FOCUS system is being implemented March 15, 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 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

CHARTS Referral (Change)

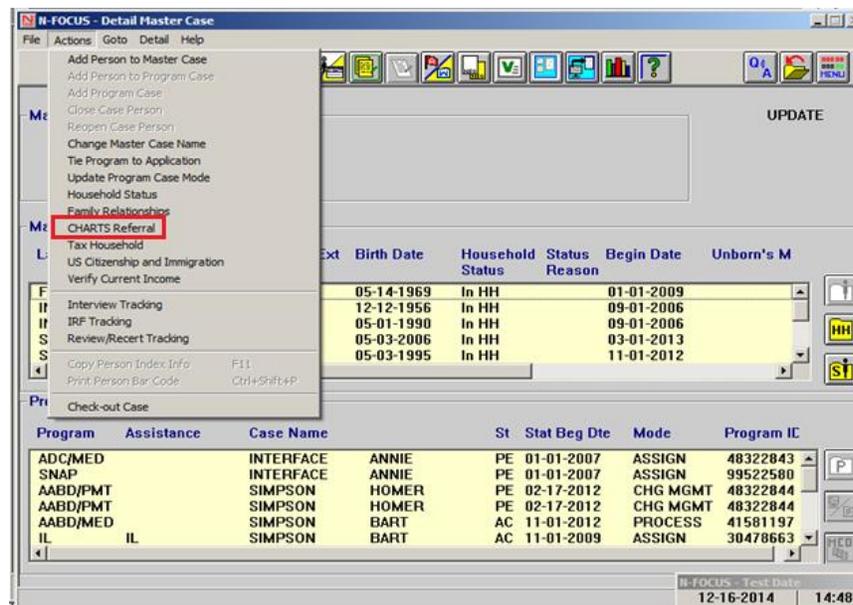
Workers will now be allowed to send CHARTS referrals on a Child Care Only case. Child Care Only referrals can be sent when the Child Care (CC) case is in Pending or Active status.

Before sending a new referral on a CC only case, N-FOCUS will check to determine if a CHARTS referral has had a CC referral sent in the last thirty calendar days. If one has been sent in the last thirty calendar days, then no new referral will be allowed to be sent. The worker will receive a message stating: **‘CC only referral has been sent within the last 30 days’**.

Note: If for some reason a new CC referral does need to be sent, the Supervisor, Lead Worker, and Production support, will have the ability to send the referral.

Child Support Services (CSE) will treat Child Care Only referrals in the same way as any Child Support case that had no Public Assistance (PA) cases open with DHHS. All other Programs referred will remain PA cases.

To begin the CHARTS Referral process, navigate to the Detail Master Case window and select Actions>CHARTS Referral.



CHARTS Referral List Window (Change)

On the CHARTS Referral List window, you will now see a Type code that will be used so CSE can distinguish the difference between a Child Care Only (CC) and Public Assistance (PA) case.

Type	Number	Referral Dt	Last	First	MI	Ext	DHHS
CC	71895983	04-01-2015	DRAPNAME BRAYNAME	CHEYBLUE CHERBLUE	S L		Dependent Custodial Party
PA	84714581	01-30-2015	DRAPNAME BRAYNAME	CHEYBLUE CHERBLUE	S L		Dependent Custodial Party

CHARTS Referral Detail Window (Change)

The steps to create a CHARTS Referral have remained the same except for the following changes:

- On the CHARTS Referral Detail window, the worker will be required to select a custodial parent, non-custodial parent and/or Unknown NCP before they will be allowed to select any dependents.
- The selected Dependent must be in Active Status within the case, CC only program cases the Dependent must either be Pending or Active.
- Once the CP, NCP and/or Unknown NCP are selected, the Dependent push button will be enabled.
- If the CP, NCP, Unknown NCP, and dependent do not pass all the requirements for a CHARTS Referral, the worker will receive a pop-up message stating why the referral for that dependent cannot be created.

Persons Known to Master Case

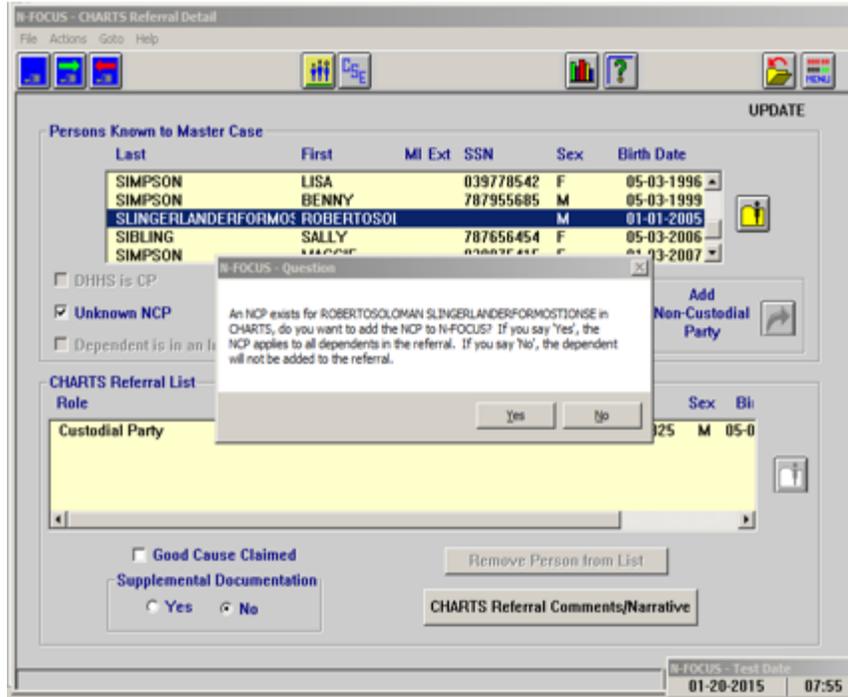
Last	First	MI	Ext	SSN	Sex	Birth Date
NADIR	NATHAN			775328826	M	07-23-195
NADIR	A			344448202	M	01-01-199
NADIR	B			054945407	F	01-01-199
NADIR	C			697979728	M	01-01-199
NADIR	D			551715136	F	01-01-199

CHARTS Referral List

Role	Last	First	Ext	SSN	Sex	Bk
Custodial Party	NADIR	NATALIE		182032396	F	02-1

The following are new edits to determine if a CHARTS Referral can be created. These edits will be conducted automatically by N-FOCUS:

- When the new button is selected in the CHARTS Referral List window , the master case must have at least one active CHARTS referable program in order for the referral to be created, if it does not the worker will receive this message: The referable program case is not in active status or pending status (CC). Pending CC cases can be referred in pending status, and will not receive this message.
- When a worker tries to create a new referral on a dependent that is in a referable program, but the dependent is not in active status in the program, the worker will receive the message, “Dependent Name” is not in active status or pending status (CC) in a CHARTS referable program’. (Except CC only, as the dependent can be in pending status).
- If the referral is for a Children’s MED program case, and the CP is not in active status, or Spend Down status in a med program, the worker will receive a message stating, ‘Current case status does not allow for a CHARTS referral’ The reason for this is because it will still be considered a Children’s MED case, which is not a referable program. No referral will be created. If the CP is active or in Spend Down status in a MED case, no message will created and a referral will be created.
- If the CP is not in active status or an FR in a referable program the worker will also receive the message, ‘Current case status does not allow for a CHARTS referral’.
- If the referral does not contain a CP (or DHHS is CP or Dependent is in an institution), NCP (or Unknown NCP) and at least one dependent and a worker selects “Save & Close” or “Save & Next”, the worker will get the following message: ‘A CHARTS referral must contain a CP, NCP and at least one dependent before saving/sending’. If the worker selects OK and selects “Save & Close” or “Save & Next” again, they will receive the same message. The worker will have to close out the window in order to get out of the Charts Referral Detail window
- When a worker creates a new referral on a dependent, N-FOCUS will check CHARTS to determine if there is an open CHARTS case, which included that dependent, CP and NCP (or Unknown-NCP). If there is an open CHARTS case, the worker will receive a message stating, ‘CHARTS case already open’. That dependent will not be moved into the Charts referral List box in the Charts Referral Detail window, and no referral will be created.
- When a worker creates a new referral, and selects an Un Known NCP for a dependent(s), N-FOCUS will check CHARTS to determine if there is a NCP listed for that dependent. If there is an NCP listed, the worker will receive a message stating: **‘An NCP exist for “dependent name” in CHARTS. Do you want to add the NCP to N-Focus? If you say ‘Yes’, the NCP applies to all dependents in the referral. If you say ‘No’, the dependent will not be added to the referral’.**



- If the worker selects “No”, that dependent will not be added to the CHARTS Referral, and no referral will be allowed for that dependent using a NCP, because CHARTS shows an NCP for them. If no NCP is found for the first dependent selected, that dependent will be added to the CHARTS Referral List box, N-FOCUS will then continue through the list of dependents highlighted until or unless, it finds an NCP for a dependent. Once an NCP is found for any dependent, N-FOCUS will not continue to check any of the remaining dependents for an NCP.
- If the worker selects “Yes” to the above message, N-FOCUS will take the worker to the Add Person window. The Add Person window will be pre-populated with the person data that CHARTS has on the NCP.

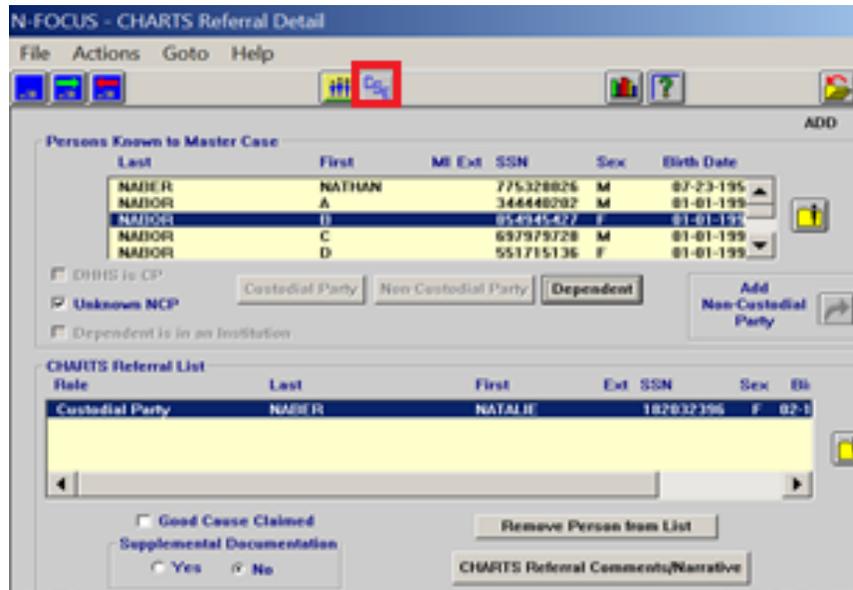
- Once the worker has completed the ARP resolution process to add this NCP to N-FOCUS, the NCP will be brought back into the referral. The worker can select the NCP, and add them to the referral.
- After this has been completed, all selected dependents in the referral will move down to the CHARTS referral List box in the CHARTS Referral Detail window, then a referral will be created for that dependent(s) using the found NCP.
- If the worker does not want to use the NCP listed in the referral that was brought back on another dependent, then they will need to remove that dependent from the CHARTS Referral List box, and a new referral for that dependent will need to be created.

When the worker has selected all the dependents that they want to use for the NCP that is in the CHARTS Referral List, they can select “Save and Next”, or “Save and Close”.

- If the worker selects “Save and Close” and says “Yes” to the message **Do you want to send a Charts referral now?** a referral will be created and sent, once a referral is sent, no updates will be allowed on that referral.
 - The worker can then create additional referrals for the other dependents by selecting the “New” button.
- If the worker says “No” to the message, then the referral will be left in pending status, and no other referrals will be allowed to be created until action is taken on the pending referral.
 - If the worker does try to create a new referral and there is a pending referral, they will receive this message **‘There is a pending referral. Complete or delete referral before adding a new CHARTS referral.’**
 - The worker will either have to send the pending referral(s) or delete them in order to create a new referral. The list window has a delete referral button under Actions, on the menu bar, in order to delete the referral.
- When the window is opened on a saved referral in order to make any updates before sending, N-FOCUS will run that referral through all the edits, on each entry in the CHARTS Referral List to confirm that the referral still passes all the edits.
- If the worker has created a Child Care only referral, and then the client applies for a PA program (ADC etc.), the worker will need to create a new referral for the Public Assistance program.
 - This is because CHARTS handles Public Assistance referrals differently from Child Care Only referrals.

Navigating to I-CHARTS (Change)

The CSE Interface Icon is now located on the CHARTS Referral Detail window. Selecting this icon will navigate you directly to I-CHARTS.



Child Care Review Date (Change)

When a Child Care Case is approved, the review date will be 12 months out from the first month made active.

Child Care Units Calculator in Service Authorization (Change)

New functionality has been added to the Units and Rates window, allowing for the number of Units to be automatically populated for Child Care Service Authorizations. It will work with new authorizations and renewals. It cannot be used for current authorizations.

A new field, Frequency Category, has been added to the Units and Rates box. There are 5 frequency categories, (Full Time, Part Time, School Age, Full Time in Home, and Part Time in Home) but only the Frequency Categories appropriate for the Service will display (eg. If the Service is School Age Care, the only Frequency Category that displays will be School Age). The number of Units automatically filled will be based on the months of the Service Authorization Dates.

To use this function, follow these steps:

1. From the Service Authorization Detail window, select the Units and Rates button.
2. Select the Frequency (Day or Hour).

The Rate, Begin and End Date fields will populate.

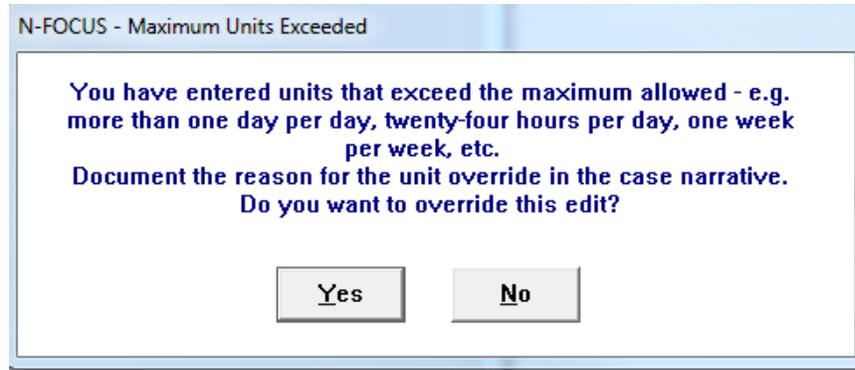
3. Select the Frequency Category as appropriate.
 - a. Full Time
 - b. Part Time
 - c. School Age

- d. Full Time In Home
- e. Part Time In Home

Note: The number of Units will populate based on the Service Authorization Dates. The number of units will be determined by using the number of days between the Service Authorization begin date and the end date, dividing that by 31 days, and using the result to determine the number of months. If the result has a fraction, the Unit amount will be the amount for the next higher month. The Units can be adjusted, if needed.

- 4. Save or Save and Close.

Note: If the number of units exceeds the maximum allowed, which may occur if the Service Authorizations Dates are less than full months, the Maximum Units Exceeded message will display.



- Click NO on the Maximum Units Exceeded message.
- Correct the number of Units. Click Add U/R.

Note: If the Service Authorization Dates are less than a month, the worker must change the number of Units as the minimum number of Units that displays is one month. If the Service Authorization Dates exceed 12 months, nothing populates in the Units box, and the worker must enter the appropriate number of Units.

[List Service Type Window Sort/Filter Options \(Change\)](#)

All of the column headings on the List Service Type window are now available for selection in both the Sort and Filter options. The following fields have been added to each dialog box.

Sort Dialog Box Fields:

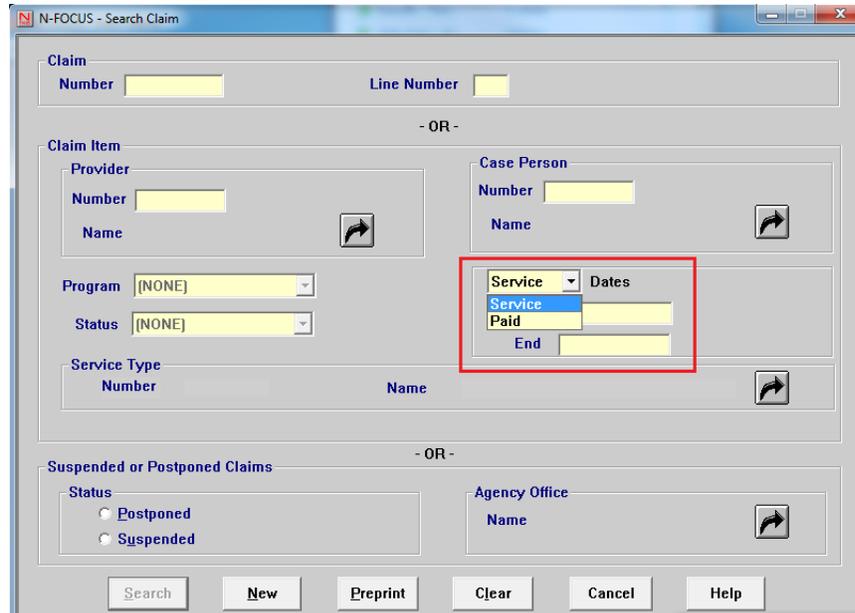
- Identification Number
- Status Begin Date
- Status End Date

Filter Dialog Box Fields:

- Name
- Identification Number
- Status Begin Date
- Status End Date

Search Claim Window (Change)

From the Search Claim window, you will now be able to search for claims based on either Service Dates or by Paid Dates. The default will be Service Dates but can be changed by selecting Paid Dates from the dropdown.



Note: The search will look at the date that the claim status was changed to Paid which is not the same as the Issued Date on the payment. The process to pay a claim typically begins (claim status is set to Paid) approximately 3 days prior to the Issued Date on the payment.

Search Payment Window (Change)

It is now possible to search for payments by Payee from the Search Payment window.

The pushbutton in the upper right corner of the Search Payment window has been changed from Owner Organization Payments to Owner/Payee Payments. When this button is selected, the Search Payments for Owner/Payee window displays.

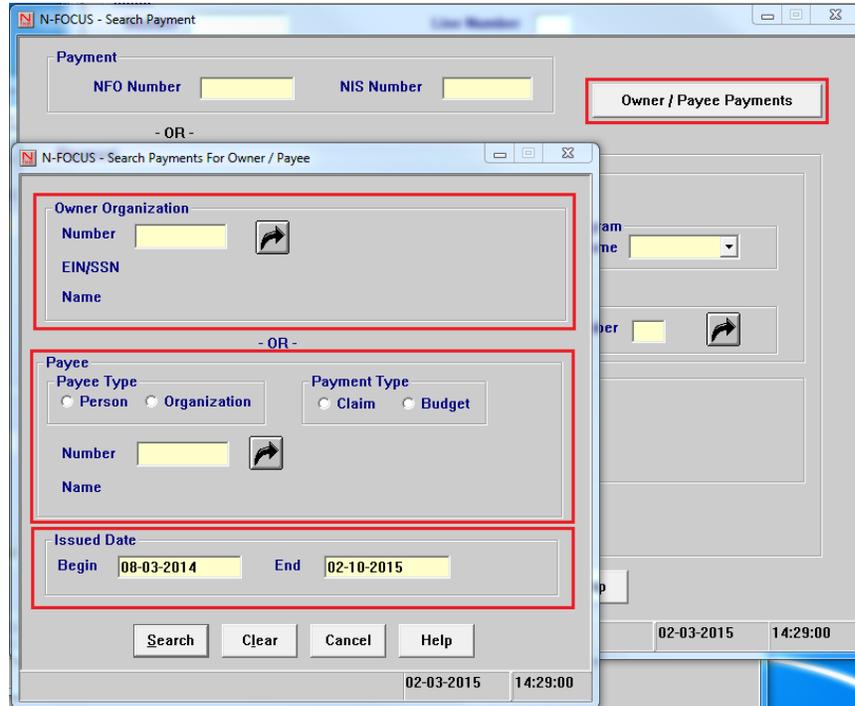
Owner Organization Group Box – This search works as it has in the past and will be used to searches payments by owner Organization.

Payee Group Box – This new search option will allow you to identify either budget payments or claim payments based on the ID of the Payee.

Note: First you must specify whether the payee is a Person or an Organization. Then, because an Organization can be a payee for either claims or budget payments, you must specify either Claim or Budget. The out select arrow is used to navigate to either the Person Search or Search Organization to get the appropriate ID number. The date parameters are defaulted but can be changed.

Issued Date Group Box - The date fields to tailor the search are now located at the bottom of the search window. N-FOCUS will set default dates but you can change the dates as needed.

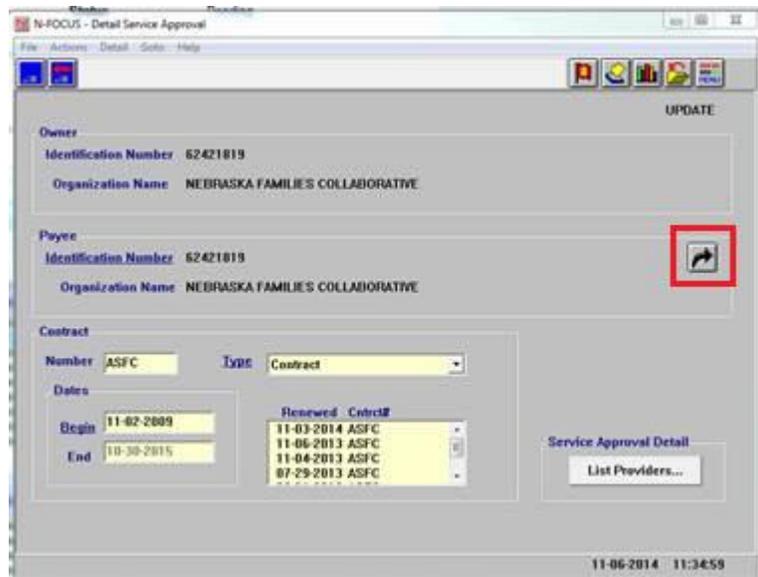
Note: You will only be able to search by Payee for payments made on or after 3/18/15.



Detail Service Approval (Change)

The following changes have been made to updating a Payee for a Detail Service Approval:

1. When a new Detail Service Approval is created and saved the ability to update/change the payee will be disabled.
2. When the Payee Out Select button is selected a dialogue box will be display the following message:

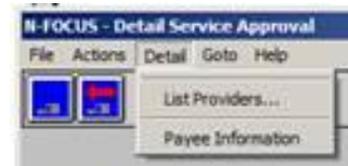




Payee Tracking Attributes:

Tracking attributes will be added to the Service Approval Detail to determine who originally created the service approval and entered the payee information and who last update the Service Approval and Payee information.

To see the Tracking Attributes select the “Payee Information” from the Detail drop down within the Detail Service Approval window. If the Payee was create prior the N-FOCUS release the Original Payee will state “Payee Created Before Tracking Implemented.”



Alerts

Alert # 514 (New)

A new Alert has been created whenever an SDM (APSS) is set to final Status. The Alert will be sent to any worker assigned to the Org Home Details.

Alert Text:

An SDM Assessment of Placement Safety and Suitability has been finalized for <Org Name>, <ID #>.

Alert # 515 – Turning Age 13 (New)

A new Alert has been created whenever an Org Related Person turns age 13 to remind workers that Background Checks are now required. The Alert will be sent to any worker assigned to the Org Home Details.

Alert Text:

<ARP>, related to the <Organization>, will turn 13 on <Date>

Alert # 294 (Change)

The Close Placement Reason has been added to the wording of this alert to help eligibility workers determine the child's current placement situation.

Alert Text:

<Child's Name> placement with <parent's name> has ended for the reason of <Closed Placement Reason>. Coordinate with foster care worker to determine continued eligibility for the child.

Children and Family Services

Intake Multi-Select Address from Intake (New)

When adding or updating either the Physical or Mailing address for a person listed in the Persons/Allegations list box on the Detail Intake window, the Multi-Select Address window will display, allowing multiple people to be selected to receive the new address information. This change is for both the Physical and Mailing Address.

Tribal Information (New)

A field has been added to the Tribal Information window for the Tribal Enrollment Number.

N-FOCUS - Detail Tribal Information

File Help

Person ADD

TRISHA JANE INTERFACE

Tribe

Tribe Name 

Address

City State

Telephone

What is the status of the child in the selected Tribe?

Is this child covered under ICWA? Reset Answers

Enrollment Number

Organization Home Details Family Language (New)

On the Home Details window, we have added fields for Family's Primary Language and Second Language. The Family's Primary Language is mandatory and will default to 'English', but can be changed as needed. The Second Language is optional.

The screenshot shows the 'N-FOCUS - Home Details' window for 'JOE'S HOME' (ID #: 32178763). The 'Facility Type' table lists three entries: 'CHILD CARE CENTER' (0 slots, ACTIVE, 05-03-2013), 'RELATIVE FOSTER HOME (APPROVED)' (1 slot, ACTIVE, 02-01-2012), and 'DD FAMILY HOME (LICENSED)' (0 slots, HOLD, 01-11-2013, with reason 'CONSULT WIT'). Below the table, the 'Family's Primary Language' is set to 'ENGLISH' and 'Family's Second Language' is set to 'ARMENIAN'. Other fields include 'Number of Own Children' (0), 'Pre-Service Completed Date' (08-12-2011), 'Family Composition' (Single Male), 'Family's Ethnic Group' (Asian/Pacific Islander), 'Family's Religion' (Adventist), and 'Child Care License Id Number'. There are also sections for 'Accreditation' and 'QRIS STEP Rating'.

Family Relationship Summary Window (Change)

On the Family Relationship Summary window, the Parental Rights field will default to, 'Intact', for Bio-Parent, Adoptive-Parent, and Step-Parent, if the Parental Rights information has not be entered on the Parental Rights window.

License Type Name (Change)

The License Type, 'Child Caring Agency', will now be called, 'Residential Child Caring Agency'.

Printing Family Functioning Narrative (Change)

Workers will now be able to print individual narratives from the APSS Family Functioning Narrative.

Person Characteristics Redesign (Change)

The Person Characteristics window has been redesigned to make information more easily accessible and understandable. Additional information has also been added to this new design.

The new windows that will be used for documenting person characteristics are:

- Detail Conditions
- Detail Medical Exam
- Detail Medication
- Detail Allergies

Detail Conditions Window (New)

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

1. Navigate to CFS Program Person Information 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 of setting the FSNA in Ready for Review status.

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

Case Person SUZY MCKEE

Is this person currently diagnosed with a medical or psychiatric condition? Yes

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

Last Answered 02-04-2015

Medical

Confirm

History

Condition

Category

Begin Date

End Date

Type

Diagnosed By

Add Update Delete

Condition Type	Begin Date	End Date	Diagnosed By
Total Blindness - One Eye	01-12-2015		
Total Blindness - Both Eyes	01-12-2015		
Legally Blind	01-12-2015		
Congenital Anomaly of the Eye, Affe	01-12-2015		

View Policy 02-04-2015 15:43:56

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, 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 \(New\)](#)

The Detail Medical Exam Window provides information regarding the child’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.

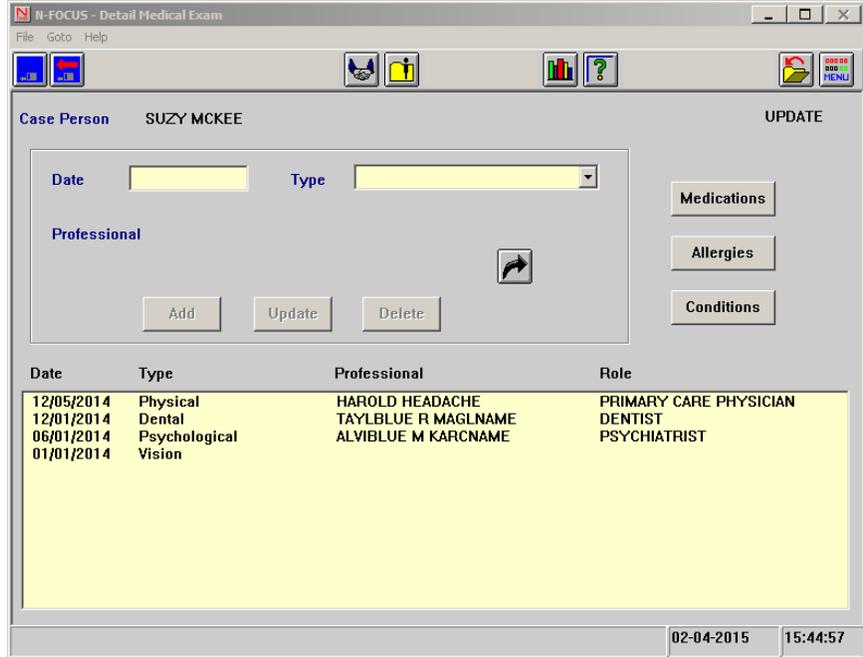
- Dentist
- Eye Doctor
- Primary Care Physician
- Psychiatrist
- Therapist

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 (New)

A child'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.

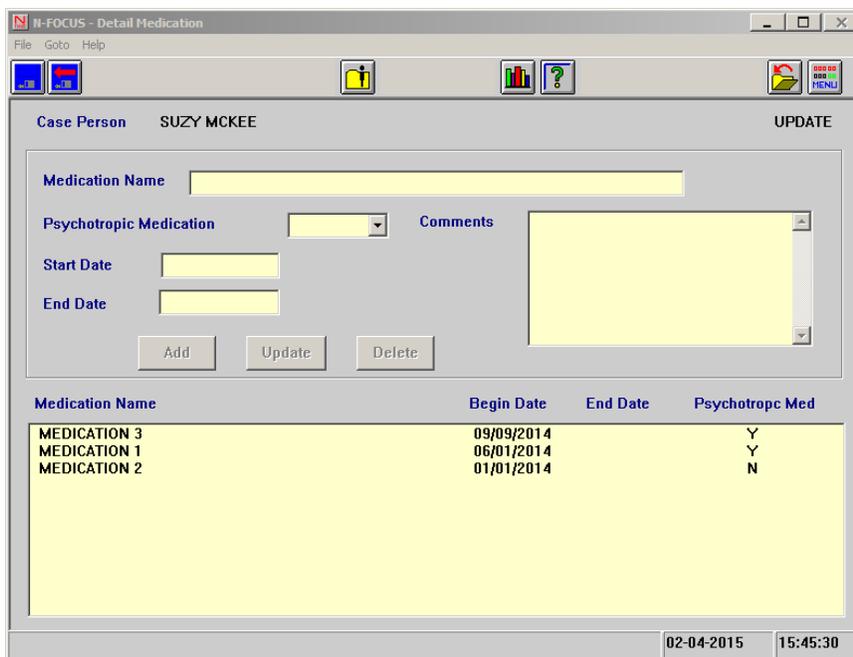
2. Type in a Medication name in the Medication Name field
3. Select Y or N from the drop down box for Psychotropic Medication.
4. Enter a Start Date for when the person began using this medication.
5. Enter comments, if needed, regarding possible dosage, what time of day to use the medication or any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



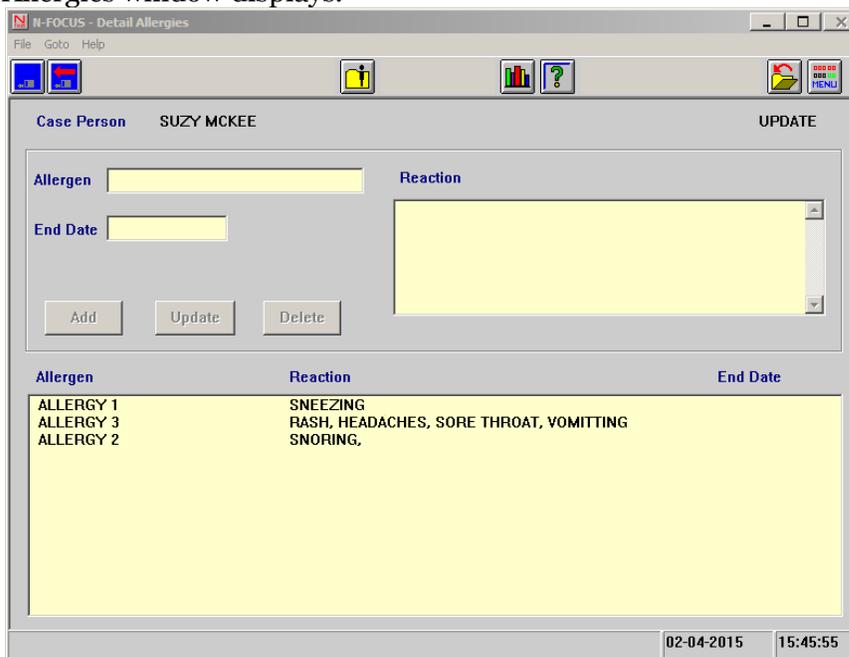
Detail Allergies Window (New)

A child'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.

Payment Determination (Change)

On the Detail Payment Determination window, currently the Caregiver Name is automatically populated based on the child's current Placement. We have now added the option for you to select a different Organization for that field, if appropriate.

An out-select icon will flow to the List Removal/Placement window. You can then select a different Placement and return it to the Detail Payment Determination window. This will also populate the new Organization's Service Area and Licensing Agency.

Adoption Exception (Change)

The following has been added to the Detail Adoption Exception window:

- End Date has been added
- Supervisor Approval (Yes, No, Pending) has been added
- Exception Types have been updated
- Narrative Field has been added

The screenshot shows the 'N-FOCUS - DETAIL ADOPTION EXCEPTION' window. The interface includes a menu bar (File, Actions, Help) and a toolbar with icons for print, help, and menu. The main content area displays 'Program Case Person BILBO BAGGINS' and an 'ADD' button. Below this are input fields for 'Begin Date' and 'End Date', and an 'Approval' section with radio buttons for 'Yes', 'No', and 'Pending'. A large text area titled 'Exception Type' contains five numbered options:

1. Adoptive placement is available and in final stages of review.
2. Foster Parents are considering adopting the child. Child has been in this placement for a least one year. Foster parents agree to make decision within 30 days.
3. Child does not want to be adopted and is age 14 or older. Another appropriate alternative has been selected. Child understands adoption and how it's different than other permanency alternatives.
4. Child is severely developmentally delayed and cannot understand meaning of adoption. Foster family meets the needs of the child and is committed to keeping the child. The agency is needed for continued support of the child. Documentation shows moving would be physically/emotionally harmful to the child.
5. Current home willing to adopt, but on hold due to outside barriers.

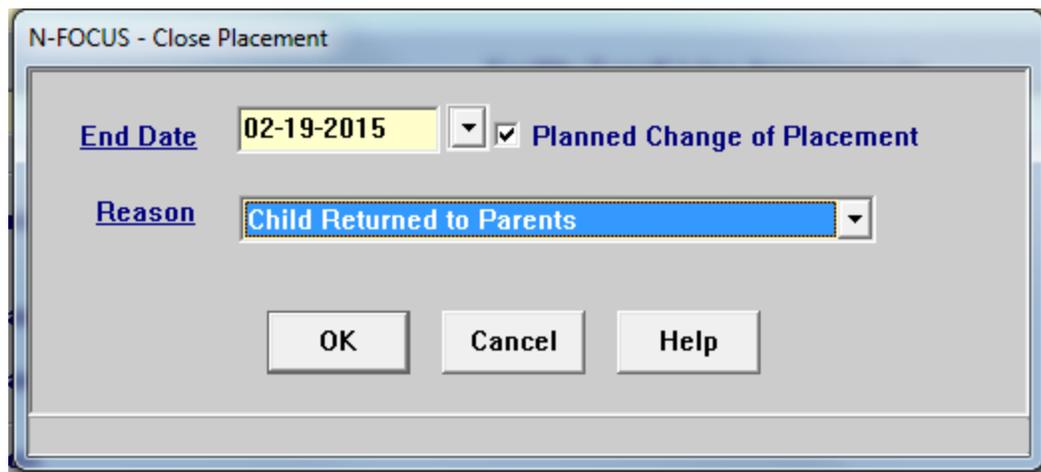
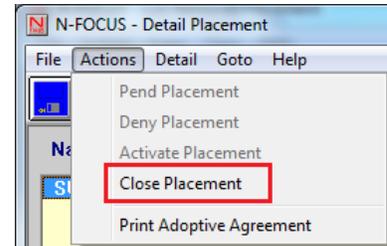
At the bottom of the window is a 'Narrative' field.

Detail Placement Window (Change)

With this release, you will now have the option of Closing the Current Placement and entering a New Placement in one step. To do this function, follow these steps:

1. On the Detail Placement window, click Actions>Close Placement.

The Close Placement pop-up will display.

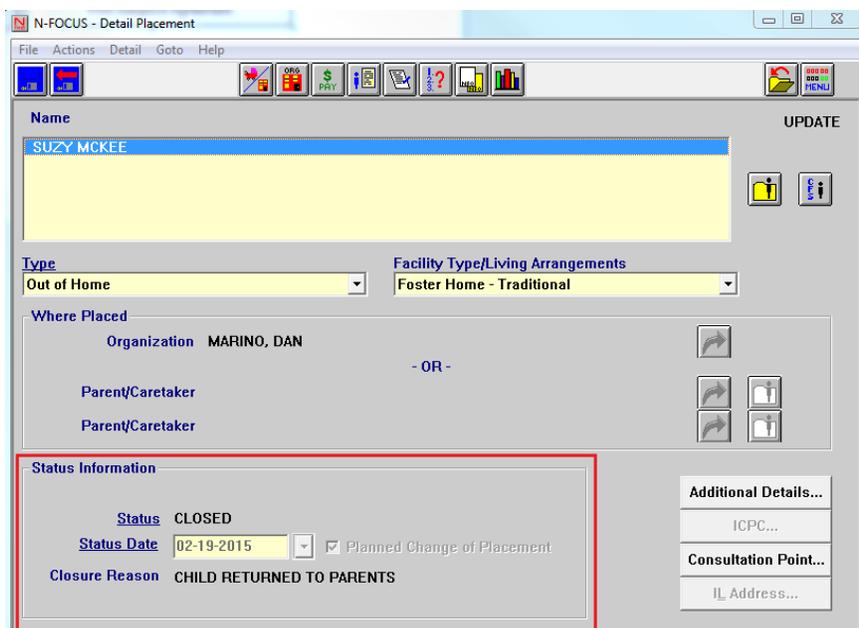
A screenshot of the 'N-FOCUS - Close Placement' dialog box. It contains the following fields: 'End Date' with the value '02-19-2015', a checked 'Planned Change of Placement' checkbox, and a 'Reason' dropdown menu set to 'Child Returned to Parents'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

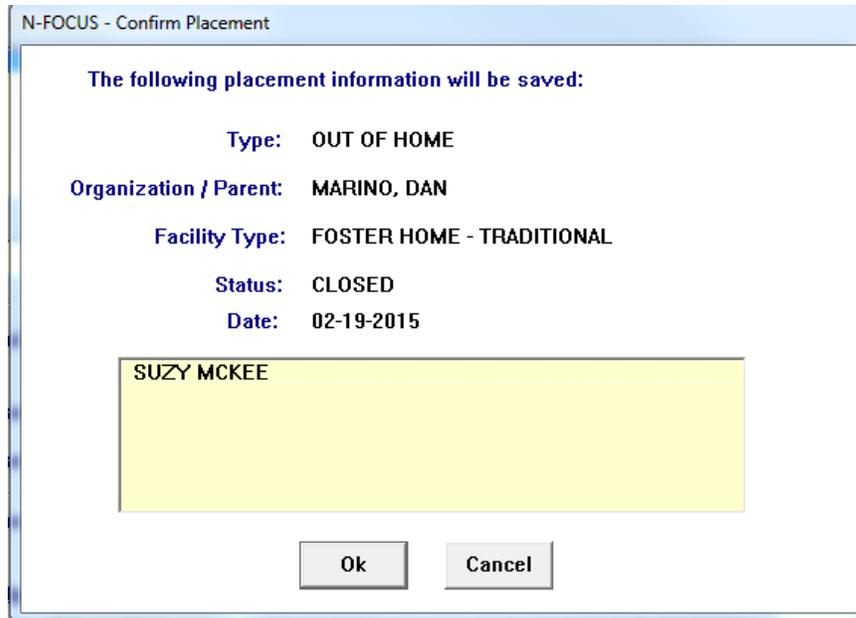
2. Complete the End Date, Planned Change of Placement and Reason fields as appropriate.
3. Click OK.

The Detail Placement window will display with the Status Information indicating the Closed Status.

4. Select the Save and Close icon.

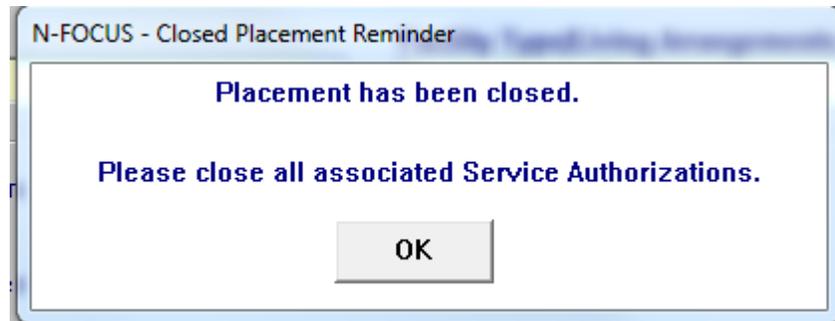
A pop-up message will display asking for confirmation for the closure of the placement.

A screenshot of the 'N-FOCUS - Detail Placement' application window. The window title is 'N-FOCUS - Detail Placement'. The 'Name' field contains 'SUZY MCKEE'. The 'Type' is 'Out of Home' and 'Facility Type/Living Arrangements' is 'Foster Home - Traditional'. The 'Where Placed' section shows 'Organization MARINO, DAN' and 'Parent/Caretaker' fields. The 'Status Information' section at the bottom is highlighted with a red rectangle and shows: 'Status CLOSED', 'Status Date 02-19-2015', a checked 'Planned Change of Placement' checkbox, and 'Closure Reason CHILD RETURNED TO PARENTS'. On the right side, there are buttons for 'UPDATE', 'Additional Details...', 'ICPC...', 'Consultation Point...', and 'IL Address...'. A toolbar with various icons is visible at the top of the window.



5. Click Yes to continue or click Cancel to return to the Detail Placement window.

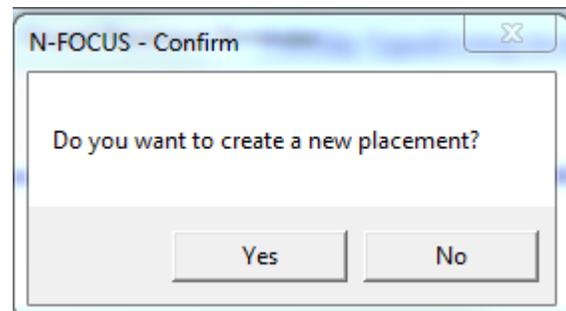
A blank Detail Placement window will display with the Status Date equal to the date with which the Placement was closed. When Yes is selected the following message pop up will display.



6. Click OK.

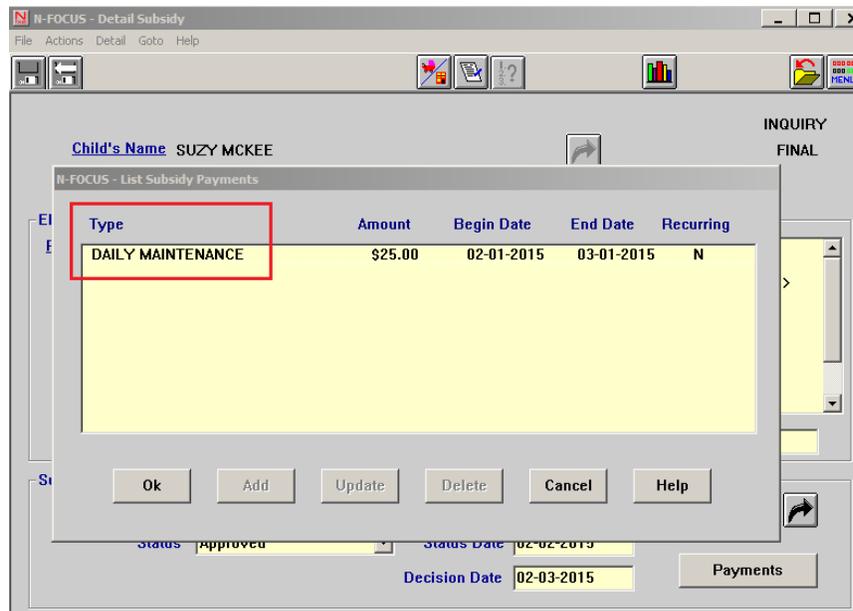
The Confirm message window will display.

7. Click Yes to create a new placement or No to complete the process as appropriate.
8. Save or Save and Close.



List Subsidy Payments (Change)

The term Monthly Maintenance has been changed to Daily Maintenance to coincide with the new Nebraska Caregiver Responsibility. The List Subsidy Payments window is accessed by selecting the Payments button on the Detail Subsidy window.



List Service Type Sort and Filter Options (Change)

With this release, all of the column headings can now be used in the Sort and Filter options.

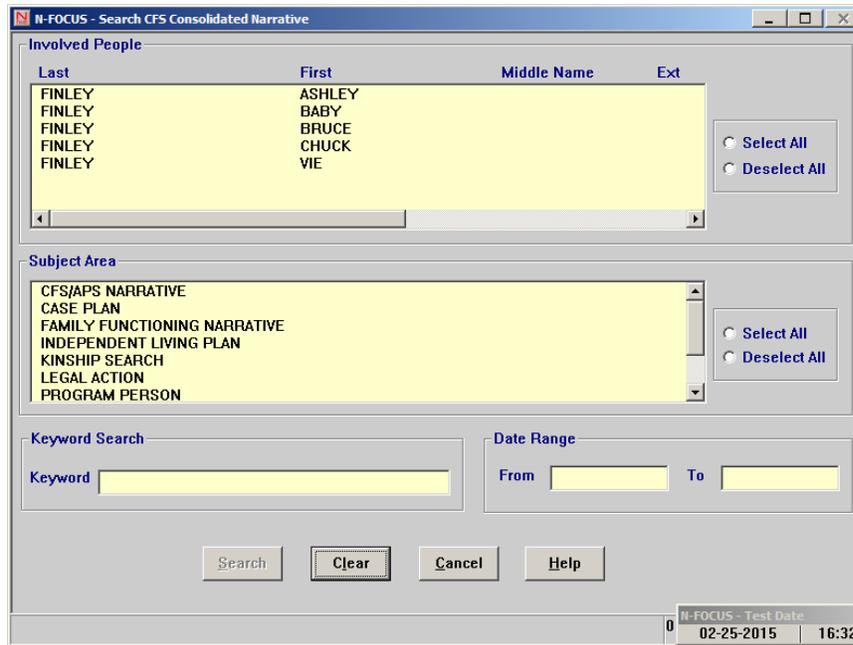
Consolidated Narrative (New)

A centralized location has been created for narratives from throughout a CFS case to be searched for and viewed. This function can be used to find narratives from areas of a CFS case including SDM, Required Contacts, Court Report, and many other areas and be able to read and review them from one window. This new function also gives users the ability to search for specific words or phrases with narratives.

The consolidated narrative function is accessed from the detail program case window on a CFS case using the Consolidated Narrative Icon.



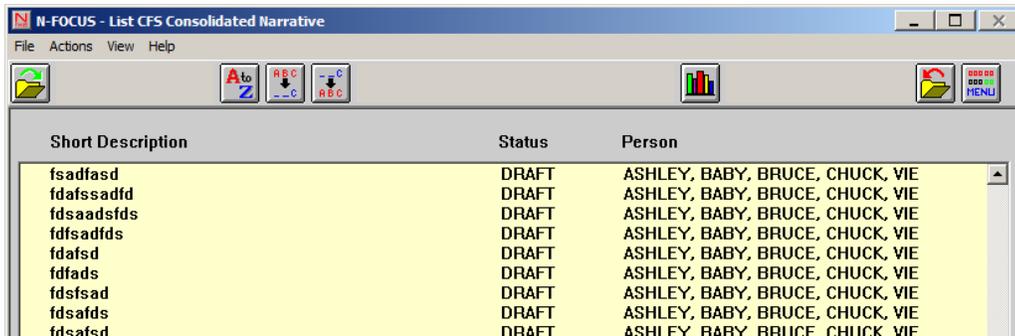
This icon will open the Search CFS Consolidated Narrative window. On this window users can selected persons associated with narratives, specific case areas the narratives are located, as well as refining the search by selecting specific date ranges or keywords.



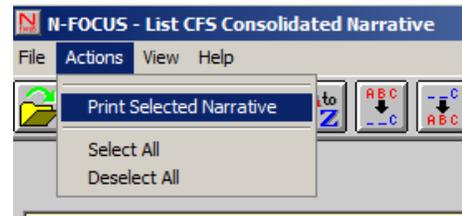
Searching by Keyword: Keyword searches look for the exact set of letters, words, or phrases entered into a keyword search. It will not search for variations of a word. Also, when searching by keyword, the search must have a date range of 3 months or less.

Once a user has made their selections for the search and clicked 'Search' a list of narratives will be displayed on the List Consolidated Narrative window. This window shows the Occurrence date of the narrative, the subject (or area) where the narrative was retrieved, the item type of the narrative, a short description of the text found in the narrative, the status of the narrative or associated assessment, and the person(s) associated with the narrative (if applicable).

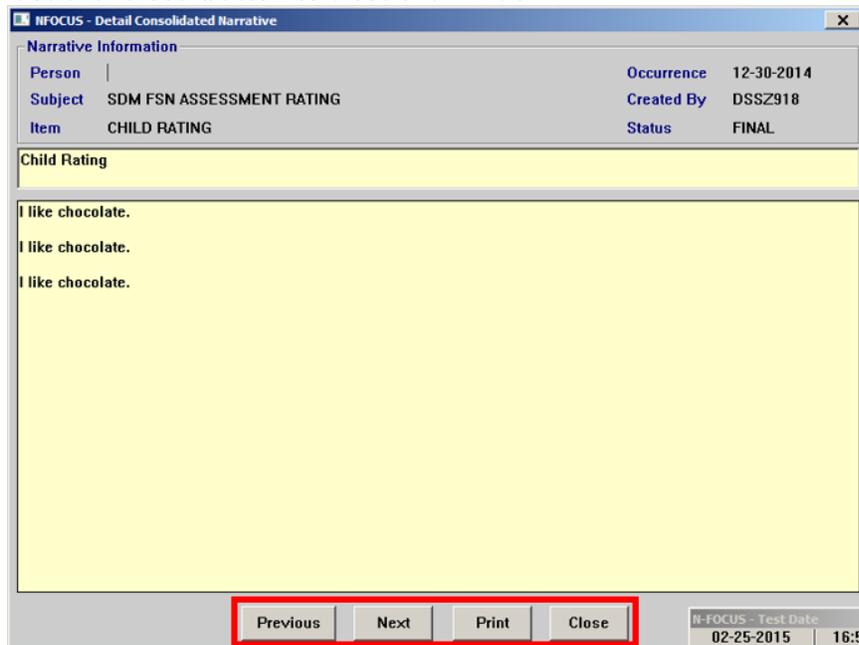
Occurrence	Subject	Item	Short Description
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.
12-30-2014	SDM FSN ASSESSMENT RATING	CAREGIVER RATING	I like chocolate.



To print narratives from the list, select the desired narratives from the list of narratives and use the action menu to print.



To review narratives, use the open icon  or double click a narrative to open it. At the top of the window general information is displayed including persons(s) associated (if applicable), Subject, Item, Occurrence, Created by, and Status. In an opened narrative users can navigate between narratives using the 'Previous' and 'Next' buttons, print an individual button using the 'Print' button, or use the 'Close' button to close the window.



Intake

Narrative Required to Close Intakes (Change)

When updating an intake to closed status at least one narrative will be required to be present in the intake.

[Organization Intake Search \(Change\)](#)

When searching for intakes on an organization detail window a date range will no longer be required when searching for intakes from an organization window. In most cases users will just be able to click the intake icon to retrieve a list of all intakes associated with that organization. The only exception to this is if the organization has 500 or more intakes associated with it, then a date range will be asked for and required to proceed to narrow down a list of intakes associated with the organization.

[Alternative Response Priority \(Change\)](#)

Priority will no longer be displayed on the Intake detail window or the first page of the Intake Worksheet for intakes that are closed with a status reason of Alternative Response. This will help avoid confusion between priority timeframes and the timeframes associated with Alternative Response. The information entered in the Priority Response section of the screening will be maintained and utilized if the Alternative Response intake should change tracks

[Structured Decision Making](#)

[Reunification Assessment Risk Index \(Change\)](#)

The Risk Index items on the reunification assessment are being reordered on the N-Focus window to match the order that the items appear on the paper and printed reunification assessment. The items will appear in all formats in the following order:

R1: Initial Risk or prevention level:

R2: Has there been a new substantiation (in this household) since the last assessment/reassessment:

R3: Caregiver(s) progress with case plan:

[SDM Household Referral Date \(Change\)](#)

The SDM Household Referral Date will now be an updateable field to allow for error corrections.

[Adult Protective Services](#)

[Investigations Delete \(Change\)](#)

Investigations will now be able to be deleted when in 'Revisions Required' status. Previously, investigations could only be deleted in 'Draft' status.

[Investigations Reopen \(Change\)](#)

When reopening an investigation it will now reopen into 'Revisions Required' status so that updates can be started immediately upon reopening. Previously, investigations reopened into 'Ready for Review' status and would require an additional status change to 'Revisions Required' prior to changes being allowed to be made.

[Investigations Finalize \(Change\)](#)

Workers will no longer be required to finalize Investigation and Summary narratives prior to updating the status of an investigation to 'Ready for Review'. These narratives will automatically finalize when the investigation is put into 'Final' status by a supervisor.

NCR Payment Determination Search (Change)

Workers and Supervisors will now be able to search for NCR Payment Determinations on the CFS Information Search window.

