
NFOCUS Major Release Children and Family Services December 13, 2020

A Major Release of the N-FOCUS system is being implemented December 13, 2020. 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 NFOCUS users should read this section.

ACCESSNebraska: NFOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: NFOCUS 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 NFOCUS 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 NFOCUS 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 may be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

Interfaces, Document Imaging and NFOCUS Tips sections will be added as appropriate for the release.

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Alerts

Alert #638 Foster Care Prevention Plan Needed (New)

A new program case alert, "FC Prev. Plan Needed", will be displayed for CFS cases where one or more youth in the case may qualify for a Foster Care Prevention Plan.

Display Dt	Description	Program	Name	Alert #
04-02-2021	SERVICE AUTH CLOSED	CFS	BADDIE, JESSICA	582
04-02-2021	SERVICE AUTH CLOSED	CFS	BADDIE, JESSICA	538
01-02-2021	FC PREV. PLAN NEEDED	CFS	BADDIE, JESSICA	638
12-26-2020	FC PREV. PLAN NEEDED	CFS	BADDIE, JESSICA	638
11-12-2020	AUTH CREATED/RENEWED	CFS	BADDIE, JESSICA	611

Master Case
Number 5180 Name JESSICA BADDIE
Program CFS Name BADDIE, JESSICA

Alert
Type CMGMT Number 638
Due Date 01-02-2021
Source Id SYSTEM

Alert Status
OPEN

Alert Description
FC PREV. PLAN NEEDED
PERSON[S] IN THIS CASE MAY QUALIFY FOR A FOSTER CARE PREVENTION PLAN. REVIEW IS REQUIRED.

Correspondence

Child Advocacy Coordination Notice (Change)

The following change will apply to notices specific to Intakes that involve Child Advocacy Coordination (CAC). The Law Enforcement notice will now state CHILD ADVOCACY at the top of the notice and there will also be a notification indicator on the second page show that the CAC is involved.

Child Abuse/Neglect Intake Worksheet CHILD ADVOCACY COORDINATION REQUIRED

A notification will also populate the Law Enforcement Notice.

Intake Notification

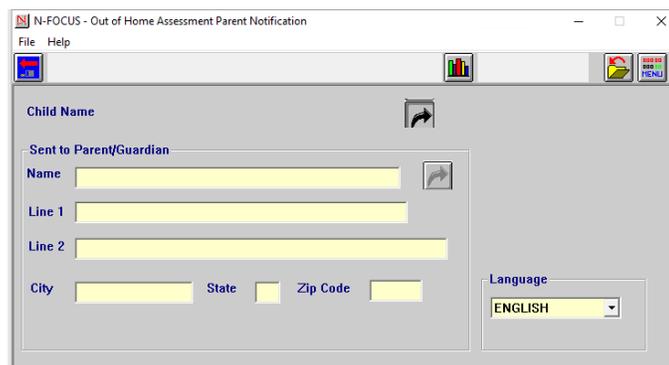
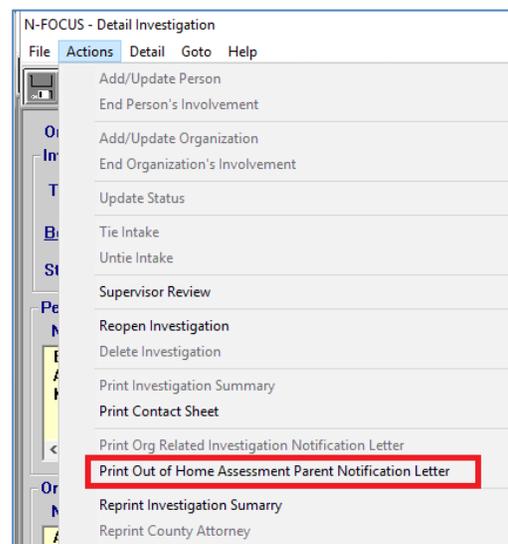
Child Advocacy

10-14-2020

Out of Home Assessment Parent Notice (New)

The purpose of the Out of Home Assessment Parent Notification is to notify parents that their child was involved in an Out of Home Assessment completed at an organization. This correspondence is available after the Tied Intake has been closed and finalized. If there are not parent roles established or the parents are not on NFOCUS, the worker can populate the name and address of whom they would like the correspondence sent.

This correspondence is created from the Detail Investigation window Actions>Print Out of Home Assessment Parent Notification Letter. This notice is available in both English and Spanish.

A screenshot of the N-FOCUS - Out of Home Assessment Parent Notification form. The form contains several input fields: 'Child Name', 'Sent to Parent/Guardian' (with a sub-section for 'Name', 'Line 1', and 'Line 2'), 'City', 'State', 'Zip Code', and a 'Language' dropdown menu currently set to 'ENGLISH'. There are also small icons for file operations and a 'PRINT' button.

Document Imaging

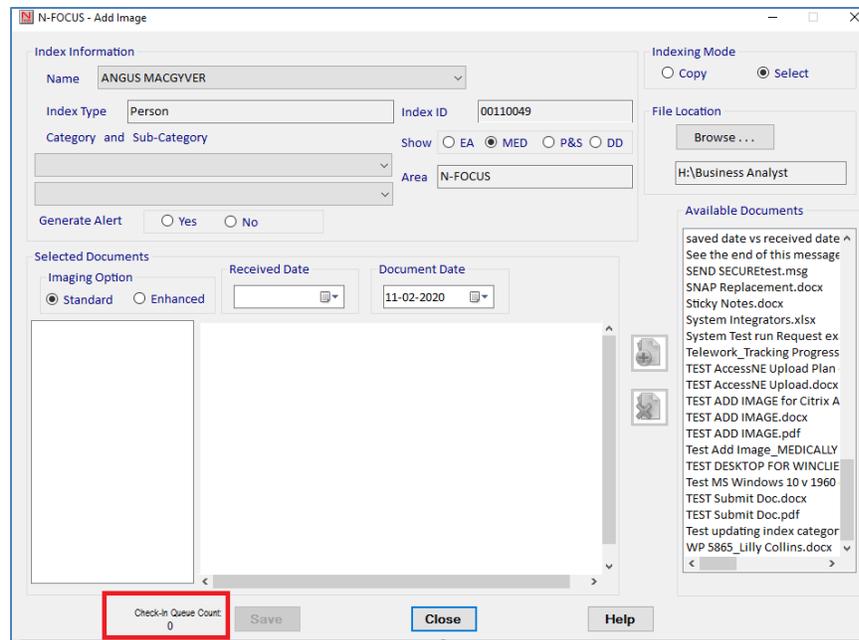
Add Image via Citrix (New)

The following information is for Citrix users only:

Any document that is being added to Document Imaging, when connected to NFOCUS via Citrix, gets sent to the Citrix server to be checked-in to File Director. There are users all across the state that can be adding documents to this server and documents will be processed on a first in, first out order.

For Citrix users, a "Check-In Queue Count" field has been added to the Add Image window. This counter will display the number of documents still waiting to be processed by the Citrix server. If the worker does not see their documents in the List Image window right away, it may be because there are numerous documents to be processed by the server and the counter will provide an indication.

The counter will display the queue count once the worker has clicked "Save" in the Add Image Window to execute the Add Image function.



Expert System

Independent Living Fund (IL) Code Determination (New)

Independent Living youth monthly stipends will now automatically be assigned a fund code of IV-E or Non-IVE based on newly developed IV-E rules in Expert System based on Federal IV-E requirements. Independent Living budgets are processed in the CWIS Budgeting task and will be listed as IL. When the CWIS Budgeting task is selected, the window displays active IL cases.

1. Ensure the youth is in an approved Independent Living Placement in the CFS case before the IL Case is opened.
2. Open the IL case for the month they entered the IL placement.
3. Ensure Age Related details are entered.
4. Ensure that a current permanency hearing is entered or up to date during the time the youth was in the CFS case.
5. If the youth has the expense of Rent document it under 'Rentals' in the Add Expenses window.
 - An expense of rent means the amount of rent will be deducted from the stipend amount. Be sure to end date the expense when appropriate.

Add Expense

Expense

Owner			Category
FLORETTE	JOAN	03-25-1986	AABD SPECIAL REQUIREMENTS
FLORETTE	FIONA	10-26-2002	DEPENDENT CARE AND SUPPORT
			FW/IL LIVING COSTS
			HOUSING
			MAGI EXPENSES
			MEDICAL
			UTILITIES

Type: Rentals

Description: Rent Paid

Amount: 500.00 Miles: Days:

Frequency: Monthly Begin Date: 11-01-2020 End Date:

Verified by: Statement from Person w/ Know

Help

Next OK Cancel Help

Enter date (MM-DD-YYYY)

Budget Authorization Benefit Month: 11-2020

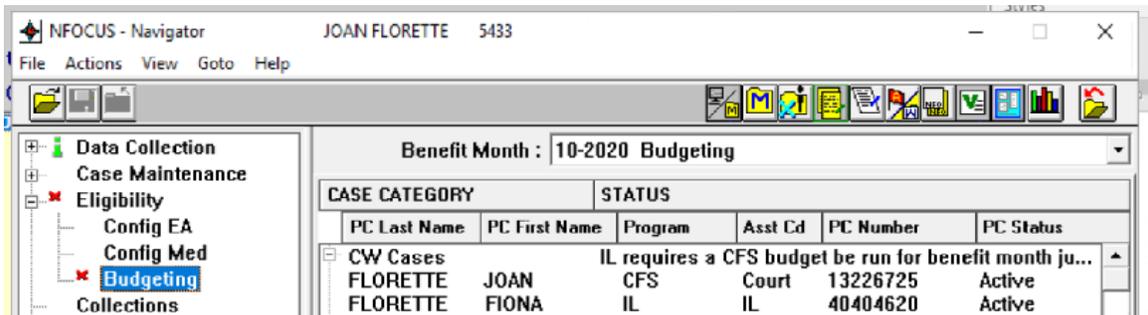
New Budgets:

Pgm Case	Program Case Name	Elig Name	Type	Eligible	Amount	UP/OP	Ovrd.
CFS	FLORETTE	JOAN	Regular	13226725	0.00		
*+				Fail			
IL	FLORETTE	FIONA	Regular	40404620	291.14		
*				Pass			

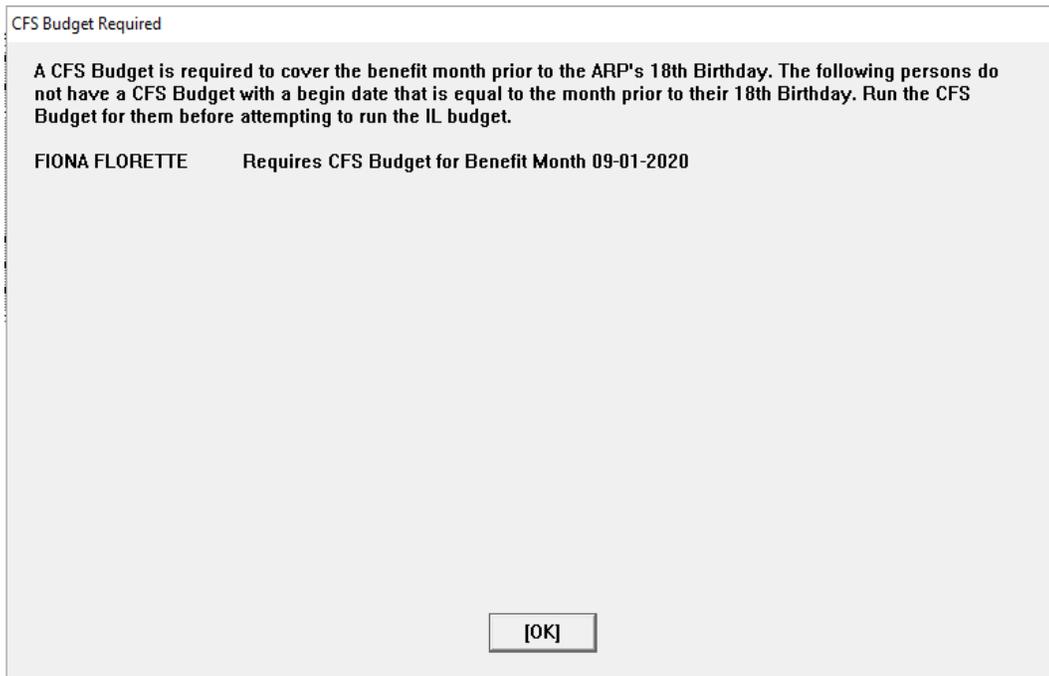
Benefit Summary Begin Date: 11-2020

FLORETTE, FIONA		IL	IL	Regular
Resource Total	0.00		Unit Size	1
Unearned Income	0.00		Medicaid Eligible	Yes
Net Unearned Income	0.00		Total Expenses	500.00
			Total Countable Income	0.00
Earned Income	0.00		Budgetary Need Amount	791.14
Earned Income Disregard	90.00		Max Allowable Amount	791.14
Net Earned Income	0.00		Prorated Need Amount	0.00
			Need Amount	291.14
Net Unearned Income	0.00		Authorized Amount	291.14
Net Earned Income	0.00			
Total Countable Income	0.00		Creation Date	10-26-2020

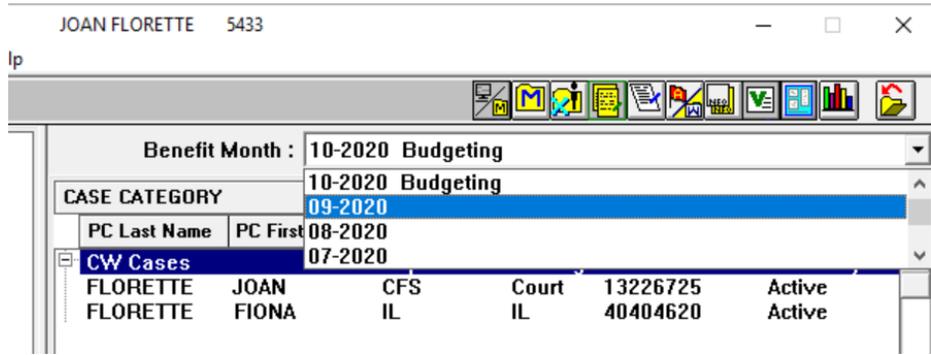
6. Double click the budgeting task.
 - A CFS budget prior the youth's 18th birthday must be run if it has not already been run.



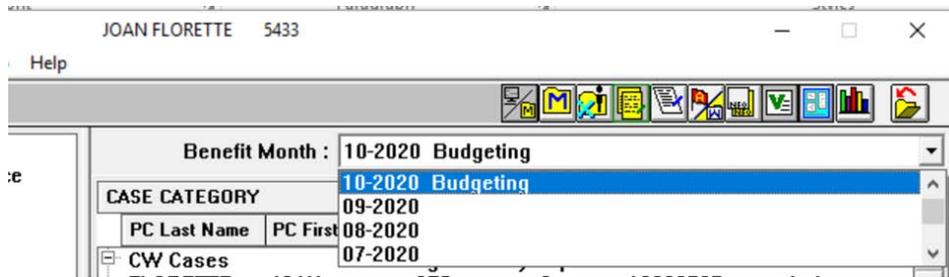
7. Double click the CW cases ribbon for the detailed message to appear if the budget prior to the 18th birthday has not yet been run. Click OK.



Note: If necessary select the month prior to the youth's 18th Birthday from the drop down and run the CFS budget.



8. Select the first IL budgeting month and run the IL budget.
 - If the PPR was updated for that month then run the CFS budget as well, see specific instructions at the end of this section.



9. Review the budget for accuracy and click the Authorize button.

Note: The IL payment will be pro-rated based on the number of days the youth was in the IL placement during the month the youth turns 18 and during the last month when the youth turns 19.

Screen print on next page.

Budget Authorization Benefit Month: 10-2020

New Budgets:

Pgm Case	Program Case Name			Program Case Number			
	Assst/Cat	Elig Name	Type	Eligible	Amount	UP/OP	Ovrd.
CFS	FLORETTE	JOAN	Recalculated	13226725 Pass	0.00		
IL	FLORETTE	FIONA	Regular	40404620 Pass	153.12		

Previously Authorized Budgets:

Pgm Case	Program Case Name			Program Case Number					
Assst/Cat	Elig Name	Begin Date	End Date	Type	Elig	Amount	Issd	UP/OP	Ovrd.
CFS	FLORETTE	JOAN		Regular	Pass	0.00	Y		
		08-01-2020		Recalcul...	Pass	0.00	N		
		10-01-2020	10-31-2020						

It is not necessary to run the CFS budget every time an IL budget is run. It is only necessary to run the CFS budget if the permanency hearing was due or was updated in the same month that the IL budget is being run. This is true for all months being budgeted in the IL Case.

JOAN FLORETTE 5433

Help

Benefit Month : 10-2020 Budgeting

CASE CATEGORY: 10-2020 Budgeting

PC Last Name: PC First: 08-2020

CW Cases: 07-2020

When a permanency hearing was updated or changed in the same month the IL budget is being run, go to the CFS budget for that month authorize it, leave the budgeting screen, and go back into the month the IL budget needs to be run. Run the IL budget.

Budget Authorization Benefit Month: 10-2020

New Budgets:

Pgm Case	Program Case Name			Program Case Number				Amount	UP/OP	Ovrd.
Asst/Cat	Elig Name	Type	Eligible	Amount	UP/OP	Ovrd.				
CFS	FLORETTE	JOAN	13226725	0.00						
*			Recalculated	Pass						
IL	FLORETTE	FIONA	40404620	153.12						
*+			Regular	Pass						

Run the CFS budget only, authorize, ok, and leave the screen.

↓

Previously Authorized Budgets: Budget Override Review Authorize

Pgm Case	Program Case Name			Program Case Number				Amount	Issd	UP/OP	Ovrd.
Asst/Cat	Elig Name	Begin Date	End Date	Type	Elig	Amount	Issd	UP/OP	Ovrd.		
CFS	FLORETTE	JOAN	13226725	0.00	Y						
		08-01-2020		Regular	Pass						

↓

Benefit Summary [OK] Cancel Help

After clicking OK, leave the budget for October and do not budget the IL case yet, instead click cancel, see below:

New Budgets:

Pgm Case	Program Case Name			Program Case Number				Amount	UP/OP	Ovrd.
Asst/Cat	Elig Name	Type	Eligible	Amount	UP/OP	Ovrd.				
CFS	FLORETTE	JOAN	13226725	0.00						
*+			Regular	Fail						
IL	FLORETTE	FIONA	40404620	791.14						
*+			Regular	Pass						

Previously Authorized Budgets: Budget Override Review Authorize

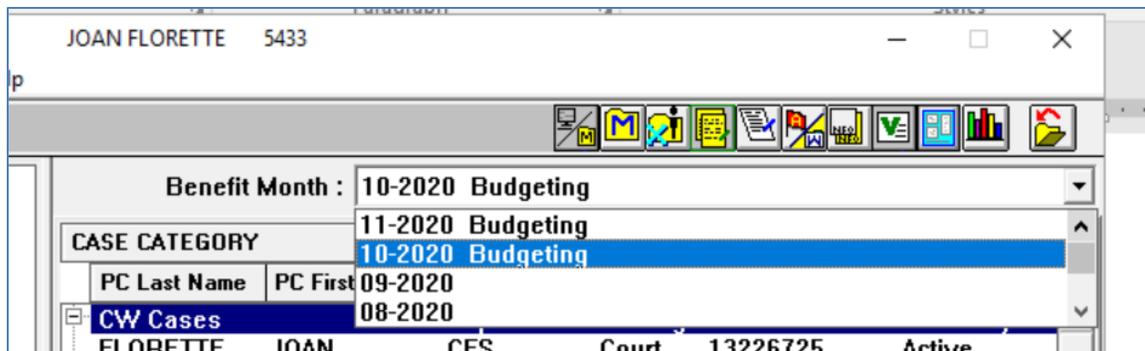
Pgm Case	Program Case Name			Program Case Number				Amount	Issd	UP/OP	Ovrd.
Asst/Cat	Elig Name	Begin Date	End Date	Type	Elig	Amount	Issd	UP/OP	Ovrd.		
CFS	FLORETTE	JOAN	13226725	0.00	N						
		08-01-2020		Regular	Pass						

Do not budget this month, hit cancel and go back to the October budget and budget the IL case.

Benefit Summary OK Cancel Help

Next, go back into October and run the IL budget, keep running the IL budget through the come up month.

Screen print on next page.



NFOCUS Tips

[Guardianship Dissolves \(Tip\)](#)

When Guardianship Dissolves, the child/children must stay in the Guardian's Master Case and a removal is to be created for that child from the Guardians. Placements, reports and Legal Status will continue to be modified and added for the child in the dissolved Guardian's Master Case. If you have any questions, please contact Production Support.

[Duplicate Persons](#)

Please call Production Support when duplicate is identified as the duplicate MUST be discontinued.

[Same Sex Married Parents](#)

When married parents are of the same sex, if both are female, only one can have the Role of Bio Parent of the child. The other parent should be listed as either the Step or Adoptive parent.

Children and Family Services

Detail Intake Window Intake Referral Button (New)

A new push button, Intake Referral, will be added to the Detail Intake Window. This button will be used to document referrals, for services and supports in the community, made during the intake process.

The screenshot shows the N-FOCUS - Detail Intake window. The window title is "N-FOCUS - Detail Intake". The menu bar includes "File", "Actions", "Detail", "Goto", and "Help". The toolbar contains various icons for navigation and actions. The main content area is divided into several sections:

- Intake Information:** Name: JAMES LANG, Number: 911, Status: Open, Status Date: 12-20-2020, Status Reason: CHADRON, Office Assigned: CHADRON, Received by: DSSZ920, Last Updated by: DSSZ920, Received Date: 12-20-2020, Time: 01:46 PM, Last Update Date: 11-06-2020, Plan of Safe Care:
- Source:** Phone Call, Type: Child Abuse/Neglect
- Persons/Allegations:** A table with columns: Last, First, MI Allegation Role, Age, Class.

Last	First	MI Allegation Role	Age	Class
LANG	JAMES	Alleged Victim	11	CHILD
LANG	JOSIE	Alleged Perpetrator	38	ADULT
- Organizations:** A table with columns: Name, Role.

On the right side, there is an "UPDATE" section with several buttons: "Add Allegation", "Tie Intake", "Caller/Reporter", "A/N Factors", "History", "Intake Notification", "Intake Referral" (highlighted with a red box), and "Screening Decision". There are also "Search by Address" and "Search by Phone" buttons.

Referrals for services or supports made during the intake process will be documented on this new Intake Referral window.

- If other is selected, a narrative must be entered.
- This window cannot be updated when the Intake is in Approved or Final Status.

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N-FOCUS - Intake Referral

Referrals

- Housing Community Referral
- Substance Use Community Referral
- Mental Health Community Referral
- Trafficking Services & Supports Referral
- Child Care
- Domestic Violence
- Services for Young People (18-26)**
- Food
- Parenting Supports
- Adoption Supports
- LGBTQ Supports
- Car Seats
- Resources for Adults
- Legal Services
- Other [see narrative]**

Referral Narrative (Ex: list specific agency referred, detail "other" referral)

Here is information on the agency and other types of referrals.

OK Cancel

[FCRO Access to Intake \(Change\)](#)

CFS Administration has given permission for the FCRO to have access to intakes for children who are in currently active Informal Living Arrangements. Prior to this release, they only had access to intakes when a child was in an active placement.

[Intake Status Reason \(New\)](#)

Additional Information has been added as a Status Reason for CPS Info/Referral and APS Info/Referral Intakes.

Information reported to the Hotline that pertains to a child or vulnerable adult who is already the subject of an Initial Assessment or involved in an ongoing Non-court or Court case that does not meet the definition of abuse or neglect will be recorded as type "CPS Information/Referral" or "APS Information/Referral" with "Additional Information" as status reason. This will be communicated to the CFS Specialist assigned to the family's case for follow-up.

Note: The Intake Status Reason is updated after Closing the Intake.

[Intake Override \(New\)](#)

A new Intake Override, "Refer to Law Enforcement – Alleged sex/human trafficking victim is not exhibiting high risk behaviors AND incident occurred more than 12 months prior", will be added to the Policy Overrides on SDM Intake Screening Overrides window.

SDM Priority Response Detail Window Intake Priority Assignment (Change)

The Intake Priority criteria “A Child in imminent danger due to sexual exploitation or sex trafficking” will no longer be used on the Sexual Concerns maltreatment type. There will be two new criteria added to the Sexual Concerns maltreatment type for Intake Priority Scoring:

- A youth engaging independently in sex acts for an exchange of anything of value (i.e., food, shelter, drugs, clothes, money)
- A caregiver taking no steps to prevent access?

The Intake Priority criteria “a child victim is reported or suspected to be labor trafficked?” will no longer be automatically scored as Priority 1 on the Physical Abuse maltreatment type.

Detail Contact and Response Window – Asked about ICWA Field (New)

A new field, “Asked about ICWA” has been added to the Detail Contact and Response window for the Relative/Kin Notices. When a response is added, the new field will require a response of “Yes”, “No”, or “Previously Asked”.

The screenshot displays the 'N-FOCUS - Detail Contact and Response' window. It features a menu bar with 'File', 'Goto', and 'Help'. Below the menu bar are several icons. The main content area is divided into sections: 'Relative' with a dropdown menu showing 'CARLEY LAFLER'; 'Related Children' with a text box containing 'JAMES LANG'; 'Relative Notification' with fields for 'Date' (01-15-2021), 'Contact Type' (Phone Call), and 'Response Type' (Can be a Support Person); and a 'Narrative' field containing the text 'here is a narrative for this contact and response'. A red box highlights the 'Asked about ICWA' dropdown menu, which currently shows 'Previously Asked'. There are also 'Max' and 'ABC' buttons in the bottom right corner.

The relative relationship on the Relative/Kin Notices of “Tribal Custodian” will be changed to “Indian Custodian”. This change will also be seen on the Tribal Ancestry when creating Tribal Notices.

Screen print on next page.

N-FOCUS - Add Relative Notice Relationship

MC ID# 5401 Program Case Name JOSIE LANG

Relative:  

Related Children: 

Relationship Type: 

Detail Contract Budget Tracking Window Rejected Claims History (New)

A history function for the related rejected claims will be added to the Detail Contract Budget Tracker (CBT) window. The new window, Rejected Claims Amount History, will provide a list of all rejected claims linked to the CBT. By navigating to the Detail menu, select "Rejected Claims History" and if a history exists, the Rejected Claims Amount History will display.

This window will provide a list of all the rejected claims related to the CBT. The begin date is the date the rejected status began and the end date is the date the rejected status ended. If no end date is displayed, this means the claim is still in rejected status.

N-FOCUS - Detail Contract Budget Tracker

File Actions Goto Detail Help

N-FOCUS - Rejected Claims Amount History

Contractor Organization

Name CEDARS YOUTH SERVICES, INC. Number 49861790

Contractor Budget

Begin Date 07-01-2020 End Date 06-30-2021

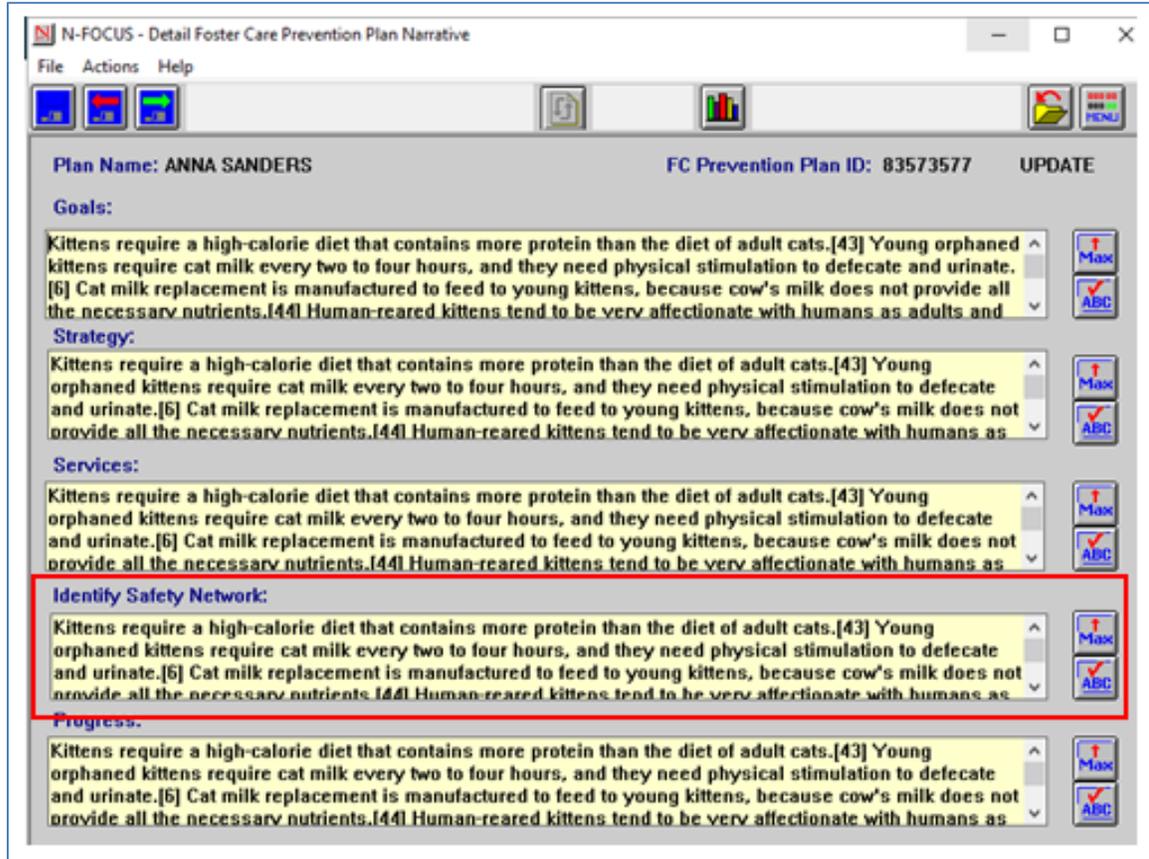
Claim Nbr	Line	Version	Rejected Status Begin Date	Rejected Status End Date	Amount	Modifie
95963087	10	1	04-20-2021		525.00	DSSZ9: ^
95963087	9	1	04-20-2021		1,085.00	DSSZ9:
95963087	8	1	04-20-2021		980.00	DSSZ9:
95497029	3	1	09-15-2020		675.00	DSSZ9:
47665098	2	2	12-22-2020		2,480.00	DSSZ9:
2968179	1	1	08-26-2020		1,395.00	DSSZ9:
95963087	4	2	04-21-2021	04-22-2021	0.00	DSSZ9:
95963087	4	1	04-20-2021	04-20-2021	1,085.00	DSSZ9:
95963087	2	1	04-20-2021	04-20-2021	1,085.00	DSSZ9:
47665098	1	2	12-22-2020	12-22-2020	2,400.00	DSSZ9:
47665098	2	1	12-21-2020	12-21-2020	1,395.00	DSSZ9:
47665098	3	1	12-21-2020	12-21-2020	1,350.00	DSSZ9:
47665098	1	1	12-21-2020	12-21-2020	1,350.00	DSSZ9:
95497029	1	1	08-25-2020	08-25-2020	1,395.00	DSSZ9: v

OK

Foster Care Prevention Plan (Change)

The Foster Care Prevention Plan will have the following updates made:

- New narrative in Plans/Goals for Identify Safety Network



- Ability to Copy Forward the most recent finalized Foster Care Prevention Plan
- Enable keyboard controls on the narrative boxes, so the copy and paste functions can be utilized
- Text Max box was fixed so it is functioning and displays correct text when opened

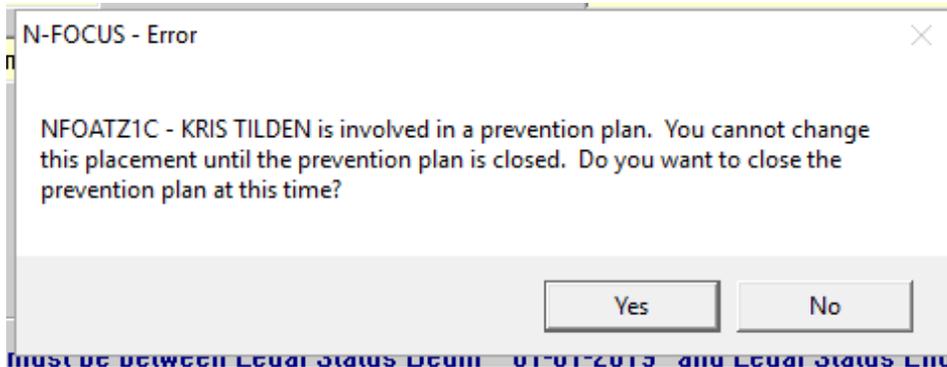
Foster Care Prevention Plan Service Message on Detail Service Referral Window (Change)

When creating a Service Referral for a service that is classified as a prevention service, a message will pop-up to remind the user that a Foster Care Prevention Plan may be needed before the Service Referral is completed.



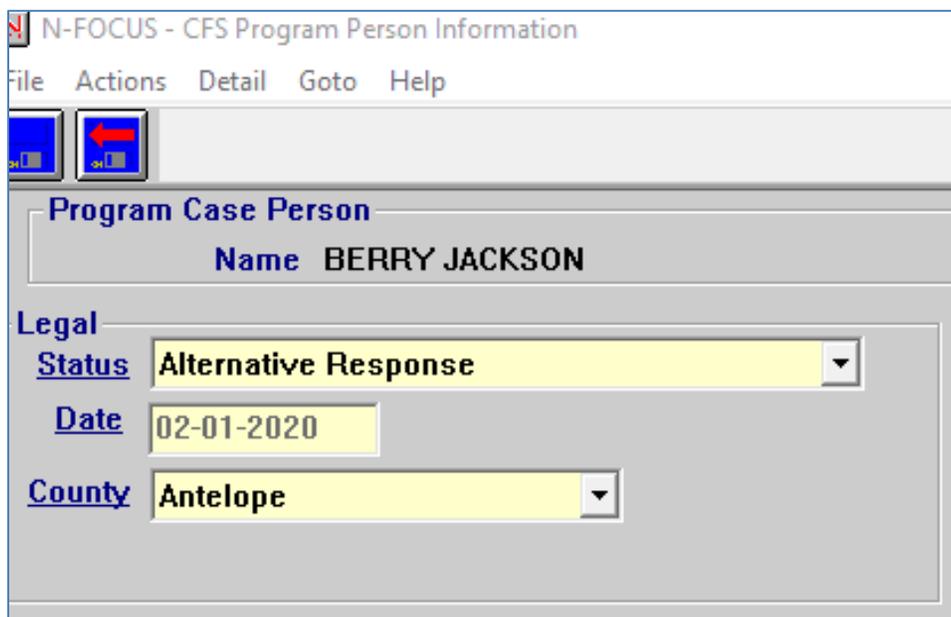
Out of Home Placement (Change)

NFOCUS will stop an Out of Home Placement from being created if a prevention plan with an eligibility type of Foster Care Candidate is active during the placement begin date. If a prevention plan is active and the worker attempts to open an Out of Home Placement the following message will appear reminding the working that the child has a prevention plan and gives them the option to close that plan.



Legal Status of Alternative Response (New)

With this release, the Legal Status option of Alternative Response is now available.



The screenshot shows a software window titled "N-FOCUS - CFS Program Person Information". The menu bar includes "File", "Actions", "Detail", "Goto", and "Help". Below the menu bar are two icons: a blue square with a white document and a red arrow pointing left. The main content area is titled "Program Case Person" and displays the following information:

- Name:** BERRY JACKSON
- Legal Status:** Alternative Response (selected in a dropdown menu)
- Date:** 02-01-2020
- County:** Antelope (selected in a dropdown menu)

Guardianship Assistance Eligibility and Agreement (New)

Workers can now create and print a Guardianship Assistance Eligibility and Agreement in NFOCUS from the Guardianship Assistance window. The worker must first choose the Assistance Type of either adoption or guardianship.

When creating a Guardianship Eligibility and Guardianship Agreement workers can select child information choices displayed on the window. The child information choices are:

- Being in a sibling group of three or more in the same Guardianship Home
- Physical Disability
- Behavioral Disability
- Emotional Disability
- At high risk of developing a disability
 - This reason should always be accompanied with a narrative if selected as the primary special need. The narrative is accessed through a push button called, 'At Risk Narrative'.

All of these are child information choices are optional as there is no requirement for Guardianships to have any special needs to be eligible. Be advised however, there are questions in the Eligibility Push button that make reference to special needs and siblings in the same home. If the worker wants to include the child's special needs in the agreement and eligibility they must still select the appropriate special need type from the child information choices. This is also true if the worker wants to include information that siblings are living in the same guardianship home.

The worker should continue the process of entering other required information on the window to finalize the Guardianship eligibility and agreement. The worker must answer three questions in the 'Eligibility' push button. IF the worker does not check all the boxes on window three in eligibility then the child will be determined ineligible for a Nebraska Guardianship through the department. The worker can still print the eligibility however the Agreement cannot be created until the child is determined eligible.

Once the worker has completed the Eligibility questions, the agreement should be emailed to their supervisor. The IMFC supervisor can enter the Funding Source in the 'IMFC Approval' pushbutton.

Note: The IMFC Approval push button can only be accessed by an IMFC Supervisor. IMFC Supervisors determine through a set of questions in the window if the child is funded with IV-E or Child Welfare.

Once the IMFC Supervisor has completed the funding source the worker can complete the seven questions in the Agreement push button, enter the payment information in the Payments push button, and any appropriate narratives.

Note: The central office narrative is only Central office staff.

Steps to create a Guardianship Assistance Eligibility and Agreement

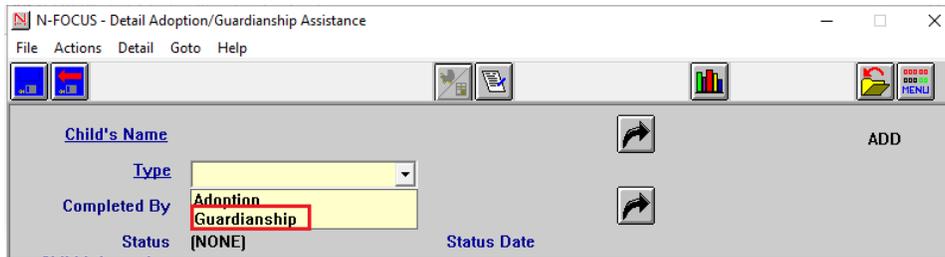
1. From the Detail Program Case window, select the  Subsidy icon.

The List Adoption/Guardianship Assistance window will display.



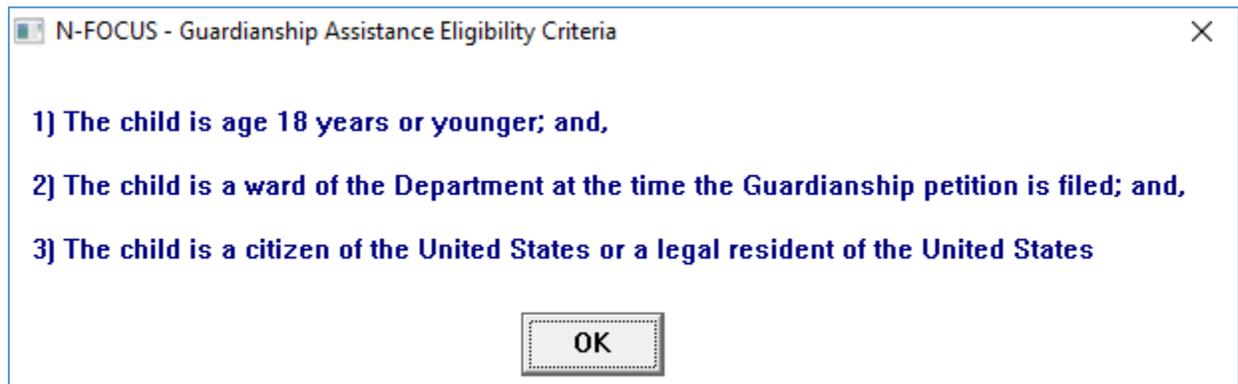
Name	Type	Eligibility Status	Status
RAPHEL NELSON	GUARDIANSHIP	ELIGIBLE	FINAL
JONAH NELSON	GUARDIANSHIP	ELIGIBLE	FINAL
ANNA NELSON	ADOPTION	ELIGIBLE	FINAL
RAPHEL NELSON	GUARDIANSHIP	(NONE)	DRAFT
ARIEL NELSON	GUARDIANSHIP	INELIGIBLE	FINAL
ARIEL NELSON	GUARDIANSHIP	(NONE)	DRAFT
AMY NELSON	GUARDIANSHIP	ELIGIBLE	ADMINISTRATOR REOPEN
RAPHEL NELSON	GUARDIANSHIP	INELIGIBLE	DRAFT

2. Select the  New icon to create new agreement or select one from the list (Double click the one from the list or highlight and select the  Open icon.)
3. Select Guardianship from the Type drop down.



The Guardianship Assistance Eligibility Criteria pop up will display.

4. If the criteria are met, click OK.

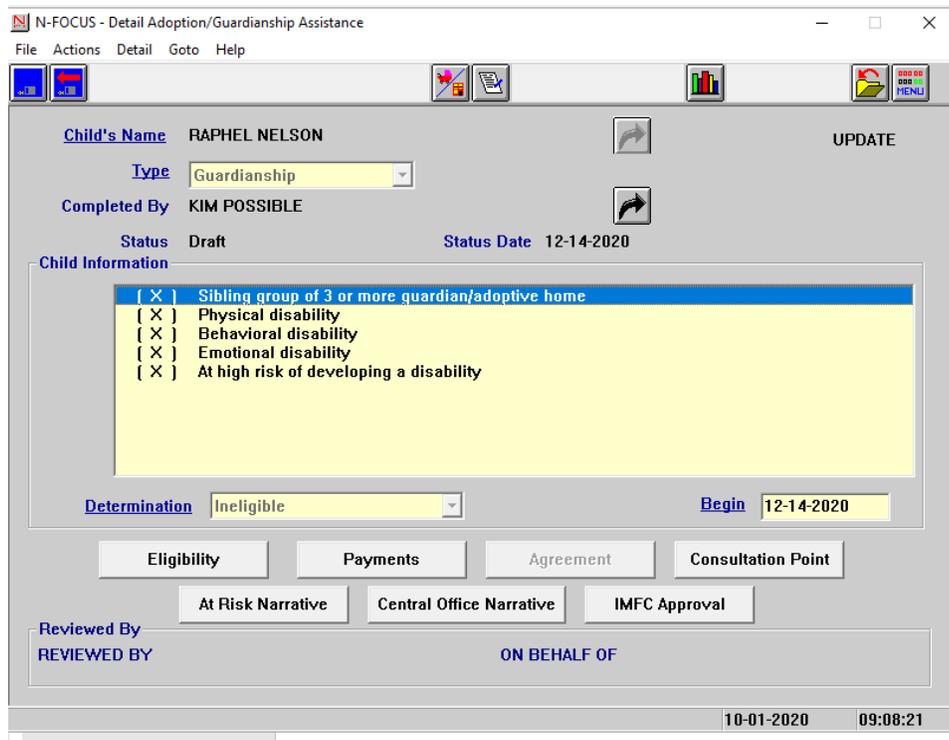


5. Use the  Out Select arrow to enter the child name.
6. Use the  Out Select arrow to enter the worker's name in the Completed By field.
7. The date will -populate with the current date.
8. Click the  Save icon.

The Status will populate to Draft.

9. Select the appropriate child information choices, one or more or none can be selected.

Note: The determination will show as ineligible until the worker answers the Eligibility questions. This determination cannot be selected by the worker because it is automatically populated.



10.If the last child information choice “At high risk of developing a disability” is selected the “At Risk Narrative” push button is enabled.

Note: If the narrative has been entered and the choice is deleted from this window then the narrative will be deleted.

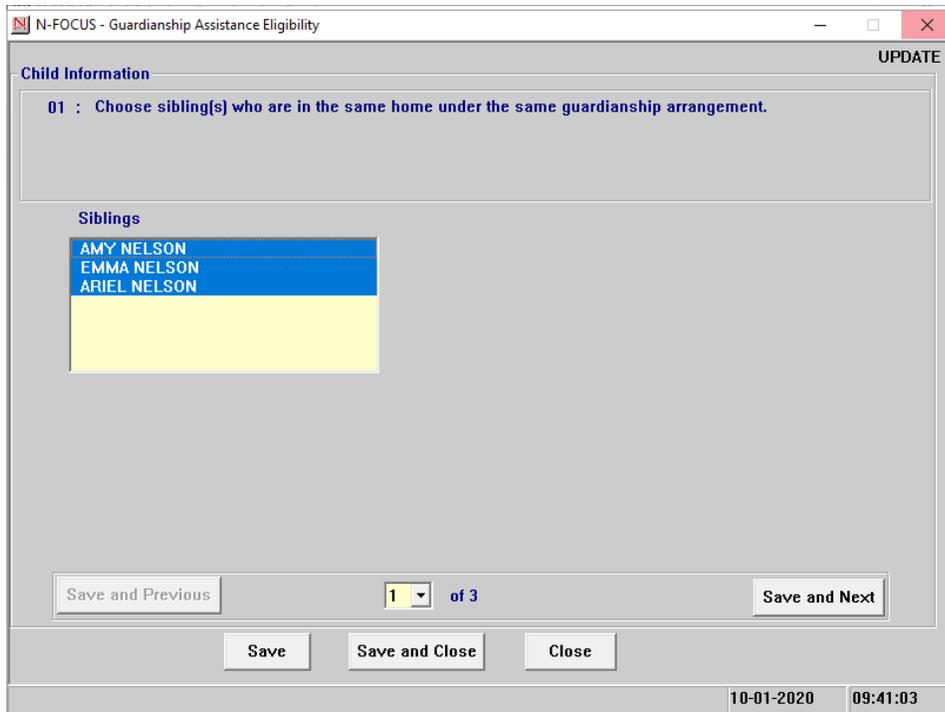
11.Select the Eligibility push button and answer the questions in eligibility.



Eligibility Window #1-

If the sibling option is checked on the main window then window #1 in eligibility will show the names of siblings. The worker must pick one.

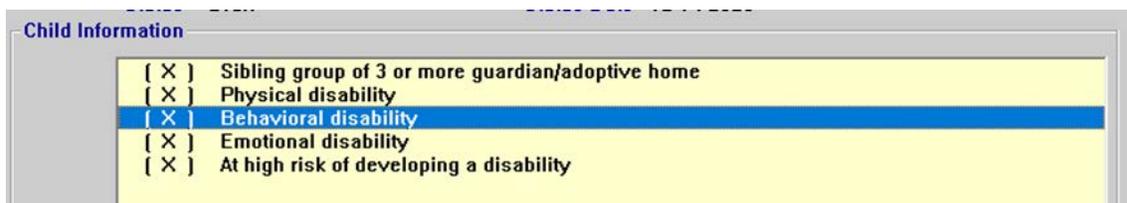




Eligibility Window #2-

This is the same window from the Agreement question flow. The narrative can be changed in both windows and it will save in both windows. If conditions, are filled out from the condition screen in program person and the appropriate child information choices on the main window are checked; then this window will auto populate the conditions.

See Main Window Child Information:



N-FOCUS - Guardianship Assistance Eligibility UPDATE

Identified Child Needs

02 : At the time eligibility is being determined the child has the following needs/special conditions:

Aplastic Anemia	01-01-2020	GARY W MADISON
Diabetes - Type I and II	01-01-2020	GARY W MADISON
Prenatal Methamphetamine Exposure	01-01-2020	GARY W MADISON
Reactive Attachment Disorder	01-01-2020	GARY W MADISON

Other Disability

This narrative is for the worker to enter additional information. The above conditions are pulled in from the conditions window. Only, certain conditions will pull into this window.

Save and Previous 2 of 3 Save and Next

Save Save and Close Close

10-01-2020 10:11:09

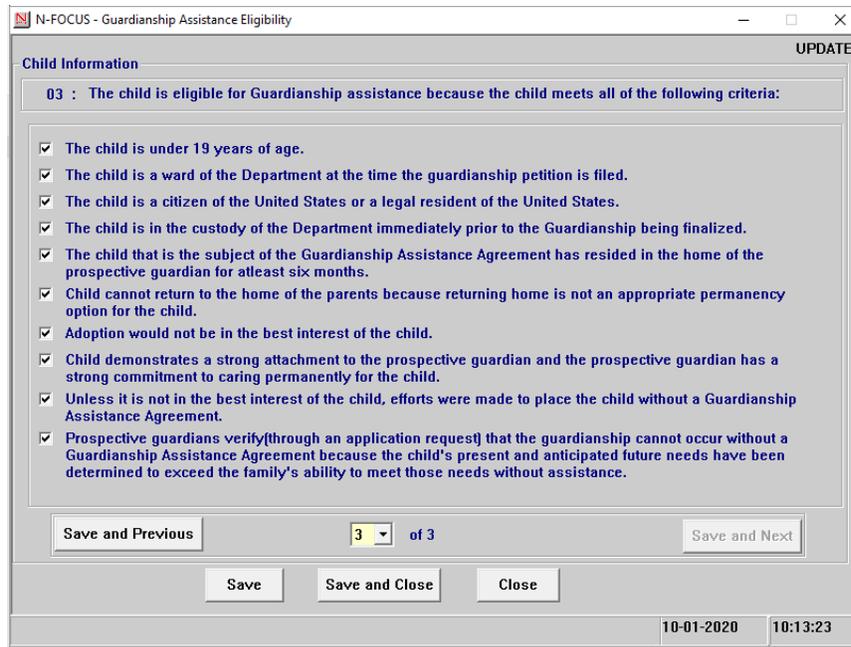
Eligibility Question 3#

Example: All boxes checked:

This will determine the child eligible for a Nebraska Guardianship. The Main window determination will say "Eligible".

Determination Eligible

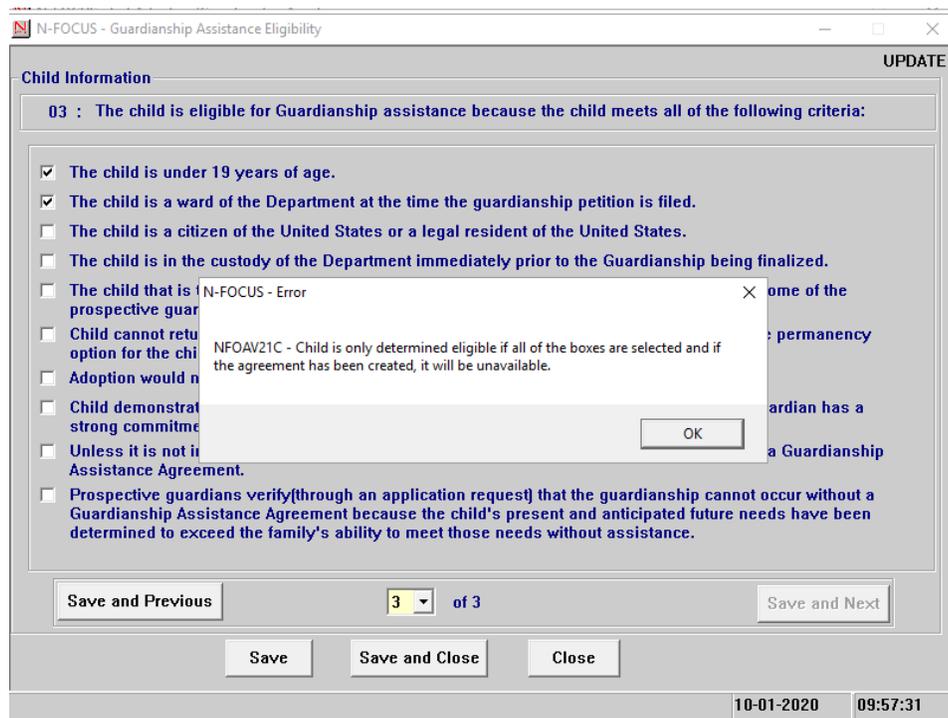
Screen print on next page.



Eligibility Window #3

Example: All boxes NOT checked:

This will cause the child to be ineligible for a Nebraska Guardianship and so the main window will say ineligible.





Once the IMFC supervisor has completed the funding and the Guardians have been entered, the agreement button is available. Select the Agreement push button and answer the seven agreement questions.



Agreement window #1-

Complete the demographic information.

A screenshot of the "N-FOCUS - Guardianship Assistance Agreement" window. The window title bar includes "N-FOCUS - Guardianship Assistance Agreement" and standard window controls. The main content area is titled "01 : Guardianship Assistance Agreement Details" and contains several fields: "Document Type" (ORIGINAL AGREEMENT), "Funding Eligibility" (IV-E ELIGIBLE), "Agreement Effective Date" (12-14-2020), and "Name" (First Name: RAPHEL, Middle Name: , Last Name: NELSON). Below this is the "Guardian/Conservator" section with "Primary Guardian/Conservator" (JAMES NELSON) and "Secondary Guardian/Conservator" (ANNA WENGER). At the bottom, there are buttons for "Save and Previous", "Save and Next", "Save", "Save and Close", and "Close". A status bar at the very bottom shows "10-01-2020" and "10:48:55".

Agreement window #2-

This is the same window from the Eligibility question flow. The narrative can be changed in both windows and it will save in both windows. If conditions, are filled out from the condition screen in Program Person and the appropriate child information choices on the main window are checked; then this window will auto populate the conditions. .

Child Information

- Sibling group of 3 or more guardian/adoptive home
- Physical disability
- Behavioral disability
- Emotional disability
- At high risk of developing a disability

N-FOCUS - Guardianship Assistance Agreement

UPDATE

02 : At the time eligibility is being determined the child has the following needs/special conditions:

Aplastic Anemia	01-01-2020	GARY W MADISON
Diabetes - Type I and II	01-01-2020	GARY W MADISON
Prenatal Methamphetamine Exposure	01-01-2020	
Reactive Attachment Disorder	01-01-2020	GARY W MADISON

Other Disability

This narrative is for the worker to enter additional information. The above conditions are pulled in from the conditions window. Only, certain conditions will pull into this window.

Save and Previous 2 of 7 Save and Next

Save Save and Close Close

10-01-2020 10:52:57

Agreement Window #3

This is the same window as is Eligibility Question #2. It cannot be modified from the Agreement Window #3. The boxes cannot be unchecked or checked. To change this window the user must go back to the Eligibility push button and go to Question #2.

Note: If the user does go back to the question in Eligibility and does uncheck some of the boxes the agreement will not be available. All boxes must be checked for the child to be eligible for a Guardianship with the department.

N-FOCUS - Guardianship Assistance Agreement

UPDATE

03 : The child is eligible for Guardianship assistance because the child meets all of the following criteria:

- The child is under 19 years of age.
- The child is a ward of the Department at the time the guardianship petition is filed.
- The child is a citizen of the United States or a legal resident of the United States.
- The child is in the custody of the Department immediately prior to the Guardianship being finalized.
- The child that is the subject of the Guardianship Assistance Agreement has resided in the home of the prospective guardian for at least six months.
- Child cannot return to the home of the parents because returning home is not an appropriate permanency option for the child.
- Adoption would not be in the best interest of the child.
- Child demonstrates a strong attachment to the prospective guardian and the prospective guardian has a strong commitment to caring permanently for the child.
- Unless it is not in the best interest of the child, efforts were made to place the child without a Guardianship Assistance Agreement.
- Prospective guardians verify (through an application request) that the guardianship cannot occur without a Guardianship Assistance Agreement because the child's present and anticipated future needs have been determined to exceed the family's ability to meet those needs without assistance.

Save and Previous 3 of 7 Save and Next

Save Save and Close Close

10-01-2020 11:04:25

Agreement Window #4

Enter the correct choice, only one of the boxes can be checked.

N-FOCUS - Guardianship Assistance Agreement

UPDATE

04 : The amount of the maintenance payment will not exceed \$26.01 per day, less other benefits received for the child if applicable. Other benefits could include Supplemental Security Income (SSI) benefits, Social Security Administration (SSA) benefits, (CS) Child Support benefits, and Veteran Administration, (VA) benefits.

- Child is currently not eligible for other benefits.
- Child is currently eligible for the following benefits:

SSI Benefits	500.00	per month
SSA Benefits	55.00	per month
VA Benefits	0.00	per month
CS Benefits	350.00	per month

Save and Previous 4 of 7 Save and Next

Save Save and Close Close

10-01-2020 11:13:05

Agreement window #5

Check the appropriate option only one option can be checked.

N-FOCUS - Guardianship Assistance Agreement

UPDATE

05 : Eligibility for Medical Assistance

Title XIX Medicaid - The child qualifies for Federal Title IV-E Subsidy and is categorically eligible for Title XIX Medicaid until the child reaches age eighteen (18) on 03-18-2022. Title XIX Medicaid eligibility will be re-determined at age 18. The child is eligible for Medicaid services as authorized through the Medicaid State Plan.

The child is ineligible for medical assistance under this guardianship assistance agreement.

Save and Previous 5 of 7 Save and Next

Save Save and Close Close

10-01-2020 11:14:41

Agreement Window #6:

If the first option on window #5 is answered then option #2 on window #6 is auto checked. If the section option on window #5 is checked then option #2 on window #6 is not available to check. The first check box on window #6 is always optional.

Screen print on next page.

N-FOCUS - Guardianship Assistance Agreement

UPDATE

06 : Other Medical Coverage

The child will be enrolled in the Guardian(s) private health insurance plan.
 Out-of-State Medical Coverage - A child who receives Medicaid and resides outside the state of Nebraska at the time of guardianship, or who moves to another state after the finalization of the guardianship, will receive Medicaid from the state in which the child resides if eligible. Eligibility for Medicaid in Nebraska may end. If a state of residence does not provide Medicaid service which otherwise would be provided if the child resided in Nebraska, the Department is not responsible for covering that service. Items and services covered by Medicaid vary from state to state.

6 of 7

10-01-2020 11:21:23

Agreement Window #7:

Fill out the window as special services apply. This window is optional.

N-FOCUS - Guardianship Assistance Agreement

UPDATE

07 : Special services are payments made for a specific service or item related to the child's needs, and for a specified time period. These services can be one time only in nature. Special services may be paid for wholly or in part as a provision of this assistance agreement only if other resources or programs are not available to cover the expense of the special service(s). The following special service(s) will be paid for as a provision of this assistance agreement.

Special Service(s)
 Maximum Amount
 Duration

Special Service(s)	Maximum Amount	Duration
Medical Transport	500.00	Yearly

7 of 7

10-01-2020 11:27:22

Other steps to complete the window:

Enter any necessary narratives. (Consultation Point, At Risk Narrative and Central Office Narrative)

N-FOCUS - Detail Adoption/Guardianship Assistance

File Actions Detail Goto Help

Child's Name RAPHEL NELSON UPDATE

Type Guardianship

Completed By KIM POSSIBLE

Status Draft Status Date 12-14-2020

Child Information

- Sibling group of 3 or more guardian/adoptive home
- Physical disability
- Behavioral disability
- Emotional disability
- At high risk of developing a disability

Determination Eligible Begin 12-14-2020

Eligibility Payments Agreement Consultation Point

At Risk Narrative Central Office Narrative IMFC Approval

Reviewed By REVIEWED BY ON BEHALF OF

Date the eligibility was determined. 10-01-2020 11:29:22



The narratives below can be accessed through the Narrative icon at the top of the Detail Adoption/Guardianship Assistance window.

N-FOCUS - Detail Adoption/Guardianship Assistance

File Actions Detail Goto Help

Child's Name RAPHEL NELSON UPDATE

Type Guardianship

Completed By KIM POSSIBLE

Status Draft

Child Information

- Sibling group of 3 or more guardian/adoptive home
- Physical disability
- Behavioral disability
- Emotional disability
- At high risk of developing a disability

Determination Eligible

N-FOCUS - Search Narrative

Selection Condition

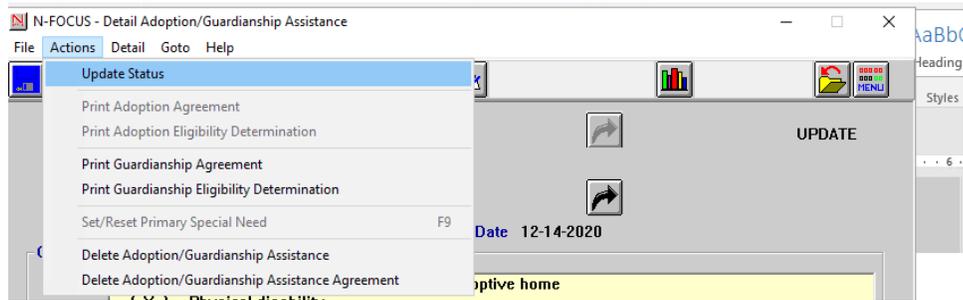
Select All Deselect All

Subject Area

- Eligibility for Adp/Grdn Subsidy
- Efforts in seeking Placement
- Contact
- Consultation Point

Finalize the agreement by updating the statuses by selecting Actions>Update Status.

Note: This is also where the Guardianship Agreement and Eligibility can be printed.



Step Parent Parental Rights (Change)

With this release, a step parent will no longer be shown as having Parental Rights.