
N-FOCUS Major Release Children and Family Services July 26, 2020

A Major Release of the N-FOCUS system is being implemented July 26, 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 N-FOCUS users should read this section.

ACCESSNebraska: 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 (i.e. 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.

Table of Contents

General Interest and Mainframe	3
Detail Program Service Window (Change)	3
Assigning a Program Case to the Default Position (Change)	3
Correspondence	3
Relative Notice Translations (Change)	3
Translation of APS Notifications (Change)	4
Document Imaging	4
Subheadings (New)	4
CFS Subcategories (New).....	4
All Divisions Subcategories (New)	4
Children and Family Services	5
Intake Time Zone Adjustment (NEW)	5
Intake Status Reason (NEW)	5
Home Details Window Facility Type Sort (Change)	6
List Placement Window (Change)	6
School District Selection for Foster Homes (Change)	6
Contracted Organization Assignment Menu Item (Change)	6
CFS Summary Window (New)	6

General Interest and Mainframe

Detail Program Service Window (Change)

The option 'Send to EVV' has been added to the Detail Program Service window. This option will be selected based on programs that have homebased services and those services have been identified to be logged within the Electronic Visit Verification system.

N-FOCUS - Detail Program Service

Service
Long PERSONAL ASSISTANCE SERVICE
Short PERSONAL ASSISTANCE SVC

Program PERSONAL ASSISTANCE SERVICES

IV-E Payment Med Eligible Service Needs Assessed Automatic Claim Notice Send to EVV
 QRTF Eligible Limited IV-E Exempt With Parent in Facility Eligible Prevention IV-E Eligible

Service Approval Type Prevention Level

Days Service Available Per Year [NONE] DD Discount Percentage

Description

Dates
Begin 07-10-2006
End
Proposed End

OK Cancel Propose Close Close PST Help

Assigning a Program Case to the Default Position (Change)

With this release, staff will no longer be able to assign a Closed or Denied Program Case to the Default Position (9999).

Correspondence

Relative Notice Translations (Change)

A change was made to both the Initial and Follow up Relative notice correspondence. These changes bring the correspondence into federal compliance. There was some slight wording changes but the bulk of the information is still the same. These Notices can be printed in both English and Spanish.

[Translation of APS Notifications \(Change\)](#)

NFOCUS now has the ability to print APS Notifications in Spanish. These notifications include both Victim and Perpetrator Notices.

[Document Imaging](#)

[Subheadings \(New\)](#)

The following subheadings have been added with this release.

Note: The categories listed will only be seen in the NFOCUS Search Image Window, Add Image Window, and File Director. They will not display in ACCESSNebraska Submit Docs.

[CFS Subcategories \(New\)](#)

The following 4 subcategories have been added to the main category of IMFC-IV-E Reviews.

- Extension of Adoption
- Extension of Adoption Review
- Extension of Guardianship
- Extension of Guardianship Review

[All Divisions Subcategories \(New\)](#)

A new category called Permanent Resource has been added for all divisions. This category does not have a date range parameter when searching so it will pull in documents from several years in the past to current.

Children and Family Services

Intake Time Zone Adjustment (NEW)

NFOCUS will now make adjustments to the time and date of an assigned intake. The adjustment will consider the Time Zone of the assigned office. This will allow offices in the Mountain Time Zone the full allotted time for contact.

In the screen shot on the next page, you can see that the office is in Mountain time zone and the Completed first face-to-face by time is one hour earlier than Received Date.

The screenshot displays the NFOCUS software interface for an intake record. The main window shows the following details:

- Name: ALANNIS MORSETTE
- Number: 763
- Status: Open
- Priority: 1
- Status Date: 05-25-2020
- Received Date: 05-25-2020
- Time: 08:51 AM
- Office Assigned: GERING
- Received by: MBINDER
- Last Update Date: 06-25-2020
- Plan of Safe Care:

A pop-up window titled "N-FOCUS - Action Dates" is overlaid on the main window, showing the following dates and times:

- Complete first face-to-face by: 05-26-2020 07:51 AM
- Complete Investigation/Assessment by: 06-24-2020 11:59 PM

The organization is identified as LINCOLN POLICE DEPARTMENT, Law Enforcement.

Intake Status Reason (NEW)

A new Status Reason of Accept for DHHS Facility Investigation was added for Abuse and Neglect Intakes. This status addresses Allegations of Child Abuse/Neglect, Dependent Child and Adult Protective Services intake types that occurred at a Facility that is administered by DHHS.

These allegations will be investigated by a Facility Investigatory Team (FIT). If any of those three intake types are selected AND any of the listed DHHS facility types (Youth Rehabilitation and Treatment Center - Geneva; Youth Rehabilitation and Treatment Center - Kearney; Hastings Juvenile Chemical Dependency Program; Whitehall Psychiatric Residential Treatment Facility; Lincoln Regional Center; Norfolk Regional Center; Beatrice State Developmental Center) are listed with an organizational role of 'Allegation Site' or 'Allegation Involved', then 'Accept for DHHS Facility Investigation' should be an option to select as the Intake Status reason.

Screen shot on next page.

UPDA

Intake Information

Name: BARB TILDEN Number: 704
 Status: Closed Status Date: 06-10-2020
 Status Reason: Accept for DHHS Facility Invst Received Date: 05-13-2020
 Office Assigned: CENTRAL Time: 02:14 PM
 Received by: DSSZ915 Last Update Date: 06-10-2020
 Last Updated by: DSSZ915

Source: Phone Call Type: Adult Protective Services

Persons/Allegations

Last	First	MI Allegation Role	Age	Class
TILDEN	BARB	Alleged Victim	70	ADULT
TILDEN	DAN	Alleged Perpetrator	70	ADULT

Search by Address
 Search by Phone
 Finding Complete? Yes

Organizations

Name	Role
HASTINGS REGIONAL CENTER - BLDG 3	Allegation Involved
PIERCE POLICE DEPARTMENT	Law Enforcement

[Home Details Window Facility Type Sort \(Change\)](#)

With this release, the Facility Type drop down on the Home Detail window will be sorted alphabetically in ascending order.

[List Placement Window \(Change\)](#)

The Placement Begin and End Date will now display on the List Placement window.

This window is accessed from the Home Detail window, Placement List pushbutton and Print Placement History menu action.

Note: Placement History Print list already has these dates on it.

[School District Selection for Foster Homes \(Change\)](#)

The Foster Home's School District assignment is now selected from a drop down list on the School Information Window.

[Contracted Organization Assignment Menu Item \(Change\)](#)

Contracted Org Assignment had been accessed from either an icon or a menu item. Now it will be accessed only through the Goto menu, Children and Family Services sub menu.

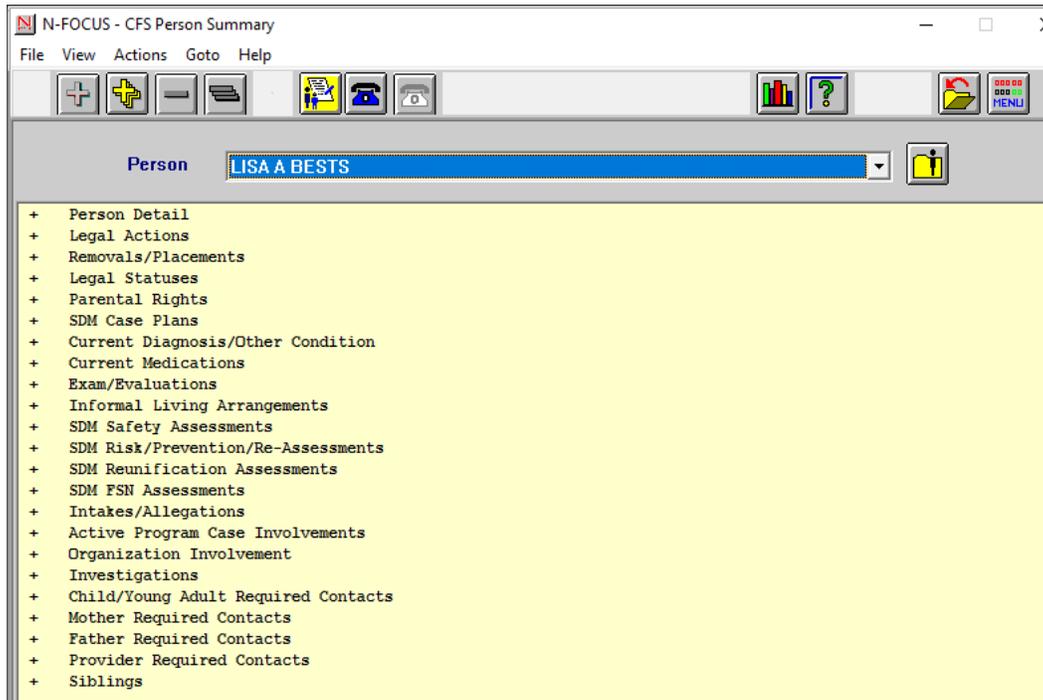
[CFS Summary Window \(New\)](#)

The new window is accessible for CFS Programs and will provide a summary display of CFS related information in one place. This is a read only window and acts as a snapshot of a person's involvement at a point in time.

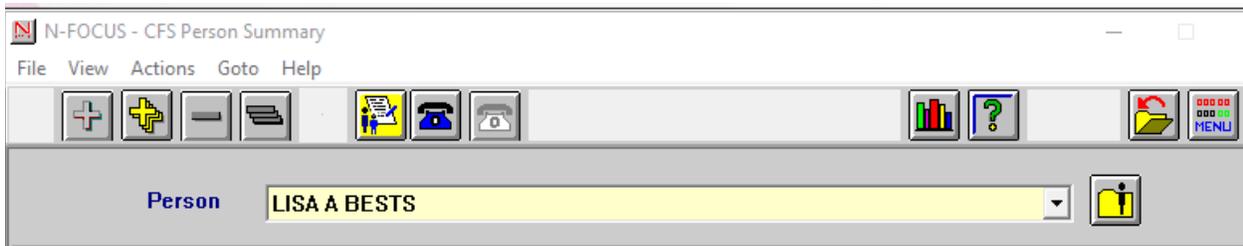


The new window is access from this icon. It enables when one person in the program case is selected.

The screen shot on the next page shows the data that displays on the window.



The '+' and '-' signs in front of each field allow you to expand or contract the field. If a field is contracted, it will not display on the printed document.



The '+' and '-' icons allow the user to expand or contract all of the fields at once. The 'Person' drop down list allows you to select another person from the program case.

The screen shots on the next pages show the expanded selections.

N-FOCUS - CFS Person Summary

File View Actions Goto Help

Person **LISA A BESTS**

- Person Detail

DOB	Age	ICWA Indicator
02-13-2016	4	

Physical Address
120 WEDGEWOOD DRIVE
LINCOLN NE 68510
- Legal Actions

Docket/Page	Court Name	Judge
JV67-456 4,5	ARTHUR COUNTY COURT	EDWARD D STEENBURG
- Removals/Placements

Removal Dt	Placement Type	Begin Date	End Date	Facility Type
01-15-2019	Out of Home	08-27-2019		Residi Substance Use Treatment w/ Pa
01-15-2019	Out of Home	01-15-2019	08-27-2019	Agency Supported
- Legal Statuses

Legal Status	Begin Date	End Date	County	Nonward Reason
HHS Ward	01-15-2019		Lancaster	
- Parental Rights

Out of Home for 15 of last 22 Approximate Months	Number of Months
Yes	18

Mother Name	Status	Status Date
LAURA BESTS	Intact	02-13-2016
Father Name	Status	Status Date
JERRY BESTS	Intact	02-13-2016
- SDM Case Plans

Detail

N-FOCUS - CFS Person Summary

File View Actions Goto Help

Person **LISA A BESTS**

- SDM Case Plans

Begin Date	End Date	Permanency Objective	Concurrent Plan
05-15-2019	11-01-2019	Reunification	
- Current Diagnosis/Other Condition
No Current Diagnosis
- Current Medications
No Current Medications
- Exam/Evaluations
No Exam/Evaluations
- Informal Living Arrangements
No Informal Living Arrangements
- SDM Safety Assessments
No SDM Safety Assessments
- SDM Risk/Prevention/Re-Assessments
No SDM Risk/Prevention/Re-Assessments
- SDM Reunification Assessments
No SDM Reunification Assessments
- SDM FSN Assessments
No SDM FSN Assessments
- Intakes/Allegations
No Intakes/Allegations
- Active Program Case Involvements

Master Case	Name
694	LAURA BESTS

Detail

N-FOCUS - Test Date

Person **LISA A BESTS** 

694 LAURA BESTS

Case Type	Assistance Code	Role	Begin Date
CFS	Court	Participant	01-01-2019

- Organization Involvement
No organizations involved
- Investigations
No Investigation data
- Child/Young Adult Required Contacts

Contact	Occurrence Date	Type of Contact
	08-28-2019	Private Visit with Child in Residence
- Mother Required Contacts
No Mother Required Contacts
- Father Required Contacts
No Father Required Contacts
- Provider Required Contacts
No Provider Required Contacts
- Siblings

Name	Gender	Age	Relationship
MONA L BESTS	Female	2	Sibling (Bio)
GREGORY BESTS	Male	19	Sibling (Bio)
BRETT BESTS	Male	15	Sibling (Bio)
PETER BESTS	Male	19	Sibling (Bio)

Selecting a specific instance and then the Detail pushbutton will allow the user to flow to that instance in N-FOCUS.

Selecting the Actions menu and the Print Summary will print the document.