

N-FOCUS Work Group Meeting Minutes
January 13, 2010

Participants: Julie Lynner (B&G), Katie Easley (KVC), Angela Bredenkamp (NFC), Lynn Castrianno (Visinet), Tara Winter (ESA), Monica DeMent (SESA), John Mader (Cedars).

Not Present: DHHS staff from WSA, NSA and CSA.

1. Prioritization of Individual Specific Reports (attachment)
 - A. We reviewed and modified the attached listing of reports for prioritization to modify for placement on InfoView. Obsolete reports were removed and clarity of where reports will be available was clarified. I tried to indicate which reports will be available to the Contractor that does not contain child specific data.
 - 1) I specified in the attachment 'Contractor Aggregate' reports that would be in a single folder available on Infoview for Contractors and the term LA-Contracts (lead agency) for reports that will include Child Specific Information.
 - 2) The Contractor Aggregate folder should be available no later than January 31, 2010.
 - 3) The Derived Placement Child Specific report is currently available to Contractors in the LA Contractor Folder.
 - B. A folder for each Contractor for Child Specific reports is current available on Infoview.
 - C. A folder for Aggregate Reports will be available to the Contractors within the next few weeks.
 - D. Contractors that DO NOT have access to Infoview Reports must submit names and complete all the External Access request forms. Submit names to Lindy Bryceson.
 - E. DHHS staff will be able to access the same reports they do now.
 - F. Future meetings of this group will be used to identify reports or information needed by the Contractor that may not exist.
2. Develop N-FOCUS Security Notification Process
 - A. A process needs to be established in the future as to how information is communicated with the service area when the Contractors are in need of an employee to have N-FOCUS access or when an employee's access to N-FOCUS needs to be terminated.
 - 1) Each Contractor will identify one to three people that will be their designated Security Administrator. Those names will be submitted to Sherri Haber no later than January 29, 2010.
 - 2) The Contractor Security Administrator names will be shared with the Service Area Security Administrators and the Service Area Contract Liaisons. The Service Area Contract Liaisons will only

accept requests for adding and terminating access from the Contractor's designated Security Administrator.

- 3) The Service Area Contract Liaison will submit completed new hire/termination requests to the Service Area Security Liaison
- 4) Contractor request to add or terminate a contract employees access to N-FOCUS and subsequent data systems, must be completed on the Department approved form (being developed by IS&T) and submitted to the Service Area Contract Liaison for processing. The Service Area Contract Liaison will submit completed paperwork to the Service Area Security Administrator.
 - a) Training related to this entire process will be conducted by IS&T and will include the Contractor and State Security Administrators. This will include the importance of submitting ORIGINAL External Access paperwork; identifying persons who have previously been employed by DHHS; terminating access for employees that have left and/or are terminated.
- 5) Contractor requests regarding the status of a contract employee's access will be directed to the Service Area Contract Liaison.
- 6) Contractors having conflicts or concerns will utilize the Conflict Resolution Process identified in the Operations Manual.

3. N-FOCUS Discussion Items

- A. CFS Program Case Transition** – Provided instructions and stressed the importance of getting the cases documented as assigned to a Contractor. Each child in a CFS program case needs to be assigned to a contractor. All the Performance Measures, COMPASS data and Reports utilize this data in pulling information for the Contractor.
- B. Narratives** – Provided additional information regarding the use of Narrative. Some people think that contractors can only document in the 'Contractor Specific' narratives. Contractors may use all other narrative EXCEPT 'Required Contacts'. The 'Contractor Specific' narratives are narratives that are exclusive to contractors and should only be entered by them.
 - 1) After Care – Contractors will evaluate their need for additional narrative subject or item areas.
- C. Organization Issues**
 - 1) The Contractor should be assigned as the Primary Worker for an Organization.
 - 2) For a new foster family the Facility type should be added to the Home Details that reflects the Contractor's establishment of the type(s) of foster home a particular family reflects.
- D. Contract Staff Information on N-FOCUS** – each Contractor will submit a listing of their organizational chart including names, phone numbers and office locations so that N-FOCUS 'staff' information can be updated and corrected. These lists will be submitted to Sherri Haber by 01/29/10.

- 4.** Additional items:
- A.** A request was made for the Department to provide additional training regarding Entering Organizations. DHHS requested that the Contractors provide more information as to what specifically they are looking for and we will evaluate how to provide for their request.
 - B.** Next Agenda
 - 1) User Group
 - 2) Discussion of Reports and utilization

Next meeting will be Tuesday March 2, 2010 from 9-11 and a conference call number will be sent out.