

# N-FOCUS PERSON DETAIL

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## PERSON DETAIL

- The *Person Detail* window provides details about a person who is in N-FOCUS.
- This person may or may not be part of a Master Case or a Program Case.
- Details included Address, Central Registry, Intakes, Child Support, School Attendance, Tribal, Previous Addresses, DOB, etc...

## SCHOOL ATTENDANCE

An instance of School Attendance must be created and updated every time the child starts school, changes schools, or changes a grade level. Any other information can be updated.

It is important to keep School Attendance current because:

- This information is used by the Finance Division to pay Special Education costs and out of school district costs.
- School Attendance is used to determine IV-E (Federal Funding) eligibility for 18 & 19 year olds.
- School Attendance is used for youth who are SSA (Title II) eligible and aids workers regarding the continuation of SSA benefits up to age 19.
- The School Attendance function allows workers to add, update, view, and delete instances for a Case Person.
- School Attendance is specifically designed for a CFS Program Case; however, School Attendance can be documented for any Agency Related Person, regardless of Program Case involvement.
- The edits involved in School Attendance do not affect Programs or Participant Status.

**Note:** It is possible to have an individual listed in two or more instances of School Attendance if the person is dual enrolled. When documenting a change of School Attendance due to change of school, grade or begin date, you will need to end date the existing instance of School Attendance and create a new instance. Information documented in the School Attendance module will automatically be included in the Court Report.

## Create the First School Attendance

1. On the *Person Detail* window, select the *School Attendance* push button.

Person Name

First SEAN

Middle

Last FIFTY

Ext [NONE]

SSN 505-78-4045

Birth Date 01-22-2010

Deceased Date

Person Number 62715414

Sex

Female

Male

Unknown

Person Involvements

Medicare Inquiry

Program Cases...

CHARTS Referral NCP...

School Attendance...

Tribal...

PIN Management

YRTC Narrative

UPDATE

Demographics...

Telephone...

Address...

Address History...

Military/International...

Person Verification...

State Ward Details...

Name History...

SSN History...

MMIS History...

2. The *List School Attendance* window displays. Select the *New* icon to create a new school.

School Attending

Grade

Attending Status

Begin Date

End Date

- The *Detail School Attendance* window displays. Select the black *Select Out* arrow to search for the appropriate school.

- On the *Search Organization* window, enter the name of the school in the *Name* box then select the *Search* push button.

5. One of two things will happen:
  - a. If a list window displays, double click on the school you want then select the blue arrow *Select* icon.  
OR
  - b. The *Detail Organization* window displays. If this is not the correct school, close the window and retype the school name. If this is the school, select the blue arrow *Select* icon.

The screenshot shows the 'N-FOCUS - Detail Organization' window. The 'Organization' section has the 'Name' field filled with 'WESTVIEW ELEMENTARY SCHOOL'. The 'Status' is 'Active' with a date of '07-09-2009'. The 'ID#' is '16367276'. The 'Organization Detail' section contains buttons for 'Addresses...', 'Address History ...', 'Tax Details...', 'Home Details...', 'Telephones...', 'List Service Auth...', and 'Energy Fuel Type'. The 'Related Persons' section has a table with columns: Last, First, Type, Family Role, Sex, Birth Date, End Date. A yellow highlight is present in the table area. A blue arrow icon in the toolbar is highlighted with a black arrow pointing to it.

6. The *Detail School Attendance* window displays with the selected school indicated in the *School* field. Select the *Grade Level* and *Attending Status* from the drop-down menus. Then, enter the *Begin Date* for this grade.

**Note:** Grade Level, Begin Date and Attending Status are required fields.

**Note:** When the grade level is 9<sup>th</sup> – 12<sup>th</sup> grades or GED Classes, the *Graduation Date* field will appear. Enter the expected Graduation Date.

**Note:** When the grade level is post-secondary, Vocational/Technical Certificates or Diploma, the *Major* field will appear. Enter the Major.

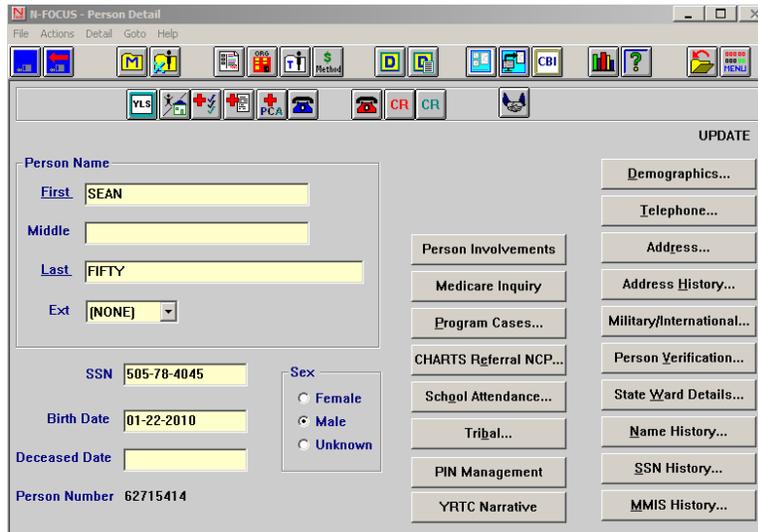
7. Enter information in the *Special Education* fields as appropriate. All Special Education fields are optional.

8. When all fields are completed, select the *Save and Close* icon to return to the *Person Detail* window.

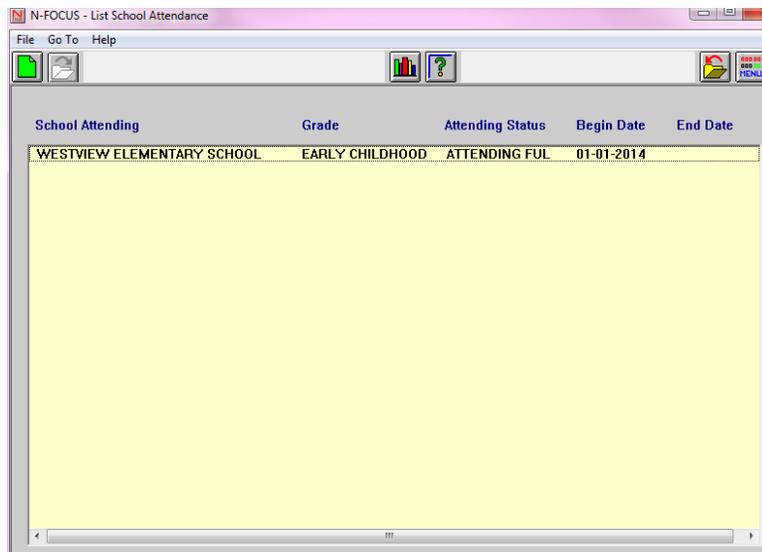
## End Date School Attendance

If you are making a change in School Attendance due to graduation, the individual is no longer attending, change of school, grade or begin date, you will need to end date the existing instance of School Attendance and possibly create a new instance.

1. From the *Person Detail* window, select the *School Attendance* push button.



2. The *List School Attendance* window displays with a list of the schools the person has attended. Double click on the school attendance that is ending.



School Attending	Grade	Attending Status	Begin Date	End Date
WESTVIEW ELEMENTARY SCHOOL	EARLY CHILDHOOD	ATTENDING FUL	01-01-2014	

- On the *Detail School Attendance* window, select the appropriate *Attending Status* from the drop-down menu.

N-FOCUS - Detail School Attendance

File Go To Help

JOEY GREEN UPDATE

School WESTVIEW ELEMENTARY SCHOOL  HOME SCHOOL

Grade Level SECOND GRADE

Begin Date 09-01-2014

End Date

Attending Status ATTENDING FULL TIME

Special Education

Verification Categories

- Autism
- Behavioral Disorders
- Deaf-Blindness
- Early Childhood Special Education
- Emotionally Disturbed
- Hearing Impairments
- Learning Disabled
- Mental Handicap-Mild

Education Surrogate

Surrogate Phone Number

- Enter the last day of attendance in the *End Date* field.

N-FOCUS - Detail School Attendance

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JOEY GREEN UPDATE

School WESTVIEW ELEMENTARY SCHOOL  HOME SCHOOL

Grade Level SECOND GRADE

Begin Date 09-01-2014

End Date 09-15-2014

Attending Status NO LONGER ATTENDING

Special Education

Verification Categories

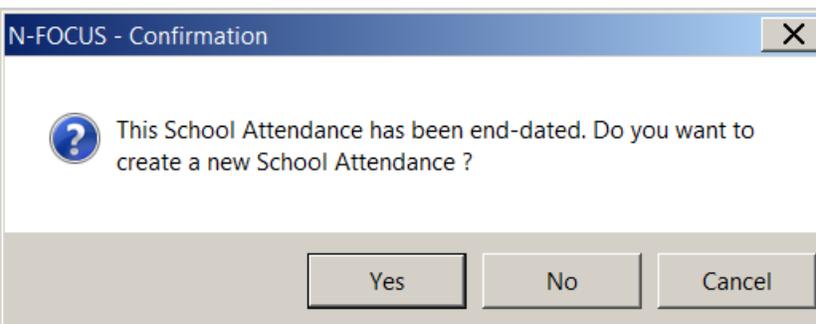
- Autism
- Behavioral Disorders
- Deaf-Blindness
- Early Childhood Special Education
- Emotionally Disturbed
- Hearing Impairments
- Learning Disabled
- Mental Handicap-Mild

Education Surrogate

Surrogate Phone Number

- Select a Save icon.

6. A message window will display asking, "Do you want to create a new School Attendance?"



**Yes:** The data will be saved and a new *Detail School Attendance* window displays to enter new/updated information.

**No:** The data will be saved and the *List School Attendance* window displays. The window will show the updated information.

**Cancel:** No data will be saved, the *Detail School Attendance* window will remain with the changes the user entered remaining in the fields.

## TRIBAL INFORMATION

A person may apply for Tribal status to multiple tribes. Each tribe must be entered one at a time using the steps below. If a person has an ICWA background, make sure their Ethnicity/Race codes are correct.

### Add Tribal Information

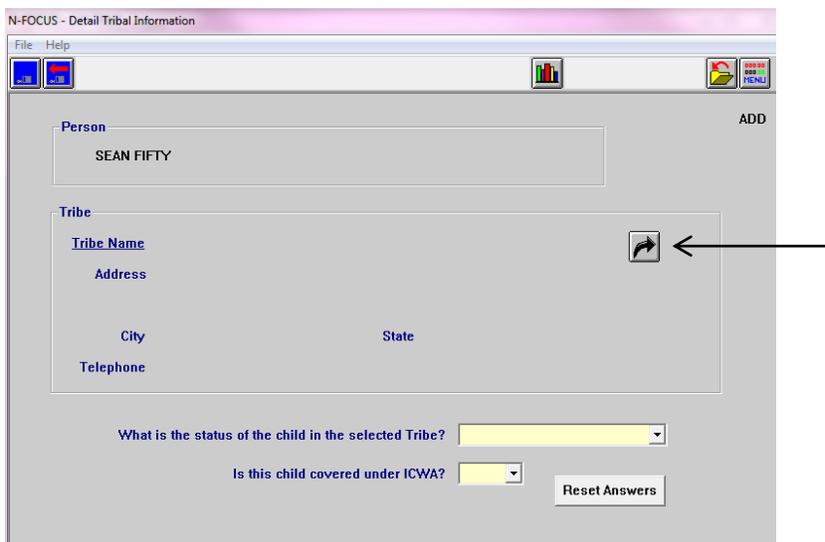
1. On the *Person Detail* window, select the *Tribal* push button.

The screenshot shows the 'N-FOCUS - Person Detail' window. The 'Person Name' section contains fields for First (SEAN), Middle, Last (FIFTY), and Ext ([NONE]). The SSN is 505-78-4045, Birth Date is 01-22-2010, and Sex is Male. A red arrow points to the 'Tribal...' button in the 'Person Involvements' section.

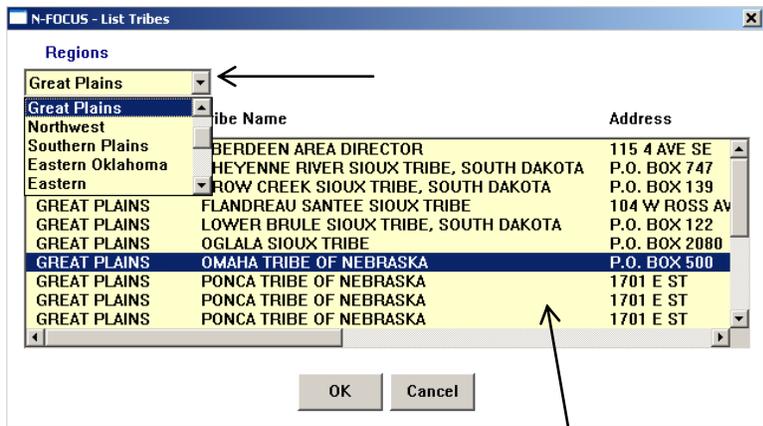
2. The *List Tribal Information* window displays; select the *New* icon to create Tribal information.

The screenshot shows the 'N-FOCUS - List Tribal' window. It displays a list of tribal information for the person SEAN FIFTY. The list has columns for Tribe Name, Phone Number, and Address. The list is currently empty.

- The *Detail Tribal Information* window displays for this person. Using the black arrow *Select Out* icon, pull in the tribe for which the person has affiliation.

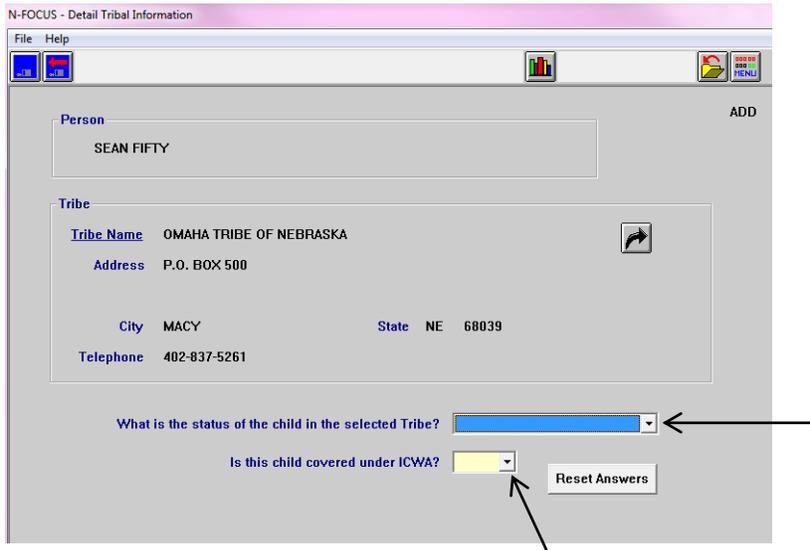


- Once the *Out Select* black arrow has been selected the *List Tribes* window displays. The Nebraska Tribal Nations are in the *Great Plains Region*. Select *Great Plains* from the *Regions* drop-down list.



- Highlight the Tribal Name on the *Tribal Name* list.
- Select the *OK* push button.

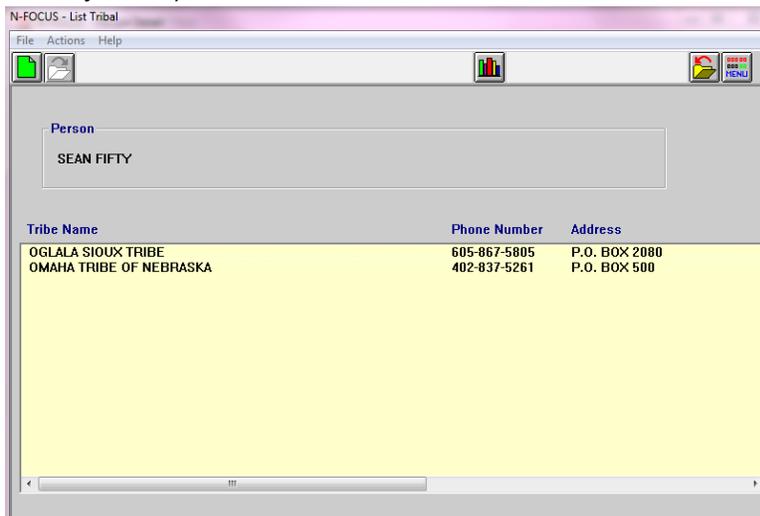
7. The *Detail Tribal Information* window displays with the Tribe Name and telephone number fields populated. From the drop-down lists, select the answer for the following based on responses from the tribe:
  - a. What is the status of the child in the selected Tribe?
  - b. Is the child covered under ICWA?



8. Select *Save and Close*.
9. On the *List Tribal Information* window select the *Close* icons until the *Person Detail* window displays.

### Add Additional Tribes

If a person is affiliated with more than one Tribe, repeat the steps for creating a new tribe (previously listed). The *List Tribal* window will list all the Tribes entered for this person.



## PERSON ADDRESS

\*\*Before changing any person's address, ALWAYS talk with the SSW first. Not doing this could affect the person's benefits.

### Add an Address

1. On the *Person Detail* window select the *Address* push button.

2. The *Detail Address* window displays. The default radio button is for Physical Address.
  - a. Enter the fields relevant (Number, Direction, Street Name, Type, Postdirection, Unit Type, Unit Number) then enter the Zip Code.
  - b. Press TAB on the keyboard or click in another area and the City, State, and County will populate based on the Zip Code you've entered.

OR

  - c. If the person's zip code is not a NE zip, you will be prompted to enter the city and state.

- The person's address will show in the boxes at the bottom. Select the *OK* push button when you are done.

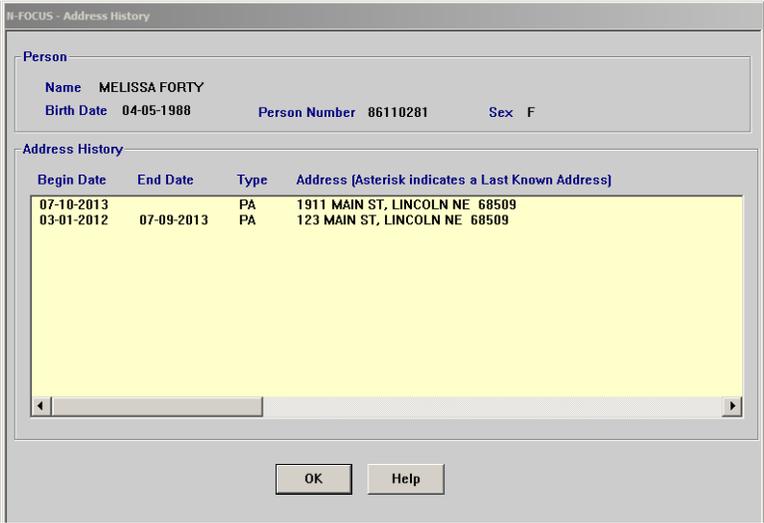
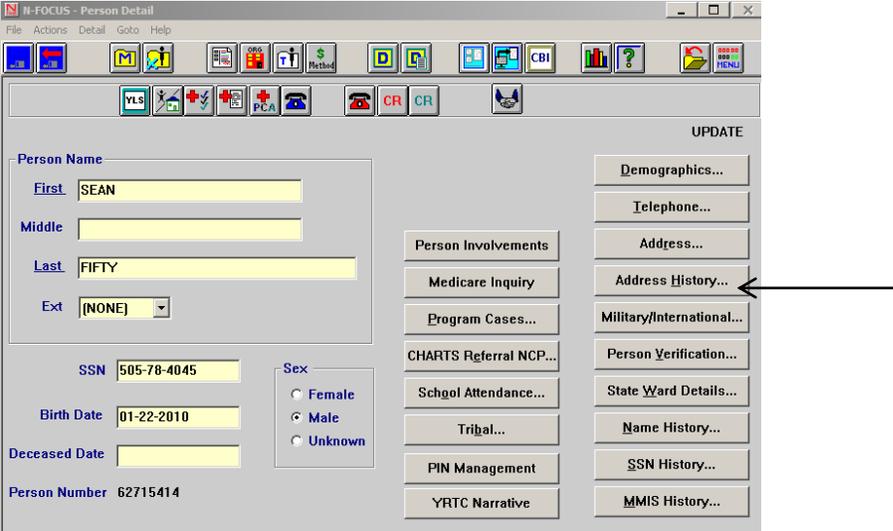
## Update an Address

\*\*Before changing any person's address, ALWAYS talk with the SSW first, if they have a social services case. Not doing this could affect the person's benefits.

- To update an address navigate to the *Detail Address* window and enter the new address information and select the *OK* push button.
- On the *Person Detail* window, select the *Save* icon to save the information or select the *Save and Close* icon to return to the previous window.

# ADDRESS HISTORY

You can check a person's address history by selecting the *Address History* push button on the *Person Detail* window.



## CHILD SUPPORT

To check if someone is involved within child support system, select the *CHARTS Referral NCP* push button and follow the instructions.

The screenshot shows the 'N-FOCUS - Person Detail' window. The 'Person Name' section contains the following information:

- First: SEAN
- Middle: [Empty]
- Last: FIFTY
- Ext: [NONE]

The 'SSN' is 505-78-4045 and the 'Birth Date' is 01-22-2010. The 'Sex' is set to 'Male'. The 'Person Number' is 62715414.

The 'UPDATE' section contains several buttons, with 'CHARTS Referral NCP...' highlighted by a black arrow. Other buttons in the 'UPDATE' section include: Demographics..., Telephone..., Address..., Address History..., Military/International..., Person Verification..., State Ward Details..., Name History..., SSN History..., and MMIS History....

Other buttons visible in the window include: Person Involvements, Medicare Inquiry, Program Cases..., School Attendance..., Tribal..., PIN Management, and YRTC Narrative.

## PROFESSIONAL RELATIONSHIPS

If the person has a Conservator, Guardian, or Power of Attorney, complete the Professional Relationships on the *Person Detail* window.

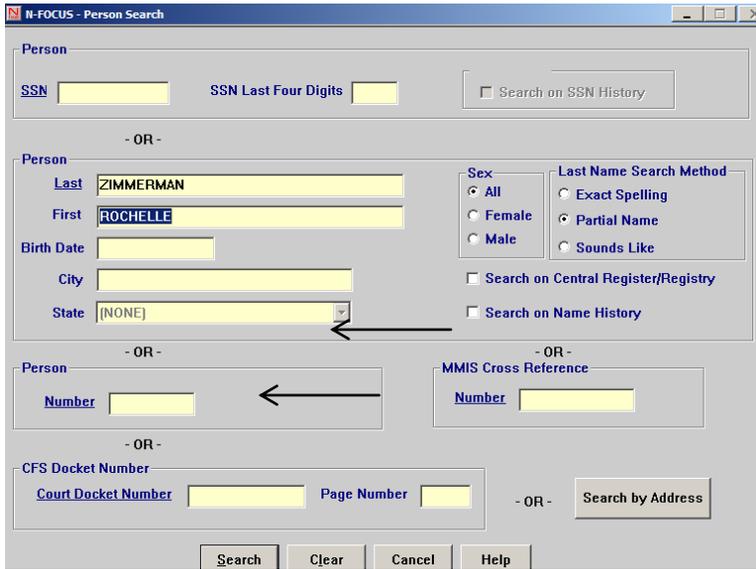
**Note:** There are *Professional Relationships* on the *CFS Detail Program Case* window and those are for a different purpose.

### Create a New Professional Relationship

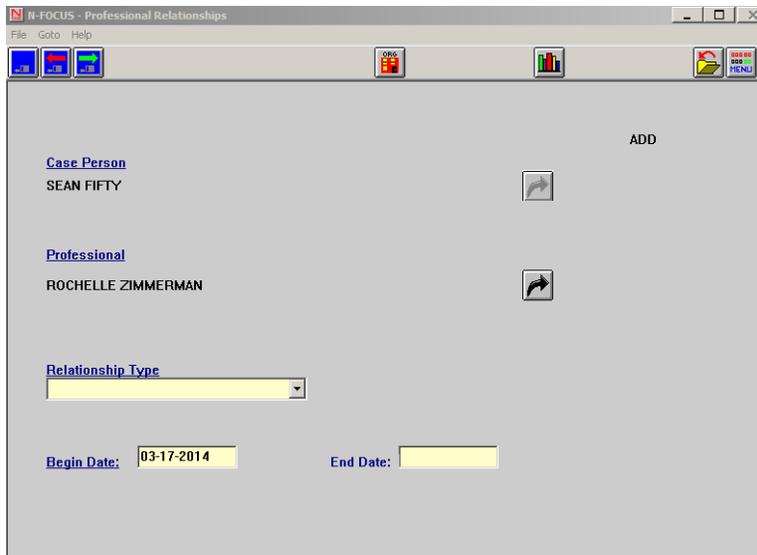
1. On the *Person Detail* window, select the *Professional Relationships* icon.

2. On the *Professional Relationships* window, the case person's name pulls over automatically. Select the black *Select* arrow to pull in a professional.

- On the *Person Search* window, enter the person's name and select the *Search* push button.



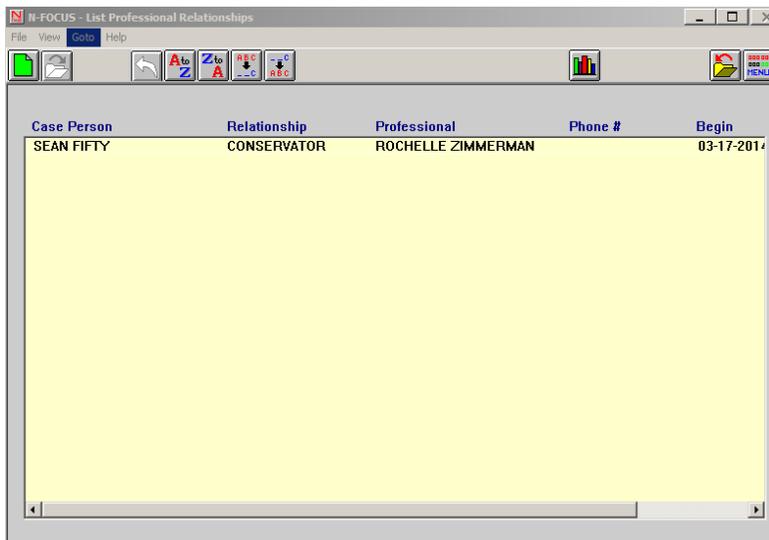
- One of two things happen:  
 A list window displays: highlight the person you are searching for and select the blue *Select* arrow.  
 OR  
 The professional's name pulls into the *Professional Relationships* window.



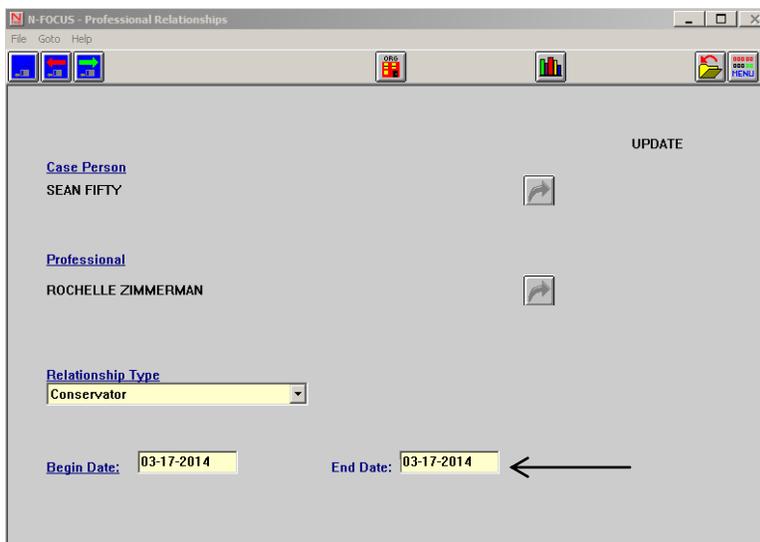
- Select the *Relationship Type* from the drop-down menu.
- Enter the date the relationship began in the *Begin Date* field.
- Select the *Save and Close* icon.

## End a Professional Relationship

1. On the *Person Detail* window, select the *Professional Relationships* icon.
2. The *List Professional Relationships* window displays with a list of the professionals involved with this person. Double click on the professional who's relationship is ending with this person.



3. In the *End Date* field, enter the date this relationship ended.



4. Select the *Save and Next* icon to create a new relationship  
OR  
Select the *Save and Close* icon to exit.