
N-FOCUS Interim Release

Combined All Divisions

January 12, 2025

An Interim Release of the N-FOCUS System is being implemented January 12, 2025. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections and addresses all of the Divisions, MLTC, EA, CFS and DD.

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

ACCESSNebraska: N-FOCUS workers responsible for case activity received through the Web Based Electronic Application should read this section.

Home and Community Based Services: NFOCUS workers 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 Developmental Disabilities Programs.

Expert System: All N-FOCUS workers with responsibilities for case entry for AABD, ADA Payment SNAP, LIHEAP, LIHWAP, CC, FL, MED, 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 may be documented in both the primary location that describes the entire process in addition to being in the Alerts, Work Tasks and Correspondence sections.

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

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General Interest and Mainframe

EA - Child Care Service Authorization Updates (Change)

Service changes are being made to Child Care service authorizations:

1. Child Care authorizations will have an age check when selecting an authorization service type. If a SSW/Lead/SSW Sup selects a service type that the child is not age appropriate for they will receive a message indicating they are not the correct age.

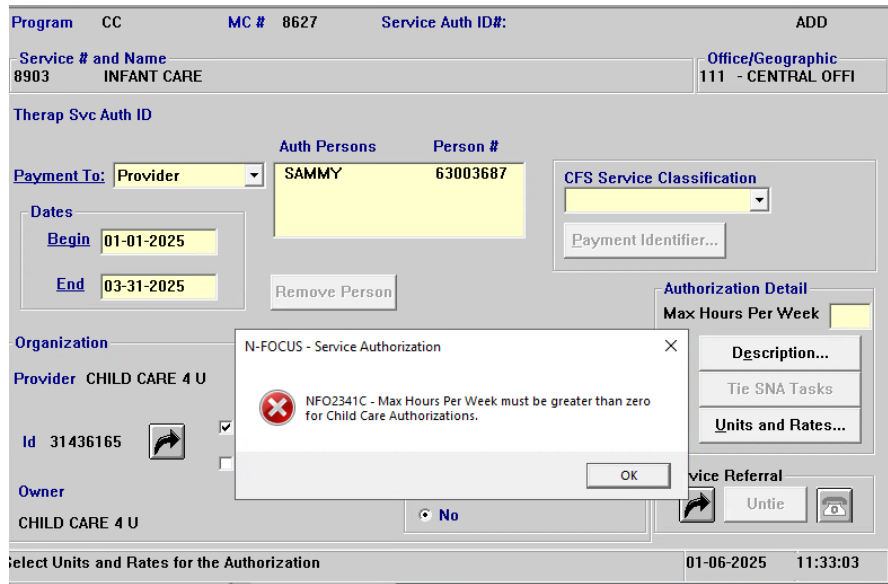
For example, if the child is 4 years old and the worker tries to select Toddler Auth type, they will receive this message:

The screenshot shows the 'N-FOCUS - Covered Services' window. It features a table with columns for 'Service Name', 'Begin Date', and 'End Date'. The 'TODDLER C' service is highlighted in blue. An information dialog box is overlaid on the table, displaying the message: 'NFO2228C - One or more selected person(s) outside the age range for this Service. Review the birthdate and create a new authorization with the correct Service.' Below the dialog box are 'OK', 'Cancel', and 'Help' buttons.

Service Name	Begin Date	End Date
ACTIVITY FEE	05-01-1998	
CC SPECIAL NEED	06-01-2005	
ENROLLMENT FEE	01-01-1995	
FA/CPR REIMBURSEMENT	10-01-2018	
FAMILY IN HOME CARE	01-01-1998	
IN-HOME CC SPECIAL NEED	06-01-2005	
INFANT CARE	01-01-1995	
OVERTIME		
PRESCHOOL		
QUALITY INC		
REIMBURSE		
SCHOOL AGI		
TODDLER C		
TRANS CHIL		
TRAVEL TIM		

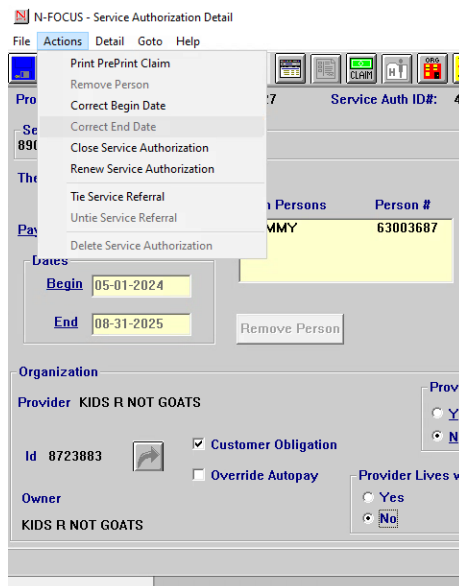
Workers will select okay and make the correct selection.

- Max hours per week is now required. The value must be greater than zero. This is required before the worker updates the units. If they select units/rates before adding in a value to Max Hours Per Week box or make changes to existing authorizations and try to save/close without updating this box, they will receive this message:



The numerical value is expected to match the household need but will not affect the authorization. It is used for reporting needs.

- SSW/Leads/Sups will no longer be able to correct end date. This is grayed out and only policy has access to select this.



4. Specific Child Care Authorizations will have the customer obligation box unchecked and grayed out – regardless of family fee. This will prevent the family fee from appearing on the providers portal when they are billing on authorizations that do not require family fee. This change will only affect the following CC service types:

Transportation
Quality Incentive
Activity Fee
Enrollment Fee
Reimbursement
FA/CPR Reimbursement
Overtime

Program	CC	MC #	8627	Service Auth ID#:	75891316
Service # and Name					
7964 ACTIVITY FEE					
Therap Svc Auth ID					
Payment To:	Provider	Auth Persons	Person #	CFS Service	None
		MISHA	56706728	Payment Id	
Dates					
Begin	06-01-2024				
End	10-31-2024				
		Remove Person			
Organization					
Provider	CHILD CARE 4 U	Provider is Relative			
Id	31436165	<input type="radio"/> Yes			
Owner	CHILD CARE 4 U	<input checked="" type="radio"/> No			
		<input type="checkbox"/> Customer Obligation		Provider Lives with Participant	
		<input type="checkbox"/> Override Autopay		<input type="radio"/> Yes	
				<input checked="" type="radio"/> No	

- When closing an existing auth, the recalculating box is checked and grayed out. This will allow the units to automatically to recalculate based on the new end date.

N-FOCUS - Close Service Authorization

To close a Service Authorization, enter a new end date according to the following rules.

- Authorizations for Out of Home Placement services, Respite services, Adoption Services or Guardian Services covered by CFS, JC, SA, SA/Med, SG, or SG/Med may be closed on or after the last calendar day of the month immediately prior to the current month.
- Authorizations for all others services must be closed on or after the current date.

The system will change the end date on any rates to be the same as the Authorization end date. Any rates scheduled to begin after the Authorization ends will be deleted.

If the mailed 'Notice of Discontinued Service Authorization' will reach the provider after the closure date, please give the provider verbal notification.

New End Date Check for system recalculation of units and balances

OK Cancel

- Deleting Child Care authorizations that are in create status and changes were made:

Childcare authorizations that are in create status – they have not been printed local or have not been printed overnight yet – and the worker makes a change, the first auth will delete from the notice list and only the updated auth will appear. This means only the most updated auth will send to the household and only one auth will be sent to the provider billing portal. If a worker prints local and then goes back in and makes a change then both authorizations will appear in the notice list – this is because the system registers that one was already printed and sent out.

[MLTC – Flexible Budgeting Project Initial Updates \(Change\)](#)

The Medicaid Flexible Budgeting project will be implemented in N-FOCUS via a phased approach. With this release, the following items will be visible but will not be activated and populated until the February release.

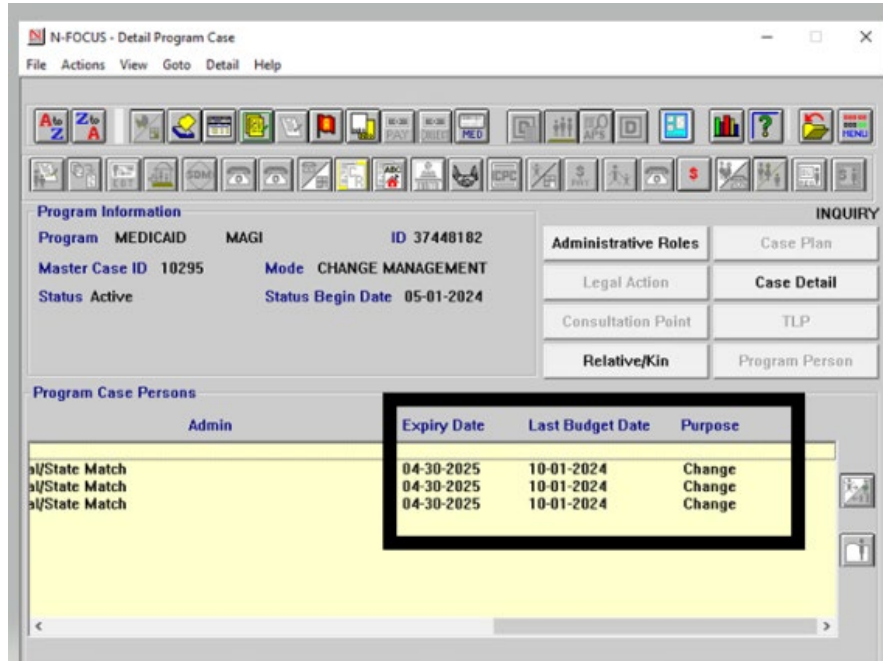
Expiry Date Access in GEN Screens

- Detail Program Case Screen Enhancements:**

Additional columns have been added to the 'Program Case Persons' list box, including:

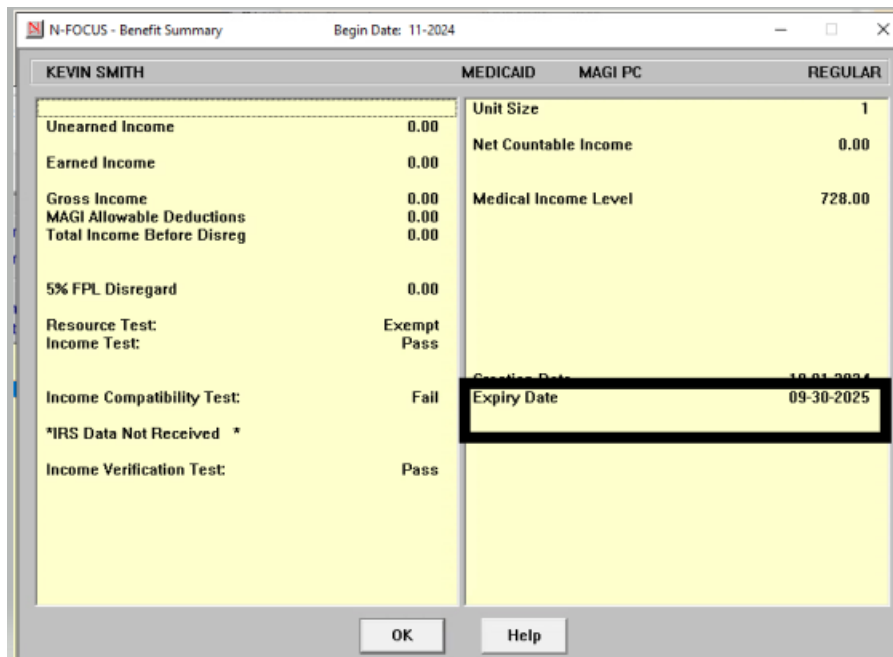
- Expiry Date
- Last Budget Date
- Purpose

These columns provide read-only access to expiry case details. Users will be able to view all relevant details in one place, improving efficiency and ease of use.



Benefit Summary Screen Enhancements

- Addition of Expiry date details



CFS – Placement Additional Details Window Update (Change)

It was previously required that foster parent contact with the parent/guardian was to occur within 24 hours. The time period has changed. The wording on this section of the window has been changed to omit a specific length of time as illustrated in the screen shot below:

N-FOCUS - Placement Additional Details

Agreement Signed Date: 08-21-2024

Placed By: Public Agency Placed From: Within State

Distance from Parent: 0-20 Miles Payment Type: (NONE)

Who child can be released to:

Foster Parent Contact Parent/Guardian within Required Timeframe

Contacted Parent/Guardian: Contact/Exception Date:

Contact Description:

OJS Commitment Status: Date:

Managed Care

Has the Managed Care Entity approved the placement? History

Decision Begin Date: Denial Reason:

Requested Level: Level Of Care Description:

Was the placement court ordered? Was there a managed care appeal?

Appeal Description:

OK Cancel Help

Approximate distance between placement and parent's residence

Interfaces

All Divisions - New Integrated Unemployment Compensation (IUC) Disqualified Reason Code (New)

The Department of Labor has added a new Unemployment disqualified reason code of 'Failure to Report – Drug or Alcohol Use at Work.' This new code has been added to the corresponding N-FOCUS code table and will be viewable on the IUC screen.

Expert System

EA - LIHEAP Supplemental Accounts Receivable Recoupment (Fix)

An issue was found in the recoupment process for LIHEAP supplemental payments in which subsequent regular heating and cooling Explanation of Benefits reports to providers were showing an incorrect amount. The Expert System fix will go into effect with the interim release following with the batch update being implemented January 15th.