N-FOCUS Interim Release Combined All Divisions September 7, 2025

An Interim Release of the N-FOCUS System is being implemented **September 7th, 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, OEA – Medicaid and Economic Assistance, 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 ACCESSNebraska web portal 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, ADC, SNAP, LIHEAP, Medicaid, etc. 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

All Divisions – Additional Zip Codes Added to Address (Change)

The following cities/zip codes have been added to the Address window:

- Offutt AFB
- Lamar
- Arizona Township

CFS – APS Due Date Tracker (Fix)

There was an issue with the APS Due Date Tracker and Intake Worksheet Correspondence not showing the correct time for Required Face to Face visits for cases in the Mountain Time Zone. This has been resolved.

CFS - Consultation Point Narrative Items (Update)

Two Narrative items have been renamed under the Narrative Subject 'Consultation Point.'

- 'Dual Adjudication Case Plan' was renamed 'Administrator Consultation.' The item Description remains, "identify team members involved, specific topic(s) discussed, and results."

- 'Release from YRTC' was renamed 'Case Mapping.' The Item Description was renamed to "identify team members involved, specific topic(s) discussed, and results."

CFS – Detail Program Case Window Flow to List Allegation Window (Fix)

A fix was added to NFOCUS to resolve the issue of when an intake is tied to a Safety Assessment (OLD) or an SDM Assessment and not directly tied to a program case.

This fix synchronizes the screens in the Detail Program Case Window and will allow the user to view the allegations in the following situations:

- Tied directly to the program case
- Tied indirectly to a program case via a Safety Assessment (OLD)
- Tied indirectly to a program case via an SDM Assessment

CFS - Intake Worker Assignment (Fix)

A fix was added to reprint Law Enforcement notices when re-assigning an Intake. If a new assigned worker is added to an Intake, previous Law

Enforcement notices will now show a 'Destroyed' status under the Correspondence List, and a new Law Enforcement notice will print with the new assigned worker's information.

CFS – Law Enforcement Role Organization (Change)

The intake role of law enforcement has been added for organization #54305230 - Omaha Fire Department Fire Prevention Division Youth Fire Intervention.

CFS - Tribal Name Misspellings (Fix)

Several Tribal names were misspelled in N-FOCUS. The following Tribes have been updated:

- Blackfeet Tribe of Montana
- Iqurmiut Traditional Council
- Barrow Inupiat Traditional Government
- Tunica-Biloxi Indian Tribe of Louisiana
- Sokaogon Chippewa Community of Wisconsin
- La Posta Band of Mission Indians
- Copper River

All Divisions – Territories Added to Drop Downs (Change)

The following US territories have been added to state/territories drop-down menus in various areas such as the Vital Statistics interface windows, ACCESSNebraska phone applications, CFS Protective Service Alerts, 60 month TANF tracking, MED APTC info in the Expert System, etc.

- American Samoa
- Mariana Islands

ACCESSNebraska

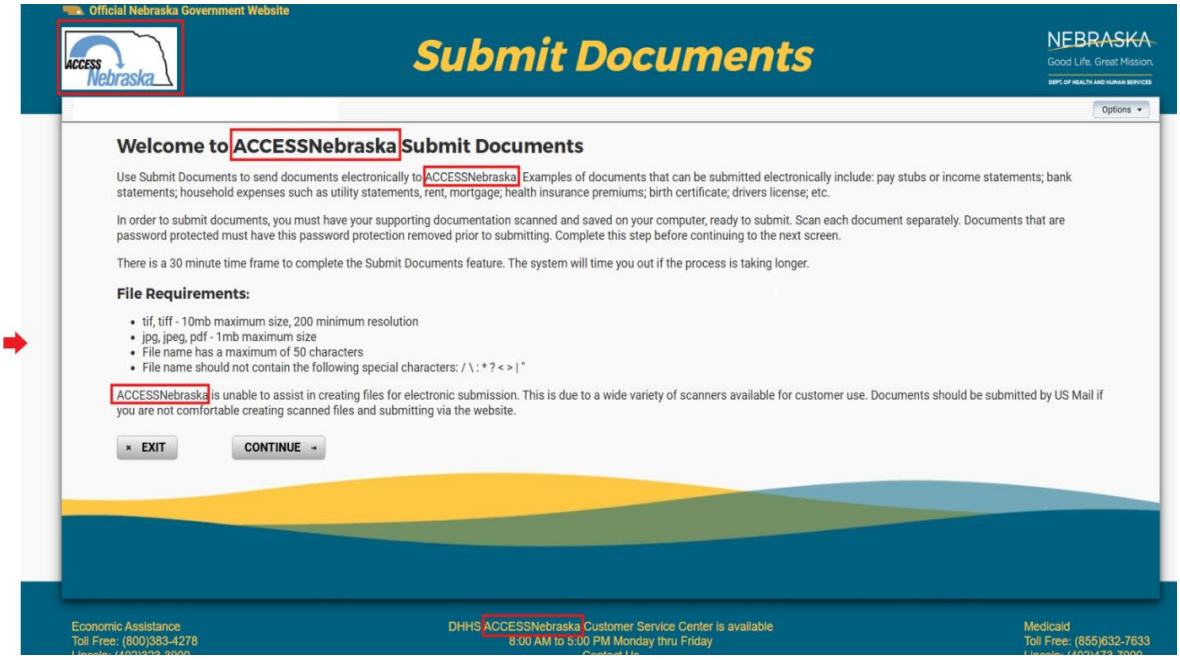
All Divisions - ACCESSNebraska Submit Documents (Change)

To align with the upcoming ACCESSNebraska sunset transition to iServe, the Submit Documents website has received the following updates:

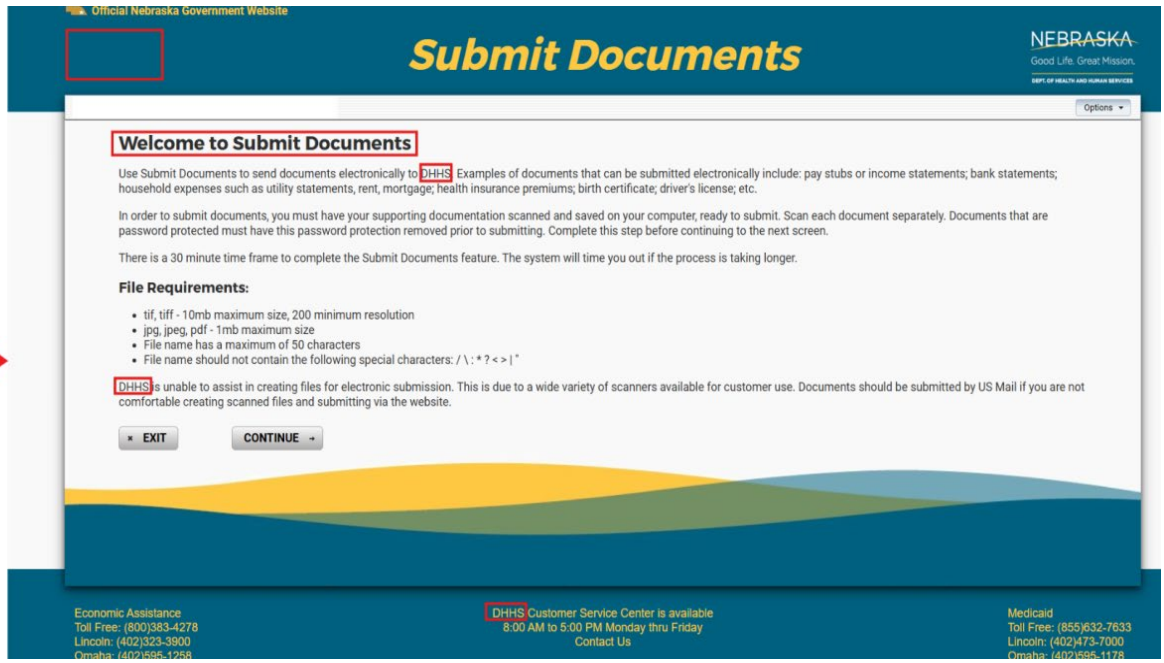
- The 'ACCESSNebraska' logo has been removed from the top left header of all sections on the website.

- The 'ACCESSNebraska' reference has been removed from all verbiages (English and Spanish) that contain it and replaced with the reference 'DHHS' where appropriate.

Before



After

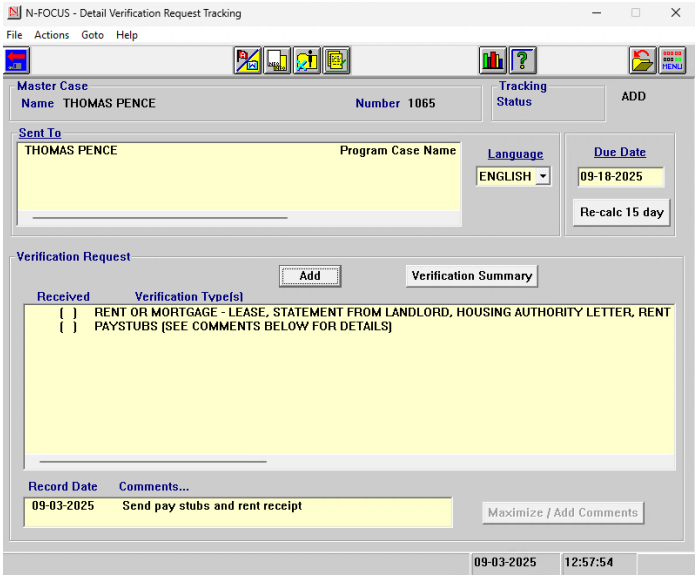


Correspondence

OEA – Verification Requests Due Date (Tip)

When completing a Verification Request correspondence, if the default 15 day due date needs to be changed to 30 days, select the Re-calc 15 day due date button after entering the person, program, category, verification types and comments. If this is done prior to entering these items, the due date reverts back

to the default 15 day due date and the Re-calc 15 day button will need to be selected again before saving/closing. Be sure to carefully review the due date for accuracy prior to saving/closing.



Expert System

OEA – SNAP Annual Adjustments (Change)

The SNAP annual adjustments (income standards, utility allowances, resource limits, and shelter deductions) effective October 1st will now be reflected in budgets run for October and forward. SNAP MESA will run the week after the release.

N-FOCUS Tips

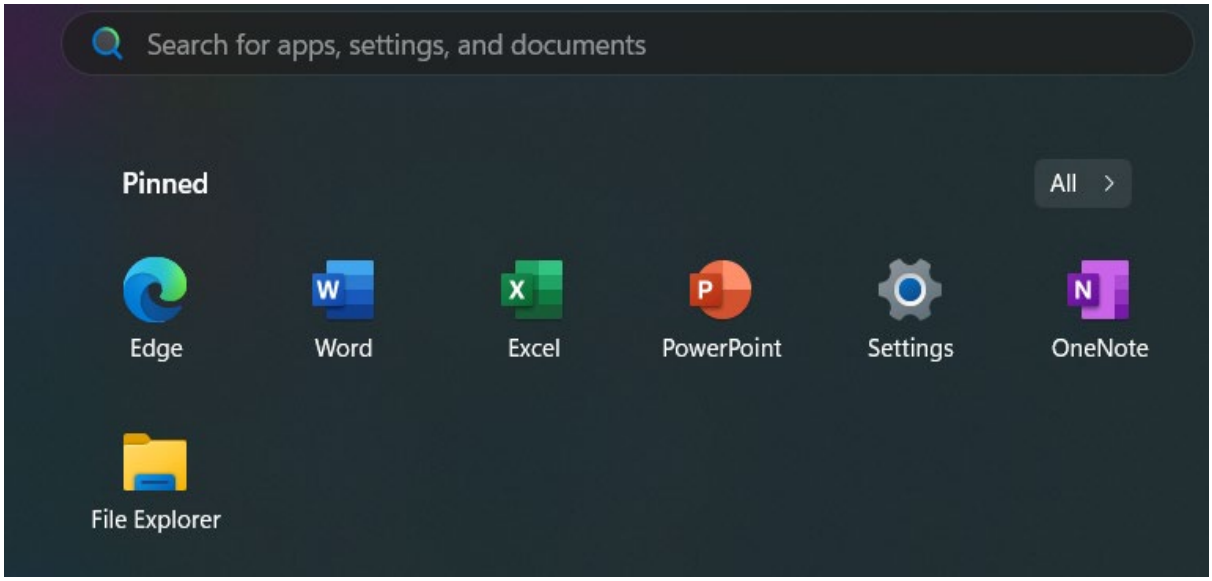
All Divisions – Do Not Use N-FOCUS Desktop Shortcuts (Tip)

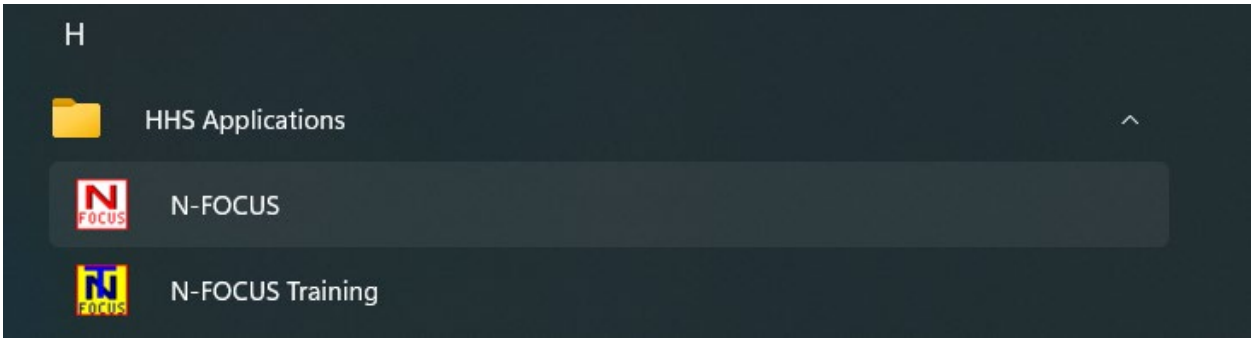
N-FOCUS shortcuts to the desktop should not be used because NFOCUS updates and/or release information are not deployed to the shortcuts.

To Pin the N-FOCUS application to your start menu:

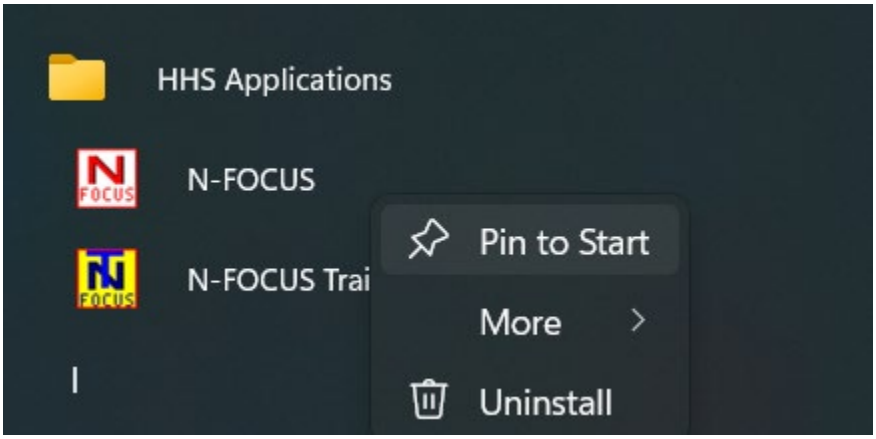
1. Select the Start Menu in the lower left hand corner of your workstation.

2. Select All, then HHS Applications.

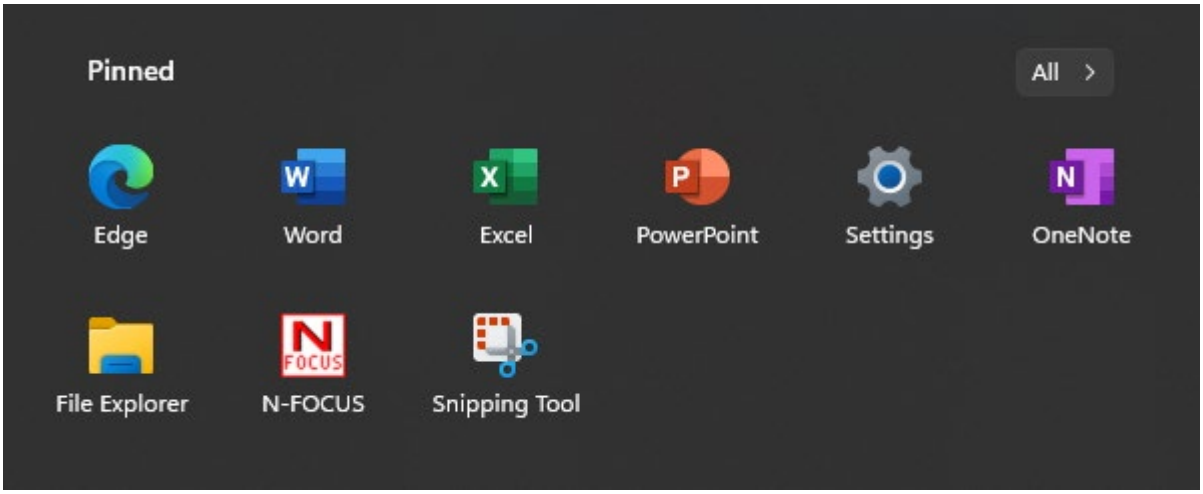




3. Right click on the N-FOCUS icon and select Pin to Start.



N-FOCUS will now show as Pinned in the Start Menu.


Pinned
All
Edge
Word
Excel
PowerPoint
Settings
OneNote
File Explorer
N-FOCUS
Snipping Tool