
N-FOCUS Major Release

Children and Family Services

August 11, 2024

A Major Release of the N-FOCUS System is being implemented August 11, 2024. 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 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:

N-FOCUS workers who work directly with DD or AD/TBI 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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Children and Family Services

Adoption/Guardianship Assistance (New)

With this release, the Adoption/Guardianship Assistance amounts will no longer be a manual process. The automated process in N-FOCUS will be like the automated Foster Care Payments, except they will not be available on the Internet. The following Detail Adoption/Guardianship Assistance window will be used for this process.

N-FOCUS - Detail Adoption/Guardianship Assistance

File Actions Detail Goto Help

Child's Name LILLY DAY UPDATE

Type Adoption

Completed By LITTLE RED FOX

Status Draft Status Date 07-02-2024

Child Information

- Age 8 or older at time of Adoption
- Race (Race by itself is not an eligibility reason)
- Sibling group of 3 or more guardian/adoptive home
- Physical disability < Primary Special Need >
- Behavioral disability
- Emotional disability
- Mental/learning disability
- At high risk of developing a disability
- Insufficient information exists
- Does not meet eligibility criteria

Determination Eligible Begin 07-01-2024

Eligibility Payments Agreement Consultation Point

At Risk Narrative Central Office Narrative IMFC Approval

Reviewed By REVIEWED BY ON BEHALF OF

Steps to Determine Adoption/Guardianship Assistance – Nebraska Permanency Resource Responsibility Tool (NPRRT) - (New)

The following steps will walk you through the process to determine the Adoption/Guardianship Assistance amounts based on caregiver responsibilities and the child's needs.

1. Navigate to the CFS Detail Program Case.
2. Highlight the child (Participant)

Result: The Adoption/Guardianship Assistance icon will enable.



3. Click the Adoption/Guardianship Assistance icon.

Result: The List Adoption/Guardianship Assistance window will display.

4. Select an option from the list to select the Open icon or click the New icon.

Result: The Adoption/Guardianship Assistance window will display. This window contains information based on the data entered

in via the pushbuttons on the window (Eligibility, Payments, Agreement, Consultation Point, At Risk Narrative, Central Office Narrative, IMFC Approval)

5. Enter the information behind the push buttons as appropriate and Save.



6. Click the Payments pushbutton.

Result: The List Assistance Payments window will display.

7. Click the Assistance Payment Determination Score Out Select Icon.



Result: The Detail Assistance Payment Determination window displays.

Note: If there is not a Finalized Assistance Payment Determination, the message "Assistance Payment Determination for this Child does not exist or not yet Finalized." will display.

Once the Subsidy is Finalized, if the Nebraska Permanency Resource Responsibility Tool (NPRRT) does not exist, the message "No NPRRT exists." will display.

Payments will not be allowed to be made until the Assistance Payment Determination window is completed. If the worker attempts to complete the payment, the message "Caregiver Responsibilities must be completed before payment can be determined." will display.

N-FOCUS - Detail Adoption/Guardianship Assistance

File Actions Detail Goto Help

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Type Adoption

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Reviewed By REVIEWED BY ON BEHALF OF

Caregiver Responsibilities

8. Click the Caregiver Responsibilities button to review and/or change the responses.

Note: Caregiver responsibilities and Levels are listed. If a different level of responsibility is selected and saved, the Points Determined field on the Detail Assistance Payment Determination window will change based on the new selection.

Category Description - When Level 1 ranking is selected under one of the areas of care, additional documentation is optional.

When Level 2, Level 3, Level 4 or Level 5 is selected under ANY category additional documentation must be included.

The worker must describe and document the additional care, which the parent is providing to the child, in the narrative section (Caregiver Responsibilities Detail) on the NPRRT Tool. The narrative must describe the specific activities that the parents will engage in, that meet the definition of a Level 2, Level 3, Level 4, and Level 5 ranking. Areas that must be included include the intensity and frequency of those activities.

Level 4 and 5 questions will only display if the Provider is an active NCR Advance Care Eligible facility type for Placement.

The NPRRT has five Levels of Responsibility:

- Essential
- Enhanced
- Extensive
- Intensive Plus
- Specialized

The NPRRT has eight Categories of Care:

- Medical
- Family Relationships/Cultural Identity
- Supervision/Structure/Behavior
- Education/Cognitive Development
- Socialized/Age-Appropriate Expectations
- Support/Nurturance/Well-Being
- Specialized Skills
- Life Skills/Developmental Transitions

Level of Parenting Amount will be calculated based on Age, Maximum Points and Weighted Points as given.

Caregiver Resp. Summary

- 9. Click the Caregiver Resp. Summary button to review the Level of care and Score. This is a view only window.

NPRRT At Risk Rate (New)

At Risk Rate will only be considered if the Worker selects one of the following reasons as the "Primary Need". The worker will still need to answer all questions and record the number of points.

- Age 8 or older at time of Adoption
- Sibling group of 3 or more Guardian/Adoptive Home
- At high risk of developing a disability.

If the child is indicated as "At Risk" and falls within the Essential Scoring Range, they will receive the "At Risk" amount. The child must, at a minimum, meet the Essential Level to receive the NPRRT payment.

If the child falls within any other level of parenting scoring range, the worker needs to correct the assessment and either remove the "At Risk" or doublecheck and correct their scoring.

NPRRT Caregiver Responsibility Questions (New)

Caregiver Responsibility questions were answered on the Caregiver Responsibility tool and Intensive Plus, with a maintenance amount \$77.50 is shown as the payment, which is a lot higher than the Foster Care NCR payment of 30.01. Workers will need to go back into the Caregiver Responsibility window and answer the questions differently, to be more reflective of the actual care that is being given to get to a lower amount than the Foster Care NCR,

The screenshot displays a software interface with the following sections:

- Child's Name:** JOHNNY LEE, **Age:** 8, **UPDATE** button.
- Adoptive Parent/Guardian Info:** Parent's Name: TULIP TIM, TINY TIM.
- ICR Payment Determination Info:** Last Final NCR Assessment Date: 04-01-2024, Out of Home NCR Rate: 30.01.
- Completed by:** LITTLE RED FOX, **Status:** Final, **As of:** 07-12-2024.
- NPRRT Assistance Payment Determination Info:** Points Determined: 31, Level Of Parenting: INTENSIVE PLUS, Maintenance Amount: 77.50 / Day. Includes buttons for "Caregiver Responsibilities" and "Caregiver Resp. Summary".
- Reviewed By:** Supervisor: LITTLE RED FOX, On Behalf Of.
- Footer:** 07-12-2024 12:46:26.

Scoring Update for Nebraska Caregiver Responsibility (NCR) - (Update)

An update has been made to Tiered Foster care homes (Approved and Licensed) NCR scoring. Prior to the update if a tiered foster home was placed on Hold status the NCR would only show the first three levels of Care. Now if a Tiered foster home is on "Hold" all five levels of Care scoring will be available.

Referral Management System – (Update)

There has been an update on how the Service Referral System (Green Phone) will handle referrals. The worker will no longer complete these referrals on N-FOCUS.

A web portal to complete a Service Referral has been created CFSadmin-dhhs.ne.gov. Referrals will be completed on the Web portal, and then available for viewing only on the N-FOCUS Referral page.

Note: If any updates need to be made to the Referral, they will need to be made through the new Web portal. A training on this will be provided.

N-FOCUS Tips

Duplicate Persons

If there is an alert regarding a possible duplicate person and research is needed, please contact Production and Support for assistance. We set this alert because we could not determine if this was a duplicate person or not. We need assistance from the worker to resolve the issue. Each person on N-FOCUS is assigned a unique number. The same person should never be in N-FOCUS twice. If a duplicate is created, resolve by completing each of the following steps:

Call P&S to assist if you are not able to complete each step in the resolution process.

- Duplicate person is removed from the Household list.
- Duplicate person is removed from all active programs; administrative roles and participation are closed.
- Duplicate person is discontinued with the permanent person number.

Before adding a new person to a Master Case, look in the household status icon (yellow HH folder) from the Detail Master case window. This provides a list of all household members still in the household and those removed. Many duplicates are created when the person is already in the Master Case and listed as out of the household.



Missing N Drive

If you log on to N-FOCUS and it gives an error – N Drive is missing, do the following:

- Go to the Start Menu
- Run the Map Network Drives

Locked out of Lan or Outlook

If you get locked out of the LAN or Outlook, use the password station to regain access and/or reset and synchronize your account.

<https://passman-dhhs.ne.gov/AIMS/PS/Default.aspx>