
N-FOCUS Major Release

MLTC

December 9, 2018

A Major Release of the N-FOCUS system is being implemented December 9, 2018. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

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

Electronic Application: N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: N-FOCUS users 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 Development Disabilities Programs.

Expert System: All N-FOCUS users with responsibility for case entry for AABD, ADC Payment, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

Note: When new functionality is added to N-FOCUS that crosses multiple topics (ie 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 will be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

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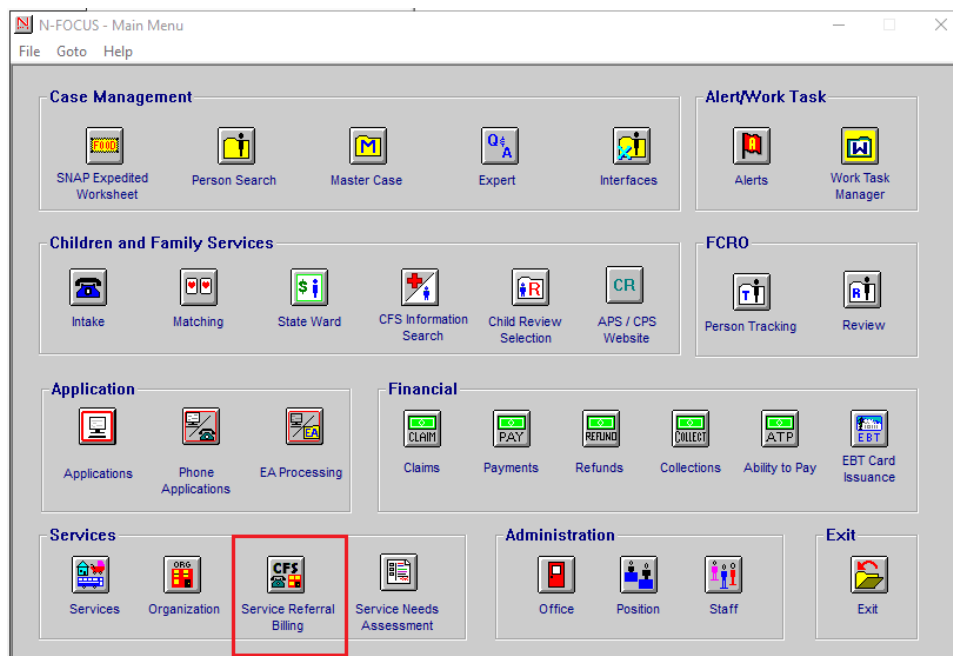
General Interest and Mainframe

Main Menu (Change)

The Main Menu, Services group contains a new icon with this release.

Service Referral Billing Icon – Click this icon to navigate to the Search Service Referral – Billing window.

Note: This icon will be used primarily by CFS Protection & Safety at this time.



PAS Program Moving From MLTC to EA (Change)

The Personal Assistance Service (PAS) program is moving from the MLTC division to the EA Division. PAS will no longer appear on the Case Actions task in the Expert System. All PAS case actions will now occur from the Detail Program case in the Mainframe. PAS will be activated in the Mainframe and the system will perform a check of Medicaid eligibility before activation. The following message will be displayed if PAS is NOT approved.

Program case may not be activated if participant's Medicaid status is pending, closed, denied, or they are in a Medicare Buy In only category. The PAS case will not be activated for any month that the participant was not Medicaid eligible.

When a PAS case is pended or reopened the initial mode recommendation will be assigned. The case assignment will default to the EA Processing Queue, position 1111111. The worker has the option to change the assignment. If the program case status is pending and it is assigned to the default position 1111111 the Master Case will be added to the Economic Assistance processing queue as an Initial case.

PAS is added to the AABD/SSAD service delivery group. If a worker receives a pending PAS case from the queue, and the MED case is still pending, a new alert #613 will be generated once Medicaid is approved to notify the EA worker to take action on the PAS case.

Currently the MLTC worker receives Alert #490, SNA Ends, when it is time to renew the Service Needs Assessment. Alert #490 will be discontinued.

Alert #307 SNA Ends, is being reinstated for PAS case only for EA workers.

If the PAS program case is already assigned, the alert will be created, but the MC will not be inserted into the EA processing queue.

Work Tasks will now be generated for the PAS Program Case, when the case is pending 45 and 60 days.

Activating a PAS Case

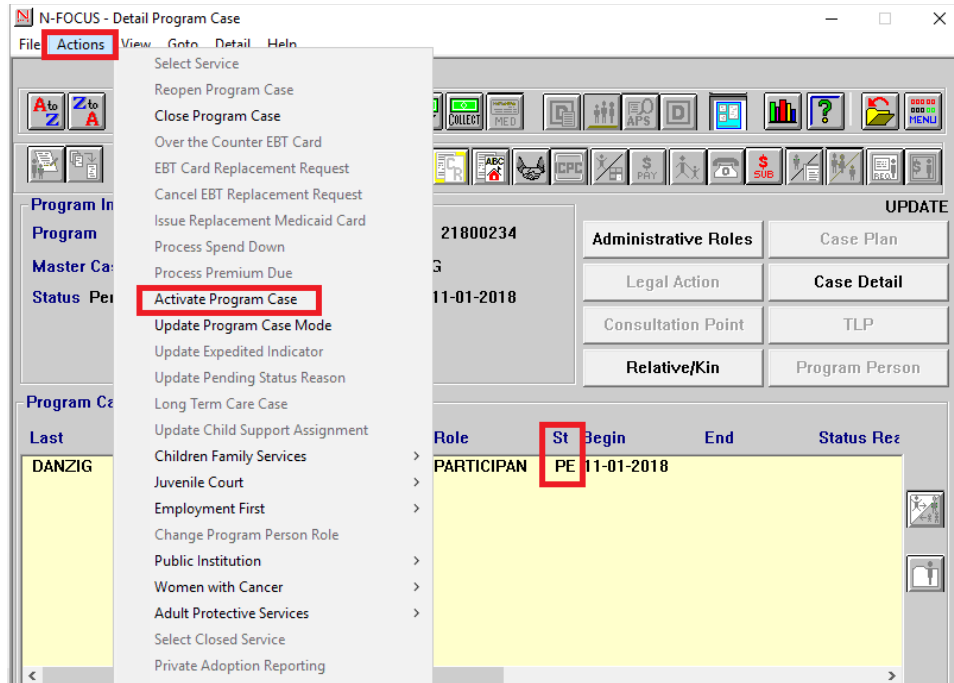
To activate a PAS Case, complete these steps:

1. Create a PAS Case.
 - a. When Mode is Assigned, the case will be placed in the Economic Assistance Queue. To begin processing immediately, the worker, who added the case, can change the Mode to Processing.
 - b. If you change the Mode manually for the PAS case, you will need to Accept the Change Management Mode for the Medicaid case.
2. Open the PAS Program Case.

The Detail Program Case will display.

3. Click Action>Activate Program Case.
4. The Status changes from Pending (PE) to Active (AC).

Note: The Program Case may not be activated if the participant's Medicaid status is Pending, Closed, Denied, or they are in a Medicare Buy In only category. The PAS Case will not be activated for any month that the participant was not Medicaid eligible.



Automatically Closing a PAS Case

The PAS Case will automatically be closed in the following instances:

- When a Medicaid Case is closed in Expert System, the PAS Case will also be automatically closed.
- If the client becomes Medicare Buy In Only, for the month, the PAS Case will be automatically closed.
- If there is a Pending Medicaid Case and a Pending PAS Case, if the Medicaid Case is denied, the PAS Case will also be denied and automatically closed.

Note: If the PAS Case should be closed, and the Medicaid case remain open, click Actions>Close Program Case from the PAS Detail Program Case window.

Service Authorization (Change)

The ability to tie a Service Referral to a Service Authorization has been added to the Detail Service Authorization window.

Note: This functionality is for the CFS Protection & Safety users.

N-FOCUS - Service Authorization Detail

File Actions Detail Goto Help

Program CFS MC # 3 Service Auth ID#: 41940742 UPDATE

Service # and Name 8873 PARENTING TIME/SUPERVISED VISITATION Agency Office ID 186

Therap Svc Auth ID

Payment To: Contractor Auth Persons Person #

JERRY 50004

CFS Service Classification

Payment Identifier...

Dates

Begin 12-10-2018

End 12-31-2018

Remove Person

Organization

Provider KVC - SOUTHEAST SERVICE AREA

Id 27764574

Customer Obligation

Override Autopay

Provider is Relative

Yes

No

Authorization Detail

Description...

Units and Rates...

Service Referral

Untie

Alerts

Alert 307 – SNA Ends (Change)

This Service Needs Assessment alert is created on the Master Case that contains a PAS Program case in which the Service Needs Assessment will be ending in the next 30 days. Once generated, the Master Case will be placed in the EA Processing Queue for review.

If the PAS program case is already assigned, the alert will be created, but the MC will not be inserted into the EA processing queue.

Alert 490 – SNA Ends (Discontinues)

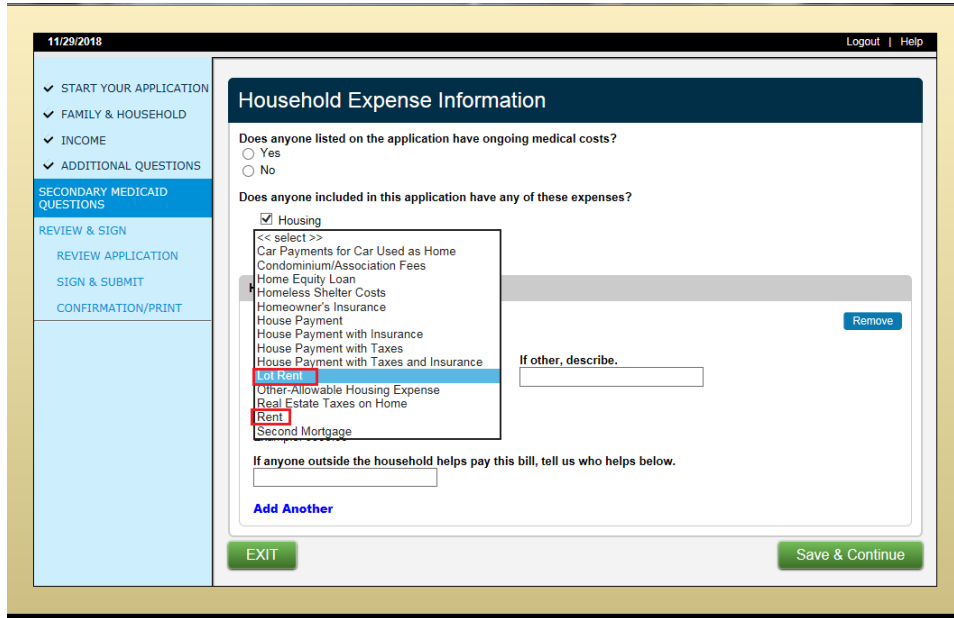
The Service Needs Assessment alert previously went to the MLTC worker. With this release, this alert has been discontinued since the PAS Program has moved from MLTC to EA.

EA workers will now receive Alert 307 – SNA Ends.

ACCESSNebraska Electronic Application

Rent and Lot Rent Split on Application (Change)

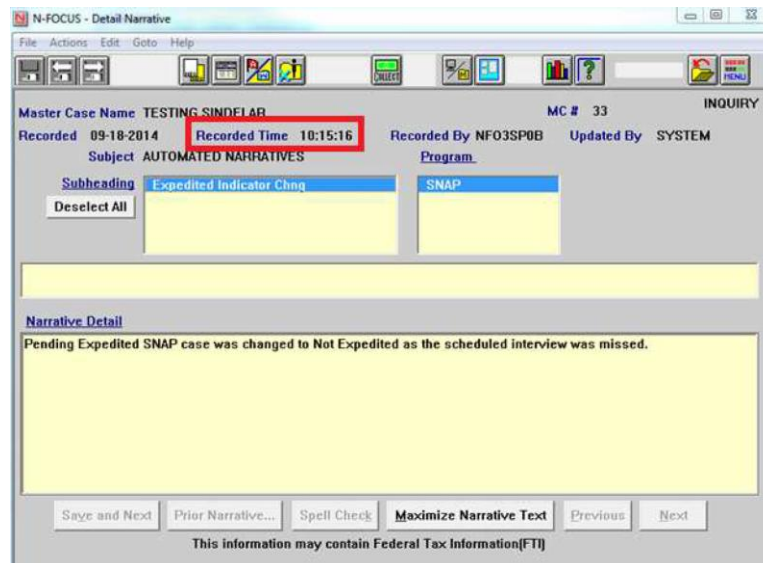
With this release, Rent and Lot Rent will be split on the Household Expense Information screen for Medicaid Applications.



Narrative

Detail Narrative Window (Change)

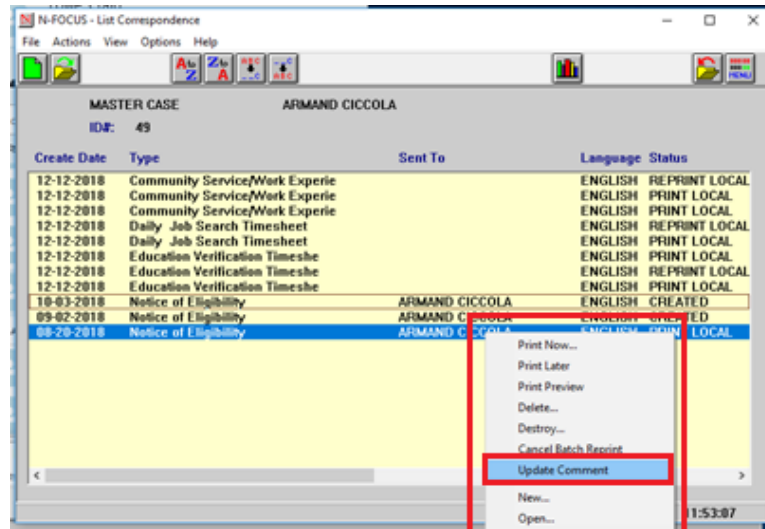
A new field, Recorded Time will be added to the Detail Narrative window. This field will display the time the narrative was created.



Correspondence

List Correspondence Window (Change)

On the List Correspondence window, the Update Comment action will only be available for Expert System Notices of Eligibility with a status of Created.



Expert System

AABD/PMT Case Desk Review (Change)

When a currently active AABD/PMT case is reviewed in NFOCUS, during the 2 months prior to review date, or the month following the review due date, a message will appear asking if this is a Desk Review.

Answering yes, and completing the budget will automatically update Review/Recertification Tracking in the mainframe with a new review due date 12 months after the current review due date.

Rent and Lot Rent Split in Expenses (Change)

With this release, the Housing Expense Type of Rent and Lot Rent will be split on the Add Expense screen.

This information is entered by following these steps:

1. Selecting Financial>Expenses/Add.

The Add Expense screen will display.

2. Highlight the appropriate person.
3. Select the Category of Housing.
4. Select the Type of either Lot Rent or Rent.

5. Enter the fields as appropriate.
6. Click OK or Next.

Add Expense

Expense |

Owner			Category
OBEAR	TEDDY	01-01-1985	AABD SPECIAL REQUIREMENTS
OBEAR	TEDDY	01-01-2015	DEPENDENT CARE AND SUPPORT
OBEAR	KOALA	01-01-2017	FW/I/L LIVING COSTS
			HOUSING
			MAGI EXPENSES
			MEDICAL
			UTILITIES

Type:

Description: **Lot Rent**
Other-Allowable Housing Expense
Real Estate Taxes on Home

Amount: **Rent** days:

Frequency: Begin Date: End Date:

Verified by:

Help

Next OK Cancel Help