# N-FOCUS Interim Release Combined All Divisions June 18, 2023

An Interim Release of the N-FOCUS System is being implemented June 18, 2023. 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 NFOCUS users should read this section.

**ACCESSNebraska:** NFOCUS workers responsible for case activity received through the Web Based Electronic Application should read this section.

**Developmental Disabilities Program:** 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 NFOCUS 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 NFOCUS 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 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 NFOCUS Tips sections will be added as appropriate for the release.

# Table of Contents

# General Interest and Mainframe

## MLTC - Incarcerated Pre-Release Window (New)

The Incarcerated Pre-Release window is a new addition to the person detail screen used to identify and track Medicaid applicants while they currently reside in a facility prior to their anticipated upcoming release. The window is accessed through the person detail actions drop-down menu.
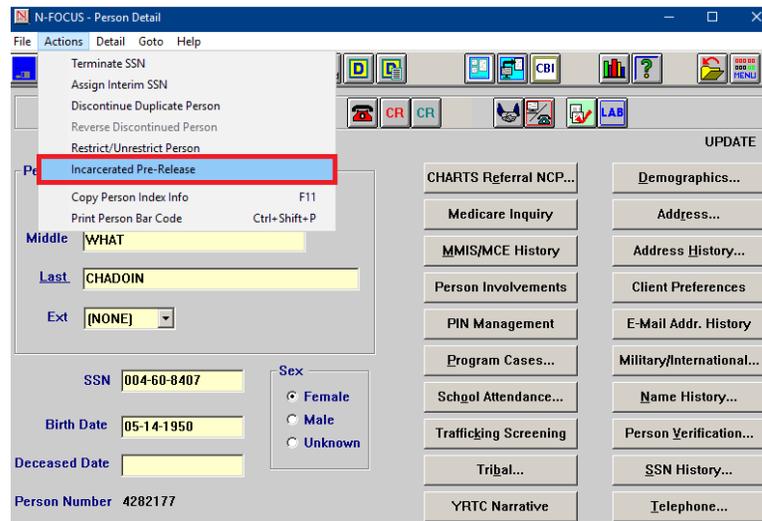


If no current records exist, the following pop up will display.
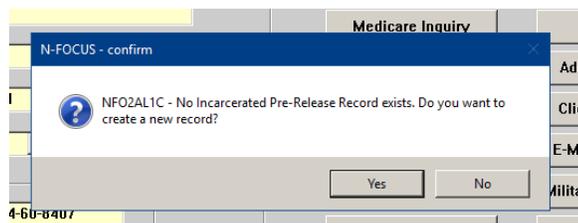


The Detail Incarcerated Pre-Release window will display.

To create a new record the following information is required:

- Report Date
- Reporting Facility
  - The reporting facility field is a drop-down menu containing 16 facilities located across Nebraska.
- Anticipated Release Date

**Note:** The actual release date field can be left blank and updated later to a current or past date.

- Future dates are not allowed in the actual release date field.

After the record has been created, without an actual release date, it can be viewed and reopened from the Incarcerated Pre-Release window, Current Incarcerated Pre-Release list box.

- Edits can be made to each field
- The record may be deleted if it was created in error
  - The delete function can be accessed through the actions drop-down menu after the record has been saved

When the Actual Release Date is added and saved on the Detail Incarcerated Pre-Release window, the record is automatically moved into the History list box on the bottom portion of the Incarcerated Pre-Release Screen.

- The record is able to be opened, edited or deleted while it is in the history box
- If the actual release date is removed, the record will move back up into the Current Incarcerated Pre-Release portion of the screen
- Multiple current and past records can be saved in this window



## CFS - Detail Court Report Window (Change)

A new option has been added to the Detail Court Report window, Option menu. Workers can now select to have the Child's Medical information included in the Court Report by selecting the Options>Include Child Medication Info menu.

**Note:** This option is defaulted to unchecked. The worker will select the option to display it in the printed Court Report.

## CFS - Court Report Tie Assessments (Change)

A second page has been added to the Court Report Tie assessments window to allow for Parenting Time Plans to be tied to the Court Report.

- More than one Parenting Time Plan can be attached to the Court Report.
- If a Parenting Time plan is attached the Visitation Type Narrative will be printed on the correspondence.
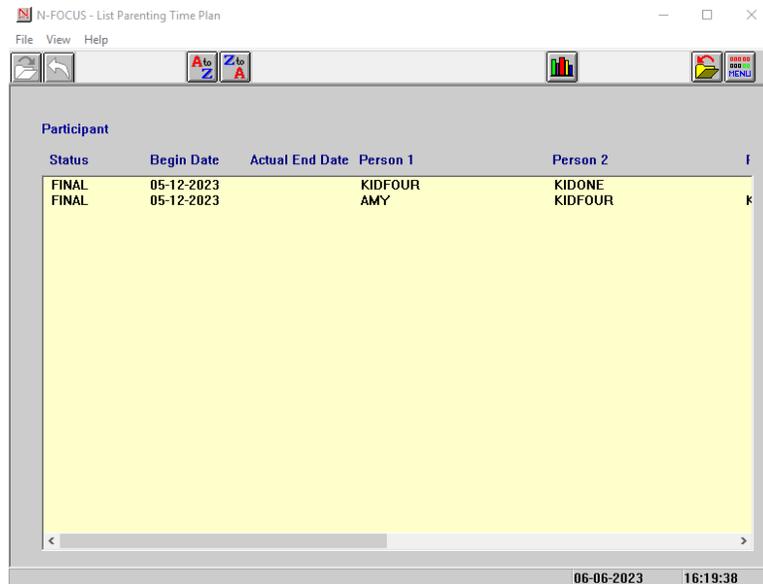- To tie a Parenting Time plan, either click the Save and Next button or select the number 2 from the drop down field.



Page 2 of the Court Report Tie Assessments window will open.

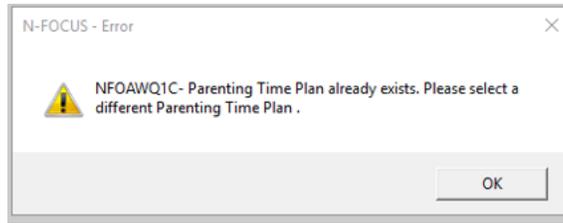- Click the out select arrow to view the List Parenting Time Plan Window.
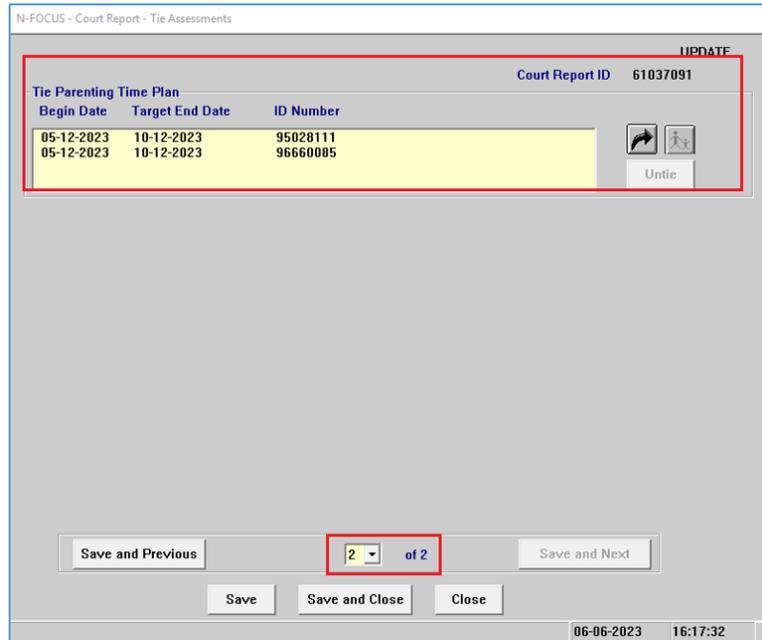


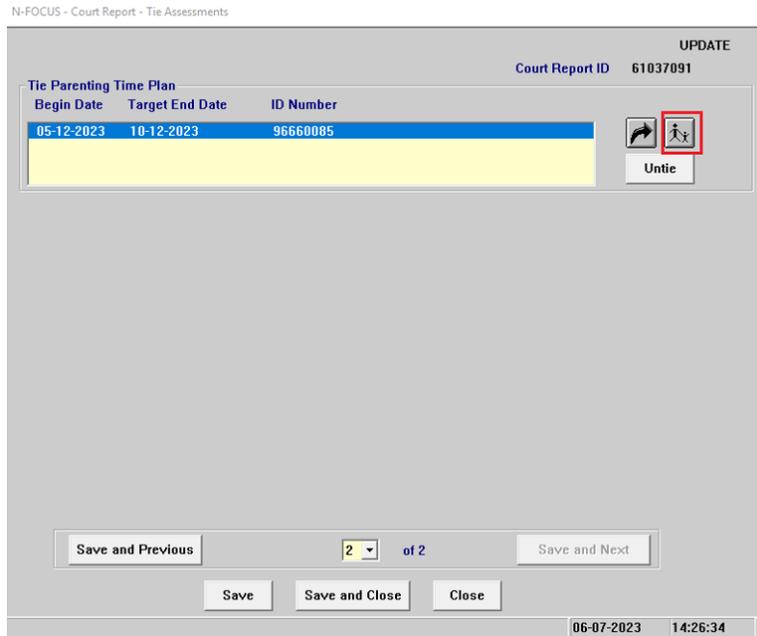The List Parenting Time Plan window will display.



- Select one or more Parenting Time Plans to tie
- Select the back arrow to return to the Court Report Tie Assessments window

**Note:** If you select a Parenting Time plan that is already tied the following error message will display.
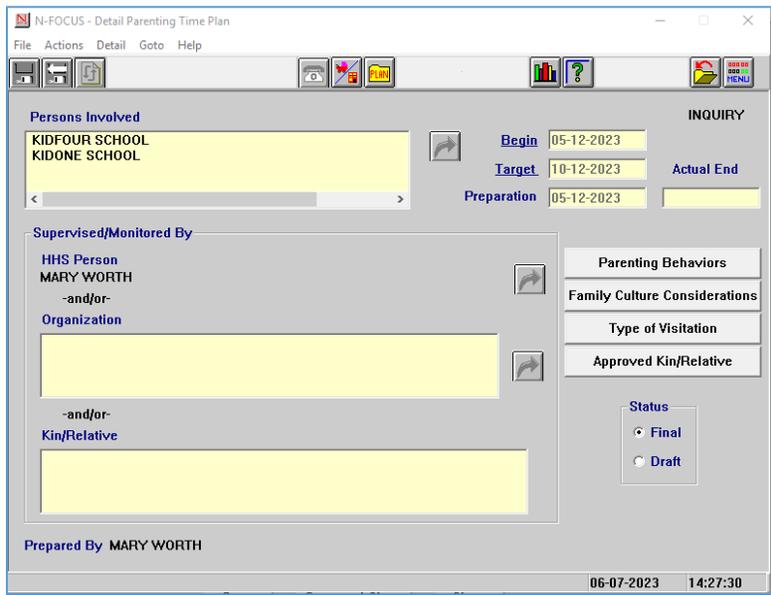
## Viewing Tied Parenting Time Plans

To view the Detail Parenting Time Plan that is tied to the Court Report, select the Parenting Time Plan and select the Parenting Time Plan icon.
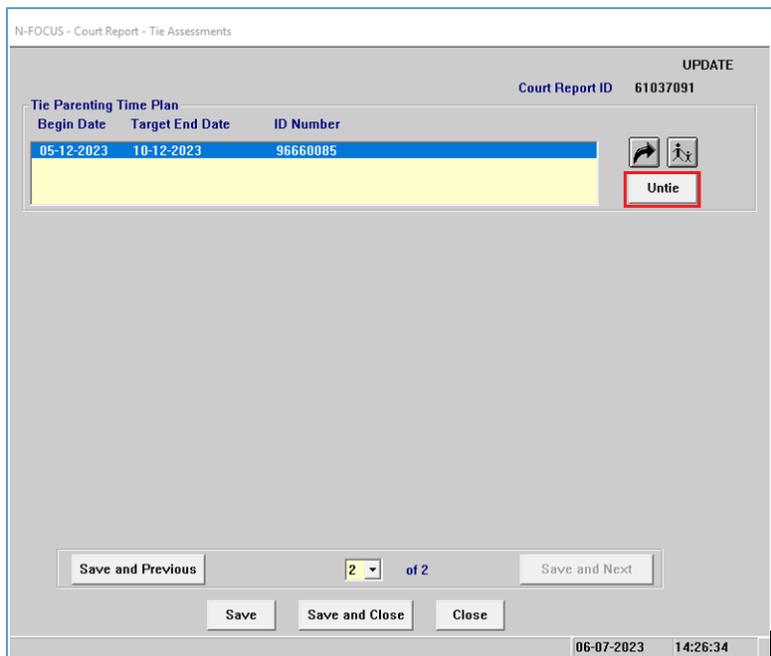


The Detail Parenting Time Plan window will display. From this window you can view the plan that is tied to the Court Report.

## Untie the Parent Time Plan

To Untie the Detail Parenting Time Plan that is tied to the Court Report, select the Parenting Time Plan and click the Untie button.



## Court Report Correspondence (Change)

The following changes have been made on the Court Report Correspondence:

- Categories were reorganized
- Only immunizations in Needed Status will display on the Court Report

- Medications will be displayed if the worker selects Include Child Medication Info from the Detailed Court Report Window Options menu
- If a Parenting Time Plan is tied, Visitation Type Narratives from the plan will display on the Court Report

## Alerts

### MLTC – NCJIS interface Alert 0521 and Alert 0523(Change)

Alerts 0521 Incarcerated 30-Days and Alert 0523 Incarceration-Release will be created when NCJIS Interface information is received for participants in SA/MED, SG/MED and FW/MED. Process guides will updated accordingly to handle these cases.