

---

# *N-FOCUS Major Release Children and Family Services August 11, 2019*

---

A Major Release of the N-FOCUS system is being implemented August 11, 2019. 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.

## Table of Contents

---

<b>General Interest and Mainframe</b> .....	<b>2</b>
Production Support Documentation System (New) .....	2
Person Detail MMIS History (Change) .....	4
Detail Program Service Window (Change) .....	6
Home Details (Change) .....	7
<b>Document Imaging</b> .....	<b>8</b>
New Category .....	8
Reset Add Image Window (Reminder) .....	8
Adding Large Document to NFOCUS (Reminder) .....	8
<b>Alerts</b> .....	<b>9</b>

CFS - Alert 616 Child Welfare Payment (Change) .....	9
CFS - Limit to IMFC Alerts Filter (New) .....	9
<b>Correspondence</b> .....	<b>10</b>
CFS - Sibling Placement Report Correspondence (Change) .....	10
<b>Expert System</b> .....	<b>13</b>
Add Self Employment Ledgers (Change) .....	13
Update Self-Employment Business Information (Change) .....	16
<b>NFOCUS Tips:</b> .....	<b>19</b>
Data Integrity .....	19
<b>Children and Family Services</b> .....	<b>19</b>
Creating a Foster Care Prevention Plan .....	19
Deleting a Foster Care Prevention Plan .....	21
Tying a Foster Care Prevention Plan to a Case Plan.....	22
Tying a Foster Care Prevention Plan to a Transitional Living Plan .....	23
Creating Additional Placement Information within SDM Case Plan (New)	24
QRTP Placement Details.....	25
Child Placed with Parent in Residential Substance Use Facility.....	28
Court Report Review by Function (New) .....	32
Court Report and SDM Case Plan Print (Change).....	33
Printing the Court Report with Case Plan: .....	34
Printing the Case Plan: .....	34
Detail Service Referral Status Correction (Change) .....	35
Detail Claim Item & Claim Fund Code Adjustment (New) .....	35
Detail Claim Item.....	35
Claim Fund Code Adjustment .....	36

## General Interest and Mainframe

---

### Production Support Documentation System (New)

---

N-FOCUS Production Support is using a new system to document your calls and issues. This system is called “State of Nebraska Service Portal”. All State Agencies will be converting to this system of logging incidents as they are ready.

When you call in we will be asking for your N-FOCUS Logon ID, BF Number and your Name as we no longer have this information available to us.

A built in feature of Service Portal is a system automated e-mail with a link to the incident request when it is created and another one when it is resolved. Even when the incident is created and resolved within the same action two e-mails will be sent. These are just for your information and require no action on your part. An e-mail will also be created when the incident is assigned to another person, if comments are added, or if the status is changed. These e-mails are automatically created by the new system.

If we have to escalate your call to another team, you may get an e-mail saying it was resolved but then another e-mail saying it was reopened and assigned.



This is an example of what the e-mails will look like:

service.desk@nebraska.gov Sanborn, Gloria  
Title: DHHS NFOCUS - ARP

Incident Request [IR817242] Has Been Created For You

service.desk@nebraska.gov Sanborn, Gloria  
The following Incident has been resolved:

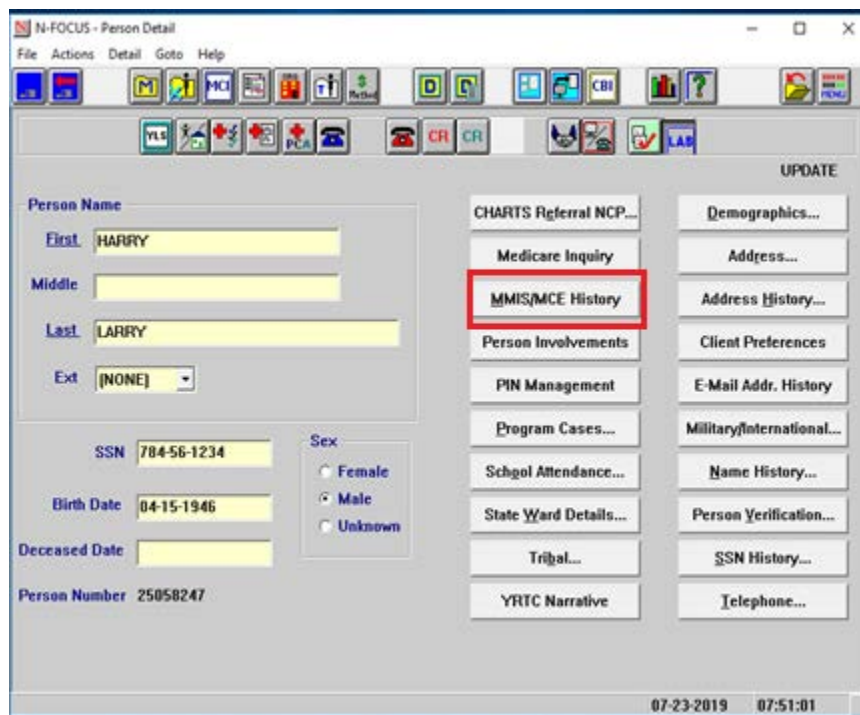
Incident Request [IR817242] For Gloria Sanborn Has Been RESOLVED

It will take us some time to learn this new system so please be patient with us.

### Person Detail MMIS History (Change)

The MMIS/MCE History button has been added to the Person Detail.

**Note:** This button was previously named the MMIS History button.



Selecting this button will open the MMIS/MCE History window.

N-FOCUS - MMIS/MCE History

**Person**

ID 25058247  
Name HARRY LARRY

**Managed Care Entity Details**

MCE Name HERITAGE HEALTH  
Begin Date 05-01-2019  
Assigned Plan Name UNITEDHEALTHCARE COMMUNITY PLAN  
MCE Phone # (800)641-1902  
Provider Name SNODGRASS,SHERRI L  
Dental YES

**MCE/PACE HISTORY**

Assigned Plan Name	Begin Date	End Date
UNITEDHEALTHCARE COMMUNITY PLAN	04-01-2017	01-31-2019
MCNA DENTAL PLAN	10-01-2017	01-31-2019

**MMIS History**

MMIS ID	CHIP ID	Begin Date	Updated By
02505824701		06-01-2019	NF03DU0B

OK

The MMIS/MCE History window displays the MMIS ID history, and will also include the following information for PACE or the Managed Care Entities:

- **MCE Name:** Heritage Health or PACE will display, based on the plan type the ARP is current assigned to.
- **Begin Date:** The begin date of the plan.
- **Assigned Plan Name:** Name of the plan the ARP is current assigned to.
- **MCE Phone #:** Phone number for the plan the ARP is current assigned to.
- **Provider Name:** Name of the Primary Care Provider the ARP is assigned to.
- **Dental:** Default value of is No. Yes will display when the ARP is assigned to a dental plan.
- **MCE/PACE History:** Displays history for the Heritage Health, Dental and Pace plan that the ARP was assigned to.

**Note:** The Managed Care Entity Details section will be blank when the Case Person is not assigned to a plan or pending a plan assignment.

## Detail Program Service Window (Change)

**Note:** The new options on the Detail Program Service window primarily affect the Children and Family Services program.

The Detail Program Service window displays information about a Program Service as it relates to a specific Service Type. With this release, the following options have been added to the Detail Program Service Window because of the Family First Prevention Services Act (FFPSA).

**QRTP Eligible** – This option indicates the service is for placement of a child at a Qualified Residential Treatment Program (QRTP) accredited placement.

**Limited IV-E Exempt** – This option indicates the service is for a placement of a child at a placement setting that is exempt from the limits to IV-E, based upon the Family First Prevention Services Act (FFPSA) regulations.

**Note:** The QRTP Eligible and Limited IV-E Exempt cannot be checked at the same time.

**With Parent in Facility Eligible** – This option indicates the service is for placement of a child with the parent in a Residential Substance Use facility.

**Prevention IV-E Eligible** – This option indicates the service is approved by Children and Family Services as a Prevention service.

**Prevention Level** – This option indicates the level of Prevention IV-E Eligibility for the service. (i.e. Promising, Supported, Well Supported).

**Note:** The Prevention Level field is only active when the Prevention IV-E Eligible option is checked.

The screenshot shows the 'N-FOCUS - Detail Program Service' window. The 'Service' section shows 'Long' and 'Short' as 'GROUP HOME CARE'. The 'Program' dropdown is set to 'CHILDREN AND FAMILY SERVICES'. There are four checkboxes: 'IV-E Payment' (checked), 'Med Eligible' (unchecked), 'Service Needs Assessed' (unchecked), and 'Automatic Claim Notice' (unchecked). A red box highlights the 'QRTP Eligible' checkbox (checked), 'Limited IV-E Exempt' (unchecked), 'With Parent in Facility Eligible' (unchecked), and 'Prevention IV-E Eligible' (unchecked). Below this, 'Service Approval Type' is 'Subaward' and 'Prevention Level' is 'Subaward'. 'Days Service Available Per Year' is '[NONE]' and 'DD Discount Percentage' is empty. The 'Description' field contains: 'OUT OF HOME PLACEMENT INCLUDING GROUP HOME A, GROUP HOME B AND MATERNITY GROUP HOMES. YOUTH RECEIVING THIS SERVICE REQUIRE MORE STRUCTURE AND SUPERVISION THAN CAN BE PROVIDED IN A FAMILY SETTING.'. The 'Dates' section shows 'Begin' as '08-01-2008', 'End' is empty, and 'Proposed End' is empty. Buttons at the bottom are 'OK', 'Cancel', 'Propose Close', 'Close PST', and 'Help'.

## Home Details (Change)

A new column, QRTP Indicator, has been added to the Home Details window, related to the Facility Type record. This will be primarily used by CFS. This indicator will function similar to the existing IV-E Indicator.

The screenshot shows the N-FOCUS - Home Details window. The Actions menu is open, highlighting 'Change QRTP Indicator'. The main window displays a table with the following data:

IV-E Date	QRTP Indicator	QRTP Date
05-23-2019	N	05-23-2019
12-01-2012	Y	05-23-2019
05-23-2019	N	05-23-2019
05-15-2019	Y	05-23-2019

Below the table, there are several form fields for family information, including 'Number of Own Children' (0), 'Family Composition' ([NONE]), 'Family's Ethnic Group' ([NONE]), 'Family's Primary' ([NONE]), 'Family's Second Language' ([NONE]), and 'Family's Religion' ([NONE]). There are also buttons for 'Add', 'Remove', and 'History'.

The QRTP indicator will be set to 'N' when the facility is added. Existing facilities will show this indicator as blank. This blank will be treated as an indicator set to 'N'.

To change the QRTP Indicator select Actions>Change QRTP Indicator. The Change QRTP Indicator pop up will display. Do not enter any data. The dialog box will change the value from Y to N or N to Y when you click Yes.

The dialog box is titled 'N-FOCUS - Change QRTP Indicator'. It contains the following text:

**Do you wish to change the QRTP indicator for the**  
**GROUP HOME A**

**Facility Type From N To Y**

There are two buttons: 'Yes' and 'No'.

## Document Imaging

---

### New Category

---

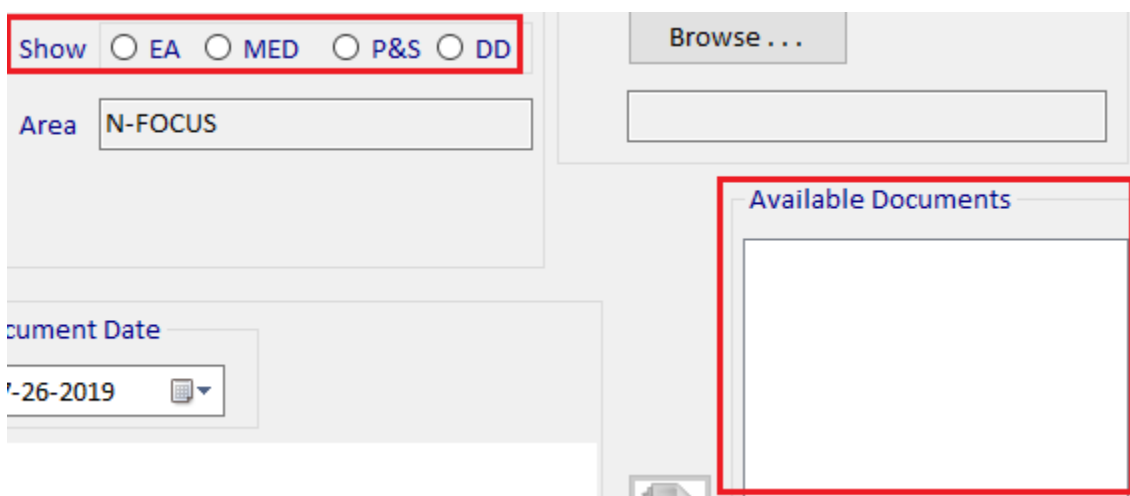
A new Category “QRTP Placement” will be added to document imaging. There will be 2 sub-categories: “Placement Assessment” and “Placement Extension Approval”.

This new Category will be part of the CFS program categories (Protection & Safety).

### Reset Add Image Window (Reminder)

---

There are times when the Add Image window in NFOCUS gets reset and the stored information for the radio buttons in the Show Group Box gets cleared and the File Location Browse for Available Documents gets cleared. When this happens the Available Documents List Box will be blank.



When this could happen:

- You use Add Image at a new workstation
- You have your workstation updated by helpdesk
- You have your workstation re-imaged for any reason

If you log into NFOCUS and find that you are unable to use the Add Image window, make sure that the appropriate radio button is selected in the Show Group Box. If an option is not selected nothing will display in the Available Documents.

### Adding Large Document to NFOCUS (Reminder)

---

You can add large documents to NFOCUS through the Add Image Window. When adding an image through Add Image, make sure when you click the Save button at the bottom and an Adobe icon opens on your Task Bar at the bottom of your screen. Once the Adobe icon at the bottom of your desktop closes it is safe to close out of the Add Image screen.

**IMPORTANT:** If the document you are saving is really big, several hundred pages, it could still take several minutes for it to show in Document Imaging. Please be patient! Give Document Imaging 5-10 minutes before trying to



view the image. The bigger the document, the more time it will take Document Imaging to save.

If you close the Add Image window before the Adobe icon closes, you could get a pop up error message telling you to call Production and Support. Be sure to remember when you are trying to save a document with several hundred pages, to wait for Adobe to close before closing the Add Image window. If you do not wait for Adobe to close and you go directly to Document Imaging to view that document, File Director is still trying to save that image and it is probably not available.

If you click Search more than once then you will get the pop up error message telling you to call Production and Support.

**Moral of the Story:** If you are patient before trying to open Document Imaging and you give the system time to save, then you should be able to see the document and not get the error message.

If you don't see the document after 30 minutes, call Production and Support.

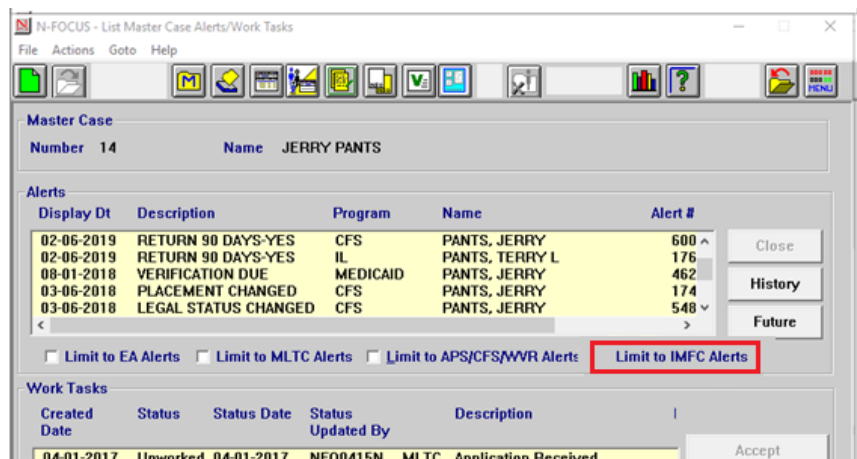
## Alerts

### CFS - Alert 616 Child Welfare Payment (Change)

The Child Welfare Payment alerts will now be created when the child involved is pended in an ADC case in the expert system. It already is created when the action occurs in the mainframe. The alerts notify the ADC worker that the child receives out of home placement services

### CFS - Limit to IMFC Alerts Filter (New)

New Filter for IMFC alerts added to the List Master Case Alerts/Work Tasks window. IMFC alerts will be listed when the filter is applied. The CFS MAIL RECD alert #375 is not categorized as an IMFC alert. It is a CFS alert so will not show up when the IMFC filter is applied.

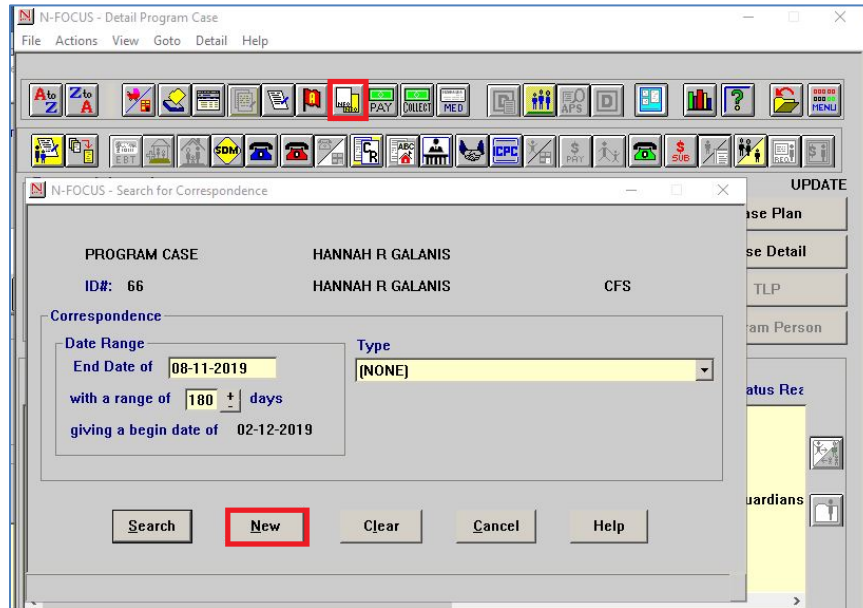


## Correspondence

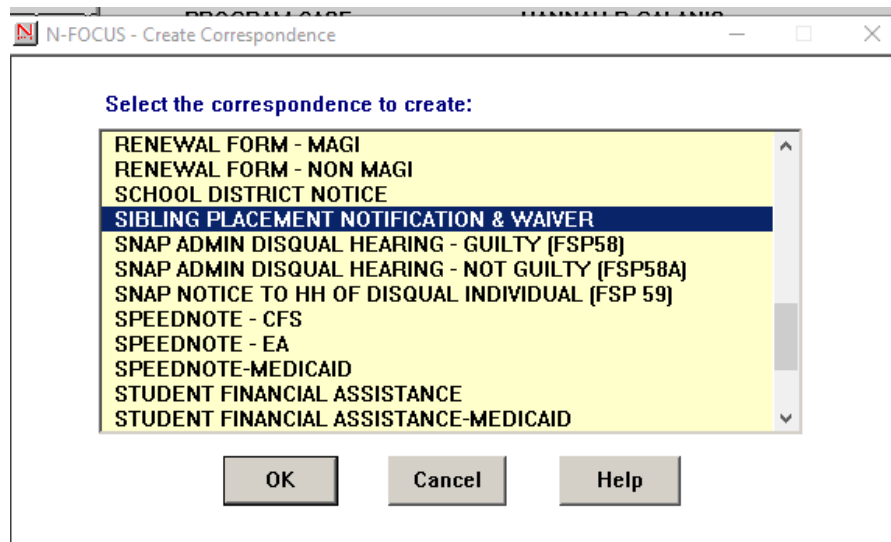
### CFS - Sibling Placement Report Correspondence (Change)

A sibling placement report must be filed with the Court within 30 days of the child being removed from their home. This new correspondence is housed in an existing correspondence window and is printed from the “Sibling Placement Notification & Waiver” correspondence window.

1. From the Detail Program Case select the Correspondence icon.



2. Choose the Sibling Placement Notification from the Type drop-down list.



3. Click OK.

The Sibling Placement Notification and Waiver window will display.

Children Involved	
Name	Age
RANAE H GALANIS	3 YRS.
REBECCA R GALANIS	19 YRS.
MILEY M GALANIS	10 YRS.
JANE GALANIS	10MOS.
TINA M GALANIS	8MOS.

Judges to Notify	
Name	Court
ELIZABETH G CRNKOVICH	LANCASTER COUNTY SEPARATE JU
EDWARD D STEENBURG	ARTHUR COUNTY COURT
G G CAMERER	BANNER COUNTY COURT

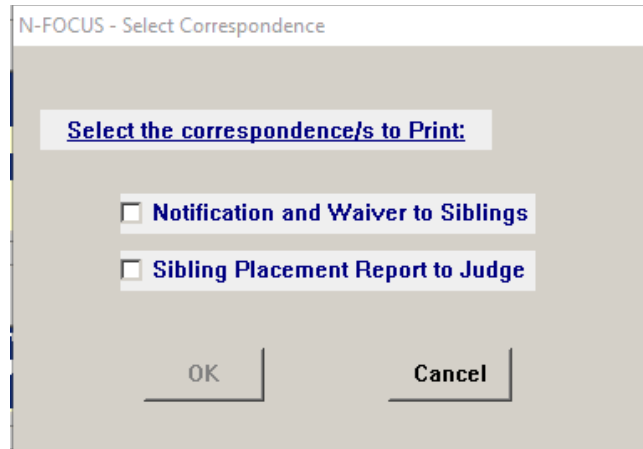
Siblings to Notify	
Name	Language
JAMES GARNER	ENGLISH
JANE GALANIS	
JANE GOODALL	
MILEY M GALANIS	
NEO AYAL	
RANAE H GALANIS	

4. Select the child or children from the Children Involved list box.
5. Select the Judge or Judges to be notified from the Judges to Notify list box.
6. Click the Narrative window to enter the appropriate narrative.
  - a. The Sibling Placement Narratives window will display.
  - b. Save and Close to return to the Sibling Placement Notification and Waiver window.
7. Select the known Siblings from the Sibling to Notify list box.

Siblings to Notify	
Name	Language
JAMES GARNER	ENGLISH
JANE GALANIS	
JANE GOODALL	
MILEY M GALANIS	
NEO AYAL	
RANAE H GALANIS	

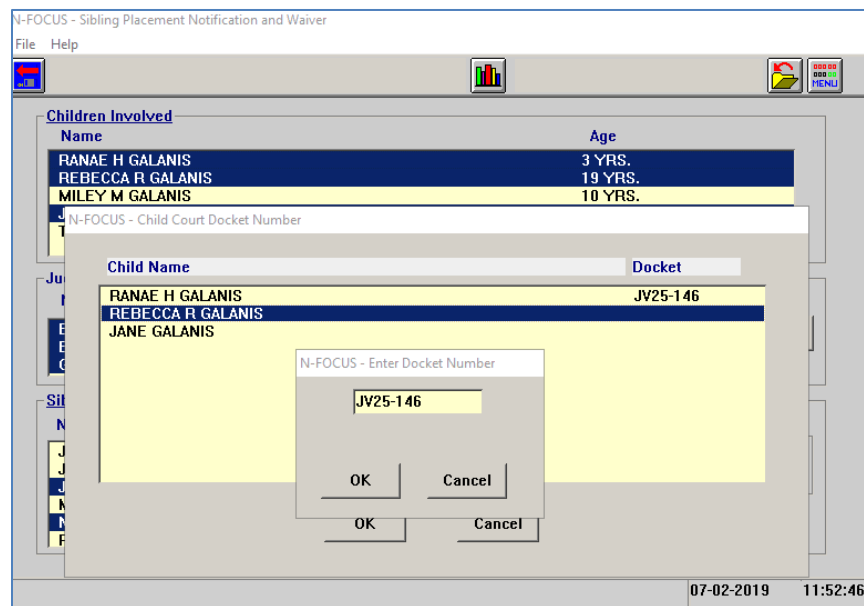
8. Click Save and Close to print the correspondence.

The Select Correspondence window will display.



9. Click the check box for the type of correspondence you are creating.
10. Click OK

The Enter Docket Number pop-up box will display.



11. Enter the JV Number.
12. Click OK.
13. Click OK on the Child Court Docket Number window.

The Print Options box will display.

14. Select the appropriate print option.

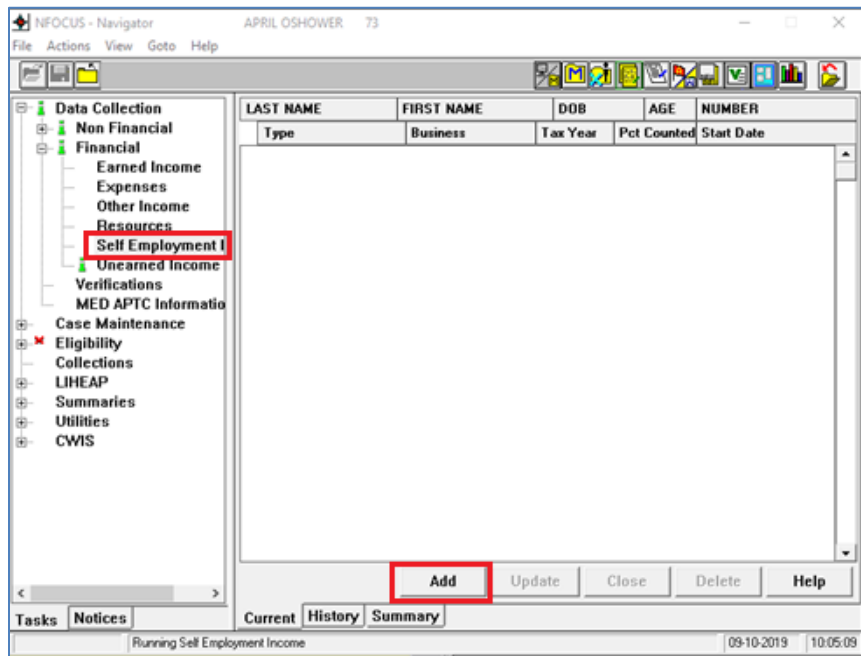
Print Now – prints locally and you will need to mail the correspondence  
 Print later – prints overnight and is mailed for you

# Expert System

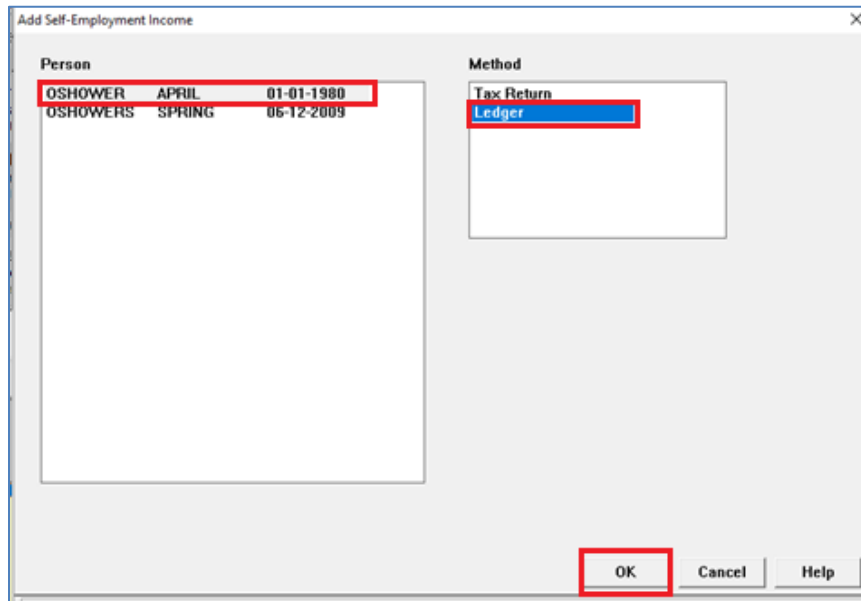
## Add Self Employment Ledgers (Change)

Self-employment correspondence has been moved to Expert System with this release. Creating a self-employment ledger from the mainframe will now be disabled.

1. Select Add from the Data Collection>Financial> Self-Employment task



The Add Self-Employment Income window will display.



2. Select the appropriate Person.
3. Select Ledger as the Method.
4. Click OK.

The Add SE Income From Ledger window will display.

Add SE Income From Ledger

Business | Ledger

Describe the SE Income: Child Care

Self Employment from Farming?  Yes  No

Business has Expenses?  Yes  No

Business Begin Date: 07-26-2019

Business Owner Name: April O'Shower

Business Name: Sweet Memories

Business Addr 1: 4444 S 44

Business Addr 2:

Business Addr 3:

Business City: Lincoln Business State: NE

Business Zip5: 68516 Business Zip4:

Help

Next OK Cancel Help

5. Enter the following information:
  - a. Business Begin Date
  - b. Business Owner Name
  - c. Business Name
  - d. Business Addr 1, 2 and 3 as appropriate
  - e. Business City
  - f. Business State
  - g. Business Zip5
  - h. Business Zip4

**Note:** The entered information will be transferred to the Self Employment Correspondence that can be sent to the Household.

The first time Self-Employment information is entered, the Add or Next buttons will not enable unless the top part of the ledger is completed.

**Note:** If Yes was selected for Business Has Expenses, then the 49% deduction will automatically be calculated when adding the total receipts.

6. Select OK to exit the Add SE Income From Ledger window, OR Create SE Ledger Correspondence if a copy is to be sent to the Household.

Add SE Income From Ledger

Business Ledger

Month of Receipt	Total Receipts	Total Expenses	Net Income	Estimate/Actual
08-2019	500.00	245.00	255.00	Actual

Month of Receipt: 09-2019    Total Receipts: 100.00    Total Expenses: 49.00    Estimate/Actual: Estimated    Verification: Employer Records/Statement

Economic Assistance should not enter Expenses.  
Budgeting will calculate Expense amounts of 49% for each income amount.

Add Ledger    **Create SE Ledger Correspondence**    Help

Next    OK    Cancel    Help

The Create SE Ledger Correspondence window will display.

Create SE Ledger Correspondence

Month of Receipt	Total Receipts	Total Expenses	Net Income	Estimate/Actual
08-2019	500.00	245.00	255.00	Actual
09-2019	100.00	49.00	51.00	Estimated

From: 08-2019    To: 09-2019

Average number of hours worked for self employment: 20

Weekly  
Or  
 Monthly

**OK**    Cancel    Help

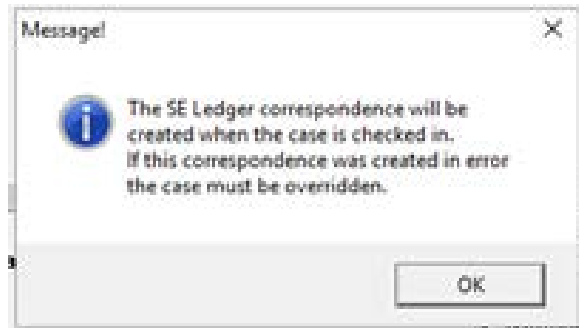
7. Enter the following information:

- Select the months to be displayed in the Self-Employment Correspondence.
- Select the average number of hours worked for Self-Employment
- Select Weekly or Monthly

8. Click OK.

The following message will display:

The SE Ledger correspondence will be created when the case is checked in.  
If this correspondence was created in error the case must be overridden.

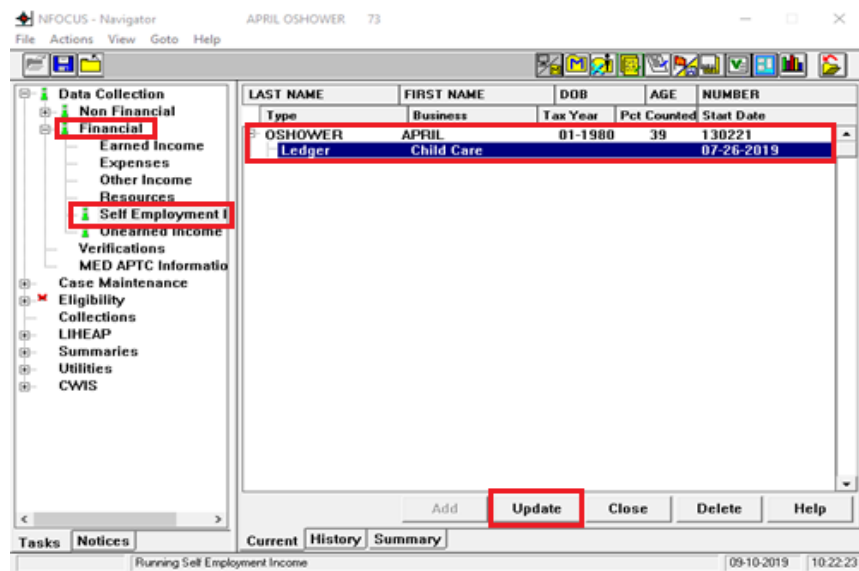


9. Click OK.

### Update Self-Employment Business Information (Change)

To update self-employment business information follow these steps:

1. Navigate to the Data Collection>Financial>Self Employment Income task.
2. Highlight the row to be updated.
3. Click Update.



The Updated SE Ledger window will display.



Update SE Ledger

Business | Ledger

Describe the SE Income: Child Care

Self Employment from Farming?  Yes  No

Business has Expenses?  Yes  No

Close Date: 11-2019

Business Begin Date: 07-26-2019

Business Owner Name: April O'Shower

Business Name: Sweet Memories

Business Addr 1: 4444 S 44

Business Addr 2:

Business Addr 3:

Business City: Lincoln Business State: NE

Business Zip5: 68516 Business Zip4:

Update OK [Help]

OK Help

4. Click Update.

The Business Name and Address fields will enable.

Update SE Ledger

Business | Ledger

Describe the SE Income: Child Care

Self Employment from Farming?  Yes  No

Business has Expenses?  Yes  No

Close Date:

Business Begin Date: 07-26-2019

Business Owner Name: April O'Shower

Business Name: Sweet Memories

Business Addr 1: 4444 S 44

Business Addr 2:

Business Addr 3:

Business City: Lincoln Business State: NE

Business Zip5: 68516 Business Zip4:

Update OK [Help]

OK Help

Running Self Employment Income 09/10/2019 11:08:54

5. Enter the changes.
6. Click OK.
7. Select the Ledger Tab.

Add SE Income From Ledger

Business: **Ledger**

Month of Receipt	Total Receipts	Total Expenses	Net Income	Estimate/Actual
10-2019	150.00	73.50	76.50	Estimated

Month of Receipt:  Total Receipts:  Total Expenses:  Estimate/Actual:  Verification:

Economic Assistance should not enter Expenses.  
Budgeting will calculate Expense amounts of 49% for each income amount.

Enter date (MM/YYYY)

8. Enter the following:
  - a. Month of Receipt
  - b. Total Receipts
  - c. Total Expenses automatically populates when Business has Expenses is Yes.
9. Click OK.

All of the Self-Employment Ledgers display on the Add SE Income From Ledger window.

Add SE Income From Ledger

Business: **Ledger**

Month of Receipt	Total Receipts	Total Expenses	Net Income	Estimate/Actual
10-2019	150.00	73.50	76.50	Estimated

Month of Receipt:  Total Receipts:  Total Expenses:  Estimate/Actual:  Verification:

Economic Assistance should not enter Expenses.  
Budgeting will calculate Expense amounts of 49% for each income amount.

Enter date (MM/YYYY)

- If no other changes are needed, click OK to return to the Navigator window.
- If correspondence is to be sent to the client, click the Create SE Ledger Correspondence button.

10. When the Create SE Ledger Correspondence button is selected, the Create SE Ledger Correspondence window will display.
11. Complete fields as appropriate.
12. Click OK to send the correspondence.

**Note:** When adding a new Ledger to an existing Self-Employment Income task, Click OK on the Add SE Income from Ledger window to enable all available months.

## NFOCUS Tips:

---

### Data Integrity

---

It is very important to maintaining the integrity of the data contained on NFOCUS that workers Do NOT enter false or fake data in fields. This includes but is not limited to the following:

- **Email Field** – Entering None or No Email in the field. If the client does not have an email, leave the field blank.

## Children and Family Services

---

### Creating a Foster Care Prevention Plan

---

**IMPORTANT:** The Foster Care Prevention Plan must be in FINAL status for Prevention IV-E eligible services to be paid with Prevention IV-E funds. Additionally, each child must have his/her own Foster Care Prevention Plan.

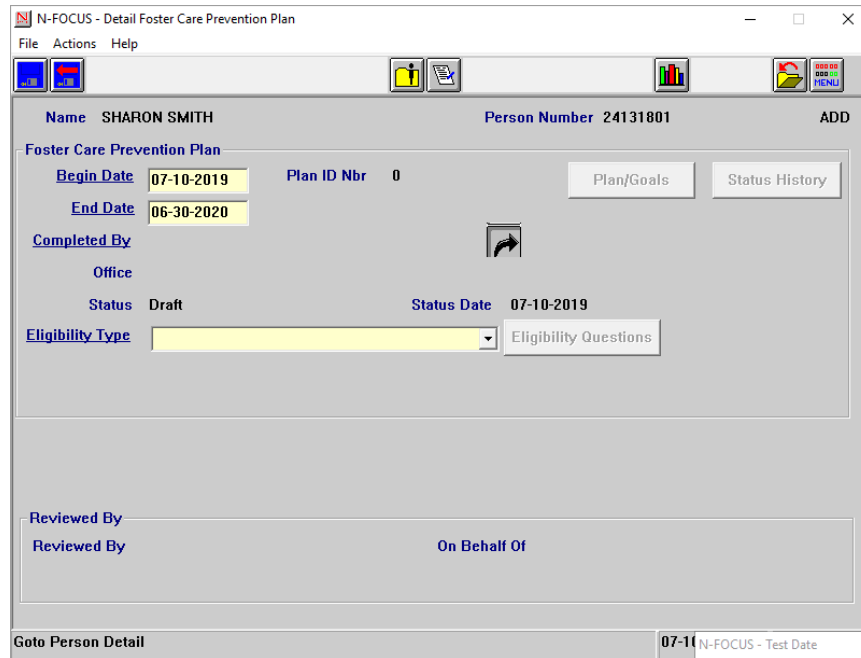
To document a Foster Care Prevention Plan, follow these steps:

1. Navigate to the Detail Program Case window, highlight a child/youth, and click the

Foster Care Prevention Plan icon. 



The Detail Foster Care Prevention Plan window will display.

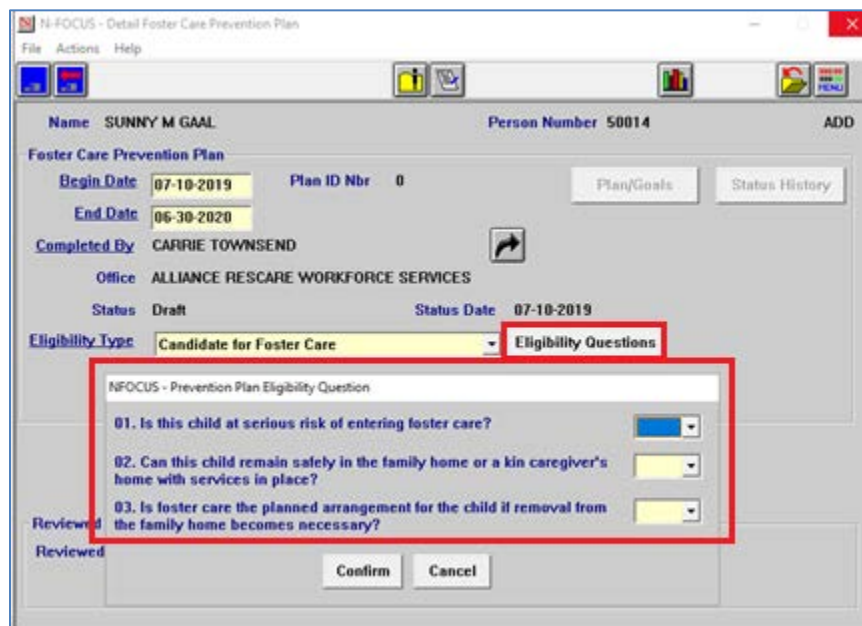


**Note:** The Begin Date will be auto-populated with today's date. The End Date will be auto-populated to the last day of the 12<sup>th</sup> month from the Begin Date.

2. Enter the Completed By field by selecting the Out Select Arrow.

The Search Office Position window will display. Search for the worker and return to the Detail Foster Care Prevention Plan window with the Blue Select Arrow.

3. Click on the Eligibility Type dropdown list and select the appropriate option.
4. Click the Eligibility Questions button and complete the questions.



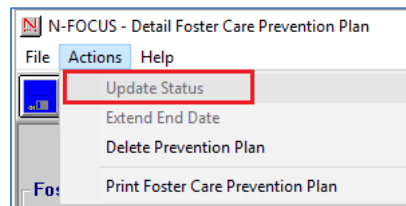
- a. If any questions are answered No, you will receive a message indicating the child/youth is not eligible. The plan cannot be saved until all questions are answered Yes. You can click Cancel to close the window without saving the responses and return to the Detail Foster Care Prevention Plan window.
- b. When all the questions are answered Yes, click Confirm to return to the Detail Foster Care Prevention Plan window.

5. Click Save.

A Draft version of the Foster Care Prevention Plan is now saved.

**Note:** There will be no permanent record of the Foster Care Prevention Plan before this step.

6. Click the Plan/Goals button and go to the Detail Foster Care Prevention Plan Narratives window.
  - a. Complete the Goals, Strategy, Services, and Progress fields.
  - b. If the user wants to add an additional goal, click the Save and Next button.
  - c. If the user wants to return to the Detail screen, click Save and Close.
  - d. When there are multiple Plan/Goals, the user can view these in the List
7. When ready to change the status to Ready for Review, select Action> Update Status.



## Deleting a Foster Care Prevention Plan

**IMPORTANT:** This function is only available when the Foster Care Prevention Plan is in Draft or Revisions Required status.

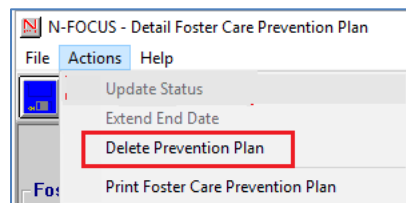
To delete a Foster Care Prevention Plan, follow these steps:

1. Navigate to the Detail Program Case window, highlight a child/youth, and click the

Foster Care Prevention Plan icon. 

The List Foster Care Prevention Plan window will display.

2. Highlight a plan and select Action>Delete Prevention Plan.

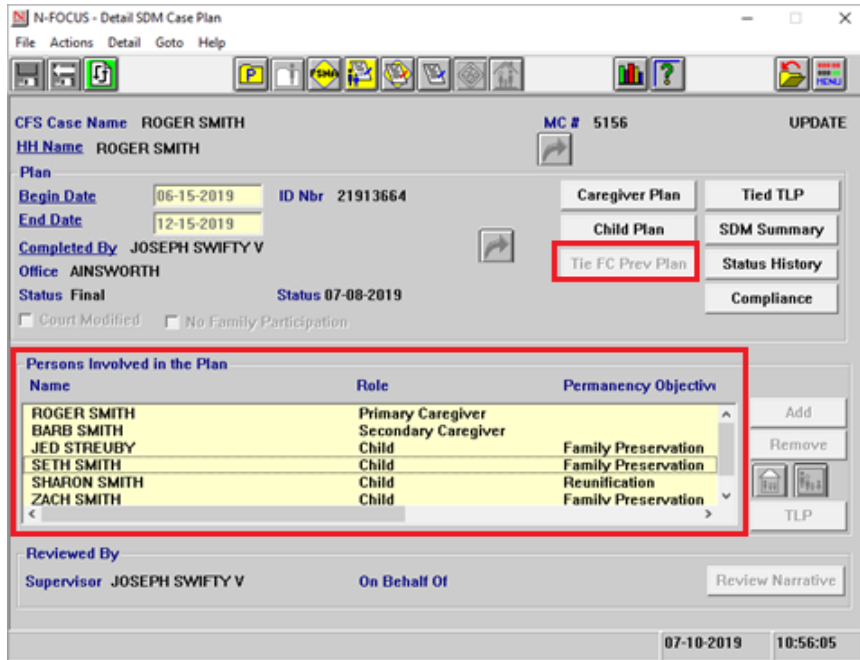


## Tying a Foster Care Prevention Plan to a Case Plan

1. Navigate to the Detail Program Case window and click the Case Plan button.



The Detail SDM Case Plan window will display.



The screenshot shows the "N-FOCUS - Detail SDM Case Plan" window. The title bar includes "File Actions Detail Goto Help" and a toolbar with various icons. The main content area displays case information for "ROGER SMITH" (MC # 5156). Fields include "Begin Date" (06-15-2019), "End Date" (12-15-2019), "ID Nbr" (21913664), "Completed By" (JOSEPH SWIFTY V), and "Office" (AINSWORTH). A "Status" field shows "Final" with a date of "07-08-2019". There are checkboxes for "Court Modified" and "No Family Participation". A grid of buttons includes "Caregiver Plan", "Tied TLP", "Child Plan", "SDM Summary", "Tie FC Prev Plan" (highlighted with a red box), "Status History", and "Compliance". Below this is a table titled "Persons Involved in the Plan" with columns for Name, Role, and Permanency Objective. The table lists: ROGER SMITH (Primary Caregiver), BARB SMITH (Secondary Caregiver), JED STREUBY (Child, Family Preservation), SETH SMITH (Child, Family Preservation), SHARON SMITH (Child, Reunification), and ZACH SMITH (Child, Family Preservation). To the right of the table are "Add", "Remove", and "TLP" buttons. At the bottom, there is a "Reviewed By" section with "Supervisor JOSEPH SWIFTY V" and "On Behalf Of" fields, along with a "Review Narrative" button. The footer shows the date "07-10-2019" and time "10:56:05".

2. Highlight the child/youth from the Persons Involved in the Plan list box.

The Tie FC Prev Plan push button will become active.

**Tie FC Prev Plan**

3. Click the Tie FC Prev Plan button

The List Foster Care Prevention Plan window will display.

4. Select the appropriate Foster Care Prevention Plan from the list.
5. Click the Blue Return Arrow.
6. Confirm the correct Foster Care Prevention Plan was selected.

Once tied, the user may view the tied Foster Care Prevention Plan by clicking on the

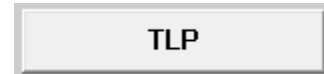
Foster Care Prevention Plan icon  on the Detail SDM Case Plan window.

**Note:** Case Plans cannot be moved from FINAL status to ADMIN REOPEN status when one or more Foster Care Prevention Plans are tied. You must untie each Foster Care Prevention Plan and then change the status of the Case Plan.

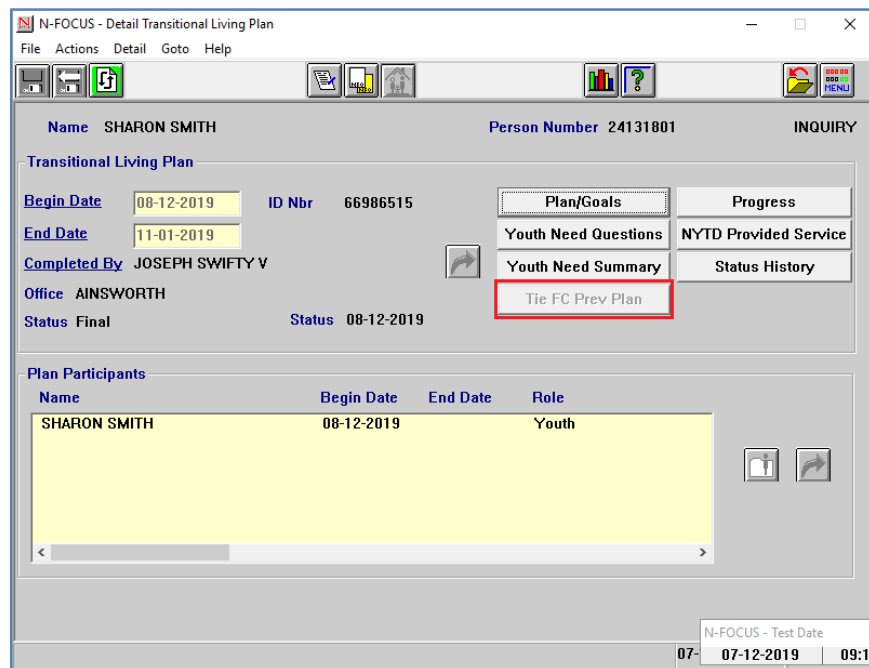
- a. To untie a Foster Care Prevention Plan, select the child/youth on the Detail SDM Case Plan window, click Actions>Untie Foster Care Prevention Plan.
- b. Follow the instructions above to retie the Foster Care Prevention Plans prior to returning the Case Plan to FINAL status.

## Tying a Foster Care Prevention Plan to a Transitional Living Plan

1. Navigate to the Detail Program Case window and click the TLP button.



The Detail Transitional Living Plan window will display.

A screenshot of a software window titled "N-FOCUS - Detail Transitional Living Plan". The window has a menu bar with "File", "Actions", "Detail", "Goto", and "Help". Below the menu bar is a toolbar with several icons. The main content area is divided into sections. The top section displays "Name SHARON SMITH", "Person Number 24131801", and "INQUIRY". Below this is a section titled "Transitional Living Plan" with fields for "Begin Date" (08-12-2019), "End Date" (11-01-2019), "ID Nbr" (66986515), "Completed By" (JOSEPH SWIFTY V), "Office" (AINSWORTH), and "Status" (Final). To the right of these fields are several buttons: "Plan/Goals", "Progress", "Youth Need Questions", "NYTD Provided Service", "Youth Need Summary", and "Status History". A button labeled "Tie FC Prev Plan" is highlighted with a red rectangular box. Below this is a section titled "Plan Participants" with a table showing one participant: SHARON SMITH, with a Begin Date of 08-12-2019 and a Role of Youth. The bottom right corner of the window shows a status bar with "N-FOCUS - Test Date" and a timestamp "07-07-12-2019 09:14".

2. Highlight the child/youth.


The Tie FC Prev Plan button will become active.



3. Click the Tie FC Prev Plan button.

The List Foster Care Prevention Plan Window displays.

4. Select the appropriate Foster Care Prevention Plan
5. Click the Blue Return Arrow.
6. Confirm the correct Foster Care Prevention Plan was selected.




Once tied, you may view the tied Foster Care Prevention Plan by clicking the Foster Care Prevention Plan icon  on the Detail Transitional Living Plan window.  
John21SS

- Note:** TLPs cannot be moved from FINAL status to ADMIN REOPEN status when one or more Foster Care Prevention Plans are tied. You must untie each Foster Care Prevention Plan and then change the status of the TLP.
- To untie, highlight the child/youth on the Detail Transitional Living Plan window, click Actions, and click Untie Foster Care Prevention Plan.
  - Follow the instructions above to retie the Foster Care Prevention Plans prior to returning the TLP to FINAL status.

### Creating Additional Placement Information within SDM Case Plan (New)

**IMPORTANT:** The Placement Recommendation should be completed before a child is placed in a “Residential Substance Use” facility with their parent.

To document a Placement Recommendation, follow these steps:

- Navigate to the Detail Program Case window, click the SDM icon. 
- Select the Household Name to activate the Case Plan button. 
- Click the Case Plan Button to open the Detail SDM Case Plan window.
- Select the Child to be placed, the Additional Placement Information  Icon will become active.

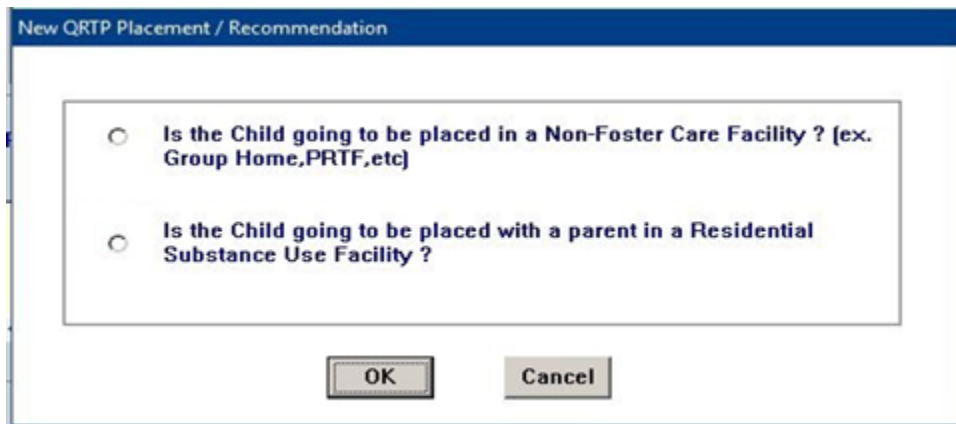


5. Click the Additional Placement Information icon.

Either the New QRTP Placement/Recommendation pop up or the Detail Placement Recommendation window will display.

**Note:** The first time the Additional Placement Information icon is selected for a child, the New QRTP Placement/Recommendations window will display with the following two questions:

- Is the Child going to be placed in a Non-Foster Care Facility? (ex. Group Home, PRTF, etc)
- Is the Child going to be placed with a parent in a Residential Substance Use Facility?



### QRTP Placement Details

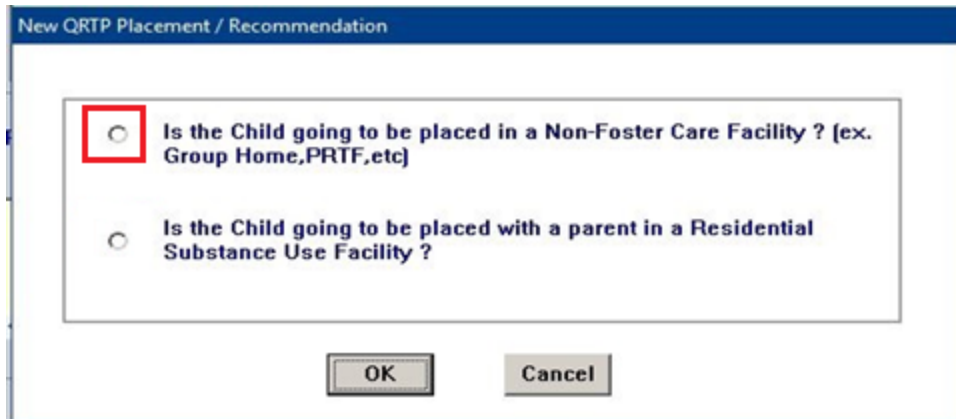
Due to the recently enacted Family First Prevention Services Act (FFPSA), new information about certain placements needs to be documented, in order for Nebraska DHHS to continue to claim Federal IV-E funding (for specific services). The information regarding Qualified Residential Treatment Programs (QRTP) gathered from the QRTP Placement window will ensure that payments made to providers are using the correct funding code.

To document QRTP Placement related information, the following steps must be completed.

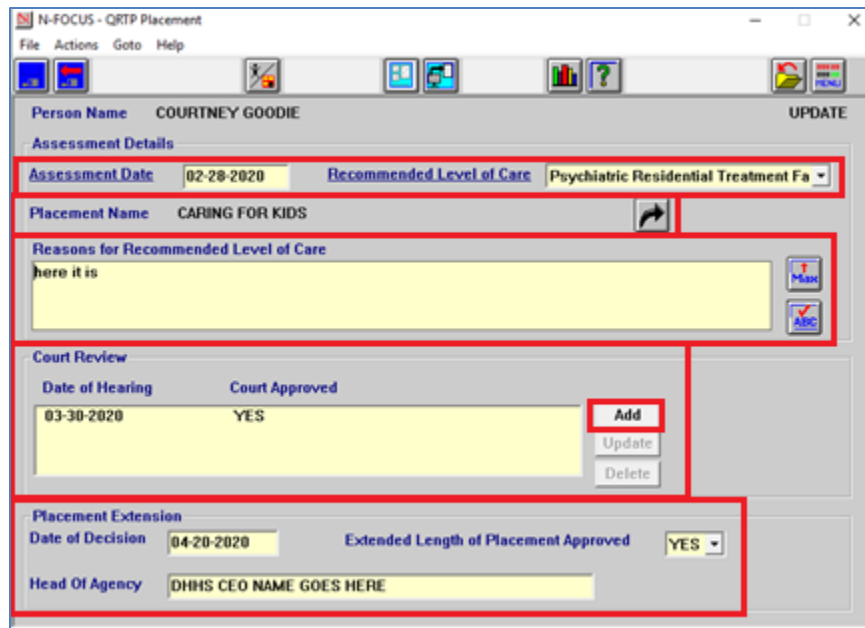
1. From the Additional Placement Information window, click the Create New icon.

The New QRTP Placement/Recommendation window will display.

2. Select the first question (Is the Child going to be placed in a Non-Foster Care Facility? (ex. Group Home, PRTF, etc.)
3. Click OK.



The QRTP Placement window will display.



4. Enter the Assessment Date that was completed for the child's QRTP placement.
5. Select the appropriate option from the Recommended Level of Care drop down list.
6. Select the child's placement for the Placement Name.
  - a. If the child is currently placed at the QRTP, for which the Assessment being documented, use the Out Select Arrow to find the Placement Name, and bring back the Organization to this window. Then the name of the placement will display on the QRTP Placement window and the Additional Placement Information window.
  - b. If the child is not yet placed at the QRTP, for which the assessment was completed, no placement name can be selected. This field will remain blank on the QRTP Placement window and the Additional Placement information window.
7. Enter appropriate narrative in the Reasons for Recommended Level of Care.
  - a. If the Recommended Level of Care is anything other than Foster Care, narrative is required.

**Note:** Changes to the Assessment Details section of the window can only be made during the month the tied placement was activated. If after that timeframe and changes need to be made, the user will need to contact NFOCUS Production Support. If there is no placement tied, the user can make any changes to the Assessment Details as needed.

8. Add information regarding the Court Review by clicking the Add button.
  - a. The Add button becomes active once the assessment details are entered and the QRTP Placement record is saved.

The Court Review pop up window will display.



The screenshot shows a dialog box titled "N-FOCUS - Court Review". Inside the dialog, there is a section titled "Court Review". Under this section, there are two fields: "Date of Hearing" with a text box containing "04-15-2020" and "Court Approved Placement" with a dropdown menu showing "YES". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

9. Enter information as appropriate.
10. Click OK.

**Note:** Only one Court Review record can be created for the same date of hearing. You can Update the Court Review record on the same day it was created. If after that timeframe changes need to be made, you will need to contact NFOCUS Production Support.

11. In the Placement Extension list box, enter the Date of Decision.
12. Select the appropriate response from the Extended Length of Placement Approved drop-down list. (Yes or No)
13. Enter the name for the Head of Agency (as identified by CFS Program Admin).
  - a. You will only be able to make updates to the Placement Extension information on the date created. If after that timeframe and changes need to be made, the user will need to contact N-FOCUS Production Support.
14. When the necessary information is entered, select Save or Save and Close.

**Notes:** None of the dates can be future dated.

**Error Correction:** If a QRTP Placement record was created in error, you can delete the record, only during the month the tied placement was activated. If after that timeframe and the record needs to be deleted, you will need to contact -FOCUS Production Support. If there is no placement tied, you can delete the QRTP Placement record, as needed. Please be mindful that this information is related to payments to providers.

Deleting records should only be completed if there have been no payments made to the placement provider.

The information entered on the QRTP Placement window will display on the Additional Placement Information window. This window is used to add and view additional placement information for the child.

Assessment Date	Placement Name	Modified	Modified by
02-28-2020	CARING FOR KIDS	03-05-2020	BELLE O BALL
10-15-2019		10-25-2019	BELLE O BALL

Decision Date	Recommendation	Placement Name	Placement Begin Date
---------------	----------------	----------------	----------------------

### Child Placed with Parent in Residential Substance Use Facility

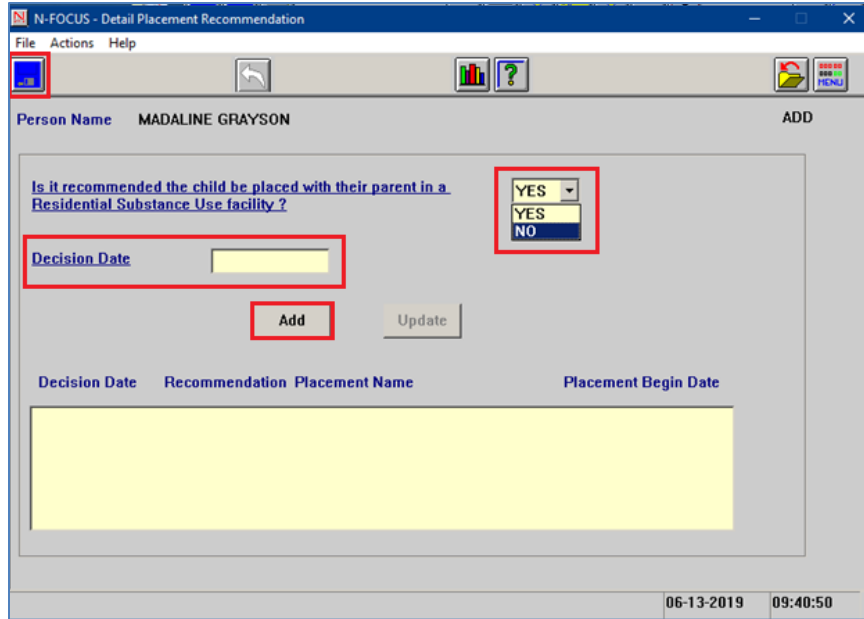
1. Select the second question (Is the Child going to be placed with a parent in a Residential Substance Use Facility?)
2. Click OK.

Is the Child going to be placed in a Non-Foster Care Facility ? (ex. Group Home,PRTF,etc)

Is the Child going to be placed with a parent in a Residential Substance Use Facility ?

OK Cancel

The Detail Placement Recommendation window will display.

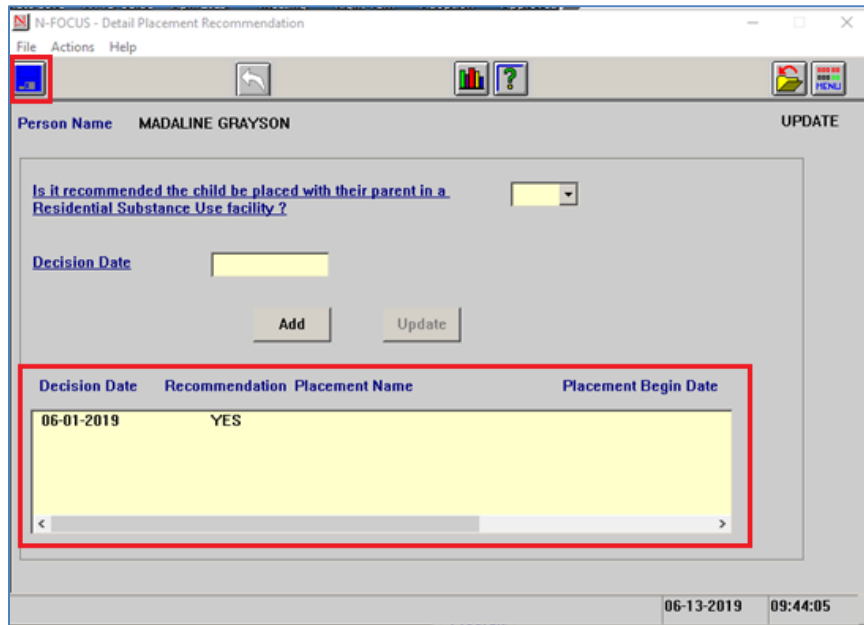


3. Select Yes from the drop down option to the question “Is it recommended the child be placed with their parent in a Residential Substance Use facility?” Or select No if there is no recommendation.
4. Enter the Decision Date.

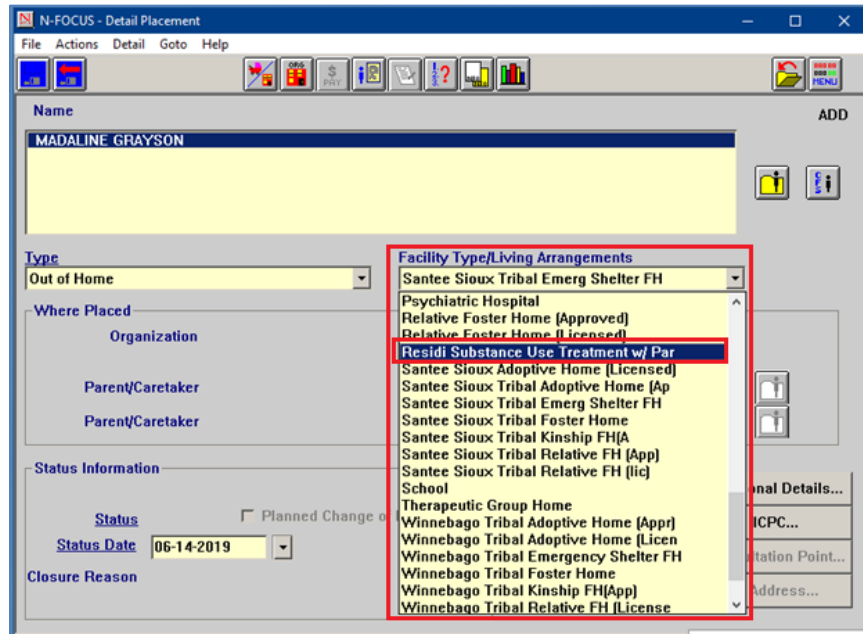
**Note:** The Decision Date for either Yes or No Recommendation must be before the child’s first day in the placement and cannot be future dated.

5. Click the Add Button.

The information entered will display in the List Box at the bottom of the window.



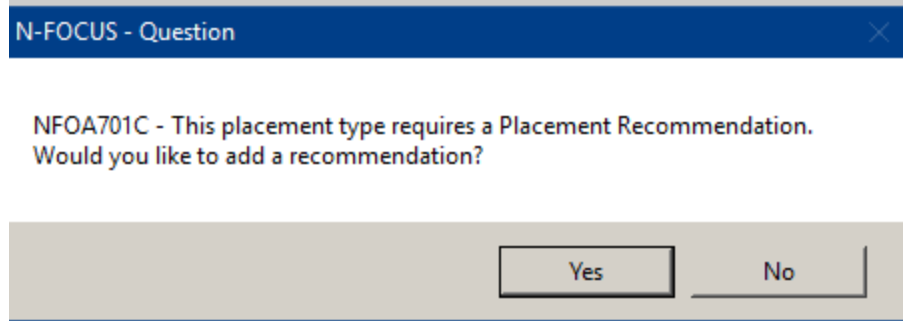
6. Click the Save icon.
7. Navigate to the Detail Placement window to complete the placement information.
8. Select 'Residi Substance Use Treatment w/ Par' from the Facility Type/Living Arrangements drop down list.



**Note:** Selecting the 'Residi Substance Use Treatment w/Par' will enable the ORG Out Select arrows.

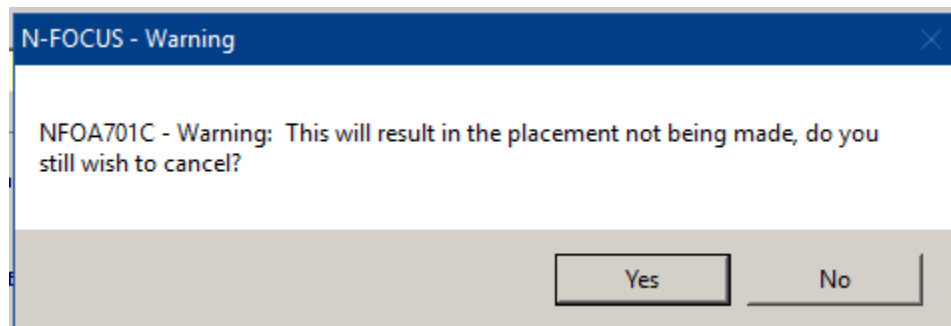
9. Select the Organization where the child will be placed.
  - a. Click the Out Select Arrow to find and bring back the Organization to this window.
10. Select the parent the child is to be placed with from the Program Case People window.
  - a. Click the Out Select Arrow open the Program Case People pop up window.
  - b. Select the parent.
  - c. Click OK.
11. Click Additional Details Push Button and complete
12. Enter Status Date
13. Click Activate in the Actions Menu
14. Save

**Note:** To activate the placement, the Placement Recommendation must be tied to the Placement. The following pop up will display asking "This placement type requires a Placement Recommendation. Would you like to add a recommendation?".



**Yes** – The Detail Placement Recommendation window will display.

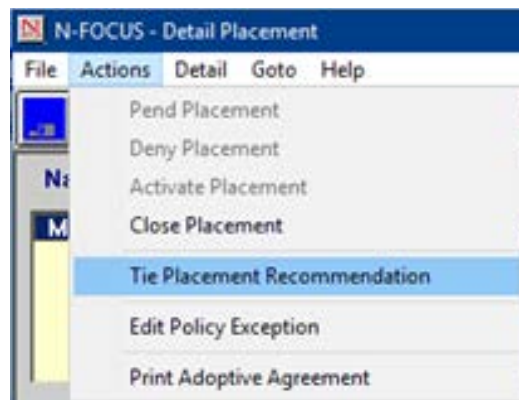
**No** – The following pop-up message will display “Warning: This will result in the placement not being made, do you wish to cancel?”



15. Click Yes to the question “This placement type requires a Placement Recommendation. Would you like to add a recommendation?”

The Detail Placement Recommendation window will display. Select an already existing recommendation or create a new one.

16. Select Actions>Tie Placement Recommendation.



If a placement recommendation has already been created the user can highlight the appropriate recommendation row and then use the blue arrow to tie it to the placement. If not the user can create a new placement recommendation.

**Note:** If a Placement Recommendation is tied by mistake, contact Production Support to make the correction. Multiple recommendations can be made on the same day. The second one saved will override the first one. There can only be one recommendation per placement.

Any recommendations not tied to a placement can be updated by any worker. To update a recommendation Yes/No or Recommendation Date, double click on the row in the Placement Recommendation List on the Additional Placement Information window.

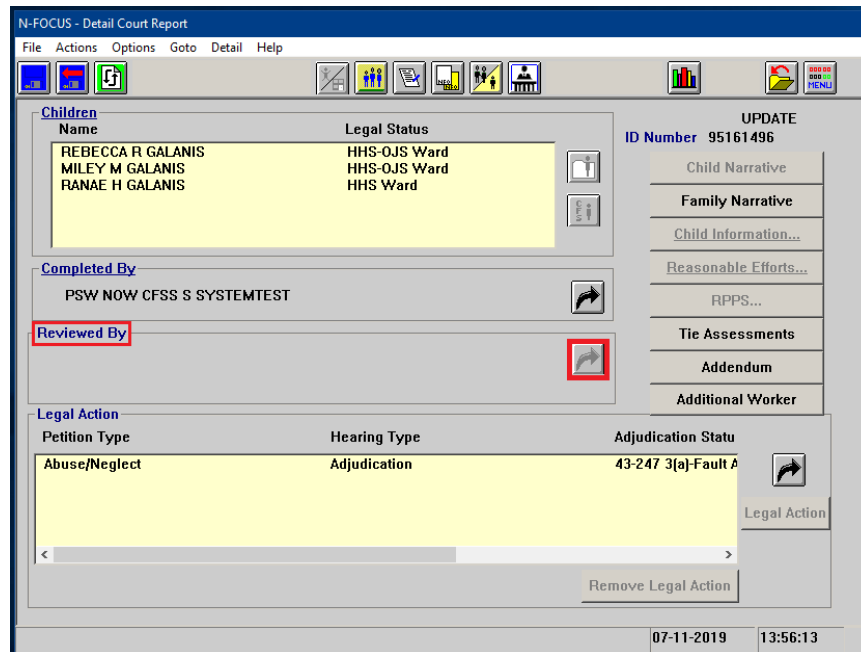
17. Select the Placement Recommendation from the list box.
18. Select the blue select arrow.
19. Click OK on the Information Pop-up
20. Click OK to confirm the placement.

### Court Report Review by Function (New)

The Court Report now has a Review by Function option. This option is for CFS Supervisors to review the Court Report before the worker finalizes it.

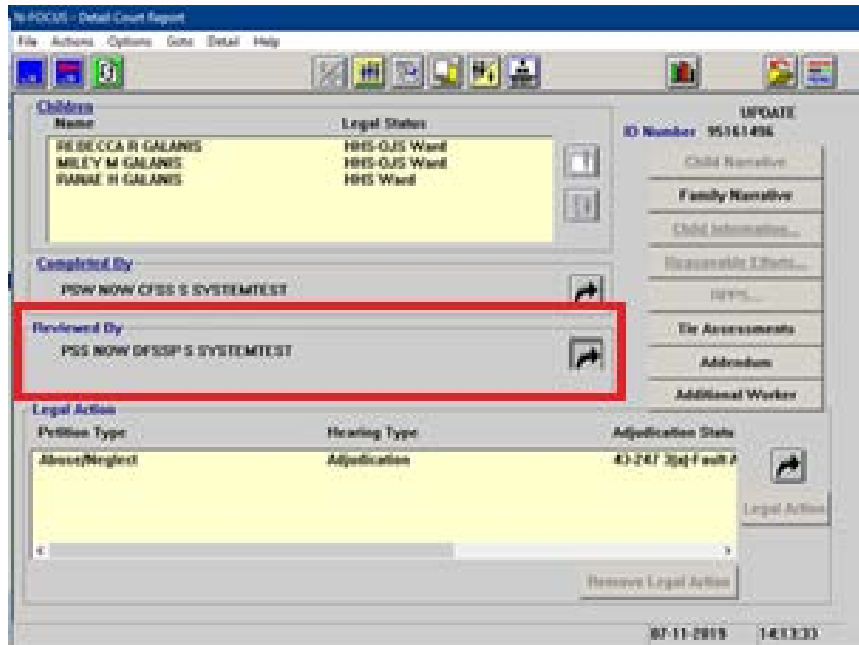
Any Supervisor can review any Court Report. There is nothing preventing the creation of a printed Court Report from being created or finalized.

**Note:** The worker must not create a Final Court Report until after Supervisory review.



When a CFS Supervisor logs in the Out Select Arrow for the Reviewed By List Box will become active. The Supervisor can then navigate to the Office Position windows to bring back their information.





Once the Court Report has been reviewed by a Supervisor, the worker can Create/Print the Final Court Report correspondence.

The printed Court Report will display a Created by line and Reviewed by line. If the Court Report has not been reviewed only the Created by line will display.

Created by PSW NOW CFSS Date: 11-01-2019

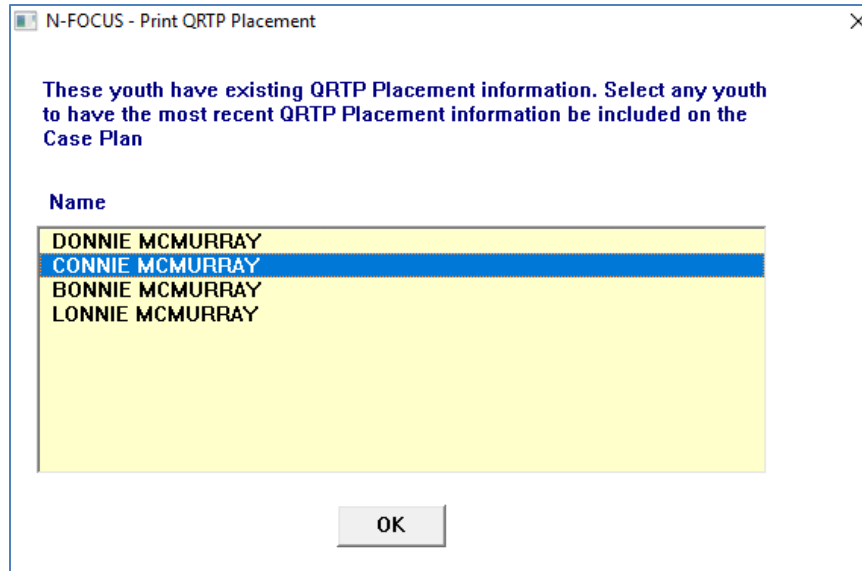
Reviewed by SUPERVISOR PSS NOW Date: 11-01-2019

### Court Report and SDM Case Plan Print (Change)

The SDM Case Plan/Court Report will always have the Placement Recommendation printed at the bottom of the case plan if it is tied to an Active Placement. When children are placed in this facility type it is required by Federal Regulations that the Placement Recommendation be included in the Case Plan.

Including QRTP Placement information on the SDM Case Plan/Court Report will be optional. When updating to Final Status/printing, the Print QRTP Placement window will pop-up. If one or more of the children in the Case Plan have QRTP Placement records the user will have the option to select one or more children's QRTP Placement information to include on the SDM Case Plan/Court Report. If no children are selected, then no QRTP Placement information will be printed. Only the most recent QRTP Placement record for the child will be printed.

(See Screen Print on the next page)



### Printing the Court Report with Case Plan:

When you print the Court Report, the Print QRTP Placement window will display, listing any of the youth in the case that have one or more QRTP Placement Records. Select the child to have the QRTP Placement included on the Case Plan being included in the Court Report.

If there are multiple Case Plans tied to a Court Report, and a youth with QRTP Placement information is on multiple Case Plans, and the selection is to include the QRTP Placement info on the Case Plan, the info will be printed on each Case Plan, where the youth is included.

### Printing the Case Plan:

The case plan window will function a little differently than the Court Report window for printing with the QRTP Placement info. When the Case Plan is in any status other than Final, the Print will be enabled and it will function as described above for the court report.

When updating to Final status, the Print QRTP Placement window will display, without selecting a print action. You will select the youth, to include QRTP Placement information on the Case Plan, and click "OK". The existing case plan correspondence will be saved and the new case plan will be in its place. To print the Final status case plan, select Reprint Case Plan.

If no selections are made, the Case Plan correspondence will be updated without the QRTP Placement information.

**Note:** If an action is taken on the Case Plan where it updates the correspondence without changing to Final status (like updating progress notes and saving), the updated Case Plan correspondence will not have any QRTP Placement information. To ensure that the QRTP Placement information is listed on the Case Plan correspondence, the case plan will need to be updated to Admin Reopen, then to Ready for Review and then back to Final status. This way you can select the QRTP Placement information to be included with the Case Plan.

Based upon the information entered on the QRTP Placement window, the below example will print on the SDM Case Plan/Court Report. If no Placement Extension information exists, it will not be included on the case plan.

**Placement Assessment:** A Placement Assessment for CONNIE MCMURRAY was completed on 10-30-2019. The recommended level of care was Group Home. The reasons for the recommended level of care are as follows: These are the reasons that Group Home was the recommended Level of Care.

A Placement Extension decision for CONNIE MCMURRAY, who is placed at JEFFERSON HOUSE was completed on 09-09-2020. The Head of Agency, NAME OF DHHS CEO HERE, has approved the placement extension.

### Detail Service Referral Status Correction (Change)

With this release, you can now update the Service Referral Status from Collateral to Finals Status (or visa versa) when the status was selected in error, while updating from the Draft Status.

### Detail Claim Item & Claim Fund Code Adjustment (New)

Due to the recently enacted Family First Prevention Services Act (FFPSA), effective October 1, 2019, limitations are being added to IV-E Claimable CFS Program services for some out of home service claims. Due to this, some of the claims may need to be split and new claims created for the time period, because of different IV-E funding rules, during the same month of service. These claims will be related to Qualified Residential Treatment Program (QRTP) placement providers.

### Detail Claim Item

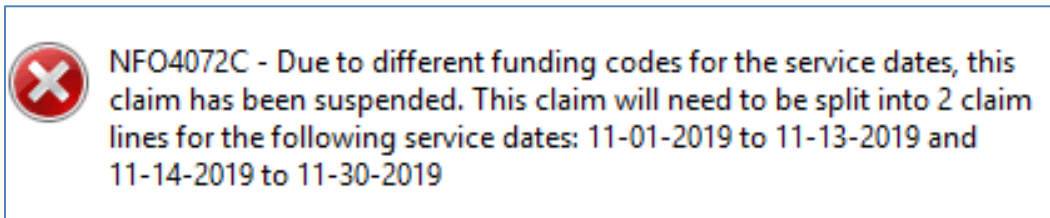
If a claim for a QRTP related service, that would have prior to October 1, 2019, been paid with IV-E Funding, is instead Approved with the Fund Code of "Child Welfare", then a new reason code will be displayed in the claim, to explain what new rule caused the claim to fail IV-E funding.

The screenshot displays the 'N-FOCUS - Detail Claim Item' window. Key fields include:

- Claim:** Number 6657618, Line 1, Version 1
- Case Person:** Number 50081, Name ZITI PASTA
- Service Auth:** Nbr 11012114, Type Contractor SUBAWARD
- Service:** Code 9795, GROUP HOME CARE
- Agency Office:** LINCOLN
- Service Dates:** Begin 04-01-2020, End 04-30-2020
- Service Frequency:** Day
- Charges Table:**

	Submitted	Validated
Units Provd	30.00	30.00
Rate	48.500	48.500
Total Chrg	\$1,455.00	\$1,455.00
Cust Oblig		
Reduction		
Net Charge	1,455.00	\$1,455.00
Local Oblig		
FICA		
Backup Withholding		
Approved Payment Amount		\$1,455.00
- Program CFS:** OP Amt
- Fund Child Welfare:** UP Amt
- Status PAID** As Of 04-30-2020
- Created By:** NFO4740B, 07-16-2019, 03:41 PM
- Modified By:**
- Reason Code:** No assessment tied to the QRTP placement

If a claim line is manually created on NFOCUS and based upon the new limitations to IV-E, that claim line needs to allow for different fund codes (Child Welfare and IV-E), the claim line will suspend with the reason of “Family First Mixed Funding” and a message will display with the specific dates of services that are needed for each of the 2 new claims lines to cover the original service dates. It is VERY important to not immediately close the window. You must be sure to note the dates to use for the new claim lines.



**IMPORTANT:** If the above message and the specific dates are missed, you can attempt to revalidate the suspended claim and then it will suspend again and the message will display again.

After creating the two new claim lines for the dates as specified in the message, the claim lines created will each have a different fund code, with the reason for non-IV-E displayed on the claim line that is Child Welfare funded.

Autoclaims for these out of home placement QRTP related services will automatically handle the split claims, creating two lines for the service time period, as needed.

If these out of home placement services are sent electronically to the portal in error, the provider could still create claims that do not need to split. If the claim needs to split, it will error on the provider portal and the message will state it could not be completed.

### Claim Fund Code Adjustment

A new claim fund code adjustment reason will be added “Fund Code Adjustment – Split”. The current fund code process does not change, other than to alert to when the new version of a claim line, due to the change in IV-E funding rules, should have been a split claim.

Claims with the new fund code adjustment reason will not be included in the existing Claim Fund Adjustment Journal Entry Detail file sent to Finance. A separate report will be created for the claims with the new fund code adjustment reason.