N-FOCUS Major Release Children and Family Services April 10, 2016

A Major Release of the N-FOCUS system is being implemented April 10, 2016. 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

General Interest and Mainframe

Policy Logs/Manuals on N-FOCUS Help

The Policy Logs and Manual links on N-FOCUS Help have been updated to current information stored mostly on SharePoint. To access this information, from the Help menu select Contents.
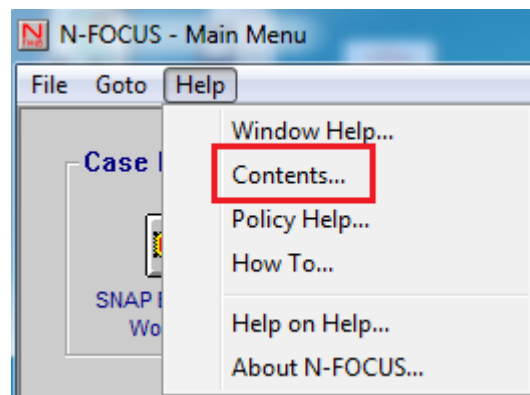
The N-FOCUS Help System Contents window will display.
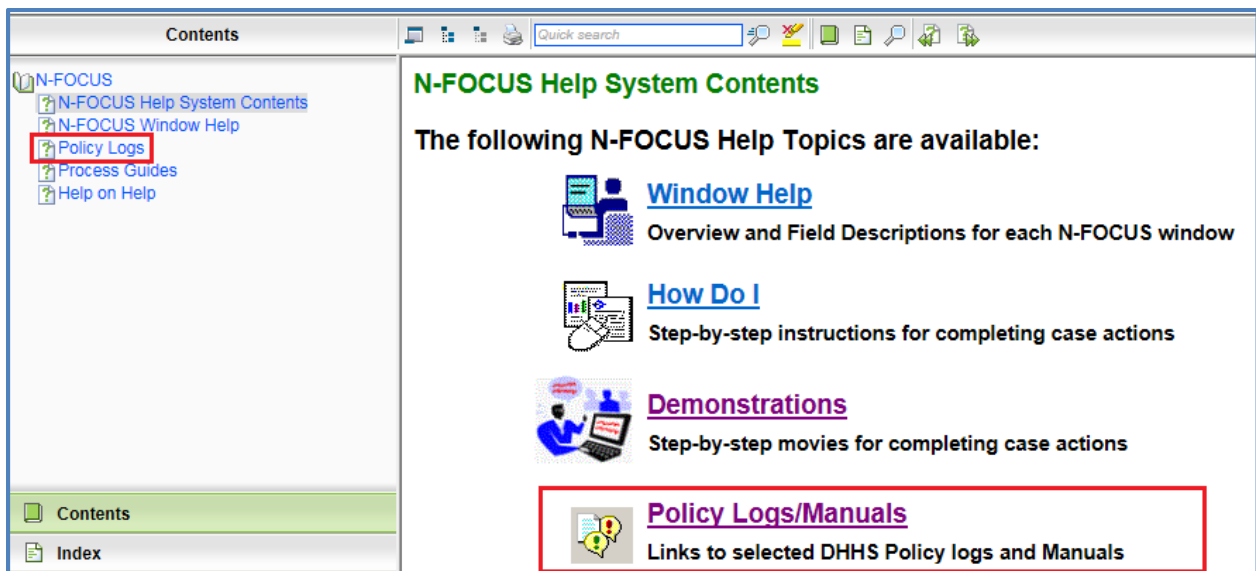
Select either the Policy Logs option in the N-FOCUS tree list on the left side of the window or the Policy Logs/Manuals link. Links to the Manuals and Policy Log pages will display.

Select the desired link to access the current Manual/Policy Log information.

Person Detail Window (Change)

New Action Buttons and a new icon have been added to the Person Detail window. With this change, the order of the action buttons has also changed as displayed below.

New Action Buttons:
- Client Preferences
- E-Mail Addr. History
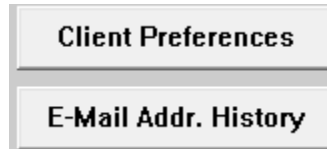
New Icon:
- Phone Applications Icon

Case Registration (New)

Email address may now be added from the Address window.

Email address history may now be viewed on the Person Detail window and may be updated in Client Preferences and by the client in MY Preferences on the WEB.

Program Case Assignment (Change)

When using the Assignment Icon on the Detail Master Case window to multi-select program cases to assign, Closed and Denied Program Cases will be included in the selection list.

Contractors Service Authorization Begin Date (Change)

Prior to this release, N-FOCUS allowed users to correct the begin date of Service Authorizations to Contractors to a begin date prior to the begin date of the Contractor's Service Approval. This resulted that Service Authorizations could not be viewed. With this release, the begin date cannot be changed to an earlier date than the begin date of the Service Approval.

Child Care 90 Day Claim Rejection (Change)

Child Care Program Policy and DHHS Legal determined that in accordance with the notification on the Child Care Authorization Notices they would begin enforcing the 90 day timeframe for Child Care providers to submit their billing or they will not be paid for services.

If a provider attempts to submit a claim on the ECM Portal after the 90 days has passed they will be allowed to "submit" the claim line online. When the claim information comes to N-FOCUS the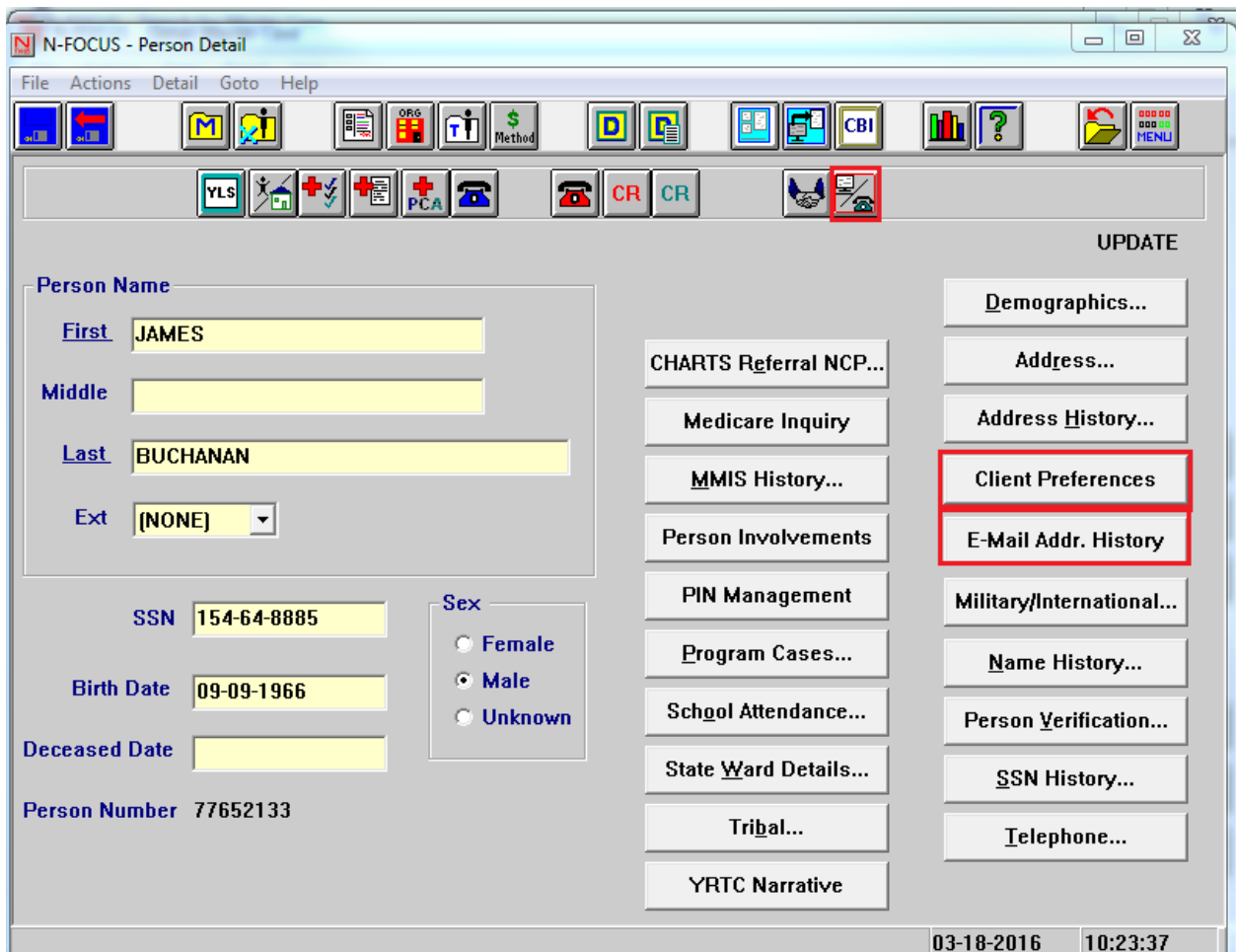 claim will reject for the reason "Child Care Timely Filing Requirements Not Met" and N-FOCUS will send the information back to OnBase/ECM in the EOP that the claim has been rejected. The provider will be able to view this in the EOP section of the ECM portal.

*OnBase is working on an error message that will populate immediately when the provider attempts to submit the claim that is older than 90 days. The message text is to be determined at this time. NFOCUS is sending them an error immediately as of now and will continue our current process when OnBase/ECM has implemented their changes.

Child Care Frequency on Service Authorization (Fix)

When workers create a Service Authorization for Child Care for the come-up month because the Child Care program case is either Closed or Denied for the current month, the Frequency Category has not been appearing on the Units and Rates window. This has been fixed.

Correspondence

Request for Verification (Change)

The Request for Verification correspondence has been updated to remove the obsolete Paternity Acknowledgement (CSE-12) Notarized option. This option has been replace with a new option of Proof of Paternity.

Childcare Service Authorization Correspondence (Change)

Childcare Service Authorization correspondence will now be automatically updated when the Child Care fee changes.

When a childcare budget is authorized and the fee has changed from the previously authorized budget, the system will automatically send out new service authorization correspondence to the client and the provider. The new fee will be on the correspondence. The units, rates, comments, and service authorization dates will not be changed.

In order for the system to automatically update the fee on the correspondence there must be a service authorization that covers at least one day of the month that was budgeted.

If there are multiple service authorizations the system will update all of them.

The user will be notified at case check in if the system was unable to create the new service authorization correspondence. The Check In was Successful message would have additional text that says "The Service Authorization Correspondence was not Updated". If you receive this message you will need to manually update the service authorizations.

The CC MESA will automatically create the new service authorization correspondence. This eliminates the need for Alert # 386- CC Serv Auth Update. Alert 386 will only be created if MESA is unable to update the service authorization correspondence.

Document Imaging

Categories (New/Change)

New Categories

- **Audit Documentation** – available to Protection and Safety staff
- **Utility Bill**- available only for Economic Assistance staff
- **Child Care Provider Grant**
- **Payment Type/Selection -EA&RD** –available for indexing of the FA-100 financial documents received for clients and/or providers.
- **Central Registry**

Updates to Categories

- **Tax Information Form** - is now available for Resource Development staff to utilize
- **Agreement, Confidential, Correspondence, & Quality Assurance -** are now available for Protection and Safety staff

File Director Auto Tie (Change)

File Director will now send an update trigger to N-FOCUS allowing the Auto Tie/Pend process to take place if an Economic Assistance Review/Recertification Application had been previously saved and indexed to the ARP via Person Detail (Copy Person Index Info or using a barcode sheet) then saved.

The user can now check out, edit and re-index the document via the Correspondence- Copy Person Index Info feature which will now allow the Auto- Tie process to occur.
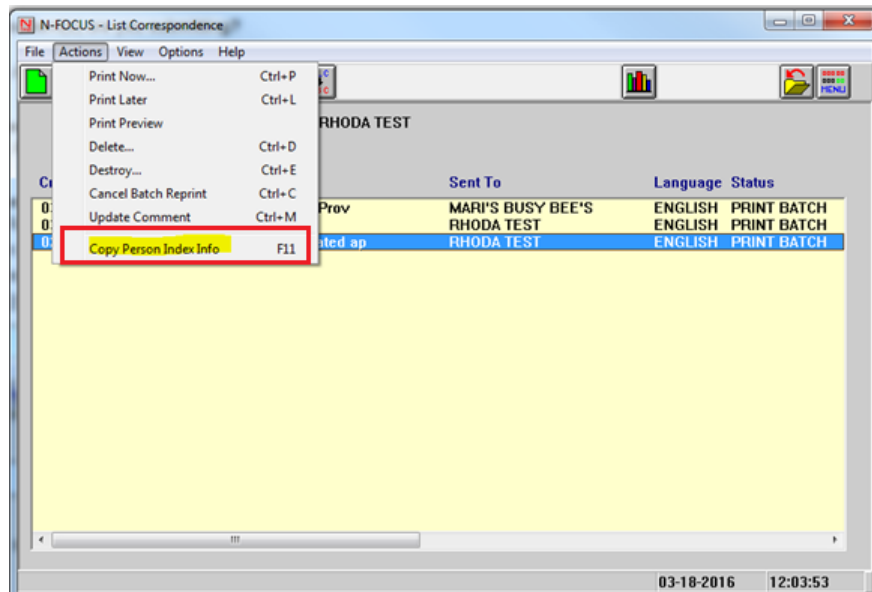
Expert System

Verification Request Tracking (Change)

Verification requests can now be created while the case is checked out to the expert system. Verification requests are created from the Verification task using the verification request tab.
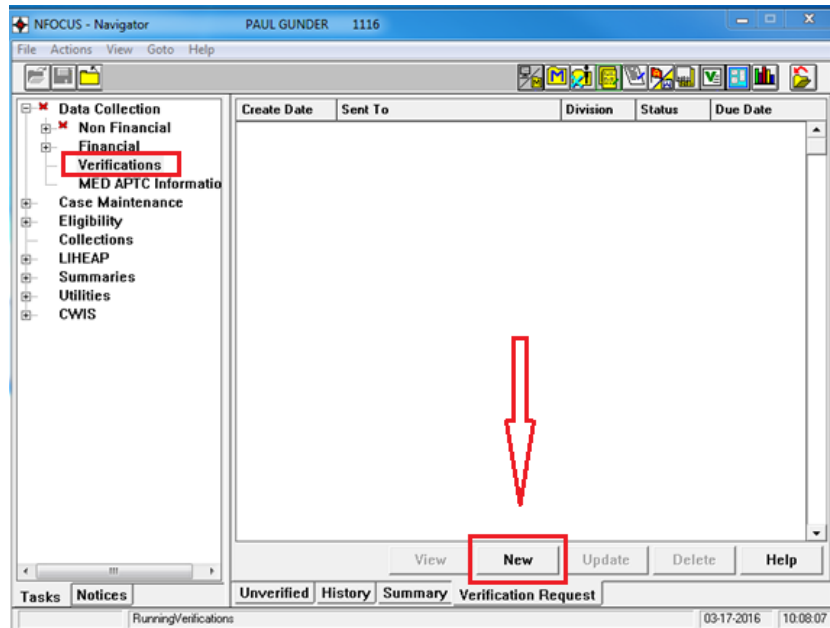
To create a Verification Request in Expert System, follow these steps:

1. Select New to create a request.

   The Add Verification Request window opens.

2. Select the Division, person, program, category, and verification type.
3. Add Comments as needed.

Note: You can continue to add categories and types for the same person and program. If you need to add another person or program, select the Add/Next Selection button. When all items have been added select the OK button. The Complete Verification Request question appears.

4. Answer the Complete Verification Request question as appropriate.
   a. Answer no if you want to continue processing the case and then come back to the VR to add more items and finalize it later.
   b. Answer yes if you are ready to finalize the request. The Summary of Verification Type(s) window opens.

5. A Sent To person must be selected.
6. The due date defaults to 10 days in the future but it can be changed.
7. The language defaults to English and can be changed to Spanish.

Note: Items can be deleted from the request by selecting an item and clicking the Delete button. Comments can be added by using the Maximize/Add Comments option which opens the Verifications-View Narrative window.
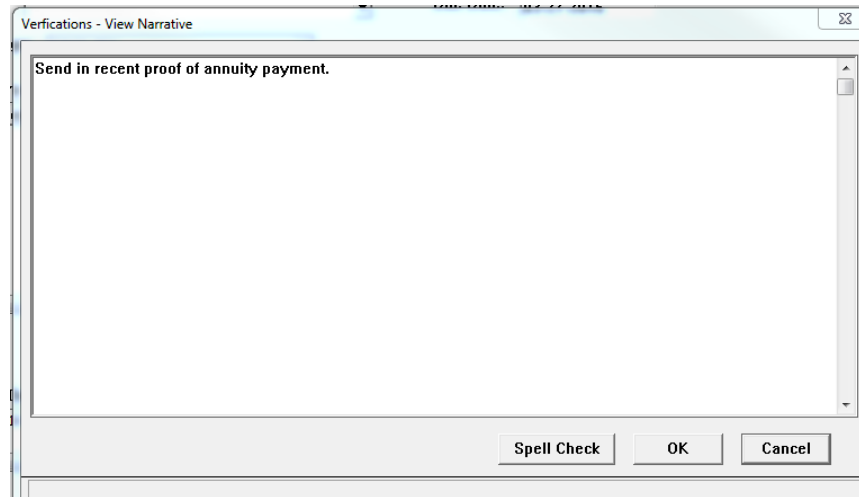
Note: Comments can be added or edited. Spell check can be performed. Spell Check will be disabled if there are no comments. Click on OK when finished and you will be returned to the Summary of VR Types window.
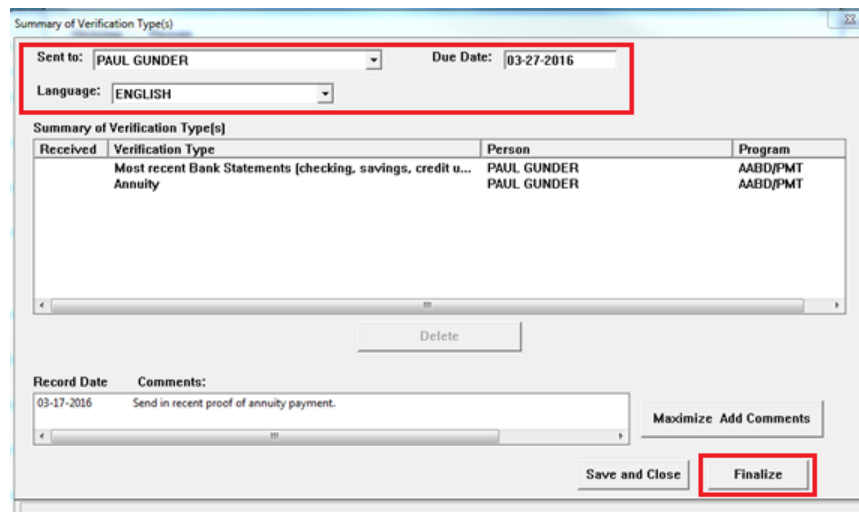
8. The Finalize button is enabled when the Sent To, Due Date, and Language are populated.
   a. If you decide you are not ready to finalize select Save and Close.
   b. If you are finished then select Finalize. The Confirm Finalize will open.

Confirm Finalize

* Select "OK" to finalize the Verification Request.

* Select "Cancel" to keep the Verification Request pending and return to the
Verification Request main window.
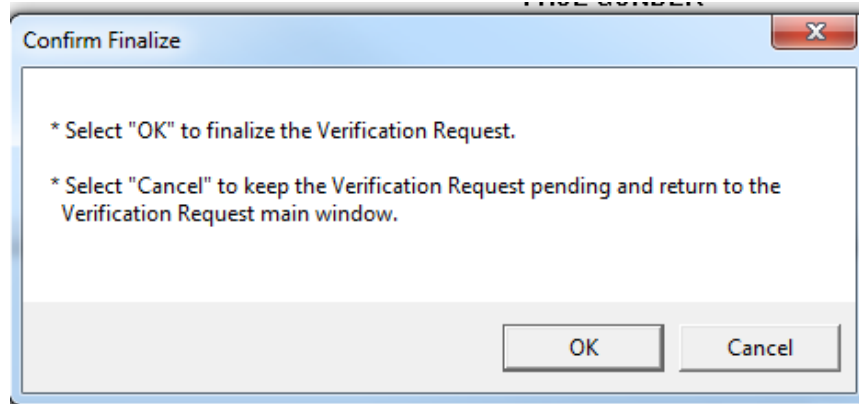
OK   Cancel

9. Select Ok and the VR status is now open.

Note: A VR in open status cannot be edited. A VR that was created and finalized while
the case is checked out can only be deleted by overriding the check out.

If you cancel from the Confirm Finalize message you will be taken to the
Verification Request main window and the VR will be in pending status. Edits can
be made as long as the VR is in pending status.

The VR will be in pending status anytime you leave the VR request without
finalizing. This happens when you answer no to the finalize question or when you
cancel from the Confirm finalize window.

Finalizing a Pending Verification Request

When a Verification Request is in pending status it can be changed and finalized. To do so
follow these steps:

1. From the Verification task and the Verification Request tab, a list of all pending and
open Verification Requests display.
2. Select the Pending Verification Request.

The View, Update and Delete buttons are enabled.
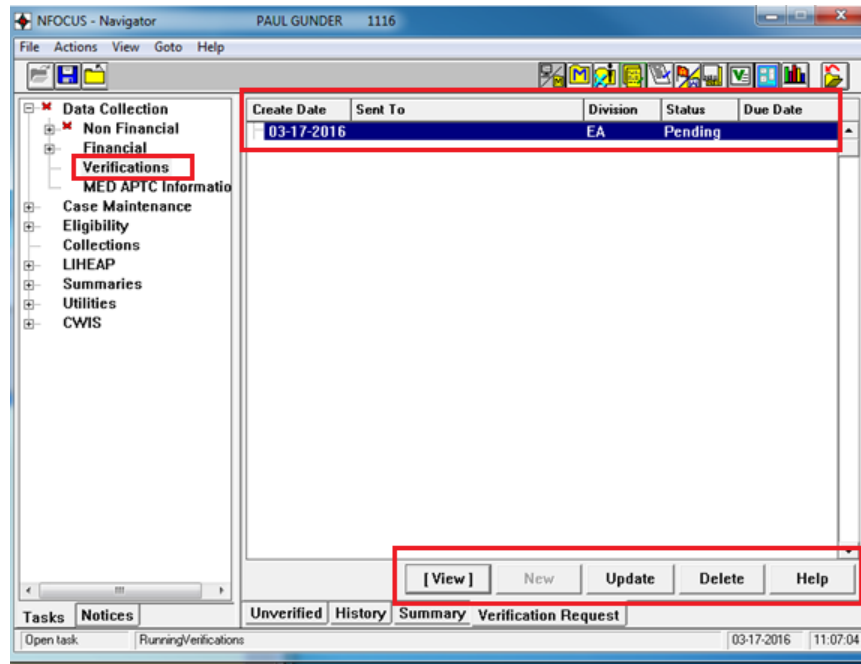
View: is a view only of the entire VR, no edits can be made.
Delete: Will delete the pending VR. Delete cannot be used on a VR in open status.
Update: Will allow you to complete the pending VR. Selecting Update opens the Add
   Verification Request window. Items and comments can be added.

3.   Select Ok when ready to finalize the Verification Request.

Note: When the selected Verification Request is in open status the View and Update
buttons will be enabled. View will allow the user to view the entire VR but no edits
can be made. Update will allow the user to mark items as received, close the VR, or
Add/Resend comments.

Only one VR can be in pending status. The New button will be disabled if there is a
VR in pending status. The Master Case cannot be checked in if there is a VR in
pending status. If
you try to exit the
expert system with
a VR in pending
status you will
receive the
following message:

The pending VR can be
deleted or you can opt to return
to the verification task and
finalize the request.
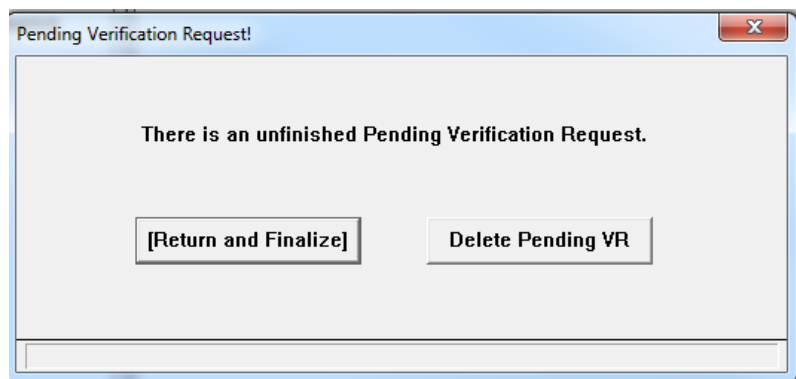
Stop TMA from Going to Medically Needy (Change)

Parent caretakers who are over income for Transitional Medical Assistance (TMA) will automatically be closed. They will no longer be reconfigured into a MN/PC category since there is no verification of resources, or an ongoing medical need.

Pregnant Women Category not Counting Spouse Income (Fix)

Prior to this release, the Pregnant Women's Category was not counting the spouses income when they were both filing as single tax payers. With this release, the spouses income will be counted regardless of the couples individual tax filing status.

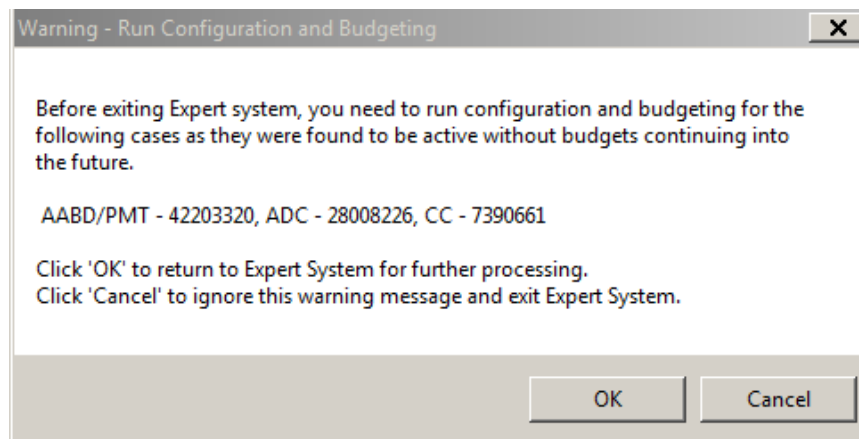## Child Support and Parent Receiving SSI Income (Fix)

Prior releases excluded income of SSI recipients in ADC budgeting. This caused an issue when child support is assigned.

Child support is interfaced as the parent's income when assigned from CHARTS. If the parent was receiving SSI, child support was excluded for grant comparison. This has been fixed to allow for child support when assigned to be used in the comparison if the parent is also receiving SSI income.

Exit Message (New)

A warning message has been added when exiting Expert System. If ADC, AABD/PMT, Child Care and/or Medicaid programs are in active status and the come up month has not budgeted, the following warning message will display.

```
Warning - Run Configuration and Budgeting                        [ X ]

  Before exiting Expert system, you need to run configuration and budgeting for the
  following cases as they were found to be active without budgets continuing into
  the future.

    AABD/PMT - 42203320, ADC - 28008226, CC - 7390661

  Click 'OK' to return to Expert System for further processing.
  Click 'Cancel' to ignore this warning message and exit Expert System.


                                                   OK         Cancel
```

OK - will return to the navigation window. The budgeting buttons will not appear until "Budgeting" is double clicked. However any selection on the tree list may be made.

Cancel - will navigate to notices.

Note: Existing budgets will not delete. For example if a program is a processed through the come up month, a change is noticed and SSW goes back to a prior month to close a participant, the future budgets will still be available and not pop this message. If any change is made retro months, budgeting would still need to be processed through the come up month.

Unearned Income (Fix)

With this release, the issue of old instances of incoming being pulled into the Unearned Income section of the Medicaid Renewal Form has been fixed.

Income for Dependent Parent Not Counting in Child's Budget (Fix)

When a parent is claimed as a tax dependent the threshold rules will not be applied and all countable income will be included in their childs Medicaid budget.
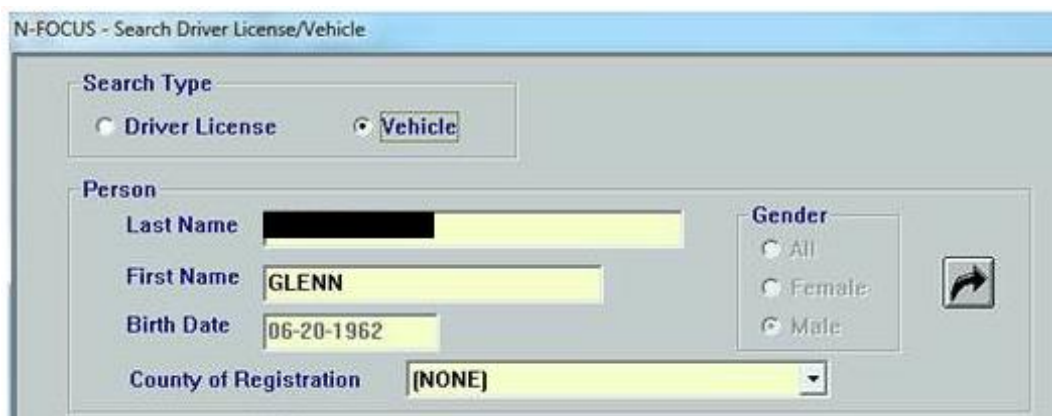
N-FOCUS Tips

Department of Motor Vehicles Interface

Select the DMV icon to access the Search Driver License/Vehicle wndow.

When you search the DMV interface and use the Person's Name information as your search criteria, you get back many vehicles that may belong to your client.

By narrowing your search by County of Registration, the result is the list of the person's vehicles that were registered in the selected county, not those that received their Title in the selected County.

To avoid errors make sure the DOB, Doc number and Name are correct.

The name should be the name on the Immigration document. If the Application Management person entered the name on N-FOCUS differently than it appears on the Immigration document change the name on the Person Detail window in N-FOCUS and resubmit the SAVE request.

Do not include extensions such as JR. and SR in the name.

In the SAVE Response the Status Granted date is the date they count for the date the 5 year bar begins.

If the I-551, Lawful Permanent Resident card, is beyond the expiration date the person DOES NOT lose their status, the person just needs to renew their card.

On the I-551 the Receipt number is the same as the Case number.

If the client has an older form of documentation it may not have all the numbers that they have today. On the US Citizenship/Immigration window use the 'Other' option and enter as much data as possible to eligibility to be determined.

Children and Family Services

Central Registry Expungement Request (New)

New functions are being implemented to assist with tracking requests for expungements from the APS and CPS Central Registry including decision dates, hearing dates and decisions, as well as waivers from minors who have been placed on the Central Registry. The new window for this function is the Central Registry Expungement Request window.

Accessing the Central Registry Expungement Request Window

There are multiple ways to access the window for Central Registry Expungement Request windows:

From the Intake Detail window, follow these steps:
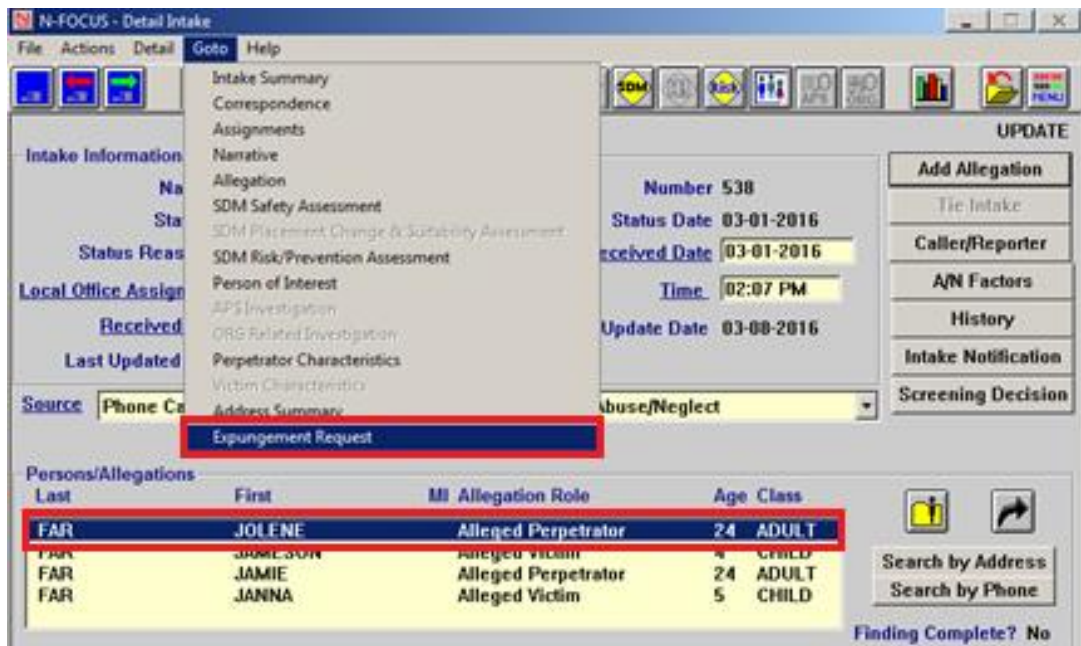
- Select/highlight an Alleged Perpetrator from the lists of persons in the Persons/Allegations list box.
- Select Goto > Expungement Request option

OR

- Right click on the selected person
- Select Expungement Request from the pop up menu.

From the List Allegation window, follow these steps:

- Navigate to the List Allegation window that has a Perpetrator listed.
- Select the Perpetrator from the list box.
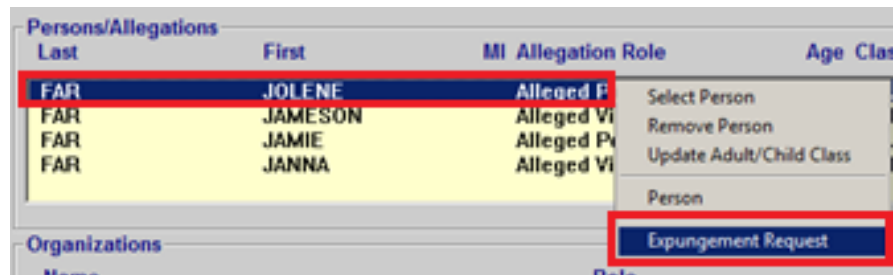- Select Goto>Expungement Request.

OR – see other option on the following page

- Right click the selected person
- Select Expungement Request from the pop up menu.
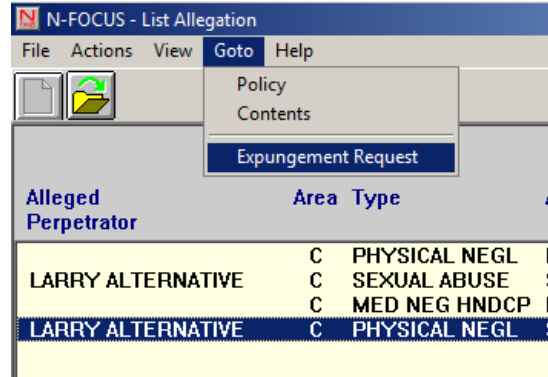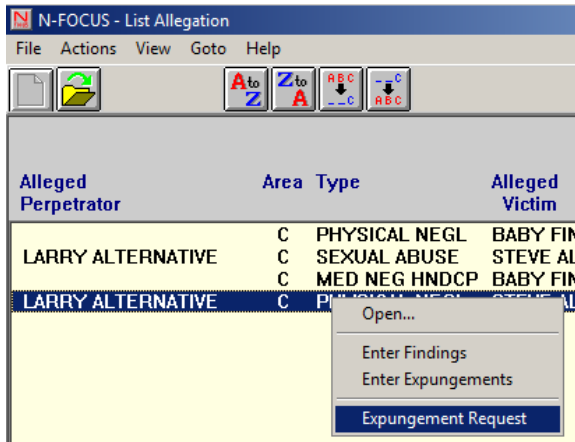
Detail Allegation Window

From the Detail Allegation Window, Select the Expungement Request button.

Note: The Expungement Request button is enabled when an Alleged Perpetrator is listed.

Using any of the above methods opens up the Central Registry Expungement Request window. Workers who have access to view or update allegations can also view this window. Only workers with special access related to entering expungement information will be able to make changes to this window.

On the Expungement Request window, when an expungement request is received the worker must at least enter the date the request was received prior to adding and saving. Once the worker enters the received date and clicks 'Add'. The expungement request is added to the list box. Any allegations that placed the person on the Central Registry and reviewed as part of the request will be saved in the 'Allegations Reviewed' push button. Clicking this button will open an Allegation List window with those saved allegations.
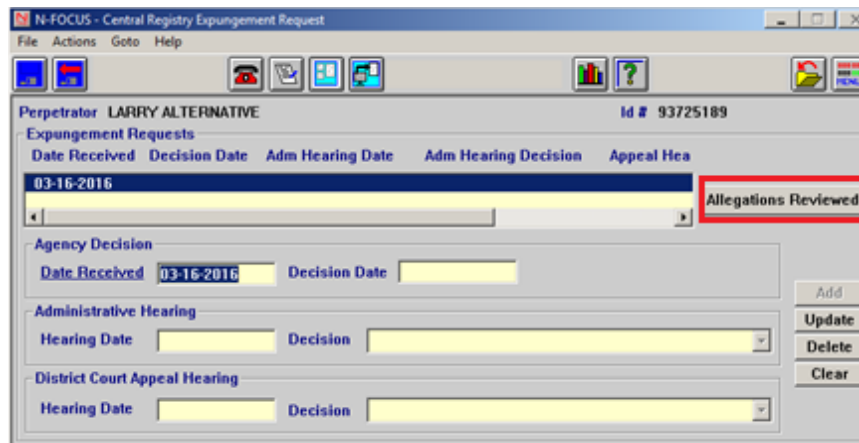
Update, Delete and Clear Buttons

Workers can Update the expungement request with the Decision Date and, if Administrative or District Court Hearings are held, the dates of those hearings and the decision (result) of the hearings. The options for Hearing Decisions for Administrative Hearings are 'Affirmed' or 'Reversed' and the options for Hearing Decisions for District Court are 'Affirmed', 'Reversed', or 'Remanded back for additional consideration'.

When a worker makes a change to the expungement request, they will need to click Update to update the particular request and save the window.

Workers will also be able to click the Delete button to remove an expungement request.

The Clear button is used to clear the information without making any changes.
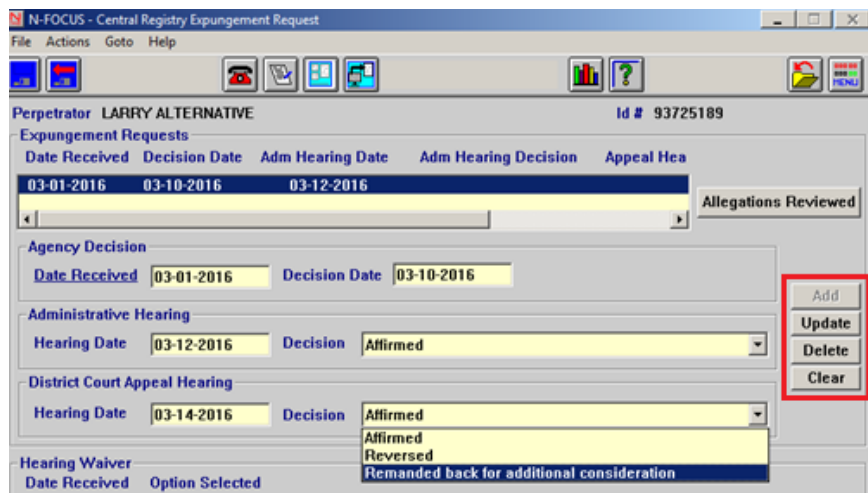
Minor Placed on Central Registry

Also, on this window is a section to track waivers received related to minors who have been placed on the Central Registry. When a minor is placed on the Central Registry, they have an option to waive the automatic hearings when they are first placed on the Registry as well as when they turn 19 years old. When a waiver is received the users enter the 'Date Received' and the option selected on the waiver and then click 'Add'. This will add the waiver to the list box. The user will then need to save the window. If the user makes any changes to the waiver, they can make those changes and then click 'Update' followed by saving the window.   They can also delete the waiver by selecting the 'Delete' button.

Central Registry-Remove Court Pending (Change)

When an allegation has a finding of Court Pending, those allegations will no longer show on Central Registry searches for a person listed as Alleged Perpetrator. A Central Registry search will now only show when a person is listed as an Alleged Perpetrator in an allegation that has a substantiated finding. Should a Court Pending finding be updated to Agency or Court Substantiated, then the listed perpetrator will appear on the Central Registry. Should a Court Pending finding be updated to Unfounded, then the listed perpetrator will not appear on the Central Registry.

Search CFS Consolidated Narrative (Change)

The Search CFS Consolidated Narrative window is accessed from the Detail Program Case window by selecting the Consolidated Narrative icon.

> **Note:** The CFS Consolidated Narrative icon is located on the Detail Program Case Window, Detail Tribal Information Window and the Cultural Plan Window.

Date Range options have been added to the search criteria for the CFS Consolidated Narrative. The Options available include searching by Week, Month, 3 Months or Entering a Date Range.

> **Note:** When selecting the Week, Month or 3 Month option, the Previous and Next buttons will become active.

Detail Common Referral for Placements (New)

The Common Referral has been added to N-FOCUS for workers to complete when requesting placement for a child. Highlight a child from the Program Case and click on the new Common Referral icon. Select which Placement Type is applicable, the Reasons for Placement, and which strengths and needs under Youth Information they want printed.

Optional items you can complete are Referral Narratives and Services to be provided.

Information that will be pulled into the Common Referral from other areas in N-FOCUS (if the worker has them completed) are:

- Primary Permanency Goal
- Worker/Supervisor Information
- Relative Notices
- FSNA Strengths and Needs (worker will have to select which ones they want printed)
- Child's most recent court information
- Conditions
- Most Recent Medical Appointments
- Child's Medications
- Child's Allergies
- Child's most recent Safety Decision
- Child's School Currently Attending

- Child's Home School (School District Attended When Made a Ward)
- Child's current Placement Type
- Child Demographics

List Common Referral Window

From the List Common Referral Window, you can create a new Common Referral by selecting the New icon or open an existing Common Referral by highlighting the appropriate row and selecting the Open icon.

Note: Both the New and Open icons will open the Detail Common Referral for Placements window.
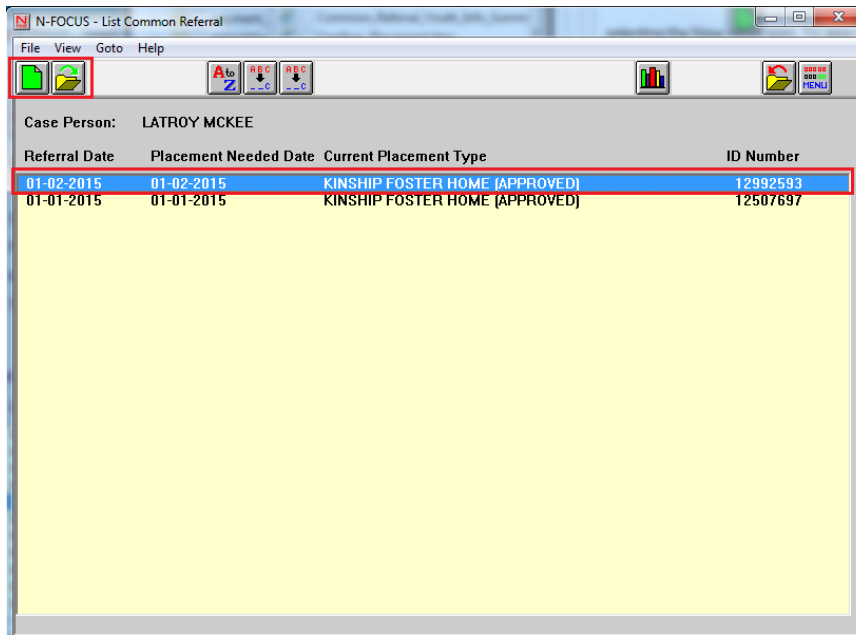
Detail Common Referral for Placements Window (New)

The Detail Common Referral for Placements window is used to create and view information regarding a Common Referral for the Placement of a youth. The information entered via this window will be used in the Common Referral correspondence. Information documented on this window includes:

- Assigned Worker/Supervisor Name
- Youth Demographics
- Permanency Goal from the Case Plan
- Court Information from Legal Actions
- FSNA Strengths and Needs
- Relative Notices
- SDM Statuses

Navigation Buttons:

  The Plmnt Type Narrative button opens the Placement Type Requested Narrative window. This narrative is to be used to document information pertaining to the selected placement type of Other.

Note: To activate this button, scroll to the bottom of the Placement Type Request List Box and select Other/Location Preferred.

  The Worker/Spvr/Court Info button opens the Common Referral – Worker/Spvr/Court Information window. This window displays the Worker, Supervisor and Court Information associated with the Common Referral.

  The Relative Notices button opens the List Relative Relationships window. This window lists the Relative Relationships within the Program Case as well as Contact/Response History.

  The Referral Narratives button opens the Common Referral Narrative window.

Reason for Plcmnt The Reason for Plcmnt button opens the Common Referral – Reason for Placement window. This window documents a series of questions that indicate the reason a placement is being made.
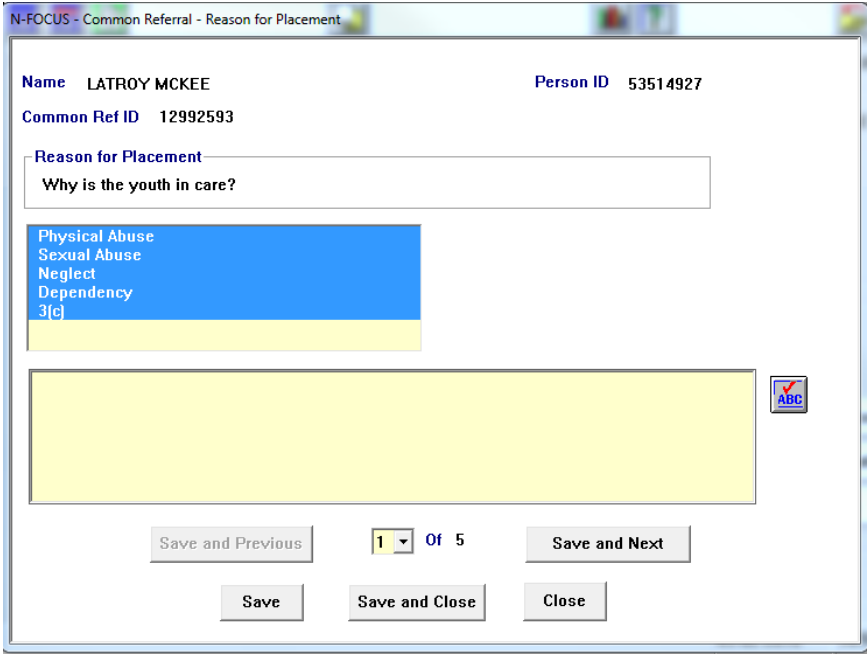
Youth Information The Youth Information window opens the Common Referral – Youth Information window. This window documents the Strengths and Needs of the youth.
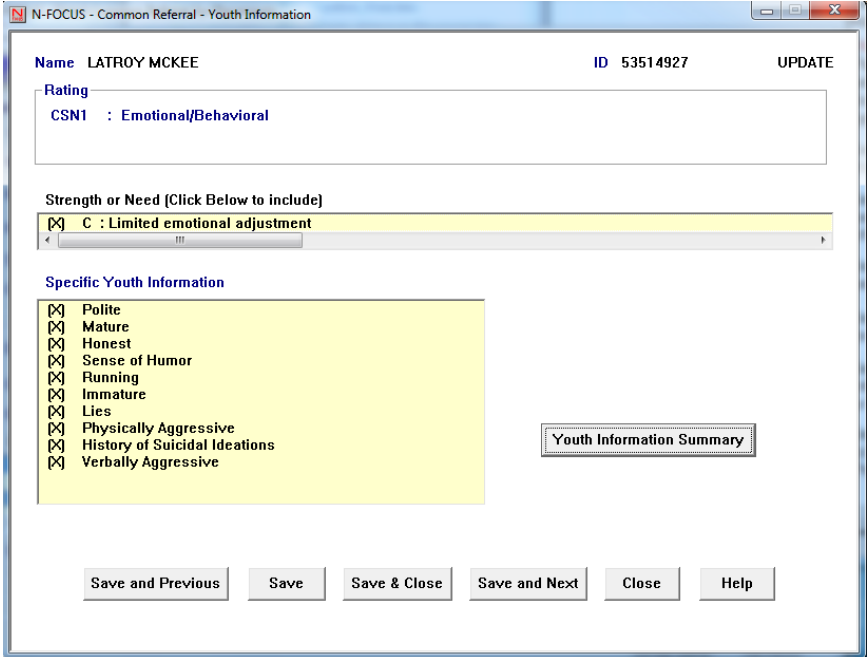
Note: To see a summary of the information documented, click the Youth Information Summary button to open the Common Referral – Youth Information Summary window.

Youth Information Summary

N-FOCUS - Common Referral - Youth Information Summary

Name LATROY MCKEE   ID   53514927

Rating Items Legend

```
CSN1   : Emotional/Behavioral
CSN2   : Sexualized Behavior
CSN3   : Physical Health/Disability
CSN4   : Education
CSN5   : Family Relationships
CSN6   : Child Physical and Cognitive Development
CSN7   : Substance Abuse
CSN8   : Cultural Identity
CSN9   : Peer/Adult Social Relationships
CSN10  : Delinquent Behavior
CSN11   : Life Skills(optional for Children aged 14 and under)
CSN12   : Identified Child Strength/Needs(not covered in CSN1 - CSN11)
```

Child Strengths and Needs Rating (CSN) Items

Child Name	1	2	3	4	5	6	7	8	9	10	11	12
LATROY MCKEE	C											

Legend

A - Strength
B - Average
C - Increase Need
D - Extraordinary Need

Comments (For CSN12: Not covered in CSN1-CSN11):

fdasf

Close   Help

Services

The Services button opens the Common Referral – Services to be offered the Youth window. This window is used to Add/Update and Remove services for the Youth.

N-FOCUS - Common Referral - Services to be offered to Youth

Name   LATROY MCKEE   Person Number 53514927
Common Ref ID   12992593

Service   ☐ Misc Service

Provider Name

Add/Update   Remove   Clear

Service	Provider Name
FAMILY SUPPORT SERVICES	VISINET INC
TRACKER SERVICES	

Close

Copy Common Referral (New)

From the Detail Common Referral window, click the Copy Common Referral icon to copy the information from the existing Common Referral. All of the information in the Youth Demographics are will be added to the new Common Referral. The Worker/Supervisor/Court Information will also be copied.

Change of Placement Notice (Change)

The title of the Change of Placement Notice will now be titled Change of Placement/Change of Worker Notice. You will now be able to CC the child's current placement, current placement's licensing agency, and service providers under the "Send Copy To" function.

Home Details - Training (New)

A new training function has been added to Home Details for foster homes. You can now add Trainings, Date Completed and Hours of the training to this new window. These trainings can be added for each of the Related Persons on the Detail Organization.

Home Detail – Placement Preference (Change)

Unlimited Acceptable Conditions can now be selected in Placement Preferences.

Nebraska Caregiver Responsibility (NCR) (Change)

The NCR has been updated to add an Electronic Signature to the print out. When a supervisor finalizes the NCR, it will show that the supervisor electronically signed the NCR.

SDM Case Plan (Change)

The following changes have been made to the SDM Case Plan:

- Tying Transitional Living Plans to Case Plans has now been updated to include 14 year olds and older.
- The Case Plan will also now allow a user to update the Progress Narratives when a Case Plan is in Final Status.

Superintendent Letter (Change)

Users will now be able send Superintendent Letters to Nebraska Public School Districts where State Wards are attending. The user will follow the same steps as before and when the user clicks print they will be asked if they would like to electronically send the Superintendent Letter. The Superintendent Letter will then be emailed immediately to the Superintendent of the School District that the State Ward is attending. This Superintendent will then send it directly to the School.
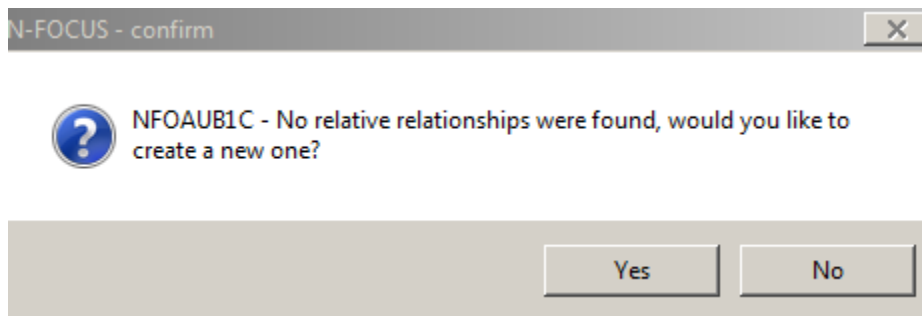
Relative Notices (Change)

Relative Notification has been redesigned to make it easier for workers to document contacts and responses from relatives. To document follow these steps:

- Select the Relative Notices pushbutton on the Detail Program Case window.
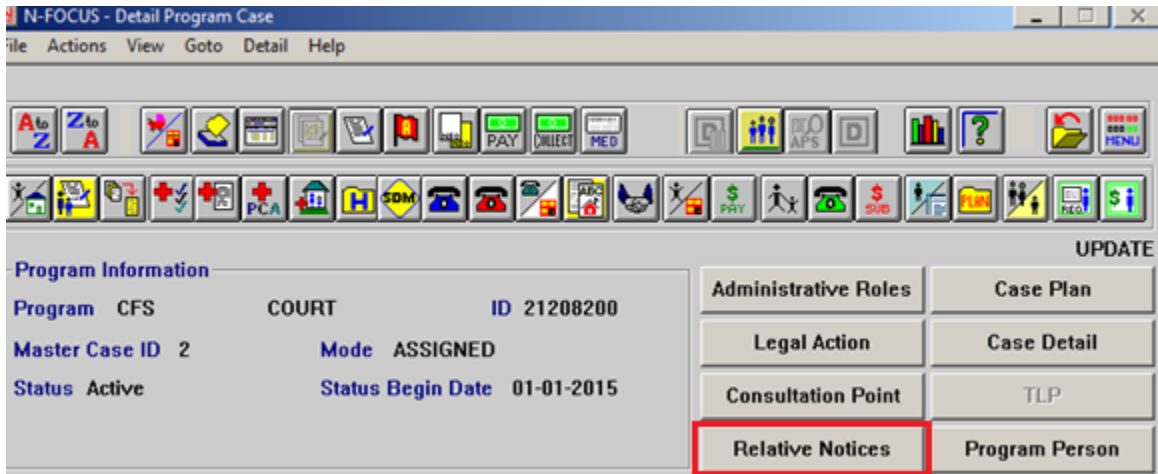
Note: If there are no previous Relative Notifications, then the following message will display.

- Select 'Yes'.

    The Add Relative Notice Relationship window will display.

There are two methods for entering Relatives.

Method 1

- The Relative drop down list is populated with everyone who has a Family Relationship established to any of the children in the CFS Case.
- Select the appropriate relative.

Note: If you don't know who the person is that is listed in the drop down, you can highlight them and select the Detail Person icon to find additional N-FOCUS information on the person. (i.e. Address and Master Case involvements).

- Select the Related Children from the list box.
- Select the Relationship Type from the drop down list.

- Select Save and Next to create another Relative Relationship or Save to return to the previous window.

Method 2

- Select the Out Select Arrow.

The Person Search window will display.

- Enter the known information about the relative
- Select the Search button.

Note: If the person is not located on N-FOCUS the Person not found pop up will display.

- Select the OK button and then the Cancel button.

The Add Person window will display.

- Enter the information you have for the relative.
- Select the Perform Clearance button.
- Once the person is added to N-FOCUS select the Related Children, Relationship Type on the Add Relative Notice Relationship window.
- Select Save or Save & Next.

Once you are finished adding the Relative Relationship(s), the Relative will display in the Relationship box on the List Relative Relationship window.
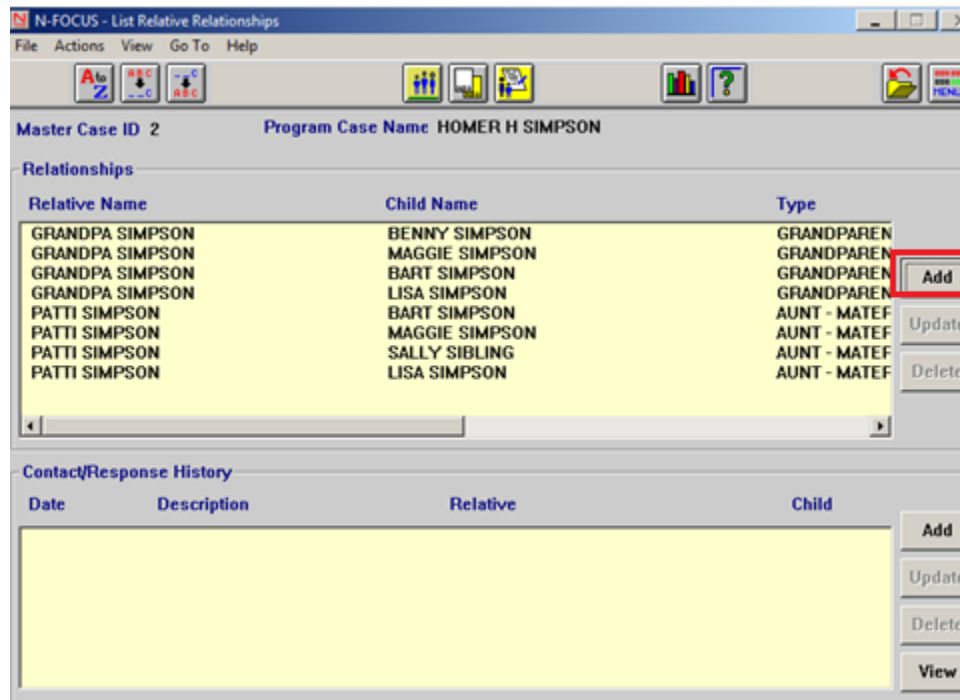
Note: To add another relative select Add in the Relationship box.

- From the Contact/Response History group box, select Add

  The Detail Contact and Response window will display.

- Select the Relative from the dropdown list.
    o Relative Children Group Box will populate based on the Relative selected

- Then select the contact or response check box.
- Enter the appropriate date.
- Select the Type from the drop down list.
- Enter Narrative as appropriate.

Note: This is an optional narrative that replaces the need to do a Kinship Narrative. Because this is a contact made by letter, it is not required to document a narrative.

- Select Save, Save & Close or Save & Next.

Note: For contacts by letter when you Save, Save & Close or Save & Next, the following pop-up box will display.

- If you have not had phone contact with the Relative, select Relative Notification.
  - o You will need to enter the Worker's Email Address and Select OK.
  - o This prints the Relative Notification Letter.

- If you have already made contact with the relative by some other method than written correspondence, select Relative Notification Follow-Up Letter.
  o Answer the three questions and enter the Worker's Email Address.
  o This prints the Relative Notification Follow-Up Letter.

Note: State statute requires that all relatives be notified in writing. If you had phone or in person contact with the relative, you must generate the Follow-Up Letter which confirms your prior conversation and satisfies the statue requirement.

Relative Letters may only be created for children who are state wards. Both of the letters contain language stating the child is in DHHS custody. Contacts other than letters may be created for state wards and all other children in the case.

When you are finished documenting contacts and responses, they will display in the Contact/Response History box on the List Relative Relationships window.

- Selecting a Relationship will cause only those contacts and responses for that Relationship to display.
- To view the entire list of contacts and responses deselect the Relationship.
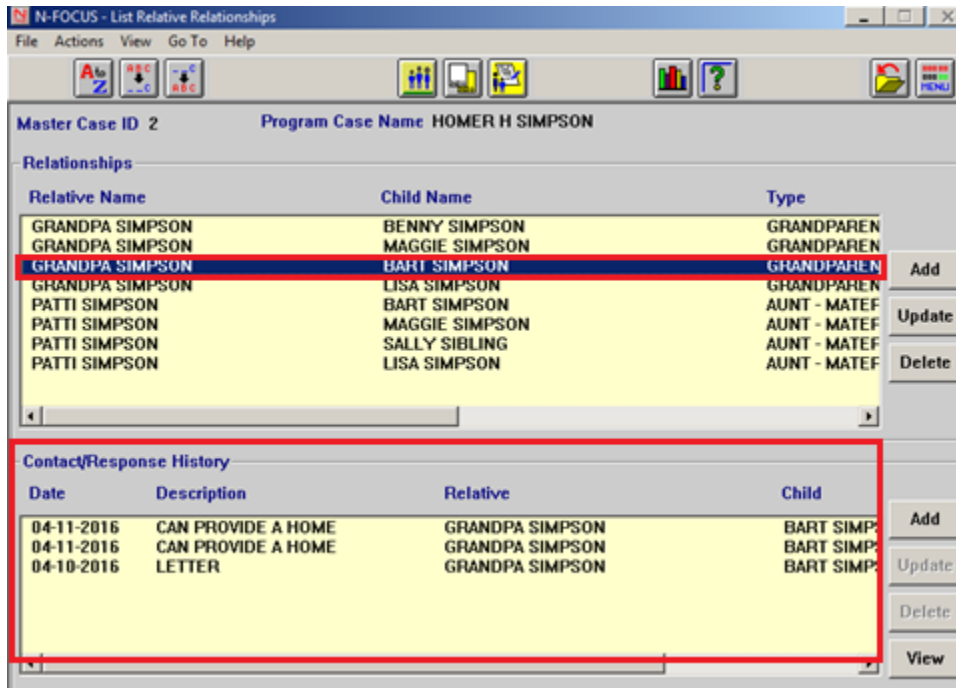
History of Relative Notification (New)

The History of Relative Notification is a new correspondence that shows all of the contacts, responses and narratives for the selected children.

- From the List Relative Relationships window, select Actions>Print History of Relative Notification.
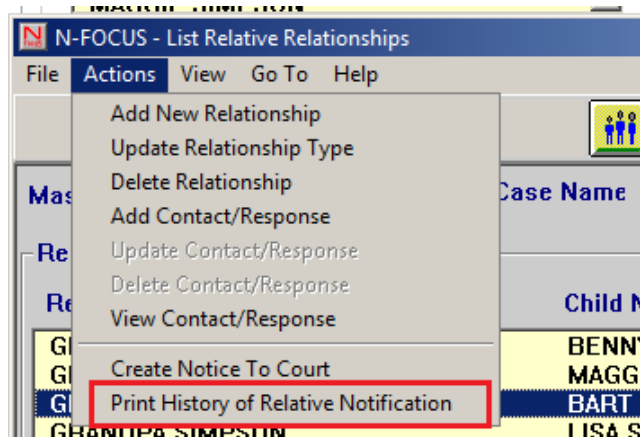
The Print History of Relative Notification window will display.
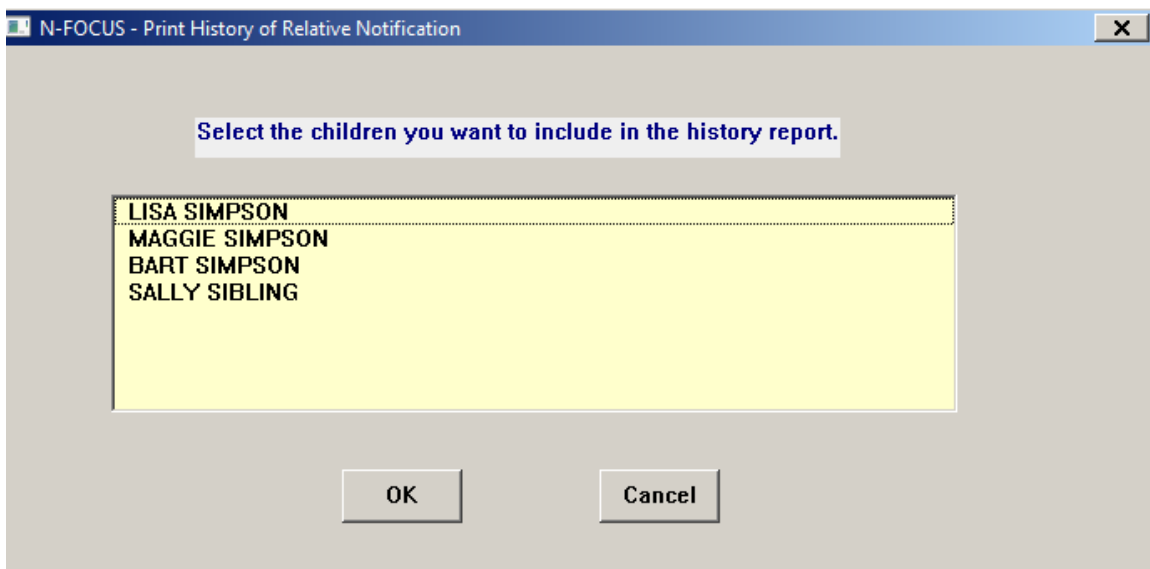
- Select the children you want to include in the History Report.
- Click OK.

Notice to the Court (Change)

The Notice to the Court is printed from the List Relative Relationships window, Actions menu, Create Notice to Court option.

- From the List Relative Relationships window, select Actions>Create Notice to Court.

  The Create Notice to Court window will display.
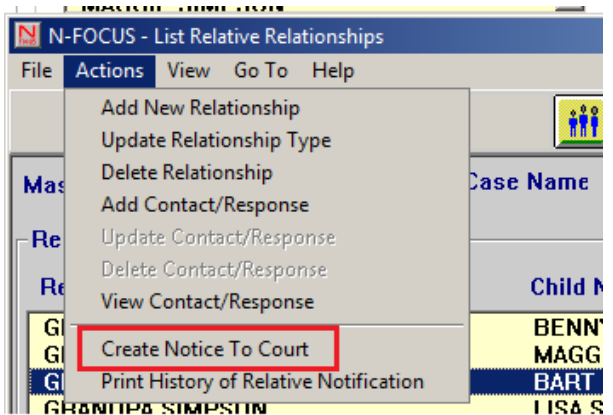
- Select the Children from the list.
- Select the Court to Notify from the drop down list
- Enter the Court Document Number
- Enter the Page Number
- Enter the appropriate staff person in the Prepared By field by selecting the Out Select Arrow.
- Click OK

Note: The Create Notice to Court has been simplified and the parents' names will pull in automatically.

Transitional Living Plan (New)

With this release, the Independent Plan has been converted to the Transitional Living Plan in order to be in congruent with policy

The Transitional Living Plan series of windows is used to document transitional living plans for youth age 14 to 23. The Transitional Living Plan windows open from the Transitional Living (TLP) button on the Detail Program Case window.

Note: If there is more than one Transitional Living Plan for the youth, the List Transitional Living Plan window will display.

Detail Transitional Living Plan Window (Change)

The Detail Transitional Living Plan window allows for documentation of the Transitional Living Plan for the youth.

Plan Goals: Select this button to add or Update plan goals. The Detail Transitional Living Plan Goal window will display.

Provided Service: Select this button to document what services have been provided to the child during the selected month. The Transitional Living Provided Services window will display.

Progress: Select this button to enter Progress Notes for the selected category. The Transitional Living Plan Progress window will display.

Note: The plan needs to be in Approved Status for the Progress button to become active.

Status History: Select this button to view the status history of the Plan. The Transitional Living Plan Status History window will display.

The Plan Participants are listed in the Plan Participants group box.
- To view the Person Detail for the participant, highlight the appropriate row and select the Person Detail icon.
- To add additional participants, select the Out Select Arrow icon.

The Transitional Living Plan Review (By Worker) group box is used to document and view who reviewed the plan and also to view the plan history.

Note: The Plan must be in Approved Status for the Review button to become active.

From the Action menu, you can Update, Modify, Review and Close the Plan. You can also End Date or Remove a Plan Participant as well as print the Transitional Living Plan.
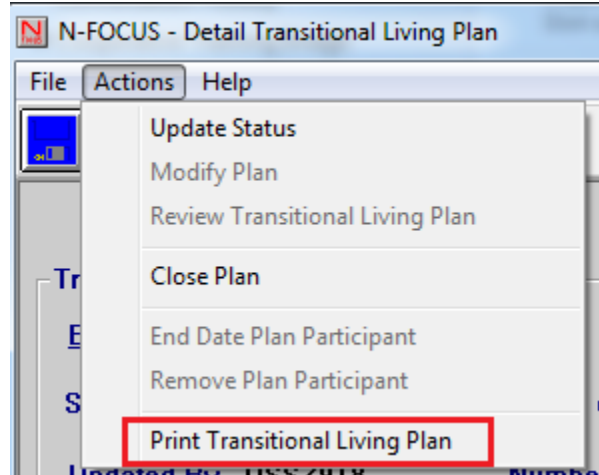
Required Contact Narrative (Change)

The following changes have been made to Required Contact Narratives:

- Workers will no longer be able to create narratives for 'Phone Call to Child', 'Phone Call to Parent', and 'Phone Call to Provider'.
  - Any phone calls should be documented in the appropriate 'Efforts to Contact' narrative.
- Check boxes to filter the narrative item list have been added to make to easier to find correct narrative item.
  - Example – if the Child/Young Adult checkbox is checked only the narrative item pertaining to children and young adults display.
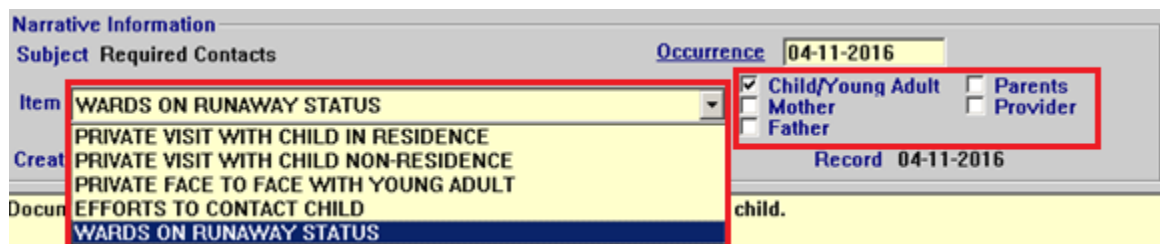
- Workers should be narrating about Safety, Permanency and Well-Being. A reminder was added to the Required Contact Narrative window.
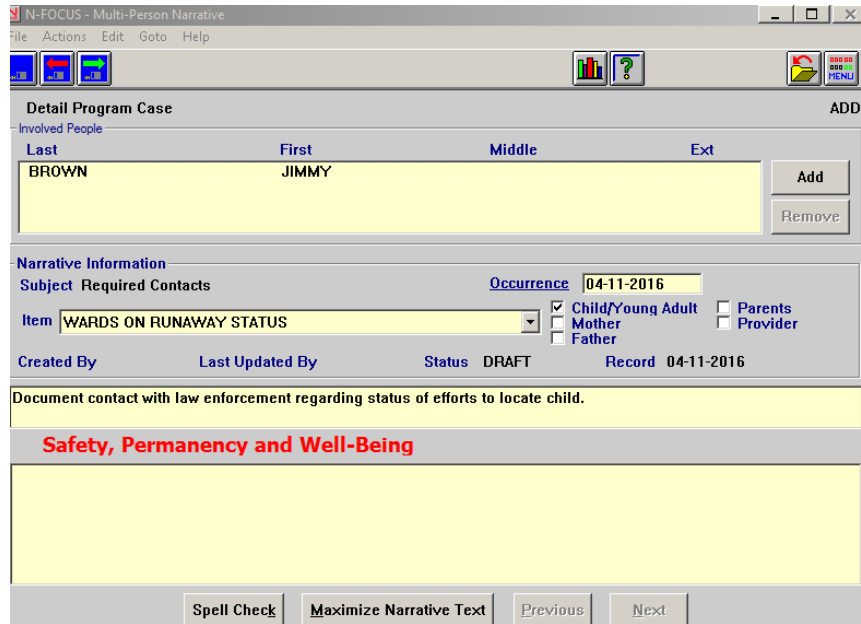
Parent Contact Button (Change)

There are some situations where the worker cannot make contact with a parent through no fault of their own. Prior to this release, the worker a complete a 'Efforts to Contact' narrative on a monthly basis to avoid being penalized on reports.

With this release, a Parent contact button has been added to the Parental Rights window.

Note: To access the Parental Rights window, from the CFS Detail Program Case window, select the Parental Rights icon.
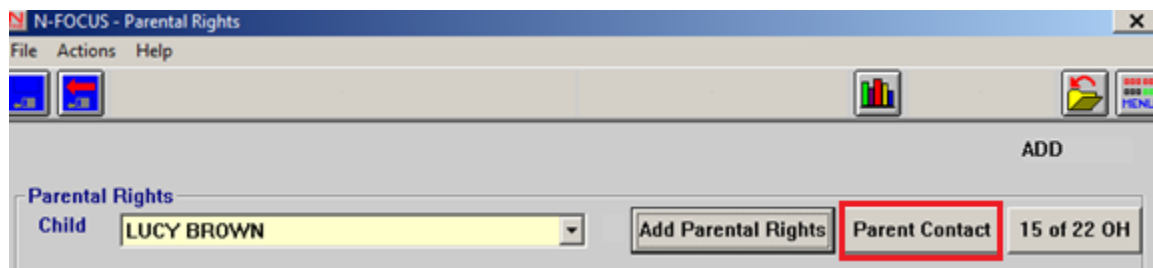
Selecting this button will display the Parent Contact Exception window.

To document the Exception Reason, follow these steps:

- Select the appropriate Contact Exception Reason from the drop down list
- Select the Add button.
- Select OK
    - The Parental Rights window will display
- Select Save to finish the process.

Note: If a worker selects 'Adopted by a Single Female', monthly contacts with a father will not be required.

If an exception ends, the worker should highlight the exception in the Parent Contact Exceptions list bottom box, enter the end date, select update button and select OK. The Parental Rights window will display. Select Save to complete the process.

Note: There is also a Delete function which should only be used if the exception was entered in error.

ICWA Cultural Plan (New)

Cultural Plan is accessed from the Detail Tribal Information window by selecting the Cultural Plan button. This window is used to document the cultural needs of the youth.

New functions to enter a Cultural Plan for a Foster/Adoptive/Guardianship or Resource who have a Native American child placed with them have been added to N-FOCUS. The Cultural Family Plan can be accessed from the Detail Tribal Information window for a child by selecting the 'Cultural Plan' push button or from a SDM Case Plan by highlighting the child and selecting the Cultural Plan icon.

To create a Cultural Plan workers must first enter the name of the worker completing the plan, the Plan Date, and the name of the Organization serving as the Resource Family or Foster/Adoptive/Guardianship placement. Once those fields are entered, the worker can save the plan.

On the Detail Cultural Plan window, workers can entered a narrative with information regarding the child's enrollment or membership in tribes as well as information regarding the parents' eligibility. If a parent has tribal information entered on N-FOCUS, the tribe and enrollment number will be displayed.

Workers can also indicate if they believe ICWA will or will not apply to the child prior to sending a Tribal Membership Inquiry for to one or more tribes. If the worker selects that ICWA will not apply, they can enter a narrative explaining why not. If the child already has the ICWA indicator marked 'Yes' on the Detail Tribal Information window, the 'ICWA already Exists' will be pre-selected. Users can unselect that designation if they choose to and mark 'Yes' or 'No'.

Tribe Details (New)

The Cultural Plan-Tribe Details window is accessed by selecting the Tribe Details button on the Detail Cultural Plan window. This window is used to document the youth's tribal information, the Cultural Plan Motion and Court Decision in addition to information regarding the Tribal Membership Inquiry Form.

Each tribe listed in the child's Tribal Information window will be listed.

When the worker highlights a tribe on this window, the most recent motion to intervene date will populate, if one exists. If there is a motion and hearing date, that will populate as well as the Court Decision on the motion to intervene. If the decision is to deny the intervention, the user will be able to enter a narrative about the reason it was denied.

Also, on this window, staff will be able to enter if a Tribal Membership Inquiry form has been sent to a particular tribe or not. If one has not sent, the worker can enter a narrative about the reason it was not sent.

If a child has information entered on the Detail Tribal Information window for 'Status Date', 'Verification Document Receiver' (marked 'Yes'), or 'Document Signed By', the answer will be defaulted to 'Yes' unless they have previously documented a narrative with 'No' selected. Otherwise, the answer is defaulted to 'No, not sent/not current'. Users will have to manually enter the 'Last Sent Date' each time prior to printing the Cultural Plan.

Cultural Plan Narratives (New)

The Cultural Plan Narrative window is accessed by selecting the Plan Narratives button on the Detail Cultural Plan window. This window includes narratives on the tribes' views concerning placement, information on the Indian Child Welfare Worker and Native American Association, as well as the specific plans that the Resource Family has made.

To enter a narrative, highlight the particular narrative and enter text pertaining to that subject area. Select Save and Next to move on to the next narrative if desired.

Once all of the necessary information for the Cultural Plan has been entered, you can select Action >Print Cultural Plan select the Print option. The printed correspondence pulls in information entered on the Cultural Plan as well as other information related to the child's tribe(s) and their parents' tribe(s).

There also is the option to delete the Cultural Plan.
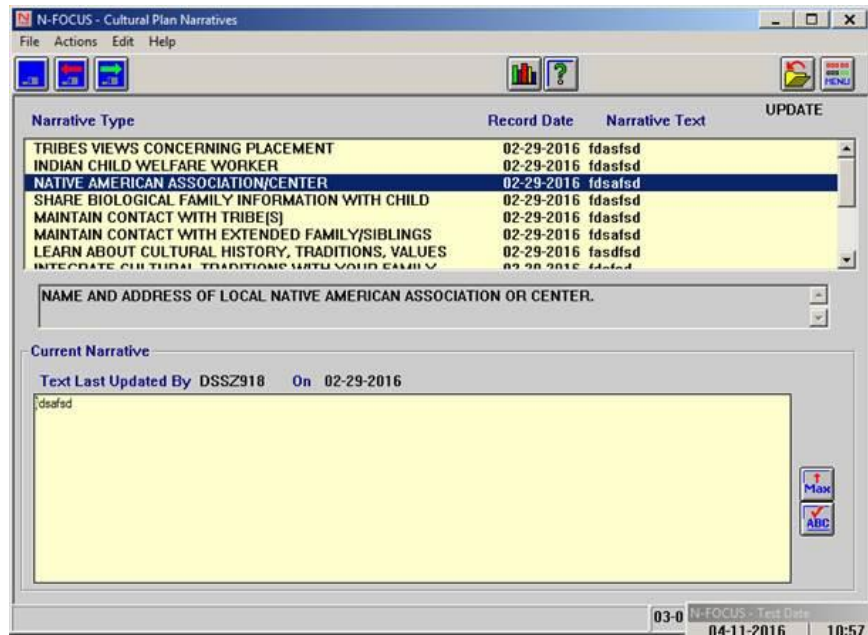
ICWA-Tribal Ancestry Information (Change)

When entering Ancestry Information on the Tribal Membership Information window, a child's biological mother and father will automatically populate.

When adding a person and selecting a relationship type of Mother or Father, if a female biological parent is already on N-FOCUS, that person will automatically be shown on the window for the relationship of mother. If a male biological parent is already on N-FOCUS, that person will automatically be shown on the window for the relationship of father. Any

information for that person including, birth/deceased dates, addresses, tribal information, etc. will also be pulled in if already on N-FOCUS.

Once the person is pulled into the window, you can update any additional information and then click 'Save' or 'Save and Close' to save that person in the Tribal Membership Information window.

Intake-Add Person (Change)

When adding a person to an intake, if the person being added is involved one or more Master Cases with additional people. There is the option to add those people to the intake. he worker will confirm that they want to add a person to the intake, the 'Associated Master Case Person' window will open showing any persons involved in a Master Case with the added person. Highlight the person(s) to add to the intake and click 'OK' to add them or 'Cancel' to not add the Master Case persons.

Note: Only 10 people can be added to the intake at one time using this method. If more than 10 need to be added, add another person to the intake and start the process again.

Intake-Law Enforcement Notice (Change)

Law Enforcement Notices will now always be created for Child Abuse/Neglect and Adult Protective Services type intakes. Previously, there were some scenarios where these notices were not required to be created when the source was Law Enforcement or for APS intakes when the status reason was 'Does Not Meet Definition'. This creation allows the notices to be shared with the NDEN/NCJIS interfaces and ensures that all of the reports are shared. Also with this change whenever new people, organizations, allegations are added or a status reason is changed, a new Law Enforcement notice will be created and shared without the user being required to print.

Removal Window (Change)

On the Detail Removal window, the check box for 'Parent/Caretaker Unknown' has been moved to the bottom of the window. This was done in order to reduce this box being selected in error when there is a known parent or caretaker.

APS-Org Notification Letter (Change)

The Recommendations section of the Organization Notification Letter used for APS Org Related Investigations has been removed from the letter and will no longer print on newly created correspondences. Also, in place of the DHHS logo, a return address for the assigned worker's DHHS office will appear. This was changed so that when the letter is printed via the batch process, the return address will appear in the envelope window as opposed to just the DHHS logo.

APS- County Attorney Letter (Fix)

On the County Attorney letter for APS investigation that have Agency Substantiated findings the telephone number for the assigned worker has been corrected. Previously, the 3 digits that were normally after the area code were appearing last (402)5555-555. That has been corrected so that the telephone number appears correct (402)555-5555.

Alternative Response-R.E.D. Notification (Fix)

This change fixes an issue that occurs when R.E.D. Team criteria is selected for a county that is not currently a pilot county, but will be in the near future (the begin date is planned and will automatically implement once that date occurs). In this situation when the county is not yet Alternative Response and a R.E.D. Team criteria is selected, the system was requiring that an eligibility decision be made and narrative entered. With this change that will not be required and the worker will be able to close the intake without sending it to the R.E.D. Team. Once the begin date for that county to start Alternative Response occurs, then the R.E.D. Team will need to have a decision and narrative as is typical for active Alternative Response Counties.