
NFOCUS Major Release Children and Family Services April 11, 2021

A Major Release of the N-FOCUS system is being implemented April 11, 2021. 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 NFOCUS users should read this section.

ACCESSNebraska: NFOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: NFOCUS 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 NFOCUS 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 NFOCUS that crosses multiple topics (ie General Interest and Mainframe, Alerts, Correspondence, Expert System etc) the functionality will be described in one primary location. This location will usually be the General Interest and Mainframe section or the Expert System section. Alerts, Work Tasks and Correspondence that are part of the new functionality may be documented in both the primary location that describes the entire process in addition to being in the Alerts, Work Tasks and Correspondence sections. P

Interfaces, Document Imaging and NFOCUS Tips sections will be added as appropriate for the release.

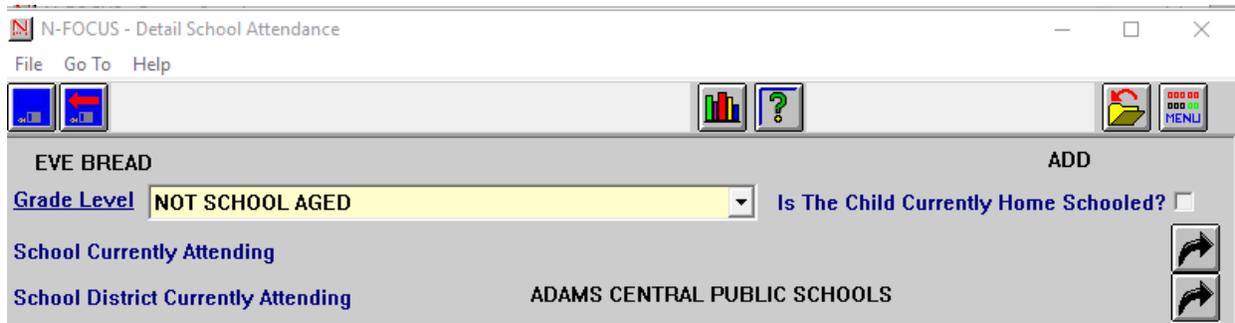
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General Interest and Mainframe

Detail School Attendance Grade Level (New)

A new Education level has been added to the Detail School Attendance Window. The new level is Not School Aged. This will allow the worker to now accurately complete School Letters for children who are not yet school aged. The functioning of this will be the same as the existing Grade level options. This will allow the worker to enter the school district that the child is attending but it does not require the worker to enter the Current School if it does not apply.



CFS – School District and School Names (Update)

A new School District for the facility run schools has been created and the names of the Facility based schools have been updated. The new district is titled DHHS Facility Based School System. The new School can be located by entering their location.

Kearney includes:

- West Kearney High
- Geneva North

Lincoln includes:

- YRTC – Lincoln Facility (Radcliff Rd)
- Nebraska Youth Academy (YRTC Kids at Whitehall)
- Morton School (Whitehall Residence)

Activity History List Window (Fix)

This window will now display over 99 Master Case rows when over 99 Master Cases are assigned to the same worker on the same day.

Alerts

Parent Contact Exception Alert #639 (New)

The Parent Contact Exception Alert will run every 30 days before the end date of the Exception in order to alert workers to start making contacts with parents or create a new Exception.



Narrative

Identify Safety Network Narrative (Update)

- The Child Plan narratives have been updated to include Identify Safety Network.
- The Caregiver Plan Narratives have been updated to include Identify Safety Network.
- The Current Child Plan Narratives have a section for Identify Safety Network added.

See screen prints on the next page.

N-FOCUS - Detail SDM Case Plan Narrative

File Actions Help

Household Name: TANYA SAX Case Plan ID: 59805583 ADD

CHILD PLAN

Goals:

Strategy:

Services:

Identify Safety Network:

Progress:

N-FOCUS - Test Date
03-29-2021 12:50

N-FOCUS - Detail SDM Case Plan Narrative

File Actions Help

Household Name: TANYA SAX Case Plan ID: 59805583 ADD

CAREGIVER PLAN Critical Need

Goals:

Strategy:

Services:

Identify Safety Network:

Progress:

N-FOCUS - Test Date
03-29-2021 12:49

Modification of Summary Narratives in ORG investigation (Update)

Changes have been made to Organization (ORG) investigation. These changes will make it easier for workers to complete Organization Investigations in a timelier manner.

The narratives have been updated and streamlined. The changes to the ORG related investigation narratives are found in the in the Detail Organization screen by clicking the Summary push button.

- **ALLEGED VICTIM**- renamed to VICTIM FUNCTIONING
- **ORGANIZATION PROVIDER** - No changes
- **SAFETY RESPONSE** - No changes
- **ALLEGED PERPETRATOR** -renamed to PERPETRATOR FUNCTIONING
 - Narrative box verbiage changed to-"Describe the perpetrator's relationship to the victim, attitude toward the victim, and functioning influencing the abuse/neglect as it relates to their role.
- **EVIDENCE/INTERVIEW SUMMARY** -renamed to EVIDENCE
 - Narrative box verbiage changed to- "List any evidence that exists and where specifically evidence can be found (i.e., police reports, photographs, CAC interviews, written statements, medical reports, etc.)."
- **MALTREATMENT**-renamed to MALTREATMENT & CIRCUMSTANCES SURROUNDING THE MALTREATMENT
 - The drop-down box has been removed to combine drop down Maltreatment items into one narrative.
 - Narrative box verbiage changed to -"Information gathered regarding maltreatment, contributing factors that led to maltreatment, case status determination and supporting basis for finding."
- **COMBINED ALL RECOMMENDATIONS** renamed RECOMMENDATIONS
 - RECOMMENDATION for SERVICES
 - RECOMMENDATION to the COUNTY ATTORNEY
 - ORGANIZATION RECOMMENDATIONS
 - OTHER RECOMMENDATIONS
 - The RECOMMENDATIONS drop down has been removed.
 - Narrative box verbiage changed— "Explain recommendations or referral made to the family, county attorney or legal representatives, organization or agency"
 - The recommendations narrative is now optional.
- **CONSULTATION** with LICENSING - has been added as a new narrative to the list of Summary narratives.
 - A supervisor consultation narrative has been added

Correspondence

Notice of Claim Overpayments

Updates to this correspondence include:

- Added begin/end date range of services and overpayment amount for each claim
- Changed detail heading from 'THERAP #' to 'EXT CLM #'

Case Plan, Prevention Plan & TLP Correspondence (New)

The Correspondence for Case Plan, Prevention Plan & TLP will be a standardized correspondence format. The Title section of the Correspondence will reflect the information being printed in the following way:

- If there is only Case Plan information but the individual does not have a Prevention Plan or TLP the title will be CASE PLAN.
- If there is a Case Plan and Prevention Plan for the individual the title will be CASE PLAN/PREVENTION PLAN.
- If there is a Case Plan and TLP but no Prevention Plan the title will be CASE PLAN/TLP
- If there is a Case Plan, Prevention Plan and TLP the title will be CASE PLAN/PREVENTION PLAN/TLP
- With the new process there will no longer be a TLP & Prevention Plan as the individual would have to have a Case Plan in order to have a Prevention Plan
- There is an exception for a TLP & Prevention Plan being tied until the currently active Prevention Plan meets its end date requirement.
 - For these there would be an option where the title would reflect Prevention Plan/TLP

In the body of the Correspondence there will be the following sections:

- Case Plan
 - Case Plan information will display
 - Case Plan Narratives will display
- Prevention Plan
 - Verbiage has been changed from Foster Care Prevention Plan to Prevention Plan
 - Eligibility and Children names will display
- TLP
 - TLP information will be displayed
- If there is no information for any of these sections in the database, then they will be absent from the Correspondence being printed.

See example on the next page.

TITLE: CASE PLAN/PREVENTION PLAN/TLP

Case Plan:

This is where the information for the Case Plan.
Case Plan Narratives will display here too.

Prevention Plan:

This is where Eligibility and Children names would display.

TLP:

This is where information for the TLP would go.
TLP Narratives Section will display

[CAN/APS/Minor Finding Letter \(Update\)](#)

CPS/APS/Minor Finding Letters have been updated to include a heading with information regarding the Allegation, Incident Date and Allegation finding. This information will automatically generate from Information entered on NFOCUS. There will be no changes for the user.

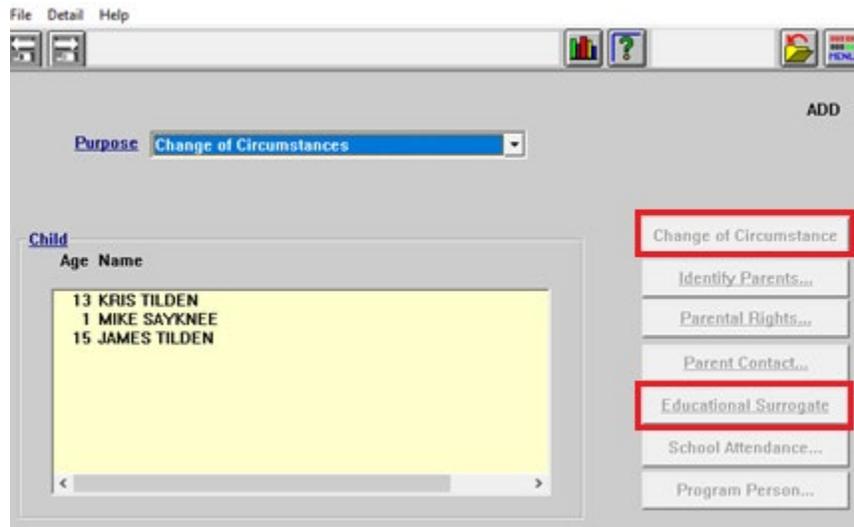
Allegation: Physical Abuse
Incident Date: 04-01-2021
Allegation Finding: **Court Substantiated**

Superintendent Letter (Update)

Updates to the School Notice Window include two new buttons:

- Change of Circumstance
- Educational Surrogate

There are also updates to the Purpose drop down options.



The change of Circumstance button will enable after the child and the Change of circumstance option in the Purpose drop down are selected.

Change of Circumstance

- The change of circumstance option now combines the options of Change in Child Placement, Change in Worker Assignment, Change in Parent Involvement, Parental Rights Term/Rel. and Change in School district into one letter.
- If Change in Out-of-Home Placement or Change in School District is selected the worker will use the out select arrows to go to either the List Removal/Placement Page or The School Attendance window to populate the appropriate information.
- The change of circumstance button will also be used on the YRTC letter so previous schools can be populated.

Note: The New School District and Out-of-Home placements should be created prior to creating the letter. If the New Placement and School District are not created prior to the letter the user will not have the option to pull in the Prior Placement and Prior District information.

I-FOCUS - Change of Circumstance

Child: KRIS TILDEN

Change in Case Manager

Change of Parental Contact

Change in Parental Rights

Change in Out-of-Home Placement 

Change in School District 

Child's Previous Placement

Child's Prior school/school district

The Educational Surrogate button will be used to identify if an Educational Surrogate "HAS BEEN", "NEEDS TO BE" OR "DOES NOT NEED TO BE" identified.



- This window also gives the worker the ability to populate the name, address and phone number for the surrogate.
- If a surrogate has been entered in the List School attendance window this information will populate in the new Educational Surrogate window.

The following changes have been made to the Identify Parent window.



- The heading of Mother and Father have been changed to Parent 1 and Parent 2.
 - The case participants will display in both boxes but the individual will only be able to be selected for one of the roles.
 - If the worker selects the wrong Parent the clear button can be used to remove the selection.

N-FOCUS - Identify Parents

Parent 1

Name	Role
DAN TILDEN	CFS PARTICIPANT
JEFF TILDEN	PARTICIPANT
KRIS TILDEN	PARTICIPANT
MIKE SAYKNEE	PARTICIPANT
BARB TILDEN	CFS PARTICIPANT

Parent 2

Name	Ext	Role
DAN TILDEN		CFS PARTICIPANT
JEFF TILDEN		PARTICIPANT
KRIS TILDEN		PARTICIPANT
MIKE SAYKNEE		PARTICIPANT
BARB TILDEN		CFS PARTICIPANT

OK Cancel Clear

The following changes have been made to the Parental Rights window:



- The identified child's name has been added to the top of the window.
- The heading of Mother and Father have been changed to Parent 1 and Parent 2.
- The wording in the four options has also changed. (See screen print below for details)

N-FOCUS - Parental Rights

Child: KRIS TILDEN

Parent 1

Designate the status of each parent's rights (i.e. intact, terminated, relinquished or deceased) and participation in education decisions for the child. Choose one of the following for each parent:

The parental rights of JEFF TILDEN are intact. JEFF wishes to participate in education decisions for the child.

The parental rights of JEFF TILDEN are intact. It is unknown whether JEFF wishes to participate in education decisions for the child.

The parental rights of JEFF TILDEN have been terminated or relinquished. JEFF does not have the right to participate in education decisions for the child.

JEFF TILDEN is deceased.

Parent 2

Designate the status of each parent's rights (i.e. intact, terminated, relinquished or deceased) and participation in education decisions for the child. Choose one of the following for each parent:

The parental rights of MIKE SAYKNEE are intact. MIKE wishes to participate in education decisions for the child.

The parental rights of MIKE SAYKNEE are intact. It is unknown whether MIKE wishes to participate in education decisions for the child.

The parental rights of MIKE SAYKNEE have been terminated or relinquished. MIKE does not have the right to participate in education decisions for the child.

MIKE SAYKNEE is deceased.

OK Cancel

N-FOCUS - Test Date
04.02.2021 12

The following changes have been made to the Parent Contact window:



- The identified child's name has been added to the top of the window.
- The heading of Mother and Father have been changed to Parent 1 and Parent 2.
- The wording in the four options has also changed. (See screen print below for details)

N-FOCUS - Parental Contact

Child: KRIS TILDEN

Parent 1

All contact between the child and DAN TILDEN must be supervised as arranged by the Case Manager.

All contact between the child and DAN TILDEN must be monitored by the Case Manager.

DAN TILDEN shall not have any contact with child at this time.

At the current time, there are no contact restrictions between child and DAN TILDEN

Parent 2

All contact between the child and BARB TILDEN must be supervised as arranged by the Case Manager.

All contact between the child and BARB TILDEN must be monitored by the Case Manager.

BARB TILDEN shall not have any contact with child at this time.

At the current time, there are no contact restrictions between child and BARB TILDEN

OK Cancel

ACCESSNebraska

Exit Button Changes in Web Apps (Update)

With Internet Explorer browser being phased out by IS&T, all NFOCUS and ACCESSNebraska Web Apps will now use Chrome or a Custom Web Browser.

These changes affect the following pages:

MLTC Program pages

- ACA Healthcare Page
- MED Renewal Page
- CBI Page

EA Program page

- EA Application

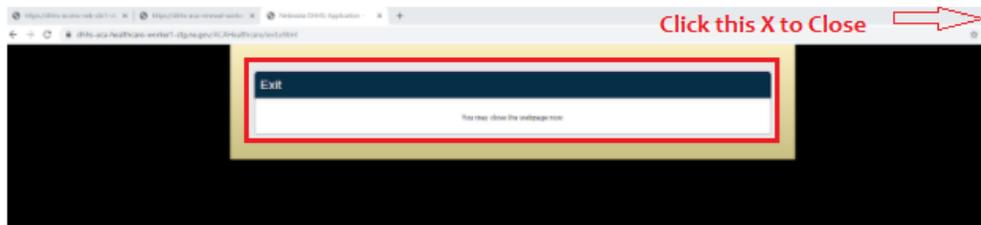
Children and Family Service Program

- PSA

When the Yes button is selected on the Exit Button, the new Exit page will display.

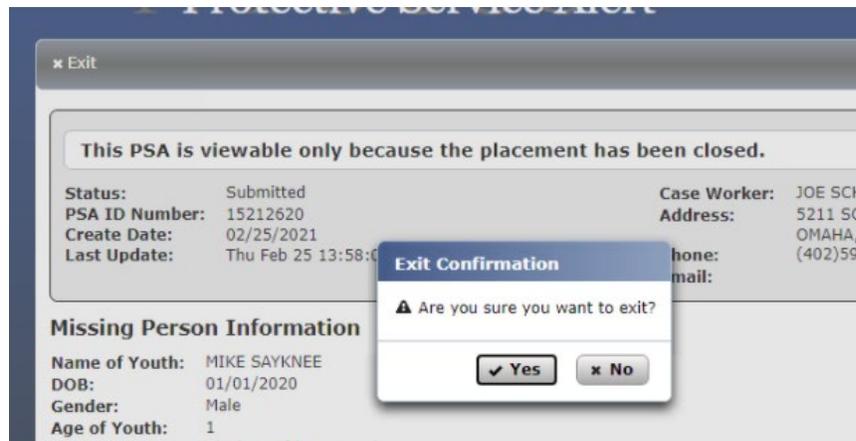
The new exit page which will display with the message "You may close the webpage now."

To close the webpage, click the X on the upper right hand corner of the browser.



Protective Service Alert Page (Update)

The following Protective Service Alert page and Exit Confirmation pop up will display.



Select Yes, and the following message will display:

You may close the webpage now.

NFOCUS Tips

Administrative Role:

If an Organization is the Administrative Role and the Organization's Name has an "&" in the name, it may cause a correspondence error where you are not able to view or print the correspondence. If this happens, call NFOCUS Production Support so the Organization Name can be changed.

Children and Family Services

Foster Care Prevention Plan (FCPP) Redesign (New)

This redesign incorporates the Foster Care Prevention Plan into the SDM Case Plan. Once this new process is in place no new Prevention Plans will be able to be added using the Foster Care Prevention plan process that we are currently using.

- Current and Previous FCPPs will still be managed as they are today until they reach their end date. The worker will still be able to make edits/changes to a currently active plan but not make a new plan.
- All new FCPPs will be added using this new process and can be added regardless of the Case Plan Status as Prevention Plan dates do not fit inside Case Plan dates.
- The Case Plan functionality has been updated so that it can be used for older youth or young adults who have had a TLP and Prevention Plan.

N-FOCUS - Detail SDM Case Plan

File Actions Detail Goto Help

CFS Case Name: CE LO BEE MC # 5415 UPDATE

HH Name: SHEENA BEE

Plan

Begin Date: 10-20-2020 ID Nbr: 7094640

End Date: 01-20-2021

Completed By: JOSEPH SWIFTY V

Office: AINSWORTH

Status: Draft Status 10-22-2020

Court Modified No Family Participation

Persons Involved in the Plan

Name	Role	Permanency Objective
CE LO BEE	Child	Guardianship Relative
SHEENA BEE	Child	Guardianship Relative
GRAMMY BEE	Other	Guardianship Relative

Reviewed By: Supervisor On Behalf Of Review Narrative

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- Tie
 - Selecting the Tie button allows the worker to Tie Prevention Plans from other Case Plans for the same ARPs on the Case Plan in which they are working.
 - This function allows Prevention Plans to be associated with multiple Case Plans.
 - When the Tie button is selected, dialog box will display that lists all the existing Prevention Plans for the Program Case.
 - Only the Preventions Plans for the people in the Case Plan will be listed.
 - Highlight the appropriate row and click the Select Icon to complete the tie.
 - A confirmation message with Yes/No options to tie this Prevention Plan to the current Case Plan will display.
 - YES will Tie and close the Dialog box.
 - The tied Prevention Plan will display on the list of Prevention Plans for that Case Plan.
 - Any row from the list can be selected for tying irrespective, of the dates.
 - NO will not tie and close the dialog box.
 - CANCEL will close the dialog box.
- Untie
 - To remove a Prevention Plan that has been tied, highlight the appropriate row and utilize the Actions menu to select untie.
 - The selected Prevention Plan will be untied from this Case Plan only.
 - If the Prevention Plan is tied to this Case Plan only, a confirmation message will display indicating the Prevention Plan will also be deleted.
 - **Note:** With this release, Prevention Plans can only exist within Case Plans and cannot exist independently.
 - If the Prevention Plan is tied to more Case Plans, it will only be untied from this Case Plan.

Add a Foster Care Prevention Plan

To add a Foster Care Prevention Plan, click the Add button from the List Foster Care Prevention Plan window. The Add Foster Care Prevention Plan pop up window will display.

The screenshot shows a window titled "NFOCUS - Add Foster Care Prevention Plan". It contains the following fields and buttons:

- Children:** A text box containing "CHILDTWO SINDELAR" and "NEW PESONTWO".
- Eligibility Type:** A dropdown menu set to "Candidate for Foster Care".
- Eligibility Questions:** A button to the right of the dropdown.
- Begin Date:** A text box containing "11-16-2020".
- End Date:** A text box containing "10-31-2021".
- Buttons:** "Save", "Save and Next", and "Cancel" at the bottom.

- Select the person's involved in the Prevention Plan.
 - Multiple persons may be selected on this window.
- Select the Eligibility Type from the drop-down list.
 - Candidate
 - Pregnant or Parenting
 - Add the Dates range
- Click the Eligibility Questions button.
 - The Eligibility questions will display.
 - Answer as appropriate and select the Confirm button.
 - **Note:** You are required to answer the Eligibility questions for each individual involved in the Prevention Plan.

The screenshot shows a window titled "N-FOCUS - Prevention Plan Eligibility Question". It contains three questions, each with a "Yes" dropdown menu:

01. Is this child at serious risk of entering foster care? Yes
02. Can this child remain safely in the family home or a kin caregiver's home with services in place? Yes
03. Is foster care the planned arrangement for the child if removal from the family home becomes necessary? Yes

Buttons: "OK" and "Cancel" at the bottom.

N-FOCUS - Prevention Plan Eligibility Question

01. Is this youth in foster care (including B2I and Independent Living)? Yes ▾

02. Is this youth pregnant and/or parenting? Yes ▾

OK Cancel

Tie a Foster Care Prevention Plan

To tie a Foster Care Prevention Plan to a Case Plan, follow these steps:

- From the List Foster Care Prevention Plan window, highlight the appropriate row to be tied. The Tie Button will enable.
- Click the Tie button. A pop-up box will display.
- Select the Foster Care Prevention Plan associated with the individual of this Case Plan that is to be tied to other Case Plans. The Blue Arrow icon will enable.
- Click the Blue Arrow Icon to tie the Prevention Plan from another Case Plan to the Case Plan you are working.

Eligibility Type	Involved Person	Begin Date	End Date
Candidate for Foster Care	Child Sindelar	11-16-2020	10-31-2021



Identify Safety Network Narrative

- The Child Plan narratives have been updated to include Identify Safety Network.
- The Caregiver Plan Narratives have been updated to include Identify Safety Network.
- The Current Child Plan Narratives have a section for Identify Safety Network added.

N-FOCUS - Detail SDM Case Plan Narrative

File Actions Help

Household Name: TANYA SAX Case Plan ID: 59805583 ADD

CHILD PLAN

Goals:

Strategy:

Services:

Identify Safety Network:

Progress:

N-FOCUS - Test Date
03-29-2021 12:50

N-FOCUS - Detail SDM Case Plan Narrative

File Actions Help

Household Name: TANYA SAX Case Plan ID: 59805583 ADD

CAREGIVER PLAN Critical Need

Goals:

Strategy:

Services:

Identify Safety Network:

Progress:

N-FOCUS - Test Date
03-29-2021 12:49

Parent Contact Exception Window (Update)

The Parent Contact Exception window allows users to document reasons why they are not able to make contacts or efforts with parents every month. The following changes are being made with the April 2021 release:

1. A new reason called Domestic/Family Violence has been added.
2. A new narrative has been added. The narrative selection list matches the Contact Exception Reason list.

N-FOCUS - Parent Contact Exception

Child

Name THIA THANKSGIVING **Birthdate** 05-03-2015

Contact Exception Reason

DOMESTIC/FAMILY VIOLENCE

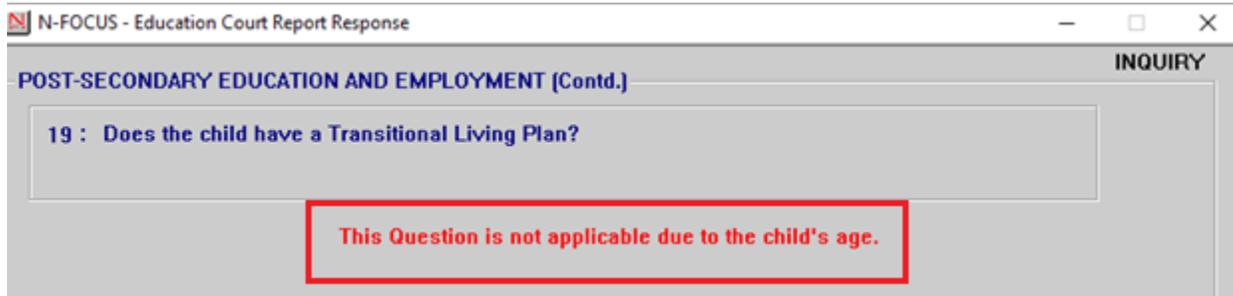
Begin Date 05-01-2021 **End Date**

Add Update Delete

- a. The narrative will be required for the following reasons:
 - i. Documented Refusal for Father
 - ii. Documented Refusal for Mother
 - iii. Domestic/Family Violence
3. The reason called Documented Refusal for Both Parents has been eliminated.
 - a. A batch job will run on the day of the release and will enter an end date for all existing instances of this reason.
4. The reasons of Documented Refusal for Father and Documented Refusal for Mother can only be entered for 90 days at a time.
 - a. NFOCUS will automatically set the end date at 90 days from the begin date.
 - b. There will be a batch conversion that will set the end dates for existing instances.
 - i. If the begin date is more than 90 days ago, the end date will be 4/11/2021.
 - ii. If the begin date is less than 90 days ago, the end date will be the begin date plus 90 days.
5. A new Alert #639 will run 30 days before the end date of the exception to alert workers to start making contacts with parents or create a new exception.

Education Court Report Transitional Living Plan (Update)

An update has been made to the Education Court report for question #19: Does the Child have a Transitional Living Plan? This question will indicate Not Applicable for children who are younger than 14 since only children 14 and older have Transitional Living Plans.



Independent Living Services Can Claim IV-E

This service will be available once ACF grant is approved.

Services in an Independent Living Program Case can now be claimed IV-E if they meet specific criteria. These claims will be created online and any fund code adjustments will act just like CFS program fund code adjustments.

The following Criteria must be met:

1. Child must be 18 years old for one day of the dates of service.
2. Child must be in an IL Program Case and IV-E in that IL Program Case for one day of the dates of service.
3. Child must be in a CFS Program Case and I-VE in that CFS Program Case for one day of the dates of service.
4. Child must be in an Active Supervised Independent Living Placement for at least one day during the dates of service.
 - a. Adult Family Home, Apartment or House, Dorms – Meals Not Provided, Dorms – Meals Provided, Fraternities – Meals Provided, Fraternities – Meals Not Provided, Homeless Shelter, Job Corps, Military, Room Only, Room Only – No Meals Provided, Sororities – Meals Not Provided, Sororities – Meals Provided, Temporary Lodging, Host Family Home, Residing with former foster home, Residing w/ Former Guard/Relative, Transitional Living Program
5. Child must be claiming an Independent Living IV-E service.
 - a. IL Maintenance (2300), Clothing (5064), Transportation Family Visitation (3773), Rent (1396), Dorm Fees (1071)

See screen print on next page.

Claim
 Number 77030555 Line 1 Version 1

External Claim ID
 Agency Office BEATRICE

Case Person
 Number 24409509
 Name JENNA H HOLLAR

Service Auth
 Nbr 40239846
 Type Provider

Service
 Code 5064
 CLOTHING

Service Dates
 Begin 01-01-2021
 End 01-01-2021

Service Frequency
 Occurrence

Relative Provider

Charges

	Submitted	Validated
Units Prov'd	1.00	1.00
Rate	150.000	150.000
Total Chrg	\$150.00	\$150.00
Cust Oblig		
Reduction		
Net Charge	150.00	\$150.00
Local Oblig		
FICA		
Backup Withholding		
Approved Payment Amount		\$150.00

Program IL OP Amt
Fund UP Amt
 IVE
 Status APPROVED As Of 02-09-2021
 Created By DSS2922 02-09-2021 04:25 PM
 Modified By DSS2922 02-09-2021 04:26 PM

Buttons: OK, Prev Line, Next Line, Cancel, Help

[Deleting SDM Case Plan with Prevention Plan \(Update\)](#)

With this release, the SDM Case Plan will no longer be deleted if there is a Prevention Plan tied to the Program Case.

[Darkness to Light Training Name Change \(Update\)](#)

This required training will now be titled Sex Abuse Prevention Training.

[Printing Guardianship Agreement Error \(Fixed\)](#)

An error was discovered in printing the Guardianship Agreement when the option At High Risk of Developing a Disability was selected. This has been fixed.

SDM Safety Plan Suitability Checklist (Update)

The Suitability Checklist has had the verbiage updated and has been reactivated. This check list is required for all Safety Plan monitors. Background checks are also required for all Safety Plan monitors.

A Narrative section has also been added to the Suitability Checklist for the worker to identify reasons why a Safety monitor is a good fit.

The screenshot shows the 'N-FOCUS - Detail SDM Safety Plan' window. At the top, it displays 'CFS Case Name: CE LO BEE', 'MC # 5415', and 'Referral Date: 11-15-2020'. Below this, the 'Safety Plan' section includes 'Begin Date: 11-16-2020', 'End Date', 'ID: 62427492', and 'Safety Threat at Narrative'. The 'Completed By' field is 'JOSEPH SWIFT V' and the 'Office' is 'AINSWORTH'. The 'Safety Decision' is 'Conditionally Safe' and the 'Status' is 'Final', with a date of 'as of 02-25-2021'. A table lists 'Persons Involved in SDM Safety Plan' with columns for Name and Birth Date: CE LO BEE (02-25-2014), SHEENA BEE (09-20-2017), STELLA BEE (05-05-1984), and WANNA BEE (07-20-1993). Below the table, the 'Safety Monitors in SDM Safety Plan' section shows 'Person: GRAMMY BEE', 'Organization: LINCOLN POLICE DEPARTMENT', and 'Case Worker: JOSEPH SWIFT V'. A 'Remove' button next to the person name has a 'Suitability' button next to it. The bottom right corner shows the date '04-12-2021' and time '16:41'.

The screenshot shows the 'N-FOCUS - SDM Safety Plan Monitor Assessment' window. The title bar indicates 'Safety Monitor: GRAMMY BEE'. The main section is 'Participant Assessment Criteria' with 'Yes' and 'No' buttons. A list of criteria is shown, all marked 'YES': 'Understands the safety threats and harm and danger statements;', 'Can ignore or address any influence made by the family;', 'Is accessible by phone and has transportation;', 'Is willing to work with CFS, other safety plan participants and/or providers', 'Understands the scheduled activities and expectations;', 'Has an appropriate view of the child and realistic attitude toward the child and family situation;', 'Use of substances does not affect their ability to perform expected responsibilities;', 'Is not involved in current criminal activity and does not have a history of criminal behavior that compo...', 'Has sufficient resources to fulfill responsibilities, or needs only minimal assistance;', 'Is not involved in domestic violence or in an active CFS case and does not have a history of CFS invol', and 'Has a history of being protective of and providing acceptable care to children; and'. Below the list is a 'Summarize reasons for final determination of suitability' section with a 'Log self' text area. The 'Exception' section includes 'Request Date', 'Exception Approved' (Yes/No), 'Review Date', and 'Reviewed By'. The bottom right corner shows the date '04-12-2021' and time '16:42'.

Foster Care Prevention Plan Services

From the Detail SDM Case Plan window, click the Services button to display the List Foster Care Prevention Plan Services window.



In the List Foster Care Prevention Plan Services window, the worker will be able to do the following:

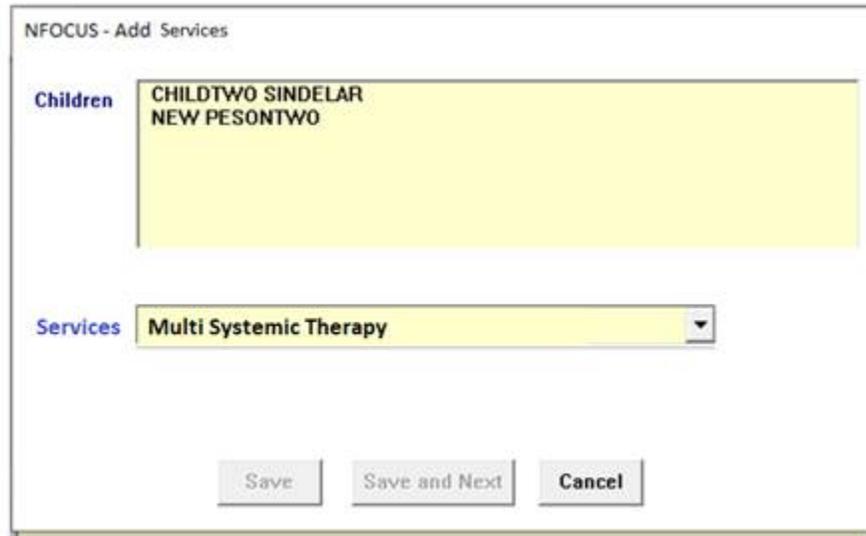
- See the list of services and the Involved Person
- Add Services for an Involved Person (by clicking the Add button)
- Delete Services (by highlighting a row and clicking Delete)



Add Button: Click the Add button to populate the Add Services Window.

- Select the individual that will receive services.

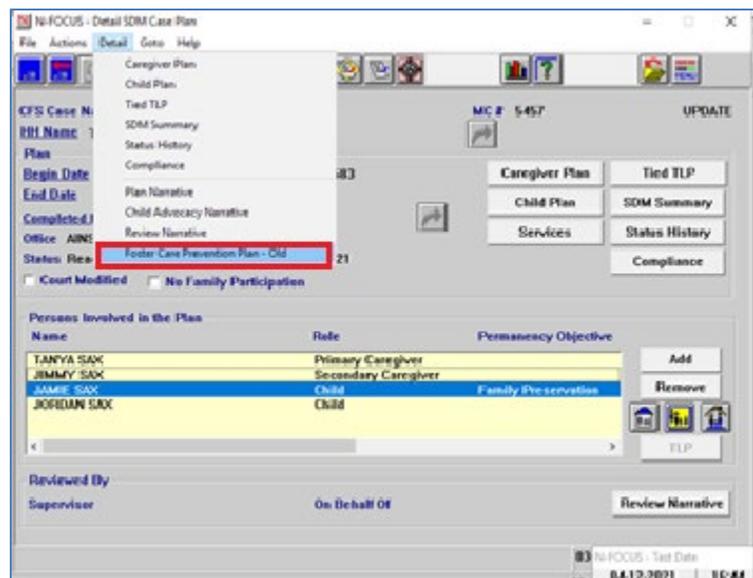
- Anyone in the Case Plan should display.
- This is a multi-select window.
- Select the appropriate service in the Services dropdown list.
- Click the Save button to create the Service and add it to the Service List.
- Click Save and Next button to add the service to the Service List and select the next individual to add another service.



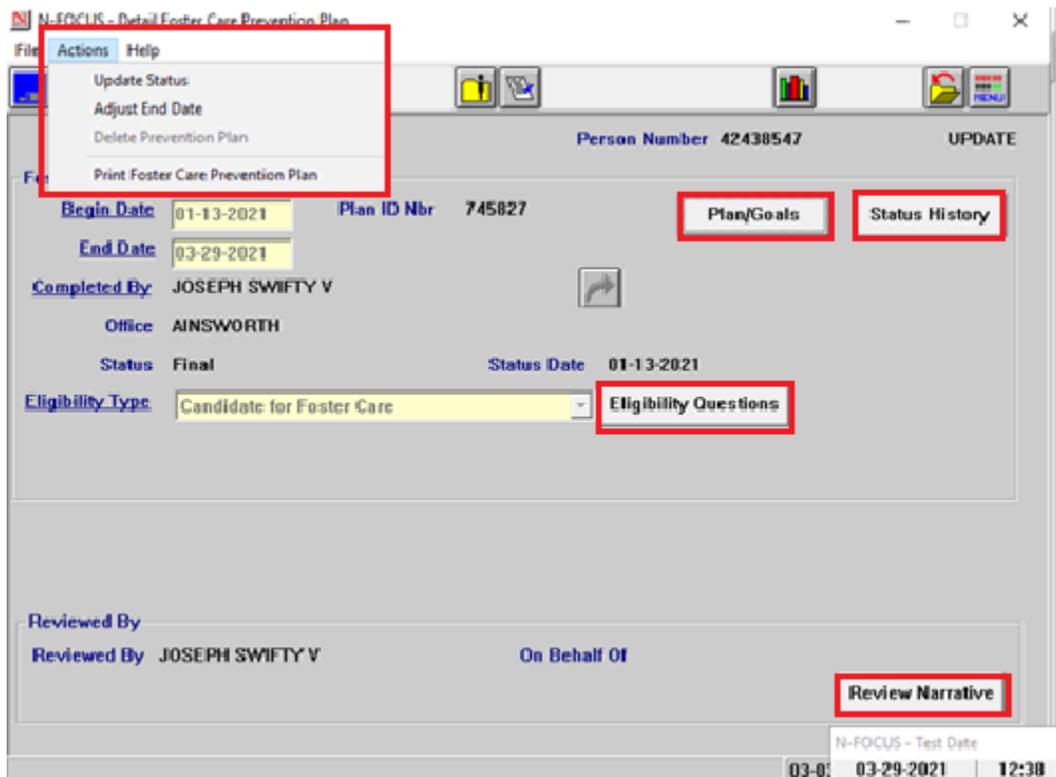
Viewing the Old Foster Care Prevention Plan

To view the old Foster Care Prevention plan from the Detail SDM Case Plan window to the following:

- Highlight the individual from the Persons Involved in the Plan List.
- Select menu Detail > Foster Care Prevention Plan – Old



The Detail Foster Care Prevention Plan window will display.



From the Detail Foster Care Prevention Plan window, you can do the following from the Actions menu:

- Update Status of the Prevention Plan
- Adjust the End Date
- Print

The following actions can also be performed from this window:

- View/Change Plan/Goals
- View Status History
- View the Eligibility Questions
- Complete the Reviewed By section