

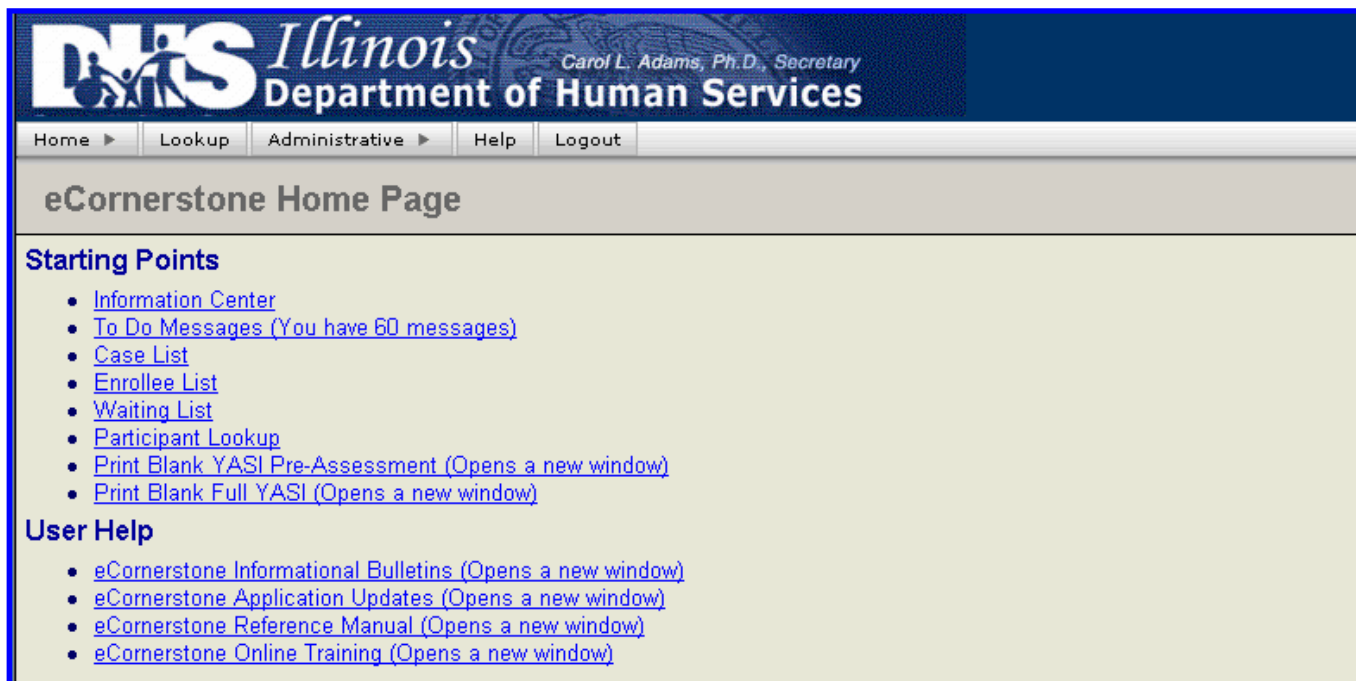
Chapter 3: Home

[3.1 Overview](#)

Located in the eCornerstone navigation menu, the Home button provides access to the Home Page, To Do Messages, Case List, and Enrollee List. The To Do List, Case List, and Enrollee List can be accessed from both the Home menu and the Home Page. To activate the Home menu, select the "Home" button. A drop down menu will appear, listing that button's components. From that listing, select the link to the appropriate page.

[3.2 Home Page](#)

The eCornerstone home page is divided into the following components: Starting Points and User Help.



[3.3 Starting Points](#)

The Starting Points section provides links to the functionalities commonly used to begin working with a participant.

[3.3.1 Information Center](#)

The Starting Points component provides a link to the Information Center, which is used to communicate important messages and links to those who use the eCornerstone system. The Information Center is tied to each User ID. Upon logging in to eCornerstone, the system will check to see if any new messages have been posted since the last time that User ID logged in. Upon logging in, if new information is available, the system is automatically routed to the Information Center instead of the Home Page. Messages are organized according to programs, but the "Agency Messages for All Programs" section contains messages that pertain to all programs. In addition, each local agency has the ability to post messages that can be

viewed only by staff of that agency. Refer to the Broadcast Messages section of the Administrative chapter for detailed instructions on adding a broadcast message at the agency level.

NOTE: For additional information on how important information is shared with eCornerstone users, refer to the Communicating with Users section of the System Environment chapter.

Acknowledge Messages

The eCornerstone system is routed to the Home Page once all new messages in the Information Center are acknowledged. Messages in the Information Center can not be deleted, but are “hidden” once they are acknowledged. These messages will then remain hidden until their expiration date. The following are instructions for acknowledging messages:

1. Access the Information Center.
2. Select the check box next to the message that has been read.
3. Select the “Hide Selected Messages” button.
4. The eCornerstone Home Page is displayed.

Display Hidden Messages

1. Access the Information Center.
2. Select the “Show Hidden Messages” button.

The screenshot shows the eCornerstone Information Center interface. At the top, there is a navigation bar with links for Home, Lookup, Administrative, Help, and Logout. The main header includes the DHS Illinois Department of Human Services logo and the name of the Secretary, Carol L. Adams, Ph.D. The eCornerstone logo is also present in the top right corner. A status box indicates the user is logged in as 'cststall' and provides the eCornerstone version number, 2.4.0, with a link to open it in a new window. The main content area is titled 'eCornerstone Information Center' and contains a message explaining that the screen is displayed at login if there are new messages. Below this, there are three sections of messages, each with a checkbox and a 'Hide Selected Messages' button. The first section is 'Messages from DHS for All Programs' and contains a message about a new version of eCornerstone being deployed over the weekend of April 1. The second section is 'Messages from DHS for CCBYS' and contains a message about an updated User Manual. The third section is 'Agency Messages for All Programs' and contains a message about agency training on Friday, April 8. At the bottom of the message list, there is a 'Show Hidden Messages' button.

[3.3.2 To Do Messages](#)

The Starting Points component also provides a link to the To Do Messages page, and the number of items on the To Do list is indicated in parenthesis.

The To Do list function helps workers remember important time-sensitive events that need to be completed, including completion of pre-assessments and full assessments, follow-up reminders, and any other time-related notifications pertinent to the participant's case. If the worker logged in is a supervisor, or is a worker who has rights to assign participants (as defined by his or her security role established by the agency), the To Do List also displays a list of participants who need to be assigned to a case worker ("unassigned participants").

The To Do Messages page displays the following elements for each item:

- Message text – Identifies the action that needs to be taken.
- Participant Name – Name of the participant directly associated with the action required.
- Time Remaining – If the item is time-based, this column displays the number of days remaining from the current date until the task is due, or the number of days the item has been overdue. Overdue items are displayed in a red font ["26 days (past due)"], and items due in the future are displayed in a green font ["8 days"].

The To Do List offers various filters and sorting capabilities:

- The supervisor can filter the To Do List to view only a specific employee's items (as long as the worker is the supervisor of the employee). After selecting an employee's name from the "Worker" drop down list and clicking on the "Filter" button, the page displays the items for that specific employee (such as Generic Reminders, and Missing Assessments as applicable). If the worker is not a supervisor, his or her name will be the only option in the "Worker" field.
- Filter the list by message type using the Category filter. (All, Ansell-Casey Initial, Ansell-Casey Reasmt, Generic Reminder, Non-Attend Particpnt, Pre-YASI, Scheduled Review, Scheduled Term Date, Test Results Pending, Unassignd Caseload, Unassignd Participant, Wait List, YASI Closing, YASI Initial, YASI Reasmt). If a supervisor, or a worker who has rights to assign participants is logged in, he or she can also filter by "Unassigned Participant". After selecting the desired filter from the "Category" field and clicking on the "Filter" button, the page displays only those applicable items.
- The system uses the default duration time frame of five days for identifying To Do Items. Therefore, any items due in the next five days (as well as all over due items) are displayed by default. However, any worker can set the duration as he or she desires, within the minimum of one (1) day and the maximum of 180 days. Should the worker change the duration (by entering a new number in the "Duration" field and clicking on the "Filter" button), the new duration setting is saved as the default for that worker.
- To organize the To Do List by message type, select the "Message Text" link found at the top of the To Do List. The list will then be displayed according to message type.
- To organize the To Do List by participant name, select the "Participant Name" link found at the top of the To Do List. The list will then be displayed according to participant name.
- To organize the To Do List in chronological order, select the "Time Remaining" link found at the top of the To Do List. The list will then be displayed with the oldest message listed first.

The "Add Reminder" link is also located on the bottom of the To Do Messages page. Workers who have been assigned the case worker security role can also add "generic reminders" to assist in the managing of their caseload. A generic reminder is applicable only to the worker who creates the reminder, and therefore is only viewed by that worker. However, a supervisor can view and edit his or her employees' generic reminders. In the event that a participant is reassigned to a new case worker, the new case worker will be required to create their own generic reminders, as the generic reminders are employee-specific, not participant-specific.

Add a new generic reminder:

1. Select the "Add" button, located at the bottom of the To Do List section.
NOTE: This button is available only when a worker is viewing his or her own To Do List.
2. The Generic Reminder page is displayed.
3. In the "Select the Participant associated with this reminder" field, the drop down list displays all active participants assigned to the worker. Select the participant to whom the reminder will be associated.
4. In the "Due Date" field, enter the date the reminder is due.
5. In the "Reminder Description" field, enter the text to be displayed in the "Messages" column of the To Do List.
6. Click on the "Save" button to save the reminder, or the "Cancel" button to cancel.

Update a generic reminder:

1. From the To Do List, click on the text in the "Messages" column of the generic reminder to be updated.
2. The Generic Reminder page will be displayed.
3. The participant's name is displayed, and can not be changed.
4. If applicable, update the due date, or edit the "Messages" text.
5. If the item is completed, click the "Delete" button. This removes the item from the To Do List.
6. Once the reminder has been updated, click on the "Save" button to save the reminder, or the "Cancel" button to cancel.

Delete a generic reminder:

1. From the To Do List, find the generic reminder to be deleted.
2. Click on the "delete" link (found in the Message Type column).
3. The generic reminder will be deleted.




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To Do Messages

Worker: **Category:** **Max Days:**

Message Text	Participant Name	Time Remaining
Reminder - Use bug spray	Bug, June	120 days (past due)
Reminder - Just a reminder	Tester, Amy	117 days (past due)
Reminder - Another Reminder	Butler, Jeff G	91 days (past due)
Missing Closing YASI Assessment (CCBYS)	Hunter, Jameson J	88 days (past due)
Reminder - check it out	Tester, Caseplan	62 days (past due)
Missing Ansell-Casey Assessment (HY)	HYTest, Two	61 days (past due)
Reminder - test reminder - backdated	Esor, Charlie	54 days (past due)
Missing Closing YASI Assessment (UDIS)	Hoots, Wendy	48 days (past due)
Action Step Review	Bug, June	35 days (past due)
Reminder - Test Reminder 1	Butler, Jeff G	30 days (past due)
Missing Ansell-Casey Assessment (HY)	Tester, Caseplan	29 days (past due)
Missing Initial YASI Assessment (CCBYS)	Kidd, Unwanted	28 days (past due)
Participant Not Attending (TeenREACH) For 44 Days	Cracker, Graham	--
Unassigned CaseLoad - HappyTo Work	Cracker, Graham	--
Unassigned Participant (Enrolled By CS TSTALL)	Cracker, Graham	--
Participant Not Attending (TeenREACH) For 78 Days	Doone, Lorna	--
Participant Not Attending (TeenREACH) For 41 Days	Fuddy, Duddy	--
Unassigned Participant (Enrolled By CS TSTALL)	Fuddy, Duddy	--
Participant Not Attending (TeenREACH) For 44 Days	Green, Stephanie	--
Unassigned Participant (Enrolled By CS TSTALL)	Green, Stephanie	--
Unassigned Participant (Enrolled By CS TSTALL)	Homeless, Hannah	--
Participant Not Attending (TeenREACH) For 40 Days	IDOL, AMERICAN	--
Unassigned Participant (Enrolled By CS TSTALL)	Incomplete, Test	--
Participant Not Attending (TeenREACH) For 44 Days	JACKSON, ACTION	--
Unassigned Participant (Enrolled By CS TSTALL)	Leaves, Autumn	--
Unassigned Participant (Enrolled By CS TSTALL)	Murphy, Law	--
Participant Not Attending (TeenREACH) For 42 Days	Rooter, Roto	--
Participant Not Attending (TeenREACH) For 93 Days	Rubin, Justin	--
Participant Not Attending (TeenREACH) For 44 Days	Status, Test Date of	--
Unassigned Participant (Enrolled By CS TSTALL)	Status, Test Date of	--
Unassigned CaseLoad - Friday Tester	Tester, Amy	--
Participant Not Attending (TeenREACH) For 49 Days	Tester, Barney	--
Participant Not Attending (TeenREACH) For 40 Days	Tester, Carey	--
Participant Not Attending (TeenREACH) For 42 Days	Tester, Caseplan	--
Participant Not Attending (TeenREACH) For 41 Days	Warren, Janis J	--

3.3.3 Case List

The Starting Points component also provides a link to the Case List page. For a worker who has been assigned the Case Worker security role, the Case List page displays a list of all clients currently assigned to the worker. Select the "Case List" link to view the Case List page.

- The supervisor can filter the case list to view only a specific employee's items (if the worker is the supervisor of the employee). After selecting an employee's name from the "Worker" drop down list and clicking on the "Filter" button, the page displays the items for that specific employee. If the worker is not a supervisor, his or her name will be the only option in the "Worker" field.
- Filter the list by program type using the Program drop down list and selecting the "Filter" button. This filter will list all participants in the selected program.
- The list displays the participant's name and program. Clicking on the Participant Name text link navigates to the Participant Summary page, and clicking on the Program text link navigates to the Program Enrollment page.

The screenshot displays the eCornerstone Case List interface. At the top, there is a navigation menu with options: Home, Lookup, Administrative, Help, and Logout. The main heading is "Case List". Below this, there are two dropdown menus: "Worker:" set to "CS TSTALL" and "Program:" set to "All", followed by a blue "Filter" button. The main content is a table with three columns: "Participant Name", "Program", and "Enrollment Start Date". The table lists 13 participants with their names, the program they are enrolled in, and their enrollment start date. At the bottom of the page, there is a footer with the text: "©IDHS Welcome Page Version: 2.1 Show Version Detail (Opens New Window) You are logged in as: cststall".

Participant Name	Program	Enrollment Start Date
BAGWELL, JEFF	Comm for Youth	07/09/2004
Belt, Jessy	UDIS	07/26/2004
Berkhalter, Katie	UDIS	07/22/2004
Blow, Betty	CCBYS	08/03/2004
Coleman, Vince	Crossroads	07/22/2004
Espinosa, Katie	UDIS	07/22/2004
Rivera, Katie	UDIS	07/22/2004
simmons, katherine	UDIS	07/22/2004
smith, katie	UDIS	08/24/2004
spahr, katie	UDIS	08/24/2004
Walker, Todd	CCBYS	08/18/2004

[3.3.4 Enrollee List](#)

The Starting Points section of the Home Page also provides a link to the Enrollee List. The Enrollee List displays a list of all participants that are actively enrolled in any program in the worker's agency. The list shows participant's names and the programs in which they are actively enrolled.

View Enrollee List

The following are instructions for viewing the enrollee list:

1. Select the "Enrollee List" link on the Home Page, or select "Enrollee List" from the Home menu.
2. The Enrollee List page is displayed.
3. The list defaults to show all participants in all programs. The list can be sorted according to program.
4. Navigate to the "Program" field. Use the drop down list to select the desired program.
5. Click "Filter". Participants in that program are displayed in alphabetical order.

NOTE: For quick navigation to the top of the list, select the "Back to Top" link found throughout the list of participant names.

Work With a Participant from Enrollee List

1. Select the "Enrollee List" link on the Home Page, or select "Enrollee List" from the Home menu.
2. The Enrollee List page is displayed.
3. The list defaults to show all participants in all programs. The list can be sorted according to program.
4. Navigate to the "Program" field. Use the drop down list to select the desired program.
5. Click "Filter". Participants in that program are displayed in alphabetical order.
6. Select the first letter of the participant's last name from the "Go to Names Starting With" field, if desired. All participants' whose last name starts with that letter will be displayed.
7. Click the name of the participant to be worked with. The participant's Participant Summary page is displayed.

NOTE: For quick navigation to the top of the list, select the "Back to Top" link found throughout the list of participant names.



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Department of Human Services



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Enrollee List

This page shows all participants with active enrollments in your agency.

Program:

Go to names starting with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [W](#)

Participant Name	Program(s)
ABERCROMBIEHURSTSTONAVENUEROAD, CHESTERFIELDER	Homeless Youth Teen REACH
Blow, Madelyn	Teen REACH
Bug, June	Comm for Youth Crossroads Teen REACH
Butler, Jeff G	CCBYS Comm for Youth Crossroads Delinqcy Prevention Homeless Youth
Cracker, Graham	Teen REACH
Doone, Lorna	Teen REACH
Fuddy, Duddy	Teen REACH
Green, Stephanie	Comm for Youth Teen REACH
Hunter, Evan John	CCBYS Comm for Youth Crossroads Delinqcy Prevention Homeless Youth JJ Alt to Detention JJ Intervention JJ Station Adjust JJ TitleV Del Prev Other YS Program Release Upon Request UDIS
Hunter, Jameson J	CCBYS Crossroads
▲ Back to Top	
Hunter, Virginia	Other YS Program Teen REACH
IDOL, AMERICAN	Homeless Youth Teen REACH

[3.3.5 Waiting List](#)

The Starting Points section of the Home Page also provides a link to the Waiting List page. The Waiting List page displays the following:

- Participant's name
- Participant's age
- The program in which the participant is enrolled with the wait list status
- Program wait list status date
- Number of days on wait list

View Waiting List

The following are instructions for viewing the enrollee list:

1. Select the "Waiting List" link on the Home Page, or select "Waiting List" from the Home menu.
2. The Waiting List page is displayed.
3. The Waiting List can be sorted by participant name, age, program, status date, or number of days by selecting the link at the top of each column.
4. Select a participant's name in the Participant Name column to display their Participant Summary page.

Work With a Participant from Waiting List

1. Select the "Waiting List" link on the Home Page, or select "Waiting List" from the Home menu.
2. The Waiting List page is displayed.
3. The Waiting List can be sorted by participant name, age, program, status date, or number of days by selecting the link at the top of each column.
4. Select a participant's name in the Participant Name column to display their Participant Summary page.

Waiting List

You are logged in as: **cststall**
eCornerstone Version: 2.3.0 (opens in a new window)

Program:

Participant Name	Age	Program	Status Date	Number of Days
anderson, kate	16	Comm for Youth	01/18/2005	2
Ambre, Katie	16	Homeless Youth	01/18/2005	2
Assessment, Test	16	CCBYS	12/08/2004	43
Assignment, Test	16	UDIS	01/18/2005	2
Bells, Jingle	15	JJ Alt to Detention	12/16/2004	35
Bird, Red	17	Delinqcy Prevention	12/14/2004	37
Bonds, Barry	14	Comm for Youth	12/09/2004	42
Crabtree, Another	17	CCBYS	11/12/2004	69
Crabtree, Another	17	Homeless Youth	11/15/2004	66
Crabtree, Enroll	12	CCBYS	11/15/2004	66
Crabtree, New	12	JJ Intervention	11/12/2004	69
Crabtree, Other	14	Release Upon Request	11/15/2004	66
Crabtree, Test	14	JJ Intervention	11/12/2004	69
Franklin, Client	16	Homeless Youth	11/16/2004	65
Patch, Pumpkin	17	CCBYS	11/15/2004	66
Rose, Rose	10	Crossroads	11/15/2004	66
tester, a	13	Crossroads	11/10/2004	71
Testing, Waitlist	15	CCBYS	10/30/2004	82

[3.3.6 Participant Lookup](#)

The Starting Points section of the Home Page provides a link to the Participant Lookup page.

To begin working in eCornerstone, either select an existing participant, or add a new participant into the system. To perform either function, a lookup must first be performed.

Please refer to the Lookup chapter for details on this function.

[3.3.7 Print Blank YASI Pre-Assessment](#)

The Starting Points section of the Home Page provides a link to a printer-friendly view of a blank YASI Pre-Assessment. Please refer to the Participant chapter for details on this function.

[3.3.8 Print Blank Full YASI](#)

The Starting Points section of the Home Page provides a link to a printer-friendly view of a blank Full YASI Assessment. Please refer to the Participant chapter for details on this function.

[3.4 User Help](#)

The User Help component provides links to eCornerstone informational bulletins, the most recent release notes, the reference manual, and the Community Health Training Center.

[3.4.1 eCornerstone Informational Bulletins](#)

eCornerstone Bulletins provide detailed information on new and existing functionalities, policies, and procedures. Select the “eCornerstone Informational Bulletins” link to open a new browser window that provides links to all eCornerstone bulletins. The bulletins are listed in chronological order, and the bulletin topics are also displayed.

[3.4.2 eCornerstone Application Updates](#)

The eCornerstone system is updated periodically as the application is enhanced and new functionality is added. Select the “Latest Release Notes” link to open the most recent system update information (Application Updates) in a new browser window. Refer to the **System Updates** section of the **System Environment** chapter for more information on the Application Updates.

[3.4.3 eCornerstone Reference Manual](#)

Access to the eCornerstone Reference Manual can be obtained by selecting the Reference Manual link in the User Help component of the Home Page. A new browser window is opened, and a link to each manual chapter is provided. Select the corresponding link to open the appropriate chapter. Refer to the eCornerstone Reference Manual section of the Introduction chapter for more information on the reference manual.

[3.4.4 eCornerstone Online Training](#)

Select the “eCornerstone Online Training” link to access the Community Health Training Center’s online training login page. The link will open a new window, and workers remain logged into eCornerstone unless a Logout is performed.