



# eCornerstone

[www.iphca.org/eCornerstone/implement.htm](http://www.iphca.org/eCornerstone/implement.htm)

## Preparing for eCornerstone Implementation

Most - if not all - of the activities related to the implementation of eCornerstone at your agency will be facilitated by a team of individuals led by your IDHS Regional Representative. Your IDHS Regional Representative will serve as your main contact and will be responsible for providing you with the information you need to prepare for eCornerstone implementation. Following is an outline of the implementation activities leading up to your "live" date:

**Selection of Agency Local Liaison.** It is requested that each eCornerstone agency select a local eCornerstone Liaison to assist with implementation at their site and to serve as an ongoing local eCornerstone support person. The liaison will assume the primary operational responsibility for scheduled visits related to eCornerstone implementation. It is recommended that the local liaison for your agency be selected by the time of the Site Survey/eBook visit meeting.

**Site Survey Preparation.** Your IDHS Regional Representative will contact you to schedule the date & time of the site survey (or eBook visit), which will occur approximately two months before your eCornerstone live date. Since a portion of the survey is an assessment of your physical space, it is recommended that you have a current floor plan of your facility for reference during site survey/walk-through of your agency. If your agency has facilities management staff, it is required that they be available the day of the walk-through also. It is also recommended that you involve the facilities management staff in the planning for the site survey/ walk-through for your agency. Other components of the site survey will consist of an assessment of your current equipment, confirmation of current/future staffing and internet connectivity for your agency. It is recommended that you have the specific information pertaining to these items available during the site survey visit.

**Agency Orientation Meetings.** Your IDHS Representative will contact you to make arrangements for these meetings. These meetings will provide an opportunity for you and your staff to discuss any questions you have regarding the implementation and to provide additional information designed to assist you in your preparation for eCornerstone. The first Agency Orientation meeting should occur at least 5 weeks before your eCornerstone live date. It is our goal to provide you with as much information as we can to ensure the

