



eCornerstone Application Update

for February 7, 2005 Deployment

The following changes to the eCornerstone system were deployed February 7, 2005. If you have any questions about this application update or version 2.3, please contact the Cornerstone Call Center toll-free at 1-877-447-4221.

NOTE: The data displayed on screen captures is test data, and in no way reflects actual data being captured by eCornerstone agencies.

GENERAL INFORMATION

General changes to the application are organized according to the eCornerstone menu, followed by changes specific to each program.

The **eCornerstone Reference Manual** has been updated with all modifications and enhancements outlined in this document. The Reference Manual can be found by selecting "Help" from the menu, or selecting the "Reference Manual" link under the User Help section on the Home Page.

With the release of eCornerstone version 2.3, eCornerstone agencies are allowed to request the **security coordinator** assignment at each of their individual **sites**. Previously, users were limited to requesting the assignment of two security coordinators per **agency**.

It is strongly recommended that the agency designate two persons as Security Coordinators, so that someone is always available to carry out these responsibilities in case of absence or termination of employment. It is recommended that a Program Supervisor level or higher serve as the Security Coordinator.

New functionality on the Agency Security Coordinators page allows users to view the individuals designated as security coordinators in their agency. The new Agency Security Coordinators page is accessed by selecting the "Display Agency Security Coordinators" link in the Administrative menu. The information displayed on the Agency Security Coordinators page displays the security coordinators only for the user's agency.

The **appearance of the eCornerstone system has been modified**. Users will notice the following changes:

- The Department of Human Services logo has been placed on the top of each page.
- Participant details previously found in the gray Client Information bar are now located in an information box in the top right corner of each page.
- Information previously found in the footer of each page (login information and system version details) is also located in the information box in the top right corner of each page.
- The overall “new look” of the system has resulted in changes in character fonts and styles.

Buttons have been modified in the eCornerstone system.

- On pages where “Reset” buttons existed, the buttons have been changed to read “Clear”. The “Clear” button removes data just entered on that page.
- On pages where searches are performed, the “Lookup” button is now the “Search” button.
- On pages that contain lists, the “Search” and/or “Display” buttons are now a “Filter” button.

PARTICIPANT MENU

Functionality is now available for tracking, adding, and editing participant’s allergy and medication information on the **Allergies and Medications Summary page**.

NOTE: All medically related information should be used solely for educational and other informational purposes. The information recorded should not be used for diagnosis for any condition or any other medical purpose without the advice and supervision of a licensed and qualified health care provider. The information is compiled from a variety of sources but should not be considered complete and should not be used in place of a visit, call, consultation, or advice of the physician or other health care provider.

Once a participant is selected, the Allergies and Medications Summary page is accessed by selecting the “Allergies and Medications” link in the Participant menu. The following participant information is displayed on the new Allergies and Medications Summary page:

- Primary Physician
- Secondary Physician
- Emergency Contact
- Allergies
- Medications

Primary Physician

The primary and secondary physicians should be entered on the Add/Edit Provider Information page. For physician’s names to appear on the Add/Edit

Participant Physician page, the "Physician" check box must be selected when entering the physician as a service provider.

The Primary Physician section lists the participant's primary physician. Only one physician will have this designation.

- If this information has not been added, the "Add Primary Physician" link will be displayed. Select this link to display the Add/Edit Participant Physician page where a physician can be selected from the Physician Name drop down list.
- If a primary physician has been selected, the physician's name will be listed. Select the physician's name to display the Add/Edit Participant Physician page, where the information can be changed by selecting another name from the drop down list or deleted.

Secondary Physician

The Secondary Physician section lists the participant's secondary physician(s). The Secondary Physician must be different from the Primary Physician.

- If this information has not been added, the "Add Secondary Physician" link will be displayed. Select this link to display the Add/Edit Participant Physician page where a physician can be selected from the Physician Name drop down list.
- If a secondary physician has been selected, the physician's name(s) will be listed. Select the physician's name to display the Add/Edit Participant Physician page, where the information can be edited or deleted.

Emergency Contact

The Emergency Contact section displays the participant's emergency contact. This section is read only and is edited using the Relationship drop down list on the Intake – Add Family Support Contact page if adding a new contact, or the Relationship drop down list on the Intake – Add Family Support Contact Relationship page if editing an existing contact.

Allergies

The participant's allergies are displayed in the Allergies section.

- Select the "Add Allergy" link to add allergies using the Add/Edit Allergy page. Use the drop down list in the "Allergy Type" field to select the appropriate type of allergy. Click in the "Comments" field to enter appropriate comments. Enter the Start Date or use the pop-up calendar to select the correct date. The Start Date is the date the child first developed the allergy. If the participant no longer suffers from an allergy, enter the date he/she ceased being allergic in the "End Date" field, or use the calendar to choose the correct date.
- Allergies listed can be edited or deleted using the Add/Edit Allergy page. To edit or delete an allergy, select the allergy in the "Allergy Type" field. The Add/Edit Allergy page is displayed.

Medications

The participant's medications are listed in the Medications section.

- Select the "Add Medications" link to add medications using the Add/Edit Medication page. Use the drop down list in the "Medication Type" field to select the type of medication. Enter the

prescribed quantity in the "Prescribed Quantity" field. Enter the dosage in the "Prescribed Dosage" field. Use the drop down list to enter the dosage information in the "Measures of Doses/Units" field. Use the drop down list in the "Medication Frequency" field to indicate how often the medication is to be taken. Use the drop down list in the "Doses Type" field to select the appropriate dosage type. Use the drop down list in the "Time of Day" field to select the time of day the medication should be taken. In the "Start Date" field, enter the date the prescription started, or use the pop up calendar to select the appropriate date. In the "End Date" field, enter the date the prescription ended, or use the pop up calendar to select the appropriate date.

Allergies And Medications Summary

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

Participant info:
 Name: Aldrich, Tony Consent at this Agency: Yes
 Cornerstone Id: A436-3509-0694-00 Gender: Female
 Date of Birth: 04/01/1990 Intake Date: 04/01/2004

Primary Physician

Primary Physician Name

[Uppi Dada, M.B.B.S.](#)

Secondary Physician(s)

Secondary Physician Name

[Munna Bhai, M.B.B.S.](#)

[Shankar Dada, M.B.B.S.](#)

[Add Secondary Physician](#)

Emergency Contact

Contact Name

Linda Aldrich

Allergies


| Allergy Type | Start Date | End Date |
|------------------------------|------------|------------|
| Airborne | 11/01/2002 | 01/04/2005 |
| Animals | 11/01/1999 | 12/14/2004 |
| Insect Bites | 01/13/2004 | |

[Add Allergy](#)

Medications

| Medication Type | Start Date | End Date |
|--------------------------------------|------------|------------|
| Alrgy -Anthist/Decon | 11/01/2004 | |
| Alrgy -Intranasal | 01/01/2004 | 01/03/2005 |

[Add Medication](#)


[skip navigation](#)

eCornerstone

[Home](#) > [Lookup](#) > [Participant](#) > [Administrative](#) > [Help](#) > [Logout](#)


Add/Edit Participant Physician

Note: Fields marked with an asterisk (*) are required.

*Physician Name:

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

Participant info:
 Name: Aldrich, Tony Consent at this Agency: Yes
 Cornerstone Id: A436-3509-0694-00 Gender: Female
 Date of Birth: 04/01/1990 Intake Date: 04/01/2004


[skip navigation](#)

eCornerstone

[Home](#) > [Lookup](#) > [Participant](#) > [Administrative](#) > [Help](#) > [Logout](#)

Add/Edit Allergy

Note: Fields marked with an asterisk (*) are required.

*Allergy Type:

Comments:

*Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

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

Participant info:
 Name: Aldrich, Tony Consent at this Agency: Yes
 Cornerstone Id: A436-3509-0694-00 Gender: Female
 Date of Birth: 04/01/1990 Intake Date: 04/01/2004

DHS Illinois Department of Human Services *Carol L. Adams, Ph.D., Secretary*

eCornerstone

Home > Lookup Participant > Administrative > Help Logout

Add/Edit Medication

Note: Fields marked with an asterisk (*) are required.

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

Participant info:
 Name: Aldrich, Tony Consent at this Agency: Yes
 Cornerstone Id: A438-3509-0694-00 Gender: Female
 Date of Birth: 04/01/1990 Intake Date: 04/01/2004

*Medication Type: Alrgy -Anthist/Decon

*Prescribed Quantity: 1

*Prescribed Dosage: 100

*Measures of Doses/Units: Teaspoon

*Medication Frequency: Once a day

Doses Types: Oral

Time of Day: Pre-Meal

*Start Date (mm/dd/yyyy): 02/01/2005

End Date (mm/dd/yyyy):

Cancel Save

The system has been modified to **prevent adding duplicate services for a participant**. If the service entered on a participant's Service Detail Page matches an existing service category and type for that participant, an error message will occur and the service will not be added.

DHS Illinois Department of Human Services *Carol L. Adams, Ph.D., Secretary* [skip navigation](#)

eCornerstone

Home > Lookup Participant > Administrative > Help Logout

Service Detail

Validation Errors:

- Participant already has a matching Service Category/Service Program that is 'In Progress' or 'On Hold'.

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

Participant info:
 Name: Assignments, More
 Cornerstone Id: A225-5608-8797-00 Gender: Female
 Date of Birth: 07/11/1988 Intake Date: 11/15/2004

ADMINISTRATIVE MENU

Security Coordinators will now perform functions originally performed in the User Administration module, within the eCornerstone system.

The User Administration module is no longer available. The following menu options are found in the Administrative menu's Worker Administration submenu, and are available only to users at the Security Coordinator level:

- Make Worker Active/Inactive
- Update Worker Authorities
- Reset Worker Password
- Update Worker Name/Title
- Update Worker Programs
- Update Worker Supervisor
- Update Worker Subordinates
- Terminate Worker



The screenshot displays the eCornerstone web application interface. At the top, the header includes the DHS Illinois Department of Human Services logo and the name of the Secretary, Carol L. Adams, Ph.D. The navigation bar contains links for Home, Lookup, Administrative, Help, and Logout. The Administrative menu is expanded, showing a list of options including Assign Multiple Participants, Transfer Worker Caseloads, Close A Case Assignment, Administrative Functions, Display Agency Security Coordinators, Maintain Agency, Worker Time/Activity, Program Planning, Attendance, Reports, YASI/Case Planning Training, and Worker Administration. The Worker Administration submenu is highlighted with a red circle, listing the following options: Make Worker Active/Inactive, Update Worker Authorities, Reset Worker Password, Update Worker Name/Title, Update Worker Programs, Update Worker Supervisor, Update Worker Subordinates, and Terminate Worker. A user login box on the right indicates the user is logged in as 'cststall' and provides a link to the eCornerstone Version: 2.3.0.

When **adding a service provider**, any search criteria (Service Type(s), Provider Name, City, and Zip Code) entered on the Provider Search page is now displayed on the Add/Edit Provider Information page. Previously, the

information would have to be reentered onto the Add/Edit Provider Information page.

The **Scheduled Items Search page** has been modified to display comments that were entered in the "Comments" field on the Scheduled Service/Event page. Additionally, the comments will also be displayed on the Printer Friendly View of the Scheduled Items page.

TEEN REACH

An **Attendance History page**, which shows program attendance information for Teen REACH participants, is now available by selecting the "Attendance History" link located in the Participant menu. After selecting a participant and accessing the Attendance History page, a message will appear if no attendance information has been added for that participant. If attendance information is available, the following items will be displayed in chronological order with the most recent attendance information first:

- Attendance Date
- Site
- Event
- Start Time
- End Time
- Category/Service

All recorded attendance information is automatically displayed, but the results can be narrowed down using the Begin Date and End Date fields.

The screenshot shows the "Attendance History" page in the eCornerstone system. At the top, there is a navigation bar with links for Home, Lookup, Participant, Administrative, Help, and Logout. The page title is "Attendance History". Below the title, there are two date input fields: "Begin Date: (mm/dd/yyyy)" and "End Date: (mm/dd/yyyy)", each with a calendar icon. A "Filter" button is located below the date fields. On the right side, there is a box containing user information: "You are logged in as: cststall", "eCornerstone Version: 2.3.0 (opens in a new window)", and "Participant info: Name: Aldrich, Tony; Cornerstone Id: A436-3509-0694-00; Gender: Female; Date of Birth: 04/01/1990; Intake Date: 04/01/2004". Below this information is a table with the following data:

| Attendance Date | Site | Event | Start Time | End Time | Category/Service |
|-----------------|----------------------|------------------|------------|----------|---|
| 12/02/2004 | YOUTH SERVICE BUREAU | something fun | 08:00 AM | 4:30 PM | Teen REACH/ Non-Core Service |
| 11/15/2004 | 123 ABC Center | A Roberts Victim | 08:00 AM | 9:00 PM | Teen REACH/ Academic Achievement |
| 09/14/2004 | YOUTH SERVICE BUREAU | something fun | 08:00 AM | 4:30 PM | Teen REACH/ Non-Core Service |
| 09/01/2004 | 123 ABC Center | Coloring | 07:00 AM | 08:00 AM | Teen REACH/ Sports Enrichment/Recreation/Arts & Culture |

A **"Last Day of Attendance" Report** can now be viewed and printed. This report is updated once a week on Sunday night. Select the "Reports" link in the Administrative menu to display the Available Reports page. To view the "Last Day of Attendance" report, click on the "Last Day of Attendance by Site" link. The report will be displayed in a new window. In the Last Day of Attendance column, the date listed indicates the last day that the participant attended any Teen REACH program at any location. Names on the list that do not have a date next to them indicate they have not attended any Teen REACH scheduled events.

Illinois Department of Human Services
Carol L. Adams, Ph.D., Secretary

slap navigation

eCornerstone

Home > Lookup Administrative > Help Logout

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

Available Reports

All links to reports open a PDF document in a new window. In order to successfully view the reports on this page, you must have Adobe Acrobat Reader 5.0 or higher. To download or upgrade this software for free, click on the Adobe icon to the left.

Reports Available For Your Agency

- [TeenREACH - Active Participants By Site As Of 1-3-2005](#)
- [TeenREACH - Active Participants By Site As Of 12-6-2004](#)
- [TeenREACH - Active Participants As Of 12-6-2004](#)
- [TeenREACH - Last Day of Attendance By Site](#)
- [TeenREACH - Last Day of Attendance By Site As Of 1-10-2005](#)
- [TeenREACH - Last Day of Attendance By Site As Of 1-12-2005](#)
- [TeenREACH - Last Day of Attendance As Of 1-10-2005](#)
- [Youth Services - New Enrollments For Quarter 3 of 2004](#)
- [Youth Services - Terminations For Quarter 3 of 2004](#)

Illinois Department of Human Services
Bureau of Youth Services and Delinquency Prevention
Teen REACH
Last Day of Attendance
As of: Wednesday, January 12, 2005

AGENCY NAME: YOUTH SERVICE BUREAU AGENCY NUMBER: 167005
SITE: 123 ABC Center

| Enrollment Site | Last Day of Attendance | Participant Last, First | Birth Date | Home Phone | Address | Enrollment Date |
|-----------------|------------------------|-------------------------|------------|----------------|--|-----------------|
| 123 ABC Center | 12/2/2004 | Aldrich, Tony | 4/1/1990 | (217) 787-4675 | 1 Tony Aldrich Lane Springfield IL 66456 | 11/16/2004 |
| 123 ABC Center | | Frost, Katie | 9/22/1989 | (217) 545-6985 | 500 Booker Street Springpatch IL 61240 | 8/15/2004 |
| 123 ABC Center | | Hankster, Shelly | 4/12/1987 | (217) 457-9632 | 123 block party springfield IL 67032 | 8/31/2004 |

Number of Active Participants: 3

Two fields have been added to the **Add Participant Related Time/Activity** and **Modify Participant Related Time/Activity** pages.

- **“Activity Contact Type” field**
Select the “Individual” radio button if the activity performed was on an individual basis with the participant. Select the “Group” radio button if the activity performed was in a group environment.
- **“Activity Indicator” field**
Select the “On-Site” radio button if the activity performed with the participant was done at the agency. Select the “Off-Site” radio button if the activity was performed outside of the agency.

The screenshot displays the 'Add Participant Related Time/Activity' form in the eCornerstone system. The header includes the DHS Illinois Department of Human Services logo and the name of the Secretary, Carol L. Adams, Ph.D. The navigation bar shows 'Home > Lookup > Participant > Administrative > Help > Logout'. The form title is 'Add Participant Related Time/Activity'. A note states: 'Note: Fields marked with an asterisk (*) are required.' The form fields are: '*Activity Date:' with a calendar icon; '*Activity:' with a dropdown menu; '*Time Spent:' with 'Hour(s)' and 'Minute(s)' input boxes; '*Activity Performed By:' with a dropdown menu showing 'CS TRNALL' and an 'or' option; '*Activity Contact Type:' with radio buttons for 'Individual' and 'Group'; and '*Activity Indicator:' with radio buttons for 'On-Site' (selected) and 'Off-Site'. At the bottom are 'Cancel' and 'Save' buttons. A participant info box on the right shows: 'You are logged in as: cststall', 'eCornerstone Version: 2.3.0 (opens in a new window)', 'Participant info: Name: Aldrich, Tina Lynn, Cornerstone Id: A436-3508-8880-00, Gender: Female, Date of Birth: 10/01/1988, Intake Date: 03/01/2004'.

With the release of version 2.3, any attendance record dated 30 days prior to the current date is read-only and can not be edited. Additionally, attendance records for activities that took place 30 days prior to the current date can not be entered.

The To Do message "Participant not Attending" will now be activated if the participant has not attended in the last 30 days. Previously, the message appeared for participants not attending in the last 60 days.

YOUTH SERVICES

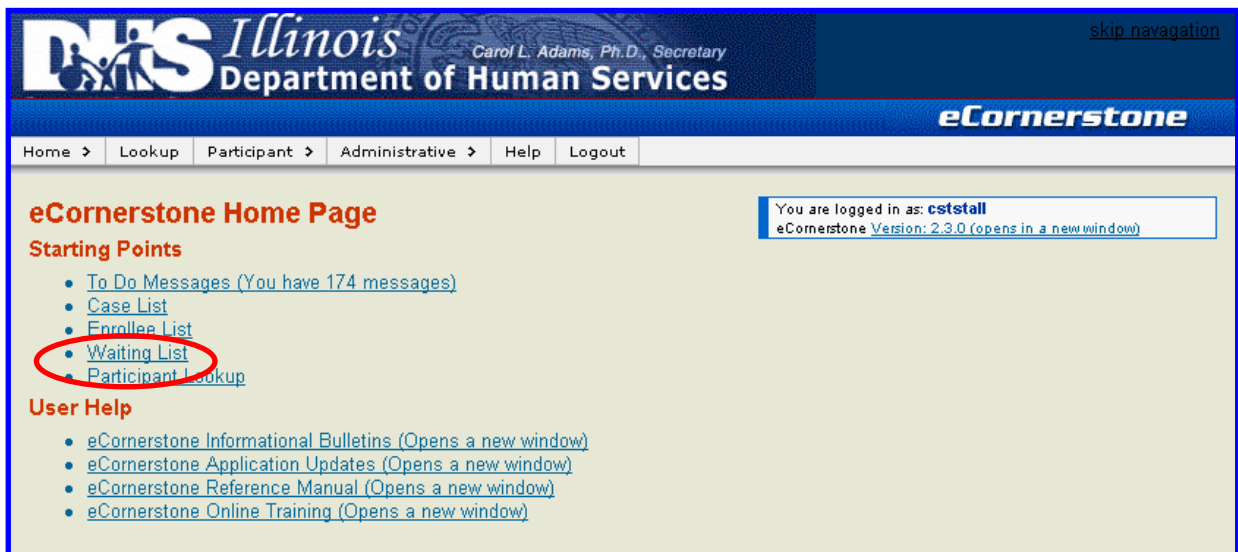
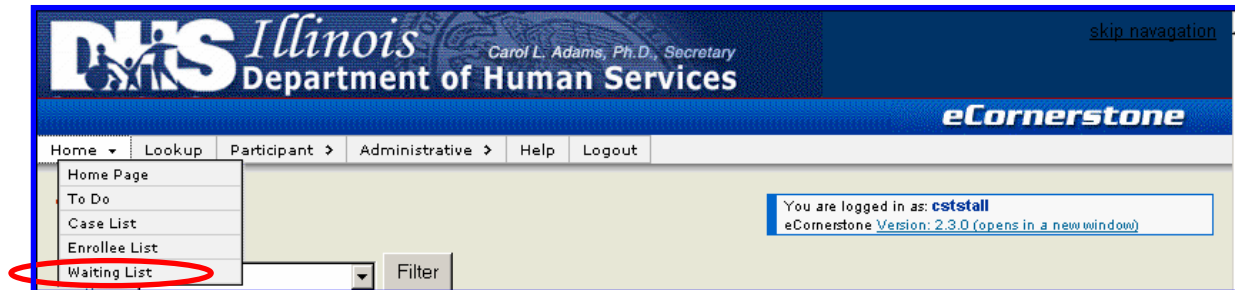
Functionality has been added to display a program Waiting List. The **Waiting List page** is accessed in the Home menu or from the “Waiting List” link in the “Starting Points” section of the Home page.

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

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.

Selecting a participant's name in the Participant Name column will 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 |