



eCornerstone Application Update

for April 4, 2005 Deployment

The following changes to the eCornerstone system were deployed April 4, 2005. If you have any questions about this application update or version 2.4, 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.
- **A new eCornerstone Information Center** will be used to communicate important information 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. When new messages are available, the user will automatically be routed to the Information Center instead of the Home Page. New messages and links to new documents will be posted in the Information Center. Messages will be organized according to programs, but all users will see all program-specific messages, not just the messages that pertain to their program(s). The "Messages from DHS for All Programs" section contains messages that pertain to all programs.

The "Broadcast Messages" section of the application is no longer on the Home Page, as it is now incorporated into the new Information Center. Each local agency will also have the ability to post messages that can be viewed only by staff of that agency.

Once each message in the Information Center is read, select the corresponding check box, indicating the information has been reviewed. Once all messages have been reviewed and the corresponding boxes have been

checked, select the "Hide Selected Messages" button to hide messages that have been reviewed. Those messages will become "hidden" but can be viewed until their expiration date, by selecting the "Show Hidden Messages" button.

If, when logging in, no new messages have been posted, (if all the current messages' check boxes have been selected), the user will be directed to the Home Page.

The Information Center can be accessed via a new link in the "Starting Points" section of the Home Page and from the Home menu. Messages will automatically be deleted once their expiration date is reached.

The screenshot shows the eCornerstone Information Center interface. At the top, there is a blue header with the DHS Illinois Department of Human Services logo and the name of the Secretary, Carol L. Adams, Ph.D. Below the header is a navigation menu with links for Home, Lookup, Administrative, Help, and Logout. The main content area is titled "eCornerstone Information Center" and includes a login status box indicating the user is logged in as "cststall" and the application version is 2.4.0. Below this, there are three message boxes: "Messages from DHS for All Programs" (announcing a new version of eCornerstone), "Messages from DHS for Comm for Youth" (announcing an updated user manual), and "Agency Messages for CCBYS" (announcing required training on Friday, April 8). A "Show New Messages Only" button is located at the bottom of the message area.

ADMINISTRATIVE MENU

- In an effort to comply with the accessibility requirements set forth by the Americans with Disabilities Act, the following **pages have been modified**:
 - **Provider Services page:** When selecting a provider from the provider drop down list, the information will not be displayed until the "Filter" button is selected. Previously, the information would automatically be displayed without having to select the "Filter" button.
 - **Event Location page:** When selecting a site from the site drop down list, the information will not be displayed until the "Filter" button is selected. Previously, the information would automatically be displayed without having to select the "Filter" button.
 - **Event Descriptions page:** When selecting a site from the program drop down list, the information will not be displayed until the "Filter"

button is selected. Previously, the information would automatically be displayed without having to select the "Filter" button.

- **Reports that contain "protected information"** (the names and other personal information of participants) are now available only to users of the eCornerstone system. Users will have access to reports that are specific only to their agency, and cannot access other agencies' reports.

To access the agency's reports, select the "Reports" link in the Administrative menu. The Available Reports page is displayed. Select the new "Protected Reports" link on the Available Reports page to open a new window. Links to reports that contain protected information are displayed, and can be viewed by selecting the appropriate link.

Staff at the Illinois Department of Human Services will not have access to the "Protected Reports" link.

Available Reports

You are logged in as: **cststall**
eCornerstone Version: 2.4.0 (opens in a new window)

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

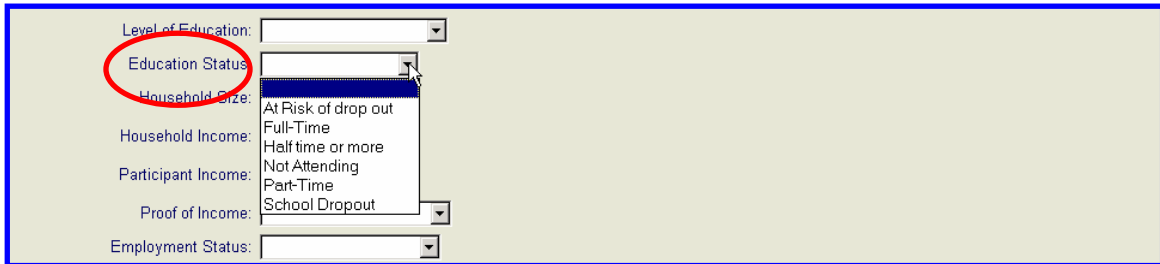
- [Teen REACH - Active Participants By Site](#)
- [Teen REACH - Active Participants](#)
- [Teen REACH - Last Day of Attendance By Site](#)
- [Teen REACH - Last Day of Attendance](#)
- [Teen REACH - Terminations](#)
- [Teen REACH - Terminations](#)
- [Teen REACH - Terminations For Quarter 4 of 2004](#)
- [Teen REACH - Terminations For Quarter 4 of 2004](#)
- [Youth Services - New Enrollments For Quarter 3 of 2004](#)
- [Youth Services - New Enrollments](#)
- [Youth Services - New Enrollments For Quarter 4 of 2004](#)
- [Youth Services - Terminations For Quarter 3 of 2004](#)

Click the link to view the available Reports in that folder

[Protected Reports \(These reports contain Participant related information\)](#)

PARTICIPANT MENU

- The **“Education Status”** field has been added to the Intake-Demographic page. This field will be used to indicate if the participant is attending school, how frequently they are attending, and if they are at risk of dropping out of school.

A screenshot of a web form titled 'Intake-Demographic' with a blue border. The form contains several fields: 'Level of Education', 'Education Status', 'Household Size', 'Household Income', 'Participant Income', 'Proof of Income', and 'Employment Status'. The 'Education Status' field is highlighted with a red circle, and its dropdown menu is open, showing options: 'At Risk of drop out', 'Full-Time', 'Half time or more', 'Not Attending', 'Part-Time', and 'School Dropout'. A mouse cursor is pointing at the 'At Risk of drop out' option.

- The **Youthbuild program has been added to the eCornerstone system.** Participants can be enrolled into this program via the Add Enrollment-Program Selection page. Additionally, the Youthbuild program can be utilized as a participant service once Youthbuild is added to the agency’s list of services.

TEEN REACH

- The system has been modified to prevent **Scheduled Items** from being scheduled more than 30 days in the past.
- **Scheduled items more than 30 days old with no recorded attendance** will automatically be deleted from the system.

YOUTH SERVICES

- The system has been modified so that **participants whose status is “Active” can not be changed to “Wait List” status.** If the worker finds it appropriate to move a participant from “Active” to “Wait List” status, the participant should be terminated using the reason of “Wait List” on the Program Enrollment page, and then re-enrolled in that program using the “Wait List” status.