



# eCornerstone Application Update

## for May 16, 2005 Deployment

*The following changes to the eCornerstone system were deployed May 16, 2005. If you have any questions about this application update or version 2.4.2, 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.
- **The "State" field is now required** to be completed throughout all functionalities within eCornerstone. The "State" field was previously required to be completed on only some pages.

### ADMINISTRATIVE MENU

- The system has been modified to include a **Resource Type filter on the Local Provider Summary page**. This will enable the information on the Local Provider Summary page to be displayed according to Resource Type. Use the drop down list to select the appropriate resource type, and select the "filter" button. The Local Provider Summary page is accessed by selecting "Maintain Agency" in the Administrative menu, then by selecting "Providers" in the Maintain Agency submenu.

- A column has been added to the Local Provider Summary page indicating if the organizations listed are designated as sites and if the site is open or closed.

**Local Provider Summary**

You are logged in as: **cststall**  
eCornerstone Version: 2.4.2 (opens in a new window)

Resource Type:  Filter

	Address	City	Zip	Site Status
<a href="#">(SECRET) MISSION</a>	123 north 2nd st	springfield	62705	Not A Site
<a href="#">123 ABC Center</a>	100 abc st	Anna1	11777	Open
<a href="#">123 Conference Center</a>	555	Springfield	55555	Open
<a href="#">A</a>	309 West New Indian Court edit	AURORA	60506	Not A Site
<a href="#">A 1 1</a>	resource testing edited	contactworld	87877	Open

- **The process for adding (opening) an agency site has been modified.** After searching for the site on the Provider Search page, if the search does not find the site, select the "Add" button. The Add Provider Information page is displayed. The provider's name, address, phone, and email address are entered on this page, and a resource description can be added. In the "Resource Type" field, select the "Site" checkbox. Select "Save" to display the new **Edit Site Information** page. On this page, the provider's e-mail address can be updated as can the site description. The provider's address(es) and phone number(s) can be added, edited, or deleted on this page.

The Edit Site Information page also displays the **site's open date**. The open date is the date the site was entered into the system as a provider of activities and services. Sites already entered in the eCornerstone system will be assigned an open date equal to the date of the site's earliest activity in the system.

**NOTE:** A site's activities and enrollments can be recorded **only** from the site's open date and forward.

### Edit Site Information

You are logged in as: **cststall**  
eCornerstone [Version: 2.4.2 \(opens in a new window\)](#)

\*Site Name:

Email Address:

Site Description:   
Only 300 characters will be saved.  
You have 300 characters left.

Open Date (mm/dd/yyyy): 04/04/2005

Close Date (mm/dd/yyyy):

Resource Types:  Health Care Provider  School

#### Address

Address Type	Street Address	City	State	Zip
<a href="#">Business</a>	1234 Sprain Street	Sallyville	IL	33333

[Add Address](#)

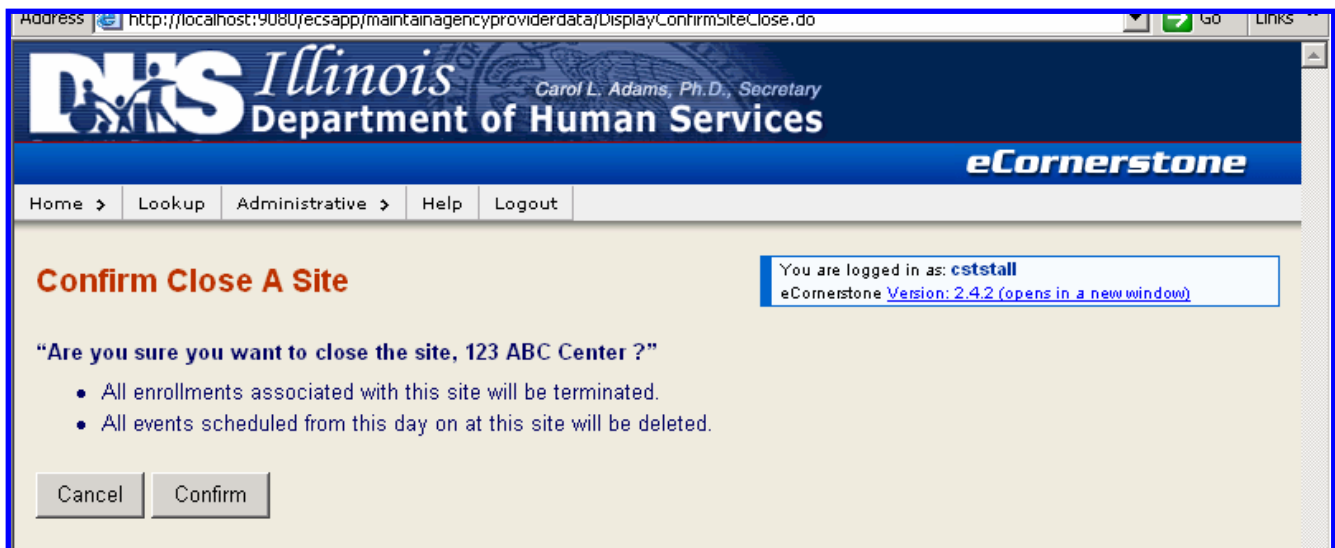
#### Phone Number

Phone Number Type	Phone Number
<a href="#">Business</a>	(555) 555-5555

[Add Phone](#)

No Projected Daily Attendance Information is available for this Site.

- The system has been modified to accommodate the changes resulting from **closing a site in eCornerstone and reopening a site that has been closed.**
  - **Closing a site in eCornerstone:** After selecting the appropriate site from the Local Provider Summary page, the new "Edit Site Information" page is displayed. To close the site, select the "Close Site" button. The new "Confirm Close A Site" page is displayed, asking for confirmation that the site should be closed. This page also indicates that if the site is closed, **all active enrollments associated with the site will be terminated.** It also indicates that **all events scheduled with the site from the current date on will be deleted.** The site will be assigned a "Close Date". The Close Date is the date the site was closed in the eCornerstone system.



- **Reopening a Site That Has Been Closed:** Select the closed site that is to be reopened from the Local Provider Summary page. The Edit Site Information page is displayed. Select the "Re-Open Site" button. The Local Provider Summary page is displayed, and the site is now listed as "open". The site will be assigned a new "Open Date". The open date is the date the site was reopened in the eCornerstone system.
- **How attendance, scheduling, and enrollments are affected by Closing and/or Reopening Sites:** Attendance can be taken and events can be scheduled up to 30 days in the past. Therefore, if the site closed October 31, and the current date is November 15, attendance can be taken and events can be scheduled from October 16 (30 days before November 15) to October 31 (site close date). Events can not be scheduled for the time period the site is closed.

Once a site has reopened, items can not be scheduled prior to the site's new open date. Additionally, **when a new site is entered** into the system it cannot be selected for an existing enrollment that has a Start/Certification Date earlier than the new site's open date unless the existing enrollment is terminated and the participant is re-enrolled in that program.

The "Site of Program Service" dropdown list on the Program Enrollment page will display all sites that were open in the last 30 days. Sites that were open in the last 30 days but are now closed will be displayed in the dropdown list, but the list will indicate if the site is currently closed. If a worker backdates an enrollment to a site that is currently closed, the system will open the enrollment on the requested date, but will terminate the enrollment as of the site close date. This will allow the participant's attendance to be entered for the period from the enrollment start date up to the site's close date.

Status: Active

\*Initial Contact Date:

\*Start/Certification Date:

Household Number:

Household Income:

Participant Income:

Proof of Income:

\*Site of Program Service: Lake Land Gym

**Referring Information**

Reason:

Source: Kindergarten

Date: Lake Land Gym

Last Name: Monroe Elementary School

First Name: Navigation (\*\*CLOSED\*\*)

- When deleting or changing a scheduled item that is a "Grouped Item", the **"From Today's Date On" radio button has been changed to read "From This Date On"**. Therefore, the item will be changed according to the begin date of the scheduled item being edited.

**Scheduled Service / Event (Grouped Item)**

You are logged in as: **cststall**  
eCornerstone [Version: 2.4.2 \(opens in a new window\)](#)

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

Selected Program: Teen REACH  
Begin Date: 05/01/2005  
\*Start Time: 10:00 AM (hh:mm am/pm - eg. 08:00 am)  
\*End Time: 11:00 AM (hh:mm am/pm - eg. 05:00 pm)  
Event Description: Homework Assistance  
Service: Teen REACH:Academic Achievement  
\*Responsible Person: CS TSTALL OR  
\*Site: 123 ABC Center  
Event Location:  
Capacity:  
Comments:  
\*Extent of Change  
 This Item Only  
 From This Date On (i.e., 05/01/2005)  
 All Items  
Cancel Delete Save

## TEEN REACH

- The "Re-enroll" button is no longer available for Teen REACH participants who are terminated either manually or automatically by the eCornerstone system. The participants will have to be manually re-enrolled.