



eCornerstone

Application Update

for July 19, 2004, Deployment

The following changes to the eCornerstone system will be deployed over the weekend of July 17, 2004, with the updated application available on or before July 19, 2004 (version 2.0). If you have any questions, 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

eCornerstone Reference Manual

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 navigation bar.

In addition, the eCornerstone Reference Manual has undergone a major reorganization. Users still have access to all the information contained in previous versions of the manual, but the information is now organized to reflect the new eCornerstone Navigation Menu. Each component of the menu (Home, Lookup, Participant, Case Plan, Administrative, Help, Logout) is now a chapter, and the functionalities of the menu components are explained within each chapter. For example, a link for Progress Notes is found in the Participant menu. Therefore, the progress note description and detailed instructions on how to enter a progress note will be found in the Participant chapter.

Furthermore, a "program chapter" will be added for each eCornerstone program (Youth Services and Teen REACH program chapters will soon be added). The program chapter provides an overview of each function of the program, and explains how the program uses eCornerstone to collect data according to its program policies.

SYSTEM CHANGES AND ENHANCEMENTS

Teen REACH Functionality

Functionality for the Teen REACH program has been added to eCornerstone. The Teen REACH (Responsibility, Education, Achievement, Caring, and Hope) program responds to the ever increasing need for out-of-school programs by offering services to high-risk youth between the ages of six and 17. Illinois is unique in its efforts to implement such a comprehensive program, and has garnered overwhelming interest and commitment from a diverse group of organizations across the state, including many non-traditional human service grantees. Established by the Illinois Department of Human Services in 1998, the initiative has grown from 37 programs in FY 1999 to 108 programs today. Services are provided at 260 sites statewide, and 31,500 youth are served annually. Piloting of the Teen REACH functionality in eCornerstone will begin July 19, with a full rollout scheduled for later this year.

The eCornerstone system has been modified to assist Teen REACH users in three broad categories:

1. Program Planning
2. Attendance
3. Academic Progress

Users may notice new menu items and pages due to the addition of Teen REACH in eCornerstone.

ADA Requirements

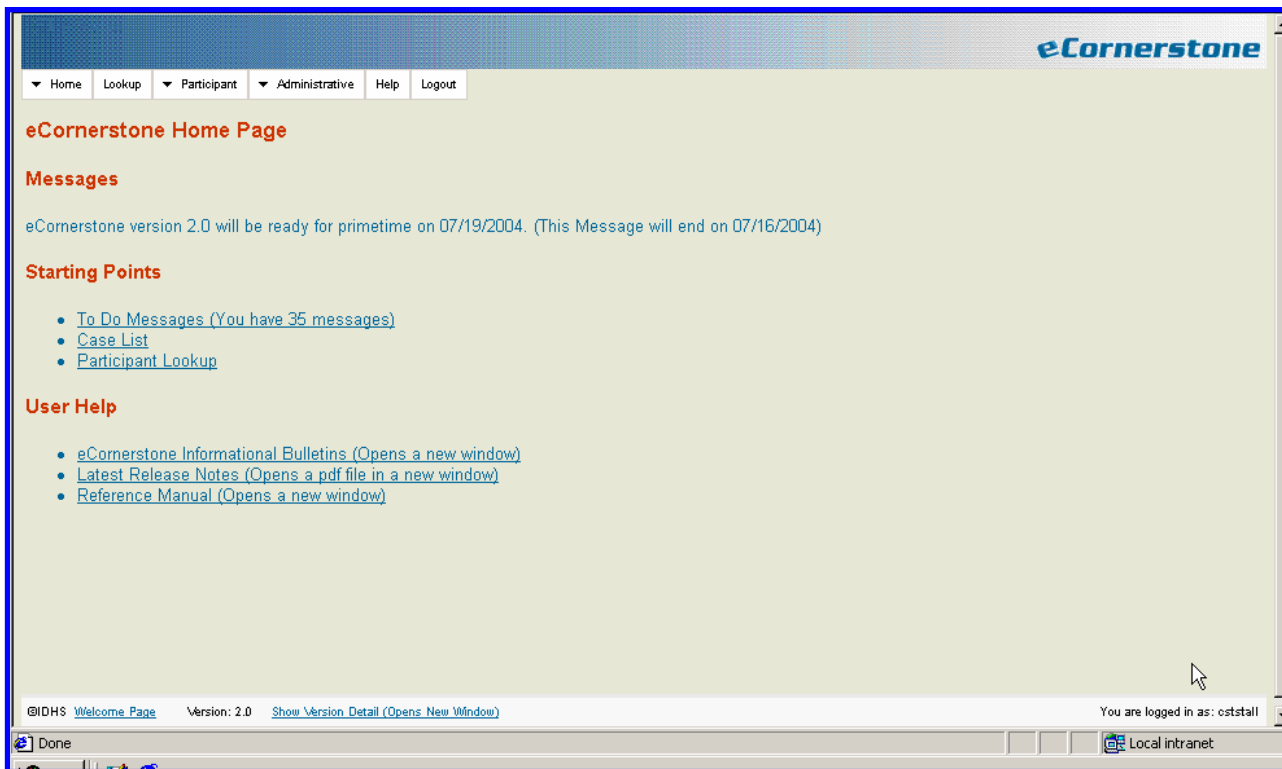
In an effort to meet Internet design and accessibility requirements set forth by the Americans with Disabilities Act (ADA), eCornerstone has undergone significant changes in its appearance and its usability.

One change pertains to the use of a **new menu system**. Starting with Version 2.0 of eCornerstone, users will navigate primarily via links and drop down lists within menus. A new navigation menu appears at the top of each page and provides menus or direct links for the following activities:

- Home (home page, to do list, case list)
- Lookup functionality
- Participant related activities (this menu is displayed following selection/addition of a participant)
- Case Plan (this menu is displayed for participants who are enrolled in a program, have been assigned to a worker, and have a completed YASI assessment)
- Administrative functionality
- Help
- Logout

The eCornerstone **Home Page** is now divided into the following components:

- The **Messages** component appears only when a broadcast message has been activated. The broadcast message appears under the "Messages" heading. The message end date appears in parenthesis.
- Links to the following are found in the **Starting Points** section of the Home Page:
 - To Do Messages
 - Case List
 - Participant Lookup
- The **User Help** component provides links to eCornerstone informational bulletins, the most recent Application Updates, and the eCornerstone Reference Manual.



The **Participant View** page has been removed. All links formerly found on the Participant View page are now located within the eCornerstone navigational menu. When a participant lookup is completed, the Enrollment History page will be displayed rather than the Participant View page.

The **Participant Lookup** has been modified. Users have the option to perform a search by entering the participant's Last Name, First Name, Participant ID, and/or Date of Birth. Name filtering mechanisms include Sounds Like, Exact Match, and Begins With. The Date of Birth search can be filtered to search by Month, Year, or Exact Match. Additionally, users may select the "Advanced Search" link to search by Gender, Social Security Number, IDPA Recipient Number, Street Address, City, State, Zip Code, and/or County.

In addition, the participant lookup results now display only the participant's name, date of birth, gender, and Cornerstone ID. Detailed participant information can be obtained by selecting the "Display Details" link in the Details column.

eCornerstone

Home Lookup Administrative Help Logout

Participant Lookup

Basic Criteria

Name Search Type: Sounds Like Last Name: Smith First Name: Sam
 Match Birth Date By: Month Date of Birth (mm/dd/yyyy): 10/29/88
 Participant ID Number: Basic Search

Advanced Criteria

Gender: Male
 SSN: 555 - 55 - 5555 IDPA Recipient Number:
 Street Address:
 City: State:
 Zip: County:

Lookup

©IDHS Welcome Page Version: 2.0 Show Version Detail (Opens New Window) You are logged in as: cststall

Home Lookup Administrative Help Logout

Participant Lookup

Basic Criteria

Name Search Type: Sounds Like Last Name: smith First Name:
 Match Birth Date By: Month Date of Birth (mm/dd/yyyy):
 Participant ID Number: Advanced Search

Lookup Add

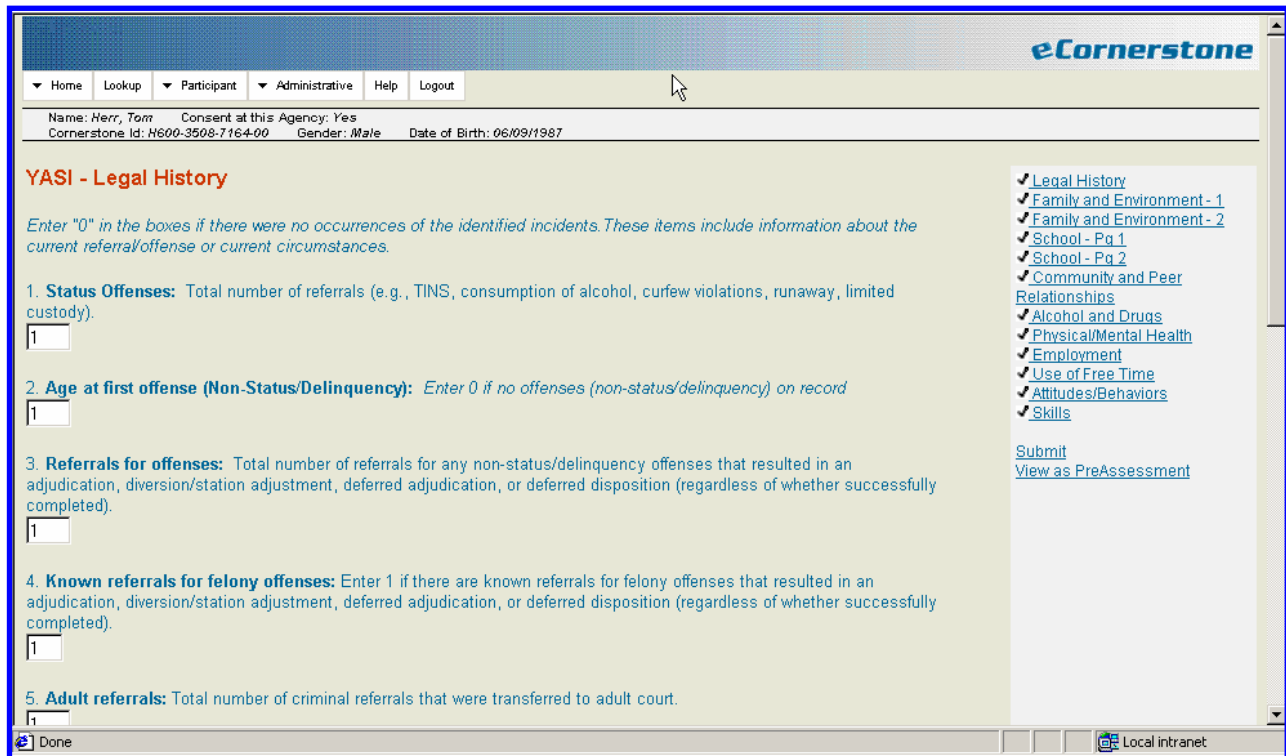
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Name(s)	Date of Birth	Gender	Cornerstone ID	Details
SMITH, SAM (Name)	01/01/0101	M		Display Details
SMITH, JOLIE (Name)	10/24/1582	M		Display Details
SMITH, SAL (Name)	11/20/1949	M		Display Details
SMITH, ALLEN (Name)	11/11/1911	M		Display Details
SMITH, JULIE b (Name)	09/09/1962	M		Display Details
SMITH, ALLEN (Name)	07/04/1999	M		Display Details
SMITH, SUSAN L (Name)	10/24/1582	M		Display Details

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Screens associated with the **YASI Assessment** have been updated to reflect usage of a menu system, rather than tabs. A complete list of pages to be completed for both Pre-and Full Assessments appears in a menu on the right side of the screen. As each page is completed, a checkmark will appear next to the page link.

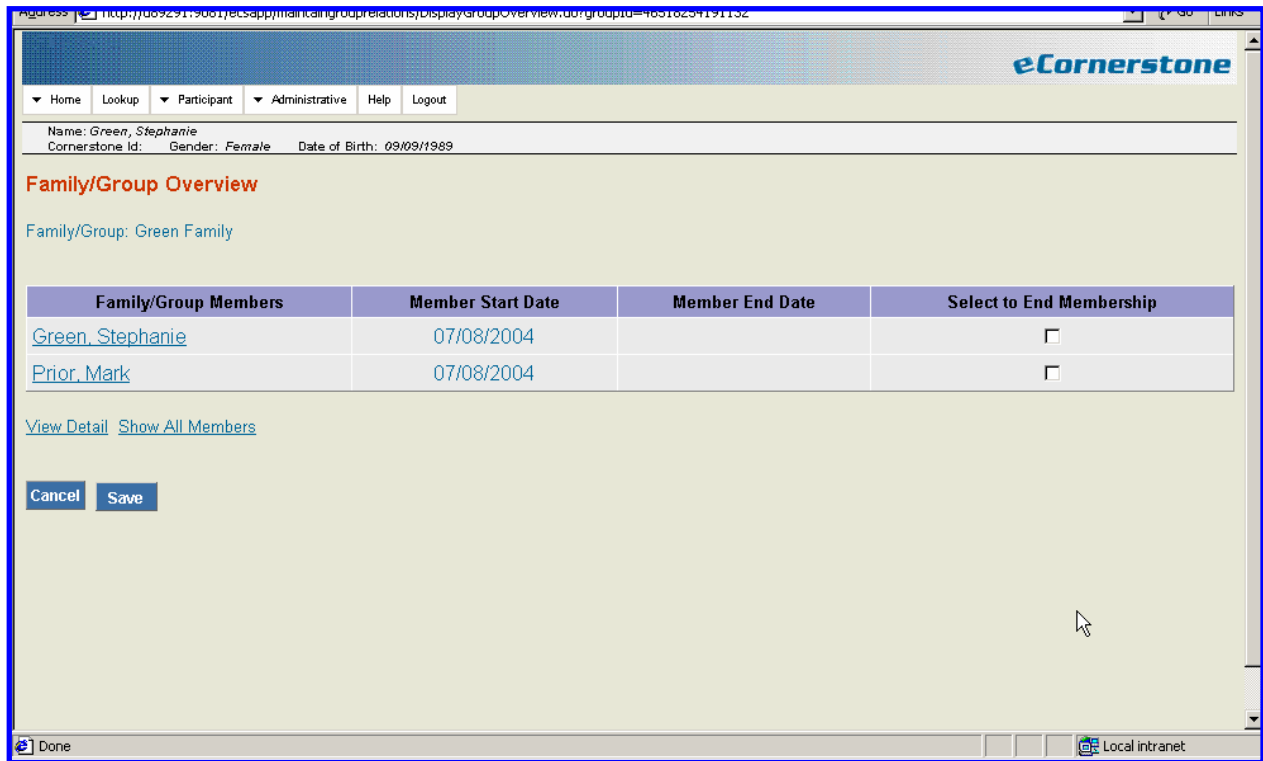


Maintain Family/Group Relationships

New functionality has been added to eCornerstone to allow users to associate a participant with a family/group. A family/group are program participants whom share commonalities. Participants may be grouped at the discretion of each agency. Additionally, a participant may be associated with more than one office and be part of different groups at each location.

The Maintain Family/Group Relationships function assists the user by showing that a particular participant is associated with other program participants. Additionally, the Maintain Family/Group Relationship functionality can be utilized during Participant Intake to reduce the amount of time spent entering participant data such as address, phone number, and family/support contact, that may already exist with another participant. If a participant's address, phone number, and family/support contact information is altered at any time, the system will update the family/group information accordingly.

The new Family/Group Overview page is accessed from the Participant menu, and provides basic information pertaining to a specific family/group. In addition, family/group member relationships are terminated using the Family/Group Overview page.



The Family/Group Overview page provides a link to the Add to a Family/Group page, on which a new family/group can be created.

