



eCornerstone Application Update

for October 4, 2004 Deployment

The following changes to the eCornerstone system will be deployed over the weekend of October 2, 2004, with the updated application available on or before October 4, 2004 (version 2.1). 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

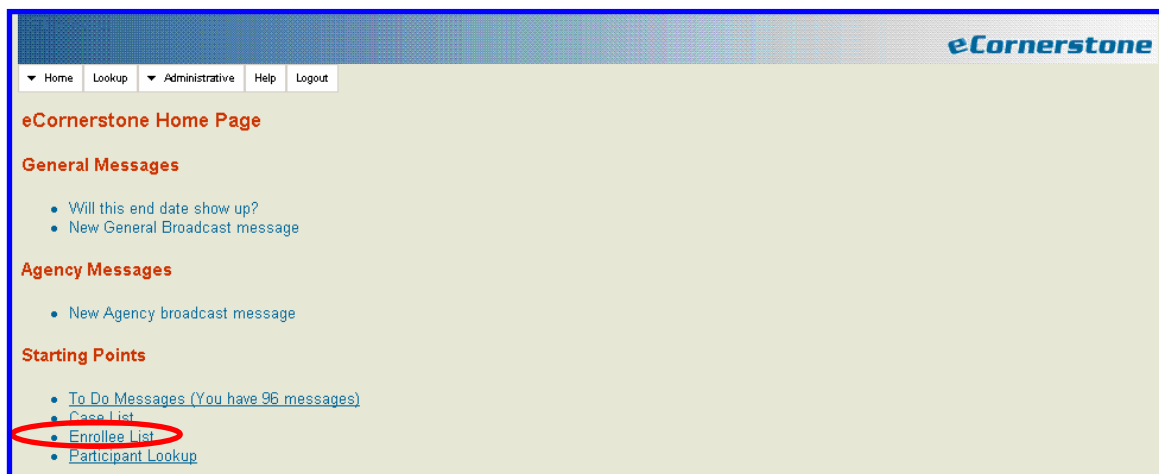
General changes to the application are organized according to the eCornerstone menu, followed by changes specific to each program.

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.

HOME MENU

A message will appear on the **To Do Messages** page whenever active participants have inactive category codes. The message will indicate in what program(s) the participant is enrolled and that a new category code needs to be assigned.

An **"Enrollee List"** link now appears in the Starting Points section of the Home Page. Clicking on the "Enrollee List" link will display the Enrollee List page, where all participants who are actively enrolled in any program in the worker's agency will be listed. The list shows participants' names, and the programs in which each participant is enrolled. The list can be filtered by program.



eCornerstone

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Enrollee List

This page shows all participants with active enrollments in your agency.

Program: [Filter](#)

Participant Name	Program(s)
Aldrich, Tina Lynn	Teen REACH
Aldrich, Tony	Teen REACH
Ambre, Katie	Release Upon Request
Walker, Todd	CCBYS
Wells, Tammy	Teen REACH
Williams Jr, Hank	Teen REACH
Williamson, Client	Homeless Youth
Wilson, Gretchen	Teen REACH
wilson, monica	Teen REACH
wilson, Wanda w	Teen REACH
Winds, Damaging	Teen REACH
Wood, Kerry	CCBYS
Yoakum, Dwight	Teen REACH

The **User Help** section of the Home Page now includes an “eCornerstone Online Training” link. Select this link to navigate to the Community Health Training Center web site’s online training login page. The link will open a new window, and users remain logged into eCornerstone unless a Logout is performed.

User Help

- [eCornerstone Informational Bulletins \(Opens a new window\)](#)
- [Latest Release Notes \(Opens a PDF document in a new window\)](#)
- [Reference Manual \(Opens a new window\)](#)
- [eCornerstone Online Training \(Opens a new window\)](#)

PARTICIPANT MENU

The process for **terminating participant enrollment** has been modified to prevent terminating a participant enrollment that does not have a linked closing assessment. If users attempt to terminate an enrollment with no closing assessment linked, a validation message will appear explaining the enrollment can not be terminated until a closing assessment has been linked, or until one of the following termination reasons is chosen: "Error", "Deceased", or "no resp/cntct unavail".

Modifications have been made so that if a terminated participant re-enrolls in the same program, he or she will remain assigned to their most recent case worker for the program. For example, if Participant Jones is enrolled in CCBYS and assigned to Case Worker Johnson, and Jones is terminated but then re-enrolls in CCBYS, Jones will remain assigned to Johnson until the case is closed manually or transferred to another worker.

The **Intake – Demographic** page has been modified to allow for multiple race descriptions for a participant. The race descriptions are selected using check boxes rather than a drop-down list.

eCornerstone

Home Lookup Participant Administrative Help Logout

Name: BAGWELL, JEFF Consent at this Agency: Yes
Cornerstone Id: B240-2106-0176-00 Gender: Male Date of Birth: 06/21/1960

Intake - Demographic

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

*Date of Birth (mm/dd/yyyy): 06/21/1960

*Gender: Male

SSN: (123-45-6789 or 123456789)

Intake Date (mm/dd/yyyy): 07/01/2004

Mother's Maiden Name:

Participant's Marital Status:

Race:

- Amer Indian/AK Native
- Asian
- Black/African Amer
- Hawaiian/Pac Island
- Hispanic / Latino
- Other
- Unknown
- White

Ethnic Status: Cent/South American

Residential Status:

Migrant: Yes No

The **Intake – Update Family Support Contact Information** page has been modified to allow for simplified recording of multiple relationships, phones, and addresses for a family/support contact, AFTER the initial family/support contact information is entered and saved.

NOTE: New relationship types have been added.

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Name: BAGWELL, JEFF Consent at this Agency: Yes
 Cornerstone Id: B240-2106-0176-00 Gender: Male Date of Birth: 06/21/1960

Intake - Update Family Support Contact Information

Note: Fields marked with an asterisk (*) are required except where "(or)" is used.

Contact Information:

*Organization Name:

(or)*Last Name:

First Name:

Gender:

Legally Responsible: Yes No

Financially Responsible: Yes No

Primary Language:

Relationships:

Type	Start	End
Family Member	09/27/2004	

[Add Relationship](#)

Phones:

Type	Phone
Home	5555555555

[Add Phone](#)

Addresses:

Type	Line 1	Line 2	City	State	Zip	Zip Ext	County	Last Modified
Residential	895 Main		Springfield	IL	55555	0	Sangamon	09/27/2004

[Add Address](#)

The **Program Enrollment** page has been modified to no longer allow multiple initial contact dates for the same participant within the same program. The initial contact date should be entered only once per participant within the same program. If a program enrollment is terminated and the participant is then reenrolled in that program, the initial contact date will now carry forward from the original program enrollment record. The purpose of the initial contact date is to record the first contact with that participant in that program.

The **Service Type Selection** page has been modified to display only the provider services the agency established when initially setting up their local providers. Previously, the list showed every service available, regardless of whether or not the service is actually provided.

ADMINISTRATIVE MENU

New functionality allows users with the Agency Provider Data Entry security role to create **Broadcast Messages** that will be seen only within their own agency. Users with the applicable security role will be able to access the functionality from the Maintain Agency submenu. Detailed instructions can be found in the Administrative Chapter of the eCornerstone Reference Manual. The agency-specific broadcast messages will appear in the Agency Messages section of the Home Page.

Many modifications have been made to the **Maintain Agency and Program Planning submenus** found in the Administrative menu.

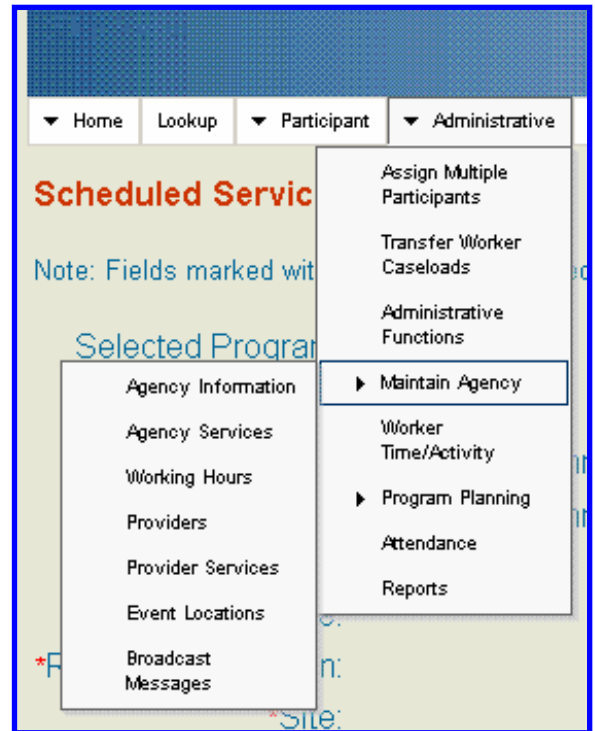
Maintain Agency Submenu

Agency Information/Services has been separated into separate submenu items.

- Selecting **Agency Information** displays a new Agency Information page, where agency address, phone number, and other details are displayed. Selecting the "Edit Agency Information" link allows users to edit the agency information.
- Selecting **Agency Services** displays the new Agency Services page, where services the agency provides are listed. Agency services may be added by selecting the "Edit Agency Services" link.

Information previously found under Service Providers is now found in the Providers and Provider Services submenus.

- Selecting **Providers** displays the Local Provider Summary page. Providers found in the agency's resource directory are displayed.
 - Selecting the name of the provider displays the Add/Edit Provider Information page where existing agency, provider/school/site information can be edited.
 - Providers may be added to the Local Provider Summary page by selecting the "Add Service Provider" link on the bottom of the Local Provider Summary page.
- Selecting **Provider Services** displays the Provider Services page.
 - Users will select the appropriate provider from the drop down list, and a list of the provider's services will be displayed automatically.
 - Provider service information can be edited by selecting the "Edit Provider's Services" link on the Provider Services page. The Select Services page is then displayed. Select a category to view service types. If a service type has previously been selected, a check mark will appear in the box beside the service type. To remove that service type from the list on the Provider Services page, select the checked box and the check mark will be removed. To add a service type, select a box that is not already checked.

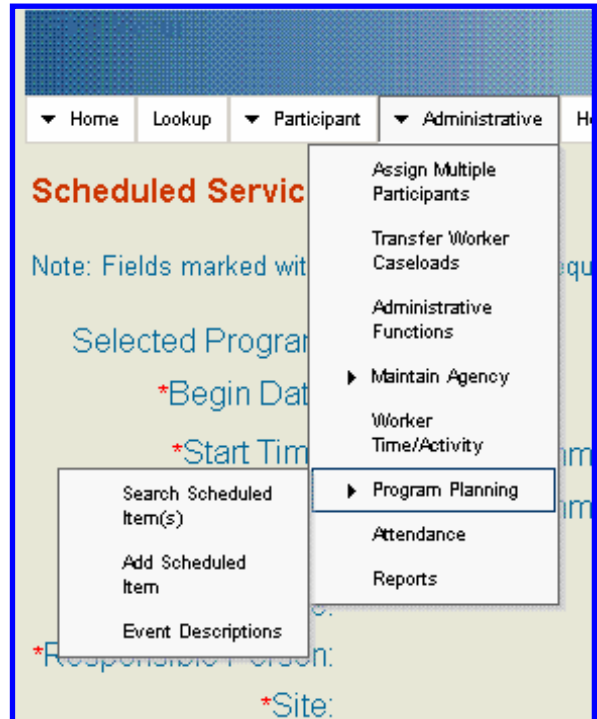


The Site/Event Locations submenu item has been changed to **Event Locations**. (Functionality for adding agency sites is now found in the Provider submenu.) Selecting the Event Location submenu item displays the Event Location page.

- Users will select the appropriate site from the drop down list, and a list of the site's event locations will be displayed automatically.
- To add an event location for that site, select the "Add Event Location" link to display the Add/Edit Event Location page.
- To edit an event location, select the name of the event location. The Edit Event Location page is displayed.

Program Planning Submenu

Viewing/printing scheduled items is now achieved by selecting the **Search Scheduled Item(s)** submenu. Selecting Search Scheduled Item(s) displays the Scheduled Items Search page. Upon a successful search for scheduled items, the Scheduled Items Search page is displayed. Select the "Printer Friendly View" button to display the information in a new window, then select File>Print or click on the browser's print icon to print the information.



Modifications have been made after selecting "Save" when adding scheduled service events. The **Scheduled Service/Event** page now appears and displays the items the user just scheduled. If the event is scheduled to repeat, all the repeating events scheduled are listed accordingly. Previously, scheduled service/events could be found only by performing a search on the Scheduled Items Search page.

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Scheduled Service / Event

DATE	PROGRAM	SERVICE / EVENT DESCRIPTION	START TIME	END TIME	SITE / LOCATION	RESPONSIBLE PERSON
09/27/2004	Teen REACH	Academic Achievement : Book Reading	08:00 AM	09:15 AM	YOUTH SERVICE BUREAU : Big Conference Room	CS TSTALL
10/25/2004	Teen REACH	Academic Achievement : Book Reading	08:00 AM	09:15 AM	YOUTH SERVICE BUREAU : Big Conference Room	CS TSTALL
11/29/2004	Teen REACH	Academic Achievement : Book Reading	08:00 AM	09:15 AM	YOUTH SERVICE BUREAU : Big Conference Room	CS TSTALL
12/27/2004	Teen REACH	Academic Achievement : Book Reading	08:00 AM	09:15 AM	YOUTH SERVICE BUREAU : Big Conference Room	CS TSTALL

[Add Scheduled Item](#)

A "Check All" button has been added to the **Select Scheduled Items** page. This functionality will allow users to select all schedules rather than selecting each schedule individually. If "Check All" is selected, users can still deselect any schedules they do not wish to view.

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Select Scheduled Items

Scheduled items for 09/02/2004. Select at least one scheduled item to continue.

Display Attendance for the:

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Selection	Program	Scheduled Service/Event	Start Time	End Time	Site/Location	Responsible Person
<input checked="" type="checkbox"/>	Teen REACH	Non-Core Service : something fun	08:00 AM	4:30 PM	YOUTH SERVICE BUREAU :	CS TRNALL
<input type="checkbox"/>	Teen REACH	Academic Achievement : English Tutoring	1:00 PM	3:00 PM	YOUTH SERVICE BUREAU :	Jim Bonds
<input checked="" type="checkbox"/>	Teen REACH	Housing : Homework Assistance	3:00 PM	4:00 PM	YOUTH SERVICE BUREAU : Small Conference Room	CS TSTALL
<input checked="" type="checkbox"/>	Teen REACH	Housing : Homework Assistance	3:00 PM	4:00 PM	YOUTH SERVICE BUREAU : Small Conference Room	CS TSTALL
<input checked="" type="checkbox"/>	Teen REACH	Housing : Write a Song	5:00 PM	6:00 PM	YOUTH SERVICE BUREAU : Big Conference Room	Toby Keith

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Users now have the capability to print information found on the **Scheduled Items Search** page. Select the "Printer Friendly View" link. Once the link is selected, the information will be displayed in a new window. Users can then select File>Print to print the information.

The screenshot shows the 'Scheduled Items Search' interface. At the top right is the 'eCornerstone' logo. Below it is a navigation bar with links: Home, Lookup, Participant, Administrative, Help, and Logout. The main heading is 'Scheduled Items Search'. The search criteria are as follows: Program: Teen REACH; Site: Boys and Girls Club; Event Location: (empty); Responsible Person: (empty); Category / Service: (empty); Event Description: (empty); *Start Date: 09/01/2004; *End Date: 09/27/2004. At the bottom, there are three buttons: Search, Reset, and Printer Friendly View. The 'Printer Friendly View' button is circled in red.

A Comment Field has been added to the **Scheduled Service/Event** page. This field can be used to further define event descriptions.

Close a Case Assignment functionality has been added, allowing users to change a participant's assignment from a caseworker's caseload to the "unassigned" status. Select Close a Case Assignment from the Administrative menu to display the Close Case Assignment page. Select the name of the worker whose case(s) assignment(s) will be closed from the drop-down list. If a supervisor is performing this function, the list will contain all workers they supervise. If the worker is performing this function, only the worker's name will appear in the list. Click in the box next to the appropriate participant(s). If all case assignments will be closed, select "Check All". Select "Continue" to display the Confirm Close Case Assignment page. Select "Confirm" to complete the removal. Once the participant's case assignment has been closed, and if they have an active program status, the participant's name will appear on the To Do Message page as an unassigned participant until reassigned.

eCornerstone

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Name: Blow, Betty
 Cornerstone Id: B400-1308-9746-00 Gender: Female Date of Birth: 05/22/1989

Close Case Assignment

Worker: Program:

Selection	Participant Name	Program	Enrollment Start Date
<input type="checkbox"/>	Blow, Betty	UDIS	09/14/2004
<input type="checkbox"/>	Butler, Jeff	CCBYS	09/24/2004
<input type="checkbox"/>	Franklin, Client	Homeless Youth	08/09/2004
<input type="checkbox"/>	Gonzalez, Robert	Crossroads	09/24/2004
<input type="checkbox"/>	Participant, Another	JJ Intervention	09/27/2004
<input type="checkbox"/>	Participant, New	Comm for Youth	09/23/2004
<input type="checkbox"/>	Participant, New	Homeless Youth	09/07/2004
<input type="checkbox"/>	Participant, Today	Crossroads	09/22/2004
<input type="checkbox"/>	Patch, Pumpkin	Crossroads	09/27/2004
<input type="checkbox"/>	prather, casey	Comm for Youth	07/07/2004
<input type="checkbox"/>	Pujols, Albert	Crossroads	

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Name: Blow, Betty
 Cornerstone Id: B400-1308-9746-00 Gender: Female Date of Birth: 05/22/1989

Confirm Close Case Assignment

Please Review and Confirm Assignment(s)

Participant Name	Case Worker	Program	Assignment Start Date	Assignment End Date
Individual, Second	CS TSTALL	Comm for Youth	06/24/2004	09/28/2004

TEEN REACH

A message will now appear on the **To Do Messages** page anytime a Teen REACH participant has not attended any Teen REACH activity for 60 consecutive days.

Functionality has been added to allow users assigned with Teen REACH Attendance roles to create generic **To Do Messages** related to a participant. This can be accomplished by selecting the "Add Reminder" link on the bottom of the To Do Messages

The screenshot shows the 'To Do Messages' page in the eCornerstone system. The page has a navigation bar with 'Home', 'Lookup', 'Administrative', 'Help', and 'Logout'. Below the navigation bar, there is a section titled 'To Do Messages' with a search filter for 'Worker: CS TSTALL', 'Category: All', and 'Maximum Days: 30'. A table lists various messages with their respective participant names and time remaining. The 'Add Reminder' link is circled in red at the bottom left of the table.

Message Text	Participant Name	Time Remaining
Incomplete Assessment (CFY)	Individual, Second	91 days (past due)
Reminder - test due	Assessment, Test	85 days (past due)
Incomplete Assessment (CFY)	BAGWELL, JEFF	77 days (past due)
Action Step Review	prather, casey	77 days (past due)
Missing Initial Assessment (CFY)	Individual, Second	65 days (past due)
Missing Closing Assessment (HY)	Pujols, Albert	65 days (past due)
Missing Closing Assessment (CFY)	Boy, Dough	56 days (past due)
Action Step Review	Participant, New	55 days (past due)
Unassigned Participant	beltran, carlos	--
Unassigned Participant	Girl, Birthday	--
Unassigned Participant	prather, bosco	--
Inactive Category (CCBYS-Mandated)	Edmonds, Jim	--

page. The Generic Reminder page is displayed, where the appropriate participant can be selected from a drop-down list. The user then enters the date the generic reminder is to expire, and enters the message in the "Reminder Description" field. Select "Save" to add the generic reminder.

The screenshot shows the 'Generic Reminder' page in the eCornerstone system. The page has a navigation bar with 'Home', 'Lookup', 'Administrative', 'Help', and 'Logout'. Below the navigation bar, there is a section titled 'Generic Reminder'. The form includes a dropdown menu for 'Select the Participant associated with this reminder:' (Aldrich, Tina), a date field for '*Due Date (mm/dd/yyyy):', and a large text area for '*Reminder Description:'. The 'Cancel' and 'Save' buttons are at the bottom.

The system has been modified to allow **transfers of Teen REACH enrollments** between agencies. This functionality will allow for seamless transition between Teen REACH agencies when participants change schools or have other reasons that they will need to participate in Teen REACH through another agency.

Procedures for the transferred enrollment will be performed by the agency to which the participant will be transferred. The enrollment **CANNOT** be transferred unless the enrollment at the initial agency was "Consented" at the time of the enrollment, as giving consent allows information to be shared between agencies. If the enrollment was not consented at the initial agency, the new agency will contact their DHS Community Support Services Consultant to arrange for the participant to be terminated at the initial agency.

The following changes have been made to the **Add Academic Data and Edit Academic Data** pages:

- The "Absences", "Suspensions", and "Expulsions" fields have been updated to allow the recording of two decimal places.
- Both pages now have an "Overall Progress" field. The "Overall Progress" field allows the worker to compare the participant's baseline academic progress to the most recently completed reporting period. Therefore, the "Overall Progress" field will not be used until the third reporting period is completed and beyond. The "Progress Result" field compares the current period to the previous reporting period. If the "Progress Result" field is "baseline", there is no comparable information, and the "Overall Progress" field will automatically read "No Comparison".

YOUTH SERVICES

Modifications have been made to the **program enrollment process** for Youth Services' participants. Youth Services programs will no longer use the **"Pending"** program enrollment status. All Youth Services programs will be "Active" upon program enrollment. Any existing Youth Services program enrollments with a "Pending" status will automatically be updated to "Active".