



eCornerstone

Application Update

for December 5, 2005 Deployment

The following changes to the eCornerstone system were deployed December 5, 2005. If you have any questions about this application update or version 2.6.0, please contact the Cornerstone Call Center toll-free at 1-877-447-4221.

NOTE: The data displayed on screen illustrations 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

- eCornerstone system users now have the ability to **print the YASI PreAssessment and full YASI assessment** using links found in the Home menu and in the Starting Points section of the Home page. The links are also available on the Assessments page. Refer to the "Participant" section of this document for details.
- The **To Do Messages page has been updated to** display the name of the user who created an unassigned enrollment.

Unassigned Participant (Enrolled By CS TSTALL)	Blow, Peggy	--
Unassigned Participant (Enrolled By CS TSTALL)	Bug, June	--
Unassigned Participant (Enrolled By CS TSTALL)	Butler, Jeff G	--
Unassigned Participant (Enrolled By CS TSTALL)	Cracker, Graham	--
Unassigned Participant (Enrolled By CS TSTALL)	Fuddy, Duddy	--
Unassigned Participant (Enrolled By CS TSTALL)	Green, Stephanie	--
Unassigned Participant (Enrolled By CS TSTALL)	Homeless, Hannah	--
Unassigned Participant (Enrolled By CS TSTALL)	Kidd, Unwanted	--
Unassigned Participant (Enrolled By CS TSTALL)	Leaves, Autumn	--
Unassigned Participant (Enrolled By CS TSTALL)	Murphy, Law	--

[Add Reminder](#)

- **The To Do List has been modified** to display the number of days since a Teen REACH participant last attended a Teen REACH activity.

Message Text	Participant Name	Time Remaining
Participant Not Attending (TeenREACH) For 33 Days	ABERCROMBIEHURSTSTONAVENUEROAD, CHESTERFIELDER	--
Participant Never Attended (TeenREACH)	Banderas, Antonio	--
Participant Not Attending (TeenREACH) For 36 Days	Blow, Peggy	--
Participant Not Attending (TeenREACH) For 32 Days	Bug, June	--
Participant Not Attending (TeenREACH) For 36 Days	Cracker, Graham	--
Participant Not Attending (TeenREACH) For 78 Days	Deane, Lynn	--

- There are several **filtering mechanisms in place within the To Do List**. Some options are new while others have been renamed.

New options are as follows:

- Ansell-Casey Initial: Displays the participants assigned to that worker who are missing the Ansell-Casey Initial assessment. (See Youth Services section of this document for detailed information on the Ansell-Casey Assessment component of the eCornerstone system).
- Ansell-Casey Reasmt: Displays participants assigned to that worker who are missing the Ansell-Casey Reassessment.
- Non-Attend Particpnt: Displays the number of days since participants assigned to that worker last attended a Teen REACH activity.

The following To Do List filter options have been renamed:

- YASI Closing: (formerly referred to as Closing Assessment) Displays participants assigned to that worker who are missing a YASI Closing Assessment.
- YASI Initial: (formerly referred to as Initial Assessment) Displays participants assigned to that worker who are missing a YASI Initial Assessment.
- YASI Reasmt: Displays the participants assigned to that worker who are missing a YASI Reassessment.

- **The To Do List has been modified to provide messages based on the program category selected for Homeless Youth participants.**

- Categories: "Transitional Living/Not Pregnant-Parenting" and "Transitional Living/Pregnant-Parenting"
 - If an initial Ansell-Casey Life Skills Assessment (ACLSA) is not completed 30 days after the Homeless Youth program enrollment, then the message "Missing Ansell-Casey Assessment (HY)" and the number of days the assessment is past due will be displayed on the To Do List.

- If 90 days has passed since the Initial ACLSA assessment completion date then the message "Missing Ansell-Casey Re-Assessment (HY)" and the number of days the assessment is past due will be displayed on the To Do List.
- Category: "Emergency Shelter"
 - If an initial ACLSA assessment is not completed 15 days after the Homeless Youth program enrollment, then the message "Missing Ansell-Casey Assessment (HY)" and the number of days the assessment is past due will be displayed on the To Do List.
 - If 30 days has passed since the initial ACLSA assessment completion date, then the message "Missing Ansell-Casey Re-Assessment (HY)" and the number of days the assessment is past due will be displayed on the To Do List.
- Category: Outreach
 - If an initial ACLSA assessment is not completed 30 days after the Homeless Youth program enrollment, then the message "Missing Ansell-Casey Assessment (HY)" and the number of days the assessment is past due will be displayed on the To Do List.
 - If 45 days has passed since the initial ACLSA assessment completion date, then the message "Missing Ansell-Casey Re-Assessment (HY)" and the number of days the assessment is past due will be displayed on the To Do List.

ADMINISTRATIVE MENU

- The eCornerstone system has been modified to **prevent the deletion of an eCornerstone user from the Worker Information page**. Access the Worker Information page by selecting "Agency Profile" in the Administrative menu, then select "Staff Profile". The Workers page is displayed. The Workers page lists eCornerstone users as well as agency staff. Select a name to display the Worker Information page.

If the individual selected on the Workers page is an eCornerstone user, their eCornerstone User ID is displayed in the "User ID" field and a message is displayed indicating the eCornerstone user cannot be deleted.

Worker Information

*Last Name: TSTALL
*First Name: CS
Email Address:
Job Title:
*Employment Begin Date: 05/08/2003
User ID: CSTSTALL

Address
No Address Information is available for this Worker.
[+ Add Address](#)

Phone Numbers
No Phone Information is available for this Worker.
[+ Add Phone Number](#)

Select Sites

- Area Youth Center
- Baxter Court
- CARE CENTER OF SPRINGFIELD INC
- CHILD AND FAMILY CONNECTION
- CandyLand
- Dr. Carter
- Green Acres
- Helping Hands
- MG AND G Collaboratives, Inc
- NewRAC Site
- RAC Site
- Skywalker Ranch
- Test Close Delete Site
- YOUTH SERVICE BUREAU
- sri testsite 12

Cancel Save ***** eCornerstone User Can Not Be Deleted *****

If the individual selected on the Workers page is not an eCornerstone user, an eCornerstone User ID is not displayed and the "Delete" button is available.

Worker Information

*Last Name:
 *First Name:
 Email Address:
 Job Title:
 *Employment Begin Date:
 User ID:

Address

Address Type	Street Address	City	State	Zip	County
Business	12 buckle myShoe	colby	IL	62704	

[+ Add Address](#)

Phone Numbers

Phone Number Type	Phone Number	Extension
Cellular	(123) 123-1231	
Cellular	(123) 456-2789	
Home	(555) 555-5555	

[+ Add Phone Number](#)

Select Sites

- Area Youth Center
- Baxter Court
- CARE CENTER OF SPRINGFIELD INC
- CHILD AND FAMILY CONNECTION
- CandyLand
- Dr. Carter
- Green Acres
- Helping Hands
- MG AND G Collaboratives, Inc
- NewRAC Site
- RAC Site
- Skywalker Ranch
- Test Close Delete Site
- YOUTH SERVICE BUREAU
- sri testsite 12

Cancel Save **Delete**

PARTICIPANT MENU

- **A "Printer Friendly Version" link is now available for completed YASI pre-Assessments.** The link is accessible on any of the YASI (PreAssessment) pages. Select this link to display the pre-assessment in a new window. To print, select the "File" menu in the browser menu, then select "Print". Close the window by selecting the "Close Window" link.

YASI (PreAssessment) - Legal History

Name: Blow, Madelyn Gender: Female
 Date of Birth: 06/06/1987 Consent at this Agency: Yes
 Cornerstone Id: B400-5348-7761-00

<input checked="" type="checkbox"/> Legal History	<input checked="" type="checkbox"/> Family and Environment	<input checked="" type="checkbox"/> School
<input checked="" type="checkbox"/> Community and Peer Relationships	<input checked="" type="checkbox"/> Alcohol and Drugs	<input checked="" type="checkbox"/> Physical/Mental Health

[Results](#) ▶ [Printer Friendly Version](#) ▶ [View as Full Assessment](#)

Enter "0" in the boxes if there were no occurrences of the identified incidents. These items include information about the current referral/offense or current circumstances.

1. **Status Offenses:** Total number of referrals (e.g., TINS, consumption of alcohol, curfew violations, runaway, limited custody).

2. **Age at first offense (Non Status/Delinquency):** Enter 0 if no offenses (non-status/delinquency) on record.

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

YASI Pre-Assessment - Printer Friendly View

Name: Blow, Madelyn Gender: Female
 Date of Birth: 06/06/1987
 Cornerstone Id: B400-5348-7761-00

Completion Date: 10/28/2005 Completed By: CS TSTALL [Close Window](#)

NOTE: The data on this page is read only. It can be viewed, but it cannot be changed.

Legal History Domain

Enter "0" in the boxes if there were no occurrences of the identified incidents. These items include information about the current referral/offense or current circumstances.

1. **Status Offenses:** Total number of referrals (e.g., TINS, consumption of alcohol, curfew violations, runaway, limited custody).

- **A blank YASI Pre-assessment and full YASI assessment can now be printed.** The "Print Blank YASI Pre-Assessment" and "Print Blank Full YASI" links are available on the "Assessments" page, in the "Starting Points" section on the Home Page, as well as from the Home menu.

Assessments

Assessment Type	Status	Risk	Details
YASI	Completed 11/01/2005	High	View Details (Opens New Window)
YASI	Completed 08/11/2005	High	View Details (Opens New Window)

[Add Assessment](#)

[Print Blank YASI Pre-Assessment \(Opens a new window\)](#)

[Print Blank Full YASI \(Opens a new window\)](#)

eCornerstone Home Page

Starting Points

- [Information Center](#)
- [To Do Messages \(You have 62 messages\)](#)
- [Case List](#)
- [Enrollee List](#)
- [Waiting List](#)
- [Participant Lookup](#)
- [Print Blank YASI Pre-Assessment \(Opens a new window\)](#)
- [Print Blank Full YASI \(Opens a new window\)](#)

User Help

- [eCornerstone Informational Bulletins \(Opens a new window\)](#)
- [eCornerstone Application Updates \(Opens a new window\)](#)
- [eCornerstone Reference Manual \(Opens a new window\)](#)
- [eCornerstone Online Training \(Opens a new window\)](#)

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

Home Lookup Participant Administrative Help Logout

Home Page

Information Center

To Do

Case List

Enrollee List

Waiting List

[Print Blank YASI Pre-Assessment \(Opens a new window\)](#)

[Print Blank Full YASI \(Opens a new window\)](#)

Go to names starting with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [I](#) [V](#) [W](#) [Y](#)

Participant Name Program(s)

- The procedure for **adding address information for new Family Support contacts has been simplified.** From the Intake-Update Family Support page, select the "Add Addresses" link. The new Intake-Select Existing Address page is displayed. This page displays the addresses for the participant and other family support contacts already entered in the eCornerstone system.

Select the radio button next to the address that matches the address for the contact being entered. Or, select the "New Address" radio button if no addresses match.

Select the "Continue" button to display the Intake-Add Family Support Contact Address page.

If an address was selected on the Intake-Select Existing Address page, the address will appear in the "Street Address" field(s).

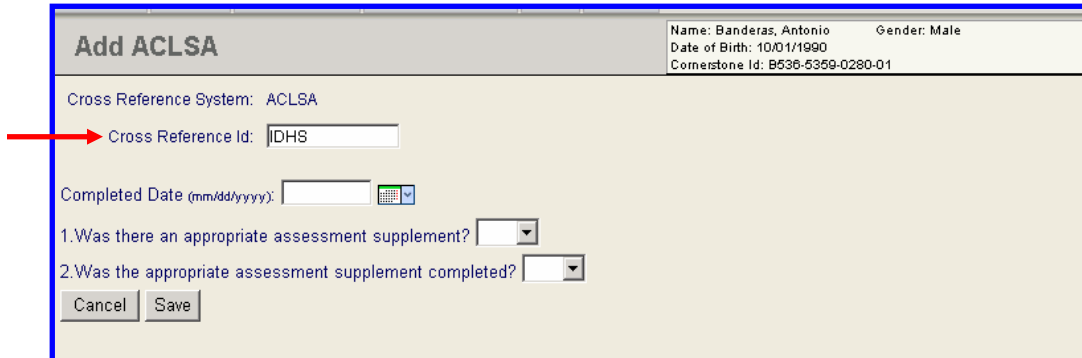
YOUTH SERVICES

- Modifications have been implemented to allow the tracking of the Ansell-Casey Life Skills Assessment (ACLSA).**

Add ACLSA information: Select the "Add Assessment" button on the Assessments page. The Select Assessment page is displayed. Select ACLSA from the drop down list, select "Next" and the new **Add ACLSA page** is displayed.

The "Cross Reference System" field is read-only. The "Cross Reference Id(s)" field will display any ACLSA system cross reference identities that have been entered on the Intake - System Cross References page, if the ID number has the "IDHS" prefix.

If no ACSLA system cross reference identities have been entered on the Intake-System Cross Reference page, or if the ID number does not have the "IDHS" prefix, the "Cross Reference Id(s)" field will be populated with the "IDHS" prefix. The eCornerstone user can at that time enter the Cross Reference Id following the IDHS prefix.



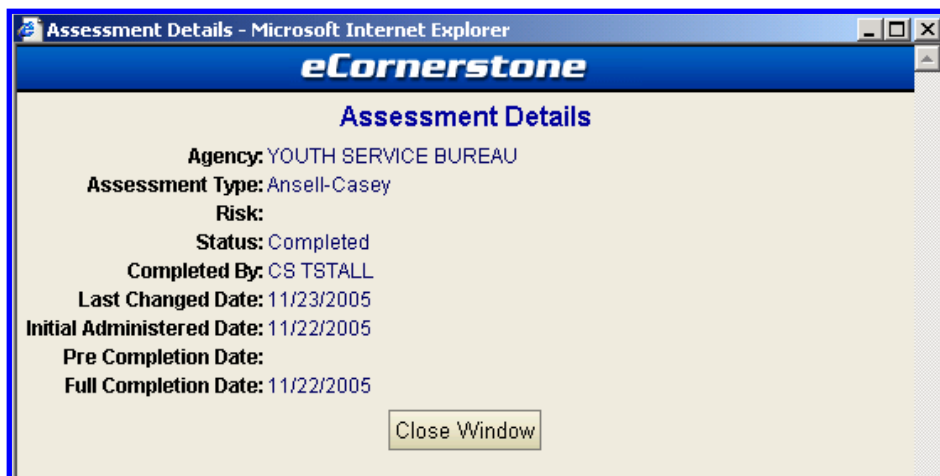
Enter the date the assessment was completed in the "Completed Date" field, or use the calendar to select the appropriate date.

Use the drop down lists to answer question 1, "Was there an appropriate assessment supplement?" and 2, "Was the appropriate assessment supplement completed?"

Select "Save" to save the information or "Cancel" to return to the Assessments page without saving information.

The Add ACLSA page is also accessible by selecting the "Create a new Ansell-Casey Assessment" link found on the Enrollment-Assessment Relationship page.

View ACLSA information: On the Assessments page, select the "View Details (Opens New Window)" link in the "Details" field. Assessment Details are displayed in a new window. Select the "Close Window" button to return to the Assessments page.



Edit ACLSA Information: On the Assessments page, select the "Ansell-Casey" link of the assessment that is to be edited, in the "Assessment Type" field. The Update ACLSA page is displayed. The "Cross Reference System" and "Cross Reference Id(s)" fields are read-only. The "Completed Date" field can be edited, as can questions 1 and 2. Select "Save" to save the updated information.

The Update ACLSA page is also accessible from the Enrollment-Assessment Relationship page by selecting the link in the "Status" column of the appropriate ACLSA assessment.

Delete ACLSA Information: On the Assessments page, select the "Ansell-Casey" link of the assessment that is to be deleted, in the "Assessment Type" field. The Update ACLSA page is displayed. Select the "Delete" button to delete the information and return to the Assessments page.

NOTE: An assessment already linked to an enrollment on the Enrollment Assessment Relationship page cannot be deleted.

Linking ACLSA Information to the Homeless Youth Program: The Enrollment Assessment Relationship page indicates if a participant is enrolled in the Homeless Youth program as well as the participant's program enrollment category. To link an ACLSA assessment to the Homeless Youth program, select the "Link Ansell-Casey Reassessment" link in the Homeless Youth box. A message will be displayed if an assessment is not available to be linked. If an assessment is available to be linked, the Enrollment-Assessment Relationship – Assessment Selection page is displayed. Select the link for the appropriate assessment in the "Completion Date/Time" column.

TEEN REACH

- **Academic Progress functionalities have been** reinstated into the eCornerstone system with a number of enhancements.

- When selecting the school while adding academic data, the school will now be selected from a drop down list on the Add Academic Data screen. Previously the school was selected from a drop down list on the Select School page, which no longer exists.

The screenshot shows a web form titled "Add Academic Data". In the top right corner, there is a box containing the following information: Name: ABERCROMBIEHURSTSTONAVENUEROAD, CHESTERFIELDER; Gender: Male; Date of Birth: 03/24/1995; Cornerstone Id: A162-2239-5086-00. The main form area contains several fields: "*School:" (a dropdown menu), "*Grade Level:" (a dropdown menu), "*Reporting Period:" (a text input field), "*Start Date (mm/dd/yyyy):" (a date picker), "*End Date (mm/dd/yyyy):" (a date picker), "*Period Progress:" (a dropdown menu), "*Overall Progress:" (a dropdown menu), "*Absences:" (a text input field with a "No Data Available" checkbox), "*Suspensions:" (a text input field with a "No Data Available" checkbox), and "*Expulsions:" (a text input field with a "No Data Available" checkbox). Below these is a "Comments:" text area. At the bottom left, there are "Cancel" and "Save" buttons.

- A comment field is now available on both the Edit and Add Academic Data pages.
- On the Academic Summary page, the link used to edit academic data is now located in the "Reporting Period" column.
- The Academic Summary page is now automatically sorted by education level, with the participant's most recent academic information listed first. The information is also automatically sorted by schools attended.
- Detailed information about the school is now available via the "View Details (Opens New Window)" link on the Academic Summary page. Previously, this was accessed by selecting the name of the school.

Academic Summary							Name: ABERCROMBIEHURSTSTONAVENUEROAD, CHESTERFIELDER Gender: Male Date of Birth: 03/24/1995 Cornerstone Id: A162-2239-5086-00		
Academic Summary									
School Name: Jefferson High School View Details (Opens New Window)									
Grade Level	Reporting Period	Start Date	End Date	Period Progress	Overall Progress	Absences	Suspensions	Expulsions	
7th	2nd Semester	11/10/2005	11/11/2005	Positive	Negative	1.0	N/A	N/A	
7th	1st Semester	11/06/2005	11/08/2005	Baseline	No Comparison	N/A	N/A	N/A	
School Name: RAC Site View Details (Opens New Window)									
Grade Level	Reporting Period	Start Date	End Date	Period Progress	Overall Progress	Absences	Suspensions	Expulsions	
6th	two	11/04/2005	11/05/2005	Positive	Negative	N/A	N/A	N/A	
6th	whatever	10/31/2005	11/01/2005	Positive	No Comparison	N/A	N/A	N/A	
6th	One	10/29/2005	10/30/2005	Baseline	No Comparison	N/A	N/A	N/A	
School Name: Rydell High View Details (Opens New Window)									
Grade Level	Reporting Period	Start Date	End Date	Period Progress	Overall Progress	Absences	Suspensions	Expulsions	
5th	Semester Two	10/24/2005	10/28/2005	Positive	Positive	1.0	0.0	0.0	
5th	Semester One	10/17/2005	10/21/2005	Baseline	No Comparison	N/A	N/A	N/A	
School Name: Ridgemont High View Details (Opens New Window)									
Grade Level	Reporting Period	Start Date	End Date	Period Progress	Overall Progress	Absences	Suspensions	Expulsions	
5th	Third	10/03/2005	10/14/2005	Negative	No Change	2.0	0.0	0.0	
5th	Second	07/01/2005	09/30/2005	Positive	Positive	1.0	1.0	0.0	
5th	First	04/01/2005	06/30/2005	Baseline	No Comparison	N/A	N/A	N/A	
School Name: Jefferson High School View Details (Opens New Window)									
Grade Level	Reporting Period	Start Date	End Date	Period Progress	Overall Progress	Absences	Suspensions	Expulsions	
4th	Third Quarter	01/01/2005	03/31/2005	Negative	Negative	N/A	N/A	2.0	
4th	Second Quarter	10/25/2004	12/31/2004	Positive	Negative	N/A	N/A	N/A	
4th	First Quarter	08/23/2004	10/25/2004	Baseline	No Comparison	N/A	N/A	N/A	
Add Academic Data									