



# **eCornerstone** Application Update

## **for December 6, 2004 Deployment**

*The following changes to the eCornerstone system will be deployed over the weekend of December 3, 2004, with the updated application available on or before December 6, 2004 (version 2.2). 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.

The eCornerstone system has been modified to allow administrators and supervisors to view the work being done by all staff members who report to them, as well as the work being done by their subordinates. Previously, administrators and supervisors could only view the work of their direct subordinates.

## PARTICIPANT MENU

The following fields have been added to the **Intake – Demographic** page:

- Household Size
- Household Income
- Participant Income
- Proof of Income

The screenshot shows a web-based form titled "Intake - Demographic" for a participant named Chesney, Kenny. The form includes fields for Date of Birth (03/26/1990), Gender (Male), SSN, Intake Date (07/06/2004), Mother's Maiden Name (Karen Grigsby), and Participant's Marital Status (Never Married). The Race section includes checkboxes for Amer Indian/AK Native, Asian, Black/African Amer, Hawaiian/Pac Island, Hispanic / Latino, Other, Unknown, and White. The Ethnic Status is set to Not Hispanic. Residential Status is Domiciled, and Migrant status is No. The new fields, circled in red, are Level of Education (8th), Household Size, Household Income, Participant Income, and Proof of Income.

The user will enter text into the "Household Size", "Household Income", and "Participant Income" fields. The user will utilize a drop-down list for the "Proof of Income" field. None of these fields are required to be completed.

Once completed, these fields will appear as read-only on the Program Enrollment page in future enrollments of the participant. Updating the fields on the Intake – Demographic page will not alter pages related to present or terminated enrollments.

Based on the information entered into these new fields, a message will appear on the new **Participant Summary page** indicating if the participant is potentially eligible for Medicaid and other Illinois Department of Human Services programs.

The system has been modified to include a new **Participant Summary** page which will be used instead of the Enrollment History page. The page is accessed by selecting by selecting the "Participant Summary" link in the Participant menu. The Participant Summary page is also displayed when selecting a participant from the Case List or Enrollee List. The Participant Summary page displays the following:

- **Program Enrollment:** This section displays the participant's most recent enrollments.
  - NOTE:** To add, view, or edit specific enrollment information, the user will access the Enrollment History page by selecting the "**Enrollment History**" link in the Participant menu.
- **Assessments:** This section displays the participant's most current assessment, including assessment type, status, and result.
- **Services:** This section displays services the participant is currently receiving.
- **Case Plans:** This section displays the presenting problem for the active case plan as well as the case plan's established date.
- **Program Eligibility:** This section displays Medicaid and other programs offered by the Illinois Department of Human Services for which the participant might be eligible based on the participant's gender, age, and the information entered in the "**Household Size**" and "**Household Income**" fields on the Intake – Demographic page.

The screenshot shows the eCornerstone Participant Summary page for a participant named Butler, JF. The page is divided into several sections:

- Participant Summary:** Includes fields for Name, Consent at this Agency, Gender, and Date of Birth.
- Program Enrollment:** A table listing enrollment records with columns for Agency, Program, Category, Status, Start Date, and Term Date.
 

Agency	Program	Category	Status	Start Date	Term Date
YOUTH SERVICE BUREAU	CCBYS	Homeless	Active	09/24/2004	
YOUTH SERVICE BUREAU	Comm for Youth	Diversian	Active	09/28/2004	
YOUTH SERVICE BUREAU	JJ Intervention	JJ Intervention	Terminated	10/09/2004	10/09/2004
YOUTH SERVICE BUREAU	Teen REACH	Teen REACH	Terminated	10/26/2004	10/26/2004
YOUTH SERVICE BUREAU	LDIS	LDIS	Terminated	06/15/2004	07/16/2004
- Assessments:** A table showing assessment details.
 

Assessment Type	Status	Result (Risk)
YASI	Completed 10/19/2004	Low
- Services:** A table listing current services.
 

Services	Provider	Begin Date	Status
Basic Needs:Clothing	YOUTH SERVICE BUREAU	10/26/2004	In Progress
Basic Needs:Clothing	YOUTH SERVICE BUREAU	09/23/2004	On Hold
- Case Plans:** A table showing case plan details.
 

Presenting Problem	Established Date
Case Plan 6	07/29/2004
- Program Eligibility:** A section stating the participant may be eligible for the following program(s):
  - Family Case Managmnt
  - Healthy Start CM
  - Healthy Fam of IL
  - IL Diabetes Cntl
  - Teen Parent Services
  - Potentially eligible for Medicaid Program(s)

The **Provider Search** functionality on the Service Detail page has been replaced with a drop-down list of the agency's providers. The drop-down list will display only the providers that offer the service selected. Previously on the Service Detail page, service providers were selected by performing a service provider search.

The screenshot shows the eCornerstone web application interface. At the top right is the eCornerstone logo. Below it is a navigation menu with links: Home, Lookup, Participant, Cooperator, Administrative, Help, and Logout. A user profile bar displays: Name: Cheames, Fanny; Cornerstone Id: ; Gender: Male; Date of Birth: 03/26/1990.

The main content area is titled "Service Detail" and contains the following fields:

- Service Category: Basic Needs
- Service Type: Housing
- \*Status: [Dropdown menu]
- Status Date: [Text input field]
- \*Begin Date: [Text input field with calendar icon]
- \*Target Completion Date: [Text input field with calendar icon]
- Actual Completion Date: [Text input field with calendar icon]
- Comments: [Text area with a note "Only 250 characters will be saved"]

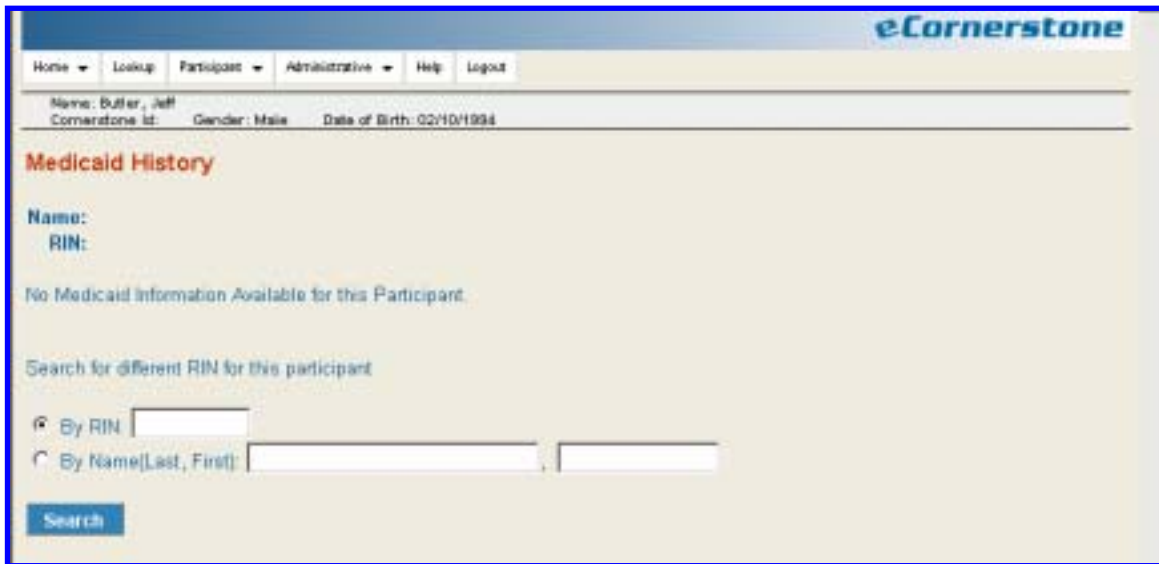
Below the Service Detail section is the "Provider Information" section, which includes:

- Referral Date: 11/19/2004
- Provider Name: [Dropdown menu showing "YOUTH SERVICE BUREAU"]

At the bottom left of the form are two buttons: "Cancel" and "Save".

Users now have the opportunity to view participant’s Medicaid information. The new Medicaid History page displays a participant’s Recipient Individual Number (RIN), Medicaid programs in which the participant is enrolled, and Medicaid eligibility begin and end dates, if applicable.

The Medicaid History page is accessed by selecting the “Medicaid” link in the Participant menu. If eCornerstone has no information available for the participant, the message “No Medicaid Information Available for this Participant” will be displayed.



If this message is displayed and the participant knows their RIN, is confident they have a RIN, or if the RIN displayed is not correct, the user will perform a search. The user will select the “By RIN” radio button to search by RIN. The user will enter the RIN in the By “RIN field”, and click the “Search” button. To search by name, the user will select the “By Name (Last, First)” radio button, type the participant’s last name and first name, and click the “Search” button.

After clicking “Search”, the Medicaid Selection page will display participant(s) matching the search criteria. If no information matches the participant on the Medicaid Selection page, select “Cancel” to return to the Medicaid History page.



Detailed information can be viewed by selecting the “Detail” link in the Program column. The Medicaid Program Details window will open and provide the participant’s name, RIN, Case Number, a list of programs the participant has enrolled in, the program status date, and the program status.

The user will click the "Close Window" link to return to the Medicaid Selection page, select the appropriate radio button in the "Select" column and click the "Save" button. The Medicaid History page will be displayed and include the participant's Medicaid information.

**Medicaid Program Details**

Name: AMMONS, GREGORY  
RIN: 127186104

Case Number	Program	Status Date	Status
0720001000007352	Cash	06/01/1999	A
	Medical	06/01/1999	A
	Food Stamps	06/01/1999	A

[Close Window](#)

**eCornerstone**

Home | Lookup | Participant | Administrative | Help | Logout

Name: AMMONS, GREGORY  
Cornerstone Id: A652-2528-9308-00 Gender: Male Date of Birth: 10/29/1995

**Medicaid History**

Name: AMMONS, GREGORY  
RIN: 127186104

Case Number	Program	Status Date	Status
0720001000007352	Cash	06/01/1999	A
	Medical	06/01/1999	A
	Food Stamps	06/01/1999	A

Search for different RIN for this participant

By RIN:

By Name (Last, First):  ,

©2015 Welcome Page Version: 2.2 [Show Version Detail \(Opens New Window\)](#) You are logged in as: rstafel

**NOTE:** The Medicaid History page can not be edited.

## ADMINISTRATIVE MENU

The system has been modified to provide a **reporting mechanism via the Available Reports page**. The Available Reports page is accessed by selecting the "Reports" link in the Administrative menu. A series of links will be displayed on the Available Reports page. Agencies that offer only Teen REACH or Youth Services programs will see links for the programs they offer. Agencies that offer both Teen REACH and Youth Services programs will have access to reports for both programs.

- **Teen REACH Report:** The "Active Participants" report for Teen REACH users shows all enrollments at an agency from the date the agency began using eCornerstone. In addition to participants' names, the report provides each participant's demographic information. Reports can be generated for an entire agency, or for the agency broken

down according to site by selecting the appropriate link(s) on the Available Reports page. The eCornerstone system will update the information found in the Active Participants report monthly.

- **Youth Services Report:** The “Youth Services Quarterly Report – Terminations” report provides detailed information pertaining to program terminations. This information includes a listing of termination reasons and totals for each type. The report also provides information regarding the age, race, and gender of terminated participants.

At this time, the “Youth Services Quarterly Report – New Enrollments” report shows new enrollment information such as referral sources, referral reasons, as well as age, race, and gender.

Information found in these reports is updated on a quarterly basis. The reporting periods for Youth Services are as follows:

Report Date	Quarter Begin Date	Quarter End Date
October 15	July 1	September 30
January 15	October 1	December 31
April 15	January 1	March 31
July 15	April 1	June 30



## TEEN REACH

Users now have the ability to **modify or delete repeating scheduled services/events as a group**. Once the repeating scheduled service/event to be modified is selected, the Scheduled Service/Event (Grouped Item) page is displayed.

The Scheduled Service/Event (Grouped Item) page includes the “Extent of Change” field. After making the appropriate modifications, the user will select one of the following new options:

- The “This Item Only” radio button will be selected if the change being made should affect only this item.
- The “From Today's Date On” radio button will be selected if the items scheduled to repeat should change effective **today** and in the future. For example, items are scheduled starting November 29 and repeat daily until December 3. If today is November 30, the item will change as of November 30. The November 29 item will not be changed.
- The “All Items” radio button will be selected if the change should affect all items in the repeating schedule.

The screenshot shows the 'Scheduled Service / Event (Grouped Item)' form in the eCornerstone system. The form is titled 'Scheduled Service / Event (Grouped Item)' and includes a note: 'Note: Fields marked with an asterisk (\*) are required'. The form contains the following fields and values:

- Selected Program: Teen REACH
- Begin Date: 11/25/2014
- \*Start Time: 05:00 PM (hh:mm am/pm - eg. 08:00 am)
- \*End Time: 04:00 PM (hh:mm am/pm - eg. 05:00 pm)
- Event Description: Book Reading
- Service: Teen REACH Academic Achievement
- \*Responsible Person: CS TSTALL OR: [text input]
- \*Site: Boys and Girls Club
- Event Location: [dropdown menu]
- Capacity: [text input]
- Comments: [text area]

A red circle highlights the 'Extent of Change' section, which contains three radio button options:

- This Item Only
- From Today's Date On
- All Items

At the bottom of the form are three buttons: 'Cancel', 'Default', and 'Save'.

**NOTE:** This functionality exists only for new services/events being scheduled. Services/Events previously scheduled must be modified individually.

## YOUTH SERVICES

The **Program Enrollment page** has been modified to include the option of placing Youth Services participants on a program waiting list. The "Status" field on the Program Enrollment page now includes a drop-down list and the user will choose "Active" or "WaitList". Choosing "Active" will activate the participant's enrollment in the program. Choosing "WaitList" will not activate the enrollment, the participant will instead be placed on a program waiting list. After a participant has been on a waiting list for 15 days, a reminder message will appear in the user's To Do List.

To remove the participant from the waiting list and activate enrollment, the user will select the "Active" option in the "Status" field on the Program Enrollment page.

**NOTE:** CCBYS mandated clients are never to be placed on a waiting list. Participants for all other CCBYS categories can be placed on a waiting list. In addition, all other Youth Services programs can utilize a waiting list.

**eCornerstone**

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Name: **Chesney, Renny**    Consent at this Agency: **No**  
 Cornerstone Id:    Gender: **Male**    Date of Birth: **03/26/1990**

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### Program Enrollment

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

Program: **UDIS**  
 \*Category: **UDIS**  
 Status: **Active** (dropdown menu with **Active** and **WaitList** options highlighted)  
 Initial Contact Date: **Active** (calendar icon)  
 Household Number: **15,000**  
 Household Income: **\$15,000**  
 Participant Income: **\$10,000**  
 Proof of Income: **State incm tax form**  
 \*Site of Program Service: **[Empty]**

### To Do Messages

Worker: **CS TSTALL**    Category: **All**    Maximum Days: **100**    **Filter**

Message Text	Participant Name	Time Remaining
<a href="#">Participant in Wait List since 10/30/2004 (CCBYS)</a>	Testing, Waitlist	--
<a href="#">Participant in Wait List since 11/10/2004 (CrRd)</a>	tester, a	--
<a href="#">Participant in Wait List since 10/28/2004 (CFY)</a>	Crabtree, Test	--
<a href="#">Participant in Wait List since 11/12/2004 (JJ)</a>	Crabtree, Test	--
<a href="#">Participant in Wait List since 11/12/2004 (JJ)</a>	Crabtree, New	--
<a href="#">Participant in Wait List since 11/12/2004 (CCBYS)</a>	Crabtree, Another	--
<a href="#">Participant in Wait List since 09/27/2004 (CFY)</a>	Aldrich, Tony	--
<a href="#">Participant in Wait List since 11/05/2004 (CCBYS)</a>	Aldrich, Tony	--
<a href="#">Participant in Wait List since 11/10/2004 (CrRd)</a>	Aldrich, Tina	--
<a href="#">Unassigned Participant</a>	Coleman, Vince	--