

The Transition Between YASI I and YASI II

Now that you have completed the YASI II training session, you may have some questions regarding how to transition your current caseload to the updated version. We want to do all we can to minimize the confusion and disruption that often accompany the introduction of new software upgrades. To that end, we have developed 4 scenarios that will guide you through this process.

Scenario #1: Clients who should be closed prior to the April 4 release date.

Some clients, who are in an Active status in the eCornerstone system, but are no longer receiving services, should be closed prior to the release.

DHS would also encourage you to look at your current caseload and identify any client who is Active and currently receiving services, but who could legitimately be closed prior to the release. We strongly encourage you to end services and close them prior to the release of the new software.

Closing these clients prior to the release date will be a much easier process than waiting until after April 4.

These clients should be closed using the current procedures:

- Perform a closing assessment. For clients who have not been receiving services for some time, this can be as simple as opening the current assessment, resubmitting it, and linking it as a closing assessment.
- Terminate the program enrollment, using the proper termination reason.
- Close the current case plan by selecting “Close This Case” from the Participant menu. Complete all screens necessary to close the case plan.
- Unassign the client from your case list.

Scenario #2: Clients who should have been closed prior to the April 4 release date, but were not.

These clients should be closed with the following procedure:

If there is a current case plan:

- Close the case plan first.
- Perform a closing assessment. At this time, the only assessment available to you will be the YASI II, which will not be populated with answers from the YASI I. You will need to completely enter all answers in all domains. The system will give you the option to call this either a “Reassessment” or a “Closing Assessment.” Select “Closing Assessment.”
- Terminate the program enrollment.
- Unassign the client from your case list.

If there is no current case plan:

- Perform a closing assessment. At this time, the only assessment available to you will be the YASI II, which will not be populated with answers from the YASI I. You will need to completely enter all answers in all domains. The system will give you the option to call this either a “Reassessment” or a “Closing Assessment.” Select “Closing Assessment.”
- Terminate the program enrollment.

- Unassign the client from your case list.

Scenario #3: Clients who are in Active status, and will continue to receive services after April 4.

For those clients whose services will continue after April 4, it is still necessary to close the old case plan, if one exists. You may do this at any time prior to performing a new assessment. The old case plan, which you will not be able to work with, will still be viewable for reference. No closing assessment is required prior to closing the old case plan.

When, in the normal course of service, the client is eligible for reassessment, you will administer the YASI II. The system will give you the option to call this a “Reassessment” or a “Closing Assessment.” Choose the appropriate option.

If the client will continue to receive services after the reassessment, a new case plan may be developed using the new format.

Scenario #4: New clients currently not in eCornerstone.

DHS recommends that, beginning March 21, you stop adding new clients to the eCornerstone system and hold them until after the release date. If your agency decides to designate an earlier date, please keep in mind all of the timeline requirements for services.

When entering clients you have “held”, please follow this procedure:

- Enroll them in the appropriate program. Use the actual Initial Contact Date. The Start/Certification date is always the current date, and may not match the actual Start date of the client. DHS strongly recommends that you add a progress note to record the actual date services began for this client. In an audit, the date in that progress note would be used to calculate timelines for services.
- Assess the client with the YASI II, using the Pre-YASI if appropriate to the program.
- Create a case plan based on the results of the YASI II.

As always, if you have any further questions, please call the Cornerstone Call Center at 1-877-447-4221.