



An Integrated Approach to the Delivery of Community Health Services

Introduction to the Cornerstone User Manual

At one time, the Cornerstone User Manual was provided to Cornerstone users as a hard copy manual. Now, thanks to technology, the manual is provided electronically. This is beneficial – not only because of the paper saved, but also because the electronic manual is very user-friendly and makes information easily accessible.

You can find additional information in the Cornerstone User Manual in:

[Chapter 1](#)

Section 1.3.1 – How to Use This Manual
Section 1.3.2 – Structure of This Manual

[Chapter 2](#)

Section 2.7 – Electronic User Manual

WHERE TO FIND THE ELECTRONIC CORNERSTONE USER MANUAL. You will find the electronic Cornerstone User Manual via the “Help” menu within Cornerstone. The manual opens at section 1.1, Cornerstone Introduction. Use the tabs (Content, Index or Search) to navigate the manual.

ORGANIZATION: The Cornerstone User Manual is organized in the following way:

Chapter 1 – Introduction - provides an introduction of the Cornerstone system, new concepts and terminology, and an overview of the manual.

Chapter 2 – System Environment - covers basic information on the workstation, using Cornerstone in a Windows environment, logging into and out of the system, administrative information, and other basic system information.)

Chapter 3 – Participant Screens (PA screens)

Chapter 4 – Service/Activity Screens (SV screens)

Chapter 5 - Scheduling & Referral Screens (SC and RF screens)

Chapter 6 – Case Management Screens (CM screens)

Chapter 7 – Assessment Screens (AS screens)

Chapter 8 – WIC Food Instrument Screens (FI screens)

Chapter 9 – Administrative Screens (AD screens)

Chapter 10 – Report Screens (RP screens)

Chapters 1 through 10 provide a brief overview of the screen and its intended purpose; specific details on the screen; step by step instructions on how to complete the screen; a picture of the screen; and a chart of the field definitions.

Chapter 11 – Report Layouts (Covers all the individual reports available in the Cornerstone system.) This chapter provides a brief description of each report; a chart of the enterable fields when running the report; the frequency that the report should be ran; and a sample page of what the actual report looks like.)

Chapter 12 deals specifically with the Program Information screen (PA15) for all programs.

Chapter 13 – Case Management in Cornerstone

Chapter 14 – Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

Chapter 15 – Breast and Cervical Cancer Program (BCCP)

Chapter 16 – Healthy Families Illinois (HFI)

Chapter 17 – Illinois Diabetes Control Program (IDCP)

Chapter 18 – Early Intervention (EI)

Chapter 19 - Teen Parent Services (TPS)

Chapter 20 - WISEWOMAN (WW)

Chapters 13 through 18 cover the individual programs in Cornerstone. Specific information is provided on how Cornerstone is used with these programs, as well as the screen flow.



An Integrated Approach to the Delivery of Community Health Services

Appendices:

- Appendix A – Cornerstone Screen Flow Diagrams
- Appendix B – Code Listings
- Appendix C – System Code Table
- Appendix D – Cornerstone Data Import Function
- Appendix E – Cornerstone Data Export Function
- Appendix F – Food Instrument Problem Guide
- Appendix G – Medicaid Import Process
- Appendix H – User Procedures for Standard Reports Using Foxfire
- Appendix I – Cornerstone Data Dictionary
- Appendix J - Cornerstone Forms
- Appendix K - Duplicate Resolution Procedures
- Appendix L – Ad Hoc FoxFire Reporting Using the Cornerstone Database

And finally, the **index** provides an alphabetical listing of keywords from the manual.

HOW TO USE THE ELECTRONIC USER MANUAL. Understanding how the manual is organized makes it much easier to find the information you are looking for.

This electronic manual is very similar to internet browsers in its use of **hyperlinks**. Therefore, all text that is red is hyperlinked. This means that when you click on any red text, a link will take you to the text that is being referenced.

Moving around in the manual is very easy - use the Page Up and Page Down keys, or use your mouse to scroll up and down.

HOW TO PRINT. Once you've found the information you are looking for, you may want to print it out.

To print a chapter, click on the printer icon and select "OK". (Please note you cannot print specific pages or page ranges.)

If you would like to print the entire user manual, you most certainly can do so. But beware, the manual is around 1,000 pages, single sided, so make sure you have plenty of time, and enough paper and toner in your printer.

CLOSING THE MANUAL. When you are done using the manual, click on the X in the upper right hand corner of your screen to close the viewer, or go under File on the menu bar and select Exit.