



## MEMORANDUM

Date: December 31, 2009

To: Cornerstone Agencies

From: Julie Hagele  
DHS/MIS Cornerstone Unit Supervisor

**Subject: Cornerstone Software Upgrade Version 11.80**

Cornerstone is being upgraded to Version 11.80. BOD messages will be sent with release schedule information. Watch for these messages to find out when your site will receive the version upgrade.

**It is imperative that ALL LAPTOPS are uploaded the night before receiving Version 11.80!**

Unless every laptop at your site is in the uploaded status, your site will not receive this update. Not only will your site not receive this update, but Cornerstone will be disabled COMPLETELY. There will be NO EXCEPTIONS to this policy.

There will be NO access to Cornerstone until all the unresolved laptops are at the site and ready for upload. At that time, you can contact the Cornerstone Call Center to begin the process of getting your site updated and running again. Please be aware that this process will take a minimum of 3 hours from the time you are contacted. This is only an estimate and it may take longer for your site.

We suggest you run the **HSPR0405 – LAPTOPS CURRENTLY DOWNLOADED REPORT** to check current laptop statuses. If you are unsure of your laptop statuses or need some resolved, please call the Cornerstone Call Center for assistance.

Note: The first user to select “Cornerstone” from the network menu after receiving the upgrade to Version 11.80 will kick off the upgrade process. **It will take approximately fifteen (15) to thirty (30) minutes** to process the upgrade.

While the system is processing the version upgrade, you will see a message that states **“STOP!! –**

**PLEASE READ. DO NOT turn off this WORKSTATION during this update process!!  
– A Cornerstone process is currently running on this workstation.”**

Please **DO NOT** turn off your PC if your screen shows this message. No other user(s) should attempt to log on to any other workstation until the processing is complete. Once the message is no longer on the screen, all users may begin logging into Cornerstone.

If you have any problems or questions regarding the upgrade process, please contact the Cornerstone Call Center at our toll-free number: 1-877-447-4221 / 1-877-4IPHCA1.

### **All Programs**

#### **AD15 – Employee Information**

- The Supervisor field is now sorted alphabetically.

#### **PA07 – Initial Prenatal Data**

- This screen can only be entered for participants 6 years old or older.

#### **RP01 – On-Request Report Selection**

- The location code field is now optional for several reports (HSPR0117, HSPR0118, HSPR0119, HSPR0304, and HSPR0310).

### **Family Case Management (CM)**

#### **AD22 – Employee Expenses**

- To attribute staff expenses for FCM and TIPCM supervisors more accurately and efficiently and to encourage more FCM grantees to identify FCM supervisors in Cornerstone, this screen has been modified to apply “Percentage Time on Program” to Staff Type “S”.
- Traditionally, FCM Supervisor (Staff Type “S”) was defined as full time employees who spent all their time on the FCM program. Consistent with the requirements for Staff Type “C”, the percentage of time reported in Cornerstone should match the proportion of the Supervisor’s salary charged to the FCM program and should be supported by evidence such as time study, conducted periodically.

#### **PA15 – Program Information**

- CM-N records with status dates more than 6 months in the past will now auto term during the nightly EOD process.

#### **HSPR0418 – Staff Time and Activity Report**

- This report was created to display a breakdown of staff time.
- This report will also display percentages for each activity code. The percentages will be calculated based on the total time entered for the selected date range.
- This report is broken down into two sections: 100, 105 & 110 activity codes (FCM time) and all other activity codes.

- This report runs two different ways: By selected employee or by all employees.

### *Cost Based Reimbursement*

#### **SV02 – Activity Entry**

- This screen has been modified to allow multiple immunization CPT Codes (up to 5) in the same 15-minute increment for Activity Code 541 (Medicaid Services).
- The description for CPT Code **90748** has been changed to **HIB-HEPB**.
- Three new CPT Codes have been added.
  - 81002 - URINALYSIS
  - 86580 - TUBERCULIN SKIN TEST
  - 90663 - H1N1-09 VACCINE

#### **HSPR0723 – Case Manager Activity Report**

- This report has been modified to display the multiple immunization CPT Codes for 541 activity codes entered on SV02.

An additional screen will be added in the next version that will allow direct expenses related to each CPT Code to be entered. At that time, you will be able to go back and enter any direct expenses incurred during this fiscal year.

### *FCM Restructure Pilots*

#### **CM11 - Participant Risk**

- A new participant risk summary screen has been created.
- You need screen rights to the CM11 in order to view this screen. You can do so by going to the **AD16 – Employee Screen Security** and adding employees.
  - The screen displays the assessment date, assessment type and risk level from the three risk screening assessments (711, 712, and 713).
  - If there's only one assessment date displayed, that means that the case manager agreed to the assessment risk type.
  - If there are two of the same assessment date, that means that the case manager did not agree and the assessment risk type was overridden.
  - When the assessment dates are the same, the bottom line displays the original risk type and the top line displays the case manager's overridden response.

#### **HSPR0209 – Participant CM Risk History Report**

- This report lists the history of a participant's CM risks.

#### **HSPR0747 – Family Case Management Participant Risk Report**

- In order to appear on the report, the participant has to be currently active in Case Management and have an assessment of 711, 712 or 713.
- The report lists all CM - Active clients alphabetically by their current risk from their most recent

assessment.

- The report runs three different ways: (A) All Participants, (B) All Participants grouped by Case Managers, or (C) Participants by Selected Case Manager.
- Participants will appear on the report under Case Manager 'Unassigned' if they are not currently assigned to a Case Manager.
- The report now lists a total for 'At Risk' and 'Not At Risk' participants and gives a Summary of Totals on the last page.
- This report no longer displays participants with the category of 'G' (Guardian).

#### **HSPR0748 – WIC Status of CM NAR (Not At Risk) and AR (At Risk) Participants**

- This report displays the WIC status and clinic information of all participants that have been screened and separates them by their risk status (At Risk or Not At Risk).

#### **HSPR0749 – Case Management Risk Override Report**

- This report displays the total number of assessments completed by each employee and how many were overridden by that employee.
- The report is broken down by assessment type (711, 712 or 713) and risk level.
- The report can run for one Case Manager or for all Case Managers.
  - If no override, the participant will appear under the Assessor's ID from the assessment on AS01.
  - If there is an override, the participant will appear under the override Employee's ID from the assessment on AS01.
- When printing the report, there is now an option (Yes or No) to display the override records for participants. The default choice is yes.
  - If override = Yes, then the name, ID and assessment date will display only for the participants that had assessment overrides. Override participants listed should equal the override number.
  - If override = No, then no participant information will be displayed.

### **Genetics**

#### **PA43 – Genetic Services**

- This new screen was added to capture information needed for the two quarterly reports, Genetic Services Educational Activities Form and the Additional Information Form.
  - The information to be entered on the first tab, **Educational Activities**, is any information that would have previously been entered on the paper copy Genetic Services Educational Activities Form. This information will print on the new **HSPR0763 Genetic Services Educational Activities Report**.
  - The information to be entered on the second tab, **Additional Information**, is any

information that would have previously been entered on the paper copy Additional Information Form. This information will print on the new **HSPR0764 Genetic Services Additional Info & County Counts Report**.

- The third tab, **Counts by County**, is where the user can document a count of services provided to Non-Cornerstone participants. These counts are recorded by county. This information will print on the new **HSPR0764 Genetic Services Additional Info & County Counts Report**.
- The fourth tab, **Educational Act. Summary** is a summary of the activities recorded on the first tab, Educational Activities.
- The fifth tab, **County Count Summary** is a summary of the activities recorded for non-Cornerstone participants on the third tab, Counts by County.

#### **HSPR0763 – Genetic Services Educational Activities Report**

- This new report can be printed to replace the paper copy Genetic Services Educational Activities Form.

#### **HSPR0764 – Genetic Services Additional Info & County Counts Report**

- This new report can be printed to replace the paper copy Additional Information Form.

### **Immunization Program (IMM)**

#### **HSPR0305 – Immunization Coverage Levels**

- DTP4, OPV3, MMR1, HIB3, HEP3, VAR1 (4:3:1:3:3:1) and DTP4, OPV3, MMR1, HIB3, HEP3, (4:3:1:3:3) have been added as 2 new series for completion by 24 and 36 months.

### **Women, Infants and Children (WIC)**

#### **AS01 – Assessment**

- The name for the "Breastfeeding Infant Education" (BFIE) assessment has been changed to "WIC Breastfeeding Dyad Education" (WBDE).
- The assessment remains the same, only the name has changed.
- The "WIC Breastfeeding Dyad Education" (WBDE) can be entered on either the mother or the baby's screen. Information entered on one will auto-fill to the other participant's record if they are linked.
- In cases where there is more than one infant (multiples), the information should be entered on the mother's record so it auto-fills on both infants.
- Multiple "WIC Breastfeeding Dyad Education" (WBDE) assessments can be added.

#### **AS02 – WIC**

- Stops have been added to child food packages. CHPs will no longer be able to add:
  - Packages 300-340 to children over 2.
  - Packages 350-390 to toddlers under 2.

#### **HSPSPA29 – Breast Pump**

- This screen can now be entered on either the mother or the baby. Information entered on one will auto-fill to the other's participant record. In cases where there is more than one infant the information should be entered on the mother's record and auto-fill to both infants.
- Under pump type, a new option has been added: "Medicaid Pump".

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