

July 14, 2008

MEMORANDUM

Date: July 14, 2008
To: Cornerstone Agencies

From: Julie Hagele
DHS/MIS Cornerstone Unit Supervisor

Subject: Cornerstone Software Upgrade Version 11.20

Cornerstone is being upgraded to Version 11.20. 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 BE UPLOADED THE NIGHT BEFORE YOU RECEIVE VERSION 11.20!

Unless every laptop at your site is in the upload 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 11.20 will kick off the upgrade process. **It will take approximately fifteen (15) minutes 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 users 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.

The descriptions of the changes made in the version have been broken down into the following sections: All Program changes, Breast and Cervical Cancer (BCCP) Program changes, Case Management (CM) Program changes, Early Intervention (EI) Program, Genetics Program changes, Healthy Families Illinois (HFI) Program changes, Healthy Start Case Management (HSCM) Program changes, Immunization Program changes and Target Intensive Prenatal Case Management (TIP) Program changes. 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

- **Beginning of Day Message Center** – The Beginning of Day Message Center has been enhanced and messages can now be displayed on each Cornerstone workstation **at any time of the day** to provide timely and important messages with up-to-the minute informational bulletins. When an important message is sent during the day, users will see the message when changing screens or logging in to Cornerstone.
- **PA03 – Participant Enrollment screen** – This screen has been updated to the new design format.
- **PA15 – Program Information screen** – A new field, “**Last Update Date**”, has been added to this screen and is updated whenever someone saves on this screen.
- **CM04 – Case Notes Screen** – This screen has been modified to correct the problem which sometimes caused user’s Case Notes to appear to be written by someone else until reindexing occurred.

Breast and Cervical Cancer (BCCP) Program

- **PA15 – Program Information screen** – The message received when attempting to add a new Program record which may contain overlapping dates to existing records has been reworded. The message now reads “**Cannot overlap effective periods for the participants program/category. Please check initial contact dates. If needed, call the Cornerstone Call Center for assistance**”.
- **PA15 – Program Information screen** – A new message will be received if the participant is currently **active** at another site when a transfer is requested. Users can no longer change the “Date of Initial Contact” when requesting a transfer.
- **PA15 – Program Information screen** – The “**Actual Closed / Term Date**” can be **backdated** when terming a client. Once the record is saved, it can **not** be edited / changed.
- **PA15 – Program Information screen** – A new “Termination Reason” of **07 – TERM FOR BCCP TRANSFER**, has been added to this screen for use with this Program
- **PA15 – Program Information screen** – A new message, “**Participant will become category of XP**”, has been added when the participant changes from A to XP Category. This message will also appear when editing exiting XP records.
- **HSPR0897 – BCCP Summary Statistics Report** – This report has been modified to correct the totals on the Age Range section of this report and duplication issues. BCD and CCD Services will be included in the report. The headings on this report have been updated to “Screening Services” and “Service Dates”.

Case Management (CM) Program

- **Changes which occur when Terming a CM / N Program record on the PA15 – Program Information screen:**

PA15 - Program Information screen - When a Family Case Management Program record with a “N”

Program Status is modified to a "T - Terminated" status, a **"NTOT – CLOSED CASE FINDING" SV01 - Service Entry record** will be generated. The "NTOT" Service Entry will have the current date for the "Service Completed Date" and the "Comments" on the Service Entry will be the description for the Program record "Termination Reason". This Service Entry will be displayed on the SV01 screen, but users will not be able to edit the record.

PA02 – Participant Profile screen – A new column has been added to the Events list which will include the "Comments" from the SV01- Service Entry screen.

PA04 – Participant Event History screen - A new column has been added to the Events list which will include the "Comments" from the SV01- Service Entry screen.

SV01 – Service Entry screen – **"NTOT – CLOSED CASE FINDING"** Service Entry records generated by PA15 – Program Information screen termination of "New" CM Program records will not be editable nor can they be deleted. They are for display purposes only.

- **CM02 – Participant Goals screen** and **CM03 – Planned Services / Care Plan screen** – When the Priority of the Goal **"003 - PED PRIMARY & PREVENT CARE"** is higher than L-LOW and is selected on the **CM02 – Participant Goals screen**, two additional Services, **"821 – IMMUNIZATION"** and **"824 – DEVELOPMENTAL SCREENING"** will now generate and will display on the **CM03 – Planned Services / Care Plan screen**.

Early Intervention (EI) Program

- **AS03 – EI Levels of Development screen** – The **Spell Check feature** has been added for use on the text box fields on this screen.

Genetics Program

- **PA15 – Program Information screen** – A new Program, **GEN – GENETICS**, has been added to Cornerstone and the **PA15 – Program Information screen** has been updated with this new program addition.
- **AS01 – Assessment screen** – The assessment formerly named "GST – Genetic Screening Tool Assessment" has been renamed to the **"FHH – Family Health History Assessment"**. **All existing GST assessments will be changed** to FHH assessments.
- **AS01 – Assessment screen** – Questions have been added to the end of the **FHH – Family Health History Assessment** regarding which Program and Clinic screened the client.
- **PA39 – Expanded Genetic Screening Tool screen** – On the "Disposition by Genetic Coordinator" tab, **fields have been added** to record Number of Attempts for Calls, Letters, Home Visits, and Clinic Visits for clients on this screen. On the "Newborn Screen Disorders" tab, **"Cystic Fibrosis"** has been added to this screen.
- **Report Menu – Genetics** has been added to the Report Menu in Cornerstone.
- **HSPR0760 – Expanded Genetic Screening Tool Tracking report** and **HSPR0761 – Summary Client Data Form – Genetic Follow-Up report** – Two new **Genetic reports** have been added to Cornerstone and can be found under the Genetics section of the Reports Menu.

- **HSPR0208 – Family Health History Report** – This report, formerly named “Expanded Genetic Screening Tool Report”, has been **expanded to include Comments** and the new questions regarding which Program and Clinic screened the client from the “FHH – Family Health History Assessment”.
- **SV01 – Service Entry screen** – A new “Type of Service”, **936 – GENETICS FOLLOW-UP**, has been added for use with this Program.

Healthy Families Illinois (HFI) Program

- **PA15 – Program Information screen** – A new “Category”, **SUSP - SUSPENSION**, has been added to this screen for use with this Program. Since HFI is an intensive home visiting program with weekly home visits, there are natural times when services need to be suspended. **This new category will be used to temporarily suspend a family from the Healthy Families Illinois program.** While in SUSP category the family will be considered Eligible, but not Active. A participant cannot be directly added to Cornerstone with a Category Code of SUSP; participant must be added under a different Category Code and then changed to SUSP – SUSPENSION. **Participants will auto term after 90 days of being in this SUSP - SUSPENSION category.**

Healthy Start Case Management (HSCM) Program

- **PA15 – Program Information screen** – A new “Category”, **IC – INTERCONCEPTUAL CARE**, has been added to this screen for use with this Program.

Immunization Program

- **HSPR0301 - Child Immunization Record report** – The “Provider Name” field has been expanded on this report to the maximum length allowed to accommodate longer names.

Target Intensive Prenatal Case Management (TIP) Program

- **PA15 – Program Information screen** – A new “Category”, **IC – INTERCONCEPTUAL CARE**, has been added to this screen for use with this Program.