

January 19, 2001

**MEMORANDUM**

To: Cornerstone Agencies

From: Thomas W. Simonds,  
Vice President of Information Technology Services  
Illinois Primary Health Care Association

Subject: Cornerstone Software Upgrade Version 7.3

Cornerstone is being upgraded to version 7.3. The new version will be released in four phases according to the following schedule:

<b>Clinic ID</b>	<b>Release Date</b>
Child & Family Connection agencies	January 29, 2001
001001 – 031112	February 5, 2001
031113 – 099004	February 12, 2001
101001 – 203001	February 19, 2001

*Note: The first time you select “Cornerstone” from the network menu after receiving the updated version, it will take approximately fifteen (15) to thirty (30) extra minutes to load the system due to the processing involved in updating your computer with the new version.*

While the system is processing the version upgrade, you will see a blue screen containing a white window with a message that states “DHS UPDATE PROCESS IS RUNNING ON THIS MACHINE - WORKSTATION TEMPORARILY UNAVAILABLE - PLEASE WAIT - THANK YOU”. Until the processing is complete and this message has been removed from the screen, no one should attempt to logon at any other workstation. Users may begin logging into Cornerstone after this process is complete.

The descriptions of the changes made in the version have been broken down into the following sections: General Changes, WIC, Immunizations, BCCP, Diabetes, and Early Intervention. If you have any problems or questions regarding the upgrade process, please contact the Cornerstone Call Center at (877) 447-4221 / (877)-4IPHCA1.

**IMPORTANT WIC and EI changes have been made in Version 7.3. Please read the appropriate sections carefully.**

## GENERAL CHANGES

- **Electronic Cornerstone User Manual** has been modified to reflect the changes found in Version 7.3.
- **Updating Group Addresses** – When updating the residence address of a group head, users are asked if they would like to update the residence address of all group members. If the user selects “Yes”, Cornerstone previously updated all participants linked to the group head, even if the relationship was no longer active. Cornerstone has been modified to only update active group members.
- The **Portable PC Upload/Download screen (AD09)** has been modified:
  - Any time your computer loses power while working in Cornerstone, it is possible that files may be corrupted or damaged. Cornerstone previously displayed a message each time the user uploaded or downloaded to the laptop from the Portable PC Upload/Download screen (AD09). The message serves as a reminder for the users to plug in their laptops when uploading or downloading data. As a further reminder, Cornerstone has been modified to also display this message on the laptop every 28 days.
  - The warning message that appears while working on a laptop has been modified. The message now displays the exact date of the last day the laptop can be used before an upload is required. Previously, the message displayed the number of working days until the laptop needed to be uploaded.
  - The Portable PC Upload/Download screen (AD09) has also been modified to speed up the download process.
- The **Participant Med / Insurance screen (PA05)** has been modified to correct problems using the F2-Share and F6-Edit functions.
- The **Participant Duplicate Browse (PA21) / Participant Duplicate Resolution (PA22) screens** have been modified to check for program records at other agencies. If at least one program record exists at another agency, Cornerstone will not allow the participants to be merged. Additionally, the Participant Duplicate Resolution screen (PA22) has been modified to verify if both participants have medical/insurance records of the same coverage type.
- The **Schedule Appointment screen (SC02)** has been modified to allow users to schedule a WIC certification appointment for a participant who was terminated using Term Reason “18” – “Term Postpartum - Cert Preg”, even if it is more than two weeks before the participant’s scheduled term date.

This screen has been modified to refresh the Schedule ID field description when the user changes the Schedule ID. Previously, if a user selected a Schedule ID and then attempted to change it, the Schedule ID field description would remain the description for the first Schedule ID and not change to the new Schedule ID.

- The **Participant Master Record (HSPR0201)** has been modified to print information on all programs for the selected participant. Previously, the report only printed information from the participant’s first program record.
- The **Clinic Schedule report (HSPR0505)** has been modified to select appointments only for participants in the program specified by the user.
- The **Participant Schedule by Service Mailing Register (HSPR0602)** report has been modified to allow users the option of printing the register when labels are printed. Previously, the register automatically printed when labels were printed.
- The **Summary of Participants Case Managed by Case Manager report (HSPR0708)** has been modified in the way information is displayed on the report. Previously, the report sorted by employee name, program, and participant ID. The report has been modified to sort by employee name, program, and participant name.

## WIC

- **WIC Income Amounts / Program Information screen (PA15)** – According to WIC policy, Cornerstone users are now required to enter a participant’s income amount, even if the participant is providing proof of income based on adjunctive eligibility reasons. As a result, the Program Information screen (PA15) has been modified so that only proof of income codes of 10, 11, 12, 13 and 14 can have an income amount of zero (0). This will apply only to WIC program records with a status of “E” for “Eligible”. (See attached letter.)
- The **Program Information screen (PA15)** has been modified. When attempting to term a WIC record using Term Reason 11, the warning message that is displayed has been changed from “Term reason 11 is not allowed on a WIC active participant” to “Term reason 11 is not allowed on a WIC participant”.
- **Blood Work Policy Changes** – Changes have been made to the Hgb/Hct Date fields to accommodate use of referral data in accordance with new blood work policy. Since the Hgb/Hct data may now be older than 60 days, and in some cases could be as old as one year, the following modifications were made in Cornerstone:
  - The **Adult Health Visit screen (PA08)** will now allow a Hgb/Hct date to be up to one year old. If a user attempts to enter a date that is greater than 12 months, the following new message is displayed: “Warning: Please verify Hgb/Hct date. Date should be less than 12 months old.”
  - The **Infant/Child Health Visit screen (PA09)** will also allow a Hgb/Hct date to be up to one year old. If a user attempts to enter a date that is greater than 12 months, the following new message is displayed: “Warning: Please verify Hgb/Hct date. Date should be less than 12 months old.”
  - In addition, the **WIC Assessment screen (AS02)** has also been modified. Previously, if a Hgb/Hct date older than 60 days was present on the Adult Health Visit (PA08) or Infant/Child Health Visit (PA09) screen, a warning message would appear and the participant could not be certified on the WIC Assessment screen (AS02). This screen has been modified to allow a Hgb/Hct date up to 12 months, and the warning message has been removed.
- **WIC Assessment screen (AS02)** – Modifications have been made to the WIC Assessment screen (AS02). Previously, users attempting to complete a WIOC certification may have experienced some problems, which have been corrected.
- **Monitoring Special Formula** Cornerstone has been enhanced to allow WIC to monitor special formula via the modification of WIC Assessment screen (AS02) and the addition of a new screen and report:
  - When a special formula food package (i.e., non-contract or “special” food package numbered 700-899) is entered on the **WIC Assessment screen (AS02)**, a message will be displayed directing users to complete the new WIC Special Formula screen (FI08). Users can use the F10-Fast Path key to directly access the WIC Special Formula screen (FI08).

NOTE: Following current policy, food packages of 825-830 do not require the WIC Special Formula screen (FI08) to be completed. In addition, this information is not displayed on the WIC Special Formula report (HSPR0116).

- The new **WIC Special Formula screen (FI08)** will display all food packages assigned to the participant via the WIC Assessment screen (AS02), and users are able to use the F6-Edit function to enter additional information about the special formula (only) packages. The additional information includes the reason the special formula was assigned and the participant’s Next Doctors Appointment, if available. If the specific reason the formula was prescribed is not found on the F1-Help list, the reason should be recorded in Case Notes (CM04). There must be either a reason or an appointment date for each special formula food package assigned before Cornerstone will allow food instruments to be printed for that package.
- A corresponding **WIC-Special Formula report (HSPR0116)** has been added to Cornerstone to allow users to monitor active infants who are receiving special formula. The report displays the participant’s name and birth date, first day to use the formula, formula name, diagnosis, provider’s name from the Participant Enrollment screen (PA03), the CHP’s name from the WIC Assessment screen (AS02), and the next medical and clinic appointments. The report also calculates the number and percent of infants who are receiving non-contract formula.

This report will automatically print at the end of each month, and can be printed on demand. Local agencies should submit the WIC-Special Formula report (HSPR0116) to their Regional Nutritionist Consultant in place of the “WIC Clients Authorized to Receive a 700 or 800 Series Formula” manual report.

- Cornerstone has also been modified to prevent users from printing food instruments that contain special formula if the WIC-Special Formula screen (FI08) has not been completed. When attempting to print FIs from the **Produce Food Instruments screen (FI01)**, a message will be displayed directing users to complete the WIC-Special Formula screen (FI08) before the FIs can be printed.
- **Breast Feeding/ Breast Pump** – Modifications have been made to Cornerstone to allow users to monitor breast pump issuance. Additional reports have been added to Cornerstone to monitor breastfeeding.
  - The **Infant/Child Health Visit screen (PA09)** has been modified by adding a new “Breast Pump” field. This field indicates if a breast pump is, or ever has been, issued to the participant. In no pump has ever been issued, the “Breast Pump” field will be blank. If a breast pump has been issued to the participant and not yet returned, the “Breast Pump” field will display a “Y” for “Yes”. If a breast pump has been issued and returned, the “Breast Pump” field will display a “N” for “No”. The “Breast Pump” field is for display only and cannot be edited.

In addition, a Fast Path key (F10) has also been added to the Infant/Child Health Visit screen (PA09) to allow users to directly access the Breast Pump screen (PA29).

- A new **Breast Pump screen (PA29)** has been added to Cornerstone to allow Cornerstone users to follow up with participants who have been issued a breast pump. When issuing a breast pump, the F5-Add function is used to record the Pump Type and Date Received (the date the pump is issued to the participant) fields. Once a record has been added and saved, the screen will be in Browse mode and display the history of pumps issued to the participant.

If a pump is returned, users will use the F6-Edit function to document the return in the Date Returned field. Additional records are added if additional pumps are issued.

- This screen has a Fast Path key (F10) to the Infant /Child Health Visit screen (PA09).
- Information captured on this screen will be shown on the new WIC Breastfeeding Follow Up Report (HSPR0119).
- The new **WIC Breastfeeding Initiation Report (HSPR0117)** allows users to monitor breastfeeding initiation and duration rates. The report lists the breastfeeding initiation rate for the current month and the cumulative total initiation rates since the beginning of the fiscal year (July 1). In addition, this report will identify the 6 and 12 month duration rates for the current month and the cumulative 6 and 12 month duration rates since the beginning of the fiscal year.

The report is based on WIC infants, their birth and certification dates, and the breastfeeding information recorded on the Infant/Child Health Visit screen (PA09). HSPR0117 automatically prints on the second day of the month, or can be printed on demand from the report menu.

- The new **WIC Breastfeeding Reasons Ceased Report (HSPR0118)** allows users to monitor the reasons breastfeeding ceased. The report identifies the number of active WIC infants who stopped breastfeeding by age in weeks and by reason ceased. This report also calculates the number and percent of infants who stopped breastfeeding before four weeks of age. Information is provided for the current month and cumulatively since the beginning of the fiscal year (July 1).

The report is based on active WIC infants, their birth and certification dates, and the breastfeeding information recorded on the Infant/Child Health Visit screen (PA09). HSPR0118 automatically prints on the second day of the month, or can be printed on demand from the report menu.

- The new **WIC Breastfeeding Follow Up Report (HSPR0119)** allows users to follow-up on mothers and breastfed infants. The report displays the participant name and ID, group head for the infant, phone

number, and birth and certification date. If information has been entered on the Breast Pump screen (PA29), the applicable data (all pump types received, and the pump received and return dates) will also be displayed. Information is provided for all active WIC infants who are currently breastfeeding as of the date entered.

This report runs automatically each month, or may be printed on demand from the report menu. The report can be run for all breastfed infants/children, breastfed infants/children by date of birth (date range) or for those with pumps only. The report can be sorted by pump received date (the default) participant name, participant ID, and date of birth.

- A new Reason BF Ceased “15” – “Medication” has been added to Cornerstone.

## EARLY INTERVENTION

- **EI / ES File Maintenance Program.** To accommodate the integration of Early Start (ES) into Cornerstone, a file maintenance program will be ran at all Child and Family Connections agencies. Since all EI participants will need to be re-evaluated to determine if they are now eligible for EI or ES, the file maintenance program will accomplish the following:
  - 1) All participants with an EI program record will have their category code changed from “C” to “EI”.
  - 2) Participants who do not have a medical diagnosis determination code (“E02” or “E04”) will have their current determination code converted to the corresponding ‘pending’ determination code (i.e., “E03” will convert to “P03”, etc.) Please note that the pending determination codes are not available to be entered by the user.
  - 3) If the EI participant will be three years old by June 30, 2001, their determination code will not be converted to a pending determination code. However, their category will change from “C” to “EI”.
- A new **EI / ES Caseload for Pending or Blank Determination Codes (HSPR0793)** report has been added to Cornerstone to help identify those EI participants whose determination code was converted to a pending determination code. This report will allow Cornerstone users to identify all participants who have a pending determination code or a blank level of delay code and any program status except “termed” or “ineligible”. Participants with no determination code entered, or without an Early Intervention Program Data (PA35) record, will also be selected.

The report can be run for all service coordinators or for an individual service coordinator. The report is broken down alphabetically by service coordinator, then ordered alphabetically by participant name. The participant ID, program status, eligibility date, determination code, and level of delay are also displayed on the report.

- Under the Program of “Early Intervention”, the category “C” for “child” has been removed. Two new categories of “EI” for “Early Intervention” and “ES” for “Early Start” have been added.
- All Early Intervention report titles have been changed to reflect the implementation of the Early Start program, and other modifications have been made as necessary:
  - The **EI – Participant Enrollment Information Report (HSPR0770)** was changed to “EI/ES Participant Enrollment Information” and the category code was added to the report.
  - The **EI – Authorized Provider Service Report (HSPR0771)** was changed to “EI/ES Authorized Provider Services” and the category code was added to the report.
  - The **EI – Pending Provider Services Report (HSPR0772)** was changed to “EI/ES Pending Provider Services” and the category code was added to the report.
  - The **EI – Participant Follow-up Report (HSPR0773)** was changed to “EI/ES Participant Follow-up Report” and the category code was added to the report.
  - The **EI – Initial IFSP Due Report (HSPR0774)** was changed to “EI/ES Initial Service Plan Due Report”, the category code was added, and the report now prints in a landscape format.

- The **EI – EI IFSP report (HSPR0777)** was changed to “EI/ES Service Plan Report”. However, the child’s specific category will print on the report (i.e., “Early Start Service Plan” or “Early Intervention Service Plan”).

The “EI#” on this report was corrected, as in some cases it displayed the participant ID instead of the EI#. The “EI#” on the report was changed to “EI/ES#”, and all other references to “EI” were changed to “EI/ES”. In addition, this report was also modified to run more quickly. In larger agencies, this report previously took several minutes to run.

This report was also modified to print the most recent EILD assessment. Previously the report printed the first (oldest) assessment.

- The **EI – Caseload Summary Report (HSPR0792)** was changed to “EI/ES Caseload Summary Report”. This report was also modified to correctly calculate participant totals when the report is ran for multiple months.
- The **Early Intervention Program Data screen (PA35)** has been modified to accommodate Early Start:
  - A “Category” field has been added to display the participant’s category from the Program Information screen (PA15).
  - A child’s category will automatically be updated on the Program Information screen (PA15) based on data entered on the Early Intervention Program Data screen (PA35):
    - A child’s category will automatically be changed to “EI” on the Program Information screen (PA15) if:
      - a) their level of delay is 50% or greater, OR
      - b) their determination code is a medical diagnosis (“E02” or “E04”)
    - A child’s category will automatically be changed to “ES” on the Program Information screen (PA15) if:
      - a) their level of delay is 30-49%, AND
      - b) their determination code is any eligible determination code except a medical diagnosis (“E02” or “E04”)
  - If a child’s category is changed (EI to ES, or ES to EI), all authorizations will automatically be discontinued as of that day.
  - The level of delay will be required if the Current IFSP date fields have been completed unless the determination code is a medical diagnosis (“E02” or “E04”).
- The **Program Information screen (PA15)** has been modified for Early Intervention program records. When adding a new EI record, the category will default to “EI” and cannot be edited. The category is determined based on information entered on the Early Intervention Program Data screen (PA35).
- The **Participant Forms (CM10)** used by the Early Intervention program have been modified. The “EICV” – “EI – IFSP Cover Page” has been renamed to “EI / ES Cover Page”, and all references in the memo field to “EI” were changed to “EI / ES”. In addition, the “EILD” – “EI – Levels of Development” has been renamed to “EI / ES Level of Development”.
- The **Early Intervention Service Authorizations Entry screen (SV07)** has been modified to allow users to discontinue authorizations on active providers and on authorizations for participants who are termed. Previously, users were experiencing difficulty discontinuing authorizations for active providers, or for participants who were already termed. The screen was also modified to allow users to continue backdating authorizations as necessary.

## BCCP

- The **BCCP – Detailed Procedures – Results with No Bills (HSPR0787)** report has been modified to print correctly from ReachOut workstations. Previously, the last page of this report would not eject from the printer.
- The **BCCP – Detailed Procedure and Reimbursement Report (HSPR0783)** has been modified so that page breaks occur properly, and totals for each provider are listed in the Amount section.

## DIABETES

- The **Diabetes Screening Report (HSPR0795)** has been modified:
  - Previously, if no Start and End Date were entered when running the report, only one record would be selected. Cornerstone has been modified to select all appropriate records.
  - The report will print race/ethnic summary pages only when there is data upon which to report.

## IMMUNIZATIONS

- The forecasting for **Immunization Type “26” – “Prevnar”** has been added to Cornerstone.
- **The Multiple Immunization Entry screen (PA23)** has been modified. Previously when adding immunizations and pressing F4-Save, the lot number field changed to the first lot on the list.
- The immunization’s **Monthly Summary Report (HSPR0304)** has been modified:
  - The report title has been changed from “Monthly Summary Report” to “Summary of Immunizations for Monthly Accountability”.
  - This report previously ran for a specified date range. It has been modified to run for a specified month.
  - The age ranges on the report have been modified to match the Illinois Department of Public Health Vaccine Accountability Report.
  - When calculating the counts on the report, if no data is reported for DTP-Diphtheria, MR – Measles/Rubella, Oral Polio Virus and/or Rotavirus, the vaccine(s) will not be displayed on the report.
  - The report was modified to only show those vaccinations given within the date range specified.
- The **Two Year Old Immunization Coverage Levels (HSPR0305)** has been modified to correctly run when a location code is specified.
- The “List of Inventory and Waste Between XX/XX/XXXX – XX/XX/XXXX” subhead was added to the **Biologic Inventory Report (HSPR0306)**.

December 29, 2000

To: Local Agency Administrators and WIC Coordinators

From: Michael R. Larson, M.S., Chief  
Bureau of Family Nutrition

Subject: **New WIC Policy --Income Amounts**

Based on new WIC Federal Regulations regarding records and reports required by the Food and Nutrition Services of the U.S. Department of Agriculture, state and local agencies must provide additional participant characteristic information on all proofs of income. Because of this, the current policy (Part 3, Certification Standards, Section 1, Eligibility Criteria, 8.C.) is being changed to “**require**” entering an applicant’s income amount even though they are providing proof of income based on adjunctive eligibility reasons.

If an applicant uses adjunctive income eligibility, staff must still request proof of documentation from the client, (Medicaid or KidCare ID card, or Food Stamp ID card). In addition, staff must also ask clients for their verbal declaration of income to enter in Cornerstone. For example, if an applicant provides a medicaid card as proof of income, the staff person must also ask the client for her income amount which must now be entered on the PA 15 screen. A verbally declared income amount is acceptable because this is only being used for information purposes for Cornerstone, and not to determine eligibility. If proof of income has been established based on Medicaid or KidCare, Cornerstone will not disallow certification based on over-income.

This change, which is effective January 15, 2001, will soon be included in the new Cornerstone version, 7.30, which will begin being piloted in mid-January. This new version will modify PA15 so that only proof of income codes of 10, 11, 12, 13, and 14 can have an income amount of zero. This will be an edit ONLY on program records of WIC and status of E (Eligible). There will be an Error message that stops clinics from adding the record, not a Warning message that can be overridden. New revised pages to the WIC Policy Manual will be sent out to you in the near future.

Thank you for your assistance with this new change. If you have any questions, please do not hesitate to contact this office at 217-782-2166 or your Regional Representative.

cc: Sandra Slayton, Midwest Region Director, USDA/FNS/SSNP  
Stephen E. Saunders, M.D., M.P.H, Associate Director  
Bill Jacobs, Central and Field Operations  
Regional Administrators