

MEMORANDUM

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Date: June 26, 2002
To: Cornerstone Agencies
From: Thomas W. Simonds,
Chief Operating Officer
Illinois Primary Health Care Association
Subject: Cornerstone Software Upgrade Version 8.30

Cornerstone is being upgraded to version 8.30. The new version will be released in three phases according to the following schedule:

Clinic ID	Release Date
001001 – 031112	July 1, 2002
Child & Family Connections	July 8, 2002
031113 – 099004	July 8, 2002
101001 – 203001	July 15, 2002

*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) minutes or longer** 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, BCCP, Case Management, Early Intervention, Healthy Families Illinois, Healthy Start Case Management, Immunizations and WIC. If you have any problems or questions regarding the upgrade process, please contact the Cornerstone Call Center at toll-free (877) 447-4221 / (877)-4IPHCA1.

IMPORTANT: PLEASE READ

Due to the maintenance files associated with this version release, **it will take longer for Cornerstone to install compared to versions you have received in the past.**

We are estimating it will take 15 to 30 minutes for the version to install, but this process can be longer or shorter based on the size of your site and the amount of data in your system.

Please **DO NOT** turn off your workstation if your screen shows "DHS process is running on this machine" or if you feel that the process is taking too long.

If you doubt whether or not the update process is still running, or if you feel the process has been running longer than anticipated, please contact the Cornerstone Call Center at 1-877-447-4221 and a Cornerstone Support technician will check the processing for you.

Cornerstone Version 8.30

The following changes have been made to Cornerstone as of the date of this version letter. However, based on the results of the pilot, Cornerstone Version 8.30 may actually contain slight modifications not outlined below. Please watch your Beginning of Day (BOD) messages for the most updated information. If you have any questions, contact the Cornerstone Call Center at toll-free 1-877-447-4221.

General Changes

- The following modifications were made to the **Cornerstone User Manual**:
 - Section 2.10 “Local Area Network” of Chapter 2 “System Environment” – The step by step instructions on performing tape backup were updated, and diagrams of the server tape drive were added for clarification.
 - Appendix J “Cornerstone Data Dictionary” was updated to reflect all tables and fields found in version 8.30.
 - Section K.5 “Authorized Vendor Forms” of Appendix K “Cornerstone Forms” – The prices and descriptions for Authorized Vendor equipment were updated.
- The **hospital code** “0807” was updated with the correct description of “Red Bud Regional Hospital”.
- The **Participant Med/Insurance screen (PA05)** was modified. When users edit or add a record with the “Type of Coverage” of “M - Medicaid”, the “Termination Date” field will no longer be available. This field will be completed via the MedMatch process.
- The **Adult Health Visit screen (PA08)** was modified. The “Tobacco and Alcohol Use (Current)” section of the screen has been modified to allow responses to be entered in the “Intervention” field if an “N” for “no” is present in the “Smoke” field. This change will allow intervention activities to be tracked when supporting a woman who has stopped smoking.
- The **participant height** has been changed in Cornerstone to be measured in eighth inches instead of quarter inches. With the release of version 8.30, all sites will also receive a one-time conversion program that will convert all existing participant heights from quarter inches into eighth inches. This change is reflected on the following screens and reports:
 - Initial Prenatal Visit (PA07)
 - Adult Health Visit (PA08)
 - Infant/Child Health Visit (PA09)
 - Birth Data (PA11)
 - Participant Duplicate Resolution (PA22)
 - Participant Master Record – WIC report (HSPR0114)
 - Participant Medical Information (HSPR0202)
- The **Clinic Appointments screen (SC05)** was modified. Previously, commas were displayed in the participant column when the service code for time block out (BLOC) was used. The screen was modified to display a comma only if a name exists in the participant column.
- The **Services by Provider report (HSPR0730)** was modified to display 60 lines on the printed report. Previously, the report printed 50 lines per page, which caused pages to overlap.
- The **EI Caseload Summary report (HSPR0792)** was modified to allow users to run the report for any program (not just for the EI program). As a result, the report name was changed to “Caseload Summary Report” and can now be found on the report menu under “Management” reports.

BCCP

- The **diagnosis code** “B1 – CANCER, IN SITU” is no longer available for use on the Breast and Cervical Cancer Data screen (PA30). Instead, the following two new code have been added:
 - B4 – LOBULAR CANCER IN SITU
 - B5 – DUCTAL CANCER IN SITU

Case Management

- The **Case Management Caseload Summary Report (HSPR0745)** was modified to correctly report on participants when the Employee ID and Program Code fields are used to run the report. Previously when running the report based on these two fields, the report incorrectly displayed “No Participants.”

Early Intervention (EI)

- The following new **procedure codes** were added to Cornerstone:
 - W7516 – A/R IFSP Meeting Offsite
 - W7524 – IFSP Meeting Offsite
 - W8733 – IFSP Meeting Offsite
 - W8742 – IFSP Meeting Offsite
 - W8751 – IFSP Meeting Offsite
 - W8757 – IFSP Meeting Offsite
 - W8763 – IFSP Meeting Offsite
 - W8767 – IFSP Meeting Offsite
 - W8771 – IFSP Meeting Offsite
 - W8779 – IFSP Meeting Offsite
- The following changes were made to the **Eligibility Determination Codes**:
 - “E06” was changed from “ELIG – CLIN JDG/P RISK SED” to “ELIG – CLIN JDG/P RISK SMD”
 - A new code of “E11 - THREE RISK FACTORS” was added to Cornerstone
 - The following codes were inactivated in Cornerstone:
 - E07 – ELIG – CLIN JDG/RISK AUH
 - E08 – ELIG – CLIN JDG/RISK AUR
 - E09 – ELIG – CLIN JDG/RISK AHR
 - E10 – ELIG – CLIN JDG/RISK UHR

All existing E07, E08, E09 and E10 codes were converted to the new “E11 – THREE RISK FACTORS” code.

- The **Participant Med/Insurance screen (PA05)** was modified to allow additional “INS – Insurance” records to be added for EI participants. Cornerstone previously only allowed three insurance records per participant. Users can now add up to nine insurance records per participant. The new codes are:
 - INS4
 - INS5
 - INS6
 - INS7
 - INS8
 - INS9

To accommodate this change, six corresponding “INS – Insurance” address records (INS4 – INS9) were also added to Cornerstone for use on the address pop-up box.

- The **Early Intervention Program Information screen (PA35)** was modified. When a Current IFSP is entered, if an Interim IFSP exists and the Current IFSP begin date is less than the Interim IFSP end date, Cornerstone will automatically adjust the Interim IFSP end date to one day before the Current IFSP begin date. [See *related changes to the Early Intervention Service Authorization Entry screen (SV07) below.*]
- In conjunction with the modifications to the Early Intervention Program Information screen (PA35) regarding Interim IFSP dates (see above), the **Early Intervention Service Authorization Entry screen (SV07)** was also modified.

If Cornerstone automatically adjusts the Interim IFSP end date on the Early Intervention Program Information screen (PA35), any authorizations entered for the Interim IFSP period are similarly adjusted to fall within the correct Interim IFSP period, except for evaluation authorizations and authorizations with a status of “CAN – Cancelled”. The status of adjusted authorizations is changed to “ADJT – Adjusted”.

- The “PEND – Pending” and “APVD – Approved” **authorization status codes** were inactivated.

In conjunction with the inactivation of the “PEND” and “APVD” authorization status codes, the **Early Intervention Service Authorization Entry screen (SV07)** was further modified. After entering an assistive technology authorization and pressing “F4” to save, Cornerstone will now save the authorization with a blank status code.

Previously, the status code for assistive technology authorizations would default to “PEND.” After the CFC received approval from DHS, CFC staff updated the status code on the approved authorization to “APVD”.

- The **Early Intervention Service Authorization Entry screen (SV07)** was modified to allow insurance to be waived or exempted for a specific service (instead of for all services for a specific participant). To accomplish this, a new “Private Insurance” field was added to the screen.

The “Private Insurance” field will auto-fill based on the type of service being authorized. If the service requires private insurance, the field will auto-fill with the code and description already entered in the “Private Insurance” field on the Early Intervention Program Information screen (PA35). However, this auto-filled code can be edited (but not deleted) if necessary.

If the service being authorized does not require private insurance, the field will auto-fill with the new “Private Insurance” code “11 – Insurance Billing Not Required”. (NOTE: This code was added to Cornerstone for this auto-filling function; it is not available for users to select.)

Early Intervention program staff will be sending CFCs additional information on this new feature. For more information, please refer to this documentation or call the Cornerstone Call Center at 1-877-447-4221.

- The **EI Caseload Summary report (HSPR0792)** was modified to allow users to run the report for any program (not just for the EI program). As a result, the report name was changed to “Caseload Summary Report” and can now be found on the report menu under “Management” reports.
- The following modifications were made to both the **EI Authorized Provider Services Report (HSPR0771)** and the **EI Service Plan Report (HSPR0777)**:
 - The “Individual Provider” name and ID were removed from the reports. (The “Authorized Payee” name and ID are still printed.)
 - A new “Private Insurance” field was added to the reports. The code and description recorded in the “Private Insurance” field on the Early Intervention Service Authorization Entry screen (SV07) will now be displayed on the reports.
- The **EI Family Fee Report (HSPR0778)** was modified to display the correct “Income Documentation Type” on the report. Previously, the report displayed “Two (2) Check” even if other income documentation types were selected.

Healthy Families Illinois (HFI)

- The following modifications have been made to the **Program Information screen (PA15)**:
 - Users are now allowed to enroll both male and female participants in the HFI program with the category of “CNTL – Control”. Previously, Cornerstone would not allow males to be placed in this category.
 - Users can no longer enroll HFI participants with the category “P – Pregnant”. Instead, users should enroll HFI participants in the category “HFIP – HFI Prenatal”. (This code was added to Cornerstone with the release of Cornerstone version 8.20.)

Healthy Start Case Management (HSCM)

- A new **Risk Factors for Intensive Prenatal Case Management report (HSPR0746)** was added to Cornerstone. This report provides a list of all participants for whom the new Risk Factors for Intensive Prenatal Case Management assessment (707G) was completed. Users can generate the report based on a time period during which the assessment was completed.

- The modified **Caseload Summary report (HSPR0792)** is now available for use by all programs (not just the EI program). Formerly called the “EI Caseload Summary report”, this modified report can now be found on the report menu under “Management” reports.

Immunizations

- The immunization group table data was updated to correctly forecast shot type “17 – IPV” instead of “03 – OPV”.
- The **Biologics Inventory screen (AD05)** was modified. The “Date Received” field was changed to “First Doses Rec’d Date”. This field should now be used to enter the date on which the first doses for a lot are received. Users should not update the field when additional doses for the same lot are received on a later date. As a result, the field is no longer editable.
- The **Immunizations screen (PA12)** and the **Multiple Immunization Entry screen (PA23)** were modified to not allow users to add an immunization record if the immunization date is prior to the date the specified lot was received. Previously, users received a warning that the inventory would not be updated, but were allowed to continue adding the record.
- The **Two Year Old Immunization Coverage Levels report (HSPR0305 / HSPR0305A)** was modified. The Selection Information window has changed, and users now have four choices of what information they wish for the report to display.

When running the report, a pop-up box is displayed with a list of the four report sections. Users can select one section or any combination of sections to run:

- a. Participants with Immunization History (HSPR0305A) (with or without immunization detail)
- b. Participants with no Immunization History (HSPR0305B)
- c. Summary (HSPR0305C)
- d. User Defined Assessment Report (HSPR0305D)

WIC

- The following **WIC Program food package** changes have been made:
 - Ensure Plus, which has been available in food package 912, will now be offered on the same package (908) with Ensure. If you have a women receiving Ensure Plus, her food package will need to be changed once this download is received.
 - The 937 food package that supplies 8 ounce ready to feed soy formula will be deleted. However, 8 ounce ready to feed formula remains available in food packages 404, 504, 604, and for breastfeeding supplement in 457, 557, 657.
- The special formula descriptions which print on the **WIC Special Formula report (HSPR0116)** have been updated to more accurately reflect current food packages. For more information, please refer to the memo from Penny Roth dated February 5, 2002.
- The **Schedule Appointment screen (SC02)** was modified to allow users to schedule a “WCN – WIC Cert - Postpartum” certification appointment for a WIC client in the following situations:
 - A WIC client that is active as “B – Breastfeeding” with a scheduled term date in the future, who has stopped breastfeeding but has no risk factors other than Q100, Q200 or Q400 (risks of her “own”), and therefore must be re-certified as “N – Postpartum”. This will allow users to schedule an appointment. Previously, Cornerstone would not allow the WCN appointment to be made in this situation.
 - A WIC client that is active as “P – Pregnant” and who miscarries over four months prior to the scheduled term date. Previously, users received an error message stating that certification appointments can not be scheduled more than four months in advance.