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**Bruce A. Johnson,**  
President & Chief Executive Officer

Date: June 28, 2005  
To: Cornerstone Agencies  
From: Sherri Butler  
Director of System Development and Software Support  
Subject: Cornerstone Software Upgrade Version 9.20

Cornerstone is being upgraded to Version 9.20. The new version will be released to Child and Family Connections Sites on Friday, July 1, 2005.

**IT IS IMPERATIVE THAT ALL LAPTOPS BE UPLOADED THE NIGHT BEFORE YOU RECEIVE VERSION 9.20!**

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 9.20 will kick off the upgrade process. It will take approximately fifteen (15) to thirty (30) minutes or longer to process the upgrade.

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." 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 changes made in the version are for the Early Intervention program. 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.

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## Cornerstone Version 9.20 Changes

### Early Intervention (EI)

Users should have received information from the Early Intervention program regarding the following changes:

The **Participant Med/Insurance screen (PA05)** has been modified to prohibit users from adding or editing private insurance records and/or private insurance addresses. All private insurance information will be entered and updated by the Central Billing Office. Users should continue to add Medicaid (M) records on the **Participant Med/Insurance screen (PA05)**.

The **Early Intervention Service Authorization Entry screen (SV07)** has been modified to reflect the following changes:

- Developmental Therapy direct service and group services will no longer auto-fill with insurance code 11 - INSURANCE BILLING NOT REQUIRED on the Early Intervention Service Authorization Entry screen (SV07). These services, like other services billable to insurance, will reflect the insurance code selected by the user on **Early Intervention Program Data screen (PA35)**.
- Users will no longer enter insurance waiver or exemption codes on the **Early Intervention Service Authorization Entry screen (SV07)** and will be prohibited from editing the insurance flag on this screen.
- A new auth type, "**IM - IFSP MEETING**", will be made available to users. Because this auth type will be used for IFSP meetings only, IM authorizations will be limited to a duration of one day.

All service authorizations for services billable to insurance will be discontinued if the insurance flag on **Early Intervention Program Data screen (PA35)** is changed from 01 to 02 or from 02 to 01. Users will receive a warning and if they proceed, will be required to re-enter authorizations (that reflect the correct insurance code) for services that are billable to insurance.

The school district table on the **Early Childhood Tracking Screen (PA34)** will be expanded to include many, if not all of the school districts EI participants may transition to at age three.

The **Family Fee** table will be updated based on **FFY 05 Poverty Guidelines**.