

MEMORANDUM

Date: November 30, 2004
To: Cornerstone Agencies
From: Stephanie Sapetti
Illinois Primary Health Care Association
Subject: Cornerstone Software Upgrade Version 9.0

The Department of Human Services has completed its initiative to migrate the Cornerstone system from the existing DOS based application to a new Windows® version.

With the Windows version of Cornerstone, users will notice a new, more appealing look to the system, while still utilizing the robust functionality of the previous system. The Windows application will maintain most of its functionality and shortcut keys, and the screen layouts will remain the same to preserve familiarity. The major differences are that it will be much easier to support, and it will utilize many of the benefits of Microsoft Windows.

In conjunction with the release of Version 9.0, workstations at the Cornerstone agencies are being refreshed. This is necessary in order for the Windows version to run properly at the local sites. This refresh is currently under way and should be completed in the near future.

The new version will be released in phases, and agencies will be notified via BOD messages and e-mail.

Attached are important steps that must be followed during the download of Version 9.0 to your Cornerstone site. Please read these instructions carefully.

Following the instructions in the "Important Reminders" section, the descriptions of the changes made in the version have been broken down by Functional Changes and Screen Changes. 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.

Cornerstone Version 9.0 Changes

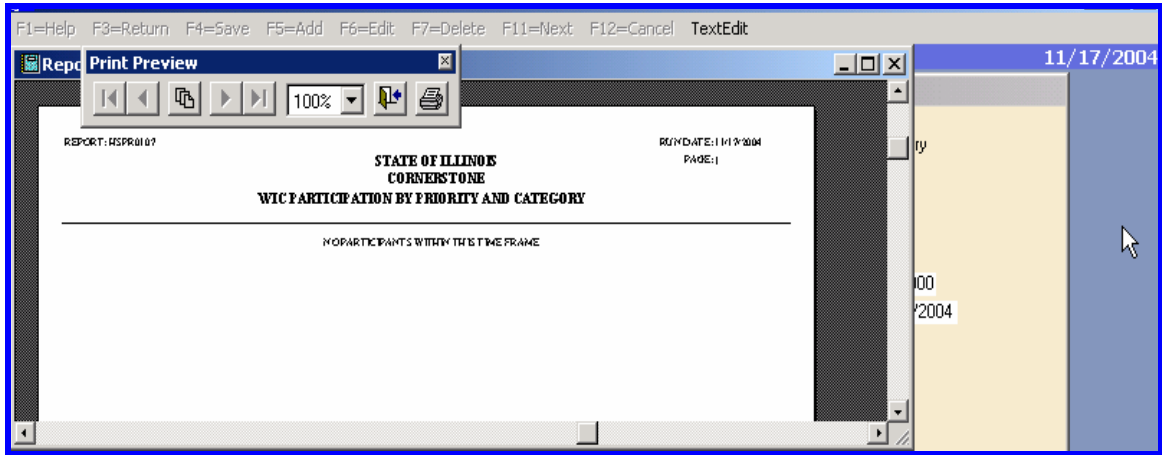
Important Reminders

- The following are **important steps** that must be followed during the download of Version 9.0 to your Cornerstone site:
 - **The night before your Cornerstone site receives the upgrade of Version 9.0**, it is very important to make sure all stations are completely shut down except for the EOD/BOD machine. Be sure to reboot the EOD/BOD machine before starting the Automated EOD/BOD process. Make sure all laptops are uploaded.
 - **The morning your Cornerstone site receives the upgrade of Version 9.0**, only one person should start the Cornerstone application. All other users need to stay out until the upgrade process is complete. Upon starting the application the user will see the files being copied. When the process is complete, the DOS Cornerstone screen will be displayed. Press <Esc> on the keyboard. This will end your DOS session. Start the Cornerstone application. This time the new Windows Version 9.0 will be displayed. All other users can now log in.
- The night that **Re-Indexing** is set to run, the EOD/BOD needs to be run from a **Windows XP Cornerstone workstation (black tower)** or from a **Windows 98 Cornerstone workstation (beige box)** that has the additional memory added.
- The Cornerstone Version 9.0 will now use **Windows printing functionality**. The Cornerstone Liaison and/or MIS Technical Support staff will need to follow special step-by-step instructions for configuring each Cornerstone workstation for the correct printer. Cornerstone sites will receive these instructions via e-mail. It is the responsibility of the Cornerstone Liaison/MIS Technical Support staff to ensure the instructions are completed in order to successfully download and print in Version 9.0.
- The Cornerstone Program has a **10-minute timeout function**. The Cornerstone application has been designed to terminate after 10 minutes of inactivity. To remind the application that the user is still working, just move the mouse or press the insert key and the time will be reset to zero and start a new 10 minute count.
- **ALL CORNERSTONE WORKSTATIONS MUST BE REBOOTED DAILY!**
- Version 9.0 is written for screen resolution of 800x600. This is the recommended resolution. Note to Greenbook Sites: If the resolution is set higher, the Cornerstone screen will be smaller.

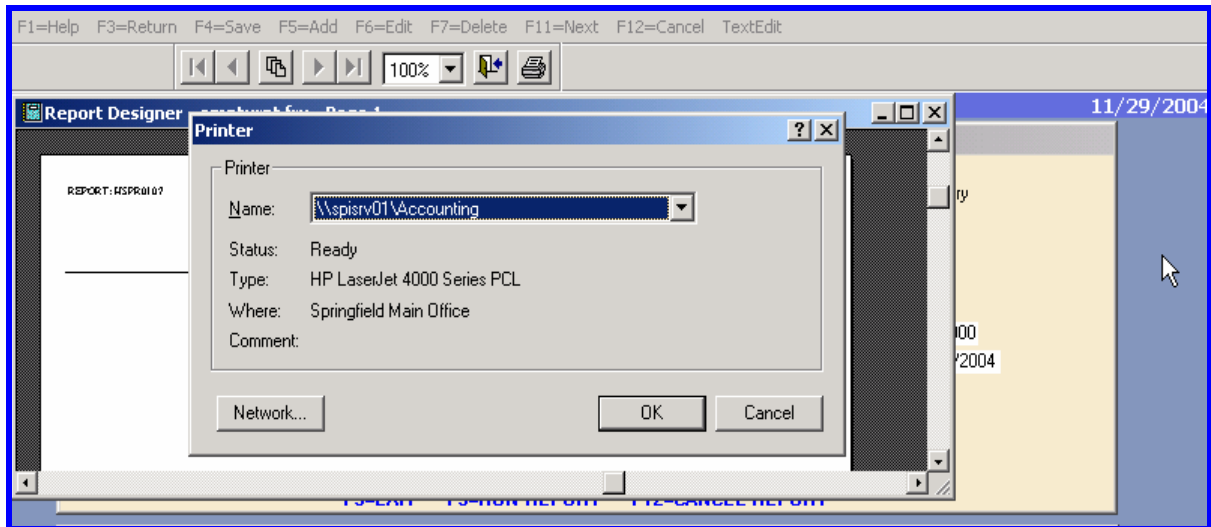
Functional Changes

- The **Food Instruments (FIs)** now print darker, which will cause them to print more slowly than in the past.
- The **“Print Screen” key** no longer has the same functionality. Users can now press <Shift + F10> to print the screen currently displayed. For example, if the user is working on the Profile screen (PA02), the user would press the <Shift + F10> keys down simultaneously, and the screen will print to the default printer. (Note: This **MAY NOT** apply to Greenbook and CFC sites.)

- When printing a report to the screen and to the printer:
 - The window the report displays in can be maximized.
 - Click on the printer icon if you want to print the report.
 - Click on the door icon to exit the report.

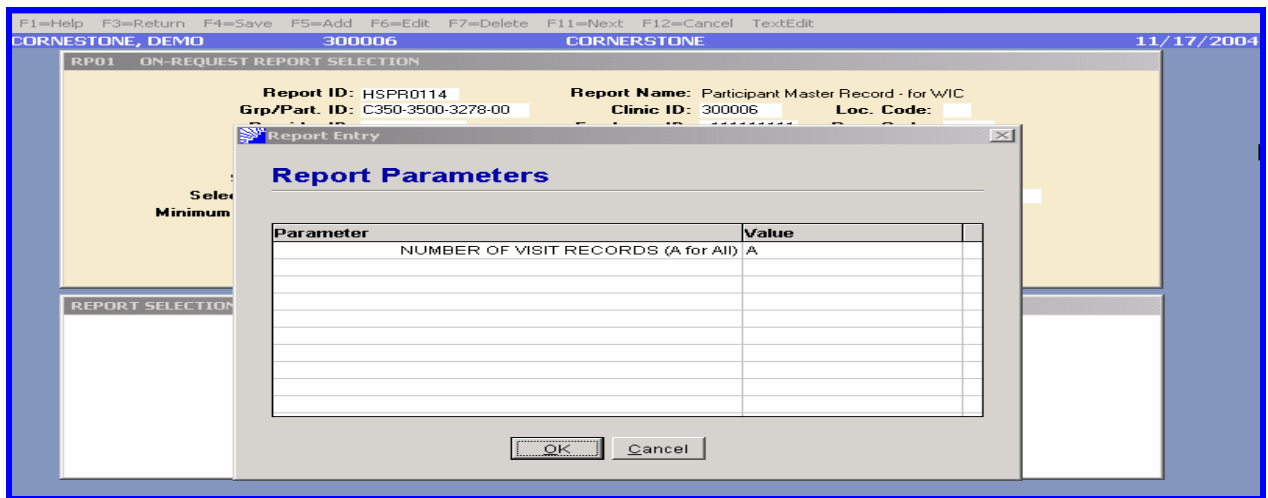


- <Ctrl + P> now looks like the following:



- The following **Cornerstone reports** are the only reports in Version 9.0 that can be printed to a file:
 - Participant Master Record – WIC (HSPR0114)
 - Beginning of Day Messages (HSPR0407)
 - Laptops Currently Downloaded (HSPR0405)
 - Clinic Schedule (HSPR0505)
 - Participant Schedule by Service Mailing Register (HSPR0602)

- The **Participant Master Record – WIC (HSPR0114) Cornerstone report** after you change the Value from “A” to “1,” you may use the **mouse** to click on “OK” or you may press the key combination of <Alt + O>.



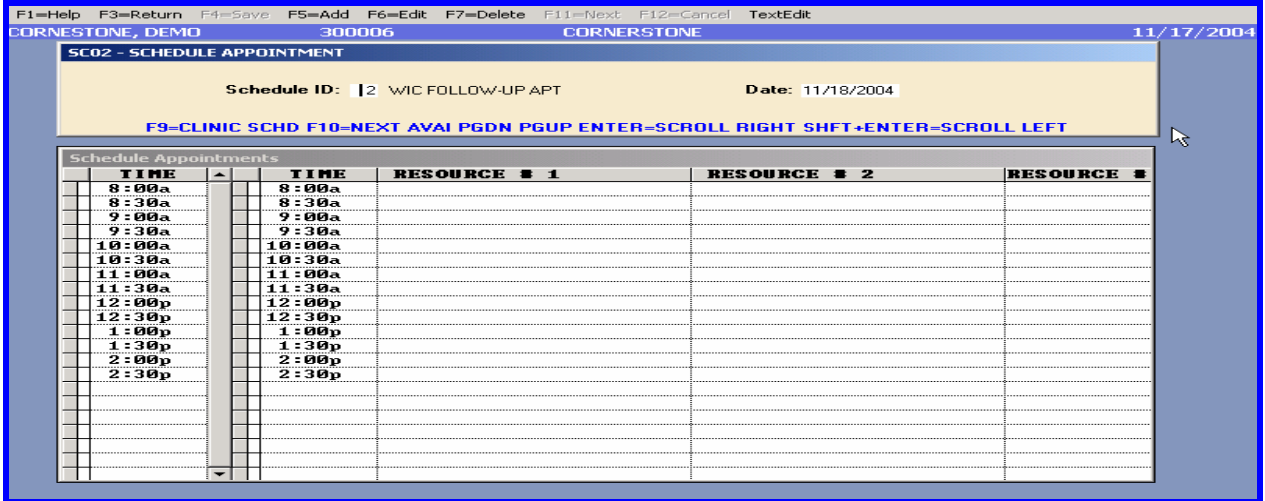
- A “**TextEdit**” function has been added to the menu. This will allow the user to copy, cut, and paste text. In order to use this function, you must highlight the text by using the shift and arrow keys or clicking and dragging the mouse.
 - **Copy** – Either use <Ctrl + C> or choose TextEdit and then Copy.
 - **Cut** – Either use <Ctrl + X> or choose TextEdit and then Cut.
 - **Paste** – Either use <Ctrl + V> or choose TextEdit and then Paste.



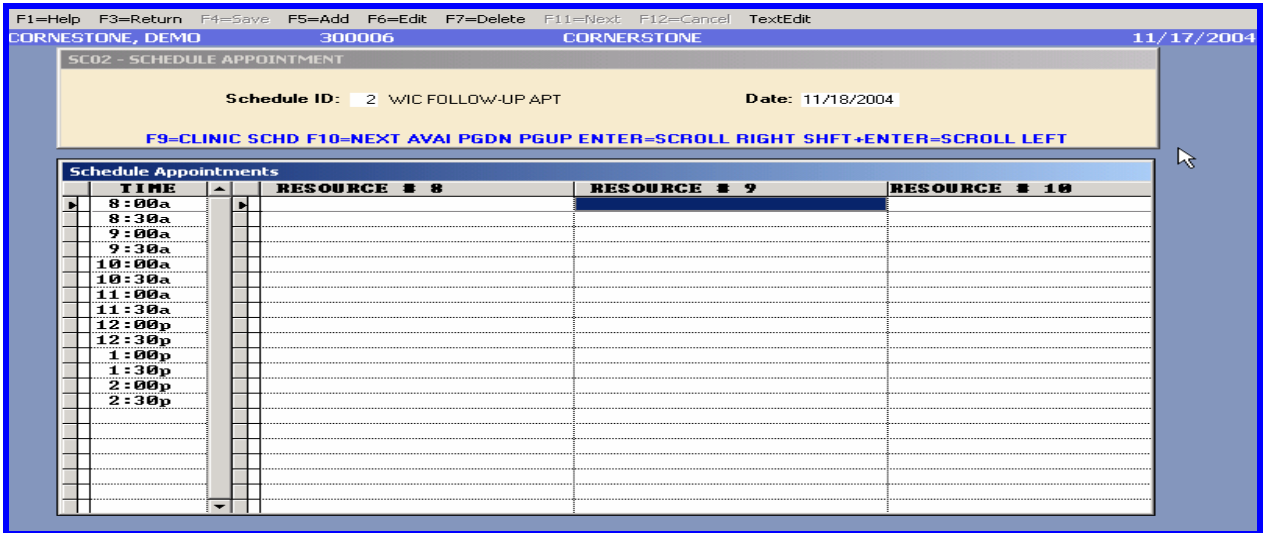
- Previously, a “beep” would sound when a Case Note, Assessment, etc. was saved. Now there is no beep. To verify something has been saved the F4 menu option is not available. Additionally, on the Case Notes screen (CM04), the text turns from black to blue after it has been saved.

Screen Changes

- The **Schedule Appointment (SC02)** screen has been modified. The column on the far left is frozen and everything else scrolls.
 - **EXAMPLE: Resource #1 through #3 Slots/Columns with two time columns:**



- **EXAMPLE: Resource #8 through #10 Slots/Columns with one time column:**



- The **Participant Look-up (PA01)** screen has been modified. The Local search is now in a black text and the Statewide search is now in blue text.
- On the Case Notes screen (CM04), it now requires the use of Tab to go between the date and the text box instead of <Ctrl + F1>.