

## MEMORANDUM

Date: March 23, 2007  
To: Cornerstone Agencies

From: Julie Hagele  
DHS/MIS Cornerstone Unit Supervisor

Subject: Cornerstone Software Upgrade Version 10.04

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Cornerstone is being upgraded to Version 10.04. 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 10.04!**

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 **HSPRO405 - 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 10.04 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 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 descriptions of the changes made in the version have been broken down into the following sections: All Program changes, Early Intervention (EI) Program changes and Immunization 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

- **PA03 – Participant Enrollment screen** – The purpose of the **Title field** has been clarified on this screen. It should be used to enter suffix information such as **Jr.** or **Sr.** The suffix information SHOULD NOT be recorded in the Last Name Field. This can cause a problem when doing a participant look up.
- **SC01 – Group Appointment screen** – The previous participant's appointment(s) were sometimes showing when switching back and forth between the **Participant Look Up (PA01) screen** and the **Group Appointment (SC01) screen**.

### Early Intervention (EI) Program

- **AS03 – EI Levels of Development screen** – Users reported that the AS03 screen was timing out prematurely, even though they were working in the screen at the time. This time out issue has been corrected.

### Immunization Program

- **PA12 – Immunization screen** – Immunization records that did not originate at the clinic will not be editable any more, such as F2 Share or Immunization Import records. The F7 – Delete function will still be available.