

June 5, 2008

MEMORANDUM

Date: June 5, 2008
To: Cornerstone Agencies
From: Julie Hagele
DHS/MIS Cornerstone Unit Supervisor

Subject: Cornerstone Software Upgrade Version 11.11

Cornerstone is being upgraded to Version 11.11. 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 11.11!

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 11.11 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 message that states **"STOP!! – PLEASE READ DO NOT turn off this WORKSTATION during this update process!! – A Cornerstone process is currently running on this workstation."** 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, Breast and Cervical Cancer (BCCP) Program changes, Case Management (CM) Program changes, Healthy Families Illinois (HFI) 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

- **PA15 - Program Information screen** – The "As of" field on this screen has been corrected to reflect the proper date. In a future version release a new "Last Update Date" field will be added to this screen.
- **PA03 – Participant Enrollment screen** – A new "Referral Source", **DC - Child Care Provider / Center**, has been added to the **PA03 – Participant Enrollment screen**.

Breast and Cervical Cancer (BCCP) Program

The BCCP transfer process has been corrected and updated.

Clients can be transferred between IBCCP Agencies within the state utilizing Cornerstone. The Case Manager in the new location must initiate the request for transfer using the "Request for Client Transfer" form provided in Appendix E of the IBCCP Manual. The current site will have 5 working days to complete the transfer process unless there are outstanding bills or client results that must be entered into Cornerstone.

If the current site must enter outstanding bills or client results into Cornerstone, the new site cannot request a transfer until all bills and results have been entered. The current site will have 30 calendar days to complete all bills and obtain necessary results. If bills and results are not entered within 30 calendar days, the site will need to contact IBCCP state staff.

Once all bills and results have been entered by the current site (or 30 calendar days elapses) the new site may then request the transfer in Cornerstone using the Program Information Screen (PA15). Once the site requests the transfer on the PA15 screen, the new site requesting the transfer must wait for the End of Day (EOD)/Beginning of Day (BOD) process to complete. The morning that the BOD process completes, the agency requesting the transfer will see the participant is active on the PA15 at the new site.

The initial contact date entered by the new site will be the date they activate the client and not the date previously entered at the old site.

Within 5 calendar days or sooner if requested by the state IBCCP staff contact, the Nurse Case Manager or designee at the site where the client was terminated will submit copies of the client's entire Cornerstone SV06 report (Procedure History Inquiry) and the two most current Breast and Cervical Cancer Data screens from the PA30 and any other pertinent abnormal data that is necessary to continue services for the client. These are to be sent to the case manager at the site where the client has relocated.

Case Management (CM) Program

- **AS01 – Assessment screen** – A new question, "**Is there a working carbon monoxide detector in the home**", has been added to the **706 - Home Assessment**. This new question is #19 on the 706 – Home Assessment.
- **SV11 – Well Child Visit Forecast screen** – The **forecasting for children 2 years of age and over has been changed from 6 months to 12 months**. The forecasting is based on the 806 – Well Child / EPSDT / Healthy Kids Service and viewed on SV11 – Well Child Visit Forecast screen.

Healthy Families Illinois (HFI) Program

- **SV02 – Activity Entry screen** – A new “Activity Code”, **133 – Doula Home Visit**, has been added to the **SV02 – Activity Entry screen**.

Immunization Program

- **PA12 – Immunization screen and PA23 - Multiple Immunization Entry screen** – A new immunization type, **46-Zostavax**, has been added to Cornerstone.