

# MEMORANDUM

Date: September 7, 2007  
To: Cornerstone Agencies

From: Julie Hagele  
DHS/MIS Cornerstone Unit Supervisor

Subject: Cornerstone Software Upgrade Version 11.00

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Cornerstone is being upgraded to Version 11.00. 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 11.00!**

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.

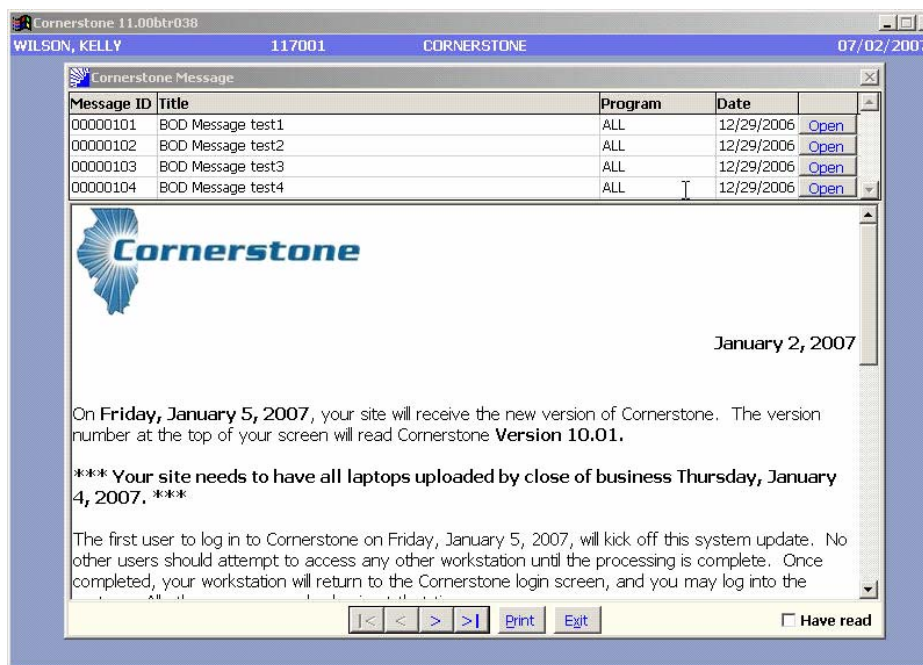
*Note: The first user to select "Cornerstone" from the network menu after receiving the upgrade to version 11.00 will kick off the upgrade process. **It will take approximately fifteen (15) minutes to thirty (30) minutes to process the upgrade.***

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 Births for Healthy Communities (HBHC) Program changes, Healthy Families Illinois (HFI) Program changes, Immunization (IMM) Program changes, Women, Infants and Children (WIC) Program changes and WiseWoman (WW) 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

- **Beginning of Day Message Center** – BOD messages will now display on each Cornerstone workstation when each user logs in to Cornerstone (see screen print below). BOD messages will no longer print with the Beginning of Day process. New messages will be shown at the top of the screen and users should click on the word **'OPEN'** to view each individual message in the bottom portion of the screen. To remove a message from the list once it has been read, place a checkmark in the box next to **'HAVE READ'** in the bottom right hand corner of the screen. The message will no longer appear in the message center. In order to review a message once it has been marked as **'HAVE READ'**, users can run the **HSPR0407 – Beginning of Day Messages** report under the Reports menu.
- **Beginning of Day Message Center** - Since the BOD messages will now show on each user's workstation, messages will be sent to all users in a specific program. For example, when the WIC Program sends out a BOD message, it will only show up in the Message Centers of those users who are active in that program. It is important for clinics to verify that all of the proper program(s) and status are listed in the **AD15 – Employee Information screen** for each employee. A new field labeled Cornerstone Liasion has been added on the AD15 screen. If the user is a Cornerstone Liasion, adding information to the Cornerstone Liasion field will display all of the BOD messages to that user.
- **Beginning of Day Message Center** - The Message Center and the BOD messages that it contains will not download to a laptop; however, the Message Center will appear when the laptop is connected to the network and the user is logged in with their User ID.



- **AD15 - Employee Information** - A new field labeled **Cornerstone Liaison** has been added and is a Yes or No field. Cornerstone Liaisons should put a 'Y' for Yes in this field. By doing this, they will receive ALL BOD messages that are sent, even the messages that are sent only to employees of a specific program (i.e., WIC, Case Management, etc.). If the Liaison leaves the field blank or puts an 'N' for No in it, they will only receive messages specifically sent to all users and they will not receive messages sent to program members, unless they are active in that program.

- **EOD/BOD Process screens** – The fields '**Last Successful Upload Date**' and '**Last Successful Download Date**' have been added, while the fields '**Last Archive**' and '**Next Archive**' have been removed.
- **AD00 - Automated EOD/BOD Process screen** – After the automated EOD/BOD process has run, the '**Start BOD Date**' will default to the next day that the clinic is scheduled to be open rather than the next business day. NOTE: In order for the date to be correct, your clinic schedule must be accurate and up to date on the **AD04 – Clinic Schedules screen**.
- **HSPR0416 - Tape Backup report** – A new report has been added to allow the user to manually print the tape backup report. It will still print automatically each night.
- **Address screen** – Addresses for other group members may be updated when ANY member of the group's address is changed and not just when the Group Head's is changed.
- **Address screen** – A pop-up box will now display, asking the user if they want to add or update the residential address, each time the **PA03 – Participant Enrollment screen** is saved.
- **Address screen** – An email field has been added to store the client's email address.
- **PA21 – Participant Duplicate Browse screen and PA22 – Duplicate Resolution screen** – Updates have been made to allow the merging of participant IDs that have the same Group Number and the same Individual Number on the Participant Medicaid/Insurance screen (PA05). Participant IDs that have a terminated PA05 and an active PA05 can now also be merged.
- **PA39 – Expanded Genetics Screening Tool screen** – A new screen that has been added to Cornerstone. Further information provided by the Genetics Program Staff and reporting options will be available before December 31, 2007.
- **PA40 - Lead Screening screen** - A new screen has been added to Cornerstone to accommodate lead screening data for participants. The new screen is comprised of four fields: Lead Screening Date, Lead Screening Method (venous, finger stick, etc.), Lead Screening Result and a System Generated indicator.

The Lead Screening Result field contains two boxes – the first records '<' (less than sign) or can be blank. The second box records the numeric result of the lead test. In the future, Cornerstone will import lead screening data from the Department of Public Health and download the values to sites. Any additional lead information will be downloaded with the addition of a Program record.

The new screen has been added to the laptop upload / download functionality. Reports **HSPR0114** and **HSPR0202** have been modified to include the '<' with results should it apply. Lead information can no longer be entered on **PA09 - Participant Child Health Visit screen**. It will now only display the most recent lead screening record, regardless of how many are entered on PA40 screen. To see past results, users will need to access PA40 and scroll through the records. Current PA09 records will be converted to the new format and displayed on the new PA40 screen.

The PA40 screen is accessible from the Medical sub menu under the Participant menu. It can also be accessed by pressing the F8 key from the PA09-Participant Child Health Visit screen. Users can then press F8 again to return to PA09 screen.

- **AS01 – Assessment screen** – A new assessment, **GST – Genetic Screening Tool**, has been added. Further information provided by the Genetics Program Staff.
- **RF01 – Service Provider Selection screen** – The default number of printed hard copies is now 0 instead of 3.

- **SC03 – Class Schedule screen** – Comments can now be edited on existing appointments. Users will need to be given Edit rights to the Class Schedule screen on the **AD16 – Security screen** in order to edit the appointments.
- **SV01 – Service Entry screen** – A new code, **'933 – TB Skin Test'**, has been added.
- **SV03 – Provider Look-Up screen** – You can now tab over to the **Fax Number** column.
- **HSPR0505 - Clinic Schedule report** – A pop-up box has been added to allow the user to select either **"Appointments and Classes"** or **"Appointments Only"**.
- **Cornerstone screens** – In Version 10.03, the process of converting all of the Cornerstone screens to a new design format began (refer to the Version Letter for 10.03 for more details). Continuing on in this version, the following screens have been updated to the new design format:
  - CM03 – Planned Services/Care Plan
  - CM04 – Case Notes
  - CM07 – Alert Comments
  - CM10 – Participant Forms
  - SC04 – Participant Appointments
  - SV06 – Procedure History Inquiry
- **Hospital Information** –
  - 0099 - St. Vincent Memorial Hospital is now Taylorville Memorial Hospital
  - 0511 - St. Therese Hospital is now Vista Medical Ctr WEST
  - 0515 - Victory Memorial Hospital is now Vista Medical Ctr EAST

### **Breast and Cervical Cancer (BCCP) Program**

- **HSPR0897 – BCCP Summary Statistics report** – This new report has been added under the BCCP/WW section of the Reports menu. It will replace the **HSPR0784 - BCCP Summary Statistics report**.
- **Reports Menu** – The Reports menu, as well as several reports, have been updated to say BCCP/WW.

### **Case Management (CM) Program**

- **CM02 – Participant Goals screen** – Under the Status field, the Status Code of **'IN - Inappropriate for Client'** has been added to the list.
- **CM03 – Planned Services / Care Plan screen** – This screen now displays both the Detail information and the Summary information on the same screen by clicking on either the **Detail** tab or the **Summary** tab. Under the **Summary** tab, Planned Services can be sorted by either **'Service'**, **'Service Description'**, **'Status'** or **'Planned Completion Date'** by clicking on the column heading. NOTE: the **Function Keys/Buttons** at the bottom of the screen have been changed as follows: **F8 = Referral**, **F9 = Case Notes** and **F10 = Schedule Appointments**.
- **PA15 – Program Information screen** – The Program Category Code of **'CFSN - Children of Parenting Wards'** has been added.
- **SV01 – Service Entry screen** – A new service code of **'934 - Healthy Start/Grow Smart'** has been added.

- **SV02 – Activity Entry screen** – A new field, '**Failed Reason**', has been added to the screen. It should be filled out when the **Site of Contact** is '**01 – Home**' and the **Type of Contact** is '**04 – Failed Home Visit**'. Pressing **F1 – Help** will display a list of reasons from which to choose.

### Healthy Births for Healthy Communities (HBHC) Program

- **PA15 – Program Information screen** – A new Category Code of '**IC - Interconceptional Care**' has been added.

### Healthy Families Illinois (HFI) Program

- **PA15 – Program Information screen** – The new Category Code '**HFIE – HFI Enrollment**' has been added. Refer to the memo from HFI Program Staff for more information.
- **SV01 – Service Entry screen** – A new Service code, '**BCH – Breastfeeding Initiation**', has been added.

### Immunization (IMM) Program

- **PA12 – Immunization screen** – The '**HPV – Human Papilloma Virus**' shot can not be entered on male participants.

### Women, Infant and Children (WIC) Program

- **HSPR0112 – WIC Verification of Certification (VOC) report** – A new WIC report has been added which provides client verification of certification for those clients transferring out of state.
- **WIC Flow** – The **Case Notes screen (CM04)** is now earlier in the WIC flow, directly following a WC, WK or WI service entry on the **SV01 – Service Entry screen**. However, case notes may be entered at any time.
- **PA10 – Postpartum Data screen** – The Family Planning method of '**25 – Vasectomy**' has been added to the drop down list.
- **HSPR0118 – WIC Breastfeeding Reasons Ceased report** – The updated responses, effective July 1, 2007, for the Breastfeeding Reasons Ceased field on the **Infant / Child Health Visit screen (PA09)** will now be displayed in this report.
- **Revision 8 Risk Factors** – WIC assessments and risk factors have been updated, including the addition of a new assessment – '**WICT (WIC – Young Child (Toddler))**'. Further information will be provided by the WIC Program.
- **HSPR0116 – WIC Special Formula report** – Several descriptions of Special Food Packages have been updated.
- **SV01 – Service Entry screen** – The new Service code of '**WUPI – WIC Update Proxy Info**' has been added.
- **PA11 – Birth Data screen** – The **APORS** field has been changed so that once a '**Y**' - **Yes** has been entered in the field, it can not be changed to an '**N**' - **No**.

### WiseWoman (WW) Program

- **PA15 – Program Information screen** – The new Termination Reason Code of '**F – Finished WW Program**' has been added to the Termination Reason field drop down list.
- **AS01 – Assessment screen** – Effective July 1, 2007, new assessments were added called the **WiseWoman Standard Assessment (WWST)** and the **WiseWoman Standard Spanish Assessment (WWSS)**.
- **Reports Menu** – The Reports menu, as well as several reports, have been updated to say **BCCP/WW**.