

MEMORANDUM

Date: November 21, 2007
To: Cornerstone Agencies

From: Julie Hagele
DHS/MIS Cornerstone Unit Supervisor

Subject: Cornerstone Software Upgrade Version 11.02. **CRITICAL DIRECTIONS INCLUDED!!**

Cornerstone is being upgraded to Version 11.02. 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 11.02!

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 11.02 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: Early Intervention (EI) Program changes, Breast and Cervical Cancer (BCCP) Program changes, and Women, Infants and Children (WIC) 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 /1-877-41PHCA1.**

Early Intervention (EI) Program

- **PA25 – Family Fee screen** – This screen has been modified to no longer require a Social Security Number for the FRA (Financially Responsible Adult). This is to comply with federal law regarding the Privacy Act of 1974. Please refer to the Information Memorandum regarding updated policy on collection of Social Security Numbers within Early Intervention.

- **SV03 – Provider Look-Up / SV09 Individual Provider Look-Up screens – New Provider Types and Language added**

New proficiency testing for interpreters/translators is being implemented so additional coding to properly identify these providers has been added. This affects multiple screens in Cornerstone including the provider searches. As the providers are tested and entered, the new identifiers and languages will be listed. The end of 2008 should update all of these types of providers:

- ID - Interpreter for the Deaf
- IN - Interpreter (currently used but is re-defined)
- TL -Translator

Additionally, two new identifiers for Behavior Analysts have also been added. (Added for use after the Rule has been approved.):

- BA - Behavior Analyst
- BE - Behavior Analyst Evaluator

- **SV03 – Provider Look-Up / SV09 Individual Provider Look-Up screens – Provider Database Updates**

Cornerstone has been updated so that a Provider with an Inactive status will no longer be downloaded to a laptop. Only Active providers will be viewable when downloaded. A historical view of inactive providers is still available when logged into the server.

- **SV07 – Early Intervention Service Authorization Entry screen** – The following Assistive Technology codes have been updated:

The following codes have been inactivated for use for AT:

- Q4051 – no longer used by EI
- L3914 – inactivated by medicaid
- E0142 – not funded by medicaid

The following codes have been added for use for AT:

- L0140 – cervical collar
- L0174 – hensing head support
- L4396 – ankle contracture splint
- L0452 – TLSO flex, custom
- L1499 – spinal orthosis, not otherwise specified
- L3916 – wrist extension splint
- L3960 – shoulder orthosis
- L4350 – pneumatic walking splint

- **AS03 – EI Levels of Development screen** – Edits have been added to assist the entry of Child Outcomes data on the AS03. The system will assist the worker in properly adding Initial, Annual and Exit AS03 information and ensure earlier responses are not overwritten by editing ratings and progression information. When adding Annual and Exit AS03's, the system will also ensure the entry of both the rating and the progression description. If a Rating has previously been entered for a child on part A of questions 8, 9 or 10, a worker will be required to answer part B indicating the progression question with a Y or N. The worker will then complete the description of the progress in the text box.

Breast and Cervical Cancer (BCCP) Program

- The following **BCCP reports** are now broken out by **Category Code** ("A" for CDC-eligible women and "XP" for Expansion-eligible women):
 - HSPR0781 – BCCP / WW Summary of Services Rendered Report
 - HSPR0788 – BCCP Procedure Report
 - HSPR0783 – BCCP / WW Detailed Procedure and Reimbursement Report
- **HSPR0783 – BCCP / WW Detailed Procedure and Reimbursement Report** – Please make sure a final bill for each Category is printed and signed before submitting to IBCCP for payment each month.
- **HSPR0897 – BCCP Summary Statistics Report** – A new listing of **Established and New Clients** has been added (HSPR0897C). This report displays the Participant ID#, Name, Screening Date and Category.

Women, Infant and Children (WIC) Program

- **Change in infant formula contract** – Cornerstone has been updated to reflect the change in contract-brand infant formula effective **February 1, 2008**.
- **AS02 – WIC screen** – When entering identical food packages for the months of January and February on this screen, a message will prompt the user to pause to think about the packages being entered as new packages will likely be needed for February. (See program provided materials.)