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Bruce A. Johnson,
President & Chief Executive Officer

Date: November 17, 2005
To: Cornerstone Agencies
From: Sherri Butler
Director of System Development and Software Support
Subject: Cornerstone Software Upgrade Version 9.30

Cornerstone is being upgraded to Version 9.30. 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 9.30!

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 9.30 will kick off the upgrade process. It will take approximately fifteen (15) to thirty (30) minutes or longer 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: Changes Affecting ALL Programs, BCCP, Diabetes, EI, FCM, Immunizations, TPS, WIC, and WISEWOMAN. 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.

Cornerstone Version 9.30 Changes

Changes Affecting ALL Programs

A new screen **Color Options (AD27)** has been added to allow users the ability to change their screen colors. Users will have to be given **Screen Security (AD16)** for the **Color Option screen (AD27)** to be able to use this function. The color options are stored by Cornerstone ID, which means the choices 'move' with the employee, regardless of the workstation they are working on.

The **Infant/Child Health Visit screen (PA09)** has been modified to only require the Breastfeeding Information when a "WIC" code is entered into the Type of Service field.

The **Participant Enrollment screen (PA03)** has been modified to reflect the following changes:

The spelling of the Filipino "PH" Language code has been corrected.

The transfer process has been modified to not overwrite the existing Primary Care Provider if one already exists at the site.

The **Laptop Upload Exceptions Report (HSPR0406)** has been modified ONLY when there are no exceptions to print. In that case, a line has been added to show the Cornerstone User ID (not the Case Manager) of the individual uploading the laptop.

The **Portable PC Upload/Download screen (AD09)** has been modified to show only Active employees in the Case Manager field when the **F1=HELP** is used.

The **Shift + F10 Print Screen function** has been modified to allow the printing of the **F1=HELP** pop-up box.

The **Missed Scheduled Appointments report (HSPR0737)** has been modified to reflect the following changes:

Telephone numbers have been added to the report.

The To a File Print Option is now available for this report.

Three new service codes have been added and can be used on the **Service Entry screen (SV01)** and the **Referral screen (RF01)**.

827 - DENTAL SERVICES
828 - VISION SERVICES
829 - HEARING SERVICES

The **Assessment screen (AS01)** has been modified to alleviate sporadic problems with the comment box being misplaced.

The **Ad Hoc Mailing Register report (HSPR0604)** has been modified that will make the report easier to read and also addresses the problem of the Program code not always being displayed.

The **EOD/BOD Operator (999999998)** has been given security access to the **Reset Login Flag screen (AD26)**.

All **Reports** have been modified to reflect the new race & ethnicity codes that are allowed on the **Participant Enrollment screen (PA03)**.

Breast and Cervical Cancer Program (BCCP)

The **Race Assessment (AS01)** has been deactivated. All Race data should now be entered on the **Participant Enrollment screen (PA03)**. All existing data from the **Race Assessment** will be reflected on the **Participant Enrollment screen (PA03)** as well.

Diabetes (IDCP)

The **Diabetes Rescreening Reminder Report (HSPR0606)** has been modified to reflect the following changes:

The report will print only those participants who are active in the IDCP program.

The letters "Apt" will now print in front of the Apartment number on the label.

Early Intervention (EI)

The **Early Intervention Program Data screen (PA35)** has been modified to reflect the following changes:

A School District field has been added to capture the child's school district. **F1=HELP** will give a list of school districts for users to choose from. This field will be required when an IFSP Period is being saved.

A Delay Status field has been added to designate whether or not eligibility was determined and/or the IFSP was developed within 45 calendar days from the referral (Intake Begin Date). If the Current IFSP date is less than 45 days from the Intake Period begin date, the Delay Status will auto-fill with 01 - NO DELAY. If the child was determined ineligible and the Eligibility Determined Date is more than 45 days from the Intake Begin Date or if the current IFSP date is more than 45 days from the Intake Period begin date, the user will be required to select one of the other Delay Status choices. The Delay Status field is required when entering an ineligible status or when completing the first IFSP after referral or re-referral. The field is not editable during subsequent edits of the Early Intervention Program Data screen (PA35). The choices for this field will be:

- 01 - NO DELAY
- 02 - CFC DELAY
- 03 - PARENT DELAY
- 04 - PROVIDER DELAY

The **Program Information screen (PA15)** has been modified to allow supervisory staff to edit any Termination Reason, including 16 - Auto Termination.

Assistive Technology codes have been updated.

The following codes were added:

L1907 - SUPERMALLEOLAR ORTHOTICS
L3954 - HFO, SPREADING HAND
L0172 - COLLAR – CERVICAL, TWO PIECE
L0160 - COLLAR – CERVICAL

The following codes were deactivated because they were terminated by Medicaid:

T2043 - POSTURE CONT SEAT ANY SIZE
S8470 - STANDER, POSITIONING DEVICE

Family Case Management (FCM)

The **Medicaid Import Process** was modified to correct the problem with CM-N records overwriting existing Program records (CM-E and CM-T) that do not have an Open/Cert Date.

Immunizations

The **Child Immunization Record report (HSPR0301)** has been modified to give users the option to not print the forecasting of future immunizations on the bottom of the report.

New **Immunization Codes** have been added for the following vaccines:

35 - MENINGOCOCCAL CONJUGATE (MCV4)
36 - Tdap - BOOSTRIX
37 - Tdap - ADACEL
38 - MMRV - PROQUAD

Teen Parent Services (TPS)

The **Program Information screen (PA15)** has been modified to reflect the following changes:

Termination Reasons have been added for TPS participants.

10 DECEASED
11 DUPLICATE
44 INELIGIBLE DUE TO AGE
45 NO LONGER TANF/KIDCARE

The **F1=HELP** key is now available for changing the Category Code on an Active TPS participant.

The requirements for adding Males to the TPS program in Cornerstone have been modified. A Male can be added as a "Teen Parent" on the **Program Information screen (PA15)** as long as he meets the requirements listed below:

Age < 21 on the **Participant Enrollment screen (PA03)** and

Education < E012 on the **Participant Enrollment screen (PA03)** and

The participant does not have to be the Group Head, but must be active in a Group Relationship, on the **Participant Group Relationships screen (PA06)** and

Have 02 Food Stamps listed as a Current Service on the **Participant Enrollment screen (PA03)** or

Have an active Medicaid record with a Group Number that starts with 93, 94, or 96 on the **Participant Med/Insurance screen (PA05)** or

Be active in "CM" or "WIC" on the **Program Information screen (PA15)**.

WIC

The **Infant/Child Health Visit screen (PA09)** has been modified. If Currently Breastfeeding was "Y" on the previous record, the answer will not carry forward for the current visit. This will require users to acknowledge if the participant is still currently breastfeeding. Once the answer is No, the "N" will always carry forward.

The **Lock/Unlock Participant FI Issuance screen (AD24)** has been modified to reflect the following changes:

The cursor now appears in the "Lock Reason" field and not in the comment section.

The newest comment will always appear first.

WIC Sites will now have the option to choose either Single or Double strike for printing Food Instruments. On the **Clinic Administrative Data screen (AD14)**, there is an option for Print FI Using Letter Quality. If this option is set to "Y", the FI's for **all** printers at this site will print using a double strike. If this option is set to "N", **all** printers at this site will print FI's using a single strike. The default is set to "N".

The **Missed Food Instrument Pickup Mailing Register report (HSPR0603)** has been modified to print the letters "Apt" in front of the Apartment number on the label.

The **WIC – Special Formula report (HSPR0116)** has been modified to correct a problem with incorrect packages printing on the report.

WISEWOMAN

The **Breast and Cervical Cancer Data screen (PA30)** has been modified. The Payor Code will default to WW whenever the Type of Service is WWBL, WW06, WW12, or WW24. The Payor Code will be changed for all existing records with these service types.

The **BCCP Rescreening Reminder Report (HSPR0786)** has been modified to allow WISEWOMAN sites to run this report to locate rescreening dates for the WISEWOMAN program.

The **Race Assessment (AS01)** has been deactivated. All Race data should now be entered on the **Participant Enrollment screen (PA03)**. All existing data from the **Race Assessment** will be reflected on the **Participant Enrollment screen (PA03)** as well.