

NoHo CEL Release 4.11

NoHo CEL release 4.11 contains the following:

Family Info

- 1) **Memo Form-** The following changes were made to the Memo Form:
 - a. In version 4.10 patch 23, the memo form was being time stamped based on East Coast time (3 hours ahead). This only affected CEL databases that are hosted by DGI. This has been fixed. **(Bananas)**
 - b. The memo date field will now default to the current date and it is now a required field. **(Children's Home Society)**
 - c. The division field was removed from the list of memos and a portion of the memo text was added to the display to give users a “sneak peak” of the memo without having to open the individual Memo Form. **(Bananas)**

Eligibility Search

- 1) **Search Criteria Tab-** The following changes were made to the Search Criteria Tab:
 - a. “Enrolled & Waiting” and “Siblings Enrolled” were added to the “Order (Sort By)” list. “Enrolled and Waiting” is an enrollment status option on the Child Form. “Siblings Enrolled” is a check box on the Child Form. There are strict guidelines set by CDE in regards to the use of those two options and you should contact CDE if you have any questions. **(DGI/NoHo Software)**
 - b. Exceptional Needs was added to the “Order (Sort By)” options. **(4C's of San Mateo County)**
 - c. For **new** searches, the default order of the items in the “Order (Sort By)” list has been changed based on instructions from CDE. This does not affect saved searches. The first five options are as follows:
 1. Enrolled and Waiting
 2. Siblings Enrolled
 3. CPS
 4. Rank
 5. Original Application Date

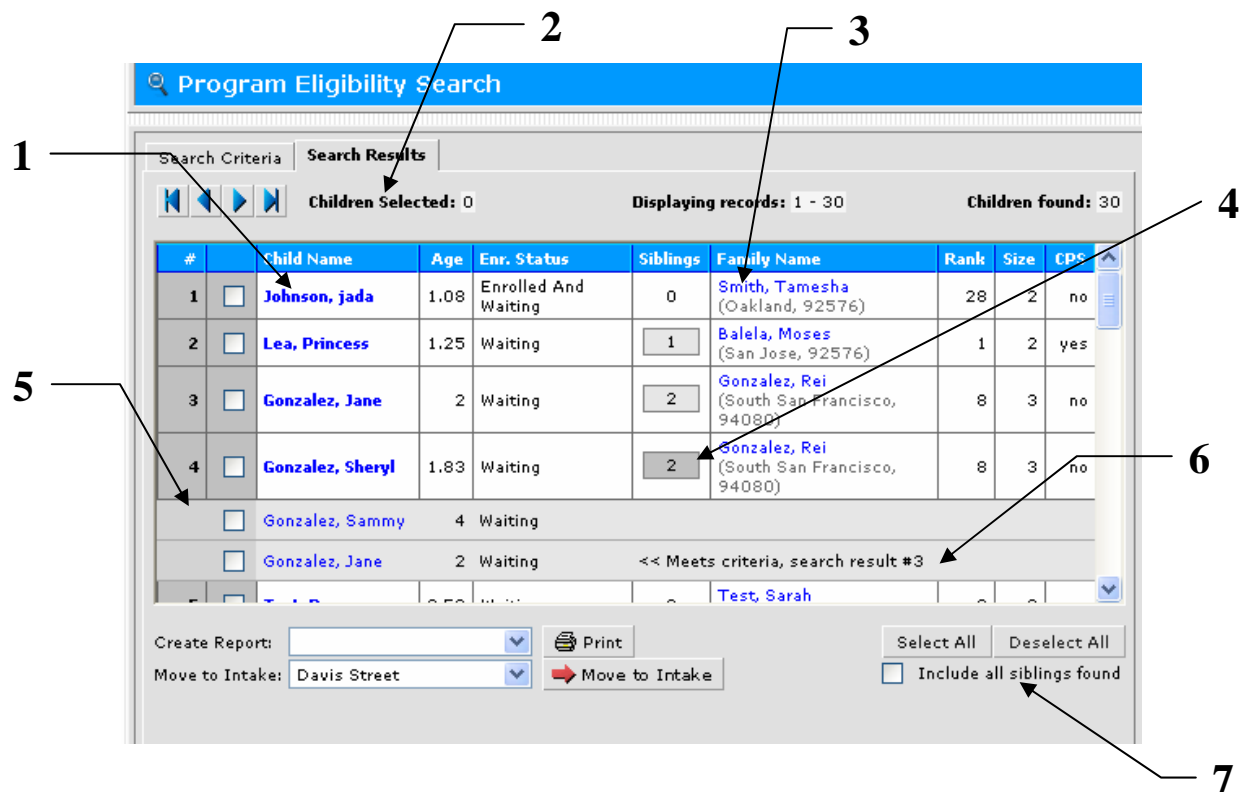
Note: The order of the “Order (Sort By)” list is easily changed using the blue arrows to the right of the box. Also, it is recommended that agencies review the sort options in all saved searches and make changes as necessary to meet the CDE requirements. **(DGI/NoHo Software)**

- d. The following options were removed from the “Order (Sort By)” list: Case Number, SSN, and Phone Number because it was determined that there wasn’t any need to sort by those options. **(DGI/NoHo Software)**
- e. The Enrollment Status filter was removed from the Family Criteria tab on the Eligibility Search because enrollment status should only apply to children on the CEL, not families. In a future release, all instances of the family enrollment status will be phased out. The Enrollment Status filter on the Child Criteria tab remains and should be used if filtering by enrollment status is needed. **(DGI/NoHo Software)**
- f. The “Prioritize CPS Regardless of Criteria” check box will no longer be checked by default on new searches. This does not affect saved searches. If this check box was selected in a saved search, it will remain selected until the saved search is modified and the check box is de-selected. Note: we are considering removing this check box completely in the next release. **(DGI/NoHo Software)**

2) Search Results Tab

- a. In previous versions, when there were multiple pages of results, the selected children were deselected when you moved from page to page. This has been fixed. **(Children’s Home Society)**
- b. In previous versions, after moving children to intake from the Search Results tab and using the blue navigation buttons to move from page to page, the search was re-executed and those children (that were moved to intake) were excluded from the results (when the “Exclude Intake” check box was selected on the Search Criteria tab). This has been modified so that children will remain on the list of search results with a status of “Intake” until the search is re-executed from the Search button on the Search Criteria tab. **(Bananas)**
- c. In previous versions, when users clicked the family hyperlink on the Search Results tab, they were taken to the Family Form and they would have to re-execute their Eligibility Search. This has been modified so that when a user clicks on a family hyperlink, they will get a new read-only “pop up” window displaying the Family Form. To return to the Eligibility Search results, the user needs to close or minimize the Family Form window. **(DGI/NoHo Software)**
- d. The Search Results tab has been significantly modified to display results by child (previously results were displayed and grouped by family). This modification was necessary in order to meet the CDE requirements for enrollment priorities (Enrolled and Waiting & Sibling Enrolled). **(DGI/NoHo Software)**
- e. Please note that we have not modified the reports accessed from the Eligibility Search. The reports are still designed to keep family information grouped together. This ensures that the results include unduplicated family information. Currently, the reports are designed to sort alphabetically by family name.

(see next page for more information about the changes to the Eligibility Search Results tab)



- 1- Child Name- Clicking on the child's name will launch a pop-up of the Child Form.
- 2- "Children Selected" counter- This gives the user an unduplicated count of the children selected.
- 3- Family Name- The primary parent, city, and zip code are displayed. Clicking on the family name will launch a view-only pop-up of the Family Form.
- 4- Siblings button- This button displays the number of siblings. Clicking this button will expand the child's record to display siblings (see record #4, siblings: Sammy Gonzalez and Jane Gonzalez). Clicking the button again will hide the siblings.
- 5- List of siblings- When the siblings button is clicked, the child's siblings will display.
- 6- "Meets Criteria" indicator- If the sibling meets the search criteria and is displayed elsewhere in the list, an indicator will display, saying "meets criteria, search result #X" (X= the results record number). In the example above, the search criteria included children ages 1-3 years old. Jane Gonzalez is 2 years old, meets the search criteria and is displayed as result #3, so there is an indicator. Sammy Gonzalez is 4 years old and does NOT meet the criteria, so there isn't any indicator.
- 7- If this check box is checked and the user clicks the "Select All" button, the siblings will be selected as well. If this checkbox is not checked and the user clicks the "Select All" button, the siblings will not be selected (only the results children will be selected).

3) Saved Searches-

- a. Due to the addition of the new options in the “Order (Sort By)” box on the Search Criteria tab, it is recommended that all CEL administrators review their saved searches and adjust the order of the list where needed. **(David Grant, Inc)**

Reports

- 1) **Parent Update Report-** In previous versions, the Parent Update Report was including inactive families. This has been fixed. Inactive families are longer included. **(Bananas)**

Utilities

- 1) **CDE File Export-** The following changes were made to the CDE File Export:
 - a. A “County” filter was added for those agencies that administer the CEL for multiple counties using one database. This allows users to filter their CDE file export by county. **(DGI/NoHo Software)**
 - b. A “Division” filter was added that allows users to filter their CDE file export by division. **(DGI/NoHo Software)**
 - c. The “Inactive Date” (referred to as the exit date by CDE) will only be included in the export file if the child is inactive as of the date that the report is run. A child is inactive if his/her inactive date is on or prior to the date the export is run. If the “Inactive Date” is greater (later) than the date that the report is run, the child record will be exported as active and the inactive date will not be included in the export file. **(DGI/NoHo Software)**
 - d. If the Employer Zip Code or School Zip Code field (Need Status Form) is 99999, the field will be left null (blank) in the export file. *We do not recommend that 99999 is used for the Employer Zip Code or School Zip Code fields because this is one of the fields that CDE collects, however 99999 can be used at the agency’s discretion.* **(DGI/NoHo Software)**