



## NoHo CEL Release 4.16

NoHo CEL release 4.16 contains the following:

### FAMILY INFO

- 1) **Family Form-** The following changes were made:
  - a. New “Mailing Address” fields have been added to the Address tab on the Family Form. Users can use the two new radio buttons to toggle between the addresses that are displayed (Main and Mailing). Upon clicking the Save button, if the main address was edited, the system will ask the user whether or not the updated main address should be copied to the mailing address. At the time of upgrade, the main address will be copied to the mailing address fields for all families. **(Requested by: Bananas)**
  - b. The Family Form has been modified so that users will be unable to save a family record if an Inactive Reason is entered and there is not an Inactive Date entered. **(DGI/NoHo Software)**
  - c. The Family Form has been modified so that upon saving a family record, if the Inactive Date and Inactive Reason fields are blank AND there was previously an entry in either field (before the user clicked Edit to edit the record), the user will get a prompt saying "You have updated the family's status from Inactive to Active. You will need to update the Child records as well. Click OK to be taken to the Children page." The user will have two options. They can click OK and they will be taken to the Children page (where all children in the family are listed). Or they can click Cancel and the prompt will close and they will remain on the Family page. This is to help remind users that when a family is “reactivated,” the children must also be “re-activated.” **(Requested by: Bananas)**
  - d. The Family Form has been modified so that the user will receive a reminder if the Inactive Reason is set to “Enrolled” and an Inactive Date is entered. The user will receive a pop-up message saying "Please remember to update the Enrollment Status for all children in the family. Click OK to go to the Children Listing Page". The user will have two options. The user can click OK and they will be taken to the Children page (where all children in the family are listed). Or they can click Cancel and the prompt will close and they will remain on the Family page. This prompt will only appear if the family record previously did not have an Inactive Date entered. Note: In order for this to function properly, please check your Inactive Reason Setup Form to verify that “Enrolled” is listed with a Setup Code of “01”. **(Requested by: Bananas)**
  - e. **Search Families Form** (*accessed by clicking the binoculars next to the Family ID field*)- A “Retain Search Criteria” check box has been added to the Search Families Form. When selected and a search is run, the search criteria will be retained for future searches. This will allow users to keep their search criteria after the search window has been closed. **(Requested by: Bananas)**



- 2) **Children Form-** The following changes were made:
  - a. A new “Search for a specific child” field has been added to the Children Form. When users enter a number in the new field, the system will find the corresponding child with that ID and display the child’s record. Users can also click the binoculars next to the new field to view the new Search Children Form. The Search Children Form allows the user to search for a child by the CEL system generated ID or the child name. When search criteria is entered, the following fields will be displayed in the search results list: Child Name, Child Date of Birth, and Primary Parent First and Last Name. **(Requested by: Bananas)**
  - b. A “Retain Search Criteria” check box is available on the Search Children Form. When selected and a search is run, the search criteria will be retained for future searches. This will allow users to retain their search criteria even when the search window has been closed. **(Requested by: Bananas)**
  
- 3) **Child Form-** The following changes were made:
  - a. The “Child App Date” and “Status Change Date” fields have been modified so that users are not required to enter the slashes. **(DGI/NoHo Software)**
  - b. The Child Form has been modified so that users are not required to select a care schedule option if the child's current enrollment status has the "Excluded children with this enrollment status from the CDE Export" box checked on the Enrollment Status Setup Form. Since these records are not reported to CDE, they are not subject to the CDE care schedule requirement. **(Requested by: Children’s Home Society)**
  
- 4) **Income Form-** In previous versions, the Income Calculator was not working properly for some users. This has been resolved. **(Requested by: Bananas)**

## REPORTS

- 1) **CPS Expiration Report-** The CPS Expiration Report will now use the child’s CPS Referral Expiration Date to determine whether or not the child’s CPS status is current. If the CPS Referral Expiration Date has passed, the child will be considered non-CPS. This change was made per instructions from CDE. Once a child’s CPS Referral Expiration Date has expired, the child is no longer a CPS child. **(DGI/NoHo Software)**



- 2) **Family Report-** The following changes were made:
  - a. A new "Exclude Incomplete Applications" check box has been added to the criteria form. When checked, incomplete family records will be excluded from the Family Report. This check box will be unchecked by default. **(Requested by: Bananas)**
  - b. The Family Report will now use the child's CPS Referral Expiration Date to determine whether or not the child's CPS status is current. If the CPS Referral Expiration Date has passed, the child will be considered non-CPS. This change was made per instructions from CDE. Once a child's CPS Referral Expiration Date has expired, the child is no longer a CPS child. **(DGI/NoHo Software)**
  - c. Mailing Labels Format- The mailing labels format of the Family Report has been modified to print the family's mailing address. If the mailing address is blank, then it will print the family's main address. **(Requested by: Bananas)**
  
- 3) **Parent Update Report-** The following changes were made:
  - a. The Parent Update Report has been modified to display the family's mailing address on the first page. **(DGI/NoHo Software)**
  - b. The Parent Update Report will now use the child's CPS Referral Expiration Date to determine whether or not the child's CPS status is current. If the CPS Referral Expiration Date has passed, the child will be considered non-CPS. This change was made per instructions from CDE. Once a child's CPS Referral Expiration Date has expired, the child is no longer a CPS child. **(DGI/NoHo Software)**

## ELIGIBILITY SEARCH

- 1) The Eligibility Search will now use the child's CPS Referral Expiration Date to determine whether or not the child's CPS status is current. If the CPS Referral Expiration Date has passed, the child will be considered non-CPS. This change was made per instructions from CDE. Once a child's CPS Referral Expiration Date has expired, the child is no longer a CPS child. **(DGI/NoHo Software)**
- 2) **Eligibility Search Criteria Tab-** "Enrolled & Waiting" was renamed "Continuity of Care" in the Sort By List on the Search Criteria Tab. This was renamed at the request of CDE. **(DGI/NoHo Software)**
- 3) **Eligibility Search Results Tab- Eligibility Search Results Report Format-** The footer was modified to display the time (in addition to the date). **(DGI/NoHo Software)**



- 4) **Eligibility Search Results Tab- Parent Update Report Format-** In previous versions, the Parent Update Report was not functioning when run from the Eligibility Search Results page. This has been resolved. **(Reported by: Valley Oak Children's Services)**

## SETUP

- 1) **Enrollment Status Setup Form-** Upon upgrading to version 4.16, "Enrolled and Waiting" will be renamed "Continuity of Care" in the Enrollment Status Setup Form. For now, only the name will be changed. The setup code will remain as "EW" until further notice. **(DGI/NoHo Software)**

## UTILITIES

- 1) **Application Options-** the following changes have been made:
  - a. A new "Cont. of Care Exp. (days)" option has been added. This will allow Administrators to enter a specified number of days for the expiration of a child's Continuity of Care enrollment status. Once a child's Enrollment Status has been set to "Continuity of Care" for more than the number of days entered in the new option, the child's enrollment status will be automatically set back to "Waiting." The "Status Change Date" will be used to determine how long the child has been in the "Continuity of Care" status. This feature is similar to the Intake Expiration feature already in NoHo CEL. By default, the new option will be set to 60 days, which is the number of days specified by CDE. **(DGI/NoHo Software)**
  - b. A new "Require Employment Income" option has been added that when enabled will do the following:
    - i. Upon saving an income detail record, the system will check to see if that family has "Working" selected as a Need Status for either parent. If the family has "Working" selected as one of the need statuses, then the system will check if there are any existing income entries (including the record being saved) with "Employment or Self Employment" as the income source. If none of them have an income source of "Employment or Self Employment," then the user will receive a pop-up message stating that they must enter an income record with a source of "Employment or Self Employment" when the family has a need status of "Working." The only option for the user to click will be OK. The system will not force the user to enter a new entry, it will only serve as a notification.



- ii. When an income detail is entered and the Income Source is "Employment or Self Employment," the user will not be able to save the record until an amount greater than zero is entered in the "Monthly Amount" field.
- iii. The application status functionality has been updated to include a check for an Income Source of "Employment or Self Employment" AND an income amount of greater than zero when a family has "Working" selected as a Need Status. If one of the family need status selections are "Working" and those two criteria are not met, the Application Status will be "Incomplete."

The enhancements listed above require that the database is setup with the following options: "Employment or Self Employment" must have a setup code of "01" in the Income Source Setup Form. "Working" must have a setup code of "D" in the Need Status Setup Form. **(Requested by: Bananas)**

### **IMPORTANT INFO FOR SYSTEM ADMINISTRATORS:**

There are changes in NoHo CEL version 4.16 that will require you to update the global.asa file. In the past, to preserve your database connection information in the global.asa file, you may have skipped this step and only updated all other files. For CEL 4.16, if you do not update the global.asa file, some parts of NoHo CEL will not function properly.

Before replacing your global.asa file, copy it to your desktop. Then, after you have replaced the global.asa file in your web files directory, open the new global.asa file and update the following fields in the file.

- WebPath
- CEL\_Server
- CEL\_UserName
- CEL\_Password

To make this process easier, you can copy the values from the old global.asa file. Just be sure to only copy the text that is within the quotes of each parameter.

Please contact NoHo Technical Support at 818-501-2769 if you have any questions or problems.

**NoHo software releases are NOT cumulative and require the download and installation of all SQL scripts from all previous patches and releases in order to run successfully.** The SQL scripts for each patch and/or release are available in zipped files from our website. All SQL scripts must be run in order. After running each set of SQL scripts, please review the cappsscr.log file in the script directory to ensure that the scripts ran successfully. If you are unsure whether there are any problems with the scripts, please contact DGI.

**We recommend backing up your database and testing all new patches and releases on a test database prior to going live with any new versions of NoHo software.** Please contact DGI support if you have any questions regarding the installation of these releases.