

## 11.19 Release Notes

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## Release Dates

Beta: 12/7/25 11.19.0

GA: 12/14/25 11.19.1

Hotfix: 1/18/26 11.19.2

## Feature Enhancements:



Release 11.19.0	<div data-bbox="355 674 628 701">Admin Tools &gt; Form Builder</div> <div data-bbox="355 714 1372 786"> <p><b>Body Text DISPLAY ONLY</b> fields now support Rich Text Format (like bold, italics, headers), so you can create professional-looking forms for viewing and printing. See below for an example form:</p> </div> <div data-bbox="355 792 1386 1350"> <div data-bbox="172 911 333 1064"> <p><b>Rich Text formatting added to Form Body Text fields</b></p> </div> <div data-bbox="389 806 1350 918"> <ol style="list-style-type: none"> <li>1. submit any and all appeals when my insurance company denies me a benefit to which I am entitled;</li> <li>2. act on my behalf in connection with any claim, right, or cause of action that may arise under my plan; and</li> <li>3. act on my behalf to pursue such claim, right, or cause of action in connection with said plan including, but not limited to, the right and ability to act as my authorized representative with respect to a benefit plan governed by the provisions of ERISA as provided in 29 C.F.R. § 2560.503-1(b)</li> <li>4. with respect to any healthcare expense incurred as a result of the services I received from the facility and, to the extent permissible under the law, to claim on my behalf such benefits, claim, reimbursement, and any other applicable remedy, including fines. Unless revoked, this authorization is valid for all administrative and judicial reviews under ERISA and all applicable federal and state laws.</li> </ol> </div> <div data-bbox="389 958 858 992"> <h3>Authorization to Release Medical Records</h3> </div> <div data-bbox="389 999 1350 1111"> <p>I authorize the Facility to release all information to my insurance company needed to process a claim. I further authorize my plan administrator to release to the Facility any and all information related to my policy, upon written request from the Facility, in order to claim such medical benefits. I further authorize my physicians, hospitals, clinics, and health care facilities to disclose all or any part of my medical record to the Facility in connection with the treatment, services, and supplies provided to me by them. This authorization is given with full knowledge that such disclosure may contain information of a confidential nature and may affect or limit the insurance coverage for treatment, services, or supplies provided by the Facility. The Facility will use and disclose my health information only for purposes of treatment, payment, and health care operation, in accordance with the Facility privacy practices, unless I authorize them to use or disclose my health information for other purposes. I hereby release facility, its officers, agents, employees and any clinician associated with my case from all liability that may arise as a result of disclosure of information to my insurance company(s) or their designated representatives.</p> </div> <div data-bbox="389 1151 694 1184"> <h3>Medicare Opt-out Contract</h3> </div> <div data-bbox="389 1191 1350 1243"> <p>This agreement is between the <b>Facility</b>, whose principal place of business address (listed above) and the <b>Patient</b> who is a Medicare beneficiary seeking Substance Abuse services. The <b>Facility</b> has informed <b>Patient</b> that they've opted out of the Medicare program. The <b>Facility</b> agrees to deliver treatment to the <b>Patient</b>, utilizing the <b>Patient's</b> secondary insurance policy for payment of services. The <b>Patient</b> agrees, understands, and acknowledges the following:</p> </div> <div data-bbox="408 1249 1331 1317"> <ul style="list-style-type: none"> <li>• The <b>Facility</b> will not submit any claim to Medicare for any item or service provided to any Medicare beneficiary.</li> <li>• The <b>Facility's</b> services are not covered under Medicare and no Medicare payment may be made to any entity for services rendered.</li> <li>• The <b>Patient</b> will not submit a claim (or request a claim be submitted) to the Medicare program with respect to the services provided at <b>Facility Name</b>.</li> <li>• The <b>Patient</b> acknowledges that he/she has a right, as a Medicare beneficiary, to obtain Medicare-covered services from providers who have not opted-out of Medicare, and</li> </ul> </div> <div data-bbox="758 1323 1002 1344"> <p>Client: Norris, Charles   Date of Birth: 12/19/1969</p> </div> </div>
Scheduled Form days due improvements	<div data-bbox="355 1373 628 1400">Admin Tools &gt; Form Builder</div> <div data-bbox="355 1413 1372 1525"> <p>When creating a Scheduled Form, a user may now assign the form to be first due X number of days after admission, and then mark it as periodically due X times after that. The "due X number of days after admission" feature is already available for Assessment Forms.</p> </div>
Reduce duplicate client entry	<div data-bbox="355 1559 603 1583">Admissions &gt; Face Sheet</div> <div data-bbox="355 1597 1426 1789"> <p>While creating a new client or editing an existing one, if you change the <b>last name</b> field or <b>date of birth</b> field so that those two fields exactly match the <b>last name</b> and <b>date of birth</b> of another client, NextStep will alert you that the client may already be entered in NextStep. This change also improves the warning of duplicate <b>SSNs</b>, displaying the warning when that field is edited, as opposed to waiting for the user to save their changes.</p> </div> <div data-bbox="355 1843 1426 1910"> <p>NOTE: There may be some false positive warnings, e.g. if there are twins with the same DOB and different first names. In those cases, the warning may be ignored.</p> </div>



### New option to duplicate fields while building forms

Admin Tools &gt; Form Builder

While building forms, you can now select a field, like **Select All That Apply**, **Select One Only** or **Dropdown**, and duplicate them, including all the selections in the fields.

<input type="checkbox"/>	 9	Select All	Select All That Apply
<input checked="" type="checkbox"/>	 10	Select One	Select One Only

Add Field	Edit Field	Edit Form
Discontinue Field	Duplicate Field	Add Form

### Total, average and count fields in conditional fields rules

Admin Tools &gt; Form Builder

You can now use total, average, and count fields as part of [Visible and Required rules in forms](#). For example, you can create a rule so that, if the score of a survey is greater than some value, the user is required to complete a field with an action to take next.

**Layout improvements to Select One Only and Select All That Apply**

## Forms

The display of the radio buttons assigned to the Field Types Select One Only and Select All That Apply has been improved to make forms more readable.

**Census services  
added to the  
Billing Services  
Dynamic report**

Reports > Admin Reports > Billing Services Dynamic

The Billing Services Dynamic Report now includes services that have been sealed in Census Billing. The following columns have been added to the report to support Census Billing fields:

- Census Activity Text
- Building
- Location

**Display Last  
Dose in the  
Medication List  
on Document  
Center Face  
Sheet**

[Reports > Document Center](#)

For Dispensing agencies, if a Medication List field is shown on the Face Sheet, and a client had a Dispensing dose in the current episode of care, that dose will appear on the printable Face Sheet accessed via the Document Center.

## Orders Widget improvements

### Client Details Panel > Orders

A number of improvements have been made to the **Medication** section of the Orders Widget:

- Changed **On Behalf of** label to **Prescribed By**
- When a user in the Orders Widget views the Dropdown box for **Prescribed by**, the Names in the dropdown are limited to users with the Doctor privilege
- When a user enters a **Reason** for stopping a medication in the Orders Widget, that value will now populate the Reason under a **Discontinued Medication** section in the Medication Plan
- When a user views **Medications** in the Orders Widget, **Discontinued Medications** are now highlighted
- When a user views **Medications** in the Orders Widget, the newest order is now at the top of the grid
- The grid column widths have been adjusted to improve readability

<b>Usability improvements for required fields.</b>	The shade of red used to highlight required and conditionally required fields on forms has been lightened so that the field labels are easier to read
<b>Program Filter on Export Notes</b>	<i>Reports &gt; Administrative Reports &gt; Notes Export</i> The <b>Export Notes</b> report now includes a <b>Program</b> filter. In addition, a Subscript out of range error has been addressed.

## Issues Resolved:

Release 11.19.0	
<b>Multi Image Upload field issue</b>	There was an error sealing a form if it contained a required <b>Multi Image Upload</b> field. This issue has been addressed.
<b>Empty signature issue</b>	A user can no longer submit an empty signature box if the form has a <b>Signature, Touch Signature, or Topaz Signature</b> field type.
<b>Required dropdown for Permanent Residence field on Face Sheet issue</b>	There was an issue with the Face Sheet in the Form Builder, where when you made the <b>Permanent Resident</b> field Required, when you went back to that field after saving, the <b>Required</b> option was not visible to change. This issue has been resolved.
<b>User dropdown field type on Note issue</b>	There was an issue when creating/modifying a note type under Note Builder, a <b>User Dropdown</b> field type was restricted based on user permission role or case assignment on the Face Sheet, and that restriction was not being enforced on the note. This issue has been addressed.
<b>Required fields on Forms issues</b>	A number of issues with the display and navigation of <b>required</b> fields on forms have been addressed.
<b>Opening Face Sheet issue</b>	There was an issue when a user went to view the Face sheet, either by going to Document Center and clicking the Face Sheet button or clicking the View button on the client details panel. This issue has been resolved.
<b>Treatment Plan Setup Template would not add new Intervention issue</b>	Admin Tools > Treatment Plan Setup There was an issue on the Treatment Plan builder where the user was sometimes not able to add a new <b>Intervention</b> . This issue has been resolved.
<b>Fixed copy/paste with Custom Objectives issue</b>	There was an error that could occur when pasting text into a <b>Custom Objective</b> in a Treatment Plan. This issue has been resolved.
<b>"Variable is undefined: 'FormFields'" error</b>	When opening a Progress Note, users sometimes experienced the error "Variable is undefined: 'FormFields'" on PCPCharts.asp in file inc_DynFieldsVBScriptOnly.asp" This issue has been addressed.
<b>Signing issue when form had required fields.</b>	There was an issue where users who were signing a form, but not sealing it, could not complete the signing because the form contained required fields. This issue has been addressed.

<b>PDF Template forms containing an uploaded image issue</b>	There was an issue with PDF Template forms that included uploaded images. This issue has been addressed.
<b>Forgot Password link issue</b>	There was an issue when a user clicked <b>Forgot Password</b> on the login page more than once. This issue has been addressed.

Release 11.19.2	
<b>Scheduled Form Days from Admission Issue</b>	<p>Version 11.19.1 included a new <b>Days from Admission</b> field on Scheduled Forms. There was an issue where Schedule Forms, that did not have <b>Days from Admission</b> set to something other than the default value of zero, were coming due at admission. This hot fix addresses that issue.</p> <ul style="list-style-type: none"> <li>• If a Scheduled Form's Days from Admission is set to zero, the form will work as it did before the new feature was added, being dues based on the Period Type.</li> <li>• If a Scheduled Form's Days from Admission is set to a number, like 7, the form will be due that number of days after admission to support the new feature.</li> </ul>