

NextStep

11.19 Release Notes

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Release Dates

Beta: 12/7/25 11.19.0

GA: 12/14/25

Feature Enhancements:



Release 11.19.0	
Rich Text formatting added to Form Body Text fields	<p><i>Admin Tools > Form Builder</i></p> <p>Body Text DISPLAY ONLY 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><p>1. submit any and all appeals when my insurance company denies me a benefit to which I am entitled;</p><p>2. act on my behalf in connection with any claim, right, or cause of action that may arise under my plan; and</p><p>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)</p><p>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.</p><h3>Authorization to Release Medical Records</h3><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><h3>Medicare Opt-out Contract</h3><p>This agreement is between the Facility, whose principal place of business address (listed above) and the Patient who is a Medicare beneficiary seeking Substance Abuse services. The Facility has informed Patient that they've opted out of the Medicare program. The Facility agrees to deliver treatment to the Patient, utilizing the Patient's secondary insurance policy for payment of services. The Patient agrees, understands, and acknowledges the following:</p><ul style="list-style-type: none">• The Facility will not submit any claim to Medicare for any item or service provided to any Medicare beneficiary.• The Facility's services are not covered under Medicare and no Medicare payment may be made to any entity for services rendered.• The Patient will not submit a claim (or request a claim be submitted) to the Medicare program with respect to the services provided at Facility Name.• The Patient 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<p>Client: Norris, Charles Date of Birth: 12/19/1969</p></div>
Scheduled Form days due improvements	<p><i>Admin Tools > Form Builder</i></p> <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>
Reduce duplicate client entry	<p><i>Admissions > Face Sheet</i></p> <p>While creating a new client or editing an existing one, if you change the last name field or date of birth field so that those two fields exactly match the last name and date of birth of another client, NextStep will alert you that the client may already be entered in NextStep. This change also improves the warning of duplicate SSNs, displaying the warning when that field is edited, as opposed to waiting for the user to save their changes.</p> <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>



New option to duplicate fields while building forms

Admin Tools > 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 > 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

Usability improvements for required fields.	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
Program Filter on Export Notes	<i>Reports > Administrative Reports > Notes Export</i> The Export Notes report now includes a Program filter. In addition, a Subscript out of range error has been addressed.

Issues Resolved:

Release 11.19.0	
Multi Image Upload field issue	There was an error sealing a form if it contained a required Multi Image Upload field. This issue has been addressed.
Empty signature issue	A user can no longer submit an empty signature box if the form has a Signature, Touch Signature, or Topaz Signature field type.
Required dropdown for Permanent Residence field on Face Sheet issue	There was an issue with the Face Sheet in the Form Builder, where when you made the Permanent Resident field Required, when you went back to that field after saving, the Required option was not visible to change. This issue has been resolved.
User dropdown field type on Note issue	There was an issue when creating/modifying a note type under Note Builder, a User Dropdown 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.
Required fields on Forms issues	A number of issues with the display and navigation of required fields on forms have been addressed.
Opening Face Sheet issue	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.
Treatment Plan Setup Template would not add new Intervention issue	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 Intervention . This issue has been resolved.
Fixed copy/paste with Custom Objectives issue	There was an error that could occur when pasting text into a Custom Objective in a Treatment Plan. This issue has been resolved.
"Variable is undefined: 'FormFields'" error	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.
Signing issue when form had required fields.	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.

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