

## PERS - Person Search

```
CAFSPERS                PERSON SEARCH                07/06/2016    9:20
USER ID : C81285
CAPS ID : 00000000    00    NAME:

                        LAST NAME : doe
                        FIRST NAME : jane_
                        MIDDLE NAME :                PHONETIC SEARCH : N

                        SSN :

                        DATE OF BIRTH :

                        RESIDENCE COUNTY :

                        SEX :

                        CAPS ID :

                                                                PATH:
```

- Use this screen to lookup or find out if a person is known to CAPS
  - Enter search criteria, press ENTER
  - PERL (Person List) will display a list of all persons known to CAPS, beginning with the person on the list directly above those that match the search criteria, or a message will display indicating that no matches were found
- Search criteria is one of the following:
  - Name, SSN, Date of Birth, Residence County, Sex or CAPS ID
  - The search can be more defined by entering in any combination of items
    - Example: Last name and DOB
  - As little as one letter may be entered to generate a search
- Phonetic search indicator defaults to “N”, you may change it to “Y” to search phonetically, otherwise an alphabetic search is done instead
- If the search criteria entered is the CAPS ID or SSN only an exact match will be displayed if a match exists

## PERL - Person List

```
CAFSPERL                PERSON LIST                07/06/2016    9:19
USER ID : C81285                PAGE NO: 2    MORE
CAPS ID : 00000000    00    NAME:

TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY

SEL CAPS ID  NAME                DOB        AGE SEX    SSN                CAN
_ 00001214  PICKLE, PARKER            10/10/2010    5  M   352-15-2351
_ 00001215  PICKLE, PATRICIA         02/05/2007    9  F   685-23-6985
_ 00001209  PICKLE, PATTY            03/25/1980   36  F   951-59-5159
_ 00001212  PICKLE, PAUL             02/15/2007    9  M   965-89-6589   15
_ 00001211  PICKLE, PAULA            08/05/2003   12  F   365-23-6523   25
_ 00001218  PICKLE, PAYTON           05/15/1995   21  M   582-58-5258   15
_ 00001221  PICKLE, PEARCE           05/05/1990   26  M   658-52-1473
_ 00001224  PICKLE, PEARL            10/10/2011    4  F   852-14-6397
_ 00001222  PICKLE, PEGGY            03/15/1983   33  F   521-49-6387
_ 00001223  PICKLE, PELHAM           06/05/1985   31  M   521-84-9371
_ 00001208  PICKLE, PENNY            04/05/2002   14  F   753-57-5357   25
_ 00001220  PICKLE, PERRY            08/05/1996   19  M   658-74-1239
_ 00001210  PICKLE, PETER            07/15/1980   35  M   524-12-5412
_ 00001213  PICKLE, PETUNIA          03/05/2005   11  F   214-52-1452
_ 00001225  PICKLE, PHEOBE           01/15/1996   20  F   741-23-6589

                                PATH: _
```

- Displays information for persons that met the search criteria entered on PERS
- The select functions are listed at the top of the screen under the CAPS ID and NAME
- To add a new person to the database, press F11
  - The PERD (Person Detail) screen will be displayed in ADD mode
- To change any detailed information for the person, type “M” in the SEL field next to the person for whom you want to modify information
  - The PERD screen will be displayed
- If a person is selected with an “I”, PERD will be displayed in INQUIRE only - no changes may be made at this time
- “S” (select) can only be used if an F12 lookup is being done from CAPS ID field on another screen. This will “select” the person and carry their information over to the screen the worker came from
- F2 will return you back to PERS (Person Search)

## PERD - Person Detail

```
CAFSPERD                PERSON DETAIL                07/06/2016    9:16
USER ID : C74142SW MODIFY
CAPS ID : 00001655    25    NAME: DOE, JANE

LAST NAME   : DOE                ASSIGNED WORKER INFORMATION
FIRST NAME  : JANE                WORKER ID:           RGN:    CNTY:
MIDDLE NAME :                   CAN: N                NAME:
SUFFIX      :                   P SSN VERIF:         PHONE NO:           EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ---- SECONDARY:
_   P 654-65-4654   _

DRIVERS LICENSE ST: MT NUMBER: MT06101980 ----- ADDRESS -----
BIRTH DT : 06/10/1980 VERIF: AGE: 36 LINE1 : 754 RIVER ROCK DR
PLACE :                               LINE2 :
DATE DECEASED :                               CITY : HELENA
SEX CODE   : F FEMALE                STATE : MT ZIP CODE : 59602 - 0240
ETHNICITY  : CA                      COUNTY: 25 LEWIS & CLARK
HSPNC ORGN : N IDENTITY VERIF:        TELEPHONE : 406 444-4444
MARITAL STATUS: NM DATE:

----- EMPLOYMENT -----
NAME :                               STATUS :
PHONE:                               START DATE:
OCC:                                 END DATE:
SHFT+F10=CLRSSN

PATH: _
```

- The Person Detail screen is used to enter or display general information about persons in the system
  - This information is available to all workers
- If the ADD function (F11) was indicated on PERL, CAPS will assign the CAPS Identification number when you press ENTER to update the screen
- For SSN's indicate on the select field A (ADD), M(MODIFY), D(DELETE) and whether it is a P(Primary) or S(Secondary)
- ASSIGNED WORKER INFORMATION will be displayed once the person has been assigned to a worker on AXED (Assignment/Transfers Detail)
- RESIDENT ADDRESS information will be displayed once the ADDD screen is completed
- EMPLOYMENT information will be displayed once the EMPL screen is completed
- Last Name and First Name are the only fields required in order to create a CAPS ID
- Verifications for SSN, Date of Birth are received through an interface with the CHIMES system. Verifications for Identity are received through an interface with CHIMES or entered by IVE unit staff

- Up to six (6) ethnicity codes can be entered in the ETHNICITY field. When the worker presses F12 (code table lookup), six codes can be selected at one time. “ABANDONED AT BIRTH”, “DECLINED”, “PARENT(S) INCAPACITATED” and DECLINED are options.
- Enterable values for HISPANIC ORIGIN field are “Y”, “N” “D” or “U”. Guidelines for this field are as follows:
  - 1) Answer “YES” if the person is a Mexican, Puerto Rican, Central or South American person or person of other Spanish origin, regardless of race.
  - 2) The “U” means UNABLE TO DETERMINE and should be used rarely - only if the child is very young or is severely disabled and no person is available to determine whether or not the child is of Hispanic origin.
  - 3) The “D” means DECLINED and should be used if the person/client declines to provide this information.

## PROS - Provider Search

```
CAFSPROS                PROVIDER SEARCH                07/06/2016    10:48
USER ID : C74142SW
PROV NO : 0001054 000    PROV NAME: FINKLE FOSTER HOME
                        FACIL NAME: FINKLE FOSTER HOME

PLEASE ENTER ALL OR A PORTION OF THE PROVIDER'S NAME

PROVIDER NAME : gotcha_
OR
PROVIDER NUMBER :
OR
FEDERAL TAX ID NUMBER :

PATH:
```

- This screen provides a means for locating providers who have been entered into the system
  - This includes Day care, Foster families, adoptive families and agencies and facilities
- You can search for a specific provider by entering one of the following criteria
  - PROVIDER NUMBER
  - FACILITY NUMBER
  - First two or three characters of the providers LAST NAME
  - Federal Tax ID Number
- The more search criteria that you have the more limited your search will be
- The system will take you to PROL (Provider List) screen after performing a search
- Be thorough in your search in order to avoid entering duplicate providers into the system

## PROL - Provider List

```
CAFSROL                PROVIDER LIST                07/06/2016    10:46
USER ID : C74142SW                    PAGE NO: 2
PROV NO : 0001054 000                PROV NAME: FINKLE FOSTER HOME

DISPLAY A=ACTIVE OR B=BOTH(ACTIVE AND INACTIVE LICENSES: B
TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY
SEL PROV-NO LOC PROVIDER NAME TYP COUNTY
- 0001074 009 GFC9 A 032 MISSOULA
- 0001074 GFHM A 025 LEWIS & CLARK
- 0001074 001 GFHM A 025 LEWIS & CLARK
- 0001012 002 GH A 025 LEWIS & CLARK
- 0001071 GOLDEN FOSTER HOME P 025 LEWIS & CLARK
- 0001071 GOLDEN FOSTER HOME W 025 LEWIS & CLARK
- 0001071 001 GOLDEN FOSTER HOME F 025 LEWIS & CLARK
- 0001071 GOLDENFH A 025 LEWIS & CLARK
- 0001071 001 GOLDENFH A 025 LEWIS & CLARK
- 0001055 GOTCHA FOSTER HOME P 025 LEWIS & CLARK
- 0001055 GOTCHA FOSTER HOME W 025 LEWIS & CLARK
- 0001055 001 GOTCHA FOSTER HOME F 025 LEWIS & CLARK
- 0001055 GOTCHAFH A 025 LEWIS & CLARK
- 0001055 001 GOTCHAFH A 025 LEWIS & CLARK
- 0001074 GRIFFIN FOSTER HOME P 025 LEWIS & CLARK

PATH: _
```

- This screen will display all matches to the search criteria chosen on PROS (Provider Search)
- You can SELECT, INQUIRE or MODIFY an individual provider on this screen
- You may select a provider and use the fast PATH to access further information
- You may choose to select providers who only have active licenses, or providers with both active and inactive licenses
- To add a provider after a provider search has been completed, press F11  
- PROE (Provider Entry) will be displayed

## PROD - Provider Detail

```
CAFSPROD                PROVIDER DETAIL                07/06/2016    10:42
USER ID : C74142SW MODIFY
PROV NO : 0001054 000    PROV NAME: FINKLE FOSTER HOME

AGENCY/PROVIDER NAME : FINKLE FOSTER HOME
      ABRV NAME : FINKLEFH    CPIS PROVIDER      : N
      FISCAL AUDIT DATE :    CPIS NOTIFY      : N
      TERMINATION DATE  :    PROVIDER COUNTY   : 025 LEWIS &
      TERMINATION REASON :    ORIGINAL DATE EO/AA :
                                EO/AA DESK AUDIT  :

      CPIS EMAIL :
WARRANT ADDRESS
NAME      : FINKLE FOSTER HOME
LINE 1    : 345 FARKLE RD
LINE 2    :
CITY/STATE : HELENA                MT
ZIP       : 59601 -                COUNTY: 25
FOREIGN ADDR:
COUNTRY   :
CANDN PROVNC:
TELEPHONE : 406 443-1234
START DATE : 01/01/2012    END DATE: 99/99/9999

                                PATH: _
```

- This screen is used to record/maintain detailed provider information
- PROVIDER COUNTY is required
- If you are adding a NLC (Non Licensed/Contracted Provider, selection 4 from PROE) the address will be required
- The ADDRESS will be verified by Finalist, which is the post office address verification system
- A signed, original copy of the provider's W9 form should be sent in to Central Office/Fiscal as soon as possible for compliance with federal requirements

## FACD - Facility Detail

```
CAFSFACD                FACILITY DETAIL                07/08/2016    15:51
USER ID : C81285        MODIFY
PROV NO : 0001057      001          PROV NAME: JESTER FOSTER HOME
CCUBS PROV NO :
FACILITY NAME : JESTER FOSTER HOME
  ABRV NAME : JESTERFH                CPIS PROVIDER: N
WARRANT NAME :                CPIS NOTIFY : N
CONTACT ID/NAME : 00001161  JESTER, JENNIFER
DIRECTOR ID/NAME : 00001162  JESTER, JOHN
MEDICAID NUMBER :                ASSIGNED WORKER INFORMATION
PROVIDER COUNTY : 025          WORKER ID: C74145FS  RGN: 6  CNTY: 015
  LOCKED/UNLOCKED : U                NAME: SMITHERS, SUSAN
TERMINATION DATE :                PHONE NO: 406
REASON:                SCNDRY:
CPIS EMAIL:
-----NATIVE AMERICAN FOSTER FAMILY INFORMATION-----
FOSTER MOTHER/ID: 00001161  JESTER, JENNIFER
AFFILIATION: CR  CROW                MEMBERSHIP STS: SI  SELF IDENTIFIED
:
FOSTER FATHER/ID:
AFFILIATION:                MEMBERSHIP STS:
:
                                PATH: _
```

- This screen is used to add or modify information about a specific facility operated by a provider
  - A signed, original copy of the provider's W9 form should be sent in to Central Office/Fiscal as soon as possible for compliance with federal requirements
- The WORKER ID field is not an enterable field
  - The system will default in the C# of the worker updating the screen. If this is not who the assigned worker should be, once the screen has been updated the facility will need to be transferred to the appropriate worker using the AXED (Assignments/Transfers Detail) screen.
- The DIRECTOR ID/NAME must be entered, this is a person with a CAPS ID
- The CCUBS PROV NO is populated either by:
  - An automatic interface with CCUBS for "daycare only" facilities
  - A resolution made by the CAPS licensing worker for "dually licensed" facilities
- Native American Foster Family information should be entered, if applicable, for the provider

## AKAD - Person Name AKA Detail

```
CAFSAKAD                PERSON NAME AKA DETAIL                07/18/2016    12:00
USER ID : C81285        MODIFY                PAGE NO :    1
CAPS ID : 00001655     25          NAME : DOE, JAYNE
                   ----- LAST ----- -- FIRST --- -- MIDDLE --  SUFX
DECLARED PERSON NAME : DOE                      JAYNE
MAIDEN NAME          : SMITH
LEGAL NAME           :

  OPTIONS - _ CHANGE DECLARED PERSON NAME(DPN) & MOVE OLD DPN TO AKA
            _ CHANGE SPELLING OF LEGAL NAME
            _ CHANGE LEGAL NAME & MOVE OLD LEGAL NAME TO AKA

TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY
SEL ----- LAST ----- -- FIRST --- -- MIDDLE --  SUFX    MIND    COMMENTS
_   DOE                      JANE                                N
_
_
_

                                     PATH: _
```

- This screen is used to ADD and MODIFY person name information
- Each person has a DECLARED PERSON NAME - the first one entered on CAPS
- Select which action you wish to perform from the OPTIONS list
- Additional AKA names can be added to the bottom of the screen
- Only the designated regional “AKA” supertask workers have the authority to DELETE or MODIFY an AKA name at the bottom of the screen
- Any name that is displayed on AKAD can be located through the PERS (Person Search) process
- CCUBS NAME will only be displayed for names that were selected by a CAPS licensing worker through the resolution process. They are additional names known to the CCUBS (Child Care Under the Big Sky) system.



## RRRL – Report/Request List

```

CAFSRRRL          REPORT/REQUEST LIST          06/30/2016   10:59
USER ID : C81285          PAGE NO: 1

TO SELECT, ENTER I=INQUIRE, M=MODIFY, V=INQUIRE(CID1), OR C=MODIFY(CID1)

R/R NO:          CAPS ID:          PROV:          000  WORKER ID: C81285
START FROM:          CO:          R/R CAT:          R/R STAT:

SEL  RPT NO  DATE  R/R  CAT  STS  REPORT NAME  DETERMIN  WORKER
      RECEIVED  CAT  STS  REPORT NAME  END DATE  ASSGND
-   0001169  06/23/2016  CPS  0  NEIGHBOR CHILD  C81285
-   0001131  10/03/2014  CPS  0  BARKER CHILD  C81285
-   0001130  10/03/2014  CPS  0  DINKLE KIDS  C81285
-   0001112  05/01/2014  CPS  0  NEIGHBOR CHILD  C81285

PATH:

```

- This screen displays all of the Report/Request events in order by:
  - Date received
  - Most recent report on that date (if more than one referral on a specific date)
- The worker can INQUIRE/MODIFY (RRD1), or VIEW/CHANGE (CID1) up to fifty (50) referrals at one time. When the worker presses ENTER, RRD1 or CID1 will be displayed for the first referral. To page through the referrals selected, press F8 (forward) or F7 (backward).
  - NOTE: Workers cannot mix I/M select codes with V/C select codes
- Place the cursor under the WORKER ASSGND field and press F12 – the identifying information for that worker will be displayed.
- Available search criteria is R/R number, CAPS ID, PROVIDER ID, WORKER ID, Start From Date, County, Category and Status

## RBCL – Report Background Check List

```
CMFSRBCL          REPORT BACKGROUND CHECK LIST          06/30/2016    9:33
USER ID: C74142SW                                PAGE NO:    1

CAPS ID: 00001238  DAISY DUCK
TO SELECT, ENTER I=INQUIRE

SEL  RPT NO  DATE      R/R      DETERMIN  WORKER
   _ 0001170 06/28/2016 CPS  0  DAISY DUCK  C74142SW
   _ 0001094 12/08/2013 CPS  0  DAISY      C74142SW
   _ 0001080 07/29/2013 CPS  0  DAISY DUCK  C74142SW

                                     PATH:
```

- This screen displays all of the reports that contain the entered CAPS ID and a substantiated allegation.
  - The substantiation does not necessarily have to be on.
- You can inquire on up to fifty (50) referrals at one time. When you press ENTER, RRD1 will be displayed for the first referral. Press F8 (forward) or F7 (backward) to page through referrals. Go to RRD2 for each referral to view the substantiation information.
- Reports will appear on the list if there are any of the following determinations on the report:
  - AJP – Adjudicated Pending – YINC Pending
  - CCP – Criminal Charges Pending
  - FHR – Fair Hearing Requested
  - FND – Founded
  - IND – Maltreatment by Person Not Legally Responsible for Child
  - LGP – Pending per Legal Agreement/Settlement (See CPS Program Officer)
  - LVS – Licensing Violation Substantiated
  - SUB – Substantiated Abuse, Neglect or Exploitation
  - SUD – Substantiated/Indicated Child Abuse Resulted in Death
  - SUP – Substantiation Pending

## ACTL – Activity List

```
CAFSACTL                ACTIVITY LIST                07/18/2016    11:25
USER ID : C81285                PAGE: 1
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

TO SELECT, ENTER I=INQUIRE OR M=MODIFY OR D=DELETE

START FROM:                END FROM:                ACTIVITY TYPE:

SEL  DATE                ACTIVITY TYPES                GOAL CODES                ENTERED BY
-   05/20/2016    VwM                PER                C81285
-   05/10/2016    COR                PER                C81285

PATH: _
```

- This screen displays the activities for a specific case or client
  - An activity is a significant contact or communication with a client or about the client that can impact the direction of the case
  - EXAMPLE: parental visits, child interview, worker home visits, phone calls
- Worker may select a specific activity to INQUIRE, MODIFY, or initiate the procedure to ADD a new activity by pressing F11
- The START FROM and END FROM fields can be used to view all activities that took place during a specific time period
- Enter an ACTIVITY TYPE(s) to view specific types of activities
- Activity details become protected seven (7) days after they are entered on the Activity Detail (ACTD) screen. If information needs to be modified or removed after seven (7) days, a supervisor must be notified.

## ACTD – Activity Detail

```
CAFSACTD          ACTIVITY DETAIL          07/18/2016   11:29
USER ID : C81285   MODIFY                   ACTIVITY: 1
CAPS ID : 00001654 00   NAME: DOE, ANNETTE
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT:
DATE OF ACTIVITY: 05/10/2016   ACTIVITY TYPE: COR
ENTERED BY      : C81285       PURPOSE(S)   : CPL
                                   GOAL(S)      : PER
SUMMARY: THIS IS A TEST ACTIVITY ENTRY. THIS IS WHERE A SUMMARY OF THE ACTI
VITY MAY BE ENTERED. SEVERAL LINES OF TEXT MAY BE ENTERED.

SHIFT+F2=ACT2                                          PATH:
```

- This screen is used to record and display the date of activity and the type, purpose and goal of the activity
- The Entered By field will default to the C# of the worker that is entering the activity and cannot be changed
- Up to five (5) activity codes, four (4) purpose codes and three (3) goal codes can be entered on an individual detail
- Use the summary area to summarize the activity details. If documentation concerning the activity is located elsewhere, note that in the summary
- Press F10 to display the RELL screen and copy activity details to other clients
- Press SHIFT + F2 to access the Activity Detail 2 (ACT2) screen where additional comments may be entered

## ACT2 – Activity Detail 2

```
CAFSACT2          ACTIVITY DETAIL 2          07/18/2016    11:47
USER ID : C81285   MODIFY                      PAGE NO:    1
CAPS ID : 00001654 00   NAME: DOE, ANNETTE
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT:
DATE OF ACTIVITY: 05/10/2016   ACTIVITY TYPE: COR
ENTERED BY      : C81285       PURPOSE(S)   : CPL
                                      GOAL(S)     : PER
SUMMARY: THIS IS WHERE SEVERAL ADDITIONAL LINES OF TEXT/COMMENTS MAY BE
ENTERED.

F2=ACTD

PATH:
```

- This screen is used to continue comments that were initiated on the Activity Detail (ACTD) screen
- Date of Activity, Activity Type, Purpose(s), and Goal(s) can only be modified, or added to, on the ACTD screen
- Multiple pages of ACT2 can be entered by pressing F11 to add.