

WELCOME

**Introduction of Trainer
Introduction of Class
Housekeeping Details
Agenda**

CAPS Training Agenda

I. WELCOME

- A. Introduction of Trainer
- B. Introduction of Class Participants
- C. Housekeeping Details
- D. Agenda

II. SYSTEM OVERVIEW

- A. Security
- B. Accessing and exiting the system
Explain training database/logon ID's
Password Maintenance
- C. Keyboard Functionality
- D. Help Resources
- E. Screen Functions
Fast Path
Screen Headings and Messages
List/Detail Concept
- F. Menus

III. PERSON/CLIENT SETUP

- A. Searching for/Adding a Person
 - PERS Person Search
 - PERL Person List
 - PERD Person Detail
- B. Client Setup/Transfers/Client History
 - AXED Assignments/Transfers Detail
 - WMSG Warning Message
 - CSLL Caseload List
 - CLID Client Detail
 - RELL Relationship List
 - RELD Relationship Detail
 - ADDL Address List
 - ADDD Address Detail
 - EMPL Employment History

IV. PROVIDER INFORMATION

- PROS Provider Search
- PROL Provider List
- PIGD Provider Information (General) Detail

V. INITIAL ASSESSMENTS/CLOSURES

IARL Initial Assessment and Review List
IARD Initial Assessment and Review Detail

VI. SERVICES/PLACEMENTS

- A. Non-Payable Services and Removals
SERL Services List
SERN Services Detail Non-Payable
CREI CPS Removal Eligibility Information
- B. Court Events and Dispositions
CRTL Court List
CRTD Court Detail
- C. Placements
CPHL Client Placement History List
PLAD Placement Detail
PLSH Placement Status History
JJPD Juvenile Justice Placement Detail
- D. Payable Services/Supplemental Justification/Funding Eligibility
SERP Services Detail Payable
SSJD Supplemental Service Justification

VII. MAINTENANCE

ALER Alerts
AKAD Person Name AKA Detail
EVEL Event List
SEAL See All Client Screens
USMD User Maintenance Detail
USML User Maintenance List
MIPD Minors in Possession Detail
SPTK Supervisory Task List

VIII. INTERFACE RESOLUTIONS

TIRD TEAMS Interface Resolution Detail
SIRD SEARCHS Interface Resolution Detail
SIR2 SEARCHS Interface Resolution Detail 2
APRD Absent Parent Resolution Detail

IX. PAYMENT INFORMATION

PAYA Payment Approval List
CBPL Client-Based Payment List
CBPD Client-Based Payment Detail
PAFD Payment Funding Detail