

ALER - Alerts

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CAFSALER                ALERTS                06/19/2015   14:21
USER ID : CS2344                PAGE NO:    1

SEL - TO SELECT, ENTER S=SELECT, M=MODIFY, D=DELETE(USER ONLY) OR A=ADD ---
- CODE:           ID#:           TYPE:           DELETABLE:
  DUE DATE:       ACTIVE DATE:       SCREEN:         ALERT TEXT:

-----
DSPLY ALRT TYP(C,P,R,W):      ID#:           VIEW ALRTS FOR USER: CS2344
TO SELECT, ENTER S=SELECT, D=DELETE (USER ONLY) OR I=INQUIRE

SEL  CODE   DATE   TYP  ID #   NAME
-   C02015 06/19/15 C 00001521  KINGSTON, KARRIE
      NON-ROUTINE MED HOSPITAL MAY HAVE OCCURRED FOR 00001521.

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- The alert screen displays messages that have been created by the system
- Alerts are triggered by events, due dates and errors. Examples of alerts are:
 - Notify the worker of an upcoming review date
 - Notify the worker that certain eligibility information needs to be completed
 - Notify the worker of an upcoming court date
 - Notify the worker that payment approval over 5 days old
- An alert will remain until a required action is taken, then CAPS or the worker will delete it by typing a “D” on the select line
 - If the alert is not a deletable alert, the worker must select it with an “S”
 - The worker will be taken to the appropriate screen to take action on that alert
- To DELETE an alert, enter a “D” at the appropriate line and press ENTER, then Shift+F4
 - You may delete alerts that you have created yourself and certain system generated alerts which have been defined as deletable
- To limit the alerts that are viewed, a worker may indicate the alert type (C, P, R, W) or type in the ID of the Client, Provider/Payment, Report

SEAL - See All Client Screens

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CAFSSSEAL          SEE ALL CLIENT SCREENS          07/06/2006   14:47
USER ID : CS4566                                     PAGE NO: 001
CAPS ID : 00002084   00   NAME: FURST, EVE

TO SELECT, ENTER S=SELECT

  SCREEN          SCREEN
S  NAME          S  NAME
-  ACTL  ACTIVITY LIST          -  MEDS  MEDICAL SUMMARY
-  ADDL  ADDRESS LIST          -  MMHD  MEDICAL/MENTAL HEALT
-  AKAD  PERSON NAME AKA DETA  -  PERD  PERSON DETAIL
-  CELL  CLIENT ELIGIBILITY L  -  PROB  PROBLEM DETAIL
-  CLID  CLIENT DETAIL          -  REL  RELATIONSHIP LIST
-  CLPH  CLIENT PAYMENT HISTO  -  SERL  SERVICE LIST
-  CPHL  CLIENT PLACEMENT HIS  -  SIID  SEARCHS INITIAL INQU
-  CRTL  COURT LIST            -  SPND  SPECIAL NEEDS DETAIL
-  EDHL  EDUCATION HISTORY     -  TASK  TASK DETAIL
-  EVEL  EVENT LIST
-  IARL  INITIAL ASSESSMENT A
-  ICWD  ICWA DETAIL
-  JPRL  JUVENILE PROBATION R
-  MDTD  MEDICATION DETAIL

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- This screen enables a worker to quickly view all the screens that have been filled out and updated on behalf of a client
- To access a particular screen, place an “S” on the select line - the system will then take you to that screen

USMD - User Maintenance Detail

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CAFSUSMD                USER MAINTENANCE DETAIL                03/16/2010    10:24
USER ID : CS4566        MODIFY

    USER ID              : CS4566                START DATE: 01/01/1995
                                                TERMINATION DATE: 99/99/9999
    FIRST NAME           : MARY
    MIDDLE NAME          : CLARE
    LAST NAME            : REYNOLDS

    STAFF TYPE           : SMN  HELP DESK/CAPS STAFF
    SUPERTASKS           : N      DAY CARE ACCESS: N

    SUPERVISOR ID        : C84720  LAMKA, VERONICA
    SERVICE REGION       : 4  SOUTHWESTERN REGION
    RGN ACCESS           : N
    SERVICE COUNTIES     : 025
    LOCATION             :

    TITLE                : NORTHRUP GRUMMAN SYS TRAINER
    TELEPHONE            : (406) 443-8400  EXT:
    CONTACT COUNTY       : 025  LEWIS & CLARK
    EMAIL ADDRESS        : MARY.REYNOLDS@NGC.COM

SHFT+F5=SATD                                                    PATH:
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- This screen can be accessed in order to view identifying worker information if all you have is that worker's USER ID
- With the cursor in the USER ID field, type in the C# of the worker. The following information will be displayed
 - Worker's name and staff type
 - Supervisor and Approval Task Indicator ("Y" or "N")
 - Worker's supervisor and service region/counties
 - Worker's Title
 - Worker's phone number and contact county
 - Worker's email address
- This screen is also used to identify start and termination dates for worker's on the system
- If there is a "Y" in the SUPERVISOR AND APPROVAL TASKS field, press SHIFT+F5
 - SATD (Supervisor/Approval Tasks Detail) screen will be displayed
 - You can view what approval tasks or "supertasks" this worker has in the system

USML - User Maintenance List

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CAFSUSML          USER MAINTENANCE LIST          07/06/2006   14:48
USER ID : CS4566                                PAGE NO:   1

REGION :      COUNTY :
STAFF TYPE :      STARTING LAST NAME :
DISPLAY THE WORKER HISTORY FOR USER-ID :
TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE
SEL USERID  NAME                STAFF TYPE      RGN COUNTY-----  PHONE
- C7TR08    EIGHT, TRAINER      CWA COUNTY OFFIC 4 025 LEWIS & CL
- C7TR18    EIGHTEEN, TRAINER  CWA COUNTY OFFIC 4 025 LEWIS & CL
- C7TR11    ELEVEN, TRAINER    CWA COUNTY OFFIC 4 025 LEWIS & CL
- C7TR15    FIFTEEN, TRAINER  CWA COUNTY OFFIC 4 025 LEWIS & CL
- C7TR05    FIVE, TRAINER      CWA COUNTY OFFIC 4 025 LEWIS & CL
- C7TR04    FOUR, TRAINER      CWA COUNTY OFFIC 4 025 LEWIS & CL
- C7TR14    FOURTEEN, TRAINER CWA COUNTY OFFIC 4 025 LEWIS & CL
- C84142    HOLLING, PAULA     SPH CENTRALIZED  9 073 STATE OFFI 442-6550
- C86100    KOENIG, KELLY      CAA REGIONAL ADM 4 025 LEWIS & CL
- C7TR09    NINE, TRAINER      CWA COUNTY OFFIC 4 025 LEWIS & CL
- C7TR19    NINETEEN, TRAINER CWA COUNTY OFFIC 4 025 LEWIS & CL
- C7TR01    OFFICER, PROBATION CCO YOUTH COURT  8 074 1ST JUDICI
- CS4566    REYNOLDS, MARY     CAC COUNTY OFFIC 4 025 LEWIS & CL 443-8411
- C7TR07    SEVEN, TRAINER     CWA COUNTY OFFIC 4 025 LEWIS & CL

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- This screen can be accessed in order to view identifying worker information
- You can search for a worker by
 - Region
 - County
 - Staff type
 - Worker's last name
 - Worker's USER ID
- You have the ability to INQUIRE only on this information. Placing an "I" on the SELECT line next to the worker's USER ID will take you to USMD (User Maintenance Detail) and will display additional worker information