

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. Online Help Resources
Help Desk
- E. Screen Functions
Fast Path
Messages
Screen Headings
List/Detail concept
- F. Menus

III. INQUIRY SCREENS (additional history)

These are additional screens Centralized Intake Unit staff will have inquiry (read-only) access.

ADDL	Address List
ADDD	Address Detail
ADOD	Adoption Detail
CLID	Client Detail
CPHL	Client Placement History List
CREI	CPS Removal Eligibility Information
CRTL	Court List
CRTD	Court Detail
EDHL	Education History
EMPL	Employment History
EVEL	Event List
FALL	Facility Approval/Licensing List
FALD	Facility Approval/Licensing Detail
GARD	Guardianship Detail
IARL	Initial Assessment and Review List
IARD	Initial Assessment and Review Detail
ICPL	Interstate Compact List
ICPD	Interstate Compact Detail
ICAD	Interstate Compact Action Detail
ICWD	ICWA Detail

MDTD	Medication/Treatment Detail
MEDS	Medical Summary
MIHL	Medicaid Issuance History List
MMHD	Medical/Mental Health Detail
PADL	Provider/Facility Address List
PADD	Provider/Facility Address Detail
PASL	Provider Active Services List
PIGD	Provider Information (General) Detail
PLAD	Placement Detail
PLSH	Placement Status History
PRPL	Provider Person List
PRPD	Provider Person Detail
PRPH	Provider Placement History
RELL	Relationship List
RELD	Relationship Detail
SERL	Services List
SERN	Services Detail: Non-Payable
SPND	Special Needs Detail
SPTK	Supervisory Task Detail

IV. PERSON & PROVIDER INFORMATION

- A. Searching for/Adding a Person
 - PERS Person Search
 - PERL Person List
 - PERD Person Detail

- B. Searching for a provider
 - PROS Provider Search
 - PROL Provider List
 - PROD Provider Detail
 - FACD Facility Detail

- C. Alias names for a person or provider
 - AKAD Person Name AKA Detail
 - PAKD Provider/Facility AKA Detail

- D. Searching for history on a person or provider
 - RRRL Report/Request List
 - RBCL Report Background Check List

- E. Adding activity details on a client
 - ACTL Activity List
 - ACTD Activity Detail
 - ACT2 Activity Detail 2

V. REPORTS

- A. Accessing history on referrals
 - RRRL Report/Request List
 - RRD1 Report/Request Intake Detail 1
 - RRD2 Report/Request Intake Detail 2
 - RRD3 Report/Request Intake Detail 3

- B. Notes Process

VI. MAINTENANCE

- A. Caseload Management
 - ALER Alerts
 - SEAL See All Client Screens

- B. Worker Information
 - USML User Maintenance List
 - USMD User Maintenance Detail